

Minutes of the Meeting of Acton Community Council held on Tuesday 18 June 2013 at Little Acton Community Centre, The Green, Little 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, PC Gary Edwards and PCSO Gina Subacchi, North Wales Police
Joanne Rodgers and Lynn Williams, Wrexham CBC
Mrs Carole Roberts, Clerk to the Council

20 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors W Baldwin, R Davies and G Lowe

21 DECLARATION OF INTERESTS

Councillor J A Kelly declared a personal and non-prejudicial interest in respect of Agenda Item 13 - Planning Applications being a member of Wrexham County Borough Council's Planning Committee.

22 CONFIRMATION OF MINUTES

Resolved – that the Minutes of the meeting of the Community Council held on 14 May 2013 be received and confirmed as a correct record.

23 INFORMATION FROM THE MINUTES:

1 Minute 9i PCSO Levels in the Acton community area: It was noted there had been no response to the concerns and assurances sought at the last meeting from the Chief Constable of North Wales Police. However Inspector Mark Williams in attendance at the meeting will receive a copy of all action points from each meeting to ensure a response is given by the attending Police Officers at the next meeting.

Inspector Williams advised on the recent Pilot Operation in the Grosvenor and Rhyl Town Centre wards to inform Hot Spot Policy. He apologised for not keeping the Community Council informed in advance about the redeployment of Acton Community PCSOs. The outcome of the Grosvenor Ward Operation would see changes to the deployment of PCSOs and benefits across the Wrexham District with potential for a dedicated Supervising Officer for the PCSO Teams; the setting of Patrol Priorities, an Intelligence Bulletin, Patrol guidance and plans and electronic feedback from PCSOs at the end of each day. There is capability to observe PCSOs via their airwave monitor and to produce a coverage report for their complete movements over a seven day period.

Members were grateful for Inspector Williams explanation but stressed that individual wards within Acton are perceived by many as a "quiet areas". This was mainly due to the hard work and diligence of PCSOs. Each of the five wards has its own challenges and the relationship built between residents and PCSOs was a key part of this successful relationship. Taking PCSOs out of their wards is noticed by the residents and

does have consequences on the crime levels in the area. The Chair thanked Inspector Williams for his contribution.

- 2 **Minute 9ii - Acton Park Seasonal Ranger:** Martin Howorth had advised that Saira Sheldrake has accepted the post. She has experience in working for other parks and her final report will be presented to the Community Council in the autumn. The present position was noted
- 3 **Minute 9iii – Allotment/Community Growing Course –** It was noted that Councillor Whitfield is now unavailable to attend this course on 19 June at Mold Town Council Offices and will attend a subsequent course
4. **Minute 9iv - Ambulance Waiting Times at Wrexham Maelor General Hospital:** The response and reassurance received on 24 May from Mark Drakeford AM, Minister for Health and Social Services on action being taken was noted.
5. **Minute 10.2 Winter weather/ heavy snowfall – pothole damage to road and pavement surfaces:** The response received on 16 June from John Bradbury, Chief Environment Officer was read out at the meeting and the content noted.
- 6 **Minute 13.3 St John 40th Anniversary Service on 30 June 2013** –The Chair advised that he proposed to make a £50 donation from his Charity account at this Service.

RESOLVED - that the proposed donation of £50 to St John's Church Rhosnesni be supported.

7. **Minute 14. – Annual Accounts 2012/13:** The Clerk advised that the External Audit of the Council's Accounts for the year ended 31 March 2013 had taken place on 31 May 2013 and the Auditor's report was awaited.
- 8 **Minute 16 - Relocation of Borrass Park Surgery:** The Clerk reported that an acknowledgement to the Community Council's request for an update on this matter was received on 31 May. However a full detailed response is yet to be received.

RESOLVED – that the Clerk writes again to Mary Burrows, Chief Executive requesting an indication of when the full response will be received.

24 KEY ACTON ISSUES

There were no matters to report by WCBC Members that had recently been considered by the County Borough Council that may affect the whole or part of the Community of Acton. (Minute 107 January 2011 refers):

25 COMMUNITY POLICING MATTERS

The Chair welcomed PC Gary Edwards and PCSO Gina Subacchi who were attending the meeting on behalf of North Wales Police. PC Edwards tabled a new style of report for the five Acton wards setting out Crime statistics and incidents for the current and previous month on a ward basis. He indicated that all Officers will be able to produce the report and give more detailed information about any of the crimes at each meeting.

The report provided detailed information on Operation Byzantium which is targeting an increase in Burglary other than dwellings. The flexibility of the Acton policing team during this Operation had ensured timely and increased visibility. The team have also been monitoring and providing a presence at the Acton Community Resource Centre as its refurbishment nears completion.

Members raised several issues with the Officers including the potential to use stop and search powers in the Camberley Drive / Westminster Drive area; continued speeding of cars and quad bikes along Jeffreys Road and the progress being made on providing a speed gun / camera along this route; and the audible presence of motorbikes on open spaces at the Fairways estate and in the vicinity of the Rugby Club. The Police Officers undertook to progress these issues and report back to the next meeting.

Inspector Williams referred to the new Service Level Agreement with Wrexham County Borough Council for the provision of PCSOs and the requirement to prepare an Action Plan with the Community Council setting out agreed priorities in respect of issues such as litter and Burglary. The Action Plan would enable a structured way of dealing with local issues and provide the basis for updating the Community Council on action being taken. There will be at least one PCSO reporting to each Community Council meeting unless there is a major incident

when apologies and the reason will be given. Additionally Inspector Williams will meet quarterly with the Chair and five Wrexham County Borough Councillors to provide an update

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

26 DOG FOULING:

Further to Minute 16i May 2013 the Chair welcomed Joanne Rodgers, Enforcement Services Coordinator, Wrexham County Borough Council who was in attendance at the meeting to explain the Enforcement options in respect of Dog Fouling and whether there are any powers other Community Councils use to address this problem.

Ms Rodgers shared details of changes to the Enforcement Service in the last twelve months including the establishment of a single enforcement Team of nine Officers to cover Fly-tipping, Littering, Dog Fouling and Parking. The team patrol on a daily basis. In respect of Dog Fouling, the work is intelligence led and the Team work closely with the Police Liaison Team. Examples of leaflets and letters delivered to residents when seeking intelligence at targeted problem areas were tabled at the meeting.

Members referred to the widespread nature of dog fouling across the whole Acton area but particularly outside schools and on open spaces. They sought advice on educating dog owners, raising awareness of how to report and provide intelligence to enable enforcement action to be taken. Ms Rodgers indicated that if specific detailed intelligence is received about owners who allow their dogs to foul, the Enforcement team were flexible and would try to be present at the times when the dog fouling offences occur to take action and issue Fixed penalty Notices.

During the debate, Members were reminded that the Public should not become involved in a confrontational situation with dog owners but should report the matter to the Enforcement Team by phoning 01978 298989. It was noted that there had been a number of successful enforcement and fixed penalty notices issues during 2012/13. It was suggested that high profile reporting in the local press would be helpful. Enforcement Officers could also visit Schools to encourage children to be involved in the design of new posters and help educate and raise awareness of the anti-social nature of Dog Fouling.

The Chair thanked Ms Rodgers for her positive contribution and she indicated her willingness to return for another meeting and assist the Community Council in moving forward.

RESOLVED – that an item on Dog Fouling – awareness campaigning be placed on the agenda for consideration at the next meeting.

27 COMMUNITY CENTRE MATTERS

Further to Minute 25 July 2011 and 111.2 December 2012, the Chair welcomed Mrs Lynn Williams who reported on the following matters:

1. ACTON COMMUNITY RESOURCE CENTRE:

- i **Construction:** R.L. Davies & Son Ltd Construction had vacated and handed over the site on 22 April 2013. The Centre is now being equipped and commissioned and minor issues resolved with the Builder. The Centre will be open from the summer. The positioning of directional fingerpost signage to the Centre had been identified and quotes for provision of the signage were being obtained. The main building signs will be installed on 5 July.
- ii **Project Finance:** The final capital contribution of £36,492 from the Community Council would shortly be invoiced. The total cost of construction was expected to be on target at £735,000. From the total £806,000 Capital Budget for this scheme, a sum of £8,500 had been used to provide additional fencing for the Early Years provision setting. There remained £66,000 for fitting out, furniture, computing and signage. Accordingly some items of equipment may need to be omitted.

In respect of the Revenue funding for the Centre, a copy of the final Service Level Agreement for the ten year £30,000 annual contribution from the Community Council towards the operational costs was circulated at the meeting.

- iii **Commissioning of building:** Arrangements had been made for Community Council members and other previous stakeholders to visit the Centre on Monday 1 July in either the morning or evening to view the space available and confirm their required day and times for return. Major furniture and equipment items were on order and would be delivered on 20 June. The Acton Children and Family centre will be operating their Holiday club from the building from Monday 22 July, 2013. Wi-Fi and ICT will be installed from mid July to mid August.

The returning users will be able to occupy the building from late July onwards and additional bookings from new users will be added as the Centre is fully equipped and promoted.

- iv **Staffing:** The previous holder of the 28 hour Caretaking post will be returning to full duties at the Centre in early July. The remaining Staff positions of Centre Development Officer, Centre Support Worker and Cleaner/ Caretaker are due to be approved by the end of June. The positions will then be advertised and prospective candidates interviewed and appointed late July/early August with a view to being in post from late August or early September. It was noted that the Chair together with Councillors R Davies and J Richards would sit on the Selection panel as the Community Council's representatives on the Management Committee.
- v **Communication:** The Management Committee's Constitution has been confirmed and the first meeting of the new Committee will be held in September to ensure all eligible representatives and organisations can attend. Publicity and a local Newsletter will be issued in September advertising current user groups and giving information on ideas and hiring the Centre for future use and activities.

Members sought clarification on the length of the transfer process of the Acton Children and Family centre from its existing premises to the Centre. It was suggested that a "Wall of Acton fame" or Acton Timeline in the café area could reflect the successes of previous and current Acton residents from all five wards and give a sense of place to the Centre.

RESOLVED – that

1. ***Mrs Lynn Williams be thanked for her attendance and report;***
2. ***The Clerk, in consultation with the Chair and Vice Chair, examine the final ten year Service Level Agreement tabled at the meeting and if found to be satisfactory to be authorised to sign the agreement on behalf of the Community Council.***
3. ***The Vice Chair, Councillor A Whitfield continue to identify notable present and former Acton residents for inclusion on the Acton Timeline and Hall of Fame and liaise with the Centre's Development Officer once appointed.***

(Councillor J A Kelly left the meeting at this stage of the proceedings.)

2 BORRAS PARK AND LITTLE ACTON COMMUNITY CENTRES:

Further to Minute 111.2 December 2012, this item had been placed on the agenda so that Members could be updated on the future operation and funding of Community Centres in the County Borough. There is a shortfall in funding for Community Centres across the County. An increase in the Community Council's contribution to Little Acton and Borrass Park Community Centres had been requested and agreed for 2013/14 but the level of funding for subsequent years had not been agreed. The Community Council wished to be made aware of the outcome of Wrexham County Borough Council's consultations with other Community Councils before making a decision. The Community Council is already committed to making a substantial £30,000 contribution towards the operational cost of the Acton Community Resource Centre as referred to in Minute 27.1 above.

The recently formed Little Acton Community Centre Management Committee and local residents are keen to keep what is Little Acton's only community hub. Further Management Committee meetings are planned to consider how to increase the Centre's usage and discuss the feasibility of forming a Trust to run the

Community Centre. Several other Community Centres within Wrexham County Borough are also looking at this option. There is a need to develop a role to manage these Trusts. Members were aware of the huge amount of research and commitment required by Community Councillors and the public to meet the responsibility of becoming a Trust.

The Borrass Park Community Centre Management Committee had yet to meet to discuss the future operation of the Centre. Members stressed the importance and urgency of the Management Committee being convened and noted that the Head and Governors take up running Community use in the evenings. There was no information available at the meeting on the level of usage and income for Little Acton and Borrass Park Community Centres and whether the current usage was capable of being slotted into the Acton Community Resource Centre. The Community Council would need this information before making a decision on future funding of the two Community Centres and setting the budgets for 2014/15.

There is a shortfall in funding Community Centres across the County. It was noted that Wrexham County Borough Council's Homes, Environment and Communities Scrutiny Committee had considered the Community Centre Service Review on 12 June 2013. The Committee had requested a further report on the review of all Community Centres to include:-

- details of alternative community provision following consultation with Community Councils, Management Committees and User Groups;
- the contributions from Community Councils;
- updated usage figures and costs; and
- Up to date information available from the Community Asset Review in respect of Community Centres

RESOLVED - to note the present position and receive a progress report and detailed information on the usage and income from Borrass Park and Little Acton Community Centre from Mr Dylan Hughes in the autumn prior to determining the Community Council's contribution towards the running costs of the two Community Centres.

28 CONSULTATIONS:

1 Local Government (Wales) Measure 2011 - Part 7: Communities and Community Councils

This Consultation issued by the Welsh Government on 3 June 2013, referred to the powers and requirements of this Measure and what they mean for Community and Town Councils in Wales. It was noted that a full copy of this Consultation Document was available online and any responses to the Consultation should be submitted by 23 August 2013.

Councillor Carole O'Toole undertook to review the full consultation document and provide any comments to the Clerk for submission before the end of the consultation period.

2 APPLICATIONS FOR INCLUSION IN A PHARMACEUTICAL LIST: The NHS Wales Shared Services Partnership as required under Regulation 5 (1) of the National Health Service (Pharmaceutical Regulations) 1992 had consulted various organisations and individuals on two applications, namely:

1. Application by Mr Usman Shabbir for preliminary consent to provide pharmaceutical services within Chester Street, Town Centre, Wrexham. Members considered there was already adequate provision within this area by the Sunday and Out of hours service provided at St George's Crescent and there are Chemists located at Hillcrest and Chester Road Surgeries.
2. Application by Boots UK Ltd for inclusion in the Pharmaceutical List at unit 1 Plas Coch Retail Park, Plas Coch Road, Wrexham. Members were in favour of this application but expressed concerns about the viability of the Chemist provision on Rhosddu Road if the application were to be granted.

29 FINANCIAL ASSISTANCE

The Clerk submitted a report detailing two applications for financial assistance received since the March 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 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 –

- 1 North Wales Police – Encrypted Laptop for sole use at Acton Community Resource Centre - subject to receiving confirmation from the Acton Policing Team that the laptop can be linked securely to the North Wales Police Information System from the Centre. £450.00**
- 2 North Wales Air Ambulance – Contribution towards costs of providing this service £200.00**

30. 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 |
|---|---|
| 1. Head of Corporate & Customer Services, Wrexham County Borough Council Chief Executive One Voice Wales | <p>Websites for Town and Community Councils:</p> <p>1. Letter dated 15 May 2013 referring to the release of £1.25m to Principal Councils to support local democracy and public engagement. It was noted £500 is available to the Community Council to either establish a new website by May 2015 or to develop an existing site to a minimum expectation of contact and membership details, a record of its proceedings via the internet and the Clerk being contactable by email. A request with details specifying what the £500 funding will be used for should be made by 31 March 2014 or the Community Council will lose its right to access the funds.</p> <p>2. Email dated 7 June from One Voice Wales enclosing a letter from the Welsh Government suggesting how to move forward on this initiative through collaborative and monitoring arrangements. One Voice Wales supports this programme and has negotiated a £500 software package and a further ongoing maintenance package for members of One Voice Wales</p> <p>RESOLVED – that</p> <p>1. a holding letter be sent to Wrexham CBC confirming that the Community Council will be taking up the £500 grant funding that has been made available before 31 March 2014; and</p> <p>2. the Clerk investigate the options for creating a website that will enable the Community Council to comply with the requirements of the Local Government Wales Measure 2011</p> |
| 2.Lyn Cadwallader, Chief Executive, One Voice Wales | <p>Notice of One Voice Wales 2013 Conference and AGM: Letter dated 22 May providing details of the 9th Conference and AGM of One Voice Wales to be held on Saturday 5 October 2013 at the Royal Welsh Showground, Builth Wells. The fee for non-members is £105. <i>Information noted</i></p> |
| 3.MR N S Jenkins UHY Hacker Young | <p>Revised Audit Fees: Letter dated 1 June advising of the introduction of a new scale of fees for 2012/13 Annual Returns by the Auditor General and providing a schedule of the new fees. <i>Information noted</i></p> |
| 4.Craig Stevens , Senior Civic Support Officer, Wrexham CBC | <p>Mayor’s Civic Visit to Church on Sunday 7 July 2013 at 11:00am: Letter dated 6 June 2013 inviting the Community Council to appoint two representatives to accompany the Worshipful the mayor of Wrexham, Councillor I David Bithell for the Civic Service at St Giles Church Wrexham. None of the members present at the meeting were available to attend. <i>The invitation was noted.</i></p> |
| 5.Paul Williams Chairman Commission on Public Service and Delivery | <p>Call for evidence : Public Service Commission - Email received 14 June informing of this consultation and methods for taking part including a drop in session at Maesgwyn Community Centre on 6 August from 10am to 2pm <i>Information noted</i></p> |

| Organisation | Details and action taken |
|------------------------|---|
| 6.Clerk to the Council | <p>Oak Tree Memorial Plaque: A copy of the proposed plaque design and wording agreed with Chair, Vice Chair and Martin Howorth was circulated. Two potential suppliers have been identified. Approval was requested to proceed with obtaining quotes for this work to be completed.</p> <p>RESOLVED – that the Clerk proceed to obtain quotes for the provision of this Plaque and a suitable stand</p> |
| 7.Clerk to the Council | <p>Clwyd Branch meeting of SLCC on 13 June 2013 at Denbigh Town Hall: The Clerk reported on her attendance at this meeting and the main points raised at the meeting were noted.</p> <p>RESOLVED – that the Clerk -</p> <ul style="list-style-type: none"> • be authorised to attend the Welsh Regional Conference to be held in Llandudno on 18 September 2013 at a cost of £69 plus Vat; • make arrangements to purchase the updated Clerks Manual – Update that will include advice on the Local Government Wales Measure; and • make arrangements for the Signed Minutes of the Council to be bound and sent to the Wrexham County Archivist for safekeeping. |

31. PAYMENT OF ACCOUNTS

Members noted no payments 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 |
|---|---|-----------|
| CCA1;St Johns Church Rhosnesni | Donation of £50 from Chair's Charity Account at St John's Church Rhosnesni 40 th Anniversary Service on Sunday 30 June 2013 S15 Local Government Act 1972 | £ 50.00 |
| 10 Carole Roberts Clerk to the Council | Clerk's Expenses to 18 June 2013 Section 112 Local Government Act 1972 | £ 120.35 |
| 11 Wrexham County Borough Council | Clerks Salary and office expenses for June 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 |
| 12 Wales Air Ambulance | Financial Assistance towards the operational costs of the Air Ambulance Service S137 Local Government Act 1972 | £200.00 |

32. 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 |
|---|--|--|
| 1. P/2013/0297 105 Norfolk Road Wrexham | Amended Plan for Two Storey Rear Extension | No further comments to make |
| 2. P/2013/0328 75 Norfolk Road Wrexham | Erection Of Porch To Front Of Dwelling | No objections |
| 3. P/2013/0362 36 Chester Road Wrexham | Change Of Use Of Guest House To House In Multiple Occupation (HMO) | The Community Council objects to this application as it has concerns about the location of the existing vehicular access to the property and considers the application not to be in keeping with the immediate area |
| 4. P/2013/0363 36 Chester Road Wrexham | Alterations And Change Of Use Of Guest House Accommodation And Dining Area To Residential Dwelling | No objections |
| 5. P/2013/0374 5 Kensington Grove, Box Lane Wrexham | Remove One Variegated Conifer Protected By Tree Preservation Order WCBC 167 | The Community Council is mindful of the importance of all TPOs and objects to this application to remove an otherwise healthy Conifer, unless the applicant is able to evidence that the condition of the tree has been assessed by an arboricultural expert and the proposed removal is deemed to be strictly necessary with no option for remedial work to be carried out to the conifer. If the application is granted the Community Council would wish to ensure that any works should be carried out under the direction and supervision of Wrexham County Borough Council's Arboricultural Officer to ensure none of the other protected trees in the immediate vicinity are damaged |
| 6. P/2013/0404 3 Ffordd Hooson Wrexham | Two Storey Rear Extension And Single Storey Extension To Rear Of Existing Utility Room | No objections |
| 7. P/2013/0405 Asda Stores Ltd Holt Road Wrexham | Single Storey Grocery Collection Canopy | The Community Council is concerned about the potential impact on local residents of this application and would wish for strict monitoring to ensure adherence to the proposed restricted hours of operation |
| 8. P/2013/0506 Asda Stores Ltd Holt Road Wrexham | Drive Thru Signs Around Perimeter Of Canopy And Associated Signage | The Community Council is concerned about the potential impact on local residents of this application and would wish for strict monitoring to ensure adherence to the proposed restricted hours of operation |

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

33. 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.

34. ANNUAL REVIEW – CLERK TO THE COUNCIL

The Chair reported on matters relating to the Clerk's working hours and the need to carry out a Performance appraisal exercise for the Clerk by the Chair and Vice Chair as identified in the Annual Risk assessment for 2013.

Resolved – that

- 1. Payment in the sums now referred to be approved in lieu of hours that have been accrued during 2012/13 and up to 30 June 2013, such payments to be made in the Clerk's July 2013 salary payment from any under-spent budget items in the current financial year;***
- 2. The Clerk's contractual working hours be increased to 24 hours per week backdated to 1 April 2013 and the Clerk must report any hours in excess of this to the Chair or the Vice Chair;***
- 3. The Clerk's working hours be reviewed every twelve months to enable any revisions to be included in the Estimates of Income and Expenditure;***
- 4. The Clerk's Contract of Employment be revised accordingly;***
- 5. The Clerk be requested to investigate and report back to the Chair and Vice Chair on the possibility of creating a part-time Assistant Clerk Post, reviewing the Clerk's grading to reflect additional responsibilities since her appointment and to provide details of the financial implications; and***
- 6. The Chair and Vice Chair carry out a performance appraisal with the Clerk as soon as practicable.***

Signed as a correct record this 16th day of July 2013

Chair