

Minutes of the hybrid Meeting of Acton Community Council held Wednesday 18 June 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	"	A Gallanders
"	W Baldwin *	"	Ms H Hewitt
"	T Coxon	"	Ms C Jarvis *
"	M Davies *	"	P Lloyd *
"	C Downes	"	Ms B Martin
"	Ms S Edwards	"	Ms D Wallice *
"	Mrs A Evans *		1 Vacancy

\* Absent

Also Present:

Morgan Peters, Welsh Youth Parliament

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

## 15. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors W Baldwin, M Davies, Mrs A Evans, R Hardy, Ms C Jarvis, P Lloyd and Ms D Wallice

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

## 16. DECLARATIONS OF INTEREST

Councillor T Coxon declared a personal but non-prejudicial interest in respect of Planning Application P/2025/0427. Councillor Coxon remained in the meeting and took part in the debate for this Application.

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

## 17. 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.

However Councillor B Martin on behalf of a resident referred to the recent use of the Maesydre Play Box as a cake donation location. The Community Council was asked if it would support this resident's business plan to set up a Restful Bake Project and to place a bake box outside the Maesydre Power House. 100% of proceeds will go directly toward making and distributing anonymous Wellness Packs. Members discussed the food hygiene and health and safety aspects of this proposal particularly given the location of the Power House.

***RESOLVED – that the Community Council support this initiative/business plan from a local resident and advise that the Chair is prepared to provide £50 from his Charity fund towards the start up costs of this charitable endeavour if a letter is sent to him.***

## 18. CONFIRMATION OF MINUTES

The Minutes of the hybrid Council Meeting held on the 21 May 2025 were received.

***RESOLVED – that the Minutes of the hybrid Council Meeting held on the 21 May 2025 be received and confirmed as a correct record.***

## 19. INFORMATION FROM 21 MAY 2025 MINUTES

**1) MINUTE 7.2 – PEDESTRIAN CROSSING ON CHESTER ROAD:** Councillor Martin is still waiting for Wrexham CBC Officer, Dean Edge, to confirm the amount of funding to be provided by Wrexham CBC. It was noted that Councillor Martin would bring a further update to the Council once some progress has been made.

The present position was noted.

**2) MINUTE 11.5 FOOTBALL PITCHES:** Councillor Baldwin was not in attendance at the meeting.

***RESOLVED – That consideration of this item be deferred until the Council Meeting in July 2025.***

## 20. COMMUNITY POLICING MATTERS

Further to Minute 81 October 2022, there were no Police Officers in attendance and the Clerk advised that she had received an explanation and apologies from PC Lee Parker.

Councillor Gallanders informed Members that he had completed a Ward walkaround with PC Parker and had been advised that there wasn't a speed gun available in Wrexham to do any community engagement around speed awareness.

***RESOLVED – that***

- i) The Clerk write to North Wales Police suggesting that they should purchase a speed gun to be used in the Wrexham area for Community engagement and speed awareness***
- ii) The Clerk email PC Parker to request his attendance at the Council Meeting in July 2025 and;***
- iii) the Acton sector team be asked to provide their reasoning for proposing a move of the Community Council's mobile CCTV camera to another location in the Acton Community***

## 21. ANNUAL ACCOUNTS 2024/25

Further to Minute 7.2 May 2025, the Internal Auditor's report and Action Plan for 2024/25 was produced in full by the Clerk together with a copy of the Annual Return that has been prepared and will, subject to the approval of the Council, be submitted to the External Auditor by 7 July 2025. It was noted that the notified External Audit date is 15 September 2025.

- 1. INTERNAL AUDITORS REPORT AND ACTION PLAN:** Members considered a copy of this Report and Action Plan for the year ended 31 March 2025. The Internal Auditor Action Plan had made one recommendation. In respect of Issue 1 and its recommendation that internal controls should be in place to prevent duplicate payments. The Council acknowledged the Clerk's explanation as to why this recommendation had been made. The Council will ensure that the appropriate internal controls which are in place, will be adhered to.
- 2. ANNUAL RETURN AND ACCOUNTING STATEMENTS:** Further to Minute 7.2 May 2025, Members were reminded that the year-end bank reconciliation had been received and noted. The Council proceeded to receive the 2024/25 figures that were set out on the Annual Return and additional disclosure notes in respect of the Council's expenditure under Section 137 Local Government Act 1972 and Section 2 of the Local Government Act 2000. Members also approved the Statements set out in sections 1 and 2 of the Council's Annual Return for the year ended 31 March 2025.
- 3. APPROVAL FOR THE CHAIRMAN TO SIGN THE ANNUAL RETURN:** Members noted that formal approval was required for the Chairman to sign the Statement on Page 3 of the Annual Return

for 2024/25 on the Council's behalf prior to its initial submission to the External Auditor. The Council's approval is required before 30 June 2025.

**RESOLVED that:**

- i) The Internal Auditor's report and Action Plan in respect of the Audit of the Council's Accounts for the year ended 31 March 2025 be received. The Internal Auditor to be informed of the outcome of the Council's consideration of his 2024/25 report and recommendations, the Council is satisfied the appropriate action to implement his 2024/25 recommendation has been taken by the Council:**
- ii) The Statements as set out in Sections 1 and 2 and additional disclosures set out on Page 3 of the Annual Return for the year ended 31 March 2025 be approved; and**
- iii) The Chair be authorised to sign on the Council's behalf before the 30 June 2025, the relevant section on Page 3 of the Council's Annual Return for the year ended 31 March 2025 in order to ensure compliance with the Accounts and Audit (Wales) Regulations 2014 (as amended) prior to the initial submission of the Annual Return to the External Auditor.**

**22. PROCEDURAL MATTERS**

The following matters were considered:

- 1) S116 LOCAL GOVERNMENT (WALES) MEASURE 2011 - CO-OPTION OF MEMBERS & CASUAL COUNCILLOR VACANCY IN THE ACTON CENTRAL WARD:** It was noted that this vacancy was being advertised for Co-option and would be reported to the July 2025 meeting.
- 2) SERVICE LEVEL AGREEMENT REPORTING – COMMUNITY AGENT:** Members considered the Community Agent Report for June 2025. Members asked if the Community Agent could include a case study with the report for the July 2025 meeting.

**RESOLVED – that the Clerk request a case study with the next Community Agent SLA report.**

- 3) ANNUAL INSPECTIONS 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.**

- 4) SCHOOL GOVERNOR VACANCIES:** Members noted the two Community Governor vacancies at Alexandra CP School and Borrass Park CP School.

**RESOLVED – to defer consideration of filling both of these vacancies until the July 2025 Council Meeting due to the number of Councillors absent from this meeting.**

**23. KEY ACTON ISSUES:**

- 1. BIKE TRACK AT ACTON PARK:** Councillor Martin had been in contact with National Lottery Funding and would now progress an application for funding. Councillor Martin would also progress consultation with local Schools and Groups. Members noted that Wrexham CBC would consider planning permission for the bike track subject to Acton Community Council being agreeable to fund the maintenance and regular inspections of the bike track.

**RESOLVED – that**

- i) Councillor Martin write to all Members with more information on the bike track.**
- ii) The decision to fund the maintenance of the proposed bike track be deferred to the July 2025 Council Meeting to enable Councillor Martin to obtain an outline of costings.**

2. **DEAN ROAD:** Members discussed the current one way roadworks on Dean Road. Councillor Gallanders confirmed that they would be on place for two months.  
The present position was noted.

**24. PUBLIC ENGAGEMENT & PROGRESSION OF ANNUAL REPORT PRIORITIES:**

1. **GOAL POSTS ON THE REDROW ESTATE:** Councillor Coxon thanked the Chair for providing financial assistance from his Charity account to purchase new goal posts for the green open space area on the Redrow Estate. Members noted that the Chair will also give similar support to other areas of Acton if requested.

2. **LUNCH CLUB AT LITTLE ACTON COMMUNITY CENTRE:** Members thanked the Chair for arranging the purchase of flowers and a small gift for the volunteers at the Lunch Club. Arrangements had been made by the Chair for these items to be presented to the volunteers by the Mayor of Wrexham at the final Lunch Club meeting. Members also thanked the Chair for his efforts in arranging access to Little Acton Community Centre to enable this and other community events to take place.

3. **PENSIONERS CHRISTMAS LUNCH:** Members discussed the provision of a Christmas Lunch for pensioners in the Acton Ward in December 2025.

**RESOLVED – that the Chair contact Wrexham Lager Club to ascertain what dates are available in December 2025 to hold a Christmas lunch for Acton Community residents only.**

4. **EVENT IN ACTON PARK ON 29 JUNE 2025:** It was noted that the Park Ranger had emailed the Clerk asking for volunteers to assist with erecting and dismantling the marquees for this event.

**RESOLVED – to note that the Chair and Councillors Coxon and Hewitt had volunteered to attend the event and will assist with the taking up and down of the marquee and gazebo.**

5. **BUDGET PROGRESS AGAINST ANNUAL REPORT PRIORITIES:** It was noted that an item to review the Q1 progress against the budget should be submitted to the July 2025 Council meeting and Members would have an opportunity to debate each budget line provision against the Council's priorities.

**RESOLVED –that Members consider and highlight any areas in the budget that should be reviewed for 2026/27 at the July 2025 meeting.**

**25. FINANCIAL ASSISTANCE**

Members received the Clerk's report detailing the Council's Policy to apportion the annual £12,500 budget equally between each of the quarterly meetings. Members then proceeded to consider the three 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. Dance Empire	Financial support to assist with the purchase of costumes and equipment for the students' first ever summer showcase.	£500.00
2. Wrexham Dragons Netball Club	Support to upskill volunteer coaches by sending them on umpiring and coaching courses.	£500.00

3. St Giles Church Wrexham Flowerfest 25	Donation to support the Flowerfest 25 event which will run from 19 to 21 September 2025. This event aims to raise funds to assist with the upkeep of St Giles Church, Wrexham.	£500.00
	<b>TOTAL</b>	<b>£1,500</b>

## 26. REPORT FROM CLERK

The Council received a report from the Clerk detailing consultations and other correspondence that had been received since the last meeting as follows:

Organisation	Details
<b>CONSULTATIONS:</b>	
<b>Office of the Police and Crime Commissioner North Wales</b>	<b>Independent Review of CCTV in North Wales – Terms of Reference:</b> Letter dated 4 June 2025 giving advance notice of this Review to take place shortly and inviting the Council to engage and support this review. <i>Information noted</i>
<b>CORRESPONDENCE</b>	
<b>1. One Voice Wales</b>	<b>1. Training dates May – June 2025:</b> email dated 22 May 2025 with details of the latest training dates. <b>2. Letter from North Wales Police and Crime Commissioner, Andy Dunrobbin:</b> email dated 4 June 2025 with details of an independent review of how CCTV is used to combat crime between North Wales Police and the six Local Authorities. <b>3. Cost of Living Crisis Project – Information and Resources:</b> email dated 5 June 2025 with the latest newsletter from the team. <b>4. E-bulletin Issue 4:</b> email dated 6 June with the latest E-bulletin. <b>5. Training dates June – September 2025:</b> email dated 10 June 2025 with details of the latest training dates. <i>Above information noted</i>
<b>2. Play Wales</b>	<b>1. Play policy, research and practice: Getting it right for children:</b> email dated 27 May 2025 with an invitation to join the Play Wales National Conference on 16 October 2025 in Cardiff. <b>2. Play Wales Publications 2025:</b> email dated 3 June 2025 with details of play publications. <b>3. Happy International Day of Play:</b> email dated 11 June 2025 celebrating the International Day of Play. <i>Above information noted</i>
<b>3. Audit Wales</b>	<b>Audit Wales – May Newsletter:</b> email dated 29 May 2025 with the latest news from Audit Wales. <i>Information noted</i>
<b>4. AVOW</b>	<b>Members Mailout May 2025:</b> email dated 29 May 2025 with the latest e-bulletin from AVOW. <i>Information noted</i>
<b>5. Planning Aid Wales</b>	<b>1. Latest news from Planning Aid Wales:</b> email dated 30 May 2025 with the latest news and training events from Planning Aid Wales. <b>2. Latest news from Planning Aid Wales:</b> email dated 9 June 2025 with the latest news and training events from Planning Aid Wales. <i>Information noted</i>
<b>6. Wrexham CBC</b>	<b>Mayor’s Civic Visit to St Giles Church – Sunday 6 July 2025:</b> email dated 5 June 2025 with an invitation for 2 Community Council representatives to attend this event. Response to be sent by Friday 27 June 2025. <i>Information noted</i>
<b>7. Nightingale House Hospice</b>	Longest Day Lasting Care Tour on Friday 20 June 2025: Invitation letter for two members of the Council to attend this event. <b>RESOLVED – that Councillors Kevin Roberts and Holly Hewitt attend as the Council’s representatives</b>

## 27. PAYMENT OF ACCOUNTS

The Clerk reported on Payments received and bank charges made since 21 May 2025, and requested authorisation for outstanding debtor or other cheque, BACS and debit card payments as set out in the schedule below.

### RESOLVED –

- i) To note the payments received as follows: VAT Reclaim for 2024/25= £3,600.03 and interest to 5/6/25 on the Council's deposit account = £1,246.45*
- ii) To approve the transfer of £30,000.00 from the Council's deposit account to replenish the current account*
- iii) to approve the making of payments for June 2025 as set out in the schedule below as reported to the meeting.*

Voucher/Payment Ref & Payee	Details	Amount
30. BACS ref 24.6.25 Carole Roberts	Salary and office expenses for June 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)
31. BACS ref 25.6.25 Michelle Williams	Salary for June 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)
32. BACS ref 26.6.25 Clwyd Pension Fund	Pension payments for June 2025 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)
33. BACS ref 27.6.25 HMRC	Payroll payments for June 2025 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)
34. BACS ref 28.6.25 AV Parts Master Ltd	Projector Equipment for Hybrid Meetings at Little Acton Community Centre Section 112 Local Government Act 1972 (as amended)	£565.50 (Vat= £94.30)
35. DD 3.6.25 BT Com	Internet/Phone Provision Little Acton Community Centre S112 Local Government Act 1972 (as amended)	£88.74 (Vat= £0.00)
36. DC 4.6.25 Tesco Stores Ltd	Telephone costs S112 Local Government Act 1972 (as amended)	£15.00 (Vat= £0.00)
37. BACS ref 29.6.25 Carole Roberts	Clerk's Expenses for June 2025 S112 Local Government Act 1972 (as amended)	£15.00 (Vat= £0.00)
38. BACS ref 30.6.25 Viking Office UK Ltd	Stationery etc S112 Local Government Act 1972 (as amended)	£360.70 (Vat= £60.12)
39. Cheque No 202391 Dance Empire	Grant/Donation S137 Local Government Act 1972 (as amended)	£500.00
40. Cheque No 202392 Wrexham Dragons Netball Club	Grant/Donation S137 Local Government Act 1972 (as amended)	£500.00
41. BACS ref 31.6.25 CCA3/25-26 St Giles Church Wrexham	Grant/Donation S137 Local Government Act 1972 (as amended)	£500.00
<b>Chairs Charity Account - FOR INFORMATION ONLY</b>		
CCA1/25-26 via BACS 1.6.25 Goal Posts - £100.00 (reimbursement of Chair)		
CCA2/25-26 via BACS 2.6.25 Flowers for Warm Space Volunteers £60.00 (Invoice - Flowers in the Window)		
CCA3/25-26 via BACS 3.6.25– Voucher for Warm Space Volunteer £30.00 (reimbursement of Chair)		

## 28. 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):

<p><b>1. P/2025/0247:</b> Outline application for erection of up to 900 dwellings (Appearance, landscaping, layout and scale reserved) on land at Erlas Park, Cefn Road, Wrexham LL13 9TT</p>	<p>It was noted that the Council had requested and been given an extension of time to respond to this application by 17 July 2025.</p> <p>The Council considered and debated a draft response to this outline application which had been circulated by some members prior to the meeting. Several further points were raised particularly in respect of biodiversity.</p> <p>The Clerk was requested to incorporate the comments made at the meeting into a composite response and to circulate it to all members of the Council in advance of the July 2025 Council meeting to enable a formal response to be submitted by the extended deadline</p>
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**RESOLVED - that the following observations be made on the applications as set out below:**

Case Number/ Address & Proposed Development	Decision
<p><b>2. P/2025/0454:</b> Discharge of condition 9 (Bio Security) of planning permission P/2018/0673 at land north of Holt Road LL13 9EH</p>	<p><b>No observations</b></p>
<p><b>3. Pre application consultation:</b> Development of 27 apartments by Wales &amp; West Housing Association on land at 2 Chester Road, Wrexham LL12 7AD</p>	<p><b>No observations</b></p>

*(Councillor T Coxon having previously declared a personal but non-prejudicial interest in respect of Planning Application P/2025/0427 being an adjoining resident to the application site, remained in the meeting and took part in the debate for this Application.)*

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

Signed as a correct record this 16<sup>th</sup> day of July 2025

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Presiding Chair