### OVERTON COMMUNITY COUNCIL

**MINUTES OF MEETING**

**10th SEPTEMBER 2019**

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

County Councillor McCusker

Clerk

1. **4442. APOLOGIES FOR ABSENCE**

**Apologies received**

Cllr Whittaker

1. **4443. DISCLOSURE OF PERSONAL & PECUNIARY INTERESTS IN ANY ITEMS DISCUSSED IN THE MEETING**

**Cllr Coles – pecuniary interest in agenda item 6. 4447 – OVHMC – member of the management committee.**

**Cllr Copeman - pecuniary interest in agenda item 6. 4447 – OVHMC – interested in the position OVHMC are requesting the funding for.**

1. **4444. COMMENTS & QUERIES FROM MEMBERS OF THE PUBLIC attending the MEETING –** no members of the public present.
2. **4445. TO CONSIDER ANY POLICE MATTERS**

Crime stats noted by members

1. **4446. County Council matters**

* Do members wish the raised pavements adjacent to the bus stops on High Street to be painted?

**Resolution: Members approved to have the raised pavements painted.**

**Action: The Clerk to contact WCBC to ascertain what colour it needs to be, the width of the strip and ask if the Conservation Officer also needs to be advised.**

* Headstones in the cemetery – resetting all headstones currently laid down – cost per headstone £100 (depending on the condition on the headstone, age and fragility).

Members discussed the process followed to contact members of the family regarding the maintenance of headstones. If the family are contactable, it is their decision, and cost, as to whether or not to have the headstone reset.

Members voted on whether or not to contact family members of all headstones which are currently laid down to advise of cost involved.

**Resolution: Members voted 3 in favour and 7 against contacting the families because the majority of headstones which require work are very old and it is highly likely that few family members will remain to ask.**

* Cllr Pugh raised concerns regarding a recent Local Authority Planning Committee Meeting she attended online and specifically County Councillor McCusker’s apparent lack of local knowledge of the application location. She requested that, as far as possible, more detailed research on applications applying to his Ward should be undertaken, especially any decisions made by Overton Community Council Planning Committee, of which she is the Chair, in order for the outcomes of these meetings to be properly represented during the Local Authority Planning Committee Meetings.

The Clerk advised County Councillor McCusker that all draft minutes from the occ planning committee would be emailed to him once compiled.

* Cllr Ashton requested that clarification is sought from WCBC regarding permitted parking on the main roads. During a recent football tournament vehicles were parked either side of Wrexham Road causing traffic to build up.

Prior to County Councillor McCusker leaving the meeting, the Chair advised all those present that a letter of condolence had been sent to Lady Kenyon following the recent death of her husband, and former County Councillor, Lloyd Kenyon.

1. **4447. TO AGREE AND SIGN MINUTES OF THE FULL COUNCIL MEETING HELD 9th JULY 2019 AND EXTRA ORDINARY MEETING HELD ON 4TH SEPTEMBER 2019**

**RESOLVED – That the Minutes of the previous council meeting held on 9th July 2019 and 4th September 2019 were received and confirmed as a correct record - all in favour.**

**The minutes of the Extra Ordinary Meeting would be discussed at the end of the meeting when Cllr Coles and Copeman would leave the meeting.**

1. **4448. TO AGREE AND SIGN THE MINUTES OF COMMITTEE MEETINGS HELD**

* Planning Committee Meeting – 22nd July 2019
* Finance Committee Meeting - 28th August 2019

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

1. **4449.TO NOTE ACTIONS FROM THE MINUTES OF PREVIOUS MEETING.**

**Actions completed - for information only**

* 1. All items of highways work reported have been undertaken by WCBC
  2. Article on feasibility of a crossing on the High Street published in the Oracle
  3. Renewal lease is being drawn up for Millennium Meadow by the landowner
  4. OCC website is being updated to fall in line with Accessibility Regulations 2018 – the update of the website is ongoing. The council has until September 2020 to adhere to the legislation.
  5. Request for BT to repaint telephone box on the High Street – request has been added to painting programme for 2020.
  6. Request to place a bench close to the bus stop on Penyllan Street - ongoing
  7. All actions the Council is required to undertake for ‘Operation London Bridge’ have been completed – awaiting confirmation from local Churches regarding using the Parish Room for the signing of the book of condolence and the use of the Parish Room and grassed area (for flowers) has been submitted to OVHMC.
  8. Cllr Pugh contacted WCBC regarding the signage being obscured by vegetation on the A528 – this has now been cleared by the local authority.

1. **4450. TO RECEIVE FEEDBACK FROM CLLRS RE: CONSULTATIONS AND MEETING ATTENDED SINCE THE LAST FULL COUNCIL MEETING**
2. Community Agent Stakeholders Meeting – Cllr Copeman

Update regarding inclusion of Willington Worthenbury in Southern Consortia (Community Agents)

Members noted the report from the stakeholders meeting.

The Clerk asked if members supported Willington and Worthenbury joining the Southern Consortia as it currently stands or through additional funding from WCBC.

**Resolution: Members approved Willington and Worthenbury CC joining the Southern Consortia once additional funding was received from WCBC.**

1. Meeting between some of the rural Community Councils and Wrexham County Borough Council regarding communications between the two bodies, completion of day to day issues and the need for more information sharing and joined up thinking – Cllr Copeman and the Clerk – **Notes from meeting and response from WCBC emailed to members prior to the full council meeting – members noted the minutes from the meeting.**
2. **4451. REPORTS / ISSUES / DRAFT DOCUMENTS**
3. Members to note and approve report from External Auditor – An unqualified audit was received from the External Auditor.

One observation was made: - the date of the approval of the Accounting Statement and the Annual Return was left blank on the Annual Return – it should have read 14 May 2019.

**Resolution: Members noted the unqualified audit and noted the date had not been added.**

1. Playground equipment inspections (with Cllr Ashton) and co-ordination of the maintenance plan as per RoSPA inspection recommendations
   * 1. **Actions:**
   1. The Clerk advised members that Eastwick Nursery have been asked to replace two timber components on the toddler swing and one of the low level timber components on the agility trail.
   2. The Clerk to contact Blake Construction to ask if they can reset the basketball stand and repair the uneven surface.
   3. Cllr Lynch to replace the ‘D’ rings on the toddler swing
   4. The remaining monitoring tasks can be undertaken during inspections
   5. Cllr Lynch will replace any surrounds which are decaying.
2. Review and approve Expenses Policy and Internal Control Document– emailed to members prior to meeting.

**Resolution: Members approved and adopted both documents.**

1. Update regarding the Legionella risk assessment carried out by Cllr Lynch (on behalf of council) –

Members noted the report from Cllr Lynch.

The only item in the report which required clarification can be read below:

The Clerk advised members that Blake Construction, who fitted the water tank heater during the upgrade of the public toilets in Overton had stated the following:

*The CPU installed in the accessible toilet at the public toilets is set at a temperature high enough to prevent bacterial growth in the stored water unit. There is a blending valve which premixes the hot/cold water so that it arrives at the correct temperature for someone to wash their hands (and that this could be checked if they required).*

**Members noted the clarification from Blakes Construction.**

1. Accessible Toilet Project at the Playingfield – update on the project and water supply – emailed to members prior to the meeting.

Members discussed the current description of this project and acknowledged that whilst the installation would use a Disabled Doc M Toilet Pack, it was not a fully accessible toilet and as such including the word “Accessible” would be misleading. Cllr Alstead outlined what would be required to enable the facility to be fully accessible and the approximate cost of the equipment. It was agreed the name of the toilet facility would be altered from ‘Accessible’ to ‘Playingfield’ public toilet. However, this does not preclude the retrospective installation of additional equipment should funding become available in the future.

**Resolution: Members approved the change of name from Accessible to Playingfield (public toilet)**

1. The Clerk asked members to reconsider the Resolution passed during the July meeting (11. 4430 g.), which approved an additional £10k for this project to be added to the Precept for 2020/21(taking it from £10k to £20k) in order to complete this project. Members were advised that this should not be required once the outcome of the reviewed prices and grants has been received.

Members were updated on the following in relation to the project:

Confirmation as to how the installation of the water supply at the Playingfield public toilet would be undertaken has been looked at with the QS, who agreed that there is a fairly straightforward method using the current water supply to the pavilion, which would not affect the football club and still enable them to turn off their water when the pavilion is not in use.

It was agreed the QS would contact both Contractors, who submitted a tender, to request they recalculate their price, taking into consideration the above information (to be submitted to the Council after 20th September).

The outcome of the grant applications should be known at the beginning of October.

The item will be added to the agenda for the October meeting when a decision can be made as to whether the project can go ahead during this financial year.

Cllr Ashton noted that whilst there was £10k already allocated to the project, there was also a £6k balance currently held in the accounts. The Clerk requested that prior to any decision to use this money was voted on, the outcome of the grant applications and revised tender prices should be received.

**Resolution: Members approved the amendment.**

**Action: The Clerk will add the correct wording to the October agenda to retract this Resolution.**

1. Members to note Clerk’s appraisal and completion of CiLCA qualification and approve the salary point increase-: one additional salary point to be added to the Clerk’s salary for successfully obtaining this qualification - The Certificate in Local Council Administration.

**Members congratulated the Clerk on gaining the qualification.**

**The Clerk thanked the council for paying for the course.**

**Resolution: The Council approved an incremental increase from £12.39 to £12.64.**

1. Correspondence from Overton Community Growers – Wales in Bloom Awards and suggested areas of development – letter emailed to members prior to the meeting.

**Members noted the letter and agreed to add money to the Precept to cover the re-staining of the posts by the war memorial next year.**

1. New email addresses for community councillors

**Action:** Cllr Copeman will endeavour to meet up with any councillor who hasn’t yet set up their new email address and guide them through the process.

1. Vehicle Activated Sign on Salop Road: - If grants for the accessible toilet are successful, money may be available to install a VAS, Location is on lamp post 42 or if solar powered pole could be located close to this lamp.

Costs are as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Supplier** | **Item** | **Net Price** | **Vat** | **Total** |
| **WCBC** | Labour / Plant / Materials / Traffic Management - (this also includes for a road crossing to provide the electrical supply) | **£2,530.00** | **£506.00** | **£3,036.00** |
| New Mains Service into New Feeder Pillar | £813.60 | **£162.72** | **£976.32** |
| **TWM** | Option 1 - Mini300 SDU - Standard (Solar) | £1,765.52 | **£353.10** | **£2,118.62** |
| Option 2 - Mini300 SDU - Standard (12V/230Vdc) | £1,469.63 | **£293.93** | **£1,763.56** |
| Installation cost | £250.00 | **£50.00** | **£300.00** |

**The community council would have to ensure a solar vas has uninterrupted light.**

1. Approval of repair of the ride on lawnmower – replacement of steering quadrant and associated equipment £180 – excluding labour.

**Resolution: Members approved repair work.**

1. Update on the following maintenance work:
   1. Cemetery benches to be repainted and concrete slabs to be placed under bench legs to prevent deterioration of wooden legs.
   2. New Garden of Remembrance posts to be painted

**Cllr Walker advised the meeting that he had put some concrete slabs under the bench legs.**

**Actions: Cllr Walker will restain/paint the cemetery benches and posts surrounding the new Garden of Remembrance before the October meeting.**

11. 4452**. CORRESPONDENCE RECEIVED**

|  |  |  |
| --- | --- | --- |
| 1 | FCC Environment (UK) Ltd | Community Liaison Meeting Monday 23rd September 2019 17.30hrs at Wrexham Recycling Park – **Cllr Coles to attend.** |

12. **4453. TO CONSIDER ANY HIGHWAYS** – no issues raised

13. **4454. PLANNING APPLICATIONS**

P/2019/0678 – 1 Deva Terrace – notification of proposed works to trees in Conservation Area

**Resolution: No objections raised. All in favour.**

**Update –**

P/2019/0319 – refused (policies considered EC7, GDP1 and PS2)

14. **4455**. **Council financial statements**

|  |  |
| --- | --- |
| Balance on 02/09/2019 |  |
| Current account | £ 1,000.00 |
| Savings account | £ 63,183.95 |
| Sub Total | **£ 64,183.95** |
|  |  |
| **Minus** Community Agents Grant | £ 22,840.00 |
|  | **£ 41,343.95** |
| **Minus** |  |
| Reserve (40% of precept - £48,918) | £ 19,657.00 |
| Unallocated Community Chest | £ 1,500.00 |
| New Community Chest balance | £ 2,794.81 |
| Ringfenced (accessible toilet) | £ 10,000.00 |
|  | **£ 33,951.81** |
| **Available Balance** | **6,768.24** |

**15. 4456**. **TO RECEIVE DETAILS OF INCOME OF ACCOUNTS August payments and receipts**

**Members received details of the financial statement and approved the payments. Members noted the budget report.**

**Proposed Cllr Walker and Seconded Cllr Hellingman Resolution: All in favour**

**16**. **4457. AGREE ANY MEETING DATES**

* Meeting to review contractor’s specification of works for the Playingfield, cenotaph and cemetery prior to the tender process – **Cllrs Copeman and Walker with the Clerk**
* Working party to be set up to review the Clerk’s current job description – to be arranged for February
* Playingfield Committee Meeting
* Amenities Committee Meeting

**17. 4458. To receive any agenda items for THE next full council meeting – 8th October 2019.**

* One Voice Wales Regional Meeting
* Playingfield public toilet project
  + Outcome of Grant applications
* VAS project
* Meeting held with Trustees of Overton Village Hall
* FCC Environment – Community Liaison Meeting 23rd September – Cllr Coles

**Cllrs Coles and Copeman left the meeting at 20.50hrs**

The Vice Chair took over the proceedings for the next agenda item

Extra Ordinary meeting held on 4th September 2019 to discuss the funding request received from OVHMC.

The Chair advised members that the suggested date to meet with the Formal Trustees (13th September) was not convenient to the Trustees, a new date had been agreed by those attending from the community council, 4th October.

Peter Rosselli had responded to the letter signed by the Vice Chair requesting Jim Eastop attendance as he is the Treasurer for the Trust. He also requested the presence of James and Sue Glover due to their level of involvement in the management of the amenity.

The following was proposed;

The suggested date for the meeting is 4th October 2019

Timings for the meeting would be as follows;

5pm – Pre-meeting with the working party

5.30pm – Meeting with the Formal Trustees

6.30pm - 7pm – Any management committee members whom the Trustees wish to attend

A draft agenda will be compiled by Cllr Ashton and disseminated to all community council members to read through comment/amend (apart from Cllrs Coles and Copeman who have disclosed an interest).

Cllr Walker asked if it was possible for the meeting to be recorded for clarity.

**Action: The Clerk will check S/O.**

**It was agreed that each section of the meeting would be summarised.**

**Resolution: Members approved the format of the meeting and the divided sections.**

**The Vice Chair closed the meeting at 21.15hrs.**