

**OVERTON COMMUNITY COUNCIL
MINUTES OF FULL COUNCIL MEETING
14th SEPTEMBER 2021 (at 18.50hrs)
held in person and remotely**

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

PCSO Sawyer

County Councillor McCusker
Clerk

1. 4821. APOLOGIES FOR ABSENCE

Apologies received

Cllr Hellingman
Cllr Kellaway

2. 4822. TO DISCLOSE PERSONAL AND PECUNIARY INTERESTS IN ITEMS OF BUSINESS TO BE DISCUSSED AT THE MEETING - None disclosed

3. 4823. COMMENTS & QUERIES FROM MEMBERS OF THE PUBLIC ATTENDING - no members of the public present

4. 4824. TO CONSIDER ANY POLICE MATTERS <https://www.police.uk/pu/your-area/north-wales-police/overton/>

Crime Map

3 Violence and Sexual Offences
1 Public Order

The area report was noted by Members.

PCSO Sawyer advised the meeting about recent traffic monitoring/assessment on Salop Road. 100 vehicles entering Overton were recorded, two vehicles were speeding (35mph). The two drivers were warned. Colleague has reported vehicles are not slowing when coming into the village on Salop Road. As a result, more speed checks will be conducted (positioned on Springfield Park) rather than Station road/Salop road junction. Go Safe van will be asked to visit the area.

5. 4825. COUNTY COUNCIL MATTERS AND HIGHWAYS MATTERS

For County Cllr McCusker to update members on:

1. Bike Track – the next stage of the project is to have a detailed plan of the track.
2. Highways matters: Cllr McCusker advised members:
 - Potholes along Salop Road will be filled – no date given
 - The road surface on Salop Road on the bend by The Berwyns will be resurfaced, but this has not been added to the plan to date.
 - Hedgerow and pavement along Salop Road will be trimmed and removed accordingly.
 - The size a pothole needs to be, before it must be filled, has been reduced to 50mm (depth).

Highways matters to be reported by Cllr McCusker

The following items will be addressed and reported back to Full Council

The pavement along Wrexham Road – travelling towards Wrexham, down the hill, is very overgrown. This whole section needs to be cleared by WCBC.

Planned work on A483

Representation will be made on behalf of Overton Community Council regarding the planned work on the A483. Members are concerned about the knock on effect when/if the A483 is closed for repair, as traffic would be diverted off this main road, through Overton. Clarification was required as to how any traffic jams in Overton would be dealt with; emergency vehicles would need to be able to get to or through Overton, if required and the aforementioned, planned work on Salop Road, would not be carried when the A483 may be closed as this would place additional pressure on traffic coming through Overton.

3. Planning Enforcement – Cllr McCusker will follow up the enforcement notice with WCBC Planning (regarding property on Willow Street) and report back to Members.

6. 4826. TO AGREE AND SIGN MINUTES OF THE FULL COUNCIL MEETING 13TH JULY 2021

RESOLVED – That the Minutes of the previous council meeting held on 13th July 2021 were approved by members

7. 4827. TO AGREE AND SIGN MINUTES FROM COMMITTEE MEETINGS

Planning Committee Meeting 11th August 2021

Planning Committee Meeting 23rd August

Strategic Planning Committee Meeting – 24th August 2021

Resolved – that the Minutes of Committee Meetings held were approved by members

8. 4828. TO NOTE ACTIONS FROM THE MINUTES OF PREVIOUS MEETING.

For information only

Planning Committee Meetings

No objections raised against:

P/2021/0730

P/2021/0731 (Listed Building Consent)

P/2021/0748

P/2021/0785

Strategic Planning Meeting

Village Forum dates:

Tuesday 2nd November 2021 (cancelled due to Public Consultation on 19th October) and Tuesday 1st March 2022

9. **4829. TO RECEIVE FEEDBACK FROM CLLRS RE: CONSULTATIONS AND MEETINGS ATTENDED SINCE THE LAST COUNCIL MEETING** none raised.
10. **4830. TO RECEIVE REPORTS / ISSUES FROM**
- a) Members to discuss 'The Queen's Green Canopy' – queensgreencanopy.org
- Action: Clerk to contact Woodland Trust to enquire what species of tree would grow best in the war memorial area; if this area is not suitable, an additional tree in the Millennium Meadow may be an option. St Mary's Church is considering whether to apply for a sapling.**
- b) Members advised of May Bank Holiday 2022 adjustment - Her Majesty The Queen's Platinum Jubilee - The May Bank Holiday weekend (2022) will be moved to Thursday 2 June and an additional Bank Holiday on Friday 3 June to celebrate this historic milestone
- Members to discuss: The Queen's Platinum Jubilee Beacons - 2nd June 2022 – members felt the Platinum Jubilee Beacons would be an excellent community event.
- Action: Clerk to contact landowner whose field was used at the last beacon event, to ascertain whether he would agree to the field being used again. 1st Overton Scouts would be approached to see if they wished to become involved in organising the beacon.**
- c) Local Welsh government and Elections (Wales) Act 2021 – section 52 – requires local councils to prepare and publish an annual report about the council's priorities, activities and achievements during the preceding financial year. The first report will take effect from April 2022 and must relate to the financial year April 2021 to March 2022. The content of the report must be determined by the council (it cannot be delegated to a committee)
- Action: Clerk to forward to members a draft of this report. It should be published in April 2022**
- d) Approval and adoption of Financial Regulations – Cllrs Copeman and Kellaway
- Recommendations from working party:
- Members to consider use of a Debit Card under section 6.20 of the Financial Regulations
1. *6.20 Any Debit Card issued for use will be specifically restricted to the Clerk [and the RFO] and will also be restricted to a single transaction maximum value of [£500] unless authorised by Council or finance committee in writing before any order is placed.*
- Resolution: Members approved using a Debit Card. The Clerk stressed the need for regular monitoring and spending on the card, to show a clear audit trail and the internal controls in place. An application will be made to TSB.**
- e) Financial Check carried out by Cllr Kellaway with the Clerk – No issues raised, other than a 2p underpayment - **noted by members**
- f) Update on applications for Clerk to OCC
- Members to ratify the draft Contract
- Action: Draft contract to be updated**
- Members to discuss and agree if working from home would be an option (members would need to consider storage for the filing cabinets (printer); historical records; Keep Wales Tidy Hub
- Resolution: Members voted in favour of flexible working with agreed workings days/hours when the Clerk will be in the office available to speak to members of the public, service providers and councillors.**

Members discussed the following, which relates to the current Clerk:

- Outstanding holidays to be paid
- Period of notice, 4 months, finishing on the 30th of November 2021.
- Clerk's offer to work alongside the new Clerk for 3 days for the precept and year end after her finish date

Resolution: Members voted in favour of the three points above.

- g) Approval for painting work at the Pavilion and main public toilets (retrospective: approved by Chair of OCC and Chair of the Amenities Committee)
- John Davies - £880 Painting exterior of the Football Pavilion and painting the ceiling in the main public toilet (mens)
 - iPaint Solutions – £820.00 Painting exterior of the Football Pavilion
 - iPaint Solution – £380.00 Painting the ceiling of main public toilet (mens)

Action: Clerk to contact John Davies and request the garage door is painted.

Resolution: Members noted and approved the quote given by John Davies

- h) Approval of options for the Trim Trail

Action: The options for the Trim Trail will be prepared by the Clerk and Cllr Lynch

- i) Members to discuss the main drive to cemetery and gravel path maintenance work. As the Cemetery is an existing asset, members may wish it to be overseen by the Cemetery or Amenity Committee and raise the funds for repair/improvement and maintenance through the annual precept, not as part of Strategic Planning.

This project will be undertaken by the Amenities Committee.

- j) Update on possible locations for the OCC Office – **Deferred to October**

- k) Community Fridge

Members recommendation to Full Council was; this amenity would be more successful and beneficial in other locations in Wrexham.

Action: An article in the Oracle will be prepared to 'signpost' businesses and anyone who wished to get involved, to the necessary web page.

- l) Workshop and Public Consultation

Members recommendation to Full Council – see addendum

Resolution: Members approved the following:

- Open the workshop with, a facilitated session, engaging with residents to ask them what they want within and from their village.
- Outline OCCs ideas and get feedback from residents
- Carry out the consultation, with those present, on the Trim Trail proposal.

Public Consultation will be held on Tuesday 19th October between 7pm and 9.30pm. in the Village Hall.

- m) Clarification required on section 1.4 of the Contractors Tender..... *All rubbish/litter bins require picking up/emptying daily.* The Contractor has requested Members clarify their interpretation of the wording within the tender.

Resolution: members discussed the clause and agreed that daily means 7 days a week.

Cllr Lynch offered to assist if there was a weekend when cover to empty the bins was not available. However, he stressed this would not be on a regular basis.

- n) Remembrance Day – Confirmation required that Overton CC will contact Amberon regarding road closure signs, volunteers available on the day to man either end of the road closure, British Legion will submit road closure request form to WCBC.

Cllrs Copeman, Herbert and Lynch volunteered to assist on the day. Cllr Ashton as Chair would lay a wreath.

- o) Members to consider the feasibility of organising a Winter Fayre – Members felt this was a good idea, however, it is too late to plan this event for this year. It will be revisited next year (May 2022).
- p) Members to approve work required on trees in the Millennium Meadow, timescale and costs

Resolution: Members voted in favour of the work required.

- q) Information Only

- BCUHB Stakeholders Reference Group Minutes
- Community Agents Steering Group Minutes
- Multi locations meeting – Local Government Election Act
- New grass collector - storage, insurance and ownership – the item has, at the time of publication, not been delivered. There are queries which our insurance company has put forward. We are waiting for a response from our Contractor in relation to the questions.
- Update on work on the Playground equipment:

The small bar across multi frame with slide has been replaced. The wood for the swing is not ready until November. Wood surround around the central play area needs to be repaired.

Action: Clerk to contact Eastwick to replace the surround.

Action: Clerk to contact RoSPA to enquire if play equipment inspections could be carried out in October/November. This would allow any necessary work to be carried out in the winter months when the play equipment is used less.

- Overton Twinning Accounts (required annually) - **noted**

11. 4831. TO RECEIVE ANY CORRESPONDENCE

1. Electoral Review - Decision Letter - **noted**

12. 4832. TO RECEIVE ANY PLANNING APPLICATIONS

- P/2021/0828 (Listed building consent) and 0829 – Demolition of existing outbuildings, erection of single storey rear extension, replacement of rear windows and internal works – Pharmacy House, 18 High Street, Overton, [P/2021/0829](#)
- P/2021/0862 - Storage and welfare facility for equestrian purposes - Musley Farm, Musley Lane, Overton, [P/2021/0862](#)

Resolution: Members approved both applications.

13. 4833. TO RECEIVE DETAILS OF INCOME AND PAYMENT OF ACCOUNTS

DRAFT PAYMENTS LIST 136 TO 214

Voucher	Cheque	Code	Name	Description	Amount
136	Paid	10 - Clerk's wages	AVOW	Clerk's wages July	1,207.14
137	Paid	11 - Public Toilet Caretakers wages	AVOW	Caretaker's wages (July)	376.45
138	Paid	12 - Public Toilet Caretakers holiday cover	AVOW	Caretaker's wages (July)	46.78
139	Paid	13 - Employers National Insurance payments	AVOW	Employees NI Payments (July)	64.88
140	Paid	14 - AVOW Payroll charges	AVOW	AVOW Payroll charges - monthly	30.50
141	Paid	162 - Cleaning materials for both Public Toilet sites	Booker Cash and Carry	Cleaning items for the public toilets	11.39
142	Paid	162 - Cleaning materials for both Public Toilet sites	Booker Cash and Carry	Cleaning items for the public toilets	11.39
143	Paid	162 - Cleaning materials for both Public Toilet sites	Booker Cash and Carry	Cleaning items for the public toilets	1.79
144	Paid	162 - Cleaning materials for both Public Toilet sites	Booker Cash and Carry	Cleaning items for the public toilets	11.99
145	Paid	162 - Cleaning materials for both Public Toilet sites	Booker Cash and Carry	Cleaning items for the public toilets	11.99
146	Paid	89 - Grant - Fete	Tesco	Items for fete	4.00
			<i>Anti-bacterial wipes</i>		
147	Paid	89 - Grant - Fete	Cain Rowlands - Corner Shop	Items for fete	4.00
			<i>Bin bags</i>		
148	Paid	89 - Grant - Fete	Cain Rowlands - Corner Shop	Items for fete	2.80
			<i>Bottled water</i>		
149	Paid	89 - Grant - Fete	Cain Rowlands - Corner Shop	Items for fete	2.20
			<i>Raffle ticket book</i>		

150	Paid	68 - Office Stationery/Stamps/Misc.	Post Office	Postage External Audit	3.21
			<i>Postage charge</i>		
151	Paid	147 - Electricity Playingfield Public Toilets	British Gas SP Energy Networks	Electricity used at the new public toilets	194.88
			<i>See multiple invoices in accounts folder</i>		
152	Paid	99 - Contracted salary	Penley Rainbow Centre	2nd quarter payment for Community Agents	15,000.00
153	Paid	48 - Tree felling / maintenance	All Things Trees Ltd	Reduce holly by kissing gate and prune low branches in MM	192.00
154	Paid	101 - Community Agents expenses	Penley Rainbow Centre	Community Agents June expenses	195.75
155	Paid	10 - Clerk's wages	AVOW	Underpayment of wages invoice	29.00
156	Paid	11 - Public Toilet Caretakers wages	AVOW	Additional July hours (missed off)	98.01
157	Paid	14 - AVOW Payroll charges	AVOW	AVOW Payroll charges - monthly	6.50
158	Paid	89 - Grant - Fete	St John Ambulance	First Aid cover for Fete and Community Picnic	240.00
159	Paid	17 - Grass Cutting	J D Bell	Grass cutting	280.00
160	Paid	20 - Litter collection and Litter bins	J D Bell	Litter collection	60.00
161	Paid	26 - Cutting Cemetery extension	J D Bell	Grass cutting in Cemetery Extension	60.00
162	Paid	154 - Strimming Graves (inside)	J D Bell	Strimming Graves	50.00
163	Paid	27 - Grass Cutting	J D Bell	Grass cutting Cenotaph	70.00
164	Paid	29 - Grass cutting	J D Bell	Grass cutting in the Playing Field	240.00
165	Paid	30 - Hedges and trees cutting	J D Bell	Hedge cutting	227.50
166	Paid	31 - Raking existing bark	J D Bell	Rake existing bark	60.00
167	Paid	32 - Litter Collections / Dustbins	J D Bell	Litter collection	120.00
168	Paid	34 - Weeding barked area o/s Pavillion & Scout Hut	J D Bell	Weeding barked area	30.00
169	Paid	41 - Emptying dog bin in Millennium Ave	J D Bell	Emptying Dog waste bin MM	60.00
170	Paid	149 - Cut grass/tide area front of MM gate	J D Bell	Cutting grass by Millennium Meadow gate	30.00
171	Paid	38 - Miscellaneous work	J D Bell	Cutting wildflower area	105.00
172	Paid	42 - Annual Play Equipment Inspection	Playsafety Limited	RoSPA play equipment inspections	115.80
173	Paid	54 - Electricity at Car Park Public Toilets	British Gas SP Energy Networks	Electricity bill for toilets (July)	22.35
174	Paid	54 - Electricity at Car Park Public Toilets	British Gas SP Energy Networks	Electricity bill for toilets (August)	22.33
175	Paid	52 - Misc.	Ross Evans	New fence and gate at the Playingfield	951.06
			<i>New gate and fence at the Playingfield - installed to prevent children running through open barrier</i>		
176	Paid	52 - Misc.	CPA Horticulture	Bark delivery	1,134.00
177	D/D	40 - WCBC refuse collection charge for bin	WCBC	Weekly collection of dustbin at Playing field	54.83
178	D/D	102 - Water at car park Public Toilets	Hafren Dyfrdwy	Public Toilets car park - water	11.49

179	D/D	64 - Rates Non dom for garage store	WCBC	Non Dom Rates - Pavillion Garage	51.00
180	D/D	63 - Non Dom Rates at car park Public Toilets	WCBC	Non Dom Rates - Public Conveniences	80.00
181	D/D	63 - Non Dom Rates at car park Public Toilets	WCBC	Non Domestic Rates - Playingfield Toilet	19.00
182	D/D	61 - Water bill at cemetery	Hafren Dyfrdwy	Water bill - Cemetery	2.89
183	D/D	67 - Work Mobile	Katrina Chalk	Mobile phone & monthly pay as you go set	7.50
184	D/D	164 - Zoom Meetings	Zoom Video Communications	Zoom Meetings 19th July to 18th Aug 2021	14.39
185	Paid	84 - One Voice Wales	One Voice Wales	Membership	240.00
186	Paid	10 - Clerk's wages	AVOW	Clerk's wages (August)	1,207.14
187	Paid	11 - Public Toilet Caretakers wages	AVOW	Caretaker's Wages (August)	474.46
188	Paid	13 - Employers National Insurance payments	AVOW	Employers NI (August)	64.88
189	Paid	14 - AVOW Payroll charges	AVOW	Payroll charge (August)	27.00
190	Paid	135 - One off purchases	Pound stretcher	Dog poo bags	28.66
191	Paid	171 - New path in cemetery	Matthew Chadwick	sloping concrete path into cemetery	425.00
192	Paid	101 - Community Agents expenses	Penley Rainbow Centre	Community Agents July expenses	227.80
193	D/D	40 - WCBC refuse collection charge for bin	WCBC	Weekly collection of dustbin at Playing field	54.83
194	D/D	102 - Water at car park Public Toilets	Hafren Dyfrdwy	Public Toilets car park - water	11.49
195	D/D	64 - Rates Non dom for garage store	WCBC	Non Dom Rates - Pavillion Garage	51.00
196	D/D	63 - Non Dom Rates at car park Public Toilets	WCBC	Non Dom Rates - Public Conveniences	80.00
197	D/D	63 - Non Dom Rates at car park Public Toilets	WCBC	Non Domestic Rates - Playingfield Toilet	19.00
198	D/D	61 - Water bill at cemetery	Hafren Dyfrdwy	Water bill - Cemetery	2.89
199	D/D	67 - Work Mobile	Katrina Chalk	Mobile phone & monthly pay as you go set	7.50
200	D/D	164 - Zoom Meetings	Zoom Video Communications	Zoom Meetings 19th August to 18th September 2021	14.39
201	TBP	17 - Grass Cutting	J D Bell	Grass cutting in the Cemetery	280.00
202	TBP	18 - Hedges and trees	J D Bell	Hedge cutting	245.00
203	TBP	20 - Litter collection and Litter bins	J D Bell	Litter collecting	60.00
204	TBP	26 - Cutting Cemetery extension	J D Bell	Grass in the Cemetery extension cut & litter cleared	60.00
205	TBP	154 - Strimming Graves (inside)	J D Bell	Strimming Graves	50.00
206	TBP	27 - Grass Cutting	J D Bell	Grass cutting Cenotaph	35.00
207	TBP	29 - Grass cutting	J D Bell	Grass cutting in the Playing Field	160.00
208	TBP	31 - Raking existing bark	J D Bell	Rake existing bark	60.00
209	TBP	32 - Litter Collections / Dustbins	J D Bell	Litter collecting	120.00
210	TBP	34 - Weeding barked area o/s Pavillion & Scout Hut	J D Bell	Weeding barked area	30.00

211	TBP	41 - Emptying dog bin in Millennium Ave	J D Bell	Emptying Dog waste bin MM	60.00
212	TBP	149 - Cut grass/tide area front of MM gate	J D Bell	Cutting grass by Millennium Meadow gate	30.00
213	TBP	82 - Insurance Renewal	Came & Company	Additional Insurance premium	67.50
214	TBP	46 - Playing Field rent	Bryn-y-Pys Estate	Rent for the playing field	200.00
TOTAL					26,019.33

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

14. 4834. TO RECEIVE ANY FINANCIAL STATEMENTS YEAR TO DATE

RECEIPTS LIST 12 TO 17

Voucher	Ref	Code	Name	Description	Amount
12		1 - Precept	WCBC	2nd Precept payment	22,535.00
13		3 - Cemetery - burials & headstones	Mossford Brothers	Headstone	150.00
14		3 - Cemetery - burials & headstones	Edgertons Funeral Directors	Headstone C121	150.00
15		9 - Bank interest	TSB	Bank interest	24.98
16		101 - Community Agents expenses	WCBC	Community Agents July expenses	195.75
17		9 - Bank interest	TSB	Bank interest	25.52
TOTAL					23,081.25

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

15. 4835. TO SET ANY DATES FOR MEETINGS

- Amenities Committee
- Cemetery Committee
- Playingfield Committee
- Website Committee

16. **4836. ITEMS FOR INCLUSION IN THE NEXT AGENDA AND CONFIRMATION OF DATE (12th OCTOBER 2021) - TO BE HELD IN THE PARISH ROOM with the option of remote access**

External Audit Report

The Chair closed the meeting at 21.35hrs.