

Minutes of the Meeting of Acton Community Council held on Tuesday 20 February 2018 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:

PCSOs Sam Gostage and Shannon Smith
Mrs Carole Roberts, Clerk to the Council

119 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Councillors Mrs A Evans, R Hardy, and Ms A Waters.

120 DECLARATION OF INTERESTS

A Declaration of Interest was made at this stage of the proceedings by Councillor Paul Jones in respect of Agenda item 13- Planning Applications. He declared a personal and prejudicial interest in this item being a member of Wrexham County Borough Council's Planning Committee.

121 CONFIRMATION OF MINUTES

RESOLVED – that the Minutes of the Meeting of the Community Council held on 16 January 2018 be received and confirmed as a correct record.

122 INFORMATION FROM THE MINUTES

- 1. Minute 111.1 - Costings and Viability of Providing a CCTV Camera in areas where Anti-Social Behaviour takes Place In The Acton Community:** Councillor Paul Jones indicated he was to meet with the Council Officer leading on a Pilot CCTV camera that may be located at Park Avenue, Wrexham and would report to the next Community Council meeting on progress .
- 2. Minute 113.1 Proposal for Establishment of new Welsh Medium School on part of Borrass Park Community School site** The Clerk reported that due to a family bereavement she had submitted the Council's response after 30 January 2018 deadline but had since received an assurance all matters raised by the Community Council have been addressed by other respondents.
- 3. Minute 114.2 – Wrexham Town & Community Council Forum – 1 February 2018:** The Chair reported on his attendance at this meeting. It was noted that a large number of Community Councils were unhappy with the proposed change to planning consultation documents and notification which will result in additional work and further pressure on time and resources for Community Councils. It had been agreed that the current method of notification by hard copy would continue for six months and be reviewed at a subsequent Town and Community Council Forum. The present situation was noted.

4. Minute 114.6 – Option Paper Consultation on Registration of GPs in Wales: The Clerk confirmed that the Consultation response had been submitted and acknowledged.

123 COMMUNITY POLICING MATTERS

The Council received an update from the Community Police Officers present in respect of the Monthly Policing Report on the five ward Crime Figures tabled at the meeting. The following matters were also raised with the Police representatives:

- Policing Operations in the Acton Community – the benefit of using Facebook and Social Media to publicise various Crime Prevention initiatives and to gather local intelligence;
- It was noted that a recent operation had targeted dog fouling through the issue of non-Discretionary tickets. Members referred to the merit of the Police Officers liaising with Kingdom who are enforcement agents for Wrexham County Borough Council to share information; and
- Go Safe & Speed gun deployment to target motorists in the Acton Community particularly on Rhosnesni Lane, Norfolk Road, Jeffreys Road, Holt Road and Chester Road.

The Chair requested PCSO Gostage to ask Inspector Paul Wycherley to advise by email when the next quarterly meeting with the four Town Community Councils is to be held. The Chair then thanked the Police Community Support Officers for their attendance and they left the meeting.

124 WREXHAM FOODBANK

The Chair welcomed Dr.Campbell Edmondson, Chair of Trustees who gave a short presentation on the work of the Wrexham Foodbank and explained how the £500 grant made in December 2017 by the Community Council has benefitted the residents of the Acton Community (Minute 101.7 December 2017 refers). During the presentation the following matters were explained and highlighted:

- The operation involves a large team of volunteers who provide an administration base, warehouse facilities at St James Church Hall in Rhosddu and four other distribution sites,
- Donations are made by and through local supermarket collection points, Churches, Schools, local Companies, other employers, individuals, Rotary and other groups
- Clients access the Foodbank through agency referrals and a voucher system to obtain a nutritionally balanced standard food parcel lasting three days with a maximum of three parcels allowed in a six month period.
- The Trussell Trust provide cooking courses, recipe leaflets and other low cost options and initiatives aimed at stopping UK hunger and poverty.
- The main reason for referrals to the Foodbank are delays in accessing Universal Benefits, zero hours contracts and crisis debt management
- The main expenditure after food supplies is warehousing, printing, office expenses, polo shirts to help identify volunteers, and repayment of a heating and rewiring grant for St James Church Hall to use a warehouse
- Income is obtained through a 20% Tesco top-up per kilo of food donations, Supermarket token donation, lottery and comic relief grants, Local Companies such as Moneypenny, Churches, Charitable organisation and the Wrexham FC Supporters Trust.

Members thanked Dr Campbell for his enlightening presentation and welcomed the signposting to other services by the Foodbank volunteers. The Chair also thanked Dr Campbell and encouraged the Wrexham Foodbank to keep up its good work.

(Councillor Debbie Wallice left the meeting at his stage of the proceedings)

125 PROCEDURAL MATTERS

1. SECTION 116 LOCAL GOVERNMENT (WALES) MEASURE 2011: CO-OPTION OF MEMBERS CASUAL COUNCILLOR VACANCIES The Clerk confirmed that Public Notices had been issued on 2 January 2018 inviting Expressions of Interest to fill the two casual Councillor vacancies in the Borrass Park and Little Acton Ward by Co-option in accordance with Section 116 of the Local Government (Wales) Measure 2011. It was noted that no expressions of interest had been received by the 12 noon deadline on 19 February

2018 but that 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.

2. APPOINTMENT OF INTERNAL AUDITOR: The Council's arrangements were reviewed to ensure the Independent Internal Audit testing during 2018/19 for the 2017/18 Financial Year end and in year internal audit Services met the requirements as set out by the Audit Commission for Wales and the current Accounts and Audit Regulations. It was noted that the Council should review and appoint its internal auditor each year. Guidance states that internal audit must not influence the direction or extent of the review however it is good practice to seek their input. The Clerk advised that the existing Internal Auditor had confirmed that there are no changes to the terms of engagement from last year - there will still be one annual audit conducted after the year end between April and June at a date agreed with the Council. There will be one annual audit report issued which will also follow up issues raised in the previous year.

RESOLVED - that the matters now reported to the Council for the renewal of the current arrangements with JDH Business Services Limited concerning the provision of an internal audit service, be accepted and a letter of engagement detailing the Internal Audit Plan for 2018/19 as reported to the meeting, be signed by the Chairman and Clerk and forwarded to the JDH Business Services Limited.

126 KEY ACTON ISSUES

Wrexham County Borough Council 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. Bus Services in the Acton Community – Some services and routes had returned to Acton but the Maesydre service had been extended from an hourly to a two hourly service and Oak Drive had lost some of its services.
2. An Environmental Clean-up day was planned for 14 March 2018 in the Maesydre ward and the Community Council had undertaken to meet half the skip hire costs for the day.
3. Potholes were becoming a major issue with some roads not being fit for purpose. There had been limited success using the reporting provision on the Wrexham Council's website and its guidelines to identify the depth of a pothole when submitting a report. However the quality, compatibility and longevity of materials used to fill the potholes was raised
4. Budget – The process is ongoing and an alternate proposal would be considered by the Council at its meeting on 21 February 2018

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

127 CONSULTATIONS

Members considered whether to make any comments on the following consultation papers received since the last meeting:

1. **LOCAL TOILETS STRATEGIES: STATUTORY GUIDANCE FOR LOCAL AUTHORITIES:** The Welsh Government is consulting on draft guidance for local authorities on how to:
 - assess the need for toilet provision for their communities
 - plan to meet those needs
 - Produce a local toilets strategy.

It was noted that full information on this Consultation which ends on 4 April 2018 can be found by [clicking here](#).

RESOLVED – that the Welsh Government be informed that Acton Community Council has now considered this matter and welcomes the strategy and guidance to encourage Principal authorities to assess and meet the need for Toilet provision in their communities. In considering this matter and the importance of clear and accurate information on Toilet provision across the whole of Wales especially for individuals with Health needs, the Community Council recommends that an "App" be developed as part of the

requirements for local toilet strategies to signpost the public to the nearest toilet provision wherever they are in Wales.

2. PROPOSALS TO TACKLE CRIME AND POOR PERFORMANCE IN THE WASTE SECTOR: This Welsh Government and Defra joint consultation can be [viewed here](#) and contains proposals to tackle crime and poor performance in the waste sector and introduce a new fixed penalty for the waste duty of care. The public and stakeholders can give their input on the approaches taken on these proposals by 26 March 2018. The consultation proposals apply to Wales and England.

RESOLVED - that Members respond individually to this Consultation if they so wish to highlight any concerns they may have on the cost of policing/ enforcement of the proposals and the importance of education and peer pressure to prevent fly tipping, particularly flammable materials such as gas cylinders

(Councillor Kevin Roberts left the meeting at this stage of the proceedings)

128 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.Nigel Davies Project manager Community Agent Scheme	Community Agents: Email dated 24 January 2018 enclosing a letter making a last call for Councils to partake in this Initiative. The letter also re-iterated the information that was received and noted by the Community Council at its July 2017 meeting (Minute 43.6.2 refers). RESOLVED – that this further information be received and noted.
2. Secretariat Support – Review of Community & Town Councils in Wales	1. Engagement Event Invitation from the Review Panel: Email dated 26 January 2018 advising of a series of Engagement events to enable Community Councils to the opportunity to have their views heard and shape the future of Town and Community Councils. An event will be held at Wrexham Memorial Hall on 7 March 2018 from 9:30am and up to two representatives have been invited to attend. RESOLVED – that the Community Council be represented by Councillors Philip Lloyd and Basil Pritchard. 2. February newsletter: Information about the work undertaken by the Panel and the Reviews and responses received to date. Information noted.
3.Future Generations Commissioner for Wales	Future Generations Framework: Email dated 30 January 2018 notifying of the availability of the <u>first version of this Framework</u> to be used by Stakeholders considering the need for infrastructure projects and in planning design and delivery of Public Services in Wales. Any feedback on the Framework should be submitted to <u>contactus@futuregenerations.wales</u> Information noted

<p>4.Lyn Cadwallader Chief Executive One Voice Wales</p>	<p>1. Membership of One Voice Wales: Letter dated 12 February 2018 advising that Councils who have not been in membership of One Voice Wales for the last three years will be given a one off 50% reduction for this year. The letter detailed the Representational and Lobbying role of One Voice Wales, its development of services such as legal advice, consultancy, HR advice representation at Industrial Tribunals and its extended training programme for members. The Membership fee to this Council will be £1,759 or £879.50 with the 50% reduction based on 5768 chargeable dwellings @£0.305p. RESOLVED – that the Clerk informs One Voice Wales that in view of the cost of membership due to the size of the Community Council it does not wish to become a member at this time.</p> <p>2. One voice Wales Introduction event : Letter and Agenda inviting the Council to attend this event to be held at Chirk Town Council Offices on 1 March 2018 from 7:00pm to 8:30pm Information noted</p>
<p>5.Planning Aid Wales</p>	<p>Pre-application Community Consultation - Going beyond requirements: Email dated 16 February 2018 advising of this network event being held at Wrexham Glyndwr University from 11:45am to 4:00pm on 21 March 2018 at Wrexham Glyndwr University. Information noted</p>
<p>6.Jay Davies , Play Development Team</p>	<p>Wrexham Play Sufficiency Grants Programme 2018: Email dated 19 February 2018 advising that applications were now open for this short term grants programme fund by the Welsh Government with the deadline being 2 March 2018. RESOLVED – that three applications be submitted in respect of the final phase of the Ffordd Garmonydd Play area, to offset the cost of the Borrás Park Ward Play Sufficiency assessment and to provide signs on the corner of Chestnut Avenue leading to the Acton Community Resource Centre saying ‘children playing’</p>
<p>7.Shane Hughes Keep Wales Tidy</p>	<p>Long Forest Project – Holt Tree planting: Email dated 19 February 2018 advising that as part of this north east Project replanting of a series of hedgerows at Commonwood Holt will be continuing on 22 & 23 February 2018. Information noted and brought to the particular attention of the Press member at the meeting.</p>

129 DOG FOULING

This item had been placed on the agenda at the request of Councillor P Jones. He advised of correspondence and complaints received about the problem of dog fouling on the streets and Parks in the Acton Community and the amount of fines being issued. Reference was also made to the Policing Operation in respect of Dog Fouling and the value of combining efforts to address this issue. It was suggested that there was merit in inviting representatives from Kingdom, the Environmental Enforcement team and the Police to find out what their priorities are and how efforts could be combined to improve the situation and discourage persistent offenders who permit their dogs to foul.

RESOLVED – that representatives of Kingdom, Environmental Enforcement and the Police be invited to address a future meeting of the Community Council on their priorities for dog fouling, their work to improve and educate dog owners and to prevent persistent offenders from going unpunished.

130 ACCOUNTS 2017/18

The Clerk provided details of payments received, known and projected payments to the year end and the need to transfer of monies between the Council’s Bank Accounts to meet those requirements. The Clerk requested authorisation for any outstanding debtor or other payments. It was noted that a HMRC Repayment of VAT for £2,476.18 had been received.

RESOLVED – that the following payments be approved: -

VOUCHER NO & PAYEE	DETAILS	AMOUNT
71 Friends of Acton park Cheque No 201826	Environment Committee Grant towards costs of repair/replacement work to Japanese Garden Structures in Acton Park S19 Local Government (Misc Provisions) Act 1976)	£2,000.00 (VAT =£0)
72 Society of Local Council Clerks Cheque No 201827	Practitioners Conference Fee for Clerk's attendance at Kenilworth from 21-23 February 2018 Section 112 Local Government Act 1972 (as amended)	£418.80 (inc VAT= £29.80)
73 Wrexham & District Citizens Advice Bureaux Cheque No 201828	2017/18 SLA Q4 payment Acton outreach Service S142 Local Government Act 1972 (as amended)	£1,536.54 (VAT =£0)
74 Carole Roberts, Clerk to the Council Cheque No 201829	Clerks Expenses/ travel Costs for February 2018 Section 112 Local Government Act 1972 (as amended)	£50.00 (VAT= £ 4.17)
75 David Ogilvie Engineering Cheque No 201830	Environment Committee Grant towards costs of providing a metal Bench outside the Little Acton Community Centre S19 Local Government (Misc Provisions) Act 1976)	£845.40 (VAT =£140.90)
76 Shropshire County Council Cheque No 201831	Clerks Salary and office expenses for February 2018 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

131 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)

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

Case Number/ Address Proposed Development	Decision
1.P/2018/0054 -28 Richmond Road Wrexham Erection of New Detached Garage and new timber cabin	The Community Council has no objections or observations to make on this Application
2.P/2018/0083 -79 Holt Road Wrexham Deletion of Condition no 2 of Planning Permission P/2013/0206 to allow the sale of hot food for consumption off the premises	The Community Council wishes to object to this Application as it has concerns about the impact a concentration of parking by customers collecting hot takeaway food will have on the hardstanding area directly in front of 79 Holt Road and on adjoining residential properties; the hardstanding area is too small to provide parking and sufficient turning space within the curtilage and may result in vehicles reversing onto Borrass Road. The Community Council considers the deletion of Condition No.2 of Planning Permission P/2013/0206 will be incompatible with the safe and free flow of traffic at this busy road junction which has restricted visibility and adjoins one of the main roads out of Wrexham and a pedestrian crossing on the Holt Road.

3.P/2018/0099 -10 Ffordd Tegid Wrexham Erection of Bungalow to side of 10 Ffordd Tegid	The Community Council considers urban infill to be a preferred option for housing development and notes that established infrastructure is already in place at this location. However it does have concerns about the narrow plot the proposed bungalow is to be built on and whether the extra vehicular traffic generated by this new build can be safely accommodated given the plot's location at the head of the cul-de-sac. If this application is to be given permission, the Community Council would wish to see a condition imposed to ensure that pedestrian and/or vehicular access onto Barkers Lane is prohibited.
4. P/2018/0108 - Ty Nos Holt Road Wrexham. Change Of Use Of Land For The Purpose Of Siting Up To 4 No. Self-Contained Structure To Provide Medium Term Accommodation For Homeless Persons And 1 No. Structure For Support Services Allied To The Neighbouring Ty Nos Homeless Shelter, Associated Boundary treatments and CCTV	The Community Council supports this application and has noted that the application site is not directly overlooked. However a requirement for the proposed fencing to be painted black would result in the proposed boundaries being more in keeping with the predominantly residential nature of this location.

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

Councillor Mike Davies also left the meeting at this stage of the proceedings.

132 PRESS AND PUBLIC

RESOLVED - that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the next items of urgent business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

133 CONFIRMATION OF MINUTES

The Minutes of the Youth Committee meeting held on 9 January 2018 were received.

RESOLVED – that the following recommendations of the Youth Committee meeting held on 9 January 2018 now be accepted and endorsed:-

- i) to accept the Caia Park Partnership quote as submitted to the Youth Committee on 9 January 2018 in the sum of £6,433.76 to provide for an additional Youth Club for the 14-18 age group, from 1 April 2018 with the work initially to be carried out as a six month Pilot to assess demand with an option to extend the Project for a further six months at a total annual cost of £12,199.81 provided the Youth Committee, after receiving regular performance and monitoring reports, is satisfied this Youth Work has proved to be as successful as the Pilot 8-13 Age Group's Youth Club;**
- ii) To endorse entering into a Service Level Agreement from 1 April 2018 with the Caia Park Partnership to provide a Pilot Youth Work Project – Youth Club for the 14-18 age group initially for six months with an option to extend it to twelve months subject to evidence of satisfactory progress**
- iii) That a performance and monitoring report, at the end of the first quarter on the Pilot Project - Youth Club 14-18 age group should be submitted to the Youth Committee expected to be scheduled for Tuesday 10 July 2018 in order to inform the Youth Committee when deciding whether to extend the Service Level Agreement to twelve months.**
- iv) That in respect of the Borrass Park Ward Local Play Sufficiency Assessment, the Assessment Proposal document be amended to include a requirement that as part of the Local sufficiency Assessment for the Borrass Park ward, the Wrexham CBC Play Development Team should reach out and liaise with the Friends of Acton Park, Caia Park Partnership, Borrass Park Albion Football Club, the Guides and Scout**

Association Groups and other Youth Groups in the area to ensure there is no duplication of Play provision and to identify if there are any gaps in the local Play Sufficiency for the Borrás Park Ward.

134 GENERAL DATA PROTECTION REGULATION (GDPR)

Further to Minute 118 January 2018, the Clerk reported on the quotations received from Microshade VSM and referred to lines of enquiry and options that other Community Councils were pursuing in order to make preparations to ensure compliance with the new GDPR requirements when they come into force from 25 May 2018. In particular quotations and prices from Microshade, John Henry, the Internal Auditor and Mr David Bridge a local specialist in Data Protection, Document Retention and Freedom of information were considered

RESOLVED – that the Clerk ascertain whether Mr David bridge has capacity to undertake for the Community Council the role of Data Protection Officer, a privacy Impact assessment to ensure the Community Council is compliant with the General Data Protection Regulations when they come into force on 25 May 2018 and report back to the next meeting on his response and any other options that should be considered to purchase expertise from external persons or Organisations to ensure the Community Council is able to meet all its obligations under this new legislation.

Signed as a correct record this 20th day of March 2018

Chair