

Cheveley Parish Council
c/o 59 West Street, Isleham, Ely, Cambridgeshire, CB7 5SD

MINUTES

Cheveley Parish Council Extra-Ordinary Full Council Meeting on
Thursday 6th August 2020 at 7:30pm
held online using the Zoom meeting platform.

Present: Councillors Claire Elbrow (Chair), Alison Day, Cllr Fullerton, Jane Gibson, James Hadlow, Sheila Marvin, Brent Noble, Sallie Thomas (Vice-Chair) and Sue Willows.

There were 2 members of the public present.
The meeting was opened at 7:30pm.

Under the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, this meeting will be held remotely using an online meeting platform. The meeting will be open to the public (including the press).

39/20/21 Apologies and approvals for absence

Chairman Cllr Elbrow had said she would be late to the meeting. Vice Chair Cllr Thomas chaired the meeting until Cllr Elbrow joined.

40/20/21 Declarations of Pecuniary and Non-Pecuniary Interests

None.

41/20/21 Open Forum for Public Participation (10 mins)

None.

42/20/21 Purchase of former URC building

(a) Cllr Elbrow joined the meeting at 7:44pm just after the start of this item.

Report from Keith Johns (KJ Architects) re: repairs and renovations – Mr Johns had sent a report which had been circulated to Councillors today. The tenders are valid for 3 months from the 31st July and were put together by the contractors using a pricing document to facilitate like-for-like quotations. Mr Johns explained that the contractors had included provisional sums (some more than others) for work they felt might also be necessary. Areas of particular concern, which need attention as soon as possible, had been highlighted. There was nothing in any of the tenders to suggest work which would need building regulations approval. It was agreed to consult the Conservation Officer, in the first instance, to find out if planning permission is needed.

Consent from the neighbour to access the building from their driveway/garden will be necessary and the Clerk will write to them. The school will also be contacted to address parking whilst renovations are in process as the builder will need to use the car park for vehicles and supplies. No indication had been given by the contractors of how long the works would take to complete.

Councillors asked questions on the following:

- Retaining wall – one contractor had quoted considerably lower for this than the others and this will be queried.
- Windows – these will be made from treated soft wood. Hard wood is much more expensive and still needs to be painted. The windows will require painting approximately every 2 years.
- Insulation – the older part of the building might be cold meaning a high volume of heating oil would be needed to keep it warm. Mr Johns said that it is possible a solution to this issue may be found without using insulated render.
- Loft insulation – it is possible that sheep's' wool could be used for this.
- Topcoat – all three tenderers are using the same topcoat but had quoted very different prices. It was explained that it is possible that some contractors can obtain materials at a significantly better price than others. It is not possible to pick one contractor for one part of the work and another for the rest.

A member of the public asked if solar panels would be considered to reduce electricity costs.

Mr Johns made his recommendation to the Council as to which of the tenderers he thinks is most suitable.

- (b) To consider quotation from KJ Architects (Keith Johns) re: project management – it was proposed by Cllr Thomas and seconded by Cllr Hadlow to accept quotation points F to H as follows: -
- (F) Agree programme and sequencing of works with the contractor and the PC and issue - £450.00 + VAT.
 - (G) Carry out administration of the Building Contract which includes overseeing the works during construction at important stages or as required, holding and chairing site meetings, agree valuations with the contractor and issue certification, final account preparation, carry out final inspections and handover and issue Practical Completion Certificate - £4,950.00 +VAT (invoiced monthly – assumed 3-month contract duration).
 - Carry out 6-month defects inspection and release final retention on completion of any defects - £350.00 +VAT.

Councillors agreed that Keith Johns' work so far on the project had been excellent and voted unanimously in favour of the proposal – **RESOLVED**.

- (c) Report from the Clerk re: VAT on repairs and renovations – NOTED. The report set out three options in relation to reclaiming VAT on the renovation costs on the URC:
- Reclaim the VAT but make no charge for the hire or use of the building in the future.
 - Reclaim the VAT but make an 'option to tax'. This means that VAT would have to be charged on all future hiring and lettings.
 - Pay the VAT and accept that the input tax is irrecoverable.

It was proposed by Cllr Thomas that the PC should choose to pay the VAT and accept that this will be irrecoverable. The proposal was seconded by Cllr Fullerton and Councillors voted unanimously in favour – **RESOLVED**.

- (d) **Motion to exclude members of the public and press in respect of confidential information which is prejudicial to the public interest – RESOLVED.**

To consider builders' tenders for repairs and renovations – the tenders were as follows (some figures had been corrected by Keith Johns due to arithmetical errors):

- Totem Construction - £120,036.00 +VAT.
- George Collin & Sons Ltd - £110,487.57 +VAT.
- A Poole Builders - £104,954.26 +VAT.

Keith Johns recommended A Poole as this was the lowest tender. He could also recommend their work from experience.

It was proposed by Cllr Fullerton to accept the tender from A Poole Builders for £104,954.26 +VAT and the proposal was seconded by Cllr Hadlow. Councillors voted unanimously in favour of the proposal – **RESOLVED**. The tender was accepted on the understanding that the cost of repair of the retaining wall would be clarified.

Various funding options are available and will be investigated further.

43/20/21 Date of Next Meeting & Matters for Future Consideration.

11th August.

The meeting was closed at 9pm.