

# BRACKLA COMMUNITY COUNCIL



## **FULL COUNCIL MEETING Thursday 20 June 2019 at 7.00 pm Boardroom of Oak Tree Surgery**

Members Present

**Cllr T Giffard – Chairperson**

Cllr D Aston

Cllr I Hibble

Cllr K Hughes

Cllr A Pucella

Cllr K Rowlands

Cllr T Walsh

Mrs R Keepins – Clerk of the Council  
Mr P Ley – Clerk/Responsible Financial Officer  
Miss H May – Temporary Clerk of the Council

### **56 Public Address to Council (10 minutes only)**

Kerry Marlow, a Coop Charity Pioneer in Porthcawl along with Rob Sperduty, Manager of the Brackla Co-op provided a brief presentation detailing the work that has been undertaken in Porthcawl raising funds and supporting local groups in the community. They explained that the plan over the next 6-12 months was to replicate this in Brackla; to advertise and promote the funds that are available to local groups and causes in the area through application with the Coop, and to hopefully identify a person within the Community to become a Coop Charity Pioneer for Brackla.

### **57 Apologies for Absence**

Cllr J Brett

Cllr C Jackson

Cllr J Spanswick

### **58 To receive Declarations of Interest in accordance with the Council's Code of Conduct (and section 106 of the Local Government Finance Act 1992)**

Brackla Community Council c/o Oak Tree Surgery, Whitethorn Drive, Brackla, Bridgend CF31 2PQ

Tel: 01656 767072 Email: [clerk@bracklacomcommunitycouncil.gov.uk](mailto:clerk@bracklacomcommunitycouncil.gov.uk)

Website: [www.bracklacomcommunitycouncil.gov.uk](http://www.bracklacomcommunitycouncil.gov.uk)

Cllr T Giffard, personal interest, as a member of BCBC – item 77 Planning and knows/has met 3 of the applicants for Co-option

Cllr D Aston, knows/has met 3 of the applicants for Co-option

Cllr I Hibble – Civil Servant working for the Welsh Government - personal

Cllr A Pucella, personal interest, as a member of BCBC – item 77 Planning and knows/has met 3 of the applicants for Co-option

Cllr K Rowlands, personal interest, as a member of BCBC – item 77 Planning and knows/has met 3 of the applicants for Co-option

**59 Ratification of Minutes of the Full Council Meeting [16<sup>th</sup> May 2019](#) (amended)**

**Resolved:** that the minutes were approved, proposed by Cllr K Rowlands, seconded by Cllr T Walsh

**60 Ratification of Minutes of the Full Council Meeting [20<sup>th</sup> June 2019](#)**

**Resolved:** that the minutes were approved, proposed by Cllr K Hughes, seconded by Cllr D Aston

**61A Ratification of Minutes of the Extraordinary Committee Meeting [27<sup>th</sup> June 2019](#)**

**Resolved:** that the minutes were approved, proposed by Cllr D Aston, seconded by Cllr A Pucella

**61B Ratification of the Confidential Minutes of the Extraordinary Committee Meeting 27<sup>th</sup> June 2019**

**Resolved:** that the minutes were approved, proposed by Cllr K Rowlands, seconded by Cllr A Pucella.

**62 Report by the Clerk relating to matters from the previous Full Council Meeting**

**63 To consider all Correspondence Received by this Council since the last meeting (no decisions to be made on correspondence)**

- TCC Forum meeting – 29 July 2019 9.30am
- Mark Galvin – TCC Forum meeting and agenda – 29 July 2019
- Maesteg Town Council Civic Service – Cllr Giffard will attend as Cllr Spanswick is away.

**One Voice Wales**

Brackla Community Council c/o Oak Tree Surgery, Whitethorn Drive, Brackla, Bridgend CF31 2PQ

Tel: 01656 767072 Email: [clerk@bracklacommunitycouncil.gov.uk](mailto:clerk@bracklacommunitycouncil.gov.uk)

Website: [www.bracklacommunitycouncil.gov.uk](http://www.bracklacommunitycouncil.gov.uk)

- ' Conference and AGM will be held on Saturday 5 October 2019
- Chair's Report has been received and their AGM will be held at 7pm on Monday 22<sup>nd</sup> July 2019
- The One Voice Wales Bridgend/Cardiff/Vale Area Committee meeting and AGM, that will be held at 7pm on Monday 22<sup>nd</sup> July 2019
- One Voice Wales' Innovative Practice Conference - 10 July 2019 - Hafod a Hendre Royal Welsh Showground

### **Training OVW**

- Module 15 - Information Management training in Civic Offices, Holton Road, Barry. CF63 4RU on Wednesday 24th July 2019
- Module 21 - Advanced Local Government Finance training in Bridgend Town Council, Carnegie House, Wyndham Street, Bridgend. CF31 1EF on Monday 22nd July 2019, 6.30-9.00pm

## **64 To discuss any matters concerning the Community Centre**

The Clerk advised the Council that it had been confirmed that there was no longer a Service Level Agreement (SLA) with Bridgend County Borough Council (BCBC). This meant that all inspections and checks were now the responsibility of the Community Council and these were already being carried out and booked in as soon as possible.

Cllr D Aston – expressed concerns that the Community Council had not been informed of the end of the SLA and that BCBC should be contacted regarding this.

Cllr I Hibble stressed the importance of getting all the main checks and inspections carried out as soon as possible.

Cllr K Hughes asked if there was an up to date electrical certificate, to which the Clerk confirmed that an inspection had been carried out very recently, so this was in place. He also stated that the SLA/Community Asset Transfer should say the terms of cancelling or changing the agreement and that the Chief Executive of BCBC should be contacted to request the costs of all these inspections to inform the Council. The Chair advised that this was sought years ago during the asset transfer, but it never came to fruition.

Cllr D Aston asked about the Caretaker and Cleaners contract to which the Clerk advised that these needed updating, particularly now in order to accommodate for all the weekly and monthly checks.

**65** [Brackla Community Council Vacancy – Co-option](#)

To appoint a candidate to sit on Brackla Community Council

**Resolved:** It was confirmed via a show of hands and a vote of absolute majority that Applicant 1, Mr Andy Johnstone would be appointed to Brackla Community Council.

**66** **Human Resources/Personnel Committee Change to Terms of Reference**

**Resolved:**

That the Terms of Reference be amended, to include the following:

- c) *To draw up or consider any contract as delegated to them by Full Council for final submission and approval by Full Council.*

This was proposed by Cllr D Aston and seconded by Cllr K Hughes.

**67** **Grass Cutting And Ground Maintenance Contract**

Cllr T Giffard suggested that the draft Contract should go to the Human Resources/Personnel Committee, for them to go line by line through the contract.

The Clerk presented the report explaining that any early comments and suggestions on the draft grass cutting contract would be then taken to the Human Resources/Personnel Committee for consideration and amendment.

Brief discussions were held over the draft contract and the following comments and suggestions were put forward for the HR/Personnel Committee to consider during their continued deliberations over the contract:

- Add in section for weed-killing;
- Include highways along Channel View as well as areas within The Chase;
- Consideration a 26 week schedule with then a separate section for winter maintenance to include such items as cutting back, winter bedding, and possibly over reduced hours;
- Proposal made to either take out or summarise large sections that are far too detailed – for example in relation to traffic management and contract monitoring;
- Legalities summarised for Health and Safety – onus put on contractor;
- Quote for current work and quote for proposed additional;
- Quality Checking – random spot checks- possibly two areas per quarter;
- Need a running budget each month so that Members can monitor and ensure there aren't significant differences each month;
- Flexibility required for hours each month to take account of weather etc;
- Use of PPA needs to be stipulated.

**Resolved:** It was agreed that the draft contract would be considered and amended by the Human Resources/Personnel Committee following which it would be brought back to Full Council for final approval. It was also agreed that Councillors not on the Committee should email the Clerk with any further requests or amendments.

**68 Introduction Of Apprenticeship Scheme**

The Clerk presented the report which provided information relating to a possible apprenticeship scheme for the temporary clerk within the Community Council.

**Resolved:** That the item be considered firstly by the Finance Committee to determine the financial viability, following which it then go to the Human Resources/Personnel Committee to discuss the apprenticeship options. Recommendations from both Committees will then be presented to an Extraordinary meeting for Council for final approval. This was proposed by Cllr K Hughes and seconded by Cllr D Aston.

**69 To consider Wildflowers in Brackla – Deferred until September**

**70 Staff security – Deferred until September**

**71 To confirm arrangements for the Annual Community Events:  
(a) Brackla in Bloom/Wales in Bloom**

Wales in Bloom was a success – we are awaiting results. It was agreed that a letter would be sent to all the places visited by the judge, thanking them. It was also said that the judge would only be taken to one school next year instead of two.

A list of streets was handed to Councillors for them to choose areas this wish to look at and nominate for Brackla in Bloom. Cllr D Aston asked if the Clerk would be able to ask the Mayor and Mr Nesley Brown to attend.

**72 To consider Section 137 Applications**

Cllr T Giffard suggested that Brackla Community Council should purchase gloves and high viz equipment.

**Resolved:** That a donation of £125 would be awarded to Tremains Woodland Rangers.

**73 Finance:**

**(a) Approval of the Schedule of Payments June 2019**

**Resolved:** That the payments were approved, proposed by Cllr D Aston, seconded by Cllr K Hughes

**(b) Bank Reconciliation as at June 2019**

Cllr K Hughes signed the bank statement on behalf of the Council

**Resolved:** That the bank statement had been approved

**(c) Monthly Budget Review – Approved**

**(d) To consider signatories for the Cambridge Building Society Account**

**Resolved:** That the signatories for the Cambridge Building Society Account would be the same as the bank account, proposed by Cllr T Walsh, seconded by Cllr D Aston.

**(e) To consider and amend the Financial Regulations for Brackla Community Council**

**Resolved:** That a Finance Committee be arranged to consider the proposed changes to the Financial Regulations;

That in the meantime the Clerk of the Council be authorised to make expenditures up to the amount of £500 and the limit for obtaining three quotations for goods and works be increased to £500.

**74 To Receive Reports from Members**

Cllr K Hughes informed members that he has been chosen as the new LEA Governor for Ysgol Gymraeg Bro Ogwr and that the first meeting is in September.

Cllr T Walsh advised Members that he had been in touch with BCBC regarding the pathway in Clos-y-Waun and they confirmed that they don't own some of the land however the pathway has since been cut and looks much better. He asked if the Borough Members would be able to find out who owns the land. Cllr T Walsh also requested that a decision record be established for future Council meetings so that decisions can be tracked.

**75 Agenda items for September 2019 Full Council Meeting**

Deferred items – Staff Safety and Wild Flowers in Brackla  
Single use plastic  
Purchasing of health and safety equipment (High viz vests)  
Formalise Committees and to add the new member  
Funday  
Wales in Bloom Sign  
Grass Cutting  
Christmas Office Opening Times  
To consider meetings starting at 6:30pm

**76 Date of the next Full Council Meeting –Thursday 19th September 2019**

**77 To consider any Planning Applications by the Planning Committee**

BT consultation regarding removal of public payphones - Cllr T Giffard stated that the payphone in Glendower Close has been used the most and therefore should not be removed.

P/19/444/FUL – No comments

P/19/473/FUL – No comments

P/19/485/FUL – No comments

*Meeting Closed at 9:11pm*

Signed by the Vice Chairperson 2019/20

**Cllr Tom Giffard** .....

Dated: .....