

Minutes of the Annual Meeting of Acton Community Council held on Tuesday 19 May 2015 at Little Acton Community Centre, The Green, Little Acton, Wrexham

Present:

Councillor	W Baldwin *	Councillor	Mrs C O'Toole
"	E Boylin	"	T Pierce
	L Closs		J Richards
"	Mrs A Evans	"	K Roberts
"	R Hardy	"	Mrs O Simm
"	J A Kelly *	"	Mrs B Smith
"	G Lowe *	"	Mrs S Stanford
"	Mrs A O'Neill *	"	1 vacancy

* Absent

Also Present:

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

(Councillor J Richards in the Chair)

1 THANKS

The outgoing Chair thanked the Council for the opportunity given to him by the Council to be its Chair. He also thanked the Clerk to the Council for her support and assistance.

2 APPOINTMENT OF CHAIR

UNANIMOUSLY RESOLVED - That Councillor L Closs be appointed Chair of the Council for the 2015/16 Municipal Year.

(Councillor L Closs in the Chair)

3 APPOINTMENT OF VICE CHAIR

RESOLVED – That Councillor W Baldwin be appointed Vice Chair of the Council for the 2015/16 Municipal Year.

4 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors W Baldwin, J Kelly, G Lowe, and Mrs A O'Neill.

5 DECLARATION OF INTERESTS

There were no declarations of interest made at this stage of the proceedings.

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 17 May 2016 when the Annual meeting will commence at 7:00pm to afford County Borough Councillors the opportunity to attend both Wrexham County Borough Council's Mayor Making Ceremony and the Annual Meeting of Acton Community Council.

PROCEDURAL MATTERS

1) APPOINTMENT OF COMMITTEES AND WORKING GROUPS

RESOLVED:-

1. To appoint the following Committees with the membership and terms of reference as stated:-

I Planning Committee: Chair or Vice Chair, Councillors Anne Evans, Ralph Hardy, Geoff Lowe, Mrs Olive Simm and Mrs Barbara Smith.

Terms of Reference:

To consider and respond to planning applications, planning appeals, any matters related to the development of the Local plan, including consultations and surveys such as the Open Spaces Survey where there is insufficient time for the full Council to consider such matters.

li Youth Committee: Chair, Councillors Mrs Anne Evans, Mrs Carole O’Toole, Tom Pierce, James Richards and Mrs Barbara Smith

Terms of Reference:

1. To review and develop options for the 2016/17 and future Service Level Agreements to provide a Youth Project across the five Acton Community Wards to ensure they are fit for purpose and reflect the requirements of the Community Council and current best practice;
2. To receive and monitor the Youth Service’s 2015/16 Quarterly Service Level Agreement reports and any other performance monitoring reports provided by the Youth Service, to ensure the Service Specification is being met and the Agreement represents good value for money; and
3. To bring any concerns about the performance or effectiveness of the Service Level Agreement immediately to the attention of the full Council.

lii Acton Community Resource Centre Committee: Councillors Edmund Boylin, James Richards and Sue Stanford together with the five County Borough Councillors who are also members of the Community Council namely, Bill Baldwin, Mrs. Anne Evans, Jim Kelly, Geoff Lowe, and Mrs. Carole O’ Toole.

Terms of reference:

1. To receive and monitor the Service Level Agreement for the Operational Management of the Acton Community Resource Centre: April 2013 To March 2023 and consider performance monitoring and progress against the aims and objectives, and agreed outputs and outcomes, required under the terms of the Agreement to ensure the Resource Centre is making progress to becoming self-financing and the Agreement still represents good value for money;
2. To ensure that the current 10 year Service Level Agreement’s reporting requirements are being met, are fit for purpose, reflect the requirements of the Community Council and are kept under review to ensure current best practice and each of the two year Review of the Agreement takes place as set out in the Agreement;
3. To mediate when necessary between Acton Community Council, the Acton Community Resource Centre Management Committee and /or officers of Wrexham County Borough Council in respect of any concerns or issues related to the ten year Service Level Agreement; and
4. To report and immediately bring any concerns about the performance or effectiveness of the Service Level Agreement to the attention of the full Council.

2. That the Community Councillors named below represent the Community Council on the following Management Committees: -

I Little Acton Community Centre – All 3 Little Acton Ward Members (ie Councillors Bill Baldwin, Kevin Roberts and Sue Stanford)

li Acton Community Resource Centre: Councillors Edmund Boylin, James Richards and Sue Stanford and to note that the five County Borough Councillors namely, Bill Baldwin, Mrs. Anne Evans, Jim Kelly, Geoff Lowe, and Mrs. Carole O’ Toole, are also members of the Acton Community Resource Centre Management Committee

3. That the Dog Fouling Working Group be reappointed with the following Members in order to conclude its work in accordance with its agreed Project and Action Plan: Vice Chair and Councillors Anne Evans, James Richards, Kevin Roberts and Carole O’Toole.

Terms of Reference:

To progress and review the publicity campaign and action plan in respect of preventing Dog Fouling in consultation with the Enforcement Team Officers, the Police other local Groups and seek to encourage the continued involvement of all the Schools within the Acton Community area.

2) APPOINTMENT OF ADDITIONAL COMMUNITY GOVERNOR AT BORRAS PARK JUNIOR SCHOOL

Consideration was given to an Email Communication dated 23 April 2015 from the Clerk to Borrass Park Junior School Governing Body advising that the existing term of office for Councillor Bill Baldwin to serve as an Additional Community Governor at Borrass Park Junior School came to an end on 18 April 2015. Reference was made to the Wrexham County Borough Council decision to amalgamate the Borrass Park Junior and Infants Schools. It was noted that on 17 April 2015, Councillor Baldwin had been nominated to be a Governor of the shadow Borrass Park school Governing Body.

RESOLVED – to endorse pro tem, the nomination of Councillor Bill Baldwin to serve as a Governor on the shadow Borrass Park School Governing Body.

7 CONFIRMATION OF MINUTES

RESOLVED – that:-

1. **The minutes of the Council Meeting held on 21 April 2015 be received and confirmed as a correct record; and**
2. **The minutes of the Youth Committee meeting held on 5 May 2015 be received and noted.**

8 INFORMATION FROM THE MINUTES OF THE COUNCIL MEETING HELD ON 21 APRIL 2015

1. **Minute 157 -Consultation on Reforming Local Government: Power to Local People:** It was noted the final response was submitted before the end of the Consultation and a copy circulated to all members of the Council for information.
2. **Minute 162 - Town and Country Planning Act 1990, Section 78 Appeal at 3 Camberley Drive, Wrexham:** The Clerk confirmed that she had submitted the agreed written representations by 30 April 2015.

Councillor Mrs C O'Toole arrived following consideration of this item.

9 COMMUNITY POLICING MATTERS

1. **Acton Community Policing Report:** The Chair welcomed PCSOs Siwan Huws and Wil Roberts, who were attending the meeting on behalf of North Wales Police

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, there had been a reduction in victim based crime and further preventative work carried out in respect of crime at Council owned garages in the Acton area.

It was noted that no response had been received to the concerns previously raised about the parking difficulties being caused by attendees of the Boot Camp in the Acton Park area and the situation was being monitored. In response to a question by a member, the PCSOs advised that an investigation was ongoing in respect of recent domestic burglaries

2. **Policing Objectives** – An update on the next date for this quarterly meeting with North Wales Police and Acton Community Councillors will be provided at the next meeting.

3. **Dedicated Acton Community Safety Camera - Funding Streams:** Further to Minute 69.2 October 2014, it was noted that this item had been included on the agenda to keep Members updated and there was presently nothing further to report

RESOLVED- that the Police Officers be thanked for their attendance and reports at the meeting.

10 YOUTH SERVICE PROVISION –ANNUAL REPORT ON DETACHED YOUTH WORK PROVISION TO 31 MARCH 2015

The Chair welcomed Juliet Mackenzie, Advanced Practitioner for Schools and Community from Wrexham Youth Service who presented the Annual report to Members on the Detached work carried out during 2014/15 with young people from the Community of Acton. The report described the activity, contacts and progress of youth service delivery within the Acton community as detailed in the Service Level Agreement with the Wrexham County Borough Council Youth Service. The administrative procedures for recording and

reporting activity and contacts had been reviewed to ensure consistent and appropriate recording and tracking of the contacts made with young people.

Since January 2015, the young people had been consulted and involved in developing detailed term based work programmes to provide the community, young people and youth service with a clear direction and purpose. The team were also looking at antisocial behaviour hotspots and seeking to provide diversionary activities. The establishment of a project night within the Programme was providing opportunity to offer accreditation to young people through Agored Cymru, DofE, and Adventure Service Challenge. The Programme is published on various websites and publicised through social media.

During the year staffing of the Service had been unstable towards the end of the reporting period but the service delivery had been maintained. The new team of three Youth and Community Workers were now functioning across the Acton Community over three nights a week. The Youth Committee had assisted with review of the Service Level Agreement. The Service to young people and the Acton Community will remain focussed and create exciting, innovative and dynamic opportunities. The Council was now satisfied with the final amendments to the 2015/16 Service Level Agreement.

Members noted that the quarterly reports of progress against the challenging targets set for the 2015/16 SLA would be reported to the Youth Committee and the Annual report will be submitted for consideration by the full Council. Members indicated it would be helpful as part of the reporting process to have a breakdown of contacts by Age Profile.

RESOLVED –

- 1. To receive and note the progress outlined in the Annual Report for 2014/15 submitted as required under the Service Level Agreement; and**
- 2. That the Clerk to the Council and Chair be authorised to sign the amended 2015/16 Service Level Agreement as discussed by the Youth Committee on 5 May 2015.**

11 KEY ACTON ISSUES

Wrexham County Borough Council Members advised that apart from the current Budget Saving regime, there were no other matters that had been recently considered by the County Borough Council that may affect the whole or part of the Community of Acton. (Minute 107 January 2011 refers)

RESOLVED – that the present position be noted.

12 ANNUAL ACCOUNTS 2014/15

- 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 or noted. There was one item highlighted with a recommendation for action from the 2014/15 Audit. In respect of the recommendation and issue raised in the Internal Auditor's Action Plan, the Council at its March 2015 and April 2015 meetings (Minutes 146.3 and 159 refers) has already considered the implications and risks of ensuring compliance with the requirements of the Pensions Regulator and Workplace Pension Scheme. The staging date for Acton Community Council is 1 July 2016. The Council by the required date of 31 March 2015 has nominated the Clerk to the Council to be its contact to receive a series of communications about the new legal duties. The Council when reviewing its Payroll Service Level Agreement for 2015/16 requested information from its provider Wrexham County Borough Council on the process to administer, if appropriate, the Community Council's employees and Employers Workplace Pension contributions from the staging date, and has identified this as a risk to be managed as part of its Annual Risk Assessment. The Council thanked the Clerk for her continued hard work to ensure 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 2015.
- 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 4 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 2015 be received and in response, the Clerk advise the Internal Auditor of the action already taken by the Council in respect of his 2014/15 recommendation;*
2. *the Statements as set out in Sections 1 and 2 of the Annual Return for the year ended 31 March 2015 be approved; and*
3. *The Chairman be authorised to sign the relevant section on Page 4 of the Council's Annual Audit return for the year ended 31 March 2015 prior to the initial submission of a copy of it to the External Auditor.*

13. REVISED GUIDANCE ON THE CODE OF CONDUCT – PUBLIC SERVICES OMBUDSMAN FOR WALES

The Community Council considered a letter from the Public Services Ombudsman for Wales advising of revisions to the two stage test to determine whether to investigate a complaint that the Code of Conduct has been breached. It was noted that no hard copies of the guidance will be produced but the Guidance can be downloaded from the Ombudsman's website: www.ombudsman-wales.org.uk.

RESOLVED - that the letter be noted.

14. 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.Planning Policy Team Wrexham County Borough Council	<p>Open Space Audit Assessment: Email dated 23 April 2015 advising Wrexham CBC is preparing an Open Space Audit and Assessment Study to understand the quantity, quality and accessibility of open space provision within the County Borough and shape the future of open spaces in Wrexham. An online survey is collecting the views of residents and visitors on the provision of open space and outdoor recreational facilities in Wrexham.</p> <p>The Chair encouraged all members of the Council to submit individual responses to the Survey as there was not an overall consensus. It was noted that there could be implications for the Study's outcome if the Fields in Trust or some other definition was to be applied to the terms "Public Open Space", "Available to the Public", and "Amenity Space". However Members agreed that it values and would wish the existing green and open spaces to be preserved and to resist any development or reduction of Open Spaces. There is not space within the Acton Community for large scale developments. Members had particular concerns that parking provision was quite acute particularly on older housing estates in Acton, with the lack of provision resulting in cars parking on grass verges. It was recognized that the paving over of front gardens for off street parking also has implications in terms of the green open space appearance of the area, rainwater drainage and the increased risk of flooding. The inclusion of main highways and other roads' grass verges as open rather than amenity spaces in previous studies had been objected to by the Community Council.</p> <p>RESOLVED – that the Clerk submit a response on behalf of the Council taking account of the matters discussed above.</p>
2.Democratic and Registration Services Manager, Wrexham County Borough Council	<p>Wrexham Town and Community Council Forum – 11 June 2015 at 6:00pm: Email dated 23 April 2015 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 26 May 2015.</p> <p>RESOLVED – that the Council be represented at the Forum by Councillors Kevin Roberts and Olive Simm.</p>
3.Chief Executive Welsh Hearts charity	<p>Trustee opportunities with Welsh Hearts: Email dated 11 May 2015 advising that the Welsh Hearts/Calonnau Cymru Board is seeking experienced</p>

Organisation	Details and action taken
	members of the public to join the Board which meets 4 times per year in Cardiff. <i>Information noted</i>
4.Nightingale House Hospice	Annual Report and 20th Anniversary celebratory events 3 & 4 June 2015: An Invitation for the Council to attend two events being held in the Hospice Gardens was considered. <i>Information noted</i>
5.Wrexham County Borough Council – Licensing Team	Variation to Licensable activity under the Licensing Act 2003 – Co-operative, 34 Borrass Park Road, Wrexham LL12 7TH: Notification of application to extend the hours that alcohol can be sold at these premises to 6:00am to 11::pm Seven Days a week. . Any representations to be made on Licensing objective grounds on behalf of named individuals affected must be made by 10 June 2015. RESOLVED – to make no comments on the application (See the declaration of Interest below)
6.Mike Jarvis Show Secretary Wrexham Allotment and Leisure Gardeners Association	Annual Flower & Vegetable Show – 15 August 2015: A Copy of the Show schedule and Complimentary Tickets for Acton Community Council have been received. <i>Information noted</i>

Councillor Edmund Boylin left the meeting during consideration of this item.

(Councillor Mrs Anne Evans declared a personal and non-prejudicial interest in item 5.6 above being a potential member of Wrexham County Borough Council’s Licensing Committee that will determine this application. She left the meeting taking no part in the consideration, discussion or voting on the item and did not return back into the meeting.)

15. PAYMENT OF ACCOUNTS

Members noted that a payment of £821.88 being a refund of VAT to 31 March 2015 from HMRC had been received on 30 April 2015.

Members also received details of payments that required authorisation. It was also noted that the invoices requesting payments from 2014/15 for the Acton Community Resource Centre Service Level Agreement payments and the Operational costs for 2014/15 for the Little Acton Community Centre were still awaited.

Resolved – that the following payments be approved: -

Voucher No; Payee	Details	Amount
4 JDH Business Services Ltd	2014/15 Internal Audit Accounts and Audit Regulations	£154.56 (vat £25.76)
5 Carole Roberts Clerk to the Council	Clerks Expenses for May 2015 Section 112 Local Government Act 1972	£ 185.59
6. Wrexham County Borough Council	Clerks Salary and office expenses for May 2015 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
7 Zurich Municipal	Renewal of Local Council Policy Insurance YLL-2720431173 from 1/6/15 to 31/5/15 – Extension Year 3 Section 112 Local Government Act 1972	£976.29
CCA1 15-16 Hope House Children’s Hospice tree of Hope Appeal	Donation in the name of Councillor Olive Simm in recognition and appreciation of her thirty years’ Service to the Acton Community, particularly its Young People. Section 15 Local Government Act 1972	£150.00
CCA2 15-16 Guide Dogs for the Blind Association	Donation in the name of Miss Joyce Dudley in recognition and appreciation of her twenty nine years’ Service to the Acton Community (with the kind assistance of her Guide Dogs). Section 15 Local Government Act 1972	£150.00

16. PLANNING MATTERS AND APPLICATIONS

The Council considered whether to make any comments on the following Planning Application for development in the Community Council's area that has 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).

RESOLVED - that the following observation be made on the application set out below:-

Application No & Address	Details	Observations
1. P/2015/0336 65 Park Avenue Wrexham	Removal Of Existing Conservatory And Erection Of New Dining Room Extension To Rear	No objections

Signed as a correct record this 16th day of June 2015

Chair