

13 July 2016

Dear Councillor

You are summoned to attend the Meeting of **ACTON COMMUNITY COUNCIL** to be held in the Crèche Room at **ACTON COMMUNITY RESOURCE CENTRE**, Overton Way, Acton, Wrexham, LL12 7LB on **TUESDAY next 19 JULY 2016 at 6:30pm**.

Yours Sincerely

*Carole Roberts*

Clerk to the Council

## AGENDA

### 1. APOLOGIES FOR ABSENCE:

2. **DECLARATION OF INTERESTS:** To receive disclosures of personal and prejudicial interests from Councillors on matters to be considered at the meeting.

The disclosure must include the nature of the interest. If you become aware, during the course of a meeting, of an interest that has not been disclosed under this item you must immediately disclose it. You may remain in the meeting and take part fully in discussion and voting unless the interest is prejudicial.

A personal interest is prejudicial if a member of the public with knowledge of the relevant facts would reasonably regard it as so significant that it is likely to prejudice your judgment of the public interest and it relates to a financial or regulatory matter.

3. **CONFIRMATION OF MINUTES:** To confirm the Minutes of the Meeting of the Council held on 14 June 2016 (Copy attached)

### 4. INFORMATION FROM THE MINUTES

1. **MINUTE 150 viii MARCH 2016: PENSION AUTOMATIC ENROLMENT:** To note that the necessary action has now been taken to ensure the Service Level Agreement documents and forms to join the Clwyd Pension Fund on 1 April 2016 have been completed and signed by the Clerk to the Council and Chair on behalf of the Council. The Pensions Regulator will now be advised that the Council has met its obligations by its staging date of 1 July 2016.
2. **MINUTE 17 – MEMORIAL BENCH:** To receive an update on this matter
3. **MINUTE 23.4 – ADOPTION OF NEW MODEL CODE OF CONDUCT FOR MEMBERS:** Clerk to provide an update.
4. **MINUTE 27.10 – CASUAL COUNCILLOR VACANCY – BORRAS PARK:** To receive an update on this matter

5. **COMMUNITY POLICING MATTERS:** To receive the Monthly Policing and Operations Report from the Acton Community Police Officers.

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Please contact

Carole Roberts, Clerk to the Council on: 07913 071470 or

E-Mail:

[actoncommunitycouncil@gmail.com](mailto:actoncommunitycouncil@gmail.com) with any apologies or requests for further information.

You can also write to the Clerk at Acton Community Resource Centre, Overton Way, Wrexham LL12 7LB

6. **YOUNG PEOPLE SERVICES AND TO ENTER A DIALOGUE ABOUT OPTIONS TO PROVIDE STAND-ALONE PILOT PROJECTS OR PROVIDE FUNDING FOR YOUNG PEOPLE FROM ACTON:** Further to Minute 7.2 May 2016, representatives from the Caia Park Partnership will be in attendance at the meeting to offer advice on current trends for Young People Services and to enter a dialogue about options to provide stand-alone pilot projects or provide funding for Young People from Acton to attend and participate in activities that are already established and staffed
7. **KEY ACTON ISSUES:** WCBC Members to report verbally on any new or Key Issues being considered by the County Bough Council that may affect the whole or part of the Community of Acton. (Item placed on the agenda in accordance with the decision contained in Minute 107 January 2011)
8. **PROCEDURAL MATTER - APPOINTMENT OF ADDITIONAL COMMUNITY GOVERNOR TO THE BORRAS PARK COMMUNITY PRIMARY SCHOOL:** The Clerk to the Temporary Governing Body has advised that the amalgamation of the existing schools will result in the establishment of this new County Primary School as from 1 September 2016. To consider the nomination for appointment of a suitable person from 1 September 2016 for the position of Additional Community Governor.
9. **CONSULTATIONS & OTHER STATUTORY GUIDANCE** To consider the details of the following Consultations and determine what responses if any, the Community Council wishes to submit by the Consultation deadlines
  1. **Wrexham CBC Licensing Policy Review:** Email dated 22 June 2016 from Wrexham County Borough Council advising of the Review that has been undertaken of its Statement of Licensing Policy. A Summary of the main changes is attached. The Council has been requested to make any comments **by 20 July 2016** via the following link: <http://www.yourvoicewrexham.net>
  2. **Have your say in our Local Authorities consultation:** Email dated 23 June 2016 from the Performing Rights Society (PRS) for Music advising of a consultation on a proposed tariff to simplify the licensing of its members copyright music within premises owned and managed by or on behalf of local authorities and town and other councils ("local authorities"). THE PRS for Music proposals aim to make it easier for local authorities to comply with the requirements of their *PRS for Music* licences by:
    1. Reducing the administrative burden associated with the number of tariffs currently applied to local authorities.
    2. Simplifying and reducing the number of questions required to be answered by a local authority in order to enable *PRS for Music* to calculate the licence fees payable by the authority.This [link](#) gives access to the consultation paper and the online questionnaire. The Consultation will run from **22 June to 17 August 2016**.
  3. **Wrexham Strategic Road Network Capacity & Improvement Study 2016:** Email dated 4 July 2016 from Wrexham CBC advising that this 202 page Study is available to view and comment **between 4 July and 1 August 2016**. A copy of the Study document will be circulated to members separately.
  4. **Welsh Government Consultation Document – Technical Advice Note 24: The Historic Environment:** Email dated 12 July 2016 from the Planning Directorate and One Voice Wales seeking views on new planning advice for the historic environment contained in a draft Technical Advice Note (TAN) 24. This follows a public consultation on an updated historic environment Planning Policy Wales Chapter 6, which closed on 13 June. The link to the webpage containing the relevant consultation documents and information on how to submit comments by **3 October 2016** can be found by [clicking here](#)
10. **ANNUAL ACCOUNTS 2015/16:** To receive an update from the Clerk in respect of the External Audit of the Council's Accounts for the year ended 31 March 2016.

- 11. AUGUST RECESS ARRANGEMENTS:** To make arrangements to deal with any urgent business that arises during the August recess
- 12. REPORT FROM CLERK:** Clerk to report on correspondence and other information that has been received since the last meeting. Details Attached.
- 13. PAYMENT OF ACCOUNTS:** To note details of any payments received, progress against the budget and authorise any outstanding debtor or other payments.
- 14. PLANNING APPLICATIONS:** To consider any comments the Council may wish to make on the following applications made under the Town and Country Planning Act 1990 (to be determined by Wrexham County Borough Council):

*P/2016/0630 Land West of Wrexham Golf Club Holt Road Llanypwll Wrexham (Application for adjoining Community)	Outline Planning Application (with all matters reserved apart from access) for roadside services incorporating a petrol filling station with ancillary kiosk, family pub/ restaurant, drive thru restaurant and associated car parking	
*P/2016/0641 12 The Pines, Acton Wrexham	Demolition of garage and erection of new single storey side extension to provide new garage and home office	
*P/2016/0649 2 Westminster Close Wrexham	Single Storey rear extension	

*\*the plans and documents for these applications can be viewed online [by clicking here](#) and selecting the Community of Acton for the search. The Clerk has requested an extension of the 21 day consultation period where appropriate*

CYNGOR  
CYMUNED

# ACTON

COMMUNITY  
COUNCIL

Minutes of the Meeting of Acton Community Council held on Tuesday 14 June 2016 at Acton Community Resource Centre, Overton Way, Acton, Wrexham

Present:

Councillor	W Baldwin (Chair)	Councillor	L Closs (Vice Chair)
"	E Boylin *	"	Mrs C O'Toole
"	Mrs A Evans	"	T Pierce
"	R Hardy	"	J Richards *
"	J A Kelly	"	K Roberts
"	P Lloyd	"	Mrs B Smith
"	G Lowe *	"	Mrs S Stanford
"	Mrs A O'Neill *	"	1 Vacancy

\* Absent

Also Present:

PCSO Erin Shawcross, North Wales Police  
Mr Reg Herbert, Freelance Journalist  
Mrs Carole Roberts, Clerk to the Council

## 17 SYMPATHY

Members were saddened by the recent death of former Community Councillor Miss Joyce Dudley and they stood in silence as a token of their sympathy. Members then referred to providing a lasting memorial and tribute to former Councillors Brenda Price, Olive Simm Joyce Dudley and Ron Davies. It was suggested that a long lived tree or a Park Bench with a suitable plaque and inscription would be a fitting memorial.

***RESOLVED – that the Clerk to the Council investigate suitable Memorial benches and locations and report back to the Council in due course.***

## 18 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors E Boylin, G Lowe, Mrs A O'Neill and J Richards.

## 19 THANKS

The Chair took the opportunity to thank Councillor Len Closs for his hard work as Chair of the Council during 2015/16.

## 20 DECLARATION OF INTERESTS

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

## 21 CONFIRMATION OF MINUTES

The Minutes of the Annual Meeting of the Council held on 17 May 2016 were received.

***RESOLVED – that the Minutes of the Annual Meeting of the Community Council held on 17 May 2016 be received and confirmed as a correct record.***

## 22 INFORMATION FROM THE MINUTES OF THE COUNCIL MEETING HELD ON 17 MAY 2015

1. **MINUTE 2 - APPOINTMENT OF VICE CHAIR FOR 2016/17 MUNICIPAL YEAR:** Councillor Len Closs who was in attendance at the meeting indicated his consent to being appointed as Vice Chair for the current Municipal year and signed the appropriate declaration.
2. **MINUTE 7.2 - RECOMMENDATION FROM THE YOUTH COMMITTEE:** the Clerk reported that representatives from the Caia Park Partnership will be in attendance at the 19 July 2016 meeting to offer advice on current trends for Young People Services and to enter a dialogue about options to provide stand-alone pilot projects or provide funding for Young People from Acton to attend and participate in activities that are already established and staffed
3. **MINUTE 10.1).4 – APPOINTMENT OF STANDING PERSONNEL COMMITTEES TO INCLUDE A STAFFING COMMITTEE AND A STAFFING APPEALS COMMITTEE:** The Clerk submitted draft terms of reference for these Personnel Committees which were considered by the Council.

**RESOLVED – that the following Committees be appointed with the Membership and terms of reference for each Committee as set out below:-**

### 1. STAFFING COMMITTEE

#### Membership

Chair and Vice Chair of the Council together with Councillors Mrs Anne Evans, Ralph Hardy and Kevin Roberts.

(In the event of a member of the Committee being implicated in the dispute to be considered or have undertaken an investigatory role then they will need to be substituted as a Member of the Committee:

**Terms of Reference:** To deal with matters relating to the role of the Clerk or any other staff that may subsequently be appointed and make recommendations to the Council.

The Committee to have regard to the advice notes prepared by the Society of Local Council Clerks in respect of:

1. The Clerk's Job Description
2. The Model Contract of Employment
3. Disciplinary Procedures
4. Grievance procedures
5. Dignity at Work/Bullying and Harassment Policy

There is an expectation that the Council will seek as necessary, independent specialist Human Resource advice and support and an external note-taker will be appointed at the necessary time.

NOTE: The Annual Reviews of the Clerk's performance and development will continue to be undertaken by the Chair, Vice Chair and previous year's Chair to provide continuity.

### 2. STAFFING APPEALS COMMITTEE

#### Membership

One independent person together with three members of the Community Council to be selected by the Council as and when required – they must not have previously investigated or taken part in the Staffing Committee decision being appealed.

**Terms of Reference:** The Committee is recommended to have regard to the advice note prepared by the Society of Local Council Clerks in respect of the Protocol for Hearings by the Staff Disciplinary and Grievance Committee.

4. **MINUTE 10.3 – ADOPTION OF NEW MODEL CODE OF CONDUCT FOR MEMBERS:** The Clerk advised that Mr. Trevor Coxon, Monitoring Officer for Wrexham County Borough Council has issued an advice note to all Community Councils reminding that once the revised code of conduct has been adopted by the Council it will need to comply with the provisions of section 51(6) of the Local Government Act 2000.

**RESOLVED - that the Clerk attend and listen to the advice given at the Town and Community Council Forum to be held on 16 June 2016 and then if appropriate, be authorised to place the necessary public notices in one or more newspapers circulating in the Council's area.**

5. **MINUTE 14.5 - ARAN ROAD PLAY AREA** – It was noted that the remedial painting work has now been carried out and an invoice in the sum of £938.42 for the works submitted for payment. Councillor Carole O’Toole thanked the Community Council for agreeing to fund this remedial work in her ward. The present position was noted.

### 23 COMMUNITY POLICING MATTERS

The Chair welcomed PCSO Erin Shawcross who was attending her first meeting following her return to work from Maternity leave. It was noted that the Monthly crime figures and other priority objectives and activities of the Police in the Acton Community area for April and May were not yet complete and would be circulated electronically to the Clerk after the meeting. In general the reported crime figures were low and static.

Members raised concerns about recent reports of Anti-Social Behaviour in the vicinity of the Acton Community Resource Centre and the negative impact of such behaviour on the Resource Centre’s User Groups. PCSO Shawcross indicated that the Acton Policing Team would be investigating and moving on any young people found lingering outside the Centre. Any Anti-Social Behaviour should be reported to the Police to assist in the gathering of intelligence to bring any such Issues to a successful conclusion. PCSO Shawcross indicated that she had been liaising with the Centre Manager since her return to work about this matter. Members also referred to the staffing levels at the Resource Centre whilst it is open to the Public and expressed concerns about the future viability of the Centre if these issues are not resolved. Members again reiterated it was the Community Council’s intention as part of its Service Level Funding Agreement for the Resource Centre to be fully used and successful and its facilities are available for everyone in the Acton Community. It was noted that the Acton Community Resource Centre’s Annual General Meeting will be held on Wednesday 22 June 2016 at 6:30pm and the Community Council’s representatives in attendance will raise the concerns now referred to at the meeting and report back.

Members then referred to other matters including:

- the recent and sad death of a rough sleeper in the grounds of Capel Y Groes and the proactive action that had subsequently been taken by the Police, Church and Wrexham CBC;
- The high number of yellow Denver Boot Clamps on vehicles in the Acton area and noted that DVLA enforcement officers had been working in this area.
- A vehicle being kept on bricks at Rossett Way Wrexham. PCSO Shawcross is to request a vehicle check and will investigate the status of the Vehicle;
- various incidents of speeding at Dean Road; Borrass Road; the Holt Road by St David’s Close; Chester Road by Garden Village shops; around the Plas Gwyn area of Maesydre and on the Wrexham By Pass at Weekends. PCSO Shawcross indicated she will submit a request for the Go-Safe van to be deployed at these locations. The Clerk advised that the Go-Safe Van had been parked outside Borrass Park and Acton Schools today within the 20mph zones and PCSO Shawcross was asked to obtain if possible, statistical information on the outcomes of the observations and number of speeding offences detected.

***RESOLVED- that PCSO Shawcross be thanked for her update and report and the statistical Crime information for April and May 2016 be sent to the Clerk as soon as possible for circulation to all members of the Council.***

### 24 KEY ACTON ISSUES

Wrexham County Borough Council Members advised that the current Budget Saving regime was continuing. In addition the following matters had recently been considered or dealt with by the County Borough Council that may affect the whole or part of the Community of Acton. (Minute 107 January 2011 refers):

1. **Recent heavy rain and thundery showers:** This had resulted in localised flash flooding especially in the Goulbourne and Smithy lane areas and on the main Holt Road by Birkdale Road. Residents were being advised to ring Wrexham CBC and report any flooding. The Police had also been involved where it had been necessary to temporarily close roads due to the depth of the flooding.

- 2. Pilot Road side collection for Glass, Plastics and paper:** It was noted that there had been no changes to the collection dates for bins but several areas in the Acton Community were part of a pilot scheme to trial a trolley of three stacked recycling bins for glass, plastic and paper. Participation on the Pilot was optional for householders. It was noted that there was more space for recycling, however there were issues around space and the ability of all householders to manoeuvre the trolleys.

**RESOLVED – that the present position be noted.**

## 25 FINANCIAL ASSISTANCE

The Clerk submitted a report detailing one application for financial assistance received since the March 2016 meeting. The Council's Policy was to apportion the annual £3,250 budget equally between each of the quarterly meetings. This equates to £812.50 per quarter for 2016/17. Members then proceeded to consider the application and whether the Council wished to make any grant to the applicant under the provisions of Section 137 of the Local Government Act 1972.

**RESOLVED – that the following Financial Assistance grant be made:–**

Organisation	Details	Decision
1. Tenovus Cancer Care – North Wales	Financial assistance to continue to support cancer patients and their loved ones in their local community.	£100.00

## 26 REPORT FROM CLERK

Information and general correspondence that had been received and was available for members at the meeting was reported and dealt with as follows:

Organisation	Details and action taken
1. Nightingale House Hospice	<b>Hospice Summer Events on 7 and 9 June 2016:</b> An email was circulated to all members of the Council on 27 May 2016 canvassing availability to attend one of the Summer events on behalf of the Community Council. Councillor Len Closs as the only respondent reported on his attendance as the Community Council's representative at the Tea Party on the afternoon of 9 June 2016. He referred to the unseen work of the Hospice with family beneficiaries. There was a wide catchment area from Dolgellau to Whitchurch and all Hospices were working together to provide a range of services. It was agreed that the Hospice should be encouraged to submit an application for financial assistance to support their work.
2. Civic Support Officer Wrexham County Borough Council	<b>Mayor's Civic Visit to Church – St Giles Parish Church – Sunday 19 June 2016 at 11:00am:</b> Letter dated 18 May inviting two representatives of the Community Council to join the Worshipful the Mayor of Wrexham for the Civic Service As a response is requested by 10 June at the latest, a holding response has been submitted and the names of those attending will be sent to the Mayor's Office after the Community Council meeting on 14 June 2016. <b>It was noted that the County Borough Councillors already attending the Service will also represent the Community Council.</b>
3. Community Fundraiser Marie Curie Care and Support	<b>Throw a Blooming Great Tea Party in aid of Marie Curie:</b> Email dated 19 May 2016 seeking support to promote this Organisation's upcoming Tea Party season. It was noted that details of the events has already been published on the news page of the Council's Website.
4. North Wales Miner's Association Trust	<b>NWMAT Last one standing - Bersham Colliery 30 years on:</b> Email dated 20 May 2016 advising that the Trust together with the Wrexham Heritage

Organisation	Details and action taken
	<p>Service wish to apply for a Heritage Lottery Grant. A copy of the Brief and other information was available for members' perusal at the Meeting. The Trust considers it is most important to remember the mining heritage of North Wales. It is 30 years in December since the closure of the last colliery in the Denbighshire coalfield Bershaw Colliery has the only surviving headgear in North Wales; together with the grade 2 listed Engine House. The NWMAT open the colliery site to the public on the last Sunday of each of the summer months.</p> <p><b>RESOLVED that a letter confirming the Council's support for this Heritage Lottery Grant application.</b></p>
<p>5.Lynn Williams, Acton Community Resource Centre Manager</p>	<p><b>Acton Community Resource Centre AGM:</b> Letter dated 23 May 2016 inviting nominated representatives of all user groups to the Annual General Meeting of the Acton Community Resource Centre Management Committee. The meeting will take place in the Crèche Room at the Resource Centre on Wednesday 22 June 2016 at 6:30pm.</p> <p style="text-align: right;"><b>Information noted</b></p>
<p>6.Joanne Rodgers Environment and Planning Wrexham CBC</p>	<p><b>Environmental Crime Enforcement:</b> Letter dated 23 May 2016 providing information on the new arrangements in place with Kingdom Security Ltd to complete independent environmental crime enforcement on behalf of Wrexham CBC from April 2016 for a 12 month pilot period. A summary of the ticket performance details for April 2016 was available for members perusal at the meeting</p> <p style="text-align: right;"><b>Information noted</b></p>
<p>7.Richard Aram Parks, Countryside and Rights of Way, Wrexham CBC</p>	<p><b>Acton Seasonal Ranger for 2016:</b> Email dated 24 May 2016 advising that this year's seasonal ranger Laurence Maxwell has now started his role. He will generally be working in the Park Sundays to Tuesdays until September 2016 and he can be contacted on 07740 026731</p> <p style="text-align: right;"><b>Information noted</b></p>
<p>8.John Bader Chair Independent Remuneration Panel for Wales</p> <p>(See the declaration of interest below by Councillor Carole O'Toole)</p>	<p><b>Annual Allowance for the Mayor/Chair of the Council:</b> Letter dated 1 June 2016 informing of the Panel's approach to the remuneration of town and community councils being permissive. The annual payment to mayors/chairs currently has no limit on the amount paid. A review is to be undertaken over the summer on these allowances paid by Councils. The Community Council has been requested to respond with the information requested in the letter by 30 June 2016.</p> <p><b>RESOLVED – that the Council respond and advise that there is no Annual Allowance for the Chair of the Council.</b></p>
<p>9.Wendy Huggett One Voice Wales</p>	<p><b>Upcoming Training for Councillors:</b> Email dated 6 June 2016 providing details of training sessions that are taking place in or around this area. The start time for each of the Modules is 6:30pm until 9:00pm. The cost of the training is £35 for members or £45 per person for non-members.</p> <p><b>RESOLVED – that in future details of any training be circulated to the newer members of the Council.</b></p>
<p>10.Councillor Gareth Pearce Borras Park Ward</p>	<p><b>Casual Councillor Vacancy:</b> Email notification dated 6 June 2016 advising that due to work and other commitments he was regretfully submitting his resignation as a Community councillor with immediate effect.</p> <p><b>RESOLVED – Councillor Pearce's resignation be accepted and the Clerk be authorised to advertise the Notice of casual vacancy for the Borras Park Ward.</b></p>

*(Councillor Carole O'Toole having a member of her family sit on the Independent Remuneration Panel declared a personal and non-prejudicial interest in this item no 8 above. She left the meeting taking no part in the consideration, discussion or voting on the matter set out as item no 8 above.)*



## 27 PAYMENT OF ACCOUNTS

Members noted that no payments had been received. Members also received details of invoice payments that required authorisation. It was also noted that the invoice requesting payment of up to £1,200.00 from 2015/16 for the Clwyd Pension Fund Actuaries Quote was still awaited.

**Resolved – that the following payments be approved: -**

<b>Voucher No; Payee</b>	<b>Details</b>	<b>Amount</b>
13 Society of Local Council Clerks	Delegate Fee for attendance at the Joint Wales Conference on 22 June 2016 at the Liberty Stadium Swansea Section 112 Local Government Act 1972 (as amended)	£82.80 (vat £13.80)
14 Wrexham County Borough Council	Carry Out Remedial work to repair Vandalism at Aran Road Play area. S19 Local Government ( Miscellaneous Provisions) Act 1976	£938.42
15. Planning Aid Wales	Fee for Councillor Philip Lloyd’s attendance at the Planning Aid Wales Training session on 29 June 2016 at Mold Town Council Offices. Section 112 Local Government Act 1972 (as amended)	£30.00
16 Carole Roberts Clerk to the Council	Clerks Expenses for June 2016 Section 112 Local Government Act 1972 (as amended)	£ 70.05
17. Tenovus Cancer Care	Donation towards continued support to cancer patients and their loved ones in their local community Section 137 Local Government Act 1972 (as amended)	£100.00
18 Clwyd Pension Fund	Superannuation Payments for June 2016 Section 112 Local Government Act 1972 (as amended)	As notified by Wrexham CBC Payroll section
19. Wrexham County Borough Council	Clerks Salary and office expenses for June 2016 paid by the Council’s Agent: Wrexham County Borough Council in accordance with Minute 99.1 December 2009 Section 112 Local Government Act 1972 (as amended)	NJC Rates
20.Wrexham & District Citizens Advice Bureau	Acton Outreach Service – April to June 2016. Section 142 Local Government Act 1972 (as amended)	£1,536.54
21. Society of Local Council Clerk	Renewal of Clerk’s membership of the SLCC from 1 August 2016 – one Year’s Subscription Section 112 Local Government Act 1972 9as amended)	£167.00

## 28 PLANNING MATTERS AND APPLICATIONS

The Council considered whether to make any comments on the following Planning Applications for development in the Community Council’s area that have been received since the last meeting or that have been made under the Town and Country Planning Act 1990 (to be determined by Wrexham County Borough Council).

**RESOLVED - that the following observations be made on the applications set out below:-**

<b>Application No &amp; Address</b>	<b>Details</b>	<b>Observations</b>
1 P/2016/0467 1 Westminster Close Wrexham	Conservatory Extension	No comments
2 P/2016/0503 Orchard Way Acton Gardens Wrexham	Erection Of Detached Garage	No comments

Application No & Address	Details	Observations
3.P/2016/0541 134 Oak Drive Wrexham	2 Storey side extension to form garage with bedroom/ Ensuite over	No comments

## 29 NJC CIRCULAR – PAY AWARD

It was reported that the NJC for Local Government Services has agreed a 1% pay increase from 1 April 2016 and a further 1% from 1 April 2017. Members considered implementation of the 2016 1% pay increase backdated to 1 April 2016 and approving the adjustments at the appropriate time to the Clerk's Salary to reflect the 2017 Pay Award.

**RESOLVED – that the following payments be approved and included in the Clerk's salary payments as appropriate:**

**1. Implementation of the NJC for Local Government Services Pay Agreement for 2016/17 as per the Circular Issued by the NJC on 2 May 2016 to include in the Council's July 2016 payroll :**

- **A one-off pro-rata payment to reflect arrears of pay from 1 April 2016 to 30 June 2016; and**
- **The National Pay 1% award increase from 1 July 2016 onwards; and**

**2. Implementation of the NJC for Local Government Services Pay Agreement for 2017/18 as per the Circular Issued by the NJC on 2 May 2016 to include the National Pay 1% award increase with effect from 1 April 2017 onwards.**

Signed as a correct record this 19<sup>th</sup> day of July 2016

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Chair

AGENDA ITEM 9:1  
JULY 2016



Pennaeth yr Amgylchedd a Chynllunio/Head of Environment and Planning  
Lawrence Isted

Ffordd Rhuthun, Wrecsam LL13 7TU  
Ruthin Road, Wrexham LL13 7TU  
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Eich Cyf/Your Ref  
Ein Cyf/Our Ref  
Dyddiad/Date  
Gofynner am/Ask for  
Rhif Union/Direct Dial  
E-bost/E-mail

AW  
22 June, 2016  
Mrs Alison Watkin  
01978 315776  
licensing@wrexham.gov.uk

Dear Sir/Madam

### **Wrexham County Borough Council Licensing Policy Review.**

As required under the Licensing Act 2003 the Council has undertaken a review of its Statement of Licensing Policy.

I attach a draft copy for your information. A summary of the main changes are appended to this letter.

I should be grateful if you could make any comments by **20 July 2016** to the above address, or via email at [licensing@wrexham.gov.uk](mailto:licensing@wrexham.gov.uk).

Yours faithfully

**Principal Manager Licensing**

*Rydym yn croesawu gohebiaeth yn Gymraeg  
Byddwn yn ymateb i unrhyw ohebiaeth yn Gymraeg ac ni fydd hyn yn anwain at unrhyw oed.*

*We welcome correspondence in Welsh.  
We will respond to any correspondence in Welsh and this will not lead to any delay.*

**Summary of Changes to Wrexham County Borough Council 's Statement of Licensing Policy.**

<b>Statement of Licensing Policy 2016</b>	<b>Summary of Changes</b>
Introduction	<ul style="list-style-type: none"> <li>- More detail regarding what the policy aims to achieve</li> <li>- Links to Council Priorities and Strategies</li> <li>- Includes an Authority Profile</li> <li>- Recognition of the importance of partnership working in reducing alcohol related violence</li> <li>- Reference to alcohol and its effect on health</li> </ul>
Licensing Objectives	<ul style="list-style-type: none"> <li>- Generally more detail is provided in relation to what the Authority would expect from applicants and licence holders in terms of promoting the objectives</li> <li>- <u>Crime and Disorder</u> - additional advice in relation to illicit goods and take-away premises</li> <li>- <u>Public Safety</u> – introduction of links between harm to health from alcohol related violence and alcohol misuse</li> <li>- <u>Public Nuisance</u> – advice in relation to matters to be addressed in operating schedule</li> <li>- <u>Protection of Children</u> – introduction of links between alcohol and child sexual exploitation. Reference to proxy sales, alcohol deliveries and off sales and the controls that would be expected to be in place.</li> </ul>
Cumulative Impact	<ul style="list-style-type: none"> <li>- Similar to previous policy. However, this section includes other tools which are able to be used by Local Authorities to minimise the impact of alcohol use, such as the Late Night Levy and Early Morning Restriction Orders.</li> </ul>
Planning and Building Control	<ul style="list-style-type: none"> <li>- Updated to reflect current guidance etc</li> </ul>
Applications	<ul style="list-style-type: none"> <li>- Updated – explanations regarding different licences and the new provision for community premises</li> </ul>
Operating Schedules	<ul style="list-style-type: none"> <li>- Includes more detailed guidance on what standard of management is expected</li> </ul>
Hours of Operation	<ul style="list-style-type: none"> <li>- More information regarding the balance between supporting the development of a thriving night time economy and minimising the impact on local residents</li> </ul>
Enforcement Powers and Reviews	<ul style="list-style-type: none"> <li>- This section outlines the review process in detail and how the Authority will consider particular applications for review</li> <li>- The recently introduced offence for non-payment of the annual fee is outlined and the approach this Authority will undertake</li> </ul>
Responsible Authorities	<ul style="list-style-type: none"> <li>- Legislation has been amended to include the Local Health Board as a Responsible Authority</li> <li>- Reference is also made to the Border Agency as there are proposals to include them as a Responsible Authority.</li> </ul>
Appendices	<ul style="list-style-type: none"> <li>- A joint enforcement protocol with North Wales Police has been included. This describes how the Police and the Local</li> </ul>

**Summary of Changes to Wrexham County Borough Council 's Statement of Licensing Policy.**

	<p>Authority will deal with problems arising at premises or club in relation to any of the four licensing objectives.</p> <ul style="list-style-type: none"> <li>- Alcohol and health in Wales, this introduces the health effects of alcohol and the relevance to the licensing process</li> <li>- Mandatory Licence Conditions - these reflect the amendments to the conditions which have been introduced since 2010. These include a ban on drinking games which encourage people to drink large quantities of alcohol or drinking quickly; requirement to provide free tap water and a requirement to have an age verification policy.</li> </ul>
Legislative updates	<ul style="list-style-type: none"> <li>- Increasing number of temporary event notices per year</li> <li>- Exemption from licensing amplified and unamplified music played between 8.00 am and 11.00 pm</li> <li>- Removing requirement to renew personal licences</li> <li>- Authorities given power to exempt certain late night refreshment businesses from being licensed</li> </ul>
Glossary	<p>This section explains the key terms used in the policy statement</p>

**INFORMATION AND GENERAL CORRESPONDENCE RECEIVED SINCE THE LAST MEETING**

Conference Reports: I will be reporting verbally at the meeting on my attendance at the Joint SLCC/ One Voice Wales Conference at Swansea on 22 June 2016 and at the One Voice Wales Larger Councils’ Conference at Builth Wells on 6 July 2016. Set out below are the details of information and general correspondence received since the last meeting:-

	<b>Organisation</b>	<b>Details</b>	<b>Comments</b>
1.	Nick Bennett Public Services Ombudsman for Wales	<b>Annual Report 2015/16:</b> Letter dated 22 June 2016 enclosing a copy of the Annual report laid before the National Assembly for Wales on 22 June 2016. The letter also refers to the 19% rise in the number of code of conduct complaints during the year.	
2.	Society of Local Council Clerks	<b>SLCC 2016 Conference for Wales – Llandudno Wednesday 14 September 2016:</b> Letter advising of this one day Conference and the agenda for the day to include Transitional Arrangements for Community and Town Council Reforms. The early bird delegate fee is £69.00 plus vat	
3.	Go Safe Wales & PCSO Erin Shawcross Acton	<b>Results of “20mph rule outside of schools”:</b> Email dated 30 June 2016 giving feedback following a two week campaign by members of Go Safe to enforce 20mph speed limits outside schools across Wales. There were 176 visits to schools across the country resulting in 1141 offences being recorded. There were 24 recorded offences in the Acton Community area.	
4.	Donna Dickenson Head of Education Enrichment & Intervention Wrexham CBC	<b>Reshaping of Education, Enrichment and Intervention Services (EEIS):</b> Letter dated 6 July 2016 advising that following the Service reshaping, Wrexham CBC will commission £150,000 of services and run a series of workshops in September 2016 for stakeholders to develop the Commissioning Framework for open-access community provision targeted to areas of need. A new provider will deliver community-based services from 1 April 2017. An Enhanced Play and Youth Development Team will provide support to Community Councils who wish to develop and support children and young people’s provision.	
5.	Gaynor Roberts CEO , Wrexham & District Citizens Advice Bureaux	<b>Annual impact Report for 2015/16:</b> Email dated 12 July 2016 providing a copy of this statement which will be available at the meeting for members’ perusal.	
6.	One Voice Wales	<b>1.Public Services Staff Commission Annual Report:</b> Email dated 27 June 2016 providing a copy of this document which will be available at the meeting for	

	Organisation	Details	Comments
		<p>members' perusal</p> <p><b>2. Written Statement by the Welsh Government – Collection and Management of Devolved Taxes:</b> Email dated 1 July 2016 providing a copy of this Statement that announces further detail on the collection and Management arrangements for Welsh Devolved taxes from April 2018.</p> <p><b>3 Advert – NHS Wales, Vice Chairs &amp; Independent Members:</b> Email dated 7 July 2016 providing a copy of the advert for Public Appointments in Wales. The Closing date for receipt of Applications is 5 August 2016.</p> <p><b>4.Fly a Flag for the Commonwealth – 13 March 2017:</b> Email dated 7 July 2016 asking all community and town councils to download the 2017 Guide to take part and encourage participation and registration by 29 January 2017</p>	
<b>7.</b>			