

OVERTON COMMUNITY COUNCIL MINUTES OF ANNUAL GENERAL MEETING 11 May 2021

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

County Councillor McCusker
Clerk

1. 4759. ELECTION OF CHAIRMAN OF THE COUNCIL

Cllr Walker proposed Cllr Ashton, seconded by Cllr Kellaway

Resolution: All in favour

The Chair thanked Cllr Copeman for Chairing over the past two years.

2. 4760. TO RECEIVE CHAIRMAN DECLARATION OF ACCEPTANCE OF OFFICE – to be signed prior to June Full Council Meeting.

3. 4761. ELECTION OF VICE-CHAIRMAN OF THE COUNCIL – No Vice Chair was elected.

4. 4762. TO DISCLOSE PERSONAL AND PECUNIARY INTERESTS IN ITEMS OF BUSINESS TO BE DISCUSSED AT THE MEETING – none disclosed

5. 4763. TO RECEIVE ANY QUESTIONS OR COMMENTS FROM THE PUBLIC ATTENDING THE MEETING

John Buttress thanked members for the opportunity to discuss his planning application P/2021/0156. Mr Buttress expanded on some of the information in his application and addressed the comments made by the OCC Planning Committee. Cllr Pugh (Chair of the Planning Committee) recapped on the submission made by the Committee.

The Chair requested the Clerk contact the Planning Officer to ask if additional comments could be added to those already submitted. Cllr Kellaway and Walker asked if they could visit the site. Mr Buttress agreed with the request.

Action: Clerk to contact Simon Greenland.

Mr Buttress left the meeting

6. 4764. TO APPOINT A SCHOOL GOVERNOR

Cllr Ashton was reappointed as the School Governor.

7. 4765. TO APPOINT COMMITTEES AND WORKING PARTIES

- Planning Committee (6)
- Cemetery Committee (4)
- Playingfield Committee (5)
- Website Committee (3)
- Strategic Planning Committee (4)
- Amenities Committee (5)
- Finance Committee (4)
- Fete working party (4)
- Bike Track working party (3)

Membership reviewed.

8. 4766. TO APPOINT REPRESENTATIVES TO OUTSIDE BODIES

- Overton United Charities (1)
- Overton Twinning Association (2)
- One Voice Wales (2)
- Wrexham Town and Community Forum (2 on rotation)

Membership reviewed.

9. 4767. REVIEW OF THE TERMS OF REFERENCES FOR COMMITTEES

Resolution: Members reviewed the terms of references.

10. 4768. ADOPT PREVIOUSLY REVIEWED STANDING ORDERS

Resolution: Members adopted Standing Orders.

11. 4769. REVIEW AND ADOPT FINANCIAL REGULATIONS.

Resolution: Members reviewed and adopted Financial Regulations

12. 4570. REVIEW OF INVENTORY OF LAND AND ASSETS INCLUDING BUILDINGS AND OFFICE EQUIPMENT.

Resolution: Members reviewed inventory of land and assets, including building and office equipment.

13. 4771. REVIEW AND CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS.

Resolution: Members reviewed and confirmed the arrangements for insurance cover.

Clerk waiting to hear from insurance broker as to whether the cemetery should be included as an asset.

14. 4772. REVIEW AND ADOPT THE COUNCIL'S COMPLAINTS PROCEDURE AND LOCAL RESOLUTION PROTOCOL.

Resolution: Members reviewed and adopted the Council's complaints procedure and local resolution protocol.

15. 4773. ADOPT INVESTMENT STRATEGY

Resolution: Members adopted the investment strategy

16. 4774. ADOPT FINANCIAL RESERVE POLICY – Deferred to June Meeting

17. 4775. TO ACCEPT APOLOGIES FOR ABSENCE

Apologies received: Cllr Roberts

18. 4776. TO CONSIDER ANY POLICE MATTERS

- Anti-Social behaviour – 3
- Burglary – 2
- Criminal damage and arson – 1
- All other – 2

Action: The Clerk will contact NWP to ascertain why PCSOs are no longer attending meetings and members only have the website to look up the crime statistics. The Police and Crime Commissioner will also be contacted about this issue.

19. 4777. COUNTY COUNCIL MATTERS – REPORT EMAILED TO MEMBERS PRIOR TO THE MEETING

For County Cllr McCusker to update members on:

- Dropped kerb by Catholic Church Litter – **this may be addressed when WCBC review the condition of the pavements in Overton**
- Water running down Wrexham Road (from midway downhill) – **utilities looking into issue with WCBC.**
- Litter – recycling lorries (WCBC) – items still coming out of side hatches – **ongoing**
- Willow Street – Cllr Lynch asked County Cllr McCusker to look into penalty clauses, as the decisions/necessary work should not be taking this long – **no penalty will be issued as a start and finish date had not been set by WCBC.**

Update: - Currently nine vehicles on site from Welsh Water and associated contractors, one being a marine pipework specialist. They are trying to line the hole without the need for excavation. There are roughly 34 metres of liner required. The first 15 and the last 15 should not be a problem, it is the 4 metres in the middle that they are having issues with. A four wheeled robotic buggy is down the hole, with a scraper arm, clearing the debris. They don't know the extent of the collapse yet, so if the pipe can be cleaned out and lined, contractors will be able to repair the road over the next few days.

- Bike Track update –

WCBC, Matthew Phillips, acting Conservation Officer, has no issues or concerns at this stage. If the bike track is fairly minimal by way of form/depths, similar to the current layout, he does not perceive planning to be necessary.

WCBC Arborologist, Jon Brewin can't see any major problems with the proposed distance from the line of trees to where the 'new' track will be.

Discussed with landowner and he is happy at this stage. He has requested that the centre of the MM, in the area closest to the Wrexham Road end, is kept clear as the old tarmac road is beneath the grass and there may be times when access is needed from the road.

A detailed "plan / drawing" is being drawn up to show layout and position of the proposed track. This will be shared with all interested parties. And confirmation as to who is covering the insurance of the track will need to be identified and recorded.

- Parkside – resident contacted OCC as they were concerned that no update had been given about the grassed area in the centre of the area. Cllr McCusker contacted the resident and reassured them, that a feasibility study was being carried out, after which, plans and designs would be made available in a full public consultation etc.
- Cloy Lane – potholes to be filled along this lane and also leveled with a roller. **Cllr Pugh reminded Cllr McCusker that the potholes in Lightwood Green also need to be addressed.**

To be raised with Cllr McCusker

- Resident has requested an 'H' bar at the side entrance to the Cemetery (resident thanked OCC for temporarily levelling the area around the side gate, but asked if a more permanent and safe surfaced, i.e. concreted or tarmac could be laid to enable safe wheelchair and walking frame use).

Action: The Clerk will contact WCBC to ask whether an 'H' bar can be installed. How to address the issue of the access will need to be considered.

- Resident has requested the pavements in the High Street, School Lane and St Mary's are resurfaced – **Cllr McCusker advised that a review of some of the main pavements is due to be carried out in the near future.**
- Cllr Pugh raised her concerns about drivers parking on double yellow lines or obstructing raised kerbs – this will be followed up by Cllr McCusker.

Cllr McCusker left the meeting.

20. 4778. TO NOTE ACTIONS COMPLETED FROM THE MINUTES FROM THE PREVIOUS MEETINGS

For information only

Correspondence written to the Penley Rainbow Centre regarding the hourly rate increase.

21. 4779. TO AGREE AND SIGN MINUTES OF THE PREVIOUS FULL COUNCIL MEETING HELD ON 13TH APRIL 2021 AND EXTRA ORDINARY FULL COUNCIL MEETING 22ND APRIL 2021

Resolved – that the minutes of the previous council meeting held on 13th April 2021 and extra ordinary full council meeting 22nd April 2021 were approved by members

22. 4780. TO AGREE AND SIGN MINUTES OF PREVIOUS COMMITTEE MEETINGS AND DISCUSS AND APPROVE ACTIONS RAISED

- Amenities Committee Meeting – 17th April
- Playingfield Meeting – 25th April
- Cemetery Meeting – 25th April

Resolved – that the minutes of the above mentioned committee meetings were approved by members.

Matters Arising – Amenities Committee Meeting

- Football Pavilion – Interior lighting is poor and needs updating
Exterior requires painting on the outside
Action: Cllr Lynch will obtain quotes for this work
- Wooden plaque on the front of the Football Pavilion requires attention.
Action: Cllr Hellingman will look at repairing this plaque
- Garage needs to be cleared of old/broken items
- Dugout needs to be repaired
Action: Clerk to contact the Football Club to request the items are cleared and to repair dugout.
- Car park toilet - the men's toilet ceiling needs redecorating
Action: Cllr Lynch will include the ceiling when obtaining a quote for the Pavilion
- Toilet roll holder is required in the disabled toilet.
Action: Clerk will source a suitable toilet roll holder.

Matters Arising – Playingfield Committee Meeting

The pole fence at the entrance to the football pitch needs to be made more secure.

Action: Clerk to contact Wildbanks Conservation to see if they have any ideas as to how this can be done.

Matters Arising – Cemetery Committee Meeting

Painting of the old Garden of Remembrance posts, rails and shuttering.

Shed door and front requires some maintenance work and repainting

Action: Cllr Kellaway and Walker will carry out this work.

23. 4781. TO RECEIVE FEEDBACK FROM CLLRS RE: CONSULTATIONS / DRAFT DOCUMENTS/ MEETINGS RAISED AT LAST MEETING

Bike Track Working Party – This item was also discussed under section Agenda Item 19. 4777.

Action: Cllr Walker will contact the Working Party to arrange when the existing track can be levelled. He will also follow up on the drawing being produced.

24. 4782. TO RECEIVE REPORTS / ISSUES FROM

- a) Election correspondence – members noted that under the updated Government and Elections (Wales) Act 2021 'as soon as reasonably practicable after a meeting of a community council, and in any event before the end of seven working days beginning with the day on which the meeting is held, the council must publish electronically a note setting out names of members who attended, any apologies, declarations of interest, any decision taken at the meeting including the outcome of any votes'.

b) Fete 'Lite' event – Cllr Copeman

Members discussed and agreed on the following:

Resolution:

Stalls

- £5 per stall (as suggested minimum - proceeds to NHS Charities)
- Timing 10.00 - 1.00 pm
- Map to be created for stall holders to choose spots. Must obviously be safe and not obstructing highway etc
- Stall holders to provide own tables (unless impossible then we could perhaps ask VH if they could lend a trestle table or two)
- Risk assessments to be carried out - OCC reps to collect risk assessment forms (which will need to be sent to the stall holders in advance to complete)

Community picnic

- No charge to enter
- Any costs to be borne by OCC from the loss of income grant secured from last year
- Timing 1pm to 4pm
- No objection to having on day raffle if we want one - proceeds to NHS charities
- First aid must be on hand
- to be decided nearer the time if entertainment is needed

Volunteers on the day: Cllrs Hellingman, Herbert and Lynch (and the Clerk)

c) Litter Campaign signs – Cllrs Ashton, Copeman and Kellaway will arrange for these to go up shortly.

d) Friends of Overton CC – Cllr Copeman advised members that this is in the process of being organised.

e) Members to discuss meeting '*in person*' for future meetings (with remote access available).

Resolution: Members agreed the first '*in person*' meeting would take place in September 2021

f) Public Toilet Caretaker – off work until at least 31st May 2021 (cover has been arranged).

25. 4783. TO RECEIVE PLANNING APPLICATION

P/2021/0156 – Erection of Two Small Shepherd Huts (One in Retrospect) – LL13 0LF
P/2021/0175 – Erection of new building for storage purposed – Bryn y Pys Home Farm

For information only

P/2020/0784 REFUSED Land rear of Skeabost
P/2021/0088 Kolton Farm GRANTED
P/2021/0102 A E Evans discharge of conditions GRANTED

Planning Applications – there is a need to ensure members respond to applications as they are time sensitive

Resolution: It was agreed by Members that a WhatsApp/Text message would be sent out to members of the Planning Committee to advise them that a planning application had been received and to arrange a date for the meeting. Members would have time to research the applications and any policies necessary.

26. 4784. TO RECEIVE ANY CORRESPONDENCE – none received.

27. 4785. TO RECEIVE AND APPROVAL DETAILS OF INCOME AND PAYMENT OF ACCOUNTS

Overton Community Council Payments 1 - 47

Voucher	Status	Code	Name	Description	Amount
1	PAID	56 - Hire of sanitary unit at both Public Toilet sites	Supreme Hygiene	Sanitary unit for the public toilets	£ 556.61
2	PAID	92 - Grant - Overton Oracle	Overton Oracle	Annual Grant	£ 300.00
3	PAID	91 - Grant - Overton Playcentre	Overton Playcentre	Annual Grant	£ 350.00
4	PAID	50 - Mowing Millennium Meadow <i>1st Cut of the MM</i>	Andrew Jones	Cutting Millennium meadow	£ 170.00
5	PAID	18 - Hedges and trees <i>March invoice</i>	J D Bell	Hedge cutting	£ 245.00
6	PAID	19 - Laurel hedge cut <i>March invoice</i>	J D Bell	Cutting laurel hedge	£ 160.00
7	PAID	20 - Litter collection and Litter bins <i>March invoice</i>	J D Bell	Litter collecting	£ 75.00

8	PAID	137 - Misc. items purchased for the Cemetery <i>March invoice</i>	J D Bell	Path shuttering repaired	£ 30.00
9	PAID	30 - Hedges and trees cutting <i>March invoice</i>	J D Bell	Hedge cutting	£ 227.50
10	PAID	31 - Raking existing bark <i>March invoice</i>	J D Bell	Rake existing bark	£ 75.00
11	PAID	32 - Litter Collections / Dustbins <i>March invoice</i>	J D Bell	Litter collecting	£ 120.00
12	PAID	34 - Weeding barked area o/s Pavillion & Scout Hut <i>March invoice</i>	J D Bell	Weeding barked area	£ 30.00
13	PAID	41 - Emptying dog bin in Millennium Ave <i>March invoice</i>	J D Bell	Emptying Dog waste bin MM	£ 60.00
14	DELETED	41 - Emptying dog bin in Millennium Ave <i>Duplicated line - see Scribe 13</i>	J D Bell	Emptying Dog waste bin MM	£ -
15	SET UP TO PAY IN MAY	127 - Hosted email account	Visionict	Hosted email accounts	£ 259.20
16	PAID	101 - Community Agents expenses	Penley Rainbow Centre	Community Agents Feb expenses	£ 150.30
17	PAID	101 - Community Agents expenses	Penley Rainbow Centre	Community Agents March expenses	£ 276.75
18	PAID	168 - Scribe Cemetery Software	Scribe (Starboard Ltd)	Scribe Cemetery Software	£ 531.60
19	D/D	64 - Rates Non dom for garage store	WCBC	Non Dom Rates - Pavillion Garage	£ 54.60
20	D/D	62 - Rates Non dom Cemetery	WCBC	Non Dom Rates - Cemetery	£ 57.88
21	D/D	63 - Non Dom Rates at car park Public Toilets	WCBC	Non Dom Rates - Public Conveniences	£ 82.50
22	D/D	40 - WCBC refuse collection charge for bin	WCBC	Weekly collection of dustbin at Playing field	£ 54.87
23	PAID	135 - One off purchases <i>Easter Bunny Competition - winners received gift vouchers for the Corner Shop</i>	Cain Rowlands - Corner Shop	Easter Bunny Gift vouchers	£ 180.00
24	BACS SET UP TO PAY 12TH MAY	17 - Grass Cutting	J D Bell	Cutting cemetery grass	£ 420.00
25	BACS SET UP TO PAY 12TH MAY	20 - Litter collection and Litter bins	J D Bell	Litter collection	£ 75.00
26	BACS SET UP TO PAY 12TH MAY	26 - Cutting Cemetery extension	J D Bell	Grass cutting in Cemetery Extension	£ 90.00
27	BACS SET UP TO PAY 12TH MAY	154 - Strimming Graves (inside)	J D Bell	Strimming Graves	£ 75.00
28	BACS SET UP TO PAY 12TH MAY	152 - Ad Hoc Tasks	J D Bell	Repair shuttering	£ 30.00
29	BACS SET UP TO PAY 12TH MAY	27 - Grass Cutting	J D Bell	Grass cutting in the Cenotaph	£ 70.00

30	BACS SET UP TO PAY 12TH MAY	29 - Grass cutting	J D Bell	Grass cutting in the Playing Field	£ 240.00
31	BACS SET UP TO PAY 12TH MAY	31 - Raking existing bark	J D Bell	Rake existing bark	£ 75.00
32	BACS SET UP TO PAY 12TH MAY	32 - Litter Collections / Dustbins	J D Bell	Litter collection	£ 120.00
33	BACS SET UP TO PAY 12TH MAY	34 - Weeding barked area o/s Pavillion & Scout Hut	J D Bell	Weeding barked area	£ 30.00
34	BACS SET UP TO PAY 12TH MAY	41 - Emptying dog bin in Millennium Ave	J D Bell	Emptying Dog waste bin MM	£ 60.00
35	BACS SET UP TO PAY 12TH MAY	149 - Cut grass/tide area front of MM gate	J D Bell	Cutting grass by Millennium Meadow gate	£ 60.00
36	PAID	11 - Public Toilet Caretakers wages	AVOW	Caretaker's wages (April)	£ 454.41
37	PAID	10 - Clerk's wages	AVOW	Clerk's wages (April)	£ 1,207.14
38	PAID	13 - Employers National Insurance payments	AVOW	Employee NI Payments	£ 64.88
39	PAID	14 - AVOW Payroll charges	AVOW	Payroll charge	£ 22.00
40	PAID	135 - One off purchases	Excel Signs	Litter and dog poop bag signs	£ 181.20
41	PAID	135 - One off purchases	DoughNationStation	Easter Bunny Competition pizzas	£ 56.00
42	D/D	61 - Water bill at cemetery	Hafren Dyfrdwy	Water bill - Cemetery	£ 3.49
43	D/D	67 - Work Mobile	Katrina Chalk	Mobile phone & monthly pay as you go set	£ 7.50
44	D/D	164 - Zoom Meetings	Zoom Video Communications	Zoom Meetings 19th April to 18th May 2021	£ 14.39
45	D/D	54 - Electricity at Car Park Public Toilets	British Gas SP Energy	Public Toilet Electricity Charges	£ 27.62
46	D/D	102 -Water bill at public toilets	Hafren Dyfrdwy	Public Toilets car park - water	£ 35.58
47	TBP	48 - Tree felling/Maintenance	All Things Trees	Removal of dangerous hanging branches	£ 300.00
Total					£ 7,766.02

Overton Community Council

RECEIPTS LIST 1 TO 4

Voucher	Code	Name	Description		Amount
1	1 - Precept	WCBC	1st Precept installment	£	22,535.00
2	101 - Community Agents expenses	WCBC	Community Agents Feb and March	£	430.65
			<i>February and March payments made to Community Agents - Not submitted until April 2021 - Payments Scribe 16 and 17</i>		
3	9 - Bank interest	TSB	Bank interest	£	12.39
4	3 - Cemetery - burials & headstones	G Jones	Reservation of Plot C122	£	100.00
			TOTAL	£	23,078.04

Resolution: Approval of income and expenditure report and recurring payment sheet: proposed by Cllr Copeman, seconded by Cllr Kellaway – all in favour.

28. **4786. TO RECEIVE ANY FINANCIAL STATEMENTS YEAR TO DATE INCLUDING** – including financial forecast

Members noted the financial statement and financial forecast to date.

29. **4787. TO AGREE ANY MEETING DATES**

Set up a working party to review Microshade's contract (Citrix) – Cllr Copeman and the Clerk.

30. **4788. TO RECEIVE ANY AGENDA ITEMS FOR THE FULL COUNCIL MEETING AND CONFIRM DATE (8TH JUNE 2021).**

The Chair closed the meeting at 21.45hrs.