

13 February 2019

Dear Councillor

You are summoned to attend the meeting of **ACTON COMMUNITY COUNCIL** to be held in the Training Room at **ACTON COMMUNITY RESOURCE CENTRE**, Overton Way, Acton, Wrexham, LL12 7LB on **TUESDAY next 19 FEBRUARY 2019 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:

1. To confirm the Minutes of the **COUNCIL meeting held on 15 January 2019** (Copy attached)
2. To Receive the Minutes of the Youth Committee meeting held on 9 January 2018 and consider the recommendations made by the Committee (Copy attached)

4. INFORMATION FROM THE MINUTES:

5. COMMUNITY POLICING MATTERS:

To receive the Monthly Policing and Operations Report from the Acton Community Police Officers together with a request to make a contribution for the 2019/20 Drugs Dog Operation

6. GROUNDWORK NORTH WALES – LEAP PROJECT:

Further to Minute 119 January 2019, **Mr Adrian Thomas** will be in attendance at the meeting to give a presentation outlining the aims and objectives of this Project that is being supported by Groundwork.

7. PROCEDURAL MATTERS:

To consider the following matters (details attached):

1. **SECTION 116 LOCAL GOVERNMENT (WALES) MEASURE 2011:** Casual Councillor Vacancy in the Borrass Park Ward.

2. **COUNCIL POLICIES AND PROCEDURES** - To review, amend or introduce the Council's Standing Orders, Financial Regulations and Member Officer Protocol.

3. REVIEW OF CRITERIA FOR ALLOCATING FUNDS FOR DONATION REQUESTS

3. APPOINTMENT OF INTERNAL AUDITOR: To consider and undertake the annual review the Council's arrangements for Independent Internal Audit testing during 2018/19 as specified by the Audit Commission for Wales and the current Accounts and Audit Regulations.

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

E-Mail: clerk@actoncommunitycouncil.gov.uk 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

4. **SERVICE LEVEL AGREEMENT REPORTING: To consider the outputs and outcomes for Quarter 3 for**
 i) **ACTON COMMUNITY RESOURCE CENTRE**
 ii).**CITIZENS ADVICE BUREAUX – ACTON OUTREACH SERVICE**

8. **KEY ACTON ISSUES:** Wrexham CBC Members to report verbally on new or Key Issues being considered by the County Borough 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)
9. **REPORT FROM CLERK:** Clerk to report on correspondence and other information that has been received since the last meeting. Details Attached.
10. **PAYMENT OF ACCOUNTS:** To note details of any payments received and authorise any outstanding debtor or other payments.
11. **PLANNING APPLICATIONS:** To consider any comments the Council may wish to make on any applications made under the Town and Country Planning Act 1990 (to be determined by Wrexham County Borough Council):

Case Number/ Address	Proposed Development	Decision
1.P/2019/0005 Access on land south of Holt Road Wrexham (Adjoining Community Application)	Outline application for the construction of up to 600 dwellings, with associated landscaping, public open space and on-site infrastructure, with all matters reserved except from the northern site	
2.P/2019/0021 13 Little Acton Drive Wrexham	Outline Application To Erect 1 No. Dwelling With All Matters Reserved On Land To The Rear Of 13 Little Acton Drive	
3.P/2019/0066 1 Overton Way Wrexham	Ground Floor Extensions To Dwelling	
4.P/2019/0077 Trees Adjacent To 18 Rhosnesni Lane Rhosnesni Wrexham	Application For Works To Tree Subject To Tree Preservation Order Wmbc No. 21: T12 Oak - Remove Epi Up To 6M Plus Reduce Branch Adjacent To Garage By 4 Metres To Clear Garage And Remove Deadwood T13 Sycamore - Remove Deadwood Plus Lower Limb Over Dr	
5.P/2019/0094 7 Heol Dinas Wrexham	Construction Of Car Port (In Retrospect)	

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

Minutes of the Meeting of Acton Community Council held on Tuesday 15 January 2019 at Acton Community Resource Centre, Overton Way, Acton, Wrexham

Present:

Councillor	Kevin Roberts (Chair)	Councillor	P D Jones (Vice Chair)
	W Baldwin	"	P Lloyd
"	M Davies	"	G Lowe
"	Mrs A Evans	"	D Picken *
"	R Hardy	"	Mrs D Wallice
"	Ms S Hope	"	Ms L Williams
"	Ms S Jarvis	"	
"	Ms P Kidd	"	2 vacancies

* Absent

Also Present:

North Wales Police : PC Kerry Evans and PCSO Kelvin Evans

Ms Salli Edwards

Mrs Carole Roberts, Clerk to the Council

112 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Darren Picken.

113 DECLARATION OF INTERESTS

The following Declarations of Interest were made at this stage of the proceedings:-

- Agenda item 12- Planning Application No: P/2018/1060, 16 Chester Road Wrexham:** Councillor Lynne Williams declared a personal and prejudicial interest in this item having a personal relationship with the applicants.
- Agenda item 12- Planning Applications:** Councillor Paul Jones declared a personal and prejudicial interest in this item being a member of Wrexham County Borough Council's Planning Committee.

114 CONFIRMATION OF MINUTES

RESOLVED – that the Minutes of the Meeting of the Community Council held on 17 December 2018 be received and confirmed as a correct record.

115 INFORMATION FROM THE MINUTES

- Minute 102.2 - Equipment for Youth Club.** It was noted that the Presentation had taken place on 9 January 2019 and a press release would be issued shortly.
- Minute 107 - Review of Criteria for Financial Assistance Applications:** It was noted that this information had now been circulated to all members of the Council and an item would be included on the February 2019 meeting agenda.
- Minute 108.3.ii – World War 2 Memorial Bench:** It was noted that the Clerk had taken delivery of this bench today and arrangements would be made to install both the WW1 and WW2 Benches adjacent to the RWF War Memorial at Bodhyfryd as soon as practicable
- Minute 108.4.ii- Adjustments to Earmarked reserves:** It was noted that the necessary transfers had now been made.
- Minute 108.4.4 - Precept Requirements for 2019/20:** The Clerk reported that Wrexham County Borough Council had acknowledged receipt of the Community Council's requirements for 2019/20

6. Minute 109.3.2 - School Crossing Patrol at Dean Road, Wrexham: It was noted that this vacant post was being advertised by Wrexham County Borough Council and the outcome was not yet known

116 COMMUNITY POLICING MATTERS

The Chair welcomed PC Kerry Evans and PCSO Kelvin Evans who was attending his first Council meeting

The Police Incident Report and update to 1 January 2019 had been previously circulated to all Members of the Council and a brief explanation was given about current trends, other Operational News and PCSO activities. Members welcomed the update on statistics collected so far as part of Operation Bakings to target drivers travelling over the speed limits on various roads in the Acton Community. Data collated during this Operation would be passed over on Phase 5 to Traffic Officers who will then attend with the PCSOs and be able to issue speeding tickets. All Members of the Council were invited to email the Police Officers if they wished to go out and take part in Operation Bakings.

Members then raised various other matters with the Police including the success of Operation Twilight, ongoing speeding issues on the Llanypwll Link Road at weekends, parking outside schools and concerns about the safety of children, current email and other scams and the work of Age UK to raise awareness for older people. The merits of the Wrexham Befriending scheme were also highlighted. The Chair thanked the Police Officers for their attendance and report.

117 GROUNDWORK NORTH WALES – LEAP PROJECT

This item was deferred until the next meeting on 19 February 2019

118 PROCEDURAL MATTERS:

1) SECTION 116 LOCAL GOVERNMENT (WALES) MEASURE 2011: CO-OPTION OF MEMBERS & CASUAL COUNCILLOR VACANCIES IN THE MAESYDRE AND ACTON PARK WARDS: The Clerk confirmed that the relevant statutory Notices had been on display since 21 November and 19 December 2018 respectively advertising the Council's intention to fill the Maesydre and Acton Park vacancies by co-option.

1. **Maesydre Ward vacancy:** It was noted that the only expression of interest had been made by Sharon Jarvis an existing Community Councillor for the Borrass Park Ward. The Clerk reported on advice taken from the Returning Officer. The 'Practical guide to Community Matters in Wales' guidance booklet, advice on the swapping seats on the occasion of casual vacancies indicates there is nothing in law to prevent a serving councillor being co-opted to a second seat on the Council. However it is established in case law that if a person holding office be elected to another, and accepts that election, he thereby vacates the office he held. (Case: R v Mayor of Bangor (1886 18 QBD 349, and other cases). Members then followed the procedure given by the Returning Officer to consider the filling of this vacancy.

RESOLVED –unanimously by a show of hands, that Ms Sharon Jarvis of 23 Park Avenue Wrexham be co-opted as a Member of the Community Council to fill the casual Councillor vacancy for the Maesydre Ward on the Council.

Councillor Sharon Jarvis forthwith handed a letter of resignation from the Borrass Park ward to the Chairman which was accepted and after doing so this, Councillor Jarvis directly signed the declaration of acceptance of office for the Maesydre ward.

RESOLVED – that the Clerk to the Council issue a notice for the resulting casual vacancy for Community Councillor in the Borrass Park ward.

2. **Acton Park Ward vacancy:** Only one suitably qualified person had expressed an interest in putting her name forward for co-option to fill this vacancy by the noon deadline on 14 January 2019. A copy of the application had been circulated prior to the meeting. Members proceeded to consider the application and invited the applicant to give a short address to the meeting in support of her application. Members then proceeded to consider the filling of this vacancy by a show of hands.

RESOLVED –that

i) Unanimously, Ms Sallie Edwards of 66 Park Avenue Wrexham be co-opted as a Member of the Community Council to fill the casual Councillor vacancy for the Acton Park Ward on the Council; and

ii) The Clerk arrange a Member Induction date for Councillor Sallie Edwards together with any other of the newer members of the Council that wish to attend.

(Councillor Edwards directly signed the declaration of acceptance of office for the Acton Park ward and was present for the remainder of the meeting.)

2. COUNCIL POLICIES - GENERAL DATA PROTECTION REGULATION (GDPR) 2018: Following the introduction of this legislation, the Clerk advised that the following policies have been reviewed, amended or are being introduced to ensure compliance with the new Regulations. The Council then reviewed and determined whether to adopt the listed policies below which had previously been circulated direct to Members:

1. Document Retention Policy and Schedule
2. Data Protection and Information Security Policy
3. Privacy Notices – General, Website and Member/Officer
4. Internet, email and social media policy
5. Model Publication Scheme (FOI)
6. Data Breach Notification Policy
7. Subject access policy and template response letters.

RESOLVED - that the seven Policies referred to above be accepted and adopted as now submitted.

119 KEY ACTON ISSUES

Wrexham County Borough Council Members reported verbally on 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) as follows:-

TY Nos - Metal Container Pods: The Containers were now on site at the former Maesydre Community Centre car park off Holt Road Wrexham. The Pods will enable homeless persons to transition from temporary to permanent accommodation. A further container will be used to provide Emergency accommodation in severe weather conditions. The launch date is 29 January 2019 and Members will be able to visit the Pods before they are occupied. Reference was also made to Project Home providing hot food and volunteers, an AVOW event for all involved in Homelessness and a recognition that not all homeless persons wished to engage with aid agencies.

The present position was noted.

120 CONSULTATIONS

The following consultation papers considered at and received since the last meeting were considered to enable any comments to be submitted by the response deadlines:

1. **REFORM OF FIRE AND RESCUE AUTHORITIES IN WALES:** Further to Minute 106, December 2018, no responses or comments had been submitted to the Clerk by Members

RESOLVED – that the Consultation be noted

2. **USE OF WELSH LANGUAGE SURVEY:** Further to Minute 106, December 2018, no responses or comments had been submitted to the Clerk by Members

RESOLVED – that the Consultation be noted

3. **WREXHAM LDP CONSULTATION ON PROPOSED FOCUSED AND MINOR EDITING CHANGES:** Email dated 4 January 2019 providing information on changes of a technical nature subject to a formal 6 week public consultation between 7 January and 5pm on 18 February 2019. The LDP Submission Documents include the 'Deposit LDP', the Sustainability Appraisal Report (which incorporates the Environmental Report), the Delivery Agreement (including the Community Involvement Scheme), the Deposit Consultation Report, copies of Representations and other supporting documents. Members referred to earlier detailed comments submitted by the Council as part of the initial LDP Consultation.

RESOLVED – to make no further comments at this stage of the process.

121 REPORT FROM CLERK

The Clerk reported on correspondence and other information that has been received since the last meeting as follows:

<p>1.Society of Local Council Clerks</p>	<p>1.2019/2020 Pay Award: Updated published 7 December 2018 advising that the NJC for Local Government Services has agreed the pay award effective from 1st April 2019 and a statement from NALC which interprets the award in respect all of those employed under the Model Contract particularly in respect of re-alignment of spinal column points due to the introduction of the national living wage. RESOLVED – the details of the pay award from 1 April 2019 be noted and to approve the adjustments to the Clerk’s Salary from this date to reflect and implement the 2019 Pay Award.</p> <p>2.Welsh Government response to the recommendations of the Independent Review of the Future Role of Town and Parish Councils: Update published 23 December 2018 advising of action to be taken in a number of areas to help, support and expand the role of community and town councils; including development of a core training package for councillors, expanding the training bursary scheme for smaller councils, inviting bids for financial support towards developing joint arrangements between councils and consulting on the way forward in a number of other areas.</p> <p style="text-align: right;"><i>Information noted</i></p>
<p>2.Ministry of Housing, Communities and Local Government</p>	<p>Section 137 spending limit for 2019/20: advice published 20 December 2018 advising that the appropriate sum for the purpose of section 137(4)(a) of the Local Government Act 1972 for parish and town councils in England for 2018-19 is £8.12. Similar guidance is expected shortly for Welsh Town and Community Councils <i>Information noted</i></p>
<p>3.FCC Environment Wrexham PFI Ltd</p>	<p>Community Liaison Meeting – Monday 4 February 2019 at 17:30pm at Wrexham Recycling Park: Letter dated 7 January 2019 advising of this meeting. <i>Information noted</i></p>
<p>4. Friends of Acton Park</p>	<p>Annual General meeting to be held 23 January 2019 at 1pm in the Cunliffe Public House, Jeffreys Road Wrexham: Email dated 15 January 2019 advising this meeting is taking place and inviting interested persons to attend. <i>Information noted</i></p>

122 PAYMENT OF ACCOUNTS

1.PAYMENTS AND QUARTER 3 RECONCILIATIONS & BUDGET MONITORING: The Clerk provided details of interest payments received, internal transfers from the Deposit Account to Money Market Account and reverse for Earmarked balances of £12056.88 & £800.00 respectively on 15 January 2019 together with the third quarter end bank reconciliations and monitoring reports setting out progress against the approved Budget during 2018/19 and requested authorisation for outstanding debtor or other payments as set out in the schedule below.

RESOLVED – that the following payments be approved:-

VOUCHER NO & PAYEE	DETAILS	AMOUNT
<p>60. Caia Park Partnership Ltd Cheque no 201906</p>	<p>SLA Acton Youth Work Project – 8 to 13yo Q4 Payments S19 Local Government (Miscellaneous Provisions) Act 1976)</p>	<p>£2,912.46 (VAT =£0)</p>
<p>61. Caia Park Partnership Ltd Cheque no 201907</p>	<p>SLA Acton Youth Work Pilot Project 14-18yo Q4 Payments S19 Local Government (Miscellaneous Provisions) Act 1976</p>	<p>£3,049.95 (VAT =£0)</p>

62. Carole Roberts Clerk to the Council Cheque no 201908	Clerks Expenses for January 2019 Section 112 Local Government Act 1972 (as amended)	£68.85 (VAT = £5.96)
63. Wrexham County Borough Council Cheque No 201909	2018/19 SLA 2 nd half year payment for Inspection and Maintenance of Play Areas in the Acton Community S19 Local Government (Misc Provisions) Act 1976	£2,076.00 (VAT=£346.00)
64. David Ogilvy Cheque no 201910	1x World War 2 Seat, Feet & Bolt down kit S19 Local Government (Misc Provisions) Act 1976	£971.40 (VAT = £161.90)
65 Shropshire County Council Via BACS payment Cheque no 201911	Clerks Salary and office expenses for January 2019 paid by the Council's Agent: Shropshire County Council in accordance with Minute 47 July 2017 to include SLA Payment of £35 +Pension Contributions direct to the Clwyd LGPS Section 112 Local Government Act 1972 (as amended)	NJC Rates

2. FFORDD GARMONYDD PLAY AREA MAINTENANCE UNDER SERVICE LEVEL AGREEMENT:

Following consideration of Voucher 63 above, it was:-

RESOLVED – that the Clerk be instructed to write to the appropriate officer at Wrexham County Borough Council to advise that there are weeds appearing in the bark covering the Ffordd Garmonydd Play area and grass cutting and weeding should be carried out as soon as practicable to keep the situation under control.

123 PLANNING APPLICATIONS

The Council considered any comments it may wish to make on any applications 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 as set out below:

Case Number/ Address Proposed Development	Decision
1.P/2018/1060: 16 Chester Road Wrexham Change Of Use Of Single Detached Garage To Dog Grooming Business	No Objection
2.P/2018/1065: 20 Ffordd Jarvis Wrexham Two-Storey Side Extension (Part Demolition Of Flat Roof Store To Rear To Enhance Amenity Space)	No Objection
3.P/2018/1081: Land West Of Wrexham Golf Club Off A534 Roundabout Holt Road Llanypwll Wrexham Application For Approval Of Details Reserved By Conditions Imposed Under Planning Permission P/2017/0257:- Condition 4 - Submission Of Scheme For The Comprehensive And Integrated Drainage Of The Site Condition 7 - Submission Of Scheme For The Infill etc	No comments to make
4.P/2018/1081: Land West Of Wrexham Golf Club Off A534 Roundabout Holt Road Llanypwll Wrexham Submission Of Reserved Matters Pursuant To Outline Planning Permission P/2017/0527 Layout, Scale, Appearance, Landscaping For Roadside Services Incorporating A Petrol Filling Station With Ancillary Kiosk And Associated Car Parking And Works	No Objection

<p>5.Appeal for Application P/2018/0748: Land To The Rear Of East Bound Footway Holt Street Wrexham Installation Of A 20 Metre High Ground Based Phase 5 Slim Streetworks Monopole With Grp Shroud, 3 X Multi-Band Antennas, 2 X 0.3M Dia Transmission Dishes, 3 X Ground Based Equipment Cabinets And Other Ancillary Equipment And Cabling To Be Installed T</p>	<p><i>To add no further comments to those previously made.</i></p>
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(Councillor Lynne Williams having previously declared a personal and prejudicial interest in application P/2018/ 1060 for 16 Chester Road Wrexham due to having a personal relationship with the applicants left the meeting taking no part in the discussion or voting on this particular application.)

(Councillor Paul Jones having previously declared a personal and prejudicial interest in this item as a member of Wrexham County Borough Council’s Planning Committee left the meeting taking no part in the discussion or voting on this item.)

Signed as a correct record this 19th day of February 2019

Presiding Chair

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ACTON

**COMMUNITY
COUNCIL**

Minutes of the YOUTH COMMITTEE held on Tuesday 29 January 2019 at the Little Acton Community Centre, The Green, Little Acton, Wrexham

Present:	Councillor	Mike Davies *
	“	Mrs Anne Evans
	“	Ralph Hardy *
	“	Sian Hope *
	“	Sharon Jarvis (Vice Chair)
	“	Paul Jones *
	“	Darren Picken *
	“	Kevin Roberts (Chair)
	“	Lynne Williams

* Absent

Also Present:

Mr Jay Davies Wrexham CBC Play Development Team
 Mr Jon Stumpp, Caia Park Partnership
 Ms Julie Jones , Youth Club Senior Worker
 Mrs Carole Roberts, Clerk to the Council

19 APOLOGIES FOR ABSENCE

Apologies for absence were given on behalf of Councillors Mike Davies, Ralph Hardy, Sian Hope and Darren Picken.

20 DECLARATION OF INTERESTS

There were no Declarations of Interest made at this stage of the proceedings.

21 CONFIRMATION OF MINUTES

RESOLVED – that the Minutes of the Youth Committee meeting held on 30 October 2018 (as submitted and endorsed at the Community Council meeting on 20 November 2018) be received and confirmed as a correct record.

22 INFORMATION FROM THE MINUTES

MINUTE 14.1.ii)- PROVISION OF POOL AND TABLE TENNIS TABLES TO THE YOUNG PEOPLE ATTENDING THE ACTON YOUTH CLUB AND DROP IN SESSIONS: It was noted that the presentation of this equipment had been made to the children on 9 January 2019 and a press release would be issued shortly.

23 TERMS OF REFERENCE

The Youth Committee noted its terms of reference as approved at the Annual Community Council meeting held on 15 May 2018.

24 BORRAS PARK PLAY SUFFICIENCY ASSESSMENT

The Chair welcomed Mr Jay Davies from the Wrexham County Borough Council’s Play Development Team who was in attendance to provide advice on how the Play Assessment recommendations can be progressed and financed given the Community Council’s lack of ownership of land in the Borras Park Ward and that there is no specific provision in the Community Council’s budget. (Minute 91 November 2018 refers)

Members noted the background considerations resulting in this Study being undertaken. In general children are not seen out playing in the Borrás Park Ward mainly due to parental concern about the heavy vehicular traffic on the estate roads, the lack of formal play facilities and sufficient free time for children to play. During the debate the following was highlighted with Mr Davies:-

- Parents are key to enabling change and providing consent for children to play locally
- Consideration must be given to how playing on the young people's "doorstep" can be normalised
- Reference was made to the Wrexham CBC "Play Pledge" and how this is being implemented at a County level and the outcomes envisaged for the Acton Community. A copy of the 2016 Play Sufficiency assessment should be provided. It was acknowledged that a three year review is due shortly
- Concerns were expressed at the ongoing cost of arranging for temporary Street closures to enable play on the estate roads and whether this will represent good value if in fact there is any money available
- The preferred option is to press the Local Education Authority and Schools themselves to allow access to school grounds during evenings, weekends and school holidays to enable young people to play safely away from traffic in their own neighbourhood; this option will be more acceptable and comfortable for parents and will not incur huge costs
- Any option must be achievable, affordable and acceptable to parents, the community and young people themselves
- Small low cost Pilot projects that can build on success are preferable to expensive one off events
- Unused parcels of land and highway should be looked at by Wrexham CBC as potential areas where the concept of "Wheelie Bin Volunteering" can be provided by parents and others after appropriate training.

RESOLVED - that

1. The Council be requested to extend the remit and terms of reference for the Youth Committee as follows:

"to investigate and report its findings and recommendations back to the Council on the feasibility of implementing the Recommendation of the 2018 Borrás Park Play Sufficiency Assessment with focus initially on zero or minimal cost projects that can build on their success unless Wrexham County Borough Council Officers are able to identify funding for larger projects as part of its "Play Pledge"

2. To recommend to the Council that in the first instance the primary focus of the Committee be on Recommendations 2 and 3 from the 2018 Play Sufficiency Assessment namely :-

i- To develop a program of community activities, events and projects to be carried out in partnership with Wrexham CBC, the Acton Park Seasonal Park Ranger and established Community Groups such as the Friends of Acton Park

ii- to press for the Local Education Authority and Schools themselves to enable and permit access to school grounds during evenings, weekends and school holidays to enable young people to play safely and away from traffic in their own neighbourhood

25 SERVICE LEVEL AGREEMENTS – PILOT PROJECTS

The Committee received and considered the detailed reports provided by the Caia Park Partnership Youth Team giving information and updates in respect of the following matters:

1. YOUTH WORK PROJECT - YOUTH CLUB 8 - 13 AGE GROUP: Further to Minute 25.1 January 2018, the Committee considered the third 2018/19 SLA performance monitoring report to 31 December 2018 on the operation of this Service Level Agreement which commenced on 1 May 2017 with the Caia Park Partnership and provides a Youth Work Project for one session per week focussed on working with 8-13 year olds at the Acton Community Resource Centre.

During consideration of the Report the following matters were highlighted: -

- Youth Club attendance figures including the residing ward of individuals, explanations for the management and ratio of other attendees not in Acton Community Wards, the number of individual members by gender and age, learning and accredited outcomes
- Consistent good behaviour and rewarding regular attendees for their voluntary participation and the day trip planned for 9 February 2019 to Glan Llyn
- Ownership for the activities and areas of work identified by the young people themselves including interactive activities cook and eat sessions, Halloween party, arts and crafts activities and informal accredited learning sessions
- There has been an increase in self-directed interactions over card games or listening to music which are important to social development in adolescence

RESOLVED – that the Caia Park Partnership be thanked for the ongoing successful operation and outcomes of the 8-13 year olds Service Level Agreement and the report as now submitted in accordance with the Service Level Agreement, be accepted.

2. YOUTH WORK PILOT PROJECT FOR 2018/19 - YOUTH CLUB 14 – 18 AGE GROUP: Further to Minute 25.2 January 2018 this Pilot Service Level Agreement commenced on 1 April 2018. The Committee received the third quarter end update Performance monitoring report from the Caia Park Partnership Representatives on the operation and activities for this Youth Work Pilot Project on working with 14-18 year olds as extended to 31 March 2019. The Youth Workers have continued to focus on setting up for sessions and heading out on detached work if numbers are low. There is now some interest and requests for a pool table and trips. Social media and marketing is planned to highlight the split of age group and change of times together with publicity now the Pool and Table Tennis tables have been provided by the Community Council.

RESOLVED –

- i) to accept the report and thank the Caia Park Partnership Officers for their continued efforts to ensure a successful outcome for this Pilot Project; and***
- ii) A further monitoring report after the end of quarter four is submitted by the Caia Park Partnership to the next Youth Committee proposed for Tuesday 5 May 2019***

Councillor Kevin Roberts
Presiding Chair

Signed as a correct record this 5th day of May 2019

Presiding Chair



HEDDLU GOGLEDD CYMRU
Gogledd Cymru diogelach

NORTH WALES POLICE
A safer North Wales

Police Update – Acton

Contact Details:

PC 76 Kerry Evans

Telephone 07896171914

Email: Kerry.Evans@nthwales.pnn.police.uk

PCSO 3666 Sam Gostage

Email: Sam.Gostage@nthwales.pnn.police.uk

PCSO 3912 Mike Bell

Email: Michael.Bell@nthwales.pnn.police.uk

PCSO 3952 Rhys Yaxley

Email: Rhys.Yaxley@nthwales.pnn.police.uk



HGC Trêf Wrecsam/ NWP Wrexham Town

Incident update - (from 01/01/2019 to 12/02/19)

Anti-Social Behaviour Issues/Trends:

- Reports of ASB in the area have reduced over the last month. We are still receiving reports of off road bikes in the area. We urge residents to report all incidents to us via 101 or their local PCSO. We have engaged the use of our off road motorbike unit to attend the area over the next couple of weeks to try and stop the off road bikes.
- Shoplifting offences, many of the local stores were visited by officers and the Manager was asked to consider how they display their most expensive items, e.g. alcohol not being on display next to the entrance door. The shoplifting figures are low considering it was Christmas. The total number for all the wards was 7 shoplifting reports through November and December 2018.
- We have received a higher than normal reports of ASB in the Herbert Jennings area, this is due to a particular family who are causing some issues. The local Housing department are involved and tenancy enforcement have issued an Eviction Warning Notice. This situation is still being closely monitored.

Crime Issues / Trends

Acton

- There have been 2 reports of burglary in this area during January 2019.

Maesydre

- There has been just one reported burglary in this area during January 2019.

Rhosnesni

- The ASB that had been reported within the areas of Rhosnesni High School have now reduced. Local officers have spoken to the youths involved and this has proved to of had a good effect as no more reports of this. This is still being monitored.
- Cold callers are still active in the area, they are fewer but still are an issue. We will be doing a Cold Caller operation at the spring time to help advise residents of how to deal with cold callers and give out target hardening to vulnerable residents. Please see future Operations below for details.

Little Acton

- No reported Burglaries in this area.

Borras

- No reported Burglaries in the area.

PCSO/PC Activities.

- **OP TWILIGHT**

This Op is still in full swing. PCSO's have been tasked to deliver leaflets about Operation Twilight. Early evening patrols are being conducted to highlight properties that are showing signs that no-one is home. Social media is also being used to highlight this issue. We have given out over 100 electric timers to residents and leaflets containing advice about what to do when you leave your home. This has proved more successful this year, the number of reported Burglaries in the November and December 2018 has just been 7. Although it is still 7 too many this low number is a lot lower than previous years.

Burglary figures are still at an all time low for this time of year.

OPERATION LAGERING

This operation is still in place to tackle the growing trend of theft from motor vehicles in Wrexham.

The M. O. for the jobs does vary and this suggests that a number of groups/lone offenders are likely committing these offences.

These offences will have a massive impact on the community. Victim reassurance and the use of social media and leaflet drops are to be utilised to raise potential victim's awareness and let local residents know this series of incidents are a North Wales Police policing priority.

OP BAKINGS

Mike and Sam have started this speeding operation.

The roads that have been subject to the operation are as follows.

- Aston Grove
- Herbert Jennings Avenue
- New Road
- Norfolk Road
- Park Avenue
- Rhosnesni Lane
- Smithy Lane
- Wats Dyke Way

Notifications were posted on social media to make drivers aware of the operation.

OPERATION BAKINGS STATS

Below is just a brief update on the stats that have been collected on the first phase far by Mike and Sam.

PHASE 1:-

Norfolk Road

Stats have been collected on this road throughout the day and it shows that out of the 59 vehicles that passed through only 1 of them was exceeding the speed limit.

Smithy Lane

113 vehicles have passed through the area while PCSO's have been in attendance. 4 have seen to be exceeding 31mph while the other vehicles have been below this.

Box Lane

108 vehicles have been checked and 100 were travelling at speeds below 31mph

Herbert Jennings Avenue

28 vehicles were checked by PCSO's and all were below 31mph.

Park Avenue

Stats for this road show that of the 85 vehicles that were checked 11 were travelling about 31mph.

Rhosnesni Lane

This road has been one of the busiest roads to have been checked. 215 were checked and 16 were deemed to be travelling at speeds over 31mph.

Of the stats that have been collected so far it is showing that 6% of vehicles are currently driving over the speed limit. These stats will continue to be collected throughout the course of the operation. Warning letters will be sent out to the motorists who have been exceeding the speed limit. On phase 5 of the operation Traffic Officers will attend with PCSO's and will be able to issue speeding tickets.

PHASE 2:-

Norfolk Road

Stats have been collected on this road throughout the day and it shows that out of the 121 vehicles that passed through only 6 of them was exceeding the speed limit.

Smithy Lane

210 vehicles have passed through the area while PCSO's have been in attendance. 18 have seen to be exceeding 31mph while the other vehicles have been below this.

Box Lane

176 vehicles have been checked and 14 were travelling at speeds above 31mph

Herbert Jennings Avenue

63 vehicles were checked by PCSO's and all were below 31mph.

Park Avenue

Stats for this road show that of the 140 vehicles that were checked 11 were travelling over 31mph.

Rhosnesni Lane

This road has been one of the busiest roads to have been checked. 360 were checked and 24 were deemed to be travelling at speeds over 31mph.

Of the stats that have been collected so far it is showing that 6% of vehicles are currently driving over the speed limit. These stats will continue to be collected throughout the course of the operation. Warning letters will be sent out to the motorists who have been exceeding the speed limit. On phase 5 of the operation Traffic Officers will attend with PCSO's and will be able to issue speeding tickets.

FUTURE OPERATIONS.

The area is highlighted as having many 'Vulnerable' elderly adults who have in the past either become victims of crime or have needed the services of the Police to deal with issues of safety in the home or Mental health issues.

The team are committed to helping these residents, to involve other agencies and to provide reassurance to both them and their families.

We are currently arranging to meet with many agencies who are involved in any aspect of Elderly persons whether it be Social Services, meals on wheels or even Health visitors. These are all going to be asked to assist in us being able to speak with the 'harder to reach' elderly residents to advise and warn to prevent them being victims of any relevant crime, how to protect themselves and their property.

The local PCSO's are working with other PCSO's who have been taken on as 'Problem Solvers', these officers are dedicated to trying to speak with as many elderly residents as possible.

A full update on this will be made over the next few months.

End of Acton Policing Report

2. QUARTERLY DRUGS DOG VISITS – REQUEST FOR FUNDING

The Clerk to the Council received an email dated 25 January 2019 advising that the Wrexham Policing Team are in the process of arranging for the Cheshire dog handler to attend on a quarterly basis for the Drugs dog Operation. The email canvasses all councils to ascertain who will be interested in contributing again this year. The cost last year was £125. Confirmation from the dog handler on the cost, and availability for 2019 is awaited. Once this information has been confirmed it can be discussed during council meetings with your local PCSO's.

The **INSTRUCTIONS** of the Council are requested

PROCEDURAL MATTERS REPORT**1. CASUAL COUNCILLOR VACANCY – BORRAS PARK WARD**

Further to Minute 118.1.1 January 2019 and the provisions of Section 116 of the Local Government (Wales) Measure 2011 concerning Co-option of Members of Community Councils, the Returning Officer has advised on 7 February 2019 that no request has been received to fill this vacancy by election. The Community Council **must** now arrange to fill the vacancy by co-option. It is a legal requirement to advertise the vacancy.

It is **RECOMMENDED** that the Clerk proceed to make the necessary arrangements to fill this casual vacancy by co-option and be authorised to issue the relevant Public Notice.

2. COUNCIL POLICIES AND PROCEDURES

The Council's existing Standing Orders and Financial Regulations have not been refreshed for several years and a Member Officer Protocol should also be adopted. It is now an opportune time due to updates that have been made to the National Model documents following the introduction of the General Data Protection Regulations (GDPR) 2018 and to ensure best practice, to review, refresh and if appropriate to approve and adopt the following documents:-

1. Model Standing Orders 2018 (Wales)
2. Financial Regulations(Wales)
3. Member Officer Protocol.

Copies of the above mentioned documents have already been circulated separately to all members of the Council.

Members are reminded that Minute 9.6 May 2018 tasked a small group of Members to review and report its findings and recommendations back to the Council, having regard to the latest Model Standing Orders available from One Voice Wales. The existing and latest model Standing Orders and Financial Regulations documents have been circulated to and considered by Members of this small Group.

It is **RECOMMENDED** that

1. the revised Model Standing Orders 2018 (Wales) and Financial Regulations(Wales) as now submitted are adopted as they stand and they be reviewed again at the Annual Council meeting in May 2019 and annually thereafter; and
2. the Member Officer Protocol, as now submitted, be approved and adopted for use by the Community Council with immediate effect.

3. REVIEW OF CRITERIA FOR ALLOCATING FUNDS FOR DONATION REQUESTS

Further to Minute 143.ii March 2018, ii), Members are reminded that a Task and Finish Group comprising of the Chair, Councillors Anne Evans, Sian Hope, Paul Jones and Lynne Williams has reviewed the Community Council's existing Policy, criteria and priorities for awarding Grants. A copy of the draft recommendations from the Group was circulated to all members of the Council on 14 January 2019.

Members INSTRUCTIONS ARE REQUESTED on how to proceed

4. APPOINTMENT OF INTERNAL AUDITOR

The Council should ensure the Independent Internal Audit testing during 2019/20 for the 2018/19 Financial Year end and in year Internal audit Services meet the requirements as set out by the Audit Commission for Wales and the current Accounts and Audit Regulations. The Council should review and appoint its internal auditor each year. Guidance states that internal audit must not influence the direction or extent of the

review however it is good practice to seek their input and to ensure that adequate internal controls are in place. The existing Internal Auditor has 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 which will also follow up issues raised in the previous year.

It is **RECOMMENDED** - that the matters now reported to the Council for the renewal of the current arrangements with JDH Business Services Limited concerning the provision of an internal audit service, be accepted and a letter of engagement detailing the Internal Audit Plan for 2018/19 as reported to the meeting, be signed by the Chairman and Clerk and forwarded to the JDH Business Services Limited.

5. SERVICE LEVEL AGREEMENT REPORTING:

i) ACTON COMMUNITY RESOURCE CENTRE: To receive the report attached as Appendix 1 setting out the agreed outputs and outcomes for the Service as submitted to the Acton Community Resource Centre Management Committee meeting on 7 January 2019.

ii).CITIZENS ADVICE BUREAUX – ACTON OUTREACH SERVICE: To consider the outputs and outcomes for the Service for the quarter year 1 October 2018 to 31 December 2018 as attached at Appendix 2

ACTON COMMUNITY COUNCIL – 19 FEBRUARY 2019

AGENDA ITEM 7.5

APPENDIX 1

Acton Community Resource Centre Month Quarter3 18/19

DATE	Bookings by Children's Groups	Bookings by Youth Groups	Bookings by Adult Groups	Bookings by Elderly Groups	TOTAL Daily Bookings	Average Per Week to Dec 18	Average per day	% of rooms in use (268 Days)	No of people attending Training	No of Training Sessions facilitated by Centre	No of People attending Centre Facilitated Training	No of activities to promote Centre	No of Physical Activity oportunities	No of activies promoting Welsh Culture
1	23	11	38	5	77				73	1	20	0	4	2
2	16	9	36	5	66				96	1	15	2	1	1
3	30	12	42	4	88				181	2	22	1	4	2
4	29	11	50	7	97				195	2	27	0	3	1
5	20	9	50	7	86				153	4	57	0	2	3
6	24	9	33	7	73				209	2	30	0	3	2
7	12	7	20	9	48				160	2	27	1	1	1
8	23	8	40	4	75				157	2	42	0	3	1
9	24	8	36	7	75				61	0	0	1	1	1
10	31	8	40	3	82				108	2	22	0	0	1
11	27	12	55	5	99				215	3	28	0	3	0
12	20	9	44	6	79				252	4	57	1	2	2
13	25	9	40	8	82				160	3	47	1	3	1
14	23	8	36	5	72				168	3	47	2	2	2
15	24	7	34	3	68				91	3	42	0	2	1
16	25	8	41	5	79				108	2	16	0	2	1
17	33	7	37	2	79				114	2	22	1	2	2
18	27	11	51	4	93				255	3	29	1	3	0
19	20	8	51	4	83				245	3	27	1	2	1
20	25	9	39	4	77				175	4	57	0	4	0
21	24	10	39	4	77				121	4	57	2	2	1
22	19	10	52	3	84				149	3	42	0	2	1
23	26	9	43	3	81				237	1	15	1	1	1
24	33	5	38	2	78				78	2	22	2	1	1
25	21	10	50	4	85				125	5	65	2	4	2
26	22	7	25	3	57				81	2	20	2	2	2
27	19	7	39	5	70				106	3	37	0	4	1
28	10	6	26	4	46				87	4	57	1	2	2
29	16	7	36	4	63				134	2	30	0	1	1
30	21	11	36	3	71				251	0	0	0	0	2
31	9	6	16	1	32				60	0	0	0	0	0
TOTALS	701	268	1213	140	2322	59.54	8.66	48.13%	4605	74	979	22	66	39

ACTON MONITORING STATISTICS - OCTOBER TO DECEMBER 2018

	Oct	Nov	Dec	Totals
NO. OF SESSIONS	4	5	3	12
CLIENTS SEEN	12	14	4	30

NO. OF CLIENT REPEAT VISITS	1	2	1	4
NO. OF REFERRED CLIENTS TO OTHER SPECIALIST PROJECTS	1	3	1	5
DEBT FIGURES	£15,500	£18,093	£3,000	£36,593
MAXIMISED INCOME	£10,023	£17,120	0	£27,143

Additional Information

ENQUIRY TYPE	Oct	Nov	Dec	Totals
Debt	5	3	2	10
Benefits	7	10	1	18
Housing	1	1	1	3
Employment	0	0	0	0
Consumer		0	0	0
Benefit Appeals	0			0
Relationships & Family	0	0	3	3
Other	4	8	1	13
				47

INFORMATION AND GENERAL CORRESPONDENCE RECEIVED SINCE THE LAST MEETING

	Organisation	Details	Comments
	Derrick Evans, Wales Audit Office	Financial Management and Governance – Town and Community Councils 2017-18 and Internal Audit Arrangements at Town and Community Councils in Wales: Email dated 23 January 2019 Advising that the Auditor General recently published two national reports related to community and town councils. Both reports identify that community and town councils need to make improvements to their arrangements. All councils can learn lessons from the issues reported and copies of the Reports have been sent to every council in Wales. The reports can be viewed here:: Financial Management and Governance – Town and Community Councils 2017-18 sets out the Auditor General’s overall conclusions from his audit work. Internal Audit Arrangements at Town and Community Councils in Wales reports on the Auditor General’s study on internal audit functions in the sector.	
1.	John Gallanders AVOW	Community Transport Event - Plas Madoc on 29 March 2019 from 9.30am to 3pm: An email was sent 24 January 2019 to all with an interest in the impact of community transport on the accessing of services and community activity. The event is aimed at members of the public and service users and provides an opportunity to explore the issue of Community Transport for people of all ages and abilities more closely. Interested organisations can book via this link .	
2.	North Wales Police	Quarterly Drugs Dog Visits: Email dated 25 January 2019 advising that the Wrexham Policing Team are in the process of arranging for the Cheshire dog handler to attend on a quarterly basis for the Drugs dog Operation. The email canvassed all councils to ascertain who will be interested in contributing again this year. The cost last year was £125. Confirmation from the dog handler on the cost, and availability for 2019 was awaited. Once this information has been confirmed it can be discussed during council meetings with your local PCSO’s.	
3	Wrexham County Borough Council	1.Welsh Government All Wales Play Opportunities Grant 18/19 (AWPOG18/19): Letter dated 4 February 2019 advising that in recognition of the major financial contribution Community Council’s make to the delivery of playwork (staffed play) provision and their essential ongoing support to the sustainability of these services. A proportion of the Wrexham allocation of the AWPOG 18/19 has been distributed to providers of open access playwork provision The Community Council’s invoice for the Borrass Park Play Sufficiency	

	Organisation	Details	Comments
		Assessment in 2018 will be reduced by 25% making a saving of £625 . The Community Councils is urged to consider re-investing this funding in further support for children’s play 2.Wrexham Town and Community Council Forum – Thursday 21 March 2019: Email dated 1 February 2019 inviting the Council to send 2/3 representatives to this meeting to be held in the Council Chamber at the Guildhall, Wrexham. Any items for discussion should have been submitted by 5 March 2019	
		3.Wrexham Council Bilingual Signage: Email dated 1 February 2019 seeking support and assistance to report any signs in the Acton community which have been put up since 30 March 2016 and do not comply with the Welsh Language Standards to enable Wrexham CBC to correct them. There is a dedicated reporting page on the Council’s My Account portal to allow reports to be submitted.	
4.	The Motivational Preparation College for Training (MPCT)	Wrexham Awards Ceremony to celebrate our learners’ successes: Email dated 7 February 2019 extending an invitation to attend this Ceremony on 1 April 2019 at the William Aston Hall, Wrexham Glyndwr University, Mold Road, Wrexham LL11 2AW.	