

13 May 2020

Dear Councillor

You are summoned to attend the meeting of **ACTON COMMUNITY COUNCIL** to be held remotely (The Local Authorities (Coronavirus) (Meetings) (Wales) Regulation 2020), on **Tuesday 19 May 2020 at 6.30pm**. The business to be transacted is as set out in the agenda below.

To join the meeting please follow the instructions sent in a separate email. Members of the public are welcome to attend and observe the meeting. Please call the Clerk on 07913 071470 if you require the log-in details for the meeting to be sent to you, or if you are having any problems logging in.

Yours faithfully

Carole Roberts

Clerk and Responsible Financial Officer 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.
3. **PUBLIC QUESTIONS:** In accordance with Standing Order No. 3e; any Member of the Public who is a resident within a ward of the Community Council and has given notice (specifying the matter on the agenda which they wish to speak) to the Clerk to the Community Council's office by noon on 18 May 2020, may, subject to stating their name and address before the meeting, speak at this meeting, as of right, on any matter on the agenda, for no more than 3 minutes.
4. **CONFIRMATION OF MINUTES:** To confirm the Minutes of the Council meeting held on 18 February 2020 (Copy previously circulated)
PLEASE NOTE: The meetings due to be held on 17 March and 21 April 2020 were cancelled due to the outbreak of Covid-19.
5. **INFORMATION HELD OVER FROM THE 18 FEBRUARY MINUTES:**
 1. **Minute 134(4) Pilot CCTV Scheme– Update**
 2. **Minute 134 (5) Visit to the Police Control Room at St Asaph**
 3. **Minute 134(6) Little Acton Community Centre Task & Finish Group:** Members should note that the Public Consultation on the Community Council leasing this Community Centre has been kept open beyond 27 March 2020
 4. **Minute 137.1 Proposals for the Nine Acre Field in the Acton Community :** To note the pre-application consultation for the new Primary School has ceased and a new Consultation will commence in due course
6. **REMOTE ATTENDANCE AT MEETINGS:** To consider the Virtual Meeting Procedures in conjunction with the One Voice Wales Guide for Councillors and Clerks dated April 2020. (Copy of a suggested recorded vote sheet is attached)
7. **COVID 19 PANDEMIC RESPONSE:** To receive a Summary of urgent matters dealt with by the Clerk in consultation with the Chair and Vice Chair (Copy attached)

- 8. PROCEDURAL MATTERS:** To consider the following matters:
- 1. SECTION 116 LOCAL GOVERNMENT (WALES) MEASURE 2011 CASUAL COUNCILLOR VACANCY IN THE LITTLE ACTON WARD:** The Returning Officer had not received any requests from Electors for an election and has advised the Community Council that it must now proceed to fill this vacancy by co-option.
 - 2. INDEPENDENT REMUNERATION PANEL FOR WALES ANNUAL REPORT - FEBRUARY 2020:** To receive and accept the Annual Report – February 2020 of the Independent Remuneration Panel and consider reaffirming the decisions of the Community Council Meeting on 5 November 2019 in respect of the range and maximum Allowances payable for the Financial Year 2019/20. (Minute 84.1 refers)
 - 3. RENEWAL OF THE COUNCIL'S INSURANCE POLICY WITH ZURICH MUNICIPAL FROM 1 JUNE 2020.** To authorise the renewal and payment for this Policy
- 9. FINANCIAL ASSISTANCE:** The Council has not yet considered the 7 Applications for Financial Assistance that were due to be determined at the March 2020 meeting. (Details previously circulated) In addition the Chair and Vice Chair have proposed the following financial assistance as set out below. The Council is asked to determine how it wishes to proceed:
1. Donation to Wrexham Foodbank to defray the costs of the Covid 19 pandemic = £2,000.00
 2. Donation to Dean Road Residents Group towards Legal and Planning costs =£1,000.00
- 10. 2019/20 AUDIT AND PAYMENT OF ACCOUNTS:**
1. To receive the 2019/20 year-end Receipts and Payments, Budget Outturn and Bank Reconciliation; and
 2. To give approval to the attached schedule setting out details of payments received and made during March and April 2020 and to authorise any outstanding debtor or other payments for May 2020.
- 11. EXCLUSION OF THE PRESS AND PUBLIC:** It is recommended that the press and public be excluded from the Meeting during consideration of the following items of business as it is likely that, if they were present, there would be disclosure to them of exempt information as defined in the Public Bodies Admission to Meetings Act 1960.
- 12. CLWYD PENSION FUND – ANNUAL SERVICE LEVEL AGREEMENT:** To consider and authorise, if approved, for the Clerk to the Council in consultation with the Chair to sign and return this document to the Clwyd Pension Fund
- 13. SERVICE LEVEL AGREEMENTS:** To determine whether the Council deems it necessary to reduce the the level of the Quarter 1 payments for 2020/21 in respect of the following
1. Caia Park Partnership – Open Access Youth Work
 2. Wrexham Citizen Advice Bureaux – Acton Outreach Service
 3. Wrexham County Borough Council for :
 - i) Acton Community Resource Centre
 - ii) Inspection and Maintenance of Play Areas
 - iii) Seasonal Park Ranger
 - iv) School Crossing Patrols
- 14. MAESYDRE POWER HOUSE :** To receive the Building Survey and determine the timetable for any further action that is necessary

**ACTON COMMUNITY COUNCIL
REMOTE COUNCIL MEETING
RECORDED VOTE**

Council Meeting

Agenda Item No: ____

Subject: _____

Councillor	FOR	AGAINST	ABSTAIN	ABSENT
Bill Baldwin				
Caroline Bettley				
Mike Davies				
Salli Edwards				
Anne Evans				
Ralph Hardy				
Sian Hope				
Paul Jones				
Philip Lloyd				
Geoffrey Lowe				
Mike Pritchard				
Kevin Roberts				
Thomas Stanford				
Debbie Wallice				
Lynne Williams				
1 Vacancy				

SUMMARY

FOR	AGAINST	ABSTAIN

Signed

Chair

Clerk to the Council

Date

COVID -19 PANDEMIC RESPONSE: SUMMARY OF URGENT MATTERS INCLUDING THOSE DEALT WITH BY THE CLERK IN CONSULTATION WITH THE CHAIR AND VICE CHAIR

Subject/Matter	Action Taken /Decision	Outcome
1. CANCELLATION OF 17 MARCH 2020 COUNCIL MEETING	The Chair of the Council took this decision following the Prime Ministers daily Briefing on 16 March 2020. All members of the Council and Speakers were notified via email on 16 March 2020.	Action to be taken or otherwise on all matters arising was notified on 16 March 2020. Any matters held in abeyance have been included on the Agenda for 19 May 2020 Remote Council Meeting
2. DELEGATION OF COUNCIL DECISIONS TO THE CLERK during any period of restricted activity declared by the Government in respect of the Covid-19 virus. Such delegation to enable the Council to fulfil its responsibilities to its residents	Email Circulated to full Council Membership on 16 March 2020. Majority consensus obtained to enable any urgent or pressing decisions being taken by the Clerk in consultation with the Chair and Vice Chair (similar to the current practice for August recess) and reported in to the next normal Council meeting	This emergency delegation was being used until receipt of advice on 21 April from Derryck Evans, Audit Wales confirming that if a Council did not determine a Scheme of Delegation at any point up to its last Council meeting prior to the lockdown, it cannot lawfully approve one until after the new regulations are made and it can convene a lawful meeting. The Council and Clerk has relied on the delegations contained in the Council’s Standing Orders and Financial Regulations
3. PUBLIC CONSULTATION: RETENTION OF LITTLE ACTON COMMUNITY CENTRE. Consultation event 21 March 2020 at Little Acton Community Centre being arranged by Members of the Task & Finish Group	Event cancelled and Consultation deadline extended until such time as the lockdown restrictions end and meaningful Public Consultation takes place	Consultation still current. The Task & Finish Group will need to arrange another Open Day at the Community Centre once lockdown has eased
4.VACANCY LITTLE ACTON WARD Notification on 12 March 2020 from Returning Officer that the Council must fill this vacancy by Co-option. Should have been reported to the cancelled 17 March 2020 Council meeting	Hold in abeyance until the Full Council can meet to consider this matter	Included on Agenda for 19 May 2020 Remote Council Meeting
5.INDEPENDENT REMUNERATION PANEL Final Report February 2020 – Should have been reported to the cancelled 17 March 2020 Council meeting	Hold in abeyance until the Full Council can meet to consider this matter	Included on Agenda for 19 May 2020 Remote Council Meeting

<p>6. CONSULTATION FOR PROPOSED OFF STREET PARKING PLACES ORDERS 2020 Should have been reported to the cancelled 17 March 2020 Council meeting</p>	<p>The deadline for comments was 20 March 2020. As the Council was unable to make a decision, individual members were advised to submit any comments they have direct to Wrexham CBC by this deadline</p>	<p>Not yet known</p>
<p>7. FINANCIAL ASSISTANCE The 7 Applications received for consideration under s137 powers in Quarter 4 should have been determined at the cancelled 17 March 2020 Council meeting</p>	<p>Hold in abeyance until the Full Council can meet to consider this matter</p>	<p>Included on Agenda for 19 May 2020 Remote Council Meeting</p>
<p>8. PLANNING APPLICATIONS 1. No P/2020/0164: Erection of Gazebo in Rear Garden at 24 Little Acton Drive Wrexham Notification received on 16 March 2020 2. Application No P/2020/0170: Amendment to Roofline of Existing Conservatory, Alterations to Windows and Doors, Demolition of Existing Garage Buildings and Erection of New Outbuilding/Store at 11 Erw Las Wrexham Notification received on 17 March 2020 3. Application No P/2020/0190 Lowering of Existing Fence by 2ft along existing Dwarf Wall at 240 Chester Road Wrexham LL12 8DT. Notification received on 19 March 2020</p>	<p>Details of each application was circulated via email to all members of the Council with a request that any comments/observations they wish to make within the 21 day Consultation period be submitted to the Clerk</p>	<p>1. No observations or comments received from Members of the Council 2. No observations or comments received from Members of the Council 3. No observations or comments received from Members of the Council</p>
<p>9. PRE-PLANNING CONSULTATION FOR NEW PRIMARY SCHOOL AT NINE ACRE, WESTMINSTER DRIVE, WREXHAM: Notice issued dated 13 March 2020 informing of the above application and the process that applies to all planning applications for “Major” developments.</p>	<p>Notification letter circulated to all members of the Council on 19 March 2020 inviting comments by 1 April 2020. The Statutory Process for this Consultation has been postponed until after the Covid-19 Lockdown</p>	<p>The Community Council and members of the Community will be given the opportunity to access information about this Consultation when the postponement ends after relaxation of Covid-19 lockdown measures</p>
<p>10. PLANNING APPEAL BY GLYNDWR UNIVERSITY FOR DEAN ROAD SITE P/2018/0673 Notification received via former Gmail account</p>	<p>Information circulated to Members on 19 March 2020 and Website Updated to reflect the appeal However due to the current Covid-19</p>	<p>Held in abeyance until the Planning Inspectorate resumes its work and the full Council can meet to consider its response to this matter. Website has been updated to reflect the current position</p>

<p>on 16 March 2020 of this Appeal lodged by Glyndwr University against the refusal of Planning Permission for the Dean Road Playing Field (Application No P/2018/0673). The Appeal was to be decided on the basis of a Hearing and determined by a Planning Inspector and not by the Welsh Ministers.</p>	<p>pandemic, the Planning Inspectorate have suspended all enquiries, hearings and site visits for the foreseeable future.</p>	
<p>11. NEW FINANCIAL CONTRIBUTIONS: 1. DEAN ROAD RESIDENTS COMMITTEE The Agenda for the postponed meeting of the Council on 17 March 2020 included an item for Representatives of the Dean Road Residents Committee to give a short presentation regarding their fundraising campaign to help fight against the Glyndwr University Planning Appeal (see 10 below) The Chair indicated to the Clerk that he had intended to propose a £1,000 contribution towards the Residents Committee's Legal and Planning Consultant costs</p> <p>2. WREXHAM FOODBANK On 18 March 2020 Councillor Paul Jones via an email to the Chair put forward a suggestion that the local Food Bank needs financial support to deal with the expected increase in demand caused by Coronavirus and proposed that Acton Community Council donate a minimum of £2,000 to help the organisation provide food to vulnerable residents.</p>	<p>Advice was sought from One Voice Wales on 19 March 2020 regarding the Council's intention to make the two new and large financial contributions under urgent delegated powers during the Covid-19 lockdown The Chair & Vice Chair were provided with the Advice received on 26 March 2020 and the Clerk was instructed on 29 March 2020 to pay £2,000 to Wrexham Foodbank and £1,000 to the Dean Road group On 30 March 2020 further clarification from One Voice Wales was obtained on separate advice the Chair had received from Paul Egan. On 9 April 2020 the Clerk advised the Chair and Vice Chair (copying in all members of the Council) of the further advice received from Mr Egan on 30 March 2020 and advised of action taken following their instruction. The Clerk also sought authorisation via email from two of the Council's four signatories to enable the payments to be made and ensure compliance with the Council's Financial Regulations and Standing Orders</p>	<p>The response received from One Voice Wales on 30 March 2020 confirmed that arrangements for delegation of decision making are set out in s.101(2) of the Local Government Act 1972 and an attached a legal topic note explaining how such delegation can be authorised noting that delegation to any individual councillors is not permissible. (Unlawful). Advice received on 21 April from Derryck Evans, Audit Wales confirmed that if a Council did not determine a Scheme of Delegation at any point up to its last Council meeting prior to the lockdown, it cannot lawfully approve one until after the new Regulations are made and it can convene a lawful meeting. This matter has been left in abeyance until a lawful Council meeting can be held. In the meantime the Council and Clerk has only been able to rely on making payments for approved budget items at the levels of delegation contained in the Council's Standing Orders and Financial Regulations that were approved in May 2019. The two proposed Contributions for the Foodbank and Dean Road Residents Committee have been included for consideration on the a Remote Council Meeting Agenda called for 19 May 2020</p>
<p>12. SLA OPEN ACCESS YOUTH WORK Emails received from Caia Park Partnership regarding the operation of this SLA during the Covid-19 Lockdown on 19 March, 2 April and 12 May 2020</p>	<p>Clerk consulted with the Chair and Vice Chair. Response sent to Wrexham CBC on 26 March 2020. As this decision contains exempt information, the detailed email Audit trail will be reported under Agenda Item 13 at the Remote Council meeting on 19 May 2020</p>	<p>Included on Agenda for 19 May 2020 Remote Council Meeting to consider the 2020/21 Q1 funding</p>

<p>13.LOCAL PLACES FOR NATURE - FUNDING APPLICATIONS Shane Hughes, North Wales Senior Project Officer of Keep Wales Tidy on 24 March 2020 informed of a time limited opportunity until 27 March 2020 to apply for an incredible Welsh Government funding initiative that aims to create, restore and enhance habitats across Wrexham</p>	<p>Details Circulated to All Members of the Council on 24 March 2020</p>	<p>Information forwarded on to the Friends of Acton park and the Manager at the Acton Community Resource Centre before the Funding deadline</p>
<p>14. SCHEME OF DELEGATION AND BUSINESS CONTINUITY ARRANGEMENTS in the light of the COvid19 crisis. The Clerk on behalf of the Council sought to demonstrate that it has taken the appropriate steps to properly delegate urgent matters and ensure business continuity.</p>	<p>Draft Policy Documents were circulated to all members of the Council on 24 March 2020. Only 6 responses received</p>	<p>Not implemented Subsequent advice from Derryck Evans, Audit Wales on 21 April 2020 confirmed that if a Council did not determine a Scheme of Delegation at any point up to its last Council meeting prior to the lockdown, it cannot lawfully approve one until after the new regulations are made and it can convene a lawful meeting.</p>
<p>15. BOUNDARY COMMISSION REVIEW Email received 24 March 2020 confirming that the Commission has decided to suspend the draft proposals consultation period for the Electoral Review of Wrexham.</p>	<p>Notification circulated to all members of the Council on 24 March 2020</p>	<p>Held in abeyance until the Boundary Commission resumes its work</p>
<p>16. SLA ACTON SEASONAL PARK RANGER Email received 25 March 2020 advising of a proposal to postpone the commencement or vary the time span of this year's Seasonal Ranger post</p>	<p>Clerk consulted with the Chair and Vice Chair who were in agreement to postpone this year's Ranger post until later in the year Response sent to Wrexham CBC on 26 March 2020</p>	<p>2020 Park Ranger is not yet in post Item included on Agenda for 19 May 2020 Remote Council Meeting to consider SLA funding</p>
<p>17 YEAR END COVID 19 SPECIFIC EAR MARKED RESERVES To earmark unspent budgets as follows at the end of March 2020 due to the Covid 19 lockdown and there being no Council meeting held or invoices received in March 2020:- 1. Crime Prevention(CCTV SLA) - £4,530.00 2. Little Acton Community Centre Q4 payment - £4,063.00 3. S137 Applications received in Q4-</p>	<p>Clerk consulted with the Chair and Vice Chair who were in agreement with the proposal to move the four remaining unspent 2019/20 budget amounts to the Council's specific earmarked reserves</p>	<p>Monies were transferred on 30 March 2020 to separate Covid 19 Earmarked reserves and are shown in the Statement of balances and reserves sheet for 2019/20. The monies will transferred back to the Council's current account as soon as the invoices for the outstanding 2019/20 payments are received and approved for payment</p>

<p>£1,967.00 4. School Crossing Patrols SLA Q4 payment £3,424.50</p>		
<p>18 HARDSHIP FUND The Chair asked the Clerk on 6 April 2020 to look at putting in place a Hardship fund which would be made available for Community Councillors who come across cases of real hardship to access small amounts of money to buy goods eg groceries or similar.</p>	<p>The Clerk requested examples from the Clwyd Branch of Clerks of any similar funds that have been established by them. Advice was also taken from One Voice Wales who indicated that the Council cannot give public monies to individuals and advised that any donations to relieve Hardship should be made to established Volunteer Groups such as the Foodbank or similar</p>	<p>In view of the advice received from One Voice Wales on 12 May 2020 no action has been taken</p>
<p>19 SLA SCHOOL CROSSING PATROLS Letter dated 17 April 2020 regarding the School Crossing patrol service due to the current Covid -19 Lockdown.</p>	<p>Chair and Vice Chair were consulted and in agreement with content of letter. A response was sent by the Chair to Wrexham CBC on 20 April 2020 As this decision contains exempt information, the detailed email Audit trail will be reported under Agenda Item 13 at the Remote Council meeting on 19 May 2020</p>	<p>Included on Agenda for 19 May 2020 Remote Council Meeting to consider Q1 funding</p>
<p>20.CLWYD LGPS - EMPLOYER 2019/20 YEAR END STATEMENT This information under the terms of the Service Level Agreement has to be provided to the Clwyd Pension Fund by 30 April 2020</p>	<p>The Chair as Authorised signatory considered an electronic version of the information to be submitted and provided email confirmation to make the year end declaration on behalf of the Community Council in lieu of his signature on the document</p>	<p>Declaration and information acknowledged by the Clwyd Pension Fund as having been provided by 30 April 2020 deadline</p>

End of Summary