

**Minutes of the Meeting of Acton Community Council held on Tuesday 18 September 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 L Williams
"	Ms P Kidd	"	1 vacancy

\* Absent

Also Present:

North Wales Police: PCSOs Michael Bell and Sam Gostage

Press & Public: Reg Herbert

Mrs Carole Roberts, Clerk to the Council

### 53. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Anne Evans, Ralph Hardy, Ms Sian Hope, Geoff Lowe, Darren Picken and Basil Pritchard.

### 54. DECLARATION OF INTERESTS

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.

### 55. CONFIRMATION OF MINUTES

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

### 56. INFORMATION FROM THE MINUTES:

#### 1. 19 JUNE 2018 Council Meeting

- 1. MINUTE 40.3 EXTENSION OF PILOT SLA FOR 14-18 YEAR OLDS WITH CAIA PARK PARTNERSHIP:** It was noted that written mutual consent had been received. The next monitoring report will be submitted to the Youth committee on 30 October 2018.
- 2. MINUTE 41.1 CHILDREN PLAYING SIGN:** It was noted that a quote was to be sought from ASAP signs.
- 3. MINUTE 43 BME SKILLS PROJECT:** The Clerk advised that no response had been received from Sandra Anderson regarding her attendance and making a presentation at another Council meeting.

***RESOLVED - to leave the matter in abeyance until a response is received***

- 4. MINUTE 44.2b) –SCHEME AT THE CIVIC AREA BY THE MEMORIAL HALL TO COMMEMORATE THE 100 YEAR ANNIVERSARY OF THE END OF WW1:** The Clerk advised that clarification and permission was being sought with Cllr David Griffiths the Armed Forces Champion for Wrexham County

Borough Council to permit the Community Council to carry out this Commemorative scheme on Wrexham CBC owned land in the Acton Community.

**RESOLVED – that subject to the appropriate consent being received, the Clerk proceed to order as soon as practicable a RBL “Tommy” Silhouette with a plaque and a WW1 Memorial Bench for siting at the Civic area adjacent to the RWF Memorial at Bodhyfryd.**

5. **MINUTE 44.3.A) PLAYGROUND ANNUAL INSPECTION REPORTS:** It was noted that a response was yet to be received. However Members again referred to the uneven levels on the play surfaces within the Acton Park Junior Play area and their concerns about the liability to the Community Council when it takes over payment of the maintenance and inspection costs when the Grant funding ends.

**RESOLVED that arrangements be made for the Chair to meet with Mr Martin Howorth to discuss this matter and ascertain whether there can be any claim made against the contractor who completed the last remedial works to the drainage and play surfaces at this play area in Acton Park.**

6. **Minute 44.3 b) SERVICE LEVEL REVIEW – ACTON COMMUNITY RESOURCE CENTRE:** Members noted that a special meeting of the Council will be held on Tuesday 25 September 2018 to carry out this review.
7. **Minute 48.2.1 WELSH REGIONAL SEMINAR –** The Clerk advised of advice given at this Seminar regarding the requirement to make payment of the IRPW £150 Members Allowance through a Payroll system in accordance with established HMRC procedures for Unitary Authority Councillor payments . It was noted that further clarification was awaited and the payments for 2018/19 would be made in early 2019 once the Payroll records had been established.
8. **MINUTE 52 – PAYROLL SERVICE LEVEL AGREEMENT -** It was noted that the updated document had been received and signed off with an option to extend it to include Member payroll records as referred to in 7.above, if required.

## **57. AUGUST RECESS MATTERS**

Further to Minute 44.1 July 2018, a summary of the action taken by the Clerk in consultation with the Chair and Vice Chair on the following urgent matters during the August recess was received and noted:-

1. **External Audit – Thematic Review of Internal Audit.: approval for Clerk to** collate and respond promptly to the External Auditor providing the information requested after consultation with the Chair and Vice Chair.
2. **Borras Park Ward – Play sufficiency Assessment –** approval to extend the deadline until the end of October, subject to receiving confirmation that there will be no further costs incurred as a result of the delay.
3. **Crime Prevention/Awareness evening on 6 September 2018 at the car park of Borras Park Shops:** Approval given on this occasion due to the event being held before the next Council meeting, for a payment of £250 to be made from the Council’s Crime Prevention budget using its powers under the Local Government and Rating Act 1997, s.31.
4. **Payment of Accounts:**
5. **Planning Applications:** responses to applications for development or work to protected trees in the Community Council’s area\*

\*Councillor Paul Jones, Vice Chair declared a personal and prejudicial interest in item 5 above as a member of Wrexham County Borough Council’s Planning Committee he was not present and took no part in the discussion or August Recess decision making on the Planning application items apart from Application no 10 in respect of application P/2018/0643 for the proposed development of land north of Holt Road, Wrexham.

## **58. COMMUNITY POLICING MATTERS**

The Chair welcomed PCSOs Michael Bell and Sam Gostage to the meeting who gave an update on the successful Crime Prevention/ Awareness session held at Borras Park Shops on 6 September. The Officers advised that the event had been arranged in response to Anti-Social Behaviour around the shops. Action taken had included speaking with the young people concerned. During their report reference was made to the seizing of off road bikes, the low level of burglaries during July/August, garage break-ins and car key burglaries. Reference was made to the Arson at Ffordd Maelor and Glan Garth where a female had been

arrested. The Police were continuing to work with Wrexham Council in respect of warnings being given to problem families in Council owned property. The Officers also referred to the following ongoing policing operations including Spectre (knife crime), Twilight (Burglaries), and Operation Bacon (Speeding)

It was also noted that Insp Paul Wycherley had moved on and the new Town Inspector Vic Powell will be attending the November meeting. The Chair thanked the PCSOs for their attendance and report.

## 59. 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 Groves School site - a feasibility Study had been carried out and the relevant Scrutiny Committee would be looking at this shortly
2. Food Festival This two day event would have free car parking and would be based on Llwyn Isaf Green
3. Virgin Media Cable Laying was to start shortly in the Maesydre Ward
4. Resurfacing work to Park Avenue, Wrexham
5. Proposed housing development at Dean Road /Holt Road Playing Field: The planning Consultation period had ended and the Council's objections had been lodged. The next stage would be for the Planning Committee to determine this application on a date yet to be advised.
6. Consultation on Proposal to extend the capacity of Barkers Lane School by a further 105 places The Consultation period was due to start shortly.

The County Borough Councillors were thanked for their updates.

## 60. PROCEDURAL MATTERS

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

1. **SECTION 85 LOCAL GOVERNMENT ACT 1972 - VACATION OF OFFICE BY FAILURE TO ATTEND MEETINGS:** It was reported that Councillor Aimi Waters, Community Councillor for the Maesydre Ward had failed throughout a period of six consecutive months from the date of her last attendance on 9 January 2018 to attend any meeting of the authority, and no reason has been approved by the authority before the expiry of that period and therefore she had ceased to be a member of the authority due to her non-attendance. The Community Council **must** now arrange to fill the vacancy by election.

### **RESOLVED – that**

- i. The Council note the vacation of office by Councillor Aimi Waters for the Maesydre Ward due to her failure to attend meetings and to thank her for her contributions to the Council; and*
  - ii. The Clerk be instructed to proceed to make arrangements to fill the resulting Community Councillor vacancy for the Maesydre ward and publish a Public Notice advertising the vacancy and advising the public that 10 members of the Maesydre Ward may request an Election within 14 days of the Notice date by contacting the Returning Officer and the Clerk place copies of the Notice on the Council's notice Board and Website.*
2. **ANNUAL ACCOUNTS 2017/2018 – CONCLUSION OF AUDIT BY 30 SEPTEMBER 2018:** Further to Minutes 47 July 2018 and 57.1 September 2018, the Clerk reported that the External Auditor Grant Thornton had during the August recess sought a further explanation upon the figure as stated in Box 9 on the Accounting Statements on the Annual Return in respect of the accounting for un-presented cheques for 2017/18. The Clerk had provided a satisfactory explanation and evidence promptly and the External Auditor's final response and Report was still awaited before the Council's Accounts for the year ended 31 March 2018 can be published by 30 September 2018 as required under the Accounts and Audit Regulations.

**RESOLVED - that the Council await and consider the External Auditor's report, findings and Conclusion of the Audit and once received, the Clerk as a matter of urgency 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.**

## 61. FINANCIAL ASSISTANCE

Members considered the Clerk's report regarding the Council's established Policy and apportionment of the Annual £3,500 budget equally between each of the quarterly meetings which equates to £875.00 per quarter for 2018/19. Members were reminded that grants totalling £300 has been made during 2018/19. Consideration was given to the three applications received in the second quarter and whether the Council wished to make any grant to the applicants under the provisions of Section 137 of the Local Government Act 1972.

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

<b>Organisation</b>	<b>Details</b>	<b>Decision</b>
<b>1.</b> Nightingale House Hospice	Financial assistance to support the work of the Hospice in the delivery of Palliative care and other day centre, outpatient and residential services from within the Community Council's area	<b>£500.00</b>
<b>2.</b> St John's Church Rhosnesni	Financial donation towards the costs of the Community Christmas Meal for mainly residents of Acton, Borras Park and Rhosnesni	<b>£150.00*</b>
<b>3.</b> Royal British Legion	Donation and Purchase of a Wreath to lay at the Annual Remembrance Day Service on 11 November 2018	<b>£120.75</b>

*(In accordance with Standing Orders, Councillor Philip Lloyd requested that his vote against this decision be recorded in the minutes of the meeting)*

## 62. 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:

The Clerk gave a brief report on her attendance at the SLCC Welsh Regional Seminar/Conference at Llandudno on 5 September 2018 and it was noted in particular that further clarification and advice would be given regarding the IRPW Requirement for payment of a £150 allowance to Councillors unless they opted out. The Clerk was thanked for her attendance.

<b>Organisation</b>	<b>Details and action taken</b>
1.Independent Review Panel on Community and Town Councils in Wales	<b>TOWN &amp; COMMUNITY COUNCIL REVIEW FINDINGS:</b> A document setting out the <a href="#">Findings and Recommendations</a> of this evidence based review was published on 15 August 2018 and shared with all Town and Community Councils in Wales through an information session/webinar prior to submitting the final report to the Cabinet Secretary for Local Government and Public Services in October: 2018. <b>Information Noted</b>
2.Civic Support Officer Wrexham CBC	<b>1.MAYOR'S CHARITY DINNER DANCE ON FRIDAY 19 OCTOBER 2018 AT 7:15PM AT THE RAMADA PLAZA:</b> Email dated 12 September 2018 inviting the Council to send representatives to attend this event at a cost of £37.50 each. <b>Information Noted</b> <b>2.ANNUAL REMEMBRANCE SERVICE - SUNDAY 11 NOVEMBER 2018:</b> Email dated 29 August 2018 inviting representatives of the Council to take part in

Organisation	Details and action taken
	this Service being held at the RWF Memorial, Bodhyfryd. Further information to be circulated in advance of the Service <b>RESOLVED – that the Chair and Vice Chair represent the Community Council at this Service</b>
3.Louise Walker Business Support Manager, Home-Start County Borough of Wrexham	<b>HOME-START COUNTY BOROUGH OF WREXHAM ANNUAL GENERAL MEETING:</b> Email dated 11 September 2018 inviting representatives from the Council to the AGM to be held event being held on 12 October 2018 from 10.30am at Chirk Castle. The service will be followed by refreshments at the Community Centre. <b>RESOLVED – that Councillor Sharon Jarvis attend this event as the Council’s representative, if available.</b>
4.Royal Mail	<b>SCAM MAIL:</b> Letter from the Royal Mail advising of a campaign about this issue and availability of a public information leaflet explaining what Scam Mail is and what to look out for together with contact information for help and advice. <b>RESOLVED – that a copy of the leaflet be made available on the Council’s website.</b>
5.Marie Salisbury Wrexham County Borough Council	<b>Town &amp; Community Council Forum:</b> The Clerk reported this meeting was to be held on Thursday 20 September 2018. There was only one main item on the Agenda “ County Lines” It was noted that Councillor Philip Lloyd and Paul Jones already had this date in their diaries to attend. <b>Information noted</b>

### 63. PAYMENT OF ACCOUNTS

It was noted that the following payments had been received and paid during the August recess:-

1.VAT Refund from HMRC on 3 August 2018	£ 4,436.52 (1/4/17 to 31/3/18)
2.Precept Payment from Wrexham CBC on 3 August 2018	£48,333.33

#### ACCOUNTS PAID DURING AUGUST 2018 RECESS:

VOUCHER NO & PAYEE	DETAILS	AMOUNT
30 Wrexham CBC Cheque No 201876	SLA Q1 payment for 3x School Crossing Patrols Local Government Act 1972 (as amended)	<b>£3,291.00</b>
31. Carole Roberts, Clerk to the Council Cheque No 201877	Clerks Expenses for August 2018 Section 112 Local Government Act 1972 (as amended)	<b>£32.30</b>
32. SLCC Enterprises Ltd Cheque No 201878	Delegate fee for Clerk’s Attendance at Welsh Regional Seminar at Llandudno on 5 September 2018 Section 112 Local Government Act 1972 (as amended)	<b>£90.00 (Vat £15.00)</b>
33 Shropshire County Council Cheque No 201879	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
34. JNE Security Ltd, Gresford Cheque No 201880	Contribution towards costs of Crime Prevention Awareness event on evening of 6 September 2018 at Borrass Park Shops Section 31 Local Government & Rating Act 1997	<b>£250.00</b>

Members then 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
35 Wrexham CBC Cheque No 201881	Q1 Costs for Little Acton Community Centre S19 Local Government (Miscellaneous Provisions) Act 1976	<b>£133.14</b>
36. Carole Roberts, Clerk to the Council Cheque No 201882	Clerks Expenses for September 2018 Section 112 Local Government Act 1972 (as amended)	<b>£122.42</b> <b>(vat=£14.36)</b>
37 Nightingale House Hospice Cheque No 201883	Financial Assistance towards running costs S137 Local Government Act 1972 (as amended)	<b>£500.00</b>
38 St Johns Church Rhosnesni Cheque No 201884	Financial Assistance towards Christmas meal S137 Local Government Act 1972 (as amended)	£150.00
39 Royal British Legion Cheque No 201885	Poppy Appeal 2018 – Wreath and donation on behalf of Acton Residents S137 Local Government Act 1972 (as amended)	£120.75
40 Royal British Legion Cheque No 201886	WW1 Centenary Tommy Silhouette with plaque on behalf of Acton Residents S137 Local Government Act 1972 (as amended)	£250.00
41 Shropshire County Council Cheque No 201887	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

In respect of the payment of Voucher no 35 above for the Quarter 1 cost of the Little Acton Community Centre, the Clerk advised that the Barkers Lane Playgroup were no longer using the Community Centre and it was an opportune time to consider the redecoration and other small repairs that may be required at the Centre to ensure it was at a high standard of décor to attract new regular user and bookings and ensure its sustainability.

***RESOLVED to agree in principle to using savings from the Little Acton Community Centre budget to undertake redecoration and minor repairs to the Centre and the Volunteer Group running the Centre be asked to provide costings and estimate prior to releasing the monies to complete the works.***

#### **64. 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/2018/0721 16 Denning Road Wrexham First floor extension and internal alterations	No Objections
2.P/2018/0748 Land To The Rear Of East Bound Footway Holt Street Wrexham Installation of a 20 metre high ground based phase 5 slim street works monopole with grp shroud, 3 x multi-band antennas, 2 x 0.3m dia transmission dishes, 3 x ground based equipment cabinets and other ancillary equipment and cabling to be installed to the rear of the eastbound footway on Holt Street.	The Council opposes the relocation to ground level of the rooftop communications equipment from the Wrexham Police Station at Bodhyfryd to land at the rear of the eastbound footway at Holt Street Wrexham. The Community Council has concerns that this town centre relocation site and its proximity to Alexandra School and the Ring Road has potential to expose the public and pupils at the School to electromagnetic fields at street level and have an adverse impact on their health.

3. P/2018/0778 5 Friar's Close Wrexham Retention of rear Garden Building (in retrospect)	No Objections

(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 16th day of October 2018**

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**Chair**