

**BRACKLA COMMUNITY COUNCIL
MINUTES OF MEETING HELD AT OAK TREE SURGERY**

DATE: 21st February 2008

ATTENDED BY:		APOLOGIES FROM:	
Cllr. Mr D Aston Cllr. Mrs J Aston Cllr. Mr W Bennett Cllr. Mr T Hacking Cllr. Mr J Spanswick Cllr. Mr P Winstone Neil Harvey – Brackla Tabernacle Steve Brookman – BCBC Youth Services. Jayne Jowett – Clerk		Cllr. Mr A Berrow – Left early Cllr. Mr M Howells – Left early Cllr. Mr D Sage Cllr. Mrs P Hacking - Late Cllr. Mr P Winstone - Late Mel Davies – BCBC Youth Services	
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Minutes prepared by Jayne Jowett			
NOTE OF MEETING			
261.0	Time for Public to address Council		
261.1	None present. As the Chair had confirmed that he would be late, Cllr. Spanswick chaired the meeting.		
262.0	Council to consider presentations from Nike Design & PJ Lee Architects		
262.1	Mark Rees & Chris Skilton from Nike Design & PJ Lee of PJ Lee Architects both made presentations to the Council regarding the proposed youth facility project. Both presentations were followed by questions from the floor. Cllr. Winstone arrived during the first presentation and resumed chairmanship prior to the council members being asked to indicate which architect they would prefer to hire. As there were an equal number of votes for each, the Chair had the casting vote. RESOLVED: that Nike design be appointed as Architects for the youth facility project. Local Gov't (Misc Prov) Act 1976.s.19 Cllr. Bennett then requested that all the Councillors support the Chair with this ongoing project, to which all present agreed. Cllrs. Berrow & Howells made their apologies and left at this point.		Clerk
263.0	To Accept Apologies for Absence		
263.1	Apologies received from Cllr. Berrow – who had to leave early to go to work; Cllr. Howells – who due to illness, left early; Cllr. Sage – attending another meeting; Cllr. P Hacking – Late due to attending PACT meeting first; Cllr. Winstone – Late due to work commitments. Mel Davies – work commitments.		
264.0	To disclose personal & pecuniary interests in Agenda Items		
264.1	Cllrs. Spanswick & P Hacking – Agenda item 280.1 – Planning. Prejudicial interest, Members of Bridgend County Borough Council (BCBC) Planning Committee.		
265.0	To confirm & sign minutes of meetings of council held on 17/01/08 & Planning meeting on 05/02/08.		

265.1	RESOLVED: to accept the Minutes of routine Meeting of 17/01/08 & planning meeting of 05/02/08 as true records of proceedings	
266.0	Matters arising from minutes of meetings 17/01/08 & 05/02/08	
266.1	None	
267.0	Correspondence: Items for members of council to consider & items for council to note are listed at Appendix 1.	
267.1	<p>Item 2: Council noted the letter from M Moon MP.</p> <p>Item 5: Council noted the training schedule from Peninsula</p> <p>Item 7: Haywain Court: Bridgend Town Council (TC) suggested that the eight houses that currently fall within Brackla Community Council's boundary be transferred to Bridgend TC.</p> <p>Former railway track due north of Coychurch Road, which is earmarked as land for allotments currently within Brackla Community Council's boundary is transferred to Bridgend TC.</p> <p>RESOLVED to accept Bridgend TC's suggestions for boundary reviews. Clerk to send letter of confirmation.</p> <p>Item8: Council noted the letter and the Clerk's response.</p> <p>Item 9: Council noted the completion of the surrender of Chorleywood Allotments back to BCBC</p> <p>Item 11: Council noted the new parking limitations.</p> <p>Item 13: Council noted the AGM minutes & invite to the Fairtrade meal.</p> <p>Items 14 & 20 – Council noted the technical report & update letter regarding alleged subsidence. Clerk confirmed that copies of these had be sent to the Council's insurers.</p> <p>Item 16: Council noted the update letter from M Moon MP</p> <p>Item 17: RESOLVED that Clerk respond to the Welsh Assembly Government stakeholder survey.</p> <p>Item 19: Council noted the invite to join Kidney Wales Foundation walk for life.</p>	<p>Clerk</p> <p>Clerk</p>
268.0	Finance: Council to consider & agree expenditure & statement of accounts listed at appendix 2 along with closure of investment bond.	
268.1	<p>A Full list of expenditure is at appendix 2</p> <p>RESOLVED: Expenditure agreed by Council</p>	
269.0	Council to consider re-order of letter headed paper	
269.1	<p>Clerk confirmed the two quotes for headed paper which were: Western mail & Echo; 500 sheets for £210.12 Printall: 5000 sheets for £379.00</p> <p>RESOLVED That headed paper is purchased from Printall. LGA 1972 s.111</p>	Clerk
270.0	Council to consider purchase of either telescopic pruners or a power pruner	
270.1	<p>Cllr. P Hacking arrived during the discussion of this agenda item.</p> <p><u>Telescopic pruners:</u> B&Q: £49.98 Country Wide: £29.99</p>	

	Glamorgan Farm Supplies: £49.99 <u>Power Pruners: £136.17 + vat</u> RESOLVED to purchase the telescopic pruners from B&Q Highways Act 1980 sub sect 43 & sect 96	Clerk
271.0	Council to consider meeting 50% cost of Neighbourhood Watch street signs & cost towards venue hire	
271.1	RESOLVED That the Council will contribute 50% of the cost of the street signs LGRA 1997 s.31	Clerk
	RESOLVED that consideration of contributing to the cost of venue hire be agendered for next routine meeting once the Clerk has confirmed the cost of hiring the community centre.	Clerk
272.0	Council to confirm articles for Newsletter	
272.1	RESOLVED that the following items be included in the next newsletter: Neighbourhood Watch article Updated 'What's On' & 'Useful Telephone Numbers' Dog Fouling / Dog Control article Brackla Festival report Brackla in Bloom / Sunflower Competition report Neighbourhood Police team report (including success of speed camera) Article on Fairtrade rugby / footballs presented to Brackla Schools by BCC (including a list of Fairtrade suppliers in area) List of Councillors Article on proposed Youth facility. Jokes / quiz Report on Tremains Wood. Report on numbers / types of enquiries received at BCC Notice of next Brackla Festival.	
273.0	Council to consider web site maintenance provision	
273.1	Clerk explained the difficulties that she had encountered in trying to contact Andrew Redway with regard to the Council's website maintenance. RESOLVED that the clerk seeks quotes from new service providers for consideration at next routine meeting.	Clerk
274.0	Council to consider a suitable date for Brackla Festival meeting	
274.1	RESOLVED to hold Brackla Festival meeting immediately after the next planning meeting on 04/03/08	
275.0	Council to consider solar Christmas decorations from Plantscape	
275.1	RESOLVED that clerk negotiate a deal with regard to the cost of either 20 or 25 units for report to next routine meeting.	Clerk
	RESOLVED that clerk enquire of Plantscape, the cost of storing and fitting BCC's existing Christmas decorations as well as hiring the solar Xmas trees each year.	Clerk
276.0	Members of Council to sign undertaking declaration for amendment to Local Government Member Code of Conduct section 183, Local Government & Public Involvement in Health Act 2007	

276.1	Clerk issued the new undertaking statements to those Councillors in attendance for their signature.	
277.0	Clerk's Report	
277.1	<p>1) Clerk requested that her current hours of work (8.30am to 4.20pm with 20min break) be changed to 8.30am to 5.00pm with a 1-hour break.</p> <p>RESOLVED that Council agreed to this amendment. Clerk to re-issue an amended statement of main terms of employment.</p> <p>2) Clerk reported on the meeting she had held with Nicola Watkins of BCBC – Much of the work undertaken by BCBC in establishing ownership of pockets of land was on-going and not of particular relevance to BCC at this time.</p> <p>3) Clerk confirmed that the presentation undertaken at Tremains Junior School on the work of Brackla Community Council was very successful and could be of interest to the other schools on Brackla</p> <p>RESOLVED that Clerk offer this facility to all the schools on Brackla.</p> <p>4) Clerk presented update on election costs from Eirwen Eves of BCBC. Uncontested election would cost £200.00. Contested elections cost: Postal votes: ££2.00 per vote (currently 1617 registered); Ballot papers would be the actual cost; Hire of premises: would be 25%?(to be confirmed) of cost of premises – portacabins are approx. £1200.00 each of which Brackla will require two: Returning Officer would be £60.00 for the first 500 electors & £38.00 for each additional 500 or part thereof – total cost being £668.00</p> <p>5) Clerk confirmed that the Gardener had started to sink the Grit Bins into the ground, which was proving to be successful. Cllr. Spanswick informed Clerk of a further bin which required re-positioning.</p> <p>6) Clerk confirmed that the contractors had postponed the Playground re-opening, possible new dates being afternoon of 10/03/08 or morning of 11/03/08.</p> <p>7) Clerk reported back to the Council on the feedback from Richard Fletcher of BCBC on the Environmental Enforcement Consultation.</p> <p>8) Clerk fed back on the Neighbourhood Watch Scheme meeting. Clerk will re-contact the co-ordinators at the beginning of March to confirm whether they wish to meet together on a regular basis or continue to operate as individual street watches as is the current situation.</p> <p>9) Clerk informed Council that the Gardener had seen a group of youths emerging from Tremains Wood with an air rifle on 20/02/08, which he has reported to the police.</p> <p>10) Clerk issued a copy of the Sustainable Wales newsletter to those present</p> <p>11) Following the recent tragic spate of deaths in the Borough SW Police are looking to issue an advice leaflet to all the households in the borough and requested comment from BCC. The Clerk confirmed that she had requested clarification on the</p>	<p>Clerk</p> <p>Clerk</p>

	content of the leaflet prior to BCC making any contribution.	
278.0	Members' Reports	
278.1	<p>Cllr. J Aston – A resident of Brackla had enquired about the trees @ the rear of 10 Cae Brackla which lay between this property & Cae Coed Erw. It was suggested that Cllr. J Aston inform the resident to discuss this directly with BCBC as the trees are on their land.</p> <p>Cllr. Spanswick – Nothing to report Cllr. Bennett – Nothing to report Cllr. P Hacking – Nothing to report Cllr. D Aston requested that the Finance Committee hold an end of year meeting – Clerk to arrange. Cllr. T Hacking – Nothing to report Cllr. P Winstone – Nothing to report</p>	Clerk
279.0	Date of next meeting	
279.1	<p>Planning meeting on Tues 4/03/08 @ 7pm in Oak Tree Surgery, immediately followed by: Brackla Festival meeting. Next routine meeting will be held on 20/03/08 @ 7pm in Oak Tree Surgery Cllrs. Spanswick; P Hacking & T Hacking made their apologies for this meeting as they will be on holiday.</p>	
280.0	Council to consider planning applications	
280.1	<p>Cllrs. Spanswick & P Hacking declared an interest in this item & left the meeting room.</p> <p>RESOLVED that Council made the following planning application decisions as listed at Appendix 3.</p>	
	Meeting closed at 20:50 hours.	

**For members to consider
For Council to note**

Correspondence received:

Appendix 1

ITEM	DATE	FROM	DETAILS
1	14/01/08	Mayor's Parlour	For Council to note an invite for Chair & Clerk to reception on 28/03/08 @ 7pm Civic Offices
2	21/01/08	M Moon MP	For members of Council to consider letter regarding closure of Porthcawl post office.
3	21/01/08	RBS	For Council to note that RBS merged with HLH Connect Ltd to form Emenda (RBS) Ltd.
4	21/01/08	BCBC	For Council to note Info on Seven Bays Project for Porthcawl.
5	22/01/08	Peninsula	For members of Council to consider training courses
6	23/01/08	Sewta	For Council to note the annual report.
7	23/01/08	Bridgend T.C.	For members of Council to consider Bridgend T.C.'s response to the review of boundaries.
8	24/01/08	Oak Tree Surgery Patient Forum	For members of Council to consider request for clarification on reasons for not supporting the pharmacy application
9	28/01/08	R L Edwards Solicitors	For members of Council to consider the finalised Deed of Surrender & Land Registry notification pertaining to the handover of Chorleywood Allotments.
10	28/01/08	Brackla Allotment Assc.	For Council to note request that the now the Council no longer manages the site, we no longer leave green waste at the site.

11	31/01/08	BCBC	For members of Council to consider notification of new parking limitations to Coychurch Road; Cowbridge Road; College Close; B4181; Waunscil Ave; New slip Road on Tremains Road; Access Road leading to new Asda & New access road to Residents' parking in Cowbridge Road.
12	31/01/08	Bridgend Adult Community Learning	For Council to note newsletter
13	04/02/08	SUSSED	For members of Council to consider newsletter; Minutes of AGM & invite to Fairtrade Feast on 28/02/08 @ 7.30pm in the Coast.
14 & 20	04/02/08	Crawford Building Services	For members of Council to consider building report on alleged slippage in Chorleywood Close / Allotment
15	04/02/08	Welsh Assembly Government	For Council to note that maximum expenditure per elector for Sect 137 donations for 2008/09 is £5.86
16	04/02/08	M Moon MP	For members of council to consider update letter re Post Offices
17	07/02/08	Welsh Assembly Government	For members of council to consider stakeholder survey.
18	07/02/08	One Voice Wales	For Council to note Newsletter
19	11/02/08	Kidney Wales Foundation	For members of Council to consider partaking in Walk for Life on 30/03/08

Correspondence sent by BCC

ITEM	DATE	SENT TO	DETAILS
1	14/01/08	Harrison's Packaging	Invoice
2	21/01/08	Set Office Supplies	Invoice
3	22/01/08	RCT	Pension contribution
4	23/01/08	Toshiba	Invoice
5&6	24/01/08	Various	Invite to Neighbourhood Watch meeting.
7	24/01/08	Cllr Berrow	Planning agenda
8	30/01/08	SW Police	Invoice
9	30/01/08	Ravenstock MSG Ltd	Invoice
10	31/01/08	Western Mail	Copy of Letter head paper for a quote for re-printing
11	04/02/08	Zurich Ins	Copy of report from Crawford Building Services
12	06/02/08	BCBC	Planning observations
13&14	07/02/08	Toshiba	Invoice
15	11/02/08	Various	Invoices
16	12/02/08	Zurich Ins	Copy of letter from Crawford Building Services

Face-To-Face / Tel Enquiries:

ITEM	DATE	FROM	DETAILS
1	18/12/07	Resident of Brackla	Wanting to know where she could get a copy of her birth certificate – Passed her onto BCBC
2	14/01/08	Resident of Brackla	Wanting an allotment – passed onto Brackla Allotment Association.
3	15/01/08	Resident of Brackla	Wanted furniture collected – gave her BCBC tel no.
4	16/01/08	Resident of Brackla	Wanted bins sited on land behind archdeacon John Lewis – suggested they request these from BCBC
5	16/01/08	Resident of Brackla	Rubbish left by previous tenant which required disposal – gave her BCBC no.
6	17/01/08	Resident of Brackla	Concerned re grit on Channel View - reported to BCBC who confirmed that they are going to meet with contractors to discuss correction of problem
7	17/01/08	Resident of Brackla	Concerned re bins on Bridgend Ind Estate not being emptied – reported to BCBC
8	22/01/08	Resident of Brackla	Wanting the tel no. of youth services dept The Old Church School Maesteg Rd Tondy. Tel'd BCBC - 01656 724057
9	27/01/08	Resident of Brackla	Wanting to book the Community Centre
10	28/01/08	Resident of Brackla	Wanting to report a noisy dog to noise pollution dept. passed her onto BCBC.
11	28/01/08	Resident of Brackla	Wanted to report broken street lights – passed onto BCBC
12	30/01/08	Resident of Brackla	Wanting to hire the Community Centre – gave Nick

			Robert's tel no.
13	30/01/08	Resident of Brackla	Wanting to hire the Community Centre – gave Nick Robert's tel no.
14	31/01/08	Pharmacy in Pencoed	Wanting to find out about re-cycling – passed onto BCBC
15	31/01/08	Resident of Brackla	Wanted the Trading Standards Tel No. – Gave her the No.
16	31/01/08	Person thinking of moving to Brackla	Wanting to know the council tax for her preferred property – passed onto BCBC
17	05/02/08	PCSO Coleman	Wanted Name & Tel No of Oak Tree Business Manager
18	05/02/08	Resident of Brackla	Wanting to book Community Centre – Gave tel No.
19	07/02/08	Resident of Brackla	Reported graffiti on fences & lamp posts on black path.
20	11/02/08	Resident of Brackla	Wanting tel no. for Oak Tree – gave it to him
21	11/02/08	Owner of new nightclub in Derwen road Bridgend	Wanted to know if there was any planned development in immediate area – passed onto BCBC planning dept.
22	11/02/08	Resident of Brackla	Reporting a pothole in road – informed highways
23	12/02/08	Resident of Brackla	Wanting to know why the land between old & new Brackla off Tremains Road had been cleared – I gave him BCBC planning dept contact details.
24	12/02/08	Resident of Bridgend	Wanting to place a advertising poster in Community Centre – gave him Nick Roberts tel no.
25	12/02/08	Resident of Brackla	Came in to pick up a prescription – sent her down to reception.
26	13/02/08	Resident of Brackla	Wanting to request permission to place a CCTV camera on a BCBC lamp post – Contacted street lighting to seek their advice.

PLANNING

Appendix 3

THE FOLLOWING PLANNING APPLICATIONS HAVE BEEN PERMITTED BY BCBC:

Mr Roberts, 3 The Willows Brackla – Lean to conservatory in white upvc to rear of property.

Mrs D Pask, The Barn 20 Bramble Close Brackla – Extension to north elevation.

Mr Lewis, 24 Easterly Close Brackla – Storm Porch to front in white UPVC

Mr D Lewis, 1 The Chase, brackla – Inclusion of land within curtilage of property & erect a fence.

THE FOLLOWING PLANNING APPLICATIONS HAVE BEEN REFUSED BY BCBC:

Nil

Appendix 2

Bank Reconciliation Statement as at: 31/01/2008 for Cash Book 1 Current Account

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Co-op Current A/c	31/01/2008	229	47,416.67 47,416.67
Unpresented Cheques (Minus)		Amount	
07/01/2008 201956	1092 (Bridgend) Sqn Air Training	250.00	
28/01/2008 201964	S W Police Authority	3,670.25	
30/01/2008 201960	Ravenstock MSG Ltd	69.80	
30/01/2008 201965	Ravenstock MSG Ltd	155.05	
			4,145.10
			43,271.57
Receipts not Banked/Cleared (Plus)			0.00
			43,271.57
		Balance per Cash Book is :-	43,271.57
		Difference is :-	0.00

Brackla Community Council

Detailed Income & Expenditure by Year to Date Budget Heading 01/02/2008

Month No : 11 Committee Report

Note (-) Variance Year to Date OVER BUDGET

	Actual Year to Date	Budget Year to Date	Variance Year to Date	Annual Budget	Funds Available
Finance					
101 Staffing					
4000 Clerks Salary	16,025	21,527	5,502	23,484	7,459
4002 Gardeners Salary	10,395	13,431	3,036	14,654	4,259
4003 Overtime	0	2,750	2,750	3,000	3,000
4004 Employers Pension	5,978	4,752	-1,226	5,180	-798
4005 Employers National Insurance	8,128	3,662	-4,466	4,882	-3,246
4006 Health and Safety	0	0	0	60	60
4007 Staff Exepnses	305	231	-74	250	-55
4008 Employment Costs	0	462	462	500	500
4010 Training	105	627	522	682	577
Staffing :- Expenditure	40,936	47,442	6,505	52,692	11,756
Net Expenditure over Income	40,936	47,442	6,505	52,692	
102 Administration					
4012 Rent	2,138	2,618	480	2,855	717
4022 Stationery	216	1,067	851	1,160	943
4023 Telephones	549	847	298	927	378
4024 Mobile Phones	404	572	168	618	214
4025 Photocopier	701	902	201	979	278
4026 Postage	211	187	-24	206	-5
4027 Insurance	1,064	1,545	481	1,545	481
4028 Subscriptions	989	150	-839	1,073	84
4031 Newsletter	1,124	3,000	1,876	3,000	1,876
4032 Website Maintenance	0	0	0	206	206
4033 Website Hosting	60	124	64	124	64
4054 Survey	0	0	0	1,000	1,000
4055 Accounts Services	371	704	333	773	402
4057 Audit	-50	964	1,014	964	1,014
4059 Peninsula	1,680	2,233	553	2,440	760
4060 Accounts Package Maintenance	585	618	33	618	33
4070 Office Equipment	179	0	-179	0	-179
4071 Capital Fund	0	0	0	9,000	9,000
Administration :- Expenditure	10,222	15,531	5,309	27,487	17,265
1006 Income Photocopier	19	0	-19	0	
1176 Precept Received	122,000	0	-122,000	122,000	
1180 Income Miscellaneous	5,609	0	-5,609	0	
1190 Interest Received	4,470	0	-4,470	0	
Administration :- Income	132,098	0	-132,098	122,000	
Net Expenditure over Income	-121,877	15,531	137,408	-94,513	
105 Civic					
4100 Councillors Expenses	106	0	-106	0	-106
4105 Chairs Allowance	0	700	700	700	700
4110 Civic Service	340	750	411	750	411
4115 Elections	0	0	0	6,000	6,000
4120 Engraving	0	13	13	13	13
Civic :- Expenditure	446	1,463	1,017	7,463	7,017
Net Expenditure over Income	446	1,463	1,017	7,463	
106 Events					
4255 Wales in Bloom	73	0	-73	73	0
4280 Funday	3,205	3,500	295	3,824	619
4295 Competition Prizes	316	500	184	827	511
Events :- Expenditure	3,595	4,000	405	4,724	1,129
1055 Income Funday	324	0	-324	324	
Events :- Income	324	0	-324	324	
Net Expenditure over Income	3,271	4,000	729	4,400	
109 Grants					
4400 Section 137	550	1,500	950	550	0
4405 Summer Playscheme	0	1,500	1,500	1,500	1,500
4406 Youth Work	-20	0	20	0	20
4407 Gants Out	950	0	-950	950	0
Grants :- Expenditure	1,480	3,000	1,520	3,000	1,520
Net Expenditure over Income	1,480	3,000	1,520	3,000	

Note (-) Variance Year to Date OVER BUDGET

		Actual Year to Date	Budget Year to Date	Variance Year to Date	Annual Budget	Funds Available
201 Environment						
4200	Vehicle Renewal/Hire	4,279	2,288	-1,991	5,500	1,221
4201	Vehicle Maintenance	402	946	544	1,030	628
4203	Vehicle Insurance	591	1,545	954	1,545	954
4204	Petrol	677	1,419	742	1,545	868
4220	Container Rental	711	792	81	865	154
4225	Equipment	1,975	2,838	863	3,090	1,115
4227	Equipment Maintenance	1,287	1,320	33	1,442	155
4231	Fuel for Equipment	92	99	7	103	11
4250	Environmental Schemes	1,030	1,738	708	1,900	870
4260	Roundabout Sponsorship	1,240	0	-1,240	0	-1,240
4261	Seasonal Bedding	3,517	4,246	729	4,635	1,118
4281	Xmas Lights	0	0	0	3,090	3,090
4290	Allotments	163	913	750	1,000	837
	Environment :- Expenditure	15,965	18,144	2,179	25,745	9,780
1050	Income Roundabout Sponsorship	1,240	0	-1,240	0	
1055	Income Funday	0	0	0	0	
1057	Income Green Waste Bags	98	0	-98	0	
	Environment :- Income	1,338	0	-1,338	0	
	Net Expenditure over Income					
		14,627	18,144	3,517	25,745	
202 Safety						
4270	PCSO	11,011	11,588	577	15,450	4,439
	Safety :- Expenditure	11,011	11,588	577	15,450	4,439
	Net Expenditure over Income	11,011	11,588	577	15,450	
	Finance Expenditure	83,655	101,167	17,512	136,561	
	Income	133,760	0	-133,760	122,324	
	Net Expenditure over Income	-50,105	101,167	151,272	14,237	