

**OVERTON COMMUNITY COUNCIL  
MINUTES OF FULL COUNCIL (ANNUAL) MEETING  
8<sup>th</sup> May 2024 (at 18.50hrs)  
held in person**

**PRESENT:** Cllr Walker (Chair), Cllr Coles, Cllr Copeman, Cllr Hellingman, Cllr Herbert, Cllr Lynch, Cllr Pugh, Cllr Whittaker, Clerk

**1. 5324. ELECTION OF CHAIRMAN OF THE COUNCIL**

Cllr Walker proposed by Cllr Pugh seconded by Cllr Copeman

**Resolution: All in favour**

**2. 5325. TO RECEIVE CHAIRMAN DECLARATION OF ACCEPTANCE OF OFFICE – signed by Cllr Walker**

**3. 5326. ELECTION OF VICE-CHAIRMAN OF THE COUNCIL**

No members present put themselves forward

**4. 5327. APOLOGIES FOR ABSENCE**

**Apologies received:** County Cllr McCusker, Cllr Alstead **Absent:** Cllr Ashton

**5. 5328. TO DISCLOSE PERSONAL AND PECUNIARY INTERESTS IN ITEMS OF BUSINESS TO BE DISCUSSED AT THE MEETING**

- Councillors were asked to submit any overall personal or prejudicial interests
- No changes noted from the previous year

**6. 5329. TO RECEIVE ANY QUESTIONS OR COMMENTS FROM THE PUBLIC ATTENDING THE MEETING**

- None received

**7. 5330. TO APPOINT A SCHOOL GOVERNOR**

- Cllr Ashton is currently on the board of School Governors at St. Mary's School

**8. 5331. TO APPOINT COMMITTEES AND WORKING PARTIES**

The three existing Committees were reviewed and discussed by Council.

- Planning Committee (6)  
Membership as of 2023-2024. Cllr Coles asked to become a member of the Planning Committee
- General Amenities Committee (5)  
Membership as of 2023-2024
- Finance Committee (4)  
Membership as of 2023-2024  
Note: The Chair of each the Finance Committee is to be confirmed at the next Finance Committee meeting

**9. 5332. TO APPOINT REPRESENTATIVES TO OUTSIDE BODIES**

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

**Representatives reviewed, confirmed as above**

**10. 5333. REVIEW OF THE TERMS OF REFERENCES FOR COMMITTEES**

**Resolution: Members adopted Terms of Reference** – each committee to review at their next committee meeting

**11.5334. ADOPT PREVIOUSLY REVIEWED STANDING ORDERS**

**Resolution: Members adopted Standing Orders.**

**12.5335. REVIEW AND ADOPT FINANCIAL REGULATIONS.**

**Resolution: Members reviewed and adopted Financial Regulations**

**13.5336. 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.**

**Action:** Clerk to add the defibrillator at the village hall.

Clerk to add the new play equipment in the children's play area.

**14.5337. 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**

**15.5338. 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.**

**16.5339. ADOPT INVESTMENT STRATEGY**

**Resolution: Members adopted the Investment Strategy**

**17.5340. ADOPT FINANCIAL RESERVE POLICY**

**Resolution: Members adopted the Financial Reserve Policy**

**18.5341. TO CONSIDER ANY POLICE MATTERS**

- PCSO Sawyer reviewed the latest crime figures in the area
- Go Safe vans in the Penley area - no speeding tickets issued (50mph zone)
- PCSO suggested the positioning of 4 warning on the "Keep Clear" zig-zag areas near St. Mary's school. If approached by the school, the Community Council will consider the cost and purchase of the signs.
- PCSO Sawyer agreed to speak with the resident who continually parks in the electric car charging space in the village car park. The community Council has previously written to the resident on this matter.

**19.5342. COUNTY COUNCIL MATTERS AND HIGHWAYS MATTERS**

County Cllr McCusker updated members on:

- Noting to report
- Highway Matters
- Nothing further to report

**20.5343. TO AGREE AND SIGN MINUTES OF THE COUNCIL MEETING 8<sup>TH</sup> APRIL 2024**

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

**21.5344. TO AGREE AND SIGN MINUTES FROM COMMITTEE MEETINGS**

- Planning Meeting 13<sup>th</sup> March 2024
- General Amenities Meeting 20<sup>th</sup> April 2024

**22.5345. TO NOTE ACTIONS FROM THE MINUTES OF PREVIOUS MEETING.**

**For information only**

- a) Clerks update – see Decision notes April (Actions)

**23. 5346. TO RECEIVE FEEDBACK FROM COUNCILLORS RE: CONSULTATIONS AND MEETINGS ATTENDED SINCE THE LAST COUNCIL MEETING**

- Nothing to report

#### **24. 5347. TO RECEIVE REPORTS / ISSUES FROM**

##### a) Finance

- End of year plus annual return – signed by the responsible financial officer (Clerk) and the Chair
- External Audit report has been received from Audit Wales and reviewed by the Community Council  
No further comments or actions.
- The Community Council noted that the Notice of Conclusion of Audit for two consecutive years (2021-22 and 2022-23) was published on the OCC website and notice board.
- Proposal: - Allocation of annual grants: Overton Playcentre £350, Overton Twinning Association £400, Overton Oracle £500  
**Resolution:** Approved by Council
- Proposal: - An extra £33 allocation to the Community Chest grant (2023) for St. Mary's School  
**Resolution:** Approved by Council

##### b) Cemetery

- Review Fees – It was agreed to make no change to the present cemetery fees at this time and that a working party would be convened at a later date to review the fees.

##### c) Playingfields

- Application to Football Association of Wales for funding of facilities at Overton FC – no further update
- Replacement of fort edging timbers work and two other areas with edging -start date 13<sup>th</sup> May 2024
- The gas cylinders bought for the lighting of the Queen's Platinum Jubilee Beacon will be sold  
**Action:** Clerk to advertise on Facebook
- Replacement signs for gates – proposed costs of £190 (plus VAT)  
**Resolution:** Approved by Council

##### d) Main Car Park toilets

- Cllr Copeman and the Clerk will speak to the Caretaker regarding the cleaning of the toilets
- Toilets blocked again. Cleared on 18<sup>th</sup> April.

##### e) Training for Councillors

- Cllr Copeman has booked to attend two online sessions (Finance) provided by One Voice Wales (no cost to OCC).

##### f) Community Hub

- Good attendance as usual. Cllr Lynch will approach one of the regular attendees to write an article for the Oracle.
- Cllr Whittaker briefed the Council in the success of the History Group. Attendance is very good and several of the attendees of the Community Hub, also attend the History Group.

##### g) Overton-on-Dee Jubilee Community Fund

- Fund transfer to St. Mary's Church in progress

##### h) Oracle report March 2024

##### i) D-day 80<sup>th</sup> Anniversary

- Clerk has ordered two official D-day flags for £58

##### j) Overton Village Fete – 20 stalls have been booked so far and the final figure should reach 35. The dog show has been organised and the Overton Olympics event is making good progress.

Cllr Copeman emphasised the importance of allocating volunteers at the next Council meeting on the 17<sup>th</sup> June

#### **25.5348. TO RECEIVE ANY CORRESPONDENCE**

- Email from resident regarding the parking at junction of School Lane and Bangor road
- Email regarding free food sharing cart  
The Community Council thought the idea was good and supported the project
  - the food cart being can be very simple to start off with (boxes in the church rather than a food cart) to see what take up there is. Grants are available to help with any costs
  - St. Mary's Church will be asked to house the food (in boxes)
  - The community Council supported the idea in principle and would approach Ruth Overthrow to organise the project**Action:** Clerk to contact Ruth

**26. 5349. TO RECEIVE ANY PLANNING APPLICATIONS/DECISIONS**

- P/2024/0120 Cintra, 39 Salop Road, Wrexham

**27. 5350. TO RECEIVE DETAILS OF INCOME AND PAYMENT OF ACCOUNTS**

**PAYMENTS LIST 1-29 (April 2024)**

Voucher	Status	Code	Description	Supplier	Net	VAT	Total
2	Paid	WCBC refuse collection charge for bin	Litter collecting	WCBC	47.25		47.25
3	Paid	Water at car park Public Toilets	Public Toilets car park - water	Hafren Dyfrdwy	26.84	5.37	32.21
4	Paid	Rates Non dom Cemetery	Non Dom Rates - Cemetery	WCBC	59.03		59.03
5	Paid	Rates Non dom for garage store	Non Dom Rates - Pavillion Garage	WCBC	61.30		61.30
1	Paid	Street light Electricity Cost	Street lighting electricity bill payment	British Gas	166.55	8.33	174.88
6	Paid	Water bill at cemetery	Water bill - Cemetery	Hafren Dyfrdwy	5.00		5.00
7	Paid	Mowing Millennium Meadow	Grass cutting	Andrew Jones	180.00		180.00
8	Paid	Hosted email account	Hosted email account	Visionict	240.00	48.00	288.00
9	Paid	Hire of sanitary unit at both Public Toilet sites	Supply and emptying of nappy and Sanitary unit	Supremem Hygiene	501.28	100.25	601.53
15	Paid	Telephone and Broadband	Telephone and broadband service	Vodafone Limited	34.93		34.93
16	Paid	Electricity at Car Park Public Toilets	Electricity charge for Public Toilets	British Gas	64.85	3.24	68.09
11	Paid	Maintenance work at both toilet sites	Drains cleared at the main toilet	A-N-L Drainage Contractors	145.00	29.00	174.00
14	Paid	Clerk's wages	Clerks April Wages	AVOW	1,451.15		1,451.15
13	Paid	Public Toilet Caretakers wages	Caretaker's wages (April)	AVOW	592.62		592.62
12	Paid	AVOW Payroll charges	Payroll charge	AVOW	21.00		21.00
10	Paid	Play Equipment repairs	Repairs to play equipment	Timber Direct Ltd	202.49	40.50	242.99
17	Paid	Parish Room Hire	Parish Room Hire	Overton Village Hall	37.50		37.50
18	Paid	Parish Room Hire	Parish Room Hire	Overton Village Hall	15.00		15.00
19	Paid	Parish Room Hire	Parish Room Hire	Overton Village Hall	128.00		128.00
20	Paid	Grass Cutting Cemetery	Grasscutting in the Cemetery	J D Bell	420.00		420.00
21	Paid	Litter collection and Litter bins Cemetery	Litter collecting	J D Bell	60.00		60.00
22	Paid	Cutting Cemetery extension	Grass cutting in Cemetery Extension	J D Bell	70.00		70.00
23	Paid	Grass Cutting Cenotaph	Grass cutting Cenotaph	J D Bell	90.00		90.00
24	Paid	Grass cutting	Grasscutting in the Playing Field	J D Bell	180.00		180.00
25	Paid	Raking existing bark	Rake existing bark	J D Bell	40.00		40.00
26	Paid	Litter Collections / Dustbins	Rake existing bark	J D Bell	240.00		240.00

27	Paid	Weeding barked area o/s Pavillion & Scout Hut	Weeding barked area	J D Bell	35.00	35.00	
28	Paid	Emptying dog bin in Millennium Ave	Emptying Dog wast bin MM	J D Bell	60.00	60.00	
29	Paid	Cut grass/tide area front of MM gate	Cutting grass by Millennium Meadow gate	J D Bell	35.00	35.00	
<b>Total</b>					<b>5,209.79</b>	<b>234.69</b>	<b>5,444.48</b>

### RECEIPTS LIST 1-23 (April 2024)

Voucher	Code	Description	Supplier	Total
2	Precept	1st Precept installment	WCBC	24,427.00
1	Bank interest	Bank interest	TSB	52.23
3	Fete - stall fees & donations	Stall at fete	Matthew Scard-Jones	10.00
4	Fete - stall fees & donations	Stall at fete	Lisa Brown Tropic	10.00
5	Fete - stall fees & donations	Stall at fete	Two Crafty Birds	10.00
6	Fete - stall fees & donations	Stall at fete	Royal British Legion	10.00
7	Fete - stall fees & donations	Stall at fete	Lucy Bakes	10.00
9	Cemetery - burials & headstones	Burial	Edgertons Funeral Directors	350.00
10	Cemetery - burials & headstones	Burial	Edgertons Funeral Directors	350.00
11	Fete - stall fees & donations	Stall at fete	Dog Deli	10.00
13	Fete - stall fees & donations	Stall at fete	C. Barker	10.00
14	Fete - stall fees & donations	Stall at fete	JL and SC Glover	10.00
12	Fete - stall fees & donations	Stall at fete	Huxley	10.00
8	Cemetery - burials & headstones	Headstone	Stephen Price Memorials	150.00
15	Fete - stall fees & donations	Stall at fete	WI	10.00
16	Fete - stall fees & donations	Stall at fete	Environelle	10.00
17	Fete - stall fees & donations	Stall at fete	Studiogreen Florals	10.00
18	Fete - stall fees & donations	Stall at fete	Sophia Davenport	10.00
19	Fete - stall fees & donations	Stall at fete	Sweet Alternative (Rowlands)	10.00
20	Fete - stall fees & donations	Stall at fete	Catlyn Gifts	10.00
21	Fete - stall fees & donations	Stall at fete	Scott Lawrenson	10.00
22	Fete - stall fees & donations	Stall at fete	Ruth Overthrow	10.00
23	Fete - stall fees & donations	Stall at fete	Overton Twinning Association	10.00
<b>Total</b>				<b>25,509.23</b>

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

**28.5351. TO RECEIVE ANY FINANCIAL STATEMENTS YEAR TO DATE**

Forecast 2023/2024	£	Comments - Clerk
<b>As at 30th April 2024</b>		
Opening Balance 1st April 2023	£ 42,148.78	
Precept 2023/24 to date	£ 24,427.00	
VAT return	£ -	
Cemetery	£ 850.00	
Bank Interest	£ 52.23	
Overton Community Fund Proceeds	£ -	
Community Chest (Solar farm)	£ -	
Others (Fete stalls)	£ 180.00	
<b>Income Total</b>	£ 67,658.01	<b>See bank reconciliation 30th April 2024</b>
<b>Expenditure to date</b>	£ 5,444.48	<b>See bank reconciliation 30th April 2024</b>
<b>Balance to date</b>	<b>£ 62,213.53</b>	<b>See bank reconciliation 30th April 2024</b>
<b>Earmarked/Reserves</b>		
Reserve Figure	£ 15,776.72	
Strategic Planning Projects	£ 6,732.39	
Overton Events Fund	£ 3,891.98	
Community Chest Fund (solar farm)	£ 3,028.51	
Overton Community Fund	£ 3,531.20	
<b>Ringfenced Total</b>	£ 32,960.80	<b>See reserves balance</b>
<b>General Fund</b>	£ 29,252.73	<b>See reserves balance</b>
<b>Balance to date</b>	<b>£ 62,213.53</b>	

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

**29.5352. TO SET ANY DATES FOR MEETINGS**

- Finance meeting
- **Note: Clerk on holiday Friday 31<sup>st</sup> May – Monday 17<sup>th</sup> June**  
The agenda for the next Full Council Meeting on Monday 17<sup>th</sup> June, will be sent out with relevant documents on 31<sup>st</sup> May

**30.5353. ITEMS FOR INCLUSION IN THE NEXT AGENDA AND CONFIRMATION OF DATE (17<sup>TH</sup> JUNE 2024) - TO BE HELD IN PERSON (REMOTE ACCESS AVAILABLE)**

- IRPW – Community Councillors expenses declaration
- Organisation of the fete

The Chair closed the meeting at 20:45 hrs.