

Minutes of the hybrid Meeting of Acton Community Council held Wednesday 19 June 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 *	"	G Ozolins
"	Mrs A Evans	"	Ms K Spiers
"	A Gallanders	"	Ms D Wallace
"	Ms H Hewitt *	"	1 Vacancy

* Absent

Also Present:

Mrs Carole Roberts & Mrs Michelle Williams Clerk & Administrative Assistant to the Council
Ms Mandy Woodfine-Jones, Acton Community Agent

16. SYMPATHY

Members were saddened by the recent death of serving Community Councillor Mrs C Bettley and they observed a minute silence as a token of their sympathy.

It was noted that the Chair of the Council will make a donation on the Community Council's behalf to her family's charity of choice. The Funeral date was yet to be announced and would be notified to Members in due course.

17. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Ms S Edwards and Ms H Hewitt.

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

18. 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.

19. DECLARATIONS OF INTEREST

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

20. CONFIRMATION OF MINUTES

The Minutes of the hybrid Council Meeting held on the 15 May 2024 were received.

RESOLVED – that the Minutes of the hybrid Council Meeting held on the 15 May 2024 be received and confirmed as a correct record.

21. INFORMATION FROM 15 MAY 2024 MINUTES

i) **MINUTE 9.2 ANNUAL RETURN AND ACCOUNTING STATEMENTS:** The Clerk advised she had identified an omitted Section 137 payment of £120.00 while preparing for the full external Audit and Members were requested to approve the restatement of the figure on the Annual Return Additional Disclosure Note 1 from £15448.42 to £15568.42.

RESOLVED – to approve the re-statement of S137 payments and the Annual Return be re-signed by the Chair to reflect this change.

ii) **MINUTE 12.1 LARGE BIN ON NINE ACRE PLAYING FIELD:** Councillor Martin confirmed that Wrexham CBC will empty the additional bin when it is installed on Nine Acre playing field. The present position was noted.

22. COMMUNITY POLICING MATTERS

There were no Police Officers present at the Meeting and as per the North Wales Police Policy; no Police Officers remotely attended the Zoom meeting. The Chair confirmed that two new PCSO's had been appointed in the Acton Community. Members had no issues they wished to raise with the Police.

The present position was noted.

23. PROCEDURAL MATTERS

The following matters were considered:

1) **S116 LOCAL GOVERNMENT (WALES) MEASURE 2011 – CASUAL VACANCY IN THE RHOSNESNI WARD:** The Clerk informed Members that Councillor Liz Painter had tendered her resignation as Councillor for the Rhosnesni Ward with effect from the 15 May 2024. The Council accepted her resignation. The Clerk briefed Members on the statutory process to now be followed to fill the vacancy.

RESOLVED –that the Clerk to take the necessary steps to advertise and fill this Casual Vacancy for the Rhosnesni Ward.

2) SERVICE LEVEL AGREEMENT REPORTING:

i) **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. A new style report for April and May 2024 was circulated to Members prior to the Meeting.

Ms Woodfine-Jones had a caseload of approximately 26 clients, and although still busy, her workload was now more manageable. She had received positive feedback from the Communities team at Wrexham CBC and had been asked to focus on digital technology training, such as smartphones and tablets.

She was also providing a focus on dementia, holding 'Reminisce Sessions' at Wrexham Library and is working in collaboration with staff at AVOW who have been very supportive. Ms Woodfine-Jones discussed a lack of volunteer drivers, which she needs to transport clients to her sessions as a lot of them don't drive.

Members thanked Ms Woodfine-Jones for the amazing job that she does and her attendance at the Meeting.

RESOLVED – that the report be received and accepted.

ii) **ANNUAL INSPECTION OF THE THREE PLAYGROUNDS IN THE ACTON COMMUNITY:** It was noted that the previously circulated Annual Inspection reports for the Play areas at Aran Road, Ffordd Garmonydd and at Acton Park Junior Play area had identified low level risks and no immediate action was necessary. However a watching brief should be kept on all Play areas.

RESOLVED - to receive the Inspection Reports and ask Wrexham CBC to keep a watching brief on the play areas and facilities with low risk score and inform the Clerk of any remedial works identified at the regular Playground inspections.

24. VARIATION IN ORDER OF AGENDA

RESOLVED - To bring forward consideration of Agenda Item 17 – Acton Park Ranger Service Level Agreement Review and Item 18 Little Acton Community Centre.

25. EXCLUSION OF PRESS AND PUBLIC

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

26. SERVICE LEVEL AGREEMENT REVIEW – ACTON PARK RANGER

The Clerk informed Members that she had received an email from Kerry Williams, Head of Service (Operations), Environment and Technical Department, Wrexham CBC informing them that the Acton Park Ranger, Hannah Farnell, would be leaving the post mid-July 2024. Members discussed whether to continue with this SLA and whether the post should be on a full-time or seasonal contract. It was noted that the current SLA is in Year 2 of a 3 Year Contract and there is provision for the full costs within the Council budget.

RESOLVED – that:

- i) The Council confirms that the newly vacant post of Acton Park Ranger should be advertised and re-filled on a full-time basis;***
- ii) The Clerk to request Wrexham County Borough Council to provide interim cover until the position is filled in order to meet the requirements of the current Service Level Agreement; and***
- iii) The three year Park Ranger Service Level Agreement will be reviewed as part of the 2025/26 Budget setting process.***

27. LITTLE ACTON COMMUNITY CENTRE

The Clerk informed Members that she had been contacted by Georgia Butler of Wrexham CBC requesting confirmation that Acton Community Council still wishes that the Little Acton Community Centre be transferred to Acton Community Council by way of a 25 year lease. The Clerk had been in contact with Wrexham CBC and asked Members to confirm that this was still the case. The Clerk highlighted historical information and referred to updated terms for the Lease and referred to the potential for and need to manage nuisance to nearby neighbours if the Centre becomes very busy. Members discussed the revised terms of the Lease and confirmed that several matters require updating and confirmation owing to this matter having been in abeyance since March 2020.

RESOLVED – that

- i) Acton Community Council agrees in principle, subject to a considered re-negotiation of the Terms of the 25 year Lease, for the transfer of the Little Acton Community Centre to Acton Community Council from Wrexham County Borough Council at the costs stated in the draft Lease documents provided;***
- ii) The Clerk liaise with Wrexham CBC to obtain detailed and current Information on Statutory Compliance (to include updated surveys on Asbestos, Energy and WRAC and Water testing requirements) and the actual running costs for the Little Acton Community Centre and clarifying the site outline on the map provided by Wrexham CBC and what the peppercorn rent cost will be;***
- iii) in preparation for the transfer, the Clerk be authorized to proceed with obtaining the following:***
 - 1. Independent legal advice on the terms of the Lease;***
 - 2. A refreshed Condition Survey from Rainfords Surveyors for the Little Acton Community Centre;***
 - 3. Ultrafast Full Fibre Broadband at the Centre to enable Hybrid meetings to be held there;***
 - 4. An external noticeboard at the Little Acton Community Centre for display of Statutory and other Notices of the Council;***
 - 5. Seek information initially from AVOW about Grants and research other external funding that may be available to update and refurbish the Community Centre.***
- iv) The Little Acton Task and Finish Group prepare a business plan to include a scale of fees for hirers and carry out a Public Consultation to ensure residents are involved with the Community Council's plan to retain this important local Community building for use by local groups.***

- v) *The Clerk advise Wrexham County Borough Council that the Community Council is also interested in taking a separate lease of The Green amenity space at Little Acton subject to future funding commitments and being advised of the cost for maintenance of the grass and trees.*

28. RE-ADMISSION OF PRESS AND PUBLIC TO THE MEETING

RESOLVED – that the Press and public be Re-admitted for the remainder of the Meeting.

29. 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:

PARKING ON BOX LANE: This is still an issue for residents on Box Lane, Wrexham. A Consultation had been sent to affected residents asking if they would object to a Traffic Regulation Order to restrict parking at the top of Box Lane. The closing date for the Consultation is 29 June 2024.

The present position was noted.

30. PROVISION OF ADDITIONAL LITTER BIN CAPACITY AT BORRAS PARK SHOPS AND AT THE NINE ACRE FIELD

Councillor Gallanders requested that the Community Council purchase two additional twin litter bins to be sited at Borrass Park shops. It was noted there are currently four single litter bins in situ. He advised that after contacting Wrexham CBC, it had been confirmed that subject to the Community Council agreeing to fund the purchase costs, Wrexham CBC will install the double sized bins free of charge and empty them at no extra cost. It was suggested that the two double sized bins replace two of the current single bins. Then the two removed spare single bins will be located elsewhere in the Acton Ward. It was noted that the cost per Double Bin with Peaked lid is £572.09.

RESOLVED – that

- i) *The Community Council agrees to purchase for locating at the Borrass Park Shops two peak topped double sized bins out of the Community Council's Streetscene budget at a cost of £572.09 each. Wrexham CBC to be provided with an order number to purchase the bins and the Community Council to be invoiced accordingly.*
- ii) *The Clerk liaise with Wrexham CBC, once the bins have been obtained, to arrange to have the larger double bins installed at Borrass Park shops and the original bins be relocated within the Acton Community to meet demand.*
- iii) *The Clerk write to Morrisons Daily requesting the re-instatement of a bin outside the shops on Dean Road and Holt Road, Wrexham.*

31. CONSULTATION – 20MPH SPEED LIMITS: LETTER FROM KEN SKATES MS, CABINET SECRETARY FOR NORTH WALES AND TRANSPORT

Members received and discussed a letter from Mr Ken Skates regarding his Consultation. It was also noted that further correspondence had been received from 20's Plenty for us, (see Minute 34.2) and from an Acton resident who is supportive of the 20mph limit.

RESOLVED – that

- i) *individual Members respond in detail to this Consultation; and*
- ii) *Mr Skates be informed that the Community Council recognises in residential areas a 20mph speed limit is needed, but on arterial roads it should be 30mph wherever reasonably practicable. The Community Council considers that the initial 20mph Consultation and its introduction was very poor and it does not support the premise now that Community Councils should be assisting with exemptions once the legislation has been in place. It is up to the Welsh Government to resolve this matter.*

32. PUBLIC ENGAGEMENT AND UPDATE ON PROGRESSING ANNUAL REPORT PRIORITIES

- 1) **DOG WALKING AREA VOLUNTEER GROUP:** The Chair informed Members that the volunteers had held a volunteer day at the Dog Walking area in Acton Park but had been unable to use their own equipment for Health and Safety reasons.
- 2) **WREXHAM LITTER PICKERS:** Members discussed a social media request from Wrexham Litter Pickers for equipment to assist with their litter picking. It was noted Wrexham CBC will provide green bags for litter picking.

RESOLVED – that the Community Council give a donation of up to £500 from the Community Initiatives budget and the Chair contact Wrexham Litter Pickers to clarify what equipment they require and the Clerk be advised accordingly.

- 3) **EVENTS IN ACTON PARK:** The Chair informed Members that there would be an event on in the Park on 22/23 June 2024. The mobile coffee and cake van, Meet me in the Morning, would be in attendance.

33. FINANCIAL ASSISTANCE

Members considered the Clerk’s report detailing the Council’s Policy to apportion the annual £10,000 budget equally between each of the quarterly meetings. It was noted an additional £2,500 had been included this year for a one-off large grant for the 2025 Wrexham Eisteddfod. Members then proceeded to consider 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. Regard was given to the number of Acton residents catered for by each of the applicants.

RESOLVED – that the following Financial Assistance grants be made under the Council’s Powers contained in Section 137 of the Local Government Act 1972 (as amended) :-

Organisation	Details	Decision
1. Wrexham Sounds	Provision of free ‘Music for Well-being’ sessions to children from low-income families facing hardships during the current economic climate.	£250.00
2. Wrexham Dragons Netball Club	Purchase of equipment and other costs for this new netball club.	£500.00
	TOTAL	£750.00

34. 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
1. One Voice Wales	<p>1. Innovative Practice Conference on Wednesday 3rd July: email dated 20 May 2024 inviting Members and Clerks to this conference on 3 July 2024 at Llanelwedd.</p> <p>2. WEBINAR: Is the Cost-of-Living Crisis Over?: email dated 20 May 2024 inviting members and clerks to this webinar on Thursday 23 May 2024 at 10am.</p> <p>3. New Climate Toolkit Workshops: email dated 22 May 2024 with details of a Climate Toolkit and supporting workshops.</p> <p>4. Pre-election Period Timetable of Actions: email dated 23 May 2024 with the relevant Practice Development Note attached.</p> <p>5. Holocaust Memorial Day 2025: email dated 24 May 2024 with details of</p>

	<p>the Holocaust Memorial Day 2025.</p> <p>6. RECRUITMENT AND RETENTION OF CLERKS/RESPONSIBLE FINANCIAL OFFICERS: email dated 20 May 2024 with the final draft version of a guide to the Recruitment, Induction and Retention of Clerks/RFO's attached.</p> <p>7. JUNE, JULY, AUGUST & SEPTEMBER TRAINING DATES: email dated 30 May 2024 with details of the remote training sessions available to the end of September 2024.</p> <p>8. OVW Response to environmental principles governance and biodiversity targets consultation: email dated 30 May 2024 with the response attached.</p> <p>9. Launch of New Biodiversity Resources: email dated 24 May 2024 with information on OVW's 3 new training events.</p> <p>10. Independent Remuneration Panel for Wales - Community and Town Councils - Councillor Allowances: email dated 23 May 2024 with guidance and frequently asked questions from the Independent Remuneration Panel for Wales regarding Community and Town Councils - Councillor Allowances - Homeworking arrangements and consumables.</p> <p>11. Guidance on Working Digitally: email dated 21 May 2024 with the first of two in a series of documents offering guidance on different aspects of working digitally.</p> <p>12. A message from LLAIS – your voice in health a social care: email dated 10 June 2024 with a message from Llais with links to their Strategic Plan 2024 – 2027 and to their Annual Plan. <i>Above information noted</i></p>
2. 20's Plenty for Us	<p>Thanks for 20 - Acton Community Council: email dated 20 May 2024 with information on the 20mph speed limit and the latest updates. <i>Members to comment individually as per Minute 31 June 2024</i></p>
3. Wrexham CBC	<p>1. Wrexham Council New Planning Register: email dated 24 May 2024 with details of Wrexham CBC's new Planning Register.</p> <p>2. Tour of Britain Women's - Friday 7 June 2024: email dated 24 May 2024 with information on City Centre Road Closures and parking arrangements.</p> <p>3. Mayor's Civic Visit to St Giles Parish Church – Sunday, 23 June 2024: email dated 29 May 2024 with an invitation for 2 representatives from the Community Council to attend the Civic Service. <i>Above information noted</i></p>
4. Nightingale House	<p>Request for Promotion of Nightingale House Hospice 2024 Midnight Walk: email dated 30 May 2024 requesting the promotion on Social Media of the 2024 Midnight Walk. <i>Information noted</i></p>
5. AVOW	<p>Members Mailout May 2024: email dated 30 May 2024 with the latest Newsletter from AVOW. <i>Information noted</i></p>
6. Planning Aid Wales	<p>1. Latest news from Planning Aid Wales: email dated 3 June 2024 with the latest newsletter from Planning Aid Wales</p> <p>2. Planning Aid Wales AGM notice for 1 July 2024: email dated 5 June 2024 with details of the Planning Aid Wales AGM being held in Wrexham.</p> <p>3. What to know how to respond to planning applications effectively?: email dated 14 June 2024 with details of the latest training events from Planning Aid Wales. <i>Above information noted</i></p>
7. Play Wales	<p>1. Give children more time to play on International Day of Play: To mark the first ever International Day of Play on 11 June 2024, IPA Cymru Wales and Play Wales are calling for schools across the country to protect playtime.</p> <p>2. Happy International Day of Play!: email dated 11 June 2024 with a link to download a new edition of <i>A play friendly school</i>, guidance for a whole school approach to supporting children's right to play. <i>Above information noted</i></p>

35. PAYMENT OF ACCOUNTS

The Clerk reported on Payments received and bank charges made since 15 May 2024, and requested authorisation for outstanding debtor or other cheque, BACS and debit card payments as set out in the schedule below:

Payments Received: 1.Refund Viking overpayment £282.26; 2.VAT Refund 23/24 = £11380.17; and 3.Deposit Account interest to 6 June = £425.63

RESOLVED – to approve the making of payments for June 2024 as set out in the schedule below as reported to the meeting; and to note the payments received;

Voucher/Payment Ref & Payee	Details	Amount
25 BACS ref 13.6.24 Carole Roberts	Salary and office expenses for June 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)
26. BACS ref 14.6.24 Michelle Williams	Salary for June 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)
27. BACS ref 15.6.24 Clwyd Pension Fund	Pension payments for June 2024 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)
28. BACS ref 16.6.24 HMRC	Payroll payments for June 2024 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)
29. BACS 17.6.24 Rialtas Business Solutions Ltd	Consultancy fees for R+P Accounts conversion to I+E on 3 June 2024 S112 Local Government Act 1972 (as amended)	£450.00 (Vat= £75.00)
30. BACS 18.6.24 Information Commissioners Office	Data Protection Fee -Renewal S112 Local Government Act 1972 (as amended)	£40.00 (Vat= £0.00)
31. DC 5.6.24 Post Office Ltd	Postage for Vat return S112 Local Government Act 1972 (as amended)	£3.05 (Vat= £0.00)
32. DC 6.6.24 Tesco Stores Ltd	Telephone Costs S112 Local Government Act 1972 (as amended)	£15.00 (Vat= £0.00)
33. Cheque No 202363 Carole Roberts	Clerk's Expenses for June 2024 S112 Local Government Act 1972 (as amended)	£15.00 (Vat= £0.00)
34. Cheque No 202364 Wrexham Sounds	Financial Assistance: support free music for wellbeing sessions for low income families S137 Local Government Act 1972 (as amended)	£250.00 (Vat= £0.00)
35. Cheque No 202365 Wrexham Dragons Netball Team	Financial Assistance: supporting cost of setting up, purchase of equipment & venue hire S137 Local Government Act 1972 (as amended)	£500.00 (Vat= £0.00)
36. BACS 19.6.24 Viking Office UK Ltd	Office Consumables etc. S112 Local Government Act 1972 (as amended)	£342.86 (Vat= £57.14)

36. PLANNING RELATED MATTERS AND 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. P/2024/1029 198 Chester Road, Wrexham LL12 8DT: Single Storey Rear Extension and Front Porch	No observations
2. P/2024/1028 15 Jeffreys Road, Wrexham LL12 7PB: Works to Trees Protected by Tree Preservation Order WCBC 107	No objections subject to the Council's Arboricultural Officer being satisfied that such works are necessary to ensure the health of the tree and are carried out under his supervision and direction

**Councillor Kevin Roberts
Chair**

Signed as a correct record this 17th day of July 2024

Presiding Chair