

**MINUTES OF THE MEETING OF THE  
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON  
THE 10<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:** H. Turvey (late arrival). These apologies and the reasons for them were accepted and approved.

**Attending:** K. Fincher (Chairman), C. Arrow, C. Dawson, D. Lucas, M. Pollard, H. Turvey, J. Waizeneker.

2. **Changes to Membership**

The resignation of Cllr Kelly was noted and accepted. Wychavon DC will be notified. **Action: Clerk**

3. **Declarations of Interest**

- a) Reminder and requirements noted.  
b) c) d) None.

4. **2020/229 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 Waizeneker, seconded Cllr Dawson and agreed by all.

5. **2020/230 Norton Parish Hall Community Legacy Grant Project (PHP)**

- a) **To consider update/recommendations from the working group, including the outcome of opportunity postings to the Contract Finder website, review of tenders received and contract recommendations**

An update was received from the Parish Hall Plan Working Group (PHPWG) which included:

- Phasing of elements of the PHP project ordered from first to be undertaken: roof, solar panels and electric vehicle (EV) charging, multi-function room provision, shop/Post Office. The shop/PO are being explored further to assess format and viability.
- Phasing of funding (Community Legacy Grant (CLG), New Homes Bonus (NHB), Parish Council contribution) and Parish Hall Charity direct project work.
- Recovery of VAT during the project to assist in funding next phases of work.
- Potential additional funding (e.g. CLG, Spacehive) to enable the Post Office element (subject to assessment of viability) and to inform the nature of the shop.
- Discussions with Wychavon DC confirming that the CLG and NHB can be used across the various elements of the PHP as required to deliver these in the agreed format. Any proposed changes to the format (e.g. non-delivery of a PO if not viable) will need to be discussed with Wychavon DC.
- Wychavon DC has been briefed on current proposals and the approach being adopted by the Parish Council, with this meeting with their approval.

Tenders/quotes were opened by the Clerk on 10 December in the presence of Cllr Pollard and Waizeneker via Zoom, with the Clerk documenting tenders/quotes received and overall costs. These have been reviewed in detail by the PHPWG, using a template to document review and to assess the quotes/tenders in a consistent manner. This documentation will be held in the Council's files and has informed the following recommendations being made to the Council.

Roof project:

A preferred contractor has been identified subject to clarification/further information from the contractor. This will be sought by the PHPWG for review and agreement of a final recommendation to the Council. Any questions from Council members were welcomed before noon on 11 December. Approach agreed by all. Proposed Cllr Waizeneker, seconded Cllr Arrow and agreed by all.

Solar panels and EV charging project:

Following provision of background information to the Council, Joule Energy was recommended by the PHPWG to undertake this work, with a fixed price cost noted by the Council.

Cllr Turvey joined the meeting at 8.40pm.

Multi-function room project:

Following provision of background information to the Council, Advantage UK were recommended by the PHPWG to undertake this work, with the quoted cost noted by the Council. It was noted that as part of this element of the PHP project a container(s) will be required as panto storage and groundsman equipment storage, with costs for this c. £6,600 (incl. VAT). The need for planning permission for the proposed container(s) will be explored. **Action: Clerk**

Shop/PO project:

Subject to further exploration to assess format and viability.

Neighbouring residents will be notified in advance of work commencing on site.

**Action: PHPWG**

**b) To receive New Homes Bonus (NHB) funding update**

Wychavon DC has confirmed that the NHB funding is agreed and drawdown is being phased to fund the multi-function room project, following phased drawdown of the CLG funding to support the roof and solar/EV charging work.

**c) 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.

Roof project:

To be considered at Parish Council meeting 17 December 2020. Proposed Cllr Waizeneker, seconded Cllr Arrow and agreed by all.

Solar panels and EV charging project:

Agreed to instruct Joule Energy at the quoted fixed price cost. Proposed Cllr Arrow, seconded Cllr Lucas and agreed by all.

Multi-function room project: Agreed to instruct Advantage UK at the quoted cost. Proposed Cllr Lucas, seconded Cllr Arrow and agreed by all. Costs relating to provision of a container(s) for panto storage and groundsman equipment storage were agreed in principle, providing the estimated cost of c. £6,600 (incl. VAT) can be incorporated within the project budget.

Following the Council meeting to be held on 17 December, letters will be issued to the successful contractors to advise that they have been awarded the contracts.

The PHPWG members were thanked for all their hard work in progressing the PHP project.

**6. 2020/231 Date of Next Parish Council Meeting**

Parish Council Meeting: 17 December 2020

The meeting closed at 9.20pm