

Minutes of the Meeting of Acton Community Council held remotely via Zoom on Tuesday 28 September 2022

Present:

Councillor	Kevin Roberts (Chair)	Councillor	R Hardy * (Vice Chair)
"	W Baldwin	"	A Gallanders
"	Ms L Balmain	"	Ms C Jarvis
"	Mrs. C Bettley	"	P Lloyd
"	M Davies	"	Ms B Martin
"	R Davies *	"	A Moss
"	Ms S Edwards	"	T Ryan *
"	Mrs. A Evans	"	D Wallice *

* Absent

Also Present:

PC G Roberts, North Wales Police

Mrs. Carole Roberts & Mrs. Michelle Williams, Acton Community Council

55. SILENCE

Members of the Council observed a one minute silence as a mark of respect following the death of HM Queen Elizabeth II.

56. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors R Davies, R Hardy, T Ryan and D Wallice.

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

57. DECLARATION OF INTERESTS

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

58. PUBLIC QUESTIONS

It was noted that the Clerk had not received Notice of any public questions as set out in Standing Order No. 3e.

59. CONFIRMATION OF MINUTES

i. **Council Meeting 19 July 2022:** The Minutes of the remote Council meeting held on 19 July 2022 were received. It was noted that Councillor Lizzie Balmain should be marked as absent. In respect of Minute 51.4, the request for additional litter bins at the Little Acton Shops and the Play Area at Ffordd Garmonydd, - Councillor Gallanders requested it be noted that he had spoken on this matter at the meeting on behalf of Councillor Baldwin.

RESOLVED – that, subject to the above amendments, the Minutes of the Remote Council Meeting held on 19 July 2022 be received and confirmed as a correct record

ii. **Remote Youth Committee meeting held on 26 July 2022:** The Minutes of the Committee were received. The Committee's recommendation to the Council that it enters into a Pilot Project with the Wrexham CBC Play Development Team for staffed play provision from September 2022 was

accepted. It was noted that the Pilot Project had commenced on the 27 September 2022.

RESOLVED – that the Minutes of the Youth Committee Meeting held on 26 July 2022 be received and its recommendation that the Council enters into a Pilot Project with the Wrexham CBC Play Development Team for Staffed Play Provision from September 2022 using the criteria and budget provision as set out in the Minutes of the Youth Committee be endorsed.

60. VARIATION IN ORDER OF AGENDA

RESOLVED - To bring forward Agenda Item 7 – Community Policing Matters – Monthly Policing and Operations Report so as not to unnecessarily delay the PC in attendance from his Operational duties.

61. COMMUNITY POLICING MATERS – MONTHLY POLICING AND OPERATIONS REPORT

PC G Roberts was in attendance and welcomed by the Chair. He explained that the monthly reports will no longer be produced but Councillors and the Public can access the information themselves on the Police website. Members requested that the daily Police update from Inspector Luke Hughes be emailed to them direct. It was reported that off road bikes are still an issue in Acton Park; however, Officers were focusing on intelligence received and ensuring a regular Police presence in the Park. Similar incidents on Smithy Lane were also being targeted. The Public were encouraged to report via 101 or via the online web form, but not to use social media, as this is not constantly monitored and reports might not be picked up.

RESOLVED that PC Roberts be thanked for his attendance and his report be noted.

62. EXCLUSION OF 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.

63. CONFIRMATION OF MINUTES - STAFFING COMMITTEE MEETING 6 SEPTEMBER 2022

The Confidential Minutes and delegated decision of the Staffing Committee meeting held on 6 September 2022 were received. It was noted that Mrs. Michelle Williams had been appointed to the Administration Assistant position, with effect from the 19 September 2022, on SCP8 for 16 hours per week. Her core working days being Monday, Tuesday and Wednesday, based from home, subject to a six-month probationary period to be reviewed by the Staffing Committee.

RESOLVED – that:

i) the Minutes of the Staffing Committee Meeting held on 6 September 2022 be received and the delegated decision of the Committee be confirmed; and

ii) the Clerk proceed to obtain quotes and purchase suitable equipment for herself and Michelle Williams to access cloud storage and Microsoft 365, together with any other equipment necessary to carry out their roles.

64. VARIATION IN ORDER OF AGENDA

RESOLVED – To bring forward and discuss Agenda Item 17 – Acton Community Resource Centre whilst members of the press and public were excluded from the meeting.

65. ACTON COMMUNITY RESOURCE CENTRE

Further to Minute 41.2 July 2022, it was noted the Centre’s Business Plan for 2022/2023 had yet to be received. It was confirmed none of the other Community Councils have an SLA in place with Wrexham CBC to fund their local Resource Centres. Members raised various concerns about the

ramifications and discussed various options.

RESOLVED – to confirm that Acton Community Council will not be renewing its Agreement with Wrexham Community Council, to provide £30,000 pa funding towards the running costs of Acton Community Resource Centre, when the current ten-year Service Level Agreement ends on 31 March 2023.

66. PRESS AND PUBLIC

RESOLVED - that the press and public be re-admitted for the remainder of the Meeting.

67. INFORMATION FROM THE MINUTES

- 1. MINUTE 47.3 FINANCE AND GOVERNANCE TOOLKIT:** it was noted that the Chair and Clerk would meet shortly, and report on the outcomes of the Health Check to the next meeting.
- 2. FENCING REPAIR AT JEFFREYS ROAD:** it was noted that Councillor D Wallice was progressing this matter.
- 3. ANNUAL REPORT AND STATUTORY TRAINING PLAN - PROGRESS AGAINST REQUIREMENTS SET OUT IN THE LOCAL GOVERNMENT AND ELECTION (WALES) ACT 2021:** It was noted that limited progress had been made. Data was being collated for the Annual Report. In addition, the Clerk will also be asked to contribute Financial Planning to the Annual Report. A suggestion for a Workshop, to be facilitated by Councillor Balmain, around core objectives and priorities, and the creation of a 1, 3 or 5 year Business Plan, was well received.

RESOLVED – that:

- i. The Chair, Vice Chair, Councillor S Edwards and Councillor C Jarvis give a further update on the Annual Report and Training Plan to the next full Council Meeting.**
- ii. Councillor L Balmain report back to the next Council meeting with proposals for a workshop, as set out above.**

- 4. RELOCATION OF CCTV CAMERA:** Further to Minute 51.3 July 2022, Councillor Martin reported that, despite numerous attempts, she had been unable to contact Aled Pugh-Jones at Wrexham CBC to progress the matter.

RESOLVED – that Councillor Martin continues her attempts to contact Aled Pugh-Jones and escalate within Wrexham CBC if unsuccessful, and provide details of the cost and resource implications for this relocation of the CCTV for the Community Council.

68. AUGUST RECESS MATTERS

Further to Minute 47.1 July 2022, a summary of the action taken by the Clerk, in consultation with the Chair and Vice Chair on the following urgent matters during the August Recess was received.

1. Community Defibrillators for the Acton Community Wards – Grant Application /Purchase
2. Cyber Insurance Policy Renewal
3. Payment of Accounts since 19 July 2022
4. Planning applications for development or work to protected trees in the Community Council's area

RESOLVED – that

- i) the actions taken during the August Recess under delegated powers as set out above, be endorsed;**
- ii) the Clerk be thanked for her swift action and successful response in obtaining a Defibrillator Grant for installation in the immediate vicinity of the Borrass Park Shopping Parade**
- iii) to authorize the Clerk to purchase a lockable defibrillator Cabinet from the Defibrillator Store at a cost of £519.84, and contact the Memorial Hall to arrange a suitable location for the**

defibrillator to be sited and available 24/7

69. PROCEDURAL MATTERS

1. ANNUAL ACCOUNTS 2021/22 CONCLUSION OF AUDIT BY 30 SEPTEMBER 2022: It was noted the Chair had instructed the Clerk to focus on obtaining a defibrillator for the Borrás Park Shops. Accordingly, the Clerk had been unable to submit the Annual Return by the date set by the External Auditor.

RESOLVED – To note the Accounts for 2021/22 had now been submitted to the External Auditor and a copy of the submission had been sent to the Chair.

2. CIVILITY & RESPECT FOR THE LOCAL COUNCIL SECTOR: In collaboration with the Society of Local Council Clerks (SLCC) and One Voice Wales (OVW) all local Town and Community Councils have been asked to sign up to the Civility and Respect Pledge, details of which had been circulated with the agenda.

RESOLVED – That Acton Community Council sign up to the Civility and Respect Pledge and the Chair sign the Pledge on behalf of the Community Council.

3. OPERATION LONDON BRIDGE/CORONATION OF KING CHARLES III: The Clerk reported on action taken in response to the sad death of HM Queen Elizabeth II. It was noted some Members had attended the Civic Service held at St Giles Parish Church. Reference was also made to arrangements for the Coronation of HM King Charles III, and of ensuring adequate budget provision for any events to be provided by the Council. It was suggested local residents could submit an application under S137 Grants for Financial Assistance.

RESOLVED – That the Clerk's actions be noted, and Acton Community Residents should be directed to the financial Assistance Grants the Council has available in connection with the Coronation of King Charles III.

70. 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. DEAN ROAD PLAYING FIELD DEVELOPMENT:** A full Council Meeting on the 28 September 2022 will consider the Village Green application for the Dean Road playing field. Members indicated they would support of the application. However, it was noted, an independent expert, retained by Wrexham CBC, would be recommending that the application was not accepted.
- 2. NINE ACRE FIELD:** It was noted that this land had been nominated for release and renamed as Queen Elizabeth II field and it would now become protected. Wrexham CBC have no current plans for the land in terms of a strategy for Biodiversity/woodland. Concerns were raised by members that children were climbing over the fences, when the gates were locked.
- 3. TASK AND FINISH GROUP – ACTON COMMUNITY PLAY AREAS:** it was noted the Group had yet to meet, but the Chair would invite all members to visit each of the three play areas funded by the Community Council.

RESOLVED – that

- i) Councillor Jarvis seek to ensure the gates to the Nine Acre field be left unlocked if possible.***
- ii) Councillor Salli Edwards be added as a member of the Acton Community Play Areas Task and Finish Group.***
- iii) the updates be noted***

71. COMMUNITY ENGAGEMENT: The Chair gave an update as follows:

- 1. APPRECIATION NIGHT:** The Chair made a proposal to recognize people who work in the

Community including the Ranger and Young Rangers at Acton Park and School Crossing Patrols.

- 2. INSPECTION OF FORMER SENIOR PLAY AREA IN ACTON PARK:** Reference was made to the dilapidation of the fencing. The Park Ranger has put temporary posts to support damaged areas. It was noted the wooden play area is thirty years old and has become an informal dog exercise area.

RESOLVED - That

- i. the Chair make arrangements for an Appreciation Night to be held in due course*
- ii. Councillors Jarvis and Martin make further informal enquiries with Wrexham CBC Officers with regard to repairs/maintenance of the wooden fencing to the informal dog exercise area at Acton Park and report back to a subsequent meeting.*

72. FINANCIAL ASSISTANCE

Members considered the single application received during the present quarter and whether the Council wished to make a grant to the applicant under the provisions of Section 137 of the Local Government Act 1972. Members referred to the current financial constraints faced by families in the Acton Community and considered making a grant to Wrexham Foodbank.

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
2. Acton Park Community Angling Club	Grant towards the purchase of a second aeration system and a Dissolved Oxygen Meter	£500
3. Wrexham Foodbank	Financial Assistance to support the purchase of food and other essentials	£375
	Total - Quarter 2	£875

73. REPORT FROM CLERK

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

1.Wrexham CBC	Consultation for Wrexham County Borough Council's draft involvement strategy 2022-2027: Email dated 7 October 2022 advising that this consultation will close on 4 October 2022 <i>Information noted</i>
Correspondence	
2.Wrexham County Borough Council	1. Warm places project: Email dated 29 July 2022 providing information about this project <i>Information noted</i> 2. Mayor’s Charity Dinner Dance: Email dated 2 September 2022 inviting the Council to send representatives to attend this event. RESOLVED – that subject to her diary availability Councillor Balmain attend this event on the Council’s behalf
3.HomeStart Cymru	Home-Start Cymru's #TogetherWeCan - Volunteer Recruitment Campaign: Email dated 6 September 2022 seeking help and support to promote this Campaign <i>Information noted</i>

4.Welsh Government	<p>1. Welsh Government North and South Wales Workshop Events: Email dated 7 September 2022 advising of these events being held in December 2022 as part of the Welsh Government’s commitment to increasing diversity across all aspects of public life. This includes tackling the barriers which prevent individual’s active participation in local democracy through standing for elected office <i>Information noted</i></p> <p>2.Important survey for town and community councils and key partners: Email dated 16 September 2022 advising the closing date for this survey is 7 October 2022 <i>Information noted</i></p>
5.FCC Environmental	<p>Wrexham Community Liaison Meeting: Email dated 12 September 2022 advising that this meeting is to be held at the Wrexham Recycling Park on 4 October 2022 commencing at 18.00 hours. <i>Information noted</i></p>
6.Play Wales	<p>September e-bulletin: Email dated 15 September 2022 sharing this Newsletter <i>Information noted</i></p>
7.AVOW	<p>AVOW AGM: Email dated 16 September 2022 inviting Members to the AGM to be held at Coleg Cambria on 23^d September 2022 <i>Information noted</i></p>
8.Sarah Atherton MP	<p>New Deadline Dates for Families Matter Community Grants: Email dated 21 September 2022 advising that the next quarterly deadline for applications is 7 November 2022. Full details are available at: https://www.warburtons.co.uk/our-company/sustainability/within-the-community/giving-donating/financial-giving/ <i>Information noted</i></p>
9.Society of Local Council Clerks	<p>Facing up to challenging times ahead: Email dated 21 September 2022 advising of the joint SLCC & OVW Joint Conference is a virtual event that will take place on Wednesday 9 November, 9:30am - 4:30pm RESOLVED that the Clerk be authorised to book two places to attend this virtual joint Conference as part of her continued professional training and the delegates’ fees of £108 inc vat, and any additional hours incurred by the Clerk attending the Conference be paid.</p>
10.One Voice Wales	<p>1.The importance of Town & Community Councils in building resilient spaces for nature: Email dated 21 September 2022 inviting representatives from Community & Town Councils to an important conference on Biodiversity and addressing the nature emergency on Thursday 27.October 2022 <i>Information noted</i></p> <p>2.REMINDER - SEPTEMBER & OCTOBER TRAINING DATES: Email dated 21 September 2022 providing information on the various courses being held <i>Information noted</i></p> <p>3. Guidance on Preparing a Council’s Training Plan Including a Model Plan Template: Email dated 23 September 2022 which provided documents and a suggested training plan format that the Council can use. <i>Information noted</i></p>
11. Clerk to the Governors Rhosnesni High School	<p>Community Governor: Email dated 26 September 2022 advising of a Rhosnesni High School Governor vacancy that a local resident had expressed an interest in filling RESOLVED – that the Clerk to the Governors be advised that the Council has no observations to make and is happy to leave it to the Governing Body to fill the vacancy</p>

74. PAYMENT OF ACCOUNTS

The Clerk presented details of payments made during the August 2022 recess and requested authorisation for outstanding debtor or other cheque and BACS payments as set out in the schedule.

RESOLVED –To note the payments made in August 2022 and approve the payments to be made in

September 2022 as set out below:-

1. TRANSFERS

£45,000.00 Transfer Authorised from Deposit Account to replenish Current Account at Council Meeting on 21 July 2022

2. PAYMENTS RECEIVED:

Precept Payment: 26 July 2022 £56,333.00

Interest Payments 1: £9.21 to Money Market Account on 30 June 2022 2: £32.19 to Deposit Account on 2 September 2022

3. BANK CHARGES to 3 July 2022, 3 August 2022, 3 September 2022 : 2x £8.20, 1x £7.80 Current Account ; £5.40 Chairs Charity Account

4. AUGUST 2022 PAYMENTS

Voucher/Payment Ref & Payee	Details	Amount
40. BACS ref 13.8.22 Carole Roberts	Clerks Salary and office expenses for August 2022 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)
41. BACS ref 14.8.22 Clwyd Pension Fund	Pension payments for August 2022 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)
42. BACS ref 15.8.22 HMRC	Payroll payments for August 2022 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)
43. Cheque No 202234 Gallaghers	Cyber Insurance Policy 5365508 renewal to 27/8/23 Section 112 & S140 Local Government Act 1972 (as amended)	£369.20 (VAT = £0)
44. Cheque No 202235 Defib Store Ltd	Supply of 1xZol Plus Semi-Automatic Aed Defibrillator & Locked Cabinet S137 Local Government Act 1972 (as amended)	£1,575.84 (Vat= £262.64)
45. Cheque No 202236 Carole Roberts	Clerks Expenses for August 2022 Section 112 Local Government Act 1972 (as amended)	£107.62 (Vat= £12.93)
Chairs Charity Account		
None		

5. SEPTEMBER 2022 PAYMENTS

Voucher/Payment Ref & Payee	Details	Amount
46. BACS ref 16.9.22 Carole Roberts	Clerks Salary and office expenses for September 2022 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)
47. BACS ref 17.9.22 Clwyd Pension Fund	Pension payments for September 2022 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)
48. BACS ref 18.9.22 HMRC	Payroll payments for September 2022 Section 112 Local Government Act 1972 (as amended)	(as per Payroll schedule)
49. Cheque No 202237 Wrexham County Borough Council	Half Year SLA Payment for Acton Community Resource Centre Section 19 Local Government (Miscellaneous Provisions) Act 1976)	£15,000.00 (VAT = £0)
50. Cheque No 202238 Caia Park Partnership Ltd	Q2 SLA Payment for Acton Open Access Youth Service Provision Section 19 Local Government (Miscellaneous Provisions)	£6,218.40 (VAT = £0)

	Act 1976)	
51. Cheque No 202239 Defib Store Ltd	Supply of 1x Defib Store Locked Cabinet S137 Local Government Act 1972 (as amended)	£519.84 (Vat= £86.64)
52. Cheque No 202240 SLCC Enterprises Ltd	Conference Fee – SLCC Annual Conference 2-4 November 2022 Section 112 Local Government Act 1972 (as amended)	£564.80 (Vat= £65.80)
53. Cheque No 202241 Charisma Trophies Ltd	Engraving 2 Pins for Chairs Chain of Office Section 112 Local Government Act 1972 (as amended)	£12.00 (Vat= £0)
54. Cheque No 202242 Acton Park Community Angling Club	Financial Assistance towards costs of equipment to improve water quality at Acton Lake S137 Local Government Act 1972 (as amended)	£500.00 (Vat= £0)
55. Cheque No 202243 Wrexham Foodbank	Financial assistance towards costs of providing this service to Acton Community families S137 Local Government Act 1972 (as amended)	£375.00 (Vat= £0)
56. Cheque No 202244 SLCC Enterprises Ltd	JT SLCC/OVW Virtual Conference on 9 November 2022 2x Delegate fees Section 112 Local Government Act 1972 (as amended)	£108.00 (Vat = £18.00)
57. Cheque No 202245 Carole Roberts	Clerks Expenses for September 2022 Section 112 Local Government Act 1972 (as amended)	£147.55 (Vat= £11.39)
Chairs Charity Account		
None		

75. PLANNING 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. Planning Application P/2022/0628 - Dilys o/Valid From 05/07/2022 Acton Park Hotel, 110 Chester Road, Wrexham, LL11 2SN advertisement consent for replacement signs (illuminated and non-illuminated)	Application Granted prior to meeting
2. Planning Application P/2022/0693 - Dilys o/Valid From 15/07/2022 Asda Superstore, Holt Road, Bodhyfryd, Wrexham LL13 8HL works to trees protected by tree preservation order wcbc 34	No objections subject to the Council's Arboricultural Officer being satisfied that the works are necessary and are carried out under his direction
3. Planning Application P/2022/0664 - Dilys o/Valid From 19/07/2022 25 Friars Close, Wrexham, LL12 7RA replacement of flat roof to pitched roof to front of property	No observations
4. Planning Application P/2022/0758 - Dilys o/Valid From 15/08/2022 73 Box Lane, Wrexham, LL12 8DA two story rear extension	Application Granted prior to meeting
5. Planning Application P/2022/0750 - Dilys o/Valid From 17/08/2022 206, Herbert Jennings Avenue, Acton, Wrexham, LL12 7YD p/2022/0399 discharge of conditions 6 (parking) and 10 (vehicular access) of planning permission p/2022/0399	No observations
6. Planning Application P/2022/0768 - Dilys o/Valid From 22/08/2022 5 Firgrove Corner, Wrexham, LL12 7UF single story side extension	No observations
7. Planning Application P/2022/0770 - Dilys o/Valid From 22/08/2022 17 Lawson Road, Wrexham, LL12 7BA works to trees	No objections subject to the Council's Arboricultural Officer being satisfied that

protected by tree preservation order wmbc 160	<i>the works are necessary and are carried out under his direction</i>
8.Planning Application P/2022/0775 - Dilys o/Valid From 31/08/2022 120 Rhosnesni Lane, Rhosnesni, Wrexham, LL12 7NE change of use of building from class a1 (retail) to class d2 (personal training studio)	<i>No objection to the application as it was noted that the use was for Personal Trainers working on a one-to-one basis with clients, and there would be no additional nuisance caused by noise or traffic to the site</i>
NOTIFICATION OF APPEAL- Hand Hotel, Holt Road Wrexham Advertisement consent for digital display sign: Further to Minute 149.8 March 2022: To note that an Appeal has been lodged by the Applicant against the decision of the planning Authority	<i>Not to make any amendments to the Council's objections</i>
AMENDED PLANS FOR Planning Application P/2022/0413 - Dilys o/Valid From 13/05/2022 16, Ffordd Llywelyn, LL12 8JW single storey side and rear extensions	<i>No observations</i>

**Councillor Kevin Roberts
Chair**

Signed as a correct record this 18th day of October 2022

Presiding Chair