

Minutes of the Meeting of Acton Community Council held remotely via Zoom on Tuesday 15 June 2021

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:

Councillor Becca Martin, Maesydre Ward Wrexham CBC
Mrs Carole Roberts, Clerk to the Council

20. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors S Edwards (Holidays); S Hope (Illness), P Lloyd (Illness); G Lowe (WCBC meeting); T Stanford (illness) and D Wallice (Illness)

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

21. DECLARATION OF INTERESTS

The following declarations of interest were made at this stage of the proceedings:-

Agenda Item 11 Financial Assistance Application No 4: Councillor Ralph Hardy declared a personal and non-prejudicial interest in this item being the Treasurer and person who submitted this application on behalf of the Borrass Park Albion Youth FC.

22. PUBLIC QUESTIONS

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

23. CONFIRMATION OF MINUTES

i). The Minutes of the remote Annual Council meeting held on 18 May 2021 were received

RESOLVED – that the Minutes of the Remote Annual Council Meeting held on 18 May 2021 be received and confirmed as a correct record:

ii). The Minutes of the remote Staffing Committee meeting held on 8 June 2021 were received and the recommendations set out below were accepted.

RESOLVED – that

1. in respect of the nine recommendations arising from the Chair's report on the Compliant received on 4 November 2019, the Staffing Committee progress be noted.

2. *In respect of Recommendation 9, the Council confirms that the "name"@actoncommunitycouncil.gov.uk email accounts for all Members of the Council should be deactivated immediately upon individual members ceasing to be a Community Councillor be it following the full Council elections or upon their resignation and this process should be included as part of the Leaving Protocol that should be notified to all Members of the Council when they are inducted following their Election to the Council;*

3. *The Staffing Committee be empowered to request and invite the person that undertakes the Job Evaluation exercise to provide the external specialist support to facilitate the Review and Report on the Council's administrative function and justification report; and*

4. *In view of the urgency and timescales concerned, the Clerk in consultation with Councillors E Owens and M Pritchard be authorised to*

a. receive and open the two tenders received for the carrying out the Job Evaluation exercise as soon as practicable; and

b. subject to being satisfied as to the arithmetical and technical aspects of the Tender and the professional credentials of the person submitting the Tender, to accept and proceed to invite the winning tenderer to carry out the Job Evaluation exercise as a matter of urgency and to invite and ascertain with the successful Tenderer if they are willing to assist with the Review of the Council's administrative function and preparing of the report thereon.

24. INFORMATION FROM THE MINUTES

1. **Minute 7.1) –Recognition Planting at Borrás Park Shops:** Councillors Davies reported that he had now inspected the two planters and they were already planted up.

RESOLVED – to leave the matter in abeyance and the recognition planting be looked at in the future.

2. **Minute 7.2 – Potential Breach of the Acton Community Council's Code of Conduct:** The Chair reported he had contacted the Public Services Ombudsman for Wales and a response was awaited. The present position was noted.

3. **Minute 17.5 - P/2021/0436 Land South of Holt Road Wrexham (adjoining Community Application):** The Clerk was thanked for her work in preparing and submitting this response on behalf of the Council.

25. COMMUNITY POLICING MATTERS

The monthly report provided by the PCSOs on Crime issues and Trends in each of the five Acton Community Wards was received and considered. The Report introduced PCSO Tim Edwards and detailed other police news and recent PCSO activities.

There was then a brief discussion arising which referenced a Policing letter sent to Schools about parking and nearby neighbour problems arising; there had been an attack on a lady in one Acton ward which may be subject to a current investigation; complaints are being received about a motorbike being used around the Green at Little Acton and causing a nuisance. Councillor Doherty encouraged all Members who are planning walkabouts with either the Police or Wrexham CBC officers to take a photograph that can be shared on the Acton Community Council's Facebook page to publicise what is happening in the Acton Community to the wider community.

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

26. DEFERRED ITEM FROM 21 MAY 2021 MEETING - AUDIT OF ACCOUNTS 2020/21

A report from the Clerk and Responsible Financial Officer was considered that had been prepared in accordance with, the Accounts and Audit (Wales) Regulations 2014 and set out the Annual Statement of Accounts for 2020/21, and included the accounting statements for the Annual Return together with supporting a governance statement highlighting significant variances and the Council's balances, details of S137 payments and the Formal Annual Risk Assessment report for 2021.

In particular Members were advised of the adjustment and restatement of the 2019/20 figures on the Annual Return due to accounting practice changes requiring Training costs and Staffing costs to be represented differently in Section 1 of the Council's Annual Return for the year ended 31 March 2021.

RESOLVED – that

- i) the Council approves the Statement of Accounts for the Year ended 31 March 2021 together with the Supporting Statement and the Annual Risk Assessment required under the Accounts and Audit (Wales) Regulations 2014 and proper practices as set out in Appendix 1 & 2 of the Report ;***
- ii) consideration of this report and its recommendations as contained in Appendix 3 be accepted as the formal Risk Assessment for 2021;***
- iii) in relation to the key risks, these be identified as relating to the Community Council's assets, bank accounts, internal financial controls and insurance cover for statutory and other purposes;***
- iv) The arrangements highlighted in paragraph 8.1 to 8.5 and paragraph 33.1 to 33.17 in Appendix 3 be accepted as having taken all the appropriate steps to minimise risks in conjunction with the documented Internal Financial Controls subject to agreeing a Scheme of Delegation and Business Continuity arrangements.***
- v) In respect of the risk assessment for Supplier (procurement) fraud, including the adequacy of supplier onboard controls, the Council make arrangements for formal checks to be conducted on new supplier's credentials via Companies House and they be undertaken as a requirement as part of the risk assessment prior to any new suppliers payments being authorised in order to mitigate risk.***

27. INTERNAL AUDITORS REPORT AND ACTION PLAN FOR THE YEAR ENDED 31 MARCH 2021

Further to Minute 76.4 April 2021, the Internal Auditor's report and action plan for 2020/21 was produced in full in Appendix 1 to the report. Also attached at Appendix 2 was a copy of the Annual Return that has been prepared and will, subject to the approval of the Council, be submitted to the External Auditor by the notified Audit date of 27 September 2021.

- 1. INTERNAL AUDITOR'S REPORT AND ACTION PLAN:** Members considered a copy of this report and action plan for the year ended 31 March 2021. The Internal Auditor had indicated that all outstanding issues from previous Internal Audit Action Plans up to 2019/20 had been implemented or noted. There was one item highlighted with a recommendation for action from the 2020/21 Audit concerning the inclusion of a risk assessment for Supplier (procurement) fraud including the adequacy of supplier onboard controls.
- 2 ANNUAL RETURN AND ACCOUNTING STATEMENTS:** Members received and after being advised of the reason for restatement of the 2019/20 figures on the Annual Return, approved the statements set out in sections 1 and 2 of the Council's Annual Return for the year ended 31 March 2021.
- 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 2020/21 on the Council's behalf prior to its initial submission to the External Auditor.

RESOLVED that:

- 1. the Internal Auditor's report and Action Plan in respect of the Audit of the Council's Accounts for the year ended 31 March 2021 be received and in response, the Clerk advise the Internal Auditor of the consideration of his 2020/21 report and of the actions set out below to be taken by the Council to implement his 2020/21 recommendation concerning including a risk assessment for Supplier (procurement) fraud including the adequacy of supplier onboard controls:-***

The Clerk & RFO should respond and advise the Internal Auditor that Acton Community Council is aware of Supplier fraud. The bulk of the Council's annual expenditure is in respect of service level agreements and payments via cheque to small organisations that have applied for grants.

A separate file is kept that contains details of all the electronic payments and BACS beneficiary lists during each financial year. The majority of BACS payments are for payroll that are calculated and generated by Shropshire Council under a Service Level Agreement

There have been no changes to bank accounts requested once an invoice has been received. However the RFO would raise this as a red flag and stop the payment being authorised until further detailed checks are made to ensure no fraud is possible. The Clerk and RFO will shortly complete a Cyber security awareness course provided by the SLCC.

HSBC the Council's banker does use confirmation of payee and it has been active and used when setting up the new payees for the Wellbeing payments and Litter Picking equipment purchase during 2020/21.

The Council at its Annual Meeting in May 2021 reviewed its insurance cover and in particular as part of a three year review, the Clerk & RFO asked about supplier fraud cover which is not provided by Zurich the Council's Insurers. The Council also has a separate Cyber Insurance Policy with Came and Company that expires in August each year.

The Internal Auditor's suggestion about checking new supplier's credentials via Companies House has been noted and was included in the risk assessment considered at the June 2021 Community Council meeting.

- 2. the Statements as set out in Sections 1 and 2 of the Annual Return for the year ended 31 March 2021 be approved; and**
- 3. 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 2021 prior to the initial submission of a copy of it to the External Auditor.**

28. 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:-

1. Reference was made to a proposal that had been submitted for a drive through on the new garage on the junction of the Llanypwll link Road/Holt Road Wrexham which is just outside the Acton Community Boundary. It was noted the proposed Drive though would be selling healthy options. Members referred to
 - the outline planning application no: P/2016/0630 which the Community Council in July 2016 had strongly objected to
 - since being opened there have been no improvements to the lane markings on each directional approach for the Llanypwll Link Road and Holt Road and the national speed limits are in force.
 - the environmental impact from the lack of hedging, emissions from idling cars if a drive through is permitted, together with Litter associated with such use

RESOLVED – that whilst the Community Council would welcome healthy options for any new takeaway/food establishment within its area, it wishes to re-iterate its objections previously stated together with the comments above in respect of any further development of the Roadside services at the Junction of the Llanypwll Link road and the Holt Road

2. County Councillor Rebecca Martin had submitted a letter that was circulated with the Agenda: In response the meeting concluded that the current CCTV camera located on Park Avenue/Aston Grove is not suitable for the use suggested on the Powell Road underpass and the Community Council had other wards and priorities under consideration where it may wish to relocate the Camera to. It was agreed there is a speeding issue on various roads within the Acton Community and the Police carried out regular awareness campaigns targeting school traffic and School Traffic Measures are in place

The present position was noted

29. COMMUNITY ENGAGEMENT

Further to Minute 43.2, February 2021 consideration was given to a draft Newsletter prepared by Councillor E Owens. During its consideration Members discussed the merits of

- a rolling newsletter and its frequency on a quarterly basis?
- various content options and snapshots.
- further work was needed on how to arrange circulation to the elderly
- whether both an electronic and hard copy of a Newsletter should be produced.
- The logistics and practicalities of producing the hard copies and distribution/ availability of hard copies at various public venues within the Acton Community
- Accessibility/ Equalities options including large print and Welsh translation

RESOLVED - that Councillors Doherty and Owens be thanked for their work and a simple Newsletter mock-up be developed and circulated to members and further research be carried out as to how best to arrange distribution of the final newsletter.

30. FINANCIAL ASSISTANCE

Members considered the Clerk's report concerning applications received for financial assistance. In accordance with the revised Council Policy, the annual £3,750 budget is apportioned equally between each of the quarterly meetings. However Members noted that due to continuing impact of the Coronavirus Pandemic, many local clubs and organisations were struggling to fundraise and meet in person and there was merit in extending the relaxation of the S137 grant funding levels within the existing criteria again for this financial year. It was noted there is sufficient General Reserve to meet any overspend to this budget during 2021/22.

Members proceeded to determine the four applications received during the first quarter of the financial year and whether to make any grants to the applicants. Members were reminded that within the powers permitted by Section 137(4) (a) of the Local Government Act 1972 the Community Council cannot give financial assistance to an individual.

RESOLVED –

i) To relax the S137 grant funding levels within the existing grant criteria again for this financial year having regard to the continuing impact of the Coronavirus Pandemic on the many local clubs and organisations who are struggling to fundraise and meet in person; and

ii) That the following grants be made under the Council's Powers contained in Section 137 of the Local Government Act 1972 (as amended) :-

Organisation	Details	Decision
1. Wrexham Futsal Club	Financial support towards purchase of balls and goals for its two teams (U7 & U9)	£400.00
2. Wrexham Community Broadcasting CIC	Financial support towards the cost of starting up the former Calon FM Community Radio Station	£300.00
3. AWYR Las – Keep the Beats	Financial assistance towards the cost of purchasing a Community Defibrillator for the Fairways play park area <i>Addendum to Minutes: Subsequently it was confirmed by the applicant that a sum of £1,355.00 was required to complete the purchase of the defibrillator</i>	To provide funding up to the full cost of purchasing and installing the defibrillator (£1,355.00)

Organisation	Details	Decision
4. Borrass Park Albion Youth Football Club	Financial support towards the cost of purchasing new collapsible mini goals & plastic line markers	£400.00
TOTAL		£2,455.00

Declarations of personal and prejudicial interest in respect of various Financial Assistance Applications were made as follows:

1. *Councillor Mike Pritchard: Wrexham Futsal Club as his son plays for this team*
2. *Councillor Caroline Bettley: Wrexham Community Broadcasting CIC as she is friends with the applicant*
3. *Councillor Ralph Hardy: Borrass Park Albion Youth Football Club as he is Treasurer of the Club and submitted the application.*

Following their declarations, all three Members were placed electronically in a separate online waiting room whilst their applications were debated and determined and they were unable to take part in any of the discussion and voting thereon

31. 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:

Organisation	Details
1. One Voice Wales	<ol style="list-style-type: none"> 1. REMOTE TRAINING SESSIONS BEING HELD IN JUNE 2021: Email circulated to all members of One Voice Wales. Members to contact the Clerk if they wish to attend any of the sessions 2. PLANNING AID WALES/ONE VOICE WALES ONLINE EVENT WEDNESDAY 23RD JUNE 2021: Invitation received via email on 3 June 2021 3. WHATSAPP SCAM...: Email circulated 7 June 2021 to all One Voice Wales Members informing about a 'WhatsApp Hijack Scam'. The BBC have a very good article on it, for which the following link has been provided: https://www.bbc.co.uk/news/technology-57357301
2. Wrexham County Borough Council	<ol style="list-style-type: none"> 1. ADDITIONAL HMO LICENSING CONSULTATION: Email dated 20 May 2021 advising the Wrexham Housing Standards Team is consulting stakeholders about a new scheme to replace the current one which ends on 31 October 2021. The link below is to the online questionnaire and consultation booklet: http://www.yourvoicewrexham.net/KMS/dmart.aspx?noip=1&strTab=PublicDMart&PageType=item&DMartId=555 The Council has been invited to submit comments by 18 July 2021 <p>RESOLVED – that the Council comment as follows:</p> <ol style="list-style-type: none"> 1. <i>Wrexham County Borough Council should build on best practice within the sector and be mindful of stereotyping tenants.</i> 2. <i>There is a need for there to be adequate provision for multiple car household with the HMO sector as not all tenants are unemployed on benefits without a vehicle. The lack of such provision impacts on the congestion within the nearby neighbourhoods.</i> 3. <i>Landlords should be required to adhere to best practice for the maintenance, upkeep and ensuring the safety of HMO properties</i> 4. <i>Inspection regimes for HMOs should be adequately funded to ensure regulation for landlords and that properties are fit and safe for purpose</i>

Organisation	Details
	<p>2. TRAFFIC REGULATION ORDER: Email dated 24 May 2021 attaching plans for a proposed Traffic Regulation restriction within the Council's area; The Order has been advertised on Wrexham County Borough Council's website https://www.wrexham.gov.uk/services/consultations and in The Leader. Support or object to the proposals should be sent via email to traffic@wrexham.gov.uk, by 16 June 2021.</p> <p>RESOLVED – not to submit any comments on the application</p> <p>3. ACTON PARK SEASONAL RANGER: Email dated 4 June 2021 advising that the Ranger Hannah Farnell has been appointed with effect from Sunday 13 June 2021. Her working days will be Sunday, Monday and Tuesday in Acton. Despite the late appointment she will still work for 16 weeks until the end of September 2021. The present position was noted</p>
3.Clerk to Governing Body of Barkers Lane School	<p>ADDITIONAL COMMUNITY GOVERNOR – MR JIM KELLY: Email dated 26 May 2021 advising of this retirement and inviting the Community Council to make a new appointment to this position.</p> <p>RESOLVED – to defer consideration of this matter until the next meeting.</p>
4.Edmund Sides , Swansea on behalf of the charity Settled	<p>EU SETTLEMENT SCHEME APPLICATION DEADLINE (30-JUNE): Email dated 27 May 2021 providing information about this scheme and requesting cascading of this information to EU and EFTA residents in the UK who are affected by this and need to apply A short video providing an overview of the EU Settlement Scheme and some of the issues involved can be viewed using the links provided below: English: https://youtu.be/xtPNwozO0kw or Cymraeg: https://youtu.be/7kNxiGBHwJ4</p>
5.Suzzie Penn, Contracts Support Manager, Primary Care Services, NHS Wales Shared Services Partnership	<p>PLAS COCH RETAIL PARK - APPLICATION FOR INCLUSION: Email dated 29 May 2021 enclosing an application and letters regarding Boots UK Ltd's application for inclusion onto the Betsi Cadwaladr University Health Board. Pharmaceutical List.</p> <p>The Council has been invited to submit any representations it may have by no later than 29 June 2021.</p> <p>RESOLVED – not to submit any comments on the application</p>
6.Sarah Atherton	<p>MEETING WITH WREXHAM MP & COMMUNITY COUNCIL REPRESENTATIVES: The letter appended to the report invites the Council's Chair, Clerk and any other Councillors to meet with Mrs Atherton and advises of a community based surgery to be held at Borrass Park Shops on 19 June 2021. Members considered it impractical at this point of time to meet with her. However a separate meeting should be held in due course with members sending their questions to the Clerk in advance so that Mrs Atherton will be able to respond to them at the meeting.</p> <p>RESOLVED - that Mrs Atherton MP be advised that the Council would like to hold a separate meeting with her in due course on a date to be agreed</p>

32. PAYMENT OF ACCOUNTS

The Clerk reported on Payments received since 18 May 2021 and requested authorisation for outstanding debtor or other cheque and BACS payments as set out in the schedule below:

RESOLVED –To approve the payments to be made in June 2021 as set out in the schedule below:-

19.	BACS ref 7.6.211	Carole Roberts	Clerks Salary and office expenses for June 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)
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20.	BACS ref 8.6.21	Clwyd Pension Fund	Pension payments for June 2021 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)
21.	BACS ref 9.6.21	HMRC	Payroll payments for June 2021 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)
22.	Cheque No 202121	Carole Roberts	Clerks Expenses for June 2021 Section 112 Local Government Act 1972 (as amended)	£109.88 (Vat= £5.87)
23.	Cheque No 202122	Caia Park Partnership Ltd	Q1 SLA payment for 2021/22 for Acton Open Access Youth Service Section 19 Local Government (Miscellaneous Provisions) Act 1976	£6,008.10 (Vat= £0.00)
24.	Cheque No 202123	JDH Business Services Ltd	Internal Audit Fee 2020/21 Accounts and Audit (Wales) Regulations 2014	£221.76 (VAT= £36.96)
25.	Cheque No 202124	Wrexham County Borough Council	Half Year SLA Payment for Inspection & Maintenance of Play areas Section 19 Local Government (Miscellaneous Provisions) Act 1976	£3,350.40 (Vat= £558.40)
26.	Cheque No 202125	Wrexham Futsal Club	Grant/Donation Section 137 Local Government Act 1972 (as amended)	£400.00 (Vat= £0.00)
27.	Cheque No 202126	Wrexham Community Broadcasting CIC	Grant/Donation Section 137 Local Government Act 1972 (as amended)	£300.00 (Vat= £0.00)
28.	Cheque No 202127	AWYR LAS – Keep the Beats	Donation towards cost of Community Defibrillator Power of Well-Being (SS 1-5 Local Government Act 2000)	£1,355.00 (Vat= £0.00)
29.	Cheque No 202128	Borras Park Albion Youth Football Club	Grant/Donation Section 137 Local Government Act 1972 (as amended)	£400.00 (Vat= £0.00)

33. PLANNING APPLICATIONS

The Council considered the following matters and applications within the Acton Community area that had been made under the Town and Country Planning Act 1990 (to be determined by Wrexham County Borough Council):

1. Section 78 Appeal – Land South of Holt Road Wrexham [P/2019/005 Outline Application for the construction of up to 600 dwellings with associated landscaping, public open space and on-site infrastructure, with all matters reserved except from the Northern Access site]. A letter dated 26 May 2021 from the Chief Planning Officer and Regulatory was received informing that an appeal has been made to the Planning inspectorate following the determination of the planning application.

RESOLVED - to make no other comments on this application other than those already made and to request a copy of the appeal decision letter.

2. Consideration was given to a schedule of current planning applications

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

Case Number/ Address Proposed Development	Decision
1. P/2021/0426: 14 Burton Drive, Wrexham, LL12 8BG - single storey rear extension	No observations
2. P/2021/0456: 51 Frances Avenue, Wrexham, LL12 8BL - Erection of home office/summerhouse in rear garden (partly in retrospect)	No observations
3. P/2021/0452 : 83 Park Avenue, Wrexham, LL12 7AW non material amendment to planning permission p/2021/0115 to amend proposed front elevation	No observations
4. P/2021/0475 :Asda Superstore, Holt Road, Bodhyfryd, Wrexham, LL13 8HL - Erection of retail unit within car park	To support this application and the creation of jobs
5. P/2021/0485: 22 Ranscombe Crescent, Wrexham Single Storey side extension	No observations
6. P/2021/0493: 16 Ranscombe Crescent, Wrexham, LL13 9UX - Installation of new roof to porch and garage	No observations

***Councillor Kevin Roberts
Chair***

Signed as a correct record this 20th day of July 2021

Presiding Chair