



**Minutes of the Extraordinary Parish Council Meeting held on 17th January 2011
at 7.30pm in the Parish Office**

Present: Cllrs S Berlyn (Chairman) A Pemberton
 D Bolwell D Powell
 Mrs A Chapman M Telling
 Mrs S-J Court J Thomson
 A Keeler D Whiteing

In attendance: Mrs M Saunders, Clerk
 Mrs E Blyth, Assistant Clerk

135 Apologies for absence

Apologies were received and accepted from Cllrs Mrs Y Burton, H Clacy, S Freeman and M Wood. Cllr John Langley had now resigned from Council. This matter would be dealt with at Parish Council on 26th January 2011.

136 Declarations of Interest

Members were reminded that they must declare any personal or prejudicial interests they had in any items of business on the meeting's agenda. They were reminded that they would need to repeat their declaration at the appropriate point in the meeting and leave the room if the interest was a prejudicial one. Unforeseen interests must similarly be declared at the appropriate time.

No interests were declared.

137 Public Question Time

No members of the public were present.

138 Exclusion of Press and Public

RESOLVED: in accordance with S1 of the Public Bodies (Admission to Meetings) Act 1960, that in view of the nature of the business to be discussed it was in the opinion of the Council advisable that the Public and Press be excluded.

This was due to the commercial sensitivity of the tendering process.

139 The Way Forward for the Drainage & Car Parks Project – Phase 3

139.1 The Clerk issued again the notes of the most recent meeting of the Project Working Group and a report on the current situation and options for taking the project forward. An email from Cllr Clacy, who was unwell and unable to attend, was also circulated.

The Chairman explained that this project had been set as the No.1 priority for the Parish Council for many years. The ceiling figure for the project had been set at the meeting on 24th November 2010 (minute 134 refers) and the Public Works Loan had been obtained.

The decision required at this meeting was the way forward.

139.2 A discussion took place regarding the Parish Council's consultants. Issues had been raised with the present consultants.

Cllr Telling proposed that the Parish Council discontinue working with the present consultants, and this was seconded by Cllr Bowell. In a vote, 9 members were in favour of this course of action and 1 was against. The proposal was therefore carried.

RESOLVED: that the Parish Council discontinue with the services of the present consultant.

139.3 The Clerk had managed to source a local firm with Civil Engineering experience. She had approached other companies but only found one locally which was prepared to take on the project and had submitted a quotation.

After discussion Cllr Keeler proposed that the Parish Council employ the company Brand Leonard to act as consultants for the Parish Council for Phase 3 of the Project. This would include taking test samples of the car parks, writing a new specification, putting the work out to tender, formulating a report on the tenders, attending a Parish Council meeting to explain the report, and overseeing and signing off the work of the company appointed to carry out the works.

Examples of Brand Leonard's work were requested by Cllr Mrs Chapman the Clerk read information from the internet.

Cllr Mrs Chapman seconded the proposal. A vote was taken and 9 members were for the proposal and 1 against. Therefore the proposal was carried.

RESOLVED: that Brand Leonard be appointed as the Parish Council's consultants in the sum of £5,800 plus VAT to be taken from the earmarked Drainage & Car Park Budget.

139.4 Cllr Powell proposed that a credit check be carried out for the Company. It was explained that in view of the sum involved this was not required by the Council's financial regulations. The proposal was seconded by Cllr Whiteing and carried by 9 votes to 0, with 1 abstention.

RESOLVED: that the Clerk look into obtaining a credit check for the company and report the information to Parish Council.

139.5 Cllr Pemberton was concerned regarding the timescale for the project in view of the deadline relating to grants.

A proposal was made by Cllr Thomson and seconded by Cllr Telling that the Clerk, the Chairman of the Council, the Chairman of Facilities and Cllr Pemberton meet with the new consultants as soon as possible. A vote was taken and 9 members were in favour of the proposal and there was 1 abstention. Therefore the proposal was carried.

RESOLVED: that the Clerk, the Chairman of the Council, the Chairman of Facilities and Cllr Pemberton meet with the new consultants as soon as possible to explain the background and requirements for the project.

139.6 A further proposal was made that responsibility for agreeing the specification for the works be delegated to the Drainage and Car Park Working Group. This was

proposed by Cllr Telling and seconded by Cllr Powell. A vote was taken and there were 9 votes for this proposal and 1 abstention. The proposal was therefore carried.

RESOLVED: that the Drainage and Car Park Working Group be authorised to agree the specification of works to go out to tender.

139.7 It was explained that a deadline for the return and opening of the tenders would be set with the Consultant. A further Extraordinary Parish Council meeting would be required when the tenders were returned to make a decision as to whether to appoint a company to carry out the works, bearing in mind the agreed ceiling figure. It was agreed that the Consultant should be asked to be present at that meeting.

Business having been concluded, the Chairman closed the meeting at 8.35pm.

Signed: Cllr S Berlyn, Chairman

Date: