

**Minutes of the Remote Meeting of Acton Community Council held on Tuesday 20 October 2020 at Acton Community Resource Centre, Overton Way, Acton, Wrexham**

Present:

Councillor	Kevin Roberts (Chair)	Councillor	R Hardy (Vice Chair)
"	W Baldwin *	"	P Lloyd *
"	Mrs C Bettley	"	G Lowe
"	M Davies	"	M Pritchard
"	MS E Doherty	"	T Stanford *
"	Ms S Edwards	"	Mrs D Wallice
"	Mrs A Evans	"	Ms L Williams *
"	Ms S Hope		1 vacancy

\* Absent

Also Present:

Mrs Lynn Williams and Ms Shan Cooper Wrexham County Borough Council  
Mrs Carole Roberts, Clerk to the Council

## 210. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors W Baldwin, P Lloyd, T Stanford and Ms L Williams.

***RESOLVED – that the apologies be received and accepted.***

## 211. DECLARATION OF INTERESTS

There were no Declarations of Interest made at this stage of the proceedings:-

## 212. PUBLIC QUESTIONS

The Clerk indicated she had not received notice of any public questions.

## 213. CONFIRMATION OF MINUTES

The Minutes of the Remote Council meeting held on 15 September 2020 were received

***RESOLVED – that the Minutes of the Remote Council meeting held on 15 September 2020 be received and confirmed as a correct record***

## 214. INFORMATION FROM 15 SEPTEMBER 2020 MINUTES:

- Minute 199.1 - Acton Park Task & Finish Group:** The Chair advised that he was to meet with the Acton Policing team on 11 November 2020 and other members were invited to come along.
- Minute 199.2 - Ffordd Garmonydd Safety Surface:** The Clerk reported that the replacement bark had been installed and the Community Council will be billed shortly for the cost of the work.
- Minute 201.iii) - Youth Service access to Power at Acton Community Resource Centre:** Councillor Ralph Hardy and Lynn Williams Manager of the Centre gave an update on this. It was noted that the Youth Team were carrying out Risk assessments. Wrexham CBC had now classed Youth Services as a critical service and this matter was being expedited.
- Minute 203 - Annual Accounts 2019/20 Conclusion of Audit:** The Clerk reported receipt of confirmation from the External Auditor of the Conclusion of Audit on 13 October 2020 with no matters raised. In accordance with the current Covid 19 Restrictions a public notice advertising that the Annual Return for the year ended 31 March 2020 is available for inspection from 16 October

2020 by any Local Government Elector for the area of the Council under Section 29 of the Public Audit (Wales) Act 2004 and the Accounts and Audit (Wales) Regulations 2014. It was noted that the External Auditor's invoice for his Audit work would shortly be submitted

**RESOLVED - to endorse the action taken by the Clerk concerning the Conclusion of the Council's Audit on 13 October 2020 by the External Auditor**

5. **Minute 204.1.1 – One Voice Wales Larger Councils Committee 14 October 2020:** This update was deferred as Councillor Thomas Stanford was not in attendance at the meeting.
6. **Minute 204.1.3 – One Voice Wales Remote Training:** It was noted that the Councillors who had attended this remote training found it to be very good, useful and worthwhile.
7. **Minute 204.4 Planning Aid Wales Training:** It was noted that the Councillors who had attended this remote training found it to be very helpful.
8. **Minute 208 – Volunteer Work to enhance the Environment at Jeffreys Road, Wrexham:** Councillor D Wallace advised that Councillor Bithell, Lead Member, had referred this matter to Officers for investigation and a formal response was awaited.

## **215. COMMUNITY POLICING MATTERS**

The Council received a three Monthly Policing and Operations Report from the Acton Community Police Officers and noted changes to the Acton Sector Policing Team. As the meeting was being held remotely there were no Police Officers in attendance.

The Chair referred to recent damage to the Friends of Acton Park Signage which had now been removed and the possibility of the Community Council assisting with the provision of a more robust sign.

**RESOLVED – that the three Month Acton Community Policing report be received and noted.**

## **216. REVIEW OF THE SERVICE LEVEL AGREEMENT FOR ACTON COMMUNITY RESOURCE CENTRE**

The Chair welcomed Mrs Lynn Williams Manager of the Acton Community Resource Centre and Ms Shan Cooper from Wrexham County Borough Council who were in remote attendance. In accordance with the terms of the ten year Agreement signed by the Community Council on 30 July 2013 to March 2023, A report from the Centre Manager was received and discussed to assist the Council in conducting the fourth two year review of this Service Level Agreement. Members assessed and determined the operation of the Agreement and the level of financial support provided by the Community Council is sufficient in light of the aspiration for the Centre to become self-financing during the agreement period to March 2023.

During consideration of the Report the following matters were highlighted: -

- The present Coronavirus Pandemic and new Regulations had impacted on the Centre which has been closed since Mid-March 2020. Detailed preparations to unlock services and open safely had been made but Regulations restricting the number of persons able to meet indoors had to be observed.
- The Centre had been successful in obtaining Grants/ Funding during the lockdown for lost income based on previous years' income levels. Each resource Centre was different but Acton had no long term tenants paying rent and was reliant on income from Room bookings and the Community Council's Service Level Support.
- Essential bookings were carrying on where the Welsh Government Regulations can be met indoors.
- The Acton Resource Centre Management Committee were to discuss what can be done to supplement income during the Pandemic. It was noted that the Citizens Outreach Advice Service was being conducted by telephone whilst the Centre is closed and the Youth Club will be held outdoors within the curtilage of the Centre subject to the necessary risk assessments being completed.
- A small task and finish group could explore and examine options for the Community Council to continue funding the Resource Centre from 2023 onwards when the current ten year Service Level Agreement ends.

Members thanked the Officers for their reports and insight given at the meeting in regard to issues around Covid 19 restrictions as well as their responses to questions. In particular it was noted that Acton Community Groups that use the Resource Centre are subsidised but preference is given to Groups within the Acton Wards despite the potential to obtain higher income from other external groups/organisations that are not eligible for fee reduction.

**RESOLVED – that**

- i. the Community Council continue to provide the sum of £30,000 per annum as set out in the existing Service Level Agreement until it ends in March 2023 subject to the reporting requirements being met on a regular basis; and ;***
- ii. the Community Council give consideration to a small task and finish group being set up in the spring of 2021 to explore and examine options for the Community Council to continue funding the Resource Centre from March 2023 onwards when the current ten year Service Level Agreement ends.***

**217. KEY ACTON ISSUES**

WCBC Members reported verbally on the following new or Key Issues being considered by the County Borough Council that may affect the whole or part of the Community of Acton:-

- Policing changes and lack of resources
- Road Repairs and the uncertainty of not being completed
- Covid 19 Regulations were affecting all service areas. Property Void work was restricted with only two workmen permitted inside a vacant building at time. It was reported that the Groundwork teams had also been affected

The present position was noted

**218. PROCEDURAL MATTERS**

**1. SECTION 116 LOCAL GOVERNMENT (WALES) MEASURE 2011: RESIGNATION OF COUNCILLOR PAUL JONES - MAESYDRE WARD**

The Clerk advised that Councillor Paul Jones had notified the Chair of his resignation with effect from 9 October 2020 and he had been thanked for his hard work and valuable contribution to the Council. The Clerk advised that the Returning Officer's advice had been obtained regarding the arrangements put in place due to the Pandemic and current lockdown restrictions.

**RESOLVED - that**

- i) Councillor Paul Jones' resignation be accepted; and :***
- ii) the Clerk to be authorised to make arrangements to advertise by Public Notice on the Council's website of its intention to fill this casual vacancy and advising the Public that 10 electors of the Maesydre Ward may request an Election within 14 days of the Notice date by contacting the Returning Officer.***

**2. SCHOOL GOVERNOR VACANCIES AT ACTON PARK AND BORRAS PARK SCHOOLS**

The Clerk to the Governors for these two schools has advised that the four year terms of office as set out below have now expired and the Council has been asked to fill the vacancies:

1. Acton Park CP School – Councillor Philip Lloyd's Term of Office ends on 6 November 2020
2. Borrass Park CP School - Mr Tom Pierce (former Community Councillor) Term of office ended on 31<sup>st</sup> August 2020

It was noted that the existing Community Governors have indicated that they are prepared to sit for another Term of Office

**RESOLVED – that the existing Community Governors as set out above be re-appointed for a further Term of Office for four years each.**

### **3. WREXHAM TOWN & COMMUNITY COUNCIL FORUM – 8 OCTOBER 2020**

Further to Councillor Ralph Hardy and the Clerk's attendance at this remote meeting for all Town and Community Councils in Wrexham, a brief update of the issues discussed was given and in particular the case made by the Clerk and a proposed virtual workshop to review the terms of reference for the Forum and the importance of meaningful and equal partnership working with the Wrexham Town and Community Councils and Wrexham County Borough Council.

**RESOLVED – that the Clerk be thanked for her contribution and the Community Council attend the virtual workshop in due course.**

#### **219. CONSULTATIONS & OTHER STATUTORY GUIDANCE**

The Council considered details of the following Consultations and whether to submit a response from the Community Council by the relevant deadlines:

**1. A483 BY PASS JUNCTIONS 3-6 IMPROVEMENTS:** The Welsh Government, North and Mid Wales Trunk Road Agent (NMWTRA) and Wrexham County Borough Council are consulting on the A483 Wrexham Bypass Junction 3 to 6 scheme. <https://gov.wales/preferred-options-a483-wrexham-improvements-published> . Public Consultation events were held during September 2020. More information on the scheme and a response form are available on the scheme website:<https://gov.wales/a483-junctions-3-6-overview>

**RESOLVED – that Members respond individually to this Consultation.**

**2. COMMONS ACT 2006 – SECTION 15(1) LAND KNOWN AS DEAN ROAD PLAYING FIELD -APPLICATION FOR THE REGISTRATION OF THIS LAND AS A TOWN OR VILLAGE GREEN:** An application received by Wrexham County Borough Council is being advertised by Public Notice. Responses should be submitted to the Chief Officer Governance and Customers (for the Commons Registration Authority) by 4 December 2020

**RESOLVED – to submit a letter indicating the Community Council endorses and supports this application.**

**3. INDEPENDENT REMUNERATION PANEL FOR WALES DRAFT ANNUAL REPORT:** Consideration was given to an extract of Section 13 within the draft report relating specifically to Community and Town Councils. Responses should be submitted to the Panel by 23 November 2020.

**RESOLVED that the decision set out below will apply to all Members of the Community Council from 1 April 2021 and is confirmed as being the Community Council's response to the draft annual Report and is its determination in respect of the permissive powers contained in the Independent Remuneration Panel's Draft report for 2021/22 which will become effective from 1 April 2021 (subject to consideration of comments and objections received as part of the current consultation process) and the relevant budget provision under the heading of "Members Remuneration" should be included in the General Administration Section of the 2021/22 Budget:**

**1) Determination 39: Care Allowance – to include a sum in the Members Remuneration budget to be used for this purpose to provide for reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs as follows:**

- **Formal (registered with Care Inspectorate Wales) care costs to be reimbursed in full**
- **Informal (unregistered) care costs to be reimbursed up to a maximum rate equivalent to the Real Living Wages at the time the costs are incurred**

**Reimbursement must be for the additional costs incurred by members in order for them to carry out their approved duties. Each Authority must ensure that any payments made are appropriately linked to official business or approved duty. Reimbursement shall only be made on production of receipts from the carer.**

- 2) **Determination 40: Expenses and Costs up to £150 per member – to include a sum of £2,400 in the Members Remuneration budget to be used for this purpose;**
- 3) **Determination 41: This provision for Councils in Group A does not apply to the Council**
- 4) **Determination 42: Senior Role Salaries – Not to adopt this provision**
- 5) **Determination 43: Reimbursement of Travel and Subsistence when undertaking approved duties: To adopt this provision and include a sum in the Members Remuneration budget to be used for this purpose subject to payments being the actual costs of travel by public transport or the HMRC mileage allowances as below:**
- 45p per mile up to 10,000 miles in the year.
  - 25p per mile over 10,000 miles.
  - 5p per passenger per mile – passenger supplement.
  - 24p per mile for private motor cycles.
  - 20p per mile for bicycles.
- 6) **Determination 44: Reimbursement of subsistence expenses for attending approved duties outside the area of the Council – to adopt this provision and include a sum in the Members Remuneration budget to be used for this purpose; the maximum rates to be paid as set out below on the basis of receipted claims:**
- £28 per 24 hour period allowance for meals, including breakfast where not provided.
  - £200 – London overnight.
  - £95 – elsewhere overnight.
  - £30 – staying with friends and/or family overnight.
- 7) **Determination 45: Financial Loss Allowance – to adopt this provision and include a sum in the Members Remuneration budget to be used for this purpose subject to any members who claim this allowance being able to demonstrate that the financial loss has been incurred for attending approved duties as follows:**
- Up to £55.50 for each period exceeding 4 hours
  - Up to £110.00 for each period exceeding 4 hours but not exceeding 24 hours
- 8) **Determination 46: Payment to the Chair of the Council – Not to adopt this provision**
- 9) **Determination 47: Payment to the Vice Chair of the Council – Not to adopt this provision**

**4. Coronavirus Act 2020 and Social Care in wales:** The Welsh Government is consulting on possible changes to this Act to maintain or suspend the provisions of Section 15 of, and Part 2 to Schedule 12 to duties concerning the assessments and meeting the needs for care and support. Comments must be submitted by 2 November 2020

**RESOLVED – that Members respond individually to this Consultation.**

## **220. REPORT FROM CLERK**

The Council received and noted a report from the Clerk detailing correspondence and other information that has been received since the last meeting as follows:

<b>Organisation</b>	<b>Details</b>
1. Office of the Police and Crime Commissioner	<b>Lost Voices - Lost Lives:</b> Email dated 23 September 2020 advising that Arfon Jones will be hosting the Lost Voices online conference on 2 November 2020 at 9:30am. The conference aims to raise awareness and gain support for the implementation of a Heroin Assisted Treatment Pilot in North Wales and give an overview of personal

	experiences and the science behind the programme
2.Planning Aid Wales	<p><b>1. Introduction to Planning Enforcement - Online Training – 9 November 2020:</b> Email dated 5 October 2020 informing of this training session that is open to all Councillors. <b>Information noted</b></p> <p><b>2.‘Planning: From Start to Finish’:</b> Email dated 6 October 2020 informing of this Online Training produced specifically for Town and Community Councils in Wales. This course is an introduction to or refresher on all aspects of the planning system in Wales.</p> <p><b>RESOLVED - The Clerk arrange to purchase this online training for use by the Community Council.</b></p>
3.One Voice Wales	<p><b>Remote Training Sessions for October 2020:</b> Email dated 9 October 2020 providing a list of the October remote training sessions available for all Town and Community Councillors during October 2020</p> <p><b>RESOLVED – that interested Members contact the Clerk for her to book them onto any training sessions they wish to attend with such costs being met from the Members training budget</b></p>
4.Wrexham County Borough Council	<p><b>1. GREEN FLAG AWARD:</b> Email dated 8 October 2020 advising that Acton Park has been awarded the ‘Green Flag award’ for this year. This national benchmark for parks indicates that despite some ups and downs this year, the Park is still welcoming, well maintained and very well used. The Community Council has been thanked for its ongoing support. <b>Information noted</b></p> <p><b>2. REMEMBRANCE DAY PARADE</b> Email received from the Civic Office at Wrexham Cbc advising of the reduced Service to be held this year due to current lockdown and Pandemic Regulations.</p> <p><b>RESOLVED – the Council be represented by the Chair if invited to the Annual Service at the RWF Memorial; and the Clerk arrange for a Poppy Wreath similar to that of last year to be purchased at a cost of £70.00 from Vivid Floral Design</b></p>

## 221. PAYMENT OF ACCOUNTS AND Q2 BANK RECONCILIATION PROGRESS AGAINST BUDGET

**1. Payment of Accounts:** The Clerk reported the Deposit Account had received an Interest payment to 3 September 2020 of £3.20:

**RESOLVED –To approve the payments to be made in October 2020 as set out in the schedule below:-**

Voucher	Reference	Payee	Details	Amount
55.	BACS ref 22.10.20	Carole Roberts	Clerks Salary and office expenses for October 2020 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)
56.	BACS ref 23.10.20	Clwyd Pension Fund	Pension payments for October 2020 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)
57.	BACS ref 24.10.20	HMRC	Payroll payments for October 2020 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)
58.	Cheque No 202050	Carole Roberts	Clerks Expenses for October 2020 Section 112 Local Government Act 1972 (as amended)	£66.31 (NO VAT= £0)
59.	Cheque No 202051	SLCC Enterprises Ltd	Delegates Fee Virtual national Conference 12-16 October 2020	£30.00 (VAT= £5.00)

			S112 Local Government Act 1972 (as amended)	
60.	Cheque No 202052	Planning Aid Wales	Delegate fees for attendance at Remote Training on 30 September 2020 Councillors E Doherty & S Edwards S112 Local Government Act 1972 (as amended)	£60.00
61.	Cheque No 202053	Vision ICT	2x Hosted Email accounts S55-58 Local Government (Democracy)(Wales) Act 2013	£43.20 (VAT = £7.20)
62.	Cheque No 202054	Caia Park Partnership	2020/21 SLA Q3 instalment- Youth Work 8-13 S19 Local Government (Misc Provisions) Act 1976	£2,945.16 (NO VAT)
63.	Cheque No 202055	Caia Park Partnership	2020/21 SLA Q3 instalment- Youth Work 13-18 S19 Local Government (Misc Provisions) Act 1976	£2,945.16 (NO VAT)
64.	Cheque No 202056	Wrexham & District Citizens Advice Bureaux	2020/21 SLA Q3 instalment- Acton Outreach Service Section 142 Local Government Act 1972 (as amended)	£1,630.47 (NO VAT)
65.	Cheque No 202052	One Voice Wales	Delegates fees for online Training during September 2020 for the Clerk and Councillors E Doherty, R Hardy and T Stanford S112 Local Government Act 1972 (as amended)	£330.00 (NO VAT)

## 2. Bank Reconciliation and progress against Budget

Members received and considered details of the second quarter Bank reconciliations and progress against the Budget and were requested to authorise any outstanding debtor or other payments.

***RESOLVED –that the Quarter 2 2020/21 Financial Reports together with the Budget outturn and Bank Reconciliation be approved.***

### 222. BUDGET PROVISION FOR FUTURE YEARS - COMMUNITY PROJECT/STREETSCENE

This item had been placed on the Agenda at the request of Councillor Salli Edwards. Members discussed the possibility of establishing a new budget for Community Initiatives. A short discussion took place on the importance of parameters, establishing guidelines to send to Organisations and remaining within the statutory powers and duties of the Community Council. It was noted that a Special meeting of the Council will be held on 3 November 2020 to discuss the Council's budget requirements for 2021/22 onwards.

***RESOLVED – that the Council consider inclusion of this new Budget heading at its meeting to discuss the Estimates of Income and Expenditure for the year ended 31 March 2022 which is to be held on 3 November 2020.***

### 223. PLANNING APPLICATIONS

The Council considered any comments it may wish to make on any applications made under the Town and Country Planning Act 1990 (to be determined by Wrexham County Borough Council)

***RESOLVED - that the following observations be made on the applications as set out below:***

<b>Case Number/ Address</b>	<b>Proposed Development</b>	<b>Decision</b>
1.P/2020/0593 * 3 Chelston Avenue Wrexham	Rear Extensions	No Observations
2.P/2020/0615 39 Glen Avon Wrexham	Two Storey Flat Roof Rear Extension And Construction Of Front Porch	No Observations
3.P/2020/0632 22 Ffordd Madoc Wrexham	Single Storey Side Extension	No Observations

Signed as a correct record this 17th day of November 2020

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Presiding Chair