

# WELLINGTON PARISH COUNCIL

**Extraordinary Parish Council Meeting held at the Community Centre  
at 7.30pm on Tuesday 13<sup>th</sup> August 2013**

| <u>Item</u> | <u>Minutes</u>   | <u>Action</u> |
|-------------|--|---------------|
|             | <p><b>Present</b><br/> <b>Parish Cllrs:</b> Mrs J Gowan (Acting Chair), Mrs L Langford; Mr J Morrison, Mr D Wood<br/> <b>Also in attendance:</b> Cllr A Blackshaw and 15 members of the public.</p> <p>The Acting Chair introduced Cllr Jimmy Morrison, welcoming him to the Parish Council.</p>   |               |
| <b>1.0</b>  | <p><b>To Elect a Chairman</b><br/> <b>Nominations for the position of Chair were invited.</b></p> <p>Cllr Gowan was nominated by Cllr Langford, seconded by Cllr Wood. All were in favour.<br/> <b>Resolved:</b> Cllr Gowan was elected as Chair.<br/> <b>Resolved:</b> It was agreed that the Chair would meet with the Clerk to sign the Declaration of Office.</p>  |               |
| <b>2.0</b>  | <p><b>To Accept Apologies for Absence</b></p> <p>Parish Clerk – Mrs C Bucknell – to whom best wishes were sent for a speedy recovery by all present<br/> Councillor Prince, Councillor Porter.</p>   |               |
| <b>3.0</b>  | <p><b>To Receive Declarations of Member's Interest</b><br/> <b>3.1 To consider requests for dispensations</b><br/> There were no declarations of interest or dispensations requested.</p>  |               |
| <b>4.0</b>  | <p><b>General Power of Competence</b><br/> <b>4.1 To confirm eligibility</b><br/> All Cllrs had received the HALC factsheet on the General Power of Competence. The Power, introduced in the Localism Act 2011 is available to local councils that meet two criteria for eligibility. The factsheet outlined the eligibility criteria, the power available under GPOC and also the risks and limitations. The Chair called for any questions on the information supplied and provided a brief resume for the members of the public present.</p> <p><b>Eligibility Criteria:</b></p> <ul style="list-style-type: none"> <li>• The number of councillors elected at the last ordinary election or at a subsequent by-election, must equal or exceed two thirds of the total</li> </ul> |               |

| <u>Item</u> | <u>Minutes</u>   | <u>Action</u> |
|-------------|--|---------------|
| 5.0         | <p>number of seats on the council. Elected councillors include all councillors who stood for election whether or not the election was contested. In the case of Wellington Parish Council the eligibility requirement is 6 elected Councillors.</p> <ul style="list-style-type: none"> <li>• The Clerk must hold one of the recognised sector specific qualifications (eg CiLCA) including the new CiLCA Section 7 which relates specifically to GPOC.</li> </ul> <p><b>Resolved:</b> It was agreed that Wellington Parish Council met both of these eligibility criteria.</p> <p><b>4.2 To accredit Wellington Parish Council with General Power of Competence</b></p> <p><b>Resolved:</b> Wellington Parish Council accredits itself with the General Power of Competence.</p> <p><b>Community Hub Issues</b></p> <p><b>5.1 To consider awarding contract for construction work</b></p> <p>The Chair reported that following due processes, three expressions of interest had been received; in the event, one construction company withdrew and two formal tenders were received, one from GP Thomas and one from CJ Bayliss. Of these, the one from GP Thomas was the most competitive at £192,110 (excluding VAT) and scrutiny by the Community Hub Working Group had shown that the tender was in line with the detailed specification prepared.</p> <p>It was proposed that a 'Letter of Intent' be issued to GP Thomas awarding the contract subject to receipt of loan approval and successful signing of a lease between Wellington Chapel and Wellington Parish Council.</p> <p>The proposed 'Letter of Intent' was read to the meeting, its contents agreed subject to scrutiny by Hook Mason to ensure that it is totally legal in its content.</p> <p>Cllr Wood then explained to the meeting how the timing of the specification finalisation, lease agreement and loan application were all dependent upon one another. He continued by explaining that during scrutiny of the tenders, some items had been identified as potential cost savings. Of these, some items (such as the porch to the front of the building and removing the timber cladding) would require a new planning application to be made (with a resultant 10 week delay to the programme). The Community Hub Working Group had already unanimously agreed that a new planning application would not be appropriate therefore these changes were not pursued.</p> <p>Prior to the meeting a paper relating to the cost savings had been issued to all councilors who had been asked to comment on whether the savings identified were cost-effective in the long term or whether the original specification should</p> |               |

| <u>Item</u> | <u>Minutes</u>  | <u>Action</u> |
|-------------|---|---------------|
|             | <p>stand.</p> <p>Comments received were reported as follows:</p> <p>Change from red cedar cladding to softwood: 4 against, 2 for</p> <p>Replacement of full height doors in parish room to half height window: 4 against, 2 for</p> <p>Replacement of suspended ceiling with plasterboard: 4 against, 2 for</p> <p>Removal of ducting for potential future lighting bollards: 4 against, 2 for</p> <p>Removal of cycle racks , to be replaced with existing ones: 6 for</p> <p>Removal of dog tethers, to be self-fitted: 6 for</p> <p>Total savings: £225</p> <p>In addition agreement had already been reached prior to the meeting to accept the additional cost of £500 for a non-return valve to drainage system.</p> <p><i>All figures quoted are exclusive of VAT.</i></p> <p><b>Resolved:</b> To award the contract to GP Thomas using a ‘Letter of Intent’ pending loan and lease agreement, subject to additional cost of £500 and a reduction in cost of £225. The total contract value is therefore £192,385 (plus VAT).</p> <p><b>5.2 To consider Department of Communities and Local Government (DCLG) borrowing approval</b></p> <p><b>5.2.1 To approve Business Plan</b></p> <p>A draft business plan had been submitted to all councilors prior to the meeting. All councillors congratulated the clerk on producing an excellent document.</p> <p><b>Resolved:</b> To accept the business plan subject to the addition of the agreed loan amount on the final page (per minute 5.2.3).</p> <p><b>5.2.2 To consider budget</b></p> <p>Cllr Langford had produced and circulated comprehensive budget documentation to support the loan application including a Community Hub budget showing existing, committed and proposed expenditure, together with Parish Council budgets for 2013, 14 and (draft) for 15.</p> <p>Cllr Wood questioned the fact that the overall budget shown exceeded the £280,000 budget provided to the Parishioners at the open meeting in November 2011 by approximately £5000. It was explained that additional items had been put into the budget relative to the fitting out of the Parish Room and the Community Library, as a grant from Awards for All had been received to cover these items and which had to be detailed on the loan application. Therefore figures had to be added in, to balance with the grant. It was stressed that this is a loan application and assurance was given that expenditure would not exceed £280,000.</p> |               |

| <u>Item</u> | <u>Minutes</u>   | <u>Action</u> |             |        |     |   |         |  |
|-------------|--|---------------|-------------|--------|-----|---|---------|--|
|             | <p><b>Resolved:</b> It was agreed to reduce the contingency in the budget to £4000 to balance the £4000+ expenditure on the Parish Room and that the final Community Hub budget would be <b>£284,455</b>.</p> <p><b>5.2.3 To approve Borrowing Application</b><br/>The borrowing application needs to show detailed figures as follows:<br/>Total project value £284,455, less Awards for All grant £8750, less amounts funded to date by the Parish Council, £25187, giving a total loan required of £250,518 for a period of 20 years.</p> <p><b>Resolved:</b> To complete the loan application form with the figures agreed and for the period of 20 years.</p> <p><b>5.3 To consider lease</b><br/>The draft lease is currently with the Parish Council's appointed lawyers who are considering it and will forward it with comments shortly and commence the relevant searches.</p> <p><b>Resolved:</b></p> <p><b>5.4 To consider any professional fees due</b></p> <table border="1" data-bbox="272 1160 1326 1279"> <thead> <tr> <th data-bbox="272 1160 408 1205">Cheque</th> <th data-bbox="408 1160 1166 1205">Expenditure</th> <th data-bbox="1166 1160 1326 1205">Amount</th> </tr> </thead> <tbody> <tr> <td data-bbox="272 1205 408 1279">742</td> <td data-bbox="408 1205 1166 1279">Martyn Peters Structural Engineer. Work agreed at PC meeting 02/05/13. Minute 13.3. £360+ VAT</td> <td data-bbox="1166 1205 1326 1279">£432.00</td> </tr> </tbody> </table> <p><b>Resolved:</b> Payment approved; as only one cheque signatory was at the meeting, the Clerk will be asked to counter-sign the cheque, as allowed in special circumstances.</p> <p>Notification has been received that a planning amendment fee of £195 (plus VAT) will be required to enable the air source heat pump to be added which is needed to satisfy the energy certification.</p> <p><b>Resolved:</b> that this fee will be paid as required.</p> <p><b>5.5 Next Steps</b><br/>Cllr Wood explained the procedures now taking place and advised that the build programme is anticipated as 26 weeks with a target start date end September and completion April 2014.</p> | Cheque        | Expenditure | Amount | 742 | Martyn Peters Structural Engineer. Work agreed at PC meeting 02/05/13. Minute 13.3. £360+ VAT | £432.00 |  |
| Cheque      | Expenditure  | Amount        |             |        |     |   |         |  |
| 742         | Martyn Peters Structural Engineer. Work agreed at PC meeting 02/05/13. Minute 13.3. £360+ VAT  | £432.00       |             |        |     |   |         |  |

| <u>Item</u> | <u>Minutes</u>   | <u>Action</u> |
|-------------|--|---------------|
|             | <p><b>To Note Date and Time of the next regular Parish Council Meeting</b><br/> Thursday 5<sup>th</sup> September 2013 at 7.30 pm</p> <p>The meeting closed at 8.15pm.</p> <p>Signed ..... Date .....</p> <p>Chairman of Wellington Parish Council</p> |               |