

Minutes of the Annual Meeting of Acton Community Council held on Tuesday 15 May 2018 at Acton Community Resource Centre, Overton Way, Acton, Wrexham

Present:

Councillor	W Baldwin	Councillor	G Lowe *
"	M Davies	"	D Picken
"	Mrs A Evans	"	B Pritchard
"	R Hardy	"	Kevin Roberts
"	Ms S Hope *	"	Mrs D Wallice *
"	Ms S Jarvis	"	Ms A Waters *
"	P D Jones	"	Ms L Williams
"	P Lloyd	"	1 Vacancy

\* Absent

Also Present:

Press & Public: Reg Herbert

North Wales Police Representatives: PCSOs Nicholas Perry & Murray Taylor

Mrs Carole Roberts, Clerk to the Council

(Councillor Philip Lloyd in the Chair)

## 1. APPOINTMENT OF CHAIRMAN

***RESOLVED UNANIMOUSLY to appoint Councillor Kevin Roberts as Chairman of the Community Council for the Municipal Year 2018/19.***

(Councillor Kevin Roberts in the Chair)

## 2. APPOINTMENT OF VICE CHAIRMAN

***RESOLVED UNANIMOUSLY to appoint Councillor Paul Jones as Vice Chairman of the Community Council for the Municipal Year 2018/19.***

## 3. THANKS

The outgoing Chairman, Councillor Philip Lloyd, indicated that he had thoroughly enjoyed his term of Office and in particular referred to the help and assistance from the Clerk to the Council and thanked her for making the task much easier.

***RESOLVED– that Councillor Philip Lloyd be thanked for his efforts and hard work during his 2017/18 term of Office as Chairman of the Community Council.***

## 4. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Ms Sian Hope, Geoff Lowe, Mrs Debbie Wallice and Ms Aimi Waters.

## 5. DECLARATION OF INTERESTS

The following Declarations of Interest was made at this stage of the proceedings:-

**Agenda item 15- Planning Applications** A Declaration of interest was made at this stage of the proceedings by Councillor Paul Jones in respect of Agenda item 15 Planning Matters. He declared a personal and prejudicial interest in this item being a member of Wrexham County Borough Council's Planning Committee.

## **6. CONFIRMATION OF MINUTES**

**RESOLVED –that the Minutes of the Meeting of the Council held on 17 April 2018 be received and confirmed as a correct record.**

## **7. INFORMATION FROM THE MINUTES OF THE COUNCIL MEETING HELD ON 17 APRIL 2018**

- 1. Minute 150.5 – Llangollen International Musical Eisteddfod:** It was noted that the Clerk had made contact with the Eisteddfod Office and the complimentary tickets could be given to local volunteers. The Young People involved in the Ffordd Garmonydd Play area had been asked if they would like a representative to attend and a response was awaited. The present position was noted.
- 2. Minute 150.6 – Financial Assistance Policy and Priorities Task and Finish Group:** Councillor Lynne Williams gave an update on the initial work of this Group which had considered Guidelines, level of expectations and whether to provide year on year payments, mapping out of a hierarchy of grant levels and the importance of focussing on local need. It was noted that further meeting would be held shortly to clarify where the Grant monies should be allocated and ensure equitable awards of grants. A further update will be given to the June 2018 meeting. The present position was noted
- 3. Minute 156.2 Nightingale House AGM:** Councillor Sharon Jarvis gave a brief report on her attendance at this event. She also referred in particular to an initiative aimed at helping isolated community members with a befriending service that currently operates in Llanderfel, Llangollen and Coedpoeth. The service uses volunteers to act as good neighbours through medical or social service referrals.

***RESOLVED - that Tracey Livingstone, the Befriending Service Coordinator be invited to give a short address and overview on the Befriending Service to a subsequent Community Council meeting***

## **8. COMMUNITY POLICING MATTERS**

The Chair welcomed PCSOs Nicholas Perry & Murray Taylor who proceeded to give the Monthly Policing and Operations Report **as follows:-**

- 1. Passive Police Dog operations** - this initiative was being well received by Licensees and customers as giving a positive message on the active partnership stance being taken on Drugs by the Police and other Authorities including the Community Council. It was noted that further operations were being planned.
- 2. Trend sheet** This exception form of reporting for the five wards in the Acton Community highlighted vehicle crime, Police work delivering letters/ leaflets with key information in the affected wards about community and vehicular safety, risk mitigation such as not leaving sat nav and mobile phones on view in car
- 3. Other News/ PCSO activities** - PC Kerry Evans return to normal duties, leaflet drops, and engagement patrols of schools at peak times to engage with children and their parents.

Members then raised several matters including the provision of stickers for CCTV, and the strategy of making Police visits to both parties in neighbourhood disputes.

The Chair thanked the PCSOs for their report and attendance and they left the meeting.

## **9. PROCEDURAL MATTERS**

**The Clerk's report on various procedural matters was considered as follows:**

1. **Members Attendance Register 2017/18:** A schedule setting out the record of Members' attendance at Council meetings during the 2017/18 Municipal year was received and noted. Members also noted that in accordance with the provisions contained in Section 85 (1), (2) of the Local Government Act 1972 (as amended), an individual Member's attendance at any of the Community Council's Committees will count when assessing whether a Member has vacated office by failure to attend meetings.

**RESOLVED - that the Members attendance register for 2017/18 be received and noted.**

2. **Declaration of remuneration to Members of the Council for the year ended 31 March 2018:** Under Section 151 of the Local Government (Wales) Measure 2011, the Council as a relevant authority, is required to notify the Independent Remuneration Panel for Wales (IRPW) and arrange for the publication within the authority area of the remuneration received by its named members and co-opted members by no later than 30 September following the end of the year to which the payments relate. During the year ended 31 March 2018 no payments had been made to any of the Community Council's Members in respect of Attendance Allowance, Financial Loss Allowance, Payments for costs incurred in respect of telephone usage, broadband etc. or Allowances made to a mayor/chair and deputy mayor/chair. A schedule setting out the position for all Members of the Council for 2017/18 was noted.

A new key feature in the Panel's final report for 2018 is that Acton Community Council must make available a payment to each of its members of £150 pa for telephone usage, information technology, consumables etc. In Paragraph 13.10 of the 2018 Panel report, provision is made for any individual member to make a personal decision to elect to forgo part or all of the entitlement to any of the payments by giving notice in writing to the proper officer of the Council. Proper notice to forgo the mandatory £150 pa **MUST** be received by the Clerk to the Council **before** the Annual Council meeting in May otherwise the payment must be made to each Councillor who has not elected to forgo the entitlement. The Clerk indicated that several members had elected to forgo all of their entitlement to this allowance.

**RESOLVED - that in order to comply with the requirements of the Local Government (Wales) Measure 2011, the Council make its formal Declaration for the year ended 31 March 2018 and the schedule as set out in Appendix 2 to the report be confirmed as a summary of the position for each Member of Acton Community Council during 2017/18 and the Schedule should be published and a copy be provided to the Independent Remuneration Panel for Wales.**

3. **Day and Time of Meetings:**

**RESOLVED - to continue to hold the monthly meetings of the Community Council (as set out in Appendix 3 of the report) on the third Tuesday of each month at 6:30pm with a recess in August 2018.**

4. **Banking Mandate for Payments:**

**RESOLVED – that the Council's present Banking mandate and four authorised signatories be confirmed.**

5. **Insurance Provider and Cover from 1 June 2018:** The Council reviewed its Insurance cover arrangements with Zurich Municipal Insurance Company for the provision of Local Council Insurance Services commencing 1 June 2018. The Clerk provided information about the insurance schedule and level of cover provided by this sector specific Insurance Company at the meeting. In particular it was noted that another Insurance provider had declined to give a quote as it could not match the price quoted from the Community Council's existing Insurers Zurich Municipal which included additional cover for cyber security cover.

**RESOLVED – to confirm that subject to inclusion of cyber security cover, the level of Insurance cover as set out in the Policy renewal Documents be confirmed as being adequate to meet the Council’s requirements and the Zurich Municipal Insurance Company continue as the Council’s insurance provider to 31 May 2021 and the premium as now reported be paid.**

6. **Review of Standing Orders and other key Policy documents:** Members discussed the need to review this document together with other Policies including Equalities, the Welsh Language and other key Policies.

**RESOLVED - that a small working group of Members comprising Councillors Anne Evans, Sharon Jarvis, Philip Lloyd, Kevin Roberts and Lynne Williams be appointed to undertake a review of Standing Orders and other key Policy Documents having regard to the latest Model Standing Orders available from One Voice Wales and report its findings and recommendations back to the Council.**

7. **COMMUNITY CENTRES: Appointment of Community Council representatives on Community and Resource Centre Management Committees.**

The Council reviewed and considered the appointment of the Community Council’s representatives for the Little Acton Community Centre and the Acton Community Resource Centre.

**RESOLVED - that the Council’s representatives at these Centres be as follows:-**

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

**2 Acton Community Resource Centre:** Councillors Ralph Hardy, Phil Lloyd and Kevin Roberts and to note that in accordance with the Management Committee’s Constitution, the five County Borough Councillors namely, Bill Baldwin, Mike Davies, Paul Jones, Geoff Lowe, and Debbie Wallace are also members of the Acton Community Resource Centre Management Committee.

(Councillor Ralph Hardy joined the meeting at this stage of the proceedings)

8. **APPOINTMENT OF COMMITTEES:** The Council considered the appointment of the following Committees. The 2018/9 memberships and terms of reference were noted.

**RESOLVED – that**

i) **the Environment Committee not be re-appointed and the Committee’s outstanding environmental projects for expenditure from the Streetscene Budget be considered and approved or otherwise by the Council itself. In particular the following outstanding environmental schemes be brought to the full Council for approval and implementation:**

a. **Maesydre Ward** –

- i. Costs of Environmental Clean Up Day in March 2018
- ii. Replacement of two benches at Russell Grove, Wrexham
- iii. Litter Bin Provision on Chester Road

b. **Little Acton Ward** – Refurbishment of seating at the Smithy Pond, Chester Road

c. **Rhosnesni Ward:** Provision of seasonal planting at Borrass Park Shops

ii) **for the 2018/19 Municipal year the following Committees be appointed with the Membership and Terms of Reference as set out below:**

1. **ACTON COMMUNITY RESOURCE CENTRE COMMITTEE:** Councillors Ralph Hardy\*, Phil Lloyd \* and Kevin Roberts\* together with all of the five County Borough Councillors representing the Acton Community who may also be members of the Community Council namely, Bill Baldwin, Mike Davies, Paul Jones, Geoff Lowe, and Debbie Wallace.

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

**Terms of reference:**

- 1.To receive and monitor the Service Level Agreement for the Operational Management of the Acton Community Resource Centre: April 2013 to March 2023 and consider performance monitoring and progress against the aims and objectives, and agreed outputs and outcomes, required under the terms of the Agreement to ensure the Resource Centre is making progress to becoming self-financing and the Agreement still represents good value for money;
- 2.To ensure that the current 10 year Service Level Agreement’s reporting requirements are being met, are fit for purpose, reflect the requirements of the Community Council and are kept under review to ensure current best practice and each of the two year Review of the Agreement takes place as set out in the Agreement;
- 3.To mediate when necessary between Acton Community Council, the Acton Community Resource Centre Management Committee and /or officers of Wrexham County Borough Council in respect of any concerns or issues related to the ten year Service Level Agreement; and
- 4.To report and immediately bring any concerns about the performance or effectiveness of the Service Level Agreement to the attention of the full Council.

(Councillor Ralph Hardy entered the meeting at this stage of the proceedings)

- 2. PLANNING COMMITTEE:** Chair, Councillor Kevin Roberts together with Councillors Mike Davies, Anne Evans, Ralph Hardy, Geoff Lowe, Darren Picken and Lynne Williams. (The Vice Chair of the Council declined to take a seat on this Committee being a Member of Wrexham County Borough Council’s Planning Committee.)

**Terms of Reference:**

To consider and respond to planning applications, planning appeals, any matters related to the development of the Local plan, including consultations and surveys such as the Open Spaces Survey where there is insufficient time for the full Council to consider such matters

- 3. STAFFING COMMITTEE:** Chair and Vice Chair of the Council, Councillors Kevin Roberts and Paul Jones together with Councillors Mrs Anne Evans, Ralph Hardy, Philip Lloyd a Darren Picken. (In the event of a member of the Committee being implicated in the dispute to be considered or have undertaken an investigatory role then they will need to be substituted as a Member of the Committee)

**Terms of Reference:**

To deal with matters relating to the role of the Clerk or any other staff that may subsequently be appointed and make recommendations to the Council. The Committee to have regard to the advice notes prepared by the Society of Local Council Clerks in respect of:

1. The Clerk’s Job Description
2. The Model Contract of Employment
3. Disciplinary Procedures
4. Grievance procedures
5. Dignity at Work/Bullying and Harassment Policy

There is an expectation that the Council will seek as necessary, independent specialist Human Resource advice and support and an external note-taker will be appointed at the necessary time.

- 4. STAFFING APPEALS COMMITTEE:** One independent person together with three members of the Community Council to be selected by the Council as and when required – they must **not** have previously investigated or taken part in the Staffing Committee decision being appealed.

**Terms of Reference:**

The Committee is to have regard to the advice note prepared by the Society of Local Council Clerks in respect of the Protocol for Hearings by the Staff Disciplinary and Grievance Committee. There is an expectation that the Council will seek as necessary, independent specialist Human Resource advice and support and an external note-taker will be appointed at the necessary time.

**5. YOUTH COMMITTEE:** Chair and Vice Chair, Councillors Kevin Roberts and Paul Jones together with Councillors Mike Davies, Mrs. Anne Evans, Ralph Hardy, Ms Sian Hope, Ms Sharon Jarvis, Darren Picken, and Ms Lynne Williams.

**Terms of Reference:**

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.

**10 KEY ACTON ISSUES**

Wrexham CBC Members reported as follows on new or Key Issues being considered by the County Borough Council that may affect the whole or part of the Community of Acton. (Item placed on the agenda in accordance with the decision contained in Minute 107 January 2011 :-

1. The Chief Executive appointment announcement will be made at the Annual meeting of Wrexham CBC;
2. The Enterprise Hub in the former Iceland Building on Queens Square is to be officially opened shortly;
3. Former Rugby Field at Dean Road/ Holt Road Wrexham – assurances had been received that concerns about potential sale and development were not as feared. Members stressed the importance of ensuring the retention of this open green space due to the existing deficit and potential loss of a greenfield site;
4. A Charity Fun day is being held on the Fairways estate in aid of Nightingale House
5. Cold Callers were not observing the signs on lamp posts advising of designated “No Cold Caller” areas in the Acton Community

The County Borough Councillors were thanked for their updates.

**11 AUDIT OF ACCOUNTS 2017/18**

**1 INTERNAL AUDITOR’S REPORT AND ACTION PLAN:** Members considered a copy of this report and action plan. The Internal Auditor had indicated that all outstanding issues from previous Internal Audit Action Plans up to 2016/17 had been implemented or noted. There were two items highlighted with a recommendation for action from the 2017/18 Audit:-

- Recommendation to add to the Asset Register: the Clerk had confirmed already to the Internal Auditor that the monies spent on the purchase of Playground equipment to the value of £4,900 were grant monies held by the Community Council on behalf of the Young Person's Group and therefore the Asset Register did not need updating as the playground is owned by Wrexham CBC and maintained under an SLA funded by the Community Council.
- Recommendation in respect of the Guidance Note on the impact of GDPR: the Community Council has already Appointed Mr David Bridge as its Data Protection Officer and is in the process of reviewing and updating its Data Protection Policy, Risk assessments and internal Controls.

The Council congratulated and thanked the Clerk for her continued hard work to ensure the Internal Audit ran smoothly.

- 2 **ANNUAL RETURN AND ACCOUNTING STATEMENTS:** Members received and approved the statements set out in sections 1 and 2 of the Council's Annual Return for the year ended 31 March 2018.
- 3 **APPROVAL FOR THE CHAIRMAN TO SIGN THE ANNUAL RETURN:** Members noted that formal approval was required for the Chairman to sign the Statement on Page 4 of the Annual Return for 2017/18 on the Council's behalf prior to its initial submission to the External Auditor.

**RESOLVED that:**

1. *the Internal Auditor's report and Action Plan in respect of the Audit of the Council's Accounts for the year ended 31 March 2018 be received and in response, the Clerk advise the Internal Auditor of the consideration of his 2017/18 report and of the action being taken by the Council to implement his 2017/18 recommendation, particularly in respect adherence and implementation of risk assessments and internal controls to meet the requirements of the Data Protection Act 2018 and the 2016 EU Directive General Data Protection Regulations;*
2. *the Statements as set out in Sections 1 and 2 of the Annual Return for the year ended 31 March 2018 be approved; and*
3. *the Chairman be authorised to sign the relevant section on Page 4 of the Council's Annual Audit return for the year ended 31 March 2018 prior to the initial submission of a copy of it to the External Auditor by 23 July 2018.*

(Councillor Anne Evans left the meeting at this stage of the proceedings)

**12. SERVICE LEVEL AGREEMENT REPORTING**

2. **ACTON COMMUNITY RESOURCE CENTRE:** A report setting out the agreed outputs and outcomes for the Service as submitted to the Acton Community Resource Centre Management Committee meeting on 11 April 2018 was received.
3. **CITIZENS ADVICE BUREAUX – ACTON OUTREACH SERVICE:** The outputs and outcomes for the Service for the half year 1 October 2017 to 31 March 2018 was received and it was noted that the three year Acton Outreach Service provision would not be affected by the current Wrexham CAB funding issues.

**RESOLVED - that the two above mentioned Service Level Agreement Reports be received and noted and the Clerk reiterates to both parties the importance of extensive advertising and coverage informing the general public and Acton Community residents of the availability of these Services.**

**13. CONSULTATIONS**

Members considered the consultation papers received since the last meeting and whether to make any comments before the deadlines, as follows:

1. **WREXHAM LOCAL DEVELOPMENT PLAN (2013 - 2028)** – Further to Minute 154.3 April 2018, the Deposit Plan Consultation had been available to view and comment on from 9 April 2018 until 31 May 2018. The deposit documents were available online. Members had considered the Deposit Plan documents together with copies of previous Local Development Plan responses submitted by the Community Council and voiced additional concerns about the inclusion of fields and open green spaced in the development plan. The Community Council is firmly of the view that no green areas/ open spaces should be included for development and in particular the land at the Groves High School former site and the 9 Acre Field, and former rugby club field area at Holt Road/ Rhosnesni Lane.

**RESOLVED – that the Clerk be requested to combine the above and previous points made by the Council and circulate a draft response for agreement by all members of the Council before making an online submission by the 31 May 2018 deadline.**

2. **Publication of Statutory Notices:** Email dated 24 April 2018 giving notification (As required by the School Organisation Code 2013) that Wrexham County Borough Council is proposing to establish a new Welsh medium primary school. The statutory consultation period had ended on 30 January 2018, and Statutory Notices have now been published on the Wrexham County Borough Council website and are available to view in [English](#) and [Welsh](#). Any objections to the proposals must be submitted by 22 May 2018

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

#### 14. REPORT FROM CLERK

Information and general correspondence that had been received and was available for members at the meeting was reported and dealt with as follows:

Organisation	Details and action taken
1.Secretariat Support – Review of Community & Town Councils in Wales	<b>INDEPENDENT REVIEW PANEL APRIL 2018 NEWSLETTER:</b> Email dated 30 April 2018 providing hyperlinks to the <a href="#">April 2018 Newsletter</a> and <a href="#">further information on the Review</a> Information noted
2.Wrexham County Borough Council	<p><b>1. Publication of Statutory Notices</b> regarding establishing a new Welsh medium primary school. This information had been considered earlier in the meeting.</p> <p><b>2. Composite Traffic Regulation Order 2018:</b> Email dated 4 May 2018 attaching letters and plans relating to this proposed Order. It is planned to <b>remove</b> existing parking restrictions at Grange Close and to introduce parking restrictions on Daleside Avenue. The Council’s response to the proposals should be submitted by 25 May 2018. The Council welcomed these proposals and <b>Resolved that no objections be made.</b></p> <p><b>3. Acton Park Seasonal Ranger:</b> Notification from Martin Howorth on 4 May 2018 confirming Heather Parry Williams has been appointed to the post and will start her duties on 22 May 2018. The programmed events for Acton for this year is available electronically. There will be additional events during the summer holidays to be organised by the seasonal ranger once she is in post. These will generally be held on a Tuesday and the dates and details will be firmed up within the first few weeks of her employment, and circulated then to Members. <b>Information noted</b></p> <p><b>4. Wrexham Town and Community Council Forum:</b> The next meeting is scheduled for Thursday 21 June 2018 and the Council is able to send 2/3 representatives to the Meeting.</p>

Organisation	Details and action taken
	<b><i>Resolved that the Council be represented by Councillors Phil Lloyd and Paul Jones</i></b>
3.Christine Cribbin , Chairperson Friends of Acton Park	<b>Environmental Grant works to restore the wooden structures at the Japanese Garden in Acton Park:</b> Regular updates on the progress of this Project are being received. The first £500 was spent purchasing initial preparation materials and to secure a deposit to one of the contractors. Delays were experienced due to the rain and snow earlier in the year but it anticipated that the better weather will allow the work to proceed. <b><i>The update was noted</i></b>
4.Eisteddfod Yr Urdd	<b>2018 Day Programme for Eisteddfod Yr Urdd Bryncheiniog and Maesyfed:</b> A covering circular letter thanking the Council for its donation has been received together with a copy of the programme booklet for this Urdd being held from 28 May to 2 June 2018. <b><i>Information noted</i></b>
5.Play Wales – Chwarae Cymru	<b>Play For Wales Spring Newsletter Issue 50.</b> A copy of this document will be available at the meeting for Members perusal. Information noted
6 One Voice Wales	<b>Member Training – Community Engagement to be held at Mold on 22 May 2018</b> <b><i>Information noted</i></b>

## 15. PAYMENT OF ACCOUNTS

Members noted no payments had been received and that outstanding debtor or other payments as set out in the schedule below required authorisation

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

VOUCHER NO & PAYEE	DETAILS	AMOUNT
5. JDH Business Services Ltd Cheque No 201851	2017/18 Internal Audit Accounts and Audit (Wales) Regulations 2014	£187.20 (vat £31.20)
6.Caia Park Partnership Cheque No 201852	2018/19 SLA Q instalment- Youth Work 8-13 S19 Local Government (Misc Provisions) Act 1976	£2,912.43 (VAT=£0)
7.Caia Park Partnership Cheque No 201853	2018/19 SLA Q1 instalment- Pilot Youth Work 14-18 S19 Local Government (Misc Provisions) Act 1976	£3,049.96 (VAT=£0)
8 Society of Local Council Clerks Cheque No 201854	Delegate fee for Clerk's attendance on 16 May 2018 at Joint One Voice Wales/ SLCC Conference at Llandrindod Wells Section 112 Local Government Act 1972 (as amended)	£90.00
9 One Voice Wales Cheque No 201855	Attendance Fee – Ralph Hardy on 19 April 2018 at Gresford for Module 18 Devolution of services/ Asset Transfer Training Section 112 Local Government Act 1972) as amended)	£60.00
10.Carole Roberts Clerk to the Council Cheque No 201856	Clerks Expenses for May 2018 Section 112 Local Government Act 1972 (as amended)	£ 182.56 (vat £16.66)
11.Zurich Municipal Cheque No 201857	Renewal of Local Council Policy Insurance YLL-2720431173 from 1/6/18 to 31/5/19 Section 112 & S140 Local Government Act 1972 (as amended)	£974.37
12 Shropshire County Council Cheque No 201858	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

**16. 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/2018/0345 Cherry Hill Children’s Day Nursery 91 Borrass Park Road Borrass Wrexham Application For Tree Works To Trees Protected By Tree Preservation Order Wmbc No. 86:- - Perimeter Trees, Consisting Of Pine And Beech, To Be Crown Raised 3.0M, Above Ridge Of Garage As Guidance. - Corner Ash Tree To Have One Lower Limb Removed	The Community Council has no objection to essential works to maintain the health of the Preserved Trees provided such works are carried out under the supervision and to the satisfaction of the Wrexham CBC Arboricultural Officer
2. P/2018/0373 Lichfield Close Wrexham Application to erect fencing to replace hedge ( in retrospect)	The Council has no objection to this retrospective application and recognises that part of the new fencing to the front of the property has been dropped to 1metre high providing improved visibility curves at the junction of Mile Barn Road and Lichfield Close. The removal of the hedge has also reinstated clear level access on the adjoining pavement

(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.)

**17. EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED** - that the press and public be excluded from the Meeting during consideration of the following item of business as it is likely that, if they were present, there would be disclosure to them of exempt information as defined in the Public Bodies Admission to Meetings Act 1960.

**18. STAFFING MATTERS**

**1. 2018 – 2019 NATIONAL SALARY AWARD:** The Circular issued by the SLCC /ALCC was reported together informing of a national 2% pay increase backdated from 1 April 2018 and it was noted that further information on New pay scales for 2019-2020 to be implemented from 1 April 2019 will be issued later this year.

**Resolved - that Shropshire Council under the terms of the payroll Service level Agreement be requested to implement the pay award and back date its implementation to 1 April I2018.**

**2. Update of Authorised signatures for payroll for 2018/19**

**RESOLVED that the signatory authorisation be updated to reflect the appointment at this meeting of the new Chair and Vice Chair who shall be authorised on the Council’s behalf to deal with all matters pertaining to approval of payments to the Clerk for training or other additional payments reported to the Council or as part of the Clerk’s Training as agreed by the Council**

The Clerk was asked to leave the meeting at this stage.

### **3. MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON 24 APRIL 2018**

The Confidential minutes of this meeting were received and debated.

***RESOLVED – that in order to create capacity and absorb new and existing challenges:***

- 1. There be agreement in principle to the creation of a 24 hour per week Administrative Assistant post based at the Acton Community Council office in the Acton Community Resource Centre, subject to estimated salary costings being prepared;***
- 2. The Clerk's Contractual Hours temporarily be extended to 37 hours per week initially for a three month period from 1 April 2018; and***
- 3. The Clerk continue to be work based from Home and is requested to undertake preparatory work to compare other Administrative support roles with other Town and Community Councils and draw up an outline person specification and job description and salary scale together with a timetable to advertise and appoint for the new role and report back to the staffing committee as soon as practicable.***

Signed as a correct record this 19th day of June 2018

---

Chair