

**NORMANDY PARISH COUNCIL**

**You are hereby summoned to attend a Zoom meeting of  
NORMANDY PARISH COUNCIL  
commencing at 1930 hours, in Normandy Village Hall, Manor Fruit Farm.  
Glaziers Lane, on Wednesday 25 November 2020 or on completion of the  
Planning Committee meeting whichever is the earlier.**

Please contact me on 01483 811108 or 07809 331080 or at  
[Leslie.Clarke@normandyparishcouncil.gov.uk](mailto:Leslie.Clarke@normandyparishcouncil.gov.uk), if you are unable to attend.

Dated this 19<sup>th</sup> day of November 2020

Lieutenant Colonel Leslie G A Clarke  
Parish Clerk

**AGENDA**

**MEMBERS OF THE PUBLIC ARE PERMITTED AND CORDIALLY INVITED TO  
ATTEND**

<b>1</b>	<b>OPEN FORUM FOR MEMBERS OF THE PUBLIC – 10 MINUTES</b>
<b>2</b>	<b>APOLOGIES FOR ABSENCE</b> Members to receive and accept apologies for absence from Members.
<b>3</b>	<b>DECLARATION OF PECUNIARY INTERESTS BY MEMBERS</b> In accordance with the Revised Local Code of Conduct, Cllrs are required to disclose at the meeting any Disclosable Pecuniary Interest (DPI) that they have in respect of any matter for consideration on this agenda. Any Cllr with a DPI must not participate in any discussion nor vote regarding that matter and they must also withdraw from the meeting immediately before consideration of the matter. If the DPI has not been registered the Cllr must notify the Parish Clerk of the details of the DPI within 28 days of the date of the meeting
<b>4</b>	<b>MINUTES OF THE MEETING HELD ON 28 OCTOBER 2020</b> Members to approve and the Chairman to sign as a true record the minutes of the Council meeting held on 28 Oct.20.
<b>5</b>	<b>MATTERS ARISING</b>
<b>a</b>	<u>Hunts Hill Road Car Park – Height Barrier</u> The Clerk to provide a progress report.
<b>b</b>	<u>Tree Cutting Opposite 10 Pirbright Road</u>

c	<p>At the 28 Oct 20 meeting (Minutes 179c/20 refers) Mr Hartley of 10 Pirbright Road complained that SCC Highways had cut a fallen tree and left the debris in the drainage ditch opposite 10 Pirbright Road which was causing flooding. The Clerk was asked to bring the matter to the attention of the Highways Dept. Cllr Witham SCC and the Clerk to report.</p>
6	<p><b>CORRESPONDENCE</b> The Clerk to report.</p>
7	<p><b>CLLRS BUSINESS FOR INCLUSION ON THE NEXT AGENDA</b> Members to nominate items for inclusion on the agenda for the next meeting to be held on 16 Dec 20.</p>
7	<p><b>ADJOURNMENT FOR PUBLIC DEBATE – 10 MINUTES</b> a <u>SCC Cllr</u> b <u>GBC Cllr</u> c <u>Members of the Public</u></p>
8	<p><b>PLANNING</b> Members to receive the minutes of the Planning Committee meetings held on 28 Oct and 11 Nov 20</p>
9	<p><b>FINANCE</b> a <u>Invoices Paid Out of Committee</u> <span style="float: right;">NIL</span> b <u>Invoices for Payment</u> See attached Annex A. c <u>Bank Reconciliation Statement</u> Members to note, and to approve, subject to audit, the Bank Reconciliation Statement as at 25 Nov 20 d <u>Unbudgeted Expenditure for the 2020 - 2021</u> Members to note that to date, they have approved, during the current Financial Year, expenditure from Council funds the expenditure as shown on attached Annex B, for which no previous provision has been made in the current financial year's Precept. e <u>CCLA Investment Income</u> Members to note that the net CCLA investment income for the period 30 Jul to 30 Sep 20 was £665.339 f <u>Precept 2021/2022</u> At the 28 Oct 20 meeting (Minute 189/20 refers) Members agreed that capital funding should be included in the Precept for:  <ul style="list-style-type: none"> <li>• Normandy Common Management.</li> <li>• Security, and</li> <li>• Play Areas.</li> </ul> Members to determine the capital funding to be provided for each project.</p>

	Members to also consider the first draft precept for 2012/2022.
<b>10</b>	<b>HIGHWAYS</b>
<b>a</b>	<u>VAS Equipment</u> Cllr Aust to report.
<b>b</b>	<u>Speed Watch</u> Cllr Middleton to report.
<b>11</b>	<b>LITTER</b>
<b>a</b>	<u>Fly Tipping – Wyke Lane BOAT</u> Members to note that the suspected culprit is still “out of the country”.
<b>b</b>	<u>JET Team Visit</u> It is regretted that the JET are not available to attend the current meeting.
<b>c</b>	<u>Lay By – Westwood Lane – Near St Mark’s Church</u> At the 28 Oct 20 meeting Members noted that a site meeting was to be held on 3 Nov 20. Cllr Lawson to report on the outcome of the meeting.
<b>12</b>	<b>PROPOSED VILLAGE SHOP</b> Cllr Aust to provide an up to date report.
<b>13</b>	<b>HUNTS HILL ROAD CAR PARK– SECURITY AND CCTV COVERAGE</b> At the 24 Jun 20 meeting Members noted the email regarding the possible provision of CCTV on the car park and the information on fly tipping distributed by Cllr Lawson. At the same meeting Cllr Lawson also advised Members that he had researched the possibility of security patrolling and agreed to circulate the information to all Cllrs. Members also noted that the black spots are, the pond, Hunts Hill Road car park and Westwood Lane (near St Mark’s Church). At the same meeting Members resolved that Cllr Lawson should investigate the cost of hiring security personnel to patrol from time to time. Cllr Lawson also advised Members that he had investigated: <ul style="list-style-type: none"> <li>• Daily mobile Security patrols.</li> <li>• Random Patrols.</li> </ul> However, he was still awaiting firm cost estimates. At the same meeting the Clerk was asked to ascertain who the current PCSO is for Normandy. Members noted that there is no dedicated PCSO for Normandy and that contact should be made through the Surrey Police contact centre. The 28 Oct 20 meeting (Minute 183/20 refers) Cllr Lawson reported that: <ul style="list-style-type: none"> <li>• Bigfoot Security costs would be £25.00 per hour and that visiting all the hot spots would cost £1,500 per annum.</li> <li>• He will approach them to ascertain what signage is required.</li> </ul>

	At the same meeting Members resolved that the company should be asked to make a presentation prior to the Planning Committee meeting on 11 Nov 20. Cllr Lawson to provide an up to date report.
<b>14</b>	<b>MAPPING OF GREEN SPACES AND FOOTPATHS</b> Cllr Aust to brief Members.
<b>15</b>	<b>MFF – PHASE 2 DEVELOPMENT – PAVILION DESIGN</b> Cllr Doven to brief Members.
<b>16</b>	<b>ACQUISITION OF LAND FOR ADDITIONAL ALLOTMENTS</b> At the 28 Oct 20 meeting (Minute 184/20 refers) the Clerk reported that there had been no progress in respect of the proposed allotments in the Henley Park Barnes area. He further reported that he was now trying to ascertain the ownership of the field next to the present allotments with a view to possibly extending the present site under some sort of lease arrangement. Members advised that the owner is Ms Sally Ennor whose manager (John) can be contacted on 079000916269. Members to note that the land now belongs to Taylor Woodrow and under the terms under which it is leased to Ms Sally Ennor neither the land nor any part thereof can be leased to a third party.
<b>17</b>	<b>EMAIL AND CONFERENCING</b> At the 30 Sep 20 meeting (Minute 145/20 refers) Members noted an email from Mr John Reid (CME Digital) which was redistributed on 27 Aug 20, Mr Lee Kean offered his services to assist with the project. At the 28 Oct 20 meeting (Minute 186/20 refers) Members resolved to defer further debate to the current meeting. Mr Lee to address the meeting.
<b>18</b>	<b>NORMANDY FOOTBALL FIELD</b> At the 30 Sep 20 meeting (Minute 154/20 refers) Members noted a request from Mytchett Athletic Club for their 12/13 year old club members to use the football field for home matches and Members resolved that: <ul style="list-style-type: none"> <li>• The Clerk should liaise with NFC to make the arrangements.</li> <li>• Mytchett Athletic Club be charged £25.00 for each occasion that the field is used by the Club.</li> </ul> The Clerk reported that had had long discussions with the Chairman of NFC who had determined that he could not accept Mytchett Athletic Club playing at Normandy due to fixture clashes. Members resolved that NFC should talk to the Mytchett Club as only a small proportion of fixtures would clash. The Clerk to provide an up to date report.
<b>19</b>	<b>ANNUAL HEALTH AND SAFETY RISK ASSESSMENT</b>

	<p>At the 28 Oct 20 meeting (Minute 193/20 refers) Members noted that Annual H&amp;S Risk Assessments are required to be completed, by 30 Nov 20, and resolved that Cllrs should conduct the surveys as follows:</p> <ul style="list-style-type: none"> <li>• Manor Fruit Farm                      Cllr Simmons.</li> <li>• Normandy Common                      Cllr Aust.</li> <li>• Normandy Allotments                      Cllr A Cheesman.</li> <li>• Normandy Pond                      Cllr Aust.</li> <li>• The ISO container                      Cllr A Cheesman.</li> <li>• The Clerk's Office                      Cllr V Cheesman.</li> <li>• NFC Pavilion                      Cllr A Cheesman.</li> </ul> <p>Cllrs nominated above to report on progress.</p>
<b>20</b>	<p><b>TRANSPARENCY</b></p> <p>At the 28 Oct 20 meeting debate on this agenda item was deferred to the current meeting. Members to debate the issue.</p>
<b>21</b>	<p><b>NORMANDY PARISH COUNCIL -COUNCILLOR BILBE COMPLAINT</b></p> <p>At the 28 Oct 20 meeting (Minute 1196/20 refers) Members noted an email from Cllr Bilbe dated 21 Oct 20 and the Clerk's response thereto. Members resolved and agreed that an approved "Open" letter should be sent to Cllr Bilbe by the Clerk. Members to note that the Open letter was duly despatched and that no response has been received by the Clerk.</p>
<b>22</b>	<p><b>SURREY AREA OF OUTSTANDING NATURAL BEAUTY EXTENSION OF AREA</b></p> <p>Members to note the email distribute don 16 Nov 20 and to determine what action should be taken to support the extension of the Surrey Hills AONB.</p>
<b>23</b>	<p><b>STANDARDS MATTER – PUBLIC CONSULTATION AND PUBLIC STANDARDS MATTER</b></p> <p>Members to note the email from NALC distributed on 17 Nov 20 and to determine what comments, if any, they wish to submit on the consultation.</p>
<b>24</b>	<p><b>DATE OF THE NEXT MEETING</b></p> <p>The next meeting will be held on 16 Dec 20.</p>

**THAT PURSUANT TO SECTION 100A(4) OF THE LGA, THE PRESS AND PUBLIC BE EXCLUDED FROM THE MEETING DURING CONSIDERATION OF ANY MATTER ON THE GROUNDS THAT IT IS LIKELY, IN VIEW OF THE**

**BUSINESS TO BE TRANSACTED OR THE NATURE OF THE PROCEEDINGS, THAT IF MEMBERS OF THE PUBLIC WERE PRESENT DURING THE ITEM(S), THERE WOULD BE DISCLOSURE TO THEM OF EXEMPT INFORMATION IE STAFFING MATTERS, LEGAL MATTERS ETC (AS DEFINED BY SECTION 1001 OF THE ACT) OF THE DESCRIPTION SPECIFIED IN THE APPROPRIATE PARAGRAPH(S) OF THE REVISED PART 1 OF SCHEDULE 12A OF THE LGA ACT 72.**

**25. STAFFING MATTERS – ASSISTANT CLERK APPOINTMENT**

See attached **CONFIDENTIAL** report.

**26. LAND OPPOSITE QUINTA COTTAGE**

See attached **CONFIDENTIAL** report.

