

BRACKLA COMMUNITY COUNCIL



Minutes of Full Council meeting held at 6:00pm on Thursday, 15th June 2023

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 S Griffiths (Chairperson)
Cllr E Caparros
Cllr K Hughes
Cllr W Kendall
Cllr L Lewis
Cllr J Nuth
Cllr M Payn
Cllr R Smith
Cllr J Spanswick
Cllr J Llewellyn-Hopkins

Others Present

Mr M Evans – Clerk to the Council

Mr P Ley – Responsible Finance Officer
Seven members of the public.

16. To receive Apologies for absence

Cllr K Hoy
Miss H May – Administrative Officer

17. 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 34, 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 34, 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 34, Planning, as he is a Cabinet Member responsible for Communities. He agreed to leave the meeting for this item.

Cllr E Caparros declared a personal interest as a BCBC Councillor.

Cllr J Llewellyn-Hopkins declared a personal interest as a BCBC Councillor.

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

There were no questions raised.

19. To agree Minutes of the Annual General Meeting – 18th May 2023

Resolved:

The minutes were approved unanimously.

20. To agree Minutes of the Full Council Meeting – 18th May 2023

Cllr E Caparros pointed out that his declaration of interest should be listed as being due to his employment in the telecom sector.

Resolved:

The minutes were approved unanimously (subject to the above correction requested by Cllr E Caparros).

21. To approve Standing Orders 2023/24

Resolved:

The Standing Orders were approved unanimously.

22. To note matters not addressed elsewhere on the agenda – Clerk's Report

The Clerk provided the following update to members:

Food Pantry - The Clerk recently met with Alison Westwood of Baobab Bach to discuss the possibility of them returning to the Community Centre to offer their food pantry service. They are keen to return and commented that they would need to obtain a freezer as well as shelving and a glass-fronted fridge cabinet, lockable cupboard, a table and thermometers. They would also require seating for clients and a space in which they could meet with partners such as Bridgend Carers and Employability. Baobab Bach would be responsible for disposing of all food waste and removing it from site.

The Clerk asked Councillors to discuss whether they wished for the service to return to the Centre and if so, how much they should be charged.

Resolved:

That a Director of Baobach Bach be invited to attend the next full meeting of the Council so that Councillors can raise any queries regarding the food pantry directly with them.

Multi – Location Meetings – The Clerk & RFO recently visited the offices of Bridgend Town Council for a demonstration of their smart video-conferencing camera, the Owl Labs Pro. This camera is used by many Councils throughout South Wales and enables meeting participants to clearly see and hear whoever is speaking. The camera covers a 360-degree view of the meeting room and automatically focuses on anyone speaking. The built in microphone is impressive and picks up conversations from the rear of the meeting room. The camera currently costs in the region of £920.

Resolved:

Before deciding whether to purchase a camera, it was unanimously agreed that Cllr E Caparros would lend the Council an Owl Camera (that is used in his workplace) to trial its suitability for future multi-site meetings of the Council.

Scheduled Joint Meeting of Community Centre & Wellbeing of Future Generations Committees on 27th June

The Clerk queried the practicalities of the scheduled joint committee meeting on 27th June 2023 as the Committees have expressed the wish to inspect the playground and community centre.

Resolved:

It was unanimously agreed that the committees would convene at the community centre & playground at 6pm before relocation to the boardroom at Oak Tree Surgery for the formal commencement of the meeting at 6:30 pm.

Next Scheduled Full Meeting of the Council – Thursday 20th July 2023

The Clerk advised that the next scheduled meeting on Thursday 20th July 2023 clashes with the by-election for Brackla West Central Ward and asked whether the Council wished to reschedule the meeting.

Resolved:

It was unanimously agreed that the date of the next Full Meeting would remain as Thursday 20th July 2023.

Defibrillator

The Clerk advised that the device outside the Community Centre is currently out of commission. The supplier has advised the Clerk that the device was damaged on its last deployment resulting in a battery fault. The unit has been collected by the supplier for examination and should be back to us within a week.

23. Matters pertaining to Finance, Governance and Administration

a. To receive YTD Financial Accounts as at 31 May 2023

Resolved:

The Council's Accounts were approved unanimously.

b. To note Bank reconciliation as at 31 May 2023

Resolved:

The bank reconciliation was approved unanimously.

c. To note Payments made during the previous month

Resolved:

The list of payments was approved unanimously.

d. To approve Payment schedule as presented

The following schedule of cheque payments for authorisation were presented;

| Date | Cq No | Amount | Payee | Details |
|----------------|-------|----------|--------------------|--------------------------|
| 1.6.23 | 176 | 3,663.21 | Zurich | Insurance |
| 1.6.23 | 177 | 140.00 | One Voice Wales | Training |
| 1.6.23 | 178 | 84.00 | TCRM | Configure email accounts |
| 1.6.23 | 179 | 349.44 | JRB Enterprises | 20,000 x poop scoop bags |
| 1.6.23 | 180 | 906.00 | RBS Ltd | Year End Closure |
| 1.6.23 | 181 | 166.50 | Wickes | Paint & Materials |
| 1.6.23 | 182 | 185.00 | A1 Locksmith | Lock change at CC |
| 1.6.23 | 183 | 291.00 | NWS Ltd | Waste |
| 1.6.23 | 184 | 665.23 | NWS Ltd | Waste Collection |
| 1.6.23 | 185 | 140.55 | BCBC | Fireworks |
| 6.6.23 | 186 | 38.00 | One Voice Wales | Training |
| 6.6.23 | 187 | 595.00 | Hokey Cokey Events | Fun day Entertainment |
| 13.6.23 | 188 | 216.79 | Viking | Cleaning Materials |
| 14.6.23 | 189 | 72.00 | SLCC | Training |
| See Staff List | 190 | | | |
| See Staff List | 191 | | | |
| See Staff List | 192 | | | |
| See Staff List | 193 | | | |
| See Staff List | 194 | | | |
| 15.5.23 | 195 | 1708.83 | MS Property | Grounds Maintenance |

Resolved:

The list of payments was approved unanimously.

e. Brackla Residents' Association donation

The RFO presented a short briefing on the S.137 payment of £1,500 to Brackla Residents Association ("BRA") that was discussed at the full meeting of the Council in July 2023. Legal advice received confirms that the payment was arguably ultra vires, as it was not correctly entered in the Agenda for that meeting. The Council is able to list the item on the Agenda for its next meeting and as it is over six months since the decision was made, the Council is now able to reverse that decision. It is recommended that the remaining portion of the £1,500 donation (£750) is not made to BRA, although there is nothing stopping BRA applying for a new donation during 2023/24.

Members of the public were asked to leave the meeting whilst Cllr K Hughes wished to discuss potentially sensitive matters. Cllr Hughes stated the RFO's summary was not factual. Cllr Hughes stated that the BRA matter was discussed during an agenda item discussing a resident's death in Brackla and stated that Cllr J Spanswick's involvement in the matter should be investigated. Cllr Hughes commented that BRA do not have a bank account which is one of the conditions that needs to be met when seeking a donation from Brackla Community Council and did not submit a suitably worded application for funding. Cllr J Spanswick stated that in his opinion, the action taken by the Council was legal and was in response to an urgent request. He advised that BRA do have a bank account but have been unable to replace a deceased signatory on the account.

Resolved:

It was unanimously resolved to heed the legal advice received and not to pay BRA the remaining £750 but to allow them to re-apply for funding in 2023/24.

Members of the public were at this point invited to re-join the meeting.

24. Room Hire and Charges for the Community Centre

Cllr L Lewis asked whether rates of hire at the Centre are due to be reviewed. The RFO confirmed the current rates that can be found on the Council's website. The RFO advised that gas and electricity prices for the centre should also be reviewed.

Resolved:

It was unanimously agreed that utility prices and hire fees would be reviewed at a forthcoming meeting of the Community Centre Committee.

25. Provision of benches in each Brackla ward

Cllr L Lewis queried whether Councillors could identify an area in each ward where the Council could provide a bench. Councillors agreed that this was a good idea. Cllr Spanwick advised that the Council in the past had provided 3 commemorative benches for the local community. The RFO confirmed that the benches had cost in the region of £1,000 each (including the slab bases). Cllr E Caparros commented that he would like to see picnic benches erected in Brackla.

Resolved:

It was unanimously agreed that the matter would be discussed at a future meeting of the Wellbeing of Future Generations Committee before reporting back to full Council.

26. Provision of Christmas Lighting

Cllr L Lewis advised that the Christmas lighting on the Triangle roundabout was poor last year. Cllr J Spanswick confirmed that our contractor mistakenly omitted to decorate this roundabout. Cllr M Payn commented that Christmas lights were not erected in Channel View last year. Cllr K Hughes commented that careful consideration needed to be given regarding where to place these expensive lighting displays and mentioned that it had previously been agreed that the roundabouts in Brackla would be decorated as a focal point of the Christmas display. Cllr Hughes asked the Clerk to liaise with Councillors regarding areas that they wished to see illuminated at Christmas and to review the relevant costing information for any new lights. The RFO advised that a previous Clerk had met with Centregreat to formulate a lighting plan throughout Brackla.

Resolved: It was unanimously agreed that Clerk would review the Asset Register and liaise with Centregreat to review the Council's Christmas lighting portfolio.

27. Redesign of the Brackla Roundabout

Cllr L Lewis proposed letting wild plants and flowers be planted at the roundabout along with the bulbs that are dug up from elsewhere at the end of the season as green waste, by our contractor. Cllr K Hughes commented that our contractor does a very good job in preparing floral displays throughout Brackla and he is sure that our contractor would carry out the Council's wishes with regard to the end of season bulbs.

Resolved:

It was unanimously resolved that the matter be discussed at a forthcoming meeting of the Wellbeing of Future Generations Committee.

28. Grasscutting in Brackla

Councillor L Lewis mentioned two areas in her ward where bramble and tangleweed needed to be cut back as well as a tree outside Brackla Primary School. Cllr M Payn inquired whether the Council could employ a "Community Caretaker" to oversee the maintenance of wild areas. Cllrs J Spanswick and Cllr S Griffiths supported this idea. Clerk advised that issues raised by Cllr Lewis had been forwarded to BCBC.

Resolved:

The employment of a Community Caretaker will be researched by the Clerk and considered at a future meeting of the HR & Finance Committee.

29. Provision of daffodil bulbs to be planted in every ward

Cllr L Lewis proposed buying daffodil bulbs for planting in each of Brackla's four wards.

Resolved:

It was unanimously agreed that the Clerk should purchase 4 sacks of daffodil bulbs for planting in each of the four wards (in September & October).

30. To agree that all members should in future, be copied into notices of Agenda for any official meetings, including committee and external organisations that involve Brackla Community Council

Cllr K Hughes put forward the above proposal in response to the recent changes in the Council's committee structure.

Cllr S Griffiths suggested that a secure "sharing area" be set up where the supporting documents for all meetings can be stored in a location where they are accessible by all Councillors.

Resolved:

It was unanimously agreed that the Clerk should email paperwork regarding committee meetings (including agendas and supporting documents) to both committee members and non-committee members and that the Clerk should also email a link to members of where the documents can be securely accessed via the Cloud.

31. To approve the Council's Press & Media Policy

The Clerk advised that whilst previous standing orders had referenced a Press & Media Policy, no such policy had ever been formally adopted by the Council. The Clerk had drafted a policy in line with One Voice Wales guidelines and along the lines of the policy being used by Bridgend Town Council.

Resolved:

It was unanimously resolved to accept and implement the Press & Media policy.

32. To approve the Council's Social Media Policy

The Clerk advised that the Council had not previously adopted a formal Social Media Policy. A policy had been drafted in line with OVW guidance.

Resolved:

It was unanimously resolved to accept and implement the Social Media Policy.

Standing Orders were suspended at 7:52 pm.

33. To receive Members' Reports

Cllr M Payn – Reports have been received regarding illegally parked cars at The Spinney. Litter bins have been removed from Channel View by BCBC. The RFO advised that he will mention the parking issues to the PCSO when he next attends the Community Centre.

Cllr J Huth – Complaints have been received about dangerously parked cars on pavements in Brackla East. Cllr Huth stated that he has tried to report this issue to the police & DVLA. The RFO asked Cllr Huth to email the Clerk with details of the parking issues who would then relay this information to the PCSO.

Cllr K Hughes – BCBC officers have advised Cllr Hughes that BCBC changed their policy and have removed several previously damaged bins from the Brackla area. Cllr Hughes confirmed there is currently a "spare" Brackla-owned litter bin that could be utilised in Channel View. Residents have asked what's happening with access to Archbishop McGrath field as dog-walkers have received verbal abuse from footballers using the adjoining pitch.

Cllr J Spanswick – Cllr Spanswick commented that Cllr Hughes was incorrect and that it was not a BCBC Cabinet decision to change its policy regarding the removal of damaged bins but this was in fact an officer's decision. With regard to parking issues, this is the sole responsibility of the police and is not a Council issue. Finally, work at Singleton junction will be carried out by BCBC and the five county borough councillors are pushing to get this work completed

Cllr J Llewellyn-Hopkins – Car parking is now a serious issue outside the school at Trem-y-Mor. In addition, groups young of drivers continue to behave badly and dangerously in the Triangle carpark at night. Hopefully this situation will improve once the CCTV camera at the Triangle is operative. In the meantime, the above matters will be reported to the PCSOs.

Cllr S Griffiths – Having worked extensively on this matter, Cllr Griffiths offered to share his file of working papers on Singleton junction with Cllr Huth. Councillors and residents are encouraged to write to the Leader of BCBC to get this matter resolved.

34. To consider Planning Applications received

To consider Planning Applications received since the last meeting:

- a. [P/23/289/FUL](#) 8, Hollyhock Drive, Brackla CF31 2NS

Detached gym / storage room

Resolved:

The drawings suggest the building will comprise a modern design with potentially a number of possible uses.

However, there is insufficient information in the application to make any determination on the Council's views.

- Depth of foundations for this 3m high building given its relatively close proximity to a well-established TPO Tree;
- likely impact on tree roots or overhanging branches if building is approved;
- the elevation of the building in regards to neighbouring properties and likely impact on their privacy;
- materials to be used on external finishes unknown.

The Council would require clarification or assurances that all the foregoing are acceptable in planning terms and approval before it could support this application.

- b. [P/23/214/FUL](#) 43, The Chase, Brackla CF31 2JJ

Removal of conservatory; construct single storey extension

Resolved:

Provided the adjoining neighbours are in favour of these modifications, Brackla Community Council has no objections.

35. Date of next Meeting – Thursday, 20th July 2023

Meeting closed at 8:37 pm

Signed by: _____

Chairperson of Brackla Community Council