

Minutes of a Meeting of Acton Community Council held on Tuesday 17 September 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:

Inspector Mark Williams & PCSOs Lewis Davies, Louise Hughes, Erin Shawcross and Gina Subacchi, North Wales Police

Mr Dylan Hughes, Wrexham CBC

Mr Noel Hughes, Member of the public

Mrs Carole Roberts, Clerk to the Council

50 PRESIDING CHAIR

In the absence of the Chair, the Vice Chair Councillor A Whitfield presided over the meeting.

(Councillor A Whitfield in the Chair)

51 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors E Boylin and Mrs A O'Neill.

52 DECLARATION OF INTERESTS

Councillor J A Kelly declared a personal and non-prejudicial interest in respect of Agenda Item 14 - Planning Applications being a member of Wrexham County Borough Council's Planning Committee.

53 CONFIRMATION OF MINUTES

RESOLVED – that the minutes of the meetings of the Community Council held on 17 July and 11 September 2013 be received and confirmed as correct record.

54 INFORMATION FROM THE MINUTES

- 1. Minute 23.7 – Annual Accounts 2012/13:** The Clerk submitted a letter from UHY Hacker Young, the Auditors appointed by the Welsh Assembly Government. It was noted that UHY Hacker Young had confirmed their proposed intention to issue an unqualified Audit Certificate and report with no other matters on which to draw attention. The Council was required to approve and publish its Audited Accounts by 30 September 2013.

In accordance with the procedure introduced in the Accounts and Audit Regulations 2010, the Clerk had certified Section 3 of the Return and the Council was now required to consider any issues highlighted by the External Auditor. The Chairman was then required to date and sign Section 3 of the Return so that UHY Hacker Young can complete the Audit and issue a Notice of Conclusion of the Audit.

RESOLVED – that the External Auditor’s letter be received and noted and Section 3 of the Return for the year ended 31 March 2013 be approved and signed by the Chair of the Council and the original copy of the Annual Return for the year ended 31 March 2013 be sent to UHY Hacker Young by 20 September 2013.

- 2. Minute 30.6 Oak Tree Memorial Plaque** – It was noted that Stephen Price Memorials had provided a further quote for the provision of larger 20 x 12 inch Polished Granite plaque to accommodate the inscription approved by the Council. A proof of the design was provided at the meeting. It was noted that the larger plaque would cost £60.00 to include concreted mounting into the ground near to the Oak Tree.

RESOLVED – that the Clerk:

- 1. be authorised to place an order with Stephen Price Memorials for the provision of a black granite 20x12 inch plaque engraved with gold lettering as now reported to the meeting, subject to receiving the consent of Mr Richard Aram, the Acton Park Officer that the proposed memorial is in keeping with the park; and**
- 2. proceed to make arrangements for an official ceremony involving members of the Community Council and representatives of Councillor Kyffin and Mr Reeves families to mark the unveiling of the plaque at the Memorial Oak Tree in Acton Park on a date to be determined.**

55 KEY ISSUES - ACTON

WCBC Members reported there were no issues currently being considered by the County Bough Council that may affect the whole or part of the Community of Acton. (Minute 107 January 2011 refers).

56 POLICING MATTERS

1 Acton Community Policing: The Chair welcomed Inspector Mark Williams who presented a rolling twelve month crime report for the five Acton wards. It was noted that there were anomalies in the figures as arrests made at the main Headquarters in Bodhyfryd and at Asda were recorded against the Acton Community. The PCSOs will be holding weekly Wednesday public drop-in sessions at the Acton Community Resource Centre. The remaining funding to enable the purchase a laptop for use at the Centre by the Acton Policing Team was still to be secured.

Inspector Williams had met with Community Council representatives on 30 July 2013 and had agreed three Acton Policing objectives. It was indicated that a Plan for each objective’s priority would assist with measuring progress. An update on the progress of each of the following objectives was given:

- i. Burglary Other than Dwelling –Police lead:
- ii. Speeding – Community Council lead by Councillor E Boylin
- iii. Cold Calling – Community Council lead by Councillor W Baldwin

Members then raised several matters with the Officers including the issue of speeding tickets; monitoring of speed outside schools; educating motorists and raising awareness about the consequence of speeding; The budget for tackling Cold Calling had decreased. The costings and effectiveness of campaigns in other areas were being examined; and the effectiveness of “No Cold Calling” stickers on front doors. Members congratulated the Policing team for their diligence and regular high visibility Patrols around the area.

In commenting on the new style generic reports, Members referred to the value of a written summary each month about current Policing operations, particularly as it assisted with awareness raising and intelligence gathering. The new style reporting was intended to provide a living document for the Acton Community Policing Plan. Inspector Williams undertook to look at the possibility of providing a regular summary of policing Operations in the Acton Community.

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

- 2. Anti-Radicalism Training:** Councillor Andrew Whitfield referred to Operation Hindsight and a workshop he had attended recently to raise awareness of Prevent. Operation Hindsight is a discussion exercise designed to engage multi-agency partners alongside statutory, voluntary, transport, retail and commercial partners. It aims to help identify early intervention opportunities to safeguard individuals who may be vulnerable to any form of extremism. It was noted that several Wrexham CBC Councillors had already attended similar training. It was suggested that arrangements could be made for an evening workshop to be held in the Acton community Resource Centre with participation extended to all other Community Councils in the area.

RESOLVED – that the Clerk obtain further details about the course and its costing and write to all Community Councils in the area inviting expressions of interest for participating in an Anti- Radicalism training course to be held in the Acton Community Resource Centre on a date to be agreed.

57 COMMUNITY CENTRES

The Vice Chair welcomed Mr Dylan Hughes who was attending the meeting to report on the following matters:

1. Acton Resource Centre:

- **Commissioning of the building:** Major items of furniture and equipment have been delivered. Wi-Fi and ICT equipment will be installed on 20 September, 2013. Returning and new users were noted. Building keys have been provided to the Clerk to the Council. Lifelong Learning opportunities were being developed in conjunction with the Adult and Community Learning Partnership with a view to courses starting in January 2014. The Acton Children and Family Centre had operated their Holiday Club from the building during the summer holiday. They were now using the building for their Day Centre and Wrexham CBC were finalising the lease documentation.
- **Staffing:** The Caretaker had returned to full duties at the Centre during July and the job description for the Manager's post is being distributed to the staff recruitment panel.
- **Finance:** The project budget is £806,000. Current expenditure is £719,025 with pending invoices of £31,255 and a retention of £16,987. Most of the remaining budget will be allocated to IT equipment (£25,000) and road/internal signage costs (£5,000). The final capital costs invoice of £36,492 will be submitted to the Community Council shortly. Consideration was given to the 2013/14 revenue apportionment as a percentage of the £30,000 service level agreement. Members were mindful that the full £30,000 SLA requirement for the operational management of the Centre had been provided for in the 2013/14 budget. The Centre should be fully equipped as soon as possible and the Community Council would be unable to provide additional funding towards equipment in subsequent years due to future budget pressures. Mr Hughes indicated outside the available budget, additional CCTV equipment was required. Members also referred to flooding on the Centre's car park adjacent to the disabled parking spaces.
- **Communication:** The Management Committee Constitution had been confirmed and the inaugural meeting was planned for October 2013. Publicity and a Newsletter will be issued in the Autumn to provide information on how to make bookings, to advertise current user groups and suggest ideas for planned future use or activities. Members stressed that advertising was important and should be wide enough to ensure the Centre is a viable proposition.

RESOLVED - that the Report be received and noted and the full £30,000 payment due under the 2013/14 SLA for the Acton Community Resource Centre be made subject to 50% of this amount being used for the purchase of equipment for the Centre additional to that already provided for in the £806,000 Project Budget.

- 2. Borrass Park and Little Acton Community Centres:** Members noted that in accordance with Minute 27.2 June 2013 this item had been placed on the agenda for consideration but the current Wrexham County Borough Council consultation in respect of Community Facilities funding from 2014/15 onwards had superseded this item.

58 DOG FOULING – AWARENESS CAMPAIGN

In accordance with Minute 39.5 July 2013 consideration was given to progressing this matter. Councillor Carole O’Toole suggested that Dog Fouling enforcement should be one of the Community Council’s future Policing objectives with support and policing resources being made available to the Community Council. As a Policing Objective, it will be possible to involve the Enforcement team at Wrexham CBC in the campaign to work alongside the Police and Community Council.

This three month period could coincide with the advent of the darker evenings and shorter days when dog fouling seems to become more of an issue. The schools in the area could be involved in designing posters and leaflets to be displayed around the area and handed out to dog owners. It may also be possible to ask Joanne Rodgers Enforcement Services Co-ordinator from the Enforcement team to go into Schools and give a talk to the children about dog fouling.

RESOLVED – that a small working group comprising of the Chair, Vice Chair and Councillors W Baldwin, A Evans and C O’Toole be set up to agree a publicity campaign and action plan in respect of preventing Dog Fouling in consultation with the Enforcement Team Officers, the Police and seeking to obtain the involvement of Schools within the Acton Community area. The Group to report back to the Community Council with its plan prior to January 2014 when it will become a policing objective.

59 AUGUST RECESS

Further to Minute 43 July 2013, a summary of the action taken by the Clerk in consultation with the Chair and Vice Chair on the following urgent matters during the August recess was received and noted:-

1. Service Level Agreement for the provision of a payroll service for Acton Community Council by Wrexham County Borough Council
2. Planning Applications for development or work to protected trees in the Community Council’s area
3. Audit of Accounts
4. Payment of Accounts since 16 July 2013 (Vouchers 16 & 17 refers)
5. Plaque for Memorial Oak Tree in Acton Park
6. Information received by the Clerk:
 - i. British Red Cross – Carers Emergency Home Assistance Service
 - ii. Activities for Children & Young People – Summer 2013
 - iii. Acton Park Fun day – 22 August 2013
 - iv. NEST scheme Annual report launch on 30 July 2013
 - v. Local training Sessions for Community Councils – email from Overton Community Council
 - vi. Consultations from the Planning Department – electronic consultation
 - vii. Renting Homes White Paper Consultation closing reminder

60 CONSULTATIONS

The following consultation papers received during the August 2013 recess were received and consideration given on whether to make any comments on them:

1. **Proposed new premises & branch modernisation: Rhosnesni Post Office Branch:** It was noted that a six week consultation was issued on 20 August 2013 seeking views by 2 October 2013. The Consultation seeks comments about the new location and the range of products that will be

available at the Branch. The proposed month of change is November 2013. A copy of the Rhosnesni Post Office consultation's information letter was considered.

The Community Council at its July 2013 Meeting (Minute 40 refers) had decided that in the event of being Consulted on the proposed closure/relocation of the Dean Road Post Office during the August recess, the comments as minuted be submitted in response to comply with the relevant deadline.

Due to the timing of the Consultation, Members debated this matter further. It was noted that the Rhosnesni Tenants and Residents Association had held a Public meeting and were organising a petition for the retention of the Rhosnesni Post Office at its current location. Members discussed and expressed concerns about the Car Parking capacity and public transport provision at the proposed new location and the financial viability of a stand-alone Post Office at the present site.

RESOLVED – The Clerk submit a response on the Community Council's concerns as detailed in Minute 40 July 2013 and stress that the Community Council's preferred option is to retain the Post Office at its long established Dean Road site but to confirm that it does wish for a Post Office facility to be retained in the local area.

2. Consultation on Designated Persons Order (Number 1) from the Local Government Measure 2011: The Commission on Public Service Governance and Delivery is examining the current arrangements on the provision of public services in Wales. The Consultation proposed that all public organisations with responsibility for service delivery be subject to scrutiny which examines the services provided in one geographical area, from the holistic perspective of the quality of life for its inhabitants. Views were sought on the organisations to be designated to ensure the Welsh Government's Policy of proportionate, effective and sustainable scrutiny of services is achieved. The consultation commenced on 29 August and closes on 21 November 2013.

RESOLVED – that the Clerk submit a response on behalf of the Community Council indicating that it considers Third sector Organisations such as AVOW should be designated in the first Order and Town and Community Councils can best participate in local collaborative scrutiny through being co-opted as voting members on Principal Council's Scrutiny Committees; by being Consulted on Scrutiny Reviews or being called as witnesses during the evidence gathering process of Scrutiny reviews. Community Council's should also be notified of Scrutiny Forward Work Programmes.

61 FINANCIAL ASSISTANCE

The Clerk submitted a report detailing three applications for financial assistance received since the June 2013 meeting. The Council's Policy was to apportion the annual £2,750 budget equally between each of the quarterly meetings. Accordingly, there was a sum of £ 687.50 for allocation at the meeting. Members then proceeded to consider the three applications and whether the Council wished to make any grant to the applicants under the provisions of Section 137 of the Local Government Act 1972.

RESOLVED – that the following Financial Assistance grants be made –

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| 1 | 1st Rhosnessney Scout Group– financial assistance to support the costs of repainting the signage at the front of Rhosnessney Scout Hut. | £100.00 |
| 2 | St John's church Rhosnesni - financial assistance to support the costs of providing the Community Christmas meal at St Johns Church Rhosnesni on 18 December 2013 | £200.00 |
| 3 | Wrexham & District PHAB Club – Contribution to support the Club and its Ambulance costs | £150.00 |

(Councillor J Kelly declared a personal and non-prejudicial interest in respect of application No.3 Wrexham & District PHAB Club being involved in its running and left the meeting before consideration of this item)

62 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
<p>1.Trevor Coxon , Head of Corporate and Customer Services, Wrexham CBC</p>	<p>1 Wrexham Town and Community Council Forum: Letter dated 1 August notifying that the next Wrexham Town and Community Council Forum meeting will be held on Thursday 3 October 2013 at 6.00pm. RESOLVED - that the Council be represented at the meeting by Councillors Ray Evans and Ralph Hardy.</p> <p>2 Information requested at last Forum meeting: Ty Croeso, Richmond House Grosvenor Road Wrexham – Copy of Press release on the innovative new centre opened in Wrexham to provide support and treatment for adults with issues on their lives including substance misuse and homelessness. Information noted</p>
<p>2.Sue Perry Northern Marches Cymru</p>	<p>Heritage and Culture Grant scheme: Information and posters publicising the availability of and criteria for Community projects that may be eligible for financial assistance under this scheme. Members referred to the lack of Notice Boards within the refurbished Acton Community Resource Centre to display statutory notices, information and posters received by the Community Council. A lockable Notice Board and open Display Board would cost in the region of £320.00. It was noted that there was provision for such expenditure within the 2013/14 Budget. RESOLVED - that the Clerk be authorised to place an order through Wrexham County Borough Council for the provision of one lockable Notice Board and one Display Board at Acton Resource Centre for the Community Council's use at an approximate cost of £320.00 (excluding VAT).</p>
<p>3.Donna Dickenson Head of Service education Enrichment</p>	<p>1. September to December Youth Service Programme – letter dated 25 July advising of the activities on offer to young people across Wrexham. Further details can be found at www.youngwrexham.co.uk/en/local/youth-service-centres-and-projects Information noted</p> <p>2. Young Wrexham Website: letter dated 6 August advising that this interactive website can be used by community groups and local organisations to advertise events taking place and provide a sign post to information and contacts. Information noted</p>
<p>4.Play Wales</p>	<p>Play for Wales: Copy of the Summer 2013 edition of this magazine. Information noted Information noted</p>
<p>5.Civic Support Officer Mayors Parlour Wrexham County Borough</p>	<p>Mayor's Charity Dinner Dance – Friday 18 October 2013: formal invitation to purchase tickets costing £35.00 each to attend the Worshipful the Mayor of Wrexham, Charity Dinner Dance at the Ramada Plaza Wrexham on Friday 18 October to raise money towards his charity Fund. RESOLVED – that the Council be represented at the Charity Dinner Dance by Councillor Mrs O Simm and her companion and approval be given for the payment of £70.00 to purchase two tickets from within the Council's S137 Budget allowance for 2013/14.</p>
<p>6.David Hylands Wrexham Poppy Appeal Organiser</p>	<p>1.Wrexham Poppy Appeal 2013: Letter dated 16 August inviting the Community Council to place an order to purchase a Poppy Wreath for the Annual Service of Remembrance on Sunday 10 November 2013 RESOLVED – that the Council make a donation of £70.00 from within the Council's 2013/14 S137 Budget allowance for the purchase of a wreath for the Remembrance Day Service.</p>

Organisation	Details and action taken
Civic Support Officer Wrexham County Borough Council	2.Remembrance Day Service – Sunday 10 November 2013: invitation for the Community Council to take part in the wreath laying and remembrance service and an indication of how many representatives will be attending. RESOLVED – that the Council be represented at the Service and Wreath laying by the Chair of the Council Councillor E Boylin and the Clerk to the Council.
7 Society of Local Council Clerks	1. Annual Conference and Annual General meeting: Notification of the AGM on 18 October and details of the Conference to be held on 17-19 October 2013 at Hinckley Island Hotel, Leicestershire at a cost of £440 per full delegate. Information noted 2. 2013 Pay Award: Newsletter item confirming the pay award for 2013-14 has been agreed with the new pay rates effective from 1 April 2013. A formal NALC/SLCC circular has been issued. This news item is required to be presented to the Council and the increase in pay minuted. RESOLVED – that the 1% national pay award for 2013/14 be implemented and backdated to 1 April 2013 and the appropriate backdated payment be made to the Clerk to the Council.
8 North Wales Community Health Council	Invitation for applicants to become a member of their Local Community Health Council: Email dated 4 September circulated by the Clerk to all members of the Council to enable them to consider putting themselves forward as an applicant for the Wrexham area by the closing date of 12 September, 2013 Information noted
9 Caia Park Partnership	Caia Crafts: Information leaflet about this Community Enterprise that produces high quality hand crafted wooden products for the home and garden. Information noted
10 Rafat Arshad- Roberts AVOW	Community buildings Forum Meeting – 15 October 2013: Email dated 27 August inviting a representative from the Community Council to attend this meeting of the Forum Information noted
11 Nightingale House Hospice	Nightingale news: autumn edition of the Hospice's news and events newsletter Information noted

63 PAYMENT OF ACCOUNTS

Members noted the second precept payment of £39,500.00 had been received since the last meeting and considered the payments now required for authorisation.

Resolved – that the following payments be approved: -

Voucher No; Payee	Details	Amount
18. Wrexham & District Citizens Advice Bureau	SLA Payment for Acton Outreach Service in Acton Community Resource Centre for the period September 2013 to March 2014 S142 Local Government Act 1972	£ 3,073.07
19. Wrexham County Borough Council, Young People Inclusion Service	SLA Payment for Acton Young People Provision 2013/14 – 1 st instalment S19 Local Government Misc Provisions Act 1976	£10,845.50
20. Wrexham County Borough Council	Contribution towards the costs of maintaining the Cunliffe Bowling Green during the 2013 season S19: Local Government Miscellaneous Provisions Act 1976	£ 2,678.00
21. Society of Local Council Clerks	Clerk's attendance at SLCC Regional Conference at Llandudno on 18 Sep 2013 S112 Local Government Act 1972	£ 82.80 (VAT £13.80)

22. Carole Roberts Clerk to the Council	Clerks Expenses for September 2013 Section 112 Local Government Act 1972	£ 49.00
23. 1 st Rhosnessney Scout Group	Assistance towards signwriting on the frontage of the Group's hut Section 137 Local Government Act 1972	£100.00
24. St Johns Church, Rhosnesni	Assistance towards providing the Community Christmas meal at St Johns Church Rhosnesni on 18 December 2013 Section 137 Local Government Act 1972	£200.00
25. Wrexham & District PHAB Club	Assistance towards the cost of running the Club and its Ambulance. Section 137 Local Government Act 1972	£150.00
26. Royal British Legion Poppy Appeal	Purchase of Poppy wreath and donation Section 137 Local Government Act 1972	£70.00
27. Wrexham County Borough Council	2x Tickets for attendance at Mayor's Charity Ball on 18 October 2013 Section 137 Local Government Act 1972	£70.00
28. 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

64 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/2013/0588 7 Alyndale Road, Acton, Wrexham	Single Storey Extension to the Rear of Property	No objections
P/2013/0608 105 Norfolk Road Wrexham	Amendment To Existing Planning Approval To Include 1 No. Additional Window To Side Elevation And Sloped Roof To Garage On Front Elevation (Previously Granted Under Code P/2013/0297)	No objections.
P/2013/0621 22 The Triangle Wrexham	Crown Raise One Oak Tree (T1) Protected By Tree Preservation Order WCBC 64 By Removing 6 Branches As Shown On Submitted Photographs	The Community Council has no objection to this application provided the Council's Arboricultural deems the proposed work to this protected tree to be strictly necessary. Any works should be carried out under the supervision and to the satisfaction of the Council's Arboricultural Officer.

(Note: Councillor J Kelly had earlier in the meeting under Agenda Item 2 declared a personal and non-judicial interest in this item but had already left the meeting before consideration of this agenda item.)

65 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.

66 ANNUAL REVIEW – CLERK TO THE COUNCIL

The Vice Chair advised that in the absence of the Chair, this item would now be deferred until 15 October 2013 meeting of the Community Council.

Signed as a correct record this 15th day of October 2013

Chair