

Minutes of the Annual Meeting of Acton Community Council held on Tuesday 20 May 2014 at Little Acton Community Centre, The Green, Little Acton, Wrexham

Present:

Councillor	W Baldwin *	Councillor	G Lowe
"	E Boylin	"	Mrs A O'Neill
"	R A Davies	"	Mrs C O'Toole
"	Miss J Dudley	"	T Pierce
"	Mrs A Evans	"	J Richards
"	R Evans *	"	Mrs O Simm *
"	R Hardy	"	Mrs B Smith
"	J A Kelly	"	A Whitfield

* Absent

Also Present:

PC Kerry Evans, North Wales Police

Mr Nathan Owen, Digital Surveillance Wrexham Ltd

Julia Francis, Wrexham Youth Service, Wrexham CBC

Mrs Carole Roberts, Clerk to the Council

(Councillor E Boylin in the Chair)

1 THANKS

The outgoing Chair thanked the Clerk to the Council for her accurate and detailed briefings without which his role of Chair would have been much more difficult.

2 APPOINTMENT OF CHAIR

RESOLVED - That Councillor R Davies be appointed Chair of the Council for the 2014/15 Municipal Year.

(Councillor R Davies in the Chair)

3 APPOINTMENT OF VICE CHAIR

RESOLVED – That Councillor J Richards be appointed Vice Chair of the Council for the 2014/15 Municipal Year.

4 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors W Baldwin, R Evans and Mrs O Simm.

5 DECLARATION OF INTERESTS

Councillor J A Kelly declared a personal and non-prejudicial interest in respect of Agenda Item 18 - Planning Applications being a member of Wrexham County Borough Council's Planning Committee.

Councillor Mrs C O'Toole declared a personal and non-prejudicial interest respect of Agenda Item 16.9 – Survey from the Independent Remuneration Panel as a member of her family sits on the Panel.

6 DAY AND TIME OF MEETINGS

RESOLVED - to continue to hold the monthly meetings of the Community Council on the third Tuesday of each month at 6:30pm apart from July 2014 when the meeting will be put back by one week and August 2014 when the Council is in recess.

7 APPOINTMENT OF COMMITTEES

RESOLVED - to re-appoint the following Committees with the membership stated:-

- 1 Planning Committee:** Chair, Vice Chair, Councillors Bill Baldwin, Ray Evans, Geoff Lowe, Mrs Olive Simm and Mrs Barbara Smith

- ii Youth Committee:* Chair, Vice Chair, Councillors Mrs Anne Evans, Mrs Carole O’Toole, Tom Pierce and Mrs Barbara Smith
- iii Community Centres:* Little Acton – All 3 Little Acton Ward Members
- iv Acton Community Resource Centre:* Chair* together with Councillors Mrs. Anne Evans, Ron Davies*, Jim Kelly, Geoff Lowe, Mrs. Carole O’ Toole, Tom Pierce, James Richards* and Mrs. Barbara Smith
*Community Council representatives on Acton Resource Centre Management Committee
- v. Dog Fouling Working Group:* Chair, Vice Chair and Councillors W Baldwin, A Evans and C O’Toole.
[This Group’s Terms of reference is to agree a publicity campaign and action plan in respect of preventing Dog Fouling in consultation with the Enforcement Team Officers, the Police and seek to obtain the involvement of Schools within the Acton Community area.]

8 CONFIRMATION OF MINUTES

RESOLVED – that the Minutes of the meeting of the Community Council held on 15 April 2014 be received and confirmed as a correct record.

9 INFORMATION FROM THE MINUTES

- 1. Thanks:** Members referred to the work undertaken during the last busy Municipal Year by Councillor E Boylin as Chair to the Community Council and gave a vote of thanks for the excellent work he had undertaken on behalf of the Community Council.
- 2. Minute 165: Additional Grass Cuts at Acton Park during 2014/15 and Seasonal Park Ranger:**
Members received a report from the Chair and Vice Chair on the action taken since the last meeting. It was noted that the Service Level Agreement for the 2014/15 Seasonal Ranger had now been signed by the Chair and Clerk on behalf of the Community Council. Mr Martin Howorth is arranging for the post to be filled and will notify the Community Council in due course.
The Clerk had been instructed to investigate and report back to the Council as a matter of urgency, on the feasibility and estimated cost of Acton Community Council procuring External Contractors to provide additional grass cuts in Acton Park during 2014/15 as Wrexham County Borough Council have no spare capacity to provide them; if it is feasible for such procurement by the Community Council, to arrange for a high level Risk Assessment to be carried out for such work and ascertain costs for providing Public Liability cover for such works. Members stressed the importance of the cut grass being collected and avoiding duplication of effort with Wrexham County Borough Council in the programming of any additional cuts within the Park. It was expected that any underspend on the 2014/15 Seasonal Park Ranger Budget can be used for the additional grass cuts in Acton Park.
The Chair and Vice Chair recommended to the Community Council that consideration be given at the appropriate time to making a new provision in the 2015/16 Estimates for additional grass cutting at Acton Park to bring it back up to eight cuts per year.

RESOLVED – that the report be received and accepted and the Clerk continue to progress and action the above decisions.

10 KEY ACTON ISSUES

WCBC Members advised that no matters had recently been considered by the County Borough Council that may affect the whole or part of the Community of Acton. (Minute 107 January 2011 refers) In response to a Member’s query, it was confirmed that new Play area at Acton Park Junior Play area funded by a WREN grant with the Community Council providing the 3rd Party Contribution, had temporarily been closed due to extremely bad weather and damage caused by a group of older Park Users. The Play area had now been reseeded. Members referred to the previous play area having a satisfactory bark /screed surface and queried whether the topography of the Playground location was suitable for the new tunnel equipment and grassed surfaces that had been installed.

RESOLVED – that the Clerk write to the appropriate department of Wrexham County Borough Council pointing out the Community Council’s concerns about an apparent lack of Health and Safety consideration when undertaking the refurbishment of the Junior Play area at Acton Park and the Chief Executive be copied into the correspondence.

11 COMMUNITY POLICING MATTERS

1. **Acton Community Policing Report:** The Chair welcomed PC Kerry Evans, Acton Community Beat Manager who was attending the meeting on behalf of North Wales Police. She reported that Training Inspector Paul Wycherley had been promoted to Inspector for Wrexham Town and would replace Inspector Mark Williams.

The monthly report tabled at the meeting provided breakdowns of relevant Crime and Incident statistics and the current live operations involving the Neighbourhood Policing Team for the five Acton wards. Since the last meeting, arrests had been made in relation to recent Domestic Burglaries within the Acton and other Community areas. Current Policing Operations included Operation Sodium focussing on the disproportionate Young driver “blameworthy” collisions and education of the risks associated with drink/drug driving. Operation Vacuum was dealing with the increase in vehicle crime within the Wrexham Town area, particularly the unauthorised taking of Motor Cycles. PC Evans undertook to obtain an update on the action being taken by Traffic Enforcement Officers in respect of speeding vehicles along the Llanypwll Link Road. The Chair thanked PC Evans for her report and contribution to the meeting.

2. **Community Safety Camera:** In accordance with Minute 163 April 2014, the Chair welcomed Mr Nathan Owen, a representative of Digital Surveillance Wrexham Limited who gave a presentation on the technical specification, benefits and evidence that can be obtained from the positioning of a mobile Community Safety Camera within the Community. In particular it was noted that the camera was lightweight, vandal resistant and used an infra-red wireless High Definition 360 degree camera with capability to cover a large area and identify individuals. The Camera could be provided through outright purchase, lease or long term rental. In practice the cameras were moved three or four times a year.

Members sought clarification on the cost per move; the charges incurred and funding support available for a power supply to the cameras; the security of data transmitted from the camera; and the requirements of a Code of Conduct and Operational guidelines to safeguard and reassure nearby residents about the regulation, management, operation and use of a mobile Community Safety Camera. The Chair thanked Mr Owen for his attendance at the meeting.

RESOLVED – that Mr Owen now arrange for Digital Surveillance Wrexham Limited to provide the Clerk to the Council and PC Kerry Evans with a detailed breakdown of the costings, level of service and other sundry running costs for the purchase, lease and rental options to enable the Community Council to determine whether to provide a Community Safety Camera for use by the Acton Community Policing Team.

12 YOUTH SERVICE PROVISION –QUARTERLY MONITORING AND ANNUAL REPORT ON DETACHED YOUTH WORK PROVISION TO 31 MARCH 2014

The Chair welcomed Julia Francis, Level 2 Youth Worker in Charge at Acton/ Rhosnesni from Wrexham Youth Service who tabled and presented the following reports to Members on the Detached work carried out with young people from the Community of Acton:

- 1 **Final Quarter Monitoring Report for 2013/14:** Consideration was given to a detailed summary on all aspects of the service during the final quarter of the Service Level Agreement with the Community Council, including:
 - Youth Workers contact with young people in the area who have not had the opportunity to engage with this service in the past with particular focus on the surrounding area of the Resource Centre. This has enabled Youth Workers to introduce themselves to adults who use the centre and to liaise between them and young people.
 - The Team’s presence where there have been reports of anti-social behaviour, around the park and also in some residential areas and working closely with local PCSOs to address any problems that arise.
 - There were Four Youth Workers in the Acton Detached area focussing on Community Engagement. The introduction of new workers to the Team has increased the level and range of activities and opportunities offered to Young People. The Project is led by a Level 2 worker providing consistency and direction across the four sessions.

- Quarterly outputs relating to contacts made, monthly attendance, total number of sessions delivered, attendance and number of individual young people registered with the project, sessions devoted to multi-agency meetings and projects/ events delivered in partnership with other organisations.
 - Case studies and Future plans.
- 2 **Annual Report for 2013/14:** The report provided a detailed summary of all aspects of the Service provided during the contractual year which had seen changes to the Wrexham Youth Service following a review and restructure. Included in the report were Annual Outputs, details of sessions held and organised by the Team including training, multi-agency meetings, trips, events, activities, publicity marketing and promotion of the provision. Young People have been active in planning the service in partnership with staff. The focus of work within drop-in opportunity came direct from young people's thoughts and ideas. Several events and projects have been submitted for accreditation for Youth / Children's University modules. The Team had actively promoted and marketed the provision throughout the year and provided support and opportunities for local young people to be representatives on the Senedd yr Ifanc. The report also detailed the outcomes for Young People and case studies demonstrating the range of issues and intensive work and positive intervention and outcomes for individuals. The Detached/ Outreach Team's aims and future developments and Youth Activities were also noted.

RESOLVED -

1. ***To note and welcome the focus and progress made against the Service Level agreement in the final quarter of the year; and***
2. ***To receive and note the Annual Report for 2013/14 submitted as required under the Service Level Agreement.***

13 ANNUAL ACCOUNTS 2013/14

1 INTERNAL AUDITOR'S REPORT AND ACTION PLAN: Members considered a copy of this report and action plan. The Internal Auditor had indicated that all outstanding issues from previous Internal Audit Action Plans had been implemented. There was one item highlighted with a recommendation for action from the 2013/14 Audit. In respect of this recommendation, it was noted that the Council at its April 2014 meeting (Minute 167.8 refers) has already considered the implications of the Legislative Reform (Payments by Parish Councils, Community Councils and Charter Trustees) Order 2014 and resolved to continue to maintain the two signature rule until such time as cheques are no longer acceptable so as to ensure the Council's internal financial controls remain robust as the Internal Auditor has recommended. Members were pleased to note that overall it was a clean report. They also thanked the Clerk for her hard work ensuring the Internal Audit ran smoothly.

2 ANNUAL RETURN AND ACCOUNTING STATEMENTS: Members received and approved the statements set out in sections 1 and 2 of the Council's Annual Return for the year ended 31 March 2014.

3 APPROVAL FOR THE CHAIRMAN TO SIGN THE ANNUAL RETURN: Members noted that formal approval was required for the Chairman to sign the Statement on Page 1 of the Annual return on the Council's behalf prior to its initial submission to the External Auditor.

RESOLVED that:

1. ***the Internal Auditor's report and Action Plan in respect of the Audit of the Council's Accounts for the year ended 31 March 2014 be received and in response, the Clerk advise the Internal Auditor of the action already taken by the Council in respect of his 2013/14 recommendation;***
2. ***the Statements as set out in Sections 1 and 2 of the Annual Return for the year ended 31 March 2014 be approved; and***
3. ***the Chairman be authorised to sign the relevant section on Page 1 of the Council's Annual Audit return for the year ended 31 March 2014 prior to the initial submission of a copy of it to the External Auditor***

14. SERVICE LEVEL AGREEMENTS

1. Provision of Payroll Service for 2014/15

RESOLVED - To approve the renewal of the existing Agreement with Wrexham County Borough Council and the Chair and Clerk to the Council be authorised to sign the Agreement on behalf of the Council.

2. Citizens Advice Bureau –Acton Outreach Advice and Information Service: Members considered a request from the CAB to provide this Service at the Acton Community Resource Centre on a Monday morning instead of the present Wednesday morning. Members expressed concerns that the Annual Report required under this Service Level Agreement was now overdue. The last report had been submitted to the Council in September 2012.

RESOLVED – that:

- 1. the Clerk to the Council advise the Citizens Advice Bureau that the Community Council has no objection to the Acton Outreach Service being held on whichever day best suits the Bureau, provided that adequate publicity is given to the day on which the Outreach Worker will be available at the Acton Community Resource Centre: and**
- 2. the overdue Annual Report setting out progress against the Service Level Agreement’s Performance indicators be submitted for consideration by the Community Council as a matter of urgency.**

15 CONSULTATIONS

1. Rhosnesni Post Office: The Area Manager of the Post Office was seeking views on proposals to make alterations to the serving position and opening hours at Rhosnesni Post Office, 12 Dean Road, Wrexham LL13 9EH that will also entail the closure of the Branch for approximately three days during July 2014. Responses were required to be submitted by 4 June 2014. Members welcomed the proposals and made no comment on the Consultation.

2. Access to Information on Community and Town Councils: The Clerk reported on a Consultation on the draft Statutory Guidance on access to information about Community and Town Councils in Wales. Sections 55 to 58 of The Local Government (Democracy) (Wales) Act 2013 requires Community and Town Councils to have websites; to publish notices and papers electronically; and to publish their register of member’s interests. Comments or questions on the draft Statutory Guidance and views as to whether it is clear and useful have been requested by the Consultation deadline of 4 August 2014,

It was noted that the Community Council’s website was now live and had been developed to incorporate the Access to Information requirements contained in Sections 55 to 58 of The Local Government (Democracy) (Wales) Act 2013. Members thanked the Clerk for her work preparing and launching the Website.

16 ACTON CENTRAL WARD – CASUAL VACANCY

The Clerk reported that notification has been received from Councillor Andrew J Whitfield indicating his intention to resign as Community Councillor for the Acton Central Ward, effective from July 2014 owing to other commitments. The Chair thanked Councillor Whitfield for the work he had undertaken and wished him every success.

RESOLVED – that an item be placed on the agenda of the meeting following Councillor Whitfield’s resignation date to consider the filling of this vacancy.

17 REPORT FROM CLERK

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

Organisation	Details and action taken
1. Democratic and Registration Services Manager, Wrexham County Borough Council	Wrexham Town and Community Council Forum – 17 July 2013 at 6:00pm: Email dated 23 April 2014 inviting the Community Council to send 2/3 Representatives to attend the next meeting of the Forum and to submit any important items of business for inclusion on the agenda by no later than 27 June 2014. It was noted Dr Helen Patterson had spoken at the Joint SLCC/

Organisation	Details and action taken
	<p>OVW Wales Training Seminar on 15 May 2014 about the Work of the National Assets Group and Devolution of Services. She had referred to a review of the Council Plan and Service Changes. It was noted this may be a topic for discussion at a future Forum Meeting.</p> <p>RESOLVED – that the Council be represented at the Forum meeting by Councillors Ray Evans and Ralph Hardy.</p>
<p>2. Splash Community Trust 21 Egerton Street Wrexham</p>	<p>Plas Madoc Leisure Centre: Letter dated 24 April 2014 to all Community Councils from the Chairman and Secretary of the Trust Board that has been established to investigate ways of saving Plas Madoc Leisure Centre. The Trust Board requested the Council to consider making a grant towards the reopening of this facility. At this stage, a decision in principle is requested subject to the grant only being paid on a successful outcome. Councillors and Acton Community Residents were supportive of the aims of the Trust Board but at this stage, any decision should be left in abeyance until the Trust Board is fully operational and the full year on year implications for any support is clear.</p> <p>RESOLVED –to acknowledge the letter and advise that the Community Council will not commit itself until it is able to see what the final outcome is.</p>
<p>3. Ethics and Regulation Team, Welsh Government</p>	<p>1 Governance in Small Public Bodies: Email dated 30 April 2014 drawing attention to a report from the National Assembly for Wales Public Accounts Committee on significant failings in the governance and financial arrangements of the Caldicot and Wentlooge Levels Internal Drainage Board and highlighting the issues and lessons learned are relevant to small bodies in Wales generally. Information noted</p> <p>2. Local Government and Communities, Community and Town Councils Welsh Government News: Email dated 8 May 2014 advising of the publication of the latest news that can be viewed online. Information noted</p>
<p>4. Tracey Gilmartin , One Voice Wales</p>	<p>1. Informing the Public - Community and Town Council Workshops 2014: Email dated 6 May 2014 advising of the Council’s obligations under both Data Protection and Freedom of information Acts. The Information Commissioner’s Office is the UK Regulator for both Acts. The Wales Office will be delivering a series of Workshops across Wales for both Staff and Councillors. There will be a workshop at Mold on 25 September 2014 from 6:30pm to 9:00pm at a cost of £15.00 per person. Information noted</p> <p>2. Training for Community Councillors: Emails dated 2 and 7 May 2014 providing details of evening training sessions One Voice Wales is running in North Wales at a cost of £40 per person. Information noted</p>
<p>5. Play Wales</p>	<p>Play for Wales Spring 2014 Newsletter: A copy of this document will be available at the meeting for members’ perusal. Information noted</p>
<p>6. Tracy Lang, North Wales Police</p>	<p>North Wales Police PCSO survey: Email requesting the Community Council to complete a PCSO survey form for April 2014. Members wished to stress how useful the PCSOs are in the Acton Community and noted this return would be requested on a quarterly basis.</p> <p>RESOLVED – that the Chair and Clerk complete the survey and submit a response on behalf of the Community Council.</p>
<p>7. Gail Bather Business Support Officer Community Wellbeing and Development, Wrexham County Borough Council</p>	<p>Electronic Consultation from the Planning Department: Email dated 13 May 2014 requesting future consultation with the Community Council to be electronic to make more efficient use of time and resources. Members noted the size of the plans submitted with current applications and limitations to consider them at meetings.</p> <p>RESOLVED - that the current paper method of Consultation continues to be the Community Council’s preferred method of Consultation for Planning Related matters.</p>

Organisation	Details and action taken
8. Mr Mike Jarvis Wrexham Allotment & Leisure Gardeners' Association	2014 Annual Flower and Vegetable Show: Letter dated 13 May 2014 enclosing copies of the Show Schedule and four complimentary tickets in case any Council representatives would like to attend. Information noted
9. Democracy, Ethics & Partnership Division, Welsh Government, Cathay's Park Cardiff	Survey from the Independent Remuneration Panel for Wales: Email dated 15 May 2014 inviting the Community Council to complete this survey. RESOLVED – that the Chair and Clerk complete the survey and submit a response on behalf of the Community Council.

(Councillor Mrs C O'Toole declared a personal and non-prejudicial interest in the item 9 above as a member of her family sits on the Independent Remuneration Panel. She left the meeting taking no part in the consideration, discussion or voting on the item)

18 PAYMENT OF ACCOUNTS

Members noted no payments had been received since the last meeting and considered the payments now required for authorisation.

Resolved – that the following payments be approved: -

Voucher No; Payee	Details	Amount
5 Zurich Municipal	Renewal of Local Council Policy Insurance YLL-2720431173 from 1/6/14 to 31/5/15 – Year 3 Section 112 Local Government Act 1972	£1,117.42
6 Wrexham & District Citizen's Advice Bureaux	SLA Wrexham CAB Acton Outreach Service April 2014 to September 2014 S142 Local Government Act 1972	£3,073.08
7 JDH Business Services Ltd	2013/14 Internal Audit Accounts and Audit Regulations	£149.04 (vat £24.84)
8 SLCC Enterprises Ltd	Clerks Attendance at Wales Training Seminar at Llandudno on 15 May 2014 Section 112 Local Government Act 1972	£70.80 (vat £11.80)
9 SLCC Enterprises Ltd	Clerks Attendance at Welsh Regional Conference at Cwmbran on 4 June 2014 Section 112 Local Government Act 1972	£82.80 (vat £13.80)
10 Carole Roberts Clerk to the Council	Clerks Expenses to 15 May 2014 Section 112 Local Government Act 1972	£ 178.05 (vat £10.00)
11 Wrexham County Borough Council	Clerks Salary and office expenses for May 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

19 PLANNING MATTERS AND APPLICATIONS

The Council considered whether to make any comments on the following Planning Applications for development in the Community Council's area that had been received since the last meeting or that had been made under the Town and Country Planning Act 1990 (to be determined by Wrexham County Borough Council). It was also noted that copies of recent planning decisions within the Acton area were available for perusal at the meeting.

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

Application No & Address	Details	Observations
P/2014/0271 48 Park Avenue, Wrexham	Erection of detached Double Garage	No objections

Application No & Address	Details	Observations
P/2014/0297 Borras Park Veterinary Surgery, 2 Borras Park Road, Wrexham	Variation of Conditions No 4 of WRA P/1999/0041 (as granted on Appeal) to allow extended hours on Monday to Friday 10:00 to 14:00 and 116:00 to 18:30hours	No objections
P/2014/0302 Land adjacent to Bus Shelter Powell Road, Bodhyfryd, Wrexham	Upgrade of Telecommunication Base Station with Replacement 15M column and new equipment cabinet and other ancillary works	No objections
P/2014/0310 10 Oaklands Avenue, Wrexham	Erection of Single storey extension	No objections
P/2014/0314 9 Craig Way Wrexham	Two Storey side extension	No objections
P/2014/0335 7 Ffordd Elan, Acton Park Wrexham	Two Storey side extension	The Community Council objects to this application. It considers the extension proposed within the application to be an over development of the site and bigger than it would expect to see in this neighbourhood

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

Signed as a correct record this 17th day of June 2014

Chair