

Minutes of the hybrid Meeting of Acton Community Council held Wednesday 21 February 2024 remotely via Zoom and at Acton Community Resource Centre, Overton Way, Acton, Wrexham

Present:

Councillor	Kevin Roberts (Chair)	Councillor	R Hardy (Vice Chair)
"	W Baldwin	"	Ms C Jarvis
"	Mrs C Bettley	"	P Lloyd *
"	M Davies	"	Ms B Martin
"	Ms S Edwards	"	Ms K Speirs
"	Mrs A Evans	"	Ms D Wallice *
"	A Gallanders	"	
"	Mrs H Hewitt		2 Vacancies

\* Absent

Also Present:

Mandy Woodfine Jones, Acton Community Agent

Jane Edwards & Katherine Prince, AVOW

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

## 121. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Ms D Wallice and P Lloyd.

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

## 122. PUBLIC PARTICIPATION

There were no members of the public present at the meeting to make any representations as set out in Standing Order No. 3d.

## 123. DECLARATIONS OF INTEREST

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

## 124. CONFIRMATION OF MINUTES

The Minutes of the hybrid Council meeting held on the 24 January 2024 were received.

***RESOLVED - that the Minutes of the hybrid Council Meeting held on 24 January 2024 be received and confirmed as a correct record.***

## 125. INFORMATION FROM 24 JANUARY 2024 MINUTES

1) **MINUTE 125.1: S116 LOCAL GOVERNMENT (WALES) MEASURE 2011 – CO-OPTION MAESYDRE WARD & CASUAL VACANCY – ACTON CENTRAL WARD:** Members noted that the Clerk had made the necessary arrangements to publish the relevant Public Notices with the Wrexham CBC Electoral Office and online and would report the outcomes to the next meeting.

## 126. COMMUNITY AGENT

The Chair welcomed Mandy Woodfine-Jones, Acton Community Agent who was in attendance at the meeting to update Members on her work in the Community. Updated reports for December 2023 and January 2024 were circulated to Members prior to the Meeting. Her heavy caseload was noted.

Members noted the Community Agent is providing support to Active Futures, Courses on Smart phone use, intergenerational work, talks at coffee mornings including energy efficiency, being dementia friendly, Cook Activity Sessions and Bird Feeders with Groundwork Trust. The Community Agent had run 3 craft sessions in Little Acton Community Centre which had proven very popular however, funding would be required to continue with the sessions. Members were reminded that there was still no transport in place for Acton residents feeling lonely/isolated, who would benefit from being taken to social activities, events or for Benefits advice. The mini buses owned by the Rainbow Foundation were principally being used in the Penley area and the Acton Community Agent was continuing to use her own transport to help Acton residents.

Members expressed concerns that unlike other Community Agents there appeared to be little funding available for the events and social activities and reimbursement of the Community Agent's travel expenses. Members reminded the Community Agent of the Citizens Advice Bureau outreach service the Community Council is funding separately for Acton residents.

The Chair thanked Mandy Woodfine-Jones for her report and attendance and she remained in the meeting for the next item of business.

**RESOLVED – that**

- i) the Chair attend the next Stakeholder meeting of the Rainbow Foundation on 5 March 2024 and give a report to the next Council meeting; and**
- ii) The Chair ask at the Stakeholder meeting for more information about transport provision and its funding for Acton residents and also about funding for events that is available within the Rainbow Foundation's Grant Funding from Wrexham CBC for the Acton Community Agent.**

**127. WELLBEING HUB**

The Chair welcomed Katherine Prince and Jane Edwards from AVOW to the Meeting. Ms Edwards gave a short presentation to Members on the success of the Wellbeing Hub held in Gwersyllt Resource Centre. Members discussed the possibility of running a similar service in Acton Community Resource Centre, with an option to run some events also in Little Acton Community Centre. However it was noted that the Acton Community Resource Centre is owned and managed by Wrexham CBC. The Initiative if extended to the Acton Community would assist the Community Council in meeting its Biodiversity and Wellbeing targets. Clarification was sought from AVOW on the feasibility of extending its funding for an Acton Project particularly given the high level of Social deprivation within some of its wards.

**RESOLVED – that the representatives of AVOW be thanked for their attendance and confirm the Community Council is willing to give support and the Wrexham CBC Members for the Acton Community should push from Wrexham CBC to fund this**

**128. PROCEDURAL MATTERS** The following matters were considered:

**1. APPOINTMENT OF INTERNAL AUDITOR & INTERNAL AUDIT PLAN 2024/25:** The Council considered and undertook an annual review of the Council's arrangements for Independent Internal Audit testing during 2024/25 on its accounts for 2023/24 as specified by the Audit Commission for Wales and the current Accounts and Audit Regulations 2014. The Clerk advised the existing Internal Auditor had confirmed that there are no changes to the terms of engagement from last year - there will still be one annual audit conducted after the year end between April and June at a date agreed with the Council. There will be one annual audit report issued.

**RESOLVED:**

- i) To confirm the annual review of the Council's arrangements for Independent Internal Audit testing during 2024/25 for its 2023/24 accounts as specified by the Audit Commission for Wales, the current Accounts and Audit Regulations and the Governance and Accountability for Local Councils in Wales – A Practitioners Guide (2019);**

*ii) To confirm the re-appointment of JDH Business Services Limited to provide the Council's Internal Audit Service; and*

*iii) A letter detailing the Internal Audit Plan for 2024/25 as reported to the meeting be signed by the Clerk and Chair to the Council and forwarded to JDH Business Services Ltd*

**2. SLA MATTERS WREXHAM CITIZENS ADVICE BUREAU – ACTON OUTREACH SERVICE:** The Quarter 2 and Quarter 3 (August 2023 to December 2023) Service Level Agreement Monitoring Statistics were received and considered. Members commented on the excellent layout of the reports, with good case studies and an increase in referrals.

**RESOLVED - that the Quarter 2 and Quarter 3 Service Level Agreement Report for the Acton Outreach Advice Service be received and noted.**

**3. ANNUAL REPORT:** The Clerk informed Members that as the Acton Community Council 2024/25 precept will be in excess of £200k, it would be prudent to combine the content of the Annual report and make reference to, the Well-being of Future Generations Act (Wales) 2015 – to demonstrate how the Council's work contributes to the objectives set out in it. Members discussed their current objectives, what had been achieved and what was still outstanding, and considered their priorities for 2024/2025. It was noted that the TFG for Acton Play has never reported any outcomes or recommendations to the Council and it does not have power to act.

**RESOLVED that –**

*i) Councillor Hardy update the current Annual Report to present at the next Council meeting in March 2024.*

*ii) Councillor Edwards provide a briefing note for the Clerk to send to a playground design company based in Shrewsbury to obtain a design brief for the proposed play area in Acton Park and a draft to send to Wrexham CBC requesting their permission, as the landowner, to install a new playground in Acton park .*

*iii) The Task & Finish group set up to oversee the provision of a new playground in the Acton area provide an update to every Council Meeting.*

## **129. COMMUNITY ENGAGEMENT AND PROGRESSION OF ANNUAL REPORT PRIORITIES**

**1. EVENTS AT ACTON PARK:** Members noted the success of the Dog Show at the Park, which generated a footfall of over 500 members of the public. Members discussed the merits of hiring a portaloo and potentially a gazebo to assist with promoting events and the recruitment of new councillors.

**RESOLVED – that Councillor Hardy research the purchase of a gazebo and the potential costs and report to the next meeting.**

**2. PROGRESS OF ANNUAL REPORT PRIORTIES:** The Chair provided more information on the Christmas lights / celebrations in conjunction with Rhosddu Community Council. There are 6 lamp posts on the Rhosddu side of Chester Road and 5 on the Acton side of Chester Road proposed to be surveyed. The Rhosddu Community Council chair had sourced a company to survey the lamp posts and provide a socket for £250 per post. Members discussed the proposed costs.

**RESOLVED – to proceed with the proposed survey of five lampposts on the Acton Community side of Chester Road for Christmas Lighting using the Community Initiative budget.**

## **130. KEY ACTON ISSUES**

**1) MINUTE 91.2.3:** Following the success of the Given to Shine initiative on Christmas Eve, Councillor Martin had been approached by residents requesting that this event continue throughout the year. Members discussed the potential to use the Maesydre Powerhouse as a venue for distributing the food, but concerns were raised from a Health and Safety perspective.

**2) THE GROVES:** Members noted that there had been no response as yet on the proposal to turn the building into a Museum.

**3) NINE ACRE FIELD:** Members noted that the proposal to change the name to Queen Elizabeth II park was no longer going ahead.

### 131. REPORT FROM CLERK

**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 Notes
<b>CONSULTATIONS: Members considered the undermentioned Consultations</b>	
Wrexham CBC	<b>Wrexham CBC (Off Street Parking Places)(Consolidation) Order 2024:</b> email dated 9 February 2024 inviting Members to comment on the proposed changes to car parking charges. <b>Members to make individual comments</b>
Llais Cymru	<b>EMRTS Service Review Phase 3 Engagement - 1st Feb to 29th Feb 2024:</b> email dated 19 February 2024 requesting comments by the 29 February 2024, on the proposed plans to relocate the Air Ambulance bases. <b>Information noted</b>
<b>CORRESPONDENCE</b>	
<b>1. One Voice Wales</b>	<p><b>1. Non Exec Director Board Opportunities – Welsh Government:</b> email dated 2 January 2024 with information on Non Exec Director Board opportunities.</p> <p><b>2. 2024 - Training Dates By Module - January, February &amp; March:</b> email dated 2 January 2024 with a list of the latest training dates.</p> <p><b>3. Communication about digital training for distribution:</b> email dated 2 January 2024 with details of digital training, free to Councillors <a href="https://www.eventbrite.com/cc/one-voice-wales-digital-training-2918959">https://www.eventbrite.com/cc/one-voice-wales-digital-training-2918959</a></p> <p><b>4. Community Speed Watch:</b> email dated 4 January 2024 with details of a Go Safe event about Community Speed Watch.</p> <p><b>5. Online Event - Buglife Cymru January 31 2024:</b> email dated 8 January 2024 with details of an event Managing Green Spaces in B-lines.</p> <p><b>6. D-DAY 80' (June 6th 2024) New Year Update:</b> email dated 11 January 2024 with details of the D-Day 80 commemorative event.</p> <p><b>7. Free Places - Use of IT, Websites and Social Media Training:</b> email dated 25 January 2024 with information on free IT Training</p> <p><b>8. Vacancy – PublicAppointments:</b> email dated 26 January 2024 with details of the latest public appointments.</p> <p><b>9. Access denied – Older people’s experiences of digital exclusion in Wales – Report Launch:</b> email dated 31 January 2024 with a link to this report.</p> <p><b>10. Joint Event One Voice Wales And Planning Aid Wales – Thursday 7 March 2024 From 10.00am Until 2.00pm (Remote):</b> email dated 31 January 2024 with details of this joint event. <b>Information noted</b></p>
<b>2. Planning Aid Wales</b>	<p><b>1. Latest news from Planning Aid Wales:</b> email dated 3 January 2024 with the latest events and training from Planning Aid Wales.</p> <p><b>2. Introducing...Strategic Development Plans:</b> email dated 17 January 2024 inviting Members to attend online training on Strategic Development plans in February 2024.</p> <p><b>3. Latest news from Planning Aid Wales:</b> email dated 29 January 2024 with the latest events and training from Planning Aid Wales. <b>Information noted</b></p>
<b>3. Wrexham CBC</b>	<p><b>1. Adoption Wrexham Local Development Plan:</b> email dated 5 January 2024 with details of the LDP adoption and a link for more information. Documents can be viewed on the LDP Consultation Portal <a href="#">here</a>.</p> <p><b>2. Wrexham Town and Community Council Forum:</b> email dated 2 February 2024 with a presentation attached on the Wrexham Placemaking Plan.</p> <p><b>3. Carbon and Climate conversation Wrexham:</b> email dated 2 February 2024 inviting Members to the next meeting on Wednesday 7 February at 16.30. <b>Information noted</b></p>

<b>4. Play Wales</b>	<p><b>1. Play Wales 2023 publications:</b> email dated 9 January 2024 with links to all their 2023 publications.</p> <p><b>2. January e-bulletin:</b> email dated 18 January 2024 with the first e-bulletin of 2024</p> <p><b>3. New publication – Playing and being well review summary:</b> email dated 25 January 2024 Play Wales has published a summary of its forthcoming publication, <i>Playing and being well</i>.</p> <p><b>4. February e-bulletin:</b> email dated 13 February 2024 with the latest events, jobs and publications.</p> <p style="text-align: right;"><b>Information noted</b></p>
<b>5. Menter Iaith Fflint a Wrecsam</b>	<p><b>St. David's Day:</b> email dated 18 January 2024 inviting Members to join the Mayor of Wrexham at the St David's Day celebration in Wrexham on Friday 1 March 2024.</p> <p style="text-align: right;"><b>Information noted</b></p>

### 132. FINANCIAL MATTERS

The Clerk reported on Payments received and bank charges made since 24 January 2024, and requested authorisation for outstanding debtor or other cheque, BACS and debit card payments as set out in the schedule below:

Voucher/Payment Ref & Payee	Details	Amount
116. BACS ref 51.2.24 Carole Roberts	Clerks Salary and office expenses for February 2024 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)
117. BACS ref 52.2.24 Michelle Williams	Salary for February 2024 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)
118. BACS ref 53.2.24 Clwyd Pension Fund	Pension payments for February 2024 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)
119. BACS ref 54.2.24 HMRC	Payroll payments for February 2024 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)
120. Cheque No 202340 Wrexham & District Citizens Advice Bureaux	Q3 +Q4 Sla payments for Acton Outreach Service at Acton Community Resource Centre Section 142 Local Government Act 1972 (as amended)	£3,326.16 (VAT=£0.00)
121. Cheque No 202341 Audit Wales Office	2022/23 External Audit Fees Accounts & Audit (Wales) Regulations 2014	£250.00 (VAT=£0.00)
122. Cheque No 202342 Vision ICT Ltd	Webinar Fee for 8 February 2024 – MW S112 Local Government Act 1972 (as amended)	£30.00 (VAT= £5.00)
123. Cheque No 202343 Wrexham County Borough Council	2023/24: Q1-Q3 Contribution to Running costs for Little Acton Community Centre S19 Local Government (Miscellaneous Provisions) Act 1976)	£4,228.87 (VAT=£0.00)
124. Cheque No 202344 Wrexham County Borough Council	Licence Rental payment for use of Acton CRC Office Space 01/04/23-30/09-23 S112 Local Government Act 1972 (as amended)	£1,200.00 (VAT=£0.00)
125. Cheque No 202345 Wrexham County Borough Council	Room Hire for Committee meetings 25/10/23 + 6/12/23 at Acton Community Res Centre S112 Local Government Act 1972 (as amended)	£80.00 (VAT= £0.00)

126. Cheque No 202346 Wrexham County Borough Council	SLA Payment for 2023/24 Acton Park Ranger S19 Local Government (Miscellaneous Provisions) Act 1976	£33,454.00 (VAT=£0.00)
127. DC 10.2.24 Zoom	Zoom Subscription from 19 February 2024 S112 Local Government Act 1972 (as amended)	£15.59 (VAT= £2.60)
128. DC 11.2.24 Tesco Stores Ltd	Phone Top up February 2024 S112 Local Government Act 1972 (as amended)	£15.00 (VAT= £1.75)
129. BACS ref 55.2.24 The Safe Shop Ltd	DAD0009-Front Loading Post Box plus installation at Little Acton Community Centre Section 112 Local Government Act 1972 (as amended)	£324.00 (VAT=£54.00)
130. Cheque No 202347 Carole Roberts	Clerks Expenses for February 2024 S112 Local Government Act 1972 (as amended)	£15.00 (VAT=£0.00)
131. BACS ref 56.2.24 Viking Direct	Storage Cupboard for Little Acton Community Centre S112 Local Government Act 1972 (as amended)	£411.54 (VAT=£68.59)
<b>.Chairs Charity Account</b>		
CCA.5.23/24 Cheque No 100045 Kevin Roberts	Reimbursement of extra spend on Park Ranger/Friends of Acton park Christmas Meal on 19/12/23 S15 Local Government Act 1072 (as amended)	£ 19.99
CCA.6.2324 Cheque No 100046 Friends of Ruabon	Donation towards costs of bringing Santa Sleigh to Acton Park Christmas event on 10/12/23 S15 Local Government Act 1072 (as amended)	£50.00

**RESOLVED – to approve the making of payments for February 2024 as set out in the schedule reported to the meeting; and to note the payments received; and to authorise the Clerk to replenish the Council’s Current Account by £60,000 to meet contractual and other known payments to 31 March 2024.**

### 133. 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/2024/0027 - Valid From 10/01/2024 Land Adjacent To, 38 And 40 Hazel Grove, Wrexham, LL12 7YN discharge of conditions 4 (ecology), 5 (biodiversity), 7 (landscaping) & 8 (boundary treatment) of planning permission p/2022/0903	<b>Information only</b> <b>No observations</b>
2. Planning Application P/2024/0047 - Valid From 22/01/2024 4 Oaklands Avenue, Wrexham, LL13 9EW discharge of conditions 4 (archaeology) and 5 (watching brief) of planning permission p/2023/0652	<b>Information only</b> <b>No observations</b>
3. Planning Application P/2024/0030 -Valid From 08/02/2024 Land Adjacent To, 35 Derwent Crescent, Wrexham, LL12 7YN discharge of conditions 4 (biodiversity), 5 (ecology), & 7 (boundary treatment) of planning permission p/2022/0902	<b>Information only</b> <b>No observations</b>

**Councillor Kevin Roberts**  
**Chair**

**Signed as a correct record this 20<sup>th</sup> day of March 2024**

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**Presiding Chair**