

HILTON PARISH COUNCIL

EXTRAORDINARY MEETING OF HILTON PARISH COUNCIL HELD ON TUESDAY 19TH JUNE 2007 AT HILTON VILLAGE HALL COMMENCING AT 11AM

PRESENT:

Councillor: L Kolkman (in the Chair)

Councillors: P Hickinbottom, J Keery, A Plenderleith, D Smalley G Banton

1. MINUTE NUMBER E08/07 - APOLOGIES

An apology for absence was submitted and accepted on behalf of Councillor Walton-Knight

2. MINUTE NUMBER E09/07 – PROPOSAL TO SPEND £3,000.00 FOR THE LIGHTING ON THE MEASE FOOTBALL PAVILION PROJECT.

It was reported that initially the Project Manager requested 3 x quotes for the installation of the lighting for the car park area on the Mease Project. It was decided to go with Aubrey as his quote was seen as best value for the money.

The Clerk explained that the reason this meeting had been called was because Aubrey had requested through SDDC that he needed 50% £3k of the total cost of the project in advance to enable him to purchase the equipment needed. Unfortunately SDDC said that this was not possible as they do not pay for any work upfront and certainly not 50% of the total cost. SDDC asked the Project Manager to speak with the Parish Council to see if we could pay for the equipment.

It was proposed that the Parish Council pay Aubrey the £3k required out of the £10k small projects money and then invoice SDDC once the job had been completed.

It was reported that at the very beginning of the Mease Project Hilton Parish Council pledged £3k to Hilton Harriers towards the project. This money had been set aside until such time that it was needed. It was proposed that this money be offset against what we had promised.

Resolved: The Clerk to contact Aubrey and request a pro-forma invoice

Resolved: The Clerk to raise a cheque for the sum of £3k once the invoice is received

Resolved: The Clerk to inform the Project Manager that the £3k paid by the Parish Council was our contribution towards the project.

Resolved: The Clerk to inform the Project Manager to add this to his cash flow sheet.

3. MINUTE NUMBER E10/07 - EXEMPT ITEMS

1) Items for discussion in SDDC Meeting on 26th June 2007

The Clerk proposed the following information and handed it out for discussion.

Ref: Delivery of the Hilton Village Master Plan. Hilton Parish Council agenda items for the meeting 26th June 2007

- Health and Safety - Village Hall Site and the Mease – F10 not filed
- Whilst the F10 on the Mease Project was not filed with the Health and Safety Executive a serious accident occurred about 10 weeks previous. Again this was not reported as they had no accident book on site. The Parish Council was only informed of this matter on 20th April 2007 some 9 weeks after the fact.
- The Parish Council had no provision of working plans to refer to for the Village Hall Project even though they had requested them over several months.
- The Parish Council feels it has not been kept informed of all changes/amendments to the plans until after the fact when it had then been too late for the Parish Council to make comment.
- The Parish Council is also very confused regarding the chain of command on both projects
- The Parish Council would also like to see a copy of the Project Managers Job Description for what they were employed to do, including their Roles and Responsibilities.
- Safety with regards to the contractors leaving out equipment – Keys left in Roller over the weekend 15.06.2007, Spades, wheel barrow etc left out & standpipe being left connected on 2 separate occasions 15.06.2007 & 18.06.2007.
- No grant applications had been completed yet.
- Overspend Architect fees on the Mease
- Over budget on the Mease
- Cost of the installation of the Youth Shelter at Village Hall – addition to contract
- Cost of the slab path at the back of the Village Hall – addition to contract
- 3 types of benches ordered but only one chosen by the Parish Council
- 2 types of bin ordered but only one chosen by the parish council
- Clerk chasing the Football foundation money week 4 & 7 not paid
- Paths around the football pitch back lane – serious issues
- A copy of the amended contract in which SDDC had agreed to a completion date of 21st April 2007, as the original contract stated January 2007., Contract still ongoing no info on this matter ever received.
- Confirmation that the £31,965.36 for the installation of the additional footpaths on instruction number 3 had been paid, and if it had been paid in full, why? when only half had been completed. – No info ever received
- Confirmation as to why the Play Equipment was not ordered until 27th February 2007, when this was agreed on in 2006. At 2006 prices

- £45k for the 10 year plan to look after the newts
- SDDC now want the £51k Architect fees for the Mease Project paying back.
- The re quote for the mowing of Back Lane football pitch as the part near the Pavilion is in a dreadful state due to the mower being too big and the path causing a problem. – This was always one of the concerns for the Parish Council before the paths went in.
- The narrow path from Avon Way – causing problems to residents as it is not the same width as the others.

The Clerk explained that she had listed the most important issues that needed to be answered at the meeting on the 26th June 2007.

Resolved: The Clerk to email the above list to Mr McArdle, Mr Batchelor, Mr Mason and Mr Alflat at SDDC and explain that the list is not exhaustive and other questions may be asked that need to be addressed. The Clerk also to explain that the Parish Councils intention had/has always been to work in partnership with SDDC.

It was reported that the slab path at the back of the Village Hall had been an addition to the contract that was totally unnecessary as this was where the clasp extension would be going in a later phase of the project. The cost of this extra work was never discussed with the Parish Council.

It was reported that the Mease Project was over budget. A letter had been sent to the Football Foundation to try and increase the claim. Football Foundation replied that this was not possible as we should be keeping a hold on the budget.

It was reported that some of the over spend on the Mease Project was due to the information provided by the Structural Engineer and the boar holes that were done at the very beginning of the project. When the contractors started to dig down they had to remove about 20 extra lorries of soil etc. This was at an additional cost of £16k.

It was reported that costings had been received with regards to the completion of the Bell Mouth on the Mease Project, this would be a further cost on the project of £3.5k.

A meeting had taken place at the Mease with John Woodward of the Football Foundation. He thought that the wrong seed had been put down, it was a meadow grass seed that had been used. John Woodward said that the Football Foundation would not be happy at all if they came out to see it. It was also reported that a lot of the problems came from when the seed was originally put down last year during the very hot weather and was not watered, it then cost a further £3k to reseed.

A discussion took place with regards to a consultative member of staff.

Resolved: The Parish Council showed a vote of no confidence in this matter.

CONFIRMATION:

DATE: