

BRACKLA COMMUNITY COUNCIL



Minutes of the Full Council Meeting at 7:00pm on Thursday, 22nd September 2022

This meeting was held on a remote basis in accordance with the provisions of The Local Government and Elections (Wales) Act 2021

Members Present	Cllr M Phelan (Chairperson) Cllr E Caparros Cllr S Griffiths Cllr K Hughes Cllr J Llewellyn-Hopkins Cllr L Lewis Cllr R Smith Cllr J Spanswick
Others Present	Miss H May – Acting Clerk Mr P Ley – Responsible Finance Officer

49. To receive Apologies for absence

Cllr W Kendall
Cllr F Sullivan

50. To receive Members' Declarations of Interest in respect of the business to be transacted

Cllr S Griffiths declared a prejudicial interest in relation to item 67, Planning, as he is a Member of Bridgend CBC Development Control Committee. He agreed to leave the meeting for this item.

Cllr J Spanswick declared a prejudicial interest in relation to item 67, Planning, as he is a Cabinet Member responsible for Communities. He agreed to leave the meeting for this item.

51. Public Questions (limited to 10 minutes – S/O 3g)

No questions were raised

52. To agree Minutes of the Planning Committee Meeting – 11th July 2022

Resolved:

The minutes were approved, this was proposed by Cllr E Caparros and seconded by Cllr L Lewis.

53. To agree Minutes of the Full Council Meeting – 21st July 2022

Resolved:

The minutes were approved, this was proposed by Cllr J Llewellyn-Hopkins and seconded by Cllr E Caparros

54. To agree Minutes of the Planning Committee Meeting – 1st September 2022

Resolved:

The minutes were approved, this was proposed by Cllr K Hughes and seconded by Cllr L Lewis

55. To agree Minutes of the Community Centre Committee Meeting – 5th September 2022

Resolved:

The minutes were approved, this was proposed by Cllr E Caparros and seconded by Cllr L Lewis

7:05pm Miss H May left the meeting for this item

56. Community Council Staff - Motion Received by Cllr K Hughes

Resolved:

Following a vote of 5 for and 2 against, the amended motion was agreed. Following this acceptance, the Chair requested that a HR Meeting be convened shortly (to enable proposals to be brought to the next Full Council meeting) with a new job description for the Clerk (as the Chair had seen 2 job descriptions) leaving out work carried out by the Responsible Finance Officer and Admin Officer.

7:20pm Miss H May re-joined the meeting

57. To note Matters arising not addressed elsewhere on the agenda – Clerk's report

The Acting Clerk provided the following updates to Full Council;

- All entries to this year's Brackla in Bloom Competition had been voted on and winners decided. All entrants will be sent a letter, certificate and corresponding voucher in the post early next week.
- Brackla Community Council won the Silver Gilt Award at this year's Wales in Bloom Competition following judging in July. The Acting Clerk thanked Cllr J Spanswick for meeting the judge and Cllr L Lewis who picked up the award at the ceremony. The award will be placed in the Community Centre along with those from previous years.
- An email was received regarding safety concerns with equipment at the spar park. The email had been passed onto Bridgend County Borough Council as they are responsible for the park.

58. Matters pertaining to Community Centre

The Acting Clerk advised Members that a new updated cost for refurbishment project had been received and suggested that a Community Centre Committee Meeting be held to go through the quotation.

It was also shared that there will be a Macmillan Coffee Morning being held at the Centre on Tuesday 27th September and is open for anyone to attend.

59. To consider recommendations of the Community Centre Committee

The following recommendations were made to Full Council following a recent Community Centre Committee Meeting;

It was agreed to recommend to Full Council that the Pantry continue to use the Centre as they are at present until the refurbishment is complete and then look into the possibility of using the room off the foyer if suitable.

It was agreed to meet at the Community Centre when it is convenient for Members to go through the Tender document and included works and make amendments if necessary while waiting on an up-to-date costing.

It was also agreed to look into the possibility of individualising aspects of the work rather than one Company undertaking the project.

Since the meeting, the Community Pantry using the Centre have contacted the Acting Clerk to inform, that they will not be using the Community Centre until after Christmas as they have secured space in the Tabernacle up until then.

Resolved:

The recommendations of the Community centre Committee were agreed, and Members asked the Acting Clerk to send a letter to the Pantry to gather further information on their needs before making a decision on the requests made when they are in need of the building in the New Year.

60. Matters pertaining to Finance, Governance and Administration

a. To receive YTD Financial Accounts as at 31 July 2022

Resolved:

The Council's Accounts were approved, this was proposed by Cllr K Hughes and seconded by Cllr E Caparros

b. To note Bank reconciliation as at 31 July 2022

Resolved:

The bank reconciliation was approved, this was proposed by Cllr E Caparros and seconded by Cllr K Hughes

c. To note Payments made during the previous month

Resolved:

The list of payments were approved, this was proposed by Cllr R Smith and seconded by Cllr J Spanswick

d. To approve Payment schedule as presented

The following schedule of cheque payments for authorisation were presented

Date	Cq No	Amount	Payee	Details
15.8.22	205057	1608.83	MS Property	Grounds Maintenance
15.8.22	58		see staff list	
1.9.22	59	15.92	Viking	Cleaning Materials
1.9.22	60	384.99	Amazon	Garden Shed
1.9.22	61	50.69	NWS Ltd	Excess waste
1.9.22	62	564.36	NWS Ltd	waste collection
1.9.22	63	141.96	Viking	Cleaning Materials

1.9.22	64	175.00	Nolan	Skip Hire
1.9.22	65	2.99	B&M	Door Stops
1.9.22	66	334.56	JRB Enterprises	20,000 x poop scoop bags
1.9.22	67	200.00	Audit Wales	2020/21 Audit Fee
1.9.22	68	5.04	Viking	Duster
1.9.22	69	181.67	Viking	Cleaning Materials
1.9.22	70	38.40	NWS Ltd	Excess waste
1.9.22	71	477.26	NWS Ltd	waste collection
9.9.22	72	2270.00	David Thomas	winter bedding/planters
15.9.22	73	75.96	Viking	Cleaning Materials
See Staff List	74 - 80			
22.9.22	81	1608.83	MS Property	Grounds Maintenance
22.9.22	82	504.00	Sentinel	Internal Audit Fee

Resolved:

The schedule of cheque payments were approved, this was proposed by Cllr S Griffiths and seconded by Cllr R Smith

61. To consider Community Council Events

a. Firework Display

Members were presented with a quotation for music for this year's fireworks display. There will be speakers on the field as well as speakers in the carpark/school ground to allow people at higher level to hear it. The Acting Clerk also advised that food vendors were currently booked for the display and the Chair asked if it was possible for a vegan/vegetarian option to be looked at.

Resolved:

It was agreed to go ahead with the quote for £725 +Vat for the music to along with the fireworks. It was also agreed to open the gates at 6pm and have the display start at 7pm in line with previous years.

62. To consider Winter Flower Quotation

Resolved:

Members agreed to go ahead with the quote of £1811.04 For the winter flowers. This was agreed by Cllr J Spanswick, seconded by Cllr E Caparros and unanimously agreed by all present.

63. To consider quotation for new Flower Bed on Triangle Roundabout

Members were presented with a quote to re-build the flower bead on the Triangle roundabout after it was recently damaged due to a burst pipe.

Resolved:

It was agreed to go ahead with the quote of £376.40 to re-build the flower bed and to contact Welsh Water to try and claim compensation for all/part of the cost of the bed. This was proposed by Cllr K Hughes and seconded by Cllr J Spanswick.

64. To discuss possible Brackla Youth Club run by Bridgend County Borough Council

Members were read out an email sent by Cllr F Sullivan from Bridgend County Borough Council (BCBC) who are looking for a venue to hold a Youth Club in Brackla. The Acting

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Clerk said that there is only a Friday evening available in the Community Centre, but BCBC were looking for two days per week. Other venues had been contacted but there were no replies and therefore the officer was asking if Members were aware of anywhere there could be.

It was agreed that if Members knew of any suitable venues in the area or contact details, they should send them to the Acting Clerk to pass onto the BCBC officers.

65. Grass Cutting and Grounds Maintenance – motion received by Cllr J Spanswick

The following motion was made to the Community Council by Cllr J Spanswick and proposed at the meeting;

With reference to my email of 26th. Aug 2022 regarding non-compliance with health & safety by our grass cutting contractor, I would like to also make you aware that this type of behaviour has previously been brought to my attention by members of the public on more than one occasion. Given that we have a duty of care as the Client party to this contractual arrangement, I would be grateful if you could arrange for this matter to be placed on the agenda of the next Council meeting in September so as to ensure it is dealt with appropriately.

As part of that agenda item I suggest that a proposal is put forward for a letter to be sent to our Contractor from the Acting Clerk, to remind him of his duties as a contractor under the Health and Safety and Work Act.

Resolved:

It was agreed to send the Grass Cutting and Grounds Maintenance contractor a letter outlining the Health and Safety concerns that have been raised and to include the legislation that should be followed. This was proposed by Cllr J Spanswick and seconded by Cllr E Caparros.

66. To receive Members' reports

Cllr S Griffiths advised Members he had been into the Community Council office to look into some of the IT issues and has managed to get into the Microsoft Account. He will continue to work with staff to suggest improvements that can be brought back to Full Council. He also passed his thanks to staff for the work they have undertaken in the recent months. This was also expressed by Members present.

Cllr J Spanswick shared that he attended a meeting with representatives from BCBC, Archbishop McGrath, and Tremains Woodland Rangers to discuss the field at the rear of the School as well as future plans for the Rangers. Suggestions were made and further information would be shared by BCBC following the meeting.

Cllr K Hughes informed Members he had a meeting with BCBC officers regarding the litter bins currently in operation as well as the new ones purchased by the Community Council. He advised that any new bins would not be emptied by BCBC so we would need to source this ourselves. Members agreed to give the go ahead for new bins to be installed.

Cllr E Caparros asked if the dog bag delivery week could be extended to allow for more time to make the deliveries. It was suggested to increase the delivery time to a week and review when necessary.

67. To consider Planning Applications received

68. Date of the next meeting – Thursday, 20th October 2022