

Minutes of the hybrid Meeting of Acton Community Council held Wednesday 16 July 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:

PC Lee Parker and PCSO Charlie Cooper, North Wales Police

Morgan Peters, Welsh Youth Parliament

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

29. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Ms S Bailey, Mrs A Evans and Ms B Martin

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

30. DECLARATIONS OF INTEREST

Councillor T Coxon declared a personal but non-prejudicial interest in respect of Agenda item 13. Planning Application P/2025/0247 being an adjoining resident to the application site. There were no other declarations of interest made at this stage of the proceedings.

31. PUBLIC PARTICIPATION

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

32. CONFIRMATION OF MINUTES

The Minutes of the hybrid Council Meeting held on the 18 June 2025 were received.

RESOLVED – that the Minutes of the hybrid Council Meeting held on the 18 June 2025 be received and confirmed as a correct record.

33. INFORMATION FROM THE MINUTES

- 1) **MINUTE 11.5 MAY 2025 – FOOTBALL PITCHES:** Councillor Baldwin updated Members with information received from Wrexham CBC on their 10 year vision to upgrade County football pitches. Members queried the scoring matrix used to determine which pitches would be

upgraded as the Spider Park, a heavily used football pitch within the Acton ward, was not included on the list.

RESOLVED – Councillor Baldwin to make further enquiries with Wrexham CBC as to why the Spider Park had not been considered for upgrade and report back to the next Council meeting.

2) MINUTE 23.1 JUNE 2025 – BIKE TRACK AT ACTON PARK: Councillor Martin was not in attendance at the meeting.

RESOLVED – that consideration of this item be deferred until the Council meeting in September 2025.

3) MINUTE 26.7 JUNE 2025 – NIGHTINGALE HOUSE HOSPICE LONGEST DAY LASTING CARE TOUR ON FRIDAY 20 JUNE 2025: The Chair and Councillor Hewitt had attended this tour of Nightingale House Hospice. They updated Members on the work the Hospice does, the facilities available and the explanation they had received regarding the sums needed to meet annual running costs and the amount required to be held in the Hospice's bank account to meet statutory obligations.

34. COMMUNITY POLICING MATTERS

The Chair welcomed PC Lee Parker and PCSO Charlie Cooper of North Wales Police. PC Parker informed Members that the handheld speed monitoring gun had been ordered and he would inform the Community Council when it arrived. PC Parker reported to Members on the levels and types of anti-social behaviour committed by young people in the Acton Community and the work the Police are doing to combat this. Members were asked to encourage the reporting of any incidents direct to 111 and not through posts on social media pages to ensure a timely response to the incidents.

Members discussed the re-location of the Community Council's mobile CCTV Camera with PC Parker and PCSO Cooper, highlighting a number of potential sites. Members expressed their disappointment at the lower number of PCSO's allocated in the Acton Community Council wards; it was noted there are now just two PCSOs who are covering both the Acton and Rhosddu Community Council areas.

RESOLVED – that

- i) PC Parker provide a data map of crime within the Acton Community Council wards to enable the relocation of the CCTV camera to the most appropriate data led location.**
- ii) PC Parker and PCSO Charlie Cooper provide their contact details for Members to publicise on social media.**

35. WREXHAM CITY BOARD PLAN FOR NEIGHBOURS

Members noted that a representative from Owen Davies Consulting had been unable to attend the meeting.

RESOLVED – that the Chair and the Clerk arrange to speak with Owen Davies Consulting and report back to the September Council meeting.

36. PROCEDURAL MATTERS:

1) S116 LOCAL GOVERNMENT (WALES) MEASURE 2011 - CO-OPTION OF MEMBERS & CASUAL COUNCILLOR VACANCY IN THE ACTON CENTRAL 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, Morgan Peters, of 95 Hullah Lane, Wrexham be co-opted as a Member of the Community Council to fill the vacancy for the Acton Central Ward on the Council and the Clerk witnessed his acceptance of Office at the meeting.*
- ii) The Clerk arrange a mutually convenient date for Councillor Peters' induction.*

2) AUGUST RECESS ARRANGEMENTS: The Clerk reminded Members that the Council should have arrangements in place to deal with any urgent business that arises during the August 2025 recess.

RESOLVED – that the Clerk in consultation with the Chair and Vice Chair be authorised to deal with any urgent matters that arise during the August 2025 recess and report back in September 2025 on any actions and delegated decisions taken.

3) EXTERNAL AUDIT UPDATE AND MID TERM REVIEW OF PROGRESS AGAINST COUNCIL'S STATUTORY TRAINING PLAN: The Clerk updated Members with regard to the submission on 4 July 2025 of the variance explanations she had prepared together with other accompanying documents to the External Auditor. Members discussed the existing Statutory Training Plan which had been provided as part of the Council's submission to the External Auditor. They also carried out a mid-term review of progress being made against this Statutory Plan to ensure the required Training is carried out before the end of the current Terms of Office in May 2027.

RESOLVED – That

- i) the update from the Clerk in respect of progress for the statutory External Audit of the Council's Accounts for the year ended 31 March 2025 be noted;*
- i) the mid term progress against the Training Plan's Targets being met was noted; and*
- ii) the One Voice Wales Finance training modules, Local Government Finance – Module 6 and Advanced Local Government Finance – Module 21, be added as additional requirements to the Statutory Training Plan.*

4) SCHOOL GOVERNOR VACANCIES AT ALEXANDRA SCHOOL AND BORRAS PARK CP SCHOOL: It was noted that Councillors Carl Downes and Morgan Peters wished to put their names forward for the two School Governor vacancies.

RESOLVED – that the Clerk notify the Governing bodies that the Community Council has agreed the following nominations:-

- i) Councillor Morgan Peters be nominated to fill the Governor Vacancy on the Governing Body for Alexandra CP School, and*
- ii) Councillor Carl Downes be nominated to fill the Governor Vacancy on the Governing Body for Borrass Park CP School.*

5) SERVICE LEVEL AGREEMENT REPORTING – COMMUNITY AGENT: The Council received the Community Agent's report highlighting June 2025 outcomes, and a case study in accordance with Minute 22.4 June 2025 Minutes.

Resolved - that the Report be noted.

6) SERVICE LEVEL AGREEMENT REPORTING – Q1 ACTON PARK RANGER: The three monthly report from 1 April to 30 June 2025 was received and considered. Members welcomed the report and its detailed contents.

RESOLVED – that the Park Ranger's Report be received and noted.

37. KEY ACTON ISSUES:

CHANGES TO 20MPH SPEED LIMIT: Members noted that following the recent Consultation, the speed limit on certain roads within the Acton Community had reverted back to 30mph and new road signage was in place on these stretches of road.

38. PUBLIC ENGAGEMENT & PROGRESSION OF ANNUAL REPORT PRIORITIES:

- 1. PARK RANGER EVENT IN ACTON PARK:** The Chair thanked Councillor Trevor Coxon, Mrs Coxon and Councillor Hewitt for their help in assisting the Acton Community Council funded Park Ranger with moving and erecting the Gazebos prior to the recent event in Acton Park.

Members were reminded that the current three year SLA requires several such events to be provided throughout each year. Members were disappointed to note that there had been minimal support from Wrexham CBC due to staffing shortages. They queried how much basic level provision compared to other Parks in Wrexham CBC there would be in Acton Park without the Community Council's SLA funding and requirements for this full time additional post; whose intention was to enhance and supplement the Wrexham CBC staffing provision for Acton Park. It was noted that the continuation and renewal of an SLA for the provision of a full time Park Ranger in Acton Park and whether it represents good value for money will be reviewed as part of the Community Council's 2026/27 budget setting process.

Members were pleased to note that the event had been successful with approximately 80 people in attendance and the next events was a Dog show in mid August.

RESOLVED –that the continuation and renewal of an SLA for the provision of a full time Park Ranger in Acton Park and whether it represents good value for money should be reviewed as part of the Community Council's 2026/27 budget setting process.

- 2. PENSIONERS CHRISTMAS LUNCH:** The Chair reported that he is waiting on available dates, for the provision of a Christmas Lunch, from Wrexham Lager Club. A further update would be given at the next meeting.
- 3. TAI CHI IN LITTLE ACTON COMMUNITY CENTRE:** Members noted that a new course was starting in September 2025 and that fifteen people had already signed up to the event.

39. 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
CORRESPONDENCE	
1. Planning Aid Wales	1. Latest news from Planning Aid Wales: email dated 13 June 2025 with their latest information. 2. Do you live in a conservation area? A few listed buildings? Historic Gardens: email dated 20 June 2025 with details of this training event and a link to their training events through to March 2026. <i>Above information noted</i>
2. Llais Cymru	IMPACT – Llais Monthly Newsletter: email dated 13 June 2025 with their latest newsletter. <i>Information noted</i>
3. Play Wales	1. Play in Healthcare: email dated 16 June 2025 with a link to an information sheet on the positive impact of play. 2. June e-bulletin: email dated 18 June 2025 with their latest e-bulletin. 3. Creativity and Tool use in Play settings: email dated 25 June 2025 with a link to download this information sheet. 4. Playwork Principles – playwork sector announcement: email dated 1 July 2025 with details of a survey being carried out about the use of the Playwork Principles. <i>Above information noted</i>

4. Wrexham Area Civic Society	Wrexham Area Civic Society Awards 2025: email dated 18 June 2025 with a prospectus and nomination form for these awards, the closing date for nominations is 30 September 2025. RESOLVED – Members to provide any nominations to the Clerk by the nomination deadline.
5. Ambition North Wales	Upcoming Feasibility Support for Clean Energy Projects: email dated 18 June 2025 with information on financial support available. Information noted
6. National Library of Wales	Our Miners Heritage Film Screening Event: email dated 19 June 2025 with details of a film screening taking place at the Miners Rescue, on 1 July 2025, 6.30 – 8.30pm. Information noted
7. One Voice Wales	1. One Voice Wales E-bulletin issue 5: email dated 20 June 2025 with the latest e-bulletin. 2. Consolidation of Planning Law in Wales – publication of Draft Planning (Wales) Bill: email dated 20 June 2025 with links to the draft bill and its supporting documents. 3. Cost of Living Crisis Project – Information and resources: email dated 23 June 2025 with information about online events, surveys and guides. 4. One Voice Wales E-bulletin Issue 6: email dated 7 July 2025 with the latest e-bulletin. Above information noted
8. AVOW	Members mailout June 2025: email dated 30 June 2025 containing the AVOW e-bulletin. Information noted
9. Audit Wales	Audit Wales Newsletter June 2025: email dated 2 July 2025 with the latest newsletter. Information noted
10. Wrexham CBC	Wrexham Communities – Shaping our Environments together: email dated 4 July 2025 with details of an event on 4 September 2025 exploring and raising awareness of the Low Carbon Communities Project. Information noted

40. PAYMENT OF ACCOUNTS AND Q1 PROGRESS AGAINST THE 2025/26 BUDGET

The first quarter bank reconciliation and accounts were presented together with progress against the budget for consideration by the Community Council. In accordance with Minute 24.5 June 2025 Members considered the progress made and noted there were currently no areas in the 2025/26 budget that should be reviewed for 2026/27.

The Clerk reported on Payments received including interest for the Council's deposit Account amounting to £1,246.45; bank charges made since 18 June 2025; and requested authorisation for outstanding debtor or other cheque, BACS and debit card payments as set out in the schedule below:

RESOLVED –

- i) The first quarter bank reconciliation and accounts together with progress against the Budget as now submitted be received and noted that apart from the Park Ranger SLA renewal, there are currently no other new areas for consideration or review for the 2026/27 budget;**
- ii) To note the payments received as follows: interest to 5/6/25 on the Council's deposit account = £1,246.45; Replenish of Current Account from Deposit Account = £20,000.00; and**
- iii) To approve the making of payments for July 2025 as set out in the schedule reported to the meeting.**

Voucher/Payment Ref & Payee	Details	Amount
42. BACS ref 32.7.25 Carole Roberts	Salary and office expenses for July 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)
43. BACS ref 33.7.25 Michelle Williams	Salary for July 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)
44. BACS ref 34.7.25 Councillor Kevin Roberts	Senior Role Annual Allowance paid via Payroll in July 2025 S112 Local Government Act 1972	(as per payroll schedule)
45. BACS ref 35.7.25 Clwyd Pension Fund	Pension payments for July 2025 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)
46. BACS ref 36.7.25 HMRC	Payroll payments for July 2025 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)
47. BACS ref 37.7.25 One Voice Wales	Member Training 12/6/25 SB – New Councillor Induction S112 Local Government Act 1972 (as amended)	£42.00
48. BACS ref 38.7.25 One Voice Wales	Member Training 25/6/25 HH: Health & Safety Module S112 Local Government Act 1972 (as amended)	£42.00
49. DD 4.7.25 BT Com	Internet/Phone Provision Little Acton Community Centre S112 Local Government Act 1972 (as amended)	£88.74 (Vat= £0.00)
50. BACS ref 39.7.25 Society of Local Council Clerks	Renewal of Clerks Members to Society of Local Council Clerks S112 Local Government Act 1972 (as amended)	£240.00 (Vat= £0.00)
51. BACS ref 40.7.25 Wrexham CBC	Room Hire at ACRC on 14/5/25 for Youth Committee S112 Local Government Act 1972 (as amended)	£40.00 (VAT=£0.00)
52. BACS ref 15.5.25 adj for Michelle Williams	Payroll input error May 2025 - adjustment S112 Local Government Act 1972 (as amended)	£0.74 VAT= £0.00
53. BACS ref 29.6.25 Carole Roberts	Clerk's Expenses for July 2025 S112 Local Government Act 1972 (as amended)	£15.00 (Vat= £0.00)
54. DC 4.6.25 Tesco Stores Ltd	Telephone costs S112 Local Government Act 1972 (as amended)	£15.00 (Vat= £0.00)
Chairs Charity Account -		
CCA4/25-26via BACS 4.7.25 Get well Flowers for Councillor Anne Evans – £30.00 (Invoice -Flowers in the Window)		

41. 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/2025/0247: 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:	Further to Minute 28 June 2025, Members thanked the Clerk for preparation of the strong composite response that had been circulated separately RESOLVED - . i)Subject to the Clerk incorporating the amendments

	<p><i>agreed by the Council, the response be sent to Wrexham CBC prior to the extended deadline of 17 July 2025.</i></p> <p><i>ii) The Clerk to send copies of the Acton Community Council response to Caia Park and Holt Community Councils.</i></p>
<p>2. P/2025/0519: works to trees protected by tree preservation order WCBC190 at 40 Gresford Way, Wrexham LL12 8BB</p>	<p><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></p>

(Councillor T Coxon having previously declared a personal but non-prejudicial interest in respect of Planning Application P/2025/0247 being an adjoining resident to the application site, remained in the meeting and took part in the discussion for this Application.)

42. EXCLUSION OF 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.

43. STAFFING COMMITTEE MINUTES

The confidential Minutes and recommendations from the Staffing Committee meeting held on 11 June 2025 were received.

RESOLVED – that the Confidential Minutes of the Staffing Committee meeting held on 11 June 2025 be received and noted.

44. LITTLE ACTON COMMUNITY CENTRE

The Clerk provided Members with an update to her report on Little Acton Community Centre electrical compliance, following the visit by Mike Pryde Electrical Services, on 15 July 2025, to carry out an EICR (Electrical Installation Condition Report). The building had not passed the inspection and a number of remedial works were required to bring the Centre up to specification.

Members discussed the Building Condition Report completed in August 2024, with specific regard to the electrical installation, the asbestos contamination in specific areas of the building and a fire risk assessment. Members also wanted clarification on the day to day running costs of the Centre.

RESOLVED –

- i) To endorse the action taken by the Clerk, using her delegated powers to authorise the EICR Survey and a copy be sent to the Community Council's Solicitor dealing with the Lease for this building to enable the urgent actions identified to be raised with Wrexham CBC as the current owner of the building .***
- ii) That the Clerk arrange to have a Business Fire Safety Survey completed at Little Acton Community Centre.***
- iii) That the Clerk provide Councillor Hardy with spreadsheets containing the charges for Little Acton Community Centre for the last 2 years to enable a list of charges to be compiled.***

Councillor Kevin Roberts
Chair

Signed as a correct record this 17th day of September 2025

Presiding Chair