

Meeting of the **Extraordinary Meeting of the Parish Council** on Thursday  
26th November 2020 at 2.00pm  
at the Aston Clinton Parish Virtual Meeting Room.

**Present:**

Cllr Tubb (Chairman)

Cllr Ronson

Cllr Wyatt

Cllr Howard

Cllr Duffield

Cllr Read

Cllr Watton

Cllr Judge

Cllr McCall

Cllr Mason

In attendance: E Barry, Clerk (recording)

Members of the public 0

**20.142 Apologies**

No apologies were received

**20.143 Declarations of interest:**

There were no declarations of interest

**20.144 Public Participation:**

There was no public participation.

**20.145 Community Centre**

- i. Budget review, income/expenditure - actual and projected

The Clerk had circulated a budget report prior to the meeting detailing the following actual and projected spend to the end of the project to include:

Expenditure

Main contract

Development costs

Items taken out of and not included in the contract covering

Trenching works

Bike rack, boot scraper, lockers

Re-work of Oak posts to front of the building

Boxing in of pipework in main hall

AV & CCTV

Soft landscaping

Kitchen server and building signs

Contingency

Income

S106 already AGREED  
Additional potential S106 from Park Farm development  
New Homes Bonus Funds  
Grant for CCTV from Gib lane fund  
Budgeted from precept

The final Account for the main contract was expected to come in at £1,822,000 with Development costs forecast in the amount of £225,000 and items outside of the project in the region of £95,000.

The Councillors reviewed the forecast for the items outside of the project and AGREED to a total budget figure of up to 100K for these items.

Income figures showed all was as expected and predicted currently showing a 31K surplus after.

ii. Public Works Loan (PWL)

Cllr Watton reported that after a lot of chasing, the PWL had been approved and was recommending the Parish Council drew down all of the £150K.

Cllr Duffield asked whether the Council could still claim back S106 funds if the PWL was used to pay for invoices. The Clerk confirmed that they could. Cllr Wyatt asked what the yearly payments would be and the Clerk responded that they would be approximately £16K per year split over two payments.

It was agreed that further discussions needed to be made at a future meeting around how the PWL funds should be held and whether the funds could be put in a high interest account.

**MOTION:** to approve drawn down of Public works loan (PWL), PROPOSED by Cllr McCall, SECONDED by Cllr Watton and AGREED.

iii. Final main contractor sum

The Clerk explained that since the dispute meeting, there has been a further additional sum requested by the main contractor, recommending the addition of drainage system outside the external doors to the main hall. At the dispute meeting the final sum provisionally negotiated subject to Parish Council sign off had been £1,822,000 but since then a further sum of 4,900 has come for the drainage which would be discussed and agreed via the Community Centre Delegated Authority as there was still some investigation needed on this. Cllr Tubb was proposing that the Parish Council still voted on the £1,822,000 as the final contract sum with the understanding that there could be an additional sum for the drainage.

Cllr Read explained the issue round the need for the extra drainage. There had been water ingress in the doorways, and it was believed that this was in part caused by wind driven rain coming in round the door frame. Cllr Read along with Co-opted Community Centre Committee member Giles Holder, would be taking a look the following day and report back to the Delegated Authority.

Cllr Ronson lost connection at this point in the meeting.

**AMENDED MOTION:** to approve the final Contract sum – sum of 1,822,00 with the DA making the decision on the issue with the rain ingress – PROPOSED by Cllr Read, SECONDED by Cllr McCall and AGREED (Cllr Ronson was unable to vote as had lost connection)

iv. Budget for items outside of the main contract

Further to the budget information presented earlier in the meeting, the Council AGREED that it would be prudent to budget up to £100K to cover these and any unforeseen items.

**MOTION:** to agree budget for outside main contract, PROPOSED by Cllr Read, SECONDED by Cllr Watton and AGREED.

v. Deed of variation – Park Farm

The Council discussed the remaining 22K not yet drawn down from this pot of S106 funds, and that there was further expenditure earmarked in the region of 12K for the Park view access improvements project. The Council discussed the fact that it would be prudent to approach the developer to arrange for a simple side letter to be drawn up to add wording to the S106 agreement to include the Community Centre project, not to necessarily use but as a back stop by way of risk mitigation for land south of Aylesbury road.

**MOTION:** to agree to seek deed of variation (by way of a side letter) for S106 park farm funds was PROPOSED by Cllr Watton, SECONDED by Cllr Mason and AGREED with Cllr Tubb abstaining.

vi. Quotes

**MOTION:** to agree soft landscaping quote (Structured Growth in conjunction with Artemis) was PROPOSED by Cllr Mason, SECONDED by Cllr Wyatt and AGREED (Cllr Howard left before the vote and Cllr Watton lost connection and was unable to vote)

**AV Supply and Installation** – Prior to the meeting, the Clerk had circulated the quotes explaining the following:

The AV was originally included in the main contractor tender with wildly varying results. The design team were keen that we took the AV out of the main contract as it was a complicated and specialist area. The estimates provided by 3 of the last contractors in the bid at tender stage were as follows:

£67K

£26K

£1,950 (which was the chosen who clearly misunderstood the remit)

The Clerk sought 3 further companies to quote, with 2 visiting site and one of those visiting site since declining to quote for the job.

The cheapest quote had come in at 30K. The Clerk explained that it was initially thought that the cost of the contract would be under 25K, but this had been difficult to ascertain until after the full quote process and escalating product costs due to COVID-19 had also had further impacts. Cllr Tubb also explained that due to the complexity of the job there was no straight forward one specification suited and that it was necessary for this type of work for the specialist AV companies to provide solutions which were varied.

The Clerk asked the Council given that the quotes had come in above the 25K, should they deem it necessary to go back again and try and procure through the contracts finder, or whether they agreed that the following Parish Council regulation should be set aside due to the complexity of the project and the specialism required: 11. Contracts, 11.1. b).

The Councillors decided on their preferred quote 1 (which was also the cheaper of the two and had visited the site several times) and also went over a few items that they wished to upgrade including increasing screen size in the upstairs meeting rooms. The Clerk would go back to the company asking for a revised quote and that the expected extra costs associated could be signed off by the Community Centre Delegated Authority, within the budget limits set by the Parish Council earlier in the meeting.

**AMENDED MOTION:** to agree AV supply and installation quote and to set aside Financial regulation 11.1. b) was PROPOSED by Cllr Mason, SECONDED by Cllr Wyatt and AGREED.

**Community Centre signage** - Cllr Mason explained the following:

- The Sizes had been suggested by the supplier that visited the site.
- Fire exit signs are not included by Cllr Tubb confirmed that the builder would be supplying these.
- 3 different suppliers had been approached and they were all local. Looking at supplier 1 and 2 and there are a variety of options. We are looking at a basic versus a more sophisticated option.
- There was not a great deal of difference between the quotes.
- One company is frequently used by the Parish council for signs

Cllr Wyatt thanked Marion for all the work she did on put the document together.

It was AGREED to go with Supplier 1 with Option 2 for inside

For the outside, Cllr Mason confirmed that she would get something designed and quoted for also.

**MOTION:** to agree signage quotes was PROPOSED by Cllr Mason, SECONDED by Cllr McCall and AGREED.

**Boxing in of Pipes in Community Centre Hall** – Cllr Read explained that the Council had only managed to obtain one quote for this job despite attempts to find other companies that could do the complete work. He went on to explain that he had met the proposed contractor on-site and they confirmed that they had the capability to do the whole job, with the exception of the painting. It is a complex job that needs to be done carefully as it will be very visible within the main hall. Where the two valves come out it is very untidy so they will box in and put hatches in so valves can be accessed. Most will be done off a tower and they will have to protect the floor. He had asked the carpenter doing the server works to quote but they confirmed they would only be able to do part of the works and would not have the time to do it in the time frame required. He also confirmed that he had managed to negotiate a reduction to the initial quote with the final quote coming in at £3385.16

**MOTION:** to agree boxing in of pipes quote was PROPOSED by Cllr Read, SECONDED by Cllr McCall and AGREED.

**20.146 Date of next meeting**

The Clerk confirmed that the next Parish Council meeting was set for the 16<sup>th</sup> December.

..... Chairman ..... Date

