

13 July 2023

Dear Councillor

You are hereby summoned to attend a **HYBRID** meeting of **ACTON COMMUNITY COUNCIL** to be held in accordance with Local Government and Elections (Wales) Act 2021 on **WEDNESDAY 19 JULY 2023** at **6.30pm**. The Meeting will be held in the **TRAINING ROOM** at the **ACTON COMMUNITY RESOURCE CENTRE**, Overton Way, Acton, Wrexham, LL12 7LB.

For anyone unable to attend the meeting in person you can join the Zoom Meeting online by using this [hyperlink to join the Hybrid Council meeting on Wednesday 19 July 2023](#) or use the Meeting ID: 832 6097 4067 and Passcode: 878668. Please note that the Meeting and those participating in person and online will be recorded. The business to be transacted is as set out in the agenda below.

Yours faithfully

Carole Roberts

Clerk and Responsible Financial Officer to the Council

AGENDA

1. APOLOGIES FOR ABSENCE:

2. PUBLIC QUESTIONS: In accordance with Standing Order No. 3e; any Member of the Public who is a resident within a ward of the Community Council and has given notice (specifying the matter on the agenda which they wish to speak) to the Clerk to the Community Council's office by noon on 18 July 2023, may, subject to stating their name and address before the meeting, speak at this meeting, as of right, on any matter on the agenda, for no more than 3 minutes.

3. COMMUNITY AGENT FOR THE ACTON COMMUNITY: Further to Minute 7.1 May 2023, the Rainbow Foundation has been successful in its bid to provide Community Agent coverage for five Community Council areas in North Wrexham under a consortia of Gwersyllt, Brymbo, New Broughton, Acton and Llay. Mr Ian Pope, the Rainbow Centre's Director of Operations will be in attendance at the meeting to give an update on the rollout of a Community Agent for the Acton Community and to obtain feedback before the post is filled.

4. DECLARATION OF INTERESTS: To receive disclosures of personal and prejudicial interests from Councillors on matters to be considered at the meeting.

The disclosure must include the nature of the interest. If you become aware, during the course of a meeting, of an interest that has not been disclosed under this item you must immediately disclose it. You may remain in the meeting and take part fully in discussion and voting unless the interest is prejudicial.

A personal interest is prejudicial if a member of the public with knowledge of the relevant facts would reasonably regard it as so significant that it is likely to prejudice your judgment of the public interest and it relates to a financial or regulatory matter.

5. CONFIRMATION OF MINUTES: To confirm the Minutes of the Council meetings held on 21 June 2023 (Copy attached)

6. INFORMATION FROM 21 JUNE 2023 MINUTES:

Please contact Carole Roberts, Clerk to the Council on: 07913 071470 or
E-Mail: clerk@actoncommunitycouncil.gov.uk with any apologies or requests for further information.
You can also write to the Clerk at Acton Community Resource Centre, Overton Way, Wrexham LL12 7LB

- 7. PROCEDURAL MATTERS:** To consider the following matters, Details attached:
- 1. AUGUST RECESS ARRANGEMENTS:** To make arrangements to deal with any urgent business that arises during the August recess.
 - 2. S116 LOCAL GOVERNMENT (WALES) MEASURE 2011 -: CO-OPTION OF MEMBERS & CASUAL COUNCILLOR VACANCY IN THE BORRAS PARK WARD**
 - 3. BESPOKE WORKSHOP TRAINING:** Further to Minute 26.1 June 2023 to receive a progress update from the Clerk and consider options to ensure this training takes place as soon as practicable
- 8. ANNUAL ACCOUNTS 2022/23:** To receive an update from the Clerk in respect of the External Audit of the Council's Accounts for the year ended 31 March 2023.
- 9. COMMUNITY ENGAGEMENT & PROGRESSION OF ANNUAL REPORT PRIORITIES:** Chair to provide an update on the following matters:
- 1.Green Flag Event at Acton Park – 11 July 2023** (Minute 26.6 June 2023 refers) and
 - 2.Progress of Annual Report Priorities:** Financial Assistance/grants; Acton Park Play areas; Little Acton Community Centre; Christmas lighting/ celebrations; Maesydre PowerHouse; Monitoring and reduction of speeding within the Community.
- 10. KEY ACTON ISSUES:** This item provides opportunity for WCBC Members to report verbally on any new or Key Issues being considered by the County Bough Council that may affect the whole or part of the Community of Acton. (Minute 107 January 2011 refers)
- 11. REPORT FROM CLERK:** To receive and note the Clerk's report on correspondence and other information that has been received and circulated to Members since the last meeting. Details Attached.
- 12. PAYMENT OF ACCOUNTS:** To note details of any payments received, authorise any outstanding debtor or other payments by either cheque or BACS and to note the first quarter progress against the 2023/24 Budget. (Details to follow)
- 13. PLANNING APPLICATIONS:** To consider any comments the Council may wish to make on application(s) within the Acton Community area made under the Town and Country Planning Act 1990 (to be determined by Wrexham County Borough Council):

| Case Number/ Address & Proposed Development | Decision |
|--|----------|
| 1. Planning Application P/2023/0373 - Dilys o/Valid From 22/05/2023 41 Cardigan Road, Wrexham, LL12 7TS single storey rear extension | |
| 2. Planning Application P/2023/0371 - Dilys o/Valid From 01/06/2023 146 Chester Road, Wrexham, LL11 2SN erection of rear extension, detached garage and alteration to vehicle access | |

**the plans and documents for these applications can be viewed online [by clicking here](#) and selecting the Community of Gwauntyrfyn/Acton for the search. The Clerk requests an extension of the 21 day consultation period where appropriate*

14. EXCLUSION OF PRESS AND PUBLIC:

It is **RECOMMENDED** that the press and public be excluded from the Meeting during consideration of the next item of business only 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.

15. STAFFING COMMITTEE MINUTES 14 JUNE 2023: To receive the Confidential Minutes (Copy attached) and endorse the following recommendation of the Staffing Committee meeting held on 14 June 2023:

The Council be recommended to adopt en-bloc the following eight Staffing Policies that have been prepared for the Council by One Voice Wales:-

1. Adoption and Paternity Policy
2. Alcohol, Drugs and Substance Misuse Policy
3. Appraisal Scheme & Performance review Policy
4. Health and Safety at Work Policy
5. Recruitment and selection Policy
6. Shared Parental Leave Policy
7. Stress Management Policy
8. Time off in Lieu Policy

16. MAESYDRE POWER HOUSE: Further to Minute 7.3)May 2023 : To receive a progress update

17. JEFFREYS ROAD FENCING: To consider the attached update and report

Minutes of the hybrid Meeting of Acton Community Council held Wednesday 21 June 2023 remotely via Zoom and at Acton Community Resource Centre, Overton Way, Acton, Wrexham

Present:

| | | | |
|------------|-----------------------|------------|----------------------|
| Councillor | Kevin Roberts (Chair) | Councillor | R Hardy (Vice Chair) |
| " | W Baldwin * | " | A Gallanders |
| " | L Balmain * | " | Ms H Hewitt |
| " | Mrs C Bettley * | " | Ms C Jarvis |
| " | M Davies * | " | P Lloyd |
| " | R Davies | " | Ms B Martin |
| " | Ms S Edwards * | | D Wallice |
| | Mrs A Evans | | 1 Vacancy |

* Absent

Also Present:

Mrs Carole Roberts & Mrs Michelle Williams Clerk & Administrative Assistant to the Council

15. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors B Baldwin, Mrs C Bettley (Dispensation). M Davies and Ms S Edwards

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

16. DECLARATION OF INTERESTS

1. Councillor Roger Davies declared a personal non-prejudicial interest in Agenda Item 11.3 Application for Financial Assistance from Wrexham Allotments and Leisure Gardeners Association being a member of the Association.
2. Councillor Holly Hewitt declared a personal non-prejudicial interest in Agenda Item 14.1 Planning Application P/2023/0281 - 24 Ffordd Jarvis being a close neighbour to the applicant.

17. PUBLIC QUESTIONS

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

18. CONFIRMATION OF MINUTES

The Minutes of the hybrid Annual Council meeting held on 16 May 2023 were received.

RESOLVED – that subject to the deletion of the words “interim” against the Chair and Vice Chair of the Staffing Committee on Page 6 STAFFING COMMITTEE within the Note in Minute 9.9).2 the Minutes of the Remote Annual Council Meeting held on 16 May 2023 be received and confirmed as a correct record:

19. INFORMATION FROM THE MINUTES

- i) **MINUTE 7.1 COMMUNITY AGENT PROJECT:** A further update was awaited and the preferences in this resolution would be used in any response that may have to be sent out in the August recess.

- ii) **MINUTE 7.4 DOMESTIC ABUSE:** The response from North Wales Police has invited the Council to submit an FOI request. Councillor S Edwards is reviewing similar FOI requests to avoid duplication.
- iii) **MINUTE 7.6 WREXHAM CBC OFFICER RESPONSE TIMES** – it was noted that the Clerk had now sent this letter to Mr. Ian Bancroft, Chief Executive of Wrexham CBC, together with the letter about the Nine Acre Field (Minute 173.3 April 2023 refers) and the response would be reported back to the Council in due course.
- iv) **MINUTE 7.7 ACTON PARK PRIMARY SCHOOL CENTENARY CELEBRATIONS:** A sample of the Commemorative Coin was shown to Councillors in attendance at the meeting and it was noted that a statue was also to be unveiled as part of the Centenary Celebrations. The Chair’s £1,000 donation from his Charity Account would be presented at the Governors meeting on 22 June 2023.
- v) **MINUTE 9.4 DECLARATION OF REMUNERATION TO MEMBERS OF THE COUNCIL FOR THE YEAR ENDED 31 MARCH 2023:** The Clerk advised that following preparation of the response to the External Auditor regarding Members Allowances, she had transferred the information from Appendix 2 into a differently formatted form. The present position was noted.
- vi) **MINUTE 9.6.iii BUSINESS DEBIT CARD:** it was noted that the Clerk had encountered difficulties making an online application and she had been directed to a helpline telephone number and would continue to pursue this matter.
- vii) **MINUTE 9.8.i REVIEW OF STANDING ORDERS:** It was noted the document had now been received and would be presented to the July 2023 Meeting
- viii) **MINUTE 11.4 KEY ACTON ISSUES: TRAFFIC ISSUES OUTSIDE BORRAS PARK SCHOOL.** The Clerk sought clarification on whether the Council wished her to write to the Planning Committee or Planning Enforcement Team. It was confirmed the correspondence should be addressed to the Planning Committee.

20. AUDIT OF ACCOUNTS 2021/22 - INTERNAL AUDITORS REPORT AND ACTION PLAN FOR THE YEAR ENDED 31 MARCH 2023

Further to Minutes 170 April 2023 and 7.2.ii) May 2022, the Internal Auditor’s report and action plan for 2022/23 was produced in full in together with a copy of the Annual Return that has been prepared and will, subject to the approval of the Council, be submitted to the External Auditor by 3 July 2023. It was noted the notified Audit date is 11 September 2023.

1. **INTERNAL AUDITOR’S REPORT AND ACTION PLAN:** Members considered a copy of this Report and Action Plan for the year ended 31 March 2023. The Internal Auditor Action Plan had made two recommendations.
 In respect of Issue 1 and its recommendation that Contracts should be awarded as per the financial regulations of the Council. The Council acknowledged this recommendation but indicated that in this instance a local supplier to the area had been used with added value. The Council will have regard to the Auditors comments in future when spending above the £3,000 limit set out in Financial Regulations.
 In respect of Issue 2 and its recommendation that the 2021/22 fixed assets balance should be restated as £134,317, the Clerk had now implemented and actioned this recommendation and the fixed asset total for 20 21/22 was restated on the Annual Return for 2022/23 which had been circulated with the Meeting papers for approval.
2. **ANNUAL RETURN AND ACCOUNTING STATEMENTS:** Further to Minute 161 April 2022, Members were reminded that the year-end bank reconciliation had been received and noted. The Council proceeded to receive the 2021/22 figures as set out on the Annual Return and additional disclosure notes in respect of the Council’s expenditure under Section 137 Local Government Act 1972 and Section 2 of the Local Government Act 2000. Members also approved

the Statements set out in sections 1 and 2 of the Council's Annual Return for the year ended 31 March 2022.

3. **APPROVAL FOR THE CHAIRMAN TO SIGN THE ANNUAL RETURN:** Members noted that formal approval was required for the Chairman to sign the Statement on Page 3 of the Annual Return for 2022/23 on the Council's behalf prior to its initial submission to the External Auditor.

RESOLVED that:

- i) the Internal Auditor's report and Action Plan in respect of the Audit of the Council's Accounts for the year ended 31 March 2023 be received and to endorse the prompt action taken by the Clerk in responding to the Internal Auditor's second recommendation. The Internal Auditor to be informed of the Council's consideration of his 2022/23 report and recommendations and that subject to providing the Internal Auditor with a copy of the comments set out in Minute 20.1 above, the Council is satisfied the appropriate action to implement his 2022/23 recommendations has been taken by the Council;*
- ii) the Statements as set out in Sections 1 and 2 and additional disclosures set out on Page 3 of the Annual Return for the year ended 31 March 2023 be approved; and*
- iii) the Chairman be authorised to sign on the Council's behalf before 30 June 2023, the relevant section on Page 3 of the Council's Annual Audit return for the year ended 31 March 2023 in order to ensure compliance with the Accounts and Audit (Wales) Regulations 2014 (as amended) prior to the initial submission of a copy of the Annual Return to the External Auditor.*

21. PROCEDURAL MATTERS

1. **COMMUNITY COUNCIL CASUAL VACANCY – BORRAS PARK WARD** – The Clerk reported this vacancy was being advertised on the Council's website and Public Notice Board and the latest deadline for expressions of interest was noon on Wednesday 12 July 2023.
2. **SERVICE LEVEL AGREEMENT REPORTING:** Consideration was given to the following reports:
 - i) **ANNUAL INSPECTIONS OF THE THREE PLAYGROUNDS IN THE ACTON COMMUNITY:** It was noted that the Annual Inspection reports for Aran Road, Ffordd Garmonydd and the Acton Park Junior Play area had identified low level risks and no immediate action was necessary. However a watching brief should be kept on all Play areas.

RESOLVED - to receive the Inspection Reports and keep a watching brief and to note the play areas and facilities low risk score.

- ii) **ACTON PARK RANGER:** Members welcomed the well-presented reports for the periods 1 April 2022 to 30 September 2022 and 1 October 2022 to 31 March 2023 and details of the proposed Green Flag Celebration event from Hannah Farrell, Park Ranger for Acton Park

RESOLVED – To receive and note the Report and to advise the Ranger that she should choose the best possible date for the Green Flag Celebration event and notify the Council accordingly and members would endeavor to support the event.

- iii) **ACTON COMMUNITY RESOURCE CENTRE:** The Council received and noted consider the previously circulated Final Annual Report for 2022/23. It was noted that a Tea/Coffee Drop in session was being planned with a view to sharing proposals for the Involvement of user groups in the Management of the Centre going forward. This was to be combined with a Carers Road show

RESOLVED – that the Report be received and noted.

22. KEY ACTON ISSUES

WCBC Members 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:-

- 1. RUN-OFF STORM WATER COLLECTION FROM ROOF LOCATED UNDER WREXHAM SWIMMING BATHS AT BODHYFRYD:** that the update is noted, and the Community Council and Local Members write to Freedom Leisure pressing for this area to be clean of litter and tidied up

RESOLVED – that the update is noted, and the Community Council and Local Members write to Freedom Leisure pressing for this rainwater collection area to be kept clean of litter and tidied up

23. SOCIAL MEDIA OFFICER:

Further to Minute 11.2 May 2023, to consider nomination of a Member to monitor the Community Council's Social Media Forum and ensure adherence to the Council's Social Media Policy. It was noted that the Chair had been acting informally in this capacity.

RESOLVED - that Members should forward to the Chair Councillor Kevin Roberts, any news snippets, information, or anything else to be shared on the Council's Facebook Book Page.

24. COMMUNITY ENGAGEMENT & UPDATE ON PROGRESSING ANNUAL REPORT PRIORITIES

The Chair provided an update as follows:

1. ENVIRONMENTAL ACTION DAY IN THE MAESYDRE WARD

RESOLVED – that in accordance with Minute 173.2.ii) April 2023, the Community Council will meet 50% of the skip hire costs for this planned Environmental Action Day.

- 2. FENCE AT JEFFREYS ROAD:** to note that no further updates on progress have been received from Wrexham CBC officers.

- 3. CONTRIBUTION TOWARDS THE COST OF PROVIDING CHRISTMAS LIGHTS ALONG THE ACTON COMMUNITY SECTIONS OF CHESTER ROAD:** The Chair had received a request from Councillor Andy Williams, Rhosddu Community Council for a contribution towards the cost of providing Christmas lights along the Acton Community Sections of Chester Road. There was also discussion about other location for Christmas lighting in the Acton Community as per the objective in the Annual Report

RESOLVED - To request more details and costings be brought back to the Council by the Chair before making any firm commitments.

- 4. ANNUAL REPORT PRIORITIES:** All future agenda to make reference as follows:

Progress of Annual Report Priorities: Financial Assistance/grants; Acton Park Play areas; Little Acton Community Centre; Christmas lighting/ celebrations; Maesydre PowerHouse; Monitoring and reduction of speeding within the Community.

- 5. USE OF BARRINGTONS COFFEE MOBILE VAN FOR EVENTS AT ACTON PARK:** This option was referred for consideration by the Events Task and Finish Group. The Chair has invited them to visit Acton Park and has asked the Ranger to check the Park Regulations. The first meeting of the Events TFG will meet at the Car Park area behind Cunliffe/ Bowling Club at 10am on 25 June 2023 and report back to the next Council Meeting.

- 6. ACHIEVEMENTS EVENING:** The Council should invite Youth Groups in the area to come in and share what they are already providing within the Acton Community. The next Youth Committee meeting on 26 July 2023 could look at this. All Councillors were asked to assist in notifying all groups known to them, ie Brownies, Scouts, Acton Football Clubs, Gymnastics, Boxing Club, Netball Club etc. and invite them to become involved.

RESOLVED – Members email the Clerk with details of all the groups within the Acton Community area that should to be invited.

25. FINANCIAL ASSISTANCE

Members considered the Clerk's report concerning the Council's Policy to apportion the annual £10,000 budget equally between each of the quarterly meetings. Members were reminded that as this was the first quarterly meeting in 2023/24, no Grants had yet been made. Members then

proceeded to consider the three applications received during the present quarter and whether the Council wished to make a grant to the applicant under the provisions of Section 137 of the Local Government Act 1972. Regard was given to the number of Acton residents catered for by the applicants.

RESOLVED – that the following Financial Assistance grants be made under the Council’s Powers contained in Section 137 of the Local Government Act 1972 (as amended) :-

| Organisation | Details | Decision |
|--|--|----------|
| 1.Wrexham Allotments and Leisure Gardeners Association | Donation of £200.00 to help sponsor 2023 Annual Flower, Vegetable and Home Produce Show (Members requested they be advised of the date of the Show) | £200.00 |
| 2. Wrexham Futsal Club | Financial support to subsidise running costs and the provision of sports glasses for children whose families cannot afford the full cost of the special glasses their child needs. | £500.00 |
| 3. Wrexham Sounds Ltd | Grant to provide free “Music for Well-being” sessions to children from low-income families facing hardships during the current economic climate and who cannot afford to pay the fees they have to charge for their services | £250.00 |
| | TOTAL | £950.00 |

(Councillor Roger Davies declared a personal non-prejudicial interest in respect of Application 1.Wrexham Allotments and Leisure Gardeners Association, being a Member of the Association; he remained in the room during consideration of this application)

26. 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. Save the Date - Innovative Practice Conference: email dated 9 May 2023 with a save the date message for 5 July 2023 Information noted</p> <p>2. June 2023 Training Dates: email dated 23 May 2023 with dates for remote training sessions. Councillor Hardy urged Members to attend the training sessions provided by OVW and highlighted the benefits of sessions such as the Finance Modules prior to the Budget/Precept setting. RESOLVED - That in accordance with Minute 139.5 February 2023, arrangements be made for OVW to provide in person Basic Finance Module for an evening session in September 2023 to inform and assist Members in determining the Budget and Precept level.</p> <p>3. Innovative Practice Conference: email dated 25 May 2023 with details of this Conference. Information noted</p> <p>4. ITEC and Chwarae Teg Training Courses: email dated 6 June 2023 with details of their training courses. Information noted</p> <p>5. 20mph Communications and Engagement Toolkit: email dated 6 June 2023 with a toolkit and FAQ regarding the proposed changes Information noted</p> <p>6. One Voice Wales – News Bulletin: email dated 7 June 2023 reinforcing the legal requirements and deadlines for Community Councils. Information noted</p> |
| 2. AVOW | AVOW Training - June - November 2023: email dated 15 May 2023 with details of |

| | | |
|--|---|---|
| | AVOW training events. | Information noted |
| 3. Planning Aid Wales | <p>1. Events from Planning Aid Wales: email dated 15 May 2023 with details of the latest events being held during May to July 2023</p> <p>2. Training from Planning Aid Wales: email dated 19 May 2023 with details of their latest training events.</p> <p>3. News from Planning Aid Wales: email dated 9 June 2023 with details of training, events and their AGM</p> | <p>Information noted</p> <p>Information noted</p> <p>Information noted</p> |
| 4. Audit Wales | Audit Wales Newsletter: email dated 31 May 2023 with details of the Newsletter. | |
| 5. Play Wales | <p>1. Play Wales e-bulletin: email dated 1 June 2023 with details of the Play Wales e-bulletin for June 2023.</p> <p>2. New briefing – Playing and being well: email dated 6 June 2023 Play Wales has published a new briefing note to introduce our forthcoming <i>Playing and being well: A review of recent research into children’s play, social policy and practice, with a focus on Wales</i> literature review.</p> | <p>Information noted</p> <p>Information noted</p> |
| 6. Hannah Farnell Acton Park Ranger | <p>Green Flag celebration at Acton Park: email dated 14 June 2023 seeking a preferred date for members of the Community Council and Acton Park Volunteers for tea and cake to celebrate: the Park’s Green flag status, the beautiful park and the people who care for it.</p> <p>RESOLVED – To advise the Ranger that she should choose the best possible date for the Green Flag Celebration event and notify the Council accordingly and members would endeavor to support the event.</p> | |
| 7. Mayor’s Office WCBC | <p>Civic Sunday – 23 July 2023: invitation for the Council to send up to two representatives to attend.</p> <p>RESOLVED – Councillor Ralph Hardy represent the Council at the Civic Service</p> | |
| 8. Ysgol Llan-y-pwll | <p>Ysgol Llan-y-pwll Open Morning: email dated 18 June 2023 inviting Councillors to the Open Morning on Saturday 15 July 2023, including a poster which they can share on their Social Media.</p> | Information noted |
| 9. Keep Wales Tidy | <p>Local Places for Nature Programme – Application extension: email dated 14 June 2023 – applications for this year’s Local Places for Nature Scheme has now re-opened.</p> | Information noted |

27. PAYMENT OF ACCOUNTS

The Clerk reported on Payments received since 16 May 2023, proposed bank charges for the Chair’s Charity Account and Current Account and requested authorisation for outstanding debtor or other cheque and BACS payments as set out in the schedule below:

RESOLVED –the following payments to be made in June 2023 as set out in the schedule below:-

| Voucher/Payment Ref & Payee | Details | Amount |
|--|---|---------------------------|
| 16. BACS ref 9.6.23 Carole Roberts | Clerks Salary and office expenses for June 2023 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) |
| 17. BACS ref 10.6.23 Michelle Williams | Salary for June 2023 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) |
| 18. BACS ref 11.6.23 Clwyd Pension Fund | Pension payments for June 2023 Section 112 Local Government Act 1972 (as amended) | (as per Payroll schedule) |

| | | |
|--|---|--|
| 19. BACS ref 12.6.23 HMRC | Payroll payments for June 2023 Section 112 Local Government Act 1972 (as amended) | (as per Payroll schedule) |
| 20. Cheque No 202294 Information Commissioner's Office | Data Protection Renewal Fee 28 June 2023 Data Protection Act 2018 | £40.00 (NIL VAT) |
| 21. Cheque No 202295 Wrexham & District Citizens Advice Bureaux | Q1 SLA payments for Acton Outreach Service S142 Local Government Act 1972 (as amended) | £1,663.08 (VAT =£0.00) |
| 22. Cheque No 202296 Society of Local Council Clerks | Renewal of Clerks Membership from 1 August 2023 S112 Local Government Act 1972 (as amended) | £236.00 (VAT =£0.00) |
| 23. Cheque No 202297 SLCC Enterprises Ltd | Quotes Tenders & Contract Management Course x3 sessions – Carole Roberts S112 Local Government Act 1972 (as amended) | £288.00 made up of: 1.£108.00(VAT =£18.00) |
| 24. Cheque No 202297 SLCC Enterprises Ltd | Committees, Sub Committees and Working Groups x1 sessions – Carole Roberts S112 Local Government Act 1972 (as amended) | 2.£18.00(VAT =£3.00) |
| 25. Cheque No 202297 SLCC Enterprises Ltd | Committees, Sub Committees and Working Groups x1 sessions – Michelle Williams S112 Local Government Act 1972 (as amended) | 3.£18.00(VAT =£3.00) |
| 26. Cheque No 202297 SLCC Enterprises Ltd | Agenda & Minutes x2 sessions – Carole Roberts S112 Local Government Act 1972 (as amended) | 4.£72.00(VAT =£12.00) |
| 27. Cheque No 202297 SLCC Enterprises Ltd | Agenda & Minutes x2 sessions – Michelle Williams S112 Local Government Act 1972 (as amended) | 5.£72.00(VAT =£12.00) |
| 28. Cheque No 202298 J D H Business Services Ltd | 2022/23 Internal Audit Fee Accounts & Audit (Wales) regulations 2014 | £294.00 (VAT=£49.00) |
| 29. Cheque No 202299 Carole Roberts | Clerks Expenses for June 2023 Section 112 Local Government Act 1972 (as amended) | £113.08 (VAT= £ 13.85) |
| 30. Cheque No 202300 Wrexham Allotments & Leisure Gardeners Association | Financial assistance - June 2023 S137 Local Government Act 1972 (as amended) | £200.00 (NIL VAT) |
| 31. Cheque No 202301 Wrexham Futsal Club | Financial assistance - June 2023 S137 Local Government Act 1972 (as amended) | £500.00 (NIL VAT) |
| 32. Cheque No 202302 Wrexham Sounds Ltd | Financial assistance - June 2023 S137 Local Government Act 1972 (as amended) | £250.00 (NIL VAT) |
| Chairs Charity Account | | |
| CCA1-23/24 Cheque No 100040 – Acton Park Primary School PTA | Contribution towards costs of Centenary Celebrations at Acton Park Primary School S15 Local Government Act 1972 (as amended) | £1,000.00 |
| CCA2-23/24 Cheque No 100041 – Carole Roberts | Reimbursement: purchase of Gift Vouchers for Maisy in recognition of her contribution to the Acton Community for Presentation on 21 June 2023 S15 Local Government Act 1972 (as amended) | £50.00 |

28. PLANNING APPLICATIONS

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

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

| Case Number/ Address & Proposed Development | Decision |
|--|--|
| 1. <u>Planning Application P/2023/0281</u> - Valid From <u>12/04/2023</u> - 24 Ffordd Jarvis, Wrexham, LL12 7UP: single storey side extension | <i>No observations</i> |
| 2. <u>Planning Application P/2023/0279</u> - Valid From <u>14/04/2023</u> - 3, Ffordd Garmonydd, Wrexham, LL12 8JD: erection of side and rear extension. | <i>No observations</i> |
| 3. <u>Planning Application P/2023/0275</u> - Dilys o/ <u>Valid From 19/04/2023</u> 73 Box Lane, Wrexham, LL12 8DA: Erection of single storey side extension. | <i>No observations</i> |
| 4. <u>Planning Application P/2023/0343</u> - Valid From <u>15/05/2023</u> - 9, Caernarvon Road, Wrexham, LL12 7TT: erection of side extension (partly in retrospect) | <i>The Community Council notes that the Original fencing to the side of the property has now been removed and has no further comments to make</i> |
| 5. <u>Planning Application P/2023/0351</u> - Valid From <u>19/05/2023</u> - Land At Box Lane And, Jeffreys Road, Wrexham, LL12 7PY: installation of 15m high slim-lin monopole, supporting 6 no antennas, 2 no equipment cabinets etc. | <i>The Community Council has been informed that the Local County Borough Councillor for Borrass Park has objected to this application. Acton Community Council is very mindful of the visual impact of the proposed mast on the street scene and general amenity of the area particularly given the high concentration of bungalows in the vicinity that will be dwarfed by the proposed mast. However, the Community Council also recognises the benefits of good connectivity and coverage for local residents and businesses and therefore, reluctantly would not object on this occasion.</i> |
| 6. <u>Planning Application P/2023/0352</u> - Valid From <u>19/05/2023</u> - Land Adjacent To 140, Park Avenue, Wrexham, LL12 7AN: installation of 16m high slim-lin phase 9 monopole, supporting 6 no antennas, 2 no equipment cabinets etc. | <i>Acton Community Council is mindful of the visual impact of the proposed mast on the street scene and general amenity of the area. However, the Community Council also recognises the benefits of good connectivity and coverage for local residents and businesses due to the loss of the Communications equipment from the demolished Police Station tower at Bodhyfryd and therefore, would not object on this occasion.</i> |
| 7. Amended plans for Planning Application P/2022/0181 Construction of 7 Commercial units on land to the rear of 120 Rhosnesni Lane, Wrexham | <i>The Community Council objects to the proposal to provide 7 commercial units/usage in this predominantly residential area and the detrimental impact for residents to the general amenity of the area.</i> |

(Councillor Holly Hewitt declared a personal interest in respect of Planning application P/2023/0281 due to being a neighbour of the applicant. She stayed in the meeting and took part in consideration of the item.)

28. EXCLUSION OF PRESS AND PUBLIC:

RESOLVED - *that the press and public be excluded from the Meeting during consideration of the next item of business only 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.*

29. MAESYDRE POWER HOUSE

Further to Minute 7.3) May 2023, the Clerk reported on progress to date and a response to queries raised with the Council's Insurer was awaited. The Invitations to Tender would go out once this was resolved and given the amended timescales it was noted the Tenders maybe be received during the August Recess.

RESOLVED:

- i) To note the progress update and to ensure progress during the late summer and following and the ending of the Tendering period, to authorise the Clerk/ Responsible Financial Officer to the Council in accordance with the Council's Financial Regulations and in consultation with the Chair, Councillor Kevin Roberts and Vice Chair, Councillor Ralph Hardy to receive and open the Tenders and subject to satisfactory arithmetical and technical checks to accept the best Tender submitted subject to cost limit now referred to and arrange for the Contract to be awarded to enable the scheme of works to be carried out before the winter months if at all possible;***
- ii) in the event of the cost limit within the Tenders being exceeded, not to award the contract until reference back to the full Council.***

30. ACTON COMMUNITY RESOURCE CENTRE - LICENCE TO OCCUPY OFFICE

Further to Minute 130 January 2023 the Clerk gave a progress update on the information now received from Wrexham County Borough Council and the importance of ensuring due diligence to protect the Community Council's interests.

RESOLVED - To authorise the Clerk to obtain appropriate legal advice on the legal documents now referred to in order to ensure the Council's position is protected before signing this Licence to Occupy.

***Councillor Kevin Roberts
Chair***

Signed as a correct record this 19th day of July 2023

Presiding Chair

- 1. AUGUST RECESS ARRANGEMENTS:** The Council will be in recess during August and arrangements should be put in place to deal with any urgent business that arises during the recess

It is **RECOMMENDED** that the Clerk to the Council in consultation with the Chair and Vice Chair of the Community Council be authorised to deal with any urgent issues that arise during the August recess and report thereon to the September 2023 meeting of the Community Council.

2. S116 LOCAL GOVERNMENT (WALES) MEASURE 2011 -: CO-OPTION OF MEMBERS & CASUAL COUNCILLOR VACANCY IN THE BORRAS PARK WARD

Further to Minute 154.1, March 2023, the Community Council currently has one casual vacancy in the Borrass Park ward which the Council **must fill** by co-option. The necessary steps to fill the vacancy together with the appropriate Public Notices have both been on display since 18 May 2023 in accordance with Section 116 of the Local (Wales) Measure 2011.

PURPOSE OF REPORT

To enable Members to consider any expressions of interest submitted to the Clerk to the Council by noon on 12 July 2023 in accordance with Section 116 of the Local Government (Wales) Measure 2011. Any expressions of interest received will be circulated and the Candidate invited to give a short two or three minute presentation to the full Council on why they have expressed an interest and consider that they are qualified to be considered for co-option onto the Community Council.

DECISION REQUIRED

To note that no Expressions of Interest have been received and the Council must proceed to fill the casual vacancy in the Borrass Park Ward by Co-option in accordance with the requirements of Section 116 of the Local Government (Wales) Measure 2011.

INFORMATION

Members must give consideration to any expressions of Interest received by the deadline of noon on 12 May 2023 and to assist with the filling of the vacancy by co-option at the Meeting, listen to the supporting statement given by any Candidates. If there is a vacancy remaining after consideration of this report, the Clerk should be authorised to re-advertise the vacancies in order to meet the requirements of Section 116 of the Local Government (Wales) Measure 2011.

It is **RECOMMENDED** that the Clerk be requested to proceed to make the necessary arrangements to fill this casual vacancy by Co-option and be authorised to re-issue the relevant Public Notice and request that any expressions of interest are submitted by noon on 14 September 2023.

CO-OPTION PROCEDURES – (ADVICE GIVEN BY THE RETURNING OFFICER)

The Returning Officer has given the following advice in respect of the Co-option Procedure:

- 1 "A person must be qualified, and not disqualified, to serve as a councillor in order to be co-opted. The person co-opted must receive an absolute majority vote of the councillors present and voting. The council may have Standing Orders which relate to the co-option of Members. Where there are more than two candidates for the vacancy, it would be best practice, for example, to run a series of votes, each time removing the candidate who has the least number of votes until one candidate secures an absolute majority.
- 2 The usual rules on voting apply. Provided that the meeting has a quorum, the decision must be made by a majority of members who are present and voting. The person presiding over the meeting may vote, and if there is an equality of votes he may exercise his casting vote.

Members must vote by show of hands unless the council has standing orders that provide otherwise.

3 The Council's debate and vote on the co-option must be conducted in the public section of its meeting. It follows that the candidates, as members of the public, will be entitled to be present during the proceedings."

3. BESPOKE WORKSHOP TRAINING FOR ACTON COMMUNITY COUNCILLORS: Further to Minute 26.1 June 2023, One Voice Wales has advised that all training sessions are on Zoom. However it has provided options and costing for providing either face to face or remote hybrid training on Module 6 - Local Government Finance at a venue in Wrexham. This could be followed by a subsequent chargeable session for Module 21 - Advanced Local Government Finance. No dates have yet been referred to, but it is Members stated wish to hold this bespoke training as soon as possible after the August recess to inform the budget setting and precept setting process

Option 1: Face to Face training for a maximum of 20 attendees, subject to availability of a Trainer who is able to travel – Cost is £450 with an additional travel cost of .45p per mile. Requirements for the venue are to be equipped with a screen etc as current trainers do not have them due to most sessions being remote.

Option 2: Subject to the proposed venue with necessary equipment, to hold the session by ZOOM with all Councillors attending the venue. Cost is £345.00, for a maximum of 20 attendees. (There may be an option to have a hybrid Zoom basis for this training)

The Council's INSTRUCTIONS are REQUESTED

| Organisation | Details | Notes |
|--------------------------------|---|-------|
| 1. One Voice Wales | <p>1. JUNE & JULY 2023 TRAINING DATES: email dated 23 June 2023 with details of training modules for June and July 2023.</p> <p>2. Sustainable Drainage Feasibility Grant: email dated 4 July 2023 with information from NRW on the new Sustainable Drainage Feasibility Grant.</p> <p>3. Climate Change and Nature Action Guide for Community and Town Councils in Wales: email dated 10 July 2023 with their document 'Tackling Climate Chaos'</p> | |
| 2. Planning Aid Wales | Events from Planning Aid Wales: email dated 29 June 2023 with details of their upcoming events. | |
| 3. Audit Wales | Audit Wales June Newsletter: email dated 30 June 2023 with details. | |
| 4. Office of Sarah Atherton MP | 1. Keep Wales Tidy - Local Places for Nature: email dated 3 July 2023 with information on free garden packages to give away to community groups and organisations to help transform spaces. | |
| 5. Wrexham CBC | <p>1. Annual Tenant Event: email dated 4 July 2023 with details of the annual tenant event in Bellevue Park on Wednesday 26 July 11am – 2pm</p> <p>2. Wrexham Local Development Plan (LDP): Email dated 26 June 2023 with details of the latest news on the Local Development Plan. There are links below to the Inspector's Report: INSP029 - Covering Letter : INSP029A - Wrexham LDP Inspectors' Report : INSP029B - Wrexham LDP Inspectors' Report Appendix</p> <p>3. Flintshire and Wrexham Public Services Board Well-being Plan 2023-2028: email dated 10 July with details of this plan attached.</p> <p>4. Wrexham Town and Community Council Forum 17 July at 4pm via zoom: Email dated 13 July 2023 circulating the agenda for this remote meeting</p> <p>DLUHC and MoJ letter to Leaders - Anti-Social Behaviour - Community Payback: Email dated 12 July 2023 circulating this information from Local Government Engagement, Department for Levelling Up housing and Communities</p> <p>5. Signage 20mph: Email dated 13 July 2023 sharing information about the design for all 20mph signs outside schools chosen following a completion in December 2022</p> | |
| 6. Play Wales | July e-bulletin: email dated 5 July 2023 with their latest bulletin. | |
| 7. Llais Cymru | Have your say: email dated 23 June 2023 inviting people to have their say on how Llais can work with the people of Wales for better health and social care services | |

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