



Parish Office  
Suite 1  
4 The Limes  
Ingatestone  
Essex  
CM4 0BE  
Telephone: 01277 353315  
Email: office@ingatestone-fryerningpc.gov.uk  
www.ingatestone-fryerningpc.gov.uk

## EXTRAORDINARY PARISH COUNCIL MEETING

**MINUTES OF MEETING HELD:** 11 February 2019  
**VENUE:** Ingatestone Library, High Street,  
Ingatestone

**Present:** Cllrs P Jeater (Chair) P Davey D Frost D Jelley  
D Abrey T Blunsten R Lee

**Absent** Cllrs P Poston K Sutton L Boyce N Jennings  
E Benson J Winter L Day

**Also present:** A Wood

FC19/032 **Apologies for Absence - for noting but not approval**

Apologies were received and noted from Cllrs Sutton, Day, Winter and Poston

FC19/033 **Announcements and declarations of interest**

No declarations of interest were made.

FC19/034 **Grounds Maintenance Contract 2019 for 3 years plus potential 1 year extension (C&E)**

Cllr Jeater gave a detailed explanation of the process so far

- Contract was advertised on the Government's Contracts Finder website as required under the Public Contracts Regulations 2015
- Over 20 companies expressed an interest in receiving the tendering pack
- 9 companies submitted quotes
- P&R reviewed the tendering documentation in November 2018 with no amendments
- C&E reviewed the previous tendering spreadsheet (from previous years) and amended specifications in November and December and Cllrs Jeater and Blunsten met with the Clerk to undertake a more detailed review in November for budgeting purposes
- 4 companies were shortlisted by Cllrs Jeater, Blunsten, Lee and the Clerk and Abi Wood
- Interviews took place on the 11 February 2019 undertaken by Cllrs Jeater, Blunsten and the Clerk
- 2 finalists were chosen and presented to Churchyards and Environments Committee on the 11 February 2019
- The preferred contractor was selected by unanimous committee vote and the recommendation was put to Full Council tonight

Following this introduction, a lengthy discussion was held with all councillors participating

Cllr Davey proposed an addition to the motion to reflect the length of service given to the parish council by IDC Greenscapes. It was **RESOLVED that the new start date for the contract would be 1 May 2019.**

**Proposed: Cllr Davey**  
**Seconded Cllr Abrey**

**Unanimously agreed**

Cllr Blunsten proposed an addition to the motion and it was **RESOLVED that the awarding of the contract would be subject to a satisfactory credit check with the contract being awarded to the second-choice candidate if not achieved.**

**Proposed: Cllr Blunsten**

**Seconded: Cllr Davey**

**Unanimously agreed**

Therefore, the motion proposed was the following:

**That the grounds maintenance contract for 2019 for 3 years plus potential 1 year extension be awarded to JPB Landscapes at a cost of £28,222.50pa + VAT to commence on the 1<sup>st</sup> May 2019. The awarding of this contract would be subject to a satisfactory credit check with the fall-back option being the appointment of the second choice candidate if not achieved.**

**Proposed: Cllr Jeater**

**Seconded: Cllr Blunsten**

**6 in favour, 1 against – motion carried**

FC19/035 Close of meeting

The Chairman thanked the councillors for their attendance and closed the meeting 7.45pm.

DRAFT