

**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

2. 4790. TO DISCLOSE PERSONAL AND PECUNIARY INTERESTS IN ITEMS OF BUSINESS TO BE DISCUSSED AT THE MEETING – none disclosed.

3. 4791. COMMENTS & QUERIES FROM MEMBERS OF THE PUBLIC ATTENDING - no members of the public present

4. 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

5. 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.

6. 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

7. 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.

8. 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.

9. 4797. TO RECEIVE FEEDBACK FROM CLLRS RE: CONSULTATIONS AND MEETINGS ATTENDED SINCE THE LAST COUNCIL MEETING – none attended

10. 4798. TO RECEIVE REPORTS / ISSUES FROM

- a) 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
 - b) 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).
 - c) Updated Asset Register – cemetery area added as asset – value of £1
Resolution: Approved by Members
 - d) 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.
 - e) 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
Replace rotten soffit work undertaken
Materials and labour
- } £475.84

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

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

Action: Clerk waiting to hear from contractor.

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

Resolution: Members agreed to waiver the May rent.

h) 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)

a. 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)

b. 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

c. 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

d. 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.

i) Playground Inspection – May and June – Cllrs Ashton and Walker

Action: Deferred to July meeting

j) **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.

11. 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.

12. 4800. TO RECEIVE ANY PLANNING APPLICATIONS

For information only:

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

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

13. 4801. TO RECEIVE DETAILS OF INCOME AND PAYMENT OF ACCOUNTS

PAYMENTS LIST 48 TO 90 Excluding 60

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 <i>New defib pads</i>	London Hearts	New defib pads	49.59
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
<p><i>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.</i></p>					
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
<i>Toilet Roll Dispenser for the accessible toilet at the car park toilet</i>					
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	<u>30.00</u>
TOTAL					5,051.04

RECEIPTS LIST 5 TO 5

Voucher	Code	Name	Description	Amount
5	9- Bank Interest	TSB	Bank Interest	<u>£16.20</u>
			Total	£16.20

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

14. 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.

15. **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
 - Set up a working party to review Expenses Policy
- } Cllr Herbert

16. **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.