

**Draft Minutes of the Extraordinary Meeting of Queen Camel Parish Council on Monday
24th February 2025 at 7:00pm, Marples Room, Queen Camel Memorial Hall**

Present - Councillors John Brendon (JB), Bryan Norman (BN), Phil Jones (PJ), Roy Lawrenson (RL), Dan Hewlett (DH), Phillip Hall (PH)

2 members of public were in attendance

- 02/06** No apologies for absence were received. It was **NOTED** that Cllrs John Carnegie and Angus Davidson were not in attendance
- 02/07** No interests were declared in any items on the agenda
- 02/08** The minutes of the Parish Council Meeting held on 10th February 2025 were **APPROVED** and signed as an accurate record by the chairman
- 02/09** The four quotes received for improvements to the playing field carpark and fencing were **DISCUSSED**. The Clerk expressed concern that the quotes were not fully comparable as three were inclusive of materials and labour and the fourth comprised of 2 components: one for materials and equipment hire with third party suppliers and one for labour only.
- It was **NOTED** that as this fourth contractor is not registered for VAT, the parish council can reclaim the VAT if it is invoiced directly by the suppliers of materials and hire equipment. The Clerk reminded members that it is necessary to strive to obtain 3 estimates for the supply of goods to ensure best value for money in accordance with Financial Regulations 11.1 h). Members **CONSIDERED** the Clerk's advice and discussed whether the materials and plant hire estimates were the best available to ensure the quotes were comparable. It was agreed that additional quotes for materials and hire equipment would be obtained for comparison and to secure best value for money.
- Some concern was expressed about the long term suitability of surfacing the car park with stone due to possible problems with drainage and potholes and members **DISCUSSED** if surfacing with porous tarmac might be a better, if much more expensive, option. It was **NOTED** that a permanent car park on the West Camel Road development could be gifted to the parish council in the future; also that the parish council was keen to refurbish the car park as soon as possible following the completion of the new play area.
- Concern was also raised about the parish council being liable for ongoing hire equipment charges should the contractor be unexpectedly absent.
- It was **PROPOSED** to proceed with refurbishment of the car park and **APPOINT** SJM Construction as the contractor subject to a suitable order covering the specification presented to the meeting with clear conditions regarding timing and materials quantity variations to mitigate risk.
- Members voted - 4 in favour; 2 abstentions

Meeting closed 7. 45 pm

Date of next meeting - Full council Monday 24th March 2025, 7.30 in the Marples Room

Signed
Chairman

Date