### OVERTON COMMUNITY COUNCIL

**MINUTES OF FULL COUNCIL MEETING**

**(held remotely)**

**13th July 2020**

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

Clerk

1. **4606. APOLOGIES FOR ABSENCE**

Apologies received:

Cllr England, County Cllr McCusker, Cllr Walker

1. **4607. TO DISCLOSE PERSONAL AND PECUNIARY INTERESTS IN ITEMS OF BUSINESS TO BE DISCUSSED AT THE MEETING** – None disclosed
2. **4608. COMMENTS & QUERIES FROM MEMBERS OF THE PUBLIC attending the MEETING**

Julie Birrell – one of the new Community Agents introduced herself to members. Julie will be covering the Overton area.

1. **4609. TO CONSIDER ANY POLICE MATTERS** <https://www.police.uk/pu/your-area/north-wales-police/overton/> - Noted by members, no items raised.
2. **4610. County Council matters**

For Cllr McCusker to update members on

1. Has the date for the gulleys to be cleared in Overton been set – **The date when gulleys will be cleared still to be confirmed.**
2. Replacement windows on School Lane – Cllr McCusker contacted resident and passed on contact details to the Clerk. The resident will submit another application to replace the windows after consulting with the Conservation Officer.
3. Grid on Wrexham Road- adjacent to the Playingfield – advised that this is on the list to be replaced.

Request Cllr McCusker to actions

1. Who is responsible for the bench on the Wrexham Road (left hand side prior to the brow of the hill) – it is assumed that it is the property of WCBC
2. Wrexham Road pavement leading down the hill – request to be cleared by WCBC.
3. **4611. TO AGREE AND SIGN MINUTES OF THE FULL COUNCIL MEETING HELD ON 9th JUNE 2020**

**RESOLVED – That the Minutes of the previous council meeting held on 9th June 2020 were approved by members**

1. **4612. TO AGREE AND SIGN MINUTES OF COMMITTEE MEETINGS HELD**

* Playingfield Committee Meeting – 13th June 2020
* Website Committee Meeting – 22nd June 2020 – The Clerk thanked Cllrs Alstead, Copeman and England for their time looking at the accessibility statement.

**RESOLVED – That the Minutes of the above committee meeting/s were approved by members**

1. **4613. TO NOTE ACTIONS FROM THE MINUTES OF PREVIOUS MEETING.**

**For information only**

**Playingfield Committee Meeting**

* Condition of dugouts on football field –Cllr Walker to speak to a member of the football club. Clerk has written to the football club to ask for the maintenance work to be carried out – **Clerk advised by FC that materials will be purchased soon and work carried out.**
* Wildflower area in the Millennium Meadow - Katie Piercy advised the initial notice explaining what had been done on this test patch had to be removed as the wording was a little harsh. The area has been weeded recently – a lowland hay mix has been sown in this area, it may take 2 years to establish properly with Ox Eye Daisies and yellow Rattle Flower being the first to grow.
* The Playingfield Contractor has been asked to cut the hedge of the Wrexham Road as a matter of urgency. The landowner responsible for the other section of hedge has also been asked to cut it back. The Clerk requested WCBC to clear the pavement as plant debris is reducing the width of the pavement – All actioned. Volunteers cleared the Wrexham Road pavement.

– All actioned. Volunteers cleared the Wrexham Road pavement. **Members thanked all the volunteers involved in the clear up.**

1. **4614. REPORTS / ISSUES / DRAFT DOCUMENTS**
2. Members to note comments from External Auditor – Not received to date.
3. Members to approve Specification of Works and Tender document for the new Public Toilets and dates for the Register of Interest.

**Resolution: Members approved the S of W and agreed the timescale for the advert to register interest and submit tenders.**

1. Update on remaining emails to change to @overton-on-dee.co.uk - The only remaining email to be set up is Cllr Hellingman – Cllr Hellingman confirmed his email had been updated
2. Members to consider notifying all clubs and organisations of the Grant available through the Community Chest.

**Action: A notice will be placed in the Oracle to advise clubs/organisations of the grant available in November.**

1. Members to consider the purchase of a bench to be placed in the Millennium Meadow as a memorial to Gertie Osborne (family need to be approached first and landowner) – **Members decided against the purchase as no criteria has been set up and the landowner’s permission would need to be sought.**
2. To review and approve the Lease between Overton Community Council and Overton Recreational Football Club.

**Resolution: Members approved the Lease.**

**Action: The Clerk will update the Lease and arrange for it to be signed.**

1. Reopening of the Public Toilets - Consider and approve cleaning procedures and social distance guidance signs - suggested opening date 15th July 2020. Gloves and face masks have been purchased.

**Action: Guidance received – public toilets can reopen, but signs have yet to be received. The toilets would need to be checked prior to opening and the water turned back on.**

**Action: Clerk will contact the sign manufacture.**

1. Website update
   * + Approval of Accessibility Statement for the OCC website.
     + Approval for two years and current years’ minutes and agenda to be uploaded onto the website. Historical minutes can be sourced and viewed via the OCC Office/Clerk
     + Note new layout and colour.

**Resolution: Members approved the Accessibility Statement and amendments**

1. Members to consider applying for loss of income funding – Welsh Government are working through the process of distributing a further £78m which has been made available from the supplementary budget to support the local government sector, including loss of income as a result of the Covid 19 lockdown. Welsh Government recognise that loss of income may also be having an impact in some community and town councils, and the expectation is that community councils will be eligible to draw on this funding where appropriate. Currently an application process and criteria are being developed

**Resolution: Members approved applying for Government Funding.**

1. **For information only**

* Overton Twinning Association Accounts
* Eastwick have reinstalled the basketball net and broken post on the wobbly bridge – photos emailed to members prior to the meeting.
* Butterfly wildflower area set up in the Cemetery extension field – photos forwarded to members.
* Currently (6th July 2020) Playgrounds in Wales are not allowed to open. Advice and Guidance received from Insurance Company and RoSPA. <https://www.rospa.com/play-safety> <https://www.parishinsurance.co.uk/resource-centre/#1593600509084-678599ef-9440>

Resolution: Members agreed the monthly inspection of the Playground equipment should be set up on a rota basis, involving all members who are available. The inspection needs to be emailed to all members prior to the Full Council Meeting and noted in the agenda/minutes. This will ensure a clear audit trail is available.

**Action: The advice has been updated; Playgrounds can open from 20th July – a visual inspection will be carried out prior to the playground opening. Additional guidance has yet to be received.**

**Resolved: Members agreed the monthly inspection of the Playground equipment should be set up on a rota basis and reported to Council at each Full Council Meeting. This will ensure a clear audit trail is available.**

1. **4615. TO RECEIVE ANY CORRESPONDENCE**
2. Email from landowner (land down by the river) raising concerns about groups of young people congregating during the warm weather, leaving litter there and, due to the length of time there, blocking the access to the river, for cattle – **Members noted the correspondence. The Clerk advised that the Police have been informed of the situation**
3. Request from Fitness Instructor to use the Playingfield for Boot Camp and Pilates Classes during over the summer months (weather dependent) – **currently the instructor is looking at using the garden in the Village Hall.**
4. Request from resident to install a stone trough on the Wrexham Road pavement, opposite Dispensary Row.

**Resolution: Members noted the request and agreed that as this section of the pavement comes under the jurisdiction of Wrexham Council, this request should be forwarded onto Highways and Conservation Officer for their approval. The Clerk will ensure the Local Authority and resident are made aware that Overton CC will not be liable for the trough in relation to maintenance or insurance.**

1. **4616. TO CONSIDER ANY HIGHWAY MATTERS**

**To be reported to WCBC**

Pothole on Musley Lane

Cllr Ashton spoke to members regarding mandatory duties not being carried out by the Local Authority and some of these tasks being carried out by volunteers.

**Action: Cllr Ashton will write to Councillor McCusker to request he lobbies Wrexham CBC on their failure to carry out certain responsibilities.**

**Members agreed to place an advert in the Oracle looking for volunteers to come forward to meet once a month to clear pavements, clean road signs etc.**

1. **4617. TO RECEIVE ANY PLANNING APPLICATIONS**
2. P/2020/0222 - Model Farm Knolton Bryn Overton Wrexham - Change of Use to Equine Stud, New Stables, Horse Walker and Exercise Arena
3. P/2020/0198 - Knolton Farm St Martins Road Overton Wrexham - Conversion of Outbuilding into A Dwelling and Use of Dutch Barn for Garaging and Domestic Storage
4. P/2020/0236 - Lightwood Hall Musley Lane Overton Wrexham - Erection of Agricultural Building

**No objections to any of the above applications.**

1. P/2020/0249 - Orchard House Wrexham Road Overton Wrexham (P/2019/0064) Non Material Amendment to Planning Permission P/2019/0064 - Modify Elevations - **noted**
2. P/2019/0755 Badger Bank Barn Cloy Lane Overton Wrexham Extension and Remodeling of Existing Dwelling and all Associated Works – **refused 12th November 2019**
3. **4618. TO RECEIVE DETAILS OF INCOME AND PAYMENT OF ACCOUNTS**

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| Please Note: Ride on mower sold for £1500 - asset register amended – Members thanked Cllr Lynch for selling the mower. | | | | | | | | | | | | | | | | | | | |
|  | | |  | |  |  |  |  | | |  |  |  | | 6 July 2020 (2020-2021) | | | | | | | | | | |
|  | | |  | |  | Overton Community Council Draft Payments List 74 to 105 | | | | | | | | | | | | | | | |  |  |  |  |
| **Voucher** | | | **Status** | |  | **Name** |  |  | | |  |  |  | |  |  | **Description** |  | | |  |  |  | **Amount** | |
|  | | |  | |  |  |  |  | | |  |  |  | |  |  |  |  | | |  |  |  |  |  |
| 74 | | | Paid | |  | Penley Rainbow Centre | | | | | | | | | | | Community Agents April expenses | | | | |  | £ 263.85 | | |
|  | | |  | | *Penley Rainbow Centre late submitting expenses due to staff being furloughed during Covid-19* | | | | | | | | | | | | | | | | |  |  |  |  |
|  | | |  | |  |  |  |  |
| 75 | | | Paid | |  | Penley Rainbow Centre | | | | | | | | | | | Community Agents May expenses | | | | |  | £ 223.91 | | |
| 76 | | | D/D | |  | XLN | | | | | | | | | | | Telephone and broadband service | | | | |  | £ 51.53 | | |
| 77 | | | D/D | |  | WCBC | | | | | | | | | | | Weekly collection of dustbin at Playing field | | | | |  | £ 53.75 | | |
| 78 | | | D/D | |  | Hafren Dyfrdwy | | | | | | | | | | | Water bill WC | | | | |  | £ 34.38 | | |
| 79 | | | D/D | |  | WCBC | | | | | | | | | | | Non Dom Rates - Pavillion Garage | | | | |  | £ 62.00 | | |
| 80 | | | D/D | |  | WCBC | | | | | | | | | | | Non Dom Rates - Cemetery | | | | |  | £ 58.00 | | |
| 81 | | | D/D | |  | WCBC | | | | | | | | | | | Non Dom Rates - Public Conveniences | | | | |  | £ 80.00 | | |
| 82 | | | Paid | |  | WCBC | | | | | | | | | | | Quarterly Street Light Maintenance 01/01/20 to 31/03/2020 | | | | |  | £ 257.86 | | |
| 83 | | | Paid | |  | Andrew Jones | | | | | | | | | | | Cutting Millennium meadow | | | | |  | £ 230.00 | | |
| 84 | | | TBP | |  | OVHMC | | | | | | | | | | | Donation to support Outreach Post Office | | | | |  | £ 90.00 | | |
| 85 | | | TBP | |  | OVHMC | | | | | | | | | | | Hire of Village Hall for Parade launch party | | | | |  | £ 60.00 | | |
|  | | |  | | *Hire of hall £90 from 2pm to 4.30pm* | | | | | | | | | | | | | | | | |  |  |  |  |
| 86 | | | TBP | |  | OVHMC | | | | | | | | | | | Hire of the parish room for meetings | | | | |  | £ 105.00 | | |
| 87 | | | TBP | |  | Katrina Chalk | | | | | | | | | | | Postage External Audit | | | | |  | £ 1.40 | | |
| 88 | | | TBP | |  | Katrina Chalk | | | | | | | | | | | Stamps | | | | |  | £ 15.60 | | |
| 89 | | | TBP | |  | Colour Supplies Ltd | | | | | | | | | | | Paints purchased to paint play equipment | | | | |  | £ 68.29 | | |
|  | | |  | | *Reimbursed to Cllr Tony Walker* | | | | | | | | | | | | | | | | |  |  |  |  |
| 90 | | | Paid | |  | AVOW | | | | | | | | | | | Clerk's June Wages | | | | |  | £ 1,186.68 | | |
| 91 | | | Paid | |  | AVOW | | | | | | | | | | | Caretaker's June wages | | | | |  | £ 296.48 | | |
| 92 | | | Paid | |  | AVOW | | | | | | | | | | | Employers NI June | | | | |  | £ 62.74 | | |
| 93 | | | Paid | |  | AVOW | | | | | | | | | | | Payroll Charge June | | | | |  | £ 22.00 | | |
| 94 | | | TBP | |  | Overton Playcentre | | | | | | | | | | | Laptop | | | | |  | £ 179.99 | | |
| 95 | | | TBP | |  | Overton Playcentre | | | | | | | | | | | 7" Tablet | | | | |  | £ 74.98 | | |
| 96 | | | TBP | |  | Eastwick Garden Centre | | | | | | | | | | | Repairs to play equip (RoSPA inspection) | | | | |  | £ 703.50 | | |
|  | | |  | | *This was for work undertaken in 2019 (Sept/October) and June 2020* | | | | | | | | | | | | | | | | |  |  |  |  |
| 97 | | | TBP | |  | Charlotte Copeman | | | | | | | | | | | Reimbursement for mileage to volunteers during Covid 19 | | | | |  | £ 168.98 | | |
| 98 | | | Paid | |  | Penley Rainbow Centre | | | | | | | | | | | Community Agents quarterly charge | | | | |  | £ 14,449.75 | | |
| 99 | | | Paid | |  | Penley Rainbow Centre | | | | | | | | | | | Community Agents June expenses | | | | |  | £ 264.42 | | |
| 100 | | | TBP | |  | Peter Lynch | | | | | | | | | | | Disposable Masks (COVID -19) | | | | |  | £ 20.00 | | |
| 101 | | | TBP | |  | Peter Lynch | | | | | | | | | | | Disposable Gloves | | | | |  | £ 9.99 | | |
| 102 | | | TBP | |  | Overton Playcentre | | | | | | | | | | | New Gate and posts | | | | |  | £ 239.53 | | |
| 103 | | | D/D | |  | XLN | | | | | | | | | | | Telephone and broadband service | | | | |  | £ 51.53 | | |
| 104 | | | D/D | |  | Hafren Dyfrdwy | | | | | | | | | | | Water bill - Cemetery | | | | |  | £ 3.49 | | |
| 105 | | | D/D | |  | Katrina Chalk | | | | | | | | | | | Mobile phone & monthly pay as you go set | | | | |  | £ 7.50 | | |
|  | | |  | |  |  |  |  | | |  |  |  | |  |  |  | **TOTAL** | | |  |  | **19,397.13** | | |

**Resolution:** Approval of income and expenditure proposed by Cllr Ashton and seconded by Cllr Hellingman – all in favour

1. **4619. TO RECEIVE ANY FINANCIAL STATEMENTS YEAR TO DATE INCLUDING** – including financial forecast

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **OVERTON COMMUNITY COUNCIL INCOME 2020/21** | **£** | Opening Balance minus Community Agent Annual Grant | **Ringfenced** | **£** |
| Opening Balance at 1 April 2020 | £ 59,790.00 | £ 31,210.00 | Community Agent Annual Grant (**£61,621.91**) received in two payments, first in March £40k, second in April 2020, £21,621.92). **Note £11,420 was paid out in March and £3,328.75 in April. Additional funding for Community Agents allocated from WCBC due to Covid-19 received 29th May 2020 - £1,785.00** | £ 48,658.16 |
| Precept 2020/2021 | £ 67,469.00 | £ 67,469.00 | Reserve (20% of Precept) | £ 13,494.00 |
| Income to date | £ 5,827.00 | £ 5,827.00 | Grant and budget towards new public toilets at the Playingfields | £ 11,000.00 |
| **Income** | **£ 133,086.00** | **£ 104,506.00** | Community Chest Grant 2019/2020 (Previously known as Solar Panel Contribution) | £ 200.00 |
|  |  |  | Pavilion improvement funds raised through the Community Chest 2019/2020 | £ 500.00 |
|  |  |  | Parade funds raised through the Community Chest 2019/2020 | £ 2,200.00 |
|  |  |  | Snellius Energy contribution (to be used as the Community Chest Grant 2020/21) | £ 2,837.48 |
| **Less Ringfenced Total** | **£ 78,930.64** | **£ 30,272.48** | Parade money raised through tombola | £ 41.00 |
| **Total** | **£ 54,155.36** | **£ 74,233.52** | **Total Ringfenced** | **£ 78,930.64** |
|  |  |  |  |  |
| **Actual** expenditure to June 30th | £ 12,830.52 | £ 12,830.52 |  |  |
| Forecast expenditure to YE March 31st | £ 57,849.51 | £ 57,849.51 |  |  |
| **Expenditure** | **£ 70,680.03** | **£ 70,680.03** |  |  |
| Reserve for April 2020 to March 2021 | £ 13,494.00 | £ 13,494.00 |  |  |
| Forecasted balance at YE 31 March 2021 | **-£ 3,030.67** | **£ 17,047.49** |  |  |

**Members noted the financial statement and financial forecast to date.**

1. **4620. TO SET ANY DATES FOR MEETINGS**

* Cemetery Committee – inspection of headstones – **Due to be set by Cllr Walker**
* Amenities Committee – Saturday 18th July 10.30am at the Playingfield
* Working Party/s to review: Internal Control Document; Expenses Policy; Financial Regulations – Cllr Alstead, Ashon and Whittaker with the Clerk will review documents

1. **4621. TO RECEIVE ANY AGENDA ITEMS FOR THE MEETING AND CONFIRM DATE (8th September 2020) – to be held remotely**

* Report from External Auditor
* Playingfield inspection (July and August)
* Review and Adoption of Internal Control Document; Expenses Policy; Financial Regulations.

The Chair closed the meeting at 20.50hrs.