

Minutes of a Meeting of Acton Community Council held on Tuesday 19 April 2016 at Acton Community Resource Centre, Overton Way, Acton, Wrexham

Present:

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

\* Absent

Also Present:

PCSOs David Bill and John Richards , North Wales Police

Dilys Bates and Arthur Evans Community Agents for Glyn Ceiriog and Coedpoeth

Mrs Carole Roberts, Clerk to the Council

## 151 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Mrs Anne Evans, Ralph Hardy, James Kelly, Mrs Carole O'Toole, Tom Pierce and James Richards.

## 152 DECLARATION OF INTERESTS

There were no Declarations of Interest made at this stage of the proceedings.

## 153 CONFIRMATION OF MINUTES

The Minutes of the Meeting of the Council held on 15 March 2016 were received.

***RESOLVED – that the Minutes of the meeting of the Community Council held on 15 March 2016 be received and confirmed as a correct record.***

## 154 INFORMATION FROM THE MINUTES:

- 1. Minute 129.3: Allotments at Prices Lane:** A letter was received responding to the representations submitted to Wrexham County Borough Council; it advised that the allotment prices increases were included as Part of its Difficult Decisions Consultation process in the Autumn of 2015. A Cost recovery Policy is being adopted and in future the full allotment costs will be recovered. This hasn't happened in the past. The letter was noted.
- 2. Minute 142.1 – Wrexham Local Development Plan (2013-2028) Preferred Strategy Consultation:** The Clerk reported that the Council's response submitted by 1 April 2016 had now been acknowledged.
- 3. Minute 142.5 Local Authorities (Model Code of Conduct) (WALES) (Amendment) Order 2016:** The Clerk reported that a response had been received from Mr Coxon who had confirmed that he is not planning to provide any training on the Code of Conduct until after the Local Council elections have been held in May 2017.

***RESOLVED - that the Council take action by 26 July 2016 to meet its obligations in respect of Adoption of a revised Model Code of Conduct to reflect the amendments contained in the Local Authorities (Model Code of Conduct) (Wales) (Amendment) Order 2016***

**4. Minute 144.9 – Llangollen International Musical Eisteddfod:** The Clerk reported receipt of a letter thanking the Council for its donation and offering two complementary tickets for an event of the Community Council's choice at the 2016 International Musical Eisteddfod.

**RESOLVED – that the offer be accepted and Councillor E Boylin and his wife be nominated to attend on the Council's behalf.**

**5. Minute 145.6 – Enabling Grant for the Cunliffe Bowling Club:** The Clerk reported receipt of a letter dated 19 April 2016 from Melanie Salisbury that confirmed Acton Community Council has fulfilled its monitoring role, and that no further updates are required in relation to this grant. The letter stated that Community Councils play a vital role in the grant scheme, and the Council was thanked for the diligence shown. The present position was noted.

## **155 COMMUNITY POLICING MATTERS**

The Chair welcomed PCSOs David Bill and John Richards who were in attendance on behalf of North Wales Police. The PCSOs gave a short update on the Monthly crime figures and other activities of the Police in the Acton Community area. In particular the following matters were highlighted:

- The monthly report tabled at the meeting for the calendar month of March 2016 indicated the incidence of crimes during the month and a commentary was given on emerging issues
- There has recently been a homelessness issue in the grounds of Capel Y Groes and Police Officers were providing support and assistance to the Church Elders.
- Following recent Anti-Social Behaviour around the Acton Community Resource Centre and streets in the immediate vicinity, police patrols had been stepped up in the area

Members then raised concerns about security and the potential to gain access by Youths as well as homeless persons to the former Groves School grounds. The action being taken by the Police within the Acton Community was welcomed. It was noted that the new PCSOs were visiting the elderly and vulnerable to introduce themselves or drop their cards off and had received a good response. Members of the public are being encouraged to come forward with information about Anti-Social Behaviour and other crimes in the area using the 101 phone line. If they wish to remain anonymous the public can ring the Crime Stoppers phone line on 0800 555 111 or make a report online to submit intelligence to the Police. Members thanked the PCSOs for their work and report.

**RESOLVED- that the Acton Community Police Team's update report be received and noted.**

## **156 COMMUNITY AGENT INITIATIVE AND VIEWPOINT**

Further to Minute 130.2 February 2016, Members noted the Community Council has again been asked to consider having a Community Agent now that the Pilot Scheme is being extended. It was noted that initially, Acton Community Council had tried to take part in the Pilot Scheme but despite going out to advert, no applications were received for the Pilot Post. In response to the latest invitation, the two of the pilot Community Agents were in attendance at the meeting to share their views on the value and success of the Pilot scheme. The Chair welcomed Dilys Bates who is the Community Agent for Glyn Ceiriog and Arthur Evans, the Community Agent for Coedpoeth.

The Community Agents explained their roles, the development work in their communities had included attending all events in the area, giving talks and generally raising their profiles. The contrast between the rural and village locality influenced how the Agents worked. In the main they provide signposting and act as a go between to services and welfare for older people and try to engage with Elderly Persons who are not socially active and are harder to reach. The Agents have enabled access to training courses in the locality as well assisting with establishing new Groups where a gap in provision is identified, for example IT / Photography / Cookery/ Nordic Walk and talk Groups with a focus on social interaction. The Agents were employed by their Community Councils for 16 hours per week with the costs being Grant Funded through the Pilot initiative. There was a time input by the Community Council Clerks particularly at the start of the Pilot in arranging the relevant DBS security checks and obtaining the necessary phones and laptops .

Members asked various questions during the presentation and noted that the Agents were proactive and did not wait to be approached; they have produced a summary of activities for their areas and were looking at what is not available, and then facilitating the setting up of new groups. Members commented that in the Acton Community, the Acton Community Resource Centre Manager was providing similar services for local groups and in terms of welfare; the Community Council is paying for a weekly outreach service by the Citizens Advice Bureau for the Acton residents. However there was a need to promote and communicate more widely about the services, training and other activities being provided at the Acton Community Resource Centre.

The Chair thanked the Community Agents for the presentations and attendance at the meeting .

***RESOLVED – that having regard to the services and facilities being provided already at the Acton Community Resource Centre, not to take part in the Community Agent initiative at this time.***

## **157 KEY ACTON ISSUES**

The following matters were considered in respect of considered issues by the County Borough Council that may affect the whole or part of the Community of Acton. (Minute 107 January 2011 refers):

1. **Groves School Site Proposed Demolition** – This matter was being held in abeyance by Wrexham County Borough Council pending the outcome of consideration to list the Building by the Welsh Government;
2. **Potholes** – Reference was made to the condition of residential footpaths and roads in the Acton Community and difficulties for the local Members in having the worst areas affected included in any repairs contracts; and
3. **Dog Wardens and Litter Patrols** – Members noted that from 1 April 2016 new patrol teams were in place to enforce local byelaws in respect of dog fouling and littering.

The present position was noted

## **158 CONSULTATIONS & OTHER STATUTORY GUIDANCE**

1. **Planning Policy Wales Chapter 6 - The Historic Environment:** It was noted that in an Email dated 22 March 2016 from the Planning Directorate and One Voice Wales the Community Council's views had been sought on proposed changes to Planning Policy Wales Chapter 6, which sets out national planning policy for consideration of the historic environment through the planning system. Further information on the Consultation, including the relevant documentation and how to submit responses by the consultation closing date of 13 June 2016 [was available here.](#)

***RESOLVED – that the Clerk respond on behalf of the Community Council to the Planning Inspectorate for Wales and advise that Acton Community Council welcomes the proposals set out in the Consultation Documents.***

2. **Wrexham CBC Local Flood Risk Management Plan Consultation:** It was noted that in an Email dated 7 April 2016 from Wrexham County Borough Council, the Community Council had been invited to consider and formulate comments and opinions on the draft flood risk management plan and associated objectives, measures and actions. The draft plan document and associated survey questionnaire was accessible via the following link: <http://www.yourvoicewrexham.net> The consultation will close on Thursday 12th May 2016.

***RESOLVED – The Community Council has no comments to make on the Consultation documents but the Clerk to the Council be instructed to write to Wrexham County Borough Council to remind it of its duties and the importance of regularly and routinely clearing out soakaways and gullies, particularly on residential estates, in order to prevent incidences of localised flooding that have previously occurred during heavy rain at locations such as Warrenwood Road and Norfolk Road in the Acton Community.***

## 159 ANNUAL ACCOUNTS 2015/16

The Clerk submitted a detailed report prepared in accordance with the Accounts and Audit (Wales) Regulations 2014, issued under the Public Audit (Wales) Act 2004 containing:

- the annual Statement of Accounts for the year ended 31 March 2016;
- a supporting statement highlighting significant variances;
- A Governance/ Risk assessment report for 2016.

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 2015/16 Financial year would now be submitted to the Internal Auditor on 28 April 2015. The Internal Auditor's report would be submitted to the next meeting. In respect of the External Audit, the new External Auditor appointed by the Welsh Assembly Government (Grant Thornton) has given notice that they will undertake the Annual Return and Basic Audit on 11 July 2016. The relevant statutory notices will be placed on public display and be available on the Council's website to comply with the Statutory Notice period.

Members noted details of the variance and underspend on the 2015/16 Budgets for General Administration, Elections, Grants and Donations, Conferences, Training, Community Centres, Detached Youth Work, the Seasonal Ranger at Acton Park, repairs provision for the Maesydre Power House, Community Streetscene and spending in respect of the Community Facilities for Play provision and School Crossing Patrols. It was noted in particular that invoices for the 2014/15 contributions revenue payments for the Acton Community Resource Centre Service Level Agreement and for contributions to the operational cost of the Little Acton Community Centre had been received and paid during 2015/16 inflating the total spend for 2015/16 against these budgets. Members also noted the increases made to the year-marked balances during 2015/16 to provide for smoothing out of known future peaks in expenditure as follows:

1. Reserve Acton Community Resource Centre to ensure the viability of the Centre (Minutes 115 ii January 2015 & Minute 146.1 March 2016 refers)	£18,958 00
2. Maes y Dre Power House: Repairs/Maintenance/ Revaluation/Legal fees (Minute 146.2 March 2016 refers)	£13,330.00
3. Smoothing Allocation towards the cost of full Council elections in 2017 (Minute 146.3 March 2016 refers)	£23,000.00
4. Replacement Playground equipment at Aran Road, Ffordd Garmonydd (& Acton Park Junior Playground when the WREN funding expires in 2023) (Minute 146.4 March 2016 refers)	£ 27,712.00
Total year marked budget	<b><u>£83,000.00</u></b>

The Clerk highlighted in particular the four Metal Park seats contained within the Community Assets Values section of the report. It was noted that despite exhaustive efforts and enquiries since July 2009, the Council's records were silent on the exact locations of these benches. Members considered this historical record should now be written out of the Council's Asset Book having regard to the work undertaken by the Clerk.

### **RESOLVED –**

- i) To approve the Statement of Accounts for the Year ended 31 March 2016 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 the four Metal Park seats contained within the Community Assets Values section of the report as a historical record now be written out of the Council's Asset Book with effect from 1 April 2016..*
- iii) *That consideration of the report as contained in Appendix 3 be accepted as the formal Risk Assessment for 2016:*
- iv) *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;*
- v) *That to minimise risk, a review and refresh of the Council's Standing Orders and Financial Regulations be carried out as soon as practicable; and*
- vi) *That the arrangements highlighted in paragraphs 5.1 to 5.3 and paragraphs 20.1 to 20.14 in Appendix 3 be accepted as having taken all the appropriate steps to minimise risks in conjunction with the documented Internal Financial Controls.*

## 160 REPORT FROM CLERK

The Clerk reported on correspondence and other information received since the last meeting as follows:

Organisation	Details
1.National Library of Wales Aberystwyth	<p><b>UK Web Archive:</b> Email dated 2 March 2016 inviting the Council to participate in the UK Web Archive. (<a href="http://www.actoncommunitycouncil.gov.uk/">http://www.actoncommunitycouncil.gov.uk/</a>). The UK Web Archive is a partnership between the National Library of Wales, the British Library, and the National Library of Scotland, to preserve website for future users. The Council's website has been identified as an important part of Wales' documentary heritage and it should remain available to researchers in the future. The archived copy of the web site will form part of the libraries partnership's permanent collections.</p> <p><b>RESOLVED – that the Community Council participate in the UK Web Archive and permit its website to be archived.</b></p>
2.One Voice Wales	<p><b>1.Community Asset Transfer Guide - Revised Edition:</b> Email dated 22 March 2016 advising of the publication of this Guide which can be viewed <a href="#">online here</a> <b>Information noted</b></p> <p><b>2. Planning Policy Wales Chapter 6:</b> Email dated 22 March 2016 advising of the publication of this Guide which can be viewed <a href="#">online here</a>. <b>Information noted</b></p> <p><b>3. Larger Council's Conference – 6 July 2016::</b> Email dated 19 April 2016 advising of this Conference to be held at Hafod a Hendre Royal Welsh Showground to include a range of speakers, information on work programmes of relevance to larger councils and workshops on innovative practice being carried out by Councils across Wales. The cost for non-Members is £60</p> <p><b>RESOLVED – that the Clerk be authorised to attend this event as part of her continued professional training and the delegate's fee, travel costs and additional hours incurred by the Clerk attending this one day Conference be paid</b></p>
3.North Wales Community Health Council	<p><b>1.Health Watchdog seeks views about the District Nursing Service in North Wales:</b> Email dated 31 March 2016 advising that throughout April 2016, District Nursing staff will be handing out questionnaires when visiting patients and their families, All completed questionnaires will be analysed by NWCHC who will then work with the Health Board to make sure that what people are telling NWCHC is taken into account <b>Information noted</b></p> <p><b>2. Health Watchdog Wrexham: Chair and Vice-Chair 2016-2017:</b> Email dated 31 March 2016 attaching a press release about the re-appointment of Councillor Arfon Jones as the Chair of the Wrexham Local Committee and the appointment of Mrs Siebenmann, an active NWCHC member since 2015, as Vice-Chair of the Wrexham Local Committee for 2016-17. <b>Information noted</b></p>
4.Civic Support	<p><b>Annual meeting of Wrexham County Borough Council:</b> Letter dated 6 April</p>

Organisation	Details
Officer, Wrexham CBC	2016 inviting a representative of the Community Council to attend the Annual Meeting of the Council on Tuesday 17 May 2016 at 5:30pm in the Council Chamber, Guildhall, Wrexham. A response is requested by no later than 4 May 2016. It was noted that no Members of the Council were available to attend <i>Information noted</i>
5.Nightingale House Hospice	<b>Annual General Meeting - 28 April 2016 at 6:00pm:</b> An Invitation for the Council to send a representative to attend the Hospice AGM was considered. It was noted that no Members of the Council were available to attend <i>Information noted</i>
6.Wrexham Civic Society	<b>In Focus Newsletter Issue 42 Spring 2016:</b> A copy of this document was available at the meeting for members' perusal. <i>Information noted</i>
7.Wrexham CBC for the National Offender Management Service	<b>North Wales Prison event – 21 April 2016:</b> Email dated 12 April 2016 inviting a Council representative to attend this event being held on 21 April at the Ramada Plaza, Ellice Way Wrexham, from 7.00 p.m to hear the governor Russ Trent talk about the progress and the vision for the prison. In view of the urgency of this invitation, the Chair of the Council has been nominated to attend this event.  <i>RESOLVED – to endorse the action taken</i>

#### 161 PAYMENT OF ACCOUNTS

Members noted that the first precept payment for 2016/17 in the sum of **£41,666.67** had been received on 1 April 2016 and considered the outstanding debtor and other payments together with the anticipated outstanding payments for goods and services received prior to 31 March 2016.

**RESOLVED – that the following payments be approved: -**

VOUCHER NO & PAYEE	DETAILS	AMOUNT
1 Wrexham County Borough Council	NNDR Demand for Maesydre Power House for the period 1/4/16 to 31/3/17 – Note demand for RV of 1475 = £716.85 but as RV is below Minimum Value no payment is required : For information only S124(1)(b) Local Government Act 1972	£ 0.00
2 Carole Roberts Clerk to the Council	Clerks Expenses for April 2016 Section 112 Local Government Act 1972	£ 65.50 (VAT £4.83)
3. Wrexham County Borough Council	Clerks Salary and office expenses for April 2016 paid by the Council's Agent: Wrexham County Borough Council in accordance with Minute 99.1 December 2009 together with the Annual Admin Charge for 2016/17 Section 112 Local Government Act 1972	NJC Rates
4 Clwyd Pension Fund	Superannuation Payments for April 2016 Section 112 Local Government Act 1972	As notified by Wrexham CBC Payroll section
Unbilled payments from 2015/16	1. Painting of Play areas at Aran Road and Ffordd Garmonydd 2. Clwyd Pension Fund Actuaries Quote 3. March 2016 Payment towards running costs of Little Acton Community Centre  Total	£2,400.00(plus VAT) £1,000.00 (up to) £ 800.00 (approx.)  <b>£4,200.00</b>

## 162 PLANNING APPLICATIONS

Consideration was given to any comments the Council may wish to make on the following applications made under the Town and Country Planning Act 1990 (to be determined by Wrexham County Borough Council):

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

<b>CASE NUMBER/ ADDRESS &amp; PROPOSED DEVELOPMENT</b>	<b>DECISION</b>
1.P/2016/0206 - <b>23 Windermere Road Wrexham:</b> Rear garden room extension to existing bungalow and rear store extension to existing garage	No observations
2.P/2016/0268 - <b>2 Richmond Road Acton Wrexham:</b> Erection of fence (to replace existing hedge) (partly in retrospect)	The Community Council objects to this application due to the visual impact of the fence which is not in keeping with the character of the area.
3.P/2016/0271 - <b>Borras Park Infant School, Borras Park Road, Wrexham:</b> Single storey extension to provide teaching space and storage	No observations
4.P/2016/0277 - <b>43 Elm Grove, Wrexham:</b> First Floor side extension over existing garage and single storey rear extension	No observations
5.P/2016/0280 - <b>11 Wellswood Road Wrexham:</b> New pitched roof, porch extension installation of bay window and internal alterations	No observations
6.P/2016/0285 - <b>87 Jeffreys Road Wrexham:</b> Two storey side extension and alterations to existing entrance porch/garage	No observations
7.P/2016/0313 - <b>10 Windermere Road Wrexham:</b> Change of use to house in multiple occupation for 11 no occupants (an increase from 6 occupants)	The Community Council objects to this application as it is out of keeping with the area and proposes an extremely dense use of the bungalow plot. The proposed increase in occupant use will generate additional vehicular access to and egress from the property; the Community Council has concerns about highway safety and vehicular access to the property if the application is granted.
8. P/2016/0337 - <b>Former Ebeneser Chapel 2 Chester Street Wrexham:</b> Demolition Of Former Chapel, Erection Of 23 No. Apartments Over Four Floors With Associated Parking, External Works And Access	The Community Council has concerns about car parking provision for the proposed apartments and requests that any permission granted ensures through appropriate conditions that adequate parking is provided for this application site and that any planning consent imposes specific conditions to ensure highway safety.
9. P/2016/0342 - <b>Public Convenience Wrexham Maelor Borough Council Car Park Bodhyfryd Wrexham:</b> Notification of demolition works	No observations

Signed as a correct record this 17th day of May 2016

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Chair