

Minutes of the Remote Meeting of Acton Community Council held on Tuesday 19 May 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 S Edwards	"	T Stanford
"	Mrs A Evans	"	Mrs D Wallice
"	Ms S Hope *	"	Ms L Williams
"	P D Jones	"	1 vacancy

\* Absent

Also Present:

Sharron Jones Hawarden Community Council

Mrs Carole Roberts, Clerk to the Council

#### 143. APOLOGIES FOR ABSENCE

Councillors Ms S Hope and P Lloyd had indicated that they were both unable to attend the meeting as they did not have the technological capability to join the Zoom meeting.

***RESOLVED – that the apologies and reason for absence from Councillors Ms S Hope and P Lloyd be received and accepted***

#### 144. DECLARATION OF INTERESTS

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

**Agenda Item 9 Financial Assistance Application No 2:** Councillor Mike Pritchard declared a personal and non-prejudicial interest in this item as a member of his family attends and participates in the Wrexham Futsal Club

#### 145. PUBLIC QUESTIONS

In accordance with Standing Order No. 3e; it was noted that no Members of the public residing within a ward of the Community Council area had given notice to speak at this meeting.

#### 146. CONFIRMATION OF MINUTES

The Minutes of the Meeting of the Community Council held on 18 February 2020 were received.

***RESOLVED – that the Minutes of the Meeting of the Community Council held on 18 February 2020 be received and confirmed as a correct record and the Chair sign off the record copy of the Minutes once the Covid 19 lock down is lifted.***

#### 147. INFORMATION FROM THE MINUTES:

- Minute 134(4) Pilot CCTV Scheme:** It was noted that the Camera was now operational and connected to the main Control room
- Minute 134 (5) Visit to the Police Control Room at St Asaph:** This will be held in abeyance until after the lockdown is lifted

3. **Minute 134(6) Little Acton Community Centre Task & Finish Group:** Members noted that the Public Consultation on the Community Council entering into a lease for this Community Centre has been kept open beyond 27 March 2020 and will be concluded once the lockdown has been lifted.
4. **Minute 137.1 Proposals for the Nine Acre Field in the Acton Community :** It was noted the pre-application consultation for the new Primary School has ceased and a new Consultation will commence in due course

#### **148. REMOTE ATTENDANCE AT MEETINGS**

The Council considered it's Virtual Meeting Procedures in conjunction with the One Voice Wales Guide for Councillors and Clerks dated April 2020

**RESOLVED – that the Guide from One Voice Wales as submitted be adopted and for clarification during Video Meetings, Councillors hold the palm of their hands to the camera when they wish to indicate to speak; and when the vote on a particular matter is being taken, they indicate with a raised thumb held to the camera whilst the Chair counts their vote for or against.**

#### **149. COVID 19 PANDEMIC RESPONSE**

**RESOLVED - that the schedule now submitted setting out action taken by the Clerk in Consultation with the Chair and Vice Chair during the lockdown be received and approved.**

#### **150. PROCEDURAL MATTERS:**

The following matters were considered as set out below:-

1. **SECTION 116 LOCAL GOVERNMENT (WALES) MEASURE 2011 - CASUAL COUNCILLOR VACANCY IN THE LITTLE ACTON WARD:** The Returning Officer had not received any requests from Electors for an election and has advised the Community Council that it must now proceed to fill this vacancy by co-option.

**RESOLVED - that the Clerk proceed to advertise by Public Notice the Council's intention to fill this Casual vacancy in the Little Acton ward through co-option and to have a closing date of 12 noon on 12 June 2020 to enable any nominations from eligible persons to be considered at the Community Council meeting to be held on 16 June 2020**

2. **INDEPENDENT REMUNERATION PANEL FOR WALES ANNUAL- FEBRUARY 2020:** The Clerk advised that the Annual Report – February 2020 of the Independent Remuneration Panel had been circulated to all members of the Council.

**RESOLVED – to receive and accept the Annual Report – February 2019 of the Independent Remuneration Panel for Wales and to reaffirm the decisions of the Community Council Meeting on 5 November 2019 in respect of the range and maximum Allowances payable for the Financial Year 2019/20. (Minute 84.1 refers)**

#### **3. RENEWAL OF THE COUNCIL'S INSURANCE POLICY WITH ZURICH MUNICIPAL FROM 1 JUNE 2020**

The Council reviewed its Insurance cover arrangements with Zurich Municipal Insurance Company for the provision of Local Council Insurance Services commencing 1 June 2020 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 engaged during 2019/20 to provide separate cyber security insurance.

**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.**

## 151. FINANCIAL ASSISTANCE

**1. Deferred Applications from March 2020 meeting:** Further to the cancellation of the Council meeting scheduled for 17 March 2020 due to the Covid 19 pandemic and lockdown, the Council considered the 7 deferred financial assistance applications.

### RESOLVED

Organisation	Details	Decision
1. Wrexham Amateur Boxing Club	Financial support towards running costs of the Club	£200.00
2. Wrexham Futsal Club	Financial support towards running costs of the Club	£200.00
3. Wales Air Ambulance	Financial assistance towards costs of becoming a 24 hour service for the people of Acton, Wrexham and Wales	£225.00
4. Family Friends	Financial support towards the costs of continuing to provide support to disadvantaged families and their children in the Acton Community	£900.00
5. Eisteddfod Powys Rhos a'r Cylch 2020	Financial assistance to support the costs of hosting this Eisteddfod in its 200 <sup>th</sup> year	Defer for clarification whether the event is still taking place
6. Wrexham Allotment & Leisure Gardeners Association	Donation to sponsor a group of classes at the Annual Flower and Vegetable Show	£100.00
7. Friends of Wrexham Museum*	Donation towards the cost of printing and binding 50 copies of a book commemorating the lives of 586 men and 4 women from Wrexham who lost their lives in the Great War	£400.00

*(Councillor M Pritchard declared a personal interest in application no. 2 as a member of his family attends the Wrexham Futsal Club. He took no part in the discussion or voting thereon)*

**2. Financial assistance proposed by the Chair and Vice Chair during the Covid 19 lockdown:** Members gave considerable debate to the proposals for donations as set out below that had been advocated by the Chair and Vice Chair during the lock down. However as there is no specific budget provision they could not be determined under the delegated powers contained in the Council's Standing orders and Financial Regulations. It was also noted that advice had been taken from One Voice Wales and if the full Council now chooses to make financial assistance grants as set out below, it could do so using the Power of Well-Being (SS 1-5 Local Government Act 2000) and making the payment from the Council's General Reserve balances :-

i) £2000 – Wrexham Foodbank financial assistance towards the unexpected costs incurred in providing additional foot parcels to residents of the Acton Community as a result of the Covid 19 pandemic;

*“A proposal was put forward by Councillor Paul D Jones and seconded by Councillor Lynne Williams to donate £2,000 towards Wrexham Foodbank. An amendment was put forward by Councillor Geoff Lowe, seconded by Councillor Anne Evans to donate £1000 towards the local Foodbank. The amendment was defeated by 10 votes to 2, a majority of 8. Original proposal was carried by 10 votes for, 0 against with two abstentions. The proposal to donate £2,000 was carried with a majority of 10.”;* and

ii) £1,000 – Friends of Dean Road Playing Field financial support towards professional costs to be incurred opposing Glyndwr University's proposals to build on the Dean Road Playing Field.

**RESOLVED - to make exceptional Grants of £2,000 to the Wrexham Foodbank and £1,000 to the Friends of Dean Road Playing Field for the purposes stated above using the Power of Well-Being (SS 1-5 Local Government Act 2000) and making the payments from the Council's General Reserve balances**

**Record of Voting:** Councillors Mrs Anne Evans and Geoff Lowe requested that their abstention from voting on the Wrexham Foodbank donation be recorded in the Minutes.

(Councillor Ralph Hardy declared that as Vice Chair of the Council he had endorsed, via email during the lock down, the proposed donation for the Friends of Dean Road Playing Field and declared "Members will be aware that during the close down period it was said or implied by email that Councillor Hardy had a "prejudicial view" when approving the proposed Dean Road grant because of his involvement with Borrass Park Albion Football Club, therefore he wished to make clear" that he did not have any prejudicial interest. He stated that he had opposed the planning application by Glyndwr University and it was well known that he is involved with the Borrass Park Albion Youth Football Club who current use the Dean Road Playing Field)

## 152. PAYMENT OF ACCOUNTS

1. **2019/20 AUDIT:** The Receipts and Payment Report for the 2019/20 year end together with the Budget outturn and Bank Reconciliation were received. It was noted that the relevant papers and documents relating to the Councils Accounts for 2019/20 have been submitted to the Internal Auditor for inspection. The Internal Auditors report will be submitted to the next meeting of the Council for consideration together with the Annual Return for 2019/20 that will require the approval of the Council by 30 June 2010.

**RESOLVED – that the 2019/20 year end Receipts and Payment Report together with the Budget outturn and Bank Reconciliation be approved.**

## 2. PAYMENT OF ACCOUNTS

### i) TRANSFERS TO EARMARKED RESERVES :

**RESOLVED - to receive and endorse the details as set out below (as approved by the Council and the Clerk in Consultation with the Chair and Vice Chair) to provide for the transfer from the Council's un-earmarked balance Deposit Account to the Council's ear marked balance Money Market Account to provide for:-**

#### 1. Minute 111.4 December 2019:-

1. Power House Reserve	+ £ 750.00
2. Playground equipment repairs/replacement	+ £ 4,686.00
3. Locum Clerk costs	+ £ 7,390.00
<b>Total:</b>	<b><u>+£12,826.00</u></b>

**2. COVID 19 Emergency Measures:** New earmarked Monies for committed expenditure where the Invoice had not yet been received or other Monies that were expected to have been spent in 2019/20 (calculated at 16 March 2020 -the date on which the March 2020 Council meeting was cancelled)

4 Crime Prevention Projects	+ £4,530.00	(Minute 120 February 2020)
5 Little Acton Community Centre	+ £4,063.00	(Minute 129 February 2020)
6 Donations (S137)	+ £1,967.00	(Expected – March 2020 meeting)
7 School Crossing patrols (S137)	+ £3,424.50	(Expected – March 2020 Meeting)
<b>TOTAL</b>	<b><u>+ £13,984.50</u></b>	

The Clerk reported on Payments received since 1 March 2020 and requested authorisation for outstanding debtor or other cheque and BACS payments as set out in the schedule below:

1. Interest Payment Deposit Account - Paid 6 March 2020=£77.93
2. 1<sup>st</sup> Precept Payment received 1 April 2020 = £56,333.33

**RESOLVED –To receive and endorse the payments made during March and April 2020 and approve the payments to be made in May 2020 as set out in the schedule below:-**

<b>Payments Made in March 2020</b>				
<b>VOUCHER NO</b>	<b>CHEQUE /BACS NO</b>	<b>PAYEE</b>	<b>DETAILS</b>	<b>AMOUNT</b>
109	BACS ref 35.3.20	Carole Roberts	Clerks Salary and office expenses for March 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)
110	BACS ref 36.3.20	Mr MJ Davies	Members Annual Allowance for 2019/20 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)
111	BACS ref 37.3.20	Ms S Edwards	Members Annual Allowance for 2019/20 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)
112	BACS ref 38.3.20	Mr R Hardy	Members Annual Allowance for 2019/20 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)
113	BACS ref 39.3.20	Ms S Hope	Members Annual Allowance for 2019/20 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)
114	Cheque No 202012	Mr P Lloyd	Members Annual Allowance for 2019/20 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)
115	BACS ref 40.3.20	Mr M H Pritchard	Members Annual Allowance for 2019/20 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)
116	BACS ref 41.3.20	Clwyd Pension Fund	Pension payments for March 2020 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)
117	BACS ref 42.3.20	HMRC	Payroll payments for March 2020 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)
118	Cheque No 202013	Carole Roberts	Clerks Expenses for March 2020 Section 112 Local Government Act 1972 (as amended)	£260.45 (vat £18.29)
119	Cheque No 202014	Wrexham County Borough Council	Supply install new cradle swing seat at Ffordd Garmonydd Play area S19 Local Government (Misc Provisions) Act 1976	£93.17 (VAT=£15.533)
120	Cheque No 202015	Vision ICT	Website & Email Hosting/support for May 2020 to April 2021 Section 58 Local Government (Democracy)(Wales) Act 2013	£643.80 (VAT=£107.30)
121	Cheque No 202016	Vision ICT	Biennial Fee for .gov.uk domain renewal May 2020 to April 2022 Section 58 Local Government (Democracy)(Wales) Act 2013	£66.00 (VAT=£11.00)
122	Cheque no 202017	Wrexham County Borough Council	SLA 2 <sup>nd</sup> half year payment Revenue costs at Acton Community Resource Centre S19 Local Government (Miscellaneous Provisions) Act 1976	£15,000.00 (vat = £0)

<b>Payments Made in April 2020</b>				
1.	BACS ref 1.4.20	Carole Roberts	Clerks Salary and office expenses for April 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)
2.	BACS ref 2.4.20	Clwyd Pension Fund	Pension payments for April 2020 & One Off Deficit Recovery Amount as per 31 March 2019 Actuarial Valuation Results Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)
3.	BACS ref 3.4.20	HMRC	Payroll payments for April 2020 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)
4.	No cheque as account zeroed out	Wrexham County Borough Council	NNDR Demand for Maesydre Power House for the period 1/4/20 to 31/3/21 – Note demand for RV of 1475 = £789.13 but as RV is below Minimum Value no payment is required : S124(1)(b) Local Government Act 1972	£0.00 For information only
<b>Payments to be made in May 2020</b>				
5.	BACS ref 4.5 .20	Carole Roberts	Clerks Salary and office expenses for May 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)
6.	BACS ref 5.5.20	Clwyd Pension Fund	Pension payments for May 2020 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)
7.	BACS ref 6.5.20	HMRC	Payroll payments for May 2020 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)
8.	Cheque No 202018	Vision ICT	SSL Certificate set up July 2020 to July 2021 Section 58 Local Government (Democracy)(Wales) Act 2013	£60.00 (VAT=£10.00)
9.	Cheque No 202019	Wrexham County Borough Council	Q4 Costs for Little Acton Community Centre S19 Local Government (Miscellaneous Provisions) Act 1976	*£1,665.11 (NO VAT)
10.	Cheque No 202020	Wrexham County Borough Council	Q4 Costs for 3x School crossing Patrols S19 Local Government (Miscellaneous Provisions) Act 1976	*£2,663.00 (NO VAT)
11.	Cheque No 202021	Zurich Municipal	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)	£1,106.98 (NO VAT)
12.	Cheque No 202022	Carole Roberts	Clerks Expenses for April/May 2020 Section 112 Local Government Act 1972 (as amended)	£147.50 (VAT= £10.50)
13.	Cheque No 202023	Information Commissioner	Data Protection Renewal Fee 28/6/20 Data Protection Act 2018	£40.00
14.	Cheque No 202024	Wrexham Amateur Boxing Club	Financial support towards running costs S137 Local Government Act 1972 (as amended)	£200.00

15.	Cheque No 202025	Wrexham Futsal Club	Financial support towards running costs S137 Local Government Act 1972 (as amended)	*£200.00
16.	Cheque No 202026	Wales Air Ambulance	Financial assistance towards 24 hour service for the people of Acton, Wrexham and Wales S137 Local Government Act 1972 (as amended)	*£225.00
17.	Cheque No 202027	Family Friends	Financial support towards the costs of support to disadvantaged families and their children in the Acton Community S137 Local Government Act 1972 (as amended)	*£900.00
18.	Cheque No 202028	Wrexham Allotment & Leisure Gardeners Association	Sponsorship for a group of classes at the Annual Flower and Vegetable Show S137 Local Government Act 1972 (as amended)	*£100.00
19.	Cheque No 202029	Friends of Wrexham Museum*	Donation towards the cost of printing and binding 50 copies of a book commemorating the lives of 586 men and 4 women from Wrexham who lost their lives in the Great War S137 Local Government Act 1972 (as amended)	*£400.00
20.	BACS ref 7.5.20	Wrexham Foodbank	Financial Support towards unprecedented demand during Covid-19 Pandemic Power of Well-Being (SS 1-5 Local Government Act 2000)	**£2,000.00
21.	BACS ref 8.5.20	Friends of Dean Road Playing Field	Financial Support for professional costs to be incurred opposing Glyndwr University's proposals to build on the Dean Road Playing Field Power of Well-Being (SS 1-5 Local Government Act 2000)	**£1,000.00

\*costs to be met from COVID 19 Earmarked Reserves

\*\* Costs to be met from un-earmarked *General Reserve balances*

### 153. 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.**

### 154. CLWYD PENSION FUND- ANNUAL SERVICE LEVEL AGREEMENT

A copy of the 2020/21 Agreement document was received.

**RESOLVED – to accept the document and the Clerk in consultation with the Chair be authorised to sign and return the 2020/21 Agreement to the Clwyd pension Fund.**

### 155. SERVICE LEVEL AGREEMENTS

The Community Council looked at all of its existing Service Level Agreements in view of the Covid 19 pandemic lock down and was mindful that the total annual amounts to be paid will need to be reviewed once the lockdown has ended and the true financial position and final service provision is known. The Council also noted details of the alternate provisions made where possible to continue to provide a reduced or adapted service. It also considered the Reports received from the Caia Park Partnership, Wrexham Citizens Advice Bureaux and Wrexham Community Resource Centre.

**RESOLVED –**

i).to make the first Quarter or Half year payments in full in respect of the following Service Level Agreements:-

1. *Caia Park Partnership – Open Access Youth Work*
2. *Wrexham Citizen Advice Bureaux – Acton Outreach Service*
3. *Wrexham County Borough Council for :*
  - i) *Acton Community Resource Centre*
  - ii) *Inspection and Maintenance of Play Areas*
  - iii) *School Crossing Patrols*

ii).to request the *Caia Park Partnership to keep in contact with the Acton Community Police/PCSOs and seek to provide a detached style service focussed on supporting the County’s COVID-19 response similar to those being delivered in other parts of Wrexham and to adapt and continue to deliver high quality youth work whilst maintaining strict health, hygiene and safety practices whilst following government guidance. If possible; the detached sessions should begin by targeting the Acton park area and any other area identified as having groups of youths not adhering to guidance and laws;*

iii).to keep the situation under regular review in respect of the deferred start of the 2020 Service Level Agreement for the Seasonal Park Ranger in Acton Park;

iv). *That in respect of the Acton Park Play area, the Community Council contact Councillor David A Bithell and Mr Darren Williams at Wrexham County Borough Council to express the Council’s disgust at the Services received and the lack of maintenance to a standard commensurate with other Play areas in both the Acton Community and other areas of the County Borough and to request a meeting to discuss the ongoing situation with the Acton Park play areas and the levels of maintenance during the lock down and the missed opportunity to rectify long standing issues in respect of the hard surfacing and weed control within the fenced play areas and whether the Community Council can test the Services obtainable from the private sector under the terms of the Play areas Service Level Agreement.*

v) *to receive and note the Service Level Agreement reports submitted by the Caia Park Partnership, Wrexham Citizens Advice Bureaux and Wrexham Community Resource Centre.*

**156. MAESYDRE POWERHOUSE**

Further to Minute 100 November 2019, the Clerk provided an update together with a copy of the report from the Building Surveyor who had carried out a full Condition survey of the Maesydre Power House Building which was received and noted. The Clerk advised that professional advice and information should now be obtained to enable the Council to make the necessary preparations to be able to go out and seek tenders for the works identified in the Survey as soon as possible once the Covid 19 restrictions are lifted.

**RESOLVED –** *that the Clerk proceed to make arrangements to engage a reputable quantity surveyor to prepare bills of quantity and any other tender submission documents the costs of such engagement to be met from within the current year’s budget provision in order for the Council to make the necessary preparations in accordance with its Standing Orders and Financial regulations, to seek tenders for the external works necessary to ensure the Maesydre power House building to stay wind and water tight, with a view to such works being carried out in the spring of 2021.*

Amended Minutes signed as a correct record this 16th day of June 2020

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Presiding Chair