

**OVERTON COMMUNITY COUNCIL  
MINUTES OF MEETING  
12<sup>TH</sup> MARCH 2019**

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

Sergeant Hughes

Clerk

1. **4337. COMMENTS & QUERIES FROM MEMBERS OF THE PUBLIC ATTENDING THE MEETING –**

2. **4338. APOLOGIES FOR ABSENCE**

Apologies received

PCSO Edwards  
Cllr Hellingman  
County Councillor McCusker  
Cllr Roberts  
PCSO Roberts

3. **4339. TO CONSIDER ANY POLICE MATTERS**

Sergeant Hughes read through the Police statistics and updated members on recent incidents which had taken place in Overton:

RTC on Grange Road  
RTC on Salop Road

Members were also made aware of a cross border checks carried out in February with Police from Cheshire, Wrexham and Shropshire.

4. **4340. DISCLOSURE OF PERSONAL & PECUNIARY INTERESTS IN ANY ITEMS DISCUSSED IN THE MEETING** – none disclosed

5. **4341. COUNTY COUNCIL MATTERS**

The Clerk updated members on behalf of County Councillor McCusker – RTC on A528

Members noted that the only improvement to the highway on the A528 following the RTC, was going to be road markings (not additional signage or resurfacing). Members were disappointed to learn this, given everyone's initial response and desire for additional precautions to try to prevent further accidents happening.

6. **4342. TO AGREE AND SIGN MINUTES OF THE FULL COUNCIL MEETING HELD 12<sup>th</sup> February 2019**

**RESOLVED** – That the Minutes of the previous council meeting held on 12<sup>th</sup> February 2019 were received and confirmed as a correct record - all in favour.

7. **4343. TO AGREE AND SIGN THE MINUTES OF COMMITTEE MEETINGS HELD**

Website Committee Minutes

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

8. **4344. TO NOTE ACTIONS FROM THE MINUTES OF PREVIOUS MEETING.**

**Actions completed - for information only**

- St Mary's School notified of Cllr Stevenson's resignation
- Planning application P/2019/0067 objections submitted:
  - Article 4(2) Directions the proposal does not conserve or enhance the character or appearance of the Conservation Area.
  - Unsympathetic alterations can have a detrimental effect and could, potentially start a precedent.
  - Whilst these are modern houses (1965) The properties are of a modern design constructed of light coloured brick with distinctive pyramidal concrete tiled roofs and to paint over the brickwork would alter the appearance of the estate.

9. **4344. TO RECEIVE FEEDBACK FROM CLLRS RE: CONSULTATIONS AND MEETING ATTENDED SINCE THE LAST FULL COUNCIL MEETING**

- a) Community Agents Stakeholder Meeting – minutes noted.
- b) Community Liaison Meeting – minutes noted.

10. **4345. REPORTS / ISSUES / DRAFT DOCUMENTS**

a) Approval of Financial Regulations

**Resolution: All Members adopted the Financial Regulations**

b) Adoption of GDPR documentation – documents emailed to all members prior to the meeting.

Members read through the Action Plan for GDPR and supporting documents prior to the meeting and are aware of the implications of GDPR.

**Resolution: All Members adopted all the GDPR documents: - Privacy Notices, Data Security Incident Procedure, Data Protection Policy, Email disclaimer, Privacy Statement and Data Protection for publication on websites, Access Request Form and Retention Policy.** The Action Plan was updated.

**Action: Cllr Copeman to make enquiries with our website host as to how an email address could be set up for each member and the Clerk.**

**Resolution: All Members adopted all the documents relating to the GDPR (minor amendments were made during the meeting).**

c) Approval to amend Amenities Committee Terms of Reference to include delegated powers of responsibility to Amenities Committee:

- To oversee the Accessible Toilet Project at the Playingfields and Tender process (through SP Projects).
- To agree/approve amendments to the Scope of Works once the Contractor has been appointed/on site (with the approval of the Chairman and Vice Chairman of the Council). The Amenities Committee must report amendment/s to full Council at the next full Council meeting.

**Resolution: Members approved the amendment to the Amenities Committee Terms of Reference.**

d) Amenities Committee Update on Public Toilet Upgrade – additional works carried

- Patch repair to ceiling in cleaner's room. Ceiling and walls in cleaner's room to be painted white. All other walls to be painted with grey floor paint as previously discussed with OCC members. All doors to be painted green to match metal gates.
- Excavate by hand a strip 450mm wide and 450mm deep, adjoining the rear wall for its whole length. Excavate around corner to grade to prevent rising damp.
- Waste discharged from the urinals to be taken straight through wall to cleaner's room and discharge into gully at rear of room.
- Supply and fix stainless steel sheet backing to wall behind urinal bowls and to side walls.

- To be agreed – two signs produced advising how to reset alarm and signs to inform users of accessible toilet facility.

Thanks were passed onto Cllrs Hellingman, Lynch and Walker for overseeing the project.

**Action: Cllr Coles to organise an opening event and invite both Caretakers to attend.**

- e) Update from Fete working party  
Cllr Copeman advised members that the fete will be organising activities such as an egg and spoon race, balancing a bean bag on your head and heads and tails to be held in the main arena. The Blood Bikes Wales will be attending. And the White Horse will be supplying a jacket potato van.  
**Resolution:** It was agreed that the public toilet Caretaker will be asked to clean the accessible toilet several times during the afternoon event to ensure it is clean and well stocked.
- f) Consider representations on Committees and outside organisations – **Deferred to May.**
- g) Checklist received from Internal Auditor – **noted**
- h) Accessible Toilet at the Playingfield – installation of a sub meter  
**Action: The Clerk will contact the Football Club to confirm the sub meter can be connected to the football club's meter.**
- i) Electrical Installation Test on the Pavilion  
**Action: The Clerk to contact Electrician to carry out installation test.**
- j) Consideration and Approval of High Street traffic and pedestrian survey - £400 charge for this survey.  
**Action: The Clerk to ascertain from WCBC if the survey can be carried out by members of OCC and what the criteria is for the survey.**
- k) Follow up with Maelor School regarding Swimming Pool being open to the public  
**Action: The Clerk to contact the school to find out if the pool is open to the public.**
- l) Wildflower area/wildlife on section of grassed area by the car park in Overton – **noted by members.**
- m) Approval of article for the renewal of the lease for the Millennium Meadow – emailed to members prior to meeting.  
**Resolution: The article will be submitted to the Oracle, after the land owner has been made aware of its contents.**
- n) Approval to cancel Standing Order to AVOW. Payment to be made manually (BACS) on or around the last Monday of each month.  
**Resolution: Approved by Members.**
- o) Approval for the Clerk to work overtime in March – maximum 2 days, if required.  
**Resolution: Approved by Members.**
- p) Overton Village Hall Management Committee – to update members on the current situation with this Committee and their objectives over the next 18 months.  
The Trustees of the village hall are looking for volunteers and/or additional support from the Community Council in the long term.  
**Action: It was suggested that OVHMC hold an event(June) inviting residents to attend to see what is involved in volunteering and being a Trustee. Cllr Coles will speak to OVHMC regarding this suggestion.**

11. **4346. CORRESPONDENCE RECEIVED**

The Clerk reported on information and general correspondence that had been received and was available for members' perusal at the meeting. Members considered and dealt with the correspondence as follows:

Overton Twinning Association	Request for previously approved grant to contribute towards the purchase of a banner – payment to be arranged.
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12. **4347. MATTERS BURIALS & MEMORIALS**

B-19 – Voucher 10

It was agreed by members that 'burials and memorials' would be removed as it is already recorded under income.

14. **4348. TO CONSIDER ANY HIGHWAYS**

Potholes on the following roads to be reported to Highways:

St Martins Road

Over the bridge by the Cross Foxes

A539 between Overton and Lightwood Green

Street Light – 24 on Penyllan Street – keeps turning on and off.

15. **4349. PLANNING APPLICATIONS**

P/2019/0129 – Fair View, Cloy Lane – no objections

P/2019/0167 - 3 High Street, Overton – no objections

P/2019/0157 – 4 Oak Drive, Overton - Application for a Lawful Development Certificate for a proposed orangery extension

16. **4350. COUNCIL FINANCIAL STATEMENTS**

Balance on 5/03/2019

Current account £ 3,443.38

Savings account £ 34,345.98

Sub Total **£ 37,789.36**

**Ring fenced /**

Pre-allocated funds \* (£ 9,053.00) \* This includes monies put aside for projects or specific expenditure i.e. Public Toilet upgrade.

**Reserve (40% of precept - £48,918) (£19,567.00)**

**Available Balance £ 9,169.36**

17. **4351. TO RECEIVE DETAILS OF INCOME AND EXPENDITURE OF FEBRUARY ACCOUNTS**

**Members approved and authorised the income and expenditure**

**Proposed Cllr England and Seconded Cllr Walker**

18. **4352. AGREE ANY MEETING DATES**

- Playingfield Committee Meeting (including inspection of Pavilion and Millennium Meadow) – Cllr Walker to arrange
  - Playingfield inspections required.
- Fete Working Party 27<sup>th</sup> March 2019 at 1900hrs.

**19. 4353. TO RECEIVE ANY AGENDA ITEMS FOR THE NEXT FULL COUNCIL MEETING - 12TH MARCH 2019**

End of Year/Internal Audit  
Update on Fete preparations  
Playingfield Committee Minutes  
Community Councillor applications

**The Chairman closed the meeting at 21.25hrs.**