

**OVERTON COMMUNITY COUNCIL
MINUTES OF FULL COUNCIL MEETING
12th OCTOBER 2021 (at 18.50hrs)
held in person and remotely**

PRESENT: Cllr Ashton (Chairman), Cllr Copeman, Cllr Hellingman, Cllr Herbert, Cllr Kellaway, Cllr Pugh and Cllr Roberts

PCSO Sawyer

County Councillor McCusker
Clerk

1. 4837. APOLOGIES FOR ABSENCE

Apologies received:

Cllr Alstead; Cllr Lynch; Cllr Walker; Cllr Whittaker

2. 4838. TO DISCLOSE PERSONAL AND PECUNIARY INTERESTS IN ITEMS OF BUSINESS TO BE DISCUSSED AT THE MEETING - None disclosed

3. 4839. COMMENTS & QUERIES FROM MEMBERS OF THE PUBLIC ATTENDING - no members of the public present

4. 4840. TO CONSIDER ANY POLICE MATTERS <https://www.police.uk/pu/your-area/north-wales-police/overton/>

PCSO Sawyer advised the meeting GO SAFE van would be returning in the next few months to monitor the speed of traffic on Salop Road.

Crime Map

1 x Anti-Social Behaviour
1 x Public Order
2 x Violence and Sexual Offences

5. 4841. 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.

As no update has been received regarding this project, it will not be added to the agenda unless additional information is received.

2. Highways matters: Cllr McCusker advised members:

Representation made on behalf of Overton CC regarding the planned work to be carried out on A483 and impact of traffic volume on Overton - North and Mid Wales Trunk Road Agent (NMWTRA) have no planned cyclic or inspection works between Halton and Gledrid until Spring 2022. We will be notified of any works prior to this. NMWTRA can supply additional mitigation signage on diversion routes for planned works to help manage displaced traffic.

Library Consultation - the consultation will be revisited at a later date.

Highways matters to be reported by Cllr McCusker

Street light on School Lane (20) has been reported on several occasions and it was scheduled to be fixed 15th September. The issue has not yet been resolved. Cllr McCusker will report it and request the repair is carried out as a matter of urgency.

Cllr Ashton advised members of another accident on the Penley Road, which involved a vehicle hitting a BT pole. This is the second recent accident in which it is thought vehicles were speeding.

Action: Cllr Ashton to contact Police to ascertain if these accidents were given incident numbers.

Planning matters

Cllr McCusker to contact the Planning Enforcement Officer, regarding the current status of a garden boundary onto Sundorne.

6. 4842. TO AGREE AND SIGN MINUTES OF THE FULL COUNCIL MEETING 14TH SEPTEMBER 2021

The Chair asked for clarification from Members on agenda item 10 f. in the minutes as it was unclear:

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.

Approved Clarification:

Primarily office based with exceptions to work from home, with the prior approval of the Chair of the Council.

RESOLVED – That the Minutes of the previous council meeting held on 14th September were approved by members

7. 4843. TO AGREE AND SIGN MINUTES FROM COMMITTEE MEETINGS

Website Committee Meeting – 27th September 2021

Planning Committee Meeting – 27th September 2021

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

8. 4844. TO NOTE ACTIONS FROM THE MINUTES OF PREVIOUS MEETING.

For information only

- Village Forum Group; Tim Rosselli and Overton Football Club invited to Public Consultation 19th October at the Village Hall.
- Draft Annual Report forwarded to Members.
- Community Fridge – article will be prepared when additional information received from organisation overseeing the installation of fridges.
- Pavilion garage door painted by John Davies – contractor
- Clarification emailed to Jonny Bell regarding emptying of bins on a daily basis.
- Approved tree maintenance schedule: Moderate work (dead wood etc) for w/c 8 November, the medium work (applying tonic to revitalise root area) will be ineffective before spring next year (will be timetabled in for end of March 2022).

9. **4845. TO RECEIVE FEEDBACK FROM CLLRS RE: CONSULTATIONS AND MEETINGS ATTENDED SINCE THE LAST COUNCIL MEETING** none raised.
10. **4846. TO RECEIVE REPORTS / ISSUES FROM**
- a) Update on External Audit Report – the audit work has been delayed due to unforeseen circumstances – notice published (on OCC website and noticeboard) to advise annual return is available prior to the conclusion of the audit.
- Members to note: no payments were made to members' year end 31st March 2021
- b) Approval and adoption of Environmental Policy, Equal Opportunities Policy and Risk Assessment
- All the above mentioned documents were approved by Members.
- c) Interviews for new Clerk
- Cllrs Ashton and Pugh updated Council on the status of the recruitment process, that to date one application had been received, with the deadline being Friday 15th October and interviews next week. Should insufficient candidates apply the application deadline would be extended, and the position readvertised.
- OWW – Paul Egan has offered to read through the Contract once it has been drafted
- d) OVHMC – rental of the Parish Room for OCC office
- Response from the Village Hall Management Committee.
- The trustees were mindful of the reasons behind the request but were unanimously unwilling to accept the proposal. The reasons behind their decision can be summarised as follows:
 - Having a small meeting room available for hire is of great advantage and provides opportunities to have two events on at the same time.
 - Losing the Parish Room would preclude other parties being able to meet convivially in a suitably sized meeting room.
 - In our experience, small meetings in the hall are not particularly appealing and are expensive to heat in the winter.
 - For the OCC to use it for the 3 days a week would be complicated as we would not agree to the room being crammed with filing cabinets, bookcases, desks, and furniture.
- e) Update The Queen's Platinum Jubilee Beacons - 2nd June 2022
- Scouts would be interested in becoming involved with the beacon and the landowner has requested clarification of date, as the landowner needs to be approached.
- Action: Clerk to clarify beacon lighting date.**
- f) RoSPA inspections – rescheduling to October/November
- There will be a charge of £240 plus vat to carry out an inspection in October/November (current charge £138.50 excluding vat).
- Resolution: Members approved new rate. This will be added to budget for 2022/2023**
- Members to note Play equipment inspection reports – May/June/July/August/September
- g) Members to discuss correspondence from WCBC regarding Non Street Lighting Equipment attached to Columns
- Action: Clerk to contact WCBC to request a survey on the two street lights used for vehicle activated signs.**

- h) Members to discuss commissioning 3 additional banners (displayed in the High Street for events and occasions), to match existing banners.

Update from the WI. It is hoped that some members of the WI will be able to create three additional banners for the High Street.

- i) The Queen's Green Canopy – Clerk contacted Woodland Trust to enquire what species of tree would be available for the Millennium Meadow (as grassed area on the war memorial doesn't have the space for additional trees) – Saplings £8.95 each

Action: The Clerk to contact Eastwick to enquire about purchasing a sapling

- j) Members to note discussion on Meetings in person or remotely – **noted by Members**
- k) Approval of payment plan between British Gas and OCC regarding Street Lighting invoice (covering 6 years of electricity usage (street lighting) - agreed 18-month plan on Direct Debit of £338 per month + ongoing monthly bills on top - (retrospective: approved by Chair of OCC, after discussion with Clerk).

Resolution: Members approved the payment plan with British Gas

- l) Information Only

➤ Code of Conduct 2016 – see addendum

11. 4847. TO RECEIVE ANY CORRESPONDENCE

- a) Our Wrexham, Our Future - <http://www.yourvoicewrexham.net/survey/1385>
- b) IRPW Consultation – no member available to respond to consultation.

12. 4848. TO RECEIVE ANY PLANNING APPLICATIONS/DECISIONS

For information only

Application for Grant of a Premises license under the Licensing Act 2003 – Overton Recreational Club.

13. 4849. TO RECEIVE DETAILS OF INCOME AND PAYMENT OF ACCOUNTS

| Voucher | Status | Code | Name | Description | | Amount |
|---------|--------|---|--------------------------------|---|---|----------|
| 215 | D/D | 54 - Electricity at Car Park Public Toilets | British Gas SP Energy Networks | Electricity charges for public toilets | £ | 26.61 |
| 216 | PAID | 50 - Mowing Millennium Meadow | Andrew Jones | 4th cut of MM | £ | 230.00 |
| 217 | D/D | 58 - Street lighting maintenance | WCBC | Quarterly Streetlight Maintenance 1/4/2021 to 30/06/2021 | £ | 261.73 |
| 218 | D/D | 59 - Street lighting repairs | WCBC | Community Street light rechargeable repairs 1/4/2021 to 30/6/2021 | £ | 55.55 |
| 219 | PAID | 10 - Clerk's wages | AVOW | Clerk's wages September | £ | 1,207.14 |
| 220 | PAID | 11 - Public Toilet Caretakers wages | AVOW | Caretaker's wages Nov | £ | 454.41 |
| 221 | PAID | 12 - Public Toilet Caretakers holiday cover | AVOW | Public Toilet Caretakers (holiday cover) Sept | £ | 93.56 |
| 222 | PAID | 13 - Employers National Insurance payments | AVOW | Employers NI September | £ | 64.88 |
| 223 | PAID | 14 - AVOW Payroll charges | AVOW | AVOW Payroll Charge September | £ | 30.50 |
| 224 | D/D | 40 - WCBC refuse collection charge for bin | WCBC | Weekly collection of dustbin at Playing field | £ | 54.83 |
| 225 | D/D | 102 - Water at car park Public Toilets | Hafren Dyfrdwy | Water bill WC | £ | 11.49 |
| 226 | D/D | 64 - Rates Non dom for garage store | WCBC | Non Dom Rates - Pavillion Garage | £ | 51.00 |
| 227 | D/D | 63 - Non Dom Rates at car park Public Toilets | WCBC | Non Dom Rates - Public Conveniences | £ | 80.00 |
| 228 | D/D | 63 - Non Dom Rates at car park Public Toilets | WCBC | Non Domestic Rates - Playingfield Toilet | £ | 19.00 |
| 229 | D/D | 61 - Water bill at cemetery | Hafren Dyfrdwy | Water bill - Cemetery | £ | 2.89 |
| 230 | D/D | 67 - Work Mobile | Katrina Chalk | Mobile phone & monthly pay as you go set | £ | 7.50 |
| 231 | D/D | 164 - Zoom Meetings | Zoom Video Communications | Zoom Meetings 19th September to 18th October 2021 | £ | 14.39 |
| 232 | PAID | 43 - Play Equipment repairs | Eastwick Garden Centre | Repairs to play equipment | £ | 125.09 |
| 233 | PAID | 55 - Maintenance work at both toilet sites | A-N-L Drainage Contractors | Drains cleared at the main toilet | £ | 150.00 |
| 234 | TBP | 70 - Accountancy Software renewal | Scribe (Starboard Ltd) | Accounts software | £ | 540.00 |
| 235 | TBP | 17 - Grass Cutting | J D Bell | Cutting cemetery grass | £ | 420.00 |
| 236 | TBP | 20 - Litter collection and Litter bins | J D Bell | Litter collecting | £ | 75.00 |

| | | | | | | |
|--------------|-----|--|--------------------------------|--|----------|-----------------|
| 237 | TBP | 26 - Cutting Cemetery extension | J D Bell | Grass in the Cemetery extension cut & litter cleared | £ | 60.00 |
| 238 | TBP | 152 - Ad Hoc Tasks | J D Bell | Weeding new G of R | £ | 15.00 |
| 239 | TBP | 29 - Grass cutting | J D Bell | Grass cutting in the Playing Field | £ | 240.00 |
| 240 | TBP | 31 - Raking existing bark | J D Bell | Rake existing bark | £ | 75.00 |
| 241 | TBP | 32 - Litter Collections / Dustbins | J D Bell | Litter collecting | £ | 120.00 |
| 242 | TBP | 34 - Weeding barked area o/s Pavillion & Scout Hut | J D Bell | Weeding barked area | £ | 30.00 |
| 243 | TBP | 41 - Emptying dog bin in Millennium Ave | J D Bell | Emptying Dog waste bin MM | £ | 60.00 |
| 244 | TBP | 29 - Grass cutting | J D Bell | Cut grass at Millennium gate | £ | 30.00 |
| 245 | TBP | 153 - Ad Hoc Tasks | J D Bell | Clearing behind Pavilion | £ | 30.00 |
| 246 | TBP | 154 - Strimming Graves (inside) | J D Bell | Strimming Graves | £ | 75.00 |
| 247 | TBP | 160 - Maintenance work on the Football Pavilion | Ross Evans | Painting pavilion exterior and mens toilet ceiling | £ | 880.00 |
| 248 | D/D | 86 - ico | ICO | Data protection renewal fee | £ | 40.00 |
| 249 | D/D | 54 - Electricity at Car Park Public Toilets | British Gas SP Energy Networks | Electricity charge for Public Toilets | £ | 28.88 |
| 250 | TBP | 90 - Donation - Poppy Appeal | Royal British Legion | Wreath for Remembrance Day | £ | <u>50.00</u> |
| TOTAL | | | | | £ | 5,709.45 |

RECEIPTS LIST

| Voucher | Code | Date | Description | Supplier | Total |
|--------------|---------------------------------|------------|---------------------------|-----------------------------|----------------|
| 20 | Bank interest | 10/09/2021 | Bank interest | TSB | 24.93 |
| 18 | Cemetery - burials & headstones | 13/09/2021 | Burial of ashes G of R 24 | Edgertons Funeral Directors | 75.00 |
| 19 | Cemetery - burials & headstones | 20/09/2021 | Re-opening B150 | Edgertons Funeral Directors | <u>150.00</u> |
| Total | | | | | £249.93 |

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

Members to note: TSB update – Debit Card can be set up, but TSB recommended OCC to wait until new Clerk has been appointed as certain details are required (or Councillor can be the named person on the card).

14. 4850. TO RECEIVE ANY FINANCIAL STATEMENTS YEAR TO DATE

Forecast 2021/2022

As at 30th September 2021

| | | | |
|---|----------|-------------------|---|
| Opening Balance 1st April 2021 | £ | 48,951.15 | |
| Precept 2021/22 received to 31st August 2021 | £ | 45,070.00 | |
| Other Income (Burials, Loss of Income Grant, Bank Interest and Reimbursement of Community Agent Expenses) | £ | 2,101.76 | |
| Community Chest Grant (Solar Panels) | £ | 2,919.91 | |
| Community Agent Contracted Salary received 1st April to 30th April 2021 | £ | <u>60,000.00</u> | |
| Income Total | £ | 159,042.82 | See bank reconciliation 31st August 2021 |

Expenditure to date 30th September 2021 £ 64,854.00 **See bank reconciliation 30th September 2021**

Balance to date 30th September 2021 £ 94,188.82 **See bank reconciliation 30th September 2021**

Remaining Precept due in December £ 22,535.00

Forecasted expenditure between 1st October 2021 and 31st March 2022 £ 33,000.00 **See note against Reserve Figure**

Please Note: The following figures need to be factored in

Reserve Figure £ 13,521.00 **Once the D/D to British Gas has been set up - reserve Figure will be reduced.**

Community Agents Contract Salary £ 30,000.00

Earmarked expenditure -i.e. Strategic Projects Fund, Community Chest Grant, Parade Grant, Final payment re toilet £ 41,035.99

Ringfenced Total £ **84,556.99** **See Reserve Report (earmarked items)**

Remaining funds -£ **833.17**

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

15. **4851. TO SET ANY DATES FOR MEETINGS**

- Cemetery Committee Meeting – to be set
- Playingfield Committee Meeting – to be set
- Set up a working party to review Standing Orders – via email – Cllrs Kellaway, Copeman and Roberts (and Clerk)
- Budget setting – Chair of Council – Cllrs Ashton and Roberts with the Clerk – Clerk to send out dates.

16. **4852. ITEMS FOR INCLUSION IN THE NEXT AGENDA AND CONFIRMATION OF DATE (9th NOVEMBER 2021) - TO BE HELD IN THE PARISH ROOM with the option of remote access**

- Fete and Beacon Working Party to be set up
- External Audit Report
- Public Consultation

The Chair closed the meeting at 20.18hrs.