

Minutes of the remote Meeting of Acton Community Council held remotely via Zoom on Tuesday 17 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 *
“ Mrs. D Wallice *

* Absent

Also Present:

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

118. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Mrs. C Bettley (Illness) , M Davies, Ms S Edwards, Mrs. A Evans (Illness) , Ms C Jarvis, P Lloyd, A Moss, and Mrs. D Wallice (illness) .

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

119. PUBLIC QUESTIONS

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

120. DECLARATIONS OF INTEREST

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

121. CONFIRMATION OF MINUTES

1. The Minutes from the Council Meeting adjourned on 13 December 2022 and reconvened on 3 January 2023 were received.

RESOLVED – that the Minutes of the Council Meeting adjourned on 13 December 2022 and reconvened on 3 January 2023 be received and confirmed as a correct record.

EXCLUSION OF PRESS AND PUBLIC

RESOLVED - that the press and public be excluded from the Meeting during consideration of the next 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.

2. CONFIRMATION OF MINUTES - STAFFING COMMITTEE MEETING 6 DECEMBER 2022

The Confidential Minutes from the Staffing Committee meeting held on 6 December 2022 were received.

RESOLVED – that the Confidential Minutes of the Staffing Committee Meeting held on the 6 December 2022 be received and the following recommendations be accepted:

- i) **Minute 30 Pension Obligations:** to endorse the action taken by the Clerk on the Council's behalf to ensure compliance with the Workplace Pensions Regulations.
- ii) **Minute 30.2 - 2022 Actuarial Valuation - Provisional Results and Funding Strategy Statement Consultation:** that the Council makes no comments on the Funding Strategy Statement and the Council make a lump sum Deficit payment of £560 in April 2023 for the 2023/26 period; and
- iii) **Minute 31 – Staffing Related Policies:** to note the progress made to date in respect of obtaining the various Staffing Related Policies.

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PRESS AND PUBLIC

RESOLVED - that the press and public be re-admitted for the remainder of the Meeting.

122. INFORMATION FROM THE MINUTES

1. **MINUTE 105.1 – DEFIBRILLATOR/TRAINING:** The Clerk gave details of the defibrillator training which will take place on Thursday 2 March 2023. The first session will be at Vic Fit Gym between 1pm and 3pm. The second session will be at Little Acton Community Centre between 3.30pm and 5.30pm. Councillor Gallanders confirmed he had emailed Alexandra School regarding the relocation of their defibrillator; he was still awaiting a response.

RESOLVED – that all members of the Council publicise on their social media and within their areas about the availability of spaces on the Defibrillator Training sessions to be held on 2 March 2023, to be filled on a first come first served basis.

2. **MINUTE 96.2 – DELTA ACADEMY/HAPPY HEDGEHOG CAFÉ, QUEENSWAY:** The Clerk had now received payee details for the £250 donation from the Chair's Charity Account.

RESOLVED – that the Clerk now proceed to make the payment on behalf of the Chair.

3. **MINUTE 110.1 – PRACTITIONERS CONFERENCE 2023:** The Clerk confirmed only one place had been reserved as Michelle Williams would be on annual leave. The present position was noted.
4. **MINUTE 109.2 – CHARITY CHRISTMAS LIGHTING :** Councillor Balmain has written to participating individual homes which had been decorated with external Christmas lights to raise money for their chosen charities, but had not received any response. It was noted therefore that no further action had been possible. The present position was noted.

123. COMMUNITY POLICING MATTERS

Further to Minute 81 October 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.

RESOLVED – that the Community Policing item remain as a regular Agenda item for each Council Meeting.

124. MATTERS HELD OVER FROM THE LAST MEETING:- ANNUAL ESTIMATES OF INCOME AND EXPENDITURE FOR 2023/24 FINANCIAL YEAR – PRECEPT REQUIREMENTS FOR 2023/24:

The Clerk reminded Members that the Annual estimates of income and expenditure for the 2023/24 financial year and review of the Earmarked Reserves had been agreed at the last meeting. Members noted the Council tax base for 2023/24 and discussed the amount of the Precept based on this information and unanimously agreed not to increase the precept amount.

RESOLVED – to confirm that the Community Council's precept requirement for the year 2023/24 shall remain the same as the last three financial years and be fixed at £169,000.00.

125. PROCEDURAL MATTERS

1. SECTION 116 LOCAL GOVERNMENT (WALES) MEASURE 2011- CASUAL VACANCY MAESYDRE

WARD: The Returning Officer had confirmed to the Clerk that there had been no response to the Notice inviting electors to call an election to fill the Casual Councillor Vacancy in the Maesydre Ward. The Community Council must now arrange to fill the vacancy by co-option. It is a legal requirement to advertise the vacancy.

RESOLVED – that

i) the Clerk proceed to advertise by Public Notice, the Council's intention to fill this Casual vacancy in the Maesydre Ward through co-option and to have a closing date of 12 noon on 15 February 2023 to enable any nominations from eligible persons to be considered at the Community Council meeting to be held on 21 February 2023.

ii) Members of the Community Council circulate and promote links to the Notice of Co-Option via their Social Media channels.

2. CONCLUSION OF AUDIT OF ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022, SUPPORTING STATEMENTS AND ANNUAL RISK ASSESSMENTS:

The Clerk reported notification had been received from Deryck Evans, Audit Wales, confirming that the Council had received an Unqualified Audit, with no further action required by the Council. In response the Council must now issue a Public Notice stating that the Annual Return for the year ended 31 March 2022 is available for inspection for 14 days from the date of the Notice by any Local Government Elector for the area of the Council under Section 29 of the Public Audit (Wales) Act 2004 and the Accounts and Audit (Wales) Regulations 2014. Publishing this information promptly on the Council's website and on the Council's Notice Board at the Acton Community Resource Centre will ensure that the Community Council is compliant with the Accounts and Audit Regulations. It was noted that the External Auditor's invoice for his Audit work would shortly be submitted.

In respect of the Report containing Supporting Statements for the Accounts for the year ended 31 March 2022 and Annual Risk Assessments, consideration of the detailed report was deferred.

RESOLVED - that

i) the Conclusion of the Audit of the Council's Accounts for the year ended 31 March 2022 be received and noted;

ii) The Clerk now take the relevant action to publish a Public Notice and the Audited Annual Return on the Acton Community Council website and its Notice Board at the Acton Community Resource Centre; and

iii) The Supporting Statements for the Accounts for the year ended 31 March 2022 and the Annual Risk Assessment be deferred and considered at the next Council Meeting to be held on 21 February 2023

3. SERVICE LEVEL AGREEMENT PERFORMANCE MONITORING AND REPORTING:

1. ACTON CITIZENS ADVICE BUREAU OUTREACH SERVICE: The Quarter 3 (October 2022 to December 2022) Service Level Agreement Monitoring Statistics were received and considered. It was noted that the Chief Executive Gaynor Roberts was to retire and the Clerk had extended best wishes and thanks to her on behalf of the Council.

RESOLVED - that the Quarter 3 Service Level Agreement Report for the Acton Outreach Advice Service be received and noted

2. ACTON PARK RANGER: The six-monthly report from 1 April to 30 September 2022 was received and considered. Members welcomed the Report and its detailed content.

RESOLVED – that the Park Ranger's Report be received and noted.

126. 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:

PROVISION OF ALLOTMENTS: Councillor Gallanders reported that Wrexham CBC had recently announced that it is actively looking for land to re-purpose as Allotments. It was noted that grants of up to £30,000 were available. The update was noted.

127. REPORT FROM CLERK

1. STATUTORY TRAINING PLAN: The Clerk reminded that this Plan was yet to be fully completed and prompted Members to submit details of any training undertaken and any training they wished to attend so that it can be published on the Council's website and meet its Statutory obligations.

2. CORRESPONDENCE: 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. One Voice Wales	<p>1. Green Energy Awards 2023: email dated 12 December 2022 with details of how to enter the Green Energy Awards 2023. <i>Information noted</i></p> <p>2. Newsletter - Older Peoples Commissioner for Wales: email dated 14 December 2022 with links to this Newsletter https://comisiynyddph.cymru/newyddion/cylchlythyr-rhagfyr-2022/or https://olderpeople.wales/news/december-2022-newsletter/ <i>Information noted</i></p> <p>3. Vacancy -- Public Appointments: email dated 16 December 2022 with details of vacancies within Welsh Government. <i>Information noted</i></p> <p>4. JANUARY, FEBRUARY & MARCH 2023 TRAINING DATES: email dated 16 December 2022 with details of training available. <i>Information noted</i></p> <p>5. Vacancy -- Deputy Director Equality, Poverty and Children's Evidence Division - Welsh Government: email received 16 December 2022 with vacancy details <i>Information noted</i></p> <p>6. Regen's Green Energy Awards: email dated 3 January 2023 with more information on the Green Energy Awards. <i>Information noted</i></p> <p>7. Vacancy -- Public Appointments: email dated 10 January 2023 with information on public appointments within Welsh Government. <i>Information noted</i></p> <p>8. Democratic Engagement Grant: email dated 10 January 2023 with information on grants available to support activity in improving democratic engagement across Wales: Democratic engagement grant GOV.WALES or Y grant ymgysylltu â democratiaeth LLYW.CYMRU <i>Information noted</i></p> <p>9. Public commemoration in Wales: email dated 10 January 2023 with following links to a consultation on public commemoration in Wales: Public commemoration in Wales: guidance for public bodies Or Coffáu Cyhoeddus yng Nghymru: Canllawiau i Gyrff Cyhoeddus <i>Information noted</i></p>
2. Play Wales	<p>Play Wales 2022 Publications: email dated 19 December 2022 with details of Play Wales publications. <i>Information noted</i></p>
3. Audit Wales	<p>Audit Wales December Newsletter: email dated 22 December 2022. <i>Information noted</i></p>
4. North Wales Police	<p>PACT - Your Community Your Choice 2023 FUNDING OPPORTUNITY: email dated 4 January 2023 with details of funding opportunities available to Community Projects. The opening date is 9 January 2023 and closing date for applications is 3 February 2023. <i>Information noted</i></p>
5. Wales NHS UK	<p>Free Mental Health and Suicide Awareness Training: email dated 4 January 2023 with details of various awareness sessions. <i>Information noted</i></p>
6. AVOW	<p>1. Ageing Well Wrexham survey and update: email dated 5 January 2023 with links to</p>

	<p>an online survey: https://forms.office.com/e/5tcUnckda9 - English Version or https://forms.office.com/e/x6VnnNvsCB - Welsh Version Information noted</p> <p>2. AVOW Community Buildings Cost of Living Support Session, 20/01/23, 10:00 - 12:00: email dated 9 January 2023 with information and links to register for this session Information noted</p> <p>3. Holocaust Memorial Day Invitation - January 2023: email dated 10 January 2023 with an invitation to attend from 10.30 am – 12:00 pm on Friday 27th January 2023 at Tŷ Pawb, Market Street, Wrexham, LL13 8BB. Link to register: https://bit.ly/hmd-wrexham-2023 Information noted</p>
7. Wrexham CBC	<p>1. Shared prosperity fund - Website links: Email dated 5 January 2023 with links to websites related to this Prosperity fund: www.wrexham.gov.uk/SharedProsperityFund www.wreccsam.gov.uk/CronfaFfyntiantGyffredin Information noted</p> <p>2. Application for the Low carbon Communities in Wrexham pilot: email dated 10 January 2023 with Information and guidance on applying to take part in this pilot. Information noted</p>
8. Office of Sarah Atherton MP	<p>Hafren Dyfrdwy Community Fund: email dated 6 January 2023 with information and links to this Community Fund www.hdcymru.co.uk/communityfund Information noted</p>
9. Planning Aid Wales	<p>Latest training from Planning Aid Wales: email dated 10 January 2023 with details of the current available training Information noted</p>

128. PAYMENT OF ACCOUNTS

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 January 2023. The third quarter bank reconciliation and accounts were again 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) The third quarter bank reconciliation and accounts together with progress against the budget as now submitted be received and noted;*
- iii) To confirm authorization for the Clerk/RFO to transfer £30,000 from the Deposit Account to replenish the Current Account; and*
- iv) To approve the payments to made in January 2023 as set out in the schedule below:-*

Voucher/Payment Ref & Payee	Details	Amount
92. BACS ref 35.1.23 Carole Roberts	Clerks Salary and office expenses for January 2023 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)
93. BACS ref 36.1.23 Michelle Williams	Salary for January 2023 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)
94. BACS ref 37.1.23 Clwyd Pension Fund	Pension payments for January 2023 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)
95. BACS ref 38.1.23 HMRC	Payroll payments for January 2023 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)

96. Cheque No 202260 Society of Local Council Clerks	Delegates Fee: Practitioners Conference Kenilworth 31/1/23-2/2/23 Section 112 Local Government Act 1972 (as amended)	£480.00 (Vat= £45.00)
97. Cheque No 202261 Wrexham County Borough Council	2022/23 SLA Costs for Acton Park Seasonal Ranger S19 Local Government (Miscellaneous Provisions) Act 1976	£26,040.00 (Vat= £4,340.00)
98. Cheque No 202262 Wrexham County Borough Council	School Crossing Patrol Costs: Q1/Q2 Barkers Lane & Q2 Acton & Borrass Park Schools Section 137 Local Government Act 1972 (as amended)	£5,496.00 (Vat= £0)
99. Cheque No 202263 Wrexham& District CAB	Q4 SLA Costs Acton Outreach Service Section 142 Local Government Act 1972 (as amended)	£1,630.47 (Vat= £0)
110. Cheque No 202264 Carole Roberts	Clerks Expenses for January 2023 Section 112 Local Government Act 1972 (as amended)	£63.39 (Vat= £4.57)
Chairs Charity Account		
CCA-3 Cheque No 100039 Hedgehog Cafe/ Delta Academy	Donation to replace stolen equipment S15 Local Government Act 1972 (as amended)	£250.00 (VAT= £0)

129. 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
Planning Application P/2022/1049 - Dilys o/Valid From 20/12/2022 Cherry Hill Children's Day Nursery, 91 Borrass Park Road, Borrass, Wrexham, LL12 7TF- retention of nursery accommodation on a permanent basis (previously granted under p/2016/0002)	No observations

130. URGENT ITEM: OFFICE SPACE WITHIN ACTON COMMUNITY RESOURCE CENTRE

The Chair was of the opinion that as this issue required a response from the Council by 17 February 2023, it just be determined this evening as a matter of urgency as it will be unnecessarily delayed if held over to the next meeting.

The Clerk informed the Council of a letter dated 16 January 2023 received from Shan Cooper, Libraries Lead Officer, Wrexham CBC concerning an offer to continue the provision of Office Space for Acton Community Council within the Acton Community Resource Centre from 1 April 2023 after the 10 year Service Level Agreement ceases. Members discussed the merits of renting the office space within Acton Community Resource Centre from 1 April 2023 on a trial short term or long term basis.

RESOLVED – that

- i) as this issue and offer has been raised as an urgent item this evening and members have not had time to consider this letter before the meeting, to confirm with Wrexham County Borough Council that Acton Community Council would wish initially to take up this offer and to rent the office space offered in the Acton Community Resource Centre from 1 April 2023 for a period of six months at a cost of £200 per month to allow for a review of any other suitable and available options by the Community Council; and**
- ii) the Clerk request The Wrexham Libraries Lead officer to instruct the finance and legal departments to prepare the necessary documentation and return it to the Clerk to the Council for review and signing off as required.**

Councillor Kevin Roberts, Chair

Signed as a correct record this 21st day of February 2023

Presiding Chair