

# BRACKLA COMMUNITY COUNCIL



## THE NEXT MEETING OF BRACKLA COMMUNITY COUNCIL

### **FULL COUNCIL MEETING** **Thursday 17<sup>th</sup> December 2020 at 6.30pm** **Via Video Link**

#### Members Present

Cllr T Giffard – Chairperson  
Cllr D Aston  
Cllr E Caparros  
Cllr I Hibble  
Cllr K Hughes  
Cllr A Pucella  
Cllr T Walsh

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

None

#### **108 Apologies for Absence**

Cllr J Chohan  
Cllr K Rowlands  
Cllr J Spanswick

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

Cllr I Hibble declared a personal interest throughout, as he is a Civil Servant working for Welsh Government

Cllr T Giffard declared a personal interest in relation to item 134, Planning Applications, as he is a Member of Bridgend County Borough Council.

Cllr A Pucella declared a personal interest in relation to item 134, Planning Applications, as he is a Member of Bridgend County Borough Council.

Clerk of the Council, Mrs R Keepins declared a personal interest in relation to item 121, To consider the Recommendations of the HR/Personnel Committee – Staffing Review and item 122 Brackla Community Council Precept Budget 2021-22

Responsible Finance Officer/Assistant Clerk, Mr P Ley declared a personal interest in relation to item 121, To consider the Recommendations of the HR/Personnel Committee – Staffing Review and item 122 Brackla Community Council Precept Budget 2021-22

Admin Officer, Miss H May declared a personal interest in relation to item 121, To consider the Recommendations of the HR/Personnel Committee and – Staffing Review and will leave the meeting for this item. And item 122 Brackla Community Council Precept Budget 2021-22

**110 Ratification of Minutes of the Community Centre Committee Meeting 11 November 2020**

**Resolved:**

The minutes were approved, proposed by Cllr D Aston and seconded by Cllr A Pucella

**111 Ratification of Minutes of the Finance Committee Meeting 19 November 2020**

**Resolved:**

The minutes were approved, proposed by Cllr T Walsh and seconded by Cllr K Hughes

**112 Ratification of Minutes of the Full Council 19 November 2020**

**Resolved:**

The minutes were approved with the following minor amendments:  
Add Cllr J Chohan to the list of attendance.

Item 93 – The sentence was amended to read the following:

*It was proposed that a further letter should be sent to Bridgend County Borough Council regarding the Community Council's disappointment over the timing, scope and duration of the traffic survey that was completed and to also complain about the treatment of the land and habitat during the work undertaken for the feasibility study.*

Item 103 – For reports from Members the following was added:

*Cllr K Hughes informed Members that he had received reports from a local resident about the subway flooding near Brackla Primary School. Cllr D Aston confirmed this and explained that he had reported this again to BCBC but there was an issue with the contractor being in England and at present being in lockdown.*

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

**113 Ratification of Confidential Minutes of the HR/Personnel Committee Meeting 23 November 2020**

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**Resolved:**

The minutes were approved, proposed by Cllr T Giffard and seconded by Cllr T Walsh

**114 Ratification of Minutes of the Extraordinary Meeting of Full Council 2 December 2020**

**Resolved:**

The minutes were approved, proposed by Cllr D Aston and seconded by Cllr I Hibble

**115 Ratification of Confidential Minutes of the HR/Personnel Committee Meeting 3 December 2020**

**Resolved:**

The minutes were approved, proposed by Cllr T Giffard and seconded by Cllr T Walsh

**116 Ratification of Minutes of the Planning Committee Meeting 7 December 2020**

**Resolved:**

The minutes were approved, proposed by Cllr E Capparos and seconded by Cllr D Aston

**117 Ratification of Minutes of the Finance Committee Meeting 14 December 2020 –**

Deferred until January

**118 Clerks Report including matters relating to the Council's previous meeting**

The Clerk provided the following updates to Members:

- Bridgend County Borough Council (BCBC) had confirmed that money that was budgeted for Youth project can be moved to another are of the budget or spent;
- There is currently no plan for the doctors surgery to use the Community Centre for Covid-19 vaccines;
- Brackla Gateway Signs – Planning for 2 of the signs had been rejected. Meetings are being held between the Community Council and BCBC to try to resolve the issues as soon as possible. There are questions over new locations and who owns the lands;
- Newsletters had been published and delivered to around 85% of Brackla. It has also been shared on social media and is available on the Community Council Website;
- Posters and signs for the Brackla, Love it Don't Trash It Project were being put up around Brackla. John Rees from BCBC had contacted the Clerk to ask for Councillors to participate in promoting the scheme but this had had to be postponed to the New year due to staff shortages in the Authority;
- The new litter bins have been ordered via John Rees in BCBC as he is aware of what attachments etc are needed and can also get a local authority discount. The clerk reported that she was awaiting confirmation of the order being placed;
- Chairs allowance will be allowed to be given to the Chair's Charity due to not being able to fundraise during 2020/21;

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- One Voice Wales area Committee Meeting Monday 25th January.

Cllr D Aston expressed his absolute disgust that no other Councillors helped to deliver the Newsletters. He thanked the Clerk and Admin Officer and their families as well as Cllr K Hughes for delivering newsletters.

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

The advert for the Caretaker Vacancy has been published online. The Clerk had meet with the new agency worker who will be covering until the role has been filled.

Meetings with BCBC have been arranged to discuss the Community Council's plans for the Community Centre and for any other work to be identified along with quotes. Cllr K Hughes suggested the Town and Community Action Fund should be placed on the Agenda for January to discuss the application and priority of work.

Under new guidance from Welsh Government, it was agreed that the Community Centre would be closed to groups from Monday 21<sup>st</sup> December until further notice. With the exception of Banana Moon Nursery, who will be providing essential childcare.

#### **120 Finance:**

##### **(a) Approval of the Schedule of Payments November 2020**

**Resolved:**

The payments were approved, proposed by Cllr K Hughes and seconded by Cllr A Pucella

##### **(b) Bank Reconciliation as at 30 November 2020**

**Resolved:**

The statement was approved as correct, proposed by Cllr D Aston and seconded by Cllr A Walsh.

##### **(c) Monthly Budget Review November 2020**

**Resolved:**

The Budget was approved, proposed by Cllr A Pucella and seconded by Cllr T Walsh

##### **(d) Payments for Authorisation**

**Resolved:**

The payments were approved, proposed by Cllr T Walsh and seconded by Cllr D Aston

##### **(e) Annual Audit Return 2019/2020**

**Resolved:**

The Annual Audit Return 2019/2020 was approved, proposed by Cllr E Capparos and seconded by Cllr A Pucella

**121 To consider the Recommendations of the HR/Personnel Committee – Staffing Review**

Members discussed the recommendations from the HR/Personnel Committee in relation to a possible new permanent staff structure and agreed that the HR/Personnel Committee should meet to consider possible job descriptions and more detail as to how a new staffing structure would work.

**Resolved:**

The Council agreed the following recommendations of the HR/Personnel Committee:

**Apprenticeship/Admin Assistant**

The Committee expressed a desire to maintain the role of Admin Assistant if possible and asked that the Finance Committee consider looking at the available finances for this.

**Staffing Reviews**

Members made the following recommendations to be submitted to Full Council:

- Formalise Job roles – who does what, any new responsibilities that are not part of the Job description
- Annual Reviews for all staff (in December if possible) A review with the Clerk R Keepins will be needed ASAP and other staff will be done next year. Reviews will be done by the Chair of the Community Council and Chair of the HR/Personnel Committee. If these are the same person, then the Vice Chair of the Council should occupy the second position. Cllr T Walsh suggested to add this to the Council's Standing Orders.
- Issues/plans relating to Brackla must be the main focus compared to drafting reports etc.
- Not all 3 Staff will be needed at all future meetings.

**122 Brackla Community Council Precept Budget 2021-22**

The Clerk presented the Finance recommendations which partly linked to the previous item and the proposed new staffing structure which were informed by the work of the HR/Personnel Committee.

The recommendations from the Finance Committee relating to the precept were also presented.

**Resolved:**

The Council agreed the following recommendations in relation to the proposed staffing structure:

The Finance Committee recommend that a further meeting of the HR/Personnel Committee be arranged to consider in more detail the proposals for a reduction of hours for the RFO and the future Admin Assistant/Assistant Clerk role. Based on the feedback from Members of the HR/Personnel Committee, the Finance Committee discussed the possible affordability of an Admin Assistant/Assistant Clerk for a 16 hour working week. It was recommended that further detail of these job descriptions be considered as well as proposed hours, in order to determine work demand and potential work allocation. Furthermore, that options be considered as to whether to progress with a permanent position for the Admin Assistant/Assistant Clerk or to introduce a temporary contract in order to allow time to determine the affordability and impact on future finances.

Clarification on a possible extension of the current apprenticeship role beyond March 2021 would also help determine the timeline for several key HR decisions on how to progress this item.

The Council agreed the following recommendations from the Finance Committee relating to the Precept Budget 2021-22:

Following detailed discussion and deliberation the Committee made the following recommendations in relation to the precept budget for Brackla Community Council for 2021-22:

It is recommended that the Council precept for 2021—22 be maintained at the same level of £169,630.00 with only a 0.64% increase to counter the reduced base rate as highlighted in the revised precept document. Whilst appreciating that if further projects are to undertaken by the Community Council there may need to be consideration given in the future to increasing the precept, the Committee agreed that 2020 had been a very difficult year for many and therefore the Council should set a good example and look to achieve what it wants to within the same precept amount.

It is also recommended that the Community Council be more proactive in exploring options for external funding to assist towards any major future projects and also consider applying for any future financial assistance offered to help counteract any further financial impact of the Covid-19 pandemic.

This was proposed by Cllr K Hughes and seconded by Cllr T Walsh

### **123 Section 137 Applications**

After a brief discussion Members agreed to give Tremains Woodland Rangers and Wales Air Ambulance £250 each. Proposed by Cllr D Aston, seconded by Cllr K Hughes

### **124 To consider the recommendations of the Finance Committee in regards to Proposed Works to Footpaths 6 and 7 around Archbishop Comprehensive School and Sports Centre**

**Resolved:**

The Committee agreed the following recommendation from the Finance Committee in relation to the Proposed Works to Footpaths 6 and 7 around Archbishop Comprehensive School and Sports Centre:

The Finance Committee welcome the proposed works to the footpaths around Archbishop McGrath RC Comprehensive school and support the Borough Council in this project. However, due to current pressures on the Community Council at this time and the unknown detail of what contribution is actually being requested, it is recommended that the Community Council are unfortunately not in a position to offer financial assistance to this project. This was proposed by Cllr D Aston and seconded by Cllr T Walsh.

#### **125 Correspondence - Tremains Woodland Rangers – Meadow and Picnic Area**

Members considered the information provided and queried whether the Woodland Rangers had applied for support from the Woodlands Trust as well as other organisations who provide free packages of trees and flowers for such projects.

It was agreed for the item to be added to the January Agenda and for a Member of Tremains Woodlands Rangers to be invited to give more information on the project and answer any queries in order for the Community Council to consider what support it could possibly provide to the project.

#### **126 Possible Relocation of Ysgol Gymraeg Bro Ogwr – Feasibility Study and ‘Save Our Field’**

Members discussed a recent Motion that the Brackla County Councillors had presented to BCBC on the relocation of Ysgol Gymraeg Bro Ogwr which unfortunately did not go through following a vote. Members requested that as well as concerns over the timing, scope and duration of the traffic survey as well as the treatment of the land and habitat during the feasibility study, Members also wanted the recent letter to BCBC to again express the the Council’s disappointment in the responses received. Moreover, had Officers and Cabinet Members agreed to meet with the Community Council, it would have provided the perfect opportunity for their concerns and issues to have been aired and addressed and possibly even prevented.

Members agreed that whilst it may not be usual practice or part of the formal process to inform the Community Council of various work in the area or include them in any related correspondence; in order to work together in the community, to meet the needs of the people in the community, collaboration and communication between the Local Authority and Town and Community Councils should be considered fundamental.

It was also agreed that rather than publish all the letters on the Community Council’s website, an overview of the letters would be produced for an article for both the website and the newsletter for the public to see.

#### **127 To appoint a new School Governor for Tremains Primary School**

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Cllr E Capparos was appointed as the Governor for Tremains Primary School, proposed by Cllr T Giffard and seconded by Cllr K Hughes.

## **128 Pebble Pathway Display**

It was agreed that the Brackla Community Council Contractor would carry out maintenance around the area on a quarterly basis. This was proposed by Cllr T Giffard and seconded by Cllr T Walsh.

### **Point of Order**

Reacting to Cllr D Aston's comments under item 118, Cllr I Hibble raised a point of order to the Chair highlighting that Cllr D Aston had breached the Code of Conduct in relation to Part 2, Point 4 (b) and (c) which state that Councillors must:

- (b) show respect and consideration for others;
- (c) not use bullying behaviour or harass any person.

The Chair offered Cllr D Aston the opportunity to withdraw his comment to which Cllr D Aston refused.

## **129 Brackla Community Council 5 Year Plan**

Members discussed the information the Clerk had presented regarding some case studies and associated costs for various sizes of play areas.

### **Resolved:**

It was agreed the Well-being Future Generation Committee would take the lead on the 5-year plan including it as part of their Terms of Reference. Other Committees such the Community Centre Committee could feed into it this way too and then feedback and recommendations presented to Full Council.

It was agreed that in relation to play areas, it was important to look at refurbishing the one park we currently have responsibility for, to then look at the whole picture across Brackla and explore BCBC's future plans for play areas and look to collaborate with them to on the subject if possible. It was also agreed that for any proposed new play areas, various locations should be considered, and various external funding options should be explored.

## **130 Crime Statistics for Brackla**

Members were presented with an update on the Crime Stats for Brackla

## **131 To Receive Reports from Members**



Members wished each other and Staff a Merry Christmas and Happy New Year. Well wishes were passed onto Cllr J Spanswick.

### **132 Agenda items for January 2021 Full Council Meeting**

The following items were proposed for January's meeting:

Wildflower Meadow and Picnic Area

Memorial Bench

Town and Community Action Fund

The Speeding item as well as the one on Defibrillators would be considered either in January or February's meeting.

It was also requested that items such as the Communications strategy be moved up the Forward Work Programme so that items like the newsletter etc can be considered as part of this.

### **133 Date of the next Full Council Meeting –Thursday 21 January 2021**

### **134 Planning Applications**

Sedd Goch – Members expressed no strong objections to the application however they expressed concerns over the number of trees being removed in this area and asked whether the Authority could provide information as to where trees were being replaced to account for those that were being removed.

Ashbrook – No objections

Vale View – Members raised no objections regarding the application but did express some concerns regarding the drainage and whether there could be a potential issue with surface water. Members requested that the Authority request further information regarding this and make this available to neighbours also so that they can consider the detail further.

Cllr K Hughes proposed having a section on the Community council website to show upcoming planning applications. It will have limited information and will link to BCBC's website for members of the public to make comments. Seconded by Cllr T Giffard.

### **135 To Pick a Winner for the Christmas Hamper**

The Chair asked Members to pick a number for winners of the Hampers and gift. The results were as followed;

Hampers – no. 7 and no. 32

Gifts – no.5, no. 21 and no. 73

*Meeting closed at 8pm*

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