AGENDA ITEM

CYNGOR CYMUNED ACTON **COMMUNITY COUNCIL**

Minutes of the hybrid Meeting of Acton Community Council held Wednesday 18 February 2026 remotely via Zoom and at Little Acton Community Centre, The Green, Little Acton, Wrexham.

Present:

Councillor	Kevin Roberts (Chair)	Councillor	R Hardy (Vice Chair) *
"	Ms S Bailey	"	A Gallanders
"	W Baldwin	"	Ms H Hewitt
"	T Coxon	"	Ms C Jarvis *
"	M Davies	"	P Lloyd
"	C Downes	"	Ms B Martin *
"	Ms S Edwards	"	M Peters
"	Mrs A Evans	"	Ms D Wallice

* Absent

Also Present:
Mrs Carole Roberts & Mrs Michelle Williams, Clerk & Administrative Assistant to the Council

120. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors R Hardy and Ms C Jarvis.

RESOLVED – that the apologies for absence be received and accepted.

121. PUBLIC PARTICIPATION

There were no members of the public present at the meeting to make any representations as set out in Standing Order No. 3(e).

122. DECLARATION OF INTERESTS

There were no declarations of interest made at this stage of the proceedings.

123. CONFIRMATION OF MINUTES

1. The Minutes of the hybrid Council Meeting held on the 21 January 2026 were received.

RESOLVED – that the Minutes of the hybrid Council Meeting held on the 21 January 2026 be received and confirmed as a correct record.

2. The Minutes of the hybrid Youth Committee held on 11 February 2026 were received.

RESOLVED - that the Minutes of the hybrid Youth Committee held on 11 February 2026 be received and noted, subject to the addition of Councillor Mike Davies, as being present at the meeting, as an observer.

124. INFORMATION FROM 21 JANUARY 2026 MINUTES

1) **MINUTE 98.3 CHRISTMAS LIGHT COSTS** – It was noted that Councillor Gallanders had now obtained the Information and this will be progressed as per the December 2025 decision
2) **MINUTE 114.iv).TRANSFER OF HSBC MONIES TO NEW UNITY BANK ACCOUNTS**: The Clerk referred to difficulties in arranging working balance transfers due to the HSBC Daily Bills payment limit of £3,000. She had sought to increase the daily bill payments limit from £3,000 to £50,000 in

conjunction with 2 of the 4 signatories signing an Eform. The Clerk had also carried out test £1 bills payment to each of the two Unity Bank Accounts. It was noted that the Clerk will use a WhatsApp notification to the six Unity Bank signatories when any payments have been created to request authorisation from two of the six signatories.

3) **MINUTE 116.4 BUS SHELTER AT HOLT ROAD** : It was noted that no progress had been made and this should be included as a regular item on the Agenda until the matter is resolved.
4) **MINUTE 117.1 NOTICEBOARD IN BORRAS PARK WARD:** Councillor Wallice had met with the Administration Assistant and a WCBC Streetscene Supervisor. A suitable location for the noticeboard had been identified and a visit was arranged to see a noticeboard in Pentre Maelor to see if one similar would be suitable.

RESOLVED - that the Clerk be authorised to spend monies from the Community Streetscene budget to purchase a noticeboard for this location off Lake View.

5) **MINUTE 117.2 DEFIBRILLATORS:** The Clerk provided an update on the defibrillators proposed for locations at Morrisons Dean Road Post Office, the Boxing Club building on the Nine Acre Playing Field together with the estimated £3,555 cost to purchase two further defibrillators, cabinets and pedipads

It was noted:

- a further site for a defibrillator had been identified at the last Youth Committee meeting at the Spider Park Changing Rooms.
- Councillor Hewitt confirmed the Scout Hut, Dean Road could be used as an alternative location for a defibrillator if Morrisons do not give permission to use their building.
- Councillor Peters indicated he would approach the General Manager at the Memorial Hall to ask if a defibrillator could be located on the outside of the building.
- Members requested a link to the Circuit used by the Ambulance Service and details of the location of the Council's defibrillators be placed on the Acton Community Council website and Social Media.

RESOLVED – that

i) The Clerk proceed to purchase two defibrillators, cabinets and pedipads for the proposed locations; and

ii) the Clerk identify a suitable link to the map detailing the real-time location of active defibrillators and publish it on the Community Council's website together with details of the location of the Council's defibrillators and members promote that page on their Social Media.

125. COMMUNITY POLICING MATTERS

It was noted that no Police Officers were present at the meeting.

126. PROCEDURAL MATTERS

1. **SERVICE LEVEL AGREEMENT REPORTING: CITIZENS ADVICE BUREAUX – ACTON OUTREACH SERVICE:** Members considered and discussed the Q3 2025/26 SLA report that had been received and circulated and welcomed the detailed financial benefits stated in the report and the inclusion of a case study. It was noted that a more secure room to meet with Clients has been made available to the CAB advice workers

RESOLVED – To receive and note the Q3 SLA Report on the Acton Outreach Service provided at the Acton Community Resource Centre.

2. **ACTON COMMUNITY AGENT:** The Council received the Community Agent's report highlighting January 2026 outcomes and noted that there had been 14 residents in attendance at the Warm Spaces lunch. The weekly totals were being included within the Report to evidence the Warm Spaces initiative costs as part of the low carbon community grant funding.

RESOLVED – that the Report be received and noted.

3. **APPOINTMENT OF INTERNAL AUDITOR:** The Council considered and undertook an annual review of the Council's arrangements for Independent Internal Audit testing during 2026/27 on its accounts for 2025/26 as specified by the Audit Commission for Wales and the current Accounts and Audit Regulations 2014. The Clerk advised the existing Internal Auditor had confirmed that there are no changes to the terms of engagement from last year - there will still be one annual audit conducted after the year end between April and June at a date agreed with the Council. There will be one annual Audit report issued. Members requested that market comparisons be obtained during 2026/27 for Internal Audit provision.

RESOLVED:

i) To confirm the annual review of the Council's arrangements for Independent Internal Audit testing during 2026/27 for its 2025/26 accounts as specified by the Audit Commission for Wales, the current Accounts and Audit Regulations and the Governance and Accountability for Local Councils in Wales – A Practitioners Guide (2019);

ii) To confirm the re-appointment of JDH Business Services Limited to provide the Council's Internal Audit Service; and

iii) A letter detailing the Internal Audit Plan for 2025/26 as reported to the meeting be signed by the Clerk and Chair to the Council and forwarded to JDH Business Services Ltd

4. **UPDATES TO THE MODEL CODE OF CONDUCT:** The Clerk updated Members on the Wrexham Town and Community Council Forum she had attended. The Monitoring Officer for Wrexham CBC had informed the Forum about changes to the Model Code of Conduct for relevant authorities in Wales and reminded of the Council's duty under the Local Government Act 2000 to revise its code of conduct with any mandatory changes within 6 months of this change which came into effect on 5 January 2026.

RESOLVED –

i) To receive and adopt the Wrexham CBC revised Model Code of Conduct, and:

ii) The Clerk notify Linda Roberts, Monitoring Officer, that the revised Code of Conduct has been adopted by the Community Council.

5. **PRIDE IN PLACE IMPACT FUNDING:** Members noted that all the monies received from this grant funding would have to be spent by 31 March 2027. Members expressed concerns over the limited timescales, stating that it would be difficult to go out to a full consultation with residents on how to identify a project and arrange for the work to be completed and all invoices paid by 31 March 2027.

   Members indicated the focus to spend the £44,000 Pride in Place Impact Grant monies should be on the youth element and the new Acton Play Area and the existing earmarked funds be used to update and improve the public open spaces and Play provision in the whole of the Acton Community including Aran Road, Ffordd Llewelyn and the existing Acton Park Play areas. Councillors also indicated they wish to make an expression of interest to be allocated any unspent monies by other Councils so that the monies remain in Wrexham and are not returned to UKG.

RESOLVED –

i) to proceed with putting forward spending the Pride in Place impact funding on the new Play area at Acton Park and any remaining earmarked funds be used to update and improve the public open spaces and play provision in the rest of the Acton Community

ii) to make an expression of interest to be allocated any unspent monies by other Councils so that the monies remain in Wrexham and are not returned to UKG

6. **NEW ACTON PARK PLAY AREA:** The Clerk provided Members with an update from Carla Hinde, Landscape Officer at Wrexham CBC. The tender deadlines had been extended to 6 February 2026. Ms Hinde would review the Tenders against the original design specifications, prior to sending them to Acton Community Council. Members noted a concern expressed by an adjoining resident to the proposed new Play area. The Clerk had advised that the Community Council has consulted with local school children about the design and content of the new play area and consideration is given to the final scheme being Safe, compliant with relevant standards and sensitive to the residential amenity of the adjoining properties. Individuals who regularly use the Park are encouraged to share their views with the Council. Ms. Hinde had also confirmed that planning permission was not required for the new play area, as it was classed as permitted development.

RESOLVED – that an item to discuss the new play area designs and tenders received be placed on the March 2026 Council Meeting Agenda as the last item of business.

127. KEY ACTON ISSUES

1. **BUS SHELTER HOLT ROAD:** Councillor Davies informed Members that there had been difficulties identifying who was responsible for damaging the bus shelter, however, he had identified a resident who might have witnessed the incident and had passed their details to Wrexham CBC. The present position was noted.

128. COMMUNITY ENGAGEMENT & PROGRESSION OF ANNUAL REPORT PRIORITIES:

1. **EVENTS AT ACTON PARK:** The Chair, Clerk and Councillors Coxon and Downes had met with Nicola Ellis, Wrexham CBC Senior Open Space Officer, to discuss the provision of five events throughout the year at Easter, the Dog Show, a Summer event, Halloween and Christmas. Ms Ellis had confirmed that the standard events such as the Tree Trails would continue and that a Ranger would be in the Park every Tuesday with the volunteers.
   The Clerk read out an email to Members from Ms Roberts, one of the volunteers in Acton Park. Ms. Roberts had expressed concerns over the continuation of events in the absence of a Park Ranger.

RESOLVED – that

i) the Clerk write to Ms Ellis at Wrexham CBC to confirm the Community Council's approval for the events to continue and the Community Council be invoiced for the Staff and sundry costs of five events to within the sum agreed in January 2026 when setting the Precept; and

ii) The Clerk write to Ms Roberts, volunteer, to confirm that five larger scale events will continue and Nicola Ellis, Wrexham CBC will contact the Friends Group to advise of arrangements for a Park Ranger to be available to support the Friends Group each Tuesday from April 2026.

129. REPORT FROM CLERK

The Council received a report from the Clerk detailing consultations and other correspondence that had been received since the last meeting as follows:

1. **SLCC PRACTITIONER'S CONFERENCE 27 – 29 JANUARY 2026:** The Clerk reported on her attendance and the various workshop sessions she had attended. Additionally she had met with various exhibitors including Rialtas, Unity Trust Bank and WooWoo.
2. **CORRESPONDENCE** - The Council received a report from the Clerk detailing consultations and other correspondence that has been received since the last meeting as follows:

Organisation	**Details**
CORRESPONDENCE	
1. One Voice Wales	**1. Reminder – Joint Event One Voice Wales and Planning Aid Wales:** email dated 22 January 2026 with details of this event on 19 March 2026.

	2. Webinar – Our Next Online Event: email dated 26 January 2026 with details of a webinar entitled Tackling Child Poverty Together: Practical Steps for Local Councils. It takes place on Wednesday 11 February 10am – 12.30am. **3. E-Bulletin – Issue 17:** email dated 6 February 2026 with the latest e-bulletin. **4. Age Friendly Communities Newsletter:** email dated 9 February 26 containing a joint newsletter from One Voice Wales and Age Cymru. ***Above information noted***
2. Wrexham CBC	**Wrexham Youth Justice Service Mobile Youth Provision Launch Event:** email dated 23 January 2026 extending an invitation to Members to this event, taking place on Tuesday 17 February 2026 at 11am in Eagles Meadow. ***Information noted***
3. Planning Aid Wales	**1. Upcoming Events from Planning Aid Wales:** email dated 27 January 2026 with details of their latest training events and seminars. **2. Latest training from Planning Aid Wales:** email dated 29 January 2026 with details of a training event on Planning Enforcement, taking place on 11 February 2026. **3. Latest Network Event from Planning Aid Wales:** email dated 6 February 2026 with details of a lunchtime seminar on Wednesday 11 March 2026 at 12.30pm on Planning and Flood risk in Wales ***information noted***
4. Play Wales	**1. First e-bulletin of 2026:** email dated 27 January 2026 containing an e-bulletin from Play Wales. **2. New State of Play 2025 Report:** email dated 29 January 2026 containing a link to this report. **3. Manifesto for championing children's play:** email dated 3 February 2026 with a link to this document ***information noted***
5. Menter Iaith Fflint a Wrecsam	**1. Invitation Wrexham St Davids Day Parade:** email dated 30 January 2026 with an invitation to join the Mayor of Wrexham at the St Davids Day Parade on Sunday 1 March 2026. Anyone wishing to join the Parade to let the Clerk or Admin Assistant know. **2. Invitation Wrexham St Davids Day Parade:** email dated 30 January 26 with a poster and map of the route of the St.Davids Day Parade***.*** ***information noted***
6. Llais Cymru	**IMPACT Llais Monthly Newsletter:** email dated 3 February 2026 containing their newsletter. ***Information noted***
7. Audit Wales	**Audit Wales Newsletter:** email dated 4 February 2026 containing their latest newsletter. ***Information noted***
8. AVOW	**Members Mailout January 2026:** email dated 10 February 2026 with the latest e-bulletin from AVOW. ***Information noted***

130. FINANCIAL MATTERS

The Clerk reported on Payments received and bank charges made since 21 January 2026, and requested authorisation to make any outstanding debtor or other cheque, BACS and debit card payments as set out in the schedule below. It was noted that the Clerk had used her delegated powers to replenish the HSBC Current account with £10,000.

RESOLVED –

i) That the Clerk be authorised to transfer £90,000 to the HSBC current account, to then transfer across to meet expected March 2026 payments to be made from the new Unity Trust bank account.

ii) to approve the making of payments for February 2026 as set out in the schedule reported to the meeting as set out below;

Voucher/Payment Ref & Payee	Details	Amount
141. BACS ref 113.2.26	Salary and office expenses for February 2026 calculated	(as per payroll

Carole Roberts	by the Council's Agent: Shropshire County Council in accordance with Minute 47 July 2017 Section 112 Local Government Act 1972 (as amended)	schedule)
142. BACS ref 114.2.26 Michelle Williams	Salary for February 2026 calculated by the Council's Agent: Shropshire County Council in accordance with Minute 47 July 2017 Section 112 Local Government Act 1972 (as amended)	(as per payroll schedule)
143. BACS ref 115.2.26 Clwyd Pension Fund	Pension payments for February 2026 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)
144. BACS ref 116.2.26 HMRC	Payroll payments for February 2026 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)
145. BACS ref.117.2.26 Vision ICT Ltd	Website and Email hosting and support to April 2027 S112 Local Government Act 1972 (as amended)	£807.00 (VAT=£134.50)
146. BACS ref 118.2.26 Shropshire Council	SLA Costs for 2025/26 S112 Local Government Act 1972 (as amended)	£2061.76 (VAT= £343.62)
147. BACS ref 119.2.26 Acton Football Club	Youth Committee Financial Support – February 2026 S19 Local Government (Miscellaneous Provisions) Act 1976	£250.00 (VAT=£0.00)
148. BACS ref 120.2.26 1st Rhosnessney Scouts	Youth Committee Financial Support – February 2026 S19 Local Government (Miscellaneous Provisions) Act 1976	£1000.00 (VAT=£0.00)
149. BACS ref 121.2.26 Carole Roberts	Clerk's Expenses for February 2026 S112 Local Government Act 1972 (as amended)	£15.00 (Vat= £0.00)
150. DD.12.2.26 BT com	Internet/Phone Provision Little Acton Community Centre to 31/1/26 S112 Local Government Act 1972 (as amended)	£88.74 (Vat= £14.79)
151. DD.13.2.26 British Gas	LACC Off Peak Electricity supply costs 12/12/25-1/1/26 S112 Local Government Act 1972 (as amended)	£459.92 (VAT= £79.65)
152. DD.14.2.6 British Gas	LACC Electricity supply costs Outstanding at 2/1/26 &2/1/26 – 7/2/26 S112 Local Government Act 1972 (as amended)	£295.66 (VAT= £14.08**)**
153. Bills122.2.26 Defib Store Ltd	2x Cabinets and Zoll AED Plus Semi Automatic Defibrillators and 2x Pedi Pads S137 Local Government Act 1972 (as amended)	£3,355.68 (VAT=£559.28)
154. Bills 123.2.26 Cloudy Group Ltd	Office 365 Package, Migration, Onboarding and Digital Skills Plan – Labour element S112 Local Government Act 1972 (as amended)	£1,150.50 (VAT=£191.75)
155. Bills 124.2.26 Unity Bank	Current Account Test transfer from HSBC S112 Local Government Act 1972 (as amended)	£1.00 (VAT=£0.00)
156. Bills 125.2.26 Unity Bank	Earmarked Account Test transfer from HSBC S112 Local Government Act 1972 (as amended)	£1.00 (VAT=£0.00)

131. PLANNING RELATED MATTERS AND APPLICATIONS

Members noted that no planning applications had been received since the Council Meeting on 21 January 2026.

Councillor Kevin Roberts Chair

Signed as a correct record this 18th day of March 2026

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Presiding Chair