

# BRACKLA COMMUNITY COUNCIL



**The Clerk summons all Councillors to attend a meeting of Full Council  
at 7:00pm on Thursday, 19th January 2023**

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

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

## **125. To receive Apologies for absence**

Cllr M Phelan

## **126. 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 143, Planning, as he is a Member of Bridgend CBC Development Control Committee. He agreed to leave the meeting for this item.

Cllr W Kendall declared a prejudicial interest in relation to item 143, 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 143, Planning, as he is a Cabinet Member responsible for Communities. He agreed to leave the meeting for this item.

## **127. Public Questions (limited to 10 minutes – S/O 3g)**

No questions were raised

## **128. To agree Minutes of the Finance Committee Meeting – 14<sup>th</sup> December 2022**

### **Resolved:**

The finance committee meeting minutes were approved, this was proposed by Cllr K Hughes and seconded by Cllr S Griffiths

## **129. To agree Minutes of the Full Council Meeting – 15<sup>th</sup> December 2022**

**Resolved:**

The minutes were approved, with the following amendment:

To remove Cllr W Kendall, Cllr L Lewis and Cllr M Payn as in attendance.

This was proposed by Cllr K Hughes and seconded by Cllr J Llewellyn-Hopkins

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

The Acting Clerk advised of the idea of organising for a Spring newsletter to be created and sent to residents in the area highlighting work currently being undertaken and small projects/activities that might be of use to Members of the public. It was asked for Members to draft a small article and send back to the Acting Clerk to collate and design the newsletter before sending out a draft to Members.

It was advised that having spoken with the Surgery, it was agreed that the main door would be unlocked going forward and that the office can re-open 2 days a week, while both staff Members are in for queries and to pick up dog bags. This will be reviewed on a rolling basis and changed as and when necessary. The website will be updated to state bags will be able to be picked up along with a day and time.

**131. Matters pertaining to Community Centre**

The Acting Clerk gave Members an update on the warm space project agreed at the previous meeting, stating that a meeting had taken place with Bridgend County Borough officers to gather ideas and understanding of what the Community Council could do.

A 'Welcome Café' will be set up at the Community Centre, on Tuesdays between 10am and 3pm and will be open to all Members of the public. It will be free of charge and residents will be able to have hot drinks and biscuits/cakes available during this time. The idea would be to split the day into two after renovations are completed, to have an activity afternoon such as games, a book/clothes swap, meetings with local organisations etc.

BCBC officers suggested that they may know local people and groups that could help with the running of the project and will be sending details to the Acting Clerk in due course. Members were invited to attend if they were available and asked to share details to get the word out.

**132. To receive update on Community Centre Refurbishment Project**

The Acting Clerk shared with Members that a meeting had been held with the contractor at the community centre to go through planned works and to confirm the quotation received with a few amendments such as making sure all the fire doors are disabled accessible.

It was also suggested that the staging be removed from the store room in the hall and that the fire door be re-instated and for a quote to be sort after for a concrete ramp to be installed at the fire door near the park.

**133. Matters pertaining to Finance, Governance and Administration**

**a. To receive YTD Financial Accounts as at 31 December 2022**

**Resolved:**

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

**b. To note Bank reconciliation as at 31 December 2022**

**Resolved:**

The bank reconciliation was approved, this was proposed by Cllr M Payn and seconded by Cllr J Spanswick

**c. To note Payments made during the previous month****Resolved:**

The list of payments were approved, this was proposed by Cllr K Hughes and seconded by Cllr W Kendall

**d. To approve Payment schedule as presented**

The following schedule of cheque payments for authorisation were presented;

Date	Cheque No	Amount	Payee	Details
3.1.23	205026	136.70	NWS Ltd	Excess waste
3.1.23	27	556.30	NWS Ltd	waste collection
5.1.23	28	8184.00	Centregreat	Xmas lights
6.1.23	29	252.82	Viking	Cleaning Materials
See Staff List	30-39			
19.1.23	40	1853.83	MS Property	Grounds Maintenance

**Resolved:**

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

**e. Annual Audit 2021/22**

The Responsible Finance Officer (RFO) shared news that the Council has received an unqualified Audit following the Annual return for 2021/22. Members noted the audit and thanked Mr Ley for his work.

**134. To agree quotation for Gas and Electric contract for Brackla Community Centre****Resolved:**

It was agreed the Council will go on to the standard variable rate with the existing provider and will be reviewed monthly. This was proposed by Cllr K Hughes and seconded by Cllr R Smith

**135. To consider the Town & Community Council Fund 2023-24****Resolved:**

It was agreed to check at the criteria of the fund and for the Future of Wellbeing Committee to look into projects in readiness for next year and to apply for the 2024-25 fund when available. This was proposed by Cllr J Spanswick and seconded by Cllr K Hughes.

**136. To discuss Community Pantry**

Members were advised that the Community Pantry wished to start using the Community Centre again following a short break. A short discussion took place regarding which room would be suitable as well as storage issues and the want for a fridge in the room.

**Resolved:**

It was agreed for the pantry to return as long as they fit in with existing users and that storage and equipment would be looked at after renovations of the centre have been completed. This was proposed by Cllr S Griffiths and seconded by Cllr R Smith.

### **137. To discuss Councillor Disqualification**

It was advised that due to not attending meetings for six consecutive months, Cllr R Fudge had now been disqualified as a Brackla Community Councillor. BCBC had been informed and a notice of vacancy was published. The Acting Clerk shared that a notice of election has been called for the position and will take place on March 16<sup>th</sup> and further details will be shared in due course.

Members briefly discussed the possibility of adding a Councillor onto the HR/Personnel Committee due to there not being enough Members to be quorate currently.

#### **Resolved:**

The disqualification was noted and it was agreed that Cllr K Hughes be added onto the HR/Personnel Committee and to attend meetings as and when required until the Committees have been revised. This was proposed by Cllr S Griffiths, seconded by Cllr R Smith and agreed by all.

### **138. To receive update on Youth Club**

Members expressed their concerns with the youth club running at the community centre, particularly regarding the age range it is advertised and open to. Members also agreed that some of the information could have been shared beforehand and that it is important to make sure both children and parents feel safe and know what the proposal of the club is.

A statement from BCBC was read to Members however it was ultimately agreed to get in touch with officers running the group to ask them to attend the next full council meeting to address some of the concerns raised.

### **139. To receive update on applications for Clerk Vacancy**

The Acting Clerk shared that a number of people have enquired about the Clerk vacancy and have been sent the job description and application form. At time of the meeting, 3 applications have been returned but it is hoped more will apply.

#### **Resolved:**

It was agreed to hold a HR/Personnel meeting in February to go through the applications received.

### **140. To consider Temporary Office Staff**

#### **Resolved:**

It was agreed to allow the office staff to hire a temporary agency worker for three days a week to help manage workload until a Clerk has been found. The full cost would be £15.90 per hour, which covers £10.90 for the Member of staff and £5 for agency fees. This will be taken from Earmarked reserves. This was proposed by Cllr S Griffiths and seconded by Cllr J Spanswick.

*20:57pm – it was agreed to suspend Standing Order 3w to allow the meeting to continue beyond 2 hours. This was proposed by Cllr K Hughes and seconded by Cllr M Payn and agreed by all.*

### **141. To receive update on Community Council Litter Bins**

Members were read an email sent by the Brackla Community Council Contractor regarding fly tipping issues at some of the Council bins. Cllr L Lewis asked if there was anyway the bin could be removed for a short time to see if that discourages the issue. Cllr K Hughes advised Members that issues with bins can now be reported using the What3Words App,

which will give each bin a code that will be unique to that specific bin. This can be shared to residents in the upcoming Newsletter.

**Resolved:**

It was agreed to discuss this in detail at the next meeting but in the meantime to ask the contractor to remove the bags until a solution has been agreed.

**142. To receive Members' reports**

Cllr M Payn raised that work was commencing in Tremains Woods with the Woodland Rangers to improve the area and also asked the Council if the Mini Magpies would be able to borrow the Councils generator for a Funday they will be holding in April. He also shared that the fence at the Spar park is broken and needing repair.

Cllr K Hughes shared that residents had been in contact informing him that they were not getting any responses from officers at BCBC when emailing them concerns or complaints. He asked if Borough Members could look into this on behalf of the residents.

Cllr J Spanswick informed Council that the skate park had been removed at the end of last year due to its condition and that plans for engagement with the youth will be looked into in soon. He also advised that the basketball court and park would be renovated at some point. Cllr L Lewis suggested that residents in the houses backing onto the area should also be consulted. It was suggested that this be added into the newsletter to inform Members of the public.

*9:22pm – Cllr S Griffiths, Cllr W Kendall and Cllr J Spanswick left the meeting*

**143. To consider Planning Applications received**

**a) P/22/848/FUL - 46 Maple Drive, Brackla, Bridgend, CF31 2PF  
Extension to rear of existing detached garage for gym/simulation room.**

Whilst the application appears acceptable we feel that there needs to be clarification on the following two points:

1. There is no reference number or label on the drawing plan provided for future cross reference after the build;
2. What is the purpose of the simulation room and what exactly is proposed by it.

**b) Proposed upgrade of existing base station installation at Cornerstone, 12072403 / 85937 VF BTRS Brackla Hill, Coity, Bridgend, Mid Glamorgan, CF31 2JA (NGR: E292115, N180575)**

Members discussed the application and had no concerns at this time. Further discussions will take place when the planning application is released.

**144. Date of the next meeting – Thursday, 16<sup>th</sup> February 2023**

*Meeting closed at 9:30pm*