

**OVERTON COMMUNITY COUNCIL  
MINUTES OF FULL COUNCIL MEETING  
9<sup>th</sup> NOVEMBER 2021 (at 18.50hrs)  
held in person and remotely**

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

David Williams – New Clerk  
Katrina Chalk – Clerk

The Chair welcomed the new Clerk, David Williams to the meeting.

**1. 4853. APOLOGIES FOR ABSENCE**

**Apologies received:**

County Councillor McCusker

**2. 4854. TO DISCLOSE PERSONAL AND PECUNIARY INTERESTS IN ITEMS OF BUSINESS TO BE DISCUSSED AT THE MEETING - None disclosed**

**3. 4855. MEMBERS TO APPROVE THE APPOINTMENT OF THE NEW CLERK AND RESPONSIBLE FINANCIAL OFFICER**

**Resolution: Members voted in favour of the appointment.**

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

**5. 4856. TO CONSIDER ANY POLICE MATTERS <https://www.police.uk/pu/your-area/north-wales-police/overton/>**

- Update on GoSafe van on Salop Road
- RTCs on A539 towards Penley – **deferred to the December Agenda**

**Crime Map**

3 x Anti-Social Behaviour  
1 x Violence and Sexual Offences

**6. 4857. COUNTY COUNCIL MATTERS AND HIGHWAYS MATTERS**

For County Cllr McCusker to update members on:

- Street Light on School Lane (20) – light has been repaired
- Current status of a garden boundary onto Sundorne – resident is going to remove the garden boundary.

Highway Matters

Footpaths

The kissing gate on the path from Argoed Lane to Bangor Road still needs to be installed.

Quite a bit of work (the installation of new kissing gates / steps) is scheduled in for the path that runs along the Dee by Asney Park Farm.

**7. 4858. TO AGREE AND SIGN MINUTES OF THE FULL COUNCIL MEETING 12<sup>TH</sup> OCTOBER 2021**

**Resolved – that the Minutes of Full Council Meeting held were approved by members**

**8. 4859. TO AGREE AND SIGN MINUTES FROM COMMITTEE MEETINGS**

- Finance Committee Meeting – 11th October 2021
- Amenities Committee Meeting – 21st October 2021

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

**9. 4860. TO NOTE ACTIONS FROM THE MINUTES OF PREVIOUS MEETING.**

**For information only**

- Clerk contacted WCBC regarding Non Street Lighting Equipment attached to Columns – primarily this relates to Christmas lights, however, WCBC have noted which two columns have vehicle activated signs on them.
- Queen's Platinum Jubilee - Eastwick to purchase a sapling, oak, pot it and have it growing for June. It would just need water in its first year.

**10.4861. TO RECEIVE FEEDBACK FROM CLLRS RE: CONSULTATIONS AND MEETINGS ATTENDED SINCE THE LAST COUNCIL MEETING**

Public Consultation and Workshop – Cllr Whittaker advised the meeting of the outcome of the workshop and consultation. Those who attended engaged well with the workshop (the outcomes of which were very similar to the one carried out with members 12 months ago).

No objections were raised about the Trim Trail. Members agreed a further consultation should take place using social media and the OCC website. This consultation would run for 14 days.

**Action: Online consultation will be run asap.**

**The landowner and the Football Club will be advised of the outcome of the consultation; the proposed site for the equipment. Any feedback will need to be received within 14 days.**

**Resolution: Members agreed not to go for funding for this project, the cost will come out of the Strategic Project budget.**

Members also discussed the installation of 3 benches in Overton.

**Resolution: Members approved the installation of three benches.**

**Action: Cllr Peter Lynch will look at the options available and submit a report to Members during the December Meeting.**

**11. 4862. TO RECEIVE REPORTS / ISSUES FROM**

- a. To consider Annual Grants request – Grants awarded at the beginning of April the following year (organisations write to the Council to confirm request/requirement).

<b>Organisation</b>	<b>Amount requested</b>
Overton Oracle	£500.00
Poppy Appeal (RBL) – this a grant OCC supports each year, no request is submitted.	£ 50.00
Overton Playcentre	£350.00
<b>Total</b>	<b>£900.00</b>

**Resolution: Members approved all the annual grants.**

- b. Community Chest Applications - Members to consider and approve applications received for Community Chest Grant - £ 2,919.91 available.  
(Grants may be made by OCC towards capital expenditure by local organisations within the area administered by the Community Council. Grants will normally be capped at £500, however applications above this amount will be considered on an individual basis).

	Organisation	Amount requested
A	Overton WI – to purchase a large screen and projector for the WI Meetings. The WI would be happy to lend the equipment to other organisations.	£150.00
B	St Mary's Primary School - Camping Hammock Hultafors Crafts Forest School Knife Budget Forest School Bowsaws Rigger Gloves for Children Forest School Secateurs Loppers Paracord Tarpaulins Tool holdalls Pond dipping kit Bug hunting kit	£443.49
C	Overton District Bowling Club – A replacement motor for spiking machine	£468.00
D	Overton Playcentre: - To purchase a storage system to store resources for easy accessibility. Two designs and prices submitted: Allstore boxes £1066.19 or Really useful boxes £791.62	£1,066.00
<b>Total</b>		<b>£2,129.49</b>

**Resolution: Members approved applications B; C and D (Allstore boxes option). They provisionally approved the application from Overton WI, however, they requested the organisation review the price for the projector and screen, as the figure submitted may not reflect the quality of the items to be purchased.**

**Action: Clerk to contact WI for additional information and quotes.**

- c. Fete and Beacon Working Party to be set up – beacon lighting date 2<sup>nd</sup> June 2022  
Cllr Copeman explained she was happy to Chair the Working Party which will organise the Fete and Beacon events during the extended Bank Holiday next year. However, it was stressed that everyone on the Council would need to be involved organising and running the event as this would be an immense undertaking. Cllrs Ashton; Hellingman; Herbert; Lynch and Walker offer to either assist during the events or in the planning of them. The Clerk would also be available.
- d. External Audit Report – deferred to December
- e. Members to approve and adopt Standing Orders  
**Resolution: Members approved and adopted the Standing Orders**
- f. Members requested to consider OCC taking over the cleaning/spraying of all pavements in Overton – Cllr Walker.  
**Action: The Clerk will write to WCBC to ascertain what the budget is for this work to be undertaken and whether WCBC would allow OCC to take on this role, if yes, would they pay OCC to do this as a service provider?**
- g. Members to consider final holiday pay for Clerk (to include 2 days at the end of the financial year to assist the new Clerk) – 11.5 days plus 2.

The Clerk will finish work on Monday 6<sup>th</sup> December, however, she will be available on the day/evening of the Full Council Meeting in December (14<sup>th</sup>)

**Resolution: Members agreed to the holiday pay and additional days.**

**h. Update on the Collector - used by the Community Growers to cut wild flower areas**

Cllr Lynch advised the meetings that he had been asked by the Community Growers to test the Collector, which had recently been received, to carry out a test drive. This would ensure the equipment was fit for purpose. Cllr Lynch was unable to assist on this occasion.

Prior to this, the Clerk had carried out some research on the 'Dung Collector', on the supplier's website, which indicated it was not ideal for grass collection. Members voiced concerns over the suitability of the Collector and requested further information once the test drive has been completed (this is due in the next couple of weeks).

**12. 4863. TO RECEIVE ANY CORRESPONDENCE**

1. Microshade VSM - Active Cyber Defence
2. Penley Rainbow Centre – to be known as The Rainbow Foundation

**13. 4864. TO RECEIVE ANY PLANNING APPLICATIONS/DECISIONS**

Withdrawn

P/2021/0931 - Solar panels at Sundorne

**14.4865. TO RECEIVE DETAILS OF INCOME AND PAYMENT OF ACCOUNTS**

**DRAFT PAYMENTS LIST 251 TO 278**

Voucher	Payment Status	Code	Name	Description	Amount
251	Paid	135 - One off purchases	Peter Lynch	Speaker, cables and booster for remote meetings	£ 145.93
252	Paid	138 - AVOW Membership	AVOW	Membership	£ 15.00
253	Paid	101 - Community Agents expenses	Penley Rainbow Centre	Community Agents Sept Expenses	£ 296.65
254	TBP	72 - Microshade - backups & Office	Microshade	Annual payment	£ 537.60
255	n/a	24 - Misc. work - Cutting wildflower area	J D Bell	Cutting wildflower area - splitting allocation	£ -
256	Paid	99 - Contracted salary	Penley Rainbow Centre	3rd quarter payment to Community Agents	£ 15,000.00
257	Paid	71 - Parish Room Hire	OVHMC	Hire of the parish room for meetings	£ 108.00
258	Paid	10 - Clerk's wages	AVOW	Clerk's October wages	£ 1,207.14
259	Paid	11 - Public Toilet Caretakers wages	AVOW	caretaker's October wages	£ 481.15
260	Paid	13 - Employers National Insurance payments	AVOW	Employee NI Payments	£ 64.88
261	Paid	14 - AVOW Payroll charges	AVOW	Payroll charge	£ 22.00
262	D/D	164 - Zoom Meetings	Zoom Video Communications	Zoom Meetings 19th October to 18th November 2021	£ 14.39
263	D/D	40 - WCBC refuse collection charge for bin	WCBC	Weekly collection of dustbin at Playing field	£ 54.83
264	D/D	102 - Water at car park Public Toilets	Hafren Dyfrdwy	Public Toilets car park - water	£ 11.49
265	D/D	64 - Rates Non dom for garage store	WCBC	Non Dom Rates - Pavillion Garage	£ 51.00
266	D/D	63 - Non Dom Rates at car park Public Toilets	WCBC	Non Dom Rates - Public Conveniences	£ 80.00
267	D/D	63 - Non Dom Rates at car park Public Toilets	WCBC	Non Domestic Rates - Playingfield Toilet	£ 19.00
268	D/D	61 - Water bill at cemetery	Hafren Dyfrdwy	Water bill - Cemetery	£ 2.89
269	D/D	67 - Work Mobile	Katrina Chalk	Mobile phone & monthly pay as you go set	£ 7.50
270	TBP	17 - Grass Cutting	J D Bell	Cutting cemetery grass	£ 280.00
271	TBP	20 - Litter collection and Litter bins	J D Bell	Litter collection	£ 60.00
272	TBP	26 - Cutting Cemetery extension	J D Bell	Cutting extension cemetery	£ 60.00
273	TBP	154 - Strimming Graves (inside)	J D Bell	Strimming Graves	£ 50.00
274	TBP	29 - Grass cutting	J D Bell	Cutting playing field	£ 160.00
275	TBP	31 - Raking existing bark	J D Bell	Rake existing bark	£ 75.00
276	TBP	32 - Litter Collections / Dustbins	J D Bell	Litter collection	£ 120.00
277	TBP	41 - Emptying dog bin in Millennium Ave	J D Bell	Emptying Dog waste bin MM	£ 60.00
278	TBP	149 - Cut grass/tide area front of MM gate	J D Bell	Cut grass at Millennium gate	£ 30.00
<b>TOTAL</b>					<b>£ 19,014.45</b>

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

**Members to note;**

- Refund received from Scribe, due to Scribe cemetery software package not being fit for purpose.
- HMRC correspondence received regarding overdue payment for PAYE and NI contributions – this has been forwarded to AVOW as OCC payroll provider.

**15. 4866. TO RECEIVE ANY FINANCIAL STATEMENTS YEAR TO DATE**

Forecast 2021/2022

As at 31st October 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	£	2,980.54	
Community Chest Grant (Solar Panels)	£	2,919.91	
Community Agent Contracted Salary received 1st April to 30th April 2021	£	<u>60,000.00</u>	
<b>Income Total</b>	<b>£</b>	<b>159,921.60</b>	<b>See bank reconciliation 31st October 2021</b>

**Expenditure to date 31st October 2021** £ 84,624.73 **See bank reconciliation 31st October 2021**

**Balance to date 31st October 2021** £ 75,296.87 **See bank reconciliation 31st October 2021**

**Remaining Precept due in December** £ 22,535.00

**Forecasted expenditure between 1st November 2021 and 31st March 2022** £ 18,433.00 **See note against Reserve Figure**

**Please Note: The following figures need to be factored in**

Reserve Figure	£	13,521.00	<b>Once the D/D to British Gas has been set up - reserve Figure will be reduced.</b>
Community Agents Contract Salary	£	15,000.00	
Earmarked expenditure -i.e. Strategic Projects Fund, Community Chest Grant, Parade Grant, Final payment re toilet	£	<u>40,729.50</u>	

**Ringfenced Total** £ 69,250.50 **See Reserve Report (earmarked items)**

**Remaining funds** £ 10,148.37

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

16. **4867. TO SET ANY DATES FOR MEETINGS**

Meetings to be arranged.

- Cemetery Committee – Please note: headstone check for block A required.
- Playingfield Committee

17. **4868. ITEMS FOR INCLUSION IN THE NEXT AGENDA AND CONFIRMATION OF DATE (14<sup>TH</sup> DECEMBER 2021) - TO BE HELD IN THE PARISH ROOM with the option of remote access**

- External Auditor Report
- Outcome of Public Consultation on the Trim Trail (via social media and website) – Cllr Copeman
- Prices and options for benches – Cllr Lynch

The Chair closed the meeting at 21.00hrs.