

**OVERTON COMMUNITY COUNCIL
MINUTES OF FULL COUNCIL MEETING
(held remotely)
9th February 2021 (at 18.50hrs)**

PRESENT: Cllr Alstead, Cllr Ashton (Vice Chair), Cllr Copeman (Chairman), Cllr Hellingman, Cllr Kellaway, Cllr Lynch, Cllr Pugh, Cllr Roberts, Cllr Walker and Cllr Whittaker
County Councillor McCusker
Clerk

1. 4708. APOLOGIES FOR ABSENCE

2. 4709. TO DISCLOSE PERSONAL AND PECUNIARY INTERESTS IN ITEMS OF BUSINESS TO BE DISCUSSED AT THE MEETING

Cllr Whittaker – Agenda item 10. A. Community Chest Applications – Cllr Whittaker is the Organist at St Mary's Church

3. 4710. COMMENTS & QUERIES FROM MEMBERS OF THE PUBLIC ATTENDING THE MEETING – no representations received.

4. 4711. TO CONSIDER ANY POLICE MATTERS <https://www.police.uk/pu/your-area/north-wales-police/overton/>

- 1 Anti-social Behaviour
- 1 Criminal Damage
- 3 Violence and Sexual Offences

Online stats and written report from PCSO Griffiths-Hughes noted by Members

5. 4712. COUNTY COUNCIL MATTERS

For County Cllr McCusker to update members on:

- Confirmation which roads had gulleys cleared by WCBC recently:
Members were advised that 70% of all the gulleys in Wrexham have been cleared. County Cllr McCusker requested members email him if they notice any blocked gullies locally.
- Pavement clearing not yet undertaken booked for Nov/Dec 2020 - Please confirm when this will take place:
Members were advised that this task was still on the 'to do' list
Cllr Lynch advised the meeting that the hedge past Argoed Lane had been trimmed, however, the trimmings had not been cleared and will diminish the width of the pavement.
Action: Clerk to ask if the landowner organised the cut and whether it should have been cleared.

Two items from the agenda were brought to the attention of County Cllr McCusker

- Mrs Lunt – increase in litter being discarded:
Action: County Councillor Member will ascertain if there is a Litter Champion for Wrexham. Cllr Kellaway also highlighted the need for the recycling lorry to close its shutters whilst driving from one property to the next. He recently collected many plastic bottles which had come out of the aforementioned on bin day.
Whilst the clearing of the litter by Mrs Lunt is exceptional, Cllr McCusker did not wish to encourage the clearing of litter on very busy A roads by a volunteer. It was pointed to the Council Member that as WCBC collect the litter bags filled by Mrs Lunt, they (WCBC) were supporting her work.
- Josie Ralph – request for OCC to consider the height of the hedgerow on Salop Road (up to The Berwyns):
Members were advised that there was no restriction on the height of hedgerows unless they obstructed a pavement or impacted on the visual splay on at a junction or highway.

Updates on previous items

- a. **Flooding issue on Penley Road** - Highways visited the farm to confirm ownership and hope to speak to the landowner about resolving the issue.
- b. **Vaccination Programme** - Correspondence between WCBC and Lesley Griffiths regarding the vaccination programme and allocation of the vaccine in the County of Wrexham – members emailed copies of correspondence.
- c. **Consultation on Libraries** – awaiting answers to questions, but believe whilst it might be re-visited nothing is likely to change in the near future.
- d. **Road surface between Playingfield and Catholic Church** - This section of road has a couple of fairly large potholes. They have been reported and should have a temporary fix next week.
- e. **Gulley clearing** - Gullies in Overton were cleared w/c 11th January. Any gullies requiring additional work would be highlighted with WCBC.
- f. **Parkside** – Cllr McCusker visited Parkside with Council a few months ago to discuss the viability of using funds in the Environment Budget to enhance this area. Various projects were discussed i.e. how to enable more car parking, have raised flowerbeds, improve the current internal pathway for access, additional seating etc.

This spend has initially been approved, a feasibility study will be completed (this cannot be carried out currently), with various project options and ideas being put forward by the Council (WCBC) who need to use their approved contractors. OCC will be consulted on any of the proposed projects, they can consult with residents on the suggested projects. Please be assured nothing will happen without residents and the community council's approval.

Cllr McCusker left the meeting.

6. 4713. TO AGREE AND SIGN MINUTES OF THE FULL COUNCIL MEETING HELD ON 12th JANUARY 2021

RESOLVED – That the Minutes of the previous council meeting held on 12th January 2021 were approved by members

7. 4714. TO AGREE AND SIGN MINUTES OF COMMITTEE MEETINGS

Website Committee Meeting held on 25th January 2021

Members were advised that this meeting was not quorate and required an additional member. Cllr Walker volunteered to join the committee.

8. 4715. TO NOTE ACTIONS FROM THE MINUTES OF PREVIOUS MEETING.

For information only

Bench on the Wrexham Road – Update from landowner - tree cut back. Blacksmith has been asked to repair fence

9. 4716. TO RECEIVE FEEDBACK FROM CLLRS RE: CONSULTATIONS AND MEETING ATTENDED SINCE THE LAST COUNCIL MEETING

- Strategic Plan 2021 - 2024

Cllr Whittaker presented the draft Strategic Plan. He asked if Members:

- Agreed, in principle, with the broad plan

Cllr Walker commented that whilst he supported areas of the Plan, he had concerns about some of the projects listed, regarding their viability, cost etc. Cllr Whittaker advised that all the projects would be discussed in more detail during the first Committee Meeting and the outcomes would be reported to Full Council. Any project deemed feasible would go out to full public consultation, unless it did not involve Capital Expenditure.

Resolution: Members agreed, in principle, with the Draft Plan

- And to setting up a Committee to review the Plan, look at the feasibility of the projects and to report the findings back to Full Council.
Resolution: Members approved the setting up of a Strategic Planning Committee. Terms of Reference would be presented to Full Council at the next meeting.
- Town and Community Council Forum – Cllr Lynch advised members that he was unable personally to attend this forum and gave a verbal summary of what was discussed at the meeting, documentation for which had also been disseminated to Members prior to the meeting

10. 4717. REPORTS / ISSUES / DRAFT DOCUMENTS

- a) Community Chest Applications - **£1,086** to be allocated (£485 allocated to Wildbanks Conservation has already been deducted).

Organisation	Item/service to be purchased	Amount requested	Information Required	Amount Awarded
Wildbanks Conservation	3 Outdoor work tables for St Mary's School	£485.00	Letter of support from St Mary's School required before work can commence received - Received	£485.00
St Mary's Church, Overton	Contribution to the cost of a full consultant's report on the Yew trees in the Churchyard.	£500.00 - £1,500.00		£1,000
	Total Remaining	£86.00		

After consideration and debate, the Chair asked members for a show of hands to show consent to considering the Church's application.

Decision: All in favour to consider application (1 Cllr had declared a Personal Interest)

Members were asked to vote on the first proposal which was to allocate £300 from the Community Chest:

Resolution: Proposed, seconded, 1 in favour, 8 against

Members were asked to vote on the second proposal which was to allocate £1,000 from the Community Chest:

Resolution; Proposed, seconded, 8 in favour, 1 against

- b) No response received from relatives (B30) regarding headstone safety check – do Members agree the headstone should be laid down?
Action: Cllrs Kellaway and Walker will lay the headstone down as of a manageable size.
- c) Approval and adoption of Disciplinary and Grievance Policy (with prior investigation section added)
Resolution: Members approved and adopted the Policy.
The Chair passed on her thanks to Cllr Whittaker for the work undertaken on the Policy.
- d) New Finance Committee Chair required
Members were advised of the need for a new Chair as the current Chair of the Finance had stepped down from the Committee. Cllr Roberts volunteered to take over this position. It was agreed a 'remote' meeting would be set up in the near future and the election would be added to the agenda.
- e) Information only
Update on Scribe Cemetery – public search facility is being incorporated into the software.
Digital Media Guide - ways to communicate with your community
A shared Community Guidance on Charters
Vacancy for Co-opted Councillor – continuing to advertise
Community Agent Review Meeting with WCBC – meeting has yet to be set up.
- f) Playingfield Inspection (Feb) – Members noted the inspection. No maintenance requirements were raised.

- g) Members ideas about a fun community/Covid safe activity for Easter
Cllr Whittaker suggested an 'Easter Bunny' Competition; entrants could display their 'interpretation' of the Easter Bunny in their gardens or outside their houses.
A charge could be made for entering the competition, which could be donated to a local Charity or a prize could be given.
Action: Members agreed to this idea. The Clerk/Chair will contact the organisers of the Scarecrow Competition to see if they could share their thoughts on this and how to run a successful event.

11. 4717. TO RECEIVE ANY CORRESPONDENCE

- a) Mrs Lunt – increase in litter being discarded
Mrs Lunt wrote to the Community Council to seek its views on how the increase in litter being discarded from cars could be addressed.
The following ideas were discussed:

- Signs on the four entry roads into Overton asking people to take their litter home with them.
- Asking the primary school to consider if school children (and carers) could hold signs on the four entry roads, asking the public to stop littering.
- A campaign, in conjunction with the local authority, via social media i.e. Facebook and Instagram.
- Supplying Mrs. Lunt with bollards, hi vis jackets and a slow down, clearing litter sign (members thought that slowing down the traffic, may, make people think about not winding down windows to throw out their litter, although we recognised that this suggestion might not be as workable as some of the others might be.
- Members would also like to look into why the local authority no longer have designated litter pickers regularly clearing all areas of Wrexham.
- Members would like to organise more litter picks and consider employing a litter picker themselves.

Action: It was agreed that these ideas would be looked into and put in place, if they are viable:

- b) Simon Baynes – thank you to Overton CC re toilet and bench
c) Josie Ralph – request for Council to consider the height of the hedgerow on Salop Road (up to The Berwyns)
Action: The Clerk will contact the resident to advise that neither WCBC or OCC has legal power to request the height of the hedge be reduced as it is not obstructing the highway or pavement.
d) Review of Member's Code of Conduct – Members were advised about the consultation.

12. 4718. TO CONSIDER ANY HIGHWAY MATTERS

To be reported to Wrexham Council:

Potholes on Argoed Lane – County Cllr McCusker will also report this to WCBC as the condition of the road has deteriorated.

Already reported:

Deterioration of lane towards Rhewl
Blocked ditches on lane towards Rhewl
Broken manhole covers at crossroad at Rhewl
Collapsed kerb on Willow Street
Repainting of white line on High Street corner (by Pendas House)
Pavement deteriorating on junction of Willow Street and High Street

13. 4719. TO RECEIVE ANY PLANNING APPLICATIONS - no applications received

14. **4720. TO RECEIVE DETAILS OF INCOME AND PAYMENT OF ACCOUNTS**

DRAFT PAYMENTS LIST 305 TO 334 (including 277)

Please note: tbp - To Be Paid

Voucher	Status	Code	Name	Description	Amount
277	tbp	155 – GoToMeetings	GoToMeetings (LogMeIn Technologies UK Limited)	Reimbursement - GoToMeetings	£ 54.00
305	Paid	80 - Audit & Accountancy charges	Welsh Audit Office	External Audit 2019/2020	£ 333.50
306	Paid	99 - Contracted salary	Penley Rainbow Centre	Community Agent Funding	£ 14,449.75
307	Paid	127 - Hosted email account	Visionict	Hosted email accounts	£ 21.60
308	Paid	47 - Rent for Millennium Meadow	Bryn-y-Pys Estate	Rent for the Millennium Meadow	£ 490.00
309	Paid	99 - Contracted salary	Penley Rainbow Centre	Community Agent Funding	£ 5,308.92
<i>Under invoiced CA salaried payments and additional payment received from WCBC to cover extra hours in the initial lockdown £1,785.00</i>					
310	D/D	40 - WCBC refuse collection charge for bin	WCBC	Weekly collection of dustbin at Playing field	£ 53.75
311	D/D	102 – Water	Hafren Dyfrdwy	Water bill WC	£ 35.58
312	BACS	146 - Non Dom Rates at New Public Toilets	WCBC	Rates to year end at new public toilet	£ 63.36
<i>Rates charge from 19th November to 31st March 2021</i>					
313	tbp	164 - Zoom Meetings	Zoom Video Communications	Zoom Meetings 19/1/21 to 18/2/21	£ 14.39
<i>19th Jan to 18th Feb</i>					
314	tbp	118 – Defibrillator	Tesco	Batteries for Defib	£ 7.00
315	Paid	10 - Clerk's wages	AVOW	Clerk's January wages	£ 1,207.14
316	Paid	85 – SLCC	SLCC	Membership	£ 166.00
317	D/D	66 - Telephone and Broadband	XLN	Telephone and broadband service	£ 77.93
318		WP Maintain - to be paid in February			
319	D/D	64 - Rates Non dom for garage store	WCBC	Non Dom Rates - Pavillion Garage	£ 62.00
320	D/D	63 - Public Toilets Rates	WCBC	Non Dom Rates - Public Conveniences	£ 80.00
321	D/D	61 - Water bill at cemetery	Hafren Dyfrdwy	Water bill - Cemetery	£ 3.49
322	D/D	67 - Work Mobile	Katrina Chalk	Mobile phone & monthly pay as you go set	£ 7.50
323	Paid	11 - Public Toilet Caretakers wages	AVOW	Caretaker's Wages January	£ 473.06
324	Paid	13 - Employers National Insurance payments	AVOW	Employers NI January	£ 65.57
325	Paid	12 - Public Toilet Caretakers holiday cover	AVOW	Caretaker's holiday cover January	£ 104.64
326	Paid	14 - AVOW Payroll charges	AVOW	AVOW Payroll charges - monthly	£ 30.50
327	Paid	66 - Telephone and Broadband	XLN	Telephone and broadband service	£ 77.93
328	tbp	20 - Litter collection and Litter bins	J D Bell	Litter collection	£ 60.00
329	tbp	152 - Ad Hoc Tasks	J D Bell	Weeding new G of R	£ 15.00
330	tbp	31 - Raking existing bark	J D Bell	Rake existing bark	£ 60.00
331	tbp	32 - Litter Collections / Dustbins	J D Bell	Litter collection	£ 120.00
332	tbp	41 - Emptying dog bin in Millennium Ave	J D Bell	Emptying Dog waste bin MM	£ 60.00

333	tbp	151 - Removal of Christmas Tree VH	J D Bell	Removal and disposal of Christmas Tree	£	25.00
334	Paid	55 - Maintenance work	A-N-L Drainage Contractors	High Power Jet out of foul drain at public toilet	£	150.00
<i>Drain blocked at the public toilets. 1.15 hours spent clearing it.</i>						
					TOTAL	£ 23,677.61

Receipts List

Voucher	Code	Date	Description	Supplier	Net	VAT	Total
38	Bank interest	10/01/2021	Bank interest	TSB	27.58	0.00	27.58
39	Cemetery - burials & headstones	18/01/2021	Burial B 10	Edgertons Funeral Directors	150.00	0.00	150.00
40	Cemetery - burials & headstones	18/01/2021	Burial B 49	Edgertons Funeral Directors	150.00	0.00	150.00
41	Rates Non dom for garage store	27/01/2021	Rates refund against Pavilion garage	WCBC	<u>37.04</u>	<u>0.00</u>	<u>37.04</u>
Total					364.62	0.00	364.62

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

15. 4721. TO RECEIVE ANY FINANCIAL STATEMENTS YEAR TO DATE

As at 31st January 2021

Opening Balance 1st April 2020	£ 59,790.00	Sum includes £ 28,580.00 Community Agent Grant
Precept 2020/21	£ 67,469.00	
Other Income (Burials, Loss of Income Grant, Bank Interest and Sale of mower)	£ 6,427.00	
Social Inclusion Grant and Community Chest Grant (Solar Panels)	£ 5,337.00	
Community Agent Contracted Salary received 1st April to date	<u>£ 23,407.00</u>	
Income Total	£ 162,430.00	

Expenditure to date 31st December 2021 £ 110,669.00 This includes Community Agents Contracted Salary

Balance to date 31st January 2021 £ 51,960.62 See bank reconciliation 31st December 2020

Please Note: The following figures need to be factored in

Reserve Figure	£ 13,494.00
Forecasted expenditure between 1st February to 31st March 2021	£ 11,457.00
Ringfenced items - Community Chest Grant, Parade Grant, Final payment re toilet	<u>£ 7,300.00</u>
Ringfenced Total	£ 32,251.00
Remaining funds	£ 19,709.62

Resolution: Approval of the Financial Statement proposed by Cllr Walker and seconded by Cllr Pugh – all in favour

16. **4722. TO SET ANY DATES FOR MEETINGS**

The Chairs of each Committee which is due to meet, will send out suggested dates. If members are unable to meet in person or remotely, they must advise the Clerk so that this can be minuted during the next Full Council Meeting.

Clerk to send out dates for the Finance Committee Meeting.

17. **4723. ITEMS FOR INCLUSION IN THE NEXT AGENDA AND CONFIRMATION OF DATE (9th MARCH 2021) – TO BE HELD REMOTELY**

- Strategic Planning Committee
- Easter Bunny Competition
- Follow up on increase littering.

The Chair closed the meeting at 21.30 hrs.