### OVERTON COMMUNITY COUNCIL

**MINUTES OF FULL COUNCIL MEETING**

**(held remotely)**

**8th JUNE 2021 (at 18.50hrs)**

**PRESENT**: Cllr Alstead, Cllr Ashton (Chairman), Cllr Copeman, Cllr Hellingman, Cllr Herbert, Cllr Kellaway, Cllr Lynch, Cllr Pugh, Cllr Walker and Cllr Whittaker

Clerk

1. **4789. APOLOGIES FOR ABSENCE**

**Apologies received**

Cllr Roberts

County Councillor McCusker

1. **4790. TO DISCLOSE PERSONAL AND PECUNIARY INTERESTS IN ITEMS OF BUSINESS TO BE DISCUSSED AT THE MEETING –** none disclosed.
2. **4791. COMMENTS & QUERIES FROM MEMBERS OF THE PUBLIC ATTENDING -** no members of the public present

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1. **4792. TO CONSIDER ANY POLICE MATTERS** <https://www.police.uk/pu/your-area/north-wales-police/overton/>

**Crime stats**

Violence and sexual offences – 3

Anti-social behaviour – 2

Criminal damage and arson – 1

Other crimes – 1

PCSO Sawyer will look at the layout of the crime stats online, as the numbers shown on two different pages, aren’t the same.

Recent trespassing at local schools – this matter has been addressed. Additional police patrols will be carried out at the schools.

The Go Safe van was recently positioned on the Penyllan Street facing Station Road. Cllr Herbert asked whether the van could be positioned on Salop Road, as the speed vehicles travel along this stretch of road, seems excessive.

PCSO Sawyer advised the position of the vehicle may be the issue, as there needs to be a clear view of vehicles and the van has to be parked in a safe, visible place. However, a speed gun could be used on Salop Road to help target this issue.

**Action: PCSO Sawyer will use the speed gun and pass on the stats to members**.

PCSO Sawyer advised members a late evening patrol, this Friday, will be undertaken to give residents some reassurance after the incidents last Friday.

Cllr Walker joined the meeting

PCSO Sawyer left the meeting

1. **4793. County Council matters AND HIGHWAYS MATTERS**

For County Cllr McCusker to update members on:

Update on the following items:

Bike Track – Speaking with Jon Brewin, WCBC Arborologist, to agree on the area which can be used for the bike track (taking into consideration the feedback from Steven Shields, Arborologist, who carries out the Community Council’s tree survey.

The original bike track has not been used for several weeks and the area is covered in grass again. Cllr Walker advised no timescale has been set for the new track to be up and running.

Potholes - **Willow Street** - to be repaired as soon as possible – WCBC

 **Lightwood Green** – please may I have more details with photos with as much detail as possible?

 **Musley Lane** - I visited last week and as we all know it is horrendous. I spoke to two residents assured them I am on the case. WCBC has been there last week and the problem could be getting large 12-wheel Council hot tar wagon down the actual lane. WCBC investigating as might not be hot tar but a smaller vehicle with cold tar. They will update us shortly, however, the tar wagon is being used elsewhere so won’t be available for at least two weeks.

Cllr Pugh advised members a resident on Musley Lane had contacted her regarding the appalling state of the lane. WCBC have been banned from using the lane due to its condition. Other essential services have stopped using the lane, due to the poor road surface.

**Action: Clerk to write to County Cllr McCusker regarding this matter.**

Water running down Wrexham Road - WCBC chasing Dee Valley water AGAIN as certainly not right. If not heard back by end of the week, County Cllr McCusker will follow up.

1. **4794. TO AGREE AND SIGN MINUTES OF THE FULL COUNCIL MEETING (AGM) HELD ON 11TH MAY 2021**

**RESOLVED – That the Minutes of the previous council meeting held on 11th May 2021 were approved by members**

1. **4795. TO AGREE AND SIGN MINUTES FROM COMMITTEE MEETINGS**
* Planning Committee – 19th May 2021
* Strategic Planning Committee – 25th May 2021

**RESOLVED – That the Minutes of the above mentioned Committee meetings were approved by members**

Matters arising from Committee Meetings

Strategic Planning Committee – previous minutes

Projects/ideas to be researched – **Project Leaders required**

* Trim Trail – Cllr Lynch, Project Leader – position of trail, suggested options of equipment (with costings) to be prepared for public consultation.
* Review Network of Local footpaths – Cllr Alstead, Project Leader
* Village recreation and seating areas – increase public seating and recreation space – Cllr Hellingman, Project Leader
* Replace Cemetery paths – Cllr Kellaway, Project Leader

**25th May 2021**

Possible OCC office location identified.

**Action: Cost of altering the garage at the pavilion to be determined.**

Members discussed the need for some of the play equipment to be replaced, as it is requiring maintenance on a regular basis due to its condition.

**Action: Cllr Walker will cost new equipment**

Members’ approval to run a workshop, in September, was sought by Cllr Whittaker. The objective of this event would be to seek ideas, from residents, on what they would like improved or provided in Overton. All the projects being considered by the Strategic Planning Committee would be shared during the workshop.

**Resolution:** **Members supported the event.**

**Action:** **Cllr Copeman offered to design posters advertising the workshop, which will be displayed on the OCC stall on 26th June.**

1. **4796. TO NOTE ACTIONS FROM THE MINUTES OF PREVIOUS MEETING.**

**For information only**

* Simon Greenland contacted regarding additional comments to P/2021/0156 – see Planning Committee Minutes
* Clerk Contacted Police and Crime Commissioner regarding PCSOs no longer attending meetings, remotely or in person – Response from PCC – *I have requested Inspector Gilmore responds directly to you.*

 *I will liaise with all Town and Community Councils through the North Wales Association of Town and Larger Community Councils and North Wales One Voice.*

* Toilet roll holder installed in accessible toilet.
1. **4797. TO RECEIVE FEEDBACK FROM CLLRS RE: CONSULTATIONS AND MEETINGS ATTENDED SINCE THE LAST COUNCIL MEETING** – none attended
2. **4798.** **TO RECEIVE REPORTS / ISSUES FROM**
3. Members to approve the accounting statements and Annual Governance Statement 31st March 2021 and to note Internal Auditor’s comments

**Resolution: Members approved the accounting statements and Annual Governance Statement. No comments raised by Internal Auditor**

1. To adopt Financial Reserve Policy and approve Strategic Projects earmarked funds

**Resolution: Members approved the Financial Reserve Policy (20% of Precept - £67,605 = £13,521).**

**Resolution: Members approved adding £13,527 to the Strategic Project earmarked funds (this includes £5,000 allocated in the budget for the new OCC office). This would bring the total of the Strategic Project earmarked funds to £29,614).**

1. Updated Asset Register – cemetery area added as asset – value of £1

**Resolution: Approved by Members**

1. Vacancy on each of the following Committees Finance Committee (currently membership is 3, it should be 4). Planning (currently 5, should be 6).

Cllr Kellaway will join the Finance Committee

Planning Committee still has a vacancy.

1. Football Pavilion – quotes for maintenance work required:

Ross Evans – Removal of moss from roof and replace any broken tiles

 Door sill

 Weather bars

 Scant timber £475.84

 Replace rotten soffit work undertaken

 Materials and labour

Cllr Lynch updated the meeting on the work being undertaken on the roof of the pavilion. The area of the roof which is leaking is larger than thought, some additional work will need to be carried out. It is hoped the work will be completed this week.

Updating internal lighting

Neil Archer £70 per florescence lights plus vat (£70 x 9 = £630)

Cllr Lynch advised the meeting only one light needs to be replaced (visitor’s changing room)

**Resolution: Members approved this work**.

Exterior painting

iPaint Solutions – Paining exterior - £820.00

iPaint Solution - Ceiling of public toilet painted – £380.00

**Action: Additional quotes to be sought by Cllr Lynch**

**Action: Cllr Lynch to ask electrician about broken electricity meter box and replacement**

**Action: Cllr Lynch volunteered to clean nesting swing**

1. Pole fencing at the Playingfield to be made more secure. And gate into playground

**Action: Clerk waiting to hear from contractor.**

1. Verbal request from Football Club for May rent, £85 (retrospective), to be waivered due to Covid restrictions on football matches. **For reference: December 2020 rent was waivered**.

**Resolution: Members agreed to waiver the May rent.**

1. Fete Lite and Community Picnic update

Cllr Copeman updated members on the event:

* 21 Stalls around the village (to date)
* 100 tickets requested for the Community Picnic
* More volunteers leading up to and on the day are needed.

 Members discuss and agreed to the following purchases (using the loss of income grant)

* 1. Putting banners / flags up in High Street. Cost of cherry picker hire (no operator) - £200 + VAT

or £300 + VAT (with operator) 4-hour session.

 **Resolution:** Members **agreed** 6 in favour, 4 against to cost of cherry picker hire (with operator)

* 1. Decorations on the playing field using bunting - cost on for 40ft of fabric (i.e. reusable and not plastic) bunting - £12.99 **(£38.97)**

 **Resolution:** All in favour

* 1. Overton CC to sponsor a raffle prize – family prize – 4 pizzas from DoughNation

**Resolution:** Members **agreed** to sponsor the raffle prize, to the value of £36

* 1. Activities/Games during the picnic – to hire local supplier to provide games and activities during picnic.

**Resolution –** Members voted 7 **against** and 3 in favour.

1. Playground Inspection – May and June – Cllrs Ashton and Walker

**Action: Deferred to July meeting**

1. **For information only – Members to note:**

Additional cuts required for all the grassed areas covered by the contractor due to rate of growth.

Commercial bin at the Playingfield: WCBC contacted as bin was missed off collection (fourth time).

Public Toilet Caretaker return to work.

1. **4799. TO RECEIVE ANY CORRESPONDENCE**

OVW – Training Events June (50% bursary available). There are also a few free courses available – no members wished to attend training events.

1. **4800. TO RECEIVE ANY PLANNING APPLICATIONS**

**For information only:**

P/2021/0175 - Home Farm building - Granted.

P/2021/0156 **-** Overton Vale Farm – Granted.

1. **4801. TO RECEIVE DETAILS OF INCOME AND PAYMENT OF ACCOUNTS**

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| **PAYMENTS LIST 48 TO 90 Excluding 60** |
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|  | **Voucher** | **Status** |  | **Code** |  |  | **Name** |  |  |  | **Description** |  |  |  |  |  |  | **Amount** |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 48 |  | D/D |  | 54 - Electricity at Car Park Public Toilets |  | British Gas SP Energy Networks | Electricity charge for Public Toilets |  | 23.83 |  |
|  | 49 |  | D/D |  | 63 - Non Dom Rates at car park Public Toilets |  | WCBC | Non Domestic Rates - Playingfield Toilet |  | 21.88 |  |
|  | 50 |  | Paid |  | 136 - Misc. items purchased for use at the Public Toilets |  | Rightway Ltd | New Padlock for main carpark toilet |  | 8.25 |  |
|  | 51 |  | Paid |  | 136 - Misc. items purchased for use at the Public Toilets |  | Rightway Ltd | New Padlock for main carpark toilet |  | 7.00 |  |
|  | 52 |  | Paid |  | 148 - Parks and Open Spaces - Misc. |  | Wickes | Bin liners - heavy duty |  | 5.40 |  |
|  | 53 |  | Paid |  | 148 - Parks and Open Spaces - Misc. |  | Peter Lynch | replacement wooden pole |  | 17.10 |  |
|  | 54 |  | Paid |  | 118 - Defibrillator and associated costs |  | London Hearts | New defib pads |  | 49.59 |  |
|  |  |  |  |  |  | *New defib pads*  |  |  |  |  |  |  |
|  | 55 |  | Paid |  | 50 - Mowing Millennium Meadow |  | Andrew Jones | 2nd cut of the Millennium Meadow |  | 230.00 |  |
|  | 56 |  | D/D |  | 102 - Water at car park Public Toilets |  | Hafren Dyfrdwy | Public Toilets car park - water |  | 35.58 |  |
|  | 57 |  | Paid |  | 101 - Community Agents expenses |  | Penley Rainbow Centre | Community Agents April expenses |  | 274.46 |  |
|  | 58 |  | Paid |  | 80 - Audit & Accountancy charges |  | Morris Cook Chartered Accountants | Internal Audit 202021 |  | 240.00 |  |
|  | 59 |  | D/D |  | 164 - Zoom Meetings |  | Zoom Video Communications | Zoom Meetings 19th April to 18th May 2021 |  | 14.39 |  |
|  | 60 |  |  |  | 99 - Contracted salary (To be paid in June) |  | Penley Rainbow Centre | 1st of 4 payments Community Agents |  | 0.00 |  |
|  | 61 |  | Paid |  | 10 - Clerk's wages |  | AVOW | Clerk's May wages |  | 1,207.14 |  |
|  | 62 |  | Paid |  | 11 - Public Toilet Caretakers wages |  | AVOW | Caretaker's wages May |  | 481.15 |  |
|  | 63 |  | Paid |  | 12 - Public Toilet Caretakers holiday cover |  | AVOW | Caretakers sickness cover April/May |  | 534.61 |  |
|  | 64 |  | Paid |  | 13 - Employers National Insurance payments |  | AVOW | Employers NI May |  | 64.88 |  |
|  | 65 |  | Paid |  | 14 - AVOW Payroll charges |  | AVOW | Payroll Charge May |  | 37.00 |  |
|  | 66 |  | Paid |  | 14 - AVOW Payroll charges |  | AVOW | Correction to overpayment in March |  | -45.54 |  |
|  |  |  |  |  |  | *In March our payroll provider had an issue with their software. We agreed we would pay the average amount for wages, then either deduct or add to the actual figure (We are paid 1st of the month, hence wages for March were paid in the new financial year) We overpaid by £45.54. This figure has been deducted from the May wages.* |  |  |  |  |  |  |
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|  | 67 |  | Paid |  | 162 - Cleaning materials for both Public Toilet sites |  | Booker Cash and Carry | Bleach |  | 11.39 |  |
|  | 68 |  | Paid |  | 162 - Cleaning materials for both Public Toilet sites |  | Booker Cash and Carry | Floor Gel |  | 22.78 |  |
|  | 69 |  | Paid |  | 162 - Cleaning materials for both Public Toilet sites |  | Booker Cash and Carry | Toilet Roll |  | 35.96 |  |
|  | 70 |  | D/D |  | 40 - WCBC refuse collection charge for bin |  | WCBC | Weekly collection of dustbin at Playing field |  | 54.83 |  |
|  | 71 |  |  |  | 102 - Water at car park Public Toilets |  | Hafren Dyfrdwy | Public Toilets car park - water |  | 0.00 |  |
|  |  |  |  |  |  | *Entered twice, see 56* |  |  |  |  |  |  |
|  | 72 |  | D/D |  | 62 - Rates Non dom Cemetery |  | WCBC | Non Dom Rates - Cemetery |  | 58.00 |  |
|  | 73 |  | D/D |  | 63 - Non Dom Rates at car park Public Toilets |  | WCBC | Non Dom Rates - Public Conveniences |  | 80.00 |  |
|  | 74 |  | D/D |  | 64 - Rates Non dom for garage store |  | WCBC | Non Dom Rates - Pavillion Garage |  | 51.00 |  |
|  | 75 |  | D/D |  | 61 - Water bill at cemetery |  | Hafren Dyfrdwy | Water bill - Cemetery |  | 2.87 |  |
|  | 76 |  | D/D |  | 67 - Work Mobile |  | Katrina Chalk | Mobile phone & monthly pay as you go set |  | 7.50 |  |
|  | 77 |  | Paid |  | 136 - Misc. items purchased for use at the Public Toilets |  | Bates Office Supplies | Toilet Roll Dispenser |  | 17.59 |  |
|  |  |  |  |  |  | *Toilet Roll Dispenser for the accessible toilet at the car park toilet* |  |  |  |  |  |  |
|  | 78 |  | Paid |  | 50 - Mowing Millennium Meadow |  | Andrew Jones | 3rd Cut Millennium meadow |  | 230.00 |  |
|  | 79 |  | BACS set up June | 108 - Computer Supplies |  | Bates Office Supplies | Ink cartridges |  | 212.40 |  |
|  | 80 |  | BACS set up June | 17 - Grass Cutting |  | J D Bell | Grass cutting in the cemetery |  | 280.00 |  |
|  | 81 |  | BACS set up June | 20 - Litter collection and Litter bins |  | J D Bell | Litter collection |  | 60.00 |  |
|  | 82 |  | BACS set up June | 26 - Cutting Cemetery extension |  | J D Bell | Grass cutting in Cemetery Extension |  | 60.00 |  |
|  | 83 |  | BACS set up June | 154 - Strimming Graves (inside) |  | J D Bell | Strimming Graves |  | 50.00 |  |
|  | 84 |  | BACS set up June | 27 - Grass Cutting |  | J D Bell | Grass cutting Cenotaph |  | 70.00 |  |
|  | 85 |  | BACS set up June | 29 - Grass cutting |  | J D Bell | Grass cutting in the Playing Field |  | 240.00 |  |
|  | 86 |  | BACS set up June | 31 - Raking existing bark |  | J D Bell | Rake existing bark |  | 60.00 |  |
|  | 87 |  | BACS set up June | 32 - Litter Collections / Dustbins |  | J D Bell | Litter collection |  | 120.00 |  |
|  | 88 |  | BACS set up June | 34 - Weeding barked area o/s Pavillion & Scout Hut |  | J D Bell | Weeding barked area |  | 30.00 |  |
|  | 89 |  | BACS set up June | 41 - Emptying dog bin in Millennium Ave |  | J D Bell | Emptying Dog waste bin MM |  | 60.00 |  |
|  | 90 |  | BACS set up June | 149 - Cut grass/tide area front of MM gate |  | J D Bell | Cutting grass by Millennium Meadow gate |  | 30.00 |  |
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|  |  |  |  |  |  |  |  |  |  |  |  |  |  | **TOTAL** |  |  | **5,051.04** |  |

**RECEIPTS LIST 5 TO 5**

**Voucher Code Name Description Amount**

5 9- Bank Interest TSB Bank Interest £16.20

 Total £16.20

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

1. **4802. TO RECEIVE ANY FINANCIAL STATEMENTS YEAR TO DATE**

|  |  |  |
| --- | --- | --- |
| Forecast 2021/2022 |  |  |
| As at 31st May 2021 |  |  |
| Opening Balance 1st April 2021 |  £ 48,951.15  |  |
| Precept 2021/22 received to 30th April 2021 |  £ 22,535.00  |  |
| Other Income (Burials, Loss of Income Grant, Bank Interest and Reimbursement of Community Agent Expenses |  £ 559.24  |  |
| Community Chest Grant (Solar Panels) |  £ -  |  |
| Community Agent Contracted Salary received 1st April to 30th April 2021 |  £ -  |  |
| **Income Total** |  **£ 72,045.39**  | **See bank reconciliation 31st May 2021** |
|  |  |  |
| **Expenditure to date 31st May 2021** |  £ 11,297.07  | **See bank reconciliation 31st May 2021** |
| **Balance to date 31st May 2021** | £ 60,748.32  | **See bank reconciliation 31st May 2021** |
| **Remaining Precept due in July and December** |  £ 45,070.00  |  |
| **Forecasted expenditure between 1st June 2021 and 31st March 2022** |  £ 56,308.00  |  |
|  |  |  |
| **Please Note: The following figures need to be factored in** |  |  |
| Reserve Figure |  £ 13,494.00  |  |
| Community Agents Contract Salary  |  £ -  |  |
| Earmarked expenditure -i.e. Strategic Projects Fund, Community Chest Grant, Parade Grant, Final payment re toilet |  £ 31,930.00  |  |
| **Ringfenced Total** |  **£ 45,424.00**  | **See Earmarked and Reserve Report** |
| **Remaining funds** |  **£ 4,086.32**  |  |

**Resolution: Approval of the Financial Statement proposed by Cllr Hellingman and seconded by Cllr Whittaker– all in favour**

Request for Financial Check to be carried out in July (first quarter)

**Action: Cllrs Copeman and Kellaway to carry out Financial Check with the Clerk.**

1. **4803. TO SET ANY DATES FOR MEETINGS**
* Set up a working party to review Financial Regulations - Cllr Copeman and Kellaway
* Set up a working party to review Internal Controls

Cllr Herbert

* Set up a working party to review Expenses Policy
1. **4804. ITEMS FOR INCLUSION IN THE NEXT AGENDA AND CONFIRMATION OF DATE (13th JULY 2021) – TO BE HELD REMOTELY**

The Chair closed the meeting at 20.27hrs.