### OVERTON COMMUNITY COUNCIL

**MINUTES OF MEETING**

**8th OCTOBER 2019**

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

County Councillor McCusker

Clerk

1. **4459. APOLOGIES FOR ABSENCE**

**Apologies received**

Cllr England

PCSOs Edwards and Griffiths

1. **4460. DISCLOSURE OF PERSONAL & PECUNIARY INTERESTS IN ANY ITEMS DISCUSSED IN THE MEETING**

**Cllr Lynch –** agenda item 10 h. Specification of Works – renewal of Maintenance Contract for the Playingfield, Cenotaph and Cemetery – current contractor and will be reapplying for the contract.

Cllr Lynch will leave when the agenda item is discussed at the end of the meeting.

1. **4461. COMMENTS & QUERIES FROM MEMBERS OF THE PUBLIC attending the MEETING –** no members of the public present.
2. **4462. TO CONSIDER ANY POLICE MATTERS**

Crime stats – Cllr Ashton noted that there was an increase in petty crime. The Chair suggested members contact the PCSOs should they wish to receive some feedback regarding the current spike.

1. **4463. County Council matters**
* **Painting raised pavements adjacent to the bus stops in Overton**

Cllr McCusker advised he had spoken to Gareth Matthews regarding the painting of the raised pavements. OCC can paint a yellow line on the top edge of all the kerbs adjacent to the bus stops. The paint must be waterproof (purchased by OCC), by an inch wide.

**Action: Cllr Hellingman volunteered to paint the kerbs.**

* **Concessionary travel cards (Bus Pass)**

From September 2019, concessionary travel cards are being replaced by new-style cards from Transport for Wales. Old-style cards will still be valid for travel and offer the same benefits until 31 December 2019. If residents are unable to reapply online, hard copies of the form will be available through the library, local shops or through the Penley Rainbow Centre Community Agents.

* WCBC Consultation on the future of Wrexham Library Service

The Chair requested the following was raised with WCBC through our County Councillor

* Lack of notice of the drop-in being held at Overton Library – two days’ notice – this was apparently due to the consultation being translated into Welsh. Whilst it is acknowledged this was necessary, the date for the drop-in would have already been planned and should have been released.
* Confirmation of the timescale which WCBC are following – timescale for the decision to be made and timescale for decision to become effective. Currently community councils are being told April 2020. However, Precepts must be set by January 2020 which does not leave much time to come forward with ideas, consultation with residents and other possible service providers and community councils.
* **Tŷ Pawb – financial controls**

The Head of Services at **Tŷ** Pawb confirmed that a full report was being presented to the Advisory Board at the end of November, after which it will be in the public domain.

* **Gulley clearing**

Darren Williams - Chief Officer Environment & Technical WCBC – is compiling a works programme for gulley clearance throughout the County. Once completed, all communities will be notified of the month when gulley clearance is due to take place (there will be a degree of flexibility for additional clearing if the highways is flooded and dangerous due to a gulley being blocked).

Cllr McCusker mentioned to the meeting that a community is researching having their gulleys cleared by a private contractor. He will keep us updated.

* Dustbin collections may be reduced to every 3 weeks rather than two. It was noted that for some residents this may be a hindrance, for others it would encourage them to recycle.
* **A Report of littering in Overton**

The Clerk advised a complaint had been received from a member of the public concerning a driver for Pat’s Coaches, parked in Overton, throwing litter out of his coach and ignoring requests to pick it up.

This matter will be reported to Pat’s Coaches and the driver will be invited to join a Saturday litter pick (1st Saturday of the month).

**Action: Clerk to write to Pat’s Coaches.**

1. **4464. TO AGREE AND SIGN MINUTES OF THE FULL COUNCIL MEETING HELD ON 10TH SEPTEMBER 2019**

**RESOLVED – That the Minutes of the previous council meeting held on 10th September 2019 were received and confirmed as a correct record - all in favour.**

1. **4465. TO AGREE AND SIGN THE MINUTES OF COMMITTEE MEETINGS HELD**
* Playingfield Committee – 5th October 2019

**RESOLVED – That the Minutes of the above-mentioned committee meeting were received and confirmed as a correct record - all in favour.**

1. **4466.TO NOTE ACTIONS FROM THE MINUTES OF PREVIOUS MEETING.**

**For information only**

Cemetery benches and posts surrounding the new Garden of Remembrance restained/painted – **deferred to November Meeting**

1. **4467. TO RECEIVE FEEDBACK FROM CLLRS RE: CONSULTATIONS AND MEETING ATTENDED SINCE THE LAST FULL COUNCIL MEETING**
2. One Voice Wales Regional Meeting – 17th September – Cllrs Coles/Copeman/Clerk – **report emailed to members prior to the meeting.**
3. Community Liaison Meeting – 23rd September (Wrexham Recycling Centre) – Cllr Coles
4. Reports from The Overton Amblers – Cllr Coles

 **Members noted the reports presented.**

1. **4468. REPORTS / ISSUES / DRAFT DOCUMENTS**
2. Consider and Approve Insurance Renewal from our Brokers, Came and Company - Insurance Renewal – Ecclesiastical £ 2,027.88 – three-year agreement, review of insurance companies due 2020.

**Resolution: Renewal of Insurance approved by members.**

1. Trace heater replaced in the Caretakers cupboard in the Public Toilets – £132 inclusive of installation and VAT.

**Members noted the work is still pending but will be completed before the winter commences.**

1. RoSPA inspection recommendations
* Replacement of wooden poles in the Playingfield - £300 – Eastwick to carry out work. **The timber is on order**.
* Resetting of basketball net and surface releveling Eastwick approached regarding this - confirmation awaited.
* Report on RoSPA inspection recommendations

**Resolution: It was approved by members that all the items mentioned within the RoSPA report, which required replacing, would be replaced and other equipment would continue to be monitored on a monthly basis.**

**A letter will be sent to RoSPA to advise of the additional repairs carried out – Cllr Lynch will email the Clerk with photographs of all the D rings replaced.**

**It was agreed that a Councillor would walk round with the inspector during next year’s inspection.**

1. **Explanation to reverse a Resolution (in relation to minute 11. 4430 g.)**

The Chair advised members that there would be no requirement to reverse the Resolution as there had been adjustments to the Council’s Financial Statement 2019/2020:

It is forecasted at this stage to have a small overspend of £1,115.04 against the Precept. This overspend was found when putting together the forecasted expenditure for the remaining financial year in preparation for the 2020/2021 Precept planning. It also became clear that some reporting errors had been made. There were two double entered items - the football club (£1,500) and the solar panel income (£2,794.81). Also, as the Reserve figure must be 40% of our Precept (£20,603), this means that there are insufficient funds in the budget to allow for the ringfenced figure of £10k allocated for the Playingfield Toilet. Whilst the mandated Reserve figure is broadly intact, it is with great regret that we must delay the commencement of the Playingfield Toilet until 2020/21.

**Members noted the adjustments to the Council’s Financial Statement for 2019/2020**

1. **Do members support a representative from the Community Council being on the Management Committee of Overton Playcentre** – request received from Overton Playcentre.

**Resolution: Cllr Copeman will represent the Community Council.**

1. **For information only:** members to note the cost of four allocated cuts in the cemetery extension field to be reallocated to the Playingfield and Cemetery grass cutting if required – 1 and 3 cuts remaining respectively.
2. **Approval of Financial Regulations as amended by NALC**

 Proposed by Cllr Hellingman and Seconded by Cllr Pugh

 **Resolution: Approved and Adopted by members – All in favour**

1. **Approval of the Specification of Works for the Playingfield/Cenotaph/Cemetery three-year contract** – Item discussed at the end of the meeting. Cllr Lynch will leave the meeting.
2. **Members to review and approve revised prices from tenders for the Playingfield Public Toilets** (Clerk will give update on grant applications, if received).

The Amenities Committee:

* Will look at the prices submitted to the QS
* The dye test to confirm the waste water will be carried out
* Any other related items will be costed??
* Grant application will be followed up
1. **Update regarding grant applications for the Playingfield Public Toilets** – see above
2. **Request from PCSOs for the community council to consider double yellow lines on the junction of School Lane and Turning Street**.

County Councillor McCusker raised no objection to the request from the PCSOs.

 Members asked for clarification as to the exact location and length of the lines as there are some residents who do park half on/off the pavements who live in Deva Terrace and at the flats opposite. Members also asked if residents who would be affected by the installation of yellow had been consulted.

1. **4469. CORRESPONDENCE RECEIVED**

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| 1 | Overton Community Growers | Preparation for RHS Britain in Bloom 2020 |

Members noted the correspondence from the Community Growers. Members wished their congratulations to the group on their recent outstanding achievements in the RHS Britain in Bloom to be minuted.

Cllr Roberts will keep the council updated on any preparation for next year’s entry to RHS Britain in Bloom.

**12. 4470. TO CONSIDER ANY HIGHWAYS**

* Potholes on the Wrexham Road
* Pavements and gullies on the Wrexham Road require clearing
* The level of signs being displayed by a homeowner on the Cloy Lane
* Enquire if 30mph can be painted on the Wrexham Road after Argoed Lane turning

**13. 4471. PLANNING APPLICATIONS**

 P/2019/0532 Old Post Office – granted

**14. 4472. TO RECEIVE DETAILS OF INCOME AND PAYMENT OF ACCOUNTS** – emailed to members prior to meeting.

 **Members to note new membership**

AVOW - £15 per year.

**Proposed Cllr Lynch and Seconded Cllr Hellingman**

**Resolution: All in favour**

**Payments and Receipts reports approved by full council and authorised signed by three councillors.**

**15. 4473.Council financial statements**



**16. 4474**. **AGREE ANY MEETING DATES**

* + Amenities Committee – meeting **12th October at 10am.**

**NB: All pricing for any projects for the 2020/21 Precept proposed by committees/Cllrs must be submitted to the Clerk by 18th November 2019**

* + Planning Committee – **14th October at 10am** in the offices of OCC
	+ Working Party to review Environmental Policy, Disciplinary and Grievance Policy and Equality policy – via email – Cllrs Copeman and Roberts – Clerk to email policies.
	+ Working Party to review Risk Assessment Policy – Cllrs Copeman and Pugh – **6th November at 10am** in the offices of OCC- to be approved in December by Full Council.
	+ Working Party to review Standing Orders – Cllrs Copeman and Whittaker – **11th November at 10.30am** in the offices of OCC - to be approved in December by Full Council
	+ To agree the date for the Precept Meeting – **3rd December 2019 7pm** in the Parish Room
	+ Working Party to respond to Wrexham Libraries consultation – Cllrs Copeman, Hellingman and Roberts – **15th October at 7pm – venue to be agreed.**
	+ Cemetery Committee – Cllr Walker will set a date for a November Meeting

**17. 4475. To receive any agenda items for THE next full council meeting –**

 **12th november 2019**

* Approval of the Environmental Policy
* Approval of Equality Policy
* Approval of Disciplinary and Grievance Policy
* Community Chest Grants
* Applications for Annual Grants

**Cllr Lynch left the meeting**

**Approval of the Specification of Works for the Playingfield/Cenotaph/Cemetery three-year contract**

Timeline for the tender process: -

|  |  |
| --- | --- |
| Approval of the SoW | 8th October 2019 |
| Notice to invite interested parties to submit a quotation for tender – advertised on Noticeboard, Facebook and Oracle | 14h October 2019 |
| Closing date for submissions – delivered to OCC office | 25 November 2019 |
| Extra Ordinary Meeting to approve the Contractor | 26th November 2019  |
| Successful Contractor contacted | 27th November 2019 |
| Extra Ordinary Meeting to set the 2020 2021 Precept - Maintenance Contract costings to be added to 2020 2021 Precept | 3rd December 2019 –  |

**Cllr Whittaker agreed to read through the Terms and Conditions and make any amendments. He will disseminate the update documents to members before Monday 14th October.**

**The Clerk will check exactly where the wildflower areas are and make some minor amendments to the Specification of Works.**

**The Chairman closed the meeting at 21.40 hrs.**