

Minutes of the hybrid Meeting of Acton Community Council held Wednesday 19 November 2025 remotely via Zoom and at Little Acton Community Centre, The Green, Little 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 *	"	M Peters
"	Mrs A Evans	"	Ms D Wallice

* Absent

Also Present:

Ms J Edwards, Health and Wellbeing Officer, AVOW (Z)

Ms A Griffin, AVOW (Z)

PC Lee Parker, North Wales Police

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

76. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Ms S Bailey, Ms S Edwards, Ms C Jarvis and P Lloyd.

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

77. PUBLIC PARTICIPATION

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

78. DECLARATION OF INTERESTS

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

79. CONFIRMATION OF MINUTES

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

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

2. The Minutes and recommendations of the hybrid Youth Committee held on 12 November 2025 were received.

RESOLVED – that the Minutes and recommendation of the hybrid Youth Committee Meeting held on 12 November 2025 be received and following clarification by the Clerk, be endorsed as follows:

To extend the existing 3 year Play Sufficiency Project Service Level Agreement (SLA) with Wrexham CBC's Play Development Team (which is currently in year 1 of 3) so that from April 2026 there can be continuation in years 2 and 3 of the SLA of the School Holiday play sessions recently piloted successfully on the Fairways Estate, at cost of £2,093.90 for 1 session per week throughout the Easter, Whit, Summer & October school holidays (total of 10 sessions excluding bank holidays & national Playday), and quarterly reports be provided to enable the Youth Committee to monitor progress and adjust accordingly.

80. VARIATION IN ORDER OF AGENDA - LITTLE ACTON COMMUNITY CENTRE – WARM SPACES

The order of the agenda was varied at this stage of the proceedings so as not to detain the guest speakers.

The Chair welcomed Jane Edwards and Alison Griffin from AVOW to the Meeting. Ms Edwards gave a short presentation to Members on the success of the Warm Spaces initiative held in Little Acton Community Centre earlier in 2025 and the provision of warm meals and an accessible social setting with new activities and information for residents whilst being part of a group to address loneliness and the cost of living crisis. Members also heard some of the positive feedback provided by the attendees. Jane Edwards indicated that she would share her Warm Spaces Report and summary data with the Council. The Chair informed Members that the Rainbow Foundation had successfully obtained funding to run the Warm Spaces Project again which would commence in January 2026.

RESOLVED – that the representatives of AVOW be thanked for their attendance and that Jane Edwards send her Warm Spaces Case Study and Aging well report to the Clerk.

81. BEST WISHES

Members extended their best wishes and thanks to PC Lee Parker who was in attendance at the meeting. The Chair advised that PC Parker would be retiring shortly. In response PC Lee gave his thanks to the Council for their help and support over the years. It was reported that PC Mark Hughes would be replacing PC Parker shortly.

82. INFORMATION FROM THE 17 SEPTEMBER 2025 MINUTES

- 1. MINUTE 67.1 AVOW ASSISTANCE WITH GRANT FUNDING APPLICATIONS:** Members noted that due to illness the Clerk meeting had not been held and the Clerk would seek to re-arrange the meeting with Ms Young from AVOW once she returns to work.
- 2. MINUTE 67.3 LAMP POST REMEMBRANCE POPPIES:** Members noted that an extra 20 poppies had been purchased by the Clerk under her delegated powers in consultation with the Chair to replace missing poppies along Jeffreys Road. Plans were now in place to take the poppies down and store them until 2026. Members discussed the purchase of an additional 40 poppies, at a cost of approximately £200 to be put up in 2026 with extra cable ties.

RESOLVED – that

- i) The action taken by the Clerk in consultation with the Chair to purchase 20 extra Poppies be endorsed***
- ii) The Clerk be authorised to purchase an additional 40 poppies, at a cost of approximately £200 along with additional, extra-long cable ties.***
- iii) The Administration Assistant investigate the cost of purchasing stickers, of various shapes and sizes, with the Community Council's logo on, to be placed on items such as bins, benches and the poppies.***

3. **MINUTE 67.5 LITTLE ACTON COMMUNITY CENTRE:** The Clerk confirmed that the Lease Agreement for Little Acton Community Centre had now been signed off and completed by Wrexham CBC. Electricity readings had now been taken and the Clerk was arranging to switch electricity suppliers and take advantage of cheaper tariffs. The Clerk had notified the Council's Insurer that the building should now be added to the Community Council's Insurance Policy and was in the process of obtaining a building valuation for the Insurers. The present position was noted.
4. **MINUTE 68.1 NEW ACTON PARK PLAY AREA:** The Clerk updated Members with the timeline for the tender process. The tender documents would be advertised on ESPO for six weeks. After the closing date, any tenders received would be checked by Wrexham CBC Procurement team and then passed to the Community Council, possibly in time for the Council Meeting in February 2026. After this consultation and feedback would be requested from the local schools on the plans received. The present position was noted.
5. **MINUTE 72.2 2) BIN PURCHASE FOR GOULBOURNE HOUSING ESTATE:** The Clerk confirmed that she had contacted Kerry Williams at Wrexham CBC to order a new bin and that this had been passed to Wrexham CBC Officer, Damien Keogh.
6. **MINUTE 72.2 1) PLAY SUFFICIENCY GRANT – ARAN ROAD PLAY AREA IMPROVEMENTS:** The Clerk informed Members that the Council's application for a Play Sufficiency Grant had narrowly been unsuccessful. The Clerk indicated that if the Council were to proceed with improvements to the Aran Road Play area from within its own budgets and reserves, she would request the Council be considered for slippage grant monies from the Play Sufficiency Grants that have been approved.
Carla Hinde, Play Officer, Wrexham CBC nevertheless had tendered for quotes to make improvements to the Aran Road play area. These quotes had been received and circulated to Members prior to the Meeting. Members then proceeded to consider the quotes received and also discussed a survey identifying Pride in Place impact funding for Community and Open Spaces and other potential funding options if no grant monies are available.

RESOLVED –

- i) *to accept the tender quote from Play and Leisure in the sum of £10,571.60 plus vat; The Community Council to meet these costs from within its existing budgets this year and Mrs Hinde be informed the Community Council would like the work done as soon as possible ; and*
- ii) *That having regard to the risks identified in the last Annual Inspection, the Clerk obtain a quote for the remaining play equipment and fencing on the Aran Road play area to be re-painted so as to prevent further erosion to the metal work and refresh the whole of the Aran Road play area.;*
- iii) *Members inform the Clerk if they are made aware of any grant application funding windows being opened to enable timely grant applications to be submitted on the Council's behalf.*

83. LOW CARBON COMMUNITIES PROJECT – EXPRESSION OF INTEREST AND ACTION PLAN

The Clerk updated Members on the outcome of the meeting held with Zach Jones, Climate and Carbon Reduction Officer with Wrexham CBC, which was attended by the Clerk, the Chair and Councillor Coxon. Members discussed the, previously circulated, Expression of Interest and Action Plan prepared by the Clerk for Members consideration. It was noted that if successful the Council would receive a £1000 towards the costs of the 3 projects outlined in the Action Plan

RESOLVED – that

- i) *the Council adopts the Low Carbon Communities Action Plan as now submitted by the Clerk to the Council;*

- ii) *the Clerk be authorised to submit the completed Expression of Interest and Action Plan to Zach Jones at Wrexham CBC; and*
- iii) *An update on the outcome of the submission be given to a subsequent meeting.*

84. PROCEDURAL MATTERS

The Clerk reported on the following procedural matters:

- 1) **SERVICE LEVEL AGREEMENT – CITIZENS ADVICE BUREAUX:** Members considered and discussed the Q2 2025/26 SLA report that had been received and circulated and welcomed the detailed financial benefits stated in the report.

RESOLVED – To receive and note the Q2 SLA Report on the Acton Outreach Service provided at the Acton Community Resource Centre.

- 2) **SERVICE LEVEL AGREEMENT REPORTING – COMMUNITY AGENT:** The Council received the Community Agent's report highlighting October 2025 outcomes.

RESOLVED – that the Report be received and noted.

- 3) **ENVIRONMENT (WALES) ACT 2016 PART 1 SECTION 6 – THE BIODIVERSITY AND RESILIENCE OF ECOSYSTEMS DUTY 3 YEAR REVIEW AND REPORT FOR DECEMBER 2025:** The Clerk presented the existing three-year plan with the final annual review and updated report prepared to ensure the Council meets its statutory duties under Section 6 of the 2016 Act.

RESOLVED - that

- i) *The Clerk be thanked for producing the review and report; and*
- ii) *The Report be received and accepted and once signed off by the Chair, the report be published on the Council's website, and once published, a copy and/or link should be sent to s6biodiversityduty@gov.wales to comply with the relevant legislation.*

85. KEY ACTON ISSUES:

1. **BUS SHELTER ON HOLT ROAD:** Members referred to a replacement of the bus shelter on Holt Road after it had been damaged and knocked by a lorry reversing into it.

RESOLVED – that Councillor Gallanders make enquiries with Wrexham CBC about a replacement bus shelter and report back to a subsequent meeting.

2. **PLANNING APPEAL APP/H6955/A/20/3263516: P/2019/0005 – Development of 600 houses on land south of Holt Road, Wrexham:** Members noted that there had not been any update on this planning appeal.

86. COMMUNITY ENGAGEMENT & PROGRESSION OF ANNUAL REPORT PRIORITIES:

1. **EVENTS IN ACTON PARK:** The Chair reminded Members of the Christmas event taking place in Acton Park on Sunday 14 December 2025 from 12.00 – 15.00. It was noted that posters were available and members were encouraged to promote this event through their social media

2. PROGRESS OF ANNUAL REPORT PRIORITIES:

- 1) **CHRISTMAS LIGHTS:** Members discussed the recent Social Media posts about provision of Christmas Lights in the Acton Community. There were currently no detailed location suggestions and the costs associated with putting up and taking down the lights, storage and a fund for repairs were unknown. However some members were making enquiries with other Community Councils to try and ascertain these costs.

RESOLVED – to await details of the costs for other Community Councils from Councillor Gallanders.

- 2) **PENSIONERS CHRISTMAS LUNCH:** The Chair confirmed that the Pensioners Christmas Lunch for Acton residents would take place on Wednesday 10 December 2025 at 1pm. Sixty pensioners had

already signed up and there were no more places available. Members were encouraged to come along and assist on the day. Having regard to the costs to be incurred in providing for the Christmas events, it was proposed that the sum to replenish the Chair's Charity account be increased to £2,000.00 for 2025/26 to meet these costs.

RESOLVED – that

- i) The £17.95 cost per head for Acton Residents that attend this Christmas Lunch at the Wrexham Lager Club on 10 December 2025 be met from the Chair's Charity Account;;***
- ii) The Chair's Charity Account replenish be increased to £2,000.00 for 2025/26 and the Clerk be authorised to arrange for the monies to be placed in this Charity account immediately.***

87. ANNUAL ESTIMATES OF INCOME AND EXPENDITURE FOR 2026/27 FINANCIAL YEAR

Members gave initial consideration to matters pertaining to the determination of the Council's income, expenditure balances and precept requirements for the financial year 2026/27.

1. ANNUAL INVESTMENT STRATEGY 2026/27: Members noted the Council's Investment Policy for the next financial year should be reviewed as part of the budget setting process. The Council's Banking Strategy seeks to enable two factor authorizations for electronic payments and the mandate for the two Unity Bank Accounts recently opened to include a total of six signatories.

RESOLVED: *To review the Council's Annual Investment Strategy and Financial Regulations once the six signatories have registered for online banking with Unity Trust.*

2. SERVICE LEVEL AGREEMENTS 2026/27: Members discussed the current and proposed Service Level Agreements for 2026/27 and ongoing contractual commitments.

RESOLVED –

- i) That the Clerk write to Wrexham CBC to inform them that the Acton Park Ranger SLA will not be renewed when it ends on 31 March 2026; however the Council will consider the impact of this decision and the merits and value for money of making provision to support an Acton Park Ranger SLA when setting its 2027/28 budget; and***
- ii) That the Clerk make enquiries regarding the current SLA given that the post is now vacant and what arrangements are in place until 31 March 2026 when the three year Agreement ends.***
- iii) To confirm the continuation of all other existing Service Level Agreements for the next financial year as part of the budget setting process as follows :-***

- 1. Shropshire County Council Payroll Service – (Year3 of 3)***
- 2. Caia Park Partnership Open Access Youth Work for 8-18 year olds – (Year 2 of 3)***
- 3. CAB Acton Outreach Worker for Acton Community Advice Service (Year 3 of 3)***
- 4. Wrexham CBC Acton Playground Provision – (Annual ongoing)***
- 6. Wrexham CBC School Crossing Patrols –Wrexham CBC (Annual ongoing)***
- 7. Wrexham CBC Play Sufficiency Project with Staffed play provision at Little Acton (Year 2 of 3); and to implement the recommendations of the Youth Committee Meeting held on 12 November 2025 as follows:***

“To extend the existing 3 year Play Sufficiency Project SLA with Wrexham CBC's Play Development Team so that from April 2026 there can be continuation in years 2 and 3 of the SLA of the School Holiday play sessions recently piloted successfully on the Fairways Estate, at cost of £2,093.90 for 1 session per week throughout the Easter, Whit, Summer & October school holidays (total of 10 sessions excluding bank holidays & national Playday)

3. PRECEPT REQUIREMENTS FOR 2026/27: The Clerk requested a steer on the percentage inflation increase to be applied when working up the draft Budget for 2026/27. It was noted the 2026/27 Budget and Precept requirements will be determined at the December 2025 Council meeting.

RESOLVED – That the Clerk work up detailed budget costings for consideration at the December 2025 Council meeting based on an assumption of 3.8% inflation.

88. 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:

CONSULTATIONS AND CORRESPONDENCE

Organisation	Details
CONSULTATIONS: Members are requested to submit any comments they may wish to make on the undermentioned Consultations	
1. North Wales Fire and Rescue Service	Our five principles for keeping communities safe – have your say: invitation email dated 23 October 2025 to take part in this consultation on the third annual Community Risk Management Implementation Plan 2026 – 2027. The consultation closes at midnight on 14 December 2025. Link to complete the questionnaire: www.northwalesfire.gov.wales RESOLVED – that Members submit their comments individually
2. One Voice Wales	Consultation on the changes to local government elections in Wales: email dated 31 October 2025 containing a link to these consultation documents Changes to local government elections rules in Wales GOV.WALES Consultations noted – no comments received from Members
CORRESPONDENCE	
1. Play Wales	1. October e-bulletin: email dated 15 October 2025 with the latest e-bulletin. 2. Research: What Children say about Play: email dated 21 October 2025 with details on this research. Above Information noted
2. One Voice Wales	1. E-bulletin Issue 11: email dated 17 October 2025 with the latest e-bulletin. 2. Webinar – Upcoming Online Events: email dated 28 October 2025 with details of upcoming online events. 3. University of South Wales – Shaping the future of Public Services in Wales – Community Events: email dated 15 October 2025 with details 4. Workshop – Local Resolution Protocol: email dated 30 October 2025 with an invitation to their upcoming workshops on the Local Resolution Protocol. 5. E-Bulletin Issue 12: email dated 7 November 2025 with the latest e-bulletin. 6. Your Council’s work matters – please complete the Cost of Living Survey: email dated 12 November 2025 with a link to this survey. Above Information noted
3. Llais	IMPACT – Llais Monthly Newsletter: email dated 17 October 2025 with the latest newsletter. Information noted
4.SLCC	Practitioners Conference – 28/29 January 2026 at Burton on Trent: Email dated 27 October 2025 inviting Clerks to attend this Conference. It was noted the Clerk has previously attended this annual Conference as part of her continuing professional development. RESOLVED - the Clerk reserve a place to attend the SLCC Practitioners 2026 Conference as part of her continued professional training and the delegate fees of £716.00 (plus vat), and any additional hours and travel costs incurred by the Clerk attending the Conference be paid

5. Planning Aid Wales	1. Latest News from Planning Aid Wales: email dated 17 October 2025 with the latest from Planning Aid Wales. 2. Latest News from Planning Aid Wales: email dated 30 October 2025 with the latest news and events. 3. Latest News from Planning Aid Wales: email dated 7 November 2025 with the latest news and events. <i>Above Information noted</i>
6. AVOW	Members Mailout October 2025: email dated 30 October 2025 with the latest e-bulletin from AVOW. <i>Information noted</i>
7. Audit Wales	Audit Wales Newsletter: email dated 5 November 2025 with the latest newsletter. <i>Information noted</i>
8. Wrexham CBC	Civic Service -Wrexham Armed Forces Community Carol Service - 4 December 2025 at 7.00 pm: Invitation Email dated 14 November 2025 for Members to attend this Service. <i>Information noted and Members to respond individually</i>

89. FINANCIAL BANKING MATTERS AND PAYMENT OF ACCOUNTS

The Clerk reported on Payments received since 15 October 2025, and requested authorisation for replenishing the Council's current account by £20,000 and having regard to the decision earlier in the meeting, to replenish the Chairs Charity Account by £2,000. The Clerk also requested authorisation for outstanding debtor or other cheque, BACS and debit card payments as set out in the schedule below.

RESOLVED – to approve the making of payments for November 2025 as set out in the following schedule reported to the meeting:-.

Voucher/Payment Ref & Payee	Details	Amount
105. DC9.11.25 Poppy Shop	20x Replacement Street Lamp Poppies S137 Local government Act 1972 (as amended)	£100.00 (VAT=£16.67)
106. BACS ref 83.11.25 Carole Roberts	Salary and office expenses for November 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)
107. BACS ref 84.11.25 Michelle Williams	Salary for November 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)
108. BACS ref 85.11.25 Clwyd Pension Fund	Pension payments for November 2025 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)
109. BACS ref 86.11.25 HMRC	Payroll payments for November 2025 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)
110. DD 8.11.25 BT Com	Internet/Phone Provision Little Acton Community Centre S112 Local Government Act 1972 (as amended)	£88.74 (Vat= £14.79)
111. BACS ref 87.11.25 One Voice Wales	OVW Training Fees – Module 2: MW attendance S112 Local Government Act 1972 (as amended)	£42.00 (VAT=£0.00)
112. BACS ref 88.11.25 Gresford Cricket Club	Youth Committee Financial Support - November 2025 S19 Local Government (Miscellaneous Provisions) Act 1976	£1,250.00 (VAT = £0.00)
113. BACS ref 89.11.25 Carole Roberts	Clerk's Expenses for November 2025 S112 Local Government Act 1972 (as amended)	£15.00 (Vat= £0.00)

Chairs Charity Account - S15 Local Government Act 1972 (as amended)

CCA6-25/26 Flowers in the Window Poppy Wreath for Remembrance Day Service £80.00-
CCA7-25/26 – Flowers in the Window – Get Well Bouquet Cllr S Edwards – (RESERVED)
CCA8 - 25/26 – Carole Roberts – Reimbursement for Purchase of Retirement Gift Voucher for PC Lee Parker - £50.00

90. 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/2025/0768: Single Storey rear extension at 106 Park Avenue, Wrexham LL12 7AN	No observations
2. P/2025/0793: Erection of a conservatory, replacement of flat roof to pitch on existing garage and single storey front extension to form porch at 98 Jeffreys Road, Wrexham LL12 7PG	No observations
3. P/2025/0814: Single storey side and rear extension and replacement of flat roof to pitch on existing garage at 33 Park Avenue, Wrexham LL12 7AL	No observations
4. P/2025/0811: Erection of a garden room at 38 Park Avenue, Wrexham LL12 7AH	No observations
5. P/2025/0839: Erection of single storey side/rear link extension and detached summer house/shed at 31 Box Lane, Wrexham LL12 8BY	No observations
6. P/2025/0841: Single storey rear extension at 1 Chelston Avenue, Wrexham LL13 9TQ	No observations
7. P/2025/0837: Single storey rear extension and conversion of existing garage to form new main entrance at 45 Huntsman's Corner, Wrexham LL12 7UE	No observations

Councillor Kevin Roberts
Chair

Signed as a correct record this 17TH day of December 2025

Presiding Chair