

**Minutes of the Meeting of Acton Community Council held on Tuesday 17 July 2018 at Acton Community Resource Centre, Overton Way, Acton, Wrexham**

Present:

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

\* Absent

Also Present:

North Wales Police: PC Kerry Evans and PCSO Sam Gostage

Press & Public: Reg Herbert

Mrs Carole Roberts, Clerk to the Council

### 38. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Ms Sian Hope, Basil Pritchard, Ms Aimi Waters and Ms L Williams.

### 39. 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 Matters. He declared a personal and prejudicial interest in this item being a member of Wrexham County Borough Council's Planning Committee.

### 40. CONFIRMATION OF MINUTES

**1. Minutes of the Acton Community Council meeting held on 19 June 2018:** The Minutes of this Meeting of the Council were received.

***RESOLVED – that the Minutes of the Meeting of the Community Council held on 19 June 2018 be received and confirmed as a correct record.***

**2. Minutes of the Special Meeting of Acton Community Council held on 27 June 2018:** The Minutes of this Meeting of the Council were received.

***RESOLVED – that the Minutes of the Meeting of the Community Council held on 27 June 2018 be received and confirmed as a correct record.***

**3. Minutes of the Youth Committee meeting held on 10 July 2018:** The Minutes of this meeting were received. Members considered the recommendations of the Youth Committee and noted that the Pilot Project requires investment by the Community Council to provide age appropriate equipment to ensure its success after a very positive but slow start for the 14-18 Youth Work Pilot Project.

***RESOLVED – that***

- i) The Minutes of the Youth Committee meeting held on 10 July 2018 be accepted; and***
- ii) To endorse the Youth Committee's recommendation that the Service Level Agreement with the Caia Park Partnership Ltd be extended by mutual agreement for the 14-18 Youth Work Pilot until***

***31 March 2019 and the Agreement be adapted to allow flexibility in the provision of the Service and to permit further engagement and consultation with the 14-18 year age group with a Review in late February 2019 at the end of Quarter three; in the meantime the Caia Park Partnership team is encouraged to develop and lead on ideas to promote the Pilot Project and the Halloween Spooky Trail be run in 2018 at Acton Park with involvement encouraged by all Park user groups and the Police and the Young People themselves and the additional costs incurred through extending this Pilot Project be met from within the existing Young Person Projects budget for 2018/19.***

#### **41. INFORMATION FROM THE MINUTES:**

##### **1. 19 JUNE 2018 Council Meeting**

- i. **Minute 22.ii - Children Playing Sign:** The colour of the signage had been changed and the Clerk was seeking to progress the spending of this grant expenditure as soon as practicable. The present position was noted.
- ii. **Minute 24 - Acton Seasonal Park Ranger:** The Ranger's contact details had been circulated to all members of the Council and details about the summer events programme was still awaited and would be circulated as soon as practicable. The present position was noted.
- iii. **Minute 24.5 - Civic Visit to Church:** The Chair reported on his attendance at this event.
- iv. **Minute 24.6 – Commemoration of Armistice Day:** The Clerk reported that the Council was not eligible to apply for a "Priority Theme Grant" as it has no event of its own planned. The current position was noted

**2. 27 June 2018 Special Council Meeting:** The Clerk advised that the Council's objection to the Wrexham Glyndwr University's proposed development of the Holt Road/Dean Road Open Space had been submitted and acknowledged as being received on 11 July 2018 before the 16 July 2018 Pre-planning Consultation deadline. In addition nearly 700 letters had been printed and circulated to residents and copies had been placed electronically on the Council's website as well as being circulated to all members of the Council and the Press (The Leader, Daily Post and Wrexham.com).

The present position was noted and the Clerk was thanked for her work.

#### **42. COMMUNITY POLICING MATTERS**

The Chair welcomed PC Kerry Evans to the meeting who made a personal statement thanking the Council for its support during her recent long term leave of absence. She referred to the letter received by the Police following the last Community Council meeting and to the special relationship between the Police and the Community Council. She gave an assurance that all future meetings would either be attended by herself or an assistant and a full update would be given. Tabled at the meeting was the new style exception Policing report that highlighted reported incidents of burglary and the action being taken by the Acton Policing team in response. The report set out other Crime issues and trends. Members were informed that the Acton Team was now referred to as the "Acton/Borras" team as it was no longer ward specific and consists of PC Kerry Evans and PCSOs Sam Gostage, Mike Bell and David Stamatiou. The team are committed to helping the many "Vulnerable" elderly adults to deal with issues of safety in the home or mental health issues through signposting and involving other agencies to provide reassurance to both them and their families.

During the ensuing debate members views on the new style reporting was canvassed and reference was made to the invitation extended for the Nightingale House Hospice Befriending Service Coordinator to give a short address and overview on the Befriending Service to an early Community Council meeting. Overall members considered the one page bulletin style report sheet to be acceptable as long as it gives members an understanding of the crime issues in their wards. The Chair thanked PC Kerry Evans for her attendance, reassurances and report.

***RESOLVED – to confirm acceptance of the monthly one page bulletin style report on Crime issues and trends in the Acton Community to be provided by the Police for Community Council members***

*together with the appropriate contact details to provide intelligence on the issues highlighted in the Reports.*

#### **43. BME SKILLS PROJECT**

In accordance with Minute 6.3 May 2018, it was noted that Ms Sandra Anderson Project Officer from AVOW who was due to be in attendance at the meeting to give a short presentation on this scheme that provides training, support and Community Mentoring had given her apologies and would be offered another date to give her presentation, probably in 2019.

#### **44. PROCEDURAL MATTERS**

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

##### **1. AUGUST RECESS ARRANGEMENTS:**

***RESOLVED - that the Clerk to the Council in consultation with the Chair and Vice Chair of the Community Council be authorised to deal with any urgent issues that arise during the August recess and report thereon to the September 2018 meeting of the Community Council..***

##### **2. FORMER ENVIRONMENT COMMITTEE – OUTSTANDING ENVIRONMENTAL SCHEMES:**

Further to Minute 9.8.i May 2018 and following the Council's decision not to re-appoint this Committee and its outstanding environmental projects for expenditure from the £5,000 Streetscene Budget should be considered and approved or otherwise by the Council itself. In particular the following outstanding environmental schemes were debated by the full Council to determine approval and implementation as set out below.

**a) Acton Ward - Japanese Garden Grant:** The Clerk reported that the Friends of Acton Park had now completed the Scheme to repair and replace the wooden structures at the Japanese Garden in Acton Park. There had been a £300 underspend on the scheme due to the original contractor withdrawing and the Friends Group carrying out the work themselves.

***RESOLVED – that the Friend Group be thanked for the work they had carried out and the £300 saving should be retained for use by the Group on its other work within Acton Park.***

**b) Maesydre Ward –**

**i. Costs of Environmental Clean Up Day in March 2018** (see minute 31.14 June 2018). The invoice for 50% of the cost had now been received.

**ii. Replacement of two benches at Russell Grove, Wrexham**

***RESOLVED – that two 2000mm Lomond metal Benches be purchased from David Ogilvie Engineering, Kilmarnock to replace the dilapidated wooden benches on the green open space at Russell Grove, Wrexham once the existing benches have been removed and the sites prepared.***

**iii. Litter Bin Provision on Chester Road-** It was noted that the Wrexham CBC Streetscene Service had indicated that they could empty a litter bin at this location on a regular basis.

***RESOLVED that a metal lockable bin be provided by the bus stop at Chester Road at a cost of £635.***

**iv. New scheme at the Civic area by the Memorial Hall to commemorate the 100 year anniversary of the end of WW1** – Reference was made to the desirability of providing Memorial benches and/or a stand-alone Silent Soldier Silhouette (or on a poppy plinth). Information and pictures were on display at the meeting showing examples.

***RESOLVED – that if possible, the Clerk arrange for a viewing of the Poppy Plinth Silent Soldier and Councillor David Griffith, Armed Forces Champion for Wrexham CBC be approached to ascertain whether it was acceptable for the Community Council to provide memorial benches and/or the silent soldier tribute on the Wrexham CBC owned land adjacent to the War Memorial and the Memorial Hall at Bodhyfryd Wrexham***

c) **Little Acton Ward** – Refurbishment of the seating adjacent to the tall stone wall at the old Smithy Pond, Chester Road -The Scheme costs were yet to be determined but it was anticipated the works will proceed in the spring of 2019

d) **Rhosnesni Ward:**

- i. **Provision of seasonal planting at Borrás Park Shops.** The Council confirmed it wished to proceed with this scheme subject to affirmation from Wrexham County Borough Council that it is in agreement for the Community Council to retain the existing concrete planter at the shops and arrange for the Erlas Victorian Walled Garden to plant and maintain the planter(s) at the cost previously estimated. Members made reference to various options for planting including Incredible Edible and seasonal planting schemes.
- ii. **Contribution to planting upkeep of new self watering planters along Dean Road:** Councillor Mike Davies reported that he was arranging for new planters to be placed along Dean Road and there will be an ongoing upkeep cost.

**RESOLVED – that the Community Council provide funding towards the costs of the existing and new planters referred to above in the Rhosnesni Ward up to a maximum of £700.**

(Councillor Geoff Lowe arrived at this stage of the proceedings)

### **3.SERVICE LEVEL AGREEMENTS**

a) **Playground Annual Inspection Reports:** The Council received and considered the Annual Inspection reports for Aran Road, Ffordd Garmonydd and the Acton Park Junior Play area and the risks and remedial action if any that is necessary. It was noted the Inspection documents had been circulated separately to all members. In particular reference was made to the Junior play area at Acton Park being well used and the issue with water retention and the Public not observing closure of the play area when remedial work was carried out. However the Community Council was concerned and disappointed the play surface for this play area had been highlighted within the Annual inspection report despite the improvements carried out by Wrexham CBC during the summer months of 2017. It was noted that Low level risks had been identified in respect of the swing chains.

**RESOLVED – that the Clerk:-**

- i) **seek clarification as to whether there have been any legislative changes to the specifications for the chain and other equipment resulting in them being identified as low level risks due to non-compliance with safety regulations in the Annual inspection reports ; and**
- ii) **write to Mr Martin Howorth requesting that the low level risks identified for the uneven levels on the play surfaces within the Acton Park Junior Play area be carried out as soon as practicable**

b) **Annual Report for Acton Community Resource Centre:** The report at Appendix 1 as submitted to the Acton Community Resource Centre Management Committee meeting on 2 July 2018 provided statistical information on the agreed outputs and outcomes for the Service in accordance with the existing Ten Year Service Level Agreement. Members noted that the third two year review of this Agreement is scheduled to take place at the September 2018 meeting of the Community Council and noted a briefing for members would take place at 6:00pm on 18 September 2018

**RESOLVED – that Council receive the Service level Agreement Performance monitoring information that had been submitted to the Resource Centres Management Committee and it be used to inform the discussions as part of the third two year review of this Service Level Agreement.**

### **45. 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. Budgets - a Member workshop had commenced the review process for 2019/20;
2. Proposed Welsh School at Borrass Park, Wrexham – the results of the Consultation were to be published shortly and the proposal will now go forward to the Planning process
3. Foodbank - It was noted that the Foodbank’s existing premises had been deemed unsuitable and the Foodbank Trustees were looking urgently for new premises
4. Speed Survey at Aran Road – this had recently been conducted during peak times to assess compliance with the 20mph speed limit and would be kept under review.

The County Borough Councillors were thanked for their updates.

#### **46 CONSULTATIONS - WREXHAM LOCAL DEVELOPMENT PLAN (2013 - 2028)**

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

1. **WREXHAM RIGHTS OF WAY IMPROVEMENT PLAN:** Members had received the details of this Consultation and proceeded to determine what response if any, the Community Council wishes to submit by 31 October 2018.

***RESOLVED – to welcome and endorse the comments made in the Improvement Plan particularly regarding the importance of retaining and ensuring there is no further loss of green and open spaces.***

- 2 **Updated Local Planning Guidance Note 27: Developer Contributions to Schools:** This Consultation had only been received the day of the meeting and Members had not therefore had adequate opportunity to consider the papers in details. The Clerk had already raised these concerns with Wrexham CBC. The closing date for receipt of comments on these amendments was 13 August 2018. The Community Council recognised the importance of ensuring provision of services around a new or growing community and placing a duty on developers to make meaningful and proportionate contributions to alleviate the impact of new build on the local Community. The Council welcomed the proposal to increase the amount and level of contributions that Developers are required to make including the £3,432 per dwelling for primary level.

***RESOLVED to the Clerk write to Wrexham County Borough Council’s Chief Planning Officer highlighting that the Community Council takes issue with the lack of openness and limited opportunity to comment fully on this Consultation during the very short consultation period, particularly given that most Town and Community Councils are in recess during August 2018 and may have already met before this Consultation information was received.***

#### **47 ANNUAL ACCOUNTS 2017/18**

The Clerk reported on action taken to prepare and comply with the External Audit of the Council’s Accounts for the year ended 31 March 2018. It was noted that statutory notices have been on display since 22 May 2018 and the assertions and explanations required to be submitted to the External Auditor by 23 July 2018 will be signed off by the Chair before they are submitted to the External Auditors, Grant Thornton. Once the External Auditor’s report is received, the Council must finalise its accounts by 30 September 2018. The Clerk was thanked for her timely work to ensure the Community Council’s Internal and External Audit requirements are met.

***RESOLVED – to receive and endorse the present position and await the External Auditor’s letter confirming his findings and Conclusion of the Audit and the Clerk make arrangements for the Council to conclude the Audit and take the necessary action in respect of issuing the Public Notice to comply with the Accounts and Audit Regulations by 30 September 2018.***

#### **48 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.Clerk to Gresford Community Council	<b>Data Protection training</b> : Email dated 2 July 2018 canvassing demand for this One Voice Wales Training to be held at the Gresford Trust Building which requires a maximum of 15 delegates. The Community Council has been asked to advise whether there is interest from any of its members in attending <b>RESOLVED - that the Clerk advise Gresford Community Council that up to five members of the Council will be interested in attending such training. In the event that another venue is required due to the number of attendees, the Acton Community Resource Centre be considered as an alternate venue for the Training.</b>
2.Society of Local Council Clerks	<b>1. Welsh Regional Training Seminar</b> - This event will be held on 5 September 2018 at the St George's Hotel Llandudno. The early bird cost for SLCC Members is £75 <b>2. National Conference – 10 &amp; 11 October 2018:</b> This Conference will be held in Lincolnshire. The early bird cost is £485 +vat for SLCC Members <b>RESOLVED – that the Clerk be authorised to book place to attend both of these events as part of her continued professional training and the delegate's fees, travel costs and additional hours incurred by the Clerk attending these Conferences be paid</b>

#### 49 PAYMENT OF ACCOUNTS

The first Quarter End Accounts for 2018/19 and progress against the Budget to 30 June 2018 were tabled at the meeting. It was noted the bank reconciliation was as follows:

Current Account	£ 6,525.13	(less 6 unpresented cheques for £12,750.25 as at 30 June)
Deposit Account	£125,236.63	
Money Market Account	<u>£112,632.92</u>	
Total	<u>£244,394.68</u>	

#### The following payments had been received

- Interest on Deposit Account to 1 June 2018 £ 29.17
- Interest on Money Market Account to 30 June 2018 £149.06
- Replenish of the Current account from the Deposit account consisting of a transfer of £48,000 (to be made on 18 July 2018)

Members noted 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
23 Caia Park Partnership Ltd, Wrexham Cheque No 201869	SLA Payment for 1 July 2018-30 September 2018 for 8-13 years Youth Work Section 19 Local Government (Miscellaneous Provisions)Act 1976	<b>£2,912.46</b>
24 Caia Park Partnership Ltd, Wrexham Cheque No 201870	SLA Payment for 1 July 2018-30 September 2018 for Pilot 14-18 Youth Work Section 19 Local Government (Miscellaneous Provisions)Act 1976	<b>£3,049.95</b>
25. Society of Local Council Clerks Cheque No 201871	Membership Fee – Clerk to the Council from 1 August 2018 Section 112 local Government Act 1972 (as amended)	<b>£165.00</b>
26 Rialtas Business Solutions Ltd Cheque No 201872	Alpha Financial Software; Annual support – single user Section 112 Local Government Act 1972	<b>£142.80</b> (VAT=£23.80)
27.Vision ICT Cheque No 201873	SSL Certificate setup - Acton Community Council website July 2018 – June 2019 Section 112 Local Government Act 1972 (as amended)	<b>£ 150.00</b> (vat £ 25.00)

28. Carole Roberts, Clerk to the Council Cheque No 201873	Clerks Expenses for July 2018 Section 112 Local Government Act 1972 (as amended)	<b>£ 127.03</b> (vat £ 15.13)
29 Shropshire County Council Cheque No 201874	Clerks Salary and office expenses for July 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)	NJCC rates

## 50 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:**

Proposed development	Decision
1.P/2018/0549 Asda Superstore Holt Road Bodhyfryd Wrexham Application For Works To Trees Subject To Tree Preservation Order Nos 34 And 29 - * T1 - Horse Chestnut - To Draw Back From Telephone Line To Give A 2 Metre Clearance And Crown Lift Over The Road To Give A 5.5 Metre Clearance * G1 - To Crown Lift	The Community Council has no objections provided the proposed works to these protected trees are considered by Wrexham County Borough Council's Arboricultural Officer to be necessary to ensure the best and continuing good health of the Trees referred to in this application and all works to the Protected Trees are carried out under the supervision and to the satisfaction of the Council's tree Officer
2.P/2018/0550 1 Westminster Close Wrexham Erection Of Timber Car Port To Front (In Retrospect)	No Objection
3.P/2018/0553 5 Derwent Crescent Wrexham Single Storey Side Extension	No Objection
<b>Pre- Planning Consultation</b>	
4. Proposed Development at Wrexham Police Station site, Bodhyfryd, Wrexham LL12 7BW <a href="http://www.lidl-wrexham.co.uk/">http://www.lidl-wrexham.co.uk/</a> Demolition of existing buildings and the erection of a new 1,352 sq m Lidl Store (Class A1) and a drive through coffee shop (Class A1/A3)	The Community Council has no objection to the proposed demolition of the buildings and erection of a new Lidl store at this site. However the Community Council does object strongly to the proposed drive through Coffee shop as it is very concerned about the increase in applications in the town for drive through facilities in Wrexham. There is strong scientific evidence that shows an increase in ground level ozone pollution at these drive through sites. Given that the proposed Lidl drive through is within 1/4 mile of two primary schools (Alexander and St. Mary's on the Groves site) an increase in pollution levels and traffic is unacceptable. In particular the open design of the classrooms within the Alexander School which encourages the doors to be open during teaching is of particular concern given its susceptibility to the impact of increased traffic pollution from the vehicles using the drive through. There are presently a handful of houses at the edge of the site and more flats to be built on the former Ebenezer Church site. The resulting noise, vibration, light pollution and air pollution so close to homes is unacceptable.

(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.)

## **51 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.***

## **52 URGENT ITEM – PAYROLL SERVICE LEVEL AGREEMENT WITH SHROPSHIRE COUNCIL**

The Chair was of the opinion that this matter should be considered as a matter of urgency given that a decision was now required to ensure continuation of this Service.

The Clerk reported the current Service Level Agreement was due to expire on 31 August 2018 and a new Contract had been received to continue with the provision of Employment Services for Payroll from Shropshire Council at a cost of £350 plus vat for twelve months. The Clerk advised of clarification received in respect of amendments to the Contract to provide for alignment of its length to the Financial Year and to run for three years until March 2021; provision for payments to be made by cheque and the potential to expand the Contract at a £500 cost to accommodate the set-up of the additional records to comply with the new £150 Allowance for Members prescribed by the Independent Remuneration Panel for Wales and to enable such payments to Members to be made through Payroll.

***RESOLVED – subject to the amendments referred to above, to approve, endorse and authorise the Chair and Clerk on behalf of the Council to sign off the Service Level Agreement documents supplied by Shropshire County Council to ensure it continues to provide the Acton Community Council's Payroll Service with effect from 1 September 2018 and to pay the £350.00 (plus vat) and any other fees set out in the Contract if the option to expand the Contract is taken up.***

Signed as a correct record this 18th day of September 2018

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Chair