### OVERTON COMMUNITY COUNCIL

**MINUTES OF THE ANNUAL GENERAL MEETING**

**TUESDAY 14th MAY 2019**

**PRESENT**: Cllr Alstead, Cllr Ashton, Cllr Coles, Cllr Copeman (Chair), Cllr Hellingman, Cllr Lynch, Cllr Pugh, Cllr Roberts, Cllr Walker and Cllr Whittaker

County Councillor John McCusker

PCSO Edwards

K Chalk (Clerk)

1. **4372. Election of Chairman of the Council**

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

A vote of thanks was shown for the outgoing Chair. Cllr Hellingman thanked all the members for their support over the past two years

1. **4373. To receive Chairman declaration of acceptance of office**

The Declaration of Acceptance of office was signed.

1. **4374. Election of Vice-Chairman of the Council**

The Chairman requested nominations for Vice Chair of Overton Community Council. Cllr Hellingman nominated Cllr Ashton, seconded by Cllr Pugh, **All in favour.**

1. **4375.To receive any questions or comments from the public attending the meeting**

To consider applications to fill two positions for co-opted community councillors

Philip Alstead and Paul Whittaker introduced themselves to council and gave a brief presentation.

**Resolved: Members unanimously approved to co-opt both applicants.**

1. **4376. To appoint a School Governor**

Community Councillor Coles was appointed as School Governor representative

1. **4377. 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 memberships. Committee membership information will be uploaded onto the website.**

1. **4378. to appoint representatives to outside bodies**
* Overton United Charities
* Overton Twinning Association
* One Voice Wales
* Wrexham Town and Community Forum

**All members approved appointed memberships**

1. **4379. review of the terms of references for committees**

**Resolution: Reviewed and agreed by Council.**

**9. 4380. ADOPT PREVIOUSLY REVIEWED STANDING ORDERS**

**Resolution: Adopted by Council.**

**10. 4381. Review and adopt FINANCIAL REGULATIONS**

**Resolution: Reviewed and adopted by Council.**

**11. 4382. Review of inventory of land and assets including buildings and office equipment**

**Resolution: Reviewed and agreed by Council.**

**12. 4383. Review and confirmation of arrangements for insurance cover in**

 **respect of all insured risks.**

**The Clerk confirmed the new insurance sum to rebuild the public toilets in event of a fire had been added to the insurance schedule.**

* An exclusion relating to sports pavilions when not in use in relation to utility supplies and weekly inspections carried out by a "responsible person".

**The Clerk clarified the following:**

The water is turned off when the football pavilion is not in use (this is why a separate water supply would be required if an accessible toilet was installed in the pavilion garage). The electricity is not turned off as it is required in the garage.

Even when the football season is over, the footballers/volunteers and our maintenance contractor are around the area at regular periods. And our contractor raises any maintenance issues with the FC and the Clerk. Grilles to the windows some years ago to address windows being broken by people playing football on the carpark/Playingfield.

**Reviewed and agreed by Council**

**13. 4384. Review AND ADOPT the Council’s complaints procedure AND LOCAL**

 **RESOLUTION PROTOCOL.**

**Reviewed and adopted by Council.**

**14. 4385. ADOPT INVESTMENT STRATEGY**

**Reviewed and adopted by Council.**

**15. 4386. aDOPT FINANCIAL RESERVE POLICY**

**Reviewed and adopted by Council.**

**16. 4387. APOLOGIES FOR ABSENCE**

 Apologies received

Cllr England and Cllr Roberts

**17. 4388. County Council matters**

County Councillor McCusker advised the meeting on the following:

* A request has been made for the yellow road hatching outside St Mary’s School to be repainted as a matter of urgency as drivers are parking directly outside the school. Vehicles are also being parked on School Mews in such a way that they impede residents and the emergency services from gaining access.
* St Martins Road – resurfacing is scheduled, although no date was given.
* Trimming of tree off St Mary’s Ave - ongoing
* Lintels over garages on St Mary’s Ave – County Councillor McCusker asked the Clerk to follow up on this job as it is still outstanding.
* Work to be carried out on Musley Lane - pothole filling will commence in the near future. Cllr Ashton requested that all the blocked gulleys on Musley Lane were cleared prior to the potholes being filled as any rainfall would affect the material used to fill the potholes. Whilst the potholes are to be filled, it was noted that this would not solve the issue of the road condition in the long term.
* **Action: County Councillor McCusker to press for the gulleys to be cleared.**
* Planned litter clearing on A483 – still scheduled for June or July of this year.

**18. 4389. TO CONSIDER ANY POLICE MATTERS - Report noted.**

**PCSO Edwards advised members that a letter from St Mary’s School regarding on going issues relating to parking at school times had been sent to North Wales Police and County Councillor McCusker. PCSO Edwards advised that a letter from PC Sayer would be given to those parking on the yellow road hatching, once they had been repainted.**

**19.** **4390. DISCLOSURE OF PERSONAL & PECUNIARY INTERESTS IN ANY ITEMS DISCUSSED IN**

 **THE MEETING** - none disclosed

**20. 4391. TO AGREE AND SIGN MINUTES OF THE PREVIOUS MEETING HELD ON 9th APRIL 2019**

**RESOLVED – That the Minutes of the previous Overton Community Council held on 9th April 2019 be received and confirmed as a correct record.**

**21. 4392. TO AGREE AND SIGN MINUTES OF PREVIOUS COMMITTEE MEETINGS**

* Planning Committee Meeting 27th April 2019
* Playingfield Committee Meeting 4th May 2019

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

**22. 4393. ACTIONS FROM PREVIOUS MEETINGS**

**For information only**

Welfare Unit relocated from St Mary’s Ave to Parkside.

The leak in the public toilets has been repaired.

Clerk’s new email address set up – clerk@overton-on-dee.co.uk

Renewal of lease for the Millennium Meadow – First meeting not arranged to date

Vote on ‘No Underground Nuclear Waste Dump in Wales submitted.

**Actions for discussion and approval by Full Council - Playingfield Committee Minutes**

* One of the picnic benches requires a new seat lath
* The benches are in need of painting again.
* Some repair work required to the wooden play area surround.
* Two of the 'stepping' blocks on the obstacle course.
* A general painting and brightening up of the play area equipment was discussed.
* It was noted that the dug outs are deteriorating badly with panels broken through and the far dug out not being properly secured to the ground.

**Resolution: Cllr Walker will replace the new seat lath and the two ‘stepping’ blocks. He will also arrange a working party to paint the benches and some of the play equipment.**

**Cllr Lynch will carry out the repair work for the wood play area surround.**

**All materials bought will be reimbursed.**

**The Clerk will contact the Football Club regarding the condition of the dug outs.**

**23. 4394. TO RECEIVE FEEDBACK FROM CLLRS RE: CONSULTATIONS/DRAFT**

 **DOCUMENTS/MEETINGS RAISED AT THE LAST MEETING** – None received.

**24. 4395. TO RECEIVE REPORTS / ISSUES / DRAFT DOCUMENTS**

1. Note the issue and recommendations received from the Internal Auditor
* Financial Regulation 2.2 says that “On a regular basis, at least one each quarter, and at each financial year end, a member other than the Chairman shall be appointed to verify bank reconciliations (for the accounts) produced by the RFO. The members shall sign the reconciliations and the original bank statements as evidence of verification”

*Whilst this may well happen there is no evidence of such. Perhaps reconciliation could be filed with the bank statements and both documents signed by the member as appointed.*

* There is no evidence of monitoring of the budget figures against the actual figures although at each Council meeting the balances and the ringfenced amounts and the reserve amount are minuted

*A spreadsheet could be produced each quarter to show how the actual figures are matching up to the budgeted figures.*

**Members noted the comments and will ensure verification of the bank reconciliations is carried out at least quarterly. It was pointed out that an excel budget sheet was used to monitor the expenditure on the budget prior to the new accountancy system being purchased, which now produces a formal report for members.**

1. Approval of Annual Return

**Resolution: Members approved the Annual Return for 2018/19**

1. Audit Theme for 2019 2020 – Use of s 137
2. Overton Twinning Association Accounts and update on planned activities for 2019 – **the planned activities were noted by members.**
3. Report on member’s email requirements

**Action: Cllr Copeman will contact the ICO to ascertain if it is a legal requirement for members to have a dedicated council email.**

1. Village Fete Update – Cllr Copeman updated members on the fete.
2. Clerk’s annual appraisal to be arranged with Cllrs Copeman and Coles

**25. 4396. CORRESPONDENCE RECEIVED**

|  |  |  |
| --- | --- | --- |
| 1 | Tim Rosselli  | Concern regarding speed vehicles on Salop Road – **The Clerk will update Mr. Rosselli.** |
| 2 | Community Growers | RHS ‘Its Your Neighbourhood’ accreditation 2019 – request for members of the Community Council to join working party and promote initiative. **Cllrs Coles and Whittaker will report back to full council on the initiatives being undertaken.** |
| 3 | Morris Cook – internal auditor | Protection against Tax Investigation – service offered – **decision not to take up the service offered.** |

26. **4397. TO CONSIDER ANY HIGHWAYS**

Cllr Walker volunteered to organise two working parties to clear the pavements on Wrexham Road and Station Road. Cllr Copeman and the Clerk will organise a working party to clear Salop Road.

27. **4398.**  **PLANNING APPLICATIONS**

P/2019 /0319 – 8 Sundorne - Removal of existing cast iron rainwater guttering system on house and garage and replace with black UPVC Victorian style guttering.

**Resolution: Members voted as follows: 7 objected to the proposal, 2 were in favour.**

**The reasons for the objection:**

**Policy EC7 – Conservation Areas – the application is within the Overton Conservation area and removal of the cast iron guttering will not preserve and/or enhance this building or surrounding buildings. It would also set a precedent for other applications.**

**Policy EC9 – the application does not respect the setting and character of the nearby listed buildings or structures.**

28. **4399.** **Council financial statements**

Balance on 29/04/2019

Current account    £ 1,000.00

Savings account     £ 71,408.35

Sub Total**£ 72,408.35**

Minus Community Agents Grant £ 35,755.00

 **£ 36,653.35**

**Reserve (40% of precept - £48,918) (£19,567.00)
Available Balance          £17,086.35**

29. **4400**. **TO RECEIVE DETAILS OF INCOME OF ACCOUNTS APRIL payments and receipts**

**Members approved and authorised the expenditure listed and noted the income listed. Members also noted the report monitoring the budget figures against the actual expenditure.**

**Proposed Cllr Walker and Seconded Cllr Coles**

**Three members signed the expenditure list. Cllr Ashton agreed to oversee the payments the following day.**

**30. 4401**.  **AGREE ANY MEETING DATES**

* Cemetery Committee Meeting – 25th May 9.00am
* Amenities Committee Meeting – 25th May 10.30am
* Planning Committee Meeting – 20th May 7pm
* Finance Committee Meeting – 20th May 2pm

**31**. **4402. To receive any agenda items for THE next full council meeting – 11th JUNE 2019**

* **Update on the Fete**
* **External Audit Report – if received**
* **Councillors emails**
* **Update from Cllr McCusker on Highways issues.**

**The Chairman closed the meeting at 21.23 hrs.**