

Minutes of the Annual Meeting of Acton Community Council held on Tuesday 21 May 2019 at Acton Community Resource Centre, Overton Way, Acton, Wrexham

Present:

Councillor	W Baldwin	Councillor	P D Jones
"	M Davies	"	Ms P Kidd
"	Ms S Edwards	"	P Lloyd
"	Mrs A Evans	"	G Lowe
"	R Hardy	"	K Roberts
"	Ms S Hope	"	Mrs D Wallice *
"	Ms S Jarvis	"	Ms L Williams
	2 Vacancies		

* Absent

Also Present:

Press & Public: Reg Herbert

North Wales Police Representatives: PCSO James Yoxall

Mrs Carole Roberts, Clerk to the Council

(Councillor Kevin Roberts in the Chair)

1. APPOINTMENT OF CHAIR

RESOLVED UNANIMOUSLY to appoint Councillor Kevin Roberts as Chair of the Community Council for the Municipal Year 2019/20.

(Councillor Kevin Roberts in the Chair)

2. APPOINTMENT OF VICE CHAIR

RESOLVED UNANIMOUSLY to appoint Councillor Sharon Jarvis as Vice Chair of the Community Council for the Municipal Year 2019/20.

3. THANKS

The Chair, Councillor Kevin Roberts thanked the Council for re-appointing him as Chair for a further year. He also thanked the Clerk to the Council for her hard work and assistance and Councillor Paul Jones the outgoing Vice Chair for his support during the last year. In response Councillor Paul Jones thanked the Chair for his work and support during the previous Municipal year.

RESOLVED– that Councillor Paul Jones be thanked for contributions during his 2018/19 term of Office as Vice Chair of the Community Council.

4. APOLOGIES FOR ABSENCE:

An apology for absence was received from Councillor Mrs Debbie Wallice

5. DECLARATION OF INTERESTS

At this stage of the proceedings the following declarations of interest were made in respect of the next agenda item, Public Questions and the Councillors concerned then left the meeting during the debate of the item:

1. **Councillor Paul Jones** declared a personal and prejudicial interest in Agenda item 4 public questions being a member of Wrexham County Borough Council's Planning Committee.

2. **Councillor Lynne Williams** declared a personal and prejudicial interest in Agenda item 4 public questions as the signatories to the letter to be considered are known to her.

(Councillor Paul Jones and Lynne Williams then left the meeting taking no part in the discussion or voting on the Public questions item)

6. PUBLIC QUESTIONS -PLANNING APPLICATION P/2019/0260 21 ACTON HALL WALKS WREXHAM SINGLE STOREY SIDE EXTENSION

Further to the Council's decision contained in Minute 160.3 April 2019 and in accordance with Standing Order No. 3e; the Clerk reported that due notice had been given and a letter co-signed by the residents of 27 and 28 Acton Gardens had been submitted as they were unable to attend the meeting in person.

The letter called for the Community Council's decision to make no comments about this Planning Application to be reconsidered. However as the Community Council's comments had already been submitted to Wrexham CBC and the Planning Consultation period was closed, the Community Council was only able to note the concerns raised in the letter. It was also accepted by the Community Council that the residents themselves had subsequently been consulted and had now been given the opportunity to submit their own objections or otherwise to this retrospective application. However the Community Council did agree to forward the letter now submitted to the Planning Officer dealing with this application for information.

(Councillor Paul Jones and Lynne Williams were invited back into the meeting after the Council had considered the Public questions item)

7. DECLARATION OF INTERESTS

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

Agenda item 15- Planning Applications: 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.

8. CONFIRMATION OF MINUTES

1. **Council meeting:** The Minutes of the Meeting of the Council held on 16 April 2019 were received.

RESOLVED –that the Minutes of the Meeting of the Council held on 16 April 2019 be received and confirmed as a correct record.

2. **Youth Committee:** The Minutes of the Meeting of the Youth Committee held on 7 May 2019 were received and consideration was given to the recommendation contained in Minute 30 proposing changes to review and update the Committee's Terms of Reference.

RESOLVED – that

- i) ***The Minutes of the Youth Committee meeting held on 7 May 2019 be accepted; and***
- ii) ***the Youth Committee's recommendations to update its Terms of Reference be accepted***

9. INFORMATION FROM THE MINUTES OF THE COUNCIL MEETING HELD ON 16 APRIL 2019:

1. **Minute 154.2- Mini Police Launch on 2 May 2019:** The action taken by Clerk in consultation with Chair and Vice Chair to spend £470.25 plus vat on the purchase of the uniforms worn for the launch of the Pilot was reported. It was noted that there had been a lot of positive press response in the Wrexham Leader and Wrexham.com. Councillors Mike Davies and Paul Jones had represented the Community Council at the Launch event. The Mini Police had also been out on Park Avenue with spred guns as part of Operation Lagering

RESOLVED - to endorse the action taken by the Clerk in consultation with the Chair and Vice Chair of the Council and endorse the additional expenditure from the Council's Crime prevention budget.

10. COMMUNITY POLICING MATTERS

The Chair welcomed PCSO James Yoxall who was attending the meeting in the absence of PC Stuart Roberts. The Monthly Policing and Operations report from the Acton Community Police Officers had been circulated previously together with a letter from Chief inspector Mark Williams notifying of the outcome of a review of Neighbourhood Policing Model had indicated that carrying on with the same approach is not an option as it will no longer best protect communities. The evolved model and implications for front line policing was detailed in the letter together with using resources flexibly to operational demands.

Members expressed their dismay at the content of the Chief inspector's letter particularly following the assurances given at the last meeting that Police work will still be done despite the impact and limitations of current funding and resources for the Acton Community Safer Neighbourhood Team. Members were sorry to learn that PC Kerry Evans had been moved from the Acton Community Team and her long term contribution and efforts whilst deployed on the Acton Policing Team were acknowledged by the Council. It was noted that promotion of existing PCSOs will have a severe short term impact. The Council had always supported the Community Police and their work to prevent crime. However the Community Council must consider what is best for its area and put the appropriate case to ensure there is thought given to forward planning for Community Policing to ensure the quality of lives for its residents.

A recent incident of a parent crossing their child between parked cars and away from the School Crossing patrol was raised with the PCSO. It was noted the School had sent a letter to all Parents reminding them of the importance at using the manned crossing point and it was hoped that the Police are now aware of the situation for it to be monitored

RESOLVED – that

- i) PCSO James Yoxall be thanked for his attendance at the meeting***
- ii) PC Kerry Evans be thanked for the work she has tirelessly carried out in the Acton Community area;***
- iii) The Community Council's dismay and deep concerns at the content of the Chief inspectors letter be conveyed to the Wrexham Town Police.***

11. PROCEDURAL MATTERS

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

- 1. MEMBERS ATTENDANCE REGISTER 2018/19:** A schedule setting out the record of Members' attendance at Council meetings during the 2018/19 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 Acton 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 2018/19 be received and noted.

- 2. CASUAL COUNCILLOR VACANCY - BORRAS PARK WARD:** The Clerk reported that Councillor Darren Picken had submitted his resignation due to work and personal family commitments.

RESOLVED -

- i) to accept the Resignation from Councillor Daren Picken and to thank him for his contribution to the Acton Community; and***
- ii) the Clerk to be authorised to make arrangements to advertise by Public Notice the Council's intention to fill this casual vacancy and advising the public that 10 members of the Borrass Park 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.***

3. DECLARATION OF REMUNERATION TO MEMBERS OF THE COUNCIL FOR THE YEAR ENDED 31 MARCH 2019: 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. A schedule setting out the position for all Members of the Council for 2018/19 was noted.

The Community Council is required to make available a payment to each of its members of £150 pa for telephone usage, information technology, consumables etc. 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 all or part of 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.

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 2019 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 2018/19 and the Schedule should be published and a copy be provided to the Independent Remuneration Panel for Wales.

4. 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 2019.

5. BANKING MANDATE FOR PAYMENTS:

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

6. INSURANCE PROVIDER AND COVER FROM 1 JUNE 2019: The Council reviewed its Insurance cover arrangements with Zurich Municipal Insurance Company for the provision of Local Council Insurance Services commencing 1 June 2019. The Clerk provided information about the insurance schedule and the adequate level of cover to mitigate risks as provided by this sector specific Insurance Company at the meeting. It was also noted that Came and Co another Insurance provider had been contacted to provide a quote for cyber security insurance as the Community Council’s existing Insurer Zurich Municipal is unable to provide cyber security cover.

RESOLVED –

i) to confirm the level of Insurance cover as set out in the Policy renewal Documents and as reported by the Clerk to the Meeting 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.

ii) The Clerk seek further quotes if possible from other sector specific Insurance Company for a specific stand-alone annual Cyber policy and report her findings to a subsequent meeting

7. REVIEW OF STANDING ORDERS AND OTHER KEY POLICY DOCUMENTS: REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS: The Council had at its January 2019 meeting adopted several policies as set out below and the current Standing Orders and Financial Regulations were reviewed and adopted on 19 February 2019.

1. Document Retention Policy and Schedule

2. Data Protection and Information Security Policy
3. Privacy Notices – General, Website and Member/Officer
4. Internet, email and social media policy
5. Model Publication Scheme (FOI)
6. Data Breach Notification Policy
7. Subject access policy and template response letters.
8. Member Officer Protocol

RESOLVED – that the above mentioned Policies together with the Standing Orders and Financial Regulations available from One Voice Wales as adopted by the Council on 19 February 2019 be re-affirmed.

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 for the 2019/20 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.

2) PLANNING COMMITTEE: Chair Councillor Kevin Roberts together with Councillors Mike Davies, Anne Evans, Ralph Hardy, Geoff Lowe, Philip Lloyd and Lynne Williams.

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 Sharon Jarvis together with Councillors Mrs Anne Evans, Ralph Hardy, Philip Lloyd and Lynne Williams.

(In the event of a member of the Committee being implicated in any 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 including preparation of Policies for Personnel related matters.

The Committee is to have regard in particular to the Council's adopted Standing Orders No. 19 "Handling Staff Matters" and its Protocol on Member/Officer Relations, and to consider 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 in the event of Grievance being lodged that the Council will seek as necessary, independent specialist Human Resource advice and support and an external note-taker will be appointed if necessary.

NOTE: The Annual Review of the Clerk's performance and development will continue to be undertaken by the Chair and the previous Chair and current Vice Chair may be present to ensure continuity.

- 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 that is subject to appeal.

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 Sharon Jarvis together with Councillors Mike Davies, Salli Edwards, Anne Evans, Ms Sian Hope, Paul Jones and Lynne Williams.

Terms of Reference:

1. To keep under review and develop emerging options 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 **Youth Work Projects for 8-18 year olds** until 31 March 2020 for two sessions of Youth Work for 8-12 & 13-18 year olds per week at the Acton Community Resource Centre.
4. To bring any concerns about the performance or effectiveness of the current and any future Provider or Project immediately to the attention of the full Council
5. To investigate and report its findings and recommendations back to the Council on the feasibility of implementing the **recommendations of the 2018 Borrass Park Play Sufficiency Assessment** with focus initially on zero or minimal cost projects that can build on their success unless Wrexham County Borough Council Officers are able to identify funding for larger projects as part of its "Play Pledge"; and

6. In the first instance, the primary focus of the Youth Committee shall be on Recommendations 2 and 3 from the 2018 Play Sufficiency Assessment namely :-
- i- To develop a program of community activities, events and projects to be carried out in partnership with Wrexham CBC, the Acton Park Seasonal Park Ranger and established Community Groups such as the Friends of Acton Park; and
 - ii- to press for the Local Education Authority and Schools themselves to enable and permit access to school grounds during evenings, weekends and school holidays to enable young people to play safely and away from traffic in their own neighbourhood.

6) TASK AND FINISH GROUP – LITTLE ACTON COMMUNITY CENTRE: Further to Minutes 87.2.ii) and 92 November 2018 to re-appoint this group comprising of:- the Chair, Councillor Kevin Roberts together with Councillors Bill Baldwin, Anne Evans, Philip Lloyd and Lynne Williams

Terms of reference:

To investigate, collate information and Report its findings back to the Community Council before the current funding commitment ends on 31 March 2020 about the issues* that were raised in Minute 84.2 c) November 2019 concerning the potential asset transfer of the Little Acton Community Centre from Wrexham County Borough Council to the small Voluntary Group currently running it or to the Community Council itself.

* For clarification such issues include but are not limited to the cost of replacing the flat roof of the building, the findings of the most recent structural survey, the running costs of the Centre compared to the current contribution being made by the Community Council, estimated legal costs for the asset transfer work and staffing resource implications, experience of other Community Councils in taking over responsibility for a Community Centre.

9. 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 Patricia Kidd)
- 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.

10 PROVISION OF A CCTV CAMERA IN AREAS WHERE ANTI-SOCIAL BEHAVIOUR TAKES PLACE IN THE ACTON COMMUNITY: In April 2019 (Minute 157 viii refers) the Council had extended its earlier agreement in principle to fund a Pilot CCTV camera identified by Councillor Paul Jones from the Council's Crime Prevention budget, subject to report and clarification on the cost implications of the annual ongoing costs of maintenance and any further commitment required under a Service Level Agreement with Wrexham County Borough Council.

Councillor Paul Jones reported to the meeting on the cost of siting a re-deployable CCTV camera overlooking the grassed area at the junction of Park Avenue and Aston Grove on an 8 metre mast at a cost of £700 subject to confirmation from the residents and clearance from the Planning Department prior to any commencement of the project. The camera is capable of being redeployed up to ten times per year within the Acton Community at a cost of £200 each time. The Community Council will need to enter into a Service Level Agreement and confirmation of the actual cost and details of the agreement will also be reported to the meeting.

Members noted there is a provision of £5,000 within the 2019/20 budget for Crime Prevention Measures. The Council has so far spent £450 of this provision on purchase of the Uniforms for the Pilot Mini Police project at Alexandra CP School.

RESOLVED – to enter into a one year Service Level Agreement with Wrexham County Borough Council to provide a Pilot scheme for the provision of one CCTV camera in the Acton Community to be sited initially at the junction of Park Avenue and Aston Grove and to approve the payment of £700 from the Crime Prevention budget to enable the erection of an eight metre mast subject to Wrexham County Borough Council obtaining all the necessary planning consents and other approvals from residents..

12. 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. St John's Spider Field – Traveller Encampment:** It was noted the group of Travellers that had parked on this Field near to St Johns Church over the Bank Holiday weekend had now left. Wrexham CBC had kept a constant watch and had followed the necessary procedures. However there had been no visible support from North Wales Police despite alleged Anti-Social Behaviour as was endorsed by some Community Councillors experience on the Football pitches during this period. The Council officers had done their best but there needed to be provision for a Travelers Transit Stop over within the County Borough to meet Statutory obligations and shorten the length of time it takes to obtain a Court order for their removal. Reference was also made to the detrimental impact and compaction to the ground particularly around the trees due to vehicles driving across the open space and parking under trees. It was noted this important large open space has Owain Glyndwr Status and is a protected Field In Trust that must retain open access. The County Borough Councillors were thanked for their update.
- 2. Land in Wrexham CBC ownership at the entrance to the former Family Centre and Dean Road Playing Fields:** It was reported that Wrexham CBC was considering gifting its land at the entrance to the former Rugby Field at Dean Road/ Holt Road Wrexham to Glyndwr University despite giving previous assurances the land would be retained as an open space and the difficult financial position the County Borough Council finds itself in. Members stressed the importance of preventing the loss of a greenfield site and ensuring the retention of this long established open and green space as there is a recognised and well documented deficit of Open Space within the Acton Community.

RESOLVED – that a letter be sent to the Chief Executive of Wrexham County Borough Council seeking clarification of what is being considered in our Community and expressing an interest in being afforded first refusal to acquire this land on behalf of the residents of the Acton Community. The Wales Audit Office and Well-being of Future Generations Act 2015 recognises the importance of long term integration, collaboration, involvement and action to prevent problems occurring or getting worse and underpinning this is the importance of equal partnership working between Principal and Town/Community Councils; the Community Council also seeks an explanation as to why the Community Council has not been afforded the opportunity to be part of the dialogue, or any consultation process despite the Dean Road Open Space being clearly within the Acton Community area.

13. AUDIT OF ACCOUNTS 2018/19

- 1. INTERNAL AUDITOR'S REPORT AND ACTION PLAN:** Members considered a copy of this report and action plan for the year ended 31 March 2019. The Internal Auditor had indicated that all outstanding issues from previous Internal Audit Action Plans up to 2017/18 had been implemented or noted. There was one item highlighted with a recommendation for action from the 2018/19 Audit concerning

the asset register that has been updated correctly during the year but the total of assets is incorrectly stated and therefore the annual return is also incorrect. It was noted that the Clerk had already taken the necessary action and the Annual Return and Asset Register have been amended to show the correct total of £127,281

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 2019.
- 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 2018/19 on the Council’s behalf prior to its initial submission to the External Auditor.

RESOLVED that:

- i. *the Internal Auditor’s report and Action Plan in respect of the Audit of the Council’s Accounts for the year ended 31 March 2019 be received and in response, the Clerk advise the Internal Auditor of the consideration of his 2018/19 report and of the action already taken by the Council to implement his 2018/19 recommendation;*
- ii. *the Statements as set out in Sections 1 and 2 of the Annual Return for the year ended 31 March 2019 be approved; and*
- iii. *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 2019 prior to the initial submission of a copy of it to the External Auditor by 2 July 2019.*

14. SERVICE LEVEL AGREEMENT REPORTING

1. **ACTON COMMUNITY RESOURCE CENTRE:** The report setting out the agreed outputs and outcomes for the Service as submitted to the Acton Community Resource Centre Management Committee meeting on 2 April 2019 was submitted.

RESOLVED the report be received and noted

2. **CITIZENS ADVICE BUREAUX – ACTON OUTREACH SERVICE:** Having regard to the circumstances for the delay in preparing information on the outputs and outcomes for the Service for the quarter year ended 31 March 2019, it was agreed to defer this item until the next meeting of the Council

15. 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 together with a brief report on the Clerk’s attendance on 15 May 2019 at the joint SLCC & One Voice Wales Conference at Swansea:

Organisation	Details and action taken
1.Wrexham County Borough Council	<p>1. ACTON PARK SEASONAL RANGER: Notification from Liz Carding on 7 May 2019 confirming Heather Parry Williams has been re-appointed to the post and will start her duties on 27 May 2019. She will be working 3 days a week at Acton building on the contacts made last year and engaging with the schools and for the other summer events quite quickly. The events already scheduled for the summer include: 2 volunteer days on 16 July and 13 August and a Family Treasure Hunt on 20 August. <i>The present position was noted.</i></p> <p>2. DEAN ROAD SCHOOL CROSSING PATROL: Email dated 10 May 2019 advising that the vacancy for this post has been filled and following the necessary checks the person will be taking up their post shortly <i>Information noted</i></p> <p>3 WREXHAM TOWN AND COMMUNITY COUNCIL FORUM: The next meeting is scheduled for mid to late June 2019 and the Council will be able to send 2/3</p>

Organisation	Details and action taken
	<p>representatives to the Meeting.</p> <p>RESOLVED - to request an item be placed on the agenda concerning the lack of consultation and liaison with Community Councils on key and major issues within their community area.</p> <p>4 COMMUNITY AGENT: Email dated 15 May 2019 advising additional funding is available in 2019/20 and 2020/21 to fund a Community Agent for this area. Robert Loudon, Commissioning and Planning Officer from Wrexham CBC has offered to speak at the June 2019 Meeting to explore whether the agent service could benefit the Acton Community and to answer any queries the Council may have. It was noted the Community Council when it last considered this matter in February 2018 had decided not to take part in the Community Agent scheme having regard to the local services and advice already being provided at the Acton Community Resource Centre.</p> <p>RESOLVED – that the invitation be accepted.</p> <p>5 TPO No.294/2019 6 Yarwood Drive Wrexham: Letter dated 15 May 2019 enclosing a copy of this Order. Wrexham CBC has a six month period to consider whether the Order should be confirmed and made permanent. The Community Council has been invited, in accordance with Regulation 4 of the Town 7 Country Planning (Trees) Regulations 1999, to submit any objections, representations or supportive comments in writing by Monday 17 June 2019.</p> <p>RESOLVED – that the Council respond indicating it is supportive of this Order</p>
2.Carole Roberts Clerk to the Council	<p>Joint SLCC /OVW Conference in Swansea on 15 May 2019: The Clerk reported on her attendance and outlined the topics covered had included an update on the Review of Town & Community Councils from AM Deputy Minister for Housing & Local Government; a White Paper is due out this year. The main theme of the Conference was Risk assessment and Management with presentations from Came & Co insurers, Wellbeing Service Manager Swansea Council; Deryck Evans Wales Audit Office and a lively presentation – Keeping your Community On board – Managing Risks associated with effective communication. The Clerk had also liaised with several of the Exhibitors.</p> <p>The Clerk was thanked for her report and attendance at the Conference.</p>

16. PAYMENT OF ACCOUNTS

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

RESOLVED – that the following payments be approved:-.

VOUCHER NO & PAYEE	DETAIL,	AMOUNT
5.Caia Park Partnership Cheque No 201942	2019/20 SLA Q instalment- Youth Work 8-13 S19 Local Government (Misc Provisions) Act 1976	£2,938.63 (VAT=£0)
6.Caia Park Partnership Cheque No 201943	2018/19 SLA Q1 instalment- Pilot Youth Work 14-18 S19 Local Government (Misc Provisions) Act 1976	£2,938.63 (VAT=£0)
7 Society of Local Council Clerks Cheque No 201944	Delegate fee for Clerk’s attendance on 15 May 2019 at Joint One Voice Wales/ SLCC Conference at Liberty Stadium Swansea Section 112 Local Government Act 1972 (as amended)	£108.00 (VAT=£18.00)

8 Vision ICT Cheque No 201945	SSL Certificate set up July 2019-June 2020 Section 58 Local Government (Democracy)(Wales) Act 2013)	£60.00 (VAT=£10.00)
9. JDH Business Services Ltd Cheque No 201946	2017/18 Internal Audit Accounts and Audit (Wales) Regulations 2014	£191.76 (vat £31.96)
10.Zurich Municipal Cheque No 201947	Renewal of Local Council Policy Insurance YLL- 2720431173 from 1/6/19 to 31/5/20 Section 112 & S140 Local Government Act 1972 (as amended)	£977.86 (VAT=£0)
11.Carole Roberts, Clerk to the Council Cheque No 201947	Clerks Expenses for May 2018 Section 112 Local Government Act 1972 (as amended)	£ 350.00 (vat £6.60)
12 Carole Roberts BACS ref 01 – 5.19	Clerks Salary and office expenses for May 2019 calculated by the Council's Agent Shropshire County Council in accordance with Minute 47 July 2017 Section 112 Local Government Act 1972 (as amended)	(as per payroll schedule)
13 HMRC BACS ref 02-5.19	Payroll payments for May 2019 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)
14 Clwyd Pension Fund BACS ref 03 -5.19	Pension payments for May 2019 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)
15. Information Commissioner	Data protection Renewal Fee 28/6/19 Data Protection Act 2018	£40.00 (VAT=£0)

1. PLANNING APPLICATIONS

The Council considered any comments it wished to make on the following application 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
P/2019/0313 2 Lichfield Close, Wrexham	Conversion of Existing garage to craft room with link extension to dwelling	The Community Council has no objection to this application provided that there is a condition applied to any consent given to ensure that the proposed Craft Room is used purely by the applicant and is not used for any commercial purposes.

(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 - MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON 24 APRIL 2019:

RESOLVED –that the minutes of the Staffing Committee held on 24 April 2019 be received and the decisions and recommendations as set out below be endorsed and accepted:-

- 1. subject to the nominated contacts as determined by the Staffing Committee being inserted, the Agreement be signed off by the Clerk to the Council and the existing Chair and Vice Chair of the Council;**
- 2. having regard to the Community Council having no mandatory policies in place since joining the Clwyd Pension Fund in April 2016 and not having received any other SLA agreements or information about the Mandatory requirements until now, an undertaking be given to the Administrators of the Clwyd Pension Fund that the Community Council will prepare an action plan to address the Mandatory Policy Requirements and will do so as soon as practicable; and**
- 3. The Chair and Vice Chair carry out the Clerk's Appraisal as a matter of urgency and there be a further meeting of the Staffing Committee following that appraisal to discuss staffing needs and to prepare a plan of action for the Council to consider.**

Signed as a correct record this 18th day of June 2019

Chair