

**Minutes of the Meeting of Acton Community Council held on Tuesday 11 April 2017 at Little Acton Community Centre, The Green, Little Acton, Wrexham**

Present:

Councillor	W Baldwin (Chair)	Councillor	L Closs (Vice Chair)
"	E Boylin	"	Mrs A O'Neill
"	Mrs A Evans	"	Mrs C O'Toole
"	R Hardy *	"	T Pierce
"	P J Jones *	"	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

#### **143 THANKS AND BEST WISHES**

The Chair referred to the forthcoming elections and thanked the Members of the Council who were standing down for all the work they had undertaken on behalf of the Acton Community and wished them well for the future. In response the retiring members present expressed their thanks for the help and consideration given to them and in particular to the efforts of the Clerk in helping to keep an even keel and providing advice and support to the Members. They extended their best wishes to the new Council.

#### **144 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Ralph Hardy, Peter Jones and James Richards.

#### **145 DECLARATION OF INTERESTS**

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

#### **146 CONFIRMATION OF MINUTES**

**1. Minutes of the Acton Community Council meeting held on 21 March 2017:** The Minutes of the Meeting of the Council held on 21 March 2017 were received. It was noted that Councillor Sue Stanford was marked as absent when she had been in attendance at the meeting.

***RESOLVED – that subject to noting that Councillor Sue Stanford was present and in attendance, the Minutes of the Meeting of the Community Council held on 21 March 2017 be received and confirmed as a correct record.***

**2. Minutes of the Youth Committee meeting held on 28 March 2017:** The minutes of this meeting were received. Members welcomed the progress to date and in particular the high level of engagement with Young People during the now extended Detached Youth work Pilot Project. It was requested future copies of the statistical monitoring information reported to the Youth Committee be made available to all members of the Council.

***RESOLVED – that the Minutes be welcomed and accepted.***

## **147 INFORMATION FROM THE MINUTES OF THE COUNCIL MEETING HELD ON 21 MARCH 2017**

- 1. Minute 133.3 - Ffordd Garmonydd Play area:** The Clerk reported that the Play Sufficiency Grant application had been successful and payment had been received with the April 2017 precept payment. The monies were required to be spent before the end of May 2017.

***RESOLVED – That the Clerk in consultation with the Chair, be authorised to place an order to provide and install one of the £5,000 pieces of equipment already identified by the Young People to secure an improvement to the Play opportunities at the Ffordd Garmonydd play area in accordance with the Grant conditions.***

- 2. Minute 137 – White paper “Reforming Local Government: Resilient and Renewed”:** The Clerk confirmed that the Council’s response had been submitted by 11 April 2017 deadline and a copy of the response was available at the meeting for members perusal.

***The present position was noted***

- 3. Minute 141 – Payment of Accounts and 2016/17 Transfer to Earmarked balances:** The Clerk confirmed that the £23,281.69 transfer to the Earmarked Balances account had been made on 24 March 2017.

***The present position was noted***

## **148 COMMUNITY POLICING MATTERS**

There were no Police representatives in attendance at the meeting. The Clerk referred to an email recently received from PC Kerry Evans advising of the arrangements she had put in place to cover her forthcoming leave of absence. However it was noted that it may not be possible for the PCSOs to attend all Council meetings given operational requirements for the Officers. Circulated at the meeting was the combined Crime Statistics for the five Acton Community wards for the month of March 2017 which was noted.

***RESOLVED – that the Crime statistics be noted and the Council’s best wishes for a speedy recovery be conveyed to PC Kerry Evans.***

## **149 PROCEDURAL MATTERS**

- 1. COMMUNITY COUNCIL ELECTIONS, UNCONTESTED SEATS AND VACANCIES:** The Clerk advised that she had received the Community Council Statement of Persons Nominated and had printed off the relevant pages for the Acton Community area, and displayed them in the Council’s area and on the Council’s website. The Clerk was still awaiting formal notification from the Returning Officer listing those Candidates that have been returned unopposed, the process for co-option and any other matters related to the Council elections on 4 May 2017.

***RESOLVED – that***

- 1.the Clerk in consultation with the Chair of the Council be authorised to act upon any notifications received from the Returning Officer, particularly in respect of the advertising and the filling of any vacancies by co-option within a set time period following the Council elections on 4 May 2017; and***
- 2.the Clerk in consultation with the Chair be authorised to Clerk to the Council in consultation with the Chair of the Community Council be authorised to deal with any urgent issues that arise during the Election Period and they report on any such actions to the Annual Meeting of the Council to be held on 16 May 2017***

## **2. SERVICE LEVEL AGREEMENT REPORTING**

- 1. ACTON COMMUNITY RESOURCE CENTRE:** In accordance with the terms of the Service Level Agreement, the Council received a performance and monitoring report setting out outputs and outcomes for the Service as submitted to the Acton Community Resource Centre Management Committee on 5 April 2017.

***RESOLVED – that the Service Level Monitoring report be received and noted***

- 2. ACTON CITIZENS ADVICE BUREAU OUTREACH SERVICE:** In accordance with the terms of the Service Level Agreement, the Council received a Monitoring Statistics in respect of the number of sessions

Clients, debts recorded and Maximised income from April 2016 to March 2017. It was noted in particular that the level of debts recorded was decreasing. In respect of publicising the Service there had been a debt awareness day held recently and all properties in and around the Resource Centre had been sent a leaflet advertising the service

**RESOLVED – that the Service Level Monitoring report be received and noted**

## **150 KEY ACTON ISSUES**

It was noted that there were no matters that 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).

*The present position was noted.*

## **151 ANNUAL ACCOUNTS 2016/17**

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 2017;
- a supporting statement highlighting significant variances;
- A Governance/ Risk assessment report for 2017.

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 the 2016/17 Financial year will now be submitted to the Internal Auditor on 27 April 2017. The Internal Auditor's report will be submitted to the next meeting. In respect of the External Audit, the External Auditor appointed by the Welsh Assembly Government (Grant Thornton) has given notice that they will undertake the Annual Return and Basic Audit on 10 July 2017. 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 2016/17 Budgets for General Administration including meeting the requirements for Pensions Automatic Enrolment during 2016/17, Elections, Audit Fees, Grants and Donations, Conferences, Training, Community Centres, Service Level Agreements, repairs and maintenance for the Maesydre Power House, Community Streetscene, Young Persons Projects and spending in respect of the Community Facilities for Play provision and School Crossing Patrols. Members were reminded 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 noted a £23,281.69 transfer had been made in March 2017 adding to the 2015/16 level of balances provided for a year marked £83,000 reserve and for un-year marked projects identified in the annual estimates (Minute 102.3 December 2015 refers). The specific year marked monies have been ring-fenced and placed in a separate Bank Account. The following amounts were held at the end of 2016/17 in the year marked account as a reserve or to smooth out known future peaks in expenditure:

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|--|-------------|
| 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 & Minute 141 March 2017 refers)  | £14,930.00  |
| 3. Smoothing Allocation towards the cost of full Council elections in 2017 (Minute 146.3 March 2016 & Minute 141 March 2017 refers)  | £28,000.00  |
| 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 & Minute 141 March 2017 refers) | £ 30,712.00 |

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|----|---|------------|
| 5. | Environmental Committee Budget set aside as earmarked funds to be used in addition to the £5,000 budget provision in 2017/18 for Environmental works in each of the five wards. (Minute 119.2.i).4 February 2016 & Minute 141 March 2016 refers)  | £ 4,750.00 |
| 6. | Youth Committee Budget set aside as earmarked funds to be used in addition to the £10,000 budget provision in 2017/18, as a contribution towards the costs of the Youth Provision Pilot Project and to provide for any equipment, storage, Information Technology or other costs associated with the Project (Minute 119.3.i).2 February 2016 & Minute 141 March 2016 refers) | £ 8,931.69 |

**Total year marked budget** **£106,281.69**

For un-year marked General Fund Balances, the current level of balances is within the scale required under accounting good practice. Provision for General Fund balances was made during 2016/17 and will continue if necessary in subsequent years to increase balances from within the Community Council's precept.

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 2017 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 2017;***
- 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 as soon as practicable; and***
- v) That the arrangements highlighted in paragraphs 5.1 to 5.3 and paragraphs 21.1 to 21.14 in Appendix 3 be accepted as having taken all the appropriate steps to minimise risks in conjunction with the documented Internal Financial Controls.***

**152 REPORT FROM CLERK**

The Clerk reported on information and general correspondence that had been received and was available for members' perusal at the meeting. Members considered and dealt with the correspondence as follows:

<b>Organisation</b>	<b>Details and action taken</b>
1.Donna Dickenson Wrexham CBC	<b>Reshaping Programme:</b> Email dated 29 March 2017 enclosing an information report submitted to members of Wrexham CBC. A copy of the letter and report was available at the meeting for members perusal <b>Information Noted.</b>
2.Chris Cribbin Friends of Acton Park	<b>Wild Flower Planting at Tapley Avenue :</b> Email dated 11 April 2017 providing details of a recent article/photos of the wildflower work posted on the group's website: <a href="http://www.friendsofactonpark.co.uk/wildflower-gardens-at-tapley/">http://www.friendsofactonpark.co.uk/wildflower-gardens-at-tapley/</a> <b>Information noted</b>
3.Wrexham Civic Society	<b>In Focus Newsletter Issue 44 Spring 2017:</b> A copy of this document was available at the meeting for Members perusal. <b>Information noted</b>

**153 PAYMENT OF ACCOUNTS**

The Clerk provided details of payments received and requested authorisation for any outstanding debtor or other payments. It was noted that the following payments had been received:

£18.39 Interest – HSBC Business Money Manager (Deposit) account – on 1 March 2017 Bank Statement  
 £41,666.66 1<sup>st</sup> Precept Payment 2017/18– Wrexham CBC – 3April 2016  
 £5,000.00 Payment of grant for Ffordd Garmonydd Play area through WCBC/ Welsh Government – received 3 April 2017

**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 S124(1)(b) Local Government Act 1972	£0.00  For information only
2 Carole Roberts Clerk to the Council	Clerk's expenses for April 2017 Section 112 Local Government Act 1972	£ 104.99 (VAT £15.00)
3..Clwyd Pension Fund	Superannuation Payments for April 2017 Section 112 Local Government Act 1972 (as amended)	As notified by Wrexham CBC Payroll section
4. Wrexham County Borough Council	Clerks Salary and office expenses for April 2017 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

#### 154 PLANNING APPLICATIONS

The Council considered whether to make any comments on the following Planning Applications 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 as set out below:-**

Case Number/ Address	Proposed Development	Decision
1. P/2017/0107 38 Goulbourne Avenue Wrexham	Single Storey Extension	No Objection
<b>General Permitted Development:</b> 2. P/20176/0221 Northbound Footpath near Junction with Plas Gwyn Borras Road Wrexham	Application For Prior Notification Of Proposed Development By A Telecommunications Operator For The Installation Of 15M Streetpole, 3 No. Antennas, 2 No. Dishes, 3 No. Cabinets And Ancillary Equipment On The Public Footpath	To object to this proposal for the following reasons: 1. There is already a plethora of telecommunication cabinets, masts and ancillary equipment in the Maesydre ward and a mast and three cabinets and other equipment in this location would have an adverse effect on the area and its general streetscape and landscape. 2. The proposed development would further "crowd" what is already a congested and very busy street scene in terms of children playing, shops, traffic, foot fall, rubbish, drug and alcohol litter and discarded paraphernalia, coupled with spasmodic episodes of anti-social behaviour. 3. Any additional "street furniture" and ancillary equipment of the kind proposed in this application will not enhance the visual appeal of the area at all.

<b>3.</b> P/20176/0262 17 Chelston Avenue Wrexham	Two-Storey Side And Single Storey Rear Extension	No Objection
<b>4.</b> P/20176/0266 15 Ffordd Garmonydd Wrexham	Change Of Use Of Garage To Beauty Salon (In Retrospect)	No Objection

Signed as a correct record this 16th day of May 2017

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Chair