

Minutes of the Meeting of Acton Community Council held on Tuesday 16 December 2014 at Acton Community Resource Centre, Overton Way, Acton, Wrexham

Present:

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

* Absent

Also Present:

PCSOs Gina Subacchi and Siwan Huws, North Wales Police
Mrs Carole Roberts, Clerk to the Council

94 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Ralph Hardy and Olive Simm. Members were sorry to learn that Councillor Simm was still in hospital. It was noted the Clerk, on behalf of the Council, had extended get well and best wishes to her.

95 DECLARATION OF INTERESTS

Councillor Anne Evans declared a personal and non-prejudicial interest in respect of Agenda Item 13 - Planning Applications being a member of Wrexham County Borough Council's Planning Committee.

96 CONFIRMATION OF MINUTES

RESOLVED – that the Minutes of the meeting of the Community Council held on 18 November 2014 be received and confirmed as a correct record.

97 INFORMATION FROM THE MINUTES

1. **Minute 83.1: Community Agent Pilot Scheme:** The Clerk advised that Rhosddu Community Council is now advertising for a 16 hours post in its Community only. A letter setting out an approach from Caia Park Community Council to share a 32 hour post across the Acton and Caia Park Communities was circulated and considered. Members were aware that a clear indication was now needed from Acton Community Council about what, if anything, it wishes to do to progress this matter further. Members noted resources already used in terms of staff and Council time and the difficulties and unsuccessful efforts made by the Community Council towards establishing the Community Agent Pilot Scheme.

RESOLVED – to abandon the principle of participating in the Pilot Scheme and advise Caia Park Community Council that the Council is not therefore in a position to share a Community Agent post.

2 **Minute 83.2: Access for the disabled and elderly at Acton Community Resource Centre:** The Clerk advised that an email response received after last meeting had confirmed that the Rails have been fitted and the drainage improved on the car park. Councillor Joyce Dudley advised that she had already used the rails and they were excellent. The present position was noted.

3 **Minute 83.3: Acton Community Resource Centre SLA Review arrangements:** Consideration was given to a letter received from Mr Dylan Hughes dated 15 December 2014 headed Community Facilities - Continuation of Community Council Funding in 2015/16. It was noted that most of the issues raised in the letter would be considered under Agenda Item 10 – Annual Estimates of Income and Expenditure

for 2015/16 Financial Year. However Members were very definite that under the terms of the ten year Service Level Agreement(SLA) for the Operational Management of the Acton Community Resource Centre: April 2013 to March 2023, the first two year review should have been carried out by September 2014. The SLA also required there to be quarterly reports of the Monitoring and Performance of the Resource Centre and the lack of this reporting should be addressed.

RESOLVED – that the Review must be carried out at the January 2015 meeting of the Community Council and the Annual report of the agreed outputs and outcomes should be submitted. The Council requests Mr Dylan Hughes to attend this meeting and explain if there has been any progress on Staff Appointments and provide evidence of the work undertaken since the Centre reopened towards ensuring the Acton Community Resource Centre becomes self-financing and very successful to the benefit of residents in the whole of the Community of Acton.

4 Minute 91.1 Wrexham Town & Community Council Forum meeting – 11 December 2014: Councillors Ralph Hardy & Tom Pierce reported on their attendance at this meeting. It was noted that the main item of business had been the Consultation process commencing in spring 2015 on the Local Development Plan – Plan 2. Early indications were that an additional 7000 housing dwellings will need to be included in the Plan. The Consultation will also extend to Neighbouring authorities. Members noted that in furtherance of Minute 76.1 October 2014, the Clerk is arranging for training on the Local Development Plan to be provided by Planning Aid Wales in early 2015.

98. COMMUNITY POLICING MATTERS

The Chair welcomed PCSOs Gina Subacchi and Siwan Huws who were attending the meeting on behalf of North Wales Police. They gave an update from the Acton Community Police Officers in respect of the following Policing matters:

- 1. Monthly Policing and Operations Report:** The monthly report was tabled at the meeting and provided breakdowns of relevant Crime and Incident statistics and the current live operations involving the Neighbourhood Policing Team for the five Acton wards. Each Ward's statistics were explained in detail. Members noted in particular the recent incidences of doorbell thefts that were being recorded across all wards. Particular reference was made to target hardening and the difficulties of sharing information due to data protection issues, and a Policing Operation involving footway patrols in Maesydre to target burglaries. The PCSOs would be assisting at the Community Christmas lunch at St Johns church on 17 December 2014.
- 2. Dedicated Acton Community Safety Camera - Funding Streams:** Further to Minute 69.2 October 2014, information on the progress of this application will be reported to a subsequent meeting.
- 3. Policing Objectives – quarterly meeting:** It was noted that at this meeting held yesterday, the three Policing objectives remained unchanged but Members had praised the Acton Policing Team and the high visibility policing they provided. Reference was made at the meeting to the costs incurred in moving Community Safety Cameras to Crime Hotspots. It was also noted that PCSO Lewis Davies had been accepted as a Police Officer and would be leaving his present role in early January 2015.

RESOLVED- that:-

- 1. the Officers be thanked for their attendance and report at the meeting; and**
- 2. the Community Council write to PCSO Lewis Davies congratulating him on his Career progression as a Police Officer and thank him in particular for all the work he has carried out in his area and especially the good work with Young People and other initiatives he has been involved with.**

99. PROCEDURAL MATTERS- MEMBERSHIP OF COMMITTEES

Further to Minute 72 October 2014, consideration was given to the vacancies on the following Committees following the Co-option of Councillors Closs, Roberts and Stanford at the last meeting.

RESOLVED – that the vacancies be filled as follows:

1. **Planning Committee:** Chair, Vice Chair, Councillors Bill Baldwin, Ralph Hardy, Geoff Lowe, Mrs Olive Simm and Mrs Barbara Smith.
2. **Youth Committee: Chair,** Councillors Len Closs, Mrs Anne Evans, Mrs Carole O'Toole, Tom Pierce and Mrs Barbara Smith.
3. **Community Centres:** Little Acton – All 3 Little Acton Ward Members.
4. **Acton Community Resource Centre:** Chair* together with Councillors Edmund Boylin*, Bill Baldwin, Mrs. Anne Evans, Jim Kelly, Geoff Lowe, Mrs. Carole O' Toole, Tom Pierce, Mrs. Barbara Smith and Mrs Sue Stanton*
*Community Council representatives on Acton Resource Centre Management Committee
5. **Dog Fouling Working Group:** Chair, Vice Chair and Councillors Bill Baldwin, Anne Evans and Carole O'Toole.

100. KEY ACTON ISSUES

WCBC Members were invited 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. (Minute 107 January 2011 refers) It was noted that several matters had already been covered in the Policing report. The provision of School transport for Acton pupils was being considered. Councillor Carole O'Toole was attending a Wrexham County Borough Council Workshop this evening on the Future and Budgets.

The present position was noted.

101. DRAFT NORTH WALES JOINT LOCAL TRANSPORT PLAN 2015- 2020 CONSULTATION

The Council considered whether to submit a response on this Consultation document by 5 January 2015. It was noted that Section 108 of the Transport Act 2000 as amended by Transport (Wales) Act 2006 requires the six North Wales Local Authorities to produce a Local Transport Plan. The Plan developed in accordance with the Welsh Government 'Guidance to Local Transport Authorities – Local Transport Plan 2015' (May 2014) sets out the Region's intended Outcomes and Higher Level Interventions for transport in North Wales. The Consultation and Draft Plan was available online via www.taith.gov.uk/taith-joint-board/consultation/. It also was noted that Councillor Sue Stanford had attended a Consultation event in Wrexham on 12 December 2014 which had drawn attention to proposed improvements to key Road Junctions.

RESOLVED - that having regard to the short timescale of the Consultation which included the Christmas holiday period, to note the Consultation and advise that due to the limited timescale involved, the Community Council is not able to submit a detailed response by the Consultation deadline.

102. FINANCIAL ASSISTANCE

The Clerk submitted a report detailing six applications for financial assistance received since the September 2014 meeting. The Council's Policy was to apportion the annual £3,000 budget equally between each of the quarterly meetings. A further sum of £285 from within the 2013/14 Financial Assistance budget was carried forward for allocation into the 2014/15 financial year. Members then proceeded to consider the applications and whether the Council wished to make any grant to the applicants under the provisions of Section 137 of the Local Government Act 1972.

RESOLVED – that the following Financial Assistance grants be made:–

Organisation	Details	Decision
9. Shelter Cymru	Financial assistance for provision of a free housing advice service to all residents of Wrexham to include free legal representation where necessary.	£100 (subject to monies being used in Wrexham)
10. St John's Church Rhosnesni	Financial assistance towards the costs of providing the annual December Community Christmas lunch at the Church.	£250.00

Organisation	Details	Decision
11. Friends of Gresford Disaster Memorial Group	Financial assistance towards renovation of the Memorial to those who were killed in the Gresford Colliery disaster on 22 September 1934	£100.00
12. National Eisteddfod of Wales 2015 - Montgomeryshire & the Marches	Financial Assistance towards the £3.4m cost of holding the National Eisteddfod to be held next year in Montgomeryshire.	£50.00
13. Little Acton Community Centre Management Committee	Financial Assistance towards the anticipated insurance costs associated with keeping the Community Centre open once a licence /lease has been agreed with Wrexham County Borough Council	<i>To defer a decision on this application until the Local community Group is fully constituted</i>
14. Rhosnesni Residents Association	Request for financial assistance towards the costs of the Association's Annual Christmas lunch held for the elder residents of Rhosnesni.	£150.00

103. ANNUAL ESTIMATES OF INCOME AND EXPENDITURE FOR 2015/16 FINANCIAL YEAR

The Clerk reported that from 2015/16 the Wales Audit Office will be including thematic reviews as part of the Annual Return. The review expected to be included for the 2015/16 Annual Return is on preparation of Estimates and Budget setting/ monitoring and evidence will have to be sent with Annual Return the External Audit

- 1. ANNUAL INVESTMENT STRATEGY 2015/16:** Further to Minute 28 ii) June 2011, Members reviewed the Acton Community Council Investments Policy for the next financial year as part of the budget setting process. It was noted that options for higher interest bearing accounts would be kept under review for earmarked monies within the Council's budget that would not be required in the next financial year. The Council's Financial Regulations would also require review if any new investments were to be made.

RESOLVED –

- 1. To approve the Investment Strategy for Acton Community Council for the 2015/16 financial year as set out in the appendix to the report; and**
 - 2. To review the Acton Community Council Investments Policy each financial year as part of the budget setting process**
- 2. SERVICE LEVEL AGREEMENTS 2015/16:** The Council reviewed each of the existing Service Level Agreements (SLA) for the next financial year as part of its budget setting process. It was noted that approval in principle for each Agreement is required so a budget can be set for each item. The detailed SLAs can be signed off before the start of the 2015/16 financial year.
- i. Acton Resource Centre- Revenue Costs – Year 3 of 10:** Members referred to the late reporting by Wrexham County Borough Council of the performance monitoring information required under this ten year SLA. A letter received on 15 December 2014 from Mr Dylan Hughes indicated that the Resource Centre was the best performing in Wrexham. However this could be improved if the Centre was staffed full time and the regular timely performance monitoring takes place quarterly. The overall aim of this SLA was to enable the Centre to be dynamic and forward looking and become self-funding. Mr Hughes was to be asked to attend the next meeting (Minute 97.3 refers)
 - ii. Outreach Work Detached Youth Provision – Annual Review:** This SLA is renewed on an annual basis. Members noted the recent changes to staffing but were satisfied that adequate provision was in place subject to there being regular Performance Reporting.
 - iii. Seasonal Ranger Acton Park – Annual Review:** Further to Minute 74 October 14 Members noted the scope for 2015/16 to extend the length of Seasonal Ranger provision but on reduced hours. Mr

Martin Howorth had indicated this was feasible at an estimated cost of £6000. The extended provision was the Community Council's preferred option for 2015.

- iv. **CAB Acton Outreach Worker for Acton Community Advice Service:** The existing three year SLA expires on 31 March 2015. Members noted a new SLA was still to be negotiated but considered the Advice Service proved valuable to residents. It was suggested that greater publicity would enable even more residents to access and take up this worthy Service. The Council should also receive regular Performance monitoring information as set out in the SLA.
- v. **Acton Playground Provision-** Further to Minute 90 November 2014, earmarked provision is to be made for recharges for the Replacement/repair of playground equipment from 2015/16 onwards. This Community facility has been funded since 1 April 2014 by the Community Council with all management, inspections and maintenance being carried out through a SLA with Wrexham County Borough Council. The Community Council was satisfied with the level of service received under this SLA for the Aran Road and Ffordd Garmonydd Playgrounds. The Community Council wishes to renew the Agreement and noted that the new Junior Play area at Acton Park is being maintained for another four years under the WREN Grant conditions.
- vi. **School Crossing Patrols:** Further to Minute 90 November 2014, provision has been made for Pay Award costs for the three Patrols at Dean Road, Borrass Park Road and Box Lane. This Community facility was taken over from WCBC from 1 April 2014 and the Community Council wishes to renew the Agreement to ensure the continuation of this Service.
- vii. **Little Acton Community Centre:** A letter from Dylan Hughes dated 15 December 2014 was tabled at meeting referring to the options for Wrexham CBC to continue under a SLA to manage the Little Acton Community Centre with the Community Council funding the net operating costs in 2015/16. A review of the Caretaking and cleaning routines at Community Centres will be completed by March 2015 which may result in reduced costs. It was also noted that the Community Group who wish to take over full operational control of the Centre is still negotiating with Wrexham CBC. In order to ensure the Community Centre to remain open whilst negotiations are concluded, the Community Council is prepared to fund the net operating costs of the Community Centre for one year more.

RESOLVED – to continue to fund the seven Service Level Agreements referred to above during 2015/16 and subject to there being no substantial change to the detail of each of the Annual agreements, the Clerk, Chair and Vice Chair of the Council be authorised to approve and sign off each Service Level Agreement on behalf of the Community Council.

- 3 **PRECEPT REQUIREMENTS FOR 2015/16:** The Chief Finance and Performance Officer, Wrexham County Borough Council had indicated that the Community Council's precept is required by 31 December 2014. The Acton Community Tax base for 2014/15 had reduced to 5777. The Schedule of payments for next year's Precept was noted.

Draft budget proposals were considered which incorporated decisions made throughout the year and in respect of the Service Level Agreements referred to earlier in the meeting and other projects the Council wishes to support. Members also considered details of requests for continuation of the funding for the Outreach Youth Service, Seasonal ranger at Acton Park, Community Facilities to include Playground provision, School crossing Patrols and the Little Acton Community Centre. It was noted that the Dual use Borrass Park Community Centre has been appropriated to the Life Long Learning department with a final decision on any future community use resting with the Governing Body of the School.

During consideration of the Budget, reference was made to the option to extend the current three year Insurance agreement for another two years, the potential for increased Audit fees and the importance of provision for legal, translation and website costs.

For prudence and to smooth out known cyclical peaks in expenditure, further provision will be made for year on year earmarking of balances for whole Council Election costs, insurance, revaluation and repair/ maintenance of the Maesydre Power House, and the contingency provision for the repair and

replacement of equipment for Acton Playgrounds. The un-earmarked working balances would also be kept under review.

RESOLVED – to approve the Estimates of Income and Expenditure for 2015/16 as now set out before the Council and confirm that the Community Council's precept requirement for the year 2015/16 be fixed at £125,000.

104. REPORT FROM CLERK

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

ORGANISATION	DETAILS
1.Tracy Gilmartin One Voice Wales	Buckingham Palace Garden Parties -Tuesday 12 May, Wednesday 20 May and Thursday 28 May 2015: Email dated 27 November 2014 of the quota allocated to One Voice Wales is 30 invitations to be split between the three dates. Nominees must be the outgoing Chair and available for all three dates. The nomination deadline is 2nd January 2015. Information noted.
2.Sharon Owen, Director Welsh Hearts Cathedral Road CARDIFF	Welsh Hearts Christmas Appeal: Email dated 27 November 2014 informing of the work of this registered charity. It was noted that from January 2015 Welsh Hearts will be holding heart screening sessions for 11-35 year olds to spot early signs of underlying heart problems. The Charity's work depends on donations of time and money. Offers of support to the Fundraising office or help at events would be appreciated. RESOLVED – that the Council write to the Charity offering to provide a room for a training/ heart screening session.
3.Steve Huxton Thematic Network Co-ordinator Older People's Commissioner for Wales	Ageing Well Wales: Email dated 1 December 2014 advising of this new initiative committed to making Wales a good place to grow older for everyone. The Council is invited to join this organisation's programme. RESOLVED that the attention of the Commissioner be drawn to the work already being undertaken by the U3A in Wrexham and Age Concern.
4.Wrexham & District Citizens Advice Bureau	Annual Report for 2013/14: A copy of this document will be available at the meeting for Members' perusal. Information noted.
5.AVOW Wrexham,	1. Christmas Reception- 19 December 2014 12noon to 2:00pm at Catrin Finch Centre: Invitation for up to two representatives from the Community Council to attend this event Information noted. 2. Wrexham Third Sector survey on Knowledge Management: Email dated 9 December 2014 advising of this research and requesting the Council to complete a survey being undertaken by Glyndwr University by 19 December 2014. Information noted.

105. PAYMENT OF ACCOUNTS

To note details of any payments received and authorise any Members received and considered details of payments received as set out below that required authorisation.

PAYMENTS RECEIVED

None

PAYMENTS FOR AUTHORISATION

Voucher no & Payee	Details	Amount
40. Wrexham County Borough Council	SLA Contribution to 2014 Acton Park Seasonal Park Ranger Section 19 Local Government (Miscellaneous Provisions) Act 1976	£3,301.58
41 Borrass Park Infants School	Prize Dog Fouling Poster Campaign – Environmental Section 19 Local Government (Miscellaneous Provisions) Act 1976	£25.00

42 Borrass Park Junior School	Prize Dog Fouling Poster Campaign – Environmental Section 19 Local Government (Miscellaneous Provisions) Act 1976	£25.00
43 Barkers Lane Community School	Prize Dog Fouling Poster Campaign – Environmental Section 19 Local Government (Miscellaneous Provisions) Act 1976	£25.00
44 Carole Roberts Clerk to the Council	Expenses incurred for Prize giving Ceremony – Dog Fouling school Poster Competition Section 19 Local Government (Miscellaneous Provisions) Act 1976	£107.98
45 Carole Roberts Clerk to the Council	Clerks Expenses for December 2014 Section 112 Local Government Act 1972	£96.83
46. Shelter Cymru	Assistance towards the provision of housing advice services in Wrexham including free legal representation where necessary Section 137 Local Government Act 1972	£100.00
47.St John’s Church Rhosnesni	Assistance towards the costs of the annual December Community Christmas lunch at the Church Section 137 Local Government Act 1972	£250.00
48.Friends of Gresford Disaster Memorial Group	Assistance towards the renovation of the Memorial to those who were killed in the Gresford Colliery disaster on 22 September 1934 Section 137 Local Government Act 1972	£100.00
49.National Eisteddfod of Wales 2015 - Montgomeryshire & the Marches	Assistance towards the £3.4m cost of holding the National Eisteddfod to be held next year in Montgomeryshire. Section 137 Local Government Act 1972	£50.00
50.Rhosnesni Residents Association	Assistance towards the costs of the Association’s Annual Christmas lunch held for the elder residents of Rhosnesni Section 137 Local Government Act 1972	£150.00
51.Wrexham County Borough Council	Clerks Salary and office expenses for December 2014 paid by the Council’s Agent: Wrexham County Borough Council in accordance with Minute 99.1 December 2009 Section 112 Local Government Act 1972	NJC Rates

106. PLANNING APPLICATIONS

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

Case Number/ Address	Proposed Development	Decision
P/2014/0863 Old School Site The Groves Penymaes Avenue Wrexham	Refurbishment Of Existing School Building Including Some New Build And Associated External Works	The Community Council welcomes the occupation and proposed Educational use of this site. In respect of the current application, the Council notes that the trees on the application site are well established and would wish for adequate steps to be taken to ensure that as many of the highest quality trees as possible can be retained to keep the amenity of the site. Any works to the existing Trees should be carried out under the direction and supervision of the Council’s Arboricultural Officer

(Councillor Anne Evans being a member of Wrexham County Borough Council’s Planning Committee declared a personal and non-prejudicial interest in this item. She left the meeting taking no part in the consideration, discussion or voting on any of the planning applications)

(Councillor Barbara Smith being an adjoining neighbour to the application site declared a personal and non-prejudicial interest in this item. She left the meeting taking no part in the consideration, discussion or voting on this planning application)

107. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED - that the Press and Public be excluded from the Meeting during consideration of the following item 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.

108. CLERK TO THE COUNCIL – 2014-2016 PAY AWARD AGREEMENT

The Chair reported that the NJC for local Government Services has agreed a 2% increase from 1 January 2015. Formal approval was now required for the Clerk's pay to be increased accordingly. He also referred to the hours worked by the Clerk in excess of her Contractual hours as a result of additional work and the overdue Performance Review for the Clerk.

RESOLVED – that:-

- 1. *the following payments be approved and included in the Clerk's next salary payment:***
 - 1.) *Implementation of the NJC for Local Government Services Two year Pay Agreement for 2014-2016 as per the Circular Issued by the NJC on 14 November 2014 to include:***
 - *A one-off pro-rata payment; and***
 - *The National Pay award increase from 1 January 2015 onwards***
 - 2.) *Payment in respect the hours now reported and worked by the Clerk in excess of her Contractual hours as a result of additional work; and***
 - 3.) *The Chair and Vice Chair to conduct the Clerk's Performance Review as a matter of urgency and report back to the Council***

Signed as a correct record this 20th day of January 2015

Chair