

Minutes of the hybrid Meeting of Acton Community Council held Wednesday 21 May 2025 remotely via Zoom and at Acton Community Resource Centre, Overton Way, Acton, Wrexham.

Present:

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

* Absent

Also Present:

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

Mr Carl Downes

(Councillor K Roberts in the Chair)

1. APPOINTMENT OF CHAIR

RESOLVED – That Councillor K Roberts be appointed Chair of the Council for the 2025/26 Municipal Year.

(Councillor K Roberts in the Chair for the remainder of the meeting following the signing of his Declaration of Acceptance of Office before the Proper Officer of the Council)

2. APPOINTMENT OF VICE CHAIR

RESOLVED – That Councillor R Hardy be appointed Vice Chair of the Council for the 2025/26 Municipal Year.

3. APOLOGIES FOR ABSENCE

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

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

4. 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.

5. DECLARATIONS OF INTEREST

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

6. CONFIRMATION OF MINUTES

1. The Minutes of the hybrid Council Meeting held on the 16 April 2025 were received.

RESOLVED – that the Minutes of the hybrid Council Meeting held on the 16 April 2025 be received and confirmed as a correct record.

2. The Minutes and recommendation of the hybrid Youth Committee Meeting held on 14 May 2025 were received.

RESOLVED – that the Minutes and recommendation of the hybrid Youth Committee held on 14 May 2025 be received and endorsed as follows:

That up to £100 of the Council's advertising budget can be used for targeted Facebook advertising to promote S137 and Youth Committee grant deadlines to encourage take up from groups within the Acton community.

7. INFORMATION FROM 16 APRIL 2025 MINUTES

- 1) **MINUTE 161.2 – SECTION 116 LOCAL GOVERNMENT (WALES) MEASURE 2011 – CASUAL VACANCY ACTON CENTRAL WARD:** The Clerk informed Members that despite a number of attempts to contact the applicant no response had been received and the application should be considered as withdrawn.

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

- 2) **MINUTE 161.6 – ANNUAL ACCOUNTS 2024/25:** The Clerk advised she had only received the Internal Auditor's report the previous day.

RESOLVED – to defer consideration of this matter until the June 2025 Council Meeting.

- 3) **MINUTE 163.3 – PEDESTRIAN CROSSING ON CHESTER ROAD:** Councillor Martin provided an update on this matter. Rhosddu Community Council had agreed to provide funding towards the pedestrian crossing. Councillor Martin was waiting for Wrexham CBC Officer, Dean Edge, to confirm the amount of funding to be provided by Wrexham CBC.

RESOLVED – Councillor Martin to provide a further update at the June 2025 Council meeting.

- 4) **MINUTE 168 – LITTLE ACTON COMMUNITY CENTRE:** The Clerk confirmed that the Lease has now been sent to the Community Council's Solicitor. The update and present position was noted.

- 5) **MINUTE 169 – ITEMS PLACED ON THE AGENDA AT THE REQUEST OF COUNCILLOR MIKE DAVIES:** it was noted that Councillor Davies is still awaiting a response from Wrexham CBC.

8. PROCEDURAL MATTERS The following matters were considered:-

- 1) **S116 LOCAL GOVERNMENT (WALES) MEASURE 2011 - CO-OPTION OF MEMBERS & CASUAL COUNCILLOR VACANCY IN THE BORRAS PARK WARD:** Members noted that one suitably qualified person had expressed an interest in putting their name forward for co-option to fill the vacancy. A copy of the application had been circulated prior to the meeting. Members proceeded to consider the application and invited the applicant to give a short address to the meeting in support of his application. Members then proceeded to consider the filling of this vacancy by a show of hands.

RESOLVED – that

- i) ***unanimously, Carl Downes, of 1 Merlin Road, Little Acton, Wrexham be co-opted as a Member of the Community Council to fill the casual vacancy for the Borras Park Ward on the Council and the Clerk witnessed his acceptance of Office at the meeting.***
- ii) ***The Clerk arrange a mutual date for Councillor Downes' induction.***

In accordance with the requirements of Standing Order No.5 the Council proceeded to consider the following matters:

2) REVIEW OF DELEGATION ARRANGEMENTS TO COMMITTEES, SUB COMMITTEES, STAFF AND OTHER LOCAL AUTHORITIES: The Council has formal arrangements in place in accordance with the Local Government Act 1972 S101 arrangements for discharge of function by local authorities. The Scheme of Delegation as set out in Appendix 2 formalised the situation. Members considered the Scheme of Delegation.

RESOLVED – that the Scheme of Delegation as now submitted at Appendix 2 be approved and adopted by the Community Council.

3) APPOINTMENT OF COMMITTEES AND TASK AND FINISH GROUPS: The Council received and considered the appointment of its Committees and Task and Finish Groups. The 2024/25 memberships and current terms of reference were noted.

RESOLVED - that for the 2025/26 Municipal year, the Council re-appoint or as otherwise stated, the following Committees and Task and Finish Groups with their memberships and terms of reference as set out below:

1. PLANNING COMMITTEE

MEMBERSHIP: Chair and Vice Chair of the Council, Councillors Kevin Roberts and Ralph Hardy (both ex-officio) together with Councillors Salli Edwards, Anne Evans, Holly Hewitt, Corin Jarvis, and Philip Lloyd.

TERMS OF REFERENCE: To consider and respond to planning applications, planning appeals, any matters related to the development of the Local plan, including consultations and surveys such as the Open Spaces Survey and where there is insufficient time for the full Council to consider such matters.

2. STAFFING COMMITTEE

MEMBERSHIP: Chair and Vice Chair of the Council, Councillors Kevin Roberts and Ralph Hardy (both ex-officio) together with Councillors Trevor Coxon, Mike Davies, Anne Evans, and Becca Martin (In the event of a member of the Committee being implicated in the dispute to be considered or have undertaken an investigatory role then they will need to be substituted as a Member of the Committee.)

TERMS OF REFERENCE:

1). To deal with all staffing matters and carry out the Council's employment duties relating to its Clerk and other staff appointed and **make recommendations to the Council.**

2). The Staffing Committee to have regard to the Civility and Respect Pledge signed by the Council in September 2022 and to the SLCC/OVW Finance and Governance Toolkit for Town and Community Councils issued June 2022 with particular reference to Theme B: "Leadership and People" which includes Staff Job Descriptions; the Model Contract of Employment; Performance Monitoring; Appraisal and Rewards for its Employees; Job Evaluation – the duties and requirements the Council requires from Employed Staff; Terms and Conditions of its Employees and that the core Employment Policies are in place (as reviewed yearly at the Annual Council Meeting).

[The Clerk to the Council has been tasked with overall day to day supervision of all other Employees and will bring any significant issues to the attention of the next Staffing Committee] If any Disciplinary, Grievance or Dignity at Work hearings are necessary; there is an expectation that the Council will seek as necessary, independent specialist Human Resource advice and support and to appoint an external note-taker.

Note: The Annual Review of the Clerk's performance and development will be undertaken in accordance with the Appraisal Scheme & Performance Review Policy adopted by the Council on 19 July 2024.

3. STAFFING APPEALS COMMITTEE

MEMBERSHIP: One independent person together with three members of the Community Council to be selected by the Council as and when required – they must **not** have previously investigated or taken part in the Staffing Committee decision being appealed.

TERMS OF REFERENCE

The Committee is to have regard to the advice note prepared by the Society of Local Council Clerks in respect of the Protocol for Hearings by the Staff Disciplinary and Grievance Committee together with the adopted Staffing Policies of the Council particularly in respect of Disciplinary and Grievance Arrangements, Disciplinary Policy, Local Resolution Protocol for Community and Town Councils, Anti-bullying and Harassment Policy and Whistleblowing Policy. There is an expectation that the Council will seek as necessary, independent specialist Human Resource advice and support and an external note-taker will be appointed at the necessary time.

4. YOUTH COMMITTEE

MEMBERSHIP: Chair and Vice Chair of the Council, Councillors Kevin Roberts (ex officio) and Ralph Hardy (both ex officio) together with Councillors Trevor Coxon, Carl Downes, Anne Evans, Andy Gallanders, Holly Hewitt, Corin Jarvis, and Phil Lloyd.

TERMS OF REFERENCE

- 1) To **keep under** review and develop **emerging** options to enable future Service providers to provide Pilot or other Youth Projects across any of the five Acton Community Wards ensuring they are fit for purpose and reflect the requirements of the Community Council and current best practice;
- 2) To receive and monitor from existing and any future Service providers, reports to the Community Council on any subsequent projects to include performance monitoring reports to ensure the Service Specification is being met and such Projects represent good value for money;
- 3) To monitor the reporting requirements contained within the Service Level Agreements with the Caia Park Partnership to provide Youth Work Projects for 8–18-year-olds for two sessions of Youth Work for 8-12 & 13-18 year olds per week at the Acton Community Resource Centre.
- 4) To bring any concerns about the performance or effectiveness of the current and any future Provider or Project immediately to the attention of the full Council.
- 5) To investigate and report its findings and recommendations back to the Council on the feasibility of implementing the Recommendations of the 2018 Borrass Park Play Sufficiency Assessment with focus initially on zero or minimal cost projects that can build on their success unless Wrexham County Borough Council Officers are able to identify funding for larger projects as part of its “Play Pledge”;
- 6) In the first instance, the primary focus of the Youth Committee shall be on Recommendations 2 and 3 from the 2018 Play Sufficiency Assessment (WCBC) namely:-
 - i- To develop a program of community activities, events, and projects to be carried out in partnership with Wrexham CBC, the Acton Park Ranger and established Community Groups such as the Friends of Acton Park; and
 - ii- to press for the Local Education Authority and Schools themselves to enable and permit access to school grounds during evenings, weekends and school holidays to enable young people to play safely and away from traffic in their own neighbourhood.
- 7) To receive quarterly updates and monitoring reports on the progress and success of the Acton Play Sufficiency Project from the WCBC Play Development Team.
- 8) The scope of the Service Level Agreement with the Caia Park Partnership can be extended to encompass any emergency Detached Youth Work in response to any Measures or similar that may be put in place to ensure continued service delivery of the Projects that may have to be held outdoors in accordance with National and Welsh Government advice and guidance and in order to react to any emerging risks in the future.

9) to consider and review parameters to receive and consider applications for funding from Acton Community Youth Organisations/Groups that will enable them to remain viable or provide financial support for special project for a set number of years [Approved by Council in September 2023]

10) To receive presentations from eligible Youth Groups based In the Acton Community each quarter and to approve Grants with longer term funding (subject to annual review) from within the £5,000 budget allocation specifically set for such purposes and as per the Criteria agreed by the Youth Committee on 25 October 2023. [Minute 16 of Youth Committee refers].

The Committee to have power to act when having given consideration and determination to Youth grant applications, it wishes to spend from the £5,000 Youth Grant Budget specifically allocated to the Youth Committee.

5. TASK AND FINISH GROUP – LITTLE ACTON COMMUNITY CENTRE

MEMBERSHIP: Chair of the Council, Councillor Kevin Roberts (ex-officio) together with Councillors Bill Baldwin, Carl Downes, Anne Evans, and Philip Lloyd. Additionally the following Councillors will provide advice as and when required: Councillors Trevor Coxon, Andy Gallanders and Ralph Hardy.

TERMS OF REFERENCE:

1) To investigate, collate information and Report its findings back to the Community Council about the issues* that were raised in Minute 84.2 c) November 2019 concerning the potential asset transfer of the Little Acton Community Centre from Wrexham County Borough Council to the small Voluntary Group currently running it or to the Community Council itself.

* For clarification such issues include but are not limited to the cost of replacing the flat roof of the building, the findings of the most recent structural survey, the running costs of the Centre compared to the current contribution being made by the Community Council, estimated legal costs for the asset transfer work and staffing resource implications, experience of other Community Councils in taking over responsibility for a Community Centre.

2) To develop a future action plan and business case to ensure the viability and retention of the Community Centre as an important Community Asset. The Action Plan should reflect the progress that has been made to date; the remaining Public Consultation work that was delayed due to the Coronavirus Pandemic and to examine options for the funding of improvements necessary to ensure the longer-term financial viability of the Community Centre.

3) the Group to meet at the Little Acton Community Centre and proceed to conclude the Public Consultation exercise started in the Spring of 2020 and a Business Case and Action Plan be drawn up as set out above and presented to the Council for consideration in due course.

4) The Group to present its findings and recommendations to the Council.

6. TASK AND FINISH GROUP – ACTON COMMUNITY PLAY AREAS

All members of the Council are encouraged to take the opportunity to visit all of the three play areas owned by Wrexham CBC that are funded by the Community Council.

MEMBERSHIP: Chair of the Council, Councillor Kevin Roberts (ex-officio) together with Councillors Sarah Bailey, Salli Edwards, Andy Gallanders, Holly Hewitt and Becca Martin. Additionally Councillor Ralph Hardy will provide advice as and when required.

TERMS OF REFERENCE:

1. To research and identify access to a National Organisation to carry out a Play Audit of the three Acton Play areas funded by Acton Community Council to identify specialist equipment and other surfacing that may be required to upgrade existing facilities to make them fully inclusive and accessible together with any grants or other funding that can be obtained to carry out such improvements.

2. To consult other inclusive high specification play areas in adjoining Community Areas for their advice.

3. To prepare a report for consideration by the Council in due course on the outcomes of its work, recommendations and options for fully upgrading the three Acton Community Play areas.
4. To meet with and report on discussions with Wrexham CBC Officers in connection with progressing the provision of a new Play area at Acton Park.

4) REVIEW AND ADOPTION OF APPROPRIATE STANDING ORDERS AND FINANCIAL REGULATIONS AND OTHER COUNCIL POLICIES: The Council should review at least annually, its Standing Orders were adopted in October 2023 and the current Financial Regulations were last reviewed in May 2023. It was noted the Clerk was currently reviewing a recently released update to Financial regulations from One Voice Wales and would present any changes necessary to a subsequent meeting.

RESOLVED – to confirm that the Council's existing Standing Orders and Financial Regulations are fit for purpose.

5) LEGISLATIVE REQUIREMENTS UNDER LOCAL GOVERNMENT AND ELECTIONS (WALES) ACT 2021:

1. REVIEW OF THE ELIGIBILITY CRITERIA FOR THE USE OF THE GENERAL POWER OF COMPETENCE: The freedom of GPOC is available to local councils that meet three criteria for eligibility set out in The Act 2021:Part 2:s30 that came into force in May 2022 as set out below:

Condition 1: Proportion of elected members

Condition 2: Relevant clerk qualification

Condition 3: Audit opinions

RESOLVED – to note that the Council does not meet all the criteria and is not therefore eligible to use the General Power of Competence.

2. REVIEW AND ADOPTION OF THE COUNCIL'S ANNUAL REPORT: Members reviewed the updated Annual Report for 2025/26. It was noted the Clerk had now corrected several typographical errors. The Clerk was thanked for her work preparing and updating the report which now incorporated greater detail responding to the requirements of the Wellbeing of Future Generations (Wales) Act 2015.

RESOLVED – that the updated Annual Report for 2024/25 be approved and the Clerk publish the report on the Council's website.

3. REVIEW AND ADOPTION OF THE COUNCIL'S TRAINING PLAN: Members reviewed the updated Training Plan at Appendix 4.

RESOLVED – That the updated Training Plan be approved and the Clerk publish the Training Plan on the Council's website.

6) APPOINTMENT OF COMMUNITY COUNCIL REPRESENTATIVES ON COMMUNITY AND RESOURCE CENTRE MANAGEMENT COMMITTEES: The Council reviewed and considered the appointment of the Community Council's representatives for the Little Acton Community Centre and the Acton Community Resource Centre.

RESOLVED – that the Council's representatives at these Centres be confirmed as follows:

1. Little Acton Community Centre – All 3 Little Acton Ward Members namely Councillors Bill Baldwin, Kevin Roberts and Andy Gallanders.

2. Acton Community Resource Centre – To note that this Management Committee has now been disbanded.

7) COMMUNITY SCHOOL GOVERNOR REPRESENTATIVES: The Council reviewed the Schedule of Community School Governor Representatives and their Terms of Office.

RESOLVED – The current Schedule of Community School Governor Representatives and their terms of office be received and noted.

8) REVIEW OF INVENTORY OF LAND AND OTHER ASSETS INCLUDING BUILDING AND OFFICE EQUIPMENT: A copy of the Asset Register to 31 March 2025 was circulated with the Agenda.

RESOLVED – the Inventory of Land and other Assets including Building and Office Equipment to 31 March 2025 be received and noted.

9) INSURANCE PROVIDER AND COVER FROM 1 JUNE 2025: The Clerk reported that the renewal quotation to provide cover from 1 June 2025 had now been received and has been updated to reflect the information contained in the Asset Register circulated with the Agenda. It has also become apparent that the Insurers omitted to create a three year contract in June 2024. They have now offered a three year contract with effect from 1 June 2025 with the resultant savings.

RESOLVED –

- i) to accept the quote provided by Zurich Municipal Insurance Company and enter into a three-year long-term agreement amounting to £1,221.10 in the first year.***
- ii) that the Clerk notify Zurich Municipal accordingly and arrange payment of the premium by BACS prior to 1 June 2025 renewal date.***

10) REVIEW OF THE COUNCIL'S AND/OR STAFF SUBSCRIPTIONS TO OTHER BODIES: It was noted that provision has been made in the 2025/26 budget for the Council's existing subscriptions to One Voice Wales, SLCC and AVOW.

RESOLVED – that the renewal and payment of the three subscriptions to One Voice Wales, SLCC and AVOW be confirmed for 2025/26.

11) REVIEW OF EXISTING POLICIES: A copy of existing adopted Policies had been made available to members and the summary as set out in Appendix 6 was reviewed together with the following five items previously adopted:

- 1. Complaints Procedure (Local Resolution):**
- 2. Council's Policies, Procedures And Practices In Respect Of Its Obligations Under Freedom Of Information And Data Protection Legislation:**
- 3. Council's Policy For Dealing With The Press/Media:**
- 4. Council's Employment Policies And Procedures:**
- 5. Council's Reserves Policy:**

RESOLVED – the following Policies as set out in the Schedule in Appendix 6 be re-affirmed:-

ADOPTED JANUARY 2019:

- 1. Document Retention Policy and Schedule***
- 2. Data Protection and Information Security Policy***
- 3. Privacy Notices – General, Website and Member/Officer***
- 4. Internet, email and social media policy***
- 5. Model Publication Scheme (FOI)***
- 6. Data Breach Notification Policy***
- 7. Subject access policy and template response letters.***
- 8. Member Officer Protocol***
- 9. Grievance Procedure***

ADOPTED APRIL 2021

10. Disciplinary and Grievance Arrangements

11. Disciplinary Policy

12. Local Resolution Protocol for Community and Town Councils- Complaints Procedure

ADOPTED MARCH 2023

13. Annual Leave Policy

14. Anti-bullying and Harassment Policy

15. Data Protection Policy

16. Equality Diversity Policy

17. Flexible Working Policy

18. Lone Working Policy

19. Maternity Leave and Pay Policy

20. Paternity Leave and Pay Policy

21. Performance Improvement Policy and Procedure

22. Sickness Absence Policy

23. Whistleblowing Policy

ADOPTED JULY 2023

24. Adoption and Paternity Policy

25. Alcohol, Drugs and Substance Misuse Policy

26. Appraisal Scheme & Performance review Policy

27. Health and Safety at Work Policy

28. Recruitment and selection Policy

29. Shared Parental Leave Policy

30. Stress Management Policy

31. Time off in Lieu Policy.

ADDITIONAL POLICY ADOPTED IN MAY 2024

32. Reserves Policy

12) REVIEW OF THE COUNCIL'S EXPENDITURE INCURRED UNDER S137 OF THE LOCAL GOVERNMENT ACT 1972: An analysis of the expenditure incurred by the Council during 2024/25 using its powers under S137 of this Act was submitted at Appendix 7 to the Clerk's Report.

RESOLVED – that the Schedule at Appendix 7 be received and it was noted that a sum of £28,265.20 will be included on the relevant additional disclosure section of the Council's Annual Return for 2024/25.

13) MEMBERS ATTENDANCE AT MEETINGS DURING 2024/25:

RESOLVED – that the Schedule at Appendix 8 detailing the record of Members' attendance at Council meetings during the 2024/25 Municipal year be received and noted.

14) DECLARATION OF REMUNERATION TO MEMBERS OF THE COUNCIL FOR THE YEAR ENDED 31 MARCH 2025 AND ARRANGEMENTS FOR 2025/26: Under the Elections and Elected Bodies (Wales) Act 2024, as a relevant authority the Council must notify the Democracy and Boundary Commission Cymru of the remuneration received by its members and co-opted members during 2024/25 and arrange for publication of this information within the authority's area. It is expected that this information must be published and provided to the Commission no later than 30 September following the end of the year to which the payments relate as per the previous practice of the Independent Remuneration Panel for Wales.

RESOLVED - that in order to comply with the requirements of the Elections and Elected Bodies (Wales) Act 2024, the Council make its formal Declaration for the year ended 31 March 2025 and

the schedule as set out in Appendix 9 to the Report be confirmed as a summary of the position for each of the Members of the Acton Community Council during 2024/25 and the Schedule should be published on the Council's website and a copy be provided to the Democracy and Boundary Commission Cymru, as the successor to the Independent Remuneration Panel for Wales, before 30 September 2025 or whenever subsequently set out by the Commission.

15) DAY, TIME AND LOCATION OF MEETINGS OF THE COUNCIL AND ITS COMMITTEES: Members considered a schedule (Appendix 10) setting out the timetable for the Council's monthly meetings for 2025/26 which will be held on the third Wednesday of each month at 6:30pm apart from August when the Council is in recess. The Staffing Committee and Youth Committee will also meet on a quarterly basis and all meetings of the Community Council where possible will be held on a Wednesday evening.

RESOLVED –

- i) the Meeting Schedule for the 2025/26 Municipal Year as set out in Appendix 10 be accepted and the Council will meet on the third Wednesday of each month; the Staffing Committee will meet on the second Wednesday of each quarter and the Youth Committee will generally meet on the second Wednesday of each quarter (apart from July 2025) as set out in the schedule; and***
- ii) the Clerk be authorised to arrange for payment of the room hire fee for each of the Youth and Staffing Committee Meetings that are held at the Acton Community Resource Centre to enable meetings to be held on a Hybrid basis.***

16) BANKING MANDATE FOR PAYMENTS; CONSENT FOR CONTRACTUAL BACS PAYMENTS; REVIEW OF ACCOUNTS FOR EARMARKED RESERVES: The Council reviewed its Banking Mandate and the current list of persons authorised to sign all cheques and other authorizations for payment on behalf of the Council. It was noted the current signatories are the Clerk together with Councillors William Baldwin, Ralph Hardy, Philip Lloyd and Kevin Roberts. The Mandate requires that the Clerk to the Council together with any two of the four signatories can sign cheques. The Clerk informed Members that the new bank account with Unity Trust Bank will require six signatories.

RESOLVED – To leave the current mandate in place and the current list of persons authorized to sign all cheques and other authorizations for payment on behalf of the Council, remain the same.

9. SERVICE LEVEL AGREEMENT REPORTING

1. WREXHAM & DISTRICT CITIZENS ADVICE BUREAU: Members welcomed the Q4 report provided for this Service Level Agreement which provided a breakdown of statistics, a case study, issues presented by Clients, estimated outcomes of maximised income for Clients of £204,969.

RESOLVED – that the Quarter 4 Service Level Agreement Report for the Acton Outreach Advice Service be received and noted.

(Councillor Mike Davies declared a personal and non-prejudicial interest in respect of this item, as he is a member of the Board for Wrexham CAB, and he remained in the meeting while this item was discussed)

2. COMMUNITY AGENT: Members considered the Community Agent Report for May 2025 and noted the new format. Members were also reminded that the Clerk and the Chair were due to attend a meeting with Ian Pope of the Rainbow Foundation on 28 May 2025 together with Wrexham CBC Officer Vicki Lindley-Jones and other Community Council representatives who may also be in attendance.

The Report was received and noted

10. COMMUNITY ENGAGEMENT & PROGRESSION OF ANNUAL REPORT PRIORITIES:

1. **EVENTS AT ACTON PARK:** The Chair informed Members that the Easter event in the Park had been well attended. The next event would be Walking with Trees taking place on the 17 June 2025.
2. **PROGRESS OF ANNUAL REPORT PRIORITIES: COMMUNITY HUB/WELLBEING:** Two new groups had started at Little Acton Community Centre: A smartphone group providing advice and information attended by 10 people. The other, Chi Me sessions, aimed at combating arthritis, attended by 12 people. It was noted a Tennis competition and Bowling events for Children would take place in the park during the summer.

11. 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:

1. **BIKE TRACK FOR ACTON PARK:** Councillor Martin indicated that there were plans to apply for grant funding to provide this facility for early teens to use in the Park.
2. **POWELL ROAD UNDERPASS:** Councillor Martin provided an update. The steps have been gated off, however the underpass can not be closed as it is a public right of way. An application for funding had been made, as part of the Wrexham Year of Culture, to paint murals on the walls of the underpass. The white paint that has been donated will be used to white wash the underpass walls before any of the Mural paintings are created.
3. **ACTON FOOTBALL CLUB:** The Club having wanted to develop the Ty Gwyn Lane football pitch, were now seeking an alternative pitch on the Spider Park in Acton. Councillor Becca Martin agreed that they could contact her via her Wrexham CBC email and she would investigate the support available.
4. **SPEEDING:** Councillor Gallanders informed Members that he had been contacted regarding issues with speeding in the area and was planning to provide a speed awareness course in conjunction with the Acton PCSO's.
5. **BINS AT BORRAS SHOPS:** The spare litter bins removed from Borrass Park Shops had still not been installed at Nine Acre field. Councillor Gallanders confirmed that he would continue to chase Wrexham CBC Officers for the provision of bins on the Fairways.
6. **FOOTBALL PITCHES:** Members discussed the large number of football clubs vying for pitches in the area. Councillor Baldwin mentioned that the Welsh FA are taking over a number of pitches in order to improve standards.

RESOLVED – that Councillor Baldwin provide more information at the June 2025 Council meeting.

12. REPORT FROM CLERK

The Council received a report from the Clerk detailing Consultations, correspondence and other information that has been received since the last meeting as follows:

Organisation	Details
CONSULTATIONS: Members to submit any comments they may wish to make on the undermentioned Consultations	
1. One Voice Wales	Improving the administration and enforcement of Council Tax in Wales: email dated 16 May 2025. This email contains a link to the consultation documents. One Voice Wales will be preparing a response by the 9 July 2025 and invites your comments. Consultation noted
CORRESPONDENCE	
2. One Voice Wales	1. Joint One Voice Wales/SLCC Event on Ethical Frameworks in England and Wales: email dated 22 April 2025 with details of this joint event. 2. One Voice Wales E-bulletin: email dated 17 April 2025 with the latest e-bulletin.

	<p>3. Section 6 Information: email dated 9 May 2025 with details of training and guidance documents on producing a S6 Biodiversity report and action plan.</p> <p>4. Webinar Reminder – Cost of Living Crisis Project ‘Effective Community Engagement’: Reminder for a webinar taking place on 20 May 2025 2 – 4pm</p> <p>5. Training Dates – April – June 2025: email dated 29 April 2025 with the latest training dates.</p> <p>6. North Wales Biodiversity Officer Vacancy: email dated 1 May 2025 with details of this vacancy.</p> <p>7. Keep Wales Tidy!: email dated 2 May 2025 with details of Keep Wales’ Tidy Local Places for nature grants.</p> <p>8. Latest Practice Development Notes Co-option/Who does what: email dated 8 May 2025 with these latest notes attached.</p> <p>9. Innovative Practice Conference – Wednesday 2 July 2025: email dated 12 May 2025 with details of this One Voice Wales Conference at the Royal Showground in Builth Wells.</p> <p>RESOLVED – to reserve two places for the Chair and Vice Chair subject to their availability</p> <p>10. Social Farms and Gardens Community Management Awards 2026: email dated 14 May 2025 seeking nominations for these awards.</p> <p>11. One Voice Wales e-bulletin: email dated 16 May 2025 with the latest e-bulletin.</p> <p>12. Urgent: Empty Seat: email dated 15 May 2025 with a letter attached from Councillor Mike Parry regarding a vacancy on Betsi Stakeholders Reference Group.</p> <p>13. Upcoming online Events from the Cost of Living Crisis Support Team: email dated 16 May with details of these events.</p> <p style="text-align: right;"><i>Above information noted</i></p>
3. Llais Cymru	<p>1. IMPACT – Llais monthly Newsletter: email dated 14 April 2025 containing the latest newsletter from Llais.</p> <p>2. IMPACT – Llais monthly Newsletter: email dated 15 May 2025 containing the latest newsletter from Llais.</p> <p style="text-align: right;"><i>Above information noted</i></p>
4. Wrexham CBC	<p>1. Proposal to reduce the Published Admission Number (PAN) at Barker’s Lane Community Primary School with effect from September 2026.</p> <p>2. Proposal to reduce the Published Admission Number (PAN) at Wat’s Dyke Community Primary School with effect from September 2026.</p> <p>3. Proposal to reduce the Published Admission Number (PAN) at Acton Community Primary School with effect from September 2026.</p> <p>Emails dated 29 April 2025 with regard to reducing the PAN at each of these schools. The consultations closed in January 2025, however by clicking the links in the emails, the post consultation outcomes were available.</p> <p>4. Wrexham Town and Community Council Forum: email dated 8 May 2025 with a link to information on the Role, Governance and Accountability of the town and community council sector.</p> <p style="text-align: right;"><i>Above information noted</i></p>
5. Planning Aid Wales	<p>1. Can you help?: email dated 17 April 2025 inviting comments on draft documents about the way in which Traveller and Gypsy sites are designed and managed.</p> <p>2. Latest news from Planning Aid Wales: email dated 9 May 2025 with details of the latest training and events from Planning Aid Wales.</p> <p>3. New PAW training schedule 25/26: email dated 15 May 2025 with information on their annual training plan.</p> <p style="text-align: right;"><i>Above information noted</i></p>
6. Play Wales	<p>1. Mental Health Awareness Week: email dated 12 May 2025 with information marking Mental Health Awareness Week.</p>

	<p>2. Playday 2025 – the theme is.....: email dated 1 May 2025 with the latest Newsletter.</p> <p>3. Creating accessible Play Spaces: email dated 22 April 2025 with a link to a toolkit aimed at creating play spaces.</p> <p>4. May e-bulletin: email dated 14 May 2025 with the latest e-bulletin.</p> <p><i>Above information noted</i></p>
7. Audit Wales	<p>May 2025 Audit Wales – April Newsletter: email dated 30 April 2025 with the latest newsletter from Audit Wales.</p> <p><i>Information noted</i></p>
8. Owen Davies Consulting	<p>Wrexham City Board and Plan for Neighbourhoods: Acton Community Council Activity: email dated 19 May 2025 requesting a meeting to understand the Council's priorities and aspirations.</p> <p>The Council's INSTRUCTIONS are REQUESTED on how it wishes to proceed</p> <p><i>RESOLVED – that the Clerk contact Owen Davies Consulting to find out more information about the proposed meeting.</i></p>
9. AVOW	<p>What's on Acton: email dated 2 May 2025 with details of events in Little Acton Community Centre.</p> <p><i>Information noted</i></p>
10. Democracy & Boundary Commission Cymru	<p>Electoral Review Programme 2025 (ERP 2025): email dated 8 May 2025 with a link to the Policy and Practice Document published in preparation for the 2025 Electoral Review Programme.</p> <p><i>Information noted</i></p>
11. Clwyd Pension Fund	<p>Employer Representative on the Local Pension Board: email dated 14 May 2025 asking for a volunteer to sit as an Employer Representative on the Pension Board.</p> <p><i>Information noted</i></p>

13. PAYMENT OF ACCOUNTS

The Clerk reported on a £3,600.03 VAT Reclaim Payment received; the use of her delegated powers to replenish the current account with £10,000 from the Council's Deposit account and of bank charges made since 16 April 2025. Authorisation was requested for outstanding debtors, other cheque, BACS and debit card payments as set out in the schedule below:

RESOLVED – to endorse the action taken by the Clerk to replenish the Council's current accounts by £10,000 and approve the making of payments for May 2025 as set out in the schedule reported to the meeting.

Voucher/Payment Ref & Payee	Details	Amount
10. DC2.4.25 Post Office Ltd	1 st class tracked postage for 2024/25 Vat reclaim form 126 S112 :Local Government Act 1972 (as amended)	£3.70 (VAT=£0.00)
15. BACS REF 11.2.25 Wrexham County Borough Council	March 2025 Running Costs for Little Acton Community Centre S19 Local Government (Miscellaneous Provisions)Act 1976	£1,577.360 (VAT=£0.00)
16. BACS REF 12.2.25 Wrexham County Borough Council	2xDouble Hearld Litter Bins with peaked lid for Borrass Shops Litter Act 1985	£1,156.00 (VAT=£0.00)
17. BACS Ref 13.5.25 Rialtas Business Solutions	Year End 2025 Alpha I&E Bronze Scheme on 2/5/25 S112 :Local Government Act 1972 (as amended)	£1,094.40 (VAT = £182.40)
18. BACS Ref 14.5.25 Vision ICT Ltd	SSL Certificate for www.actoncommunity.council.gov.uk to June 2026 S58 Local Government (Democracy) (Wales) Act 2013	£60.00 (Vat= £0.00)
19. BACS ref 15.5.25 Carole Roberts	Salary and office expenses for May 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)
20. BACS ref 16.5.25 Michelle Williams	Salary for May 2025 calculated by the Council's Agent: Shropshire County Council in accordance with Minute 47 July	(as per payroll schedule)

	2017 Section 112 Local Government Act 1972 (as amended)	
21. BACS ref 17.5.25 Clwyd Pension Fund	Pension payments for May 2025 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)
22. BACS ref 18.5.25 HMRC	Payroll payments for May 2025 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)
23. B19.5.25 Defibstore Ltd	2x Zoll CPR-D Padz; 1xZoll PediPadz; 1 x Zoll AED Plus batteries S137 Local Government Act 1972 (as amended)	£459.60 (Vat= £76.60)
24. DC 3.5.25 Tesco Stores Ltd	Telephone costs S112 Local Government Act 1972 (as amended)	£10.00 (Vat= £0.00)
25. BACS ref 20.5.25 Zurich Municipal	Renewal insurance Policy YLL-2720431173 to 31/05/2025 S112 Local Government Act 1972 (as amended)	£1,221.10 (Vat= £0.00)
26. BACS ref 21.5.25 Carole Roberts	Clerk's Expenses for May 2025 S112 Local Government Act 1972 (as amended)	£15.00 (Vat= £0.00)
27. BACS ref 22.5.25 J D H Business Services Ltd	2024/25 Internal Audit Fee Accounts & Audit (Wales) regulations 2014	£598.80 (VAT=£99.80)
28. BACS 23.6.25 Information Commis- sioners office	Data Protection Fee -Renewal S112 Local Government Act 1972 (as amended)	£52.00 (Vat= £0.00)
29. DD2.5.25 BT Com	Internet & telephony May 2025 for Little Acton Community Centre S112 Local Government Act 1972 (as amended)	£88.74 (Vat=£0.00)

14. 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/2025/0351: Single storey side and rear extension at 18 Glyndwr Road, Wrexham LL12 8DG	No observations
2. P/2025/0377: Single storey rear extension, first floor side extension, first floor rear extension and single storey front extension at 19 Richmond Road, Wrexham LL12 8AA	No observations
3. P/2025/0398: Demolition of existing garage, erection of replacement garage and single storey rear extension at 2 Hilltop View Road, Wrexham LL12 7SF	No observations

Councillor Kevin Roberts
Chair

Signed as a correct record this 18th day of June 2025

Presiding Chair