

**OVERTON COMMUNITY COUNCIL
MINUTES OF FULL COUNCIL MEETING
(held remotely)
8th September 2020**

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

Clerk

1. 4622. APOLOGIES FOR ABSENCE

Apologies received:

Cllr England

County Councillor McCusker

2. 4623. TO DISCLOSE PERSONAL AND PECUNIARY INTERESTS IN ITEMS OF BUSINESS TO BE DISCUSSED AT THE MEETING

Cllr Roberts – Agenda Item 10. Request for written support from Community Growers for a grant application.

Cllr Whittaker – Agenda Item 10. Request for written support from Community Growers for a grant application.

3. 4624. COMMENTS & QUERIES FROM MEMBERS OF THE PUBLIC ATTENDING THE MEETING

Simon Hughes – SP Projects attending to go through the applications received for the Tender for the Public Toilet at the Playingfield.

Simon talked members through the report compiled by SP Projects for the Public Toilet Project. Only two of the five contractors who expressed an interested submitted a price. The difference between Blake Construction Limited and Best Construction Limited was £970.

Members were asked to vote if they accepted the lower bid from Blake Construction Limited.

Decision: Members approved the Tender from Blake Construction Limited.

Action: Simon Hughes will set up a pre contract meeting between the two parties. It was suggested the timescale for the build could be three weeks, finishing prior to the October half term.

4. 4625. TO CONSIDER ANY POLICE MATTERS <https://www.police.uk/pu/your-area/north-wales-police/overton/> - Noted by members, no items raised.

5. 4626. COUNTY COUNCIL MATTERS

- a) Has the date for the gulleys to be cleared in Overton been set – Overton are number 24 on the list, currently the gully emptying truck is at number 11 on the list. Potentially this could mean 6 months before the gulleys are emptied.
- b) Grid on Wrexham Road- adjacent to the Playingfield, reported again due to noise – unsure when this will be fixed. Some residents on Wrexham Road have stated that they are not bothered by the noise.
- c) Green bins – paying for the green bin collection has proved to be difficult. Wrexham Council only has one telephone number to register over the phone, lack of staff available to deal with callers. Residents are only able to pay online or by phone.

Request Cllr McCusker to action

- a) 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 – waiting for a response from Cllr McCusker
- b) Wrexham Road pavement leading down the hill – schedules to be cleared in the next few weeks.

6. **4627 11. TO AGREE AND SIGN MINUTES OF THE FULL COUNCIL MEETING HELD ON 14th JULY 2020**

RESOLVED – That the Minutes of the previous council meeting held on 14th July 2020 were approved by members

7. **4628. TO AGREE AND SIGN MINUTES OF COMMITTEE MEETINGS HELD**

- Amenities Meeting 18th July 2020
- Planning Committee Meeting 19th August 2020

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

8. **4629. TO NOTE ACTIONS FROM THE MINUTES OF PREVIOUS MEETING.**

For information only

- Playingfield reopened
- Lease between Overton Community Council and Overton Recreational Football Club signed.
- Maintenance work on the Football Pavilion completed.
- New label for the defibrillator showing post code purchased and fitted.
- Public Toilets reopened – Public Health Act 1936, s.87
- No issues regarding the cleaning of the facilities.

9. **4630. REPORTS / ISSUES / DRAFT DOCUMENTS**

- a) External Auditors Report – Clerk advised by Grant Thornton on 7th September the Annual Return had gone missing from the main scanning department. A scanned copy was forwarded and it is hoped the audit will be completed by the end of this week or early next week.
- b) To agree and approve Contractor for the Public Toilets Project at Overton Playingfields (as per Quantity Surveyor's Report) – discussed under section 3.
- c) Members to note monthly Playground equipment inspection (July and August) and any remedial work required to be actioned.

Members noted the two inspections.

Action: It was agreed that Cllrs Lynch and Walker would meet (with the Clerk) at the Playingfield to go through the report and decide which of the recommended work could be carried out by OCC and which would be passed to Eastwick to complete.

The Chair apologised to Cllr Walker (as the Chair of the Playingfield) for the decision, by Full Council, to carry out the playground inspections on a rota basis, in his absence.

- d) Training material - One Voice Wales – Community & Town Councils - Best Practice Guide No 1 Community Engagement – noted by members.
- e) Members to consider whether the first 'Volunteers Event' could be **arranged** in conjunction with Keep Wales Tidy Autumn Clear Up

Decision: Members agreed the Keep Wales Tidy Litter Pick could be the inaugural meeting of the 'Overton Volunteers'

Members felt the tasks for these volunteers, on a monthly basis, would need to be considered carefully. Whilst small projects could be carried out, the larger undertakings, such a pavement clearing, should be undertaken by the Local Authority.

- f) Meeting with North Wales Police/WCBC/MP/County Councillor to discuss the ongoing highway issues on Salop Road (bend by the Berwyns) 8th September – Sgt Katie Davie, Darren Green (WCBC

Highways), PCSO Catherine Griffiths-Hughes, County John McCusker and the Clerk walked to The Berwyns and the following was agreed:

- The hedgerow will be trimmed (landowner's responsibility – WCBC will contact landowners) and the vegetation on the pavement cut back, at some stage, by WCBC.
- The stretch of road by The Berwyns will be examined to ascertain its condition and need to be resurfaced.
- The gravel building up against the kerb (from the deterioration of the road) needs to be cleared as does the weeds growing between the kerb and highway.
- PCSO Griffiths-Hughes will carry out a speed check on the bend close to The Berwyns.

Members noted the observations/actions mentioned above.

Action: Members requested the **Clerk** write to Cllr McCusker to:

- find out what the criteria is for the £66k which is available for **him** to allocate/spend within his Ward;
- raise the concerns of the Community Council that work required on this, and other main A roads, is not being carried out by WCBC (which they have responsibility to maintain); and
- to advise Cllr McCusker that members felt the stretch of road (A528 Salop Road) was too busy and potentially dangerous for volunteers to clear themselves

g) Members to approve and adopt the following policies – emailed to members prior to the meeting.

- Internal Control Document
- Expenses Policy
- Financial Regulations

Decision: The above mentioned were approved by members.

h) Public Toilets

Paint on the ceiling of the men's toilets is peeling, what action is required.

Decision: The ceiling will need to be prepared again and repainted. The Clerk will speak to the public toilet Contractor when they meet for their Pre Contract Meeting.

i) Co-Option for new Community Councillor permitted – deadline for applications 30th September – information only.

j) Members to consider if meetings should remain online or revert to in person – guidance emailed to members prior to the meeting.

Decision: Members will continue to meet remotely for the next few months.

10. 4630. TO RECEIVE ANY CORRESPONDENCE

1. Request from Katie Piercy/Community Growers – waiting for confirmation regarding who is submitting the grant, insurance queries and response from landowner.

Decision: A brief discussion took place regarding this request before it became apparent the Community Growers had not met to discuss this application, therefore, OCC were unable to support the request. Concern was also voiced about having fruit trees and bushes within the playground and the potential issues which may arise from this. The planting of a hedge along parts of the Millennium Meadow, Cricket pitch and Football pitch was also briefly discussed, with members raising concerns about planting/maintenance/long term costs, especially if the Community Growers were to disband.

Decision: Members requested the Clerk contact Katie Piercy/Community Growers to outline the reasons as to why they could not support the request.

2. Email from Tim Rosselli asking the Community Council to consider accepting liability for a least half of the cost, if not the whole cost of maintaining the boundary fence between the Cricket Club and football club.

Decision: Members agreed they did not see a need to undertake any fence repairs at present. Should this become necessary in the future, it can be discussed again.

11. 4631. TO CONSIDER ANY HIGHWAY MATTERS

Cllrs Lynch and Walker agreed to repair the gate between the Cemetery extension field and tennis car park.

12. 4632. TO RECEIVE ANY PLANNING APPLICATIONS

- P/2020/0422 - Single storey side extension - 9 Maelor Court Overton, Wrexham
- P/2020/0506 – Erection of Agricultural general purpose storage building – Bryn Hall, Knolton Bryn, Overton
- P/2020/0508 – Building for storing artefacts and contemporary art work – Cloy Farm, Cloy Lane, Overton
- P/2020/0521 - Listed Building Consent to Demolish Stable Block - Knolton Hall, Oswestry Road
- P/2020/0522 - Demolish Stable Block and Erection of Replacement Stable Block A - Knolton Hall, Oswestry Road

Decision: Members approved the above mentioned applications.

13. **4633. TO RECEIVE DETAILS OF INCOME AND PAYMENT OF ACCOUNTS**

**Overton Community Council
PAYMENTS LIST 106 TO 174**

Voucher	Status	Code	Name	Description	Amount
106	D/D	54 - Electricity	British Gas	Electricity bill for toilets	36.30
107	Paid	17 - Grass Cutting	Contractor	Grass cutting in the cemetery	280.00
108	Paid	20 - Litter collection and Litter bins	Contractor	Litter collection	60.00
109	Paid	26 - Cutting Cemetery extension	Contractor	Grass cut in extension field	90.00
110	Paid	27 - Grass Cutting	Contractor	Grass cutting Cenotaph	35.00
111	Paid	29 - Grass cutting	Contractor	Grass cutting in the Playing Field	240.00
112	Paid	31 - Raking existing bark	Contractor	Rake existing bark	60.00
113	Paid	32 - Litter Collections / Dustbins	Contractor	Litter collection	120.00
114	Paid	33 - Cutting Football Pitch	Contractor	Cutting football pitch	100.00
115	Paid	34 - Weeding barked area o/s Pavillion & Scout Hut	Contractor	Weeding barked area	30.00
116	Paid	41 - Emptying dog bin in Millennium Ave	Contractor	Emptying Dog waste bin MM	60.00
117	Paid	149 - Cut grass/tide area front of MM gate	Contractor	Cutting grass by Millennium Meadow gate	30.00
118	Paid	42 - Annual Play Equipment Inspection	Playsafety Limited	RoSPA play equipment inspections	166.20
119	Paid	10 - Clerk's wages	AVOW	Clerk's wages July	1,186.68
			<i>Invoice covers all wages and charges</i>		
120	Paid	11 - Public Toilet Caretakers wages	AVOW	Caretaker's wages (July)	305.20
121	Paid	13 - Employers National Insurance payments	AVOW	Employees NI Payments (July)	62.74
122	Paid	14 - AVOW Payroll charges	AVOW	Payroll charge (July)	22.00
123	Paid	135 - One off purchases	Rob Lawrenson	New Noticeboard	1,250.00
124	Paid	118 - Defibrillator	Signomatic.co.uk	Reimbursement for defib label	7.87
			<i>Label for Defib cabinet showing postal code - reimbursement to Peter Lynch</i>		
125	Paid	160 - Maintenance work on the Football Pavilion	Ross Evans	Repairs to the Football Pavilion	270.87
			<i>Repairs to the guttering and ceilings, materials and labour</i>		
126	D/D	66 - Telephone and Broadband	XLN	Telephone and broadband service	51.53
127	D/D	40 - WCBC refuse collection charge for bin	WCBC	Weekly collection of dustbin at Playing field	53.75
128	D/D	102 - Water at public toilets	Hafren Dyfrdwy	Public Toilets car park - water	34.38
129	D/D	64 - Rates Non dom for garage store	WCBC	Non Dom Rates - Pavillion Garage	62.00
130	D/D	63 - Public Toilets Rates	WCBC	Non Dom Rates - Public Conveniences	80.00
131	D/D	61 - Water bill at cemetery	Hafren Dyfrdwy	Water bill - Cemetery	3.49
132	D/D	67 - Work Mobile	Katrina Chalk	Mobile phone & monthly pay as you go set	7.50
133	Paid	17 - Grass Cutting	Contractor	Grass cutting in the Cemetery	280.00

134	Paid	18 - Hedges and trees	Contractor	Hedge cutting	245.00
135	Paid	20 - Litter collection and Litter bins	Contractor	Litter collection	75.00
136	Paid	26 - Cutting Cemetery extension	Contractor	Grass cut in extension field	60.00
137	Paid	154 - Strimming Graves (inside)	Contractor	Strimming Graves	150.00
138	Paid	24 - Miscellaneous work	Contractor	Weed path	25.00
139	Paid	24 - Miscellaneous work	Contractor	Weed new G of R & path	25.00
140	Paid	27 - Grass Cutting	Contractor	Cutting cenotaph	70.00
141	Paid	29 - Grass cutting	Contractor	Grass cutting in the Playing Field	160.00
142	Paid	30 - Hedges and trees cutting	Contractor	Hedge cutting	227.50
143	Paid	31 - Raking existing bark	Contractor	Rake existing bark	75.00
144	Paid	32 - Litter Collections / Dustbins	Contractor	Litter collection	120.00
145	Paid	33 - Cutting Football Pitch	Contractor	Grass cutting football pitch	200.00
<i>4 cuts added to invoice. Requested that next year, cuts are added to appropriate month for ease of recording.</i>					
146	Paid	34 - Weeding barked area o/s Pavillion & Scout Hut	Contractor	Weeding barked area	30.00
<i>4 cuts added to invoice. Requested that next year, cuts are added to appropriate month for ease of recording.</i>					
147	Paid	41 - Emptying dog bin in Millennium Ave	Contractor	Emptying Dog waste bin MM	60.00
148	Paid	149 - Cut grass/tide area front of MM gate	Contractor	Grass cutting in front of Millennium gate	30.00
149	Paid	38 - Miscellaneous work	Contractor	Trimming trees in car park	75.00
150	Paid	24 - Miscellaneous work	Contractor	Wildflower areas	105.00
<i>Cutting all the wildflower areas - Cemetery, Playingfield and Millennium Meadow</i>					
151	D/D	64 - Rates Non dom for garage store	WCBC	Non Dom Rates - Pavillion Garage	62.00
152	D/D	63 - Public Toilets Rates	WCBC	Non Dom Rates - Public Conveniences	80.00
153	D/D	102 - Water at public toilets	Hafren Dyfrdwy	Public Toilets car park - water	35.52
154	Paid	101 - Community Agents expenses	Penley Rainbow Centre	Community Agents July expenses	240.33
155	Paid	135 - One off purchases	R21 Services	Information notice for wildflowers	115.00
<i>Notice for wildflower area in Cemetery</i>					
156	Paid	10 - Clerk's wages	AVOW	Clerk's wages August	1,186.68
157	Paid	11 - Public Toilet Caretakers wages	AVOW	Caretaker's Wages August	313.92
158	Paid	13 - Employers National Insurance payments	AVOW	Employers NI August	62.74
159	Paid	14 - AVOW Payroll charges	AVOW	AVOW Payroll Charge - August	22.00
160	D/D	40 - WCBC refuse collection charge for bin	WCBC	Weekly collection of dustbin at Playing field	53.75
161	D/D	61 - Water bill at cemetery	Hafren Dyfrdwy	Water bill - Cemetery	3.49
162	D/D	66 - Telephone and Broadband	XLN	Telephone and broadband service	51.53
163	D/D	54 - Electricity	British Gas	Electricity bill for toilets	20.21
164	TBP	17 - Grass Cutting	Contacto	Grass cutting in the Cemetery	280.00
165	TBP	20 - Litter collection and Litter bins	Contacto	Litter collecting	60.00
166	TBP	26 - Cutting Cemetery extension	Contacto	Grass cutting in Cemetery Extension	60.00

167	TBP	154 - Strimming Graves (inside)	Contactor	Graves cut and tidied	50.00
168	TBP	27 - Grass Cutting	Contactor	Grass cutting Cenotaph	70.00
169	TBP	29 - Grass cutting	Contactor	Grass cutting in the Playing Field	160.00
170	TBP	31 - Raking existing bark	Contactor	Rake existing bark	60.00
171	TBP	32 - Litter Collections / Dustbins	Contactor	Litter collection	120.00
172	TBP	34 - Weeding barked area o/s Pavillion & Scout Hut	Contactor	Weeding barked area	30.00
173	TBP	41 - Emptying dog bin in Millennium Ave	Contactor	Emptying Dog waste bin MM	60.00
174	TBP	149 - Cut grass/tide area front of MM gate	Contactor	Cutting grass by Millennium Meadow gate	<u>30.00</u>
TOTAL					9,945.18

INCOME LIST 15 TO 22

Voucher	Code	Name	Description	Amount
15	101 - Community Agents expenses	WCBC	Community Agents June expenses	264.42
16	6 - Football Club rent	Overton Recreational Football Club	First rent from Football Club	85.00
17	1 - Precept	WCBC	2nd Precept payment	22,489.66
18	9 - Bank interest	TSB	Interest earned	67.09
19	3 - Cemetery - burials & headstones	Edgertons Funeral Directors	Burial of ashes and tablet G of R 48	150.00
20	3 - Cemetery - burials & headstones	Edgertons Funeral Directors	Headstone for B22	150.00
21	3 - Cemetery - burials & headstones	Edgertons Funeral Directors	Headstone for C119	150.00
22	9 - Bank interest	TSB	Bank interest	<u>35.13</u>
TOTAL				23,391.30

Resolution: Approval of income and expenditure proposed by Cllr Pugh and seconded by Cllr Walker – all in favour

14. **4634. TO RECEIVE ANY FINANCIAL STATEMENTS YEAR TO DATE INCLUDING**

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	£ 34,208.00
Precept 2020/2021 (To be received in 3 payments in 2020/21)	£ 67,469.00	£ 67,469.00			
Income to date	£ 7,523.00	£ 7,523.00		Grant and budget towards new public toilets at the Playingfields	£ 11,000.00
Community Agent Grant received in April 2020	£ 23,407.00			Community Chest Grant 2019/2020 (Previously known as Solar Panel Contribution)	£ 200.00
Income	<u>£ 158,189.00</u>	<u>£ 106,202.00</u>		Pavilion improvement funds raised through the Community Chest 2019/2020	£ 229.00
				Parade funds raised through the Community Chest 2019/2020	£ 2,200.00
				Snellius Energy contribution (to be used as the Community Chest Grant 2020 2021)	£ 2,837.00
				Parade money raised through tombola	£ 41.00
Less Ringfenced Total	<u>£ 50,715.00</u>	<u>£ 16,507.00</u>		Total Ringfenced	<u>£ 50,715.00</u>
Total	<u>£ 107,474.00</u>	<u>£ 89,695.00</u>		Total Ringfenced less Community Agent Grant	<u>£ 16,507.00</u>
Actual Community Agent Expenditure	£ 17,778.00				
Actual expenditure to Aug 31st	£ 24,202.00	£ 24,202.00			
Forecast expenditure to YE March 31st	£ 45,096.00	£ 45,096.00			

Expenditure	£ 87,076.00	£ 69,298.00				
Total income minus total expected expenditure	£ 20,398.00	£ 20,397.00				
Reserve for April 2020 to March 2021	£ 13,494.00	£ 13,494.00				
Forecasted balance at YE 31 March 2021	£ 6,904.00	£ 6,903.00				

Members noted the financial statement and financial forecast to date.

15. 4635. TO SET ANY DATES FOR MEETINGS

- Cemetery Committee Meeting – Please can the Risk Assessment to be completed during the Committee meeting and a headstone check to be arranged before the next Full Council Meeting?
Action: Cllr Walker to confirm meeting dates.

16. 4636. ITEMS FOR INCLUSION IN THE NEXT AGENDA AND CONFIRMATION OF DATE (13TH OCTOBER 2020) – TO BE HELD REMOTELY

- External Auditor Report
- Update on the Public Toilet Project – Cllr Lynch
- Consider applications for the current vacancy for a Community Councillor (Co-Option).

The Chair closed the meeting at 21.00hrs.

