

Minutes of the Remote Annual Meeting of Acton Community Council held on Tuesday 16 February 2021 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 | " | Ms E Owens |
| " | MS E Doherty | " | M Pritchard |
| " | Ms S Edwards | " | T Stanford |
| " | Mrs A Evans | " | Mrs D Wallice * |
| " | Ms S Hope | " | Ms L Williams |

* Absent

Also Present:

Mr J Stumpp, Caia Park Partnership
Mrs Carole Roberts, Clerk to the Council

39. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Mrs C Bettley – illness, P Lloyd – IT issues and Ms D Wallice – illness.

RESOLVED – that the apologies and reasons for absence be received and accepted.

40. DECLARATION OF INTERESTS

No declarations of interest on any items on the agenda were made at this stage of the proceedings

41. PUBLIC QUESTIONS

It was noted that the Clerk had not received Notice of any public questions as set out in Standing Order No. 3e.

42. CONFIRMATION OF MINUTES

The Minutes of the Remote Annual Council meeting held 19 January 2021 were received

RESOLVED – that the Minutes of the Remote Meeting of the Council held on 19 January 2021 be received and confirmed as a correct record.

43. INFORMATION FROM THE MINUTES:

1. **Minute 32 Replacement Benches at Acton Park:** The Chair reported that the Senior Parks and Countryside Officer had indicated that the cost of replacing one of the damaged benches will be met from Wrexham CBC's budget and stored until the public can safely be invited back into the Park

RESOLVED – that the replacement metal benches be funded from savings achieved due to the Seasonal Park Ranger post at Acton Park not being filled in 2020 due to the Coronavirus pandemic restrictions

2. **Minute 35.1 - Community Engagement:** Councillor E Doherty reported she had received a good response via Social media to the initiative and she would be compiling the responses to the online questionnaire and reporting back to the Council in March 2021. The present position was noted.

3. **Minute 35.3 – Acton Resource Centre Garden:** Councillor R Hardy gave an update confirming that the Acton Community Resource Centre Management Committee was to proceed with this initiative with volunteers once the lockdown ends. It was noted the Acton Youth Club workers will be invited to participate once the work starts. The Community Council will be required to arrange for the Insurance/Public Liability cover. The present position was noted.

4. **Minute 35.4 – Saving Lives in Wales, defibrillator:** Councillor R Hardy gave an update confirming the Acton Community Resource Centre Management Committee are happy to agree the installation of such equipment and the Committee's stated preference is for the new "NHS" quotation rather than the "Heart of Wales" quotation as it provides free CPR / AED training from the Welsh Ambulance service and full support from Pads Officer – Welsh Ambulance Service with registering AED. Members noted that the Resource Centre Manager is now to progress Defibrillator installation permission, process and siting issues with Wrexham CBC officers.

RESOLVED – that the Community Council proceeds to purchase a defibrillator at a cost of £1,499.65 (plus vat) for installation at the Acton Community Resource Centre once the necessary consents from Wrexham CBC have been obtained

5. **Minute 36 - Wrexham / Flint Area Committee Meeting:** Councillor T Stanford reported on his attendance at this meeting on 26 January 2021. He highlighted in particular the Audit trail required by the Auditor General for Wales; Local Government Elections were to proceed for the Senedd in May 2021; a presentation by Public Transport for Wales had made reference to socially distanced travel, air quality and ventilation on trains and information on new rolling stock and improvements to Wrexham General Station. Future speakers may include the Local Health Board or Natural Resources Wales to discuss the impact of recent heavy rain and flooding. It was noted that a copy of his report will be circulated separately to Members. Members thanked Councillor Stanford for his report.

44. SERVICE LEVEL AGREEMENT –ACTON YOUTH WORK PROJECTS

The Chair welcomed Jon Stumpp who was in attendance on behalf of the Caia Park Partnership and invited him to present his in respect of the Quarter 3 performance monitoring to 31 December 2020 on the operation of this Service Level Agreement for the 8-12 and 13+ Age Groups during the Covid 19 Lockdown period.

In particular members noted the challenges presented due to the Firebreak, National Lockdown and rise of Covid 19 outbreaks resulting in the review and prevention of groups of up to 30 people meeting outside. On a positive note a series of zoom/Microsoft teams meetings to provide online delivery had been developed and there had been continued engagement from the young people with numbers attending the new outdoor setting for the Youth Club a clear indication the Service was missed during the first lockdown. Adherence to restrictions by the groups of young people the Team had met during its detached outreach work was a good indicator of young people taking the issue seriously. The Partnership Team was overhauling its social media to aid in coupling individuals with a page specific to their locality.

The report set out several options to move forward into 2021/22. The Community Council generally favoured a blended approach as the best option. However members recognised the expertise of the Caia Park Partnership Youth Work officers and would be guided by them in terms of the most appropriate options or blend of options going forward into the next financial year.

The Council thanked the Caia Park Partnership Officers for the ongoing Service delivered during such difficult times

RESOLVED – to accept the report and the Caia Park Partnership Team take forward the options or a blended approach as set out in the moving forward section of the report as it considers most appropriate for the continuing restrictions and any subsequent relaxation of such regulation.

45. COMMUNITY AND OTHER POLICING MATTERS

The Council received a Monthly Policing and Operations Report from the Acton Community Police Officers and noted that as the meeting was being held remotely via the Zoom platform there were no Police Officers in attendance. The Clerk referred to a request from the Acton Policing Team to promote within the Acton Community the establishment of small Neighbourhood Watches via social media and WhatsApp and any interested residents should contact the Acton Policing team direct.

Members noted the request within the report concerning the Powell Road underpass and a request for the Community Council to assist with funding. However the condition of the Underpass has already been considered at the January 2021 meeting of the Community Council (Minute 35.2.b refers) and responsibility for the Underpass is outside its remit. The North Wales Police Officers should take up their concerns and issues with Wrexham CBC as the Highways and responsible Authority.

In respect of the question raised within the report of the Community Council providing lighting and CCTV in Acton Park, the Community Council's Task and Finish Group had met with Police representatives at the Park but it was not considered suitable for CCTV given the size of the Park's area. In respect of lighting within Acton Park that would be for Wrexham CBC to determine and fund as it is the owner and responsible for the Park.

RESOLVED – that the monthly Acton Community Policing report be received and noted.

46. PROCEDURAL MATTERS

1. APPOINTMENT OF INTERNAL AUDITOR & INTERNAL AUDIT PLAN 2020/21: The Council considered and undertook an annual review of the Council's arrangements for Independent Internal Audit testing during 2020/21 as specified by the Audit Commission for Wales and the current Accounts and Audit Regulations 2014. The Clerk advised the existing Internal Auditor had confirmed that there are no changes to the terms of engagement from last year - there will still be one annual audit conducted after the year end between April and June at a date agreed with the Council. There will be one annual audit report issued which will also follow up issues raised in the previous year.

RESOLVED - that the matters now reported to the Council for the renewal of the current arrangements with JDH Business Services Limited concerning the provision of an internal audit service, be accepted and a letter of engagement detailing the Internal Audit Plan for testing during 2020/21 as reported to the meeting, be signed by the Chairman and Clerk and forwarded to the JDH Business Services Limited

2. SERVICE LEVEL AGREEMENT REPORTING - Q3 ACTON OUTREACH ADVICE: The Council considered statistical information submitted by Wrexham Citizens Advice Bureaux in accordance with this Service Level Agreement. Members sought clarification on the ward maps used in the report. It was noted the Acton Community Resource Centre had been closed since March 2020 and all contacts with the Outreach Service had been via a dedicated telephone line. Initially there had been some issues with the National CAB helpline contact but a local CAB website and telephone number had now been included in the Community Council's useful local links section of its website. Members were encouraged to promote this Outreach Advice Service via social media.

RESOLVED – to receive and note the Q3 Service Level Performance report and to continue to provide this valuable service for Acton Community Residents.

47. 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:-

- The Council was attempting to reopen discussions on the settlement amount received from the Welsh Government;

- The Dean Road Playing Field Group had written to the Planning Appeal inspectorate reaffirming its wish to be heard and to state its case against the granting of planning permission as part of the appeal process. It is believed that the Glyndwr University application appealing against the decision of Wrexham CBC to refuse planning permission on the Dean Road field site for housing had yet to be heard.
- The Maesydre County Councillor Election to fill the vacancy created following the resignation of Councillor Paul Jones will be held on Thursday 18 March 2021
- Clarification was sought on who was responsible for enforcing Covid 19 Regulations requiring the wearing of face masks in shops. It was noted the shopkeeper or Wrexham CBC Enforcement Officers may have responsibility depending on the circumstances
- The Local Member had spoken at the Planning Committee against the application for Borrass Park School and had reiterated the need for improvements to the main access road. The application had subsequently been granted

The present position was noted

48. ONE VOICE WALES – REPORT FROM THE CHAIR

The Chair Councillor K Roberts reported on a recent meeting with Mr Paul Egan from One Voice Wales and on a subsequent quotation for the services discussed to include :-

- a workload assessment for the Clerk at a cost of £399
- The provision of a training webinar for all members of the Council and the Clerk with a set of handouts provided electronically = £299.

Mr Egan had also provided an Informal Resolution Protocol and a discipline and grievance procedure for the Council to consider.

Members welcomed the idea of a stand-alone webinar of 1 hour 30 minutes to cover how meetings should be held followed by a question and answer session and considered a session separate to a full Council was more appropriate. Members questioned whether there were further quotations and information available on other job evaluation providers to ensure best value and the most beneficial option is considered.

RESOLVED – that

- i) The Informal Resolution Protocol and Discipline and Grievance Procedure be referred to the Staffing Committee for consideration and report back to the Council with its recommendations;*
- ii) In respect of Job Evaluation the Clerk should seek to identify and report back to the Council on alternate providers, options and alternate quotations for comparison to comply with the Council's Financial Regulations in respect of procurement; and*
- iii) The Training Seminar for all members of the Council as set out in the quotation from One Voice Wales is held on a Tuesday evening separate to the Monthly Council meeting with the cost of £299.00 being met from the Members Training Budget.*

49. CONSULTATIONS

The Council gave consideration to the following Consultations and determined what response if any, the Community Council wishes to submit by the relevant deadlines as follows:

1. PRE-PLANNING APPLICATION CONSULTATION -CLWYD ALYN HOUSING LTD FOR TY NOS, HOLT ROAD, WREXHAM. Notification received on 25 January 2021 informing of this Consultation in respect of a proposal to redevelop the existing “homeless shelter” and pods to form 19 No shelter apartments with ancillary office and support worker space and associated works. The closing date for comments is **22 February 2021.**

RESOLVED to reserve making a response until a full planning application is made

2. NEW DRAFT GUIDANCE ON THE CODE OF CONDUCT FOR MEMBERS OF COUNTY AND COMMUNITY/TOWN COUNCILS: The Public Services Ombudsman for Wales is consulting on new draft Guidance on the Code of Conduct for members of County and Community/Town Councils and comments should be submitted to communications@ombudsman.wales by **21 March 2021**. The Clerk outlined concerns regarding the proposed role of the Clerk in the Local Resolution Process for low level complaints, as set out on page 9. The Clerk will be the first person members should turn to and it was important that adequate and appropriate training should be provided to enable all Clerks to adequately undertake this role; clarification is needed on the circumstances when the Clerk will be required to report concerns into the Ombudsman and upon the formal process to be instigated as Clerk and role of the Monitoring Officer. Members commended the One Voice Wales Training on the Code of Conduct. Members endorsed the comments of the Clerk and stated that the lengthy document with case studies was very good and a valuable resource for members. It was noted this was guidance on the Code Of Conduct that the Council had adopted in April 2016

RESOLVED – that the comments as set out above be submitted in response to the Consultation.

50. 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:

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| 1. Menter Iaith Flint and Wrexham | St David’s Day Celebrations : Email dated 20 January 2021 providing information on various events that have been planned for this year and requesting widespread <i>sharing of posters on social media pages/websites with a link to Menter Iaith Fflint a Wrecsam’s pages and our website https://menterfflintwrecsam.cymru/</i> |
| 2. Offa Community Council | RWF – Memorial Garden: Email dated 4 February 2021 advising of a proposal to construct a memorial garden to the Royal Welch Fusiliers in front of the Hightown Barracks in Wrexham. The project seeks to erect a bronze life size sculpture of a Royal Welch Fusilier with the regimental goat in a flood lit landscaped setting. It is hoped that many businesses and residents of Wrexham will also like to get involved by making a financial contribution however small towards the overall costs expected to be in the region of £80,000. Offa Community Council is committed to making a substantial contribution towards this sum and the RWF regiment is also contributing. A bid to the Heritage Lottery Fund is underway. All the Community Councils in Wrexham have been contacted about this project for the town and to ask for donations towards the overall cost. All donations and expressions of interest are invited and all who contribute will be publicly thanked in press releases and the Offa newsletter. RESOLVED – to advise that the Community Council considers the proposed Memorial to be of National importance and Wrexham CBC and businesses should be encouraged to make donations towards the costs. The Community Council would like to see more information about how widespread this appeal is and whether it is being extended beyond the Wrexham area before determining its level of financial support to this project. |
| 3. One Voice Wales | 1. Ministerial Advisory Forum on Ageing (MAFA) - Welsh Government funded project - FREE TRAINING AND SUPPORT: Email dated 20 January 2021 providing information on this initiative Information noted |

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|-----------------------------------|---|
| | <p>2. Digital Media Communications Guide: Email dated 22 January 2021 confirming the Welsh Government work on a digital media communications guide for the sector last year was delayed because the impact of the pandemic on priorities and Welsh and English versions are being distributed. Information noted</p> <p>3. Press Release – New Chair for One Voice Wales : Email dated 22 January 2021: Information noted</p> <p>4. Latest Covid Vaccine Scams: Email dated 26 January 2021 providing details for member Councils Information noted</p> <p>5. Social Farms and Gardens: Email dated 29 January 2021 enclosing this winter newsletter Information noted</p> <p>6. Remote Training Sessions for February 2021: Email dated 1 February 2021 providing a list of the remote training sessions available for all Town and Community Councillors during February 2021 Information noted</p> <p>7. Eden Project Virtual community Camp March 2020: Email dated 8 February 2021 advising this camp is now open For more information, and to apply go to: https://www.edenprojectcommunities.com/community-camps</p> <p>8. News Bulletin: Email dated 9 February 2021 providing this information Information noted</p> |
| 4. Wrexham County Borough Council | <p>Wrexham Town and Community Council Forum - 21 January 2021: Email dated 22 January 2021 enclosing a copy of the presentation given at this meeting Information noted</p> |
| 5. Play Wales | <p>1. Play in the Garden – Available to read Online: Email dated 26 January 2021 providing information about various publications</p> <p>2. New Playwork Guide series : email dated 4 February 2021 informing of these new publications</p> <p>Child Friendly Planning and Design beyond TAN 16: Email dated 10 February 2021 providing information about a free online seminar to be held via zoom on 10 March 2021 between 10.00am and 12.30pm</p> <p>All information was noted</p> |
| 6. Re-engage | <p>Call Companions: Email dated 3 February 2021 advising of this service in the area and if Members encounter people who might value phone interaction, it's easy to make an online referral through The answers to frequently asked questions can be viewed here: http://reengage.org.uk/ or call: 0800 716 543. Information noted</p> |
| 7. AVOW | <p>1. Press Release – Have you got an idea for a project in Wrexham: Email dated 4 February 2021 enclosing a press release for the latest network with the national lottery community fund wales</p> <p>2. Press Release - Launch Wrexham Community Response Team: Email dated 4 February enclosing this press release. For any further information please get in touch with volunteer.centre@avow.org</p> <p>All information was noted</p> |

51. PAYMENT OF ACCOUNTS

The Council reviewed its Earmarked reserves and constraints on expenditure due to the continuing Pandemic Lockdown together with details of payments received and it was requested to authorise any outstanding debtor or other payments.

RESOLVED –To approve the undermentioned transactions and other transfers and payments to be made in February 2021 as set out below

i) To note a transfer of £10,000 from the Council's Deposit Account on 26 January 2021 to replenish the Current Account by the Clerk using powers contained in Financial Regulation 5.5c) and to approve a further top up of £20,000 in March 2021 from the Deposit Account to Current Account;

ii) To Review/adjust the Council's Earmarked reserve levels as follows:

| Budget/ Earmarked Reserve Heading | Earmarked Reserves Adjustment | Ear marked Reserve Account Title | Reviewed Total |
|---|-------------------------------|---|----------------|
| 1. Maesydre Power House R&M | +£1,600 00 | 322 EMR Res - PowerHouse/Valuation | £18,980.00 |
| 2. Acton Playground Provision | + £9,152.00 | 323 EMR Res – Playground Equip/Replacement | £59,133.58 |
| 3. Community Streetscene Budget | + £5,000.00 | 325 EMR Res Environmental Works | £11,718.50 |
| 4. Little Acton Community Centre | + £4,500.00 | 331 EMR Res – Covid Little Acton Com (To be redesignated as LACC Equipment Refurbishment) | £ 6,897.89 |
| 5. 333 EMR Res – Covid School Crossing | £761.50 (to General Reserve) | 333 EMR Res - Covid School Crossing | £0.00 |
| 6. Seasonal Ranger Budget | + £6,563.00 | 334 EMR Res - Acton Park Equipment/Benches etc. | £ 6,5663.00 |
| Total Adjustments to be made at 28 February 2021 | +£26,053.50 | | |

NOTE: Total of Earmarked Reserves once the above adjustments is made will be £170,764.46 plus interest payments

iii) To approve the payments to be made in February 2021 as set out in the schedule below:-

| Current Account: | | | | |
|------------------|------------------|--------------------------------|--|---------------------------|
| Voucher | Reference | Payee | Details | Amount |
| 106. | BACS ref 34.2.21 | Carole Roberts | Clerks Salary and office expenses for February 2021 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) |
| 107. | BACS ref 35.2.21 | Clwyd Pension Fund | Pension payments for February 2021 Section 112 Local Government Act 1972 (as amended) | (as per Payroll schedule) |
| 108. | BACS ref 36.2.21 | HMRC | Payroll payments for February 2021 Section 112 Local Government Act 1972 (as amended) | (as per Payroll schedule) |
| 109. | Cheque No 202089 | Shropshire Council | Q4 SLA Payment for Payroll Service Section 112 Local Government Act 1972 (as amended) | £105.00 (vat= £17.50) |
| 110. | Cheque No 202090 | Wrexham County Borough Council | Q3 SLA Payment for School Crossing Patrols S137 Local Government Act 1972 (as amended) | £2,385.50 (vat = £0) |
| 111. | Cheque No 202091 | Wrexham County Borough Council | Q3 Contribution to running costs of Little Acton Community Centre Section 19 Local | £99.80 (vat=£0) |

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| | | | Government(Miscellaneous Provisions | |
| 112. | Cheque No 202092 | One Voice Wales | Members remote Training Costs for January 2021 Cllr T Stanford S112 Local Government Act 1072 (as amended) | £30.00 (vat=£0) |
| 113. | Cheque No 202093 | SLCC Enterprises Ltd | Attendance Fee Remote Practitioners Conference 23-25 February- Clerk S112 Local Government Act 1072 (as amended) | £90.00 (VAT= £ 15.00) |
| 114. | Cheque No 202094 | SLCC Enterprises Ltd | Cyber awareness-Course Fee Carole Roberts S112 Local Government Act 1072 (as amended) | £58.80 (VAT=£9.80) |
| 115. | Cheque No 202095 | Carole Roberts | Clerks Expenses for February 2021 Section 112 Local Government Act 1972 (as amended) | £96.64 (VAT= £11.96) |

52. PLANNING APPLICATIONS

The Council considered whether it wished to make any comments on 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:

| Case Number/ Address | Proposed Development | Decision |
|---|---|--|
| 1. P/2021/0004 11 Goulbourne Avenue Wrexham | Works to Trees protected by Tree preservation Order WMBC 54 | <i>The Community Council has no objection to the works proposed in this application provided that Wrexham County Borough Council's Arboricultural Officer is satisfied they are essential to maintain the health of this protected tree and that any works are carried out under the direction and to the satisfaction of the Arboricultural Officer.</i> |
| 2. P/ 2020/0611 Hand Hotel 85 Holt Road Wrexham | Change of use of ground floor to D1 Academy for Holistic Therapies and B1 Holt Road Wrexham | <i>The Council welcomes this building being brought back into use and has no objections to the application</i> |

Councillor Kevin Roberts
Chair

Signed as a correct record this 16th day of March 2021

Presiding Chair