

Minutes of a Meeting of Acton Community Council held on Tuesday 15 October 2013 at Acton Community Resource Centre, Off Overton Way, Acton, Wrexham

Present:

Councillor	E Boylin (Chair)	Councillor	A Whitfield * (Vice Chair)
"	W Baldwin	"	G Lowe
"	R A Davies	"	Mrs A O'Neill
"	Miss J Dudley	"	Mrs C O'Toole
"	Mrs A Evans	"	T Pierce *
"	R Evans	"	J Richards
"	R Hardy *	"	Mrs O Simm *
"	J A Kelly	"	Mrs B Smith *

* Absent

Also Present:

PC Kerry Evans & PCSOs Lewis Davies, Louise Hughes and Gina Subacchi, North Wales Police
Mr Martin Howorth, Mr Mike Davies, Chris Jones and Richard Smart, Wrexham CBC
Mrs Carole Roberts, Clerk to the Council

74 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors R Hardy, T Pierce, O Simm, Mrs B Smith and A Whitfield.

75 DECLARATION OF INTERESTS

Councillor J A Kelly declared a personal and non-prejudicial interest in respect of Agenda Item 12 - Planning Applications being a member of Wrexham County Borough Council's Planning Committee.

76 CONFIRMATION OF MINUTES

1. RESOLVED – that the Minutes of the meetings of the Community Council held on 17 and 24 September and 10 October 2013 be received and confirmed as correct record.

77 INFORMATION FROM THE MINUTES

- 1. Minute 54.1 – Annual Accounts 2012/13:** : It was noted that the External Auditor had now approved and signed the Annual Return for the Council's Accounts for the year ended 31 March 2013 and had issued a Notice of Conclusion of Audit which had been duly placed on public display in accordance with the requirements of the Accounts and Audit Regulations.
- 2. Minute 54.2 Oak Tree Memorial Plaque** – It was noted that an order had now been placed with Stephen Price Memorials.

78 KEY ISSUES - ACTON

WCBC Members reported on the following issues currently being considered by the County Borough Council that may affect the whole or part of the Community of Acton. (Minute 107 January 2011 refers):-

- The 2014/15 Financial Settlement announcement was awaited on 16 October 2013.
- Speed Control signs were to be placed on Jeffreys Road

The present position was noted.

79 ACTON PARK MATTERS

1. **2013 Seasonal Park Ranger:** Mr Martin Howorth was in attendance and presented the 2013 Report from the Acton Park Seasonal Ranger on the general duties undertaken, her other educational work and activities organised within the Park during the summer months. This was the fourth year a Season Ranger had been employed. It was noted that previous environmental work to the edges of the lake had improved the habitat and bio-diversity and had discouraged Canada Geese from using the lake to the benefit of other wildlife. The success of the Park Ranger service was endorsed by members.

Mr Howorth advised of the successful WREN bid to refurbish the Junior Playground at Acton Park. It was noted following the award of this grant, an order had been written and installation work was expected to commence in the spring of 2014 subject to the weather conditions. It was noted that it may be necessary to carry forward the Community Council's £5,000 match grant funding into 2014/15 if the works were delayed.

2. **Duck Feeding:** This item had been placed on the agenda the request of Councillor Joyce Dudley. The issue of educating the general public about feeding Birds and wildlife and discouraging rats had been dealt with in the Seasonal Park Ranger's 2013 report. The Public had been encouraged to exchange bread for seed. There was now good signage of within the Park concerning this matter and the public did appear to be adhering to this request. Councillor Dudley suggested that larger more prominent posters on the Park noticeboards would be helpful.

The Chair thanked Mr Howorth for his attendance and report.

RESOLVED – that the reports be received and noted.

80 POLICING MATTERS

Acton Community Policing: The Chair welcomed PC Kerry Evans who presented the rolling twelve month crime report for the five Acton wards together with a brief update of the current Policing operations in Acton. It was noted that the Acton PCSOs' weekly Surgery will be held each Wednesday at the Acton Community Resource Centre between 9-11am and 6-8pm. A Post box had been placed in the reception area at the Centre together with query slips to enable the public to leave their name, address and queries when the Police were not available at the Centre. The Police were encouraging the public to report any issues of concern in the area.

An update on the progress of each of the following objectives was given and the importance of residents notifying the Police of issues/ concerns was stressed so that preventative action can be taken:

- i. Burglary Other than Dwelling –Police lead
- ii. Speeding – Community Council lead by Councillor E Boylin
- iii. Cold Calling – leaflets and information packs had been handed out on several streets. Police officers would also be visiting the Dean Road/ Coopers Close area following a recent early evening burglary in the area to make residents aware and provide advice about home security.

Members then raised several matters with the Officers including recognition of the initiatives the Police were running, the potential to extend Police surgeries into the Little Acton and Borrass Park areas if the pilot surgery at the Acton Community Resource Centre is successful and the recent letter from North Wales police regarding the relocation of the own police Station and Custody Suite.

The Chair thanked the Police Officers for their report and attendance at the meeting.

81. YOUTH SERVICE PROVISION ANNUAL REPORT FOR 2012/13 AND QUARTERLY MONITORING REPORT ON DETACHED YOUTH WORK PROVISION DURING THE PERIOD JULY 2013 TO SEPTEMBER 2013:

The Chair welcomed Mr Mike Davies, Chris Jones and Richard Smart from the Acton Detached Youth Team, Wrexham Youth Service who presented the following reports on the Detached work carried out with young people from the Community of Acton:-

1. **Annual Report for 2012/13:** The report provided a detailed summary of all aspects of the service provided during the contractual year. The Annual Outputs, details of sessions held and organised by the Team including training, multi-agency meetings, trips, events, activities and publicity marketing of the provision with other organisations were noted. Young People had been consulted and active in planning the service in partnership with staff. Several events and projects have been submitted for accreditation for Youth / Children's University modules. The Team had actively promoted and marketed the provision throughout the year. The report also detailed the outcomes for Young People and case studies demonstrating the range of issues and intensive work and positive intervention carried with individuals. The Detached/ Outreach Team's aims and future developments were also noted.

2. **2nd Quarter Monitoring Report to September 2013:** Consideration was given to a detailed summary on all aspects of the service during the second quarter of the Service Level Agreement with the Community Council, including:

- Youth Workers contact with young people in the area who have not had the opportunity to engage with this service in the past with particular focus on the surrounding area of the Resource Centre. This has enabled Youth Workers to introduce themselves to adults who use the centre and to liaise between them and young people.
- Opportunities for volunteering by parents have been explored and it is hoped to move this forward to any people interested.
- Stepping up the Team's presence where there have been reports of anti-social behaviour, around the park and also in some residential areas and working closely with local PCSOs to address any problems that arise.
- providing the locality with more visual links with this service i.e. posters, flyers, and internet links. This enables young people and the wider community to have easier access to any information they may require.
- Quarterly outputs relating to contacts made, monthly attendance, total number of sessions delivered, attendance and number of individual young people registered with the project; It was noted that over the last quarter the focus of work has changed due to the re-structure of the youth service provision. As a consequence the number of contacts with young people has been reduced due to the shift in youth work provision across the Acton, Rhosddu, and Garden Village area. The focus of the Team's work is now solely based within the Acton area.
- Case studies and comments from Young People.

RESOLVED

1. ***To receive and note the Annual Report for 2012/13 submitted as required under the Service Level Agreement; and***
2. ***to note and welcome the change of focus and progress made against the Service Level agreement in the second quarter of the year.***

82 CONSULTATIONS

The following consultation papers received since the last meeting were received and consideration given on whether to make any comments on them:

1. **The Public Service Workforce: Consultation on draft guidance and directions which include a Code of Practice on Workforce Matters".:** This Welsh Government Consultation Document seeks views by 20 December 2013 on ways in which the existing Code can be strengthened and made more effective.

RESOLVED – to make no response to the Consultation.

(Councillor Mrs C O'Toole declared a personal and non-prejudicial interest in the next item of business as a member of her family sits on the Independent Remuneration Panel. She remained in the meeting taking no part in the consideration, discussion or voting on the item)

2. **Independent Remuneration Panel for Wales draft Annual Report, February 2014:** Comments on this draft report were sought by no later than 26 November 2013. The report will have effect for the financial year 2014/15. It was noted that the Community Council had previously taken the view that Community Councillors should not receive any allowance payments.

RESOLVED – to make no response to the draft report.

83 REPORT FROM CLERK

Information and general correspondence that had been received and was available for members at the meeting was reported and dealt with as follows:

Organisation	Details and action taken
Society of Local Council Clerks	National Branch Secretaries Meeting - Wednesday 13th November 2013 at Stratford-upon-Avon: Following consultation with the Chair, the Clerk as part of her ongoing training will attend this meeting as a substitute representative of the Clwyd Branch of the SLCC. The meeting will run from 10.00 – 15.30 and the Clerk's travel costs will be met by the Society.
Vision ICT	Website Development to Comply with the requirements of the Local Government Wales Measure 2011: Further to Minute 30.1 June 2013, the Clerk had discussed the Community Council's website requirements and received a demonstration from Vision ICT at the SLCC Welsh Conference on 19 September. A £550 package has been offered to Acton Community Council as a non-Member of One Voice Wales (OVW). A copy of the proposal was available at the meeting. It was noted that in subsequent years it would cost approximately £250.00 plus translation costs to maintain the website. There was provision to fund this ongoing cost from within existing budgets. The data backup option within this package would help address the point raised by the Internal Auditor that the Council's Risk Assessments should include disaster recovery and business continuity. RESOLVED – that the package, expertise and experience of Vision ICT be used to set up a website for Acton Community Council by 31 March 2014 at a cost of £550 in order to ensure compliance with sections 55-57 of the Local Government (Democracy) (Wales) Act 2013 and the Clerk proceed in due course to reclaim the £500 website development grant from Wrexham County Borough Council before 31 March 2014.
Corporate Communications Department, North Wales Police	Reduce Demand Campaign: Email dated 1 October giving details of the latest campaign to help reduce the number of inappropriate calls made to North Wales Police. Information noted
Chief Executive, Tai Cymru	Annual Report 2012-2013: A copy of this document was available at the meeting. Information noted
Ethics and Regulation Team Welsh Government	Community and Town Councils Welsh Government News: Email dated 7 October advising of the addition of a new page to the town and community council section of the Welsh Government's website showing good practice examples of the services town and community councils provide for their community. Town and community councils are encouraged to share their examples. Information noted All-Wales Anti-Mobile Phone Driving Campaign: Email dated 8 October

Organisation	Details and action taken
	advising the four police forces in Wales, in partnership with Road Safety Wales, have launched the annual All-Wales Anti-Mobile Phone Driving Campaign which will run throughout October. Information noted
Rebecca Roberts Co –operational Language Project Officer, Menter Iaith	Working together for the Welsh Language Conference: Email dated 11 October 2013 inviting a representative of the Community Council to this Conference to be held on 25 October 2013 between 12-4pm at Coleg Cambria Llysfasi. Information noted
Network and infrastructure Manager , Environment Dept. ,Wrexham County Borough Council	Community Footway Lighting: Letter dated 11 October 2013 advising that the Authority has reviewed the current situation and will again be recommending that as a matter of principle all Community Councils will be required to meet the actual cost of footway lighting in their area, including repair, replacement and energy costs. The Community Council’s view on their preferred means of funding from the options given in the letter was requested. Regard was given to the response to be submitted in respect of Community Facilities by 18 October 2013(minute 73 refers) RESOLVED – That the following indication in respect of Street Lighting be added to the Community Council’s response to Mr Isted letter dated 30 August 2013 concerning the budget reductions for Community Facilities: “The Community Council will not fund the provision of footway lighting through its precept. It fully understands that a Special Expense based on the actual cost of footway lighting within the Acton Community will be raised on Council Tax”
Catrin Evans, Acton Children and Family Centre	Request for Grant Aid towards running costs: Careful consideration was given to a letter dated 14 October 2013 asking for at least £1 of the Community Council’s precept (5795) from 2014/15 to be dedicated to the Centre. Members noted that this registered Charity had not been commissioned to give a service and it had not provided or proven a business case. Other successful Playgroups within the Acton Community area receive only occasional Section 137 Grants. The LEA had also been very generous in supporting the Centre. RESOLVED – that the Acton Children and Family Centre be advised that the Community Council is unable to accede to this request but any application it submits for a grant from the annual £2,750 Section 137 Grants and Donations Budget would receive the same consideration as any other application.

84 PAYMENT OF ACCOUNTS

Members received and considered details of the 2nd quarter bank reconciliation and payments received as set out below that required authorisation. It was noted that there are occasions when it is necessary for the Clerk to transfer funds between the accounts held by the Community Council at HSBC. In order to avoid delays at the counter, the Community Council has been asked to confirm that the Clerk is authorised to request such transfers.

Payments and transfers

HSBC Deposit account - Interest: £ 32.67

Funds transfer: Deposit to Current account on 19 Sept 13 = £40,000.00

2nd QUARTER END BANK RECONCILIATION:

HSBC Current Account	£ 34,499.30
HSBC Deposit Account	£110,567.68
HSBC Moneymarket Account	£ 37,171.83
[Chairman’s Charity Account]	£ 531.21]

Balance as at 30 Sept 2013 £182,238.81 (less 7 unrepresented cheques totalling £4,864.09)

RESOLVED – that

1. **a letter signed by the Community Council's four mandated signatories be sent to the HSBC Bank confirming that the Clerk to the Council, Mrs Carole Roberts is authorised to act on behalf of the Council to transfer funds between the Acton Community Council Accounts and**
2. **that the following payments be approved: -**

Voucher No; Payee	Details	Amount
29 Society of Local Council Clerks	Purchase of Clerks Manual 2013 & Local authority Administration S112 Local Government Act 1972	£ 92.50
30 UHY Hacker Young	Audit of the Council's 2012/13 Annual Return Accounts and Audit Regulations	£ 690.00 (VAT £115.00 inc)
31 Carole Roberts Clerk to the Council	Clerks Expenses to 15 October 2013 Section 112 Local Government Act 1972	£184.81
32 Wrexham County Borough Council	Clerks Salary and office expenses for September 2013 paid by the Council's Agent: Wrexham County Borough Council in accordance with Minute 99.1 December 2009 Section 112 Local Government Act 1972	NJC Rates
33 Charisma Trophies	Engraving 2012/13 Name Bar for Chairman's Badge/ribbon Section 112 Local Government Act 1972	£8.50

85 PLANNING MATTERS AND APPLICATIONS

The Council considered whether to make any comments on the following Planning Applications for development in the Community Council's area that had been received since the last meeting or that had been made under the Town and Country Planning Act 1990 (to be determined by Wrexham County Borough Council). It was also noted that copies of recent planning decisions within the Acton area were available for perusal at the meeting.

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

Application No & Address	Details	Observations
P/2013/0679 22 Acton Gardens, Wrexham	Side Extension	No objections
P/2013/0685 2 Cwm Eithin, Acton Wrexham	Lounge extension to form utility, Playroom and wc area	No objections.
P/2013/0688 76 Smithy Lane, Acton Wrexham	Two Storey rear extension to side of existing dwelling to provide additional residential accommodation	No objections
P/2013/0695 Asda Stored Ltd Holt Road, Wrexham	Hand car wash including cabin and canopy	No objections

(Councillor J Kelly being a Member of Wrexham County Borough Council's Planning Committee declared a personal and non-prejudicial interest in this item. He left the meeting during taking no part in the consideration, discussion or voting on any of the planning applications)

86 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.

87 ANNUAL REVIEW – CLERK TO THE COUNCIL

The Chair reported on the Annual Review of the Clerk in accordance with Minute 34 June 2013 and other staffing related matters.

RESOLVED – to defer consideration of the various staffing matters until the next meeting to enable the Chair to obtain clarification on the queries now raised.

(The Clerk to the Council was not present at the meeting during consideration of this item.)

Signed as a correct record this 19th day of November 2013

Chair