

Minutes of the hybrid Meeting of Acton Community Council held Wednesday 19 February 2025 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
"	T Coxon	"	P Lloyd *
"	M Davies	"	Ms B Martin
"	Ms S Edwards	"	Ms D Wallice
"	Mrs A Evans		3 Vacancies
"	A Gallanders		
"	Ms H Hewitt		

* Absent

Also Present:

Mr Wayne Price

Nicola Ellis and Lisa Quinton, Wrexham CBC Officers

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

126. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor P Lloyd.

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

127. 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.

128. DECLARATIONS OF INTEREST

Councillors A Gallanders, Ms B Martin and Ms A Evans all declared a personal and prejudicial interest in respect of Agenda item 7.1.a), in that the applicant David Wayne Price was known to them. They indicated that they would take no part in the discussion or voting his application.

129. CONFIRMATION OF MINUTES

1. The Minutes of the hybrid Council Meeting held on the 15 January 2025 were received.

RESOLVED – that the Minutes of the hybrid Council Meeting held on the 15 January 2025 be received and confirmed as a correct record.

130. PRESS AND PUBLIC

RESOLVED – 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.

2. The Confidential Minutes and recommendations from the Staffing Committee meetings held on 4 December 2024 and 6 January 2025 were received.

RESOLVED – that the Confidential Minutes of the Staffing Committee meetings held on Wednesday 4 December 2024 and Wednesday 6 January 2025 be received and noted.

PRESS AND PUBLIC

RESOLVED - That the Press and Public be readmitted for the remainder of the meeting.

3. The Minutes and recommendations of the hybrid Youth Committee meeting held on 12 February 2025 were received.

RESOLVED – that the Minutes and Grant decisions of the hybrid Youth Committee held on 12 February 2025 be received and noted.

130. INFORMATION FROM 15 JANUARY 2025 MINUTES

There was no additional information from the Minutes of 15 January 2025 that had not already included on the agenda.

131. ACTON PARK MATTERS

The Chair welcomed Nicola Ellis and Lisa Quinton to the meeting who gave an update on the Ranger's role, events in the Park and answered members questions on the following matters related to Acton Park:

1. **SLA Q3 REPORT ACTON PARK RANGER:** The Park Ranger elaborated on the report previously circulated to Members, providing details of the work completed to date and the contacts made with local schools. A survey was being completed regarding what members of the public would like to see in the Park. Early results suggest that clean and clear signage and clear paths are a priority.
 - i) **PLAY AREA** – Members commented on the mud in the play area which was off putting to parents wanting to take their children there. Senior Wrexham CBC Officers had been to site to inspect the area and quotes were being obtained to install and improve the drainage on the site.
 - ii) **GREEN FLAG STATUS** – A Management Plan had been prepared and submitted prior to inspection and judging which would take place in May 2025. Ongoing work within the Park was continuing.
2. **OLD SENIOR PLAY AREA** – now used informally as enclosed Dog walking area: Wrexham CBC Officers put forward three options for improving and making safe the dog walking area of Acton Park. These options were discussed by Members with option 3 proving the most popular and cost effective. This would involve the Park Rangers replacing the wooden posts and removing the matting that is a trip hazard.

RESOLVED – that the Community Council support these improvements to the fencing at the Dog Walking area and the Clerk be authorised to approve repair work up to the value of £1,000 from the Community Initiatives Budget to enable the fencing to be made safe and secure

3. **ANTISOCIAL BEHAVIOUR IN PARK** – Reference was made to the impact of a small group of Youths on Bikes. It was noted that confrontation should be avoided and the matter reported to the Police as a "Crime in Progress".

RESOLVED that the remedies available to apprehend and prevent this antisocial behaviour in future be raised with the Acton Policing Officers when they attend the March 2025 meeting of the Council.

The Chair thanked the officers for their attendance and report and indicated the Council was fully supportive of their efforts for Acton Park to be awarded Green Flag status in 21025 and to endorse the use of Environmental friendly options in the Park

132. PROCEDURAL MATTERS

The Clerk reported on the following procedural matters.

1. S116 LOCAL GOVERNMENT (WALES) MEASURE 2011 – BORRAS PARK WARD

Members were advised that two suitably qualified persons had expressed an interest in putting their name forward for co-option to fill the vacancy for Councillor for the Borrás Park Ward. Copies of their applications had been circulated prior to the meeting. Members proceeded to consider the applications and invited the one applicant who was in attendance to give a short address to the meeting in support of his application.

PRESS AND PUBLIC

RESOLVED – 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.

Members discussed the merits of the two applications received and then proceeded to consider the filling of the casual Borrás Park ward vacancy by a show of hands.

RESOLVED – unanimously that Sarah Bailey, of 18 Eagles Court, Eagles Meadow, Wrexham be co-opted as a Member of the Community Council to fill the casual vacancy for the Borrás Park Ward on the Council and the Clerk arrange to witness her acceptance of Office and for her to receive an Induction.

(Councillors A Gallanders, Ms B Martin and Ms A Evans having declared their personal interests in respect of the application from David Wayne Price as he was known to them, took no part in the discussion or voting on his application.)

PRESS AND PUBLIC

RESOLVED - That the Press and Public be readmitted for the remainder of the meeting.

Mr Price was invited back into the meeting and upon his return to the meeting, he withdrew his application.

2. ACTON CENTRAL WARD: Notification has been received from the Returning Officer that no electors have come forward to request an election and this vacancy must now be filled by co-option.

RESOLVED – that the Clerk proceed to make the necessary arrangements to fill this casual vacancy by co-option and issue the relevant Public Notice.

3. S85 LOCAL GOVERNMENT ACT 1972 (AS AMENDED) VACATION OF OFFICE – BORRAS PARK WARD: Members were advised that in accordance with the Section 85 requirements, Councillor Karen Spiers had not attended any Council Meetings since 17 July 2024 and accordingly she had vacated her seat and ceased to be a member of Acton Community Council. This has created a casual vacancy for her seat in Borrás Park Ward.

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

4. SERVICE LEVEL AGREEMENT REPORTING: CITIZENS ADVICE BUREAUX – ACTON OUTREACH SERVICE: Members considered and discussed the Q3 2024/25 SLA report that had been received and circulated and welcomed the detailed financial benefits stated in the report.

RESOLVED – To receive and note the Q3 SLA Report on the Acton Outreach Service provided at the Acton Community Resource Centre.

5. ACTON COMMUNITY AGENT: Members considered the Community Agent Reports for January and February 2025. The Chair commented that the Community Agent and AVOW staff were working well together on sessions at Little Acton Community Centre.

RESOLVED – that the Report be noted.

6. APPOINTMENT OF INTERNAL AUDITOR: The Council considered and undertook an annual review of the Council's arrangements for Independent Internal Audit testing during 2025/26 on its accounts for 2024/25 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 2025/26 for its 2024/25 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 2025/26 as reported to the meeting be signed by the Clerk and Chair to the Council and forwarded to JDH Business Services Ltd*

133. KEY ACTON ISSUES

1. COUNCIL TAX - It was noted that the 2025/26 Wrexham CBC Council Tax had been increased by 9.5%

2. BELLWAY HOMES DEVELOPMENT ON DEAN ROAD: Members discussed a number of matters arising from the development off Dean Road. Residents had questioned if the developers would be able to access the site via the Dean Road entrance, Wrexham CBC Councillors confirmed that this would not be the case. Members noted that the developer had applied for planning permission to demolish their half of the squash court building. Members expressed concerns about the protected horse chestnut tree in a corner of the development and the Wrexham CBC local Members would raise these concerns with the Arboricultural Officer.

134. COMMUNITY ENGAGEMENT & PROGRESSION OF ANNUAL REPORT PRIORITIES

1. EVENTS AT ACTON PARK: A recent Valentine themed event had taken place on Sunday 16 February. The weather was very cold, consequently the turnout had not been as large as at previous events.

2. PROGRESS OF ANNUAL REPORT PRIORITIES:

- i) NEW PLAY AREA ACTON PARK:** Members noted that the Task and Finish Group are due to meet with Carla Hinde, Wrexham WCBC Officer, in Acton Park during March.

- ii) **LITTLE ACTON COMMUNITY CENTRE:** The Task and Finish Group for Little Acton Community Centre will take place week on 25 February 2025. Members discussed the Schedule of Condition with the need to be mindful that the Schedule mirrors the exact condition of the building on signing of the Lease and that money could not be spent on improvements to the Building or its fabric until the lease has been executed.

RESOLVED – that the Clerk confirm with Wrexham CBC that the cost of all the current outgoings for Little Acton Community Centre are being recharged to the Community Council.

135. REPORT FROM CLERK

1. **SLCC PRACTITIONER’S CONFERENCE 28 – 30 JANUARY 2025:** The Clerk reported on her attendance and the various workshop sessions she had attended. Additionally she had met with exhibitors including Unity Bank and been provided with a checklist to enable an account to be opened online and confirmation the current account has the ability to take card payments. The Clerk had also met with Creative Play, Cloudy IT and PS TAX. In particular the Clerk had highlighted a VAT training need in preparation for invoicing for Little Acton Community Centre room bookings.

An outcome from the workshops had identified it was good practice to have a Menopause Policy. Councillor Jarvis confirmed that she would be happy to inspect a Draft Policy.

2. **CORRESPONDENCE** - The Council received a report from the Clerk detailing consultations and other correspondence that has been received since the last meeting as follows:

Organisation	Details
CONSULTATIONS: Members are requested to submit any comments they may wish to make on the undermentioned Consultations	
1. Wrexham CBC	Ombudsman Consultation on informing Members of Complaints – ends 31 January 2025: email dated 16 January 2025 with details of this consultation closing on the 31 January 2025. <i>Consultation noted – Members to respond on an individual basis</i>
2. One Voice Wales	1. Area Committee Survey: email dated 14 January 2025 with a link to a One Voice Wales Survey of Member Councils and engagement with Area Committees https://www.surveymonkey.com/r/QYR53NX 2. Shaping my work as Older People’s Commissioner: email dated 3 February 2025 with a questionnaire and information pack attached. <i>Consultation noted – Members to respond on an individual basis</i>
3. Ambition North Wales	Request to share Public Consultation on the future of Transport: email dated 24 January 2025 containing details of this Consultation which ends on the 14 April 2025. <i>Consultation noted – Members to respond on an individual basis</i>
4. Boundary Commission for Wales	2025 Electoral Review Programme: email dated 11 February 2025. The DBCC has published its Policy and Practice Document in preparation for the 2025 Electoral Review Programme. The Commission is seeking your views on this Document and the closing date is 24 March 2025. <i>Consultation noted – Members to respond on an individual basis</i>
CORRESPONDENCE	
5. Planning Aid Wales	1. Want more information on Section 106 Obligations: email dated 20 January 2025 with details of this event on the 12 February 2025. 2. Understanding the Planning System – your questions answered: email dated 6 February 2025 with details of their latest events. <i>Above information noted</i>

6. AVOW	<p>1. AVOW Make a Difference Grant 2025: email dated 20 January 2025 with details of this grant provided by AVOW.</p> <p>2. Commissioning Conversation: AVOW workshop 18 February 2025 10am – 12pm: email dated 22 January 2025 with details of this workshop.</p> <p>3. Members Mailout January 2025: email dated 29 January 2025 with their latest Newsletter. <i>Above information noted</i></p>
7. Ron Bailey – Parliament	<p>Safety of Lithium – Ion Batteries: email dated 20 January 2025 with information on this campaign. <i>Information noted</i></p>
8. One Voice Wales	<p>1. Cost of Living Crisis Project ‘Working with Partners: To Deliver Cost of Living Support to your Community’ Webinar: email dated 17 January 2025 with more information on this Webinar on the 6 February 2025.</p> <p>2. Unjumbling the Jargon: email dated 17 January 2025 with a list of useful acronyms.</p> <p>3. Llais y Goedwig – Networking days local to you: email dated 14 January 2025 with details of two networking days.</p> <p>4. Larger Local Councils Meeting Wednesday 12 February via Zoom: email dated 5 February 2025 details and a Zoom link to this meeting.</p> <p>5. Online Free Asbestos Awareness Training: email dated 29 January 2025 with details of a free Asbestos Awareness training course and a list of available dates.</p> <p>6. One Voice Wales AGM online 11 March 2025: email dated 29 January 2025 containing an invitation to the OVW AGM on 11 March 2025.</p> <p>7. Vacancy – Public Appointments: email dated 4 February 2025 with details of a vacancy for a Chair to Natural Resources Wales, the closing date is 7 March 2025.</p> <p>8. One Voice Wales and Planning Aid Wales Joint Event 27 March 2025: email dated 5 February 2025 with details of this event.</p> <p>9. Reminder Area Committee Survey: email dated 7 February 2025, with a reminder to complete this survey by 28 February 2025.</p> <p>10. Training Dates – February – March 2025: email dated 5 February 2025 with a reminder of the latest training dates. <i>Above information noted</i></p>
9. Play Wales	<p>1. January e-bulletin: email dated 6 January 2025 with the latest e-bulletin.</p> <p>2. Playing Outdoors in Early Years Settings: email dated 29 January 2025 with details of this new toolkit. <i>Above information noted</i></p>
10. Llais Cymru	<p>1. Lung Cancer Screening Survey Reminder end 14 Feb 2025: email dated 3 February 2025 with a reminder for this survey. <i>Information noted</i></p>
11. Repair Cafe Wales	<p>1. Get involved with Fix It Feb: email dated 23 January 2025 with details and resources on becoming involved with Fix It Feb.</p> <p>2. 2025 – 2030 Our Five Year Vision: email dated 27 January 2025 sharing their five year vision. <i>Above information noted</i></p>
12. Menter Iaith Fflint a Wrecsam	<p>Invitation 2025 St David’s Day: email dated 28 January 2025 with an invitation to the Mayor of Wrexham’s St Davids Day Celebrations on Saturday 1 March 2025. <i>Information noted</i></p>
13. Wrexham CBC	<p>Monthly Event List for 2025: email dated 29 January 2025 with the monthly event list from Wrexham CBC. <i>Information noted</i></p>
14. Welsh Government	<p>Ready...Set....Jet: Newsletter dated 30 January 2025 from Welsh Government. <i>Information noted</i></p>
15. Audit Wales	<p>Audit Wales: January Newsletter: Newsletter dated 30 January 2025 from Audit Wales. <i>Information noted</i></p>

136. FINANCIAL MATTERS

The Clerk reported on Payments received and bank charges made since 15 January 2025. Reference was also made to known payments due for Service Level Agreements and other committed expenditure before

31 March 2025, and requested authorisation to pay such costs on receipt and also to make any outstanding debtor or other cheque, BACS and debit card payments as set out in the schedule below.

RESOLVED –

- i) That the Clerk be authorised to pay and report in March 2025 any committed expenditure invoices received to ensure they are paid before the end of the financial year.**
- ii) to approve the making of payments for February 2025 as set out in the schedule reported to the meeting as set out below;**

Voucher/Payment Ref & Payee	Details	Amount
124. BACS ref 88.2.25 Carole Roberts	Salary & office expenses for February 2025 to include 22 hours for Conference attendance 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)
125. BACS ref 89.2.25 Michelle Williams	Salary for February 2025 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)
126. BACS ref 90.2.25 Clwyd Pension Fund	Pension payments for February 2025 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)
127. BACS ref 91.2.25 HMRC	Payroll payments for February 2025 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)
128. BACS ref 92.2.25 Wrexham & District Citizens Advice	SLA Q3 Payment Acton Outreach Service Section 142 Local Government Act 1972 (as amended)	£1,746.25 (Vat= £0.00)
129. BACS ref 93.2.25 Wrexham & District Citizens Advice	SLA Q4 Payment Acton Outreach Service Section 142 Local Government Act 1972 (as amended)	£1,746.25 (Vat= £0.00)
130. BACS ref 94.2.25 One Voice Wales	January 2025 Training Costs - RH Section 112 Local Government Act 1972 (as amended))	£40.00 (Vat= £0.00)
131. Cheque 202377 CPD Dinas Wrecsam	Youth Committee Grant Section 19 Local Government (Miscellaneous Provisions Act 1972 (as amended)	£1,333.00 (Vat= £0.00)
132. Cheque 202378 Acton Football Club	Youth Committee Grant Section 19 Local Government (Miscellaneous Provisions Act 1972 (as amended)	£1,333.00 (Vat= £0.00)
133. Cheque 202379 1 st Acton Rainbows	Youth Committee Grant Section 19 Local Government (Miscellaneous Provisions Act 1972 (as amended)	£1,333.00 (Vat= £0.00)
134. Cheque 202380 Wrexham CBC	SLA 2024/25 -Contribution to costs of play services at the Green Little Acton Section 19 Local Government (Miscellaneous Provisions Act 1972 (as amended)	£9,581.03 (Vat= £0.00)

135. BACS ref 78.1.25 Carole Roberts	Clerk's Expenses for January 2025 S112 Local Government Act 1972 (as amended)	£15.00 (Vat= £0.00)
136. DC13.2.25 Tesco Stores Ltd	Phone & stationery S112 Local Government Act 1972 (as amended)	£ 44.80 (Vat= £4.97)
137. BACS ref 96.2.25 Wrexham CBC	Q3 Sla School Crossing patrol Costs S137 Local Government Act 1972 (as amended)	£4,455.00 (Vat= £0.00)

139. 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/2024/1557: Works to trees protected by Tree Preservation Order WCBC231, 94 Dean Road, Wrexham LL13 9EL	<i>No objections subject to the Council's Arboricultural Officer being satisfied that such works are necessary to ensure the health of the tree and any works are carried out under his supervision and direction</i>
2. P/2025/0087: Single storey rear extension and installation of a pitched roof over existing flat roof to garage, 79 Norfolk Road, Wrexham LL12 7SB	<i>No observations</i>
3. P/2025/0111: Single storey front and side extensions, 4 Brecon Close, Wrexham LL12 7TL	<i>No observations</i>
4. P/2025/0104: Prior notification for demolition of garages, land to the south east of 3 Gladwyn Road, Wrexham LL12 8BA	<i>No observations</i>

Councillor Kevin Roberts
Chair

Signed as a correct record this 19th day of March 2025

Presiding Chair