

Minutes of the hybrid Meeting of Acton Community Council held on Tuesday 18 October 2022 remotely via Zoom and at Acton Community Resource Centre, Overton Way, Acton, Wrexham

Present:

Councillor Kevin Roberts (Chair)

“ W Baldwin *

“ Ms L Balmain

“ Mrs. C Bettley *

“ M Davies

“ R Davies *

“ Ms S Edwards *

“ Mrs. A Evans *

Councillor R Hardy (Vice Chair)

“ A Gallanders

“ Ms C Jarvis

“ P Lloyd

“ Ms B Martin

“ A Moss

“ T Ryan *

“ D Wallice

* Absent

Also Present:

Glen Pridding **Member** of the Public

Mrs. Carole Roberts & Mrs. Michelle Williams, Acton Community Council

76. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors W Baldwin, Mrs. C Bettley, R Davies, Ms. S Edwards, Mrs. A Evans, and T Ryan

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

77. DECLARATION OF INTERESTS

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

78. PUBLIC QUESTIONS – NINE ACRE FIELD

The Chair introduced to the meeting. Mr. Pridding a resident who lives in close proximity to the Nine Acre Field. Members were sympathetic and noted his concerns over current access to and the future of the Nine Acre Field and the importance of retaining this valuable Green Space. However, responsibility for the Field rests with Wrexham CBC as the owner of this land. It was noted that dual hatted Councillors would do all they could to ensure that grass cutting and development of a Plan to protect the Field is developed by Wrexham CBC>

RESOLVED – that Acton Community Councillors, who are also Wrexham CBC Councillors monitor the situation and report back to the Community Council on any future development or plans. .

79. CONFIRMATION OF MINUTES

The Minutes from the remote Council Meeting held on 27 September 2022 were received.

RESOLVED – that the Minutes of the remote Council Meeting held on 27 September 2022 be received and confirmed as a correct record.

80. INFORMATION FROM 27 SEPTEMBER 2022 MINUTES

1. MINUTE 69.1 – ANNUAL ACCOUNTS 2021/22 PUBLICATION OF AUDITED ACCOUNTS AND CONCLUSION OF AUDIT: It was noted that a Public Notice pending conclusion of the Audit by the External Auditor had been placed on the Acton Community Council website and Noticeboard to

ensure compliance with Regulation 15(5) of the Accounts and Audit (Wales) Regulations 2014 (as amended)

2. **MINUTE 67.4 - RELOCATION OF CCTV CAMERA:** Councillor Martin reported the estimated cost to relocate the CCTV camera to the Penymaes Avenue Layby including an 8m Tubular Steel Galvanized column with associated components and Mains Service Transfer will be - £2,020.00 + vat. The current Service Level Agreement cost with Wrexham CBC would remain the same at £150 per month. The Clerk confirmed that the current CCTV camera is monitored by the main CCTV Control Room.

RESOLVED – that the CCTV relocation proceed and the costs now stated be met from the Council’s Crime Prevention Budget, subject to Councillor Martin obtaining confirmation from Wrexham CBC that the existing monitoring by the CCTV Control Room will continue after the relocation.

3. **MINUTE 68.iii) - DEFIBRILLATORS –** The Clerk confirmed receipt of one of the Defibrillators and the two secure Cabinets. Arrangements had been made for Mike Pryde Electrical to install a cabinet at the Borrass Vic fit Gym shortly. Members discussed other desirable and potential locations for Defibrillators to be installed. The Clerk also confirmed that training sessions, lasting approximately 2 hours, would be arranged to take place at Acton Community Resource Centre, The Cunliffe Arms, and Little Acton Community Centre. The present position was noted.

81. COMMUNITY POLICING MATTERS

Further to Minute 61 September 2022, there were no Police Officers present and Members confirmed they had no issues they wished to raise with the Police. The present position was noted.

82. PROCEDURAL MATTERS

1. **HEALTH CHECK & SELF ASSESSMENT – THE FINANCE AND GOVERNANCE TOOLKIT FOR COMMUNITY AND TOWN COUNCILS:** The Clerk together with the Chair had reviewed Part 1 the Health Check and summarized key actions to be taken as a result. In respect of Part 2 the Self-Assessment, the Council’s instructions were sought on where to focus attention and priorities. It was noted that Theme E referred to Resources and financial management.

The Clerk referred to the policies which the Community Council already has in place and those that need to be developed. The Clerk suggested that any employment related Policies should be considered and developed by the Staffing Committee. Completion of the Toolkit would assist with financial planning, the Annual Report and the Training needs for Members and Officers. A short discussion took place about the Budget process to develop spending requirements for 2023/24 and ensure the Council’s Precept requirements are notified to Wrexham County Borough Council within the set timeframe.

RESOLVED – that

- i) ***all Members email the Chair and the Clerk with suggested priorities for the next financial year;***
- ii) ***the Clerk email the current year’s Budget to all Members of the Council***
- iii) ***the main agenda item at the November 2022 Meeting be the consideration and initial preparation of budget requirement for 2023/24; and***
- iv) ***the Staffing Committee be tasked with obtaining Model documents and preparing any Staffing Related Policies identified during the Health Check in Part one of the Toolkit***

2. **WORKSHOP PROPOSAL:** Preparation of core objectives and priorities, and the creation of a 1, 3 or 5 year Business Plan. This item was deferred until the January 2023 Council Meeting.

3. **ANNUAL REPORT:** Consideration of this item was deferred until Councillor Edwards is in attendance to provide an update.

4. **TRAINING PLANS:** This item was discussed in Councillor Edwards absence. It was agreed that Councillor Hardy prepare a simplified spreadsheet to enable members to identify their training needs

so they can be added to the Training Plan.

5. TOWN & COMMUNITY COUNCIL ELECTIONS 2022: The Clerk provided an update on the fees of £5,152.58 notified by the Returning Officer for the contested and uncontested elections for the Acton Community Wards in May 2022.

RESOLVED – that the invoice for the May 2022 Election expenses be paid from the Elections earmarked reserves.

6. ACTON CITIZENS ADVICE BUREAU OUTREACH SERVICE: The Quarter 2 (July 2022 to September 2022) Service Level Agreement Monitoring Statistics were received and considered. Councillor Jarvis requested information that could be used to publicise the service on social media.

RESOLVED - that

i) the quarter 2 Service Level Agreement Report be received and noted and

ii) the Clerk request Social Media Information from the Citizens Advice Bureau for dissemination to all Members.

7. COMMUNITY AGENT PROJECT: Consideration was given to a letter from Wrexham County Borough Council inviting the Council to take part in this Project. The Clerk gave information on the Community Agent scope, the potential for duplication of Services already funded by the Community Council at the Acton Community Resource Centre and previous attempts to recruit a Community Agent. It was noted that this role currently has grant funding for 2 years

RESOLVED – to invite Steve Latham, Wrexham CBC Officer, to 15 November 2022 Council Meeting on to give a presentation about the Community Agent Project and funding available to offset costs.

83. ITEM PLACED ON THE AGENDA AT THE REQUEST OF COUNCILLOR ANDREW MOSS – PLACE PLANS

Due to technical difficulties experienced at the first hybrid meeting, this item was deferred until the next Council Meeting in November 2022.

84. COMMUNITY ENGAGEMENT

The Chair gave an update as follows:

1. APPRECIATION EVENING: The Chair proposed that the evening be held at the end of November 2022. Invitees to include, the Park Ranger, local Blacksmiths, Acton Park Angling Club, the Bowling Club Chairman and School Crossing patrols. The present position was noted

2. FENCING REPAIR AT JEFFREYS ROAD: The Clerk confirmed there was a small provision in the budget for Community Environmental Projects. Previously the Council had agreed to fund material costs for local Volunteers to paint this section of fence. . It was noted that there had been difficulty obtaining technical information from Wrexham CBC. The Chair had met with Wrexham CBC Officer, Kerry Williams, who had confirmed, that for Health & Safety reasons, the spikes on the fence would need removing. It was noted that any procurement for this work would need to comply with the Council's Financial Regulations. Consideration was also given to liability for this work once completed.

RESOLVED – that in order to make progress, the Chair arrange to provide the Clerk with any detailed specification information he receives to enable detailed tender specifications to be prepared and enable three companies to be invited to submit bids to undertake this metal and repair work.

85. KEY ACTON ISSUES

WCBC Members reported verbally on any new or key issues being considered by the County Borough Council that may affect the whole or part of the Community of Acton as follows:

1. **NINE ACRE FIELD:** There were no further updates since the last meeting.
2. **ACTON PARK INFORMAL DOG EXERCISE AREA:** It was noted that minor repairs had been carried out to the fencing and residents want to retain the area for this use.

RESOLVED – that Acton Community Council keeps a watching brief on this informal Dog Walking area and confirms it is supportive of the retention of this particular area for its current use in the future.

3. **YOUTH PLAY PROVISION:** It was noted that the Pilot Play Sessions at Little Acton and Rhosnesni are well attended and children were enjoying them.
4. **THE GROVES:** It was noted that Acton Community Council had not been consulted over any future plans for the Groves site, off Penymaes Avenue, Wrexham. Councillor Gallanders reported that currently neither The Groves, or Nine Acre field were required for educational purposes.

RESOLVED – that the Clerk writes to the Chief Executive of Wrexham CBC advising of the Community Council’s regular agenda item on Key Acton issues that are being considered by Wrexham County Borough Council. As a matter of courtesy and to ensure a better stream of information in the Community, the Community Council should be informed of any consultations and considerations of any issues directly affecting the Acton Community. In particular it is requested that Acton Community Council should be involved in discussions on any proposals, for The Groves site, Nine Acre field, the retained portion of the Dean Road playing field and any other tracts of land within the Community of Acton.

86. REPORT FROM CLERK

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

Organisation	Details
1.Sustainable Futures Division, Welsh Government	<p>CONSULTATION: Extending the Well-being of Future Generations Act’s well-being duty: Views were sought by 20 October 2022 on extending the well-being duty on named public bodies in Part 2 of Well-being of Future Generations (Wales) Act 2015 and on the opportunities for public bodies not subject to the Act.</p> <p>RESOLVED that Members respond to the Consultation on an individual basis.</p>
2.Independent Remuneration Panel for Wales	<p>CONSULTATION: Independent Remuneration Panel for Wales draft Annual Report Consultation - February 2023: Email dated 6 October 2022 attaching documents and a brief summary setting out proposals in the draft Report for the IRPW for February 2023. Responses upon the proposals should be submitted by no later than 1 December 2022.</p> <p>The two main proposals for Community Councils relate to a Basic payment of £156 pa towards household expenses and a Set payment of £52 pa for the cost of office consumables.</p> <p>RESOLVED – to agree in principle to the proposals. However in the Council’s opinion the payments should not be required to be paid through PAYE as they are reimbursement of expenses incurred and are not a taxable remuneration. Clear guidance and clarification is required from HMRC before the final Report is Published. Such clarification should accompany the Panel’s final report.</p>
3.Elections Division Welsh Government	<p>CONSULTATION: ELECTORAL ADMINISTRATION & REFORM WHITE PAPER: Email dated 11 October 2022 inviting the Council to respond to this Consultation by 10 January 2023</p> <p>RESOLVED that Members respond to the Consultation on an individual basis.</p>
4.Wrexham County Borough Council	<p>1. Warm Places: Email dated 27 September 2022 providing a link to a recent announcement from Wrexham Council:</p>

	<p>https://news.wrexham.gov.uk/warm-places-to-offer-residents-comfortin-colder-months/ Information noted and an item to be added to November 2022 meeting agenda if WCBC don't expand the scheme</p> <p>2. Remembrance Service on Sunday 13 November 2022: Email dated 11 October 2022 informing of arrangements being made for this Service and extending an invitation for representatives of the Council to take part and requesting confirmation of numbers attending and whether the Council wishes to lay a wreath.</p> <p>RESOLVED – that the Chair and Councillor C Bettley attend to lay a wreath on behalf of the Community. The wreath to be purchased from Vivid Floral design and such costs to be met from the Chair's Charity account</p>
5. Office of Sarah Atherton MP	<p>Hubbub Foundation Offering Grants to Develop Community Food Hubs: Email dated 28 September 2022 advising grants of £6,000 are available to cover activities falling into at least one of the following categories: Skills - providing access to training and knowledge building activities; Affordable food - supporting collaborative purchasing and/or local food retail; Community Connection- providing opportunities for communities to come together around food; and Growing - increasing the amount of food grown locally. The fund will close at 23.59 on 7 November 2022. Full details are available at: https://www.hubbub.org.uk/community-fridge-funding</p> <p>Information noted</p>
6. Audit Wales	<p>Audit Wales September Newsletter: Email dated 30 September 2022 setting out this Newsletter</p> <p>Information noted</p>
7. One Voice Wales	<p>1. the importance of Community and Town Councils in building resilient places for nature: Email dated 3 October 2022 circulating information about a free one day Conference being held on 27 October 2022 Information noted</p> <p>2. Ramblers - Our paths our future: Email dated 4 October 2022 sharing access to a campaign to improve paths and access to nature. Details can be found by clicking on the following links: www.ramblers.org.uk/ourpathsourfuture or www.ramblers.org.uk/einllwybraueindyfodol Information noted</p> <p>3. JOINT ONE VOICE WALES/SLCC EVENT – Wednesday 9 NOVEMBER 2022: Email dated 4 October 2022 reminding this Joint Event is open to Councillors as well as Clerks and spaces are still available. It was noted the Clerk and Administrative Assistant had booked to attend this Conference.</p> <p>4. Well-being of Future Generations Stakeholder Forum: Email dated 5 October 2022 notifying of the date of the next Forum and providing links to the Well-being of Wales Report, published by the Welsh Government. The 2022 version of the report can be accessed here: Wellbeing of Wales: 2022 GOV.WALES or Llesiant Cymru: 2022 LLYW.CYMRU Information noted</p> <p>5. Keep Wales Tidy Packages 2022: Email dated 6 October 2022 from the Local Places for Nature Officer reminding of the closing deadline for Applications to Local Places for Nature sharing Information noted</p> <p>6. Wrexham & Flintshire Area Committee Meeting 20-10-2022: Email dated 10 October 2022 enclosing the Agenda for this meeting. The Council has not yet nominated a representative to attend these meetings.</p> <p>RESOLVED - to take no action</p> <p>7. Reminder - October Training Dates: Email dated 11 October 2022 setting out details of the Training Courses available this Month Information noted</p>
8. Welsh Government -	<p>Autumn Engagement Events: Email dated 5 October 2022 advising of various events being held around Wales by the DataMapWales team. The North Wales remote session via Teams on 18 October. Information noted</p>

9.Adult Learning Wales	AET taster session 10.11.22: Email dated 12 October 2022 providing details of an upcoming AET taster session that may be of interest. https://www.adultlearning.wales/en/course/48676 https://www.adultlearning.wales/cym/cwrs/48676	<i>Information noted</i>
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38. PAYMENT OF ACCOUNTS & SECOND QUARTER END BANK RECONCILIATION

The Clerk reported on payments received and bank charges and fees levied since the last meeting and sought authorisation for the Payments and other transactions to be made in October 2022. The Second quarter bank reconciliation and accounts were presented together with progress against the budget for consideration by the Community Council.

RESOLVED

- i) To note the Interest payment receipts and the bank charges and fees to be levied on the Council's Bank Accounts***
- ii) To confirm the transfers that are to be made from Earmarked Reserves – Elections to meet the May 2022 Election Costs for Contested and uncontested Elections in the six Council wards;***
- iii) The Second quarter bank reconciliation and accounts together with progress against the budget be received and noted; and***
- iv) To approve the payments to made in October 2022 as set out in the schedule below:-***

Voucher/Payment Ref & Payee	Details	Amount
58.BACS ref 19.10.22 Carole Roberts	Clerks Salary and office expenses for October 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)
59.BACS ref 20.10.22 Michelle Williams	Salary for October 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)
60.BACS ref 21.10.22 Clwyd Pension Fund	Pension payments for October 2022 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)
61.BACS ref 22.10.22 HMRC	Payroll payments for November 2022 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)
62Cheque No 202246 Vision ICT Ltd	Upgrade of Council's website S58 Local Government (Democracy)(Wales) Act 2013	£627.00 (VAT = £104.50)
63-68.Cheque No 202247: Wrexham County Borough Council	Contested and uncontested Election costs for Full Council Elections 2022 (6 wards) S112 Local Government Act 1972 (as amended)	£5,152.58 (Vat= £373.66)
69 Cheque No 202248 Carole Roberts	Clerks Expenses for October 2022 Section 112 Local Government Act 1972 (as amended)	£92.25 (Vat= £7.73)
Chairs Charity Account		
None		

87. PLANNING APPLICATIONS

The Council considered the following matters and applications within the Acton Community Area that had been made under the Town and Country Planning Act 1990 (to be determined by Wrexham County Borough Council):

RESOLVED – that the following observations be made on the applications as set out below:

Case Number/Address Proposed Development	Decision
1. Planning Application P/2022/0784 - Dilys o/Valid From 30/08/2022 1 Derwent Crescent, Wrexham, LL12 7YN - two storey side extension and erection of fence to side	No observations
2. Planning Application P/2022/0839 - Dilys o/Valid From 31/08/2022: Vivid Floral Designs, 112, Chester Road, Wrexham, LL11 2SN - advertisement consent for illuminated fascia sign	No observations
3. Planning Application P/2022/0868 - Dilys o/Valid From 05/10/2022: Alexandra School, Bodhyfryd, Wrexham, LL12 7AZ – New extension	No observations

(Councillors Philip Lloyd and Becca Martin declared personal interests in respect of Planning application P/2022/0868 due to being Governors at Alexandra School. They took part in the item.)

Councillor Kevin Roberts
Chair

Signed as a correct record this 15th day of November 2022

Presiding Chair