



**Minutes of the Parish Council Meeting held at St Andrew's Church, Tur Langton
6th September 2019 at 7.30 p.m.**

Present: Cllr T Bladon, Cllr P Officer, Cllr C Staveley

Action

1.	99/19 – Apologies for Absence - Alison Gibson apologise for not being available to clerk the meeting	
2.	100/19 – Declarations of disclosable pecuniary interests and granting of dispensations Cllr Staveley declared Disclosable Non-Pecuniary Interest in Item 6 - Village Hall Renovation Project for the following reasons: Member of Tur Langton Village Hall Committee and applied for a dispensation participate in discussion and vote on the matter, reason 33a - without the dispensation the number of persons unable to participate in the transaction of council business/matter would be so great as to impede the transaction of the council business/matter It was resolved to grant Cllr Staveley a dispensation to speak and vote on the matter to run to the next election.	
3.	101/19 – To approve the minutes of the previous meeting held on 30/07/2019 Resolved that the Minutes of the Parish Council Meeting held on 30/07/2019 be approved and adopted as a true record.	
4.	102/19 – Questions from members of the public – none present	
5.	103/19 – To record the successful loan application and the receipt of £55,000 minus the £25 administration fee. The loan Confirmation Letter has been received. Loan number 509760. It is a fixed loan repayable 6 monthly - interest calculated at 1.520 % The repayment schedule is as follows; first half yearly repayment due 21/2/2020 - £1,671.87. Second repayment due 21/8/2020 £1,6701.87. Total yearly payment £3343.74. We budgeted for annual repayments of £3,523.00. Last repayment due 21/8/2038. The payment was received into the Parish Council's account 21/8/2019	
6.	104/19 – To review the recommendations from the Village Hall advisory Committee and agree the contractor / award contract to carry out the first phase of the Village Hall renovations The advisory committee is made up of three councillors plus residents Amanda Phillipson, Jan Haynes and Matt Bills. Paul Officer was nominated and accepted the roles of Chair and Project Manager. The Advisory Committee's recommendations for the skip, fencing and roof package were circulated for consideration along with quotations. 6.1 Skip Hire It was noted that there was an error on the skip hire recommendation and this was altered and signed by Cllr Officer at the meeting to confirm a recommendation to accept a quotation of £375.00 + VAT for an 8-yard general skip for four months from Bakers Waste The advisory information was reviewed by the councillors and it was resolved place the order for the skip with Bakers Waste as recommended and to arrange to open an account with a £500 credit limit with Bakers Waste. This service is to be gifted to the Village Hall Committee (Section 19(3) of the Government Act (Miscellaneous Provisions) Act 1976) The clerk will open the account and order the skip as soon as practicable.	Clerk

6.2 Heras security fencing hire (including purchase of coded padlock)

The council reviewed the following recommendation from the Advisory Committee:

To purchase the fencing based on the following quotation from Fence Supplies UK based on the following quotation:

12 panels including standard feet and fence couplers £428.75 + VAT including £80 delivery

It was resolved to purchase 12 panels plus feet and couplers including delivery £428.75 + VAT (which can be reclaimed).

The fencing will be retained by the Parish Council and added to the Asset Register.

The clerk will prepare and issue the works order. Cllr Staveley will pay for the fencing and claim reimbursement (in line with the council's Expenses Policy) as it is not straightforward to pay by cheque.

Clerk /
Cllr
Staveley

Cllr Staveley volunteered to erect the fence (covered by PC insurance)

It will be necessary to purchase a coded padlock and chain to secure the fence at the entrance to the drive.

Cllr
Staveley

It was resolved to authorise Cllr Bladon to purchase a padlock up to a limit of £20 and claim reimbursement in line with the Council's Expenses Policy

Cllr
Bladon

6.3 CDM (Construction Design and Management Regulations 2015)

A "Pre-Construction Information Document" was reviewed. This addresses the Council's responsibilities under Health and Safety and CDM and will be forwarded to each contractor at the start of each phase of the refurbishment.

It was resolved to adopt the Pre-Construction Information Document as circulated for use during the Village Hall refurbishment

An Induction Document was reviewed. A councillor will use this to brief the contractor at the start of each phase and make a record of the date induction and who was present.

It was resolved to adopt the Induction document as circulated for use at the start of each phase of the refurbishment.

The emergency Response plan was reviewed **and it was resolved to adopt as circulated.**

6.4 Risk Assessment

The risk assessment for the Village Hall refurbishment was reviewed and it was resolved to adopt it without any changes.

6.5 Roofing Contractor – to consider quotations and award contract for roof work

Quotations and a recommendation from the Advisory Committee were reviewed (see Appendix 1)

It was resolved to award the contract to B Jarvis Roofing Service for the whole roof project based on the quotation of £23,303.65 + VAT (see Appendix 1).

This service is to be gifted to the Village Hall Committee (Section 19(3) of the Government Act (Miscellaneous Provisions) Act 1976)

	<p>The Risk Assessment and Method Statement (RAMS) will be submitted and reviewed prior to the contractor commencing the work.</p> <p>Merton College representative, Tim Bale, has given his approval for this contractor.</p> <p>6.6 Roofing contractor insurance</p> <p>The contractor's insurance has been received and reviewed. Clarification from Allied Westminster confirms the hall is covered during the works being carried out but does not cover the incomplete new works. The contractors all risk insurance is not a requirement of the insurer but may be taken out if the PC feels it necessary.</p>	
7.	<p>105/19 - To confirm the date of the next meeting and items for the next agenda</p> <p>Date of next meeting confirmed as 17/09/2019 at 7.30 p.m. at St Andrew's Church, Tur Langton</p>	

Agenda item 6.5 – Roofing Contractor – to consider quotations and award contract for roof work

Quotations:

BRM Building Repairs Maintenance Ltd

- Roof deck and finish - £18,348 + VAT
- Scaffolding - £3,130 + VAT
- Gutters and rainwater pipes - £2,270 + VAT
- Insulation and Plastering - £6,261 + VAT

B Jarvis Roofing Ltd

- Main Roof Works - £16,278.65 + VAT
- Scaffolding - £750 + VAT
- Guttering and downpipes - £890 + VAT
- PVC Fascias - £3,445 + VAT
- Insulation - £990 + VAT
- Asbestos removal including asbestos tip and disposal – 950 + VAT

Modern Roofs Ltd

- Roof work including scaffolding, guttering, insulation - £22,957 + VAT

Roofwise

- Main roof work including scaffolding and insulation - £27,300 + VAT
- Gutters and fascias - £4,800
- If both jobs undertaken in same visit - £31,300

The Advisory Committee Recommendation: B Jarvis Ltd, who have quoted for the full package and have the capacity to deal with and dispose of the asbestos. This is the cheapest quote and they can work within the required timescales.