



DUNCHURCH PARISH COUNCIL

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IF ANYONE WOULD LIKE A HARD COPY OF THE AGENDA OR MINUTES FOLLOWING THE DPC MEETING AND DOESN'T HAVE ACCESS TO A COMPUTER, PLEASE CONTACT THE CLERK ON 01926 814491 TO REQUEST A COPY.

The Minutes of Dunchurch Parish Council Ordinary Meeting that took place on Monday, 26th July 2021 in Dunchurch Community Library & remotely via Zoom, commencing at 7.00 pm.

Present: Cllrs: Tracey Price (Chair), Howard Marsh (Vicechair), Gillian O' Connell, Paul Le Poidevin, Cara Martin, Jan Gee-Russell & Jon Marlow.

Members of the public who were present remotely : 3

Cllr Tracey Price welcomed everyone to the Extraordinary meeting, and she went through the various instructions and procedures for the Zoom and face to face meeting.

Cllr Price went on to read out the following notice: **Photographing, reporting, recording, filming, or transmitting the proceedings of a meeting may occur and therefore all persons participating in the meeting should be aware that such recording, reporting, or filming may take place. Members of the public attending the meeting (but are not participating in the meeting) who do not wish to be filmed or photographed in the meeting must state this at the start of the meeting. During remote meetings, if a member of the public wishes to record the meeting to view later, they may do so, if they declare this at the start of the meeting.**

Public Participation

- A Parishioner who was attending the meeting online said that there were no supporting documents available in respect of the Grant for the Community Garden. The Chair, Tracey Price, advised that all the relevant documentation had been circulated to all the Cllrs. The Parishioner turned his video and audio off and seemed to go offline.
- The Parishioner was asked three times if he was still present and as there was no response, the Clerk was requested to place him in the 'Waiting Room'.

AGENDA

1. **Apologies.** To receive apologies and to approve reasons for absence.
Apologies were received and accepted from DPC Cllr Steven Kaudeur, due to work commitments.
2. **Declarations of Interests and Dispensations.**
There were no Declarations of Interests received in respect of items on the agenda.
3. **Approval of Community Grants requested: (previously circulated)**
 - Dunchurch Community Garden- £1,858.00

- Cllr Paul Le Poidevin reported that up to date information had been received and circulated regarding the application for a DPC Community Grant for Dunchurch Community Garden. Cllr Le Poidevin said that he had met with Victoria, the applicant for the grant and thanked her for all her help regarding the project. He went on to say that the original Grant requested was more than the current figure of £1,858.00.
- Cllr Cara Martin asked the applicant about the accountants fee which would be on-going, and the applicant responded and said that she may apply for a grant next year to cover the fee and that she would also be looking at other options.
- A Parishioner entered the library, and he asked the Clerk to record that he objected to the Chair saying that he was participating in person.
- Cllr Gillian O'Connell said that she thought the Community Garden was a really good idea and was supportive of the project. However, she had concerns about how the funding would be spent. The applicant responded and said that she was not an expert and the idea behind the project was that it was for the community in Dunchurch – to get the community involved and for their mental health as we come out of lockdown. The Chair of the DPC, Cllr Tracey Price said that she had been talking things through with the applicant and that gardening sometimes was about trial and error and what works and what does not work. She went on to say that the crops seemed to be growing well.
- Cllr O'Connell asked the applicant what her role was in the project and whether she was the Project Manager and who else was involved. The applicant said that four other members of the Project were watering on rotation and that she visited the Garden every weekend. The applicant said that there was an Occupational Therapist involved in the project who had said that it was a really good idea to get the community involved and may improve their well-being.
- Cllr Cara Martin said that she was not keen on the advertising boards and the applicant said that they were only temporary. She went on to say that the boards would be replaced with something that was more tasteful and fitting and she would send the details on to the Clerk for circulation. She said that there would be a wooden plinth explaining about the Community Garden and the idea behind it. Cllr Le Poidevin said that the wooden plinth would be a lot smaller than the existing boards.
- The applicant said that it was a whole community project.
- **Following further discussion, Cllr Le Poidevin proposed that the Grant be approved, and this motion was seconded by Cllr Jan Gee-Russell. A further three Cllrs also approved the Grant and two Cllrs voted against. The motion was carried by the majority. It was RESOLVED to pay the Grant to the applicant.**

4. To approve the Terms of Reference for Dunchurch Bus Shelter Working Party.

The Chair reported that the Clerk had created Terms of Reference for a Steering Group, which had been circulated to all the Cllrs. She went on to say that there was an issue with the previous Terms of Reference for a Committee. She requested that the Terms of Reference be approved.

It was RESOLVED that the Terms of Reference be approved. Cllr Price proposed this motion, which was seconded by Cllr Jon Marlow and carried unanimously.

5. To discuss & if appropriate approve a quote for the refurbishment of the Thatched Bus Shelter, at a cost of no more than £40,000.

- The Chair, Cllr Price introduced Craig Beech, who had been acting on behalf of the DPC and was an Architect. As mentioned in the DPC meeting on 12th July, there had been difficulties in finding builders to quote, as the job was relatively small.
- Mr Beech went on to say that Listed Building consent had been granted by RBC and that a Structural Engineers Report had been prepared for the works required. He

said that three quotes had been received; one from Symon for £23,807.50, a further one from Oak Country Buildings (Budget) - £35,588.00 and Not Just Logs for £20,551, all excluding VAT. All the companies who had quoted had received a copy of the Structural Engineers Report, so that they could all base their quotations on the work required, which would ensure that the Bus Shelter was refurbished to an excellent standard and was made safe.

- Cllrs Marlow & O'Connell asked if the quotes included for re-thatching the structure and Mr Beech advised that they quote from Symon and Oak Country Buildings did, but the quote from Not Just Logs did not.
- Mr Beech reported that the quote from Symon Builders, who were part of the Melbros Group and who were well known in the Community. Mr Beech said that he had personal experience of the company in his profession, and he felt that they would carry out an excellent job. The second quote was from Oak Country Buildings for £35,588.00 and he also had experience of their work and felt that equally, they would carry out a good job. Mr Beech went on to say that third quote from Not Just Logs was to demolish the whole of the structure and re-build it, rather than re-furbish the structure as an existing War Memorial Monument. Mr Beech said that he had also contacted Hewer Builders, however, they had requested further information and was not prepared to make assumptions based on the Structural Engineers report.
- Mr Beech went on to explain that the difficulties with all the quotes and the reasons why they were so vastly different was that none of the companies could ascertain what works will be exactly required until they carry out further investigations. They had all made assumptions based on the Structural Engineers Report but even that could not precisely detail the works required unless they carried out a much more detailed Survey, which of course would entail another fee. Mr Beech said that it was more than likely that the quote from Symons may creep up a bit, whereas the quote from Oak Country would possibly creep down.
- Mr Beech said that the idea was to remove the thatch, erect temporary props and then the structure could be lifted off the ground. Once that has been completed, they would look at the rotten timbers at the base, together with the joints which were presently leaning to one side. When the structure was secured, they would cut out the rotten timbers, form new foundations and then the Structural Engineer would then survey the structure again and report on what was required. Once any additional works were required, they would re-thatch the structure and remove the temporary props. He went on to say that it would be a lengthy process.
- The Chair of the DPC, Cllr Price asked about time scales and Mr Beech indicated that Autumn 2021 would be a good time to start, as there would still be decent weather, however, he would discuss it with the contractor who was chosen.
- Cllr O'Connell asked if the structure was dangerous. Mr Beech said that whilst the Structural Engineers report would have indicated if the structure was unsafe, the longer the time that the Bus Shelter was in its present condition, the more likely it would be that defects would be found which would compromise its safety.
- Mr Beech indicated that the Bus Shelter had deteriorated over the years and that the existing cladding on the sides of the structure stabilised it, so they would not take off the cladding, although they would need to stabilise the structure first before carrying out any works. Cllr Price went on to say that in the Winter, the wet timbers would not help with the stability of the structure.

- Cllr O'Connell asked if the DPC could proceed with two quotes. Cllr Price and the Clerk confirmed that as the DPC had received three quotes in total, although they had been interpreted differently by each company, it was still three quotes.
- Cllr Howie Marsh said that the DPC would be able to recover the VAT on the project and that there were Section 106 monies allocated for the refurbishment of the Bus Shelter, together with an amount in the DPC Budget for the project. Mr Beech went on to say that the costs would vary according to what was found once the structure had been stabilised. However, whichever company was appointed, he would request a detailed breakdown and a programme of works.
- Following a discussion, it was agreed by all the Cllrs that three quotes had been received, albeit that they were all interpreted differently by each company. It was also agreed that the DPC Financial Regulations had been considered and due to the nature of the works required to the Bus Shelter, it was unanimously agreed that the proposed works needed to be carried out sooner rather than later since there was the potential for health and safety issues to develop if the work is not carried out.
- **It was RESOLVED that Symon be appointed to carry out the works. This motion was proposed by Cllr Martin, seconded by Cllr Le Poidevin, and carried unanimously.**
- Cllr Gee-Russell asked Mr Beech about the removal of the War Memorial plaque which was set in the concrete just outside the Bus Shelter and Mr Beech confirmed that it would be removed safely, as it was part of the excavation, and it would be re-instated when the works were completed.

6. Private Session

Cllr Tracey Price read out the following statement:

Under Section 1, Sub-Section 2 of the Public Bodies (Admission to Meetings) Act 1960 and in view of the confidential nature of the business about to be transacted, it was felt advisable in the public interest, if members of the public were present during the consideration of such business, there would be a disclosure to them of exempt information that the public be temporarily excluded, and they are instructed to withdraw. A resolution is required at the meeting for items to be discussed in Private Session. **It was RESOLVED that the public be excluded as what was about to be discussed was not in the public interest. This motion was proposed by Cllr Price, seconded by Cllr Martin, and carried unanimously.**

Date of the next Ordinary Dunchurch Parish Council Meeting: 13th September 2021

Dated

Signed