

**Minutes of the meeting of Bronington Community Council  
held at Whitewell Parish Rooms  
on Wednesday 21<sup>st</sup> May 2025 at 7.00 pm**

| <b>Present</b>                     | Cllrs Sue Clarke, Dave Evans, Louise Lindsay, Ben Martin (Chairperson), Robert Millington, Ian Rowley, Mark Watson.<br>The Clerk. Two members of the public attended part of the meeting.  |        |  |     |       |        |  |  |  |
|------------------------------------|--|--------|--|-----|-------|--------|--|--|--|
| <b>1- Apologies</b>                | Cllrs Anna Edwards, Rob Hill, Ethna Norris, Steve Swinden.   |        |  |     |       |        |  |  |  |
| <b>2- Declarations of Interest</b> | Cllr Lindsay declared a pecuniary interest in:- item 12 as she is member of the Whitewell Parish Rooms Committee; item 13.1 as she is related to the applicant.  |        |  |     |       |        |  |  |  |
| <b>3- Police Update</b>            | The police report had been circulated previously.<br>Concerns were raised regarding reports in the local area of drivers of vehicles observing young children.<br>Residents are advised to report any suspicious activity to the police.   |        |  |     |       |        |  |  |  |
| <b>4- Open Forum</b>               | <ul style="list-style-type: none"> <li>- The Council has received an anonymous letter regarding a request to cut the hedges and to install traffic calming measures on New Hall Lane.</li> <li>- Mrs Nunnerly spoke to the meeting in support of the grant application for Whitewell Church.</li> </ul>  |        |  |     |       |        |  |  |  |
| <b>5- Adoption of the minutes</b>  | <b>Resolved:- The Council approved the minutes of the Business Meeting held on Wednesday 17<sup>th</sup> April 2025.<br/>Proposed by Cllr Martin and seconded by Cllr Lindsay.</b>   |        |  |     |       |        |  |  |  |
| <b>6- Casual Vacancy</b>           | The Clerk has informed WCBC of Cllr Adams resignation from the Council. The vacancy has been posted on the website; WCBC is to advise whether there has been a request for an election.  |        |  |     |       |        |  |  |  |
| <b>7- Matters Arising</b>          | There were no matters arising.   |        |  |     |       |        |  |  |  |
| <b>8- Corres.</b>                  | List previously circulated.  |        |  |     |       |        |  |  |  |
| <b>9- Internal Procedures</b>      | <b>Resolved:- The Council agreed to the following:-</b><br><b>9.1 To adopt Councillors Code of Conduct</b><br><b>9.2 To confirm the appointment of Responsible Financial Officer as Ruth Shackleton</b><br><b>9.3 To confirm and agree bank signatories – Cllrs Evans, Swinden, Martin and the Clerk.</b><br><b>9.4 To approve the Risk Assessment</b><br><b>9.5 To approve the Standing Orders</b><br><b>9.6 To approve the Financial Regulations</b><br><b>Proposed by Cllr Watson and seconded by Cllr Evans.</b><br>The Clerk is to book Cllrs Martin and Millington onto the Planning Training Courses. |        |  |     |       |        |  |  |  |
| <b>10- Accounts</b>                | 10.1 <u>Financial Year 2025 – 2026:-</u><br>The reconciled bank balance as at 30 <sup>th</sup> April 2025 is as follows:-<br>Lloyds Current Account £ 31,618.33.<br>10.2 <u>Payments:-</u><br>To approve the following payments:- <table border="1" style="width: 100%; margin-top: 5px;"> <thead> <tr> <th style="width: 15%;">Chq</th> <th style="width: 65%;">Payee</th> <th style="width: 20%;">Amount</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>   |        |  | Chq | Payee | Amount |  |  |  |
| Chq                                | Payee  | Amount |  |     |       |        |  |  |  |
|                                    |  |        |  |     |       |        |  |  |  |

|                                      | Online   | Running Costs                               | £ 56.87  |              |         |                  |                        |  |          |                                   |  |           |                 |  |          |              |  |                  |
|--------------------------------------|--|---|----------|--------------|---------|------------------|------------------------|--|----------|-----------------------------------|--|-----------|-----------------|--|----------|--------------|--|------------------|
|                                      | Online   | Little Red Tractor Company (Apr 25)         | £ 262.40 |              |         |                  |                        |  |          |                                   |  |           |                 |  |          |              |  |                  |
|                                      | Online   | Jake Gurr FCA - Internal Audit              | £ 150.00 |              |         |                  |                        |  |          |                                   |  |           |                 |  |          |              |  |                  |
|                                      | Online   | Audit Wales                                 | £ 200.00 |              |         |                  |                        |  |          |                                   |  |           |                 |  |          |              |  |                  |
|                                      | Online   | Zurich Insurance                            | £ 888.06 |              |         |                  |                        |  |          |                                   |  |           |                 |  |          |              |  |                  |
|                                      | Online   | Reimburse expenses for VE Event – B Martin  | £ 572.62 |              |         |                  |                        |  |          |                                   |  |           |                 |  |          |              |  |                  |
|                                      | Online   | Reimburse expenses for VE Event – S Swinden | £ 15.00  |              |         |                  |                        |  |          |                                   |  |           |                 |  |          |              |  |                  |
|                                      | Online   | Reimburse expenses for VE Event – L Lindsay | £ 117.42 |              |         |                  |                        |  |          |                                   |  |           |                 |  |          |              |  |                  |
|                                      | <p>The Clerk's salary was paid by standing order.</p> <p><u>Receipts:-</u><br/> Precept:- £8,452.33<br/> VAT Claim - £874.98<br/> Coffee Morning donations - £332.00<br/> <b>Resolved: - Councillors agreed to accept the Financial Report and to approve the above payments.</b><br/> <b>Proposed by Cllr Clarke and seconded by Cllr Watson.</b></p>   |   |          |              |         |                  |                        |  |          |                                   |  |           |                 |  |          |              |  |                  |
| <b>11- Annual Audit</b>              | <p><b>Resolved:- Councillors agreed to approve the following:-</b></p> <p><b>12.1 The Annual Governance Statement with respect to the Council's accounting statements for the year ended 31<sup>st</sup> March 2025.</b><br/> <b>Proposed by Cllr Martin and seconded by Cllr Evans.</b></p> <p><b>12.2 The Annual Return for year ended 31<sup>st</sup> March 2025 (including Explanation of Year on Year Variance, Fixed Assets and Allocation of Closing Balance).</b><br/> <b>Proposed by Cllr Martin and seconded by Cllr Evans.</b></p> <p><b>12.3 <u>Internal Audit:-</u></b><br/> Jake Gurr FCA has carried out the Internal Audit; there were no issues / concerns raised.<br/> The Council noted the report.</p>   |   |          |              |         |                  |                        |  |          |                                   |  |           |                 |  |          |              |  |                  |
| <b>12- Grant Application Process</b> | <p>The Council considered the following grant applications:-</p> <table border="1"> <thead> <tr> <th>Organisation</th> <th>Details</th> <th>Amount Requested</th> </tr> </thead> <tbody> <tr> <td>Whitewell Parish Rooms</td> <td>Install Outside and Emergency Lighting</td> <td>£ 260.83</td> </tr> <tr> <td>St Marys Parochial Church Council</td> <td>Maintenance of the church yard at St Marys Whitewell</td> <td>£2,500.00</td> </tr> <tr> <td>Brownies Guides</td> <td>Neckers and hoodie for London trip plus Hi viz vests</td> <td>£ 815.20</td> </tr> <tr> <td><b>TOTAL</b></td> <td></td> <td><b>£3,576.03</b></td> </tr> </tbody> </table> <p><b>Resolved:- The Council considered the requests and agreed to the following:-</b></p> <ul style="list-style-type: none"> <li>- <b>Whitewell Parish Rooms – £260.83</b><br/> <b>Proposed by Cllr Martin and seconded by Cllr Clarke.</b></li> <li>- <b>St Marys Parochial Church Council – £1,600.00.</b><br/> <b>Proposed by Cllr Lindsay and seconded by Cllr Martin.</b></li> </ul> |   |          | Organisation | Details | Amount Requested | Whitewell Parish Rooms | Install Outside and Emergency Lighting | £ 260.83 | St Marys Parochial Church Council | Maintenance of the church yard at St Marys Whitewell | £2,500.00 | Brownies Guides | Neckers and hoodie for London trip plus Hi viz vests | £ 815.20 | <b>TOTAL</b> |  | <b>£3,576.03</b> |
| Organisation                         | Details  | Amount Requested                            |          |              |         |                  |                        |  |          |                                   |  |           |                 |  |          |              |  |                  |
| Whitewell Parish Rooms               | Install Outside and Emergency Lighting   | £ 260.83                                    |          |              |         |                  |                        |  |          |                                   |  |           |                 |  |          |              |  |                  |
| St Marys Parochial Church Council    | Maintenance of the church yard at St Marys Whitewell   | £2,500.00                                   |          |              |         |                  |                        |  |          |                                   |  |           |                 |  |          |              |  |                  |
| Brownies Guides                      | Neckers and hoodie for London trip plus Hi viz vests   | £ 815.20                                    |          |              |         |                  |                        |  |          |                                   |  |           |                 |  |          |              |  |                  |
| <b>TOTAL</b>                         |  | <b>£3,576.03</b>                            |          |              |         |                  |                        |  |          |                                   |  |           |                 |  |          |              |  |                  |

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|--|---|
|  | <p>- <b>Brownies Guides - £600.00</b><br/> <b>Proposed by Cllr Martin and seconded by Cllr Evans.</b><br/> <b>The payments are to be made at the June meeting.</b></p>  |
| <b>13- Planning</b>                        | <p>13.1 <u>Applications Received:-</u><br/> P/2025/0356 Listed building consent for construction of agricultural track to improve existing access and all associated works at Brunett Farm, Tybroughton<br/> <b>Resolved:- The Council agreed to support the application.</b><br/> P/2024/1654 – erection of agricultural building for storage and workshop at Church Holding Whitewell<br/> <b>Resolved:- The Council agreed to support the application.</b></p> <p>13.2 <u>New Applications Received:-</u><br/> None received.</p> <p>13.3 <u>Decisions:-</u><br/> Refused:-<br/> P/2025/0178 - Lodge Cottage, Drury Lane, Tybroughton<br/> Granted:-<br/> P/2025/0183 - Cranberry Farm, Drury Lane, Tybroughton<br/> Withdrawn:-<br/> P/2025/0192 - High Ash, Little Green, Bronington</p> |
| <b>14- Vehicle Activated Signage (VAS)</b> | <p>Cllr Martin updated the meeting regarding concerns about TWM who were due to supply and install the VAS's. He is to liaise with Cllr Swinden regarding the matter; the Clerk is to confirm that no payment has been made.</p>  |
| <b>15- VE Commemorations</b>               | <p>Cllr Martin updated the meeting regarding the three events which took place to commemorate VE Day (the lighting of the beacon; the Bronington coffee morning and the evening event at Whitewell).<br/> There has been a post meeting debrief; it was felt that three events was too much for just the Council to be responsible to organise. In future, the Council are happy to support events and will look to allocate responsibilities.<br/> The Council thanked all volunteers involved who made the events happen.</p>   |
| <b>16- Barry Barlow Play Area</b>          | <p>16.1 <u>Updates:-</u><br/> Cllr Millington expressed concerns regarding the state of the play area e.g. the grass, the swing seats and the seesaw.<br/> The equipment is to be inspected immediately by the BBPA Working Party and de-commissioned if not fit for purpose.</p> <p>16.2 <u>New Equipment:-</u><br/> There is to be a site meeting of the working group to discuss the short / medium / long term requirements of the play area.</p> <p>16.3 <u>Annual Inspection:-</u><br/> The Clerk is to make arrangements for ROSPA to carry out the annual inspection and for Cllrs to attend.</p>   |
| <b>17- Community Room</b>                  | <p>17.1 <u>Updates:-</u><br/> Cllr Martin advised that Whitchurch Rotary are at the next coffee morning and will be promoting the prostate cancer testing programme.</p>  |

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|--|--|
|  | <p>17.2 <u>Coffee Mornings:-</u><br/>No update.</p> <p>17.3 <u>Risk assessment:-</u><br/>Deferred.</p> <p>17.4 <u>Community Room Agreement:-</u><br/>Cllr Martin advised the meeting that the agreement is out of date and there is a further amendment regarding use of the Community Room by the school.</p>   |
| <b>18- Annual Reports</b>  | <p>18.1 <u>2023 and 2024:-</u><br/>Cllr Martin is to email the Annual Report to the Clerk so as it can be posted on the website.</p> <p>18.1 <u>2025:-</u><br/>Work in progress.</p>   |
| <b>19- Roads Working Group</b>                                     | There is to be an informal meeting to discuss plans.   |
| <b>20- Street Furniture</b>  | <p>20.1 <u>Bench:-</u><br/>The Clerk has contacted the Ward Cllr regarding the request who has advised that permission will be required from WCBC.</p> <p>20.2 <u>Gateway entrance signage:-</u><br/>The Clerk has contacted the Ward Cllr regarding the request and further information is required to progress e.g. location, style.</p> <p>20.3 <u>Noticeboard for Bronington:-</u><br/>Cllr Lindsay is to advise regarding quotes.</p>   |
| <b>21- Defibrillators</b>  | All defibrillators are in working order.   |
| <b>22- Possible Council Name Change</b>                            | This item was deferred.  |
| <b>23- Historic Community Fundraising</b>                          | There has been a meeting of the group to decide how to distribute the funds.   |
| <b>24- Biodiversity</b>  | Cllr Clarke is to update the Council's biodiversity document which is to be considered by the Council at the June meeting.   |
| <b>25- To receive updates / reports from outside organisations</b> | No updates.  |
| <b>26- Any Other Ward Business</b>                                 | <p>To receive any updates from the Wards:-</p> <p><u>Ty Broughton:-</u></p> <ul style="list-style-type: none"> <li>- Cllr Millington raised concerns about the potholes.</li> </ul> <p><u>Iscoyd:-</u></p> <ul style="list-style-type: none"> <li>- Cllr Clarke commented on the condition of road signs.</li> </ul> <p><u>Bronington:-</u></p> <ul style="list-style-type: none"> <li>- Cllr Martin is to forward the concerns raised regarding New Hall Lane to Ward Cllr Newton.</li> <li>- Cllr Watson commented that the 20 mph speed signage on School Lane is not legal.</li> </ul> |

**The meeting closed at 9.15 pm**