

13 November 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 19 NOVEMBER 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 19 November 2025](#) or use the Zoom Meeting ID: 874 1284 4975 and Passcode: 951802

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:**
 - 1) To confirm the Minutes of the Council meeting held on 15 October 2025. (Copy attached)
 - 2) To receive the Minutes and recommendations of the Youth Committee meeting held on 12 November 2025. (Copy to follow)
5. **INFORMATION FROM 15 OCTOBER 2025 MINUTES:**
 - 1) **Minute 67.1) AVOW ASSISTANCE WITH GRANT FUNDING APPLICATIONS:** Clerk to report
 - 2) **Minute 67.3) LAMP POST REMEMBRANCE POPPIES:** To note the Clerk in consultation with the Chair has purchased a further 20 poppies to replace missing/ destroyed poppies on Jeffreys Road
 - 3) **Minute 67.5) LITTLE ACTON COMMUNITY CENTRE:** clerk to provide an update on action taken since the last meeting
 - 4) **Minute 68.1) NEW ACTON PARK PLAY AREA –TENDER PROGRESS AND FUNDING OPPORTUNITIES:** Clerk to provide an update
 - 5) **Minute 72.2) BIN PURCHASE FOR GOULBOURNE HOUSING ESTATE:** Clerk to provide an update

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

6. **LITTLE ACTON COMMUNITY CENTRE – WARM SPACES:** Jane Edwards, Health and Wellbeing Officer from AVOW will be in attendance to provide a report on the 2024/25 Warm Spaces initiative and to answer Member's questions.
7. **LOW CARBON COMMUNITIES PROJECT – EXPRESSION OF INTEREST AND ACTION PLAN:** Further To Minute 67.4) October 2025. A meeting has now been held with Zach Jones of Wrexham CBC and a draft Expression of Interest and Action Plan document has prepared following that meeting and is attached for Members consideration prior to its submission to Wrexham CBC. The Council's **INSTRUCTIONS** are **REQUESTED**
8. **PROCEDURAL MATTERS:** To consider the following matters:
 1. **SERVICE LEVEL AGREEMENT -CITIZENS ADVICE BUREAUX:** To consider the attached Q2 report.
 2. **COMMUNITY AGENT REPORT:** To consider the attached monthly report for
 3. **ENVIRONMENT (WALES) ACT 2016 PART 1 SECTION 6 - THE BIODIVERSITY AND RESILIENCE OF ECOSYSTEMS DUTY 3 YEAR REVIEW AND REPORT FOR DECEMBER 2024** The Council must publish its report under this Duty every three years, the next being due in December 2025. (A draft document for review 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. **COMMUNITY ENGAGEMENT & UPDATE ON PROGRESSING ANNUAL REPORT PRIORITIES:** Chair to provide an update on the following matters:
 1. **Events at Acton Park**
 2. **Progress of Annual Report Priorities:** Acton Park Play areas; Little Acton Community Centre; Christmas Celebrations; Maesydre Powerhouse; SLA Commitments; Other Projects.
11. **ANNUAL ESTIMATES OF INCOME AND EXPENDITURE FOR 2026/27 FINANCIAL YEAR:** To give initial consideration to matters pertaining to the determination of the Council's income, expenditure, balances and precept requirements for the financial year 2026/27.
 1. **Annual Investment Strategy 2026/27:** Further to Minute 28ii) June 2011, to review and confirm the Acton Community Council Investments Policy for the next financial year as part of the budget setting process. Report from the Clerk to follow
 2. **Service Level Agreements 2026/27:** To review and confirm the Service Level Agreements for the next financial year as part of the budget setting process; and to consider the recommendations of the Youth Committee Meeting held on 12 November 2025.
 3. **Precept Requirements for 2026/27:** The Chief Finance and ICT Officer, Wrexham County Borough Council has not yet indicated when the Community Council's Precept is required by, but based on previous years, it is expected to be mid-January 2026. Members are requested to give initial consideration to the Council's Draft budget and precept requirements to enable detailed costings to be worked up for consideration at the December 2025 Council meeting.
12. **REPORT FROM CLERK:** Clerk to report on correspondence, consultations and other information that has been received since the last meeting in October 2025. Details Attached.
13. **FINANCIAL BANKING MATTERS AND PAYMENT OF ACCOUNTS:** To note details of any payments received and authorise any outstanding debtor or other payments by either cheque or BACS and to note progress with opening two new Accounts with Unity Trust Banking and to authorise Transfer of Monies from the Council's HSBC Accounts to the new Accounts to enable them to commence operation.
14. **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):

Case Number/ Address / Proposed Development	Decision
1. P/2025/0768: Single Storey rear extension at 106 Park Avenue, Wrexham LL12 7AN	
2. P/2025/0793: Erection of a conservatory, replacement of flat roof to pitch on existing garage and single storey front extension to form porch at 98 Jeffreys Road, Wrexham LL12 7PG	
3. P/2025/0814: Single storey side and rear extension and replacement of flat roof to pitch on existing garage at 33 Park Avenue, Wrexham LL12 7AL	
4. P/2025/0811: Erection of a garden room at 38 Park Avenue, Wrexham LL12 7AH	
5. P/2025/0839: Erection of single storey side/rear link extension and detached summer house/shed at 31 Box Lane, Wrexham LL12 8BY	
6. P/2025/0841: Single storey rear extension at 1 Chelston Avenue, Wrexham LL13 9TQ	
7. P/2025/0837: Single storey rear extension and conversion of existing garage to form new main entrance at 45 Huntsmans Corner, Wrexham LL12 7UE	

**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.*

Minutes of the hybrid Meeting of Acton Community Council held Wednesday 15 October 2025 remotely via Zoom and at Little Acton Community Centre, The Green, Little Acton, Wrexham.

Present:

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

* Absent

Also Present:

Mrs N Ellis, Senior Open Space Officer, Wrexham CBC

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

88. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Ms S Bailey, T Coxon, Ms A Evans, A Gallanders, Ms H Hewitt and M Peters.

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

89. PUBLIC PARTICIPATION

There were no members of the public present at the meeting to make any representations as set out in Standing Order No. 3(e) despite the Chair extending an invitation and opportunity to local residents to state their case about an issue highlighted on social media about wild flowers in the Community.

90. DECLARATION OF INTERESTS

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

89. CONFIRMATION OF MINUTES

1. The Minutes of the hybrid Council Meeting held on the 17 September 2025 were received.

RESOLVED – that the Minutes of the hybrid Council Meeting held on the 17 September 2025 be received and confirmed as a correct record.

90. INFORMATION FROM THE 17 SEPTEMBER 2025 MINUTES

1. **MINUTE 50 NEW PLAY AREA AT ACTON PARK – AVOW GRANT ASSISTANCE:** Members noted that the Clerk had arranged to meet Jo Young from AVOW on 20 October 2025 to discuss grants that might be available to support the Council with the provision of the new Play Area. Members discussed the contact made with the Schools in the area to consult on the type of play equipment the children would prefer.

RESOLVED – that

- i) *The Clerk report back to the Council meeting in November 2025 on her meeting with Jo Young at AVOW*
- ii) *Mrs N Ellis provides information on the type of contact made with the local Primary Schools during the consultation phase.*

- 2. **MINUTE 54.1 ENVIRONMENTAL SKIP DAYS:** Councillor Jarvis updated Members on her meeting with Wrexham CBC Officers who, due to staff pressures, requested that the Skip Days be postponed to early 2026. A request had been made for appropriate adverts and the approximate costs of the skip hire, However the cost would be based on the returned weight of the skip's content. The present position was noted.
- 3. **MINUTE 54.4 LAMP POST REMEMBRANCE POPPIES:** Councillor Davies provided an update on behalf of Councillor Gallanders. Lamp posts had been counted on Smithy Lane, Jeffreys Road, Milebarn Road and Herbert Jennings Avenue, with plans to put them on the lamp posts from Sunday 19 October.
- 4. **MINUTE 56 LOW CARBON COMMUNITIES:** The Clerk provided an update to Members. The Wrexham CBC Officer was unable to attend the Council's evening meetings and but had offered to have an online meeting with the Chair, Clerk and Councillor Coxon. The Clerk would make the necessary arrangements to take this matter forward and report back to a subsequent meeting.
- 5. **MINUTE 62 LITTLE ACTON COMMUNITY CENTRE:** The Clerk confirmed that the Lease for Little Acton Community Centre had been signed on the 14 October 2025, by herself and the Chair. It had now been passed back to Wrexham CBC for signing. Once completed the Clerk would take any action necessary.

96. ACTON PARK MATTERS

- 1. **SLA Q2 REPORT ACTON PARK RANGER:** The Chair thanked Wrexham CBC Officer Nicky Ellis, for attending the meeting and the Q2 Report which detailed the Place for Nature work carried out in the Park alongside the Park Ranger and successful Park events that had been well attended. School and Wrexham Rainbow events had taught the young people about bug habitats and given opportunity to make bug hotels and bat boxes. Ms Ellis provided an update on forthcoming events to be held in Acton Park, including a Halloween event on 30 October and a Christmas Community Event with trail, campfire cooking, making woodlands Christmas cookie decorations and Christmas Carols on a date to be confirmed.

Ms Ellis also suggested that, following the Green Flag award, a ceremony could be held to celebrate and raise the flag. It was noted that the Judges were impressed with Acton Park; in particular the Dog Walking area had been referenced. The Wales in Bloom gold route had included Acton Park, with particular mention of the Sweet Chestnut.

Mrs. Ellis provided further updates on planned improvements for Acton Park, such as a moon flower meadow, improvements and recovery to open the area around the Japanese Garden, a conservation report, improvements to the Lake and aeration; new signage, repairs to the fishing disabled pegs and log rolls round the lake, conservation work to the Sweet Chestnut, improvements to the History and information Boards in the Park, relocation and provision of new seating and bins, with the existing seating to be removed and repainted.

The Chair had raised the potential of decorating a tree by the bowling green with Christmas lights. Mrs. Ellis undertook to ask and try to organise a Cherry Picker to decorate the tree. In respect of newly planted wildflower areas, the weather this year had caused numerous wildflower areas across the Country to fail and lessons had been learnt regarding biodiversity, the soil and type of seeds to be planted and communication with residents. Mrs. Ellis confirmed that

residents should contact her office direct with any issues and signage would be provided by the wildflower areas so that residents know who to contact.

RESOLVED – that the Report be noted and Mrs. Ellis be thanked for her attendance and to congratulate Wrexham CBC on the work and recognition obtained for Acton Park and a ceremony be arranged to raise the Green Flag.

- 2. NEW ACTON PARK PLAY AREA:** Members considered the proposed Tender Specification for the new Play Area which had been circulated prior to the meeting; in particular the dimensions for the new Play Area were not defined in the specification. It was noted that this would depend on the number of items of play equipment to be provided.

RESOLVED – that

- i) Mrs. Carla Hinde be advised that the Council has received and noted the Tender Specification and has no comments to make and she should now proceed to place this scheme out to Tender to make progress;**
- ii) Mrs. Ellis check and confirm timescales on works following the publication of the tender specification;**
- iii) Councillors Hardy and Edwards make further enquiries with Andrew Ranger MP, on Wrexham Funding opportunities and report back to a subsequent meeting.**

97. PROCEDURAL MATTERS

The Clerk reported on the following procedural matters:

- 1) DEMOCRACY AND BOUNDARY COMMISSION – DRAFT ANNUAL REMUNERATION REPORT 2026/27:** Members considered and noted the contents of this draft report for 2025/26.

RESOLVED –

- i) To note the contents of the draft report for 2026/27 and that there have been no changes made to payments within the various determinations affecting Group 2 of Town and Community Councils and the Council re-affirms its decision previously made under Minute 140.5 March 2024 in respect of optional payments; and**
- ii) Any further Member observations should be forwarded to the Commission on an individual basis.**

- 2) SERVICE LEVEL AGREEMENT REPORTING – COMMUNITY AGENT:** The Council received the Community Agent's report highlighting September 2025 outcomes.

RESOLVED – that the Report be received and noted.

98. ANNUAL ACCOUNTS 2024/25

Members had received a copy of the External Auditors report following completion of his Annual Review of the Council's Accounts. It was noted that a [copy of the Annual Return for the year ended 31 March 2025 is now available to inspect on the Council's website.](#)

RESOLVED –

- i) the Conclusion of the Audit of the Council's Accounts for the year ended 31 March 2025 be received and noted; and**
- ii) To endorse the prompt action taken by the Clerk to publish a Public Notice and the Audited Annual Return on the Acton Community Council website.**

99. KEY ACTON ISSUES:

- 1. PLANNING APPEAL APP/H6955/A/20/3263516: P/2019/0005 – Development of 600 houses on land south of Holt Road, Wrexham:** Councillor Davies had attended the virtual online appeal which had taken place over four days and provided Members with an update. The results of the appeal would be available in a few weeks.

100. COMMUNITY ENGAGEMENT & PROGRESSION OF ANNUAL REPORT PRIORITIES:

1. EVENTS IN ACTON PARK: An update had been provided earlier in the meeting by Wrexham CBC Officer Nicky Ellis. The Chair gave an update on the events at Little Acton Community Centre, including the Tai Chi classes which had finished now until after Christmas and the Tablet Course run by Yale College which had a poor attendance.

2. PROGRESS OF ANNUAL REPORT PRIORITIES:

1) ACTON PARK PLAY AREAS: The Clerk updated Members about a Wrexham Play Sufficiency Innovation Grant application she had submitted to Wrexham CBC. The application is for £5,000 to replace the two existing Spring Riders at Aran Road play area, which are old and will need replacing in the near future. The estimated cost for this work is £10,000 and if the grant is successful, the remaining £5,000 can be met from within the existing budget or reserves.

RESOLVED – Members endorsed the action taken by the Clerk in submitting the application.

2) DOG FOULING ON THE GOULBOURNE HOUSING ESTATE: Councillor Davies informed Members that he had received an agreement from Wrexham CBC that they will empty a bin placed in the problem area, if Acton Community Council provide the new bin.

RESOLVED – that the Clerk be instructed to proceed to advise Wrexham CBC the Community Council will purchase a bin for the Goulbourne Estate the cost of which to be met from its Streetscene budget.

101. 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
CORRESPONDENCE	
1. One Voice Wales	<p>1. Information and Resources – Cost of Living Crisis Project: email dated 12 September 2025 with information from the team and details of a Webinar on 15 October 2025 entitled ‘No one Left out: Low Cost Christmas ideas for Families’.</p> <p>2. Reminder – Training Dates – September – December 2025: email dated 17 September 2025 with a reminder of all the training dates provided by One Voice Wales.</p> <p>3. One Voice Wales e-bulletin: email dated 19 September 2025 with latest e-bulletin.</p> <p>4. Webinars – Keep Wales Tidy: email dated 19 September 2025 with details of 2 webinars run by Keep Wales Tidy, with links to book a place.</p> <p>5. Submission of the Draft Annual Remuneration Report 2026 – 27: email dated 23 September 2025 with this report attached.</p> <p>6. E-Bulletin Issue 10: email dated 3 October 2025 with the latest e-bulletin.</p> <p>7. Wrexham/Flint Area Committee Meeting: email dated 3 October 2025 with details of the next meeting on the 11 November 2025.</p> <p>8. Upcoming Online Events – One Voice Wales: email dated 1 October 2025 with details of their latest events.</p> <p>9. Votes at 16 – media training for young people: email dated 7 October 2025 introducing an opportunity for young people to access media training prior to the introduction of the Elections Bill.</p> <p>10. Landfill Disposals Tax Communities Scheme now open: email dated 7 October 2025 with details of grants available to fund a biodiversity focussed project.</p> <p style="text-align: right;"><i>Above information noted</i></p>
2. Play Wales	<p>1. September e-bulletin: email dated 17 September 2025 with the latest e-bulletin from Play Wales.</p> <p>2. New Magazine: Playing in Neighbourhoods: email dated 26 September 2025 with</p>

	<p>a link to download this new magazine.</p> <p>3. Consultations for the Play and Playwork Sector: email dated 30 September 2025 with details of the latest consultations and surveys in the Play and Playwork Sector.</p> <p>4. Examining the alignment of playwork and youth work practice: email dated 8 October 2025 with more information and a link to the publication on this research.</p> <p><i>Above information noted</i></p>
3. The National Library of Wales	<p>Opportunity for Community Groups with Wales Broadcast Archive: email dated 17 September 2025 with details of free, facilitated sessions for community and youth groups.</p> <p><i>Information noted</i></p>
4. Planning Aid Wales	<p>1. Latest News from Planning Aid Wales: email dated 18 September 2025 with the latest news from Planning Aid Wales.</p> <p>2. Latest News from Planning Aid Wales: email dated 1 October 2025 with the latest news from Planning Aid Wales.</p> <p><i>Above information noted</i></p>
5. Llais	<p>Llais Monthly Newsletter: email dated 25 September 2025 containing the monthly newsletter.</p> <p><i>Information noted</i></p>
6. AVOW	<p>Members Mailout September 2025: email dated 29 September 2025 with the Members Mailout for September.</p> <p><i>Information noted</i></p>
7. Audit Wales	<p>Audit Wales Newsletter: email dated 30 September 2025 with the latest newsletter.</p> <p><i>Information noted</i></p>
8. Home Start Wrexham	<p>Home – Start Wrexham AGM 2025: email dated 1 October 2025 with an invitation to their AGM on the 14 November 2025.</p> <p><i>Information noted</i></p>

102. PAYMENT OF ACCOUNTS & Q2 PROGRESS AGAINST THE 2025/26 BUDGET

The second quarter bank reconciliation and accounts were presented together with progress against the 2025/26 Budget for consideration by the Community Council. In accordance with Minute 24.5 June 2025 Members considered the progress made and noted there were currently no further areas in the 2025/26 budget that should be reviewed for 2026/27.

The Clerk reported on Payments received, including interest, and bank charges made since 17 September 2025, and requested authorisation for outstanding debtor or other cheque, BACS and debit card payments as set out in the schedule below.

RESOLVED –

- i) *The second quarter bank reconciliation and accounts together with progress against the 2025/26 Budget as now submitted be received and noted and that apart from the Park Ranger SLA renewal previously highlighted, there are currently no other new areas for consideration or review for the 2026/27 budget; and*
- ii) *To approve the making of payments for October 2025 as set out in the following schedule reported to the meeting:-.*

Voucher/Payment Ref & Payee	Details	Amount
89. BACS ref 73.10.25 Carole Roberts	Salary and office expenses for October 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)
90. BACS ref 74.10.25 Michelle Williams	Salary for October 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)
91. BACS ref 75.10.25 Clwyd Pension Fund	Pension payments for October 2025 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)

92. BACS ref 76.10.25 HMRC	Payroll payments for October 2025 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)
93. BACS ref 77.10.25 One Voice Wales	Member Training Cllr M Peters; 18, 24 & 25/9/25: Modules 2,13 &12 S112 Local Government Act 1972 (as amended)0	£126.00 (VAT=£0.00)
94. BACS ref 78.10.25 Caia Park Partnership Ltd	Q3 SLA Costs Open Access Youth Services – Acton CRC S19 Local Government (Miscellaneous Provisions) Act 1976	£7,451.83 (VAT=£0.00)
95. DD 7.10.25 BT Com	Internet/Phone Provision Little Acton Community Centre S112 Local Government Act 1972 (as amended)	£88.74 (Vat= £14.79)
96. BACS ref 79.10.25 SLCC Enterprises	SLCC & OVW Joint Virtual Conference fees for CR/MW attendance S112 Local Government Act 1972 (as amended)	£156.00 (VAT = £26.00)
97. BACS ref 80.10.25 Wrexham & District Citizens Advice	Q3 SLA Payment for Acton Outreach Advice Service S142 Local Government Act 1972 (as amended)	£2,016.00 (VAT=\$00.00)
98. DC.11.10.25 Tesco Stores Ltd	Phone Top-up S112 Local Government Act 1972 (as amended)	£15.00 (VAT = £0.00)
99. BACS ref 81.10.25 Carole Roberts	Clerk's Expenses for October 2025 S112 Local Government Act 1972 (as amended)	£15.00 (Vat= £0.00)
100. BACS ref 82.10.25 Hopleys GMA Solicitors	Land Registration Fee and Legal Costs to complete Little Acton Community Centre Lease S112 Local Government Act 1972 (as amended)	£1365.00 (Vat= £0.00)
Chairs Charity Account -		
CCA5-25/26 AVOW	Reimbursement of Warm Space food costs 1/4/25- 31/5/25	£400

103. 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
1. P/2025/0747: Works to trees protected by tree preservation order WCBC 268 at 8 Firgrove Corner, Wrexham LL12 7UF	<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>

***Councillor Kevin Roberts
Chair***

Signed as a correct record this 19th day of November 2025

Presiding Chair

**CYNGOR
CYMUNED**

ACTON

**AGENDA ITEM 4.2
COMMUNITY
COUNCIL**

Minutes of the hybrid Meeting of Acton Community Council's YOUTH COMMITTEE held Wednesday 12 November 2025 remotely via Zoom and at Little Acton Community Centre, The Green, Little Acton, Wrexham.

THESE MINUTES WILL BE CIRCULATED AS SOON AS PRACTICABLE

Expression of Interest (EOI) – Low Carbon Communities Project

About Your Group

- Group Name: **Acton Community Council**
- Main Address:

c/o Little Acton Community centre, The Green. Little Acton, Wrexham LL12 8BH

Contact Details

Main Contact:

- Name: **Carole Roberts Clerk & Responsible Financial Officer**
- Email: **clerk@actoncommunitycouncil.gov.uk**
- Telephone: **07913071470**
- Communication Needs (if applicable):

Proposal Information for 25/26 funding (£1,000)

Project Title: **Acton Community Low Carbon schemes**

What we'd like to do. *We will use the funding to:*

- **£300** – Run three **energy-saving workshops** with free LED bulbs and draught-proofing kits for households, helping residents to cut energy bills and reduce emissions.
- **£100** – Set up a **seasonal clothing exchange** with opportunities for nearly new and outgrown school uniforms and winter coats to be exchanged and enable people to carry out minor repairs to fix clothes instead of throwing them away.
- **£600** – Hold a weekly warm spaces project throughout the winter months to save residents from the cost of cooking and using energy at home. The Rainbow Foundation is to provide food and the Community Council will provide accommodation, light, heating and kitchen facilities in the Little Acton Community Centre. In 2025 the Community Council provided funding for the Warm Spaces Scheme to be extended from mid march to the end of May which also provided warm food for older residents of the Community.

If £1,000 is not enough for this project, where will your additional funding come from?

The Community Council does have a small Community initiatives budget that could be used to meet any small overspends subject to there being funds remaining.

Acton Community Council - Community Decarbonisation Action Plan

About this Plan

Acton Community Council has always been an Authority which embraces environmental initiatives and seeks to reduce its carbon impact to the benefit of the wider Acton Community. This is our community's initial action plan for becoming a Low Carbon Community (LCC). In the 2025/26 financial year we will seek to achieve the following commitments to reduce our carbon impact and help us to be recognised as a Low Carbon Community.

These are just the first steps in our Plan and as time progresses we will seek to extend the scope of the plan and develop projects which further our overall aim of being a Low Carbon Community.

Our Current Actions

Acton Community Council is already taking steps to lower our carbon emissions and footprint and is assisting with the health and wellbeing of residents in its area by:

- 1. Providing a weekly coffee morning each Friday Morning for residents in the Little Acton Community Centre (LACC)*
- 2. Holding Craft , knitting and crochet sessions to reuse materials and provide a warm hub for older residents in the community at LACC.*
- 3. Holding Tai Chi sessions to keep residents fit, healthy and capable of exercising and able to walk*
- 4. Working with the Acton Park Ranger to provide tree, shrub and other planting and general maintenance of the park, through the volunteer group known as the Friends of Acton Park and pupils from the 5 schools within the Acton Community*

(This list is not exhaustive)

Our New Actions

Please set out your planned activities below. Think about energy, travel, waste, nature, and awareness-raising.

Area	Action	Who Leads	Partners	Timeline	Success Measure
Energy	Run a home energy advice session – providing light saving bulbs and draft excluders	Local volunteers	Community Council / Energy group	6 months	20 households attend

<i>Energy</i>	<i>Provide a weekly warm spaces project throughout the winter months to save residents from cooking and energy use at home. The Rainbow Foundation provides food and the Community Council provides the accommodation light, heating and kitchen facilities in the Little Acton Community Centre</i>	<i>Community Council</i>	<i>The Rainbow Foundation</i>	<i>Winter Months</i>	<i>?????</i>
<i>Waste</i>	<i>Hold a school uniform/ winter coat exchange with instruction in how to make small repairs instead of throwing clothes away</i>	<i>Community Centre group/ Wrexham Play Development Team & Acton Youth Club</i>	<i>Schools / Youth Groups</i>	<i>Quarterly</i>	<i>75 items exchanged & any remaining items donated to schools or local charity shops</i>

This Plan is intended to be a living document and will be worked up and developed as time progresses. Having recently taken a lease of LACC, there is an intention to carry out an energy feasibility study for the Community Centre which is a 50 year old building in need of refurbishment, insulation and harvesting of natural resources such as solar energy to reduce the energy used in providing this building for community use.

The Community Council would also like to build on the success of the initial projects in future years and encompass a wider range of Community Decarbonisation projects to include Nature (Tree and other planting) and Community Awareness raising (such as a Climate Fair day) .

ACTON COMMUNITY COUNCIL

19 NOVEMBER 2025
COUNCIL MEETING
AGENDA ITEM 8.1



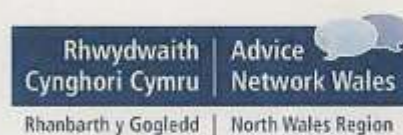
Wrexham and District Citizens Advice

Acton Outreach

Q2. April 2025 - March 2026

Cyngor Ar Bopeth Wrecsam yn enw gweithredol ar Wrecsam a'r Cylch. Rhif elusen Gofrestredig 1080737. Cwmni Cyfyngedig Trwy Warant. Rhif 3950747 Lloegr. Wedi'i awdurdodi a'i reoleiddio gan yr Awdurdod Ymddygiad Ariannol FRN: 617805. Swyddfa gofrestredig: 35 Ffrod Grosvenor, Wrecsam, LL11 1BT.

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Main Aims

To ensure that individuals do not suffer through lack of knowledge of their rights and responsibilities of the services available to them, or through an inability to express their needs effectively and equally. To provide holistic advice to the community ensuring that individuals have access to everything that they are entitled to. To exercise a responsible influence on the development of social policy and services, both locally and nationally. With a main focus to help bridge the gap for those who are experiencing any barriers to advice.

Service Delivered

Face to face drop in service at Acton Community Centre

Breakdown of statistics

95 households from the Acton Outreach area have received advice in this Quarter. Of those 58 attended the outreach in person.

Households from Acton Area	Q1	Q2	Q3	Q4	Yr to date
Current year Apr 25 - Mar 26	94	95			189
Previous year Apr 24 - Mar 25	102	84	93	110	293
Issues Households from Acton Area	Q1	Q2	Q3	Q4	Yr to date
Current year Apr 25 - Mar 26	534	579			1113
Previous year Apr 24 - Mar 25	438	439	412	610	1848
Households attending Outreach	Q1	Q2	Q3	Q4	Yr to date
Current year Apr 25 - Mar 26	44	58			102
Previous year Apr 24 - Mar 25	32	36	47	34	122
Issues Households attending Outreach	Q1	Q2	Q3	Q4	Yr to date
Current year Apr 25 - Mar 26	120	136			156
Previous year Apr 24 - Mar 25	77	122	117	119	417

Issues

The figures below show the issues being presented by clients from the Acton area, including those who attended the Outreach sessions during this Quarter.

Issues	No	Households	No Outreach	Household Outreach
<i>Benefits & tax credits</i>	126	48	32	18
<i>Benefits Universal Credit</i>	50	19	19	12
<i>Charitable Support</i>	18	11	3	2
<i>Consumer goods & services</i>	61	21	23	6
<i>Debt</i>	140	27	12	5
<i>Education</i>	1	1	0	0
<i>Employment</i>	27	7	12	3
<i>Financial services & capability</i>	23	10	0	0
<i>GVA & Hate Crime</i>	2	2	0	0
<i>Health and community care</i>	10	8	6	5
<i>Housing</i>	31	12	10	5
<i>Immigration & asylum</i>	10	4	0	0
<i>Legal</i>	11	7	2	2
<i>Other</i>	5	5	1	1
<i>Relationships & family</i>	16	6	4	3
<i>Tax</i>	1	1	0	0
<i>Travel & transport</i>	3	3	2	2
<i>Utilities & communications</i>	44	17	10	5
Total	579		136	

Top 5 Benefit Issues	No	Top 5 Debt Issues	No
<i>Personal independence payment</i>	45	<i>3rd party debt collection</i>	22
<i>General Benefit Entitlement</i>	24	<i>Fuel debts</i>	13
<i>Limited capability for work</i>	13	<i>Debt Assessment</i>	13
<i>Disability Living Allowance</i>	Other devt	<i>Credit, store & charge card debts</i>	12
<i>Employment Support Allowance</i>	10	<i>Debt Relief Order</i>	12

Outcomes

From within the Acton outreach area we have maximised client's income by £271,243 during this period, some of which is estimated at this point.

Advisors have been undertaking training in Outcomes recording to ensure that going forward as we have identified that in the past Outcomes have not always been captured.

Financial Outcomes Accumulation for financial year 25 - 26	Q1	Q2	Q3	Q4	Total for year	Total 24/25
<i>Income gain inc. benefit/tax credit new award or increase</i>	£160,955	£271,243			£442,602	£870,138
<i>Reimbursements, services, loans</i>	£8,070	£14,816			£22,886	£54,174
<i>Debt write off</i>	£9,279	£46,972			£56,251	£77,050
<i>Repayments rescheduled</i>	£433	£264			£707	£1,425
<i>Other</i>	£125,351	£133,846			£266,999	£306,904

Case Study

Background

Client is forty-four years old and single, living in a Local Authority property with their three children, aged seventeen, eleven and nine. Client arrived at the outreach in a distressed situation. Client explained that they have exhausted their benefit entitlements quicker than expected due to the Summer Holidays and having three children at home. The client is on emergency credit with their fuel (Gas and Electric) and "doesn't know where to turn". Client divulged that they have mental health issues and that their current situation is making this worse.

Support & Advice Provided

We discussed the client's situation at length. The client explained that they are in receipt of Universal Credit (UC), Personal Independence Payment (PIP), Council Tax Reduction (CTR) and Child Benefit. Having carried out an assessment, including listing the clients income and expenditure we have noted that, due to servicing existing debt, the client is in negative income each month. We carried out a benefit calculation which did not identify any new awards.

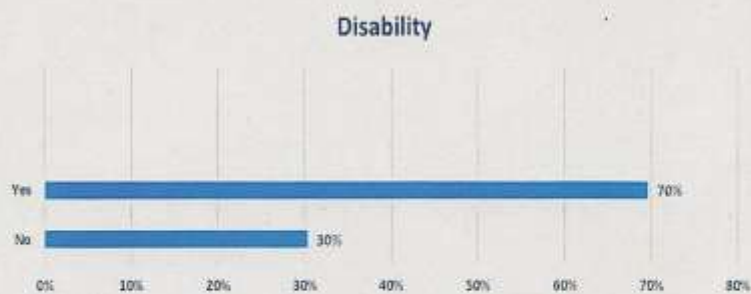
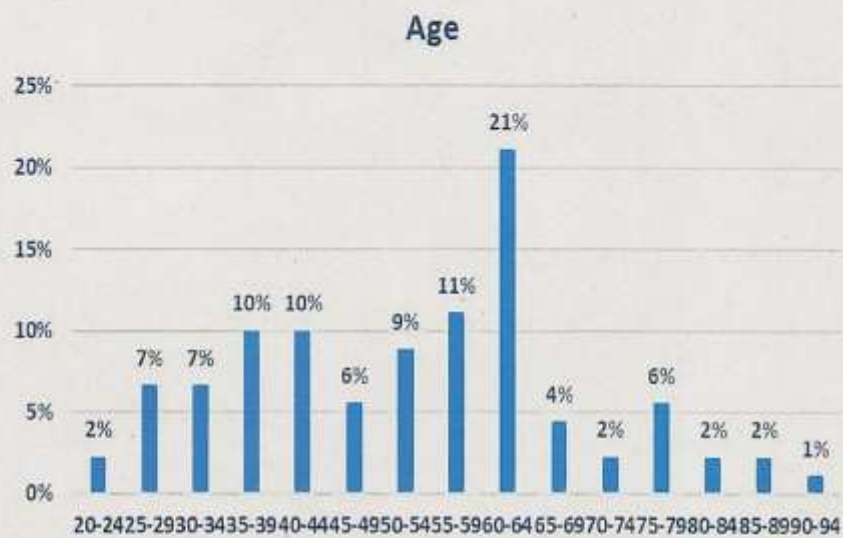
The client agreed to a referral to the CA Wrexham Energy Team who carried out an assessment and were able to issue the client with a Food Bank Voucher and Fuel Bank Voucher as crisis support. In addition, we made the client aware of the Welsh Government Discretionary Assistance Fund (Fund) and supported the client to make an application for emergency support. With the crisis situation resolved we referred the client for support with their long-term debt situation to the CA Wrexham Debt Team who carried out a detailed review and identified areas where payments could be re-negotiated and reduced and for the client to look at potential long-term debt solutions.

Outcomes

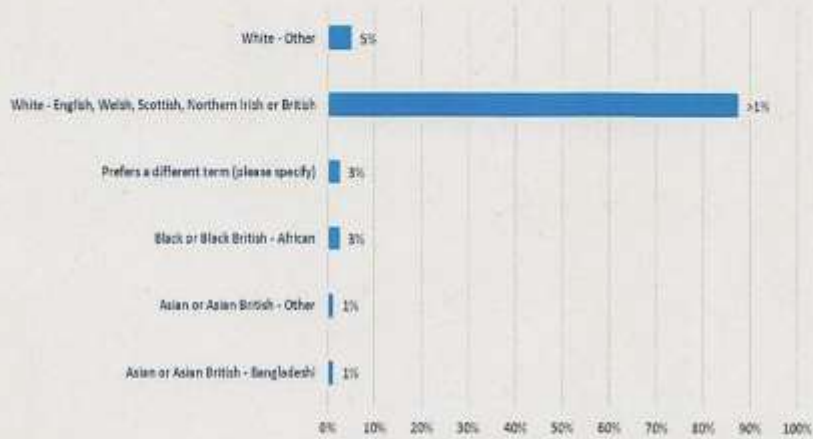
CA Wrexham was able to provide crisis support for the client at outreach to the value of **£75.00** with a referral for further emergency support from the internal Energy Team to the value of **£86.00**.

Through further engagement with the CA Wrexham Debt Team the client has seen a reduction in their repayments per month to service debt from **£570** to **£75** through re-negotiation of payments. This will see the client better off by **£495** on a monthly basis or **£5,940 per year**. This will see reduced reliance on emergency support and put the client in an improved situation to examine their long-term debt situation in a stabilised way.

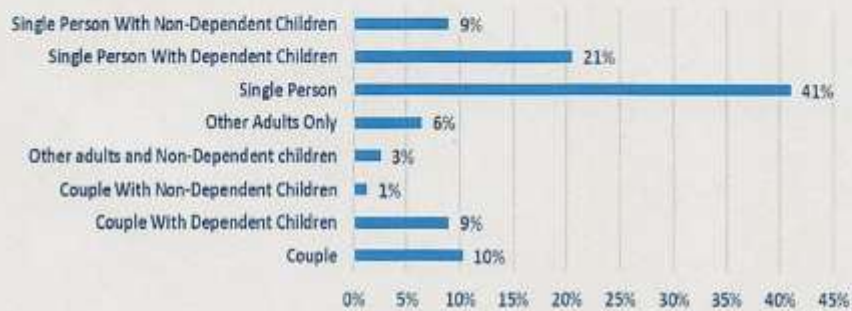
Household background



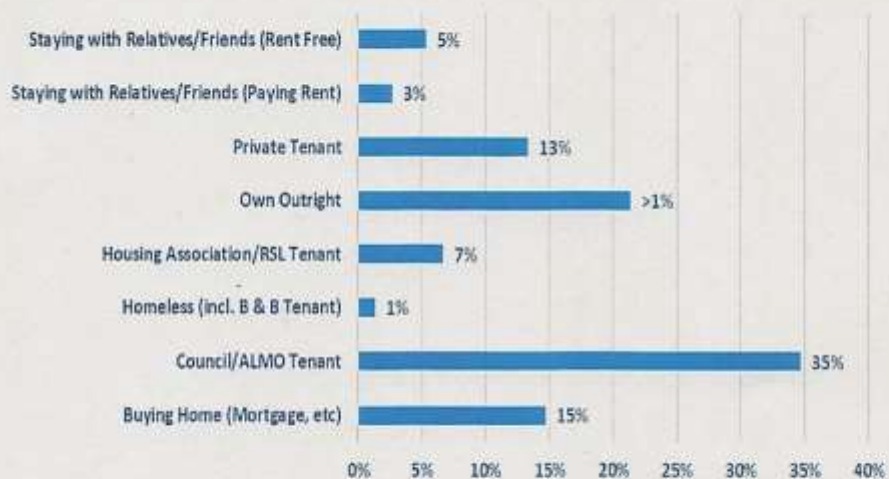
Ethnicity

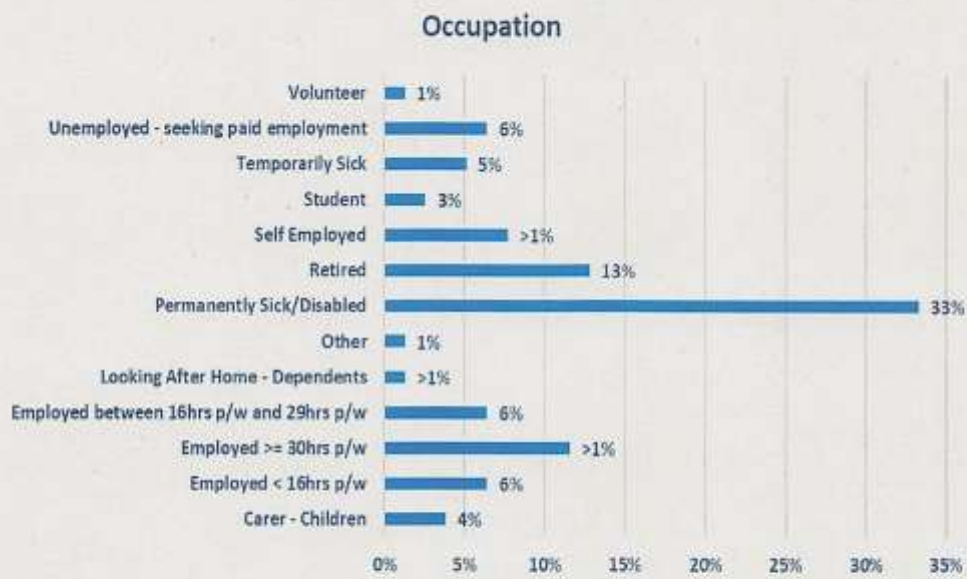


Household type



Household Tenure





ACTON COMMUNITY COUNCIL
REPORT FROM CLERK ON PROCEDURAL MATTERS:
ACTON COMMUNITY AGENT’S REPORT

AGENDA ITEM 8.2
19 NOVEMBER 2025

Community Agent – update to Community Council

Community Council Area: Acton, Borrass, Rhosnesni and Maes Y Dre

Month: October 2025

Number of new client referrals this month	October 2025 – 6 clients
Services signposted to (List)	Citizens Advice Telecare Day Opps Rainbow Welfare Rights Blue Badge Social activities in the area OT Social prescribers Rainbow
Number of groups attended (List)	Craft Group Little Acton weekly Coffee Morning 2 per month at Acton Resource Centre Knitter Knatter Group Little Acton St Margarets Church coffee morning Tai Chi Little Acton
Any feedback from citizens re ideas for future activities or support needs	Asking about the Christmas meal in December, looking forward to Tai Chi coming back Feb 2026

ANNUAL ESTIMATES OF INCOME AND EXPENDITURE FOR 2026/27 FINANCIAL YEAR:

To give initial consideration to matters pertaining to the determination of the Council's income, expenditure, balances and precept requirements for the financial year 2026/27.

THIS REPORT WILL BE CIRCULATED AS SOON AS PRACTICABLE

ACTON COMMUNITY COUNCIL

Consultation and Correspondence Report of the Clerk to the Council

AGENDA ITEM 12
19 November 2025

Organisation	Details	Notes
CONSULTATIONS: Members are requested to submit any comments they may wish to make on the undermentioned Consultations		
1. North Wales Fire and Rescue Service	Our five principles for keeping communities safe – have your say: email dated 23 October 2025 with an invite to take part in this consultation on the third annual Community Risk Management Implementation Plan 2026 – 2027. The consultation opens on the 23 October 2025 and closes at midnight on 14 December 2025. Follow this link to complete the questionnaire www.northwalesfire.gov.wales	
2. One Voice Wales	Consultation on the changes to local government elections in Wales: email dated 31 October 2025 containing a link to these consultation documents Changes to local government elections rules in Wales GOV.WALES This will be discussed at the November Council meeting.	
CORRESPONDENCE		
1. Play Wales	1. October e-bulletin: email dated 15 October 2025 with the latest e-bulletin. 2. Reaserch: What Children say about Play: email dated 21 October 2025 with details on this research.	
2. One Voice Wales	1. E-bulletin Issue 11: email dated 17 October 2025 with the latest e-bulletin. 2. Webinar – Upcoming Online Events: email dated 28 October 2025 with latest online events. 3. University of South Wales – Shaping the future of Public Services in Wales – Community Events: email dated 15 October 2025 with details 4. Workshop – Local Resolution Protocol: email dated 30 October 2025 with an invitation to their upcoming workshops on the Local Resolution Protocol. 5. E-Bulletin Issue 12: email dated 7 November 2025 with the latest e-bulletin. 6. Your Council’s work matters – please complete the Cost of Living Survey: email dated 12 November 2025 with a link to this survey.	
3. Llais	IMPACT – Llais Monthly Newsletter: email dated 17 October 2025 with the latest newsletter.	
4. SLCC	Practioners Conference – 28/29 January 2026 at Burton on Trent: Email dated 27 October 2025 inviting Clerks to attend this Conference. The Clerk has previously attended this annual Conference as part of her continuing professional development. The COUNCILS instructions are REQUESTED	
4. Planning Aid Wales	1. Latest News from Planning Aid Wales: email dated 17 October 2025 with latest news 2. Latest News from Planning Aid Wales: email dated 30 October 2025 with the latest news and events. 3. Latest News from Planning Aid Wales: email dated 7 November 2025 with the latest news and events.	
5. AVOW	Members Mailout October 2025: email dated 30 October 2025 with the latest e-bulletin from AVOW.	
6. Audit Wales	Audit Wales Newsletter: email dated 5 November 2025 with the latest newsletter.	