

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

DATE: 17th Sept 09

ATTENDED BY:		APOLOGIES FROM:	
Cllr. Mrs C Lewis Cllr. Mr D Aston Cllr. Mr M Voisey Cllr. Mr A Wathan Richard Smith – member of public Jayne Jowett – Clerk		Cllr. Mr J Spanswick Cllr. Mr C Jones Cllr. Mrs D Davies Cllr. Mr W Bennett Cllr. Mr D Sage Cllr. Mr T Hacking Cllr. Mrs P Hacking	
DISTRIBUTION:			
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FILE COPY			
Minutes prepared by Jayne Jowett			
NOTE OF MEETING			
	As both the chair & Vice Chair were not present it was necessary to appoint a temporary Chair as per para 27(3) of the LGA 1972 Schedule 12 Cllr. Aston volunteered and all present agreed, therefore Cllr. Aston appointed as temporary Chair for the purposes of this meeting.		
111.0	Time for Public to address Council.		
111.1	No comments received		
112.0	To Accept Apologies for Absence.		
112.1	Cllr. J Spanswick – Training course; Cllr. D Sage - work; Cllr. Davies – holiday; Cllrs. Bennett; T & P Hacking – ill; Cllr. Jones – prior engagement. Cllr. Voisey requested that the Council's best wishes be sent to Cllrs. Bennett ; T & P Hacking – Clerk to send cards.	Clerk	
113.0	To receive declarations of personal and prejudicial interest (if any) from Members/Officers in accordance with the provisions of the Members Code of Conduct adopted by Council on 19/06/08		
113.1	Cllr. A Wathan - Agenda item 115.0 (correspondence item 1) – Prejudicial interest, member of Coity Higher Community Council. Cllr. A Wathan – Agenda item 121.0 – Prejudicial interest, member of Town & Community Council Forum.		
114.0	To confirm & sign minutes of routine meeting of council held on 16/07/09; Planning meetings of 04/08/09 & 02/09/09; Finance meeting of 04/08/09; H&S meeting of 02/09/09 & Special meeting of 04/08/09.		
114.1	RESOLVED: to accept the minutes of the routine meeting of 16/07/09 as a true record of proceedings RESOLVED: to accept the minutes of planning meeting of 04/08/09 as a true record of proceedings RESOLVED: to accept the minutes of planning meeting of 02/09/09 as a true record of proceedings		

	<p>RESOLVED to accept minutes of H&S meeting of 02/08/09 as a true record of proceedings.</p> <p>Due to lack of attendees:</p> <p>RESOLVED: to agenda sign off of minutes of Special meeting of 4/8/09 for next routine meeting.</p> <p>RESOLVED: to agenda sign off of minutes of the finance meeting of 04/08/09 for next routine meeting.</p>	<p>Clerk</p> <p>Clerk</p>
115.0	Correspondence: Items for members of council to consider & items for council to note are listed at Appendix 1.	
115.1	<p>Item 1: Cllr. Wathan declared an interest and withdrew from discussions. Due to lack of quorum unable to make any resolutions on this letter, however Cllr. Aston did confirm that he had been in office when the skate park was installed using grant money. The Council at the time had considered it to be very worthwhile; value for money and that it had helped to reduce youth annoyance in other areas. The age group using the facility was approximately 9-18 year olds.</p> <p>Cllr. Wathan resumed participation in the meeting.</p> <p>Item 2: Council noted this item.</p> <p>Item 4: Council noted this item.</p> <p>Item 6: Council noted this item.</p> <p>Item 7: Council noted this item.</p> <p>Item 8: Council noted this item.</p> <p>Item 9: Council noted this item.</p> <p>Item 10: Council noted this item and the Clerk's response.</p> <p>Item 11: Council noted this item.</p> <p>Item 12: Council noted this item.</p> <p>Item 13: Council noted this item and the Clerk's response.</p> <p>Item 14: Council noted this item.</p> <p>Item 16: Council noted this item.</p> <p>Item 17: Council noted this item.</p>	
116.0	Finance: Council to consider & agree expenditure & statement of accounts listed at appendix 2	
116.1	<p>A Full list of expenditure and summary of spend against the budget are at appendix 2 and were reviewed by members.</p> <p>RESOLVED: Expenditure against budget agreed by Council.</p>	
117.0	<p>Council to consider Brackla residents' facility including:</p> <p>Maintenance of the relocated hedge</p> <p>Report on viability of Solar / photovoltaic panels</p> <p>Whether to include a parapet</p> <p>Fencing for the bin store</p> <p>Responsible organisation for the securing of the emergency access road.</p> <p>Whether to accept Nike Design's response to our conditions of increased fees.</p>	
117.1	<p>Due to lack of members present:</p> <p>RESOLVED To postpone discussions until more members were available.</p>	

	RESOLVED To delegate authority to the Clerk to call a special meeting if required.	Clerk
118.0	Council to consider the way forward regarding Brackla Community Centre	
118.1	Due to lack of members present: RESOLVED To postpone discussions until next routine meeting.	Clerk
119.0	Council to consider consultation documents including: Proposed Legislative Competence Order relating to Community Councils & Cllr. recruitment, retention & allowances.	
119.1	RESOLVED To note this consultation document.	
120.0	Council to ratify Finance committee's instruction to proceed with the construction of the Tremains Wood bridges as per Brackla Community Council's original specifications along with an update of B.C.B.C.'s input.	
120.1	Clerk explained that though this decision had been made by the finance committee, it was now over-ridden by the fact that B.C.B.C. was now insisting that a planning application and change of specifications were necessary. Clerk confirmed that a meeting with B.C.B.C. had been requested to try to resolve the issues and to seek a way forward.	
121.0	Council to consider agenda items for next Town & Community Council Forum meeting on 14/10/09	
121.1	Cllr. Wathan declared an interest in this item and withdrew from discussions Unable to discuss due to lack of a quorum.	
122.0	Clerk's Report.	
122.1	Cllr. Wathan resumed participation in the meeting. <ol style="list-style-type: none"> 1) Clerk confirmed that Brackla Tabernacle had agreed to the storage of steel containers at Brackla Tabernacle for a reduced fee of £250.00 per annum. 2) Old hedge trimmer which was deemed too expensive for the council to repair, considering its age & value and would therefore have to be scrapped has been bought by the Gardener for £40.00. 3) Change of signatories now effective for Co-op Bank. 4) Co-op Financial Services has merged with Britannia – no effect on corporate section of Co-op banking. 5) Resident came into the office to make a point of thanking Council for their floral displays this year. 6) Due to balance in the co-op current account, the Clerk confirmed that she had allowed the 3 month bond to re-invest in a further three month bond. <p>RESOLVED To ratify the decision to re-invest the maturing bond and interest into a new 3 month bond.</p>	
123.0	Members' Reports.	
123.1	Cllr. Lewis – see attached report at appendix 5 Cllr. Wathan – Nothing to report. Cllr. Voisey – Thanked the Clerk for her hard work in arranging such a	

	successful Brackla Festival. Cllr. Aston – Nothing to report.	
124.0	Council to consider the date of next planning; finance & routine meetings.	
124.1	Planning meeting – Tuesday 6/10/09 @ 5.30pm Oak Tree Surgery. Routine meeting – Thursday 15/10/09 @ 7.00pm Oak Tree Surgery.	
125.0	Council to consider planning applications	
125.1	No applications to consider.	
	Meeting closed at 19.57 hours.	

Appendix 1

Correspondence received:

1	13/07/09	Coity Higher CC	For members of Council to consider request for opinions on success of Brackla's skateboard park
2	27/07/09	B.C.B.C.	For members of Council to consider invite to site inspection of proposed secondary school (e-mailed 28/07/09)
3	27/07/09	Mayor's Parlour	For Council to note invite to civic service
4	28/07/09	B.C.B.C.	For members of Council to consider copy of letter sent to Oak Tree Surgery from B.C.B.C. regarding us renting space in the surgery being in contravention of the lease of the land.
5	29/07/09	Bridgend T.C.	For Council to note invite to Chair for civic service.
6	29/07/09	Comm Health Council	For members of Council to consider annual report.
7	3/8/09	OVW	For members of Council to consider newsletter
8	3/8/09	RBS	For members of Council to consider newsletter regarding available training courses
9	06/08/09	Adjudication Panel For Wales	For members of Council to consider their annual report.
10	17/8/09	Resident of Brackla	For members of council to consider letter regarding new units at Triangle precinct.
11	24/8/09	SLCC	For members of Council to consider invite to training for Best practice in employment & Pensions.
12	27/8/09	B.C.B.C.	For members of Council to consider Prohibition of pedestrians Order 2009 for A4061
13	2/9/09	Crawford Nat Build Serv	For members of Council to consider request for update on Alleged subsidence.
14	2/9/09	Welsh Assembly Government	For members of Council to consider Local Gov't Partnership Scheme Annual Report
15	8/9/09	Bridgend County Civic Charity	For Council to note invite to Chair to attend charity banquet
16	8/9/09	OVW	For members of Council to consider motions selected by OVW for their forthcoming AGM on 10/10/09
17	8/9/09	B.C.B.C.	For members of Council to consider info regarding private fostering of children.

Correspondence sent:

1-2	21/7/09	Various	Invoices
3	21/7/09	Mr Cunningham	Return of B in B trophy request
4-48	21/7/09	Various	Invite to Civic Service
49	27/07/09	Dance Crazy	Donation
50	3/8/09	Keyshoes	Invoice
51-53	04/08/09	Various	Invoices
54	04/08/09	Mr Waite	Civic Service invite

55	05/08/09	PicknMix Circus	Invoice
56	06/08/09	Climbngo	Invoice
57	10/8/09	Inflatable Maze	Invoice
58-62	13/8/09	Various	Invoices
63-117	18/8/09	Various	Invites to B in B presentation
118-149	18/8/09	Various	Amendment to civic service
150	18/8/09	Resident of Brackla	Reply to query re new units @ Triangle
151	7/9/09	Boundary commission	Reply to invite to workshop
152-154	9/9/09	Various	Invoices

Tel / Face to Face enquires:

1	13/07/09	Resident of Brackla	Reporting damage to metal fence on Black path – reported to Redrow Homes.
2	15/07/09	Gardener	Broken manhole cover – reported to B.C.B.C.
3	27/07/09	Resident of Brackla	Lamp posts 6 & 9 lit constantly – reported to B.C.B.C.
4	27/7/09	Resident of Brackla	Council tax query – passed onto B.C.B.C.
5	29/7/09	Resident of Brackla	Wanting to teach OAP's to dance – asked her to send in letter so we could register her interest on our website & in Gazette.
6	17/8/09	Resident of Brackla	Wanting contact details for dept in B.C.B.C. who has issued intension to issue £100.00 for fly-tipping.
7	17/8/09	Resident moving to Brackla	Wanted to know as much as possible about the area.
8	18/8/09	Resident of Brackla	Wanted overhanging trees cut back – passed onto B.C.B.C.
9	18/8/09	Resident of Brackla	Issue with parking in Fenwick Dr – advised to approach police & B.C.B.C.
10	19/8//09	Resident of Brackla	Wanted to book community centre – give N Robert's details
11	24/8/09	Member of public	Wanting Edward Jones Investments – Told them of the office in Talbot Green
12	27/8/09	Resident of Brackla	Reporting fly tipping – Reported to B.C.B.C.
13	7/9/09	Resident of Brackla	Wanted to know what events were being held in RCT – suggested he contact RCT
14	7/9/09	Resident of Brackla	Wished to thank Brian & Council for lovely floral displays this year.
15	8/9/09	Resident of Brackla	Concerned regarding landscaping in Triangle - e-mailed Northstar to enquire when this will be undertaken.

Appendix 3

Planning Applications Approved by Bridgend County Borough Council:

T/09/31/TPO – Mrs A Phillips, 10 Sedd Goch, Brackla – Cut back overhanging Branches
P/09/465/BCB – Brackla Primary, Phase 4
P/09/480/FUL – Mrs Jones, 81 The Woodlands – Front entrance porch & 2 velux windows
P/09/502/FUL – Mr J Howe, 50 Underwood Place – Playroom to replace garage & new conservatory
P/09/455/FUL – W&W Hse Assoc. 16 2 bed 2 storey homes; 15 3 bed 2.5 storey homes & 8 2 bed flats
P/09/507/FUL – Mr Jones 14 Honeysuckle way - Conservatory

Planning Applications Declined by Bridgend County Borough Council:

Nil return

Appendix 2

Brackla Community Council

Bank Reconciliation Statement as at: 10/08/2009 for Cash Book 2 Co-op investment account 4			
Bank Statement Account Name (s)	Statement Date	Page No	Balances
Co-op investment a/c 4	20/08/2009	4	75,000.00
			75,000.00
Unpresented Cheques (Minus)		Amount	
			0.00
			75,000.00
Receipts not Banked/Cleared (Plus)			
			0.00
			75,000.00
		Balance per Cash Book is :-	75,000.00
		Difference is :-	0.00

Brackla Community Council

Bank Reconciliation Statement as at: 31/08/2009 for Cash Book 1 Current Account			
Bank Statement Account Name (s)	Statement Date	Page No	Balances
Co-op Current A/c	31/08/2009	270	27,591.84
			27,591.84
Unpresented Cheques (Minus)		Amount	
04/08/2009 202283	Bridgend Deaf Sports & Social	50.00	
04/08/2009 202290	St John Ambulance	64.40	
27/08/2009 202149	Wayne Clark	140.00	
27/08/2009 DDR66	Shoecare Cdf Ltd	20.00	
27/08/2009 202150	RCT	778.28	
28/08/2009 DDR67	Tesco	44.16	
31/08/2009 SO	B Whitlock	220.00	
31/08/2009 BILL PAY	B Whitlock	4.16	
			1,321.00
			26,270.84
Receipts not Banked/Cleared (Plus)			
			0.00
			26,270.84
		Balance per Cash Book is :-	26,270.84
		Difference is :-	0.00

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Current Account

List of Payments made between 07/07/2009 and 10/09/2009

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
07/07/2009	Allan's Gdn Mach	202276	75.00		Hanging baskets
09/07/2009	Riverside Hardware &	DDR37	50.00		EQUIPMENT
13/07/2009	B Whitlock	SO	220.00		Sal 11/7/09
13/07/2009	B Whitlock	BILL PAY	3.96		Sal 11/7/09
13/07/2009	Toshiba Tec UK Imaging	DDR38	12.19		No of photocopies
13/07/2009	Lexis Nexis	DDR39	59.05		Stationery(book)
13/07/2009	Celtic Mowers Ltd	DDR40	569.25		Hedge cutter
14/07/2009	Countrywide Farmers	DDR41	38.99		Equip
15/07/2009	Glasdon Manufacturing Ltd	DDR42	1,834.72		Memorial bench
16/07/2009	BT	DD	65.86		Tels
16/07/2009	KEYSHOES	202277	59.56		Cups for comps/funday
16/07/2009	Somerfield Stores	DDR43	43.01		Fuel for van
17/07/2009	Arian Finance Ltd	DD	263.12		Van hire
20/07/2009	B Whitlock	SO	220.00		Sal 18/7/09
21/07/2009	B Whitlock	BILL PAY	4.16		Sal 18/7/09
21/07/2009	development Team	202278	250.00	LGMPA 1976s19	Donation
27/07/2009	B Whitlock	SO	220.00		Sal 25/7/09
27/07/2009	Jewson	DDR44	71.90		Cement
27/07/2009	Co-operative group Ltd	DDR45	5.91		Equip
27/07/2009	Tesco	DDR46	39.55		Fuel for equip
27/07/2009	Dr Madelin Oak Tree	SO	221.25		Rent July 09
28/07/2009	B Whitlock	BILL PAY	4.16		Sal 25/7/09
28/07/2009	Jewson	DDR47	37.44		Slabs for mem bench
28/07/2009	J Jowett	SO	1,300.00		Part pay Jul 09
28/07/2009	J Jowett	BILL PAY	271.83		Part sal Jul 09
28/07/2009	Asda Stores Ltd	DDR48	9.96		Baskets
29/07/2009	Boots The Chemist	DDR49	18.50		Photos B in B
29/07/2009	Martin McColl Ltd	DDR50	9.00		Raffle Books
30/07/2009	Asda Stores Ltd	DDR51	9.76		Buffet for funday
01/08/2009	Asda Stores Ltd	DDR53	49.35		Funday buffet
03/08/2009	B Whitlock	SO	220.00		Sal 01/08/09
03/08/2009	B Whitlock	BILL PAY	80.93		Sal 01/08/09
03/08/2009	Keyshoes Bridgend	202279	13.00		Trophies - funday
03/08/2009	Pick'n'Mix Curcus	202285	400.00		Funday
03/08/2009	Climb'n'Go	202284	340.00		Funday
03/08/2009	Candlestone Castles	202280	850.00		Funday
03/08/2009	Steve Tottle Taekwondo	202289	70.00		Funday
04/08/2009	J Jowett	BILL PAY	67.30		Expenses July 09
04/08/2009	ACD Skips Ltd	202281	74.75		Clear containers
04/08/2009	Royal Mail Group Ltd	202282	76.70		Response serv licence
04/08/2009	Bridgend Deaf Sports & Social	202283	50.00		Brackla Live hall hire
04/08/2009	Post Office	DDR52	5.40		SD a/cs - audit
04/08/2009	St John Ambulance	202290	64.40		Funday
05/08/2009	Vodafone	DD	19.81		Mobiles
06/08/2009	Graham Paul Chartered	DDR54	138.00		Wage prep
06/08/2009	RCT	202292	840.11		Pension conts 07/09
06/08/2009	Graham Paul Chartered	DDR54	-138.00		Reverse pay't of i/v1104 pd x2
06/08/2009	County Borough Supplies	202291	22.79		Stationery
06/08/2009	Peninsula Business Services	DD	193.20		Employ servs
10/08/2009	Toshiba Tec UK Imaging	DDR55	241.33		Photocopier
10/08/2009	C. Hyde	202286	275.00		Funday
10/08/2009	B Whitlock	SO	220.00		Sal 8/8/09
11/08/2009	Claypits Pottery	DDR56	70.00		B in Bloom
11/08/2009	B Whitlock	BILL PAY	4.16		Sal 8/8/09
12/08/2009	Allan's Gdn Mach	202293	88.43		Safety cxs
14/08/2009	Tesco	DDR57	43.00		Fuel for van
16/08/2009	BT	DD	65.11		TELS
17/08/2009	B Whitlock	SO	220.00		Sal 15/8/09
17/08/2009	B Whitlock	BILL PAY	3.96		Sal 15/8/09
18/08/2009	Jewson	DDR58	11.21		Memorial bench
18/08/2009	Inscapes Environmental	DDR59	24.73		Memorial bench
18/08/2009	Glamorgan Farm Supplies	DDR60	15.32		Seasonal bedding
18/08/2009	B&Q	DDR61	52.00		Memorial bench
18/08/2009	Arian Finance Ltd	DD	263.12		Van hire
19/08/2009	Inscapes Environmental	DDR62	6.04		Memorial bench
19/08/2009	Post Office	DDR63	60.00		Stamps

Date Paid	Payee Name	Cheque Ref	Amount Paid	Authorized Ref	Transaction Detail
25/08/2009	B Whitlock	SO	220.00		Sal 22/8/09
25/08/2009	B Whitlock	BILL PAY	4.16		Sal 22/8/09
25/08/2009	Bridgend County Borough	DDR64	256.64		Green bags
25/08/2009	J Jowett	BILL PAY	352.55		Part sal Aug 09
25/08/2009	Somerfield Stores	DDR65	29.62		Fuel for equip
25/08/2009	McCann & Ptn	BILL PAY	2,714.00		BREEAM
27/08/2009	Wayne Clark	202149	140.00		Memorial Bench
27/08/2009	Shoecare Cdf Ltd	DDR66	20.00		B in B trophies
27/08/2009	RCT	202150	778.28		Pension Aug 09
27/08/2009	Dr Madelin Oak Tree	SO	221.25		Rent Aug 09
28/08/2009	J Jowett	SO	1,300.00		Part sal Aug 09
28/08/2009	Tesco	DDR67	44.16		Fuel for van
31/08/2009	B Whitlock	SO	220.00		Sal 30/8/09
31/08/2009	B Whitlock	BILL PAY	4.16		Sal 30/8/09
02/09/2009	B'end Deaf Club	202294	50.00		Hall hire Brackla live
03/09/2009	Vodafone	DD	19.55		Mobiles
07/09/2009	B Whitlock	SO	220.00		Sal 5/9/09
07/09/2009	Mrs Hall	202295	50.00		B in B
07/09/2009	Mr/s Hawkins	202296	25.00		B in B
07/09/2009	Ms Johnston	202297	15.00		B in B
07/09/2009	Mr Walker	202298	25.00		B in B
07/09/2009	Mr/s Fabian	202299	15.00		B in B
07/09/2009	S J Canning	202300	10.00		B in B
07/09/2009	Brackla Primary School	100801	15.00		Wheelbarrow Comp
07/09/2009	Tremains Primary School	100802	10.00		Wheelbarrow Comp
07/09/2009	Archdeacon John Lewis C in	100803	10.00		Wheelbarrow comp
07/09/2009	Keyshoes	100804	30.99		Trophies
08/09/2009	B Whitlock	BILL PAY	4.16		Sal 5/9/09
08/09/2009	RBS Software Solutions	BILL PAY	184.00		Training
08/09/2009	J Jowett	BILL PAY	17.88		Expenses Aug 09
08/09/2009	Cllr. C Jones	100805	500.00		Chair's Allow
09/09/2009	B&Q	DDR68	13.44		Coveralls
10/09/2009	Flowers by Jo	DDR69	19.00		B in B display
10/09/2009	Asda Stores Ltd	DDR70	26.66		B in B event
10/09/2009	Co-operative group Ltd	DDR71	9.15		B in B event
		Total Payments	18,663.93		

The above payments have been reviewed against the budget & authorised by members of Brackla Community Council

Signed: Signed:

Appendix 4

E-mail from Lucy Jones of B.C.B.C.

Hi Mark,

Please find below responses from Jason Burton (Architect for Brackla Primary school project) and Gareth Evans (Parks Manager):-

Architect's comments

I have had a look at the plans provided by NIKE Design in relation to the above, I've also briefly discussed the scheme with Rob Morgan, although Rob has not yet looked at the scheme in detail. From the BCBC Architecture Departments point of view, the scheme looks relatively straight forward. It seems to provide access in a manner which suits our proposed Emergency Access Road without significantly disturbing the current arrangements. Looking in greater detail, there may be some issues relating to the parking layouts and turning provision but, this will be for Rob Morgan to comment on if he feels appropriate. The scheme will need to include provision for some fixed bollards either side of the road to prevent vehicles manoeuvring around the retractable bollards which BCBC will place in the road.

Clearly, drainage will remain an issue until Welsh Water provide any comments, in the interim, it may be worth NIKE speaking to Dave Plumley – He probably knows exactly what Welsh Water will require based on the experience gained during the Brackla School Amalgamation project.

I would suggest that prior to NIKE taking the scheme forward, they speak to Rob Morgan and iron out any issues he may have (if any). Once the design has been agreed, I would like to meet with the Fire Officer to discuss the Emergency Access Road to ensure that he is satisfied with the layouts and proposals.

The programming of the Construction works will also need to be considered. Rob Morgan has advised many times before that he will not be comfortable in allowing two sets of construction traffic to use the current access. Bearing in mind our ongoing programme for the School Amalgamation, our preference would clearly be for the Community Project to start after all our phases have been completed.

Park's manager comments

The plan/proposed layout has changed considerably from the last version I saw. The proposed community centre is now on the site of the existing play area. I have no problems with this in principle providing there is no detriment in terms of size and scope of the play area provided. I will need to at some point to be satisfied with the plans for the new play area. I'm assuming that the layout shown is schematic and more detailed proposals for approval will follow in due course. Can this be confirmed please?

Another small matter which I would like to raise now, but which may be just an omission of detail included at the moment rather than a complete omission, and that is we will require some form of barrier – swinging lockable barrier, at the termination of the block paviour access to the centre and the commencement of the emergency access to the school, to prevent unauthorised access along the emergency access into the multicourt and skatepark area.

I have previously provided observations on the replanting of the existing hedge along the rear boundary walls of properties at Highfields and in particular issues of maintenance. Providing there is no expectation that the Authority will maintain this feature then this is a matter for the Community Management Group.

From a Children's Directorate point of view, we would like to raise the issue of the history of vandalism on the Brackla Primary school site. The new bin store on your drawings is constructed from timber, you may wish to review this due to the ease at which it could be set alight.

Also, the Brackla Primary school project is currently on Phase 3 with two or three further phases. It is planned that the works to make the access road of a more permanent nature suitable for emergency vehicles will form part of Phase 4. This would need to be taken into consideration while planning the programme for the Recreation Centre project.

Thanks, Lucy

From: Mark Rees [mailto:m.rees@nikegroup.co.uk]

Sent: 12 August 2009 17:13

To: Lucy Jones

Cc: Jayne Jowett; Robert Morgan; Jason Burton; Phil Thomas - EPS; Gareth Evans; Smith Brian; Geraint Hopkins
Subject: Brackla Recreation Centre

Hi Lucy,

I've attached the latest site layout as approved by BCC for comments together with the site survey in dwg and pdf formats

We've changed the road spec to impermeable pavers - we would prefer pavers rather than tarmac. The surface of the emergency access to the rear of the school is as yet unspecified. I've copied in Rob Morgan at Highways who is familiar with the project.

Storm and foul drainage issues are not yet resolved. Welsh Water will not advise us of their requirements until after a planning application is submitted. A requirement for attenuation tanks and/or holding ponds for storm water should be assumed.

If you need further info please ring me.

We look forward to receiving your comments in the near future.

Regards

Mark Rees
Nike Design Ltd
5 Oldfield Road
Bocam Park
Bridgend
CF35 5LJ
Tel 01656 867920

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*Nike Group of Companies
Registered Office: Jubilee House, John Nike Way, Bracknell, Berkshire RG12 8TN
Registered in England no. 1243071*

Email from Nike design:

Hi Jayne,

Please see my comments below in red. Trust this is satisfactory. Please ring if you need any further information or clarification.

Kind regards,

Chris Skilton
01656 867920

From: Jayne Jowett [mailto:clerk@bracklacomcommunitycouncil.gov.uk]

Sent: 25 August 2009 09:03

To: 'Chris Skilton'

Cc: Alan Wathan; Bill Bennett; carolynlewis3105@live.co.uk; Cllr David Sage; craigljoness2000@aol.com; David Aston; donnawales18@btopenworld.com; jacquibrackla@yahoo.co.uk; johnspans@aol.com; Matthew Voisey; Pat Hacking; Terry Hacking

Subject: Brackla C.C.

Hi Chris

I write on behalf of Brackla Community Council to confirm that subject to the following criteria, they are prepared to agree to your increased fees to £11255.00 + vat to get this project to planning application submitted & agreed stage.

Conditions:

That this fee of £11255.00 is fixed with no further increases during the planning application submission and granted stage.

Agreed subject to BREEAM work being completed within the 12 hours budgeted, no further changes and no unforeseen items occurring

That Brackla Community Council only have to pay Nike Design £3106.50 + vat (this being the difference between the amount already paid and the £11255.00)

Agreed, subject to as above

Please can also confirm that if we do not get the funding that we require you will not make any further charges to us as this was the understanding on which the original agreement was taken, that we would pay in stages and if we could not proceed due to lack of funding, would not pay anything more.

Agreed, subject to as above

That Nike Design will await payment for the construction stage until the build is complete so that this can be built into the funding application.

It will be necessary to make interim payments to the contractor as the building works progress. It is normal to agree draw down of a grant to follow individual payments. The same should happen with consultants fees. We are however prepared to await payment until you have this arrangement in place.

Please can you also confirm that the final fee will not exceed the £52714.00 + vat as stated in your letter.

Agreed subject to no further changes or unforeseen items.

That should we employ Nike Design for the construction stage the fee of £52714.00 + vat includes you project managing the construction.

It includes for Architectural services during construction i.e. administer the terms of the building contract (giving instructions to the contractor, issuing certificates when payments are due), visit the site as appropriate to inspect generally the progress and quality of the work, make periodic financial reports to the client, snagging the finished work and inspection of made good defects . I list these duties as I believe this is what you mean by project managing.

Can you also confirm what fees are not included in the £52714.00 for example are the quantity Surveyor fees included in this? As you can understand we need to know a bottom line cost for all the fees associated with this build so that they can be included in the funding application.

This figure is for Architectural and CDM Coordinator fees only. Other fees Mark has identified are listed in the Budget cost estimate as revised on 17/7/09. I would add however that I consider budget fees for QS and Structural Engineer should be increased to £14,000 each for the project as it is now. We have assumed to date that M & E design would be included in the contractors package, if however you require specialist systems, an M & E fee should be included.

Thank you

Jayne Jowett
Clerk to Brackla Community Council
01656 767072

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MEMBERS REPORT
BRACKLA COMMUNITY COUNCIL
CLLR CAROLYN LEWIS
THURSDAY SEPTEMBER 17TH 2009

- 1 – Attended Brackla Communities First Environmental day at Brackla Meadows. 13th August on behalf of B.C.C. assisted Cllr. Sage in judging the scarecrow competition. There were a number of stands i.e. bird box making and bird food ideas & footpath project. It was well attended by residents.
- 2 – Attending Brackla Live fortnightly as a B.C.B.C. youth services volunteer.
- 3 – Attended the B.R.A. Barbeque at Brackla Meadows on behalf of B.C.C. Excellent afternoon.
- 4 – Was asked to assist the residents of Underwood Close (Maes Tan –y- Arllt) re cat deaths liaised with Helen Gomm B.C.B.C .Public protection dept, R.C.P.C.A. And the P.C.S.O'S , it was decided by B.C.B.C and the R.S.P. C.A. would let the police take the lead in this matter. P.C.S.O. Kerry Davies sent her report to the Assistant Chief Constable. I suggested the residents write to the acting chief constable and ask what action if any was he going to take on this matter. I have not heard anymore .
- 5 – Resident rang me to book community centre gave her Nick Roberts telephone number.
- 6 – Resident rang to ask if she could hire the C.C for dog grooming courses gave her Nick Roberts telephone number.
- 7 - Resident rang wanted to know what the schools were like on Brackla and which was the best suggested she contacted the education department or visited the schools but make an appointment with the Headteacher first. Gave her the numbers required.
- 8- Attended the Brackla in Bloom Presentation evening served coffees and tea's
- 9 – Attended the Brackla Communities First Partnership meeting on behalf of B.C.C...
- 10 – Attended the Community facility steering group meeting on behalf of B.C.C.
- 11 – Have been invited to attend the Girl Guiding Centenary Celebrations in October at Brackla Primary School. They want me to give a talk on my Brownie days!!
- 12 – Have been invited to attend the Macmillan Worlds Biggest Coffee Morning at the Brackla Tabernacle next week.
- 13 – I am running Brackla Live next week P.C.S.O. Kerry Davies cannot attend as she is climbing Snowdon for charity.

Appendix 2 cont'd

Brackla Community Council
Detailed Income & Expenditure by Year to Date Budget Heading 31/08/2009
Committee Report

Month No : 5

Finance

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
101 Staffing									
4000 Clerks Salary	1,942	2,094	152	8,711	10,470	1,759	25,132		16,421
4002 Gardeners Salary	1,357	1,296	-61	5,411	6,480	1,069	15,553		10,142
4003 Overtime	0	375	375	0	1,875	1,875	4,500		4,500
4004 Employers Pension	1,169	750	-419	2,361	3,750	1,389	9,000		6,639
4005 Employers National Insurance	0	0	0	2,688	800	-1,888	3,200		512
4006 Health and Safety	0	60	60	0	60	60	60		60
4007 Staff Expenses	67	42	-25	165	210	45	500		335
4010 Training	0	125	125	70	625	555	1,500		1,430
Staffing :- Expenditure	4,536	4,742	206	19,406	24,270	4,864	59,445	0	40,039
Net Expenditure over Income	4,536	4,742	206	19,406	24,270	4,864	59,445		
102 Administration									
4012 Rent	221	250	29	1,106	1,250	144	3,000		1,894
4022 Stationery	20	167	147	165	835	670	2,000		1,835
4023 Telephones	57	75	18	283	375	92	900		617
4024 Mobile Phones	17	50	33	140	250	110	600		460
4025 Photocopier	210	238	28	430	475	45	950		520
4026 Postage	142	25	-117	142	125	-17	300		158
4027 Insurance	0	0	0	1,680	0	-1,680	2,000		320
4028 Subscriptions	0	0	0	1,286	1,500	214	1,500		214
4031 Newsletter	0	0	0	839	1,000	161	1,000		161
4032 Website Maintenance	0	42	42	0	210	210	500		500
4033 Website Hosting	0	10	10	81	50	-31	120		40
4055 Accounts Services	0	0	0	120	188	68	750		630
4057 Audit	0	100	100	-700	300	1,000	1,500		2,200
4059 Peninsula	168	197	29	840	985	145	2,369		1,529
4060 Accounts Package Maintenance	0	0	0	473	473	0	1,000		527
4070 Office Equipment	0	133	133	14	665	651	1,600		1,586
Administration :- Expenditure	835	1,287	452	6,900	8,681	1,781	20,089	0	13,189
1006 Income Photocopier	2	0	2	9	0	9	0		
1175 Sale of Asset	0	0	0	1,250	0	1,250	0		
1176 Precept Received	0	0	0	144,134	144,134	0	144,134		
1180 Income Miscellaneous	25	0	25	43	0	43	0		
1190 Interest Received	193	0	193	-451	0	-451	0		
Administration :- Income	219	0	219	144,985	144,134	851	144,134		
Net Expenditure over Income	616	1,287	671	-138,085	-135,454	2,632	-124,045		
105 Civic									
4100 Councillors Expenses	0	0	0	0	0	0	500		500
4105 Chairs Allowance	0	0	0	30	600	570	600		570
4110 Civic Service	0	0	0	0	500	500	500		500
4115 Elections	0	0	0	0	0	0	1,500		1,500

Brackla Community Council
Detailed Income & Expenditure by Year to Date Budget Heading 31/08/2009

Month No : 5		Committee Report							Total Annual Budget	Committed Expenditure	Funds Available
		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance				
4120	Engraving	0	0	0	9	200	191	200		191	
	Civic :- Expenditure	0	0	0	39	1,300	1,261	3,300	0	3,261	
	Net Expenditure over Income	0	0	0	39	1,300	1,261	3,300			
	106 Events										
4280	Funday	2,052	1,750	-302	2,089	3,500	1,411	3,500		1,411	
4295	Competition Prizes	87	250	163	196	250	54	500		304	
	Events :- Expenditure	2,139	2,000	-139	2,285	3,750	1,465	4,000	0	1,715	
1055	Income Funday	216	0	216	216	0	216	0			
	Events :- Income	216	0	216	216	0	216	0			
	Net Expenditure over Income	1,924	2,000	76	2,069	3,750	1,681	4,000			
	109 Grants										
4400	Section 137	0	0	0	150	750	600	1,500		1,350	
4405	Summer Playscheme	0	0	0	0	0	0	1,500		1,500	
4406	Youth Work	2,410	833	-1,577	4,404	4,165	-239	10,000		5,596	
4407	Grants Out	0	0	0	600	750	150	1,500		900	
	Grants :- Expenditure	2,410	833	-1,577	5,154	5,665	511	14,500	0	9,346	
	Net Expenditure over Income	2,410	833	-1,577	5,154	5,665	511	14,500			
	201 Environment										
4200	Vehicle Renewal/Hire	229	250	21	1,144	1,250	106	3,000		1,856	
4201	Vehicle Maintenance	0	83	83	50	415	365	1,000		950	
4203	Vehicle Insurance	0	0	0	691	1,000	309	1,000		309	
4204	Petrol	76	100	24	371	500	129	1,200		829	
4225	Equipment	0	250	250	6,506	6,250	-256	8,000		1,494	
4227	Equipment Maintenance	163	125	-38	274	625	351	1,500		1,226	
4231	Fuel for Equipment	26	25	-1	166	125	-41	300		134	
4250	Environmental Schemes	480	267	-213	2,790	1,335	-1,455	3,200		410	
4261	Seasonal Bedding	13	0	-13	4,607	5,000	393	5,000		393	
4281	Xmas Lights	0	0	0	0	0	0	3,500		3,500	
	Environment :- Expenditure	987	1,100	114	16,599	16,500	-99	27,700	0	11,101	
1050	Income Roundabout Sponsorship	17	0	17	502	0	502	0			
1057	Income Green Waste Bags	37	0	37	203	0	203	0			
	Environment :- Income	54	0	54	705	0	705	0			
	Net Expenditure over Income	933	1,100	167	15,894	16,500	606	27,700			
	202 Safety										
4270	PCSO	0	0	0	0	3,750	3,750	15,000		15,000	
4271	Crime Prevention	0	8	8	0	40	40	100		100	
	Safety :- Expenditure	0	8	8	0	3,790	3,790	15,100	0	15,100	
	Net Expenditure over Income	0	8	8	0	3,790	3,790	15,100			
	Finance Expenditure	10,906	9,970	-937	50,382	63,956	13,574	144,134	0	93,752	
	Income	488	0	488	145,905	144,134	1,771	144,134			
	Net Expenditure over Income	10,418	9,970	-448	-95,523	-80,179	15,345	0			

Ear Marked Reserves

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
901									
Ear Marked Reserves									
9101 Election Reserve	0	0	0	0	0	0	1,500		1,500
9102 Allotment Subsidence Reserve	0	0	0	2,430	0	-2,430	4,000		1,570
9103 Youth Woker Reserve	0	0	0	0	0	0	5,000		5,000
9104 Youth Project Reserve	0	0	0	0	0	0	58,385		58,385
9105 Plant Storage Reserve	0	0	0	0	100	100	200		200
9106 Tremain Wood Bridges	0	0	0	0	0	0	5,915		5,915
Ear Marked Reserves :- Expenditure	0	0	0	2,430	100	-2,330	75,000	0	72,570
Net Expenditure over Income	0	0	0	2,430	100	-2,330	75,000	0	72,570
Ear Marked Reserves Expenditure	0	0	0	2,430	100	-2,330	75,000	0	72,570
Income	0	0	0	0	0	0	0		
Net Expenditure over Income	0	0	0	2,430	100	-2,330	75,000		