

**Minutes of the Meeting of the Kirby Cane & Ellingham Parish Council's Car Park
Committee on Monday, 28th March 2022 at 7pm at Kirby Cane Memorial Hall**

Present:

Michael Skipper (chairman) John Cook Stephanie Day (EUC)
Lesley Lodge Julie Pickering Dawn Read (Ellingham School)

Iain Wright

and the clerk to the council, Jane Love.

1. To receive apologies for absence:

Apologies were received from Cllrs James Lally and Kerry Osborne.

2. To approve the minutes of the meeting of 15th September 2021:

The minutes of the meeting on 15th September 2021 were agreed to be correct and were signed by the chairman.

3. To receive a brief report from the chairman on the progress of the project since the last meeting:

Cllr Skipper recapped on the history of the car park project to date, including the successful conclusion of the tests required for the design of the car park, and the design itself. This in turn enabled the council to launch a tender exercise, which had resulted in three quotes being received from reputable and experienced contractors.

4. To consider quotes from building contractors for the construction of the car park

The meeting accepted the quote submitted by Barry Day Ltd, an experienced local groundwork company which did extensive work in the agricultural industry, which seemed particularly appropriate as this would be a development of a green-field, agricultural site.

5. To consider the engagement of a VAT specialist to advise on the recovery of VAT on the project:

The clerk had been advised that, given the high value of the project, advice was required on whether VAT could be recovered or not using the usual avenue for parish councils (VAT126). The clerk tried many avenues to get free advice on this issue, but the meeting resolved that as this was a contentious area it was necessary to get advice from a VAT specialist at a possible cost of £300 to £400.

6. To consider the terms of the lease between the parish council and Ellingham United Charities and the signature of that lease (if available):

Stephanie Day, on behalf of the EUC, explained how difficult it had been to get a response from the charity's solicitor, but she hoped that this would be forthcoming soon. In the interim, the charity would provide a letter confirming its intention to lease the land for the car park to the parish council to enable the grant application process to start.

7. To consider the subsequent steps in the process of creating a car park

Sources of funding would be examined, and an appeal put in the next issue of the Tidings for support. The clerk would check that crowdfunding was open to parish councils. It was also suggested that a contingency of at least £5000 should be allowed.

The clerk explained that it was possible to apply for loans secured by the government, but this was a complicated process that would require a lot of investigation, and she would make enquiries about how this may be achieved.

8. To receive items for information

There were none

9. To receive items for the next agenda:

These depended on the availability of the lease and the outcome of funding applications. It was suggested that Community Action Norfolk might attend the next meeting to advise on funding sources.

10. Date of next meeting: To be agreed

There being no further business, the meeting closed at 8.03pm

Signed.....
Chairman

Dated.....