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ACTON

**COMMUNITY
COUNCIL**

Minutes of the Annual Meeting of Acton Community Council held on Tuesday 17 May 2016 at Acton Community Resource Centre, Overton Way, Acton, Wrexham

Present:

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

* Absent

Also Present:

Mr Reg Herbert, Freelance Journalist
Mrs Carole Roberts, Clerk to the Council

(Councillor W Baldwin in the Chair)

1 APPOINTMENT OF CHAIR

RESOLVED - That Councillor W Baldwin be appointed Chair of the Council for the 2016/17 Municipal Year.

2 THANKS

The Chair thanked Councillor L Closs for his work as Chair during the 2015/16 Municipal Year.

3 APPOINTMENT OF VICE CHAIR

RESOLVED – That Councillor L Closs be nominated in his absence as Vice Chair of the Council for the 2016/17 Municipal Year (subject to his approval).

4 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors L Closs, J Kelly, G Pearce, and T Pierce.

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 June 2016, December 2016 and April 2017 when the meetings will be brought forward by one week and in May 2017 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.

7 CONFIRMATION OF MINUTES

RESOLVED – that:-

1. *The minutes of the Council Meeting held on 19 April 2016 be received and confirmed as a correct record;*
2. *The minutes of the Youth Committee meeting adjourned on 3 May 2016 and reconvened on 10 May 2016 be received and the Committee's recommendation be accepted and the Clerk to the Council should now proceed to invite a representative from the Caia Park Partnership to attend either the June 2016 or July 2016 Council 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.; and*
3. *In the meantime the Clerk to the Council obtains a statistical breakdown of the number of Acton Community residents and their age ranges, particularly for Young People.*

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

1. **Minute 158 –Consultations & Other Statutory Guidance:** It was noted that the Community Council's responses had been submitted and acknowledgments received.

9 COMMUNITY POLICING MATTERS

It was noted that due to training and leave there was no-one available to attend the meeting on behalf of North Wales Police. PC Kerry Evans in giving her apologies had indicated to the Clerk that she would endeavour to send the monthly report for April 2016 electronically to her so that it can be circulated to all members of the Council.

The present position was noted

10 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, together with Councillors Anne Evans, Ralph Hardy, Geoff Lowe, Philip Lloyd, Gareth Pearce 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.

ii **YOUTH COMMITTEE:** Vice Chair, Councillors Mrs. Anne Evans, Ralph Hardy, Mrs. Carole O'Toole, Tom Pierce, James Richards and Mrs. Barbara Smith.

Terms of Reference:

1. To review and develop options for 2017/18 onwards for future Service providers to provide pilot or other Youth Projects across any of 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 from any future Service providers reports to the Community Council on any subsequent projects to include performance monitoring reports to ensure the Service Specification is being met and the Projects represent good value for money; and
3. To bring any concerns about the performance or effectiveness of any future provider or project immediately to the attention of the full Council.

iii **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.

**the Community Council's nominated representatives on Acton Resource Centre Management Committee*

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. ACTON ENVIRONMENTAL COMMITTEE:

RESOLVED - that a new Acton Community Environment Committee be established comprising of the Membership and Terms of Reference as set out below:-

ACTON ENVIRONMENTAL COMMITTEE: Chair and Vice Chair of the Council together with Councillors Anne Evans, Philip Lloyd, Kevin Roberts and Carole O'Toole.

Terms of Reference: In accordance with the Council's decision contained in Minute 102.3 December 2015 to increase the Community Streetscene Budget to £5,000 and the budget provision being extended to provide for environmental works in each of the five wards of the Community Council, the Environmental Committee consider costed Environmental schemes up to the value of £1,000 for each of the five Acton Wards and make recommendations to the Council on how the budget should be spent in each ward.

3. DOG FOULING WORKING GROUP:

RESOLVED – that having regard to the new arrangements put in place from 1 April 2016 by Wrexham County Borough Council in respect of Dog Fouling and Litter Enforcement, the Dog Fouling Working Group is not re-appointed and the Members of the Working Group be thanked for their work, for arranging and judging the Anti-Dog Fouling School poster competition and the attention they have drawn to this problem across all five of the Community Council's wards.

4. PERSONNEL COMMITTEES:

RESOLVED – that consideration be given at the next Community Council meeting to the appointment, membership and terms of reference for a Staffing Committee and Appeals Panel.

2) COMMUNITY CENTRES:

RESOLVED - that the Community Council representatives on the Little Acton Community Centre Management Committee and the Acton Community Resource Centre Management Committee for the 2016/17 Municipal year be appointed as follows: -

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

2 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) ADOPTION OF NEW MODEL CODE OF CONDUCT FOR MEMBERS

Further to Minute 142.7 March 2016 regarding Statutory Instruments which came into force on 1 April 2016 including The Local Authorities (Model Code of Conduct) (Wales) (Amendment) Order 2016. Members were reminded that Local Councils are required to take action by 26 July 2016 in respect of Adoption of a revised

Model Code of Conduct to reflect the amendments and in accordance with Section 51 of the Local Government Act 2000.

The Council had previously written to Mr. Trevor Coxon, the Monitoring Officer at Wrexham County Borough Council regarding training or briefing events for Wrexham Town and Community Councils in respect of the amendments to the Model Code of Conduct. Mr. Coxon's response reported to the April 2016 Council meeting had indicated 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. (Minute 154.3 April 2016 refers).

RESOLVED – that the Community Council as required by the 2016 Order, now adopts the Model revised Code of Conduct and thus meet its obligations in advance of 26 July 2016.

4) DECLARATION OF REMUNERATION TO MEMBERS OF THE COUNCIL FOR THE YEAR ENDED 31 MARCH 2016.

Under Section 151 of the Local Government (Wales) Measure 2011, the Independent Remuneration Panel for Wales requires that relevant authorities must arrange for the publication within the authority area of the remuneration received by its members and co-opted members. This information must be published and provided to the Panel no later than 30 September following the end of the year to which the payments relate. The information to be provided must detail the payments made by community and town councils to named members as:

- i. Attendance Allowance.
- ii. Financial Loss Allowance.
- iii. Payments for costs incurred in respect of telephone usage, broadband etc.
- iv. Allowances made to a mayor/chair and deputy mayor/chair.

The Community Council considered the full declaration for 2015/16 and a schedule of potential payments as set out in Appendix 1 to the report. It was noted that the Council during the year ended 31 March 2016, did not make any payments to any of its Members.

RESOLVED – to approve the full declaration and schedule as set out in Appendix 1 to the report and the Clerk to the Council be instructed to arrange for a copy of this information to be published on the Council's website and copied to the Independent Remuneration Panel for Wales as soon as practicable and before 30 September 2016 deadline.

5) INSURANCE RENEWAL

The Council considered its insurance requirements and potential risks for the coming year and it noted its satisfaction with the current Insurance provider and its single policy that provides cover for all aspects required by the Council. The Maesydre Power House was re-valued in March 2016 by a table top review. The revised £137,000 figure should now be included within the Insurance Policy together with updated information on payroll and the write-off of the four park benches from the Council's asset register. The insurance for Acton Community Council to 31 May 2017 is due for renewal 1 June 2016. Based on no changes from last year, the premium for this is £1,014.46 including insurance premium tax (IPT).

RESOLVED – the Clerk notify the Council's insurer of the minor changes and the Community Council's Insurance Policy with the Zurich Municipal Insurance Company be renewed for one year with effect from 1 June 2016 and the necessary premium be paid.

11 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 by the County Borough Council that may affect the whole or part of the Community of Acton. (Minute 107 January 2011 refers):

1. **Former Groves High School:** There was still nothing to report as the outcome of consideration to list the Building by the Welsh Government was still awaited;

- 2. Wrexham Bus Station:** Reference was made to a report to be submitted to the June 2016 meeting of the Executive Board to consider remedies for the management of the premises. It was noted that a small charge for use of the toilets would produce sufficient income based on passenger levels to employ an attendant for the Bus Station Toilets which should help resolve the current issues there.

RESOLVED – that the present position be noted.

12 ANNUAL ACCOUNTS 2015/16

- 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 up to 2013/14 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 by the Internal Auditor, the Council at its October 2015 and March 2016 meetings (Minutes 71 and 150vii refers) has made arrangements to join the Clwyd Pension Fund with effect from 1 April 2016 to ensure 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 is still to receive formal notification from the Clwyd Pension Fund of its membership and once received, the Clerk will notify the Pensions Regulator of the Community Council's Compliance before its staging date.
In respect of the 2015/16 Internal Audit, there was a recommendation for the Council to review the asset register and disclose the correct value in the Annual return for 2015/16 which should equate to the value for fixed assets disclosed in the 2014/15 annual return plus additions at cost and disposals at cost.
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 2016.
- 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 for 2015/16 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 2016 be received and in response, the Clerk advise the Internal Auditor of the action proposed and already taken by the Council in respect of his 2014/15 recommendation in respect of compliance with the Pensions Regulator and that the Council will during 2016/17 update its Asset register to reflect the month of purchase and method of valuation of the fixed asset register thus enabling a total to be maintained of fixed assets in the asset register that can be agreed to the annual return;**
- 2. subject to the Clerk amending and intitaling line 12 of the Accounting Statement for 2015-16 from £140,624 (reflecting the Insurance re-valuation of the Maesydre Power House) to £124,630 the static asset value as there has been no movement in fixed assets during the year, and requesting the Council's insurer to increase the insured value of the Maesydre Powerhouse to reflect the revaluation of the building in March 2016, 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 2016 prior to the initial submission of a copy of it to the External Auditor together with certified copies of requested evidence to the external auditor acting on behalf of the Auditor General for Wales.**

13 CONSULTATION - THE WELL BEING OF FUTURE GENERATIONS AND WHAT IT MEANS FOR YOUR AUDIT

Members considered the Consultation document published by the Auditor General on the Wales Audit Office website concerning proposed changes to his audit approach following the new statutory duties

placed on him by recent and future legislation, such as the Wellbeing of Future Generations (Wales) Act 2015. The Auditor General's Press release and the closing date for comments of 23 May 2016 were noted

RESOLVED – to make no observations on the Auditor General's Consultation document.

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.Society of Local Council Clerks	<p>SLCC and OVW Joint Conference: This Conference is being held at the Liberty Stadium Landore Swansea on Wednesday 22 June 2016. This year's event will focus on 'Securing a Sustainable Future'. The early bird cost is £69.00 plus VAT.</p> <p>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</p>
2.Groundwork North Wales	<p>Tesco Bags of Help Funding: Email dated 20 April 2016 advising Groundwork is encouraging schools and community groups across North Wales to apply for a grant of up to £12,000 to improve green spaces. More information is available from Geraint Hughes at Groundwork North Wales on 01978 757524. He can also provide more information and discuss if projects will be eligible.</p> <p>RESOLVED – that this information be forwarded to the Friends of Acton Park Group for their consideration</p>
3.Wrexham County Borough Council	<p>1. Wrexham Town and Community Council Forum – 16 June 2016: Email dated 28 April 2016 reminding Community Councils of the reasons for establishing this Forum that meets quarterly and 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 25 May 2016.</p> <p>RESOLVED – That Councillors Ralph Hardy and Mrs Carole O'Toole attend on 16 June 2016 as the Community Council's representatives</p> <p>2. Dog Control And Dog Fouling, Proposed Public Space Protection Order Consultation: Email dated 10 May 2016 advising of an informal Public Spaces Protection Order Consultation on dog fouling and dog control across the County Borough Council area. The views of dog owners, park users and other residents are being sought as Wrexham CBC examines its options over the move from dog control orders to a Public Spaces Protection Order, due to changes in the law. Wrexham CBC will seek the opinions of residents and pet owners over the change from dog control orders to a Public Spaces Protection Order. It was noted that this information had been added to the news section of the Council's website and details would be displayed on the Council's Notice Board.</p>
4.Jo Lane, Dementia Friendly Communities Co-ordinator	<p>Dementia Friends Champion Induction Training: Email dated 9 May 2016 advising of availability on this whole day volunteer induction session to be held on 1 July 2016 at Rhyl Ambulance Station. Information noted</p>
5.Martin Howorth Parks, Countryside and Rights of Way Manager & .Carla Hinde Landscape Officer, Wrexham CBC	<p>Various matters concerning Aran Road and Ffordd Garmonydd Play areas: Email correspondence between 10 May 2016 and 13 May 2016 regarding the 2016 Annual Play Inspection reports for these play Areas which highlight low level risks due to the Inspections having taken place the day before the painting works had been completed. Subsequently completion of the pre-planned painting scheme has addressed the work suggested in</p>

Organisation	Details and action taken
	<p>the 2016 Annual Inspection reports.</p> <p>However since then, the Aran Road Play Area was vandalised with gloss paint. The Maintenance Supervisor and his team closed the Aran Road Play area until the gloss paint could be cleaned up from the equipment and surfaces. The flat seat swings had to be removed as they were too damaged to reuse. An estimate of £108.86 has been provided for replacing the flat swing seats. In jet washing and cleaning the play area, some of the recent paintwork was damaged. The painting contractor who had originally decorated Aran Road Paly area had been requested to requote for the work. Members were disappointed to hear details of the vandalism but were grateful most of the gloss paint had been cleaned off.</p> <p>RESOLVED:</p> <p>1. To thank all the officers concerned for their hard work in cleaning up the gloss paint and rescuing a lot of the equipment; and</p> <p>2. To authorise the replacement of the two flat swings at a cost of £108.66 and payment of a further £173.16 for jet washing the equipment, benches, safety surfacing and fencing and that work up to a sum of no more than £1,000 be permitted for the re-painting of the damaged Aran Road play are by the Original Painting contractor.</p>
6.Association Of Voluntary Organisations in Wrexham	<p>Volunteer Recruitment Session: Email dated 16 May 2016 enclosing a flyer for the next Volunteer Recruitment Session held at AVOW, Wrexham on Tuesday 7th June. This drop in session is open to anyone interested in volunteering between 10am and 11:30am. The Council has been asked to display/distribute the flyer to anyone in the Wrexham area who may be interested.</p> <p style="text-align: right;">Information noted</p>
7.Fields in Trust & Royal British Legion	<p>Centenary Fields Programme – protecting valuable space across the Country: Letter received on 17 May 2016 informing of this Programme and its aim of safeguarding in perpetuity war memorial parks, playing fields, playing parks and other green spaces in memory of those who lost their lives in World war I.</p> <p style="text-align: right;">Information noted</p>

15 PAYMENT OF ACCOUNTS

Members noted that a payment of **£2,519.66** being a refund of VAT to 31 March 2016 from HMRC had been received on 11 May 2015. Members also received details of 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: -

Voucher No; Payee	Details	Amount
5 Wrexham County Borough Council	Carry Out Painting of Play Equipment to Ffordd Garmonydd and Aran Road Play areas. S19 Local Government (Miscellaneous Provisions) Act 1976	£2,880.00
6. Wrexham County Borough Council	Final account towards supporting the running costs of Little Acton Community Centre's during 2015/16 S19 Local Government (Miscellaneous Provisions) Act 1976	£728.65
7. JDH Business Services Ltd	2015/16 Internal Audit Accounts and Audit (Wales) Regulations 2014	£165.60 (vat £27.60)
8.Carole Roberts Clerk to the Council	Clerks Expenses for May 2016 Section 112 Local Government Act 1972 (as amended)	£ 102.79
9.Clwyd Pension Fund	Superannuation Payments for May 2016 Section 112 Local Government Act 1972 (as amended)	As notified by Wrexham CBC Payroll section

10. Wrexham County Borough Council	Clerks Salary and office expenses for May 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
11. One Voice Wales	Delegate fee for Clerk's attendance on 9 July 2016 at the One Voice Wales Larger Councils Conference, Royal Welsh Showground Section 112 Local Government Act 1972 (as amended)	£60.00
12 .Zurich Municipal	Renewal of Local Council Policy Insurance YLL-2720431173 from 1/6/16 to 31/5/17 Section 112 Local Government Act 1972 (as amended)	£1,014.46

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 observations be made on the applications set out below:-

Application No & Address	Details	Observations
1.P/2016/0289 1 Ffordd Tudno, Wrexham	Conversion of loft, insertion of 6. No Roof Lights (3 to front and 3 to rear) and internal alterations	No comments
2.P/2016/0293 Waterworld, Bodhyfryd, Wrexham	Control of Advertisement Regulations 1992 Display of 1 no. Non Illuminated Fascia Sign (in retrospect)	No comments
3.P/2016/0371 Oak Tree Near Bin area at Langford Close Wrexham	Oak Tree – Dead wood and remove rubbing branches (TPO No WMBC No54)	No objections - but it is recommended that all of the work should be carried out under the strict control of the Council's Arboricultural Officer
4.P/2016/0414 18 Richmond Road Wrexham	Erection of Boundary Fence and re-location of Garden Shed (in retrospect)	The Community Council objects to this application due to the visual impact of the fence which is not in keeping with the area.
5.P/2016/0464 34 Glyn Avenue Wrexham	Extension to provide living room, Hall, Garage and shed	No Comments
6.P/2016/0465 3 Lawson Close, Wrexham	Removal of existing conservatory and replacement with new single storey extension together with new roof to garage and extension and new garden room extension to rear	No Comments

Signed as a correct record this 14th day of June 2016

Chair