

Minutes of the Remote Meeting of Acton Community Council held via Zoom on Tuesday 20 April 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 Ms R Martin – Wrexham CBC Member for the Maesydre Ward
Mrs Carole Roberts, Clerk to the Council

68. APOLOGIES FOR ABSENCE

All members of the Council were present at the meeting and no apologies were necessary.

69. DECLARATION OF INTERESTS

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

70. PUBLIC QUESTIONS

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

71. CONFIRMATION OF MINUTES

The Minutes of the Remote Council meeting held 16 March 2021 were received.

RESOLVED – that the Minutes of the Remote Meeting of the Council held on 16 March 2021 be received and confirmed as a correct record.

72. INFORMATION FROM THE MINUTES:

1. Minute 61 Financial Assistance: The Clerk reported letters of thanks had been received from all grant recipients. Additionally, the collection receptacles had been purchased for the Wrexham Litter Pickers at cost price from DSL Mobility Ltd. A discussion ensued on how best to mark and recognise the work of the various volunteers and the assistance from DSL Mobility Ltd. It was suggested that the Community Council could provide plants for the unused planters outside the Borrás Park shops to help tidy up this area and by way of thanks and recognition to all involved in improving the local environs through their volunteer Litter Picking work.

RESOLVED –

i) to proceed with providing plants for the unused planters at Borrás Park Shops in recognition of the work carried out by volunteers and local companies to improve the local environs of the Acton Community area; and

ii) ***that Councillors Davies and Hardy contact the Victorian Walled Garden on Bryn Estyn Lane to ascertain whether they will be able to provide the plants for the unused planters outside the Borrás Park Shops and report back to the next meeting.***

2. **Minute 62.2 Litter and Fly Tipping Prevention Plan for Wales:** The Clerk reported that a response incorporating the comments of Councillor Doherty had been submitted on the Council's behalf before 31 March 2021. The present position was noted.

73. COMMUNITY AND OTHER POLICING MATTERS

The Council received a Monthly Policing and Operations Report from the Acton Community Police Officers and noted no Police Officers could be in attendance as the meeting was being held remotely via the Zoom platform. The report provided incident updates and information on other news and PCSO activities including resumption of patrols at local school, safer roads campaign, re-opening of the town centre shops and ensuring social distancing is observed; increased patrols in retail areas to prevent shopliftings; leaflet delivery to residents giving advice about cold calling and securing outbuildings.

The Clerk reported receipt of an introductory email from Sgt Kelly Lewis, the new neighbourhood policing sergeant based in Wrexham Town and an offer to arrange to meet with Members individually if possible to take a walk around the wards and consider the reintroduction of an environmental walk around. In response, the Chair of the Community Council invited the Acton Sector Policing Team to participate with short informative posts on the Council's new Facebook page and to liaise about information and Policing operations that the Acton Sector Policing Team wish to put on the Community Council's Facebook page to raise the profile of the Acton Team's work within the Acton Community. Members referenced the active posts on the Offa Community Council's social media by its Policing team.

Further to Minute 35.2 January 2021 concerning the Powell Road Underpass, it was noted that the recently elected County Borough Councillor Becca Martin will now take this initiative forward in her County Borough Councillor role in conjunction with PCSO Tom Jones.

The Council congratulated the Police Crime Prevention initiative held in Acton Park over the Easter Holiday period. Several members sought advice on where they can direct residents who wish to obtain "No Cold Caller" Signs for their front doors. Members of the Council again raised concerns about speeding vehicles coming up the Chester Road from the direction of the A483. The Chair gave an update on the progress of arrangements to install an interactive speed sign on the Chester Road in conjunction with Rhosddu Council and Wrexham County Borough Council.

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

74. KEY ACTON ISSUES

The Chair welcomed Councillor Becca Martin to the meeting and congratulated her on being elected as County Borough Councillor for the Maesydre Ward. He advised that Councillor Martin has been invited to attend all future Community Council meetings to report on any Maesydre Ward issues. WCBC Members also reported verbally on the following new or Key Issues being considered by the County Bough Council that may affect the whole or part of the Community of Acton:-

- The Appeal for the Dean Road Playing Field will be heard on 27 April 2021 and Councillor M Davies will be in attendance to continue to present the case against the proposed development of this open space.
- Emptying and relocation of Litter Bins: Reference made to overflowing bins in the Community area particularly outside local shops and in Acton park, reporting options for the public and frequency of emptying Litter Bins by Wrexham CBC; the importance of making it socially unacceptable to leave litter by an overflowing litter bin; capacity of Wrexham CBC to empty any further litter bins that may be provided by the Council. It was noted the local Wrexham CBC members will investigate and report back to a subsequent meeting

The present position was noted

75. COMMUNITY ENGAGEMENT

Further to Minute 60, March 2021 consideration was given to a report from Councillor E Doherty giving an update on work carried out and being considered as part of this initiative including:-

- Facebook page reach and interaction; posts made on behalf of the Community Council
- Positive reactions to the sharing of information and transparency
- Options to develop the Facebook page further included a photography competition and preparation of short walking/running tour and trail routes in the Acton Community to highlight lesser known parts of the area
- Wider Community Engagement Strategy and scope beyond social media is the next step once the Covid Lockdown relaxes and leafleting of residents can commence and Community Events can be organised and held in Acton Park. Initially it is suggested that low cost high impact events be organised such as an open picnic in the park (Covid restrictions permitting)
- The value of learning from other Community Councils such as Offa, Rhosddu and Gresford on their Community Engagement events and signposting, information notice boards and liaising with them regarding their insurance and planning permission requirements. The Chair, Councillor Kevin Roberts undertook to look at the cost of notice and information boards and report back to the Council in due course.

RESOLVED - that the update and action taken to date be noted.

76. PROCEDURAL MATTERS: The following procedural matters were considered:

1. **Little Acton Community Centre Task & Finish Group Membership:** It was reported that Councillor Lynne Williams has stood down from this Group and she was thanked for her work as Chair of the Group. There is now a vacancy on this Group and work is progressing and it may be opportune for Councillors with areas of relevant expertise and experience to attend and participate as and when required. It was noted that Councillor M Pritchard had offered to draw up a Business Plan for the Community Centre and Councillor Caroline Bettley is a resident of Little Acton with five years expertise of bringing the asset transfer of the Garden Village Young People Centre to fruition.

RESOLVED - that the four remaining members of the Little Acton Task and Finish Group (Councillors W Baldwin, Mrs. A Evans, P Lloyd and K Roberts) together with Councillors Mrs. C Bettley, R Hardy and M Pritchard meet at the Little Acton Community Centre as soon permitted after the Covid Restrictions are relaxed and the Group proceed to conclude the Public Consultation exercise started in the Spring of 2020 and a Business Case and Action Plan be drawn up and presented to the Council in due course.

2. **Remote Meetings after May 2021: The Local Government and Elections (Wales) Act 2021:** The Clerk advised this Act has made permanent provision for remote meetings (multi-location) and electronic publication of documents, effective from 1 May 2021. This provision applies to all Town and Community Councils who must make provision for meetings to take place through a variety of arrangements, including multi-location meetings where all individuals are able to attend in person or virtually via hybrid meetings. It was noted that within the sector there is a large amount of research and investigation into how best to implement the new requirements.

RESOLVED to continue to hold meetings remotely via Zoom until equipment and arrangements can be put in place for hybrid meetings to be held at the Acton Community Resource Centre or Little Acton Community Centre in accordance with the Local Government and Elections (Wales) Act 2021.

3. **Acton Park Play area – Damage to Spring See Saw:** Following notification from Wrexham CBC, the Clerk and Responsible Financial Officer in consultation with Chair has arranged for this damaged piece of equipment to be replaced as soon as possible at a cost of £171.25 plus vat. In the meantime the frequency of Inspections at the Play area will be increased. During the debate Members made reference to the Council's financial responsibilities in respect of the three Play areas in the Acton Community and whether it would be possible to access a

National Organisation to carry out a Play Audit of the three Play areas to identify specialist equipment and other surfacing that may be required to upgrade existing facilities to make them fully inclusive and accessible together with any grants or other funding that can be obtained to carry out such improvements. It was noted that there were several other inclusive high specification play areas in adjoining Community Areas and they should be consulted for their advice.

RESOLVED – that:

- i. The action taken by the Clerk/Responsible Financial Officer in consultation with the Chair of the Council to arrange for the prompt repairs to the Spring See Saw at the Acton Park Play area be endorsed; and**
 - ii. A Task And Finish Group comprising of Councillors Elinor Doherty, Salli Edwards, Emma Owens and Kevin Roberts be established to research and obtain the guidance as set out above to enable consideration of fully upgrading the three Acton Community Play areas and report back to the Council in due course.**
- 4. Audit of Accounts 2020-21:** The Clerk reported she had received notification of the Audit arrangements from Audit Wales and JDH the Council’s Internal Auditor for the 2020-21 Audit of the Council’s Accounts. The Internal Audit is scheduled to take place on 13 May 2021 and the External Audit on 27 September, 2021. The Clerk will now focus her workload priorities and efforts on ensuring these deadlines are met and expects to submit a full report on the Annual Accounts for 2020-21 to the May 2021 meeting of the Council. The present position was noted.
- 5. Website update in response to Operation Forth Bridge:** The Clerk reported on action taken following the death of HRH the Prince Philip, Duke of Edinburgh on 9 April 2021.

RESOLVED - to note the present position and thank the Clerk for the prompt action taken on the Community Council’s behalf.

77. ITEM PLACED ON THE AGENDA AT THE REQUEST OF COUNCILLOR R HARDY – BRING JOY FOUNDATION COMMUNITY GRANTS,

Councillor Hardy informed the Council that the Acton Community Resource Centre Management Committee had recently considered this funding and wished to bring this funding to the attention of Members as it can provide grants of up to £1,500 for local groups subject to eligibility criteria of being composed of persons over 55 years of age and having a bank account in the Group’s name. It was suggested that this grant funding could be advertise on the Council’s Facebook page.

RESOLVED – that the information be noted

78. 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	<p>1. Remote Training for April 2021 – Email circulated to all members on 6 April 2021</p> <p>2 Climate Change Newsletter - March 21: Email dated 26 March 2021 circulated to all members</p> <p>3. Welsh Government Use Your Views Toolkit and QFC's resources: Email dated 26 March 2021 circulated to all members</p> <p>4. Countryside Code refresh 2021 – Final wording : Email dated 22 March 2021 circulated to all members containing an external briefing on the refresh of this Code</p> <p>The above information was noted</p>

Organisation	Details
	<p>5. JOINT ONE VOICE WALES/SLCC EVENT – 13 MAY 2021: Email dated 18 March 2021 providing details of this Remote event and advising the cost is £45 per delegate.</p> <p>RESOLVED - that the Clerk attend this remote training event as part of her continuing professional development and the £45 fee be paid.</p>

79. PAYMENT OF ACCOUNTS

It was noted that the 1st precept payment of £ 56,334.00 for 2021/22 had been received. During presentation of the report Members referred to the merits and benefits of investigating the feasibility of obtaining a debit card for the Council's current account subject to secure online access and two to sign requirements

RESOLVED - that the following payments be made in April 2021 as set out in the schedule below:-

Voucher No/ Cheque or BACS no and Payee	Details	Amount
1.BACS ref 1.4.21 Carole Roberts	Clerks Salary and office expenses for April 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)
2.BACS ref 2.4.21 Clwyd Pension Fund	Pension payments for April 2021 & One Off £200.00 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 3.4.21 HMRC	Payroll payments for April 2021 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)
4. No cheque payment Wrexham County Borough Council For information only	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
5.Cheque No 202110 Carole Roberts	Clerks Expenses for April 2021 Section 112 Local Government Act 1972 (as amended)	£147.50 (VAT= £10.50)
6.Cheque No 202111 One Voice Wales	March 2021 Remote Training for Cllr E Owens and Clerk Section 112 Local Government Act 1972 (as amended)	£*-360.00 (NO VAT)
7.Cheque No 202112 Wrexham County Borough Council	Q4 Costs for School Crossing Patrols x 3 S137Local Government Act 1972 (as amended)	£3,180.67 (NO VAT)
8.Cheque No 202113 Wrexham County Borough Council	Q4 Costs for Little Acton Community Centre S19 Local Government (Miscellaneous Provisions) Act 1976	£470.34 (NO VAT)

80. PLANNING MATTERS & APPLICATIONS

1. Section 78 Appeal at Land North of Holt Road Wrexham Planning Inspectorate Reference H6955/A/19/3238470: It was noted that the hearing will be heard by the Planning inspectorate on 27 April 2021 and Councillor M Davies will be in attendance. The outcome will be notified in due course. The present position was noted.

2. 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:

Case Number/ Address	Proposed Development	Decision
1. P/2021/0185 45 Jeffreys Road Wrexham	Front Porch And Rear Extension	No objections
2. P/2021/0236 25 Box Lane Wrexham	Demolition Of Existing Conservatory And Erection Of Single Storey Rear Extension	No objections
3. P/ 2021/0252 1 Belfry Close Wrexham	Rear Extension and Front porch	No observations
4. P/2021/0261 91 Oak Drive Wrexham	Single Storey Rear Extension	No observations
5. P/2021/0263 Ty Nos Holt Road Wrexham	Demolition Of Existing Buildings And Erection Of 19 No. Apartments With Ancillary Office Space	No objections to a well thought out development that will improve the visual amenity of the area
6. P/2021/0283 22 Hawkstone Way Wrexham	Single Storey Rear And Side Extensions	No comments
7. P/2021/0290 39 Glan Garth Wrexham	Two Storey Side Extension	No objections
8. P/2021/0300 Broad Oak 94 Dean Road Wrexham	Single Storey Front And Side Extensions	No objections
9. P/2021/0304 5 Neville Crescent Wrexham	Erection Of Gates For Vehicular Access	No objections
10 P/2021/0313 Former Ebeneser Chapel 2 Chester Street Wrexham	Variation of Condition 01 of planning permission P/2016/0337 to extend time period for commencement of development	The Council objects to the request to vary the original Condition 01. The demolished building has left an eyesore on the main approach into the town centre and works should commence within the original time period to ensure the amenity of the area is improved within the original time frame

81. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED - that the press and public be excluded from the Meeting during consideration of the following items 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.

82. MINUTES FROM THE STAFFING COMMITTEE

The Council received the following Minutes and recommendations contained within them from two meetings of the Staffing Committee as follows:-

1. 24 FEBRUARY 2021 - CONFIRMED MINUTES OF THE STAFFING COMMITTEE

RESOLVED to agree and accept the following recommendations from 24 February 2021 meeting of the Staffing Committee and it now proceed to carry this work out where appropriate:

- i) the Staffing Committee be permitted to review and define its terms of reference to take account of the additional workload that it has recently been tasked with and in future as a minimum, quarterly**

meetings for the Committee be set at the Annual Council meeting when the Committee and its Membership is reviewed and its Terms of Reference are established ; and

- ii) subject to i) above the Committee review and define its terms of reference at the next meeting of the Committee and Members of the Committee submit for inclusion on the Agenda suggestions for the additional items to be included so as to enable the reworked terms of reference to be referred to the Council in advance of the next Annual Council meeting in May 2021.*
- iii) To accept and adopt the National Association of Local Councils and One Voice Wales Model Documents as at November 2019 going forward in respect of: -*
 - Disciplinary and Grievance Arrangements*
 - Disciplinary Policy*
 - Local Resolution Protocol for Community and Town Councils*
- iv) An explanatory note be added to Standing Order No. 14 stating that the Council proposes to adhere to and work by the Disciplinary and Grievance Arrangements (dated November 2019 or subsequent revisions), its Disciplinary Policy and Local Resolution Protocol for Community and Town Councils as adopted by the Council on 20 April 2021; and*
- v) The Staffing Committee review the implementation and effectiveness of the three Policies now referred to, in six month time.*

Following adoption of the 24 February 2021 Minutes, the Chair of the Staffing Committee made a statement about a recent email communication circulated by a member of the Staffing Committee to all Members of the Council and to a third party. In responding to this correspondence the Chair advised that the work of the Committee had only just started and was not yet concluded; this communication should be disregarded as the Council should not predetermine the outcome of the Committee's ongoing work. The email was ill advised and the Council should be mindful of the Clerk's need for privacy and its duty of care to its Clerk. It was noted that no wellbeing support was being provided to the Clerk.

The member concerned indicated an understanding now that the information should not have been shared with the third party. However the Council considered it was duty bound to report any breach in its data and it should investigate if there has been a serious breach in the Council's Code of Conduct. The Council should follow its procedures in respect of its Data Protection and Information Security Policy and its adopted Code of Conduct, Standing Orders and Local Resolution Protocol.

RESOLVED - that in accordance the Councils adopted procedures, the Chair should notify the Information Commissioners Office as soon as practicable in respect of this potential breach under the Data Protection Act 2018; and the potential breach of the Council's adopted Code of Conduct by the Member concerned should be investigated further and the Council consider the most appropriate action to take in response.

2. 6 APRIL 2021 STAFFING COMMITTEE MINUTES

The Minutes and recommendations from this meeting held on 6 April 2021 were considered.

RESOLVED to agree and accept the following recommendations and the Staffing Committee proceed to carry this work out where appropriate.

- i) The Staffing Committee proceed to prepare a justification report as part of its review of the Council's Administrative function and the Clerk to the Council be requested to assist with the Review (with any appropriate external specialist support that may be required)*
- ii) The Staffing Committee proceed to expedite an external Job Evaluation to be dealt with independently by the Chairs of the Council and Staffing Committee and approaches be made to One Voice Wales, the SLCC and Mr Gwilym Rippon to provide quotes to carry out this work; and*
- iii) In view of increased workload, the Clerk's Contracted Hours of Employment be increased from 24 to 37 hours per week for a three month period with effect from 1 April 2021 to be paid at her current SCP 28 rate of pay.*

83. ITEM PLACED ON THE AGENDA AT THE REQUEST OF COUNCILLOR R HARDY – ACTON COMMUNITY RESOURCE CENTRE – WCBC MANAGEMENT

Councillor Hardy reported that a Meeting of the Acton Community Resource Centre Management Committee is to be held on 21 April 2021 and will be discussing an item on the agenda regarding the Management arrangements of Wrexham County Borough Council. The Community Council was asked to provide any observations it wishes its representatives to make at the meeting.

Reference was made to the existing 10 year Service Level Agreement and a requirement that all of the Community Council's annual £30,000 revenue contribution towards the Running costs is ring fenced for use solely at the Acton Community Resource Centre. It was noted that the Council provides other indirect support to the Resource Centre's funding through subsidising the rent for other organisations (via a Service Level Agreement) that use the Resource Centre.

RESOLVED that the requirements and concerns as outlined above be made at the meeting of the Acton Community centre Management Committee to be held on 21 April 2021 by the Council's representatives.

Councillor Kevin Roberts
Presiding Chair

Signed as a correct record this 18th day of May 2021

Chair