

9 April 2025

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 16 APRIL 2025** 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 hybrid Meeting online by using this [hyperlink to join the Hybrid Council meeting on Wednesday 16 April 2025](#) or use the Zoom Meeting ID: 813 4286 1285 and Passcode: 750561. 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 Council meeting held on 19 March 2025(Copy attached)

### 5. INFORMATION FROM 19 MARCH 2025 MINUTES:

**6. PROCEDURAL MATTERS:** Clerk to report on the following procedural matters:

- 1. COMMUNITY AGENT:** Rhian Jones, the Acton Community Agent will be in attendance at the meeting and has provided the attached report for the March 2025 outcomes

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Please contact Carole Roberts, Clerk to the Council on: 07913 071470 or  
E-Mail: [clerk@actoncommunitycouncil.gov.uk](mailto:clerk@actoncommunitycouncil.gov.uk) with any apologies or requests for further information.  
You can also write to the Clerk at Little Acton Community Centre, The Green, Little Acton, Wrexham LL12 8BH

2. **S116 LOCAL GOVERNMENT (WALES) MEASURE 2011 - CASUAL VACANCY – ACTON CENTRAL WARD:**  
To consider filling this vacancy (Details Attached)
3. **S116 LOCAL GOVERNMENT (WALES) MEASURE 2011 - CASUAL VACANCY – BORRAS PARK WARD:**  
Clerk to report on notification received from the Returning Officer
4. **WARM PLACES – \_EXTENSION OF PROJECT AT LITTLE ACTON COMMUNITY CENTRE FROM 31 MARCH TO 31 MAY 2025:** Clerk to report on actions taken under her delegated powers in consultation with the Chair to fund a temporary extension of this scheme with the costs to be met from the Chair's Charity Account.
5. **SLA REPORTING – ACTON PARK RANGER :** To consider the Ranger's report to 31 March 2025
6. **ANNUAL ACCOUNTS 2024/25:** To consider and approve the provisional Year End Bank Reconciliation and spending progress against the 2024/25 Budget subject to the outcomes of the year-end close down on 2 May 2025. (Copy to be circulated separately)
7. **ANNUAL RETURN 2024/25 GOVERNANCE STATEMENTS:** To note the Council must approve its Accounts by 30 June 2025 at the latest and submit its Annual Return to the External Auditor by 7 July 2025 and accordingly to consider the Council's responses to the attached Annual Return Governance statements as set out within the Annual Return document for 2024/25
8. **ANNUAL RISK ASSESSMENT REPORT** (Copy to be circulated separately)
7. **COMMUNITY ENGAGEMENT & PROGRESSION OF ANNUAL REPORT PRIORITIES:** Chair and Members to provide an update on the following matters:
  1. **Events at Acton Park**
  2. **Progress of Annual Report Priorities:** Financial Assistance/grants; Acton Park Play areas particularly the development of new Acton Park playground, Little Acton Community Centre; Christmas lighting/ celebrations; Maesydre PowerHouse; Monitoring and reduction of speeding within the Community
8. **KEY ACTON ISSUES:** 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. (Item placed on the agenda in accordance with the decision contained in Minute 107 January 2011)
9. **REPORT FROM CLERK:** Clerk to report on correspondence, consultations and other information that has been received since the last meeting. Details attached.
10. **PAYMENT OF ACCOUNTS:** To note details of any payments received and authorise any outstanding debtor or other payments
11. **PLANNING RELATED MATTERS AND APPLICATIONS:** To consider any comments the Council may wish to make on any applications made under the Town and Country Planning Act 1990 (to be determined by Wrexham County Borough Council):

Case Number/ Address / Proposed Development	Decision
1. <b>P/2025/0288:</b> First floor side extension, 1 Heol Dafydd, Wrexham LL12 8JJ	
2. <b>P/2025/0291:</b> Conversion of ground floor garage to kitchen, 17 Acton Hall Walks, Wrexham LL12 7YJ	
3. <b>P/2025/0246:</b> Erection of steel framed structure, 25 Frances Avenue, Wrexham LL12 8BL	
4. <b>P/2025/0312:</b> Erection of Gazebo, Barkers Lane CP School, Barkers Lane Wrexham LL13 9UN	

*\*the plans and documents for these applications can be viewed online [by clicking here](#) and selecting Category of Planning Applications then scroll to the Application Status box and select "Under Consultation" then scroll down to the Community box and select the Community of Gwaunysterfyn /Acton for the search. The Clerk requests an extension of the 21 day consultation period where appropriate*

**12. EXCLUSION OF THE PRESS AND PUBLIC:** It is recommended that the press and public be excluded from the Meeting during consideration of the next 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.

**13. LITTLE ACTON COMMUNITY CENTRE:** To receive an update from the Clerk and to consider further correspondence from Wrexham CBC

**14. ITEMS PLACED ON AGENDA AT REQUEST OF COUNCILLOR MIKE DAVIES**

- 1. Insurance cover for Memorial Bench at Dean Road-** Clerk to report on advice received from the Council's insurers
- 2. CCTV Camera at Dean Road Wrexham**

Minutes of the hybrid Meeting of Acton Community Council held Wednesday 19 March 2025 remotely via Zoom and at Acton Community Resource Centre, Overton Way, Acton, Wrexham.

Present:

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

\* Absent

Also Present:

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

## 140. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors A Evans and H Hewitt.

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

## 141. 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.

## 142. DECLARATIONS OF INTEREST

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

## 143. COMMUNITY POLICING

Further to Minute 81 October 2022, there were no Police Officers in attendance and the Clerk advised she had not received any apologies but there may be an operational reason for their absence.

## 144. CONFIRMATION OF MINUTES

The Minutes of the hybrid Council Meeting held on the 19 February 2025 were received.

***RESOLVED – that the Minutes of the hybrid Council Meeting held on the 19 February 2025 be received and confirmed as a correct record.***

## 145. INFORMATION FROM 19 FEBRUARY 2025 MINUTES

- i) **MINUTE 131.3) ANTI-SOCIAL BEHAVIOUR IN ACTON PARK:** There were no Police Officers in attendance at the Meeting. The present position was noted.
- ii) **MINUTE 131.2) OLD SENIOR PLAY AREA:** Members noted the wood to repair the fencing had been purchased by Wrexham CBC. The Clerk confirmed the invoice had been received and paid.

- iii) **MINUTE 132.1) NEW COUNCILLOR – SARAH BAILEY:** The Chair welcomed Sarah Bailey to the meeting. The Clerk confirmed that Councillor Bailey had signed her declaration and accepted acceptance of office.
- iv) **MINUTE 132.2) S116 LOCAL GOVERNMENT (WALES) MEASURE 2011 – ACTON CENTRAL WARD:** It was noted that this vacancy was being advertised for Co-option and would be reported to the April 2025 meeting
- v) **MINUTE 132.6) APPOINTMENT OF INTERNAL AUDITOR:** The Clerk confirmed that the letter appointing the Internal Auditors had been sent, and she was seeking to arrange a date for the Internal Audit.
- vi) **MINUTE 134.2 ii) LITTLE ACTON COMMUNITY CENTRE:** The Clerk had received confirmation from Wrexham CBC that all current outgoings for Little Acton Community Centre are being recharged to Acton Community Council.

#### **146. UPDATES ON WORK OF TASK & FINISH GROUPS**

- 1) **LITTLE ACTON COMMUNITY CENTRE:** Councillors Baldwin and Kevin Roberts had met with the Clerk and discussed various matters related to improvements to the Centre including bin bag collections, baby changing facilities; Community payback and the use of monies for Little Acton; and the possibility of Glyndwr providing Joinery and skirting boards within the Centre. It was noted that Wrexham CBC had confirmed that no works can be carried out by the Community Council to the Centre until the lease is signed off. In this connection Wrexham CBC had asked whether the Community Council were happy to amend the title plan to the Little Acton Community Centre so as to include the grassed area at the front of the Community Centre and to square off the building and parking space. Members indicated a preference for the line of the Plan to be straightened and extended from the rear of the building across to the commencement of the Off Street Parking at the Green.

#### **RESOLVED –**

- i) *to return the amended plan to Wrexham CBC, with a request to include additional land to accommodate extra parking spaces if required in the future;*
- ii) *the Clerk to contact the Council's solicitor Hugo McCloskey for an update on the progress of the Lease for the Community Centre.*
- iii) *Councillor Baldwin to investigate using Community Payback to provide extra parking spaces.*
- 2) **PLAY AREA – ACTON PARK:** Members noted that the Chair Councillor Holly Hewitt and the Clerk had met with Carla Hinde and been given detailed questions to enable a clear design Brief to be achieved. A copy of the document had been circulated to all Members of the Council. The Council discussed each question/option in turn and agreed their preferred design options from those provided by Wrexham CBC Officer Carla Hinde.

**RESOLVED – the Clerk fee back the Council preferred options and decisions on the design of the new Play Area to Carla Hinde to enable an initial Play area plan and costings to be obtained.**

#### **147. PROCEDURAL MATTERS**

The Clerk reported on the following procedural matters.

- 1. **COMMUNITY AGENT:** Members considered the Community Agent Report for March 2025. It was noted that Rhian Jones had been invited to attend the Council Meeting in April 2025. The Chair updated Members on the success of the Warm Space event taking place at Little Acton Community Centre.
- 2. **INDEPENDENT REMUNERATION PANEL FOR WALES (IRPW) ANNUAL REPORT – FEBRUARY 2025:** In accordance with the requirements of Section 147 of the Local Government (Wales)

Measure 2011 the Panel have issued its Annual report. Members considered the detail of this Report and the required determinations in response. The report was available online by following this hyperlink: [Independent Remuneration Panel for Wales: annual report 2024 to 2025 | GOV.WALES](#) It was noted that all other Determinations set out in 2022 to 2023 and 2023 to 2024 remain valid and should be applied. Members Remuneration £156 payments are subject to PAYE unless each Councillor makes a declaration in accordance with Section 316A ITEPA 2003.

**RESOLVED – to receive and accept the Annual Report – February 2025 of the Independent Remuneration Panel and to note the range and maximum Allowances payable for Community and Town Councils in Group 2 as apply to Acton Community Council for the Financial Year 2024/25 and to confirm the Council has considered and applied the Remuneration Framework by its relevant Group as set out below.**

<b>Group 2</b>	<b>(Electorate 10,000 to 13,999)</b>
Extra Costs Payment	Mandatory for all members
Senior Role Payment	Mandatory for 1 member; optional up to 5
Mayor or Chair	Optional
Deputy Mayor or Vice Chair	Optional
Attendance Allowance	Optional
Financial Loss	Optional
Travel and Subsistence	Optional
Cost of Care or Personal assistance	Mandatory

- 1. EXTRA COSTS PAYMENT:** To note this mandatory requirement and to make available a Basic payment to each member of £156 pa as a contribution to costs and expenses and to confirm that a sum of £52 per year to cover the cost of office consumables when carrying out their role shall be paid to each member of the Council unless they advise the appropriate Officer in writing that they do not want to take these mandatory payments.
- 2. SENIOR ROLE PAYMENT(S):** To make this Mandatory requirement available to the Chair (1 member only) at an amount of £500; unless the Chair advises the appropriate Officer that they do not want to take it in writing;
- 3. CIVIC PAYMENT OF UP TO £1,500 TO THE MAYOR/CHAIR OF THE COUNCIL** to undertake the functions of that office – Not to adopt this provision
- 4. CIVIC PAYMENT OF UP TO £500 TO THE DEPUTY MAYOR/ DEPUTY CHAIR OF THE COUNCIL** to undertake the functions of that office – Not to adopt this provision
- 5. ATTENDANCE ALLOWANCE** Each council can decide to introduce an attendance allowance for members. The amount of each payment must not exceed £30. A member in receipt of financial loss compensation will not be entitled to claim attendance allowance for the same event. Councils that intend to introduce an attendance allowance must set out the details of the scheme and publish them on their website - Not to adopt this provision;
- 6. AUTHORISATION TO PAY FINANCIAL LOSS COMPENSATION** to each of the Council's members where it can be demonstrated such loss has actually occurred for attending approved duties as follows: • Up to £55.50 for each period not exceeding 4 hours • Up to £110.00 for each period exceeding 4 hours but not exceeding 24 hours
- 7. REIMBURSEMENT OF TRAVEL COSTS** when undertaking approved duties: To adopt this provision subject to payments being the actual costs of travel by public transport or the HMRC mileage allowances as below: • 45p per mile up to 10,000 miles in the year. • 25p per

*mile over 10,000 miles. • 5p per passenger per mile – passenger supplement. • 24p per mile for private motor cycles. • 20p per mile for bicycles.*

**8. REIMBURSEMENT OF OVERNIGHT SUBSISTENCE when undertaking approved duties:** *To adopt this provision and to authorise reimbursement of subsistence expenses to members at the maximum rates set out below on the basis of receipted claims: • £28 per 24-hour period allowance for meals, including breakfast where not provided. • £200 – London overnight. • £95 – elsewhere overnight. • £30 – staying with friends and/or family overnight.*

**9. COST OF CARE OR PERSONAL ASSISTANCE ALLOWANCE –** *This provision is mandatory for Councils in Group 2. All relevant authorities must provide a payment towards necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs as follows: • Formal (registered with Care Inspectorate Wales) care costs to be paid as evidenced. • Informal (unregistered) care costs to be paid up to a maximum rate equivalent to hourly rates as defined by the Living Wage Foundation at the time the costs are incurred. The Care Allowance must be for the additional costs incurred by members to enable them to carry out official business or approved duties. Each authority must ensure that any payments made are appropriately linked to official business or approved duty. Payment shall only be made on production of receipts from the care provider.*

**10. MEMBERS IN RECEIPT OF A BAND 1 OR BAND 2 SENIOR SALARY FROM A PRINCIPAL COUNCIL** *(that is leader, deputy leader or executive member) states that they cannot receive any payment from any community or town council, other than travel and subsistence expenses and contribution towards costs of care and personal assistance.*

#### **148. COMMUNITY ENGAGEMENT & PROGRESSION OF ANNUAL REPORT PRIORITIES:**

**1. EVENTS AT ACTON PARK:** Members noted that the Park Ranger was settling well into her new role and several events and school visits were being planned. Members felt it may now be opportune to purchase a gazebo for use at Acton Park events.

**RESOLVED –** *That the Clerk proceed to purchase a Gazebo for use by the Community Council at events in Acton Park and that it be stored in Little Acton Community Centre.*

**2. PROGRESS OF ANNUAL REPORT PRIORITIES - MAESYDRE POWERHOUSE:** Members noted that all works had been completed.

#### **149. KEY ACTON ISSUES**

**1. MEMORIAL BENCH ON DEAN ROAD:** The Dean Road Action Group had purchased a memorial bench in memory of two members of the group that had passed away. Wrexham CBC had approved the proposed location of the bench but wanted Acton Community Council to indemnify it. The Clerk advised on the exiting position with other Memorial Benches that had been purchased and sited within the Community. Members felt it was appropriate for Wrexham CBC to insure the bench as they currently do with other benches in Acton Ward and Acton Park.

**RESOLVED –** *that Councillor Mike Davies make enquiries with Wrexham CBC to request that the bench be insured in the same way the other benches are.*

**2. MOBILE CCTV CAMERA:** Members discussed the recent spate of anti-social behaviour in the vicinity of the Dean Road site and the possibility of re-siting the mobile CCTV camera from it's current location to near the entrance to Dean Road playing field.

**RESOLVED –** *that this item be added to the agenda for the Council Meeting in April 2025.*

- 3. BINS AT BORRAS SHOPS:** The spare litter bins recently removed from Borrass Park Shops had still not been installed at Nine Acre field. Councillor Gallanders informed Members that the Environmental Supervisor dealing with this matter had sadly passed away recently and the Team were still in transition.
- 4. TEMPORARY TRAFFIC LIGHTS ON HOLT ROAD:** Councillor Coxon asked Wrexham CBC Councillors if they could enquire how long these temporary traffic lights would be in place. It was noted that Councillor Martin would visit the site and make enquiries.

#### **150. FINANCIAL ASSISTANCE:**

Members considered the Clerk's report detailing the Council's Policy to apportion the annual £10,000 budget equally between each of the quarterly meetings. It was noted an additional £2,500 had been included in this year's Budget to enable a one-off large grant for the 2025 Wrexham Eisteddfod. Members then proceeded to consider the six applications received during the present quarter and whether the Council wished to make a grant to the applicants under the provisions of Section 137 of the Local Government Act 1972. Regards was given to the number of Acton residents catered for by each of 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) :-***

<b>Organisation</b>	<b>Details</b>	<b>Decision</b>
1.2025 National Eisteddfod – Wrexham	Release of £2,500 one off budget allocation towards the cost of staging the 2025 National Eisteddfod in Wrexham.	<b>£2,500</b>
2.. Purple Orchids Monthly Lunch Club	Grant to enable the Group to offer the attendees their lunch at a reduced cost over the winter months to assist with the cost of living.	<b>£500</b>
3.. Purple Orchids Art Group	Financial support towards the room hire costs for the Art Group which takes place every week. In addition financial support is requested towards the coach hire cost for a trip to the Lady Lever Art Gallery in May 2025.	<b>£500</b>
4.. Wales Air Ambulance	Financial support towards upgrading aircraft from "D2" to "D3" models which will add a fifth rotor blade to their existing 4-bladed H145 helicopters. The impact will be significant.	<b>£100</b>
5.. Helping Hands Wrexham CIC	Financial support to run events at Acton Community Resource Centre to show the benefit of their work and hopefully involve more volunteers. This Charity renovates and repairs toys, clothes and household appliances which they then distribute to local families.	<b>£300</b>
6.. Theatr Bara Caws	Financial support to enable this travelling theatre company to continue travelling all over Wales to deliver events, shows and theatrical experiences mainly in the Welsh language.	<b>£300</b>

7.. SSAFA Wales	Financial contribution towards the operational costs of the Wales regional hub where specialist advisors receive calls, emails and web enquiries asking for assistance	<b>£200</b>
8. Wrexham Foodbank	Financial Assistance to support the purchase of food and other essentials.	<b>£2,000</b>
<b>TOTAL</b>		<b>£6,400</b>

*(Councillor Ralph Hardy requested that his abstention from voting in respect of Application no8 – Wrexham Foodbank be recorded in the Minutes)*

## **151. REPORT FROM CLERK – CORRESPONDENCE**

The Council received a report from the Clerk detailing consultations and other correspondence that has been received since the last meeting as follows:

- 1. SLCC PRESS RELEASE:** Members discussed the communication received from SLCC regarding the conclusions of the recent report on the role, governance, and accountability of community and town councils in Wales. The contents were noted.

## **2. CONSULTATIONS AND CORRESPONDENCE**

Organisation	Details
<b>CONSULTATIONS: Members to submit any comments they may wish to make on the undermentioned Consultations</b>	
<b>1. Wrexham CBC</b>	<p><b>1. Involvement News 17 February 2025:</b> email dated 17 February 2024 containing a link to Wrexham CBC draft strategy on Public Toilets.</p> <p><b>2. Community Review:</b> email dated 3 March 2025 with a questionnaire attached regarding the type of Community Review that Wrexham CBC needs to complete. Members are asked to let the Clerk know their views on the Questionnaire prior to the Council Meeting, so that a composite response can be sent prior to the closing date of 27 March 2025.</p> <p><b><i>Consultations noted – no comments received from Members</i></b></p>
<b>CORRESPONDENCE</b>	
<b>2. AVOW</b>	<p><b>1. Safeguarding Group B Training:</b> email dated 24 February 2024 with dates for this training course and a link to book on to this event.</p> <p><b>2. Members Mailout February 2025:</b> email dated 25 February 2025 with the latest AVOW Newsletter.</p> <p><b><i>Above information noted</i></b></p>
<b>3. One Voice Wales</b>	<p><b>1. NFWI-Wales event to mark Neurodiversity Celebration Week: Event 17 March 7pm – 8.15pm:</b> email dated 14 February 2025 with details of this event and a link to book on to it.</p> <p><b>2. Senedd report published on Role, Governance and Accountability of Community and Town Council Sector:</b> email dated 11 March 2025 with a link to this report.</p> <p><b>3. Draft diversity and inclusion guidance for registered political parties – summary of responses to the consultation:</b> email dated 10 March 2025 with a link to this draft guidance.</p> <p><b>4. Training Dates – March – June 2025:</b> email dated 11 March 2025 with the latest training dates from One Voice Wales.</p> <p><b>5. Child Poverty Innovation and Supporting Communities Grant Fund:</b> email dated 11 March 2025 with details on the amounts and availability of this grant.</p>

	<p><b>6. Wrexham Shared Prosperity Fund 2025 – 2026:</b> email dated 17 March 2025 with details of this prosperity fund for 2025/2026.</p> <p><b>7. National Awards Conference 2025:</b> email dated 13 March 2025 with details of this conference being held on Wednesday 30 April.</p> <p style="text-align: right;"><i>Above information noted</i></p>
<b>4. Llais Cymru</b>	<p><b>IMPACT Llais Monthly Newsletter:</b> email dated 14 February 2025 containing their monthly newsletter.</p> <p style="text-align: right;"><i>Information noted</i></p>
<b>5. IRPW</b>	<p><b>Independent Remuneration Panel for Wales – Annual Report 2025:</b> email dated 25 February 2025 with information on and a link to the Annual Report for 2025 to 2026.</p> <p style="text-align: right;"><i>Information noted</i></p>
<b>6. Police and Crime Commissioner</b>	<p><b>North Wales Police and Crime Plan:</b> email dated 24 February 2025 with the North Wales Police and Crime Plan attached. This plan will guide the work of North Wales Police over the next 3 years.</p> <p style="text-align: right;"><i>Information noted</i></p>
<b>7. Wrexham CBC</b>	<p><b>Involvement News 10 March 2025:</b> email dated 10 March 2025 with a newsletter from Wrexham CBC</p> <p style="text-align: right;"><i>Information noted</i></p>
<b>8. Play Wales</b>	<p><b>Careers Week 2025:</b> email dated 5 March 2025 with the latest newsletter from Play Wales.</p> <p style="text-align: right;"><i>Information noted</i></p>
<b>9. Planning Aid Wales</b>	<p><b>Understanding the planning system, your questions answered:</b> email dated 14 March 2025 containing details of a Planning event on Thursday 27 March 2025 – 10.30 – 13.30.</p> <p style="text-align: right;"><i>Information noted</i></p>

## 152. PAYMENT OF ACCOUNTS:

The Clerk reported on an interest payment of £1,426.90 received for the Council's Deposit Account to 6 March 2025 and bank charges made since 19 February 2025, and requested payment authorisation for outstanding debtor or other cheque, BACS bills and debit card payments, including known Contractual and other financial commitments to 31 March 2025 as set out in the schedule below:

### **RESOLVED –**

- i) to approve the making of payments for March 2025 as set out in the schedule below as reported to the meeting; and to authorise the Clerk to replenish the Council's Current Account with £60,000 to meet contractual and other known payments.**

<b>Voucher/Payment Ref &amp; Payee</b>	<b>Details</b>	<b>Amount</b>
138. BACS ref 97.3.25 One Voice Wales	Membership Renewal for 2025/26 Section 112 Local Government Act 1972 (as amended)	£2,447.00 (VAT= £0.00)
139. BACS ref 98.3.25 One Voice Wales	January 2025 Training Costs – MW – 10/2/25 Section 112 Local Government Act 1972 (as amended))	£40.00 (Vat= £0.00)
140. BACS ref 99.3.25 One Voice Wales	January 2025 Training Costs - MW – 17/2/25 Section 112 Local Government Act 1972 (as amended))	£40.00 (Vat= £0.00)
141. BACS ref 100.3.25 Carole Roberts	Salary & office expenses for March 2025 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)
142. BACS ref 101.3.25 Mr R Hardy	Members Annual Allowance for 2024/25 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)
143. Cheque No 202381 Mr P Lloyd	Members Annual Allowance for 2024/25 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)
144. BACS ref 102.3.25 Michelle Williams	Salary for March 2025 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)
145. BACS ref 103.3.25	Members Annual Allowance for 2024/25	(as per Payroll

Mr A Gallanders	Section 112 Local Government Act 1972 (as amended)	schedule)
146. BACS ref 104.3.25 Mrs HM Hewitt	Members Annual Allowance for 2024/25 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)
147. BACS ref 105.3.25 Mr K Roberts	Members Annual Allowance for 2024/25 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)
148. BACS ref 106.3.25 Mr T Coxon	Members Annual Allowance for 2024/25 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)
149. BACS ref 107.3.25 Ms C Jarvis	Members Annual Allowance for 2024/25 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)
150. BACS ref 108.3.25 Ms B Martin	Members Annual Allowance for 2024/25 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)
151. BACS ref 109.3.25 Clwyd Pension Fund	Pension payments for March 2025 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)
152. BACS ref 110.3.25 HMRC	Payroll payments for March 2025 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)
153. BACS ref 111.3.25 Vision ICT Ltd	Website hosting & support to April 2026 + 20xEmail hosting Section 112 Local Government Act 1972 (as amended)	£780.00 (Vat= £130.00)
154. BACS ref 112.3..25 Wrexham CBC	Supply of materials for Dog Fencing area in Acton Park Section 19 Local Government (Miscellaneous Provisions Act 1976	£399.00 (Vat= £66.50)
155. BACS 113.3.25 Hankinson Whittle	Final 2.5% retention Payment for Maesydre Power House Contract Sections 112 & 124(b) Local Government Act 1972 (as amended)	£1,060.96 (VAT=£176.83)
156. DC14.3.25 BT Com	1 <sup>st</sup> bill Phone/Internet Costs for Little Acton Community Centre 26/2/35 to 31/3/25 S112 Local Government Act 1972 (as amended)	£ 92.93 (Vat= £15.49)
157. BACS ref 114.3.25 One Voice Wales	March 2025 Combined Training– HH-24/2/25; TC- 5/3/25;HH-6/3/25;AG -10/3/25; Section 112 Local Government Act 1972 (as amended))	£160.00 (Vat= £0.00)
158. BACS ref 115.3.25 Wrexham CBC	Little Acton Community Centre Running Costs April- December 2024 Section 19 Local Government (Miscellaneous Provisions) Act 1976	£3,103.63 (Vat= £0.00 )
159. BACS ref 116.3.25 Carole Roberts	Clerk's Expenses for March 2025 S112 Local Government Act 1972 (as amended)	£15.00 (Vat= £0.00)
160. DC15.3.25 Tesco Stores Ltd	Phone & stationery S112 Local Government Act 1972 (as amended)	£ 21.60 (Vat= £1.10 )
161. BACS ref 117.3.25 National Eisteddfod of Wales	Release of Specific Grant budget towards costs of Wrexham 2025 Eisteddfod S137 Local Government Act 1972 (as amended)	£2,500.00 (VAT =£0.00)
162. Cheque 202382 Purple Orchids Monthly Lunch Club	Financial Assistance S137 Local Government Act 1972 (as amended)	£500.00 (Vat= £0.00)
163. Cheque 202383 Purple Orchids Art Group	Financial Assistance S137 Local Government Act 1972 (as amended)	£500.00 (Vat= £0.00)
164. Cheque 202384 Wales Air Ambulance	Financial Assistance S137 Local Government Act 1972 (as amended)	£100.00 (Vat= £0.00)
165. BACS ref 118.3.25 Helping Hands Wrexham CIC	Financial Assistance S137 Local Government Act 1972 (as amended)	£300.00 (Vat= £0.00)
166. Cheque 202385 Theatr Bara Caws	Financial Assistance S137 Local Government Act 1972 (as amended)	£300.00 (Vat= £0.00)

167. Cheque 202386 SSAFA Wales	Financial Assistance S137 Local Government Act 1972 (as amended)	£200.00 (Vat= £0.00)
168. BACS ref 119.3.25 Wrexham Foodbank	Financial Assistance S137 Local Government Act 1972 (as amended)	£2,000.00 (Vat= £0.00)
169. BACS ref 120.3.25 One Voice Wales	March 2025 Training Costs – TC/HH – 18/3/25 Section 112 Local Government Act 1972 (as amended))	£80.00 (Vat= £0.00)
170. Bill 121.3.25 Wrexham CBC	Little Acton Community Centre Running Costs January/February 2025 Section 19 Local Government (Miscellaneous Provisions) Act 1976	£ 626.54 (Vat= £0.00)
171. Bill 122.3.25 Wrexham CBC	Room Hire Acton CRC for Committee Meetings on 8/1 & 12/3/25 S112 Local Government Act 1972 (as amended)	£80.00 (Vat= £0.00)
172. Cheque no 202387 Wrexham CBC	SLA Payment for 2024/25 Acton Park Ranger costs Section 19 Local Government (Miscellaneous Provisions Act 1976	£ 38,573.00 (Vat= £0.00 )
173. Bill 123.3.25 Wrexham CBC	CCTV SLA Payment for 2024/25 S31 Local Government & Rating Act 1997	£2,160.00 B (VAT=£360.00)
174. Bill 124.3.25 One Voice Wales	March 2025 Training Costs – TC 24/3/25 Section 112 Local Government Act 1972 (as amended))	£40.00 (Vat= £0.00)
175. Cheque No 202388 One Voice Wales	March 2025 Training Costs – AG 31/3/25 Section 112 Local Government Act 1972 (as amended))	£40.00 (Vat= £0.00)
176. Cheque no 202389 Wrexham CBC	Q4 SLA Payments for School Crossing Patrols S137 Local Government Act 1972 (as amended)	£4,455.00 (Vat= £0.00)
<b>Chairs Charity Account -</b>		
CCA10-24/25 – Via BACS Meet me In the morning	Reimbursement of Drinks cost Park Volunteers on Community Event 14/2/25 S15 Local Government Act 1972 (as amended)	£ 30.00

### 153. PLANNING RELATED MATTERS AND 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
<b>1. P/2024/0166:</b> Water filling station, the Gate Hangs High, Rhosnesni Lane, Wrexham LL13 9ES (Planning decision – CAS-03661-S4W8X0)	<b>Outcome noted</b>
<b>2. P/2025/0150:</b> Two storey front and side extension, 85 Ffordd Garmonydd, Wrexham LL12 8JE	<b>No observations</b>
<b>3. P/2024/1708:</b> Single storey side and rear extension and replacement boundary retaining wall and fence, 46 Park Avenue, Wrexham LL12 7AH	<b>No observations</b>
<b>4. P/2025/0200:</b> Variation of Condition 5 of Planning Permission P/2024/1640 to amend wording of condition, 1 Camberley Crescent, Wrexham LL12 7LR	<b>No observations</b>
<b>5. P/2025/0213:</b> Works to trees protected by tree preservation order WCBC 21, 3 Holly Walks, Wrexham LL12 7AJ	<b>No objections subject to the Council's Arboricultural Officer being satisfied that such works are necessary to ensure the health of the tree and any works are carried out under his</b>

	<i>supervision and direction</i>
<b>6. P/2025/0229:</b> Works to trees protected by tree preservation order WCBC 273, 10 Muirfield Close, Wrexham LL13 9FX	<i>No objections subject to the Council's Arboricultural Officer being satisfied that such works are necessary to ensure the health of the tree and any works are carried out under his supervision and direction</i>

#### 154. 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.***

#### 155. STAFFING COMMITTEE MINUTES

The Confidential Minutes and recommendations from the Staffing Committee meeting held on 12 March 2025.

***RESOLVED – that***

***i) the Confidential Minutes of the Staffing Committee meeting held on 12 March 2025 be received and noted;***

***ii) Michelle Williams Administrative Assistant be awarded one increment from 1 April 2025.***

***Councillor Kevin Roberts  
Chair***

**Signed as a correct record this 16<sup>th</sup> day of April 2025**

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**Presiding Chair**

**PROCEDURAL MATTERS REPORT FROM CLERK TO THE COUNCIL**

**1. COMMUNITY AGENT:** Rhian Jones the Acton Community Agent will be in attendance at the meeting and has provided the attached report (Appendix 1) for March 2025 on her activities and interaction with Acton Community residents aged 50 and over.

**2. S116 LOCAL GOVERNMENT (WALES) MEASURE 2011 - CASUAL VACANCY – ACTON CENTRAL WARD: CO-OPTION OF MEMBERS**

Further to Minute 145.iv, the Community Council currently has one casual vacancy in the **ACTON CENTRAL** 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 6 March 2025 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 10 April 2025 in accordance with Section 116 of the Local Government (Wales) Measure 2011. Any expressions of interest received are attached at Appendix 1 and the Candidate(s) will be 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 Clerk should be authorised to re-advertise the vacancy in the **ACTON CENTRAL** Ward in accordance with the requirements of Section 116 of the Local Government (Wales) Measure 2011.

**INFORMATION**

A Co-option best practice sheet and qualification requirements for Candidates is attached at Appendix 2. Members must give consideration to any expressions of Interest received by noon on 10 April 2025 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 vacancy in order to meet the requirements of Section 116 of the Local Government (Wales) Measure 2011.

**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. S116 LOCAL GOVERNMENT (WALES) MEASURE 2011 - CASUAL VACANCY – BORRAS PARK WARD:**

The Clerk has taken the necessary steps to advertise and fill this vacancy in accordance with the requirements of S116 of the Local Government (Wales) Measure 2011. Notification has been received from the Returning Officer that no electors have come forward to request an election and this Casual **vacancy must now be filled by Co-option** in accordance with the best practice guidance sheet attached at Appendix 1.

It is **RECOMMENDED** that the Clerk be instructed to proceed to make the necessary arrangements to fill this casual vacancy by Co-option and be authorised to issue the relevant Public Notice.

**4. WARM PLACES – \_EXTENSION OF PROJECT AT LITTLE ACTON COMMUNITY CENTRE FROM 31 MARCH TO 31 MAY 2025:**

Clerk to report on actions taken under her delegated powers in consultation with the Chair to fund a temporary extension of this scheme with the weekly £50 costs to be met from the Chair's Charity Account.

**5. SLA REPORTING – ACTON PARK RANGER:** To consider the Ranger's report to 31 March 2025.  
(Copy to follow)

**6. ANNUAL ACCOUNTS 2024/25:**

A pdf copy of the provisional Year End Bank Reconciliation and spending progress against the 2024/25 Budget will be circulated separately to members to enable their consideration of the provisional Annual Accounts for the year ended 31 March 2025. **The Council must approve its Accounts by 30 June at the latest.**

It should be noted that the Council's 2024/25 Accounts will be closed down with assistance from Rialtas Accounting on 2 May 2025 and they will then be submitted to the Council's Internal Auditor on 8 May 2025. The outcomes and report will be submitted to the Council's June 2025 Meeting to ensure compliance with the Statutory requirements.

Audit Wales, the External Auditor has given notice that they will undertake a basic audit for 2024-25 and all relevant documents must be submitted to them by no later than 7 July 2025. The Auditor General has appointed **Monday 15 September 2025** as the date from which electors can exercise their rights under the Public Audit (Wales) Act 2004 in respect of the Accounts for the year ended 31 March 2025.

**7. ANNUAL RETURN 2024/25 GOVERNANCE STATEMENTS:** To note the Council must approve its Accounts by 30 June 2025 at the latest and submit its Annual Return to the External Auditor by 7 July 2025 and accordingly to consider the Council's responses to the attached Annual Return Governance statements as set out within the Annual Return document for 2024/25

**8. STATEMENT OF ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025 AND ANNUAL RISK ASSESSMENT REPORT:**

**Members are REQUESTED to receive and approve this Report.** (Please note this lengthy document will be circulated separately to the agenda)

## **Acton Community Agent - March 2025 Update Report**

### **ACTON COMMUNITY COUNCIL MEETING APRIL 2025**

Hello Everyone,

I have had my craft group every Monday 1pm – 3pm at Little Acton, we have had around 10 people, we have had some crafts given to us after putting on social media and this will keep us going plus Jane from AVOW has given items too, we also have 2 new volunteers interested in helping with the craft session and they are full of ideas.

Coffee Morning at Acton Resource Centre every Wednesday at 11.30am – 1pm, we are getting around 16 total, they are coming out of Active Futures and stop for a coffee, letting them know what activities are on in Acton Resource and Little Acton. Ian from Rainbow has changed this for me to go the first 2 Wednesdays of every month, Jane from AVOW can't cover the other 2 sessions so there isn't going to be anyone there on the other Wednesday's. We have let the staff know at Acton Resource Centre of the update.

I have done some home visits in Acton, Borrass and Rhosnesni, Maes Y Dre clients asking for:

Blue Badge, Attendance Allowance, Pension Credit, Citizen's Advice, Active Futures, activities in the Acton area, Rainbow Social Prescribing, I have new clients coming in weekly doing home visits, some of the referrals are self referrals, Social Assessors or from Rainbow Foundation.

I have 10 clients on my caseload which is keeping me busy, we are hoping to get more as Ian from Rainbow has said we have targets of 2 per week. I will have to try and find these through events going on and still popping into the Centres groups and social media advertising.

- (i) Advertise the casual vacancies by way of public notice within the community and local press.
- (ii) Set a date by which prospective candidates must write into the Chairman or Clerk to the Town/Community Council expressing their interests in these casual vacancies.
- (iii) Notice of the Election (co-option) should be given in the agenda for the meeting of the Town/Community Council.
- (iv) When the item is reached, the Chairman should call for nominations, which should be duly proposed and seconded.
- (v) Candidates can be either interviewed or their letter of interest read out to a Town/Community Council meeting.
- (vi) The prospective candidates must fulfil the same criteria requirements as those for qualifications for candidature for an election.
- (vii) When all the nominations have been received a vote should be taken. It is usual for the candidates' names to be put in alphabetical order. (Voting in council on casual vacancies is recommended).
- (viii) A successful candidate should have received an absolute majority vote of those present and voting.
- (ix) It follows that if there are more than two candidates for one vacancy and no one of them at the first count receives a majority over the aggregate votes given to the rest, steps should be taken to strike off the candidate with the least number of votes and the remainder should then be put to the vote again; this process should, if necessary, be repeated until an absolute majority is obtained.
- (x) If there is more than one vacancy and the number of candidates equals the number of vacancies, all the vacancies may be filled by a single composite resolution, but if the number of candidates exceeds the number of vacancies, each vacancy should be filled by a separate vote or series of votes.
- (xi) After the vote has been taken, the Chairman should declare the candidate who received the highest number of votes duly elected.
- (xii) The person elected must make a declaration of acceptance of office before, or at, the first meeting of the Town/Community Council following his election in the presence of a member of the Town/Community Council or the Proper Officer of the Town/Community Council.

Note: There is nothing preventing Councillors from approaching persons to offer themselves for co-option or even advertising for co-optee applicants. Applications might also be invited to provide a written "application" or invited to speak to the council prior to any voting. If such arrangements are to be applied, they should be carefully drafted and provided to applicants. It is imperative that all applicants are treated alike in order that the arrangements are seen as fair. Applicants under such arrangements should be discouraged from any personal lobbying.

**Local Government (Wales) Measure 2011, Section 116 - Qualification Requirements:**

You must be a British, Commonwealth, Irish or a European Union citizen and be 18 years of age or over; and meet at least one of the following criteria:

- registered as a local government elector for the area named above; or
- during the whole of the last 12 months occupied as owner or tenant land or other premises in the community named above; or
- your principal or only place of work during the last 12 months has been in the community named above; or you have during the whole of the last 12 months resided in the Community or within 4.8 kilometres of it.<sup>1</sup>

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<sup>1</sup> Certain people are disqualified from standing, and these include paid officers of the community council, anyone subject to bankruptcy restriction orders and those subject to recent sentences of imprisonment.

**ACTON COMMUNITY COUNCIL**

Consultation and Correspondence Report of the Clerk to the Council

**AGENDA ITEM 9****16 April 2025**

Organisation	Details	Notes
<b>CONSULTATIONS: Members are requested to submit any comments they may wish to make on the undermentioned Consultations</b>		
<b>1. One Voice Wales</b>	<b>1. What are your views on the Active Travel Act Guidance:</b> email dated 27 March 2025 with a link to this consultation which closes on 17 April 2025. <b>2. Wales Regional Transport Plans:</b> email dated 27 March 2025 with a link to this consultation. The closing date is 14 April 2025.	
<b>CORRESPONDENCE</b>		
<b>2. Play Wales</b>	<b>Playworkers Forum 2025:</b> email dated 12 March 2025 with details of this event taking place on 2 – 3 July 2025 in Rhayader, Powys.	
<b>3. Ground Work North Wales</b>	<b>Tesco Stronger Starts – North/Mid Wales:</b> email dated 18 March 2025 with details of this grant and a flyer to be shared over social media.	
<b>4. IRPW</b>	<b>Transfer of functions from the Independent Remuneration Panel for Wales to Democracy and Boundary Commission Cymru:</b> email dated 28 March 2025 with details of this transfer of functions.	
<b>5. One Voice Wales</b>	<b>1. Training Dates March – June 2025:</b> email dated 31 March 2025 with details of the latest training provided by One Voice Wales. <b>2. Larger Local Councils Committee – Wednesday 16 April 10.30am:</b> email dated 7 April 2025 with an invitation to Councillors to attend this online meeting. <b>3. Welsh Government Democratic Engagement Grant:</b> email dated 7 April 2025 with details of this grant and a link to more information.	
<b>6. AVOW</b>	<b>Members Mailout March 2025:</b> email dated 31 March 2025 with the latest mailout for AVOW Members.	
<b>7. Awel y Mor</b>	<b>Awel y Mor Spring 2025 edition:</b> email dated 8 April with the latest newsletter.	
<b>8. Wrexham CBC</b>	<b>80<sup>th</sup> Anniversary of VE Day – Church Service and Parade:</b> email dated 25 March 2025 from the Mayors Office with an invitation to attend the celebrations on 8 May 2025.	