

BRACKLA COMMUNITY COUNCIL



Minutes of the Full Council meeting
held on a remote basis in accordance with the provisions of
The Local Government and Elections (Wales) Act 2021
at 6:30pm on Thursday, 16th December 2021

| | | |
|------------|---|---|
| Present: | Cllr T Walsh (Chair) Cllr D Aston Cllr E Caparros Cllr T Giffard | Cllr I Hibble Cllr K Hughes (Vice-chair) |
| Absent: | Cllrs J Chohan, C Jackson | |
| Residents: | x1 | |
| Officers: | Ms J van Tonder (Clerk) Mr P Ley (RFO / Assistant Clerk) Ms H May (Admin Assistant) | |

The meeting commenced at 6:35pm.

Presiding: Cllr Tyler Walsh

125. Apologies for Absence

Apologies for absence had been received from Cllrs A Pucella, K Rowlands and J Spanswick.

126. Declarations of Interest

Members noted the guidance provided by the Clerk regarding the declaration of interests.

Cllr I Hibble Prejudicial – agenda item 136(a)

127. Public Questions

There were no questions from the member of the public present.

128. Minutes of the previous meeting: 18th November 2021

Members considered the draft Minutes presented and a number of amendments were requested.

Cllr K Hughes proposed, Cllr T Giffard seconded and it was

- Resolved:** To agree the minutes of the meeting of 18th November 2021 with the following amendments:
- (i) Correction to Cllr E Caparros' name in the list of members present
 - (ii) Inclusion of the following sentence under minute 107 between paragraphs two and three: *"Cllr K Hughes had asked the Clerk to clarify the matter of Declared Interests as he was unhappy that planning application comments could not be submitted on the 21 October as her revised interpretation of members declaring interests rendered the item on planning as inquorate."*
 - (iii) Removal of text under minute 118 in the last paragraph so as to read: *"Cllr Keith Hughes suggested the Council may wish to consider taking on a parcel of unmaintained land off Briary Way that had been handed over to the Crown, should a transfer be feasible."*

129. Review of Standing Order 3(s)

The Clerk gave a statement outlining her reasons for not naming the proposer and seconder in minutes of the Council's meetings. She advised that, in her experience, naming proposers and seconders served only to cause or exacerbate divisions within a council, provided opportunities for abuse to be levied against named members and were not a requirement in law. She went on to remind members that all decisions taken at meetings were decisions of the council as a whole.

The Clerk advised that, unless it was a requirement contained within the Standing Orders, she would not be naming proposers and seconders in the minutes.

Members discussed the matter further with some expressing the view that including the names within the minutes showed participation and increased accountability and transparency. Others felt the minutes should reflect the council's collective responsibility.

Cllr K Hughes proposed, Cllr T Giffard seconded and following a vote, it was

- Resolved:** To amend Standing Order 3(s) to include the following text:
- viii. the names of councillors proposing and seconding motions for resolution.*

130. Matters arising not addressed elsewhere

The Clerk reported on the following matters not considered elsewhere:

- Minute 115(a): Brackla Gateway signs
 - Planning Applications were complete, however, the required mock-up of signs had not been formally agreed by Council; to be included on next agenda
 - Clerk to circulate mock-ups in advance of the next meeting
- Minute 116(a): Christmas arrangements
 - Seniors' Tea scheduled for 17th December had to be cancelled due to limited take-up
- Items for inclusion on the next agenda – deferred until January
 - Brackla Hill site
 - Queen's Platinum Jubilee
 - Briary Way parcel of land in Crown ownership

The Clerk was asked to circulate a copy of the amended *Access to Meetings & Public Question Time Protocol*, adopted at the previous meeting.

131. Matters pertaining to Community Centre

a. Update on last Committee meeting

The Clerk gave a summary of the meeting and advised Cllr David Aston had been elected Chair. Cllr Aston told members the meeting had been constructive despite the low attendance.

Members discussed apportioning overheads to the Community Centre budget and the basis upon which this could be done. It was suggested this ought to be looked at again by the Community Centre and Finance Committees. Cllr Hughes advised, as Chair of the Finance Committee, he would be happy to reconsider the method of budgeting for the Centre but felt the Council had more important priorities.

Cllr Aston indicated he would like to sit on the Finance Committee once more and was advised by the Clerk that membership of committees was ordinarily agreed at the annual meeting in May. However, an amendment to the membership of the Finance Committee would be put on the agenda for the next full council meeting.

b. Committee recommendation pertaining to Centre refurbishment

Cllr Aston informed members that only one tender had been received by BCBC and that, while this was of concern, the Committee had felt it imperative to get the work done as soon as possible and not ask for a retender.

Cllr Hughes raised a number of queries:

- the shutters that BCC had requested were not included in the schedule of works – Cllr Aston to make enquiries
- how much was BCBC proposing to charge BCC to manage the project? – RFO suggested it was in the region of £4-5k; to be confirmed
- is the tender price inclusive or exclusive of VAT? – RFO to confirm

It was agreed that BCC would need to work closely with the contractors and co-ordinate with hirers to minimise disruption.

Cllr T Walsh proposed, Cllr D Aston seconded and it was

Resolved: To defer a decision on the awarding of the contract pending answers to the questions raised.

132. Matters pertaining to Wellbeing of Future Generations

a. Update on last Committee meeting

Members noted the summary of the meeting provided in the Clerk's report.

Cllr Hughes advised members there had been a number of action points within the playground inspection reports and that the Clerk had been asked to source quotes to remedy the most urgent defects and to identify costs for the remainder of the low-risk items.

b. Foxfields Woodland planting scheme

Members were reminded of Sasha Ofnowska's presentation at the previous meeting and noted the Foxfields planting scheme circulated as part of the agenda. It was agreed the scheme offered a good selection of plants and trees.

The Clerk was asked to ensure the planting scheme was uploaded to the Council's website and to make enquiries with Sasha on what communications she has had with local residents.

c. Committee recommendation pertaining to planning training

The Clerk outlined the cost and contents of the *Planning: from start to finish* online training module offered through Planning Aid Wales. She advised the annual cost permitted access to the course for up to twenty users.

Cllr D Aston proposed, Cllr K Hughes seconded and it was

Resolved: To sign up to a one-year subscription with Planning Aid Wales for the "*Planning: from start to finish*" training module at a cost of £150, to be made available to all council members.

133. Finance, Governance and Administration

a. YTD Financial Accounts as at 30th November 2021

The RFO presented the accounts to 30th November and explained the Council was on track in line with the budget. Members were advised that two lots of roundabout advertising income had been received with another due imminently.

Cllr K Hughes proposed, Cllr D Aston seconded and it was

Resolved: To accept the Accounts to 30th November 2021 as presented.

It was noted that two laptops had been purchased for use by the Clerk and Administration Assistant. The Clerk was questioned on the need for the laptops as well as her authority to make the purchases without first consulting with the Finance Committee.

The Clerk responded by advising members that the laptops were required to enable occasional home working as prescribed within Welsh Government's covid guidance and attendance at council meetings held online after office hours.

She went on to advise that, under the Council's Standing Orders, the Clerk had delegated authority to spend up to £500. While the first of the two laptops was purchased under this power, the second had been authorised in agreement with the Chair.

Members went on to discuss this further and it was suggested the laptops should be added to the Council's fixed asset register to which the RFO responded that the Council's policy was to only capitalise items over £500 in value.

b. Bank Reconciliation as at 30th November 2021

Cllr D Aston proposed, Cllr K Hughes seconded and it was

Resolved: To accept the bank reconciliation as presented by the RFO.

c. Payments made during the previous month

The RFO presented the schedule of payments made for the month of November 2021 totalling £12,488.19.

Cllr T Giffard proposed, Cllr D Aston seconded and it was

Resolved: To accept the schedule of payments made as presented.

d. Payment Schedule

The following schedule of cheque payments for authorisation was presented:

| | | | | |
|----------------|-----------------|-----------------|------------------------|-------------------------------|
| 01/12/2021 | 204824 | 750.00 | Chorleywood Allotments | Donation |
| 01/12/2021 | 825 | 250.00 | Welsh Air Ambulance | Donation |
| 01/12/2021 | 826 | 504.00 | Sentinel | Internal Audit |
| 01/12/2021 | 827 | 21.98 | Poppy Shop | Poppy wreath |
| 01/12/2021 | 828 | 81.43 | Viking | Cleaning materials / sundries |
| 01/12/2021 | 829 | 37.08 | Viking | Cleaning materials / sundries |
| 01/12/2021 | 830 | 432.94 | NWS Ltd | Waste collection |
| 01/12/2021 | 831 | 19.48 | Viking | Cleaning materials / sundries |
| 01/12/2021 | 832 | 240.00 | RBS Ltd | Training |
| 05/12/2021 | 833 | 7.20 | TCRM | e-mail hosting |
| See Staff List | 834 – 839 & S/O | 5,603.14 | Staff salaries & wages | |
| 16/11/2021 | 823 | 1,608.83 | MS Property | Grounds Maintenance |
| 16/11/2021 | 823 | 18.96 | Home Bargains | Gloves |
| | TOTAL | 8,825.04 | | |

Cllr D Aston proposed, Cllr K Hughes seconded and it was

Resolved: To approve the cheque payments as per the schedule presented.

8:03pm – Cllr I Hibble left the meeting.

e. Committee recommendation pertaining to online hosting of Rialtas

The Clerk was asked to explain the background to this item having been brought to the recent Finance Committee meeting. She explained the Council had purchased the licence to the Rialtas bookings module at some time in the past and, in an effort to improve the efficiency of the current system, this module had been reinstated and was being put to use.

The Finance Committee had been asked to consider the cost of having both the Rialtas accounting and booking modules hosted online to enable remote access as well as automatic back-up.

Cllr K Hughes suggested this item had raised more questions than answers. He expressed his concern that the committee had spent ten minutes dealing with a matter it was not expecting to discuss and that this would need to be addressed by the Finance Committee in a different format.

Cllr D Aston went on to advise members that he objected to the Clerk, RFO and Administration Assistant having their own e-mail addresses and asked that the Council reverts to having only one e-mail address. As this was not on the agenda for discussion, the Chair suggested this could be addressed at a future meeting.

f. Committee recommendation pertaining to Budget 2022/23

i. Community Centre Budget 2022/23

Cllr K Hughes reported the Finance Committee had discussed the Community Centre Budget fully and were satisfied with the projections made. It was noted the committee had not made a formal recommendation for full council on this item.

Cllr T Walsh proposed, Cllr T Giffard seconded and it was

Resolved: To agree the Community Centre Budget 2022/23 with income of £29,389, expenditure of £21,171 and an expected surplus of £8,218.

ii. Expenditure Budget 2022/23

The RFO presented the draft Budget showing the previous year's actuals as well as predicted year end income and expenditure. Cllr K Hughes explained the amendments that had been made to the first draft budget by the Finance Committee and reported members had considered the impact of the proposed budget on the precept.

Following discussion, Cllr K Hughes proposed, Cllr D Aston seconded and it was

Resolved: To agree the Budget for 2022/23 with expenditure of £169,744.

iii. Precept requirement 2022/23

Cllr K Hughes proposed, Cllr D Aston seconded and it was

Resolved: To request a Precept in the amount of £169,744 for the financial year 1 April 2022 to 31 March 2023, representing a 0% increase on the previous year.

8:25pm – Cllr T Giffard left the meeting.

134. Members' reports

- Cllr T Walsh – thanked everyone at BCC for all they had done during the year. He also wished to offer the Council's sincerest thanks to those working so tirelessly in the covid response; those in the NHS, fire service and all frontline workers.

- Cllr D Aston – asked Cllr K Hughes for an update on the litter bins that were due to have been put back along Georgian Way. Cllr Hughes replied by saying it was on his to-do list.
- Cllr K Hughes – reported a fallen tree on Briary Way that was resting in the boughs of neighbouring trees. It was noted the Clerk had contacted BCBC and was awaiting a reply. The Clerk had previously advised the Council not to undertake works to the tree as the land was not under the control of the Council and, therefore, the Council and its contractors would not be insured.

Cllr Hughes asked that the Council approve an instruction to the Council's contractor to cut up and dispose of the fallen tree. The Clerk advised this would need to be included on the agenda for a future meeting.

Cllr Hughes reported he was still receiving complaints about parking on the bend at Briary Way. Clerk to follow up on proposed meeting with Cllr Spanswick.

It was resolved to suspend Standing Order 3(w) to allow the meeting to continue beyond 2 hours.

- Cllr E Caparros – nothing to report.

8:32 – 8:34pm – Cllr K Hughes temporarily left the meeting.

135. Consultations, Meetings and Correspondence

a. Meeting with Archbishop McGrath, BCBC Education and community representatives

The Clerk updated members on what had been discussed at the recent meeting. A working group was to be set up from representatives of all those present at the meeting as well as the Archdiocese and BCBC Parks, with terms of reference to be agreed. The Woodland Rangers had presented their community garden / picnic area plans and the group had gone on to discuss the objections Archbishop McGrath (ABM) had to the proposals. Access to the carpark had also been discussed. Finally, the group considered access to the field.

Cllr Hughes added his impressions of the meeting and expressed disappointment that there was no resolution to the matter of access to the field. ABM had been asked if the school would be prepared to leave the gate open outside of school hours if the fence was fixed but had not given an answer.

Members discussed this further and it was noted resolution on this matter was likely to take some time.

b. BCBC Town & Community Council Forum

Members noted the link to the Report on Wellbeing and Population Needs Assessment discussed at the recent forum.

136. Planning Applications since the last meeting

It was noted the planning portal had been offline for several days. Cllr Hughes advised he had contacted BCBC Planning for an explanation.

a. P/21/1013/FUL – 67 Tremains Court, Brackla

Retention of fencing around the border of the property.

Comment: No objection

b. T/21/83/TPO – 19 Llys Briallen, Brackla

Re-coppice hazel and blackthorn trees to 7-8ft.

Comment: No objection

c. P/21/1017/NMA – 9 Llys Briallen, Brackla

Non-material amendment to P/20/148/FUL – amendments to window and door locations; addition of two rooflights; confirm colour of roof materials, window and door materials.

Comment: No objection

d. P/21/1027/FUL – 49 Briary Way, Brackla

Erect a conservatory to the rear elevation.

Comment: No objection

e. T/21/84/TPO – Ty Coed Castan, Tremains Court, Brackla

Reduction of silver maple on roadside verge to previous points.

Comment: Objection on the grounds that the tree:

1. does not fall within the curtilage of the applicant's property,
2. appears healthy, and
3. provides a valuable eco habitat for a wide variety of wildlife.

Notwithstanding the above, the Council would support minimal cutting back of the outer limbs.

Action: Clerk to draft response and would circulate to Planning Committee prior to submission.

137. Date of the next meeting

Date of the next meeting: Thursday, 20th January 2022

The Chairman wished all members and staff a very merry Christmas and good health in the new year.

The meeting concluded at 9:00pm.