

**OVERTON COMMUNITY COUNCIL
MINUTES OF FULL COUNCIL (ANNUAL) MEETING
9th MAY 2023 (at 18.50hrs)
held in person**

PRESENT: Cllr Walker (Chair), Cllr Ashton, Cllr Alstead, Cllr Copeman, Cllr Lynch, Cllr Pugh, and Cllr Whittaker (19:45), Clerk

1. 5149. ELECTION OF CHAIRMAN OF THE COUNCIL

Cllr Walker proposed by Cllr Ashton seconded by Cllr Pugh

Resolution: All in favour

2. 5150. TO RECEIVE CHAIRMAN DECLARATION OF ACCEPTANCE OF OFFICE – signed by Cllr Walker

3. 5151. ELECTION OF VICE-CHAIRMAN OF THE COUNCIL

No members present put themselves forward

4. 5152. ADVERTISE FOR A NEW COUNCIL MEMBER

Action: Clerk to submit new councillor brief for inclusion in the Oracle

Action: Chair to ask previous Council Member Clive Hellingman to reconsider his recent resignation

Cllr Walker, the newly elected Chair asked the Clerk to scope out the proposal to move the DAY of the monthly Full Council Meetings (preferably Monday or Thursday)

Action: Clerk to look at feasibility of changing the day of FCM

5. 5153. APOLOGIES FOR ABSENCE

Apologies received: County Cllr McCusker, Cllr Roberts, PCSO Sawyer

6. 5154. TO DISCLOSE PERSONAL AND PECUNIARY INTERESTS IN ITEMS OF BUSINESS TO BE DISCUSSED AT THE MEETING

- None disclosed for the Annual Meeting
- Councillors were asked to submit any overall personal or prejudicial interests on the declaration forms provided

7. 5155. TO RECEIVE ANY QUESTIONS OR COMMENTS FROM THE PUBLIC ATTENDING THE MEETING

None received

8. 5156. TO APPOINT A SCHOOL GOVERNOR

Cllr Ashton was reappointed as the School Governor

9. 5157. TO APPOINT COMMITTEES AND WORKING PARTIES

The existing Committees were reviewed and discussed by Council and in the light of one Community Councillor resigning and the uncertainty of the participation of two further Community Councillors, the existing Committees were rationalised as follows: -

- Planning Committee* (6)
- Cemetery Committee (4) MERGED with Amenities
- Playingfield Committee (5) MERGED with Amenities
- Website Committee (3) MERGED with Finance
- Strategic Planning Committee* (4)
- Amenities Committee* (5)

- Finance Committee* (4)

* Four proposed Committees going forward

Action: Clerk to send Committee membership matrix out to members for confirmation/discussion.

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

10.5158. TO APPOINT REPRESENTATIVES TO OUTSIDE BODIES

- Overton United Charities (1) - Cllr Copeman
- Overton Twinning Association (1) – Cllr Walker
- One Voice Wales (1) - Cllr Copeman
- Wrexham Town and Community Forum - Cllr Lynch plus one other

Representatives reviewed, confirmed as above

11.5159. REVIEW OF THE TERMS OF REFERENCES FOR COMMITTEES

Action: Clerk to amend and review the terms of references.

12.5160. ADOPT PREVIOUSLY REVIEWED STANDING ORDERS

Resolution: Members adopted Standing Orders.

13.5161. REVIEW AND ADOPT FINANCIAL REGULATIONS.

Resolution: Members reviewed and adopted Financial Regulations

14.5162. 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.

15.5163. REVIEW AND CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS.

Resolution: Members confirmed arrangements for Insurance Cover in respect of all insured risks

16.5164. 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.

17.5165. ADOPT INVESTMENT STRATEGY

Resolution: Members adopted the Investment Strategy

18.5166. ADOPT FINANCIAL RESERVE POLICY

Resolution: Members adopted the Financial Reserve Policy

19.5167. TO CONSIDER ANY POLICE MATTERS <https://www.police.uk/pu/your-area/north-wales-police/overton/>

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

20. 5168. COUNTY COUNCIL MATTERS AND HIGHWAYS MATTERS

County Cllr McCusker updated members on:

Highway Matters

- Barton Bridge – resident of the adjacent wooden house is happy with the progress
- Major potholes by Queensbridge have been filled, total resurfacing will follow when WCBC budget allows
- Addressing the issue of waste litter, from the rear of WCBC refuse wagons – in progress
- Give way sign light is out on Willow Street – in progress
- WCBC LPD adoption – June FCM agenda item

21.5169. TO AGREE AND SIGN MINUTES OF THE FULL COUNCIL MEETING 11TH APRIL 2023

- **Approved** – that the Minutes of Full Council Meeting were approved by members. Proposed by Cllr Copeman and seconded by Cllr Pugh

22.5170. TO AGREE AND SIGN MINUTES FROM COMMITTEE MEETINGS

- Website Committee held on 27th April
- Planning Committee Meeting held on 21st April

Action: Cllr Ashton to forward minutes for Extra-ordinary Full Council Meeting 27th April 2023

23.5171. TO NOTE ACTIONS FROM THE MINUTES OF PREVIOUS MEETING.

For information only

- CPR training course – Clerk will schedule an initial session as soon as the response form the Oracle advert is collate
- Rick Kupski (plumber) has retired. Clerk to appoint new plumber for work in the football pavilion
- Clerk to chase up repairs on balance beam with the contractor, J. Bell

24. 5172. TO RECEIVE FEEDBACK FROM CLLRS RE: CONSULTATIONS AND MEETINGS ATTENDED SINCE THE LAST COUNCIL MEETING

Nothing received

25. 5173. TO RECEIVE REPORTS / ISSUES FROM

a) Finance

- Clerk's pay – proposal to increase the current pay scale point by one to SCP16
Approved by Council Action: Clerk
- Clerk and previous Clerk back payments (due to pay increase in 2021-2022)
Approved by Council Action: Clerk

b) Cemetery

- Nothing further to report

c) Playingfields

- Water leakage into the ceiling of the Football Pavilion – Clerk to contact new plumber (R.Kupski has retired)

d) Trim Trail

- Nothing further to report

e) Main Car Park toilets

- Major blockage cleared within 24 hours at a cost of £290.
Action: Clerk to pursue call off option.

f) Training for Councillors

- Clerk to schedule training sessions with One Voice Wales.

g) Warm spaces

- Cllr Copeman provided feedback (summary circulated, agenda item 25g and 25l)
- County Cllr McCusker is addressing the pop-up Post Office, previously arranged in the Parish Rooms

h) Overton-on-Dee Jubilee Community Fund

- Cllr Ashton, suggested a cap on the fund to be considered in the future, if the fund continues to grow.
Council agreed to monitor this fund, which is still in its infancy
 - i) King Charles III Coronation.
 - Nothing further to report
 - j) CPR training – Community First Responder
 - Clerk is in the process of arranging the first session
 - k) War Memorial repairs
 - Blackwell's Stonecraft quote for War Memorial restoration - Full machine cleaning of all stonework, pointing where needed and scaffolding £1900 plus VAT, two weeks to complete, 4 weeks waiting time
- Approved by Council**
- l) Fete lite on Saturday 24th June 2023 – in progress
 - Update from Cllr Copeman (summary circulated, agenda item 25g and 25l)

26. 5174. TO RECEIVE ANY CORRESPONDENCE

- Resignation letter (email) from Cllr Kellaway received

27. 5175. TO RECEIVE ANY PLANNING APPLICATIONS/DECISIONS

- P/2023/1032
- P/2023/1086

28.5176. TO RECEIVE DETAILS OF INCOME AND PAYMENT OF ACCOUNTS**PAYMENTS LIST 1-18 (April 2023)**

Voucher	Code	Date	Description	Supplier	Total
5	Water at car park Public Toilets	03/04/2023	Public Toilets car park - water	Hafren Dyfrdwy	£34.73
6	Rates Non dom Cemetery	11/04/2023	Non Dom Rates - Cemetery	WCBC	£56.53
7	Rates Non dom for garage store	11/04/2023	Non Dom Rates - Pavillion Garage	WCBC	£57.25
4	Mowing Millennium Meadow	12/04/2023	Grass cutting	Andrew Jones	£180.00
1	Community Chest Grant (solar farm)	12/04/2023	Community Chest Grant payment	Overton Community Council	£575.00
3	Audit & Accountancy charges	12/04/2023	External Audit Fee 2020/2021	Welsh Audit Office	£220.00
2	Website Maintenance and Support - annual	12/04/2023	Website hosting	Visionict	£259.20
12	Telephone and Broadband	17/04/2023	Telephone and broadband service	Vodafone Limited	£33.20
11	Water bill at cemetery	18/04/2023	Water bill - Cemetery	Hafren Dyfrdwy	£6.28
8	Public Toilet Caretakers wages	18/04/2023	Caretaker's wages (April)	AVOW	£551.25
10	AVOW Payroll charges	18/04/2023	Payroll charge	AVOW	£22.00
9	Clerk's wages	18/04/2023	Clerks April Wages	AVOW	£1,296.64
18	Electricity at Car Park Public Toilets	25/04/2023	Electricity charge for Public Toilets	British Gas	£74.85
17	Maintenance work at both toilet sites	25/04/2023	Drains cleared at the main toilet	Budget Rodz	£290.00
13	Grant - Overton Playcentre	25/04/2023	Annual Grant	Overton Community Council	£350.00
14	Grant - Overton Oracle	25/04/2023	Annual Grant	Overton Community Council	£500.00
15	Grant - Overton Twinning	25/04/2023	Annual Grant	Overton Community Council	£400.00
16	Grant - Fete	25/04/2023	Overton Events Fund	Overton Community Council	£50.00
Total					£4,956.93

RECEIPTS LIST 1-13 (April 2023)

Voucher	Status	Code	Date	Description	Supplier	Total
2	Paid	Bank interest	04/04/2023	Bank interest	TSB	£34.96
1	Paid	Precept	05/04/2023	1st Precept installment	WCBC	£20,472.66
3	Paid	Fete - stall fees & donations	14/04/2023	Stall at fete	Overton Community Council	£10.00
11	Paid	Overton Community Fund	23/04/2023	Stall at fete	Overton and District Bowling Club	£10.00
7	Paid	Overton Community Fund	23/04/2023	Stall at fete	Sophia Davenport	£15.00
8	Paid	Overton Community Fund	23/04/2023	Stall at fete	Matthew Scard-Jones	£15.00
9	Paid	Overton Community Fund	23/04/2023	Stall at fete	AL Roberts Papillon Crafts	£15.00
10	Paid	Overton Community Fund	23/04/2023	Stall at fete	J McKinnon	£15.00
12	Paid	Overton Community Fund	23/04/2023	Stall at fete	JL and SC Glover	£10.00
4	Paid	Cemetery - burials & headstones	24/04/2023	Burial	Judy Dabek	£75.00
5	Paid	Cemetery - burials & headstones	24/04/2023	Burial	Ruth Valerie Hill	£100.00
6	Paid	Overton Community Fund	26/04/2023	Stall at fete	Waterfall Wax co	£15.00
13	Paid	Overton Community Fund	26/04/2023	Stall at fete	Ma Baker	£15.00
Total						£20,802.62

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

29.5177. TO RECEIVE ANY FINANCIAL STATEMENTS YEAR TO DATE

Forecast 2022/2023	£	Comments - Clerk
As at 30th April 2023		
Opening Balance 1st April 2022	£ 44,941.50	NB: Community Agents Contract 2023/24
Precept 2023/24 to date	£ 20,472.66	Excluded from total
Income (Cemetery, Bank Interest)	£ 339.96	
Income Total	£ 65,754.12	See bank reconciliation 30th April 2023
Expenditure to date	£ 4,956.93	See bank reconciliation 30th April 2023
Balance to date	£ 60,797.19	See bank reconciliation 30th April 2023
Earmarked/Reserves		
Reserve Figure	£ 15,776.72	
Strategic Planning Projects	£ 6,732.39	
Overton Events Fund	£ 5,349.60	
Community Chest Fund (solar farm)	£ 1,242.28	
Overton Community Fund	£ 2,752.30	
Ringfenced Total	£ 31,853.29	See reserves balance
General Fund	£ 28,943.90	
Balance to date	£ 60,797.19	

- Clerk explained that the financial statement was amended with and the spreadsheet simplified. The balance when reconciling Expenditure and Income (top) can be compared with the balance (bottom), reflected as 5 lines of reserves and the remaining general fund

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

30.5178. TO SET ANY DATES FOR MEETINGS

- None

31.5179. ITEMS FOR INCLUSION IN THE NEXT AGENDA AND CONFIRMATION OF DATE (13TH JUNE 2022) - TO BE HELD IN PERSON

- Issues with traffic in the village, especially Salop Road
- Clarification of the local LDP, which has not been adopted by WCBC
- Pop-up Post Office sessions in the Parish Rooms

The Chair closed the meeting at 21:10 hrs.