**OVERTON PARISH COUNCIL**

**Meeting**

Minutes of the Meeting of Overton Parish Council held in Overton Memorial Hall on Monday

11th April 2022 at 7.00pm

**Parish Councillors Present:** S Ayrey(Chair)

J Dean

P Fleming

**Also Present:** D Clarke (Clerk) and 2 members of the public.

**Apologies:** D Edmondson, S Bargh, J Higginson and L Molloy

The Chairman welcomed those in attendance and opened the meeting at 7.00 pm.

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| **Item No.** |  | **Action** |
| **22-74** | **Declarations of Interest**  There were no declarations of interest. |  |
| **22-75** | **Dispensations**  There were no requests for dispensation. |  |
| **22-76** | **Open Section for members of the public to speak**  No matters were raised by members of the public. | **Clerk** |
| **22-77** | **Minutes of the previous meeting**  The minutes of the meeting of the Parish Council on Monday 14th March 2022 were received.  **Resolved:** The minutes be approved as a true record for signature by the Chairman. | **Clerk** |
| **22-78** | **Matters arising from the minutes**  There were no matters arising from the minutes. |  |
| **22-79** | **Coronavirus – Contingency planning**  There were no changes to current policy |  |
| **22-80** | **Casual Vacancy**  There were no candidates for the vacancy. | **Clerk** |
| **22-81** | **New Clerk**  There were no candidates for the post. | **Clerk** |
| **22-82** | **Date of Annual Parish Meeting**  **Resolved:** The Annual Parish Meeting will be held on Monday 9th May 2022 at 7.00pm in Overton Memorial Hall, to be followed by an ordinary meeting of Overton Parish Council | **Clerk** |
| **22-83** | **Internal Audit – Year end 2021/2022**  The internal audit for the year ending 31st March 2022 is due. Accounts and other relevant information will be passed to the Internal Auditor as soon as possible. | **Clerk** |
| **22-84** | **AGAR 2021/22**  Forms for the 2021/22 Annual Governance and Accounting Review have been received. The Council is asked to authorise the Certificate of Exemption. The Certificate of Exemption, if accepted by the External Auditor, removes the need to send details of the AGAR to the External Auditor but the Review must still be carried out.  **Resolved:** The Parish Council authorises the completion of the Certificate of Exemption to be signed by the Chairman and the Responsible Financial Officer. | **Clerk** |
| **22-85** | **Village Christmas Tree**  The PC will look for a supplier of a suitable Christmas tree. | **Clerk** |
| **22-86** | **Queen’s Platinum Jubilee Celebrations**  Lynne Molloy has obtained an estimate of £92.00 for the printing of 500 leaflets publicising village events.  **Resolved:** The estimate of £92.00 is accepted. The Parish Council will reimburse Mrs. Molloy with the cost on production of an invoice. It is noted that VAT is not charged on printed matter. The Parish Council will not be involved in the distribution of the leaflets. | **Clerk** |
| **22-87** | **Lancaster Road Development – Section 106 update**  Attempts to speak to city council officers about this matter had so far been unsuccessful. Further attempts will be made. | **Clerk** |
| **22-88** | **Registration of Parish Council Property**  Information relating to the properties to be registered has been sent to the PC’s solicitors. | **Clerk** |
| **22-89** | **Defibrillators – Update**  John Christian Electrical Contractors Ltd have submitted an estimate of £275.00 plus VAT for installing the Church Park/Chapel View defibrillator and connecting it to a suitable electricity supply.  **Resolved:** The estimate of £275.00 plus VAT from John Christian Electrical Contractors Ltd be accepted. | **Clerk** |
| **22-90** | **Green Team**  There was no report on this item. |  |
| **22-91** | **Grants and Donations**  There were no requests for grants or donations. | **Clerk** |
| **22-92** | **Grounds Maintenance**  It was noted that the city council has commenced the mowing of grass at the playground. |  |
| **22-93** | **Playground Inspection, maintenance and safety issues**  It was noted that the main Lancaster Road Gate to the playground was not closing properly and that the safety matting to the pirouette was dislodged causing a possible trip hazard. The city council will be asked to carry out appropriate adjustments. | **Clerk** |
| **22-94** | **Road Maintenance, Cleansing & Safety**  County highways has agreed to inspect the worn road markings.  The PC will complete and return to county council a questionnaire about SpID signs. | **Clerk** |
| **22-95** | **Planning**  There were no planning applications.. |  |
| **22-96** | **Neighbourhood Planning**  The PC will not proceed unless and until the is a strong commitment to the process from the community. | **Clerk** |
| **22-97** | **Sunderland Point Road – warning signs**  There was no report on this item. |  |
| **22-98** | **Sunderland Point Toilets**  An appointment has been made on Wednesday 13 April for a smart meter to be installed.  The PC is asked to approve the purchase of cleansing materials at an estimated cost of £60 to £70 plus VAT.  **Resolved:** The purchase of cleansing materials at a cost of £60 to £70 plus VAT is approved. | **Clerk** |
| **22-99** | **Overton Flag**  The school will be asked if the children would like to prepare some designs for an Overton flag for consideration by the PC. | **Clerk** |
| **22-100** | **Website**  Jaci Dean has taken over the running of the PC’s website.  The PC thanks Ken Webber for his hard work in the continuing development of, and running the website, over the last few years. |  |
| **22-101** | **Accounts for Payment**   1. DGS Clarke – Clerk’s salary March 2022   £229.08  PAYE tax £ 45.80  Salary Payable £183.28   1. HMRC – PAYE tax £ 45.80 2. Water Plus Ltd – Water charges SP toilets   07/12/21 to 21/03/22 £32.15     1. PLWB – Loan repayment by DD on 11/04/2022   £332.14   1. E.ON Next – Elec charges SP toilets 01/03/22   To 31/03/22 payable by DD on 19/04/22  £ 26.09  VAT £ 1.30  Total £27.39  **Resolved:** Accounts be paid as presented. | **Clerk** |
| **22-102** | **Correspondence**  There was no correspondence to consider. |  |