

**Minutes of the Meeting of Acton Community Council held on Tuesday 17 April 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:

Press & Public: Reg Herbert, Ian Griffiths & Sharon Jones  
Mrs Carole Roberts, Clerk to the Council

#### **147 APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Councillors D Picken, and Ms A Waters.

#### **148 DECLARATION OF INTERESTS**

Declarations of Interest were made at this stage of the proceedings as follows:-

**Agenda item 12- Planning Applications** A Declaration of interest was made at this stage of the proceedings by Councillor Paul Jones in respect of Agenda item 12 Planning Matters. He declared a personal and prejudicial interest in this item being a member of Wrexham County Borough Council's Planning Committee.

#### **149 CONFIRMATION OF MINUTES**

1. The Minutes of the Meeting of the Council held on 20 March 2018 were received. The Clerk advised of an omission to Minute 143 I – Financial assistance as follows:

"The Chair having declared a personal and prejudicial interest in the Financial Assistance application from the Wrexham Allotment and Leisure Gardeners Association being an Allotment Holder at Prices Lane, Wrexham left the meeting for this particular application and took no part in the discussion or voting thereon.

Having regard to the absence of the Vice Chair, Councillor Basil Pritchard presided over consideration of the Wrexham Allotment and Leisure Gardeners Association application. Upon determination of this application the Chair returned to the room and took the Chair for the remainder of the meeting."

**RESOLVED – that *the Minutes of the Meeting of the Community Council held on 20 March 2018 be received and subject to the inclusion of the omission as set out above, be confirmed as a correct record.***

2. The Minutes of the Youth Committee meeting held on 10 April 2018 were received and consideration was given to its recommendation to update and amend the Committee's Terms of Reference.

**RESOLVED – that the Minutes of the Youth Committee meeting held on 10 April 2018 be received and to endorse the recommendation to update and amend the Committee's Terms of Reference as set out below when it is re-appointed at the Annual Council Meeting to be held on 15 May 2018: -**

1. To review and develop options from **2018/19** onwards to enable future Service providers to provide Pilot or other Youth Projects across any of the five Acton Community Wards ensuring they are fit for purpose and reflect the requirements of the Community Council and current best practice;
2. To receive and monitor from **existing and 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 such Projects represent good value for money;
3. To monitor the reporting requirements contained within the Service Level Agreements with the Caia Park Partnership to provide a **Pilot Youth Work Projects for 14-18 year olds until 30 September 2018 (subject to review by the Youth Committee) and a Youth Work Projects for 8 – 13 year olds until 31 March 2019 for one session of Youth Work per Project per week at the Acton Community Resource Centre.**
4. To bring any concerns about the performance or effectiveness of any future Provider or Project immediately to the attention of the full Council.

#### **150 INFORMATION FROM THE MINUTES**

1. **Minute 129 – Dog Fouling:** The Clerk reported on the response received from Joanne Rodgers Wrexham CBC clarifying current enforcement arrangements for environmental crimes. She confirmed that Kingdom officers patrol all areas but their patrols are only completely effective if they are intelligence driven. It was also noted that a Wrexham CBC Scrutiny Committee had recently examined Environmental Enforcement performance, its contract with Kingdom and the method of working in respect of litter and dog fouling. The Scrutiny Committee had recommended a task and finish group should review the contract, zero tolerance and look at alternatives. In the meantime Wrexham CBC officers should speak to Kingdom about the balance between different types of litter, with a view to more focus on dog fouling.

***In view of the developments now referred to it was RESOLVED to keep a watching brief on the situation.***

2. **Minute 138.1 - Costings and Viability of Providing a CCTV Camera in areas where Anti-Social Behaviour takes Place In The Acton Community:** Councillor Paul Jones confirmed that discussions were ongoing and he suggested that an Officer from Wrexham CBC be invited to attend a subsequent meeting to give a briefing on proposals to provide CCTV cameras in the Acton Community.
3. **Minute 138.3 - Internal Audit:** The Clerk confirmed that the Internal and External Audit dates had been confirmed and an item had been included on the agenda to consider the Annual Accounts for 2017/18.
4. **Minute 138.7 - General Data Protection Regulation (GDPR):** The Clerk updated on the progress in appointing Mr David Bridge of GDBR as the Community Council's Data Protection Officer and that diary dates had been offered for the compliance assessments to be carried out.
5. **Minute 143.12 - Llangollen International Musical Eisteddfod:** The Clerk reported on correspondence received acknowledging the grant received and offering the Community Council a maximum of two complimentary tickets for the daytime competitions or International Celebration Concert.

**RESOLVED - that the Clerk ascertain if the complimentary tickets can be offered to local volunteers in recognition of their work in the Community, and informal inquiries be made as to availability of local volunteers involved with the extension of the Ffordd Garmonydd Play area.**

**6. Minute 143 – Financial Assistance Priorities Task and Finish Group:** It was noted that the Group was arranging to meet shortly and intended to report to the next meeting of the Community Council. The present position was noted

## **151 COMMUNITY POLICING MATTERS**

This item was deferred as no Police representatives were present at the meeting

## **152 PROCEDURAL MATTERS: CASUAL COUNCILLOR VACANCIES**

Members noted that the relevant Statutory Notices had been on display advertising the Council's intention to fill the following vacancies by co-option:

**Borras Park – 1 vacancy**  
**Little Acton – 1 vacancy**

Only one suitably qualified person had expressed an interest in putting their name forward for co-option to fill the vacancies by the noon deadline on 16 April 2018. A copy of the application had been circulated prior to the meeting. Members proceeded to consider the application and invited the applicant to give a short address to the meeting in support of his application. Members then proceeded to consider the filling of this vacancy by a show of hands.

### **RESOLVED –that**

- i) Unanimously, Ms Sharon Jarvis of 23 Park Avenue, Wrexham be co-opted as a Member of the Community Council to fill the vacancy for the Borras Park Ward on the Council;**
- ii) the Clerk proceed to re-advertise the remaining vacancy in the Little Acton Ward and any applications received be considered at the June 2018 meeting of the Community Council; and**
- iii) the Clerk arrange a Member Induction date for Councillor Sharon Jarvis and all other members of the Council be invited to attend**

## **153 KEY ACTON ISSUES**

Members received and noted the following updates from Wrexham County Borough Council Members 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:

- 1. Kingdom Contract:** The recommended Task and Finish Group review of this Contract had been referred to earlier in the meeting ( Minute 150.1 refers)
- 2. Condition of Roads** - A report was expected to be presented to a September 2018 Wrexham CBC Scrutiny Committee meeting
- 3. Bus Services**– Whilst bus services had not returned to the levels before some of the main operators had ceased trading, Wrexham CBC officers had done a reasonably good job in securing services on some of the routes within the Acton Community albeit on a reduced timetable.
- 4. Local Development Plan** – The Deposit Plan Public Consultation exercise had now commenced and would end on 31 May 2018. The proposals contained in the document to build a large scale development on the Acton Community Boundary would impact on local infrastructure/services and were expected to generate local interest. It was also noted that the Crown Buildings site was earmarked in the Plan for Housing.
- 5. Virgin Media** – The Installation Phase in Rhosnesni was now coming to the end of the earthwork disturbance and the reinstatement and repair of previous contractors work was almost complete.

Phase 2 timelines would see the works move to the Whitegate area before returning to the Maesydre ward in a month.

6. **Proposed Welsh School at Borrass Park** – the Consultation responses had now been considered and a feasibility study and highways/ parking issues will be considered as part of the continuing process.

Following the updates Members raised concerns about the prolonged use of the former Acton Playgroup/Nursery Building on Central Avenue by the Contractors undertaking property improvements in the area. Of particular concern was the length of time the building had been used as a builder's yard with associated littering and early morning nuisance in a predominantly residential area. Such extended use was considered disrespectful to the Community and aspirational consideration should be given to more appropriate uses for the dilapidated building and its plot as at present the building and its land is unsightly and unfair to those living in the vicinity.

**RESOLVED – that a letter be sent to Wrexham County Borough Council highlighting the Community Council's concerns about the impact of the present use and generally poor condition of the former Acton Playgroup/Nursery Building and surrounding land on Central Avenue, Acton Wrexham and requesting reassurance of the action that will be taken to address them.**

#### **154 CONSULTATIONS & OTHER STATUTORY GUIDANCE FROM THE WELSH GOVERNMENT:**

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

1. **LOCAL GREEN PAPER 'STRENGTHENING LOCAL GOVERNMENT: DELIVERING FOR PEOPLE:** The Cabinet Secretary for Local Government and Public Services has launched a Green Paper consultation 'Strengthening Local Government: Delivering for People' accessible via the Welsh Government website by [clicking here](#). The closing date for receipt of comments on the various options is 12 June 2018. Members considered it important to recognise and ensure there is a strong voice in Wrexham and North Wales.

**RESOLVED – that Members respond individually to the Consultation**

2. **UK GOVERNMENT CALL FOR EVIDENCE TO EXAMINE HOW CHARGES OR CHANGES TO THE TAX SYSTEM COULD TACKLE THE PROBLEMS ASSOCIATED WITH SINGLE-USE PLASTIC WASTE:** This call for evidence looks across the lifecycle of single-use plastics to examine how the tax system or charges could reduce waste. The document is available online by [clicking here](#). The deadline for responses is **18 May 2018** and they should be sent to [ETTanswers@hmtreasury.gsi.gov.uk](mailto:ETTanswers@hmtreasury.gsi.gov.uk).

**RESOLVED -that Members respond individually to the Consultation.**

3. **WREXHAM LOCAL DEVELOPMENT PLAN (2013 - 2028):** Notification had been received that the Deposit Plan Consultation will be available to view and comment on from 9 April 2018 until 5:00pm on **31 May 2018**. The deposit documents can be viewed online by [clicking here](#). The Clerk reminded Members of the comments the Community Council had previously submitted as part of the Wrexham Local Development Plan consultation process. Members noted that the Health Resource issue previously highlighted by the Community Council was far worse now than two years ago. Concerns were raised about the proposals for alternate uses for the green playing field/ open space at Dean Road/ Holt Road in part ownership of Glyndwr University and Wrexham County Borough Council and the deficit of open space that already exists in the Acton Community.

**RESOLVED – that Members proceed to consider the detail of the current Deposit Plan document and at its next meeting the Council determine its response for submission by 31 May 2018 deadline and in the**

***meantime to assist members in their consideration, the Clerk circulate copies of previous Local Development Plan responses to all members of the Council.***

## **155 ANNUAL ACCOUNTS 2017/18**

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 2018;
- a supporting statement highlighting significant variances;
- A Governance/ Risk assessment report for 2018.

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 with the certification and approval process for the annual returns/accounts being much earlier.

It was noted that the Accounts, books and records for the 2017/18 Financial year will now be submitted to the Internal Auditor on 26 April 2018. 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 22 June 2018. 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 were given details of the variance and underspend on the 2017/18 Budgets for General Administration including meeting the requirements for Pensions Automatic Enrolment during 2016/17, Election Administration fees levied in 2017/18, Advertising/Publicity, Training costs for new Members, Service Level Agreements, Young Persons Projects spending to include Detached and Pilot Youth Projects during 2017/18, planned repairs and maintenance for the Maesydre Power House, spending in respect of the Community Facilities for Play provision and a successful Grant bid, School Crossing Patrols variances due to staff vacancies, Community Centres, the continuing underspend on Community Streetscene Projects and Crime Prevention Projects.

Members noted in March 2017 the level of the Community Council's balances had provided for a year marked reserve of £106,281.69. The specific year marked monies are ring-fenced and placed in a separate Bank Account. Members reviewed the Council's General Fund and Earmarked Balances having regard to the recommendations made within Appendix 2 of the Report from the Clerk to the Council. It was noted that the level of un-year marked General Fund Balances was considered when determining the annual estimates and was within best practice guidelines (Minute 102 December 2017 refers).

Members also discussed the underspend on the Environmental Streetscene budget due to difficulties in obtaining a quorum for meetings of the Environment Committee and slow progress in obtaining detailed and costed information for the Committee to make recommendations to the Community Council as set out in its terms of Reference. In view of the difficulties Members questioned whether the full Council only should consider and make decisions on expenditure from the £5,000 Community Streetscene Budget. However some projects currently under consideration by the Environment Committee such as the Flower Planters at Borrass Park Shops and metal seating for Russell Grove in Maesydre and wooden seating at Acton Smithy will require authorisation by the full Council if the Committee is not to be re-appointed at the Annual Council meeting.

### **RESOLVED –**

- i) To approve the Statement of Accounts for the Year ended 31 March 2018 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 2018;*
- iii) *That in relation to the key risks, these be identified as relating to the Community Council's assets, bank accounts, internal financial controls, insurance cover for statutory and other purposes and working towards compliance with the General Data Protection Regulations;*
- 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 6.1 to 6.3 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.*
- vi) *That in respect of Year marked and General fund Balances the following adjustments be made after consideration of the final 2017/18 Annual Accounts and a sum of £7,092.30 be transferred from the Council's un year marked balances deposit account to the Council's year marked balances Money market Account :-*

<b>1</b>	<b>Acton Community Resource Centre Ring fenced reserve</b> to ensure the viability of the Centre (Minutes 115 ii January 2015 & Minute 146.1 March 2016 refers)	£18,958 00
<b>2</b>	<b>Unspent Grant monies received in 2017/18</b> to be ring fenced within the Acton Play provision budget until such time as the works are completed and costs invoiced to the Community Council. (New reserve created from 2017/18 Grant monies)	£1,620.00
<b>3</b>	<b>Maes y Dre Power House:</b> Repairs/Maintenance/ Revaluation/Legal fees (+£1,600 from 2017/18) (Minute 146.2 March 2016 & Minute 141 March 2017 refers)	£16,530.00
<b>4</b>	<b>Full Council election costs</b> Smoothing Allocation towards the four year costs (Minute 146.3 March 2016 & Minute 141 March 2017 refers) No further provision to be made for the time being and the Reserve to be kept under review	£28,000.00
<b>5</b>	<b>Replacement Playground equipment</b> at Aran Road, Ffordd Garmonydd (+£4,127 from 2017/18) (& Acton Park Junior Playground when the WREN funding expires in 2019) (Minute 146.4 March 2016 & Minute 141 March 2017 refers)	£ 34,839.00
<b>6</b>	<b>Environmental Committee Budget set aside</b> – year marked funds from 2016/17 & 2017/18 to be used in addition to the £5,000 budget provision for Environmental work in each of the five wards. (+£1,968.50 from 2017/18) (Minute 119.2.i).4 February 2016 & Minute 141 March 2016 refers)	£ 6,718.50
<b>7.</b>	<b>Youth Committee Budget set aside</b> earmarked funds to be used in addition to the £10,000 budget provision, 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 (-£2,223.20 from 2017/18) (Minute 119.3.i).2 February 2016 & Minute 141 March 2016 refers)	£ 6,708.49

**Total year marked budget** **£113,373.99**

**Vii** *To Recommend to the Council at its Annual meeting that the Environment Committee is not re-appointed and any of the Committee's outstanding or other Environmental projects put forward by Members be considered and approved or otherwise by the Council itself.*

**Viii** *that the Clerk be thanked for her Report and attention to detail and management of the Council's accounts and risks.*

## **156 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.Civic Support Officer Wrexham County Borough Council	<b>Mayor's Charity Evening Friday, 18 May 2018 at 7.30 p.m.at The Ramada Plaza Hotel, Ellice Way, Wrexham, LL13 7YH:</b> Letter dated 23 March 2018 inviting representatives of the Community Council to attend a 60's themed Charity Evening Tickets are priced at £22.00 each, which includes a buffet, disco and live entertainment. The dress code for the evening will be smart casual. Responses are required by Friday 27 April at the latest <b>Information noted</b>
2.Chief Executive , Nightingale House	<b>AGM – 26 April 2018 at 6:00pm:</b> Letter dated 4 April 2018 inviting representatives of the Community Council to attend this meeting at the Hospice. Responses have been requested by no later than 20 April 2018 <b>RESOLVED - that newly appointed Councillor Sharon Jarvis attend the meeting and report back to the next Community Council meeting</b>
<b>3.Wrexham Area Civic Society</b>	<b>Newsletter Issue 46 Spring 2018:</b> A copy of this document will be available at the meeting for members' perusal. <b>Information noted</b>
<b>4. Friends of Acton Park</b>	<b>Nature Report:</b> A copy of this document will be available for members' perusal at the meeting. <b>Information noted</b>

## 157 ACCOUNTS 2018/19

The Clerk reported that the first Precept Payment of £48,333.34 for 2018/19 had been received from Wrexham County Borough Council on 4 April 2018

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

VOUCHER NO & PAYEE	DETAIL,	AMOUNT
1 Wrexham County Borough Council No cheque as account zeroed out	NNDR Demand for Maesydre Power House for the period 1/4/18 to 31/3/19 – Note demand for RV of 1475 = £758.15 but as RV is below Minimum Value no payment is required : For information only S124(1)(b) Local Government Act 1972	£0.00
2. One Voice Wales Cheque No 201848	Training Fees x1 Local Govt Finance training at Gresford on 29 March 2018 S112 local Government Act 1972 (as amended)	£60.00 (VAT =£0)
3 Carole Roberts Clerk to the Council Cheque No 201849	Clerks Expenses for April 2018 Section 112 Local Government Act 1972	£ 50.00 (VAT £4.17)
4 Shropshire County Council Cheque No 201850	Clerks Salary and office expenses for April 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

## 158 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:**

<b>Case Number/ Address &amp; Proposed Development</b>	<b>Decision</b>
1. P/2018/0238 61 Borrass Park Road Wrexham Erection Of Replacement Fencing To Rear And Side Of Property (In Retrospect)	To make no objections to this application
2.P/2018/0264 79 Holt Road Wrexham Change Of Use From Mixed Use Of Restaurant / Cafe (A3) And Residential (C3) To A Sui Generis 12 Bed Single Occupancy House In Multiple Occupation (HMO)	The Community Council objects to this application for the following reasons: <ol style="list-style-type: none"> <li>1. The proposed use will result in a very dense and over concentrated use of the site;</li> <li>2. The car parking provision on the small hard standing area within the curtilage of the property is alongside the busy road junction at Holt Road and Borrass Road and is too small to provide parking and sufficient turning space within the curtilage. This will increase pressure on the limited nearby off street parking and may result in vehicles reversing onto Borrass Road. The Council has concerns about vehicular access, Highway and pedestrian safety; and</li> <li>3. The proposed HMO and its associated use by tenants will result in an increase in noise and potential to impact and cause nuisance to other nearby residents due to noise, crime and antisocial behaviour impacting on Community Safety,</li> </ol>

(Councillor Paul Jones having previously declared a personal and prejudicial interest in this item as a 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 17th day of April 2018**

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**Chair**