### OVERTON COMMUNITY COUNCIL

**MINUTES OF FULL COUNCIL MEETING**

**(held remotely)**

**13th October 2020**

**PRESENT**: Cllr Alstead, Cllr Ashton (Vice Chair), Cllr Copeman (Chairman), Cllr England, Cllr Hellingman,

Cllr Pugh, Cllr Roberts, Cllr Walker and Cllr Whittaker

County Councillor McCusker

1. **4641. APOLOGIES FOR ABSENCE**

Apologies received:

Cllr Lynch

Clerk

1. **4642. TO DISCLOSE PERSONAL AND PECUNIARY INTERESTS IN ITEMS OF BUSINESS TO BE DISCUSSED AT THE MEETING – none disclosed**
2. **4643. COMMENTS & QUERIES FROM MEMBERS OF THE PUBLIC attending the MEETING**

Consider applications for Co-Option of Community Councillor – Members considered the application received from Leigh Kellaway.

**Resolved: Members unanimously approved to co-opt Mr. Kellaway**

1. **4644. TO CONSIDER ANY POLICE MATTERS** <https://www.police.uk/pu/your-area/north-wales-police/overton/> - Noted by members

**Item raised**

Cllr Whittaker reported that dog walkers in the Avenue had witnessed drug dealing during daylight hours

**Action: Information to be passed onto the Police and advice to be taken.**

1. **4645. County Council matters**
2. Response from WCBC and Cllr McCusker with regards to correspondence raising the concerns of the Community Council that work required on A528, 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.

Response from County Cllr McCusker

1 million budget already allocated for next year. April 20/21 State of the roads, in general, in poor condition across County. John to send copy to OCC of allocation. Possibility that money may be clawed back. Breakdown of allocation of Cllr McCusker’s Ward: 9 per cent.

Gulleys clearance: Tender has gone out to private companies for all Wrexham Gulleys to be cleared. 3000 per month. Wrexham gully wagons to be retained for problem areas. Request made to Cllr McCusker for timetable asap.

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

Response

Cllr McCusker confirmed the bench is not the responsibility of WCBC. OCC to assume responsibility and repair as necessary.

**Action: Cllr Hellingman agreed to assess the state of the bench and the repair work required.**

Request Cllr McCusker to action

Request for No Parking sign at St Mary's Ave:

Cllr McCusker advised this is likely to be funded from 66k allocation.

Email from resident re levels of traffic on Penyllan St (Aug):

Discussion followed; Cllr McCusker – WCBC has no jurisdiction over wagons. He has yet to respond to e mail.

Remembrance Sunday:

Discussion took place regarding this year’s Remembrance Day.  WCBC Legal Department has written to WAG to request clarification on what can/can't do. CC to then interpret guidelines.

Cllr Whittaker has seen the guidance and updated members: - 30 people socially distanced, may sing. There will difficulty ensuring maximum numbers not exceeded and how this is controlled, it could be difficult to manage. WAG guidance unclear. Too late to issue tickets.

Police have insufficient manpower to be in attendance. The British Legion are responsible for event. Members wouldn't want to support the event where it is likely that over 30 would attend. Cllr McCusker to follow up as matter of urgency.

Government Regulations take precedence this year. OCC need to consider responsibilities carefully.

Cllr Pugh asked Cllr McCusker to respond regarding the areas where grass cutting and pavement clearance is required. Members were advised one week has been allocated for Overton in November for works to be carried out. Road sweeper rota also to be looked at Double yellow lines cannot be seen outside Pharmacy.

Parkside:

Discussion re parking. Feasibility study completed re parking and planting. Funding available from Cllr McCusker’s allocation.

**Action: County Cllr McCusker will organise a full consultation with the residents of Parkside prior to the work being undertaken (this will also be the case with any other work carried out using the budget which has been made available to him).**

Grid opposite Park rattling – Cllr McCusker has emailed WCBC again to request update on the date it will be repaired.

Dog fouling: Individual fined and written warning given. Individual responsible for dog fouling at Cemetery and other areas. This has been confirmed by cctv footage.

Cllr Pugh raised planning application P/2020/ 0415 Shelbrook with Cllr McCusker. He advised he said hadn't seen application.

Cllr McCusker left the meeting.

1. **4646. TO AGREE AND SIGN MINUTES OF THE FULL COUNCIL MEETING HELD ON 8th SEPTEMBER 2020 AND EXTRA ORDINARY MEETING HELD ON TUESDAY 6TH OCTOBER**

**RESOLVED – That the Minutes of the previous council meeting held on 8th September 2020 and 6th October 2020 were approved by members**

1. **4647. TO AGREE AND SIGN MINUTES OF COMMITTEE MEETINGS HELD** - none held
2. **4648. TO NOTE ACTIONS FROM THE MINUTES OF PREVIOUS MEETING.**

**For information only**

* Litter Pick – low turnout on the day. It may be wiser to hold a volunteer’s day in March or April 2021.

**Resolved: Members agreed the next Volunteer’s Day to be organised in March or April next year.**

* Cllr McCusker advised members the £66k available to use within the Ward of Overton was only to be allocated against areas of Council / Social housing to enhance or “tidy up “the area, i.e. raised flowerbeds, fencing, extra parking space (not on properties). Nothing would be done without consultation with local residents and the Community Council.
* Cllrs Lynch and Walker agreed, after inspecting the gate between the cemetery extension and tennis club car park, the gate did not need to be repositioned.

1. **4649. REPORTS / ISSUES / DRAFT DOCUMENTS**
   1. External Auditors Report – report has yet to be received from External Auditors – Grant Thornton
   2. Update on Public toilet Project at the Playingfields – deferred to November
   3. Members to note monthly Playground equipment inspection (September) – members noted inspection.
   4. Report on recommended work from RoSPA report – Cllr Walker advised the meeting that he had checked all the items raised in the report. Some of these items, as listed, would be carried out by OCC, the others would be addressed by the contractor. No timescale given by RoSPA – although the work would need to be completed before the next inspection (June 2021).

Cllrs Lynch and Walker thanked for their work on the play equipment.

Action: Cllr Walker would feedback once repairs completed

* 1. Maintenance check on Playingfield Defibrillator. Note cost of replacement AED battery (£300) will be required in March 2021.
  2. Council to consider request received from Pene Coles for OCC to funding the purchase of 400 bags a month – approximately £4 a month.

Resolved: Members approved funding.

* 1. Members to note guidance on holiday entitlement for employees <https://www.acas.org.uk/coronavirus/using-holiday> - noted by members
  2. Email protocol – members were asked to limit ‘reply to all’ to cut down on emails – noted by members
  3. Visual inspection of larch situated by the main gate to the Millennium Meadow (on the left). And observation of vegetation under 2 oak trees behind the Scout Hut.
* Vegetation under oak trees - To check with Jonny Bell to see if removal of grass cutting and other

debris is covered in contract. If not, it was agreed to spread the grass cuttings across the immediate area and levelled by OCC volunteers. Date to be decided and advised by Cllr Walker.

* Cost to remove hanging dead branches from larch - £240 plus vat

Resolution: Members agreed the cost of removing dead branches.

* 1. Set up working party to review (remotely) Standing Orders and Risk Assessment policies

**Action:** Cllrs Copeman, Pugh, Roberts and Whittaker to review. Clerk to set up dates.

* 1. Consultation on the IRMP [Independent Remuneration Panel for Wales Draft Annual Report - February 2021](https://gov.wales/independent-remuneration-panel-wales-draft-annual-report-2021-2022)  - responses required by 23 November – Cllr Copeman to respond. Any other members **asked** to respond also as necessary.
  2. Report on Headstone Safety Check – Cllr Walker advised grass needs cutting back on some headstones. One grave sunk. Needs levelling off. 3 Cemetery Members to do any checks. Cllr Copeman to assist
  3. Welsh Water contacted regarding water coming off the bank and running down the concrete drive to the sewer works – reported again by Welsh Water and OCC.

1. **4650. TO RECEIVE ANY CORRESPONDENCE**

* Bangor Road – before Bangor Bridge – the road will be closed (approx.) start date of the 19th October- through to the 23rd
* Water pipes being replaced on Council owned properties between 23rd November to 18th December

1. **4651. TO CONSIDER ANY HIGHWAY MATTERS**
2. Parkside: Street sign damaged – already reported
3. Musley Lane. Both ends – potholes filled in.

**To be reported:**

1. Manhole near Pendas House sinking. Tarmac breaking up.
2. **4652. TO RECEIVE ANY PLANNING APPLICATIONS**

P/2020 /0563 - Replacement front door canopy - 1 Bramblewood Close, Overton.

This property is not situated within the Conservation area but its close proximity requires it to be sympathetic to area. No 1 has flat porch but wish to redesign. Not in keeping with rest of properties.

**Resolution: Vote: 4 for. 4 against. Casting Vote Chair. Approved.**

P/2020/0580- house next to Trotting Mare. Request for change to entrance. No problems foreseen.

**Resolution: All in favour**

Cllr Pugh to copy in Cllr McCusker to flag up Overton applications.

1. **4653. TO RECEIVE DETAILS OF INCOME AND PAYMENT OF ACCOUNTS**

175

67 ‑ Work Mobile

Katrina Chalk

Mobile phone & monthly pay as you go set

7.50

176

54 ‑ Electricity

British Gas

Electricity bill for toilets

10.21

*Called BG on 7th September as there is a 'brought forward' amount on this invoice. Advised there had been a glitch on Smart Meters hence the brought forward on this invoice.*

*Invoice ending in 151 (Scribe 163) will be paid in full on 11th Sept. This invoice will then be reviewed and should be reduced to £10.21 and paid by d/d on 17th Sept.*

177

46 ‑ Playing Field rent

Bryn‑y‑Pys Estate

Rent for the playing field

200.00

178

58 ‑ Street lighting maintenance

WCBC

Quarterly Street Light Maintenance 01/04/2020 ‑ 30/06/2020

314.08

179

10 ‑ Clerk's wages

AVOW

Clerk's wages September

1,186.68

180

11 ‑ Public Toilet Caretakers wages

AVOW

Caretaker's wages September

296.48

181

13 ‑ Employers National Insurance payments

AVOW

Employers NI September

62.74

182

14 ‑ AVOW Payroll charges

AVOW

AVOW Payroll charges ‑ monthly

22.00

183

135 ‑ One off purchases

Tesco

Replacement batteries for Defibrillator

6.00

*Reimbursed to Peter Lynch*

184

101 ‑ Community Agents expenses

Penley Rainbow Centre

Community Agents August expenses

261.41

185

102 ‑ Water

Hafren Dyfrdwy

Public Toilets car park ‑ water

35.58

186

64 ‑ Rates Non dom for garage store

WCBC

Non Dom Rates ‑ Pavillion Garage

62.00

187

63 ‑ Public Toilets Rates

WCBC

Non Dom Rates ‑ Public Conveniences

80.00

188

61 ‑ Water bill at cemetery

Hafren Dyfrdwy

Water bill ‑ Cemetery

3.49

189

67 ‑ Work Mobile

Katrina Chalk

Mobile phone & monthly pay as you go set

7.50

190

40 ‑ WCBC refuse collection charge for bin

WCBC

Weekly collection of dustbin at Playing field

53.75

191

53 ‑ Materials purchased

Booker Cash and Carry

Cleaning items for the public toilets

35.36

192

135 ‑ One off purchases

B & M

Reusable face masks

10.00

193

135 ‑ One off purchases

Pets at Home

Dog bags

15.00

*Dog poo bags for use around the village*

194

136 ‑ Misc. items purchased for use at the Public Toilets

Timpsons

Key cut for pavilion

8.00

*Key cut for contractor to use during installation of new public toilet*

195

90 ‑ Donation ‑ Poppy Appeal

Royal British Legion

Wreath for Remembrance Day

50.00

196

50 ‑ Mowing Millennium Meadow

Andrew Jones

Last cut of the Millennium Meadow for 2020

230.00

197

99 ‑ Contracted salary

Penley Rainbow Centre

3rd Community Agent payment plus new contract

14,449.75

198

54 ‑ Electricity

British Gas

Electricity charge for Public Toilets

18.21

199

86 ‑ ico

ICO

Data protection renewal fee

35.00

200

17 ‑ Grass Cutting

J D Bell

Grass cutting in the Cemetery

420.00

201

20 ‑ Litter collection and Litter bins

J D Bell

Litter collection

75.00

202

26 ‑ Cutting Cemetery extension

J D Bell

Grass cutting in Cemetery Extension

60.00

203

152 ‑ Ad Hoc Tasks

J D Bell

Path weeded

25.00

204

152 ‑ Ad Hoc Tasks

J D Bell

Strimming Graves

75.00

205

27 ‑ Grass Cutting

J D Bell

Grass cutting Cenotaph

70.00

206

29 ‑ Grass cutting

J D Bell

Grass cutting in the Playing Field

320.00

207

31 ‑ Raking existing bark

J D Bell

Rake existing bark

75.00

208

32 ‑ Litter Collections / Dustbins

J D Bell

Litter collecting

120.00

209

34 ‑ Weeding barked area o/s Pavillion & Scout Hut

J D Bell

Weeding barked area

30.00

210

41 ‑ Emptying dog bin in Millennium Ave

J D Bell

Emptying Dog waste bin MM

60.00

211

149 ‑ Cut grass/tide area front of MM gate

J D Bell

Cutting grass by Millennium Meadow gate

30.00

212

149 ‑ Cut grass/tide area front of MM gate

J D Bell

Cutting grass by Millennium Meadow gate

30.00

**TOTAL £18,850.74**

Overton Community Council

DRAFT PAYMENTS LIST 175 TO 212

**Income**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Voucher** | |  | **Code** |  |  | **Name** |  |  | **Description** |  |  |  | **Amount** |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 23 |  |  | 101 - Community Agents expenses | |  | WCBC | | | Community Agents August expenses | | | | 240.23 |  |
|  | 24 |  |  | 9 - Bank interest | |  | TSB | | | Bank interest | | | | 40.40 |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  | **TOTAL** |  | **280.63** |  |

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

1. **4654. TO RECEIVE ANY FINANCIAL STATEMENTS YEAR TO DATE INCLUDING**



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

1. **4655. TO SET ANY DATES FOR MEETINGS**

Playing fields, Amenities and Cemeteries - deferred to next Meeting.

1. **4656. ITEMS FOR INCLUSION IN THE NEXT AGENDA AND CONFIRMATION OF DATE (10TH NOVEMBER 2020) – TO BE HELD REMOTELY**

* Park bench
* Correspondence from Katy Piercy would be discussed at the next meeting

The Chair closed the meeting at 20.56hrs.