

Minutes of the Meeting of Acton Community Council held on Tuesday 12 December 2017 at Acton Community Resource Centre, Overton Way, Acton, Wrexham

Present:

Councillor	P Lloyd (Chair)	Councillor	R Hardy (Vice Chair)
"	W Baldwin	"	D Picken *
"	M Davies	"	B Pritchard
"	Mrs A Evans *	"	Kevin Roberts
"	Ms S Hope *	"	Mrs D Wallice
"	P D Jones	"	Ms A Waters
"	G Lowe	"	Ms L Williams
			2 Vacancies

* Absent

Also Present:

Mrs Carole Roberts, Clerk to the Council

92 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Councillors Mrs Anne Evans, Ms Sian Hope and Darren Picken.

93 DECLARATION OF INTERESTS

A Declaration of interest was made at this stage of the proceedings by Councillor Paul Jones in respect of Agenda item 14 Planning Matters. He declared a personal and prejudicial interest in this item being a member of Wrexham County Borough Council's Planning Committee.

94 CONFIRMATION OF MINUTES

RESOLVED – that *the Minutes of the Meeting of the Community Council held on 21 November 2017 be received and confirmed as a correct record.*

95 INFORMATION FROM THE MINUTES

1. Minute 81.3.5) Environmental Committee: It was noted that due to limited member availability the Committee would not now be meeting until the New Year

2. Minute 86.2- Proposal for Establishment of a new Welsh medium Primary School on part of the Borrass Park Community School site: It was noted that a response is still awaited from the Acting Chief Executive of Wrexham County Borough Council to the Community Council's complaint about not included as part of this Consultation exercise.

96 ITEMS DEFERRED FROM LAST MEETING

The Community Council considered the following items deferred at the last meeting:

- 1. Costings and Viability of Providing a CCTV Camera in areas where Anti-Social Behaviour takes Place in The Acton Community:** Further to Minute 64.2, October 2017, Councillor Paul Jones reported on the progress of his investigations looking into the possibility of placing a CCTV camera at the junction of Aston Grove and Park Avenue overlooking the grassed area. He had identified iVid Digital Security and a Cylon SD camera at a cost of approximately £4,000. This high quality CCTV system is already being used by Conwy Council. The camera is re-deployable, up to ten separate locations, within one year (if necessary). The picture quality is excellent and the camera can transmit wirelessly to any

location and is CCTV control room compatible. Councillor Jones is presently seeking clarification on the annual ongoing costs of maintenance which could be between £1000-£2000 with a Wrexham County Borough Council officer to try and mitigate the ongoing costs. A further update on this matter will be provided at the next Council meeting.

RESOLVED – that the Community Council agree in principle to fund the CCTV camera identified by Councillor Jones from the Council’s Crime Prevention budget, with the cost being spread across the 2017/18 and 2018/19 Financial years, subject to report and clarification on the cost implications of the annual ongoing costs of maintenance.

2. Borrass Park Albion FC: Councillor Ralph Hardy spoke to this item which he had requested to be placed on the agenda to highlight and raise awareness of the considerable amount of voluntary work put in by volunteers to provide and maintain Sport opportunities for the 230 young people who are training and playing weekly for the Borrass Park Albion Football Teams. Councillor Hardy referred to the Club’s 38 years of participating on Twinning exchanges with Germany that were achieved through fundraising and volunteers hosting the visitors. He circulated information about the Club at the meeting and invited all members of the Council to attend the Clubs Annual presentations at Catrin Finch Centre at Glyndwr University on the evening of 15 June 2018. The Chair thanked Councillor Hardy for providing his profile of Borrass Park Albion FC and indicated that the Community Council does help where it can and has previously given financial assistance towards the cost of the Twinning Exchanges.

RESOLVED - that the Club be highly commended for the work of its many volunteers and its success in continuing to provide sporting opportunities for so many Young People in the Acton Community.

97 COMMUNITY POLICING MATTERS

The Chair advised that no Police Officers or PCSO were in attendance and no explanation for their absence had been given. The present position was noted.

98 PROCEDURAL MATTERS – SECTION 116 LOCAL GOVERNMENT (WALES) MEASURE 2011: CO-OPTION OF MEMBERS CASUAL COUNCILLOR VACANCIES

The clerk reported that no submissions had been made nor any Expressions of Interest had been received by the 12 noon deadline on 11 December 2017 for the two casual Councillor vacancies in the Borrass Park and Little Acton Wards. The Clerk reminded the Council that in accordance with Section 116 of the Local Government (Wales) Measure 2011 the Council must proceed to fill the Borrass Park and Little Acton Ward casual vacancies by Co-option.

RESOLVED - that the Clerk be instructed to re-advertise the two casual Councillor Ward vacancies in the Borrass Park and Little Acton Wards through Public Notice advertisement on the Council’s Notice Board and on the Council’s website.

99 KEY ACTON ISSUES

WCBC Members reported verbally on any new or Key Issues being considered by the County Bough Council that may affect the whole or part of the Community of Acton as follows:

1. **Budget Consultation** – this Public exercise had now ended and the various Scrutiny Committees will now examine and respond to the proposals prior to the Council seeking a balanced budget. The present position was noted
2. **Ty Nos Night Shelter** - the Shelter had been full to capacity and turning homeless persons away this week. Due to the extreme Cold weather and snow conditions the Gold Command had been involved and rough sleepers in doorways were being identified and helped where possible. Members asked whether any extra provisions and shelters were in place and referred to the cold daytime temperatures and closure of some shelters during the day. The Council noted that any support and assistance in time or kind that could be provided by those in the Community to assist those affected was to be welcomed.
3. **Syrian Refugees:** The Executive Board had received a report on the eight families consisting of 36 people from Syria who are already living in the County after they were allocated accommodation through the Syrian Refugee Resettlement Scheme. It was stressed this provision was not Council

Housing. Plans were being made to approve in principle for another five families to be taken in over the next two years.

The Chair thanked the Wrexham County Borough Councillors for their updates.

100 CONSULTATIONS

The following consultation papers received since the last meeting were considered:-

1. PLANNING LAW IN WALES CONSULTATION PAPER: The Law Commission are undertaking a review of planning law in Wales, with the aim of ensuring it works for the specific needs of Wales and improves accessibility to the general public and stakeholders. They have finalised for public consultation their detailed and substantive proposals for simplifying and consolidating planning legislation. The 'Planning Law in Wales: Consultation Paper' can be accessed [by clicking here](#) and is accompanied by a summary. Responses to this Consultation should be submitted directly to the Law Commission by 1 March 2018

RESOLVED _ that Members *respond individually to this Consultation if they so wish*

2. DRAFT UPDATED LOCAL PLANNING GUIDANCE NOTE 5: HOUSES IN MULTIPLE OCCUPATION (HMO) AND UPDATES TO LOCAL PLANNING GUIDANCE NOTE 16: Wrexham County Borough Council is seeking views on its proposals to update two of its Local Planning Guidance Notes. The draft guidance notes were available on the Council's website [here](#) : Comments on the draft guidance notes were required by 29 January 2018.

Members made reference to the effect on family based Communities when a large number of HMOs were permitted in a Community in terms of Parking, antisocial behaviour and loss of local identity. There is a need to control occupancy and ensure that adequate provision is made for Looked After Children leaving Care at age 16, the value of providing sheltered HMOs and consideration should also be given to the impact on Community Cohesion when a concentration of HMOs for individuals with Drug, Alcohol and Mental Health issues is permitted.

RESOLVED – that the comments above be submitted as the Community Council's response to this Consultation.

101 FINANCIAL ASSISTANCE

Members considered the Clerk's report concerning the Council's Policy to apportion the annual £3,250 budget equally between each of the quarterly meetings. Members were reminded that Grants totalling £1,500.00 had already been made during 2017/18. Members then proceeded to consider two applications received during the present quarter and whether the Council wished to make any grant to the applicants under the provisions of Section 137 of the Local Government Act 1972.

RESOLVED – that the following Financial Assistance grants be made:–

Organisation	Details	Decision
6. Wrexham Hospice and Cancer Support (Nightingale House)	Financial assistance to enable Nightingale House Hospice to deliver palliative care to the highest standard for the Community	£500.00
7. Wrexham Foodbank	Financial assistance towards the warehouse costs incurred by this Project in maintaining its warehouse in Wrexham to receive, sort and store food donations and continuing to provide emergency food to local people in crisis from within the Acton Community	£500.00 (provided a Wrexham Foodbank representative comes along to a subsequent Community Council meeting to give a report on how the grant has been spent and its benefit to the Community of Acton)

102 ANNUAL ESTIMATES OF INCOME AND EXPENDITURE FOR 2018/19 FINANCIAL YEAR:

Further to the special meeting of the Council held on 7 November 2017, Members gave consideration to matters pertaining to determination of the Council's income, expenditure, balances and precept requirements for the financial year 2018/19. It was noted that the draft budget now included the new expenditure items identified at the special meeting and that recommended by the Youth Committee. The

Clerk reported and advised on how the Council's budget has been worked up following the special Council meeting on 7 November taking account of the following matters:

1. ANNUAL INVESTMENT STRATEGY 2018/19: Further to Minute 28 ii) June 2011, Members reviewed the Acton Community Council Investments Policy for the next financial year as part of the budget setting process. It was noted that options for higher interest bearing accounts would be kept under review for earmarked monies within the Council's budget that would not be required in the next financial year. The Council's Financial Regulations would also require review if any new investments were to be made.

RESOLVED –

i. To approve the Investment Strategy for Acton Community Council for the 2018/19 financial year as set out in the appendix to the report; and

ii. To review the Acton Community Council Investments Policy each financial year as part of the budget setting process

2. SERVICE LEVEL AGREEMENTS 2018/19:- The Council reviewed each of the existing Service Level Agreements (SLA) for the next financial year as part of its budget setting process. It was noted that approval in principle for each Agreement was required so a budget can be set for each item. The detailed SLAs will be signed off, if required, before the start of the 2018/19 financial year:-

1) Payroll Provider - Shropshire County Council: Further to Minute 51.5 September 2017 the Council had changed its Payroll bureau provider and entered into a new Service Level Agreement from 1 September 2017 as Wrexham CBC terminated its Payroll Service Level Agreement with the Community Council on 31 August 2017. It was noted that there may be capacity to expand the Agreement to accommodate any additional payroll burden if the Independent Remuneration Panel for Wales Final Report in February 2018 states that Community Councils "must" rather than "are authorised to" pay various expenses to all Members of the Council. The additional costs for this new requirement have been requested and were awaited from Shropshire Council.

2) Acton Resource Centre- Revenue Costs (10 year SLA in place to March 2023): Further to Minute 86, November 2016 It was noted that following consideration of the SLA Performance Measures and the second two year review of this ten year Service Level Agreement, the Community Council had agreed to continue to provide the sum of £30,000 per annum as set out in the existing Service Level Agreement over the next two years, with the third two year review to take place in September 2018.

3) Seasonal Ranger Acton Park: Members were very satisfied with the year on year success of this Service and in particular the benefits during 2017 of employing the Ranger for a longer period to cover the summer months. The Community Council wishes to continue this Service provision for 2017 onwards and in view of the proposal within the Wrexham CBC "Difficult Decisions" paper, members indicated they would prefer for this Annual SLA to be made into a 3 year agreement to demonstrate Acton Community Council's support for this post

4) CAB Acton Outreach Worker for Acton Community Advice Service (3 year SLA in place to March 2019) Members were satisfied that adequate provision was in place subject to there being regular Performance Reporting. It was noted that the next Performance report was due to be submitted in early 2018.

5) Acton Playground Provision (Annual SLA): Further to Minute 90 November 2014, earmarked provision for recharges for the Replacement/repair of playground equipment has been made from 2015/16 onwards. Since 1 April 2014, this Community facility has been funded by the Community Council with all management, inspections and maintenance being carried out through an SLA with Wrexham County Borough Council. The Community Council is satisfied with the level of service received under this SLA for the Aran Road and Ffordd Garmonydd Playgrounds. Having regard to the age and condition of the two playgrounds and the cost of replacement equipment this budget should continue to provide adequate earmarked provision for this future expenditure. The Community Council wishes to renew the Agreement and has previously noted that the Junior Play area at Acton Park is being maintained for another two years under the WREN Grant conditions.

6) School Crossing Patrols (Annual SLA): Provision has been made for Pay Award costs for the three Patrols at Dean Road, Borrass Park Road and Box Lane. This Community facility was taken over from WCBC

from 1 April 2014 and the Community Council wishes to renew the Agreement to ensure the continuation of this important Service.

7) Little Acton Community Centre: Further to Minute 104, November 2016 an oral report was given by Councillor Bill Baldwin on behalf of the Community Group seeking to take over the running of this Community Centre. The Voluntary group provides a facility for the Little Acton Community and continues to administer bookings and provide all caretaking resulting in substantial savings on previous operating costs for this Community Centre. Organisational changes at Wrexham CBC and Volunteer capacity and commitment had resulted in the negotiation process between the Community Group and Wrexham CBC stalling with little progress being made in respect of the three year Project Plan agreed last year to conclude the Lease negotiations with WCBC and investigate and obtain independent assessment on some of the aspects of the previous condition survey produced by Wrexham CBC together with identifying the best legal status to be adopted for the Management of the Little Acton Community Centre. The Community Council had agreed to provide funding for three years from 2017/18 for the Little Acton Community Centre Management Group/Committee:-

YEAR 1 - £3,550

YEAR 2 - £2,500

YEAR 3 - £2,000

RESOLVED –

- i. to continue to fund the seven Service Level Agreements referred to above during 2018/19 and subject to there being no substantial change to the detail of each of the Annual agreements, the Clerk, Chair and Vice Chair of the Council be authorised to approve and sign off each Service Level Agreement if appropriate on behalf of the Community Council.***
- ii. to agree and commit to a three year Service Level Agreement and funding with Shropshire County Council as the Council's Payroll Bureau Provider and with Wrexham County Borough Council for the Acton Park Seasonal Park Ranger post provided the other parties are in agreement with this commitment .***

3. Precept Requirements for 2018/19: The Chief Finance and Performance Officer, Wrexham County Borough Council has indicated that the Community Council's precept is required by 12 January 2018. The Acton Community Tax base for 2018/19 is 5749 a reduction of 19 from last year. Members proceeded to give consideration to a Draft budget prepared by the Clerk and Chief Financial Officer and the Council's precept requirements taking into account current commitments and any new provisions that the Community Council supports. During consideration of the Budget, particular reference was made to making provision for:

- Members Remuneration/ Expenses in anticipation of requirements to be imposed by the independent Remuneration Panel
- Employers pay award Costs
- Audit Fees and impact of any additional work from the Annual return
- A small increase to the Donations budget
- Training for Members
- Website and costs incurred as a result of new General Data Protection Regulations in 2018
- Community Streetscene and Environmental Projects within each ward
- Young Persons Youth Club and Project development with the Caia Park Partnership and a Play Sufficiency Pilot study in the Borrass Park ward

4. General and Earmarked Reserves: Consideration was given to the Council's Policy for ensuring prudence and smoothing out of known cyclical peaks in expenditure. In particular the Clerk advised on best practice recommended for the level of reserves that the Council should hold in general reserves indicated a minimum figure of 25% to a maximum of 100% of the Council's precept should be held in reserve balances at the end of the financial year.

Members debated existing earmarked balances and the merits of making further provision for year on year earmarking of balances for whole Council Election costs, insurance, revaluation and repair/ maintenance of the Maesydre Power House, and contingency provision for the repair and replacement of equipment for Acton Playgrounds having regard to the age and condition of the existing equipment. There is expected to

be a call on the earmarked reserves for the approved works in respect of the Maesydre Power House and the Environment Committee's project expenditure in 201. In addition there is ring fenced ear marked provision for Acton Community Resource Centre Contingencies. The projected un-earmarked General working balances to 31 March 2018 were within the best practice range and will also be kept under review.

RESOLVED

i) that the Council's Policy in respect of General and Earmarked reserves shall be as set out below:

GENERAL RESERVES

The Community Council's policy on General Reserves shall be to ensure a minimum figure of 25% to a maximum figure of 100% of the Precept shall be held in reserve balances at the financial year end; and

EARMARKED RESERVES

In order to ensure prudence and smoothing out of known cyclical peaks in expenditure, the Council may, from time to time, allocate funds to one or more earmarked reserve(s), to be used for a future specified purpose.

ii) to approve the Estimates of Income and Expenditure for 2018/19 as now set out before the Council and confirm that the Community Council's precept requirement for the year 2018/19 be fixed at £145,000; and

iii) to thank the Clerk for her report and her work on maintaining the Council's website as Webmaster and in progressing the Project to expand the Playground Provision at Ffordd Garmonydd to provide facilities for older Younger People.

103 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:

Organisation	Details and action taken
1.Society of Local Council Clerks	<p>1.General Data Protection Regulations (GDPR): The Clerk reported on attendance at this webinar at Llandudno on Friday 1 December 2017 hosted by the Clwyd Branch of the Society of Local Council Clerks. She highlighted issues and options that are available to the Community Council to ensure it is compliant with the far reaching requirements of this legislation when it becomes effective on 25 May 2018.</p> <p>RESOLVED – that in order for the Community Council to be GDPR compliant, the Clerk proceed to purchase and make arrangements for Microshade VSM a sector specific company, to undertake a pre GDPR Audit and provide Privacy/Data Impact Assessments, Privacy Notices, Template Documentation and staff /member training as appropriate.</p> <p>2.Practitioners' Conference -22 & 23 February 2018: This Conference will be held in Kenilworth and the early bird booking for members before 19 January 2017 is £418.80</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 preparing for and attending this Conference be paid</p>
2.Police & Crime Commissioner & Chief Constable of North Wales Police	<p>Challenges faced by the Police Service and North Wales Police: Email dated 23 November 2017 enclosing a joint letter highlighting pressures on Police Forces and impact on current performance together with future considerations in respect of demand on front line officers, budget pressures and focus. The Clerk has circulated copies of the documents electronically to Councillors</p> <p style="text-align: right;">Information noted</p>

3.AVOW Wrexham	<p>AVOW Christmas Reception & Carol Service: Emails dated 26 & 30 November 2017 inviting representatives from the Council to attend this year's Reception being held on Friday 15 December 2017 from 12noon to 2pm at the Catrin Finch Centre Glyndwr University. In addition, an invite has been extended to attend the AVOW Christmas Carol Service at St. Giles Parish Church at 1.00pm on Thursday 21 December 2017.</p> <p style="text-align: right;">Information noted</p>
4.Wrexham County Borough Council	<p>Play Area matters:</p> <p>1. Refurbishment of the Acton Park Play Area: Email dated 24 November 2017 confirming the remedial works to remove the tunnel and install a new See Saw at Acton Park has now been completed. The Play Area is now open to the public once more.</p> <p>RESOLVED - that the Council keep a watching Brief on the condition of the surfacing at the Play Ground to ensure it is safe and adequate prior to the Council taking over responsibility for its funding once the Grant condition period ends.</p> <p>2. Ffordd Garmonydd Play Area : Email dated 29 November 2017 advising that the nest Swing frame, safety surface and boulders have been installed and the swing chains and seat will be installed once the frame and safety surface have settled.</p> <p>RESOLVED - that the information be noted and if possible a photo – opportunity be held in the New Year with all involved to publicise the completion and the Community Council's support and funding involvement in this scheme.</p>
Shane Hughes Tidy Towns Project Officer, Keep Wales Tidy	<p>Long Forest Project – Wrexham: Email dated 28 November 2017 providing information about this project which is a three year programme to engage with volunteers and plant 100,000 trees and improve 120,000m of hedgerow across Wales (many of which are in Wrexham) and provide accredited training qualifications. The Community Council is being invited to be part of this innovative project.</p> <p>RESOLVED - the Clerk forward this information to Richard Aram Wrexham Cbc in case he is interested in taking part in this initiative and the Acton Community Resource Centre Management Committee also be advised of this project in case plans for enhancing the land and area around the Centre are eligible under this scheme</p>
One Voice Wales	<p>1. National Resource Wales Funding and Support 2017/18: Email dated 1 December 2017 advising of the launch of a streamlined funding process to apply for funding National Resource Wales is making available to projects that will improve the environment across Wales. The Deadline for submissions of interest is 14 January 2018. More information can be found on the <u>NRW Website</u></p> <p>2.Expert Panel on Assembly Electoral Reform - Report publication: Email dated 14 December 2017 advising that this Panel was appointed by the <u>Assembly Commission</u> to provide impartial, evidence-based expert advice on:</p> <ul style="list-style-type: none"> • the number of Members the Assembly needs; • how Members should be elected; and • the minimum voting age for Assembly elections. <p>The Panel has, today, published its report: A Parliament that Works for Wales</p> <p style="text-align: right;">Information noted</p>

Lawrence Isted Wrexham CBC	Prominent Landmarks on the Town Centre approach along Chester Road, Wrexham: Email dated 6 December 2017 responding to the Council's concerns (Minute 65.6 October 17 refers). It was noted that there are no resources to carry out grounds maintenance at the two locations and tidying up will only take place if there is a Health and Safety issue, outside the grass cutting season the team revert to general and shrub bed maintenance. <i>Information and Response noted</i>
-------------------------------	---

104 PAYMENT OF ACCOUNTS

The Clerk provided details of payments received progress against the budget and requested authorisation for any outstanding debtor or other payments. It was noted that the final Precept Payment for 2017/18 of £41,666.67 had been received by 1 December 2017.

RESOLVED – that the following payments be approved: -

VOUCHER NO & PAYEE	DETAILS	AMOUNT
60. One Voice Wales	Training Fees x2 Chairing Skills Training at Coedpoeth on 14 November 2017 S112 local Government Act 1972 (as amended)	£120.00 (VAT =£0)
61 Wrexham County Borough Council	May 2017 Election Running/ Staffing Costs Representation of the People Act 1983	£911.54 (part vat on £13.10= £2.62)
62. Carole Roberts Clerk to the Council	Clerks Expenses for December 2017 Section 112 Local Government Act 1972 (as amended)	£ 29.50 (VAT = £0)
63. Nightingale House	Contribution towards the cost of providing hospice and Palliative care Section 137 Local Government Act 1972 (as amended)	£500.00
64. Wrexham Foodbank	Contribution towards the cost of providing a warehouse for donations and distribution in the Wrexham area Section 137 Local Government Act 1972 (as amended)	£500.00
65 Shropshire County Council	Clerks Salary and office expenses for December 2017 paid by the Council's Agent: Shropshire County Council in accordance with Minute 47 July 2017 to include SLA Payment of £35 +Pension Contributions direct to the Clwyd LGPS Section 112 Local Government Act 1972 (as amended)	NJC Rates

105 PLANNING APPLICATIONS

The Council considered any comments it wished to make on the following applications made under the Town and Country Planning Act 1990 (to be determined by Wrexham County Borough Council):

Case Number/ Address	Proposed Development	Decision
1.P/2017/0980 185 Holt Road Wrexham	Demolition of Existing Extension and Outbuilding and Erection of New Single-Storey Side and Rear Extension	No observation to make
2.P/2017/0989 27 Fairmount Road, Wrexham	Application For Works To Tree Subject To Tree Preservation Order Wcbc No. 273, 2017: Ash (T5) - Remove Horizontal Secondary Branch (S) Over Lawn Area Back To The Union And Reduce By 2 Metres, Lower Secondary Branches Over Neighbouring Garden And Shed	The Community Council recently supported the making of TPO No273 and the applicant states that there are no reasons of Health and Safety or alleged subsistence damage for carrying out the proposed works. The tree is in the ownership of Wrexham County Borough

		<p><i>Council but the lower major limb referred to in this application will become a problem in the future and doing this early work will ensure the canopy of the tree is not compromised and will not affect the amenity of the area. On this basis the Community has no objections to the proposal provided all the works are carried out under the direction and supervision of Wrexham CBC's Arboricultural Officer.</i></p>
--	--	---

(Councillor Paul D Jones having previously declared a personal and prejudicial interest in this item being member of Wrexham County Borough Council's Planning Committee left the meeting taking no part in the discussion or voting on this item.)

Signed as a correct record this 16th day of January 2018

Chair