

**OVERTON COMMUNITY COUNCIL
MINUTES OF ANNUAL GENERAL MEETING
TUESDAY 14th MAY 2013**

PRESENT: Cllr D Burton (Chairman), Cllr P Coles, Cllr S England, Cllr C Hellingman, Cllr R Hewitt, Cllr J Kember (Vice Chairman), Cllr R Lawrenson, Cllr P Lynch, Cllr M Minihane, Cllr L Pugh and Cllr Rogers.

PSCO Jones

K Chalk (Clerk)

1. 2595. ELECTION OF CHAIRMAN OF THE COUNCIL

Councillor David Burton was proposed and elected as Chairman of Overton Community Council.

2. 2396. TO RECEIVE CHAIRMAN DECLARATION OF ACCEPTANCE OF OFFICE

The Declaration of acceptance of office was signed.

3. 2596. ELECTION OF VICE-CHAIRMAN OF THE COUNCIL

Councillor Joanne Kember was proposed and elected as Vice Chairman of Overton Community Council

4. 2597. CO-OPTION OF COMMUNITY COUNCILLORS

Peter Lynch, Pene Coles and Clive Hellingman were introduced to the members; they each gave a brief presentation to the Council.

All Councillors voted in favour of co-opting the three applicants. Acceptance of Co-option and Code of Conduct forms were signed.

5. 2598. TO APPOINT A SCHOOL GOVERNOR

Councillor Caroline Rogers was appointed as School Governor representative

6. 2599. TO APPOINT COMMITTEES AND WORKING PARTIES

- Planning Committee – the membership of the committee was updated.
- Cemetery Committee - the membership of the committee was updated.
- Playingfield Committee - the membership of the committee was updated.
- Website Committee - the membership of the committee was updated.
- Fete working party – the membership of the working party was updated
- Under 11 Football Team working party deferred to be included under agenda item 22b.

7. 2600. TO APPOINT REPRESENTATIVES TO OUTSIDE BODIES

- Overton United Charities (2) – Cllrs Sue England and Rob Lawrenson
- Overton Twinning Association (1) – Cllr Sue England
- One Voice Wales (2) – Cllr Pene Coles and the Clerk (note the Clerk may attend but is not allowed to vote)
- Wrexham South Community Safety Group (2) – Cllrs David Burton and Pene Coles
- Wrexham Town and Community Forum (rotate)
Cllrs Sue England and Mike Minihane

8. 2601. REVIEW OF THE TERMS OF REFERENCES FOR COMMITTEES

Reviewed and agreed by Council.

9. 2602. ADOPT PREVIOUSLY REVIEWED APPROPRIATE STANDING ORDERS AND FINANCIAL REGULATIONS

Reviewed and adopted by Overton Community Council.

10. 2603. REVIEW OF INVENTORY OF LAND AND ASSETS INCLUDING BUILDINGS AND OFFICE EQUIPMENT.

Reviewed and agreed by Council.

11. 2604. REVIEW AND CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS.

Reviewed and agreed by Council

12. 2605. REVIEW AND ADOPT THE COUNCIL'S COMPLAINTS PROCEDURE.

Reviewed and adopted by Overton Community Council.

13. 2606. COMMENTS & QUERIES FROM MEMBERS OF THE PUBLIC - No representations were made.

14. 2607. APOLOGIES FOR ABSENCE

Cllr Kenyon

15. 2608. TO CONSIDER ANY POLICE MATTERS

Crime Report April 2013

UTMV (unlawful taking of a motor vehicle)	0
BOTD (Burglary other than dwelling)	0
Theft & Handling	0
Criminal Damage	0
Anti-Social Behaviour	1
Burglary	0
Total	1

Antisocial behaviour

NWP received a report of two girls and two males drinking in the car park at the rear of the doctor's surgery. There was a delay in response however when officers attended the youths had moved on.

Other incidents

1. RTC on Argoed Lane, one vehicle involved no injuries.
2. Suspicious persons looking at an empty house on Salop road.
3. Large pot hole reported outside pharmacy, reported to highways.
4. 2 Ponies and a donkey loose on station road, returned to owner.

Farmwatch

PCSO Phil Jones is currently launching a Farm/Rural watch scheme. Persons who are interested in joining should contact Phil on 07854 389056 or by calling into Overton Police Station.

Event

Bike Marking Event to be held on 15th May between 4pm – 7pm at Village Hall.

16. 2609. COUNTY COUNCIL MATTERS

The Clerk advised members of a report being submitted to the Wrexham County Borough Council Executive Board regarding the continued needs and requirements for highway maintenance and the options which the Local Authority should consider.

Action: The Clerk to follow up on the outcome of the report and enquire about any proposed maintenance work in Overton.

17. 2610. DISCLOSURE OF PERSONAL & PECUNIARY INTERESTS IN ANY ITEMS DISCUSSED IN THE MEETING.

– None disclosed.

18. 2611. TO AGREE AND SIGN MINUTES OF THE PREVIOUS MEETING HELD ON 9th APRIL 2013

RESOLVED – That the Minutes of the previous Overton Community Council held on 9th April 2013 be received and confirmed as a correct record.

19. 2612. TO AGREE AND SIGN MINUTES OF THE FOLLOWING COMMITTEE MEETING

Cemetery

The minutes from the above mentioned committee meeting were agreed and signed.

20. 2613. MATTERS ARISING FROM PREVIOUS MEETINGS

2561. COMMENTS & QUERIES FROM MEMBERS OF THE PUBLIC

The abandoned caravan situated on Cloy Lane has been removed.

Playingfield minutes

a) 2013.5 External inspection of Pavilion

- Loose brick at the rear needs mortaring in. – **work to be carried out by Cllr Lawrenson**

2588. TO RECEIVE REPORTS / ISSUES / DRAFT DOCUMENTS

- b) Cenotaph steps may require repairing and the railing needs repainting – **Cllr Burton to look into requirements.**

21. 2614. TO RECEIVE FEEDBACK FROM CLLRS RE: CONSULTATIONS AND MEETINGS ATTENDED SINCE THE LAST COUNCIL MEETING

Wrexham South Community Safety Group – no meetings have been held in recent months.

22. 2615. TO RECEIVE REPORTS / ISSUES / DRAFT DOCUMENTS

- a. Approval of Annual Return and initiation of recommendations made by internal auditor for year end March 2013.

Issue 1 noted in the internal audit:-

PJL Services should be removed from staff costs as they are providing a service as contractors. The service provided by all contractors should be checked every few years to ensure that the Council are using public money to get the best value and using it effectively.

The Clerk will record the contractor under nominal accounts number 6000 etc. not 7000.

Council will put this service out to tender for April 2014.

Issue 2 noted in the internal audit:-

Amount not entered against voucher number 620. The Clerk has entered the missing figure.

Council discussed the internal audit feedback.

Full approval of the accounts ending March 2013 was given by all members

Full discussion and approval of all the required statements for the internal and intermediate external audit took place.

Cllr Kember left the meeting

- b. Under 11 Football Team – Cllr Hewitt explained to the members of the difficulties that had been incurred trying to set up the football team. It was agreed that this particular scheme would not be moved forward.
- c. Approval of photographs of Community Councillors on the website and name badges - Cllrs discussed and approved having photographs for the website and drop ins. **The photos will be taken at the next meeting.**
- d. Fete update – fete plans are on target.
- e. Feedback from drop in session – Cllr Rogers advised members of the success of the drop in. The meeting was also advised that the one item that members of the public expressed their view on was the updating of the fencing at the Playingfield.
- f. Play equipment project – **Cllr Lawrenson**
 - Fencing at the Playingfield

A lengthy discussion took place regarding the installation of a gate into the Playingfield.

Action: The Clerk will contact RoSPA regarding the correct access gates required for wheelchair users.

- g. Maintenance work at the cemetery – Cllr Rogers advised the meeting of the necessary maintenance work that is required
 - £240.00 for the day – burning grass and moving spoil
 - £ 65.00 to repair/weld the second gates into the cemetery
 - £175.00 to prepare and paint the second gates into the cemetery

Councillors approved the expenditure required for the maintenance work.

- h. Tree survey in the Millenium Meadow (The Avenue) – **Deferred to the next meeting.**

23. 2616. CORRESPONDENCE RECEIVED

- 1. Wrexham Town and Community Council Forum meeting – Tuesday 9th July at 6.30pm, Council Chambers at the Guildhall – **Cllr England to attend.**
- 2. AVOW newsletter
- 3. One Voice Wales newsletter
- 4. Notice of application for a modification order – **information only**
- 5. Local Flood Risk Management Strategy – www.wrexham.gov.uk/flooding - **information only**
- 6. RoSPA – 6 week notification of play area inspection – **information only**
- 7. Changes to the Youth Club – The Youth provisions are changing in Wrexham. Changes still to be confirmed by WCBC

24. 2617. BURIALS & MEMORIALS

Burial – Mrs Iris Green plot B42

25. 2618. PLANNING APPLICATIONS

0853 - Bryn y Pys stables - listed building consent for installation of log boiler and twin walled back flue and installation of two solar thermal panels - **Granted**. Policies considered EC9

0110 - 4a Willow Street - extension to dwelling - **Refused** - Policies considered EC4, EC7 and GDP1.

0127 - Cintra, 39 Salop Road - Listed building consent to retain UPVC windows and door to the rear of the property - **Refused** - Policies considered EC9

26. 2619.TO CONSIDER HIGHWAYS MATTERS

On-going issues with road conditions and potholes

27. 2620. TO RECEIVE DETAILS OF INCOME AND PAYMENT OF ACCOUNTS

APRIL EXPENDITURE

Details	£	Cheque No.
Cemetery non domestic rates	32.44	D/D
Pavilion garage – non domestic rates	48.80	D/D
The Overton Oracle – grant for 2013 14 (April 1)	500.00	2401
WCBC - Clerk's wages for February £693.20 and WCBC – Public Toilet Caretaker wages for February £402.35 (April 2)	1095.55	2402
Supreme Hygiene Services – hands free sanitary units in the public toilets (April 3)	218.40	2403
PJL Services – maintenance of Playingfield, Cenotaph and Cemetery (April 4)	454.01	2404
Staples – purchase of photocopier paper, ink cartridges, dividers (April 5)	121.20	2405
WCBC – invoice for street lighting repairs (April 6)	36.91	2406
WCBC – invoice for street lighting maintenance – community lighting (April 7)	150.46	2406
XLN – office telephone bill and broadband (April 8)	38.93	D/D
Total	2696.70	

INCOME

Details	£	Voucher No
WCBC – 1 st Precept payment	10474.67	BACS
Bank interest	1.46	
TOTAL	10476.13	

Proposed by Cllr Pugh, seconded by Cllr Minihane

28. 2621. COUNCIL FINANCIAL STATEMENTS

Balance as at 30/04/13

Current Account £ 1,000.00

Savings Account £ 42,541.20

TOTAL £ 43,541.20

Proposed by Cllr England, seconded by Cllr Rogers

29. 2622. TO RECEIVE ANY AGENDA ITEMS FOR THE NEXT MEETING AND DATE (11TH JUNE 2013)

- External Audit feedback - **Clerk**
- Fete 2013 – **Cllrs England and Lynch**
- Tree survey - **Clerk**
- Slurry spreading – **Cllr Hewitt**