



# BRACKLA COMMUNITY COUNCIL

## Minutes of the Full Council Meeting Held in the Boardroom, Oak Tree Surgery Thursday 15 October 2015 at 7.00 pm

### Members Present

Cllr H Townsend – Chairman

Cllr I Hibble

Cllr J Spanswick

Clerk - Mrs A Wilkes

Assistant Clerk/Responsible Finance Officer – Mr P Ley

### 243 Community Police Report

The PCSO's were unable to attend the meeting. August to October 2015 crime figures were supplied. The Community Police would let the residents know that Community Speed Watch volunteer forms are available at the Community Council office. The next PACT Meeting would take place on 22 October, 6.30pm at Brackla Primary School. The Clerk had displayed notices on all notice boards throughout Brackla.

### 244 Public Address to Council - no public present

### 245 Apologies for Absence

Cllr D Aston – on holiday  
Cllr J Brett – on holiday  
Cllr P Hacking – on holiday  
Cllr C Jones – Trade Union business  
Cllr K Jones – unable to attend  
Cllr M Quick – away on business  
Cllr D Sage – medical reasons  
Cllr G Williams – away on business

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

Cllr I Hibble – an officer of Bridgend County Borough Council in the presence of Borough Councillors and seconded to the Civil Service.

Cllr J Spanswick – Borough Councillor, Bridgend CBC – prejudicial interest on Planning Applications and related issues.

Cllr H Townsend – Borough Councillor, Bridgend CBC – Cabinet Member - prejudicial interest on Planning Applications and related issues.

**247 Ratification of Minutes, Statutory Annual General Meeting 21 May 2015**

**Resolved: that the minutes were proposed by Cllr J Spanswick, seconded by Cllr I Hibble and accepted by council as a true record of proceedings. The Chairman duly signed the minutes.**

**248 Ratification of Minutes, Full Council Meeting 16 July 2015**

Deferred until the next full council meeting 19 November 2015

**249 Matters of Report by the Clerk of the Council**

1. To document the cancellation of the September Full Council Meeting due to staff sickness.

**250 To consider all Correspondence received by this Council from 15 July 2015**

1. Archbishop McGrath Catholic High School – request sponsorship for school rugby teams. Member had been informed that the previous Section 137 of £1,000 had not been used for the purpose intended.  
**Resolved: that the Clerk contact the school and suggest that the £1,000 Section 137 Donation of November 2014 is utilised for the sponsorship**
2. Welsh Government – The Playing Fields (Community Involvement in Disposal Decisions) Regulations 2015. Statutory Guidance – copy letter to the Local Authorities.  
**Resolved: that this information is duly noted**
3. Brackla Senior Citizen’s Association – a thank you card for the recent donation of £250.  
**Resolved: that this matter is duly noted**
4. Email from resident of Briarfields – compliments to our contractors for grass cutting and litter picking for the community. They are doing a fantastic job and a huge improvement had been noticed. Keep up the good work.  
**Resolved: that this issue is duly noted with thanks**
5. Society of Local Council Clerks – conference in Swansea 17 September. The Clerk and Assistant Clerk were unable to attend on this occasion.

6. Bridgend County Borough Council, Paul Cottrell, Senior Surveyor, Property Review – Draft Community Asset Transfer Guidance.  
**Resolved: that this information is duly noted**
7. TCRM Website – email address to Cllr H Townsend, copied to Cllr J Spanswick regarding this council's decision to use another website provider -  
**deferred until 19 November**
8. Welsh Government – Draft Directions to the Local Democracy and Boundary Commission for Wales. Emailed to all 17.8.15  
**Resolved: that this information is duly noted**
9. Bridgend County Borough Council, Mr Gary Jones, Head of Democratic Services –the Chancellor of the Exchequer's Spending Review outcome would not be published until 25 November 2015 therefore the agreed precept amount for 2016/17 of Town & Community Council's must be with Bridgend County Borough Council by 8 January 2016 at the latest.  
**Resolved: that this council would consider the precept for 2016/17 at the Full Council Meeting on Thursday 17 December**
10. Laleston Community Council – invitation for the Chairman to attend the Civic Service for Cllr Pam Davies at St David's Church Laleston on Sunday 18 October at 3pm. A buffet would be provided at Cliff Cottage (Laleston Gardening Club) following the service.  
**Resolved: that the Chairman Cllr June Brett and consort would attend. The Clerk had been informed**
11. Mr N Kinsey, Town Clerk, Bridgend Town Council – notification of the Remembrance Day Parade, Sunday 8 November. Muster at 10.15 at the Civic Offices.  
**Resolved: that the Chairman Cllr June Brett would attend and Mr Philip Ley would purchase a commemorative wreath on behalf of this council**
12. Nationwide Waste Services Limited – increase in cost per lift from 1 October 2015 would be an extra £1.67 per m3.  
**Resolved: that this information is noted**
13. One Voice Wales – Larger Local Council Committee Agenda, Wednesday 14 October at Llanelwedd.  
**Resolved: that this information is noted**
14. Mari Major MBE, Secretary/Co-ordinator of Bridgend County Civic Charity Appeals Standing Committee – information on forthcoming events. Emailed to all members 14 October 2015.
15. Bridgend County Borough Council, Gary Jones, Head of Democratic Services – nomination required for the Town & Community Council Charter Working Group.  
**Resolved: that Cllr Hailey Townsend had already been nominated on group as a Borough Council Member**

16. One Voice Wales – Agenda for the Bridgend/Vale/Cardiff Area Committee, Monday 26 October at the Lesser Hall, Town Hall, Cowbridge.  
**Resolved: that the Chairman, Cllr June Brett would attend**
17. One Voice Wales – Independent Remuneration Panel for Wales Draft Annual Report – February 2016. Emailed to all members 13 October 2015  
**Resolved: that this information is duly noted**
18. Bridgend County Borough Council, Licensing Department – Gambling Act 2005 Statutory consultation process. The aim of the Policy is to set out how the licensing authority will deal with applications relating to gambling premises and other issues for which it is responsible, including enforcement and compliance. Comments on the content of the policy must be in writing to the Licensing & Registration, Legal & Regulatory Services or via [licensing@bridgend.gov.uk](mailto:licensing@bridgend.gov.uk) by 30 November 2015.  
**Resolved: that this information is duly noted**
19. BridgeFM – Christmas Greetings offer 20 x 20 seconds commercials, including production £225, 30 x 20 £299 or 40 x 20 £275.  
**Resolved: that members would send a seasonal greeting via their forthcoming newsletter**

## **251 Brackla Community Centre Asset Transfer Update**

- (a) A new care taker and a new cleaner had been appointed and would probably commence employment on 1 November, following the lease signing. The annual grant application to Bridgend County Borough Council had been processed and would be credited to the bank account for the community centre in November. Mr Gordon Taylor, Chairman of Brackla Community Association and Mrs Alison May, Committee Member had signed the Deed of Surrender of the lease with our solicitor this week. The Clerk would arrange an appointment for herself and two members of this council to sign the lease with the solicitor before the end of October.
- (b) Bridgend County Borough Council, Maintenance Department had fitted a new pump on the heating system during the past week. The current utility provider, British Gas would install a smart meter in the near future and Mr Philip Ley has negotiating with new gas and electricity suppliers for the best contracts.
- (c) Two new groups had been using the centre since September – Zumba and Pilates, which had proven very popular and added completely new activities for residents.
- (d) However, Bridgend Home Educators had used the centre weekly, free of charge for the past year and it had been noticed that some of the group are from Carmarthen, Rhondda Cynon Taff and other areas outside the Borough. Members of the council expressed concern at this news and felt that this prevented Brackla residents from using the centre on a Tuesday afternoon.

The Home Educators use the whole of the centre from 12.30 until 5pm, which would have generated approximately £5,000 in hire fees over the past year and had incurred Brackla Community Association extra cleaning service costs due to the heavy usage of the centre.

**Resolved: that members agreed to terminate the agreement with Bridgend Home Educators and give one month's notice, ending 30 November**

- (e) The Clerk requested to obtain a quotation for painting/decorating and new quotations for blinds at the community centre.

Members requested that the Clerk have all keys returned from hire groups and make arrangements to have the entrance door lock changed.

## **252 Annual Events**

Cllr Hailey Townsend mentioned that the First Minister, Rt Hon Carwyn Jones AM would like to attend our events if possible. The Clerk would inform the AM Support Staff on all forthcoming events for 2015 and 2016.

- (a) **Brackla in Bloom Competition Presentations Saturday 5 September 2015** at Brackla Community Centre. Councillor Richard Young, Mayor of Bridgend County Borough Council and Mrs Annette Young, Mayoress attended the presentation. The Mayor conducted the official opening and together with the Chairman of Brackla Community Council, Councillor June Brett and Principal Judge Mr Kevin Morgan made the presentations. A number of Brackla Community Councillors and over a hundred residents attended – an excellent afternoon.

The Clerk asked if next year's preparations for judging could be split between Councillors.

- (b) **Firework Show Wednesday 4 November 2015** at the rear of Archbishop McGrath Catholic High School. The Clerk presented a full breakdown and full explanations of the costs for this year's show, being £8,500. Extra for this year's show would include payment for the musicians, an extra generator to supply sound on the top tier of the school grounds, more laser lights and technical management of stage equipment. All arrangements with the school and sports facility had been carried out by the Clerk and Assistant Clerk.

Stalls booked for this year: Hogilicious/hot dog and burgers, Cafe4U coffee/teas, Brackla Community Association, sweets and soft drinks and Archbishop McGrath Catholic High School Sixth Formers, sweets and soft drinks. Cllr H Townsend suggested that a further hot dog/burger vendor may be beneficial – the Clerk would make enquires.

**Resolved: that members unanimously approved the cost of the Firework Show £8,500 using the existing £5,000 budget and the remainder from General Reserves**

- (c) **Senior Citizen's Christmas Tea Party Wednesday 9 December 2015** at Brackla Community Centre. Catering and entertainment arrangements had been completed by the Clerk and advertising the event had already commenced. Last year was our first Christmas Tea Party and reported to be a great success. The cost would be based on the previous year plus extra entertainment of approximately £500.

**Resolved: that member's unanimously approved the cost of this event to a maximum of £1,600 which would be deducted from the General Reserve Fund and included in the budget for 2016/17**

**Festive Lighting** – A quotation had been requested from Centre Great who had provided the service for the first time in 2014. Discussion had taken place in 2014 to increase the lighting on an annual basis.

**Resolved: that Cllr J Spanswick proposed and seconded by Cllr I Hibble an additional £5,000 to purchase new lights for Christmas 2015, unanimously agreed. Additional cost over and above the Festive Lighting Budget would be deducted out of the General Reserve Fund.**

#### **253 To discuss future Grounds Maintenance Arrangements**

Following discussions at the informal council meeting of 17 August by Brackla Community Councillors and due to the lack of information available from the Borough Council regarding remit and locations of grass cutting carried out by their contractors, it was suggested by Cllr J Spanswick that arrangements for this council to cover all Brackla grounds maintenance from April 2016 is deferred.

**Resolved: that this council advertise for a Grounds Maintenance Contractor and a separate Contractor to look after the floral displays and beds, based on the current work undertaken. Proposed by Cllr Spanswick and unanimously agreed**

#### **254 To discuss the need to replace Goal Posts at land adjacent to Church Acre** Deferred until 19 November Meeting

#### **255 Finance**

- (a) Schedule of Payments July, August & September 2015  
**Resolved: that payments were unanimously approved, proposed by Cllr J Spanswick and seconded by Cllr H Townsend. Signed by two members of the council in accordance with Accounts & Audit Regulations**

- (b) Mr Ley had provided members with a copy of the bank reconciliation for approval  
**Resolved: that payments were unanimously approved and signed by two members of the council in accordance with Accounts & Audit Regulations**

(c) **External Audit Report**

Mr Ley explained that due to the previous year's annual expenditure being over £200,000 – different audit regulations applied.

The Auditors recommended at least quarterly budget monitoring or more frequently if required and minuted. The council must ensure that it fully documents where the finance is drawn from, that the minutes clearly state the detail and that the expenditure must not exceed the amounts noted in the minute.

Mr Ley stated that the Notice of Council Audit had been displayed on the notice board near the Triangle and outside the office for the legally required period of time of 14 days. There had been no requests from the public as a result of this publication.

**Resolved: that members unanimously approved of the External Annual Audit Report and content noted. The Annual Return ending 31 March 2014 was approved by members**

(d) **Budget Review**

Mr Ley presented the current budget which was reviewed by members. There were no amendments recommended and the budget would be reviewed quarterly.

**Resolved: that the status of the budget was accepted**

**238 To Receive the Clerk's Report**

- (a) New website update – a decision on the logo needs to be finalised in order that the website builders may work around that design for the web pages.

**Cllr Spanswick suggested that in the absence of members at this meeting to continue with the use of the current logo for the time being. Members also suggested that there may be a need to engage a graphic designer to design an appropriate logo for the Community Council to include elements of local history, ie agriculture and munitions.**

- (b) Mr D Wheeler, 42 Fair Oak Chase had complained of people using the hedge in the grassed area as a shortcut to Coychurch Road, making a gap where children may wonder onto the main road. The Clerk had requested a quotation to fence off a section of the location. Mr Wheeler had been informed.

- (c) The Clerk requested permission to purchase a new pc for the office due to recent technical problems and the current equipment being insufficient to run the required programs. The pc is more than 5 years old.

**Resolved: that permission was granted by all members to purchase a new pc up to a maximum of £500 which will come out of the Equipment section of the annual budget**

The Clerk informed members of some of the season events organised by other local groups:

Brackla Acorns, Brackla Community Centre Saturday 31 October – Kid’s Night Out 4.30 – 6.30, entry 50p.

Brackla Events Committee, at Brackla Community Centre Friday 18 December 5.30 – Pantomime, Aladdin - £5 per adult and £2 per child.

Brackla Events Committee, Brackla Community Centre on Monday 21 December – Santa & Craft Fayre, Mr Tricks etc - £2 per child

Cllr I Hibble had to leave at 8.50pm. The Chairman closed the meeting as no further business could be conducted by the remaining members.

Signature of the Chairman: ..... Date: .....  
Councillor Hailey Townsend

**Matters of Report by the Clerk of the previous Full Council Meeting** – all items are on the Agenda

**Correspondence Received from 16 October 2015**

1. Cenen Renewables, Park Stormy, Pyle – Autumn Newsletter
2. Bridgend County Borough Council, Leanne Rowlands/Active Bridgend Officer – information on funding for community green spaces. Grants for up to £12,000, deadline for applications 30 November (received by email 21.10.15)
3. Bridgend County Borough Council, Mayor/Members – Bridgend County Borough Council Tourism Department are looking to recruit 30 ambassadors in the next couple of months both from the tourism industry and those not currently involved in the industry but passionate about their square mile. The Department would be offering free workshops and excursion days between October 2015 and February 2016, sharing knowledge and understanding history, folklore, geology and wildlife. Contact: Tracey James Lieberman, [tracyjlevents@gmail.com](mailto:tracyjlevents@gmail.com) or tel: 07773 804470.
4. One Voice Wales – November training sessions. (emailed to all 23.10.15)
5. Bridgend County Borough Council, Mark Galvin – copy of Council Meeting Wednesday 28 October 2015, 3pm at the Civic Offices – (emailed to all 23.10.15 for information only)
6. Bridgend County Borough Council, Mark Shephard, Corporate Director – Communities – further Community Asset Transfer information regarding the process and an explanation for Community Groups/Sports Clubs on Town & Community Council Precepts.
7. Bridgend County Borough Council, Lee Jones, Head of Regulatory, Partnerships & Transformation – Well-being of Future Generations (Wales) Act 2015, which was given Royal Assent on 29 April 2015 and associated consultation. (emailed to all members 28.10.15)
8. Bridgend County Borough Council, Cllr Hailey Townsend, Cabinet Member/Children's Social Services & Equalities – copy of an urgent referral regarding barbed wire traps in Brackla, reported by a resident.
9. Bridgend County Borough Council, Lee Jones, Head of Regulatory, Partnership & Transformation – Town & Community Council Charter update (emailed to all members 28.10.15)
10. One Voice Wales – notification of Code of Conduct Training at Bridgend YMCA, 10 November (emailed to all members 30.10.15)

11. One Voice Wales – Welsh Government update for Community and Town Councils October 2015. (emailed to all 30.10.15)
12. Bridgend County Borough Council, Mayor/Members – Mayor’s engagements and citizenship awards. (emailed to all 5.11.15)
13. Groundwork Wales, Blackwood – in partnership with Bridgend CBC and Reach to deliver an energy saving project in Bridgend called Green Doctors. They are able to provide advice on energy and carbon reduction to help reduce energy consumption/savings on community venues.
14. Action for Children – letter of thanks for the Section 137 donation of £756.74.
15. Bridgend County Borough Council/Communities First Bridgend - list of season events in the Borough. (emailed to all members 10.11.15)
16. Bridgend County Borough Council, Legal & Regulatory Services – Notice of Intention to make an Order to vary the parking charges payable in respect of disabled persons’ vehicles. Any objections/representation must be with Bridgend County Borough Council by 7 December.
17. Chairman 2<sup>nd</sup> Bridgend (Brackla) Scouts Group – acknowledgement of the donation in exchange for services in providing a tent for the annual Funday.

## **Planning Issues**

1. Planning Application  
P/15/740/FUL  
Change of use from class A1 retail to use as a children’s day nursery  
Unit rear of the Triangle