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# ACTON

COMMUNITY  
COUNCIL

Minutes of the Annual Meeting of Acton Community Council held on Tuesday 16 June 2016 at Acton Community Resource Centre, Overton Way, Acton, Wrexham

Present:

Councillor	W Baldwin (Chair)	Councillor	L Closs (Vice Chair)
"	E Boylin *	"	Mrs C O'Toole
"	Mrs A Evans	"	T Pierce
"	R Hardy	"	J Richards *
"	J A Kelly	"	K Roberts
"	P Lloyd	"	Mrs B Smith
"	G Lowe *	"	Mrs S Stanford
"	Mrs A O'Neill *	"	1 Vacancy

\* Absent

Also Present:

PCSO Erin Shawcross, North Wales Police  
Mr Reg Herbert, Freelance Journalist  
Mrs Carole Roberts, Clerk to the Council

## 17 SYMPATHY

Members were saddened by the recent death of former Community Councillor Miss Joyce Dudley and they stood in silence as a token of their sympathy. Members then referred to providing a lasting memorial and tribute to former Councillors Brenda Price, Olive Simm Joyce Dudley and Ron Davies. It was suggested that a long lived tree or a Park Bench with a suitable plaque and inscription would be a fitting memorial.

**RESOLVED – that the Clerk to the Council investigate suitable Memorial benches and locations and report back to the Council in due course.**

## 18 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors E Boylin, G Lowe, Mrs A O'Neill and J Richards.

## 19 THANKS

The Chair took the opportunity to thank Councillor Len Closs for his hard work as Chair of the Council during 2015/16.

## 20 DECLARATION OF INTERESTS

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

## 21 CONFIRMATION OF MINUTES

The Minutes of the Annual Meeting of the Council held on 17 May 2016 were received.

**RESOLVED – that the Minutes of the Annual Meeting of the Community Council held on 17 May 2016 be received and confirmed as a correct record.**

## 22 INFORMATION FROM THE MINUTES OF THE COUNCIL MEETING HELD ON 17 MAY 2015

1. **MINUTE 2 - APPOINTMENT OF VICE CHAIR FOR 2016/17 MUNICIPAL YEAR:** Councillor Len Closs who was in attendance at the meeting indicated his consent to being appointed as Vice Chair for the current Municipal year and signed the appropriate declaration.
2. **MINUTE 7.2 - RECOMMENDATION FROM THE YOUTH COMMITTEE:** the Clerk reported that representatives from the Caia Park Partnership will be in attendance at the 19 July 2016 meeting to offer advice on current trends for Young People Services and to enter a dialogue about options to provide stand-alone pilot projects or provide funding for Young People from Acton to attend and participate in activities that are already established and staffed
3. **MINUTE 10.1).4 – APPOINTMENT OF STANDING PERSONNEL COMMITTEES TO INCLUDE A STAFFING COMMITTEE AND A STAFFING APPEALS COMMITTEE:** The Clerk submitted draft terms of reference for these Personnel Committees which were considered by the Council.

**RESOLVED – that the following Committees be appointed with the Membership and terms of reference for each Committee as set out below:-**

### 1. STAFFING COMMITTEE

#### Membership

Chair and Vice Chair of the Council together with Councillors Mrs Anne Evans, Ralph Hardy and Kevin Roberts.

(In the event of a member of the Committee being implicated in the dispute to be considered or have undertaken an investigatory role then they will need to be substituted as a Member of the Committee:

**Terms of Reference:** To deal with matters relating to the role of the Clerk or any other staff that may subsequently be appointed and make recommendations to the Council.

The Committee to have regard to the advice notes prepared by the Society of Local Council Clerks in respect of:

1. The Clerk's Job Description
2. The Model Contract of Employment
3. Disciplinary Procedures
4. Grievance procedures
5. Dignity at Work/Bullying and Harassment Policy

There is an expectation that the Council will seek as necessary, independent specialist Human Resource advice and support and an external note-taker will be appointed at the necessary time.

NOTE: The Annual Reviews of the Clerk's performance and development will continue to be undertaken by the Chair, Vice Chair and previous year's Chair to provide continuity.

### 2. STAFFING APPEALS COMMITTEE

#### Membership

One independent person together with three members of the Community Council to be selected by the Council as and when required – they must not have previously investigated or taken part in the Staffing Committee decision being appealed.

**Terms of Reference** The Committee is recommended to have regard to the advice note prepared by the Society of Local Council Clerks in respect of the Protocol for Hearings by the Staff Disciplinary and Grievance Committee.

4. **MINUTE 10.3 – ADOPTION OF NEW MODEL CODE OF CONDUCT FOR MEMBERS:** The Clerk advised that Mr. Trevor Coxon, Monitoring Officer for Wrexham County Borough Council has issued an advice note to all Community Councils reminding that once the revised code of conduct has been adopted by the Council it will need to comply with the provisions of section 51(6) of the Local Government Act 2000.

***RESOLVED - that the Clerk attend and listen to the advice given at the Town and Community Council Forum to be held on 16 June 2016 and then if appropriate, be authorised to place the necessary public notices in one or more newspapers circulating in the Council's area.***

5. **MINUTE 14.5 - ARAN ROAD PLAY AREA** – It was noted that the remedial painting work has now been carried out and an invoice in the sum of £938.42 for the works submitted for payment. Councillor Carole O'Toole thanked the Community Council for agreeing to fund this remedial work in her ward. The present position was noted.

## **23 COMMUNITY POLICING MATTERS**

The Chair welcomed PCSO Erin Shawcross who was attending her first meeting following her return to work from Maternity leave. It was noted that the Monthly crime figures and other priority objectives and activities of the Police in the Acton Community area for April and May were not yet complete and would be circulated electronically to the Clerk after the meeting. In general the reported crime figures were low and static.

Members raised concerns about recent reports of Anti-Social Behaviour in the vicinity of the Acton Community Resource Centre and the negative impact of such behaviour on the Resource Centre's User Groups. PCSO Shawcross indicated that the Acton Policing Team would be investigating and moving on any young people found lingering outside the Centre. Any Anti-Social Behaviour should be reported to the Police to assist in the gathering of intelligence to bring any such Issues to a successful conclusion. PCSO Shawcross indicated that she had been liaising with the Centre Manager since her return to work about this matter. Members also referred to the staffing levels at the Resource Centre whilst it is open to the Public and expressed concerns about the future viability of the Centre if these issues are not resolved. Members again reiterated it was the Community Council's intention as part of its Service Level Funding Agreement for the Resource Centre to be fully used and successful and its facilities are available for everyone in the Acton Community. It was noted that the Acton Community Resource Centre's Annual General Meeting will be held on Wednesday 22 June 2016 at 6:30pm and the Community Council's representatives in attendance will raise the concerns now referred to at the meeting and report back.

Members then referred to other matters including:

- the recent and sad death of a rough sleeper in the grounds of Capel Y Groes and the proactive action that had subsequently been taken by the Police, Church and Wrexham CBC;
- the high number of yellow Denver Boot Clamps on vehicles in the Acton area and noted that DVLA enforcement officers had been working in this area.
- A vehicle being kept on bricks at Rossett Way Wrexham. PCSO Shawcross is to request a vehicle check and will investigate the status of the Vehicle;
- various incidents of speeding at Dean Road; Borrass Road; the Holt Road by St David's Close; Chester Road by Garden Village shops; around the Plas Gwyn area of Maesydre and on the Wrexham By Pass at Weekends. PCSO Shawcross indicated she will submit a request for the Go-Safe van to be deployed at these locations. The Clerk advised that the Go-Safe Van had been parked outside Borrass Park and Acton Schools today within the 20mph zones and PCSO Shawcross was asked to obtain if possible, statistical information on the outcomes of the observations and number of speeding offences detected.

***RESOLVED- that PCSO Shawcross be thanked for her update and report and the statistical Crime information for April and May 2016 be sent to the Clerk as soon as possible for circulation to all members of the Council.***

## **24 KEY ACTON ISSUES**

Wrexham County Borough Council Members advised that the current Budget Saving regime was continuing. In addition the following matters had recently been considered or dealt with by the County Borough Council that may affect the whole or part of the Community of Acton. (Minute 107 January 2011 refers):

- 1. Recent heavy rain and thundery showers:** This had resulted in localised flash flooding especially in the Goulbourne and Smithy lane areas and on the main Holt Road by Birkdale Road. Residents were being advised to ring Wrexham CBC and report any flooding. The Police had also been involved where it had been necessary to temporarily close roads due to the depth of the flooding.
- 2. Pilot Road side collection for Glass, Plastics and paper:** It was noted that there had been no changes to the collection dates for bins but several areas in the Acton Community were part of a pilot scheme to trial a trolley of three stacked recycling bins for glass, plastic and paper. Participation on the Pilot was optional for householders. It was noted that there was more space for recycling, however there were issues around space and the ability of all householders to manoeuvre the trolleys.

**RESOLVED – that the present position be noted.**

## 25 FINANCIAL ASSISTANCE

The Clerk submitted a report detailing one application for financial assistance received since the March 2016 meeting. The Council's Policy was to apportion the annual £3,250 budget equally between each of the quarterly meetings. This equates to £812.50 per quarter for 2016/17. Members then proceeded to consider the application and whether the Council wished to make any grant to the applicant under the provisions of Section 137 of the Local Government Act 1972.

**RESOLVED – that the following Financial Assistance grant be made:–**

Organisation	Details	Decision
1. Tenovus Cancer Care – North Wales	Financial assistance to continue to support cancer patients and their loved ones in their local community.	£100.00

## 26 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. Nightingale House Hospice	<b>Hospice Summer Events on 7 and 9 June 2016:</b> An email was circulated to all members of the Council on 27 May 2016 canvassing availability to attend one of the Summer events on behalf of the Community Council. Councillor Len Closs as the only respondent reported on his attendance as the Community Council's representative at the Tea Party on the afternoon of 9 June 2016. He referred to the unseen work of the Hospice with family beneficiaries. There was a wide catchment area from Dolgellau to Whitchurch and all Hospices were working together to provide a range of services. It was agreed that the Hospice should be encouraged to submit an application for financial assistance to support their work.
2. Civic Support Officer Wrexham County Borough Council	<b>Mayor's Civic Visit to Church – St Giles Parish Church – Sunday 19 June 2016 at 11:00am:</b> Letter dated 18 May inviting two representatives of the Community Council to join the Worshipful the Mayor of Wrexham for the Civic Service As a response is requested by 10 June at the latest, a holding response has been submitted and the names of those attending will be sent to the Mayor's Office after the Community Council meeting on 14 June 2016. <b>It was noted that the County Borough Councillors already attending the Service will also represent the Community Council.</b>

<b>Organisation</b>	<b>Details and action taken</b>
3.Community Fundraiser Marie Curie Care and Support	<b>Throw a Blooming Great Tea Party in aid of Marie Curie:</b> Email dated 19 May 2016 seeking support to promote this Organisation's upcoming Tea Party season. It was noted that details of the events has already been published on the news page of the Council's Website.
4.North Wales Miner's Association Trust	<b>NWMAT Last one standing - Bersham Colliery 30 years on:</b> Email dated 20 May 2016 advising that the Trust together with the Wrexham Heritage Service wish to apply for a Heritage Lottery Grant. A copy of the Brief and other information was available for members' perusal at the Meeting. The Trust considers it is most important to remember the mining heritage of North Wales. It is 30 years in December since the closure of the last colliery in the Denbighshire coalfield Bersham Colliery has the only surviving headgear in North Wales; together with the grade 2 listed Engine House. The NWMAT open the colliery site to the public on the last Sunday of each of the summer months. <b>RESOLVED that a letter confirming the Council's support for this Heritage Lottery Grant application.</b>
5.Lynn Williams, Acton Community Resource Centre Manager	<b>Acton Community Resource Centre AGM:</b> Letter dated 23 May 2016 inviting nominated representatives of all user groups to the Annual General Meeting of the Acton Community Resource Centre Management Committee. The meeting will take place in the Crèche Room at the Resource Centre on Wednesday 22 June 20146 at 6:30pm. <i>Information noted</i>
6.Joanne Rodgers Environment and Planning Wrexham CBC	<b>Environmental Crime Enforcement:</b> Letter dated 23 May 2016 providing information on the new arrangements in place with Kingdom Security Ltd to complete independent environmental crime enforcement on behalf of Wrexham CBC from April 2016 for a 12 month pilot period. A summary of the ticket performance details for April 2016 was available for members perusal at the meeting <i>Information noted</i>
7.Richard Aram Parks, Countryside and Rights of Way, Wrexham CBC	<b>Acton Seasonal Ranger for 2016:</b> Email dated 24 May 2016 advising that this year's seasonal ranger Laurence Maxwell has now started his role. He will generally be working in the Park Sundays to Tuesdays until September 2016 and he can be contacted on 07740 026731 <i>Information noted</i>
8.John Bader Chair Independent Remuneration Panel for Wales  (See the declaration of interest below by Councillor Carole O'Toole)	<b>Annual Allowance for the Mayor/Chair of the Council:</b> Letter dated 1 June 2016 informing of the Panel's approach to the remuneration of town and community councils being permissive. The annual payment to mayors/chairs currently has no limit on the amount paid. A review is to be undertaken over the summer on these allowances paid by Councils. The Community Council has been requested to respond with the information requested in the letter by 30 June 2016. <b>RESOLVED – that the Council respond and advise that there is no Annual Allowance for the Chair of the Council.</b>
9.Wendy Huggett One Voice Wales	<b>Upcoming Training for Councillors:</b> Email dated 6 June 2016 providing details of training sessions that are taking place in or around this area. The start time for each of the Modules is 6:30pm until 9:00pm. The cost of the training is £35 for members or £45 per person for non-members. <b>RESOLVED – that generally future details of training be circulated to the newer members of the Council.</b>
10.Councillor Gareth Pearce Borras Park Ward	<b>Casual Councillor Vacancy:</b> Email notification dated 6 June 2016 advising that due to work and other commitments he was regretfully submitting his resignation as a Community councillor with immediate effect.

<b>Organisation</b>	<b>Details and action taken</b>
	<b>RESOLVED – Councillor Pearce’s resignation be accepted and the Clerk be authorised to advertise the Notice of casual vacancy for the Borrass Park Ward.</b>

(Councillor Carole O’Toole having a member of her family sit on the Independent Remuneration Panel declared a personal and non-prejudicial interest in this item no 8 above. She left the meeting taking no part in the consideration, discussion or voting on the matter set out as item no 8 above.)

**27 PAYMENT OF ACCOUNTS**

Members noted that no payments had been received. Members also received details of invoice payments that required authorisation. It was also noted that the invoice requesting payment of up to £1,200.00 from 2015/16 for the Clwyd Pension Fund Actuaries Quote was still awaited.

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

<b>Voucher No; Payee</b>	<b>Details</b>	<b>Amount</b>
13 Society of Local Council Clerks	Delegate Fee for attendance at the Joint Wales Conference on 22 June 2016 at the Liberty Stadium Swansea Section 112 Local Government Act 1972 (as amended)	£82.80 (vat £13.80 )
14 Wrexham County Borough Council	Carry Out Remedial work to repair Vandalism at Aran Road Play area. S19 Local Government ( Miscellaneous Provisions) Act 1976	£938.42
15. Planning Aid Wales	Fee for Councillor Philip Lloyd’s attendance at the Planning Aid Wales Training session on 29 June 2016 at Mold Town Council Offices. Section 112 Local Government Act 1972 (as amended)	£30.00
16 Carole Roberts Clerk to the Council	Clerks Expenses for June 2016 Section 112 Local Government Act 1972 (as amended)	£ 70.05
17. Tenovus Cancer Care	Donation towards continued support to cancer patients and their loved ones in their local community Section 137 Local Government Act 1972 (as amended)	£100.00
18 Clwyd Pension Fund	Superannuation Payments for June 2016 Section 112 Local Government Act 1972 (as amended)	As notified by Wrexham CBC Payroll section
19. Wrexham County Borough Council	Clerks Salary and office expenses for June 2016 paid by the Council’s Agent: Wrexham County Borough Council in accordance with Minute 99.1 December 2009 Section 112 Local Government Act 1972 (as amended)	NJC Rates
20. Wrexham & District Citizens Advice Bureau	Acton Outreach Service – April to June 2016. Section 142 Local Government Act 1972 (as amended)	£1,536.54
21. Society of Local Council Clerk	Renewal of Clerk’s membership of the SLCC from 1 August 2016 – one Year’s Subscription Section 112 Local Government Act 1972 9as amended)	£167.00

**28 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 have been received since the last meeting or that have been 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>Application No &amp; Address</b>	<b>Details</b>	<b>Observations</b>
1 P/2016/0467 1 Westminster Close Wrexham	Conservatory Extension	No comments
2 P/2016/0503 Orchard Way Acton Gardens Wrexham	Erection Of Detached Garage	No comments
3.P/2016/0541 134 Oak Drive Wrexham	2 Storey side extension to form garage with bedroom/ Ensuite over	No comments

## **29 NJC CIRCULAR – PAY AWARD**

It was reported that the NJC for Local Government Services has agreed a 1% pay increase from 1 April 2016 and a further 1% from 1 April 2017. Members considered implementation of the 2016 1% pay increase backdated to 1 April 2016 and approving the adjustments at the appropriate time to the Clerk's Salary to reflect the 2017 Pay Award.

**RESOLVED – that the following payments be approved and included in the Clerk's salary payments as appropriate:**

**1. Implementation of the NJC for Local Government Services Pay Agreement for 2016/17 as per the Circular Issued by the NJC on 2 May 2016 to include in the Council's July 2016 payroll :**

- **A one-off pro-rata payment to reflect arrears of pay from 1 April 2016 to 30 June 2016; and**
- **The National Pay 1% award increase from 1 July 2016 onwards; and**

**2. Implementation of the NJC for Local Government Services Pay Agreement for 2017/18 as per the Circular Issued by the NJC on 2 May 2016 to include the National Pay 1% award increase with effect from 1 April 2017 onwards.**

Signed as a correct record this 19<sup>th</sup> day of July 2016

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Chair