



# HYTHE AND DIBDEN PARISH COUNCIL

The Grove, 25 St. John's Street, Hythe, Hampshire SO45 6BZ

*Serving the communities of Dibden, Dibden Purlieu and Hythe*

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To:

All Members of the Council  
District and County Councillors for the Parish

AGCOU132

6 July 2010

**Members of the Council**

**You are hereby summoned to attend a Meeting of the Council to be held in The Grove, 25 St. John's Street, Hythe on Monday next, 12 July 2010, at 8.00 pm.**

Yours faithfully

P.P.

Clerk to the Council

## AGENDA

1. Apologies for absence
2. To note any declaration of interest made by Members in connection with an Agenda item. The nature of the interest must be specified.
3. To consider and approve the Minutes of the Meeting of the Council held on 14 June 2010.
4. Public Forum – up to 15 minutes will be allowed in accordance with Standing Order 17 for the Public Forum.
5. Chairman's Announcements.
6. Reports of the County Councillors on County Council matters concerning the Parish.
7. Reports of District Councillors on District Council matters concerning the Parish.  
Mrs Maureen Robinson  
Mrs Maureen McLean  
Mr Malcolm Wade
8. Reports of Representatives on Outside Bodies.
9. Questions to District, County Councillors and representatives on Outside Bodies arising from their reports.
10. Questions under Standing Orders 25 and 26



11. To receive and adopt the attached Minutes of the following Committees:-
  - a) Planning 14 June 2010
12. Acceptance of Tender – Vehicle Purchase.
13. Grant Applications 2010/11.
14. Accounts for payment.

**HYPHE AND DIBDEN PARISH COUNCIL**

**AGENDA NOTES FOR MEETING OF THE COUNCIL**

**12 July 2010**

**Item 12      Acceptance of Tender – Vehicle Purchase**

The Council has made budget provision in the Vehicle and Plant Replacement Fund to purchase a new vehicle in this financial year. The vehicle to be replaced is a Nissan pick-up which is 15 years old and was originally included in the tender document as part exchange. However due to complications with the tender process it became necessary to renew this vehicle's MOT. Initial inquiries estimated that the Nissan pick up with a current MOT could be worth between £200 -£300. Unfortunately the Nissan pick up failed the MOT. Quotation prices received to carry out repairs to make this vehicle roadworthy are considerably in excess of the amount that the vehicle would be worth in part exchange, subsequent quotations received show that the vehicles scrap value is £200

The maintenance team have investigated the possibility of both LPG and electric vehicles; however these have been discounted on this occasion as there are –

- (a) No commercially available local LPG suppliers
- (b) The electric vehicles currently available are not substantial enough to meet the requirements of the Council.

Following tests relevant to the type of tasks that the new vehicle will need to perform it was decided to purchase a diesel van. The main advantage of a van will be the added security over a pick up type vehicle.

The vehicle chosen to be best value and most adaptable to the maintenance team's needs was found to be a Hyundai iLoad.

The rear wheel drive iLoad comes with a 2.5 CRDi engine and high levels of specification as standard twin sliding side doors and double 180 degree opening rear doors provide easy access.

The iLoad also benefits from Hyundai's Five Year Warranty with 100,000 mile commercial use limitation.

In order to comply with Standing Orders, tender documents were distributed to 4 main dealers. In addition an advertisement was placed in the local press which resulted in zero inquiries. Only three tender documents were returned and one of those did not comply with the tender requirements, insofar as the envelope was not clearly identified as a tender document.

Standing Order 74.1 states:

Where quotations/tenders are invited no quotation/tender shall be considered unless contained in a plain envelope which shall be securely sealed and shall bear the word Quotation or Tender followed by the subject to which it relates, but shall not bear any distinguishing marks intended to indicate the identity of the sender. Prospective tenderers shall be notified accordingly. Such envelopes shall be addressed to The Clerk of the Council and shall remain in the custody of the Clerk or officer appointed

by him until the time appointed for its opening. All tenders received shall be stamped with the date and time of arrival.

The tenders received were opened in the presence of the Chairman of the Council and the results are as follows –

Companies invited to tender:-

**Richmond Hyundai Portsmouth**  
Everton Garage Limited  
Richmond Hyundai Southampton  
Seward Christchurch

The prices submitted were as follows

Failed to tender  
Invalid tender  
£17,190.62  
**£14,413.30**

In order to identify the company that had submitted the invalid tender, the tender was opened and a price of £13,935 had been submitted. All tender prices are "on the road" prices and are inclusive of VAT at the current rate. Discussions have taken place with the winning tenderer to investigate the possibility that they could match the lower price submitted by the invalid tender, unfortunately this is not possible.

Member's views are requested.

**Item 13 Grant Applications 2010/11**

Attached is a spreadsheet showing the first batch of applications for 2010/11 with recommendations of the Grant Working Party.

Member's views are requested.

# Grant aid Applications 2010/11

Ref:	Applicant	09/10 Actual	Request 10/11	Purpose	Suggested Grant
P1	<b>Policy Groups</b> CAB Community First Direct Friends of Forest Front N. R. Waterside Heritage	1591		Policy Grant - Core Work	1623
P2		1179		Policy Grant - Core Work	1203
P3		445		Policy Grant - Towards running costs Public Liability Insurance	454
P4		288		Policy Grant - Towards running costs	294
	<b>Budget Policy Grants</b>	3503		<b>Budget Policy Grants</b>	3574
C39	Hampshire Farming and Wildlife Advisory Group	0	50	To fund free visits for advisors to provide advice for farmers regarding environmental matters. Including conservation visits	0
C42	Waterside Bowling Club	0	7000	Raise banks on one bowling green to comply with Health and safety regulations. Total Project cost = £9000	500
C46	Waterside Cancer Support Unit	0	1000	New Organisation aiming to provide drop in centre for one to one counselling and relaxing therapies for cancer patients and dependants, partners and carers. Estimated total first year costs = £75000	750
	<b>Total</b>		8050	Total	1250
				Budget Section 137 Grants (Non Policy)	3484
				Balance	2234

**HYTHE AND DIBDEN PARISH COUNCIL  
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ACCOUNTS FOR PAYMENT**

**Payments already made, for approval**

6021 British Telecom	Parish Hall	53.72
6022 British Telecom	Clayfields	48.38
6023 Hampshire Constabulary	PCSO	3,500.00
6024 Information Commissioner	Data protection registration	35.00
6025 Misco	Office equipment	60.84
6026 Cotswold Bowls Centre	Short mats	2,235.00
6027 New Forest District Council	Empty dog waste bins	316.37
6028 Autopat	Cabstar repairs	475.89
6029 Unison	Union contributions	)
6030 Wages & Salaries	June payroll	) 17,518.64
6031 Hampshire County Council	Pension contributions	)
6032 Laserwords	Stationery	48.18
6033 Red Chilli Recruitment	Temporary maintenance worker	394.75
6034 Southern Electric Gas	Parish Hall	(63.00)
6035 Travis Perkins	Maintenance supplies	12.15
6036 Appleton Signs	Brass plaque	35.25
6037 Clarion Communications	Telephone - The Grove	189.77
6038 Wessex Tree Surgeons	Tree work	293.75
6039 Wessex Tree Surgeons	Tree work	352.50
6040 Neptune Outdoor Furniture Ltd	Concrete litter bin	364.25
6041 Edge Designs	Software support contract	1,142.09
6042 Sage (UK) Ltd	Payroll software support contract	710.88
6043 Moviola Ltd	Film hire	397.50
6055 New Forest District Council	Business rates	1,623.00
6073 British Telecom	Alarm line - The Grove	107.79
	<b>Sub-total</b>	<b>£29,852.70</b>

**Payments for approval**

6044 Roffey Wessex	Maintenance supplies	85.45
6045 Canford Electrical	Works at Clayfields	252.63
6046 Canford Electrical	Works at The Grove	473.75
6047 EON	Gas - The Grove	(198.87)
6048 RFA Electrical Contractors Ltd	Inspect fire alarms	211.62
6049 Pitney Bowes	Stationery	287.70
6050 Red Chilli Recruitment	Temporary maintenance worker	394.75
6051 Newsquest	Daily Echo	9.90
6052 Performing Rights	Music licence - Parish Hall	175.83
6053 Hampshire County Council	Stationery	16.05
6054 Elm Office Products Ltd	Filing cabinet	72.56
6056 Northfield Nursery	Hanging Baskets	2,576.78
6057 PC Building Supplies	Maintenance supplies	80.95
6058 PC Building Supplies	Maintenance supplies	19.96
6059 Ricoh	Photocopier	1,070.08
6060 TLC Online	Web site maintenance	95.00
6061 TLC Online	Web site maintenance	80.00
6062 Eden Springs UK Limited	Water cooler hire	39.72
6063 Hythe & Dibden Sports Club	Caretaker - Ewart Rec	125.00
6064 Red Chilli Recruitment	Temporary maintenance worker	394.75
6065 Lowes Guarding Service	Lock up Noades Way	299.63
6066 Travis Perkins	Maintenance supplies	21.33
6067 Linton Fuel Oils Ltd	Red diesel	467.59
6068 Chris Day	PAT testing	266.00
6069 Southern Electricity	The Grove	560.11
6070 Southern Electric Gas	Workshop	15.12
6071 Southern Electricity	Promenade	16.25
	<b>Sub-total</b>	<b>£7,909.64</b>
	<b>TOTAL</b>	<b>£37,762.34</b>