

Minutes of the meeting of Bronington Community Council
held at Whitewell Parish Rooms
on Wednesday 17th January 2024 at 7.00 pm

Present	Cllrs Ryan Adams, Sue Clarke, Dave Evans, Rob Hill, Louise Lindsay, Ben Martin (Chair), Steve Swinden, Mark Watson. The Clerk. Three members of the public. PCSO Saunders.																												
1- Apologies	Cllrs Robert Millington, Ethna Norris. Ward Cllr Jeremy Newton.																												
2- Declarations of Interest	None were declared.																												
3- Police Update	The police report had been circulated previously. The PCSO has sent some suggested dates for a ward walk. A request was made for more visible police presence on the A495.																												
4- Open Forum	Ian Pope and Sharon Latham, The Rainbow Foundation, spoke to the meeting regarding the role of the Community Agent and the role of the consortia which is made up of 12 community councils. The Community Agents provides various services offered to local residents over the age of 50 including socialising, financial help, group classes, health and well being. The Community Agent is happy to attend the Council coffee mornings																												
5- Adoption of the minutes	Resolved:- The Council approved the minutes of the Business Meeting held on Wednesday 13th December 2023. Proposed by Cllr Swinden and seconded by Cllr Evans.																												
6- Matters Arising	<ul style="list-style-type: none"> - Cllr Martin circulated a summary of the funds that have been raised at the coffee mornings plus the amounts donated by the Council to various organisations. - Cllr Lindsay advised the flooding issue she reported last month has now been resolved. 																												
7- Casual Vacancy	WCBC has advised that an election has not been called therefore the Council can co-opt to fill the vacancy. The Council will look to co-opt at the February meeting.																												
8- Corres.	List previously circulated. The Clerk reminded Cllrs about the Councillor Allowance payment.																												
9- Accounts	<p>9.1 <u>Financial Year 2023 – 2024:-</u> The reconciled bank balance as at 1st January 2024 is as follows:- Lloyds Current Account £ 29,605.07</p> <p>9.2 <u>Payments:-</u> To approve the following payments:-</p> <table border="1"> <thead> <tr> <th>Chq</th><th>Payee</th><th>Amount</th></tr> </thead> <tbody> <tr> <td>Online</td><td>Running Costs</td><td>£ 67.27</td></tr> <tr> <td>Online</td><td>Little Red Tractor Company (BBPA maintenance Dec)</td><td>£ 262.80</td></tr> <tr> <td>Online</td><td>DONATION:- Bronington Church</td><td>£ 600.00</td></tr> <tr> <td>Online</td><td>Atrium: replacement parts for defibrillator</td><td>£ 318.00</td></tr> <tr> <td>Online</td><td>PPL PRS - Music Licence</td><td>£ 154.80</td></tr> <tr> <td>Online</td><td>Cllr S Swinden reimburse Christmas costs</td><td>£ 316.09</td></tr> <tr> <td>Online</td><td>Cllr D Evans reimburse Christmas costs</td><td>£ 70.00</td></tr> <tr> <td>Online</td><td>Cllr B Martin reimburse Community Room costs</td><td>£ 122.89</td></tr> </tbody> </table>		Chq	Payee	Amount	Online	Running Costs	£ 67.27	Online	Little Red Tractor Company (BBPA maintenance Dec)	£ 262.80	Online	DONATION:- Bronington Church	£ 600.00	Online	Atrium: replacement parts for defibrillator	£ 318.00	Online	PPL PRS - Music Licence	£ 154.80	Online	Cllr S Swinden reimburse Christmas costs	£ 316.09	Online	Cllr D Evans reimburse Christmas costs	£ 70.00	Online	Cllr B Martin reimburse Community Room costs	£ 122.89
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10- Budget for the 2024 – 2025 Financial Year	<p>The Council received the proposed budget for the 2024 – 2025 financial year and went through the items to allocate a budgeted sum (see attached). Suggested items to be included were new play equipment for the BBPA; work to land opposite the shop; speed signage (the Clerk is to clarify with WCBC the requirements to install on the A495 and A525); D Day commemorations.</p> <p>The Council discussed taking a more proactive approach with regards to applying for grants.</p> <p>Resolved:- The Council agreed to proposed budget for the 2024 – 2025 financial year.</p> <p>Proposed by Cllr Swinden and seconded by Cllr Martin.</p>						
11- Precept	<p>The Council considered the amount to set the precept for the 2024 – 2025 financial year.</p> <p>Resolved:- The Council agreed to set the precept for 2024 – 2025 financial year at £24,150.00. This represents a £1,150.00 (5%) increase on the amount requested last year.</p> <p>Proposed by Cllr Swinden and seconded by Cllr Martin.</p>						
12- External Audit	<p>The Council received and noted the following report from Audit Wales:- “Auditor General’s report and audit opinion: Qualified <i>Except for the matters reported below in my Basis for Qualification, on the basis of my audit, in my opinion no matters have come to my attention to give cause for concern that, in material respect, the information reported in this Annual Return:</i></p> <ul style="list-style-type: none">- <i>Has not been prepared in accordance with proper practices;</i>- <i>That relevant legislation and regulatory requirements have not been met;</i>- <i>Is not consistent with the Council’s governance arrangements; and</i>- <i>That the Council does not have proper arrangements in place to secure economy, efficiency and effectiveness in its use of resources.</i> <p>Basis of Qualification - Annual Governance Statement <i>In my opinion, the Annual Governance Statement is not consistent with the Council’s internal controls and governance arrangements for the year:</i></p> <ul style="list-style-type: none">• <i>Assertion 3: Compliance with relevant laws and regulations. The Council did not operate PAYE as it is required to do under the Income Tax (Earnings and Pensions) Act 2003. Failure to operate PAYE</i>						

	<p><i>exposes the Council to the risk of fines and/or penalty charges being imposed by HM Revenue and Customs.</i></p> <p>Other matters and recommendations</p> <p><i>I draw the Council's attention to the following matters and recommendations which do not affect my audit opinion but should be addressed by the Council.</i></p> <p>Unpresented cheques</p> <p><i>The Council's balances still take into account two unpresented cheques from the 2019/20 and 2020/21 financial year which are likely to be out of date and will need to be recorded within the accounts once they have been cancelled."</i></p> <p>In response to the Auditor General's report and audit opinion the following actions have been taken / are to be actioned:-</p> <ul style="list-style-type: none"> - The Clerk's employment contract to be updated as and when there are any changes in conditions of work. - As advised by Audit Wales, it's the Councils responsibility to collect and pay over income, therefore any future payments in respect of income tax / NIC due are to be made to HMRC from the Council's bank account and not from a personal bank account. - It is too late to amend the figures for the 2022 - 23 financial year, therefore the payment for additional hours worked in 2022 – 23 has since been entered onto the RTI system. This will appear in the Employee Pay and Deductions Record for the 2023 / 2024 financial year. - The unpresented cheques from the 2019/20 and 2020/21 financial year are likely to be out of date. They are to be cancelled and this will be recorded in the accounts accordingly.
13- Grant	The item was deferred.
14- Planning	<p>14.1 <u>Applications Received:-</u> No applications received.</p> <p>14.2 <u>New Applications Received:-</u> No applications received.</p> <p>14.3 <u>Decisions:-</u> <u>Granted</u> P/2023/0416 - Corner Cottage Smokey Lane Tybroughton P/2023/0609 - Redbrook House Ellesmere Road Redbrook</p>
15- Barry Barlow Play Area	Cllr Adams updated the meeting regarding work to the multi use play equipment; it may be necessary to hire equipment to complete the work.
16- Community Room	<p>Update:-</p> <ul style="list-style-type: none"> - The Music Licence is now in place. - Cllr Martin advised there is a rodent issue; appropriate measures have been taken and the professionals are due to be called in. - The next coffee morning in aid of Wales Air Ambulance. - The November coffee morning raised £340.00 for the Guide Dogs (this will not be match funded). - The December coffee morning raised £179.00 for Bronington Church (this will not be match funded). - Cllr Martin shared samples for the wipeable tablecloths. <p>Resolved:- The Council agreed to spend up to £180.00 to purchase new wipeable tablecloths.</p> <p>Proposed by Cllr Martin and seconded by Cllr Swinden.</p>
17- Christmas	Both Christmas events in Bronington and Whitewell were well received with

	many residents attending. The Council thanked all the people involved for organising both events.
18- Annual Report	The annual report for 2022 – 2023 is nearly completed.
19- Roads Working Group	The results from the highways questionnaire are due to be collated.
20- Defibrillators	The defibrillator guardians are due to pay site visits to the defibrillators. The replacement parts have been ordered for the defibrillator located at Whitewell Parish Rooms; the Clerk is to make arrangements with Andy Watts when they arrive.
21- To receive update(s) from outside organisations	There was no consideration of this item.
22- AOB	Connery Lane:- Concerns were raised again regarding the caravans which are being let without planning permission. The Council is to follow this up with WCBC.
Part Two	
1. Press and Public	Resolved:- The Council agreed to exclude the press and members of the public as the items to be discussed relate to employee matters. Proposed by Cllr Watson and seconded by Cllr Lindsey.

The meeting closed at 9.00 pm