

Aston Clinton Parish Council
Aston Clinton Parish Meeting Room, London Road Aston Clinton.
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MINUTES

Minutes of the Extraordinary Meeting of Aston Clinton Parish Council, held on 14th March 2015 at 8.30 am at Aston Clinton Parish Meeting Room

Present:

Councillors: -

R Maskell (Chairman)

M Richards

C Read

T Winterbottom

G Plowman

D Wallis

J Savigar

J Hoinville

Clerk: Minutes taken by Cllr Savigar

No members of the public

15.001 Apologies

Apologies were received and accepted from the Parish Clerk, and Cllrs Watson and Crook.

Cllr Kirtland was absent.

15.002 Declaration of Interests:

None

15.003 Awarding of Grounds Maintenance Contract

Cllr Wallis presented the report on the procurement project on behalf of the Facilities Committee.

A total of 5 tenders were received for the Grounds Maintenance Contract, which covers the grass cutting and strimming over the whole park and graveyard.

An internal cost comparison model was prepared to compare the tenders against the cost of an Council-employed grounds man, the total annualised cost of using Evett Agriculture and Total Garden Care, and the cost of repairing, servicing and maintaining Parish Council grounds maintenance equipment.

Cllrs Hoinville and Wallis in the presence of the Clerk and Cllr Savigar opened the tenders.

One tender was rejected on the grounds that it failed to meet the mandatory requirements in the Tender Specification.

The remaining tenders were assessed using a tender assessment matrix tool, which itemised all the Council's requirements.

The final shortlist was between 2 companies. Both scored evenly on meeting the mandatory requirements.

One company was significantly better value for money, is locally based and provided comprehensive evidence of appropriate experience and capability.

The recommendation from the Facilities Committee was that the contract for Aston Clinton Parish Council Grounds Maintenance be awarded to Buckland Landscape at an annual cost of £6,912 for maintaining the park and churchyard in accordance with the schedule of requirements.

Two Councillors questioned the frequency of grass cutting in the graveyard. Cllr Read replied he had talked to the Vicar and agreed a schedule of servicing.

Cllr Maskell questioned whether the War Memorial and The Fountain, provided for the village by Lady Rothschild, were included in the tender process. Cllr Savigar commented that the grounds maintenance of the The Fountain area had never been raised in Council meetings. Moreover, Cllr Wallis commented that all Councillors had reviewed the tender specification documents, which were circulated on 30th January, but no comments or queries had been raised.

It was noted that Mr John Disbury maintains the War Memorial on a regular voluntary basis, for which the Parish Council is grateful. The grounds maintenance requirements for The Fountain area will be discussed at the next meeting.

The following **MOTION** was proposed:

To agree to award the Grounds Maintenance Contract as recommended by the Facilities Committee.

The motion was proposed by Cllr Savigar, seconded by Cllr Hoinville and unanimously **AGREED**.

The meeting closed at 9 am