

10 July 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 JULY 2025** at **6.30pm**. The Meeting will be held in the **LITTLE ACTON COMMUNITY CENTRE**, The Green, Little Acton, Wrexham LL12 8BH.

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 16 July 2025](#) or use the Zoom Meeting ID: 884 8436 6956 and Passcode: 089086

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:** To receive any apologies and reasons 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(e) 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.
4. **CONFIRMATION OF MINUTES:** To confirm the Minutes of the Council meeting held on 18 June 2025 (Copy attached)
5. **INFORMATION FROM THE MINUTES:**
  1. **Minute 11.5 MAY 2025 – FOOTBALL PITCHES:** This item was deferred at the last meeting. Councillor Bill Baldwin to give an update
  2. **Minute 23.1 June 2025 – BIKE TRACK AT ACTON PARK** – Councillor B Martin to give an update
  3. **Minute 26.7 June 2024- NIGHTINGALE HOUSE HOSPICE LONGEST DAY LASTING CARE TOUR ON FRIDAY 20 JUNE 2025** – Chair and Councillor Holly Hewitt to report
6. **COMMUNITY POLICING MATTERS:** Further to Minute 20 June 2025, to consider any Policing and Operations Reports and suggested CCTV location information provided by Acton Community Police Officers who have been invited to attend the meeting.

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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

- 7. WREXHAM CITY BOARD PLAN FOR NEIGHBOURHOODS**– Further to Minute 12.8 May 2025 an invitation has been extended to Owen Davies Consulting to attend the meeting remotely and give a short presentation.
- 8. PROCEDURAL MATTERS:** To consider the following matters:-
- 1) **S116 LOCAL GOVERNMENT (WALES) MEASURE 2011 – CO-OPTION OF MEMBERS & Members & CASUAL COUNCILLOR VACANCY IN THE ACTON PARK CENTRAL WARD:** To consider filling this vacancy – see Appendix 1
  - 2) **AUGUST RECESS ARRANGEMENTS:** To make arrangements to deal with any urgent business that arises during the August recess.
  - 3) **EXTERNAL AUDIT UPDATE & MID TERM REVIEW OF PROGRESS AGAINST COUNCIL’S STATUTORY TRAINING PLAN:** Clerk to give an update. Details to be circulated separately
  - 4) **SCHOOL GOVERNOR VACANCIES AT ALEXANDRA SCHOOL & BORRAS PARK CP SCHOOL:** Further to Minute 22.4) June 2025. Members are reminded this Item was deferred and to consider the filling of both of these vacancies.
  - 5) **SERVICE LEVEL AGREEMENT REPORTING - COMMUNITY AGENT:** to consider the Acton Community Agent’s monthly report on her activities and interaction with Acton Community residents aged 50 and over. (Copy attached) see Appendix 2
  - 6) **SERVICE LEVEL AGREEMENT REPORTING – Q1 ACTON PARK RANGER:** to consider the Acton Park Rangers report on activities and events conducted in the Park between April and June 2025. Details to follow
- 9. KEY ACTON ISSUES:** WCBC Members to report verbally on new or Key Issues being considered by the County Borough 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)
- 10. PUBLIC ENGAGEMENT & UPDATE ON PROGRESSING ANNUAL REPORT PRIORITIES:** Chair and Clerk to provide an update on the following matters- Park events, Christmas meal for Acton residents. (Minute 24.June 2025 refers)
- 11. REPORT FROM CLERK:** Clerk to report on correspondence, consultations and other information that has been received since the last meeting. Details Attached.
- 12. PAYMENT OF ACCOUNTS & Q1 PROGRESS AGAINST THE 2025/26 BUDGET:** To note details of any payments received, authorise any outstanding debtor or other payments by either cheque or BACS; and to receive details of the first quarter progress against the 2025/26 Budget. In accordance with Minute 24.5 Members are asked to consider and highlight any areas in the budget that should be reviewed for 2026/27 (details to follow)
- 13. PLANNING APPLICATIONS:** To consider any comments and/or representations the Council may wish to make on application(s) and Consultations within the Acton Community or adjoining areas made under the Town and Country Planning Act 1990 (to be determined by Wrexham County Borough Council) and to finalise the Council’s response in respect of the following application which was deferred last the last meeting:-
- 1) **P/2025/0247:** Outline application for erection of up to 900 dwellings (Appearance, landscaping, layout and scale reserved) on land at Erlas Park, - Draft composite response circulated separately. To be submitted by extended response deadline of 17 July 2025:

Case Number/ Address & Proposed Development	Decision
2) <b>P/2025/0519:</b> Works to trees protected by tree preservation order WCBC190 at 40 Gresford Way, Wrexham LL12 8BB	

*\*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.*

**14. EXCLUSION OF PRESS AND PUBLIC:**

**It is RECOMMENDED** that the press and public be excluded from the Meeting during consideration of the next items 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. CONFIRMATION OF MINUTES:** To receive the Minutes of the Staffing Committee held on 11 June 2025 (Copy attached)

**16. LITTLE ACTON COMMUNITY CENTRE:** Further to Minute 27.iii) & Voucher 34, June 2024, the Clerk to report on work authorised under her delegated powers to ensure Electrical Compliance at the Community Centre.

Minutes of the hybrid Meeting of Acton Community Council held Wednesday 18 June 2025 remotely via Zoom and at Acton Community Resource Centre, Overton Way, Acton, Wrexham.

Present:

Councillor Kevin Roberts (Chair)

" Ms S Bailey

" W Baldwin \*

" T Coxon

" M Davies \*

" C Downes

" Ms S Edwards

" Mrs A Evans \*

Councillor R Hardy (Vice Chair) \*

" A Gallanders

" Ms H Hewitt

" Ms C Jarvis \*

" P Lloyd \*

" Ms B Martin

" Ms D Wallice \*

1 Vacancy

\* Absent

Also Present:

Morgan Peters, Welsh Youth Parliament

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

## 15. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors W Baldwin, M Davies, Mrs A Evans, R Hardy, Ms C Jarvis, P Lloyd and Ms D Wallice

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

## 16. DECLARATIONS OF INTEREST

Councillor T Coxon declared a personal but non-prejudicial interest in respect of Planning Application P/2025/0427. Councillor Coxon remained in the meeting and took part in the debate for this Application.

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

## 17. 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.

However Councillor B Martin on behalf of a resident referred to the recent use of the Maesydre Play Box as a cake donation location. The Community Council was asked if it would support this resident's business plan to set up a Restful Bake Project and to place a bake box outside the Maesydre Power House. 100% of proceeds will go directly toward making and distributing anonymous Wellness Packs. Members discussed the food hygiene and health and safety aspects of this proposal particularly given the location of the Power House.

***RESOLVED – that the Community Council support this initiative/business plan from a local resident and advise that the Chair is prepared to provide £50 from his Charity fund towards the start up costs of this charitable endeavour if a letter is sent to him.***

## 18. CONFIRMATION OF MINUTES

The Minutes of the hybrid Council Meeting held on the 21 May 2025 were received.

***RESOLVED – that the Minutes of the hybrid Council Meeting held on the 21 May 2025 be received and confirmed as a correct record.***

## 19. INFORMATION FROM 21 MAY 2025 MINUTES

**1) MINUTE 7.2 – PEDESTRIAN CROSSING ON CHESTER ROAD:** Councillor Martin is still waiting for Wrexham CBC Officer, Dean Edge, to confirm the amount of funding to be provided by Wrexham CBC. It was noted that Councillor Martin would bring a further update to the Council once some progress has been made.

The present position was noted.

**2) MINUTE 11.5 FOOTBALL PITCHES:** Councillor Baldwin was not in attendance at the meeting.

***RESOLVED – That consideration of this item be deferred until the Council Meeting in July 2025.***

## 20. COMMUNITY POLICING MATTERS

Further to Minute 81 October 2022, there were no Police Officers in attendance and the Clerk advised that she had received an explanation and apologies from PC Lee Parker.

Councillor Gallanders informed Members that he had completed a Ward walkaround with PC Parker and had been advised that there wasn't a speed gun available in Wrexham to do any community engagement around speed awareness.

***RESOLVED – that***

- i) The Clerk write to North Wales Police suggesting that they should purchase a speed gun to be used in the Wrexham area for Community engagement and speed awareness***
- ii) The Clerk email PC Parker to request his attendance at the Council Meeting in July 2025 and;***
- iii) the Acton sector team be asked to provide their reasoning for proposing a move of the Community Council's mobile CCTV camera to another location in the Acton Community***

## 21. ANNUAL ACCOUNTS 2024/25

Further to Minute 7.2 May 2025, the Internal Auditor's report and Action Plan for 2024/25 was produced in full by the Clerk 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 7 July 2025. It was noted that the notified External Audit date is 15 September 2025.

- 1. INTERNAL AUDITORS REPORT AND ACTION PLAN:** Members considered a copy of this Report and Action Plan for the year ended 31 March 2025. The Internal Auditor Action Plan had made one recommendation. In respect of Issue 1 and its recommendation that internal controls should be in place to prevent duplicate payments. The Council acknowledged the Clerk's explanation as to why this recommendation had been made. The Council will ensure that the appropriate internal controls which are in place, will be adhered to.
- 2. ANNUAL RETURN AND ACCOUNTING STATEMENTS:** Further to Minute 7.2 May 2025, Members were reminded that the year-end bank reconciliation had been received and noted. The Council proceeded to receive the 2024/25 figures that were 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 2025.
- 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

2024/25 on the Council's behalf prior to its initial submission to the External Auditor. The Council's approval is required before 30 June 2025.

**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 2025 be received. The Internal Auditor to be informed of the outcome of the Council's consideration of his 2024/25 report and recommendations, the Council is satisfied the appropriate action to implement his 2024/25 recommendation 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 2025 be approved; and**
- iii) The Chair be authorised to sign on the Council's behalf before the 30 June 2025, the relevant section on Page 3 of the Council's Annual Return for the year ended 31 March 2025 in order to ensure compliance with the Accounts and Audit (Wales) Regulations 2014 (as amended) prior to the initial submission of the Annual Return to the External Auditor.**

**22. PROCEDURAL MATTERS**

The following matters were considered:

**1) S116 LOCAL GOVERNMENT (WALES) MEASURE 2011 - CO-OPTION OF MEMBERS & CASUAL COUNCILLOR VACANCY IN THE ACTON CENTRAL WARD:** It was noted that this vacancy was being advertised for Co-option and would be reported to the July 2025 meeting.

**2) SERVICE LEVEL AGREEMENT REPORTING – COMMUNITY AGENT:** Members considered the Community Agent Report for June 2025. Members asked if the Community Agent could include a case study with the report for the July 2025 meeting.

**RESOLVED – that the Clerk request a case study with the next Community Agent SLA report.**

**3) ANNUAL INSPECTIONS OF THE THREE PLAYGROUNDS IN THE ACTON COMMUNITY:** It was noted that the previously circulated Annual Inspection reports for the Play areas at Aran Road, Ffordd Garmonydd and at 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 ask Wrexham CBC to keep a watching brief on the play areas and facilities with low risk score and inform the Clerk of any remedial works identified at the regular Playground inspections.**

**4) SCHOOL GOVERNOR VACANCIES:** Members noted the two Community Governor vacancies at Alexandra CP School and Borrass Park CP School.

**RESOLVED – to defer consideration of filling both of these vacancies until the July 2025 Council Meeting due to the number of Councillors absent from this meeting.**

**23. KEY ACTON ISSUES:**

**1. BIKE TRACK AT ACTON PARK:** Councillor Martin had been in contact with National Lottery Funding and would now progress an application for funding. Councillor Martin would also progress consultation with local Schools and Groups. Members noted that Wrexham CBC would consider planning permission for the bike track subject to Acton Community Council being agreeable to fund the maintenance and regular inspections of the bike track.

**RESOLVED – that**

- i) Councillor Martin write to all Members with more information on the bike track.**
- ii) The decision to fund the maintenance of the proposed bike track be deferred to the July 2025 Council Meeting to enable Councillor Martin to obtain an outline of costings.**

2. **DEAN ROAD:** Members discussed the current one way roadworks on Dean Road. Councillor Gallanders confirmed that they would be on place for two months.  
The present position was noted.

## 24. PUBLIC ENGAGEMENT & PROGRESSION OF ANNUAL REPORT PRIORITIES:

1. **GOAL POSTS ON THE REDROW ESTATE:** Councillor Coxon thanked the Chair for providing financial assistance from his Charity account to purchase new goal posts for the green open space area on the Redrow Estate. Members noted that the Chair will also give similar support to other areas of Acton if requested.
2. **LUNCH CLUB AT LITTLE ACTON COMMUNITY CENTRE:** Members thanked the Chair for arranging the purchase of flowers and a small gift for the volunteers at the Lunch Club. Arrangements had been made by the Chair for these items to be presented to the volunteers by the Mayor of Wrexham at the final Lunch Club meeting. Members also thanked the Chair for his efforts in arranging access to Little Acton Community Centre to enable this and other community events to take place.
3. **PENSIONERS CHRISTMAS LUNCH:** Members discussed the provision of a Christmas Lunch for pensioners in the Acton Ward in December 2025.

**RESOLVED – that the Chair contact Wrexham Lager Club to ascertain what dates are available in December 2025 to hold a Christmas lunch for Acton Community residents only.**

4. **EVENT IN ACTON PARK ON 29 JUNE 2025:** It was noted that the Park Ranger had emailed the Clerk asking for volunteers to assist with erecting and dismantling the marquees for this event.

**RESOLVED – to note that the Chair and Councillors Coxon and Hewitt had volunteered to attend the event and will assist with the taking up and down of the marquee and gazebo.**

5. **BUDGET PROGRESS AGAINST ANNUAL REPORT PRIORITIES:** It was noted that an item to review the Q1 progress against the budget should be submitted to the July 2025 Council meeting and Members would have an opportunity to debate each budget line provision against the Council's priorities.

**RESOLVED –that Members consider and highlight any areas in the budget that should be reviewed for 2026/27 at the July 2025 meeting.**

## 25. FINANCIAL ASSISTANCE

Members received the Clerk's report detailing the Council's Policy to apportion the annual £12,500 budget equally between each of the quarterly meetings. Members then proceeded to consider the three 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. Regard 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) :-**

Organisation	Details	Decision
1. Dance Empire	Financial support to assist with the purchase of costumes and equipment for the students' first ever summer showcase.	£500.00
2. Wrexham Dragons Netball Club	Support to upskill volunteer coaches by sending them on umpiring and coaching courses.	£500.00

3. St Giles Church Wrexham Flowerfest 25	Donation to support the Flowerfest 25 event which will run from 19 to 21 September 2025. This event aims to raise funds to assist with the upkeep of St Giles Church, Wrexham.	£500.00
	<b>TOTAL</b>	<b>£1,500</b>

## 26. REPORT FROM CLERK

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

Organisation	Details
<b>CONSULTATIONS:</b>	
<b>Office of the Police and Crime Commissioner North Wales</b>	<b>Independent Review of CCTV in North Wales – Terms of Reference:</b> Letter dated 4 June 2025 giving advance notice of this Review to take place shortly and inviting the Council to engage and support this review. <i>Information noted</i>
<b>CORRESPONDENCE</b>	
<b>1. One Voice Wales</b>	<b>1. Training dates May – June 2025:</b> email dated 22 May 2025 with details of the latest training dates. <b>2. Letter from North Wales Police and Crime Commissioner, Andy Dunrobbin:</b> email dated 4 June 2025 with details of an independent review of how CCTV is used to combat crime between North Wales Police and the six Local Authorities. <b>3. Cost of Living Crisis Project – Information and Resources:</b> email dated 5 June 2025 with the latest newsletter from the team. <b>4. E-bulletin Issue 4:</b> email dated 6 June with the latest E-bulletin. <b>5. Training dates June – September 2025:</b> email dated 10 June 2025 with details of the latest training dates. <i>Above information noted</i>
<b>2. Play Wales</b>	<b>1. Play policy, research and practice: Getting it right for children:</b> email dated 27 May 2025 with an invitation to join the Play Wales National Conference on 16 October 2025 in Cardiff. <b>2. Play Wales Publications 2025:</b> email dated 3 June 2025 with details of play publications. <b>3. Happy International Day of Play:</b> email dated 11 June 2025 celebrating the International Day of Play. <i>Above information noted</i>
<b>3. Audit Wales</b>	<b>Audit Wales – May Newsletter:</b> email dated 29 May 2025 with the latest news from Audit Wales. <i>Information noted</i>
<b>4. AVOW</b>	<b>Members Mailout May 2025:</b> email dated 29 May 2025 with the latest e-bulletin from AVOW. <i>Information noted</i>
<b>5. Planning Aid Wales</b>	<b>1. Latest news from Planning Aid Wales:</b> email dated 30 May 2025 with the latest news and training events from Planning Aid Wales. <b>2. Latest news from Planning Aid Wales:</b> email dated 9 June 2025 with the latest news and training events from Planning Aid Wales. <i>Information noted</i>
<b>6. Wrexham CBC</b>	<b>Mayor's Civic Visit to St Giles Church – Sunday 6 July 2025:</b> email dated 5 June 2025 with an invitation for 2 Community Council representatives to attend this event. Response to be sent by Friday 27 June 2025. <i>Information noted</i>
<b>7. Nightingale House Hospice</b>	Longest Day Lasting Care Tour on Friday 20 June 2025: Invitation letter for two members of the Council to attend this event. <b>RESOLVED – that Councillors Kevin Roberts and Holly Hewitt attend as the Council's representatives</b>



## 27. PAYMENT OF ACCOUNTS

The Clerk reported on Payments received and bank charges made since 21 May 2025, and requested authorisation for outstanding debtor or other cheque, BACS and debit card payments as set out in the schedule below.

### RESOLVED –

- i) *To note the payments received as follows: VAT Reclaim for 2024/25= £3,600.03 and interest to 5/6/25 on the Council's deposit account = £1,246.45*
- ii) *To approve the transfer of £30,000.00 from the Council's deposit account to replenish the current account*
- iii) *to approve the making of payments for June 2025 as set out in the schedule below as reported to the meeting.*

Voucher/Payment Ref & Payee	Details	Amount
30. BACS ref 24.6.25 Carole Roberts	Salary and office expenses for June 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)
31. BACS ref 25.6.25 Michelle Williams	Salary for June 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)
32. BACS ref 26.6.25 Clwyd Pension Fund	Pension payments for June 2025 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)
33. BACS ref 27.6.25 HMRC	Payroll payments for June 2025 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)
34. BACS ref 28.6.25 AV Parts Master Ltd	Projector Equipment for Hybrid Meetings at Little Acton Community Centre Section 112 Local Government Act 1972 (as amended)	£565.50 (Vat= £94.30)
35. DD 3.6.25 BT Com	Internet/Phone Provision Little Acton Community Centre S112 Local Government Act 1972 (as amended)	£88.74 (Vat= £0.00)
36. DC 4.6.25 Tesco Stores Ltd	Telephone costs S112 Local Government Act 1972 (as amended)	£15.00 (Vat= £0.00)
37. BACS ref 29.6.25 Carole Roberts	Clerk's Expenses for June 2025 S112 Local Government Act 1972 (as amended)	£15.00 (Vat= £0.00)
38. BACS ref 30.6.25 Viking Office UK Ltd	Stationery etc S112 Local Government Act 1972 (as amended)	£360.70 (Vat= £60.12)
39. Cheque No 202391 Dance Empire	Grant/Donation S137 Local Government Act 1972 (as amended)	£500.00
40. Cheque No 202392 Wrexham Dragons Netball Club	Grant/Donation S137 Local Government Act 1972 (as amended)	£500.00
41. BACS ref 31.6.25 CCA3/25-26 St Giles Church Wrexham	Grant/Donation S137 Local Government Act 1972 (as amended)	£500.00
<b>Chairs Charity Account - FOR INFORMATION ONLY</b>		
CCA1/25-26 via BACS 1.6.25 Goal Posts - £100.00 (reimbursement of Chair)		

CCA2/25-26 via BACS 2.6.25 Flowers for Warm Space Volunteers £60.00 (Invoice - Flowers in the Window)  
 CCA3/25-26 via BACS 3.6.25– Voucher for Warm Space Volunteer £30.00 (reimbursement of Chair)

## 28. 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):

<p><b>1. P/2025/0247:</b> Outline application for erection of up to 900 dwellings (Appearance, landscaping, layout and scale reserved) on land at Erlas Park, Cefn Road, Wrexham LL13 9TT</p>	<p>It was noted that the Council had requested and been given an extension of time to respond to this application by 17 July 2025.</p> <p>The Council considered and debated a draft response to this outline application which had been circulated by some members prior to the meeting. Several further points were raised particularly in respect of biodiversity.</p> <p>The Clerk was requested to incorporate the comments made at the meeting into a composite response and to circulate it to all members of the Council in advance of the July 2025 Council meeting to enable a formal response to be submitted by the extended deadline</p>
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**RESOLVED - that the following observations be made on the applications as set out below:**

Case Number/ Address & Proposed Development	Decision
<p><b>2. P/2025/0454:</b> Discharge of condition 9 (Bio Security) of planning permission P/2018/0673 at land north of Holt Road LL13 9EH</p>	<p><b>No observations</b></p>
<p><b>3. Pre application consultation:</b> Development of 27 apartments by Wales &amp; West Housing Association on land at 2 Chester Road, Wrexham LL12 7AD</p>	<p><b>No observations</b></p>

*(Councillor T Coxon having previously declared a personal but non-prejudicial interest in respect of Planning Application P/2025/0427 being an adjoining resident to the application site, remained in the meeting and took part in the debate for this Application.)*

**Councillor Kevin Roberts**  
**Chair**

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



**1) S116 LOCAL GOVERNMENT (WALES) MEASURE 2011 -: CO-OPTION OF MEMBERS & CASUAL COUNCILLOR VACANCY IN THE ACTON CENTRAL WARD**

Further to Minute 7.1 May 2025, 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 22 May 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 14 July 2025 in accordance with Section 116 of the Local Government (Wales) Measure 2011.

(See Appendix 1) Any expressions of interest received will be circulated and the Candidate 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 consider the Expressions of Interest received and if appropriate, to proceed to fill the casual vacancy in the Acton Central 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 noon on 14 July 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 vacancies in order to meet the requirements of Section 116 of the Local Government (Wales) Measure 2011.

In the event of no expressions of interest being received the Clerk should be requested to proceed to make the necessary arrangements to fill this casual vacancy by Election or Co-option and be authorised to re-issue the relevant Public Notice(s).

**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."

- 2) 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 2025 meeting of the Community Council.

- 3) EXTERNAL AUDIT UPDATE & MID TERM REVIEW OF PROGRESS AGAINST COUNCIL'S STATUTORY TRAINING PLAN:** The relevant documents and explanations as required by the External Auditor for the Audit of the Council's 2024/25 Accounts were submitted on 4 July 2025, before the notified deadline.

The External Auditor has this year requested a copy of the Councils Statutory Training Plan which has been sent to him as part of the submission. However, it is opportune now to carry out a Mid Term Review of the progress being made against this statutory training plan to ensure that the required training is carried out before the end of the current Term of Office in May 2027.

It is **RECOMMENDED** that the Council:

1. Note the action taken by the Clerk to ensure compliance with the External Auditor's requirements for the 2024/25 Audit of the Council's Accounts ; and
2. Carry out a mid term review and identify training targets as set out the Statutory Training Plan that have not yet been met

- 4) SCHOOL GOVERNOR VACANCIES AT ALEXANDRA SCHOOL & BORRAS PARK CP SCHOOLS:** Further to Minute 22.4) June 2025. Members are reminded this Item was deferred and to consider the filling of both of these vacancies.

It is **RECOMMENDED** that the Council considers nominating member(s) of the Council to fill the Governor vacancies at Alexandra School and Borrass Park CP School.

- 5) SERVICE LEVEL AGREEMENT REPORTING - COMMUNITY AGENT:** Rhian Jones the Acton Community Agent has prepared the attached monitoring report up to June 2025 on her activities and interaction with Acton Community residents aged 50 and over.( see Appendix 2)  
In accordance with Minute 22.2) June 2025, a Case Study has been circulated separately

Members are **RECOMMENDED** to receive and note the Reports.

- 6) SERVICE LEVEL AGREEMENT REPORTING – Q1 ACTON PARK RANGER:** to consider the Acton Park Rangers report on activities and events conducted in the Park between April and June 2025. Details to follow

**CYNGOR  
CYMUNED**

**ACTON**

**COMMUNITY  
COUNCIL**

**APPLICATION FOR CO-OPTION ONTO THE COUNCIL**

**WARD YOU WISH TO BE CONSIDERED FOR: ACTON CENTRAL**

1. NAME: Morgan Petres

2. ADDRESS: 95 Hullah Lane, Wrexham, LL13 9AT

3. REASON FOR WANTING TO BE A COMMUNITY COUNCILLOR?

I want to become a community councillor because I care deeply about the well-being and development of our local area. Real change begins at the community level, and I want to be an active voice in shaping policies and decisions that directly impact the lives of residents.

I am committed to listening to people's concerns, advocating for fair and practical solutions, and working collaboratively with others to build a stronger, more inclusive, and vibrant community. I see this role as an opportunity to give back, bridge gaps between different groups, and help ensure that every resident feels heard and represented.

4. PERSONAL BACKGROUND INFORMATION ABOUT YOURSELF:

I.e.: Work:

I am a passionate and proactive youth and community advocate with extensive experience in youth engagement, political participation, and grassroots organising. Over the past several years, I have worked across multiple organisations, including Youth Cymru, Ethnic Minorities and Youth Support Team (EYST), Caia Park Partnership, and Wrexham Council initiatives. My work focuses on empowering young people, amplifying the underrepresentation of underrepresented individuals inclusive, youth-led decision-making.

As a Participation Support Officer Intern at Youth Cymru (2023–2024), I have played a key role in developing and delivering youth programmes, advocating for young people at local and national levels, and supporting training and accreditation opportunities. I've also actively contributed to advisory boards and facilitated meaningful youth participation in policymaking.

In my voluntary and community roles—including with the Wrexham Labour Party, Caia Park Environmental Group, Friends of Wrexham Cemetery, and Refugee Kindness—I've developed strong skills in leadership, communication, event management, digital outreach, safeguarding, and research. I currently serve as a Welsh Youth Parliament Member with EYST and continue to represent young people in local and national discussions.

My work is grounded in values of inclusion, equality, and social justice. I am fluent in Welsh, IT literate, and have strong organisational and interpersonal skills. I bring a critical, reflective approach to my practice and am committed to continuous learning and meaningful impact within communities.

Volunteer Experience:

**Caia Park Partnership**

*Youth Forum Chair & Volunteer* (Sept 2019 – Dec 2023; Apr 2025 – Ongoing)

- Chaired the Youth Forum, advocating for young people within the community.
- Organised youth activities such as arts and crafts, cooking, and dance to promote social wellbeing.
- Represented youth voices on the Caia Park Residents Forum.
- Volunteered with the youth service and at the community reception desk.

- Co-organised major community events like *Up the Park* and *Caia Park Fun Day*.

### **Caia Park Environmental Group**

*Youth Representative & Communications Officer* (June 2022 – Present)

- Led IT and social media outreach (Facebook, Instagram, Twitter, Email).
- Co-developed promotional materials for events and campaigns.
- Organised community events including Apple Day, Caia Park Fun Day, and Christmas Celebrations.
- Served as a judge for the Caia Park Garden Competition.
- Worked on event management and environmental engagement initiatives.

### **Friends of Wrexham Cemetery**

*Vice Chair, Communications Officer, Membership Secretary, Health & Safety Rep* (April 2023 – Ongoing)

- Oversaw social media, website, and IT communications.
- Maintained membership records and created outreach materials.
- Conducted risk assessments in collaboration with Wrexham Council staff.
- Represented the group at events and community forums.

### **Refugee Kindness**

*Volunteer* (Feb 2024 – Present)

- Organised and coordinated donations and deliveries for refugee families.
- Liaised with contractors and third-party services to support beneficiaries.
- Trained new volunteers and provided friendship and support to service users.
- Represented the organisation at events and community meetings.

### **End Youth Homelessness Cymru**

*Peer Researcher* (June 2024 – Present)

- Helped design and conduct accessible research with young people.
- Conducted interviews, analysed data, and contributed to report-writing and recommendations.

### **Capel y Groes / Together Creating Communities**

*Lead Organiser & Co-Director of Sunday School / Welsh Youth Club* (Sept 2021 – Ongoing)

- Organised and facilitated religious and social youth activities.
- Directed Sunday services for young people and coordinated youth residential.
- Empowered young participants to engage in community issues and leadership roles.

### **Wrexham Council Youth Parliament – Senedd yr Ifanc**

*Member & Management Team* (Sept 2018 – Ongoing)

- Co-led mental health and children's rights awareness campaigns.
- Supported the governance and planning of youth parliament activities (250+ volunteer hours).

6. Qualities you would bring to the role of Community Councillor

**Strong Community Engagement Experience**

I've spent years working and volunteering with a wide range of community groups, from youth forums and environmental initiatives to refugee support and local politics. I have a deep understanding of how to engage diverse voices and ensure that everyone — especially those often underrepresented — has a say in local decisions.

**Commitment to Inclusion, Equality & Representation**

My work has consistently focused on creating inclusive spaces and amplifying marginalised voices. I believe every community member deserves to feel seen, heard, and valued — and I'm committed to ensuring that council work reflects the needs of *all* constituents.

**Effective Communication & Listening Skills**

Whether I'm managing social media for local groups, co-chairing meetings, or conducting peer research, I prioritise clear, honest communication and active listening. These are essential for understanding the concerns of residents and effectively representing them at the council level.

**Proven Leadership & Organisational Skills**

From chairing youth forums to helping run events like Caia Park Fun Day and managing multiple roles in local organisations, I've demonstrated strong leadership and the ability to coordinate people, projects, and resources to make things happen.

**Local Knowledge & Long-Term Community Involvement**

I've lived and been actively involved in the area for years. I understand local issues not just from a policy perspective, but from lived experience and day-to-day conversations with residents.

**Dedication to Action and Accountability**

I believe in more than just talk — I've delivered projects, supported campaigns, and helped shape real community change. As a Community Councillor, I would stay grounded in action and always be accountable to the people I represent.

**Youth Perspective and Intergenerational Collaboration**

As a young person involved in politics, youth work, and civic engagement, I bring energy and a fresh perspective, while also valuing collaboration across generations to ensure decisions reflect the entire community.

7. PLEASE USE THE SPACE BELOW FOR ANY OTHER INFORMATION THAT HAS NOT BEEN REQUESTED ABOVE THAT YOU THINK MAY SUPPORT YOUR EXPRESSION OF INTEREST TO BE CO-OPTED ONTO ACTON COMMUNITY COUNCIL:

I have a long-standing commitment to Acton and the wider Wrexham community, with years of hands-on experience working with local organisations, community groups, and underrepresented residents. My passion for community-led change, social justice, and inclusive decision-making drives everything I do.

I am particularly interested in supporting young people, ethnic minority communities, and those facing social or economic disadvantage, ensuring that their voices are heard and reflected in local decision-making. Through my voluntary and professional work, I have built strong relationships across the community and developed a practical understanding of how local government can make a meaningful difference in people's lives.

Having already worked closely with Wrexham Council through youth participation, community events, and collaborative projects, I understand the importance of listening, consultation, and transparent



governance. I would bring fresh energy, strong communication skills, and a collaborative approach to the role — always focused on delivering real outcomes for local residents. It would be a privilege to continue serving the community as part of the Acton Community Council, helping to make our area more inclusive, responsive, and connected.

I certify that I meet the qualification requirements (as set out overleaf ) to be considered for co-option onto the Acton Community Council and the information given above is correct.

SIGNED: MORGAN EVAN PETERS

DATE: 20/06/2025

**Please return this form to:** The Clerk to Acton Community Council, c/o Little Acton Community Centre, The Green, Little Acton, Wrexham, LL12 8BH or by email to: [clerk@actoncommunitycouncil.gov.uk](mailto:clerk@actoncommunitycouncil.gov.uk). **BY NO LATER than NOON on Monday, 14 July 2025**

## **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.



**Community Agent – update to Community Council**  
**Community Council Area: Acton, Borrás, Rhosnesni and Maes Y Dre**  
**Month: July 2025**

Number of new client referrals this month	June 2025 - 4
Services signposted to (List)	Citizens Advice Telecare Day Opps Rainbow Welfare Rights Blue Badge SPOA
Number of groups attended (List)	Craft Group Little Acton Coffee Morning 2 per month at Acton Resource Centre Warm Space Knitter Knatter Group Little Acton Event at Little Acton Health and Wellbeing Warm Space x 2
Any feedback from citizens re ideas for future activities or support needs	Had good feedback and they have filled in questionnaires in.

Organisation	Details	Notes
<b>CORRESPONDENCE</b>		
<b>1. Planning Aid Wales</b>	<b>1. Latest news from Planning Aid Wales:</b> email dated 13 June 2025 with their latest information. <b>2. Do you live in a conservation area? A few listed buildings? Historic Gardens:</b> email dated 20 June 2025 with details of this training event and a link to their training events through to March 2026.	
<b>2. Llais Cymru</b>	<b>IMPACT – Llais Monthly Newsletter:</b> email dated 13 June 2025 with their latest newsletter.	
<b>3. Play Wales</b>	<b>1. Play in Healthcare:</b> email dated 16 June 2025 with a link to an information sheet on the positive impact of play. <b>2. June e-bulletin:</b> email dated 18 June 2025 with their latest e-bulletin. <b>3. Creativity and Tool use in Play settings:</b> email dated 25 June 2025 with a link to download this information sheet. <b>4. Playwork Principles – playwork sector announcement:</b> email dated 1 July 2025 with details of a survey being carried out about the use of the Playwork Principles.	
<b>4. Wrexham Area Civic Society</b>	<b>Wrexham Area Civic Society Awards 2025:</b> email dated 18 June 2025 with a prospectus and nomination form for these awards, the closing date for nominations is 30 September 2025. The <b>COUNCIL'S INSTRUCTIONS</b> are <b>REQUESTED</b> upon whether it wishes to submit and nominations	
<b>5. Ambition North Wales</b>	<b>Upcoming Feasibility Support for Clean Energy Projects:</b> email dated 18 June 2025 with information on the financial support available.	
<b>6. National Library of Wales</b>	<b>Our Miners Heritage Film Screening Event:</b> email dated 19 June 2025 with details of a film screening taking place at the Miners Rescue, on 1 July 2025, 6.30 – 8.30pm.	
<b>7. One Voice Wales</b>	<b>1. One Voice Wales E-bulletin issue 5:</b> email dated 20 June 2025 with the latest e-bulletin. <b>2. Consolidation of Planning Law in Wales – publication of Draft Planning (Wales) Bill:</b> email dated 20 June 2025 with links to the draft bill and its supporting documents. <b>3. Cost of Living Crisis Project – Information and resources:</b> email dated 23 June 2025 with information about online events, surveys and guides. <b>4. One Voice Wales E-bulletin Issue 6:</b> email dated 7 July 2025 with the latest e-bulletin.	
<b>8. AVOW</b>	<b>Members mailout June 2025:</b> email dated 30 June 2025 containing the AVOW e-bulletin.	
<b>9. Audit Wales</b>	<b>Audit Wales Newsletter June 2025:</b> email dated 2 July 2025 with the latest newsletter.	
<b>10. Wrexham CBC</b>	<b>Wrexham Communities – Shaping our Environments together:</b> email dated 4 July 2025 with details of an event on 4 September 2025 exploring and raising awareness of the Low Carbon Communities Project.	

In accordance with Minute 24.5 Members are asked to consider and highlight any areas in the budget that should be reviewed for 2026/27

A separate pdf document will be published on the Council's website & Circulated separately to Members

DOCUMENT IS RESTRICTED

**AGENDA ITEM 16**

**REPORT FROM THE CLERK ON LITTLE ACTON COMMUNITY CENTRE ELECTRICAL COMPLIANCE:**

DOCUMENT IS RESTRICTED