



# BRACKLA COMMUNITY COUNCIL

## Minutes of the Full Council Meeting Held in the Boardroom, Oak Tree Surgery Thursday 16 June at 7.00 pm

### Members Present

**Cllr D Aston – Chairman**

Cllr P Hacking

Cllr T Hacking

Cllr I Hibble

Cllr C Jones

Cllr M Quick

Cllr J Spanswick

Clerk - Mrs A Wilkes

Assistant Clerk & Responsible Finance Officer - Mr P Ley

The Chairman welcomed everyone to the meeting of Full Council

A minute silence for Labour MP Jo Cox, who had been killed whilst working in her constituency of West Yorkshire

### 19 **Public Address to Council**

Mrs Carol Woodward expressed her gratitude to the Clerk for sorting out the issue of the football pitch gates being locked by the Head Teacher of Archbishop McGrath Catholic High School. Since the pitch had been fenced, there had been a number of issues with the Caretakers of the school ordering dog walkers off the pitch and therefore causing confusion whether the public were allowed to use the pitch. The Clerk had previously informed Mrs Woodward and other residents that the pitch is a public open space, owned by Bridgend County Borough Council and therefore anyone may use the pitch. Mrs Woodward informed members that the regular dog walkers using the football pitch to exercise their dogs made sure that they pick up after their dogs as well as clean the pitch of any litter, particularly glass.

Cllr Spanswick expressed concern that although dog walkers 'pick up', there would be residue on the grass, harmful to children and adults playing football. Cllr Spanswick would not encourage dog walkers to exercise their dogs on any of the sport fields.

The Clerk would request a weekly litter pick on the sports fields.

Mrs Woodward informed members that there had been a number of fly-tipping issues at Fair oak Chase, particularly on the green open space owned by this council. The issues had been rectified promptly by our contractor.

The Chairman thanked Carol for coming to see us and thanked her for the report.

## **20 Community Police Report**

PCSO Emma Watkins and her colleague, PCSO Jack who covered Cefn Glas were present and provided Crime Figures from 26 May 2016.

PCSO Watkins explained that there had been off road bikes causing a problem at Ger y Coed and Police Officers had been drafted in from other locations to assist with the ongoing drug problems, particularly in the Woodland near Shepherds the Vets.

Cllr Spanswick stated that off road bikes had been used in Tremains Wood on 15 June, reported by a resident to our PCSO, Steve Bowen.

Cllr Hibble enquired about the armed police situation at Glendower Close. Emma explained that the incident had been exacerbated on social media and the outcome had been an intoxicated young male threatening to self-harm.

Cllr Hibble said it was very nice to see our PCSO's at our meeting. Emma confirmed that either her or Steve would attend as promised, once a quarter.

Cllr Quick reported parking problems at Highfields. Emma had issued a ticket the previous week.

PCSO Steve Bowen had carried out Speed Awareness sessions at the Primary Schools, recording the vehicle number plates and speed. A letter is subsequently sent to the driver as a warning.

Emma would continue sending Crime Figure Reports to the Clerk for distribution to all members.

## **21 Apologies for Absence**

Cllr J Brett – recovering from an operation

Cllr K Jones – unable to attend

Cllr D Sage - unable to attend

Cllr H Townsend – recovering from an operation

## **22 Declaration of Interest in Accordance with Section 51 of the Local Government Act 2000**

Cllr J Spanswick – Borough Councillor, Bridgend CBC and member of Development Control Committee – prejudicial interest on Planning Applications

Cllr C Jones - Borough Councillor, Bridgend CBC – prejudicial interest on Planning Applications

Cllr P Hacking – personal interest item 30 Donation Request by a neighbour on behalf of a Dance School

Cllr T Hacking – personal interest item 30 Donation Request by a neighbour on behalf of a Dance School

Cllr I Hibble – Civil Servant

**23 Ratification of Minutes, Statutory Annual General Meeting 19 May 2016**  
**Resolved: that the minutes were proposed as an accurate record of proceedings by Cllr J Spanswick, seconded by Cllr T Hacking and accepted by council as a true record. The Chairman duly signed the minutes.**

**24 Ratification of Minutes, Full Council Meeting 19 May 2016**  
**Resolved: that the minutes were proposed as an accurate record of proceedings by Cllr J Spanswick, seconded by Cllr M Quick and accepted by council as a true record. The Chairman duly signed the minutes.**

**25 Matters of Report by the Clerk of the Council** – none

**26 To consider all Correspondence received by this Council since the previous meeting**

1. One Voice Wales – pro forma for Town & Community Council's published allowances. It is now a statutory requirement that all Councils publish and report annually to the Independent Remuneration Panel for Wales on allowances and expenses payable to councillors by 30 September each year, even if it is a NIL return. We also need to publish this information on our websites/noticeboards.

**Resolved: that this information is duly noted**

2. One Voice Wales – upcoming training, South Region. Emailed to all members 24.5.16
3. Plantscape – quotation for Welcome Signs as requested at a previous meeting. The cost of four signs £700 each, totalling £2800, optional window boxes £119 each, totalling £476 and brackets to suit £10 each. Total quotation £3316 plus installation @ £90 each = £3676 plus VAT.

Further quotations would be sourced and considered at a future meeting.

4. Andrew Jolley, Corporate Director, Operational & Partnership Services, BCBC – copy of the T & CC Code of Conduct training presentation. Emailed to all members 7.6.16.
5. Mr & Mrs Mosedale – just wanted to say how much they loved the new floral display at the bottom of Brackla Way at the entrance to the estate. Email forwarded to Boverton Nurseries, suppliers of the plants and Mr David Thomas, planting and maintenance.
6. Shan Bowden, Development Officer, One Voice Wales – reminder of the Larger Councils Conference, Royal Welsh Showground on Wednesday 6 July.
7. Learner Support, BCBC – current community council governor representative on Ysgol Bro Ogwr. Cllr Alex Marshall's term of office is coming to an end on 27 June 2016.  
**Resolved: that this matter is noted**
8. Mr John Bader, Chairman, Independent Remuneration Panel for Wales – Chairs & Mayors Survey to be completed before 30 June 2016.  
**Resolved: that this information is duly noted**
9. Bridge FM – web button link expires at the end of August 2016. £520 plus VAT for 12 months (cost as last year). Number of hits 1,661.  
**Resolved: that Cllr T Hacking proposed to continue with the contract for a further year, seconded by Cllr C Jones and unanimously agreed**
10. Mr M Shephard, Corporate Director/Communities – letter regarding the recent application to the Town & Community Council Capital Fund 2016/17 to replace the heating system at the Community Centre. Cabinet had allocated the majority of the funding but a small amount potentially available. Cllr Spanswick informed members that it is hopeful we may be offered the residual amount toward our project. Mr Shephard would confirm.
11. Brackla Community Chorus Summer Concert, Friday 8 July at 7.15. Doors open 6.45. Guests: Oldcastle Primary School Choir. Tickets available from the Clerk and Chorus Committee Members.

The Chairman, Mr Jim Kerwin asked that we mention the choir are seeking new members and that they are particularly short of male singers. The Clerk would mention this on the council's social media and website.

## **27 Brackla Community Centre**

- (a) Incident Friday 10 June 2016 – at approximately 11am, whilst Brackla Under Five's Group were using the main hall, a 9ft perspex fluorescent light fitting cover fell to the floor, near the fire exit. The group leader Mrs Yvonne Price reported this to the Clerk who immediately asked if anyone

was hurt. Mrs Price said no one was hurt. The Clerk contacted Bridgend County Borough Council to access the Service Level Agreement Emergency call out. The electricians arrived within twenty minutes and to make safe. The Chairman, Cllr D Aston and the Clerk went to inspect the hall as the electricians arrived and asked the electricians to remove all the covers, which would significantly reduce the risk in the interim. The playgroup had left the building, although two mothers were in the play park with their children and the Clerk updated them on the situation. The electrician had informed the Clerk that the light fittings were unsuitable for a sloping ceiling, despite BCBC had installed seven of the same fittings (shorter lengths) two years previously. The shorter fittings were installed as the 9ft were no longer manufactured.

**Resolved: that quotations are requested to replace the light fitting in the main hall**

- (b) Building Plans and Quotations – each member had a copy of the plans drawn up by Mr Shaw, Architect. The Clerk had requested three quotations and two were presented to council. R J Murray Construction Limited had quoted £5,960 and Coity Builders £13,670 plus VAT. These were like for like quotations to make internal alternations, new fire doors to the office, committee room and new double doors within the glass partition, making good all new work and decoration. However, any electrical works were included in the quotation from Coity Builders. Members wished to take a further look at the work to ensure it is would be the best option and Cllr T Hacking stated that the current meeting room is too small.
- (c) Booking System – RBS Software had installed a system to book sessions at the community centre, generate invoices and linked with our accounts package. The system had been installed on both computers and the Clerk had received the training. Regular and occasional hire would be transferred manually from the Outlook Calendar with the next few weeks.
- (d) General Update – none

Cllr Hibble said that the flower baskets along the outside wall of the community centre were fabulous.

The Clerk had received a request from Brackla Community Chorus to ask if this council would consider purchasing a new electric piano for the community centre as the current piano is many years old and the sound is not at its best. Members did not approve this request.

The Clerk had also received a request from Mr Steve Tottle, who teaches Tae Kwon Do at the centre. Mr Tottle asked if members would consider a reduced rate for his group. Members did not approve this request and did not want to set a precedent for one group when others were paying the approved hire rates.

## 28 Annual Events

**Funday, Saturday 2 July 2016, 2 – 5pm at Brackla Primary School grounds:** The Clerk had requested that the Caretaker open the barrier and gates at 9.30am. The Clerk and Councillors would meet at 9.30am to inspect the pitch, in the event of wet weather and to make a decision to go ahead at the school or revert to the community centre. Brackla RFC crew and Mr Karl Henson would help transport tables and chairs to the school. Entertainers, such as bouncy castles, surf machine, scouts would arrive from 10am to set up and stall holders from 12.00. A refuse skip and portaloos would also be delivered from 10am. Everything would be completed by 1.30 ready to officially open at 2.00 pm, carried out by the Deputy Mayor of the Borough, Cllr Cherie Jones.

The Clerk had used social media to inform everyone about car parking restrictions and that no dogs would be allowed at the event. Banners and notices would be displayed appropriately a week before.

Cllr C Jones would speak with the Head Teacher regarding the gate near Trem y Mor to be unlocked during the afternoon.

**Brackla in Bloom Competition:** the Clerk asked if all Councillor would inform her of their nomination front gardens, flower baskets or patio planters. Arrangements for the presentation on Saturday 3 September, 3 – 5 pm at the community centre were complete. The Mayor of Bridgend County Borough, Cllr Reg Jenkins, Mr Kevin Morgan, Principal Judge and Mrs Lisa Lewis, Project Manager, Badgers Brook Allotment would be in attendance. Mr Daniel Brace, Pianist would provide the musical arrangements for the afternoon. Mrs Alison May, Miss Hannah May and Mrs Cerys Richards would provide catering services.

The Clerk would re-advertise the event, focussing on the Presentation Tea during August. Members agreed that pens and memory sticks would be given to those attending Brackla in Bloom.

Cllr Spanswick had suggested that this council enter Wales in Bloom. Unfortunately, registration had been required by 30 April 2016.

**Resolved: that this council enter Brackla for Wales in Bloom 2017**

The Chairman suggested that we make some amendments to some of the events and perhaps incorporate the Funday and Brackla in Bloom into a new event, a Flower Show or Brackla Show. The Show would be held on the first Saturday of July and incorporate the usual Funday entertainment and stalls. This would enable keen gardeners to exhibit flowers and vegetables from their gardens, whether it would be front or rear of house. An inclusive event for young gardeners, allotmenters, flower arranging, baking and crafts. This matter would be given further consideration.

## 29 Finance

- (a) Schedule of **Payments May 2016**  
**Resolved: that payments were unanimously approved and signed proposed by Cllr D Aston and seconded by Cllr C Jones compliant with audit regulations**
- (b) Mr Ley had provided members with a copy of the bank reconciliation as at **31 May 2016**  
**Resolved: that payments were unanimously approved and signed compliant with audit regulations**

*Cllr I Hibble left the meeting at 8.45*

## 30 **To Consider Donation Request Applications**

Ten applications were received and the following awarded:

Cancer Information & Support Services – Y Bwythyn Newydd Princess of Wales Hospital, Wales Air Ambulance, Bridgend Samaritans, Bridgend Carers Centre, Y Bont, Sarah Burnell School of Dance and Stitch Bridgend Children's Club

**Resolved: that the above applicants were awarded £250 each, by Section 137 of the Local Government Act. Proposed by Cllr T Hacking, seconded by Cllr M Quick and unanimously approved**

The next session to consider Donation Request would be at Full Council on 17 November 2016

## 31 **To Receive the Clerk's Report**

Mr L Roberts had requested further information on equipment inspections and insurance cover for the goal posts that would be installed on the green open space at the rear of Heol Glyndwr, off Church Acre. The Clerk had reiterated previous information. Mr Roberts had also requested information from Mr M Shephard, Director of Communities, Bridgend CBC.

Councillors informed the Clerk to stop responding to any further requests.

Cllr Spanswick suggested that this council adopt a Vexatious Complaints Policy. The Clerk would obtain a draft policy for consideration.

*Cllr J Spanswick proposed to suspend Standing Orders in order that the council may continue to discuss business. Unanimously approved.*

## 32 **To Receive Reports from Members**

Cllr Spanswick gave an update on the situation at Trem y Mor, regarding parking and litter and requested a letter is sent to all residents as soon as

possible informing of the pending work to reinstate the hedge during the school holidays.

Cllr Spanswick would be visiting Boverton Nurseries to view the second hand planters, which may be useful to this council.

The Chairman, Cllr Aston had attended the Mayor of Bridgend County Borough, Cllr Reg Jenkins' Inauguration. The Chairman had also attended the Scouts Annual General Meeting in Porthcawl on 13 June.

**33 Agenda items for July 2016 Full Council Meeting**

Newsletter

**34 Date of the Full Council Meeting – Thursday 21 July 2016**

**35 To consider Brackla Planning Applications by the Planning Committee Members of this Council - none**

The meeting closed at 9.06 pm

Signature of the Chairman: ..... Date: .....  
Councillor David Aston

## **Matters of Report by the Clerk since the Previous Meeting**

None

## **Correspondence Received since the Previous Meeting**

1. Communities First, Bridgend CBC – Summer of Sport and Family Activities 2016 leaflet. Free to all those living in Lower Cluster postcode areas: Cornelly, Brackla, Bryntirion, Laleston, Merthyr Mawr, Morfa, Newcastle, Pyle, Oldcastle and Wildmill. Two events were advertised for Brackla Community Centre, although only one had been confirmed with the Clerk, Family Taster & Craft Day, Monday 1 August from 1 – 5pm.
2. NHS Network News, Listening to our Patients – publication Summer 2016, further copies available, phone 01792 776252, ext 45430 or email [ppi.team@wales.nhs.uk](mailto:ppi.team@wales.nhs.uk). Download available: [www.ambulance.wales.nhs.uk](http://www.ambulance.wales.nhs.uk)
3. Mrs Gill Davies – lived in Brackla for 10 months and extended thanks for the beautiful flower beds and baskets. Mrs Davies said that “they are a pleasure to see and make our community look cared for”. She also enjoyed the Christmas lights. Keep up the good work. Members were very grateful for the positive comments.
4. Helen O’Keefe, Market & Engagement Assistant, Bridgend CBC – information on the marketing schedule for the holiday activity programmes and thanked Brackla Community Council for their financial support for this year’s Playscheme. Members were pleased with the advertising campaign and documented support by this council.
5. Rhodri Davies BA, BTP, MRTPI, Development and Building Control Manager – webcasting of DC Meetings. Unfortunately, the system did not work at the last meeting Thursday 7 July and a resolution to these problems will be repaired sometime in August. The meeting scheduled for 4 August would not be webcast but it is hoped that the system will be running by 1 September.
6. One Voice Wales – Draft Local Government (Wales) Bill consultation link. Forwarded to all members on 15 July.
7. Mr D Orgee, 17 Hazel Tree Way – requesting assistance with overgrown trees on land owned by Bridgend CBC.
8. Mrs K Bufton, Garden Court – requested assistance regarding overgrown diseased tree on land owned by Bridgend.
9. Bridgend CBC – Agenda for Town & Community Council Forum 18 July together with minutes from 21 March.