

Wrockwardine Parish Council

Minutes of the Parish Council Meeting held on Wednesday 12th February 2020 at Admaston House at 7.30p.m

Present: Cllr Mr K Ballantyne (Chairman)
Cllr Mrs J Savage (Vice-Chairman)
Cllr Mr P Bevis
Cllr Mrs E Ballantyne
Cllr Mr P Cooper
Cllr Mr G Thomas

In Attendance: Ms J Hancox (Clerk)
Borough Cllr Miss J Seymour

20/15 Welcome by the Chairman
The Chairman welcomed everyone to the meeting

20/16 Apologies for Absence
Cllr Mr G Baxter - Illness
Cllr Mrs E Anderson - Holiday

20/17 Declaration of Interests
a) Pecuniary - none
b) Personal - none

20/18 Minutes
It was **RESOLVED** to confirm and sign the Minutes of the Council Meeting held on Wednesday 8th January 2020. Proposer: Cllr Mr P Cooper; Seconder: Cllr Mrs J Savage; Vote: Unanimous Exempt: Cllr Mr G Thomas.

20/19 Public Session
No matters were raised.

20/20 Borough Councillor's Report
Borough Cllr Miss Seymour reported on damage to properties on The Woodlands, next to the Haygate Fields Development, caused by flying debris in the recent high winds. Cllr Miss Seymour confirmed that the new Chief Executive at the Borough Council is making some changes to structure and was in the process of appointing a new director and some assistant directors.

The Clerk confirmed that the Ward Funding from Cllr Miss Seymour for benches at Wrockwardine Playing Fields had now been received.

20/21 Planning

1. Permissions & Refusals

TWC/2019/0473	Land adjacent 17 Charlton	Erection of 2no. detached dwellings	Full Granted
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TWC/2019/0981	The Dingle, Blacksmith's Lane, Wrockwardine	Replacement of a door with a window on the north east elevation and formation of a door in the south east elevation and internal alterations	Listed Building Granted
TWC/2019/0827	Former British Sugar Site (Phase 1) Allscott	Reserved matters application for the erection of 200no. dwellings & Ecology Park pursuant to TWC/2014/113 including details for access, appearance, landscaping, layout & scale. Amended plans.	Full Granted
TWC/2018/1034	Land opposite The Gate Inn, B5063, Bratton	Outline application for 9no. dwellings and garages with all matters reserved.	Withdrawn

2. New Applications

TWC/2020/0059	The Old Vicarage, Wrockwardine	Reduction of crown by up to 2m on 2no. Ash trees, re-pollarding of 1no. Poplar tree. Crown lift over footpath by up to 3m to 1no. Yew tree and topping to 1.8m above ground level to 1 no. Portuguese Laurel	17/2/20
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It was **RESOLVED** to make **no comment**

TWC/2020/0046	Land rear of 32 Bratton Road, Bratton	Erection of 1no. dwelling and associated garage & repositioning of further 3no. dwellings and associated garages	17/2/20
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It was **RESOLVED** to make **no comment**.

3. Applications received after the agenda was circulated

TWC/2019/0503	Land southwest of Donnerville Dr, Admaston	Erection of 5no. detached dwellings & garages with associated access, public open space &	
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		landscaping. Amended plans	
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It was **RESOLVED** to make **no comment**.

20/22 Finance

a) Accounts for payment list & cheques

The accounts for payment were circulated prior to the meeting. There was one additional payment:

No. 131 BACS payment to Wrockwardine Parish Church for newsletter contributions: £420.00

It was **RESOLVED** that the payments be approved and paid.

Proposer: Cllr Mrs Savage; Seconder: Cllr Mrs Ballantyne; Vote: Unanimous

b) Bank Reconciliations

The accounts for January were tabled and noted.

20/23 Grass Cutting Tender

The Clerk provided an autonomous evaluation of the tenders received (Appendix 1). The Chairman respectfully asked Members not to disclose, if they knew or suspected they knew, the identity of an individual tender. The Chairman reminded Council that they were looking for best value for the public purse, however Council did not have to choose the cheapest or to appoint at all if they did not see fit.

Council discussed the tender applications in detail and following this a vote was taken.

Tender A1 – No votes

Tender A2 – No votes

Tender B – Cllr Mr Thomas; Cllr Mr Cooper; Cllr Mr Ballantyne

Tender C – No votes

Tender D – Cllr Mrs Ballantyne; Cllr Mr Bevis; Cllr Mrs Savage

The Chairman, Cllr Mr Ballantyne used his casting vote and voted for Tender B. Some Members were concerned that Tender B was substantially lower in cost to the four other tenders, Cllr Mr Cooper proposed that the contractor be asked if they stood by the price quoted so that Members were reassured, this was seconded by Cllr Mr Bevis and Council voted unanimously to do this.

It was **RESOLVED**, subject to the contractor’s confirmation of cost and suitable references being taken, that **Tender B** be accepted and duly appointed as the contractor for Wrockwardine Parish Council’s Grass Cutting Contract from 1st April 2020 until 31st March 2023.

The Chairman thanked everyone for contribution and time taken to study the documents.

20/24 RoSPA

The Clerk provided a verbal update on the work currently outstanding and informed Council that a “handy-person” is still being sought to undertake some of the work. In the event of no-one being found then Council would be requested to authorise IdVerde to carry out the work.

The Clerk confirmed that the insurance claim from Sept 2018 had finally been resolved in the Council's favour.

20/25 Website

The Clerk gave a verbal update on the website and asked for additional photographs and information relating to the history of Longyard Meadow and the Community Orchard. The Chairman, on behalf of the Council, asked that Cllr Mr Baxter be thanked officially for the work he had done on the website.

20/26 Traffic Matters

Mr Cartwright was unable to attend the meeting but had provided the monthly statistics for the movement of the SID around the Parish. Mr Cartwright asked that Council be made aware that the statistics for 30/1/20 – 9/2/20 show a decrease in vehicles exceeding the speed limit however, this was probably due to builders working on a house near the SID's location who were parked on the road and restricting it to a single carriageway.

20/27 Environmental Improvements

Council was shown photos of the matting laid by Cllr Mr Bevis, Mr S Rawlings and Mr B Cartwright in the Community Orchard. Members were pleased with the result and, thanked Cllr Bevis for his hard work and, asked the Clerk to also write to both Mr Rawlings and Mr Cartwright to thank them.

Council were asked if they would consider a request from the Ecology & Green Infrastructure Team at the Borough Council to install a wildlife pond in the Community Orchard to improve the habitat of the great crested newt. Council was shown an aerial view of the proposed location of the pond. Council agreed that as long as the Borough Council ensured safety at the site then this could go ahead and would be a benefit to the wildlife in the area.

20/28 Allscott Heath Stakeholder Group

The minutes of the meeting held on 30th January 2020 were circulated prior to the meeting for information. The next meeting of the Stakeholder Group is on 27th February 2020.

20/29 Defibrillator Training

Item cancelled due to poor weather conditions and the scaffolding currently in place around Admaston House.

20/30 Correspondence

- SALC Training Schedule: Noted and Clerk to circulate to Members
- Invitation to Mayors Murder Mystery Charity Night 27th March 2020: Noted
- Mayor of Wellington Charity Fundraiser 28th March 2020: Noted
- Email to Cllr Mrs Savage regarding the overgrown hedge after the railway bridge coming out of Admaston – Council requested that the Clerk write again to Mr Holt as he owns the land.

20/31 Date of the next meeting

It was confirmed that the next meeting would be held on **Wednesday 11th March 2020** at Wrockwardine Parish Hall at **7.30p.m.**

Following discussion, it was agreed that, subject to room availability at Admaston House, the Annual Meeting of the Parish would be held on 31st March 2020. One of the items for the evening would be the proposals for spending the grant money for Admaston Green.

The meeting closed at 9.20p.m

Signed: _____(Chairman)

Date: _____

**Wrockwardine Parish Council
Payments & Receipts for consideration
12th February 2020**

**Payments made
January 2020**

No.	Payment Method	Name	Description	Amount
106	BACS	BC	SID Management	200.00
107	BACS	SALC	Clerk's training	54.00
108	BACS	Staff costs	Office/telephone	25.50
109	BACS	Staff costs	Salary	833.41
110	300766	HMRC	Tax/NI	52.07
112-116	DD	BB	Office	228.86
117	BACS	IdVerde	Bins	172.80
118	BACS	IdVerde	Playground maintenance	1,661.60
105	BACS	Ditton Services	Grass Cutting	1,179.99
98	BACS	Admaston House	Hall Hire	180.00
			TOTAL	4,588.23

January 2020 Bank Reconciliation

From Accounts	£30,236.16
Payments made January 2020	£4,588.23
Receipts	£00.00
Statement should be	£25,647.93
Actual Unity Statement No. 84	£25,647.93

**Wrockwardine
Parish Council**

**Payments to be
made February
2020**

No.	Payment Method	Name	Description	Amount
130	300768	WPH	Hall Hire	140.00
125	300767	HMRC	Tax/NI	33.54
129	BACS	BC	SID Maintenance	200.00
128	BACS	}	Salary	903.91
127	BACS	Staff costs }	Office/telephone	19.40
126	BACS	}	Travel	23.85
121-124	DD	Barclaycard	Office	131.14
	BACS	Ditton Services	Grass Cutting	1,179.99
			TOTAL	2,631.83

Please note: Staff costs – salary includes overtime payment

Payments not cashed: NONE

TOTAL: £2,631.83

Actual Spend Available 12th February 2020

Bank Current Account	£23,016.10
Bank Savings Account	£56,506.08
Building Society 90 Day	£70,000.00
Total in Banks	149,522.18
Cash	0.00
GRAND TOTAL (Banks and Cash)	£149,522.18

Signed: _____
(Chairman)

Signed: _____
(Responsible Finance Officer)

Date: _____

Appendix 1

Wrockwardine Parish Council

Grass Cutting Tender Evaluation

Agenda Item 9

Background

The deadline for the receipt of tenders for the Grass Cutting Contract 2020-2023 was 5p.m on Friday 31st January 2020. Four submissions were received and these were opened at 12.15p.m on Monday 3rd February 2020 by the Clerk & Responsible Finance Officer, in the presence of Cllr Mr K Ballantyne (Chairman) and Cllr Mrs J Savage (Vice Chairman). The name of each applicant was read out but no further information was disclosed.

Detail

The Clerk & Responsible Finance Officer has examined each individual tender, anonymised and, evaluated them against a pre-defined check list to indicate their match with the tender document. This evaluation is attached at **Appendix A**. Also included is a breakdown of the individual cost per site at **Appendix B**.

Applicant A has provided two quotes. Quote A.1 is to the tender specification. Quote A.2 is their recommendation that some sites should have the grass mulched or composted on site rather than removed as the tender states. Applicants B-D have not made that recommendation or indicated different costs.

Applicant C's cost is for 2020 and has stated no more than an increase of 2% for 2021, 2022 and 2023.

The applications appear to meet with the criteria of the tender document and, all applicants have indicated a willingness to meet with the Council if they are successful in securing the contract in order to go through the finer detail of the service.

Recommendation

Members should consider the applications to tender with the information provided. If Member's have any additional questions they wish to ask, having viewed this information, please submit them to the Clerk by 5p.m on Tuesday 11th February 2020. These will then be addressed during Item 9 on Wednesday evening. Please note however, that the identity of the applicants will not be released until it is relevant to do so.

Members should also note that they are not bound to accept the lowest tender, or any tender for that matter.

Prepared by J Hancox
Clerk & Responsible Finance Officer
7th February 2020

Appendix A

Checklist

Specification	A.1	A.2	B	C	D
Total gross cost for contract	£21,780	£15,480	£8,431.96	£10,440.00	£15,194.40
Total net cost for contract (where applicable)	£18,150	£12,600	£7,035	£10,440	£12,662
Public liability insurance	Yes		Yes	Yes	Yes
2 references	Yes		Yes	Yes	Yes
Details of previous work of similar capacity	Yes – 2 Parish Council's		Yes – 2 Parish Council's	Yes – 2 Parish Council's	Yes – 1 Parish & 1 Town Council
Length of time company has been established	9 years		10 years	7+ years	10+ years
Indication to work on churchyard & cemetery with care	Yes		Yes	Yes	Yes
Use of chemical weed-killer	No	No	No	No	No

Appendix B

Cost Per Site Breakdown

Site	A.1	A.2	B	C	D
PC1 Wrockwardine Playing Fields					
Grass Cut (left in situ)	1,900		792	1,400	1,440
Grass cut & mulched		1,900			
PC2 Wrockwardine Church Yard					
Grass cut (left in situ)	2,200		994	1,200	2,760
Grass cut, collected and composted on site		2,500			
PC3 Wrockwardine Cemetery					
Grass cut (left in situ), grass blown off plots	2,400		3,490	1,800	4,320
Grass cut, collected and composted on site		2,900			
PC4 Long Yard Meadow					
Pathway grass cut, collected and removed by contractor	2,000		503	1,200	1,440
Pathway grass cut & mulched		700			
Whole site cut, baled & removed	1,350	450	Included	420	Included
PC5 Admaston Green					
Grass cut (left in situ)	1,800		439	1,800	1,250
Grass cut & mulched		1,800			
PC6 Allotments, Community Orchard & Public Open Space					
Walkway grass cut (left in situ)	700	700	1,826	1,000	2,640
Whole orchard cut with cuttings collected and disposed of by contractor	3,000		Included	420	Included
Whole orchard cut (left in situ)		450			
PC7 Pemberton Road Play Ground					
Grass cut with cuttings removed and disposed of by contractor	2,000		232	600	672
Grass cut & mulched		700			
PC8 Walcot Play Ground					
Grass cut maximum of 20 times with cuttings left in situ, weeding and raking of bark in play area	500		166	600	672
Grass cut & mulched, weeding & raking of bark in play area		500			
Total	21,780	15,120	8,442	10,440	15,194
Minus VAT @ 20% where applicable	18,150	12,600	7,035	10,440	12,662

(some figures have been rounded up/down)

Dark grey lines are the original tender specification.