

**OVERTON COMMUNITY COUNCIL
MINUTES OF FULL COUNCIL MEETING
10th MAY 2022 (at 18.50hrs)
held in person and remotely**

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

1. 4856. TO RECEIVE CO-OPTION APPLICATIONS

Two applications received by Clerk for two vacancies: Phillip Alstead and Clive Hellingman

Resolution: All in favour of accepting both applicants as Community councillors

2. 4857. ELECTION OF CHAIRMAN OF THE COUNCIL

Cllr Ashton proposed by Cllr Walker seconded by Cllr Lesley Pugh

Resolution: All in favour

3. 4858. TO RECEIVE CHAIRMAN DECLARATION OF ACCEPTANCE OF OFFICE – signed by Cllr Ashton

4. 4859. ELECTION OF VICE-CHAIRMAN OF THE COUNCIL

Cllr Walker proposed by Cllr Pugh seconded by Cllr Kellaway

Resolution: All in favour

5. 4960. APOLOGIES FOR ABSENCE

Apologies received: County Cllr McCusker, Cllr Herbert

6. 4961. TO DISCLOSE PERSONAL AND PECUNIARY INTERESTS IN ITEMS OF BUSINESS TO BE DISCUSSED AT THE MEETING – none disclosed

7. 4962. TO RECEIVE ANY QUESTIONS OR COMMENTS FROM THE PUBLIC ATTENDING THE MEETING

A resident of the Community asked for the Community Councils reconsideration of a planning application submitted for Shelbrook Lane. Planning Application P/2020/0415 - Valid from 12/08/2020 Shellbrook Pastures, Knolton Bryn, Overton, Wrexham, LL13 0LF- Shed for storage and wc.

The resident explained that the land and buildings had been used for purposes not listed in the original application. Substantial photographic evidence was submitted to show the extent of car parking, access, alterations and use of the site since the application was accepted by WCBC.

Resolution: Council agreed to highlight the changes to WCBC Enforcement Officer in support of the residents claims and evidence submitted

8. 4963. TO APPOINT A SCHOOL GOVERNOR

Cllr Ashton was reappointed as the School Governor

9. 4964. TO APPOINT COMMITTEES AND WORKING PARTIES

- Planning Committee (6) - 5 members are acceptable plus the Chair, Cllr Ashton
- Cemetery Committee (4) – Confirmation Cllr Kellaway is a Member of this Committee
- Playingfield Committee (5)
- Website Committee (3)
- Strategic Planning Committee (4)
- Amenities Committee (5)
- Finance Committee (4) – Council agreed to ask Cllr Herbert to join this Committee

Membership reviewed: amendments above

The Chair of each Committee is to be confirmed at each Committee's next meeting

10.4965. TO APPOINT REPRESENTATIVES TO OUTSIDE BODIES

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

Membership reviewed, confirmed as above

11.4966. REVIEW OF THE TERMS OF REFERENCES FOR COMMITTEES

Resolution: Members reviewed the terms of references.

12.4967. ADOPT PREVIOUSLY REVIEWED STANDING ORDERS

Resolution: Members adopted Standing Orders.

13.4968. REVIEW AND ADOPT FINANCIAL REGULATIONS*

Cllr Kellaway referred to section 1.5, and was happy that Council fulfilled obligations regarding internal control.

Resolution: Members reviewed and adopted Financial Regulations

14.4969. 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.

Note: Clerk to review addition of Outdoor Gym and Play equipment and three new benches

15.4970. REVIEW AND CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS.

Note: Clerk to add Outdoor Gym and Play equipment when installed, plus three new benches

16.4971. 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.

17.4972. ADOPT INVESTMENT STRATEGY*

Resolution: Members adopted the Investment Strategy

18.4973. ADOPT FINANCIAL RESERVE POLICY*

Resolution: Members adopted the Financial Reserve Policy

* - These five policies were adopted and Clerk proposed the remaining seven policies/procedures **dates of adoption be aligned to be reviewed in good time, before the next AGM for consistency and standardisation**

Resolution: Members approved the proposal

19.4974. TO CONSIDER ANY POLICE MATTERS <https://www.police.uk/your-area/north-wales-police/overton/>

PCSO Sawyer was not present. No issues were raised by Council

20. 4975. COUNTY COUNCIL MATTERS AND HIGHWAYS MATTERS

For County Cllr McCusker to update members on:

Issues raised, no feedback thus far

Highway Matters

Issues raised, no feedback thus far

Cllr Ashton highlighted several issues as a result of recent feedback from village residents such as tidiness of the village and connectivity and communication for some people.

21.4976. TO AGREE AND SIGN MINUTES OF THE FULL COUNCIL MEETING 12TH APRIL 2022

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

22.4977. TO AGREE AND SIGN MINUTES FROM COMMITTEE MEETINGS

Resolved – that the Minutes of the Finance Committee on 26th April and the Planning Committee Meeting held on 3rd May were approved by Members.

23.4978. TO NOTE ACTIONS FROM THE MINUTES OF PREVIOUS MEETING.

For information only

- Cllr Ashton and Clerk to review pictorial “No littering” signs
- Clerk to organise Village Forum for July

24. 4979. TO RECEIVE FEEDBACK FROM CLLRS RE: CONSULTATIONS AND MEETINGS ATTENDED SINCE THE LAST COUNCIL MEETING

Nothing received

25. 4980. TO RECEIVE REPORTS / ISSUES FROM

a) Finance

- Internal audit in progress
- Community Agents funding has not been received to date
- British Gas mandate – still in progress
- Clerk to set up cost centre for Community Trust Fund

b) Cemetery

Headstone issue – Cllr Whittaker update

- There are no specific regulations or legislation
- There is a Code of Practice and Government guidance
- There is a very low risk to the public, when considering all aspects
- There is no need to write to local Funeral Services
- The usual checks must continue and common sense applied when loose masonry is detected. If an issue is apparent, the family and stonemason must be contacted first

c) Playingfields

- Propose dates for Trim Trail and Swings/Bouldering Frame installation – w/s 13th June
- Councillors to revisit provision for extra car parking and access to football pitch
Action: Councillors to review Car parking and obtain lock and signage for existing five bar gate
- Blocked Playingfield toilet due to Football pavilion water switched off. Emergency drainage was requested and drains unblocked. This has happened before
Action: Cllr Ashton to write to Football Club

d) Oracle contribution from the Council

Action: Cllr Ashton to write to report

e) Queens Platinum Jubilee (QPJ) – Cllr Copeman gave an update

- Cllr Copeman thanks Cllr Herbert for all his sterling efforts
- 26 stalls booked for the Street Market
- 37 children for Village Hall Party
- Only 7 booked for disco
- Request for any further voluntary help from the Councillors
- Beacon has arrived

Cllr Ashton thanked Cllr Copeman for all her organisation, enthusiasm and effort.

26. 4981. TO RECEIVE ANY CORRESPONDENCE

Request from a local scout, living in the village, is raising funds to attend the World Jamboree in South Korea, August 2023 representing Wales.

Approved by Council: £250 donation

27. 4982.Highway Matters

Nothing further to report

28. 4983. TO RECEIVE ANY PLANNING APPLICATIONS/DECISIONS

- P/2022/0386, P/2022/3878, P2022/0396 and P/2022/0406 – Decisions made (Planning Meeting 3rd May 2022)

29.4984. TO RECEIVE DETAILS OF INCOME AND PAYMENT OF ACCOUNTS**PAYMENTS LIST 1-28**

Voucher	Code	Bank	Description	Supplier	Total
1	Grass Cutting	Current Account	Grass cutting in the cemetery	J D Bell	£140.00
2	Hedges and trees	Current Account	Hedge cutting cemetery	J D Bell	£245.00
3	Litter collection and Litter bins	Current Account	Litter collecting	J D Bell	£75.00
4	Cutting Cemetery extension	Current Account	Grass cutting in Cemetery Extension	J D Bell	£30.00
5	Strimming Graves (inside)	Current Account	Strimming Graves	J D Bell	£25.00
6	Grass Cutting	Current Account	Grasscutting in the Cenotaph	J D Bell	£70.00
7	Grass cutting	Current Account	Grasscutting in the Playing Field	J D Bell	£80.00
8	Hedges and trees cutting	Current Account	Hedge cutting Playingfield	J D Bell	£227.50
9	Litter Collections / Dustbins	Current Account	Litter collecting	J D Bell	£131.03
10	Raking existing bark	Current Account	Rake existing bark	J D Bell	£75.00
11	Weeding barked area o/s Pavillion & Scout Hut	Current Account	Weeding barked area	J D Bell	£30.00
12	Emptying dog bin in Millennium Ave	Current Account	Emptying Dog wast bin MM	J D Bell	£60.00
13	Cut grass/tide area front of MM gate	Current Account	Cut grass at Millennium gate	J D Bell	£15.00
14	Mowing Millennium Meadow	Current Account	Grass cutting	Andrew Jones	£180.00
15	WCBC refuse collection charge for bin	Current Account	Weekly collection of dustbin at Playing field	WCBC	£56.00
16	Water at car park Public Toilets	Current Account	Public Toilets car park - water	Hafren Dyfrdwy	£11.49
17	Website Hosting	Current Account	Website hosting	Visionict	£259.20
30	Rates Non dom for garage store	Current Account	Non Dom Rates - Pavillion Garage	WCBC	£54.60
31	Rates Non dom Cemetery	Current Account	Non Dom Rates - Cemetery	WCBC	£57.88
18	Building Work for New Public Toilets	Current Account	Repairs to the Football Pavilion	Adrian Lloyd	£30.00
19	Office Rent	Current Account	Office Rent	Overton Village Hall	£406.00
20	Parade expenditure	Current Account	Gas Beacon	Bullfinch Gas Equipm	£588.00
23	Water bill at cemetery	Current Account	Water bill - Cemetery	Hafren Dyfrdwy	£2.89
24	AVOW Payroll charges	Current Account	Payroll charge	AVOW	£30.50
25	Clerk's wages	Current Account	Clerks April Wages	AVOW	£1,195.56
26	Public Toilet Caretakers wages	Current Account	Caretaker's wages (April)	AVOW	£491.63
27	Public Toilet Caretakers holiday cover	Current Account	Caretakers sickness cover April/May	AVOW	£156.75
28	Electricity at Car Park Public Toilets	Current Account	Electricity charge for Public Toilets	British Gas	£29.29
				Total	£4,753.32

RECEIPTS LIST 1-6

Voucher	Code	Bank	Description	Supplier	Total
1	Community Agents expenses	Current Account	Community Agents Feb expenses	WCBC	£227.70
3	Fete - stall fees & donations	Deposit Account	Stall at fete	Overton Community Council stalls	£18.12
4	Precept	Current Account	1st Precept installment	WCBC	£20,473.00
2	Bank interest	Deposit Account	Interest earned	TSB	£15.88
5	Fete - stall fees & donations	Deposit Account	Stall at fete	Overton Community Council stalls	£6.04
6	Fete - stall fees & donations	Deposit Account	Stall at fete	Overton Community Council stalls	£3.02
Total					£20,743.76

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

30.4985. TO RECEIVE ANY FINANCIAL STATEMENTS YEAR TO DATE

Forecast 2022/2023		Comments - Clerk
As at 30th April 2022		
Opening Balance 1st April 2022	£ 59,297.59	
Precept 2021/22 received to 30th April 2022	£ 20,473.00	
Other Income (Burials, Loss of Income Grant, Bank Interest and Reimbursement of Community Agent Expenses	£ 270.76	TBC
Community Chest Grant (Solar Panels)	£ -	TBC
Community Agent Contract (Proposed) 1st April to 30th April 2022	£ 74,455.00	TBC
Income Total	£ 154,496.35	See bank reconciliation 30th April 2022
Expenditure to date 30th April 2022	£ 4,753.32	See bank reconciliation 30th April 2022
Balance to date 30th April 2022	£ 75,288.03	See bank reconciliation 30th April 2022
Remaining Precept due in July and Decemebr	£ 40,946.00	
Forecasted expenditure between 1st May 2021 and 31st March 2023		
Please Note: The following figures need to be factored in		
Reserve Figure	£ 13,521.00	
Community Agents Contract Salary	£ 74,455.00	
Earmarked expenditure -i.e. Strategic Projects Fund, Queen's Jubilee Funding (held over from 2021 fete etc)	£ -	TBC May
Ringfenced Total	£ 87,976.00	
Remaining funds	£ 28,258.03	

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

31.4986. TO SET ANY DATES FOR MEETINGS

- Strategic Planning Meeting – Early June 2022
- Village Forum - July

32.4987. ITEMS FOR INCLUSION IN THE NEXT AGENDA AND CONFIRMATION OF DATE (14TH JUNE 2022) - TO BE HELD IN PERSON

- Training for Councillors
- Queen's Platinum Jubilee feedback
- Communication with WCBC

The Chair closed the meeting at 21:14 hrs.