

Minutes of a Meeting of Acton Community Council held on Tuesday 15 April 2014 at Acton Community Resource Centre, Off Overton Way, Acton, Wrexham

Present:

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

* Absent

Also Present:

PCSOs Gina Subacchi and Erin Shawcross, North Wales Police
Mr N Hughes, Member of the Public
Mrs Carole Roberts, Clerk to the Council

158 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Miss J Dudley, R Hardy, T Pierce and A Whitfield.

159 DECLARATION OF INTERESTS

There was one declaration made at this stage of the proceedings. Councillor J A Kelly declared a personal interest in respect of Agenda Item 12 - Planning Applications, being a member of Wrexham County Borough Council's Planning Committee.

160 CONFIRMATION OF MINUTES

RESOLVED – that the Minutes of the meetings of the Community Council held on 25 March 2014 be received and confirmed as correct record.

161 INFORMATION FROM THE MINUTES

1. **Minute 153.2 March 2014 – Nightingale House Hospice Annual General meeting:** It was noted that Councillor Joyce Dudley had attended the meeting and a copy of the Annual Report and other meeting papers were being held by the Clerk.

162 KEY ISSUES - ACTON

WCBC Members reported on the following issues currently being considered by the County Borough Council that may affect the whole or part of the Community of Acton. (Minute 107 January 2011 refers):-

1. **Rhosnesni High School – Follow up inspection:** The Chair advised that early indication from a recent follow-up inspection was that the School was a much different and improved organisation and the Governors were working hard to ensure that the improvements continue.
2. **Grass Cutting:** The budget reductions implemented by Wrexham County Borough Council from 1 April will see a reduced grass cutting service impact all Communities in the County Borough.

RESOLVED – that the present position be noted

163 ACTON COMMUNITY POLICING

The Chair welcomed PCSOs Gina Subacchi and Erin Shawcross who were attending the meeting on behalf of North Wales Police.

1. Policing report for March 2014: A copy was tabled providing a breakdown of the relevant statistics and the current live policing operations and intelligence gathering involving the Acton Neighbourhood Policing Team. Members were reminded that the increase of burglaries from dwellings in Acton was being addressed through Operation Brute. The recent thefts in the Maesydre ward related to plant pots and plants. Mr N Hughes a member of the public referred to being a victim of these thefts. The two PCSOs undertook to take his details at the end of the meeting and investigate further.

A key Policing objective of Cold Calling had recently seen the Acton Policing Team setting up an information stall at the Borrás Co-op shop to alert and draw the public's attention to a recent cold calling team operating in the area. This campaign had also been supported by the Local Members and with a follow up by the Trading Standards team. Members endorsed the hard work of the Acton Community Policing team

2. Community Safety Camera: Further to Minute 147 March 2014, the PCSOs tabled an information sheet about a plug and go rapid deployment community safety camera that was being used in the Caia Park and Rhosddu Community Council areas to tackle trouble and crime hotspots within selected areas. The Officers also tabled a sheet illustrating the costs for a single Community Safety Camera based on full purchase and leasing over three and five years.

Members were supportive of the need for a Community Safety Camera and recognised the safety, conviction and deterrent factors. However it was unclear from the brief information sheets provided how much it would cost to move the cameras, the annual running costs, who would have responsibility for such cameras and how successful the placement of cameras in Rhosddu and Caia Park had been. Members also suggested it would be helpful for a representative from Digital Surveillance Wrexham Limited to attend the next meeting of the Community Council together with Police Officers to make a presentation on the benefits and running costs of a Community Safety Camera and to advise on the requirements for a Code of Conduct and Operational Guidelines to regulate the management, operation and use of a mobile Community Safety Camera.

Then discussed with the Police Officers was the issue of vehicles racing up and down the Llanypwll Link road at weekends and Sunday afternoons in particular. The PCSOs undertook to forward this matter to the Traffic Policing Team for attention.

RESOLVED – that the Acton Policing Team arrange for a representative of the Digital Surveillance Wrexham Limited to attend the next meeting of the Community Council together with Police Officers to make a presentation on the benefits and running costs of a Community Safety Camera and to advise on the requirements for a Code of Conduct and Operational Guidelines to regulate the management, operation and use of a mobile Community Safety Camera.

164 PLAQUE FOR THE SPIDER PARK TO MARK THE PROTECTION GRANTED IN DECEMBER 2012

Further to Minute 149 March 2014 Councillor W Baldwin referred to the successful designation of part of the Spider Park at Acton as a Field in Trust. He suggested that a plaque be purchased at a cost of £250 to commemorate this. Members referred to the fact that this designation and protection would be included on the Land Registry documents. Any plaque would require a map defining the area designated as a Field in Trust as part of the site was for part of the site only. Members recognised the value of having the protected status but a plaque to mark this designation was unnecessary.

RESOLVED - to take no action in this matter

165 SERVICE LEVEL AGREEMENTS WITH WREXHAM COUNTY BOROUGH COUNCIL DURING 2014/15

Further to Minute 150 March 2014, the following matters were considered:

- 1** Request from the Friends of Acton Park to use the funding for the Season Ranger in Acton Park to provide additional grass cuts in Acton Park and maintain the same standard of grass cutting as in previous years: Members referred to the dreadful and unkempt state of the Park. They noted that Wrexham CBC's current year's programme was expected to provide four grass cuts in Acton Park. In

previous years there had been up to 8 cuts per annum. Members wished for the same level of grounds maintenance to continue to be provided and noted that Acton park users come from a wide geographical area. Members referred to the importance of Wrexham CBC allocating any in-year additional funding fairly across the whole of the County Borough. The Park itself deserved better recognition and equity of funding for grounds maintenance.

The Clerk reported that Mr Martin Howorth had advised that each grass cut costs £697. To provide for up to four additional cuts would cost £2,788. There is no budget provision for this expenditure. Members also considered whether it would be possible for a reduction of a few weeks in the period the Seasonal Park Ranger could be employed with any savings made being used to provide for the additional grass cuts in Acton Park.

- 2 A Memorandum of Agreement for the provision and management of a Seasonal Ranger for Acton Park for the period July to September 2014: Having regard to the request considered earlier in the meeting from the Friends of Acton Park to use this funding to provide additional grass cuts in Acton Park, this matter was deferred until a decision on the request from the Friends group has been made
- 3 A Service Level Agreement for the Inspection and Maintenance regime of the Ffordd Garmonydd and Aran Road Play areas situated in the Acton Community Area; the Acton Park Junior Play area is covered by this agreement, but funding is excluded until expiry of the WREN grant funding in 2019.
- 4 An Agreement to provide funding for Wrexham County Borough Council to continue the School Crossing Patrols in the Acton Community at Dean Road, Borrass Park Road and Box Lane.

RESOLVED – That:

- i) ***the Clerk seek clarification on the number of grass cuts proposed for Acton Park this year and in previous years and to ascertain if it would be feasible to reduce the 2014 employment period for the Seasonal Park Ranger to fund additional grass cuts in the Park; and once a reply is received in consultation with the Chairman and Vice Chairman of the Council be given power to determine and act in respect of the request by the Friends of Acton Park and report thereon to the next meeting of the Community Council;***
- ii) ***final determination on the 2014 Memorandum of Agreement for the provision of a Seasonal Park Ranger be deferred until the decision contained in i) above has been made;***
- iii) ***the Service Level Agreement for the weekly Inspection and Maintenance regime of the Ffordd Garmonydd and Aran Road Play areas situated in the Acton Community Area be approved and signed off by the Clerk and Chairman of the Council; and***
- iv) ***the Agreement to provide funding to enable Wrexham County Borough Council to continue the provision of School Crossing Patrols in the Acton Community at Dean Road, Borrass Park Road and Box Lane be signed off by the Clerk and Chairman of the Council***

166 ANNUAL ACCOUNTS 2013/14

The Clerk submitted a detailed report prepared in accordance with the Accounts and Audit (Wales) Regulations issued under the Public Audit (Wales) Act 2004 containing:

- the annual Statement of Accounts for the year ended 31 March 2014;
- a supporting statement highlighting significant variances;
- A Governance/ Risk assessment report for 2014.

Members were reminded that the Accounts and Audit Regulations and Capital Finance and Accounting Regulations in Wales had introduced key changes for Community and Town Councils in respect of accounts completion requirements from 2011/12 with the certification and approval process for the annual returns/accounts being earlier.

It was noted that the Accounts books and records for 2013/14 Financial year would be submitted to the Internal Auditor on 16 April 2014. The Internal Auditor's report would be submitted to the next meeting. In respect of the External Audit on 31 May 2014, the relevant statutory notices were now on public display. The Clerk advised that in completing the formal Annual Return Document for the year ended 31 March 2014, she had in Section 1 Item 12, picked up the figure of £120,631 for the Total Receipts during 2013/14 instead

of the £121,278 Total Community Assets Values for 2013/14. It would now be necessary for the Council to authorise the Chair to initial the changes to be made on Item 12 of Section 1 of the Annual Return to rectify the situation.

Members noted details of the variance and underspend on the 2013/14 Budgets for General Administration, Maesydre Powerhouse, the Seasonal Ranger at Acton Park, Community Centres Capital, Revenue and operational funding, Virement of Election Budget for Wren Third Party Funding and new spending in respect of the Council's Website. It was noted that the Risk Assessment now included disaster recovery and business continuity and in respect of the Council's electronic computer records a real time daily data back-up service has been purchased from Vision ICT to comply with the Internal Auditor's recommendations.

RESOLVED –

- i) To approve the Statement of Accounts for the Year ended 31 March 2014 together with the Supporting Statement and the Annual Risk Assessment required under the Audit and Accounts Regulations and the Chair and Clerk be authorised to sign off the Statement of Accounts for submission to the Internal Auditor;***
- ii) That consideration of the report as contained in Appendix 3 be accepted as the formal Risk Assessment for 2014;***
- iii) That in relation to the key risks, these be identified as relating to the Community Council's assets, bank accounts, internal financial controls and insurance cover for statutory and other purposes;***
- iv) That to minimise risk, a review and refresh of the Council's Standing Orders and Financial Regulations be carried out during 2014/15; and***
- v) That the arrangements highlighted in paragraphs 5.1 to 5.3 and paragraphs 19.1 to 19.14 in Appendix 3 be accepted as having taken all the appropriate steps to minimise risks in conjunction with the documented Internal Financial Controls.***
- vi) the Chair be authorised to initial the changes approved for amendments to Section 1 year ending 31 March 2014 - part 12 on the Annual Return to £121,278 prior to its submission to the Internal and External Auditor to rectify the inclusion of the Total Receipts during 2013/14 instead of the Total Community Assets Values for 2013/14.***

167 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. One Voice Wales	<p>1. Membership offer for 2014-: Letter dated 18 February 2014 inviting the Council to become a member at a one off reduction of 50% of £775.</p> <p>2. Member Training Courses to July 2014: Email dated 19 February 2014 providing details of the Councillor training programme being run in North Wales. Nominations to attend were sought as bookings are too low for some of courses to proceed.</p> <p>RESOLVED - not to take up the offer of reduced Membership and note the Course details</p>
Head of Community, Well-Being & Development Wrexham CBC	<p>Wrexham and Flintshire Employment Land Review: Letter dated 3 March 2014 inviting comments by 28 March 2014 for inclusion in the BE Group's Study to provide an updated evidence base for the Local Development Plan. Key stakeholder groups including Town and Community Councils have been asked about the supply and demand for employment sites and premises in the area.</p> <p>Information noted</p>
Civic Support Officer, Wrexham CBC	<p>Annual meeting of Wrexham County Borough Council: Letter dated 20 March inviting a Community Council representative to attend the Annual Meeting of the Council on Tuesday 20 May 2014 at 5:30pm in the Council chamber, Guildhall,</p>

Organisation	Details and action taken
	<p>Wrexham, when the new Mayor and Deputy Mayor will be elected and installed.</p> <p>Resolved that:</p> <p><i>i) the invitation be noted as the five County Borough Councillors from the Acton Community will already be in attendance ;</i></p> <p><i>ii) the Annual meeting of the Community Council on 20 May 2014 commence at 7pm to enable County Borough Council representatives to attend both meetings;</i></p> <p><i>iii) the July 2014 meeting of Community Council be held on 22 July 2014</i></p>
Wrexham Civic Society	<p>In Focus Newsletter Issue 38 Spring 2014: A copy of this document referring to the Commendation of the Acton Community Resource Centre was noted</p>
Society of Local Council Clerks	<p>1. Effective Governance and Accountability: Email dated 27 March 2014 advising of this joint conference open to Clerks and Councillors that is being held at Venue Cymru, Llandudno on 15 May 2014 at a cost of £59 plus VAT per delegate.</p> <p>2. SLCC Conference for Wales: Email dated 8 April 2014 advising of this Conference open to Clerks and Councillors that is being held at Cwmbran on Wednesday 4 June 2014 at a cost of £69.00 plus VAT per delegate.</p> <p>RESOLVED – that the Clerk be authorised to book and attend both Conferences as part of her continuing professional development.</p>
Department of Public Health & Health Professions, Welsh Government	<p>Application by Mr R J Evans for preliminary consent for Inclusion in the Pharmaceutical List in the vicinity of King Street or Lord Street, Wrexham: Letter dated 4 April 2014 advising of the outcome the Welsh Ministers consideration of an appeal lodged against this decision of the Local Health Board and determining to uphold the appeals put forward by Rowlands, Boots and Alexander’s pharmacies, and refusing the application by Mr Evans.</p> <p>Information noted</p>
Friends of Acton Park	<p>Next Public Meeting: Email dated 7 April 2014 advising that the next meeting will be held on Wednesday 16 April 2014 at 7pm in Acton Community Resource Centre. The annual Easter Egg Trail event will be held on Thursday 17 April 2014 at 1pm.</p> <p>Information noted</p>
Local Government Finance and Performance Department, Welsh Government	<p>1. The Legislative Reform (Payments by Parish Councils, Community Councils and Charter Trustees) Order 2014: Email dated 10 April advising that this Order has been made and is in now in force. The Order removes outdated requirements for every cheque or other order for the payment of money by a Town and Community Council to be signed by two members of the council – the “two signature rule”. The Order facilitates the use of modern methods of banking for payments such as electronic banking to ensure financial management is adequate and effective whilst maintaining sound financial control. The Clerk advised that to ensure satisfactory internal controls over payments, the present arrangements can continue, if the Community Council prefers to maintain the two signature rule. It was noted that recent enquiries at the Council’s current Bank had revealed that it did not have an electronic alternative to the two signature requirement for cheques.</p> <p>RESOLVED – to continue to maintain the two signature rule until such time as cheques are no longer acceptable and to ensure the Council’s internal financial controls remain robust.</p> <p>2. Local Government (Wales) Measure 2011, Part 7: Communities and Community Councils Guidance, including Statutory Guidance, to Principal Councils and Community and Town Councils in Wales: Email dated 10 April 2014 advising that the final guidance has now been published. A summary of the consultation responses has also been published and can be viewed online.</p>

168 PAYMENT OF ACCOUNTS

Members received and considered details of payments received and those set out below that required authorisation.

Payments Received: HSBC Deposit account – 1st Precept Payment for 2014/15: £41,666.67

RESOLVED – that

i) the following payments be approved: -

Voucher No; Payee	Details	Amount
1 Wrexham County Borough Council	NNDR Demand for Maesydre Power House for the period 1/4/14 to 31/3/15 – Note demand for RV of 1475 = £697.68 RV is below Minimum Value so no payment is required : For information only S124(1)(b) Local Government Act 1972	£0.00
2. Stephen Price Memorials	Provision and installation of Granite memorial plaque at Acton Park Wrexham S19 Local Government (Miscellaneous Provisions) Act 1976	£60.00 (inc VAT £10.00)
3 Carole Roberts Clerk to the Council	Clerks Expenses for March 2014 Section 112 Local Government Act 1972	£ 204.64
4. Wrexham County Borough Council	Clerks Salary & office expenses for April 2014 paid by Council's Agent: Wrexham County Borough Council in accordance with Minute 99.1 December 2009 Section 112 Local Government Act 1972	NJC Rates

169 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
1. P/2014/0131 Barkers Lane CP School Barkers Lane Wrexham	Retention of Mobile Classroom Unit – amendment to plan and change of description	No observations
2. P/2014/0149 30 Ansell Road Wrexham	Erection of double Garage	No observations
3. P/2014/0175 13 Ffordd Aled Wrexham	Single storey rear extension and internal alterations	No observations
4. P/2014/0197 Land adjoining Bryn Estyn Cottage, Bryn Estyn Road, Wrexham	Outline application for erection of single dwelling	No observations
5. P/2014/0227 7, Cwm Eithin Wrexham	Outline application for erection of single dwelling	No observations

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

Signed as a correct record this 20th day of May 2014

Chair