

**Minutes of the Meeting of Mautby Parish Council held on
Wednesday 1st March 2023 at 7.30pm at Stokesby Community Centre**

Present: Martin Lamb (Chairman)
Amanda Bayfield
Vivyan Bishop
Mark Bullent
George Gay
Dean Hewitt
Jean Hodgson
Catherine Moore, Parish Clerk

Also present: 6 members of the public.

1. Apologies for Absence

There were no apologies for absence.

2. Public Forum

a) Public

No comments.

b) County Councillor

Not present.

c) Borough Councillor

The Borough Councillor's report was read, noting that the new bus service through Filby was beginning on 13th March, the Clerk was asked to upload the details to the Council website.

ACTION: Clerk

Adrian had submitted further details for a different bus shelter for Runham, this would be discussed at the next meeting.

ACTION: Clerk

3. Declaration of Interest for items on the agenda

Amanda Bayfield and Jean Hodgson declared an interest in the Village Hall as members of the Village Hall Management Committee.

4. Correspondence

a) Draft Coastal Adaptation Supplementary Planning Document Consultation

The consultation was noted with no comments.

b) General Correspondence

None.

5. Planning

a) New Applications

06/23/0035/F Land r/o 7 Blanks Close, Hall Road, Mautby: Retrospective application for change of use of land from agricultural use to domestic curtilage; erection of summerhouse and temporary swimming pool.

Members of the public expressed their concerns regarding the proximity of the summerhouse to the commercial poultry sheds and the risks around bird flu, noting that they would prefer to see it moved closer to the proposed stables.

Dean Hewitt proposed supporting the application, this had no seconder and therefore fell.

It was **agreed** to submit no objections and to comment that the views of the neighbour should be taken into account, proposed by Martin Lamb, seconded by Jean Hodgson, 6 in favour, 1 against. **ACTION: Clerk**

6. Finance

a) 2023/24 Budget

The Clerk noted that with the clarifications on tenders and potential VAT implications of the Village Hall project, the budget needed revising to reflect borrowing of £50,000. It was confirmed that this would have no impact on the precept request or Band D for 2023/24. The revised budget was considered and **agreed** as presented, proposed by Vivyan Bishop, seconded by Mark Bullent, all in favour.

b) Budget Forecast 2024/25

The Clerk presented the budget forecast for 2024/25, noting that a 0% budget increase could be achieved. The budget forecast was **noted**, proposed by Mark Bullent, seconded by Vivyan Bishop, all in favour.

7. Village Hall

a) Borrowing Approval Report

The borrowing approval report was presented by the Clerk, giving a comprehensive overview of the village hall project including the reasons for borrowing, the impact on the precept and the consequences of the project not going ahead. It was **agreed** to accept and approve the report, proposed by George Gay, seconded by Martin Lamb, all in favour.

b) Resolution to Borrow

The following resolution was read out by the Clerk and **agreed**, proposed by George Gay, seconded by Martin Lamb, all in favour:

At the Mautby Parish Council meeting of Wednesday 1st March 2023, it was **RESOLVED** to seek the approval of the Secretary of State for Levelling Up, Housing and Communities to apply for a Public Works Loan Board loan of £50,000 over the borrowing term of 10 years for the purpose of repairs and renovations to Runham Village Hall. The annual loan repayments will come to around £5,695.

It is also intended to increase the council tax precept for the purpose of the loan repayments by 118.17% which is the equivalent of an additional £38.41 a year. This has been supported by a precept increase consultation.

ACTION: Clerk

c) Delegated Authority to the Clerk

In the interest of timeliness it was **agreed** to delegate the following actions to the Clerk in relation to the borrowing process:

- To make factual clarifications on matters not requiring material decision in relation to borrowing approval;
- To apply to the Public Works Loan Board and draw down the loan once borrowing approval is received;
- To appoint the preferred contractor once funding is confirmed / received;

- To make interim payments to the contractor as required by contract in consultation with the Chairman and Vice Chairman.

Proposed by Vivyan Bishop, seconded by Mark Bullent, all in favour.

d) Appointment of VAT Consultant

It was **agreed** to engage The Parkinson Partnership to guide the VAT element of the Village Hall project at a cost of £600, proposed by Martin Lamb, seconded by Mark Bullent, all in favour. **ACTION: Clerk**

e) Letters to Local Businesses re: Sponsorship

It was **agreed** that the Village Hall Committee would produce a letter to send out to local businesses asking for funding, with a structure of what would be received in return if desired, this would be circulated to the Council by email. **ACTION: AB**
It was noted that funding applications for other elements of the project were being submitted.

It was **agreed** to exclude the Press and Public under the Public Bodies (Admission to Meetings) Act 1960 for the next part of the discussion, proposed by Martin Lamb, seconded by Amanda Bayfield, all in favour.

f) Evaluation of Tenders and Preferred Contractor

The tenders were evaluated and the following assessments made:

Contractor A had submitted a full and comprehensive list of works, and had been realistic about the increasing cost of materials as well as the work required.

Contractor B had highlighted a number of additional costs that had not been in the tender document, with even more costs added when surveys show further works required. It was felt that acceptance of this quote would require an open cheque book.

Contractor C had only quoted for work to the roof, and as the Council was looking to appoint one contractor to undertake all the works, this tender was discounted.

Contractor D had reproduced the specification supplied by the Council, which had been an outline and had been intended to draw out a list of proposed works. The contractor had been asked to list out their specific proposed work as part of the clarifications, but had not done so. The contractor had also not carried out a thorough inspection of the roof space. It was felt that there was too much risk of a contract variation at a late stage in the project.

It was **agreed** that Contractor A (Cowills) would be notified as the preferred contractor, noting the following conditions:

- The contractor would provide their risk assessments and a summary relating to meeting the Construction (Design and Management) Regulations 2015 before a contract would be issued;
- The contractor would be the Principal Designer and Principal Contractor as set out in the CDM Regulations 2015;
- The contractor would provide a confirmed quote once funding is confirmed, which would be accepted if in scope of the figures set out in tenders and

clarifications. The contractor would be asked to provide some evidence of these price rises between December 2022 and final quote.

- In notifying the preferred contractor, the Council was not entering into a contractual obligation and reserved the right not to proceed to contract if the above conditions were not met, if funding was not received, or if some other material consideration came to light.

Proposed by Vivyan Bishop, seconded by Dean Hewitt, all in favour. **ACTION: Clerk**

It was noted that an asbestos survey needed to be carried out as this had never been done, prices for this would be considered at the next meeting. **ACTION: Clerk**

8. Date of Next Meeting

Wednesday 29th March 2023 7pm Annual Parish Meeting followed by the Parish Council Meeting, Stokesby Community Centre.

The meeting closed at 8.40pm.

CHAIRMAN

Draft approved by the Chairman by email 2nd March 2023