

**MINUTES OF THE MEETING OF THE**  
**NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON**  
**THE 17<sup>TH</sup> DECEMBER 2020**

In view of the Covid-19 pandemic and Government instructions, this meeting was held remotely via video/telephone conference call.

There were no public question time discussions.

**1. Apologies for Absence:** C. Dawson. These apologies and the reasons for them were accepted and approved.

**Attending:** K. Fincher (Chairman), C. Arrow, D. Lucas, M. Pollard, P. Richmond, J. Waizeneker.

**2. Changes to Membership**

None.

**3. Declarations of Interest**

a) Reminder and requirements noted.

b) c) d) None.

**4. 2020/232 To consider exclusion of the public and press for agenda item 5 in the public interest due to the confidential commercial nature of the business**

It was agreed to exclude members of the public and press for agenda item 5. Proposed Cllr Richmond, seconded Cllr Arrow and agreed by all.

**5. 2020/233 Norton Parish Hall Community Legacy Grant Project (PHP)**

**a) To consider update/recommendations from the working group, including contract update/recommendations**

An update was received from the Parish Hall Plan Working Group (PHPWG), with discussions summarised as follows:

Roof contract:

- The preferred roof contractor has responded to the request for clarification/further information to the satisfaction of the PHPWG and is therefore recommended to the Council.
- The area of roof included within the preferred quote was questioned in terms of this meeting the project brief. The PHPWG believes that the area quoted for is correct.
- Payment terms were discussed including any requirement for a deposit or stage payments. It was agreed that either a deposit or stage payments (but not both) would be considered, with the need for this, the terms for this and potential sums to be discussed with the contractor, minimising risk to the Council. The availability of funding to cover a deposit or stage payments was also considered.
- References were discussed, with agreement to satisfactory references being obtained prior to formal instruction of works.
- The process from project research and site visits, to review of contracts by the PHPWG, was discussed including the terms of reference agreed for the PHPWG.
- Concerns were noted regarding potential payment terms and in respect of the quote meeting the project brief (due to the difference in cost when compared to other quotes received). The PHPWG advised that the quote has been reviewed in detail and it is satisfied that it meets the project brief.

Work in Progress (WIP) insurance cover was discussed. The Parish Hall Trustees are investigating whether this is included within the Hall insurance. A quote for WIP cover will be explored with the Council's insurer.

**Action: Clerk**

Members of the PHPWG were thanked for all their efforts and hard work.

**b) To agree award of contracts**

Projects being progressed under the General Power of Competence adopted by the Parish Council at its meeting held on 26 September 2019, agenda item 11, minute ref: 2019/266.

Agreed to issue letters of intent as follows:

**Action: Clerk**

Roof project:

A letter of intent will be issued to Prothos Contracting Ltd. This will be subject to confirmation of the area of works, receipt of satisfactory references and agreement of payment terms. A proposed schedule of works will be requested to ensure fit with other elements of the PHP projects. Proposed Cllr Richmond, seconded Cllr Waizeneker and agreed by majority after a vote of 5 in favour and one against (Cllr Lucas).

Solar panels and EV charging project:

Following the agreement to instruct at the 10 December Council meeting, a letter of intent will be issued to Joule Energy. This will be subject to receipt of satisfactory references. A proposed schedule of works will be requested to ensure fit with other elements of the PHP projects.

Multi-function room project:

Following the agreement to instruct at the 10 December Council meeting, a letter of intent will be issued to Advantage UK (Advantage Storing and Handling Ltd). This will be subject to receipt of satisfactory references.

Letters of intent will be followed up early in the New Year to discuss the final details of the project prior to letters of instruction being issued (upon satisfaction of conditions with the letters of intent).

**Action: PHPWG/Clerk**

**6. 2020/234 Date of Next Parish Council Meeting**

Parish Council Meeting: 21 January 2020

The meeting closed at 9pm