

11 January 2023

Dear Councillor,

You are summoned to attend a **HYBRID** meeting of **ACTON COMMUNITY COUNCIL** to be held in accordance with Local Government and Elections (Wales) Act 2021 on **TUESDAY 17 JANUARY 2023** at **6.30pm**. The Meeting will be held in the **TRAINING ROOM** at **ACTON COMMUNITY RESOURCE CENTRE**, Overton Way, Acton, Wrexham, LL12 7LB.

For anyone unable to attend the meeting in person you can join the Zoom Meeting online using this [Hyperlink to join Hybrid Council meeting on 17 January 2023](#) or the Meeting ID: 813 1540 9193 and Passcode: 220661. Please note that the Meeting and those participating in person and online will be recorded. The business to be transacted is as set out in the agenda below.

Yours faithfully

*Carole Roberts*

Clerk and Responsible Financial Officer to the Council

## **AGENDA**

### **1. APOLOGIES FOR ABSENCE:**

**2. PUBLIC QUESTIONS:** In accordance with Standing Order No. 3.e; any Member of the Public who is a resident within a ward of the Community Council and has given notice (specifying the matter on the agenda which they wish to speak) to the Clerk to the Community Council's office by noon on 16 January 2023, may, subject to stating their name and address before the meeting, speak at this meeting, as of right, on any matter on the agenda, for no more than 3 minutes.

**3. DECLARATION OF INTERESTS:** To receive disclosures of personal and prejudicial interests from Councillors on matters to be considered at the meeting.

The disclosure must include the nature of the interest. If you become aware, during the course of a meeting, of an interest that has not been disclosed under this item you must immediately disclose it. You may remain in the meeting and take part fully in discussion and voting unless the interest is prejudicial.

A personal interest is prejudicial if a member of the public with knowledge of the relevant facts would reasonably regard it as so significant that it is likely to prejudice your judgment of the public interest and it relates to a financial or regulatory matter.

**4. CONFIRMATION OF MINUTES:** To receive the Minutes of the following remote meetings:-

i. **COUNCIL MEETING** adjourned on 13 December 2022 and reconvened on 3 January 2023 (Copy attached )

### **EXCLUSION OF PRESS AND PUBLIC:**

It is **RECOMMENDED** that the press and public be excluded from the Meeting during consideration of the next item of business only as it is likely that, if they were present, there would be disclosure to them of exempt information as defined in the Public Bodies Admission to Meetings Act 1960.

ii **STAFFING COMMITTEE:** To receive and consider the Confidential Minutes and recommendations of the Staffing Committee meeting held on 6 December 2022. (Copy to be circulated separately)

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Please contact

Carole Roberts, Clerk to the Council on: 07913 071470 or

E-Mail:

[actoncommunitycouncil@gmail.com](mailto:actoncommunitycouncil@gmail.com) with any apologies or requests for further information.

You can also write to the Clerk at Acton Community Resource Centre, Overton Way, Wrexham LL12 7LB

**5. INFORMATION FROM THE MINUTES:**

1. **Minute 105.1 Defibrillator/ Training:** Clerk to give an update
2. **Minute 112 Annual Report :** To receive an update from Councillor Salli Edwards
6. **COMMUNITY POLICING MATTERS:** To receive an update from any Acton Community Police Officers in attendance and to raise any matters of concern in the Acton Community.
7. **MATTERS HELD OVER FROM THE LAST MEETING:- ANNUAL ESTIMATES OF INCOME AND EXPENDITURE FOR 2023/24 FINANCIAL YEAR - PRECEPT REQUIREMENTS FOR 2023/24 :** Further to Minute 117 iv) January 2023, the Council **must now determine** its Precept requirements following agreement of the Council's Budget and Earmarked requirements for 2023/24 and notify Wrexham County Borough Council by 22 January 2023. Details attached
8. **PROCEDURAL MATTERS:** To consider the following procedural matters:
  1. **SECTION 116 LOCAL GOVERNMENT (WALES) MEASURE 2011:** Clerk to report on any response received from the Returning Officer following the expiration of the Public Notice period to fill the Casual Councillor Vacancy in the Maesydre Ward
  2. **CONCLUSION OF AUDIT OF ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022, SUPPORTING STATEMENTS AND ANNUAL RISK ASSESSMENT.** Clerk to report on a notification received from Deryck Evans Audit Wales and in accordance with the Accounts and Audit (Wales) Regulations 2014, to consider a report prepared in accordance with, and in the form specified in, any Annual Return required by proper practices in relation to accounts containing the Supporting Statement and the Annual Risk Assessment as required under the Accounts and Audit (Wales) Regulations 2014 and proper practices as set out in Appendix 1 & 2 of the Report (To follow)
  3. **SERVICE LEVEL AGREEMENT PERFORMANCE MONITORING AND REPORTING**
    1. **CAB Acton Outreach Community Advice Service Q3 2022/23:** To receive the attached report
    2. **Acton Park Ranger – Report from 1 April to 30 September 2022:** To receive the attached report
9. **KEY ACTON ISSUES:** WCBC Members to report verbally on any **new** or **Key Issues** being considered by the County Bough Council that may affect the whole or part of the Community of Acton. (Item placed on the agenda in accordance with the decision contained in Minute 107 January 2011
10. **REPORT FROM CLERK:** Clerk to report on correspondence and other information that has been received since the last meeting. Details attached.
11. **PAYMENT OF ACCOUNTS:** To note details of any payments received, the third quarter progress against the budget and to authorise any outstanding debtor or other payments
12. **PLANNING APPLICATIONS:** To consider any comments the Council may wish to make on applications made under the Town and Country Planning Act 1990 (to be determined by Wrexham County Borough Council) and on the Town and Country Planning ( Trees) Regulations 1999 that have been received since the last meeting.

Case Number/ Address & Proposed Development	Decision
<a href="#">Planning Application P/2022/1049 - Dilys o/Valid From 20/12/2022</a> Cherry Hill Childrens Day Nursery, 91 Borrass Park Road, Borrass, Wrexham, LL12 7TF- retention of nursery accommodation on a permanent basis (previously granted under p/2016/0002)	

*\*the plans and documents for these applications can be viewed online [by clicking here](#) and selecting the Community of Gwauntyrfyn/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 on Tuesday 13 December 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:

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

## 101. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Mrs. C Bettley, A Moss, T Ryan and Mrs D Wallice.

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

## 102. DECLARATION OF INTERESTS

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

## 103. PUBLIC QUESTIONS

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

## 104. CONFIRMATION OF MINUTES

1. The Minutes from 15 December 2022 hybrid Council Meeting were received.

***RESOLVED – that the Minutes of the hybrid Council Meeting held on 15 December 2022 be received and confirmed as a correct record.***

2. Minutes from 6 December 2022 Staffing Committee meeting

***RESOLVED – that the Minutes of the Staffing Committee Meeting held on 6 December 2022 be deferred until the next Council Meeting on 17 January 2023.***

## 105. INFORMATION FROM THE MINUTES

1. **MINUTE 80.3 – DEFIBRILLATOR/TRAINING:** The Clerk sought clarification from Members on who should contact Alexandra CP School to discuss relocation of their defibrillator to the main gates to provide 24/7 access for the public.

***RESOLVED – that Councillor Gallanders will contact Alexandra CP School to discuss relocation of their defibrillator.***

2. **MINUTE 86.4 – REMEMBRANCE SERVICE ON SUNDAY 13 NOVEMBER 2022:** Confirmation was received from the Clerk that a donation of £100 had been made to the Royal British Legion using the Council's powers under S137 Local Government Act 1972 (as amended)
3. **MINUTE 94 – COMMUNITY AGENT PROJECT:** It was noted that the Chair was waiting on Steve Latham-White to facilitate a meeting with the other interested parties.
4. **MINUTE 95.2 – TRAINING PLANS:** It was noted that some Members had yet to respond on their training.

***RESOLVED – that Michelle Williams would liaise with Members to finalise the Training Plan.***

5. **MINUTE 96.2 – HAPPY HEDGEHOG CAFÉ, QUEENSWAY:** The Clerk requested payee details for the £250 donation from the Chair's Charity Account.

***RESOLVED – that the Chair investigate and confirm the payee details to the Clerk.***

6. **MINUTE 97.2 – TENANTS AND RESIDENTS ASSOCIATION:** Councillor Martin provided an update on the project

***RESOLVED – The Clerk investigate in due course whether there are any legal powers available for the Council to provide match funding for this short-term project.***

7. **TOWN CENTRE COMMUNITY FORUM MEETING:** Councillor Balmain updated Members on items of interest from the Meeting. The update was noted and Councillor Balmain thanked for her attendance.

## **106. COMMUNITY POLICING MATTERS**

Further to Minute 81 October 2022, there were no Police Officers present. Councillor Edwards enquired whether statistical information on Domestic Abuse within the whole of the County Borough was available from the Police. Members indicated that this information could be compared with statistics from the Citizens Advice Bureau.

***RESOLVED – that the Clerk contact Inspector Luke Hughes to ascertain if this information is available.***

## **107. PROCEDURAL MATTERS**

1. **SECTION 116 LOCAL GOVERNMENT (WALES) MEASURE 2011:** Casual Councillor Vacancy – Maesydre Ward. The Clerk informed Members that Councillor Tim Ryan had tendered his resignation as Councillor for the Maesydre Ward with effect from the 7 December 2022. The Council accepted his resignation and asked for a letter of thanks to be sent particularly in respect to his litter picking within the ward. The Clerk briefed Members on the process to be followed to fill the vacancy.

***RESOLVED – that***

- I) the Clerk write to Tim Ryan thanking him for his service on Acton Community Council;***
- II) the Clerk notify the Electoral Office at Wrexham County Borough Council of the casual vacancy for the Maesydre Ward and arrange to place the prescribed public notice on the Acton Community Council website and Noticeboard.***
- III) Members of the Community Council circulate links to the Public Notice via their Social Media channels.***

2. **DISCRETIONARY EXPENDITURE LIMIT 2023-24:** The Clerk reported receipt of a letter from the Welsh Government confirming the Section 137(4) (a) Local Government Act 1972 Expenditure Limit for 2023-2024 is £9.93 per elector.

***RESOLVED – that the notification letter be received and noted.***

**3. ENVIRONMENT (WALES) ACT 2016 PART 1 SECTION 6 – THE BIODIVERSITY AND RESILIENCE OF ECOSYSTEMS DUTY - 3 YEAR REVIEW AND REPORT FOR DECEMBER 2022:** The Clerk presented the three year review and updated report prepared to ensure the Council meets its duties under Section 6. Members discussed elements of the report, and a suggestion was made that Acton Community residents should be encouraged to promote and facilitate the creation of hedgehog highways through the wider community by incorporating holes in fencing.

**RESOLVED - that**

- i) the Clerk be thanked for producing the review and report*
- ii) the Report be received and accepted and once signed off by the Chair , the report be published on the Council's website; and*
- iii) the British Hedgehog Preservation Society (BHPS) be requested to provide publicity information on hedgehog holes for Members to share via Social Media.*

#### **108. 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:

**SCHOOL CROSSINGS, PATROLS & DEAN ROAD VACANCY:** Reference was made to ongoing parking congestion in Borrass especially at school drop off and pick up times and concerns that this would be exacerbated once the new Welsh Primary School expands. Borrass Park School had indicated they would prefer a Pedestrian/Zebra crossing outside the School. It was noted the Community Council currently funds four Lollipop (School Crossing Patrol) positions although the Dean Road post was currently vacant. The justification for the Community Council to pick up funding the posts in 2014 were compelling given the number of vehicles passing the School Crossing points. The Clerk advised that she had requested further road traffic surveys to be carried out in the Acton Community. It was agreed that there was a need for a refreshed Transport report on the area to reflect the increased traffic volumes particularly in the Borrass School area. Councillor Gallanders being one of the local Members for Rhosnesni indicated he would investigate the options for a refreshed report with Wrexham CBC Highways Department.

**RESOLVED – that the current position be noted.**

#### **109. FINANCIAL ASSISTANCE**

Members considered the two applications received during the present quarter and whether the Council wished to make a grant to the applicants under the provisions of Section 137 of the Local Government Act 1972. Members also referred to the current financial constraints faced by families in the Acton Community and considered making a further grant to the Wrexham Foodbank.

The Chair expressed an interest in supporting members of the public in the area who had decorated their homes with Christmas lights to raise money for various charities.

**RESOLVED – That**

- i) the following Financial Assistance grants be made under the Council's Powers contained in Section 137 of the Local Government Act 1972 (as amended) :-*

<b>Organisation</b>	<b>Details</b>	<b>Decision</b>
4. Borrass Park Albion Youth Football Club	Financial Assistance to support the purchase of a football kit, and equipment such as water bottles and bags.	£ 400
5. Acton Park Community Primary School Netball Team	Financial Assistance to support the purchase of a netball kit, and equipment such as posts, balls and bibs.	£ 400

6. Wrexham Foodbank	Financial Assistance to support the purchase of food and other essentials	£ 350
	<b>Total Quarter 3</b>	<b>£1,150</b>

*ii) to accept Councillor Balmain's offer to co-ordinate nominations from Community Councillors and draft a letter to participating individual homes which had been decorated with external Christmas lights to raise money for their chosen charities.*

*iii) All Donations to participating festive houses to be made from the Chair's Charity Account.*

*iv) The Chair's Charity Account be replenished with £1000.*

## 110. REPORT FROM CLERK

**1. PRACTITIONERS CONFERENCE 31 January 2023 – 2 February 2023 at Chesford Grange Kenilworth:** It was reported that notification of the details for this Conference and speakers had been received.

**RESOLVED** –*that the Clerk and Administration Assistant be authorised to book a place to attend the 2023 SLCC Practitioners Conference as part of their continued professional training and the delegate's fee of £480 plus vat, travel/subsistence costs and additional hours incurred by the Clerk and Administration Assistant attending the Conference be paid.*

**2. CORRESPONDENCE** – Members were reminded that they can sign up to alerts for Consultations on the Welsh Government website to avoid any delays in receiving the information. 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
<b>1. One Voice Wales</b>	<p><b>1. CPAG HANDBOOKS:</b> Email dated 14 November 2022 with links to free digital copies of the <b>Fuel Rights Handbook</b> <a href="https://askcpag.org.uk/publications/-242440/fuel-rights-handbook-20th-ed#">https://askcpag.org.uk/publications/-242440/fuel-rights-handbook-20th-ed#</a> ; <b>Financial Help for Families</b> <a href="https://askcpag.org.uk/publications/-231890/financial-help-for-families--what-you-need-to-know--3rd-edition-">https://askcpag.org.uk/publications/-231890/financial-help-for-families--what-you-need-to-know--3rd-edition-</a> <b>Information Noted</b></p> <p><b>2. FINANCE AND GOVERNMENT TOOLKIT:</b> Email dated 15 November 2022 with the updated version of the Toolkit attached which can also be accessed through the websites of <a href="#">One Voice Wales</a> and the <a href="#">Society of Local Council Clerks</a>. <b>Information Noted</b></p> <p><b>3. CONSULTATION:</b> email received on 17 November 2022 regarding draft Regulations to amend Class 6 of the exceptions to the council tax premiums for second homes. No Responses had been sent to the Clerk by 6 December 2022. <b>Information Noted</b></p> <p><b>4. THE IMPORTANCE OF COMMUNITY &amp; TOWN COUNCILS IN BUILDING RESILIENT SPACES FOR NATURE:</b> email dated 18 November 2022 updating the links to the Resource Pack. <b>Information Noted</b></p> <p><b>5. CONSULTATION: THE FUTURE OF WELSH COMMUNITIES: CALL FOR EVIDENCE:</b> email dated 24 November 2022 inviting comments from Community Councils by 16 December 2022. <b>Information Noted</b></p> <p><b>6. VACANCY – CARE INSPECTORATE WALES (CIW) &amp; HEALTHCARE INSPECTORATE WALES (HIW) TEAM SUPPORT OFFICERS X10:</b> email received dated 24 November 2022 with details of these vacancies. <b>Information Noted</b></p> <p><b>7. ENERGY:</b> email dated 25 November 2022 with Information on the Priority Services Register <b>Information Noted</b></p> <p><b>8. COURIER FRAUD AWARENESS:</b> email dated 25 November 2022 with information on Courier Fraud. <b>Information Noted</b></p> <p><b>9. NATURE HUB:</b> email dated 25 November 2022 with information on an upcoming Nature Hub event. <b>Information Noted</b></p> <p><b>10. WELSH AIR AMBULANCE:</b> email dated 6 December 2022 detailing proposed changes to the location of Services <b>Information Noted</b></p>

	<p><b>11. SINGLE-USE PLASTICS BILL INFOGRAPHIC:</b> email dated 7 December 2022 initial awareness raising infographic materials (attached) for businesses and disabled people. <i>Information Noted</i></p> <p><b>12. WELCOME TO OUR WINTER NEWSLETTER:</b> email dated 8 December - the Social Farms &amp; Gardens Wales Winter newsletter. <i>Information Noted</i></p> <p><b>13. NEWS BULLETIN:</b> Email dated 8 December 2023 with the One Voice Wales News Bulletin. <i>Information Noted</i></p> <p><b>14. CONSULTATION: Electoral Administration and Reform White Paper.</b> Email dated 9 December 2022 inviting responses by 4 January 2023. <i>Information Noted</i></p>
<b>2. Wrexham CBC</b>	<p><b>1. WARM PLACES GRANTS:</b> email dated 18 November 2022 detailing information in respect of the Cost of Living Crisis and Warm Places grants. <i>Information Noted</i></p> <p><b>2. CONSULTATION: ON FLINTSHIRE AND WREXHAM'S DRAFT WELL-BEING PLAN:</b> Email dated 18 November 2022 inviting comments on the objectives, suggested actions or involvement with future action planning, by 5th February 2023. <i>Information Noted</i></p> <p><b>3. COST OF LIVING / LOAN SHARKS:</b> email dated 24 November 2022 with links to information on the Stop Loan Sharks Wales campaign. <i>Information Noted</i></p> <p><b>4. LOW CARBON COMMUNITIES IN WREXHAM PILOT:</b> Email dated 7 December 2022 inviting applications for this pilot. <i>Information Noted</i></p> <p><b>RESOLVED – that Councillors Jarvis and Gallanders draft a proposal which will be sent to the Clerk in early January 2023.</b></p>
<b>3. AVOW</b>	<b>AGEING WELL – WREXHAM:</b> Email dated 21 November 2022 introducing the Ageing Well Officer for Wrexham. <i>Information Noted</i>
<b>4. HomeStart Wrexham</b>	<b>HOMESTART AGM:</b> email dated 21 November 2022 inviting a representative to attend the AGM <i>Information Noted</i>
<b>5. Play Wales</b>	<b>NOVEMBER NEWSLETTER:</b> Email dated 21 November 2022 circulating this Newsletter <i>Information Noted</i>
<b>6. Older Peoples Commissioner for Wales</b>	<b>ONLINE SUMMIT: FROM THE TREASURY TO TREORCHY INCREASING PENSION CREDIT UPTAKE IN WALES:</b> email dated 23 November inviting members to attend an online event on 8 December 2022 <i>Information Noted</i>
<b>7. Planning Aid Wales</b>	<b>PLANNING AID WALES – LATEST TRAINING EVENTS:</b> Email dated 25 November 2022 with details of upcoming training events. <i>Information Noted</i>
<b>8. SLCC</b>	<b>SECTION 137 EXPENDITURE LIMIT FOR 2023-24:</b> email date 28 November 2022 with notification of the Appropriate Sum for 2023/24. <i>Information Noted</i>

## 111. PAYMENT OF ACCOUNTS & FINANCIAL MATTERS

The Clerk reported on payments received and bank charges and fees levied since the last meeting and sought authorization for the Payments, replenish of the Current Account and other transactions to be made in December 2022. The Clerk also reported on three separate exercises to obtain Quotations in respect of Microsoft Office 365 Purchase Options; Hybrid Meeting Equipment from Jeremy Jones Computers; and in accordance with Minute 51.4 July 2022, the purchase of two litter bins for the Little Acton Shops and Ffordd Garmonydd Play area, the cost of which is to be met from within the Community Initiatives Budget.

### RESOLVED

- i) *To note the bank charges and fees to be levied on the Council's Bank Accounts*
- ii) *To confirm authorization for the Clerk/RFO to transfer £30,000 from the Deposit Account to replenish the Current Account; and £1,000 from the Deposit account to replenish the Chair's Charity Account*
- iii) *That the Clerk carry out further research into securely making the monthly Microsoft Office 365 payments given the Council does not have a debit card for its current account;*
- iv) *That in respect of the Hybrid Meeting costs, the Council again trial the equipment at the Acton*

**Community Resource Centre for its next Hybrid Meeting before committing to purchase any equipment of its own to facilitate Hybrid Meetings**

- v) To accept the quotation provided by David Ogilvy Engineering Ltd to provide two Greenan**
- vi) Top cover lid 140ltr Litter Bins at a cost of £864 each plus £150 delivery + VAT and the Clerk be authorized to place the Order and liaise with Councillor Baldwin regarding delivery of the Bins;**
- vii) The Council investigate the feasibility and costs of obtaining in the future branded silk screen printed plastic logos for all the Street Furniture Defibrillators etc. that the Community Council has provided and consideration of the costs and design be given at a subsequent meeting;**
- viii) To approve the payments to made in December 2022 as set out in the schedule below:-**

<b>Voucher/Payment Ref &amp; Payee</b>	<b>Details</b>	<b>Amount</b>
81. BACS ref 31.12.22 Carole Roberts	Clerks Salary and office expenses for December 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)
82. BACS ref 32.12.22 Michelle Williams	Salary for December 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)
83. BACS ref 33.12.22 Clwyd Pension Fund	Pension payments for December 2022 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)
84. BACS ref 34.12.22 HMRC	Payroll payments for December 2022 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)
85. Cheque No 202253 Wrexham County Borough Council	SLA Q3/Q4 Costs for Acton Community Resource Centre S19 Local Government (Miscellaneous Provisions) Act 1976	£15,000.00 (Vat= £0)
86. Cheque No 202254 Wrexham County Borough Council	SLA Q1 Costs for Acton School Crossing Patrols S19 Local Government (Miscellaneous Provisions) Act 1976	£2,748.00 (Vat= £0)
87. Cheque No 202255 Wrexham County Borough Council	Repairs/Replacement to Damaged Tyre Stop to Stand Up SeeSaw S19 Local Government (Miscellaneous Provisions) Act 1976	£3,488.40 (Vat= £581.40)
88. Cheque No 202256 Carole Roberts	Clerks Expenses for December 2022 Section 112 Local Government Act 1972 (as amended)	£114.56 (Vat= £10.78)
89. Cheque No 202257 Borras Park Albion Youth Football Club	Financial Assistance Section 137 Local Government Act 1972 (as amended)	£400.00 (Vat= £0)
90. Cheque No 202258 Acton Park Community Primary School Netball Team	Financial Assistance Section 137 Local Government Act 1972 (as amended)	£400.00 (Vat= £0)
91. Cheque No 202259 Wrexham Foodbank	Financial Assistance Section 137 Local Government Act 1972 (as amended)	£350.00 (Vat= £0)
<b>Chairs Charity Account</b>		
CCA-3 Cheque No 100039 Queensway CIC	Donation to replace stolen equipment Hedgehog cafe/ delta academy S15 Local Government Act 1972 (as amended)	£250.00 (VAT= £0)

## **112. ANNUAL REPORT**

Councillor Edwards gave an update on progress with the Annual Report, in conjunction with Councillors Hardy and Roberts. Members discussed various initiatives and priorities for the 2023-24



financial year with a focus on Youth Projects, potentially over a five year plan. It was noted that the Maesydre Power House being the only building the Council owns should also be referenced in the Annual Report.

**RESOLVED – that Members submit their suggestions for inclusion in the Annual Report to Councillor Edwards by 9 January 2023.**

### **113. ANNUAL ESTIMATES OF INCOME AND EXPENDITURE FOR 2023/24 FINANCIAL YEAR**

The Clerk reported to Members the statutory requirements for setting the budget for 2023/24. Consideration was given to all matters pertaining to determination of the Council's income, expenditure and balances for the financial year 2023/24 as follows:

#### **1. ANNUAL INVESTMENT STRATEGY 2023/24**

Members reviewed the Acton Community Council Investments Policy for the next financial year as part of the budget setting process. Members discussed the Community Councils current bank accounts used to support this Strategy. Members discussed the interest rates, charges and benefits provided by these accounts and felt there may be some benefit in switching Banks.

**RESOLVED –**

- i). to approve the Investment Strategy for Acton Community Council for the 2023/24 financial year as set out in the appendix to the report; and***
- ii) that the Clerk review the suitability of other Community Bank Accounts available to the Community Council and report to a future meeting.***

#### **2. SERVICE LEVEL AGREEMENTS 2023/24**

Members reviewed the Service Level Agreements for the next financial year as part of the budget setting process.

**RESOLVED to confirm renewal of the necessary funding for existing and committed Service Level Agreements for the next financial year as part of the budget setting process as follows :-**

- 1. Payroll Service – Shropshire County Council (Year 3 of 3);***
- 2. Acton Resource Centre- Revenue Costs –10 year Agreement ends on 31 March 2023 with funding to cease on 1 April 2023 (reviewed during 2022)***
- 3. Caia Park Partnership Open Access Youth Work for 8-18 year olds – (1 year ongoing)***
- 4. Seasonal Ranger Acton Park (Year 3 of 3) Note: to be funded as a full time annual position from 2023/24 and a new three year agreement is to be entered into to reflect the increased provision;***
- 5. CAB Acton Outreach Worker for Acton Community Advice Service (Year 1 of 3)***
- 6. Acton Playground Provision (Annual ongoing)***
- 7. School Crossing Patrols (Annual ongoing) To include funding for Patrols at Barker's Lane, Borrass Park Road, Box Lane and Dean Road***
- 8. Little Acton Community Centre - (Contribution Commitment subject to final report of Task & Finish Group)***
- 9. Play Provision in Acton Wrexham CBC Play Development Team - (Annual subject to review of Pilot Project by the Youth Committee in January 2023)***

#### **3. PRECEPT REQUIREMENTS FOR 2023/24**

The Clerk reported receipt of notification from the Chief Finance and ICT Officer, Wrexham County Borough Council that the Acton Community Tax base for 2023/24 is 5711 a reduction of 11 from last year. The Community Council's Precept is required by 22 January 2023. Members commenced consideration of the Council's Draft budget and precept requirement taking into account current

commitments and any new provisions agreed during 2022/23 or that the Community Council decides to support.

However given the time and duration of the meeting, in accordance with Standing Order 3.w that states a meeting of the Council shall not exceed 2.5 hours, it was proposed that the meeting be adjourned.

#### **114. ADJOURNMENT OF MEETING**

***RESOLVED – that the meeting be adjourned in accordance with Standing Order 3.w as the permitted time period of 2.5 hours had been exceeded and the meeting be reconvened via Zoom on Tuesday 3 January 2023.***

**The meeting stood adjourned at 9.00pm**

**Councillor Kevin Roberts  
Chair**

**Minutes of the RECONVENED Remote Special Meeting of Acton Community Council held remotely via Zoom on Tuesday 3 January 2023.**

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 \*  
“ D Wallace  
“ 1 Vacancy

\* Absent

Also Present:

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

#### **115. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Ms. L Balmain, Mrs. C Bettley, M Davies and A Moss

#### **116. ANNUAL ESTIMATES OF INCOME AND EXPENDITURE FOR 2023/24 FINANCIAL YEAR**

##### **PRECEPT REQUIREMENTS FOR 2023/24**

Further to Minute 113.3 December 2022, Members proceeded to give consideration to the Council's Draft budget for 2023/24 that had been circulated prior to the meeting taking into account current commitments, projected expenditure to 31 March 2023, any new provisions that the Community Council decides to support, inflation and earmarked and other reserve requirements.

***RESOLVED –:***

**1. to agree the following amendments:**

- i) Elections (Budget code 4130) – to reduce current annual commitment from £6,000 to £2,000 and review on an annual basis.**
- ii) Donations S137 (Budget code 4140) – to increase current annual commitment from £3,500 to £10,000.**
- iii) Power of Well Being (Budget code 4141) – to delete this commitment from the budget as the Community Council no longer has this power to spend.**
- iv) Members Remuneration (Budget code 4161) – to reduce the current annual commitment from £6,400 to £3,400 per annum.**
- v) Website/Data Protection (Budget code 4165) – to increase the current annual commitment from £1,200 to £1,500.**

**2. Following detailed consideration of the Council's Budget requirements for 2023/24 and subject to the five amendments agreed above, a further vote was taken to accept the Budget**

**RESOLVED – that the Budget for 2023/24 as now presented be accepted. There was one abstention to the vote.**

**4. GENERAL AND EARMARKED RESERVES:**

The Clerk advised the recommended best practice indicated that in respect of reserves, a Council should hold in its general fund a minimum level of 25% to a maximum of 100% of the Council's Annual Precept. Members then debated and reviewed the existing earmarked balances for specific year-marked projects and commitments to level out expenditure. Consideration was given to the merits of making further provision for year on year earmarking of balances for whole Council Election costs, Locum Clerk costs, revaluation and repair/maintenance of the Maesydre Power House, provision for the repair and replacement of equipment for Acton Playgrounds and provision for the refurbishment and equipment for Little Acton Community Centre.

**RESOLVED – that**

- i) the following adjustments now be made as shown below to the Council's Earmarked Reserves and the Clerk be authorized to make the necessary transfers between the Council's un-earmarked balances held in its Deposit Account and the Council's earmarked balances held in its Money Market Account to provide for:-**

Code	Earmarked Details	Current Balance at 31/12/22	Agreed Change on 3/1/23	Reviewed Balance
320	Elections	28,000.00	-8,221.08 to GF	15,000.00
321	Power House R&M	20,580.00	+1,600 from GF	22,180.00
322	Power House Valuation	1,500.00	0	1,500.00
323	Playground Equipment /Replacement (Delete)	69,413.58	+7,456.00 from GF	76,869.00
324 delete	Acton Community Resource Centre	18,958.00	Transfer to 331	0
325 delete	Environmental Works	11,718.50	-11,718.50 to GF	0
326	Youth Projects	5,908.49	0	5,908.49
327 delete	Grant Monies – Holdings	560.00	Transfer to 328	0
328	Play Sufficiency Project Development	625.00	Transfer in from 327	1,185.00
329	Locum Clerk Costs	7,390.00	0	7,390.00
330 delete	Covid Crime Prevention	0	0	0

331	Little Acton Community Centre (LACC) Equipment Refurbishment	11,337.89	1. Transfer in from 324 2. +3,430.00 from GF	33,725.89
332 delete	Covid Donations	0	0	0
333 delete	Covid School Crossing	0	0	0
334	Acton Park Equipment (metal Benches)	3,430.30	-3,430.30 to GF	0
<b>Total</b>		<b>179,172.84</b>	<b>-15,413.88</b>	<b>163,758.96</b>

*ii) to invite the Seasonal Park Ranger to a future Council Meeting to discuss possible additional events.*

*iii) The Council thanked the Clerk for her hard work in preparing the Budget documents.*

*iv) The precept for 2023/24 be set at the January Council Meeting*

#### **117. 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.***

<b>Case Number/Address Proposed Development</b>	<b>Decision</b>
1. <a href="#">Planning Application P/2022/0949 - Dilys o/Valid From 01/11/2022</a> 10 Brecon Close, Wrexham, LL12 7TL works to trees protected by tree preservation order wmbc 54	<b><i>No objections subject to the Council's Arboricultural Officer being satisfied that the works are necessary and are carried out under his direction</i></b>
2. <a href="#">Planning Application P/2022/0974 - Dilys o/Valid From 09/11/2022</a> 6, St Giles House, Rhosnesni Lane, Wrexham, LL12 7LY listed building consent for replacement windows and stone sills to front of property	<b><i>No observations</i></b>
3. <a href="#">Planning Application P/2022/0975 - Dilys o/Valid From 10/11/2022</a> 38 Norfolk Road, Wrexham, LL12 7RU single storey side and rear extension	<b><i>No observations</i></b>
4. <a href="#">Planning Application P/2022/0997 - Dilys o/Valid From 22/11/2022</a> 14 Smithy Lane, Wrexham, LL12 8AR formation of vehicular access	<b><i>No observations</i></b>

*(Councillor Andy Gallanders declared a personal interest in respect of Planning application P/2022/0974 due to being a neighbour of this property. He was placed in the Zoom Waiting Room and did not take part in the discussion or voting for this application)*

***Councillor Kevin Roberts  
Chair***

***Signed as a correct record this 17th day of January 2023***

***Presiding Chair***

## AGREED BUDGET EXPENDITURE FOR 2023/24

Carried Forward from 2021/22	£270,842.00
Precept 2022/23	£169,000.00
Interest (Estimated)	£363.00
VAT Repayment (Estimated)	£8,079.00
	£448,284.00

Less estimated expenditure 2022/23 - £201,273.00

<b>TOTAL</b>	£247,011.00
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Estimated Expenditure 2023/24	£236,050.00
<b>Less</b> Estimated Balance	£247,011.00
<b>Add</b> Replenish to Chair's Charity Account	1,000.00
<b>Add</b> Earmarked reserves	£163,759.00
<b>Add</b> adjustment to working balances	£85,000.00

<b>Agreed Precept Requirement for 2023/24</b>	£239,248.00
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Year – Council tax Base (as notified by Wrexham CBC)	Precept Amount	Band D equivalent
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**Precept Calculation Option for 2023/24**

Option 1: 2023/24 - 5711	£239,248	£41.76
Option 2: 2023/24 - 5711	<b>£169,000</b>	<b>£29.59</b>

Historical Information: Acton Community Tax base	Precept Amount	Band D equivalent
2022/23` - 5725	£169,000	£29.51
2021/22 - 5722	£169,000	£29.53
2020/21 – 5716	£169,000	£29.56

See Separate Sheets for underpinning background calculations and review of earmarked reserves as agreed by the Council at its meeting on 3 January 2023

Prepared by Carole Roberts, Proper Officer and Clerk to Acton Community Council  
Corrected as at 11/1/23

## **PROCEDURAL MATTERS**

- 1. SECTION 116 LOCAL GOVERNMENT (WALES) MEASURE 2011:** Clerk to report on any response received from the Returning Officer following the expiration of the Public Notice period to fill the Casual Councillor Vacancy in the Maesydre Ward
- 2. CONCLUSION OF AUDIT OF ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022, SUPPORTING STATEMENTS AND ANNUAL RISK ASSESSMENT.**

1.Clerk to report on a notification received from Deryck Evans Audit Wales and in accordance with the Accounts and Audit (Wales) Regulations 2014,

2.To consider a report prepared in accordance with, and in the form specified in, any Annual Return required by proper practices in relation to accounts containing the Supporting Statement and the Annual Risk Assessment for 2021/22 as required under the Accounts and Audit (Wales) Regulations 2014 and proper practices as set out in Appendix 1 & 2 of the Report (To follow)

### **3. SERVICE LEVEL AGREEMENT PERFORMANCE MONITORING AND REPORTING**

- 1. CAB Acton Outreach Community Advice Service Q3 2022/23:** To receive the attached report
- 2. Acton Park Ranger – Report from 1 April to 30 September 2022:** To receive the attached report

*End of Procedural Matters Report*  
*Carole Roberts, Clerk to the Council*  
*11 January 2023*

**ACTON COMMUNITY COUNCIL – 17 JANUARY 2023**  
**INFORMATION AND GENERAL CORRESPONDENCE RECEIVED SINCE THE LAST MEETING**

**AGENDA ITEM 10**

Organisation	Details	Notes
<b>1. One Voice Wales</b>	<p><b>1. Green Energy Awards 2023:</b> email received dated 12 December 2022 with details of how to enter the Green Energy Awards 2023.</p> <p><b>2. Newsletter - Older Peoples Commissioner for Wales:</b> email received dated 14 December 2022 with links to the Newsletter. <a href="https://comisiynyddph.cymru/newyddion/cylchlythyr-rhagfyr-2022/">https://comisiynyddph.cymru/newyddion/cylchlythyr-rhagfyr-2022/</a>  <a href="https://olderpeople.wales/news/december-2022-newsletter/">https://olderpeople.wales/news/december-2022-newsletter/</a></p> <p><b>3. Swydd Wag -- Penodiadau Cyhoeddus - Vacancy -- Public Appointments:</b> email received dated 16 December 2022 with information on vacancies within Welsh Government.</p> <p><b>4. JANUARY, FEBRUARY &amp; MARCH 2023 TRAINING DATES:</b> email received dated 16 December 2022 with details of training available.</p> <p><b>5. Vacancy -- Deputy Director Equality, Poverty and Children's Evidence Division - Welsh Government:</b> email received 16 December 2022 with details of the vacancy.</p> <p><b>6. Regen's Green Energy Awards:</b> email received dated 3 January 2023 with more information on the Green Energy Awards.</p> <p><b>7. Swydd Wag -- Penodiadau Cyhoeddus - Vacancy -- Public Appointments:</b> email received 10 January 2023 with information on public appointments within Welsh Government.</p> <p><b>8. Democratic Engagement Grant:</b> email received dated 10 January 2023 with information on grants available to support activity in improving democratic engagement across Wales.  <a href="#">Democratic engagement grant   GOV.WALES</a>  <a href="#">Y grant ymgysylltu â democratiaeth   LLYW.CYMRU</a></p> <p><b>9. Public commemoration in Wales:</b> email received dated 10 January 2023 with links to a consultation on public commemoration in Wales.  <a href="#">Public commemoration in Wales: guidance for public bodies</a>  <a href="#">Coffáu Cyhoeddus yng Nghymru: Canllawiau i Gyrff Cyhoeddus</a></p>	
<b>2. Play Wales</b>	<b>Play Wales 2022 Publications:</b> email received dated 19 December 2022 with details of Play Wales publications.	
<b>3. Audit Wales</b>	<b>Audit Wales December Newsletter:</b> email received dated 22 December 2022.	

Organisation	Details	Notes
4. North Wales Police	<b>PACT - Your Community Your Choice 2023 FUNDING OPPORTUNITY:</b> email received dated 4 January 2023. The email has details of funding opportunities available to Community Projects, opening date is 9 January 2023 and closing date for applications is 3 February 2023.	
5. Wales NHS UK	<b>Free Mental Health and Suicide Awareness Training:</b> email received dated 4 January 2023 with details of awareness sessions.	
6. AVOW	<p><b>1. Ageing Well Wrexham survey and update:</b> email received dated 5 January 2023 with links to an online survey <a href="https://forms.office.com/e/5tcUncKda9">https://forms.office.com/e/5tcUncKda9</a> - English  <a href="https://forms.office.com/e/x6VnnNvsCB">https://forms.office.com/e/x6VnnNvsCB</a> - Welsh</p> <p><b>2. AVOW Community Buildings Cost of Living Support Session, 20/01/23, 10:00 - 12:00:</b> email received dated 9 January 2023 with information and links too register for this session.  <a href="https://bit.ly/wrex-cost-living-support">https://bit.ly/wrex-cost-living-support</a></p> <p><b>3. Holocaust Memorial Day Invitation - Community Council Clerks - January 2023:</b> email received dated 10 January 2023 with an invitation to attend from <b>10.30 am – 12:00 pm on Friday 27<sup>th</sup> January 2023 at Tŷ Pawb, Market Street, Wrexham, LL13 8BB.</b>  Link to register: <a href="https://bit.ly/hmd-wrexham-2023">https://bit.ly/hmd-wrexham-2023</a></p>	
7. Wrexham CBC	<p><b>1. Shared prosperity fund - Website links:</b> Email received dated 5 January 2023 with links to websites related to the shared prosperity fund.  <a href="http://www.wrexham.gov.uk/SharedProsperityFund">www.wrexham.gov.uk/SharedProsperityFund</a>  <a href="http://www.wrecsam.gov.uk/CronfaFfyniantGyffredin">www.wrecsam.gov.uk/CronfaFfyniantGyffredin</a></p> <p><b>2. Application for the Low carbon Communities in Wrexham pilot:</b> email received dated 10 January 2023. Information and guidance on applying to take part in this pilot.</p>	
8. Office of Sarah Atherton MP	<b>Hafren Dyfrdwy Community Fund:</b> email received dated 6 January 2023 with information and links to Hafren Dyfrdwy's Community Fund <a href="http://www.hdcymru.co.uk/communityfund">www.hdcymru.co.uk/communityfund</a>	
9. Planning Aid Wales	<b>Latest training from Planning Aid Wales:</b> email received dated 10 January 2023 with details of the latest training available.	