

9 September 2020

Dear Councillor

You are summoned to attend the meeting of **ACTON COMMUNITY COUNCIL** to be held remotely in accordance with (The Local Authorities (Coronavirus) (Meetings) (Wales) Regulation 2020), on **Tuesday 15 September 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 14 September 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 August 2020 (Copy attached)
- 5. INFORMATION FROM THE 18 AUGUST 2020 MINUTES:**
- 6. COMMUNITY POLICING MATTERS:** To receive the Monthly Policing and Operations Report from the Acton Community Police Officers.(to follow)
- 7. SERVICE LEVEL AGREEMENT –ACTON YOUTH WORK PROJECTS:** representatives of the Caia Park Partnership will be in attendance at the remote meeting to present their report and other information that has been circulated separately to Members in respect of the Quarter 1 performance monitoring to 30 June 2020 on the operation of this Service Level Agreement for the 8-12 and 13+ Age Groups during the Covid 19 Lockdown period.
- 8. KEY ACTON ISSUES:** WCBC Members to report verbally on any **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. ANNUAL ACCOUNTS 2019/20 – CONCLUSION OF AUDIT BY 30 SEPTEMBER 2020:** The Clerk to report on any updates received from the External Auditor in respect of the External Audit of the Council's Accounts for the year ended 31 March 2020.

**10. REPORT FROM CLERK:** Clerk to report on correspondence and other information that has been received since the last meeting. Details attached

**11. PAYMENT OF ACCOUNTS:** To note details of any payments received and authorise any outstanding debtor or other payments.

**12. PLANNING APPLICATIONS:** To consider any comments the Council may wish to make on the following applications made or to be made under the Town and Country Planning Act 1990 (to be determined by Wrexham County Borough Council)

| <b>Case Number/ Address</b>  | <b>Proposed Development</b>  | <b>Decision</b> |
|--|--|-----------------|
| 1.P/2020/0445 *<br>Crown Buildings, 31Chester Street Wrexham                     | Refurbishment of Office Building and ground floor extension  |                 |
| 2.P/2020/0455<br>25 Kensington Grove Wrexham                                     | Works to protected sycamore (TPO WMBC No 167)  |                 |
| 3. P/2020/0475<br>Borras Park Community Primary School, Borras park Road Wrexham | One Storey and Two Storey extensions refurbishment works and associated parking areas and outdoor recreation and games areas   |                 |
| 4.P/2020/0492<br>19 Larchwood Road Wrexham                                       | Erection of 6ft high boundary fence (in retrospect)  |                 |
| 4. P/2020/0497<br>Barkers Lane CP School Barkers Lane, Wrexham                   | Extension to existing school, refurbishment and internal remodelling, external works to form new area of car parking together with enhanced play areas and associated ancillary facilities |                 |
| 5. P/2020/0526<br>Former Divisional Police Headquarters Bodhyfryd Wrexham        | Variation to conditions 2,4,5,15,16,and 17 of P/2019/0675 to allow for the redevelopment and occupation of the retail store prior to the drive through coffee shop                         |                 |
| 6. P/2020/0530<br>85 Ffordd Garmonydd Wrexham                                    | Change of use of dining room to Hairdressing salon   |                 |
|  |  |                 |

*\*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 requests an extension of the 21 day consultation period where appropriate*

**13. 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.

**14. VOLUNTEER WORK TO ENHANCE THE ENVIRONMENT AT JEFFREYS ROAD:** Further to Minute 188.1 August 2020 the Chair and Councillor Debbie Wallice will give an update at the meeting.

**15. 2020-21 NATIONAL SALARY AWARD:** To receive and implement a national circular and update published 26 August 2020 advising that the NJC for Local Government Services has agreed a 2.75% pay award effective from 1st April 2020.

**Minutes of the Remote Meeting of Acton Community Council held on Tuesday 18 August 2020 at Acton Community Resource Centre, Overton Way, Acton, Wrexham**

Present:

|            |                       |            |                      |
|------------|-----------------------|------------|----------------------|
| Councillor | Kevin Roberts (Chair) | Councillor | R Hardy (Vice Chair) |
| "          | W Baldwin             | "          | P D Jones            |
| "          | Mrs C Bettley         | "          | P Lloyd              |
| "          | M Davies              | "          | G Lowe               |
| "          | MS E Doherty          | "          | M Pritchard          |
| "          | Ms S Edwards          | "          | T Stanford           |
| "          | Mrs A Evans *         | "          | Mrs D Wallice        |
| "          | Ms S Hope *           | "          | Ms L Williams        |

\* Absent

Also Present:

Mrs Carole Roberts, Clerk to the Council

## 157. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Mrs A Evans and Ms S Hope.

**RESOLVED – that the apologies be received and accepted.**

## 158. DECLARATION OF INTERESTS

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

**1. Agenda item 5.3 – Proposal to build a school on Nine Acre Field:** Councillor Lynne Williams declared a personal and prejudicial interest due to the fact that she is a local resident whose property is in close proximity to the Nine Acre application site. In addition, she is involved in the Campaign Group against the development of it.

**2. Agenda Item 14-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.

## 159. PUBLIC QUESTIONS

The Clerk indicated she had not received notice of any public questions.

## 160. CONFIRMATION OF MINUTES

The Minutes of the Council meeting held on 21 July 2020 were received

**RESOLVED – that the Minutes of the Remote Council meeting held on 21 July 2020 be received and confirmed as a correct record**

## 161. INFORMATION FROM 21 JULY 2020 MINUTES:

**1. Minute 174.2- Volunteer Work to Enhance the Environment at Jeffreys Road:** Councillor Wallice advised that the residents who had volunteered to paint the railings wished for Wrexham County Borough Council to repair the bent railings before starting work. The purchase of the paint, together with the safety equipment and other supplies as identified in the risk assessment had been deferred until the position becomes clearer. The Chair advised that Colour Supplies had now indicated it would match the lowest quote received when the purchases are made.

**The present position was noted**

2. **Minute 175.2) Acton Park Task & Finish Group:** It was noted that the Group had not yet met and the Chair was contacting the Groups etc. referred to in the Minute.
3. **Minute 177.2 -Ffordd Garmonydd Safety Surface:** It was noted that the relevant Wrexham CBC officer had now been requested to arrange for this work to be completed
4. **Minute 182.2 Response to Pre-planning Consultation for new Primary School at the 9 Acre Field Westminster Drive Wrexham:** It was noted that a detailed response as circulated to all members of the Council had been submitted and an acknowledgement received that it had been received before the Consultation deadline

*(The following declarations of personal interest in respect of the Pre-Planning Consultation for the Nine Acre Field were made for the following reasons :*

1. *Councillor Debbie Wallace has a personal interest as she is employed by St Mary's Catholic School that is planning to relocate to this site; and*
  2. *Councillor Lynne Williams has a personal and prejudicial interest as she is a local resident whose property is in close proximity to the application site and is involved in the Campaign Group against the development of it*
- Following their declarations, both Members were placed electronically in a separate online waiting room whilst this item was debated and determined and they were both unable to take part in any of the discussion and voting thereon)*

## 162. COMMUNITY POLICING MATTERS

It was noted that due to technical difficulties it has not been possible for the Monthly Policing and Operations report to be sent for consideration at the meeting. However the Acton Sector Policing Team would take on board any issues Members may wish to raise.

It was noted that there were no issues or questions that members wished to raise.

## 163. KEY ACTON ISSUES

WCBC Members reported verbally on the following new or Key Issues being considered by the County Bough Council that may affect the whole or part of the Community of Acton:-

1. Pre-Planning Application for 600 houses off the Holt Road had been rejected by the Planning Committee at its July 2020 meeting
2. Proposals to develop and expand Ty Nos were timetabled to be discussed by the Executive Board shortly
3. Social Media reports recently of a white van in the area calling to clean gutters etc. Members asked to cascade information
4. Rubbish in the vicinity of parking area at the junction of the Holt Road and Borrass Road.

***RESOLVED - that the Clerk liaise with the local member and arrange to write to the Head Office of McColl as owners of the parking area now referred to expressing the Community Council's dismay about the poor condition and levels of rubbish littering the car park boundaries and request that the rubbish be removed and the area generally tidied up***

*(Councillor Geoff Lowe arrived at this stage of the proceedings)*

## 164. REPORT FROM CLERK

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

| Organisation                  | Details  |
|-------------------------------|--|
| 1. Came & Co                  | Renewal of Cyber Insurance Policy Number 5365508: Email dated 23 July 2020 enclosing a review of the Council's annual policy which is due to expire on 28 August 2020.<br><b><i>RESOLVED that the Council renew this Policy at a cost of £319.20</i></b> |
| 2. Friends of Wrexham Museums | <b><i>Wrexham In Memoriam 1914-18:</i></b> Letter dated 29 July 2020 advising this book has now been published and thanking the Council for its generous donation of £400 towards the books. Two copies of the Book will be placed                       |

|                                   |  |
|-----------------------------------|--|
|                                   | <p>in a location of the Council's choice where they can be accessed by members of the Public.</p> <p><b>It was noted that Councillor Paul Jones will liaise with the Manager of Memorial Hall regarding the safe placement of the books within the building</b></p>  |
| 3. Wrexham County Borough Council | <p>1. <b>Proposed Off Street Parking Places Orders 2020:</b> Email received 17 August 2020 advising the Public Notices had been published in the local press on 17 August 2020. The closing date for receipt of comments is 13 September 2020. Members welcomed the proposed orders in general</p> <p>2. <b>School Crossing Patrol at Acton School:</b> Email dated 17 August 2020 confirming Mr Peter Roberts who has been in this post since 2009 was leaving his post in early September. The Post will be advertised shortly following a review of existing Patrols in the Acton Community. Members referred to Mr Roberts reliability and that he would be missed by all at the school and suggest the Council's thanks and best wishes be conveyed to him and the Chair provide a token gift of thanks from his Charity Account.</p> <p><b>RESOLVED – that the proposed action be endorsed</b></p> |
| 3. Vision ICT                     | <p><b>Website compliance with WCAG 2.1 guidelines on the accessibility requirements for council websites:</b> The Clerk reported that work was progressing well on ensuring the Council's website is compliant by 22 September 2020. Members referred to Website usage statistics and analysis of topics most favoured would enhance the Council's web presence. However Social Media platforms may promote the Council better. The Clerk reminded Members of the Council's obligation to meet the Access to information requirements of Part 5 (Sections 55-58) of the Local Government (Democracy) (Wales) Act 2013. The progress update was noted</p>   |
| 4. David Prince                   | <p><b>100 years of the Acton Estate:</b> An email from this local resident on 23 July 2020 had drawn to this landmark date. The information had been passed on to the local Housing Estate office and the Civic Office at Wrexham CBC. It was noted that the Community Council had not existed in 1920. However due to the lateness of the notification it had not been possible to consider arranging any commemoration particularly given the Covid 19 lockdown situation. It may be possible if there is no mayoral involvement, to arrange for a commemorative plaque/stone to be laid to mark the 100 years subsequently. The present position was noted.</p>   |

## 165. PAYMENT OF ACCOUNTS

The Clerk reported on Payments received since 21 July 2020 and requested authorisation for outstanding debtor or other cheque and BACS payments as set out in the schedule below:

1. Money Market Account- 2nd Precept Payment on 29 July 2020=£56,333.33
2. Internal banking transfers were made on 10 August 2020 from the Business Money Manager Account (Deposit Account) to Community Account (Current Account) : £1,000.00; £2,500.00; £22,500.00

**RESOLVED –To approve the payments to be made in August 2020 as set out in the schedule below:-**

| Current Account: |                     |   |   |                           |
|------------------|---------------------|---|---|---------------------------|
| Voucher          | Reference           | Payee                                     | Details   | Amount                    |
| 44.              | BACS ref<br>15.7.20 | <b>9 Acre Field Residents Association</b> | Financial Support towards professional costs to be incurred opposing proposals to build on the 9 Acre Field, Westminster Drive, Wrexham<br>Power of Well-Being (SS 1-5 Local Government Act 2000) | £1,000.00                 |
| 45.              | BACS ref<br>16.8.20 | Carole Roberts                            | Clerks Salary and office expenses for July 2020 calculated by the Council's Agent: Shropshire County Council in accordance  | (as per payroll schedule) |

|     |                     |                                      |   |                              |
|-----|---------------------|--------------------------------------|---|------------------------------|
|     |                     |                                      | with Minute 47 July 2017<br>Section 112 Local Government Act 1972<br>(as amended)                                   |                              |
| 46. | BACS ref<br>17.8.20 | Clwyd Pension<br>Fund                | Pension payments for July 2020<br>Section 112 Local Government Act 1972 (as<br>amended)                             | (as per Payroll<br>schedule) |
| 47. | BACS ref<br>18.8.20 | HMRC                                 | Payroll payments for July 2020<br>Section 112 Local Government Act 1972 (as<br>amended)                             | (as per Payroll<br>schedule) |
| 48. | Cheque No<br>202046 | Carole Roberts                       | Clerks Expenses for August 2020<br>Section 112 Local Government Act 1972<br>(as amended)                            | £102.79<br>(VAT= £9.33)      |
| 49. | Cheque no<br>202047 | Came &<br>Company                    | Cyber Package Renewal to 27/8/21<br>Section 112 & S140 Local Government Act<br>1972 (as amended)                    | £369.20                      |
| 50. | Cheque no<br>202048 | Wrexham<br>County Borough<br>Council | Q1 costs for Little Acton Community<br>Centre<br>Section 19 Local Government<br>(Miscellaneous Provisions) Act 1976 | £41.39                       |

## 166. STANDING ORDERS AND FINANCIAL REGULATIONS

The Chair permitted Councillor Salli Edwards to ask questions about the application of the Council's Standing Orders and Financial Regulations and spending powers on items without a budget. It was suggested that the Clerk could prepare some guidelines for discussion at the next meeting. However reference was made to the various modules of sector specific training provided by One Voice Wales and that a range of Zoom courses were being arranged for the autumn.

**RESOLVED – that the Clerk circulates details of the One Voice Wales training timetable to members so they can select modules on dates suitable for them.**

## 167. 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:**

| <b>Case Number/ Address</b>  | <b>Proposed Development</b>   | <b>Decision</b>   |
|--|---|---|
| 1.P/2020/0304<br>Former Divisional Police<br>Headquarters Bodhyfryd<br>Wrexham | 'drive Thru' / Variation / Removal<br>Of Conditions (2, 3, 4, 10, 11, 12,<br>15, 16 And 17) Of Planning<br>Permission P/2018/0675 To<br>Facilitate the removal of the Drive<br>Thru Coffee Shop | The Council welcomes the removal of this<br>Drive Through Coffee Shop from the<br>development scheme for the former Police<br>Headquarters, particularly given the<br>objections the Council has previously<br>raised to its inclusion. The Council also<br>endorses the proposal to use the previous<br>drive through site for the provision of<br>increased parking bays for disabled drivers |
| 2.P/2020/0314<br>7 Yarwood Drive, Wrexham                                      | Conversion Of Garage To Dog<br>Grooming Salon   | No objection  |

|  |  |  |
|--|--|--|
| 3. P/2020/321<br>Oaklands Dean Close<br>Wrexham                | Tree Management Of Tree<br>Preservation Order 1993 No 77   | The Community Council has no objection to the works proposed in this application provided that Wrexham County Borough Council's Arboricultural Officer is satisfied they are essential to maintain the health of this protected tree and that any works are carried out under the direction and to the satisfaction of the Arboricultural Officer. |
| 4. P/2020/0355<br>Sunnyside 10 Rhosnesni Lane<br>Wrexham       | Works To Trees Protected By Tree<br>Preservation Order Wmbc No. 21   | The Community Council has no objection to the works proposed in this application provided that Wrexham County Borough Council's Arboricultural Officer is satisfied they are essential to maintain the health of this protected tree and that any works are carried out under the direction and to the satisfaction of the Arboricultural Officer. |
| 5. P/2020/0373<br>194 Herbert Jennings Avenue<br>Acton Wrexham | Side And Rear Extensions   | No Observations to make  |
| 6. P/2020/0392<br>5 Maesydre Road Wrexham                      | Rear Extension   | No Objection   |
| 7. P/2020/0404<br>25 Denning Road Wrexham                      | Demolition Of Existing Single<br>Storey Garage And Kitchen And<br>Erection Of Two Storey Side<br>Extension | No Objection   |
| 8. P/2020/0423<br>6 Ainsdale Grove Wrexham                     | Single Storey side extension   | No Objection   |

(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 15th day of September 2020**

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**Presiding Chair**

INFORMATION AND GENERAL CORRESPONDENCE RECEIVED SINCE THE LAST MEETING

|    | Organisation                   | Details  | Comments |
|----|--------------------------------|--|----------|
| 1. | One Voice Wales                | <p><b>1. . Notice of meeting of the Larger Councils Committee 14th October 2020.</b> Circulation of email dated 19 August 2020 issuing notice of this meeting to be held remotely. Electronic invitation and papers will be sent out nearer to the date</p> <p><b>2. Community &amp; Town Councils loss of income funding:</b> Email dated 19 August 2020 advising all Welsh Councils that all claims in respect of loss of income must relate to the period 1 April 2020 - 30 June 2020. This information will not apply to Acton Community Council</p> <p><b>3. Remote Training Dates:</b> Email dated 26 August 2020 advising that arrangements were being made to provide webinar training to all Councils, using StarLeaf video conferencing. The Welsh Government was to provide two free places to the Chair of the Council or Finance Committee. Details of the training dates have now been circulated to Members</p> <p><b>4. Decarbonisation Newsletter-Awst/August 2020:</b> Email dated 28 August 2020 circulating this newsletter</p> <p><b>5. Dyfed Powys Police - Scam Warnings - Microsoft Call/Phishing - Telltale signs that it's a scam:</b> Emails dated 28 August 2020 &amp; 1 September 2020 circulating details of these warnings to all welsh Town and Community Councils</p> <p><b>6. Support for the Heritage Sector in Wales:</b> Email dated 7 September 2020 informing of the Welsh Government announcement of the Cultural Recovery Fund — an £18.5 million fund to support the Welsh cultural sector’s recovery from the effects of the COVID-19 pandemic. The scheme will launch on 14 September and close on 30 September 2020. An eligibility checker is available online</p> |          |
| 2. | Keep Wales Tidy                | <p><b>Autumn Clean Cymru - 11-27 September:</b> Emails dated 20 August and 8 September 2020 advising the Autumn Clean Cymru will be a bit different from the usual clean-up campaigns so as to make sure everyone stays safe and well, individuals and households are being encouraged to clean-up the streets, parks or beaches on their doorstep.. Volunteers will need to register online before any event to comply with Covid 19 Regulations</p>  |          |
| 3. | Wrexham County Borough Council | <p><b>1.Traffic Regulation Orders:</b> Email dated 24 August 2020 informing of proposed Traffic Regulation restrictions/orders within the Acton Community area, being advertised on the Wrexham Council website and in The Leader on Monday 24<sup>th</sup> August. Any support or objections to the proposals should be submitted via email to <a href="mailto:traffic@wrexham.gov.uk">traffic@wrexham.gov.uk</a> by</p>  |          |

|    | Organisation       | Details  | Comments |
|----|--------------------|--|----------|
|    |                    | 18 September 2020.<br>2. <b>NW Police Warning of Doorstep Crime/Telephone Scams:</b> Email dated 3 September 2020 circulating details of this warning  |          |
| 4. | Planning Aid Wales | <b>Responding to Planning Applications -Online Training:</b> Email dated 1 September 2020 advising an online training session is to be held on 30 September 6pm to 8pm at a cost of £30 per person.  |          |
| 5. | Play Wales         | <b>1.Get the latest information from September’s e-bulletin:</b> Email dated 3 September 2020 providing an overview of what’s new on the Play Wales website –news, consultations, funding and events.<br><b>2. Guidance – A play friendly school:</b> Email dated 9 September 2020 informing of <i>Guidance for a whole school approach</i> that provides policy and practice related information to help school communities take a whole school approach to support children’s right to play. It has been developed to respond to Estyn’s <i>Healthy and happy – school impact on pupils’ health and wellbeing</i> report, which notes the importance of school play and break times. |          |