### OVERTON COMMUNITY COUNCIL

**MINUTES OF THE ANNUAL GENERAL MEETING**

**TUESDAY 9TH MAY 2017**

**PRESENT**: Cllr Coles, Cllr Copeman, Cllr England (Chairman), Cllr Hellingman, Cllr Lynch, Cllr Miller,

Cllr Pugh, Cllr Roberts, Cllr Stevenson and Cllr Walker

PCSO Simister

K Chalk (Clerk)

1. **3831. Election of Chairman of the Council**

The Chairman requested nominations for Chairman of Overton Community Council. Cllr Coles nominated Cllr England, seconded by Cllr Pugh, **All in favour.**

**The Chair thanked Cllr Coles for your all her hard work and commitment whilst Chairperson to the Community Council**

1. **3832. To receive Chairman declaration of acceptance of office**

The Declaration of Acceptance of office was signed.

1. **3833.** **Clerk will report on signing of declarations**

The Clerk reported to the meeting that all the nominated candidates had signed their declarations

1. **3834. Election of Vice-Chairman of the Council** - No nominations received
2. **3834 Consideration of application for co-option**

Members considered the application from Clive Hellingman - members voted in favour of the co option.

1. **3835. To receive any questions or comments from the public attending the meeting** - No representations made
2. **3836. TO CONSIDER ANY POLICE MATTERS**

**Crime Report April/May 2017 - attached**

1. **3837. To appoint a School Governor**

Community Councillor Val Stevenson was appointed as School Governor representative

1. **3838. To appoint committees and working parties**
   * + Planning Committee
     + Cemetery Committee
     + Playingfield Committee
     + Website Committee
     + Fete working party –

* Amenities Committee
* Finance Committee

**All members approved appointed membership.**

1. **3839. to appoint representatives to outside bodies**

* Overton United Charities (1)
* Overton Twinning Association (1)
* One Voice Wales (2)
* Wrexham Town and Community Forum (2 on rotation)

1. **3840. review of the terms of references for committees**

**Reviewed and agreed by Council.**

1. **3841. ADOPT PREVIOUSLY REVIEWED APPROPRIATE STANDING ORDERS**

**Adopted by Council.**

1. **3842. Review and adopt FINANCIAL REGULATIONS**

**Reviewed and adopted by Council.**

1. **3843. Review of inventory of land and assets including buildings and office equipment.**

**Members agreed that the inventory list will need to be altered in accordance with the recommendation from the Internal Auditor**

1. **3844. Review and confirmation of arrangements for insurance cover in respect of all insured risks.**

**Reviewed and agreed by Council**

1. **3845. Review AND ADOPT the Council’s complaints procedure.**

**Reviewed and adopted by Council.**

**The Clerk will enquire to see if there is a more concise template available from One Voice Wales or the Society of Local Council Clerks.**

1. **3846. APOLOGIES FOR ABSENCE**

Apologies received

County Councillor McCusker

1. **3847. 3315. County Council matters**

County Councillor McCusker was unable to attend the meeting. The Clerk advised members that the request for additional disabled parking to be considered in Parkside will be forwarded onto the County Councillor for his consideration and support.

1. **3848. DISCLOSURE OF PERSONAL & PECUNIARY INTERESTS IN ANY ITEMS DISCUSSED IN THE MEETING**

Cllr Coles Agenda Item 24f - Community Gardeners - Involved with the Club

Cllr Roberts Agenda Item 24f - Community Gardeners - Wife involved with the Club and compiled letter

1. **3849. TO AGREE AND SIGN MINUTES OF THE PREVIOUS MEETING HELD ON 11th APRIL 2017**

**RESOLVED – That the Minutes of the previous Overton Community Council held on 11th April 2017 be received and confirmed as a correct record.**

1. **3850.TO AGREE AND SIGN MINUTES OF PREVIOUS COMMITTEE MEETINGS**

Planning Meeting 11th April 2017

Meeting with Football Club 18th April 2017

**RESOLVED – That the Minutes of the above mentioned Committee meetings be received and confirmed as a correct record.**

1. **3851. MATTERS ARISING FROM PREVIOUS MEETINGS**

**Previous Full Council Meetings**

**8.** **3820. MATTERS ARISING FROM PREVIOUS MEETINGS**

**14th March Full Council Meeting**

f) Additional anti slip sign and new fete banner ordered

**Council Minutes 14th February**

Update from Community Councillor Walker regarding reported Highways issue - **Cllr Walker has reported the issue again and will update members at the next meeting.**

Cllr Walker also advised the meeting that new shelving has been installed in the cupboard at the public toilets. **Members thanks Cllr Walker.**

**11th April 2017**

**10.** **3822. TO RECEIVE REPORTS / ISSUES / DRAFT DOCUMENTS**

e. Review and Approval of Specification and review of drawings for Cemetery Project - **Cllr Hellingman**

**Resolved: Members to read through the Specifications drawn up by Cllr Hellingman. Any amendments or clarification required will be emailed to the Clerk.**

f. Victorian Pump survey and possible materials

**Resolved: Cllr Hellingman to email choices of materials for members to agree on**

i. Approval to purchase replacement bin liners for Playingfield - No suitable liner size was found. The base of the bin will be reinforced by Peter Lynch and an invoice for £45 will be submitted.

l. Consider adoption of all or some of the Remuneration recommendations from the Independent Remuneration Panel for Wales

Members approved the whole document. Any member who does not intend to make a claim will advise the Clerk in writing prior to the June meeting.

m. Request from Overton Preservation and Protection Society for contribution to their running costs.

**Resolved: The Society shall be invited to apply for a setting up grant which needs to be submitted by the end of October.**

**11.** **3823. CORRESPONDENCE RECEIVED**

3. Consider to become involved with a project to support elderly and vulnerable people in their communities - **A short presentation will be given during the July meeting**

4. Mr Paul Jones from Parkside has requested members consider supporting the installation of 2 additional disabled parking bays.

**Action: This request and supporting documentation will be passed onto County Councillor John McCusker.**

**Meeting with Overton Recreational Football Club - 18th April 2017**

1. Feedback from football meeting held on 24th April regarding increase in rent.

**A copy of the accounts to date have been supplied. It was noted that there were some figures missing. The Clerk advised that Richard Hewitt had requested a copy of the lease between OCC and Tim Rosselli for the whole parcel of land including the Playingfield/park and football pitch.**

**Members were advised that at the last Football Club meeting, members had accepted the increase in the annual rent, but had wanted it minuted that no rent increase between the landowner and OCC had been requested in recent years. The Football Club also requested confirmation on what the additional £50 would be spent on.**

**The Clerk advised that sponsorship for Chirk AAA Football Club by Chirk Town Council was for a medical kit. It was also noted that the aforementioned club had 9 listed sponsors, a comprehensive and informative website which included regular social media comments/updates.**

1. Update from Cllr Coles regarding sponsorship from St Mary's church. **This has been added to the PCC agenda on 28th June.**

1. **3852. TO RECEIVE FEEDBACK FROM CLLRS RE:CONSULTATIONS/DRAFT DOCUMENTS/MEETINGS RAISED AT THE LAST MEETNG**

None received

1. **3853. TO RECEIVE REPORTS / ISSUES / DRAFT DOCUMENTS**
2. Note recommendations from Internal Auditor

* Adjustment to remove £27.53 from the bank reconciliation and added to other payments
* VAT received has not been included as it has been netted off on payments
* Fixed assets should only change for additions and disposals - valuations should not alter.
* Council to clarify with HMRC if beer festival is classed as a business activity - VAT could not be reclaimed if this is the case.
* Final SAGE report required once the above recommendations have been carried out.

**Resolution: Members noted and accepted the recommendations made by the Internal Auditor.**

**An additional column will be required on the asset register**

**Clerk to contact HMRC**

**Clerk to reallocate figures and print of updated SAGE report.**

1. Approval of Annual Return

**Resolution: Members approved the Annual Return**

1. Overton Twinning Association Accounts - **deferred to June**
2. Overton Oracle Accounts - **deferred to July**
3. Approval and adoption of Reserve Policy

**Resolution: Members approved and adopted the Reserve Policy**

1. Consider request for funding for Overton Community Gardeners for various projects around the village and to work towards entering Wales in Bloom 2018

**Resolution: Under the Local Government Act 1972 section 144 members approved a payment of £200 to the Overton on Dee Gardening Club to assist with their initial planting work. Members requested that the Clerk compile an article for the Oracle asking residents if they had any objections to contributing further to this voluntary organisation.**

1. To consider the approval and adoption for expenses and costs to be paid to Community Councillors

**Resolution: Members approved and adopted the remuneration. Expenses form to be amended** **accordingly.**

**Members to write to the Clerk if they do not wish to claim all or parts of the expenses/costs.**

1. Request for funding for community project for a Sunflower Spiral

**Resolution: Members supported the concept of the community project. However, they suggested an alternative site, the Millennium Meadow. The Clerk to contact Rachel Harris to request that she speaks to the landowner regarding the location. If this is acceptable, a sketch of the project and further details should be supplied to the council for consideration.**

* + 1. Confidential Item - *In view of the confidential nature of the business to be transacted, it is advisable in the public interest that the public and press be temporarily excluded and they are instructed to withdraw*

**25. 3854. CORRESPONDENCE RECEIVED**

1. Overton Twinning Association - acknowledgement and thanks for 2017/18 grant
2. Correspondence from resident regarding hedges and signposts on Cloy Lane - **correspondence passed onto Wrexham Council**
3. WCBC - reshaping services 1b education enrichment and intervention - **Cllr England commented that the reshaping was a good initiative, which was inclusive to all.**
4. Audit fees and other matters relating to the 2015-16 audit and Extract from Audit Office on future audit programme - **to be noted**
5. Webinar on Data Protection responsibilities - £25 to join - **noted**

26. **3855. BURIALS & MEMORIALS**

Mrs. Mary Bernadette Howe G of R 34

Approval for new memorial to be installed in the Cemetery for Keith Alfred Jones and Vivien Margaret Jones

**Resolved: Request approved.**

27. **3856. TO CONSIDER ANY HIGHWAYS MATTERS**

28. **3857. PLANNING APPLICATIONS**

29. **3858. TO RECEIVE DETAILS OF INCOME AND PAYMENT OF ACCOUNTS**

**MAY** **EXPENDITURE**

| **Details** | **£** | **Cheque No.** | **Precept for 2017/18** | **Current Balance to date** | **Power** |
| --- | --- | --- | --- | --- | --- |
| Dee Valley Water - Direct Debit for Cemetery water bill | 3.07 | D/Debit | 30.00 | 26.93 | Open Spaces Act 1906 ss 10 |
| WCBC invoice for payment of the Clerk and Caretaker's wages (May 1) | 1,140.18 | 2878 | 13,135.32 | 11,995.14 | Local Government Act (LGA) 1972 s111 |
| 266.40 | 2,901.04 | 2,634.64 |
| VOID SEE 2882 |  | 2879 |  |  |  |
| The Overton Oracle - invoice for additional pages printed in the May edition (May3) | 79.80 | 2880 | 250.00 | 170.20 | Local Government Act 1972 s 142 |
| Miss Ruth Shafto - SAGE training and review of year end accounts (May 4) | 90.00 | 2881 | 180.00 | 90.00 | Local Government Act (LGA) 1972 s111 |
| Peter Lynch - Contractor for the maintenance of the Playingfield, Cemetery and Cenotaph for April 2017, mower blades and bin bags (May 2) | 850.00 | 2882 | 11,519.00 | 10,669.00 | Open Spaces Act 1906 ss 10  Local Government (Miscellaneous Provisions) Act 1976 s 19 |
| 101.03 |
| 2.00 |
| Pro Audio Centre Ltd - Proforma for outdoor PA system and wireless microphone (May 5) | 554.00 | 2883 | 250.00 | **-250.00**  Balance from reserves | Local Government Act (LGA) 1972 s145 |
| Dee Valley Water - Invoice for water at the Public Toilets (May 6) | 120.71 | 2884 | 1,068.06 | 947.35 | Public Health Act 1936 s 87 |
| **Total** | **3,207.19** |  |  |  |  |

**APRIL** - **INCOME**

|  |  |  |
| --- | --- | --- |
| **Details** | **£** | **Voucher No** |
| Caldecott and Sons - Burial of ashes - Mrs. Mary Bernadette Howe G of R 34 | 50.00 | 32 |
| **Total** | **£50.00** |  |

**30. 3859. Council financial statements**

Balance as at **30/04/2017**

Current Account £ 1,000.00

##### Savings Account £ 49,488.69

## TOTAL £ 50,488.69

**Please note**: Credit from XLN was received on the 10th April 2017 - £27.53

**Proposed Cllr Walker SECONDED Cllr Hellingman**

**31**. **3860. AGREE ANY MEETING DATES**

* **Cemetery Meeting - 13th May @ 10am**
* **Fete Working Party Meeting 17th May 6pm in occ office**
* **Amenities Meeting 23rd May 7pm in Parish Room (TBC)**
* **Traffic count 26th May @ 8.30am**

**32**. **3861. To receive any agenda items for THE next full council meeting (13TH JUNE 2017)**

* Fete update
* Confirmation that the Internal Audit has been completed

**The Chairman closed the meeting at 22.30 hrs**