

17 January 2024

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 24 JANUARY 2024** at **6.30pm**. The Meeting will be held in the **TRAINING ROOM** at **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 24 January 2024](#) or use the Zoom Meeting ID: 824 2737 4661 and Passcode: 670427. 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 PARTICIPATION:** At this stage of the proceedings the Chair will give any Members of the Public in attendance a reasonable opportunity to make representations about any business to be discussed at the meeting, unless doing so is likely to prejudice the effective conduct of the meeting. This does not mean that Members of the Public can take part in debate, but they must be given a reasonable opportunity to make representations about business to be discussed. The period of time designated for Public Participation at a meeting in accordance with Standing Order 3(d) shall not exceed **15** minutes unless directed otherwise by the Chair of the meeting.

3. **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.

4. **CONFIRMATION OF MINUTES:** To receive the Minutes of:-the Council meeting held on 13 December 2023 (Copy attached).

5. INFORMATION FROM 13 DECEMBER 2023 MINUTES:

6. **PROCEDURAL MATTER - 116 LOCAL GOVERNMENT (WALES) MEASURE 2011-: CO-OPTION OF MEMBERS & CASUAL COUNCILLOR VACANCY IN THE RHOSNESNI WARD:** Clerk to report on any Expressions of interest received by noon on 15 January 2024.

7. **PAYMENT OF ACCOUNTS:** To note details of any payments received, Transfers to be made between the Council's Bank Accounts and to authorise any outstanding debtor or other transactions to be made in January 2023. To consider the third quarter bank reconciliation and accounts together with progress against the budget for consideration by the Community Council.

8. ANNUAL ESTIMATES OF INCOME AND EXPENDITURE FOR 2024/25 FINANCIAL YEAR: To consider all matters pertaining to determination of the Council’s income, expenditure, balances and precept requirements for the financial year 2024/25.

1. Annual Investment Strategy 2024/25 Further to Minute 28ii) June 2011, to review and confirm the Acton Community Council Investments Policy for the next financial year as part of the budget setting process. Report from the Clerk to follow.

2. Service Level Agreements 2024/25:- To review and confirm the Service Level Agreements and contractual commitments for the next financial year as part of the budget setting process

3. Precept Requirements for 2024/25: The Chief Finance and ICT Officer, Wrexham County Borough Council has indicated the Acton Community Tax base for 2024/25 is 5691. In view of the Clerk’s ill health, an extension has been agreed to the 22 January 2024 deadline to set the Council’s Precept requirements.

To consider the Council’s Draft budget and precept requirement taking into account current commitments and any new provisions agreed during 2023/24 or that the Community Council decides to support. (Details to follow).

9. 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/2023/0883 - Dilys o/Valid From 11/12/2023 61 Borrás Road, Wrexham, LL12 7EN - demolition of existing garage and existing rear extension and erection of single storey rear extension to create granny annexe.	

**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*

Minutes of the hybrid Meeting of Acton Community Council held Wednesday 13 December 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	"	Ms H Hewitt *
"	L Balmain *	"	Ms C Jarvis *
"	Mrs C Bettley	"	P Lloyd
"	M Davies	"	Ms B Martin *
"	Ms S Edwards	"	Ms K Speirs
"	Mrs A Evans *	"	Ms D Wallace
"	A Gallanders		1 Vacancy

* Absent

Also Present:

PC Lee Parker, North Wales Police

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

97. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors L Balmain, Mrs A Evans R Hardy, Ms H Hewitt, Ms C Jarvis and Ms B Martin.

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

98. PUBLIC PARTICIPATION

There were no members of the public present at the meeting to make any representations as set out in Standing Order No. 3d.

99. DECLARATIONS OF INTEREST

There were no declarations of interest made at this stage of the proceedings

100. CONFIRMATION OF MINUTES

The Minutes of the hybrid Council meeting held on the 15 November 2023 were received.

RESOLVED - that the Minutes of the hybrid Council Meeting held on 15 November 2023 be received and confirmed as a correct record.

101. INFORMATION FROM 15 NOVEMBER 2023 MINUTES

1. Minute 87.1 – ACCESSIBLE ROUTES IN THE ACTON COMMUNITY: Councillor Balmain was not at the meeting to provide an update, however the Clerk informed members that Councillor Balmain had attended the meeting at AVOW on 16 November 2023. The Clerk also provided information to Members on a webinar she had attended entitled Interactive Self-Guided Tours for Villages, Towns and Parishes. The information and slides for the event have been given to Councillor Balmain.

RESOLVED – Councillor Balmain be thanked for the work she has put in to this initiative and to await a further update at the January 2024 meeting.

2. **Minute 87.2 WE DON'T BUY CRIME – SMARTWATER INITIATIVE:** Councillor Balmain was not at the meeting, but had provided a report on this initiative. Members received the report and its recommendations.
RESOLVED – To accept the report and its recommendations and thank Councillor Balmain for her work in preparing the report.
3. **Minute 89.1 S116 LOCAL GOVERNMENT (WALES) MEASURE 2011 – CO-OPTION OF MEMBER TO FILL CASUAL COUNCILLOR VACANCY IN THE BORRAS PARK WARD:** The Clerk confirmed that this casual vacancy has been re-advertised with a closing date of noon on Monday 15 January 2024. Any applications received to be considered at the January 2024 Council meeting.
4. **Minute 89.2 2023/24 LOCAL GOVERNMENT SERVICES PAY AWARD:** The Clerk confirmed that the pay award had now been implemented.
5. **Minute 89.4 ACTON PARK RANGER:** The Clerk confirmed that the Acton Park Ranger and volunteers would be having a Christmas meal at a local venue on Tuesday 19 December 2023 paid for from the Chair's Charity Account.
6. **Minute 96 ACTON COMMUNITY RESOURCE CENTRE – LICENCE TO OCCUPY OFFICE:** The Clerk confirmed that the licence had now been signed. Alternative arrangements were being progressed.

102. COMMUNITY POLICING MATTERS

The Chair welcomed PC Lee Parker of North Wales Police. Members noted the Acton Community Crime statistics for the last three months as provided verbally by PC Parker at the meeting. Clarification was sought and given on some of the issues. Councillor Wallice highlighted residents' complaints about vehicles speeding on Jeffreys Road.

In respect of the 20mph speed limit and its influence on the average speeds within the Community, there was little enforcement data to assess its impact. A stationary, flashing speed sign was suggested. However, Members felt that further engagement with residents was required. PC Parker confirmed to Members that there would be a new PCSO intake in January 2024, with training taking 10 weeks.

RESOLVED – to thank PC Parker for his attendance and report to the meeting and to accept his offer for the Community Council to be provided with a summary of high level Crime statistics on a monthly basis and to note that he will seek to attend the Community Council's Meetings every quarter.

103. PROCEDURAL MATTERS

1. **VACANCY – YOUTH COMMITTEE:** Members discussed the vacancy, it was noted that none of the members present wished to fill this vacancy.
RESOLVED – To leave this matter in abeyance until the casual Councillor Vacancy created by the resignation of Councillor Roger Davies is filled.

2. **COMMUNITY AGENT:** Members received the monthly monitoring report submitted by the Community Agent. Members also noted the high volume of work, along with the positive feedback and outcomes. The Chair reported on his attendance at a stakeholder meeting with the Rainbow Centre and has also been invited to meet with the Chair of Rhosddu Community Council to discuss the Community Agent's workload. Possible solutions, including, extra hours, setting limits and direct referrals to the Council's Acton CAB Community Advice service were discussed.

RESOLVED – that the Report be noted and further discussions take place with the Community Agent when she is next in attendance at a Community Council Meeting.

3. DISCRETIONARY EXPENDITURE LIMIT 2024-25: The Clerk reported receipt of a letter from the Welsh Government confirming the Section 137(4) (a) Local Government Act 1972 Expenditure Limit for 2024-2025 is £10.81 per elector.

RESOLVED – that the notification letter and its contents be received and implemented.

4. ENVIRONMENT (WALES) ACT 2016 PART 1 SECTION 6 – THE BIODIVERSITY AND RESILIENCE OF ECOSYSTEMS DUTY 3 YEAR REVIEW AND REPORT FOR DECEMBER 2023: The Clerk presented the three year plan and her annual review and updated report prepared to ensure the Council meets its statutory duties under Section 6 of the 2016 Act.

RESOLVED - that

i) the Clerk be thanked for producing the review and report

ii) the Report be received and accepted and once signed off by the Chair, the report be published on the Council's website

5. PROVISION OF SPEED WARNING SIGNS: Further to minute 60.2 September 2023, members gave further consideration to the request from Councillor Davies for speed warning signs on Holt Road and Borrass Park Road. The lack of data on the impact of the introduction and enforcement of the 20mph speed limit made it difficult to assess the continued need. It was also noted that Wrexham CBC don't allow third party equipment to be installed on their lamp posts, so a separate column would need to be installed for any new speed warning signage.

RESOLVED – to defer this decision to the Council Meeting in March 2024, when PC Lee Parker will be in attendance with further information and data.

104. KEY ACTON ISSUES

1. DEAN ROAD PLAYING FIELD: Members noted that the Residents application to create a bridleway on Dean Road playing field had been rejected by Wrexham CBC. It was also noted that there would not be an appeal.

2. GIVEN TO SHINE CHRISTMAS EVE FOOD GIVEAWAY: Members noted that this event would take place at two locations within the Acton Community, at the Gate Hangs High Public House and the perimeter of the Maesydre Powerhouse. It was noted that Volunteers would be wearing Hi-Vis jackets organized by the Chair.

105. COMMUNITY ENGAGEMENT & PROGRESSION OF ANNUAL REPORT PRIORITIES: The Chair gave an update as follows:

1. CHRISTMAS EVENT AT ACTON PARK: The recently held event had been a huge success attended by over 200 people.

RESOLVED – that the Chair make a donation of £50 from his Charity Account to the Friends of Ruabon; a group of volunteers who provide support at local events and in appreciation of one of its members attending as Father Christmas for the Acton Park event.

2. MEMORIAL HANDKERCHIEF TREE – ACTON PARK: Further to Minute 91, November 2023, the Chair confirmed that the Tree had now been planted in the presence of Mr Purdie's friends and family. An article had been written by the local Press and there were pictures available on social media. The present position was noted.

3. PENSIONERS CHRISTMAS PARTY: The Chair referred to the Pensioners' Christmas party organised by Offa Community Council for its residents, which had been very successful with over 100 members of the public attending. The Chair suggested that consideration should be given to something similar being organised for Acton Community Pensioners in 2024.

4. PROGRESSING OF ANNUAL REPORT PRIORITIES: It was noted that following completion of several priorities within the current Annual Report, there will continue to be further updates given at each Council Meeting against the remaining Council's priorities. Members were reminded:

i) MONITORING AND REDUCTION OF SPEEDING WITHIN THE COMMUNITY: This item was discussed earlier on the Agenda.

ii) **ANNUAL REPORT:** the Council was required to review and update its next Annual Report by 1 April 2024 and Members should start to give detailed consideration on what the Community Council should support going forward. Members were encouraged to be proactive in participating and contributing to this review with the ideas; particularly if they have an impact on the Council’s precept requirements going forward.

106. FINANCIAL ASSISTANCE

Members noted that there hadn’t been any applications received this quarter. However, the report produced by the Clerk had updated the S137 powers that have been spent to date. Members discussed making a donation towards the fuel costs that will be incurred supporting a local charity, “Given to Shine”, which will be distributing free food on Christmas Eve to Acton Community residents.

RESOLVED – to make a donation of £100 to the NW Nappy Collaborative C.I.C to meet some of the fuel costs to be incurred in assisting with the distribution on Christmas Eve by the Give to Shine Charity.

107. REPORT FROM CLERK

CORRESPONDENCE - The Council received 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. New consultation: Local Government Finance (Wales) Bill: email dated 28 November 2023 with a link to a copy of the consultation document: Consultation display (senedd.wales) One Voice Wales will be preparing a response to this consultation and any comments or a draft response was requested by the end of December 2023 so that a response can be submitted by the closing date of 15 January 2024.</p> <p>RESOLVED – that Members respond on an Individual basis</p> <p>2.Independent Remuneration Panel for Wales Draft Annual Report - February 2024: email dated 27 November 2023 with attachments comprising the draft report and the consultation questions. The closing date for responses was extended to 20 December 2023. Information noted</p>
2. Play Wales	<p>Professional registration of the playwork workforce: email dated 5 December 2023. This consultation seeks views from those managing or working in childcare and playwork settings across Wales and includes questions regarding whether the childcare and playwork sector should have a workforce register and if so, who should be included in that register. Information noted</p>
CORRESPONDENCE	
1. North Wales Police	<p>North Wales Police 'Herbert Protocol: Email dated 25 November 2023 with details of a Police initiative called the ‘Herbert Protocol’ at this link National Safeguarding Week: The Herbert Protocol North Wales Police</p> <p>Information noted</p>
2. Play Wales	<p>Ministerial Review of Play summary report published: email dated 29 November 2023 with a link to the full report and background paper, as well as the Deputy Minister for Social Services’ written response to the recommendations, are available to read online. Information noted</p>
3. One Voice Wales	<p>1. One Voice Wales National Awards Conference 27/03/2024: email dated 28 November 2023 informing members that One Voice Wales will be holding its National Awards Conference on Wednesday 27th March 2024 at Hafod a Hendre, Royal Welsh Showground, Llanelwedd, Builth Wells, LD2 3SY.</p> <p>Information noted</p> <p>2. One Voice Wales - News Bulletin: email dated 27 November 2023 with links</p>

	to news items and initiatives. Information noted 3. Wales climate conference: email dated 1 December 2023 with details of Climate Week which runs from 4 – 8 December 2023. Information noted 4. Public Services Ombudsman for Wales press release - Equality and Human Rights Casebook: email dated 30 November 2023 with details of a press release. Information noted 5. Wrexham and Flintshire Area Committee Remote Meeting: email dated 5 December 2023 with an invitation to this meeting on the 12 December 2023, agenda and minutes attached. Information noted
4. Wrexham CBC	1. Wrexham Armed Forces Community Carol Service: email dated 23 November 2023 with open invitation to the Community Council and members of the public to join the Carol Service on Tuesday 5 December 2023 at 7PM Information noted 2. Monthly Event listing: email dated 5 December 2023 with details of the events on in Ty Pawb in December 2023. Information noted
5. Nightingale House Hospice	Advent Newsletter – December 2023: Newsletter received from Nightingale House Hospice with an update on their new Inpatient Unit Information noted

108. PAYMENT OF ACCOUNTS

The Clerk reported on Precept Payments received and bank charges made since 15 November 2023, and requested authorisation for outstanding debtor or other cheque, BACS and debit card payments as set out in the schedule below:

RESOLVED – to approve the making of payments for December 2023 as set out in the schedule reported to the meeting; and to note the payments received; and to authorise the Clerk to replenish the Council's Deposit and Current Account from Earmarked reserves to meet contractual and other known payments.

Voucher/Payment Ref & Payee	Details	Amount
DECEMBER 2023		
91. Cheque No 202329 Chambers Conservation Ltd	Professional Fees for Work carried out as per appointment documents dated 24/3/23 Sections 112 & 124(b) Local Government Act 1972 (as amended)	£4,080.00 (VAT = £600.00)
92. Cheque No 202330 Hankinson Whittle	3rd Payment for Maesydre Power House Contract less 2.5% retention Sections 112 & 124(b) Local Government Act 1972 (as amended)	£6,369.58 (VAT =£1,061.59)
93. BACS ref 43.12.23 Carole Roberts	Clerks Salary and office expenses for December 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)
94. BACS ref 44.12.23 Michelle Williams	Salary for December 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)
95. BACS ref 45.12.23 Clwyd Pension Fund	Pension payments for December 2023 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)
96. BACS ref 45.12.23 HMRC	Payroll payments for December 2023 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)
97. Cheque No 202331 Carole Roberts	Clerks Expenses for December 2023 S112 Local Government Act 1972 (as amended)	£15.00 (VAT=£0.00)
98. Vis DC 4.11.23 Post office Counters	Signed for 2 nd class Postage Costs x 2 S112 Local Government Act 1972 9as amended)	£4.50 (VAT= £0.00)

99. Vis DC 5.12.23 Zoom	Zoom Subscription to 19 January 2024 S112 Local Government Act 1972 (as amended)	£15.59 (VAT= £2.60)
100. Cheque No 202332 Vision ICT Ltd	Set up 1x Gov.uk Councillor Email Account S112 Local Government Act 1972 (as amended)	£21.60 (VAT=£3.60)
101. Cheque No 202333 NW Nappy Collective CIC	Donation for Fuel Costs for Give to Shine Volunteers on 24/12/23 S137 Local Government Act 1972 (as amended)	£100.00 (VAT=£0.00)
CHAIR'S CHARITY ACCOUNT		
CCA.5.23/24 Cheque No 100044 Kevin Roberts	Advance to pay for Park Ranger/Friends of Acton park Christmas Meal on 19/12/23 S15 Local Government Act 1072 (as amended)	£144.93

109. ANNUAL ESTIMATES OF INCOME AND EXPENDITURE FOR 2024/25 FINANCIAL YEAR

The Clerk informed members that some of the SLA information from Wrexham CBC had been delayed and she had been unable to collate the necessary detailed financial information to prepare and work up the projected budget expenditure to 31 March 2024 and Precept requirements for 2024/25.

RESOLVED – To defer consideration of this item to the Council Meeting in January 2024.

110. 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. Planning Application P/2023/0806 - Dilys o/Valid From 20/11/2023 36, Chester Road, Wrexham, LL11 2SD removal of condition 1 of p/2022/0944 to allow the continued use of the building as homeless shelter	No observations
2. Planning Application P/2023/0790 - Dilys o/Valid From 03/11/2023 Beech House, 19 Burton Drive, Little Acton, Wrexham, LL12 8BG works to trees protected by tree preservation order wmbc 167	No objections subject to the Council's Arboricultural Officer being satisfied that the works are necessary and are carried out under his direction
3. Planning Application P/2023/0828 - Dilys o/Valid From 29/11/2023 Garages At, Derwent Crescent, Wrexham, LL12 7YN prior notification for demolition of garages	No observations

**Councillor Kevin Roberts
Chair**

Signed as a correct record this 24th day of January 2024

Presiding Chair