

**Minutes of the Annual Meeting of Acton Community Council held remotely via Zoom on Tuesday 17 May 2022**

Present:

Councillor	W Baldwin	Councillor	P Lloyd
"	Mrs C Bettley	"	Ms B Martin
"	R Davies *	"	A Moss
"	Mrs A Evans	"	Kevin Roberts
"	A Gallanders	"	T Ryan
"	R Hardy	"	D Wallice
"	Ms C Jarvis		
	3 Vacancies		

\* Absent

Also Present:

Councillor Mike Davies, Wrexham CBC  
Mrs Carole Roberts, Clerk to the Council

(Councillor K Roberts in the Chair)

## 1 APPOINTMENT OF CHAIR

***RESOLVED - That Councillor K Roberts be appointed Chair of the Council for the 2022/23 Municipal Year.***

*(As the meeting was being held remotely, the re-elected Chair undertook to sign his acceptance of Office for the 2022/23 Municipal Year at the earliest opportunity in the presence of the Clerk to the Council.)*

## 2 APPOINTMENT OF VICE CHAIR

***RESOLVED – That Councillor R Hardy be appointed Vice Chair of the Council for the 2022/23 Municipal Year.***

## 3 THANKS

Councillor Roberts upon being re-elected as Chair thanked the Clerk for the last twelve months of hard work and also thanked Councillor R Hardy for his support as Vice Chair and Councillor Mrs C Bettley for her work as Chair of the Staffing Committee.

## 4 APOLOGIES FOR ABSENCE

An apology for absence was received and accepted from Councillor Roger Davies.

## 5 DECLARATION OF INTERESTS

Councillor Caroline Bettley, indicated she was a Trustee of the Board for the Wrexham & Citizens Advice Bureaux and may have to withdraw from the meeting during any discussion and consideration of the report included at Agenda Item 11.2. She would declare a formal interest at that stage of the proceedings. There were no other declarations of interest made at this stage of the meeting.

## 6 PUBLIC QUESTIONS:

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

## 7 CONFIRMATION OF MINUTES

The Minutes from 19 April 2022 remote Council meeting were received.

**RESOLVED – that the Minutes of the Remote Council meeting held on 19 April 2022 be received and confirmed as a correct record.**

## **8 INFORMATION FROM MINUTES**

- 1. MINUTE 157.1 PEDI PADS FOR BARKERS LANE DEFIBRILLATOR:** It was noted the children’s Pads had now been installed
- 2. MINUTE 157.4 DAMAGE TO SEESAW AT ACTON PARK:** It was noted that the Clerk in Consultation with the Chair, Councillor Kevin Roberts had given authorisation for works costing £2,907.00 to commence on 6 May 2022. The repairs involve ground works and the potential for a temporary closure of the Play area whilst the safety surface is dug out and the tyre stoppers and surface is replaced.

**RESOLVED – to endorse the action taken by the Clerk in Consultation with Chair to authorise the works to go ahead**

- 3. MINUTE 157.5 URGENT MATTERS -** Set out below are the actions taken by the Clerk in consultation with the Chair on urgent items that could not be held over until this meeting:
  - i) **Ffordd Garmonydd Play area:** Wrexham CBC officers were authorised to repair damage to Bow top Fencing at a cost of £460.84 and to obtain a quote to repair the Slow Closing Gate Mechanism. The Clerk had also requested Police officers to increase patrols in this area.
  - ii) **Internal Audit of Annual Accounts:** The relevant supporting papers were signed off by the Clerk & Chair. They will be collected from the Internal Auditor on 26 May 2022. The Internal Auditors report and Action Plan will be reported to 21 June 2022 Council meeting.

**RESOLVED – to endorse the urgent action taken by the Clerk in consultation with the Chair.**

- 4. Minute 159.2.e): Wales Regional Training Seminar:** Noted that the Clerk has now reserved a place to attend on 22 June 2022.
- 5. Minute 159.2.f): Acton Park Primary School – Play provision for older children:** The Clerk advised that consent was still awaited from the School to share the pupils’ letters with the Wrexham CBC Play Development Team. Present position noted.
- 6. Minute 162..iii) Payment of Accounts:** The Clerk confirmed no urgent payments had been made and the risk had been averted as three of the four signatories had been re-elected onto the Council.
- 7. Minute 164: Long Service Gift Councillor Geoff Lowe:** The Clerk reported that in consultation with the Chair, she had purchased Bellis gift vouchers totalling £50 from the Chair’s Charity Account.

**RESOLVED – to endorse the action taken by the clerk in consultation with the Chair**

## **9. COMMUNITY AND OTHER POLICING MATTERS**

The Monthly Policing and Operations report provided by the PCSOs on Crime issues and Trends in each of the five Acton Community Wards was received and considered. The Report contained other news and reiterated PCSO activities and further encouragement to members of the public to complete the Safer Streets Survey: [www.police.uk/streetsafe](http://www.police.uk/streetsafe);

There were no Police Officers present and the following questions were raised by members to be forwarded to the Acton Sector Team for response:

1. Recent incidence of stone throwing to the rear boundaries of properties on the Redrow estate backing onto Bryn Estyn Lane. Some residents have provided information to the
2. Penymaes Avenue Foot Patrols: some Residents have previously raised concerns about the gathering at and around the school bus layby here. Have the Officers been able to observe or resolve anything?
3. Ffordd Garmonydd Play area: There has been low level but costly damage to the play area here and officers were asked to visit the open space as part of their regular patrols.
4. Motorbikes being used illegally at Acton Park and Frances Avenue: Is there anything to report on this Operation?
5. A request for a list of the current Acton Sector Policing team and their contact telephone numbers

**RESOLVED that the Monthly Policing and Operations report be received and noted.**

## **10 PROCEDURAL MATTERS**

The Clerk's report on various procedural matters was considered as follows:

**1) DECLARATION OF ACCEPTANCE OF OFFICE:** It was noted that Members must sign their declaration within the statutory two month period, (Local Government Act 1972 S83) or at this time the office becomes vacant, and a Notice of Vacancy will be required to be submitted to the Returning Officer. The Clerk advised that she had met with all members of the Council and witnessed them signing their declarations.

**RESOLVED - to note all Declarations of Acceptance of Office had been signed before the expiration of the statutory two month period.**

**2) COMMUNITY COUNCIL VACANCIES FOLLOWING THE LOCAL GOVERNMENT ELECTIONS HELD ON 5 MAY 2022- CO-OPTION OF MEMBERS ONTO THE COUNCIL:** Recent advice from the Returning Officer confirmed that provided the number of newly elected members of the Council constitutes a quorum for the meeting, they may co-opt any similarly qualified persons to fill the unfilled vacancies within 35 days of the date of the elections. Members noted that the Clerk had advertised the appropriate Statutory Notices on the Council's website and Notice Board for the following three vacancies to be filled by co-option at 21 June 2022 meeting in the following wards:

**Acton Central – 1 vacancy**

**Maesydre – 1 vacancy**

**Rhosnesni – 1 Vacancy**

**RESOLVED - that**

**i) the action taken by the Clerk to advertise the three post-election Ward vacancies be endorsed ; and  
ii) the deadline for expressions of interest for the three ward vacancies as set out above be confirmed as being noon on 20 June 2022 and any applications so received be considered at the next meeting of the Council which is within the 35 days permitted after the date of the Election.**

**3) MEMBERS ATTENDANCE AT COUNCIL MEETINGS DURING 2020/21**

**RESOLVED – that the Schedules as now submitted setting out the record of Members' attendance at Council meetings during the 2021/22 Municipal year be received and noted.**

**4) DECLARATION OF REMUNERATION TO MEMBERS OF THE COUNCIL FOR THE YEAR ENDED 31 MARCH 2021:** Under Section 151 of the Local Government (Wales) Measure 2011, as a relevant authority the Council must notify the Independent Remuneration Panel for Wales of the remuneration received by its members and co-opted members during 2021/22 and arrange for publication of this information within the authority area. This information must be published and provided to the Panel no later than 30 September following the end of the year to which the payments relate.

Further to Minute 144 March 2022 Members were advised of provision in Determination 44 of the Panel's final report for 2022/23 mandating a basic payment of £150 as a contribution to costs and expenses for members of all community and town councils. It was noted a Consultation is expected to take place shortly reviewing the situation with HMRC regarding such payments being classed as taxable income.

**RESOLVED - that in order to comply with the requirements of the Local Government (Wales) Measure 2011, the Council make its formal Declaration for the year ended 31 March 2022 and the schedule as set out in Appendix 2 to the Report be confirmed as a summary of the position for each of the Members of the Acton Community Council during 2021/22 and the Schedule should be published on the Council's website and a copy be provided to the Independent Remuneration Panel for Wales.**

**5) DAY AND TIME OF MEETINGS OF THE COUNCIL AND ITS COMMITTEES:** Members considered a schedule setting out the timetable for the Council's monthly meetings for 2022/23 which generally will be held on the third Tuesday of each month at 6:30pm apart from August when the Council is in recess. The Staffing Committee and Youth Committee will meet on a quarterly basis and all meetings of the Community Council where possible will be held on a Tuesday evening.

**RESOLVED – that**

- i) the Meeting Schedule for the 2022/23 Municipal Year as set out in Appendix 3 be accepted and the Council will meet on the third Tuesday of each month; the Staffing Committee will meet on the first Tuesday of each quarter and the Youth Committee will meet on the last Tuesday of each quarter as set out in the schedule; and**
- ii) the Council continue to hold meetings remotely via Zoom until equipment and arrangements can be put in place for hybrid meetings to be held at the Acton Community Resource Centre or Little Acton Community Centre in accordance with the Local Government and Elections (Wales) Act 2021.**

**6) BANKING MANDATE FOR PAYMENTS:** The Council reviewed its mandate and the current list of persons authorised to sign all cheques and other authorisations for payment on behalf of the Council. It was noted the current signatories are Councillors William Baldwin, Ralph Hardy, Philip Lloyd and Geoff Lowe. As Councillor Lowe had stood down at the last Council elections, the Mandate should be refreshed. The Mandate requires that any two of the four signatories can sign cheques.

**RESOLVED – that**

**i).the Clerk to the Council now makes the necessary arrangements for the decision below to be notified and implemented:**

***“i)The Council requests that its four Bank accounts be continued with HSBC Bank plc (the Bank) and the Bank is authorised to:***

***a) pay all cheques and other instructions for payment signed on behalf of the Council by the Clerk to the Council (Mrs Carole Roberts) and any two of the following four persons:***

- 1. Mr W E Baldwin***
- 2. Mr R Hardy***
- 3. Mr P Lloyd***
- 4. Mr K Roberts***

***(the signatories) whether any account of the Council is in debit or credit***

***b) deliver any item held on behalf of the Council by the Bank in safe keeping against the written receipt or instructions of the Clerk to the Council ( Mrs Carole Roberts) ; and***

***c) accept the Clerk to the Council (Mrs Carole Roberts) as fully empowered to act on behalf of the Council in any other transaction with the Bank.***

***d) accept The Clerk to the Council (Mrs Carole Roberts) as fully empowered on behalf of the Council to enter into at any time(s) any agreements(s) for or relating to electronic and/or telephone banking services of any kind whatsoever (“Services”), and to delegate (including the power to sub delegate) the operation of the Services as set out in the terms and conditions governing the Services and the Council acknowledges that the Bank shall be entitled to act upon all instructions received in respect of the Services until notified otherwise in writing by the Council.***

***ii) the Council agrees that any debt incurred to the Bank under this authority shall in the absence of a written agreement with the Bank to the contrary be repayable on demand;***

***iii) the Clerk to the Council (the Proper Officer) is authorised to supply the Bank as and when necessary with lists of persons authorised to sign, give receipts and act on behalf of the Council and that the Bank may rely on such lists.***

*iv) these resolutions be communicated to the Bank and remain in force until changed by a resolution of the Community Council and a copy, certified by the Chair of the Council and the Proper Officer is received by the Bank”*

*ii). In accordance with Financial Regulations 6.8 to confirm the Council considers it appropriate for payment for certain items (principally salaries) to be made by banker’s standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to Council as made. This approval of the use of a banker’s standing order shall be renewed by resolution of the Council at least every two years; and*

*iii). In accordance with Financial Regulations 6.9 to confirm the Council considers it appropriate for payment for certain items to be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories are retained and any payments are reported to Council as made. This approval of the use of BACS or CHAPS shall be renewed by resolution of the Council at least every two years.*

**7) INSURANCE PROVIDER AND COVER FROM 1 JUNE 2022:** The Council’s three year contract with Zurich Municipal Insurance Company for the provision of Local Council Insurance Services commenced on 1 June 2021. The Clerk advised that the renewal notice confirmed that Insurance cover for year 2 of the 3 year agreement includes extra items for Defibrillators and will cost a total of £1,234.97.

**RESOLVED - to confirm the level of Insurance cover as set out in the Policy renewal Documents be confirmed as being adequate to meet the Council’s requirements and the Zurich Municipal Insurance policy be renewed for a one year period to 31 May 2023 and the premium as now reported be paid.**

**8) REVIEW OF STANDING ORDERS, FINANCIAL REGULATIONS AND OTHER KEY POLICIES –** It was noted that the Council at its 3 November 2020 and 20 April 2021 and May 2021 Council meetings had reviewed and adopted its Standing Orders, Financial Regulations and three other policies prepared by the National Association of Local Councils and One Voice Wales Model Documents as at November 2019

**RESOLVED - that the following key Policies together with the Standing Orders and Financial Regulations as set out below be re-affirmed:-**

**ADOPTED JANUARY 2019:**

- 1. Document Retention Policy and Schedule**
- 2. Data Protection and Information Security Policy**
- 3. Privacy Notices – General, Website and Member/Officer**
- 4. Internet, email and social media policy**
- 5. Model Publication Scheme (FOI)**
- 6. Data Breach Notification Policy**
- 7. Subject access policy and template response letters.**
- 8. Member Officer Protocol**
- 9. Grievance Procedure**

**ADOPTED APRIL 2021**

- 10. Disciplinary and Grievance Arrangements**
- 11. Disciplinary Policy**
- 12. Local Resolution Protocol for Community and Town Councils**

**9) APPOINTMENT OF COMMITTEES:** The Council considered the appointment of its Committees. The 2021/22 memberships and terms of reference were noted.

**RESOLVED - that for the 2022/23 Municipal year the Council appoint or as otherwise stated, the following Committees and Task and Finish Groups with the memberships and terms of reference as set out below:-**

**i) ACTON COMMUNITY RESOURCE CENTRE COMMITTEE:**

The Council expects to carry out a considerable amount of work to review the £30k pa Service Level Agreement that ends on 31 March 2023. Reference was made to a letter received from Lynn Williams on behalf of Wrexham CBC requesting a meeting with Community Council to discuss the Community Council's intention. Members were minded to have several Special meetings of the Council to commence a discussion about funding priorities and the Contractual options for entering into another SLA. The initial timetable to be:

1. **Special Meeting 5 July 2022:** to meet and discuss funding priorities and the options for entering into another SLA using the Community Council's own legal advisor and to provide any questions identified to Wrexham CBC officers. Clerk to circulate existing confidential information relating to the Service level Agreement to all members of the Council;
2. **Monthly Meeting 19 July 2022:** to include an item on this monthly agenda to meet with Wrexham CBC officials to enable them to respond to the questions given on 5 July 2022
3. **Monthly Meeting 20 September 2022:** to consider progressing this matter
4. Once the Council has agreed a clear direction, there shall be a reserved option to appoint a Committee to consider the merits of an SLA for the Acton Community Resource Centre, finalise the content of a refreshed SLA and make its recommendation back to the Council to enable the Council's legal advisor to draw up an agreement..

**RESOLVED – that this Committee shall not be re-appointed for 2022/23**

**ii). PLANNING COMMITTEE:** Chair and Vice Chair of the Council, Councillors Kevin Roberts and Ralph Hardy (ex-officio) together with Councillors Anne Evans, Corin Jarvis, Philip Lloyd, Andrew Moss and Tim Ryan.

**Terms of Reference:**

To consider and respond to planning applications, planning appeals, any matters related to the development of the Local plan, including consultations and surveys such as the Open Spaces Survey where there is insufficient time for the full Council to consider such matters.

**iii) STAFFING COMMITTEE:** Chair and Vice Chair of the Council, Councillors Kevin Roberts and Ralph Hardy (ex-officio) together with Councillors Mrs Caroline Bettley, Anne Evans, Becca Martin and Andrew Moss.

(In the event of a member of the Committee being implicated in the dispute to be considered or have undertaken an investigatory role then they will need to be substituted as a Member of the Committee.)

In view of the new Membership, the Clerk was asked to circulate copies of the August 2021 Job Evaluation and review of the Administrative Function Report together with the draft documents for the new Administrative Assistant Post to the Staffing Committee members in advance of 7 June 2022 Committee Meeting.

**Terms of Reference:**

1. To deal with matters relating to the role of the Clerk or any other staff that may subsequently be appointed and **make recommendations to the Council**. The Committee to have regard to the advice notes prepared by the Society of Local Council Clerks in respect of:
  - (a). The Clerk's Job Description
  - (b). The Model Contract of Employment
  - (c). Performance Monitoring, Appraisal and Rewards for its Employee Staff(s)
  - (d). Job Evaluation. The duties and requirements the Council requires from its Employed Staff(s)
  - (e). Terms and Conditions of its Employed Staff(s)
  - (f). Disciplinary Procedures
  - (g). Grievance Procedures
  - (h) Dignity at Work / Bullying and Harassment

2. **APPOINTMENT OF ADMINISTRATION ASSISTANT** – The Interview Panel shall consist of Councillors Caroline Bettley, Anne Evans and Andrew Moss together with the Clerk to the Council;
3. The Committee shall have the power to proceed to advertise the Administrative Assistant vacancy.

There is an expectation that the Council will seek as necessary, independent specialist Human Resource advice and support and an external note-taker will be appointed at the necessary time.

Note: The Annual Review of the Clerk's performance and development will be undertaken by the Chair of the Staffing Committee and previous year's Chair to provide continuity.

**iv) STAFFING APPEALS COMMITTEE:** One independent person together with three members of the Community Council to be selected by the Council as and when required – they must **not** have previously investigated or taken part in the Staffing Committee decision being appealed.

**Terms of Reference:**

The Committee is to have regard to the advice note prepared by the Society of Local Council Clerks in respect of the Protocol for Hearings by the Staff Disciplinary and Grievance Committee and to its own adopted policies. There is an expectation that the Council will seek as necessary, independent specialist Human Resource advice and support and an external note-taker will be appointed at the necessary time.

**v) YOUTH COMMITTEE:** Chair of the Council Councillor Kevin Roberts (ex officio) together with Councillors Caroline Bettley, Roger Davies, Anne Evans, Andy Gallanders, Corin Jarvis, and Phil Lloyd.

**Terms of Reference:**

1. To **keep under** review and develop **emerging** options to enable future Service providers to provide Pilot or other Youth Projects across any of the five Acton Community Wards ensuring they are fit for purpose and reflect the requirements of the Community Council and current best practice;
2. To receive and monitor from existing and any future Service providers, reports to the Community Council on any subsequent projects to include performance monitoring reports to ensure the Service Specification is being met and such Projects represent good value for money;
3. To monitor the reporting requirements contained within the Service Level Agreements with the Caia Park Partnership to provide Youth Work Projects for 8-18 year olds for two sessions of Youth Work for 8-12 & 13-18 year olds per week at the Acton Community Resource Centre.
4. To bring any concerns about the performance or effectiveness of the current and any future Provider or Project immediately to the attention of the full Council.
5. To investigate and report its findings and recommendations back to the Council on the feasibility of implementing the Recommendations of the 2018 Borrass Park Play Sufficiency Assessment with focus initially on zero or minimal cost projects that can build on their success unless Wrexham County Borough Council Officers are able to identify funding for larger projects as part of its "Play Pledge"; and
6. In the first instance, the primary focus of the Youth Committee shall be on Recommendations 2 and 3 from the 2018 Play Sufficiency Assessment (WCBC) namely :-
  - i- To develop a program of community activities, events and projects to be carried out in partnership with Wrexham CBC, the Acton Park Seasonal Park Ranger and established Community Groups such as the Friends of Acton Park; and
  - ii- to press for the Local Education Authority and Schools themselves to enable and permit access to school grounds during evenings, weekends and school holidays to enable young people to play safely and away from traffic in their own neighbourhood.
7. The scope of the Service Level Agreement with the Caia Park Partnership can be extended to encompass emergency Detached Youth Work in response to any further Covid 19 Measures that may be put in place to ensure continued service delivery of the Projects that may have to be held outdoors in accordance with National and Welsh Government advice and guidance and in order to react to any emerging risks in the future.

**vi) TASK AND FINISH GROUP – LITTLE ACTON COMMUNITY CENTRE:**

**MEMBERSHIP:** Chair of the Council, Councillors Kevin Roberts (ex-officio) together with Councillors Bill Baldwin, Anne Evans, Philip Lloyd. Additionally the following Councillors will provide advice as and when required: Councillors Caroline Bettley, Andy Gallanders and Ralph Hardy.

**TERMS OF REFERENCE:**

1. To investigate, collate information and Report its findings back to the Community Council before the extended funding commitment ends post 31 March 2020 about the issues\* that were raised in Minute 84.2 c) November 2019 concerning the potential asset transfer of the Little Acton Community Centre from Wrexham County Borough Council to the small Voluntary Group currently running it or to the Community Council itself.

\* For clarification such issues include but are not limited to the cost of replacing the flat roof of the building, the findings of the most recent structural survey, the running costs of the Centre compared to the current contribution being made by the Community Council, estimated legal costs for the asset transfer work and staffing resource implications, experience of other Community Councils in taking over responsibility for a Community Centre.

2. To develop a future action plan to ensure the viability and retention of the Community Centre as an important Community Asset. The Action Plan should reflect the progress that has been made to date; the remaining Consultation work that has been delayed due to the Coronavirus Pandemic and examine options for the funding of improvements necessary to ensure the longer term viability of the Community Centre.

3. the Group meet at the Little Acton Community Centre as soon permitted after the Covid Restrictions are relaxed and proceed to conclude the Public Consultation exercise started in the Spring of 2020 and a Business Case and Action Plan be drawn up as set out above and presented to the Council in due course.

**vii) TASK AND FINISH GROUP –ACTON PARK – Not to re-appoint this Group as the task work has been concluded**

**viii) TASK AND FINISH GROUP –ACTON COMMUNITY PLAY AREAS:**

All members of the Council to be given the opportunity to visit all of the three play areas belonging to Wrexham CBC that are funded by the Community Council.

**MEMBERSHIP:** Chair of the Council, Councillors Kevin Roberts (ex-officio) together with Councillors Andy Gallanders, Phil Lloyd, Becca Martin, Andrew Moss and Tim Ryan., Additionally Councillor Ralph Hardy will provide advice as and when required:

**TERMS OF REFERENCE:**

1. To research and identify access to a National Organisation to carry out a Play Audit of the three Acton Play areas to identify specialist equipment and other surfacing that may be required to upgrade existing facilities to make them fully inclusive and accessible together with any grants or other funding that can be obtained to carry out such improvements.

2. To consult other inclusive high specification play areas in adjoining Community Areas for their advice.

3. To prepare a report for consideration by the Council in due course on the outcomes of its work and options for fully upgrading the three Acton Community Play areas.

**10) APPOINTMENT OF COMMUNITY COUNCIL REPRESENTATIVES ON COMMUNITY AND RESOURCE CENTRE MANAGEMENT COMMITTEES.**

The Council reviewed and considered the appointment of the Community Council’s representatives for the Little Acton Community Centre and the Acton Community Resource Centre.



**RESOLVED - that the Council's representatives at these Centres be confirmed as follows:-**

**1 Little Acton Community Centre** – All 3 Little Acton Ward Members (ie Councillors Bill Baldwin, Kevin Roberts and Andy Gallanders)

**2 Acton Community Resource Centre:** Councillors Ralph Hardy, Phil Lloyd and Kevin Roberts (Noting that in accordance with the Constitution, the six County Borough Councillors namely, Bill Baldwin, Mike Davies, Andy Gallanders, Corin Jarvis, Becca Martin and Debbie Wallace are also members of the Acton Community Resource Centre Management Committee).

#### **11) COMMUNITY SCHOOL GOVERNOR REPRESENTATIVES:**

It was noted that the Clerk had received an update from Wrexham County Borough Council on the additional Community Governors for Alexandra CP, Acton Park CP, Barkers Lane CP, Borrass Park CP and Rhosnesni High Schools. There were currently no vacancies to fill. The present position was noted

#### **12) STANDARDS COMMITTEE – NOMINATION OF COMMUNITY COUNCILLOR REPRESENTATIVE**

The Council considered an invitation from Wrexham County Borough Council to nominate a representative to sit on the Standards Committee by 24 June 2022.

**RESOLVED - that Councillor Kevin Roberts' name be put forward for nomination as a Community Councillor Representative on the Standards Committee and he complete and submit the necessary application form within the required timeframe.**

#### **13) NEW LEGISLATIVE REQUIREMENTS UNDER THE LOCAL GOVERNMENT AND ELECTIONS ( WALES) ACT 2021:**

The Clerk reported that there were Statutory implications arising from this new legislation. A Welsh Government Consultation had concluded last year but the Final Guidance was yet to be released. The key areas were Annual Reports, Training Plans and General Power of Competence. The present position was noted.

#### **11 KEY ACTON ISSUES**

The Wrexham CBC Members reported 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. Namely:-

- The Village Green Application for the Dean Road Playing Field was being heard in an open meeting at Crown Buildings
- A pre-planning Consultation had commenced in respect of proposals to build 450 house off Cefn Road
- Difficulty with the Recruitment of Doctors continued to have an adverse impact within the Acton Community GP practices

The Members were thanked for their updates.

#### **12 SERVICE LEVEL AGREEMENT REPORTING:**

**RESOLVED - to receive and note the following Reports:-**

**1. ACTON COMMUNITY RESOURCE CENTRE:** A report setting out the agreed outputs and outcomes for the Service as submitted to the Acton Community Resource Centre Management Committee meeting on 9 May 2022

**2. CITIZENS ADVICE BUREAUX – ACTON OUTREACH SERVICE:** A Report with the outputs and outcomes for the Service for the year ended 31 March 2022.

#### **13 COMMUNITY ENGAGEMENT**

Councillor K Roberts gave an update on various matters including an invitation received for all members to attend the Acton Brownies Diamond Jubilee Event on 24 May 2022; information about

any other Jubilee Events in the Acton area, and a request for suggestions for Christmas events that can be held in Acton Park (to be organised by the Park Ranger). The Chair indicated he was prepared to use his Charity Account for any local groups that required financial help with their Jubilee events.

**RESOLVED – that the update be noted and the Clerk arrange to circulate to all members a copy of the Community Engagement questionnaire summaries that had been carried out by former Councillor Elinor Doherty in 2021 and 2022.**

#### 14 CONSULTATIONS

It was noted no Consultations had been received.

#### 15 REPORT FROM CLERK

Information and general correspondence that had been received and was available for members at the meeting was reported and dealt with as follows:

Organisation	Details and action taken
1.One Voice Wales	<b>1 New Councillor Induction Training:</b> Emails dated 10 & 13 May 2022 concerning a series of Induction, Code of Conduct and core Module training sessions being held remotely at a cost of £35 per person. <b>RESOLVED - that any Councillor who is available and wishes to attend the training notify the Clerk who will make the necessary bookings for them.</b> <b>2. Call out for Good Practice/examples in response to global warming and climate change:</b> Email dated 17 May 2022 from Welsh Government seeking information as part of their Net Zero Wales plan. <b>Information noted</b>
2.Shane Hughes North Wales Senior Project Office Keep Wales Tidy	<b>Local Places for Nature – 2022 Applications: Email dated 4 May 2022 providing information</b> about this opportunity to obtain free Starter and Development Packages. Priority will be given to projects in urban, deprived area with little or no access to nature <b>Information noted</b>
3.Planning Aid Wales	<b>Latest news and Information:</b> Email dated 17 May 2022 notifying of various training sessions including Induction to the Planning System in Wales, the Value of Place Plans & availability of Online training plans <b>RESOLVED - that any Councillor who is available and wishes to attend the training notify the Clerk who will make the necessary bookings for them.</b>
4.Play Wales	<b>The Play Satisfaction Survey: A guide to using it locally:</b> Email dated 11 May circulating a newsletter with links to this Guide <b>Information noted</b>
7.Road Safety Team Wrexham CBC	<b>School Crossing Patrol for Barkers Lane School:</b> Email dated 11 May 2022 confirming the appointment of someone for this post <b>Information noted</b>

#### 16 PAYMENT OF ACCOUNTS

Members noted no payments had been received and also received details of payments that required authorisation and Bank Charges To 3 April 2022 £7.40 Current Ac ; £5.00 Chairs Charity Account.

**Resolved – that the following payments be approved: -**

Voucher/Payment Ref & Payee	Details	Amount
8. BACS ref 4.5.22 Carole Roberts	Clerks Salary and office expenses for May 2022 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)
9. BACS ref 5.5.22 Clwyd Pension Fund	Pension payments for May 2022 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)

10. BACS ref 6.5.22 HMRC	Payroll payments for May 2022 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)
11. Cheque No 202211 Wrexham County Borough Council	Q4 Service Level Agreement costs for 2021/22 for Little Acton Community Centre Section 19 Local Government (Miscellaneous Provisions) Act 1976	£1,026.11 (VAT=£0)
12. Cheque No 202212 Zurich Municipal	Renewal of Local Council Policy Insurance YLL-2720431173 from 1/6/22 to 31/5/23 (Year 2 of 3 year agreement) Section 112 & S140 Local Government Act 1972 (as amended)	£1,234.97 (VAT=£0)
13. Cheque No 202213 Vision ICT Ltd	Hosted Email Account Section 58 Local Government (Democracy)(Wales) Act 2013	£21.60 (Vat= £3.60)
14. Cheque No 202214 Vision ICT Ltd	SSI Certificate setup July 2022 to June 2023 Section 58 Local Government (Democracy)(Wales) Act 2013	£60.00 (Vat= £ 10.00)
15. Cheque No 202215 Wrexham County Borough Council	Q4 Service Level Agreement costs for 2021/22 for School Crossing Patrols Section 137 Local Government Act 1972 (as amended)	£3,637.50 (Vat= £0.00)
16. Cheque No 202216 Carole Roberts	Clerks Expenses for May 2022 Section 112 Local Government Act 1972 (as amended)	£184.08 (Vat= £21.92)
17. Cheque No 202117 Information Commissioner	Data Protection Renewal Fee 28 June 2021 Data Protection Act 2018	£40.00 (NIL VAT)
<b>Chairs Charity Account</b>		
CCA1-22/23 Cheque No 100036 – Carole Roberts	Reimbursement : purchase of Gift Voucher for former Councillor Geoff Lowe in recognition of his 32 year Service to the Acton Community S15 Local Government Act 1972 (as amended)	£50.00

## 17 PLANNING MATTERS AND APPLICATIONS

The Council considered whether to make any comments on the following Planning Applications for development in the Community Council's area that have been received since the last meeting or 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 set out below:-**

Case Number/ Address / Proposed Development	Decision
1. <a href="#">Planning Application P/2022/0313 - Dilys o/Valid From 11/04/2022</a> : 39, Elm Grove, Acton, Wrexham, LL12 7NR / discharge of condition 4 (parking) of planning permission p/2021/1039	No Observations
2. <a href="#">Planning Application P/2022/0398 - Dilys o/Valid From 25/04/2022</a> 33, Monmouth Road, Wrexham, LL12 7TP / first floor side extension	No Observations
3. <a href="#">Planning Application P/2022/0399 - Dilys o/Valid From 26/04/2022</a> : 206, Herbert Jennings Avenue, Acton, Wrexham, LL12 7YD / conversion of garage to additional living accommodation (partly in retrospect)	No Observations
4. <a href="#">Planning Application P/2022/0413 - Dilys o/Valid From 13/05/2022</a> 16, Ffordd Llywelyn, Wrexham, LL12 8JW - single storey side and rear extensions	No Observations

## **18 URGENT ITEM : PROPOSALS FOR NEW HOMES ON LAND EAST OF CEFN ROAD, WREXHAM**

The Chairman considered that this item of business should be dealt with as a matter of urgency as it would be unnecessarily delayed if held over to the next meeting. It was noted that the Clerk had received notification of this Consultation electronically late this afternoon from the Haworth Group and the closing date for receipt of comments was before the next Council meeting.

Members were reminded of the formal response the Council had submitted in June 2018 as part of the Local Development Plan Consultation. In particular Q8 KS22 dealt with land to the east of Cefn Road and North and South of Bryn Estyn Lane and the Council had set out its reasons for objecting to the inclusion of this land. Additionally in Topic, Criteria and Area Based Policies, Q53 the Council had welcomed the improvements planned for Cefn Road and the Greyhound Roundabout. The Council had also included a detailed commentary on Policies R1,R2, R4,R7. In respect of Policy CF1, Protection of existing open spaces sport and recreations and Policy CF2 Open Space and Sport Recreation facilities, the Council had welcomed the aims of the Policies given the open space deficit in its Community area and retention of existing well used open spaces and recreation grounds is paramount in tandem with these Policies.

It was noted that in the intervening four year period, the Council's stance had remained the same but its views and position must be updated in any response to the current Consultation to include reference to there having been no formal consultation or planned improvements to the Cefn Road and Greyhound roundabout; the deterioration of bus services in the area and any capacity to divert existing routes; the existing local facilities of shops, schools and GP surgeries have been at full capacity for several years. GP services in particular have deteriorated, exacerbated by difficulties in recruiting GPs. There should be provision made for new Shops, Schools and GP Surgeries before this or any other development commences.

The Environment (Wales) Act 2016 places a duty on Councils in respect of the Biodiversity and Resilience of Ecosystems and robust plans should be in place to preserve and increase the ecology and biodiversity at this site. Climate change and Biodiversity must be a high priority when considering any new development and proposals. The Council is also concerned that proposals for a 20% allocation of affordable homes may be diluted; they must translate to affordable appropriate housing on the final build. The Well-Being of Future Generations (Wales) Act 2015 has set wellbeing goals and ways of working to ensure sustainable development principles. The developer must be able to evidence any proposals will meet those needs and expand the health and wellbeing for future generations.

***RESOLVED - that the Clerk to the Council prepare a draft response containing the matters now put forward for circulation to Members and the final response with any further comments from members be submitted by the 15 June 2022 Consultation Deadline.***

## **19 EXCLUSION OF PRESS AND PUBLIC**

***RESOLVED - that the press and public be excluded from the Meeting during consideration of the following items 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.***

## **20 ACTON COMMUNITY RESOURCE CENTRE - WCBC MANAGEMENT**

Further to Minute 157.8.ii) April 2022, Councillor R Hardy gave an update. Members noted that earlier in the meeting the Council had agreed a series of Council meetings to consider future funding for the Resource Centre (Minute 10.9).i refers) together with an SLA Report setting out the agreed outputs and outcomes for the Service as submitted to the Acton Community Resource Centre Management Committee meeting on 9 May 2022 (Minute 12 refers). Councillor Hardy had also obtained a quotation for Office Space at the Resource Centre. It was noted the Council's representatives on the Management Committee had raised the matters referred to at the April 2022 Meeting.

***RESOLVED that the Clerk compile a composite document with the background information now referred to including a copy of the existing Service Level Agreement that ends on 31 March 2023 together with***

***the documents supplied by Councillor Hardy to form the basis for the first Meeting's discussion about the Community Council's options for supporting the Acton Community Resource Centre and circulate the final document to all Members well in advance of the Special Council meeting to be held on 5 July 2022.***

Councillor Kevin Roberts  
Chair

**Signed as a correct record this 21st day of June 2022**

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**Presiding Chair**