

Pebworth Parish Council
Minutes of the extraordinary Meeting of the Parish Council
 Held at the Pebworth Village Hall at 7:00 pm on Monday 23rd March 2020.

Present: Cllrs. Simon Shiers (Chairman), Richard Weller, James Pearson, SJ Morrow, John Hyde & David Cranage.

Also in attendance by invitation from chairman: Richard Sharp (Pebworth Response Group) and Dawn Lodge M.R.I.C.S (Dawn Lodge Associates) Contract Administrator and Quantity Surveyor for the Village Hall refurbishment project.

Prior to the formal meeting the following information was received: -

Brief presentation from Richard Sharp to report on Pebworth Response Group and Coronavirus Support they are offering to residents. At present the group has 34 volunteers delivering food supplies/medicines. To date they have helped approximately 10 residents. Richard Sharp has set up a dedicated bank account (in his company name Cosecha Ltd) to enable timely, transparent and traceable transactions to take place to buy/sell supplies. He has purchased a small bank of basic supplies being stored at his premises with plans to use chilled storage facilities at Cider Mill Barns. Richard Sharp asked if Parish Council would be able to support this scheme particularly supplying food bank packs to those residents in need. Richard Sharp was thanked by council for his swift compassionate and professional response to the situation we face.

Richard Sharp left the Village Hall.

Report 2 – James Pearson/Dawn Lodge on the Village Hall project.

A comprehensive report was given by Dawn Lodge and Cllr James Pearson (see Cllr James Pearson report appended to the minutes) outlining a review of each of the 4 tenders received. After discussions and refinements to quotes with each of the contractors, the Village Hall committee believe Arden Construction with their wide portfolio, Village Hall experience and detailed costings with a competitive fixed price tender of £249,000 are most preferable to undertake the 19-week project. There is a need for the finalisation of PWL and Wychavon grant plus minor admin jobs before a pre-contract meeting with Arden Construction, Village Hall committee members, Dawn Lodge and Cllr James Pearson can take place. Dawn Lodge discussed financial aspects and protective measures for the project.

Dawn Lodge left the Village Hall.

Chairman opened the council meeting at 8.04pm.

208. Apologies: Cllr Denise Meynell – The Clerk was unavailable to attend

209. In the absence of the Clerk, Cllr SJ Morrow recorded the minutes of the meeting.

210. Disclosures of Interests:

- a) Members were reminded of the need to keep their register of interests updated.
- b) To declare any Disclosable Pecuniary Interests in Items on the agenda and their nature.
None declared
- c) To declare any Other Disclosable Interests in items on the agenda and their nature.
None declared

211. Exclusion of the Public.

Council agreed the following resolution: -

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw.

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212. Village Hall:

- a) Chairman and Cllr James Pearson gave an update on the refurbishment project and tender process and proposed that the project should go ahead. Cllr David Cranage asked about interest rates and Cllr James Pearson advised the rate will be fixed on the date that the council draws down the loan. The council unanimously agreed to progress the refurbishment project.
- b) Council considered all the validated contractor's tenders and associated information and unanimously agreed in principle to award the Village Hall refurbishment works contract to Arden Construction for a fixed price contract of £249,000 being the most competitive tender and are best placed to undertake the required 19 week project. The tender acceptance is subject to the successful approval of the public works loan. (Chairman proposed the motion and Cllr John Hyde seconded)
- c) Following the December 2019 resolution to progress a public work loan for the Village Hall, the council unanimously agreed to seek approval from the Secretary of State for Housing, Communities, and Local Government to apply for a Public Works Loan of £100,000 for the Village Hall refurbishment project funding with a 30 year repayment period and an annual repayment of some (£5,000) based on the currently available information. The Clerk confirmed that the precept will not need to be increased to cover the annual repayments.

(Chairman proposed the motion and Cllr Richard Weller seconded)

- d) Further actions required to progress the refurbishment project to the next stages
 - i) Gain confirmation that the Village Hall will give safe keeping for the large box of parish information currently stored in the Village Hall; this remains unresolved and will be investigated
 - ii) Gain confirmation that the Village Hall car park will be reasonable available for users of The Close while the refurbishment works is in progress; this remains unresolved and will be investigated
 - iii) Completion of JCT contract. Dawn Lodge to complete the contract details which will be confirmed by the council, it was agreed Cllr Richard Weller and Cllr James Pearson to review the completed contract on behalf of the council.

213. Coronavirus contingency measures

- a) Council agreed to cancel or reschedule all forthcoming Parish Council meetings for the protection of public health and in accordance with government guidelines for holding meetings in public, this includes the Annual Parish Meeting, Annual Meeting of the Council. It was further agreed councillors will work remotely and wait for guidance from NALC via the Clerk.
- b) Council considered the main risks to the council and the community and agreed measures to ensure that the council will continue to operate effectively and communicate with parishioners. All council business will continue in accordance within government guidelines and decisions will be reported to councillors and actioned by the Clerk under delegated powers. Communication with the parishioners will continue in the current form. John Hyde to continue with Lengthsman/Handyman work as directed by The Clerk and install temporary signs around the village/play area relating to social distancing (Action - Chairman to print, Cllr Richard Weller to laminate). In addition, Cllr John Hyde to place 'do not use' sign on zipwire following RoSPA report and rope off play area.

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- c) Council reviewed and confirmed the council's adopted scheme of delegation for decision making and agreed to delegate all normal council business to the Clerk in accordance with the adopted scheme of delegation which is available on the Parish Council's website. The council discussed usual procedures for emailing reports/comments amongst members would continue and majority decisions could still be considered where appropriate. Urgent or split decisions may be made by the Chairman and Vice Chairman. Financial business – Cllr John Hyde to collect Parish Council cheques from the Clerk periodically and deliver to 3 authorised signatories on a monthly basis. The council unanimously agreed.
- d) Council agreed to support the community and vulnerable individuals by offering assistance to the community volunteers support group known as Pebworth Response Group and to publicise the group's efforts. The council agreed to make an immediate support funding payment of £1000 to Pebworth Response Group with further payments if required. A total support fund of £5000 would be made available to the group. The support funding to be financed using section 137 of LGA 1972. If further amounts are requested after £5000 has been awarded, the Council will consider any future applications for support or funding being made to the Parish Clerk.
- The Chairman thanked Cllr Meynell, in her absence, for her offer to advise parishioners on financial matters and has requested that she compiles a list of grants/funds available for us to disseminate.

214. There being no further business the Chairman closed the meeting at 8.40pm.