

Minutes of the hybrid Meeting of Acton Community Council held Wednesday 15 April 2026 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	"	Ms B Martin
"	C Downes	"	M Peters *
"	Ms S Edwards	"	Ms D Wallice
"	Mrs A Evans	"	1 Vacancy

* Absent

Also Present:

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

149. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor M Peters.

150. 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).

151. DECLARATION OF INTERESTS

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

152. CONFIRMATION OF MINUTES

The Minutes of the hybrid Council Meeting held on 18 March 2026 were received.

RESOLVED – that the Minutes of the hybrid Council Meeting held on 18 March 2026 be received and confirmed as a correct record.

153. INFORMATION FROM 18 FEBRUARY 2026 MINUTES

- 1) MINUTE 117.1 NOTICEBOARD IN ACTON:** The Clerk advised both noticeboards were on order and delivery was expected in June 2026. The Clerk had confirmed that Wrexham CBC would install both noticeboards. The present position was noted.
- 2) MINUTE 117.2 TRANSFER OF HSBC MONIES TO NEW UNITY BANK ACCOUNTS:** The Clerk confirmed progress on the transfer of funds from HSBC to the new Unity Trust Bank Accounts. The present position was noted.
- 3) MINUTE 140.2 DOG FOULING:** The Administration Assistant updated Members on the solution provided to residents by Rhosddu Community Council and approximate costs. Members were still keen to address this issue.

RESOLVED – the Clerk writes to Wrexham CBC Licensing Team and obtains the following statistical information:

- i) The number of 'dog fouling' signs sited in the Acton Community;*
 - ii) The number of waste bins in the Acton Community and if there is a map of where they are situated*
 - iii) The number of Licensing enforcements for dog fouling in the last 12 months to include the number of fines issued and the number of Enforcement Officers.*
- 4) MINUTE 142.2.i) DEFIBRILLATORS:** The Administration Assistant provided an update to Members on the installation of new defibrillators in the following locations:
- Spider Park –now installed, active, registered on the Circuit and published on the Acton Community Council website
 - Wrexham Boxing Club building on Nine Acre Playing Field – Noted Wrexham CBC Officer Paula Hayward is awaiting a response from the Legal Team on how to formalise the defibrillator installation given this Wrexham CBC property is occupied by a tenant.
 - Memorial Hall – The letter drafted to the Manager will be sent will be sent once a response has been received from Paula Hayward to a request for permission to install the defibrillator on an external wall of the building.
 - Scout Hut, Dean Road – an email has been sent to Sam Roberts, the Group Lead Volunteer asking for permission to install a defibrillator on the Scout Hut external wall.
 - Morrisons Daily, Dean Road – The letter to the Manager thanking him for his interest will be sent once permission has been received from the Rhosnesni Scout Group, Dean Road to install a defibrillator on their hut.

RESOLVED – that the Administration Assistant email Paula Hayward to enquire if there have been any further developments with permissions for Nine Acre Playing Field and the Memorial Hall and further updates be given to subsequent meetings.

- 5) MINUTE 148 NEW ACTON PARK PLAY AREA:** The Clerk updated Members on the results of the voting and consultation with residents and young people in Acton which had taken place via their schools and at the Easter Event in Acton Park on 31 March 2026. The Clerk had emailed Carla Hinde, Wrexham CBC Officer, after this event with the Council's decision. Ms Hinde subsequently confirmed that a formal Procurement Moderation and evaluation would now take place with Acton Community Council representatives being included on the Panel. Once this process has been completed a further update will be provided. The present position was noted.

Councillor Jarvis informed the Council of a broken piece of equipment in the existing children's play area in Acton Park. The Clerk confirmed that she was aware of this, the equipment had been removed and Ms Hinde Wrexham CBC had obtained two quotes and was awaiting a third to replace the item.

RESOLVED – that

- i) the Clerk and Chair report outcomes back to the Council once the Formal Procurement and Evaluation Panel has taken place; and*
- ii) Approval be given for the Clerk to spend up to £3,000 under her delegated powers once the three quotes have been received and considered and to place an order the replacement equipment and arrange for its installation.*

154. ACTON COMMUNITY RESOURCE CENTRE

The Chair and a number of Members had today attended a drop-in session held by Wrexham CBC to discuss the proposed re-purposing of Acton Community Resource Centre into a Day Services Centre for existing clients of the Cunliffe Centre. Members discussed the outcomes of this session and expressed their disappointment over the lack of consultation. It was noted that large capital contributions of at least £376,000 had been given by the Community Council since 2013 to support

the business case for the Resource Centre and enable it to be developed for the Acton Community Residents; perhaps that money should be now be requested back? Members considered it appropriate to request a pause of six months on the proposal for Acton Community Resource Centre to enable multiple issues to be reviewed including any Consultation carried out on the Service reduction with both the Centers' users, the alternate options for a Polling Station for the area, and consideration by the Safeguarding Scrutiny Committee to a Topic Request by Councillor Jarvis.

RESOLVED – that the Clerk send an open letter to the Chief Executive of Wrexham CBC requesting a six month pause to the process to allow for proper consultation, and it be shared with local and social media.

155. PROCEDURAL MATTERS

1. S116 LOCAL GOVERNMENT (WALES) MEASURE 2011 – CASUAL VACANCY – ACTON PARK WARD:

A. FILLING OF VACANCY: Further to Minute 132 April 2026 It was noted that the resignation of Councillor Phillip Lloyd had created a vacancy in the Acton Park Ward and on the Youth Committee. It was noted that a meeting of the Youth Committee was to be held before the Annual Council Meeting.

RESOLVED –that

- i) the Clerk now take the necessary steps to advertise and fill this Casual Vacancy for the Acton Park Ward; and**
- ii) the vacancy on the Youth Committee be filled by Councillor Morgan Peters**

B. BANKING MANDATES: The Clerk informed Members that the resignation of Councillor Phillip Lloyd had created a need for two new banking signatories, one with HSBC and the other with Unity Trust Bank.

RESOLVED – that the Council's banking Mandates for the HSBC and Unity Trust Banks be reviewed at the Annual Council meeting and in the meantime all Members consider whether they wish to be a bank signatory.

C. SCHOOL GOVERNOR VACANCY: It was noted that Councillor Philip Lloyd is currently the Community School Governor for Acton Park Primary School. Members were unsure whether this appointment would cease on his standing down from the Council.

RESOLVED – that

- i) The Clerk seeks confirmation from the Clerk to the Governors if former Councillor Philip Lloyd can continue in the role of Community School Governor for Acton Park Primary School.**
- ii) The Administration Assistant clarifies if, a Community School Governor is a representative of the Community as an individual, or is a representative of the Community Council.**

2. COMMUNITY AGENT REPORT: The Council received the Community Agent's report highlighting March 2026 outcomes. Members appreciated the Case Study provided by the Community Agent.

RESOLVED – that the Report be received and noted.

3. SLA REPORTING – ACTON PARK Q4 ACTON PARK RANGER: The three-monthly report up to 31 March 2026 was received and considered. Members welcomed the report and its detailed contents.

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

4. PRIDE IN PLACE IMPACT FUNDING: The Clerk thanked Councillor Gallanders for his input in completing the form and informed Members about the drop-in session she had attended with

Wrexham CBC, which provided additional information enabling her to strengthen the report. Members also noted that there may be an opportunity for additional funds later in 2026; however, the Clerk confirmed that the Community Council would not be able to apply for funding in retrospect. Councillors thanked the Clerk for her work in ensuring the application form was completed prior to the deadline for submission.

RESOLVED – that the Chair sign the application form and it be submitted by the Clerk prior to the 30 April 2026.

5. **ANNUAL ACCOUNTS 2025/26:** This item was deferred until the Annual Council Meeting in May 2026. The year end bank reconciliation and spending progress against the 2025/26 Budget subject to the outcomes of the year-end close down on 24 April 2026. Members also noted that the Accounts and supporting papers for the year ended 31 March 2026 will be submitted to the Council's Internal Auditor on 7 May 2026 and include the figures finalized after the year end accounts close down. The present position was noted.
6. **ANNUAL RETURN 2025/26 GOVERNANCE STATEMENTS:** The Clerk advised that the Council must approve its Accounts for the year ended 31 March 2026 by 30 June 2026 at the latest and then submit its Annual Return to the External Auditor by 5 July 2026 for a basic audit. As a first step, Members determined the Council's responses to the Annual Return's Governance statements 1-10 for 2025/26.

RESOLVED –that

- i) ***the Clerk proceeds to complete the Governance Statements on the Annual Return for 2025/26 as now discussed and submit any explanations that may be required;***
- ii) ***The Administration Assistant circulate the revised Code of Conduct to all Members;***
- iii) ***The Administration Assistant amends the format of the current Acton Community Council Risk Assessment.***

156. KEY ACTON ISSUES

1. **BUS SHELTER HOLT ROAD:** The Bus Shelter had not been replaced. Councillor Gallanders had discussed the matter with the Chief Executive of Wrexham CBC who would make further enquiries with the relevant Department.
2. **FRIDAY BIN COLLECTIONS:** Councillor Martin confirmed that she was still trying to progress the matter with Wrexham CBC.

157. COMMUNITY ENGAGEMENT & PROGRESSION OF ANNUAL REPORT PRIORITIES:

1. **EVENTS AT ACTON PARK:** The Chair reported on the success of the Easter Event held in Acton Park on 31 March with over 200 residents in attendance.
2. **PROGRESSION OF ANNUAL PRIORITIES:** The Chair reported on the new community groups setting up in Little Acton Community Centre and the success of existing groups where the number of residents in attendance is steadily rising.
The Clerk informed Members that she had received two quotations for the Rialtas room bookings and invoicing package. The Clerk had also met with a volunteer who runs an evening community group in Little Acton Community Centre, who was cleaning the Community Centre on the day her group met.

RESOLVED – that

- i) ***The Clerk in consultation with the Chair review the quotes received from Rialtas and proceed to place an order the quote with the most appropriate options; and***
- ii) ***The Clerk purchases a mop and a V-sweeper for use in Little Acton Community Centre.***

- 3. PREPARATION OF ANNUAL REPORT:** Councillor Hardy reported on his meeting with Councillor Edwards and the Chair to review the Annual Report and requested assistance from the Clerk and Administration Assistant with updating the financial elements of the Report. Members discussed their priorities for 2026/2027. Councillor Coxon requested that the Low Carbon Communities Initiative be included. The present position was noted.

158. 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
CONSULTATIONS: Members are requested to submit any comments they may wish to make on the undermentioned Consultation	
Wrexham CBC	New Premises Application – Lager Town relating to Unit 4a, Jaegar House, 141 Holt Road, Wrexham LL13 9DY.: Email dated 10 April 2026 inviting comments on this application by 6 May 2026: Details are as follows: a new premises licence application requesting the following Sale of Alcohol Monday – Sunday 09:00 – 23:00; Christmas Day 11:00 – 14:00 Bank Holidays 09:00 – 23:00; RESOLVED – that the Council write and express concerns about the premises being open on Christmas Day.
CORRESPONDENCE	
1. One Voice Wales	1. One Voice Wales E Bulletin issue 20: email dated 20 March 2026 with their latest e-bulletin. 2. One Voice Wales Funding Newsletter March 2026: email dated 17 March 2026 with details of funding opportunities in North Wales. 3. Free Training Places for Councillors – 2027-2027: email dated 2 April 2026 with details of the free training places for Councillors. 4. OVW E-bulletin Issue 21: email dated 2 April 2026 with the latest e-bulletin from One Voice Wales. 5. Placement opportunities Rural Wales Advisory Board and Placements Call: email dated 7 April 2026 with details of these placement opportunities. 6. APRIL 2026: The Voice e-magazine: Email dated 9 April introducing the first edition of a magazine style e-newsletter. The e-newsletters are also available to read here :e-Newsletters - One Voice Wales 7. April 26: One Voice Wales National Awards 2026: email dated 9 April 2026 inviting nominations for this award. OVW members are encouraged to visit on-line Awards Application Form and submit applications. The closing date for nomination is 30 April 2026. Above Information noted
2. Rainbow Foundation	New Active Futures Cohort starts this April – Please help us to spread the word: email dated 17 March 2026 with details of the latest Active Futures sessions. Information noted
3. Play Wales	1. March 2026 e-bulletin: email dated 17 March 2026 with the latest ebulletin from Play Wales. Information noted
4. Wrecsam2029 City of Culture Bid	Wrecsam2029 – Upcoming Community Conversation Events: email dated 24 March 2026 with details of sessions being held during March and April 2026 about the Wrecsam2029 bid and Cultural Strategy. Information noted
5. Planning Aid Wales	Latest News from Planning Aid Wales: email dated 25 March 2026 with the latest newsletter from Planning Aid Wales. Information noted
6. Hafren Dyfrdwy	Hafren Dyfrdwy: email dated 31 March 2026 with an attachment outlining work

	taking place along the A5156 between the Llan-y-pwll Roundabout and the Gresford Interchange roundabout. This will result in lane closures between 13 April 2026 and 27 April 2026 <i>Information noted</i>
7. AVOW	1. Members Mailout March 2026: email dated 31 March 2026 with their latest newsletter. 2. Volunteers Week – Nominations Open: email dated 2 April 2026 with a link to nominate the volunteer who has made a difference. <i>Above Information noted</i>
8. Wrexham CBC	1. Wrexham Active Travel Network Map (ATNM) review: email dated 2 April 2026 with a link to a survey which will help to identify priorities for future improvements to walking and cycling routes in Wrexham County Borough. The closing date is 17 May 2026. 2. Dog Fouling ‘Design a Sign’ Competition: email dated 7 April 2026 with details of a ‘Design a Sign’ competition aimed at Primary School Children to promote anti-dog fouling. The closing date is 17 April 2026. 3. Wrexham LDP 2013 – 2028: Withdrawal of an LDP: email dated 8 April 2026 with details and FAQ’s on the withdrawal of the Wrexham LDP. <i>Above Information noted</i>
9. North and Mid Wales Trunk Road Agent 10 - Ambition North Wales	Notification of Works A55/A494/A550/A483 (A5) Dual Carriageway: email dated 3 April 2026 with a notification of works to the dual carriageway on these roads. <i>Information noted</i> Quarterly Newsletter - Ambition North Wales: Email dated 24 March 2026 presenting its newsletter which it hopes is informative. Any feedback or suggestions regarding the newsletter and its content: is welcome: Ambition North Wales Quarterly newsletter <i>Information noted</i>

159. PAYMENT OF ACCOUNTS

The Clerk reported on payments and bank charges made since 18 March 2026. It was also reported the Clerk had used her delegated powers to replenish the Unity Trust Banks current Account from the HSBC deposit Account, and she requested payment authorisation for outstanding debtor or other cheque, BACS bills and debit card payments, as set out in the schedule below:

RESOLVED –

- i) To approve the Clerk having used her delegated powers to replenish the Unity Trust Bank Account on 7 April 2026;**
- ii) to approve the making of payments for April 2026 as set out in the schedule below as reported to the meeting;**
- iii) To approve the payment of up to £3,000 for a replacement Ladybird Spring piece of play equipment for Acton Park Play area.**

Voucher/Payment Ref & Payee	Details	Amount
Creditors end of 25/6 Outstanding Payments: to be paid in 2026/7 (shown in italics) once invoices are received they will be included in subsequent payment schedules		
<i>Creditor 25/6 outstanding Wrexham County Borough Council</i>	<i>Contribution to CCTV transmission costs at Penymaes Avenue Wrexham for 2025/26</i>	<i>£2,160.00 (VAT= £360.00)</i>
<i>Creditor 25/6 outstanding Audit Wales</i>	<i>External Audit Fee for 2025/26</i>	<i>£750.00 (estimate) (VAT= £0.00)</i>

Creditor 25/6 outstanding Wrexham County Borough Council	Repainting perimeter Fence at Aran Road Play area S19 Local Government (Miscellaneous Provisions)Act 1976	£4,680.00 (Vat=£780.00)
Creditor 25/26 received BACS ref 200.3.26 Wrexham County Borough Council	Contribution to running costs at Little Acton Community Centre 1/4/25-3/11/25 S19 ;local Government (Miscellaneous Provisions) Act 1976	£2,034.88 (VAT = £ 0.0)
Unity Trust Bank Payments (U) HSBC Bank payments (H)		
U1.BACS ref 1.4.26 Carole Roberts	Salary and office expenses for April 2026 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)
U2.BACS ref 2.4.26 Michelle Williams	Salary for April 2026 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)
U3.BACS ref 3.4.26 Clwyd Pension Fund	Pension payments for April 2026 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)
U4.BACS ref 4.4.26 HMRC	Payroll payments for April 2026 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)
H5.DC 1.4.26 Zoom Video Communications Inc	Zoom Subscription from 8 April 2023to 7 April 2027 S112 Local Government Act 1972 (as amended)	£155.88 (VAT= £25.98)
U6.BACS 5.4.25 Rialtas Business Solutions Ltd	Alpha Software Annual Support, Maintenance and Licence to 31/3/2027 Section 112 Local Government Act 1972 (as amended)	£252.00 (Vat= £42.00)
H7.DD.1.4.26 BT com	Internet/Phone Provision Little Acton Community Centre to 31/3/26 S112 Local Government Act 1972 (as amended)	£93.54 (Vat= £15.59)
H8.DD.2.4.26 British Gas	Made up of:- LACC Off Peak Electricity supply costs 4/2/26 - 4/3/26 S112 Local Government Act 1972 (as amended)	£531.11(VAT+£88.51) £258.39(VAT=£43.06)
H9.DD.3.426 British Gas	LACC Electricity supply costs 7/2/26 – 7/3/26 S112 Local Government Act 1972 (as amended)	£272.72 (VAT=£45.45)
Chairs Charity Account - Section 15 Local Government Act 1972 (as amended)		
H. CCA1 – 26/27 – Bellis Bros Ltd – Purchase of thank you gift card former Councillor Philip Lloyd (purchased via HSBC Debit Card+ monies transferred internally from HSBC Chair's Charity Account to HSBC current account to cover cost)		

160. 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/2026/ 0158: Change of use from Class C3 Dwelling to Class C4	<i>The Community Council objects to this planning application as it considers the proposal is:</i>

<p>House in Multiple Occupation (5 occupants) at 18 The Beeches, Wrexham LL12 7BL</p>	<ol style="list-style-type: none"> 1. out of character and not in keeping with the area and will exacerbate existing flooding issues. 2. an over development of the property and raises concerns over highway safety due to the additional vehicular traffic to be generated from this change of use. Despite the reconfiguration of the front garden to provide three off-street parking spaces, the plan indicates a lack of parking for 1 to 2 cars within the site curtilage. Wrexham Planning Guide note 5 states that a vehicle should be able to enter or leave each parking space even if other parking spaces within the parking area are occupied. 3. There is limited on street parking in the vicinity of the property. This narrow street has no pavement provision to ensure the safety of residents and other pedestrians particularly when vehicles are parked on the street. 4. There is a history of flooding in the vicinity of the application site with sand bags provided to properties throughout the year. 5. There is an increased flood risk associated with the use of hard surfaces such as concrete or asphalt, to create the additional parking spaces on the front garden. This can lead to higher runoff and saturation of the ground.
<p>2. P/2026/ 0112: Works to trees protected by Tree Preservation Order WCBC 167 at 21 Kensington Grove, Wrexham LL12 8AJ</p>	<p>No objections subject to the Arboricultural Officer being satisfied the works are necessary to ensure the health of the tree and such works are carried out under the direction of the Arboricultural Officer.</p>
<p>3. P/2026/0203: Works to trees protected by Tree Preservation Order WCBC 77 at 92 Dean Road, Wrexham LL13 9EL</p>	<p>No objections subject to the Arboricultural Officer being satisfied the works are necessary to ensure the health of the tree and such works are carried out under the direction of the Arboricultural Officer.</p>

161. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED – that the Press and Public be excluded from the meeting during consideration of the next items of business 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.

162. LITTLE ACTON COMMUNITY CENTRE

Members considered details of the three quotes obtained for completing the remedial electrical work following the failed EICR report in July 2025. Members discussed the quotes and selected a preferred supplier to complete the work.

The Administration Assistant together with Councillor Hardy had drawn up the initial tender specification documents for the replacement doors and windows and the replacement roof. Members were given the detail, an outline of the documents and accepted the Tender Specification Documents together with the proposed list of Contractors to be asked to quote for this work.

RESOLVED – that

- i) The Clerk contact the successful Electrical Contractor to advise that the Council has accepted his quotation and place an official order and arrange for the works to be completed***
- ii) The tender specification documents as now approved be sent to three Window and Door Suppliers and three Roofing Contractors with a quote submission date of Monday 18 May 2026.***

Councillor Kevin Roberts Chair

Signed as a correct record this 20th May 2026

Presiding Chair