

**OVERTON COMMUNITY COUNCIL
MINUTES OF FULL COUNCIL MEETING
9th September 2024 (at 18.50hrs)
held in person**

PRESENT: Cllr Alstead, Cllr Ashton, Cllr Coles, Cllr Copeman, Cllr Hellingman, Cllr Herbert, Cllr Lynch (acting chair), Cllr Pugh, Cllr Whittaker, County Cllr McCusker, Clerk

Cllr Lynch - Acting chair in the absence of the Chair Cllr Walker:

Proposed by Cllr Pugh: Seconded by Cllr Ashton

1. 5386. APOLOGIES FOR ABSENCE

Apologies received: Cllr Walker (Chair), Dean Sawyer (late apology as he attended a call)

2. 5387. TO DISCLOSE PERSONAL AND PECUNIARY INTERESTS IN ITEMS OF BUSINESS TO BE DISCUSSED AT THE MEETING

- Personal Interest Cllr Coles – agenda item 10d (Wildflower area)
- Personal Interest Cllr Copeman – agenda item 12 (planning application P2024/1056)

3. 5388. TO RECEIVE ANY QUESTIONS OR COMMENTS FROM THE PUBLIC ATTENDING THE MEETING

- None received

4. 5389. TO CONSIDER ANY POLICE MATTERS

- Latest update available, nothing of concern.

5. 5390. COUNTY COUNCIL MATTERS AND HIGHWAYS MATTERS

County Cllr McCusker updated members on:

- The garage wall in Parkside has been repaired to a decent standard.
- WCBC are reviewing local Library services. The current service costs may have to be addressed by OCC in the future, with implications for the budget/precept.
Action: County Cllr McCusker to provide current Overton Library costs.
- Residents in Knolton Bryn have noted further work ongoing and a large amount of soil deposited near the SSSI. (associated with the hut near the holiday homes).
- Water draining off the surrounding area is seeping under the large steel doors of the Scout Hut in the park.
Action: County Cllr McCusker to investigate any minor repairs necessary.
- Addressing the phosphate burden in the area continues to be a pressing issue. The local sewerage plant is at full capacity and any future new housing will not be built until a solution is found. Options include, increasing the size of the current sewerage plant, large waste absorbing reed bed in the surrounding field or a new site-specific water purification plant for any new large housing development. All options are problematic and it is unlikely any progress will be made in the next few years.
- Further work on the new electric charging posts has been noted in the main car park. OCC have still not been involved with this provision.

Highway Matters

- There are no suggested areas for revising the 20mph zones in the village, where a 30mph limit maybe reinstated.
- Grange Road (A528) will be resurfaced for a period of up to 17 days, starting 10th September 2024. Road closure and diversion will apply.

6. 5391. TO AGREE AND SIGN MINUTES OF THE COUNCIL MEETING 9TH JULY 2024

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

7. 5392. TO AGREE AND SIGN MINUTES FROM COMMITTEE MEETINGS

- Planning Committee Meeting 15th July 2024
- Planning Committee Meeting 4th September 2024

8. 5393. TO NOTE ACTIONS FROM THE MINUTES OF PREVIOUS MEETING.

For information only

- a) Clerks updated the decision notes

9. 5394. TO RECEIVE FEEDBACK FROM COUNCILLORS RE: CONSULTATIONS AND MEETINGS ATTENDED SINCE THE LAST COUNCIL MEETING

- None received

10. 5395. TO RECEIVE REPORTS / ISSUES FROM

a) Finance

- Annual Pay Award (Clerk) – there will be no agreement until November at the earliest. The 2025-2026 precept calculation makes provision for any substantial pay increase.
- Hafren Dyfrdwy sewerage payments – the £1208 refund is now in the deposit account
- Audit Wales comments – although the payment for OCC full Audit was expensive at £857 it was comparable with other similar size local Community Councils. The Clerk noted that an invoice was recently received for the 2018-2019 audit.
- Scribe's new Asset Manager is an online package to record and detail all assets. Each asset has an image, its location and all the relevant financial considerations. This is available as a free trial until 30th April 2025 and OCC Clerk is reviewing it. The Clerk has reviewed and updated the current OCC asset register (Excel spreadsheet) which will be available to discuss with the Community Council.
- Proposal: Clerk to attend One Voice Wales/SLCC joint event on Wednesday 20th November 2024, cost £65
Resolution: Approved by Council

b) Cemetery

- The General Amenities chair noted that the cemetery extension will need to be designed, planned and implemented in coming months as only about 12 plots remain in the existing cemetery. The General Amenities Committee will make recommendations to OCC for future development of the site.
There are currently sufficient existing plots in the Garden of Remembrance.
The General Amenities Committee Meeting arranged for Saturday 7th September 2024 was not quorate. Cllr Lynch decided to perform the monthly inspection of the Playingfield (Cllr Walker and Clerk also present).
Recommendations and actions are available in the inspection document.

c) Playingfields

- Review and proposed action plan for Overton Recreational Football Club – after a lengthy discussion OCC approved the following:
 - the yearly rent to be reduced to £50, to be paid in April each year in full – **Resolution:** Approved by Council
 - the non-domestic rates and building and contents insurance will continue to be paid for by the Community Council
 - OCC will support an annual grant in April each year equivalent to the previous year's electricity bill - March to April - **Resolution:** Approved by Council
Provision for all other utilities is the responsibility of the Football Club
 - the internal fittings/fixtures and internal condition and maintenance of the football pavilion will be the responsibility of Overton Recreational Football Club - **Resolution:** Approved by Council
 - the external condition and maintenance of the football pavilion will be the responsibility of the Community Council - **Resolution:** Approved by Council
Action: Clerk to inform the football club of the proposal by letter. Clerk to propose an updated sub-lease with Tim Roselli (landowner and lease holder)
- Tree maintenance in Millennium Meadow and park – as a result of recent communication between County Cllr McCusker, a concerned resident and Jon Brewin (WCBC), the Clerk will arrange a meeting in the Millennium Meadow to discuss the trees and their protection and maintenance.

- Action:** Clerk to send an article for publishing in The Oracle on OCC's commitment to the care of our trees.
- Damage to Playingfield toilet – repairs are needed for the inner cupboard door. An article will be published in The Oracle with photographs.
Action: Clerk to write article and arrange repairs.
- Benches – one bench has been stolen from the Millennium Meadow and a second has been damaged. The second bench may have been damaged in an attempt to steal it as the armrest has been ripped off.
Proposal: not to purchase replacement benches
Resolution: Approved by Council
- d) Main Car Park toilets
 - Caretaker met with Clerk and Cllr Copeman – the meeting was held on Wednesday 4th September 2024. After a positive discussion and exchange of views, proposals were agreed: -
 - A new job description was drafted and shared with the caretaker. The document will be further reviewed in October. Appraisals will be arranged once a year.
 - A cleaning schedule was drafted and shared with the caretaker. This will include a timetable with what is cleaned and how often.
 - Cleaning will be monitored by OCC.
 - A new WhatsApp group with the caretaker, clerk and Cllr Copeman will allow communication on any issues between all parties. The caretaker may prefer to discuss some issues with Cllr Copeman first.
 - Wild flower area near Car Park (Church boundary) – the Community Council discussed the presence of compost and decided the threat of increased numbers of vermin (rats) was not an issue.
 - Repairs and maintenance to exterior of building, namely rotten fascia board and overgrowth of Ivy
Action: Clerk to arrange with local contractors
- e) Training for Councillors
 - Nothing further to report
- f) Community Hub
 - Continues to be popular with regular attendees.
- g) Oracle report October 2024
Action: Clerk to finalise OCC contribution.
- h) Overton Village Fete – payment has been made to school (£470) see correspondence for letter of thanks
- i) Review of Overton Community Council employees – this has been overlooked in recent years and has been revisited to ensure regular updates and to review and monitor personnel.
 - meeting with caretaker is noted above (10d).
 - Clerk will arrange an appraisal with Cllr Walker (Chair) and Cllr Copeman (OCC council member – volunteer)
 - Caretaker cover - cleaner is retiring from his role with immediate effect.
Action: Clerk to organise cover in the future.

11.5396. TO RECEIVE ANY CORRESPONDENCE

- Appeal from Wrexham Premier Radio
Resolution: OCC will not be making any donation in response to the request.
- Tennis Club – car park is now locked to prevent access at times. The OCC grounds maintenance contractor has a key.
- Clerk read out a letter of thanks from Darren Morris (Headmaster) on behalf of St. Mary's Primary School

12. 5397. TO RECEIVE ANY PLANNING APPLICATIONS/DECISIONS

- P/2024/1098 Carreg y Ffranc, Bangor Road, Overton, Wrexham, LL13 0HL
- Replacement (anaerobic digestion) Slurry Tower and Shed (03.07.2024)
- P/2024/1056 Land adjacent to the Brow, Wrexham Road, Overton, Wrexham LL13 0HF
- Erection of dwelling with detached garage (03.07.2024)
- P/2023/0186 - Land Off, St Marys Avenue, Overton, Wrexham, LL13 0ES
Erection of 45 dwellings, associated access, landscaping and supporting infrastructure

13. 5398. TO RECEIVE DETAILS OF INCOME AND PAYMENT OF ACCOUNTS

PAYMENTS LIST 87-162

Voucher	Status	Code	Description	Supplier		VAT	Total
104	Paid	Overton Events Fund	First Aid cover for Fete and Community Picnic	St John Ambulance			343.20
87	Paid	Grass Cutting Cemetery	Cutting cemetery grass	J D Bell			420.00
88	Paid	Litter collection and Litter bins Cemetery	Litter collecting	J D Bell			60.00
89	Paid	Cutting Cemetery extension	Grass cutting in Cemetery Extension	J D Bell			70.00
92	Paid	Grass Cutting Cenotaph	Grass cutting Cenotaph	J D Bell			90.00
90	Paid	Ad Hoc Tasks Cemetery	Path weeded	J D Bell			40.00
91	Paid	Ad Hoc Tasks Cemetery	Weed new G of R & path	J D Bell			30.00
93	Paid	Grass cutting	Grass cutting	J D Bell			180.00
94	Paid	Raking existing bark	Rake existing bark	J D Bell			50.00
95	Paid	Litter Collections / Dustbins	Litter collecting	J D Bell			240.00
96	Paid	Weeding barked area o/s Pavillion & Scout Hut	Weeding barked area	J D Bell			35.00
97	Paid	Emptying dog bin in Millennium Ave	Emptying Dog wast bin MM	J D Bell			60.00
98	Paid	Cut grass/tide area front of MM gate	Cut grass at Millennium gate	J D Bell			35.00
101	Paid	Annual Play Equipment Inspection	RoSPA play equipment inspections	Playsafety Limited		27.60	165.60
100	Paid	Water at car park Public Toilets	Public Toilets car park - water	Hafren Dyfrdwy		6.06	36.38
99	Paid	Ad Hoc Tasks Cemetery	Grass cutting	J D Bell			70.00
103	Paid	Tree felling / maintenance	Tree maintainance or removal	All Things Trees Ltd		130.00	780.00
102	Paid	Office Stationery/Stamps/Misc	Reimbursement for Fete items/OCC supplies	Post Office			21.60
105	Paid	Overton Events Fund	Reimbursement for Fete items/OCC supplies	Amazon.co.uk		15.98	95.92
106	Paid	Overton Events Fund	Reimbursement for Fete items/OCC supplies	Amazon.co.uk		0.99	5.94
107	Paid	Overton Events Fund	Reimbursement for Fete items/OCC supplies	Amazon.co.uk		3.96	23.73
108	Paid	Overton Events Fund	Reimbursement for Fete items/OCC supplies	Amazon.co.uk		5.61	33.67
109	Paid	Overton Events Fund	Reimbursement for Fete items/OCC supplies	Amazon.co.uk		7.43	44.55
110	Paid	Overton Events Fund	Reimbursement for Fete items/OCC supplies	Amazon.co.uk		4.32	25.96
111	Paid	Overton Events Fund	Reimbursement for Fete items/OCC supplies	Amazon.co.uk		2.01	11.99
112	Paid	Overton Events Fund	Reimbursement for Fete items/OCC supplies	Amazon.co.uk		0.74	4.42
113	Paid	Overton Events Fund	Reimbursement for Fete items/OCC supplies	Amazon.co.uk		5.95	35.70
114	Paid	Overton Events Fund	Reimbursement for Fete items/OCC supplies	Amazon.co.uk			5.96

116	Paid	Rates Non dom for garage store	Non Dom Rates - Pavillion Garage	WCBC	65.00		65.00
115	Paid	Overton Events Fund	Reimbursement for Fete items/OCC supplies	B & M	48.00		48.00
117	Paid	Electricity at Car Park Public Toilets	Electricity charge for Public Toilets	British Gas	122.56	6.13	128.69
118	Paid	Water bill at cemetery	Water bill - Cemetery	Hafren Dyfrdwy	5.13		5.13
119	Paid	Tree felling / maintenance	Tree maintainance or removal	All Things Trees Ltd	200.00	40.00	240.00
125	Paid	Telephone and Broadband	Telephone and broadband service	Vodaphone Limited	34.93		34.93
120	Paid	Overton Events Fund	Reimbursement for Fete items/OCC supplies	Toolport GmbH	532.21	106.44	638.65
122	Paid	Public Toilet Caretakers wages	Caretaker's wages (July)	AVOW	610.05		610.05
123	Paid	Public Toilet Caretakers holiday cover	Holiday Cover Caretaker's wages (July)	AVOW	104.58		104.58
124	Paid	Public Toilet Caretakers holiday cover	Clerk's wages July	AVOW	1,451.15		1,451.15
121	Paid	AVOW Payroll charges	Payroll charge (July)	AVOW	22.00		22.00
126	Paid	Parish Room Hire	Parish Room Hire	Overton Village Hall	37.50		37.50
127	Paid	Parish Room Hire	Parish Room Hire	Overton Village Hall	160.00		160.00
129	Paid	Parks and Open Spaces - Misc	Safety Signs	Excel Signs	95.00	19.00	114.00
128	Paid	Street light Electricity Cost	Street lighting electricity bill payment	British Gas	122.09	6.10	128.19
130	Paid	Legal Fees	Electricity used at the new public toilets	Overton Football Club	89.00		89.00
131	Paid	WCBC refuse collection charge for bin	Litter collection	WCBC	47.25		47.25
132	Paid	Water at car park Public Toilets	Public Toilets car park - water	Hafren Dyfrdwy	30.34	6.07	36.41
134	Paid	Grass Cutting Cemetery	Grass cutting in the cemetery	J D Bell	420.00		420.00
135	Paid	Hedges and trees Cemetery	Hedge cutting cemetery	J D Bell	800.00		800.00
133	Paid	Mole clearance in Cemetery	Moles in cemetery	Shropshire Mole and Pest Control	280.00		280.00
136	Paid	Litter collection and Litter bins Cemetery	Litter collection	J D Bell	75.00		75.00
137	Paid	Cutting Cemetery extension	Grass cutting in Cemetery Extension	J D Bell	70.00		70.00
138	Paid	Grass Cutting Cenotaph	Grass cutting Cenotaph	J D Bell	90.00		90.00
139	Paid	Grass cutting	Grasscutting in the Playing Field	J D Bell	180.00		180.00
140	Paid	Hedges and trees cutting	Hedge cutting Playingfield	J D Bell	400.00		400.00
141	Paid	Raking existing bark	Rake existing bark	J D Bell	50.00		50.00
142	Paid	Litter Collections / Dustbins	Litter collection	J D Bell	240.00		240.00
143	Paid	Weeding barked area o/s Pavillion & Scout Hut	Weeding barked area	J D Bell	35.00		35.00
144	Paid	Emptying dog bin in Millennium Ave	Emptying Dog wast bin MM	J D Bell	60.00		60.00
147	Paid	Electricity at Car Park Public Toilets	Electricity charge for Public Toilets	British Gas	116.88	5.84	122.72

145	Paid	Cut grass/tide area front of MM gate	Cutting grass by Millennium Meadow gate	J D Bell	35.00		35.00
146	Paid	Cleaning materials for both Public Toilet sites	Cleaning items for the public toilets	Tesco	59.96	11.99	71.95
148	Paid	Street light Electricity Cost	Street lighting electricity bill payment	British Gas	125.85	6.29	132.14
150	Paid	Rates Non dom for garage store	Non Dom Rates - Pavillion Garage	WCBC	65.00		65.00
149	Paid	Maintenance work at both toilet sites	Sewage drains at toilets cleared	A-N-L Drainage Contractors	145.00	29.00	174.00
151	Paid	Water bill at cemetery	Water bill - Cemetery	Hafren Dyfrdwy	5.13		5.13
152	Paid	Street light Electricity Cost	Street lighting electricity bill payment	British Gas	116.88	5.84	122.72
153	Paid	Telephone and Broadband	Telephone and broadband service	Vodafone Limited	34.93		34.93
156	Paid	Parish Room Hire	Parish Room Hire	Overton Village Hall	96.00		96.00
154	Paid	Audit & Accountancy charges	External Audit Fee 2018-2019	Wales Audit Office	332.75		332.75
155	Paid	Parks and Open Spaces - Misc	Safety Signs	Excel Signs	40.00	8.00	48.00
159	Paid	Clerk's wages	Clerk's wages August	AVOW	1,451.15		1,451.15
158	Paid	Public Toilet Caretakers wages	Caretaker's Wages August	AVOW	618.77		618.77
157	Paid	AVOW Payroll charges	AVOW Payroll Charge - August	AVOW	22.00		22.00
160	Paid	Audit & Accountancy charges	External Audit Fee 2022-2023	Wales Audit Office	847.25		847.25
161	Paid	Play Equipment repairs	Repairs to play equipment	David Edwards (Joiner)	120.00		120.00
162	Paid	Overton Events Fund	Fete proceeds	Overton Community Council	470.00		470.00

Total

461.35

14,444.66

RECEIPTS LIST 42-50

Voucher	Code	Description	Supplier	Total
42	Fete - stall fees & donations	Burial	Edgertons Funeral Directors	350.00
43	Cemetery - burials & headstones	Burial	Edgertons Funeral Directors	350.00
44	Fete - stall fees & donations	Donation	Fete donations Events	131.00
45	Bank interest	Bank interest	TSB	54.33
46	Precept	2nd Precept payment	WCBC	24,427.00
47	Cemetery - burials & headstones	Burial	Edgertons Funeral Directors	350.00
49	Refunds (General)	Gas Cylinder(s)	Matthew Rose	60.00
48	Bank interest	Bank interest	TSB	48.35
50	Refunds (General)	Refund from Hafren Dyfrdwy	Hafren Dyfrdwy	1,208.81

Total 26,979.49

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

14.5399. TO RECEIVE ANY FINANCIAL STATEMENTS YEAR TO DATE

Overton Community Council Financial Forecast September 2024		
Forecast 2024/2025	£	Comments - Clerk
As at 1st September 2024		
Opening Balance 1st April 2023	£ 42,148.78	
Precept 2024/25 to date	£ 48,854.00	
VAT return	£ -	
Cemetery	£ 1,900.00	
Bank Interest	£ 284.62	
Overton Community Fund Proceeds	£ -	
Community Chest (Solar farm)	£ 3,733.53	
Fete stalls (plus sale of gas cylinders)	£ 871.00	
Hafren Dyrddwy rebate (sewerage costs)	£ 1,208.81	
Income Total	£ 99,000.74	See bank reconciliation 1st August/September 2024
Expenditure to date	£ 40,033.31	See bank reconciliation 1st August/September 2024
Balance to date	£ 58,967.43	See bank reconciliation 1st August/September 2024
Earmarked/Reserves		
Reserve Figure	£ 15,776.72	
Strategic Planning Projects	£ 6,732.39	
Overton Events Fund	£ 2,257.72	
Community Chest Fund (solar farm)	£ 3,963.95	
Overton Community Fund	£ -	
Ringfenced Total	£ 28,730.78	See reserves balance
General Fund	£ 30,236.65	See reserves balance
Balance to date	£ 58,967.43	

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

15.5400. TO SET ANY DATES FOR MEETINGS

- Precept meeting – Wednesday 27th November 2024
- Finance meeting – Week starting Monday 28th October 2024
- Clerks appraisal - TBC

16.5401. ITEMS FOR INCLUSION IN THE NEXT AGENDA AND CONFIRMATION OF DATE (14TH OCTOBER 2024) - TO BE HELD IN PERSON (REMOTE ACCESS AVAILABLE)

- None received

The Chair closed the meeting at 21:00 hrs.