

# Normandy Parish Council

Serving Our Community through working in Partnership

Minutes of an extraordinary meeting of **NORMANDY PARISH COUNCIL** held virtually via Zoom on **Wednesday 14<sup>th</sup> April 2021** at 7.35 pm.

**Members present** Cllrs David Bilbe (Chairman), Fiona White (Vice-Chairman), Geoff Doven, Bob McShee, Ramsey Nagaty and Paul Spooner

**Non-members present** Andy Beams (Locum Clerk), 18 members of the public

Cllr Bilbe opened the meeting and welcomed those present. He reminded anyone joining just the council meeting, that a minute's silence to mark the death of His Royal Highness The Duke of Edinburgh had been held prior to the first meeting held this evening.

## **C-11 APOLOGIES**

None.

## **C-12 DECLARATIONS OF INTEREST**

None.

## **C-13 MINUTES OF PREVIOUS MEETING**

**RESOLVED:** The minutes of the Extraordinary Council meeting held on 30<sup>th</sup> March 2021 were adopted as a true record of the meeting.

## **C-14 QUESTIONS FROM THE PUBLIC**

A member of the public stated that with nine candidates for the eight seats at the election, she was keen to ensure all candidates had the opportunity to share their aims with the community and suggested each submit a short bio based on six questions she had developed, and this information be shared on the Parish Council and Normandy Nextdoor websites.

While Members appreciated the idea of wider community engagement, the Locum Clerk confirmed that material promoting any candidate at an election cannot be placed on the Parish Council website.

A member of the public referred to the point raised at the Human Resources Committee meeting earlier in the evening, that one of the candidates was the Parish Clerk, who under the Electoral Commission rules was disqualified from standing as a councillor. It was questioned whether the election going ahead was legal.

Cllr Spooner referred to the answer given at the Human Resources Committee meeting, in that the matter was out of the hands of Normandy Parish Council and Guildford Borough Council, as the disqualifying factor is one self-certified by the candidate. The election will go ahead and include those candidates on the statement of persons nominated. Once the result of the election is known, any further ramifications will be dealt with by the Electoral Commission and Surrey police in terms of any offences committed because of a false declaration on the nomination paper.

Members of the public suggested that the additional cost of a contested election should be borne by the disqualified candidate and that the Parish Council should pursue them for reimbursement. It was also suggested that the matter should be reported to the external auditors for the council. These are matters for the newly elected council to deal with.

A member of the public reiterated concerns raised at the Finance and Administration Committee meeting that the new councillors are inheriting a difficult situation and a lot is being expected of them to sort things out.

The interim Members outlined that they, along with the Locum Clerk, were dealing with as many of the administrative aspects as they could in the short time they have been in situ, but longer-term decisions for the village are being left for the newly elected council to deal with, hopefully in consultation with the local community.

Support and advice would be made available to the new council from the interim Members, through Anne Bott of the Surrey Association of Local Councils (SALC) and from the Locum Clerk, who has indicated a willingness to stay and support the new council for as long as is required. There is a training programme available for new councillors via SALC, and all this support will help establish good working practices and ensure things run smoothly in the future.

A member of the public asked for an answer in relation to the proposal to site a portable toilet on the Manor Fruit Farm for the use of traders who are unable to access the public toilets in the Village Hall due to ongoing Covid-19 restrictions. This matter was deferred to agenda item C-17 Operational Matters.

## C-15

### FINANCE

Cllr Bilbe reminded those present that temporary arrangements had been agreed with Guildford Borough Council (GBC) to make payments, once approved, on behalf of the Parish Council, which would subsequently be reimbursed. A list of payments due had been circulated to Members prior to the meeting by the Locum Clerk.

**RESOLVED:** The following payments were approved for payment by Guildford Borough Council:

Payee	Purpose	Amount
Staff salaries	Total of staff salaries due	£2,566.07
Mr L Clarke	Expenses	£80.30
Mrs A Beuden	Expenses	£15.00
Mr A Beams	Locum Clerk March 2021	£547.90
CME Digital	Website domain renewal	£72.00
Maxwell & Co	Annual payroll charge	£288.00
HR Services Partnership	Prepaid HR advice	£876.00
MEA	Normandy Sports Pavilion & pitches	£1,920.00

The Locum Clerk has also alerted Members to two potentially overdue HMRC payments relating to the pay periods ending September and December 2020, along with the fact that the payment for the period ended March 2021 was due now.

**RESOLVED:** Subject to the Locum Clerk confirming that the overdue payments had not been made, it was agreed the HMRC payments detailed below were approved for payment by Guildford Borough Council:

Payee	Purpose	Amount
HMRC	Pay period 1 Jul – 30 Sep 2020	£3,094.94
HMRC	Pay period 1 Oct – 31 Dec 2020	£6,468.15
HMRC	Pay period 1 Jan – 31 Mar 2021	£5,129.89

**C-16****PLANNING**

Members discussed each application and approved the Locum Clerk to respond on behalf of the council.

[21/P/00454](#) The Pines, Green Lane East, Normandy, GU3 2JL  
Remove conditions 1 and 2 of planning application 15/P/02363 allowed at appeal 05/03/18 in order to allow permanent occupation of the gypsy pitch on the site.

**RESOLVED:** Normandy Parish Council objects to this application and refers GBC to the extant Local Plan. Ample provision has been made in the plan for traveller sites and this is a temporary approval pending the adoption of the Local Plan which has now been done. There is no technical reason which outweighs the harm to the green belt which would lead to a permanent approval and therefore the application to remove the temporary conditions should be refused.

[21/P/00574](#) Cleygate Barn, Cleygate Farm, Bailes Lane, Normandy, GU3 2BA  
Construction of stable block and associated works.

**RESOLVED:** Normandy Parish Council has no observations on this application.

[21/P/00575](#) Foxwell Cottage, Hunts Hill Road, Normandy, GU3 2AH  
Proposed conversion of garage to habitable accommodation, 2 two storey side and rear extensions to include a raised ridge height with three dormers and single storey side extension to main house.

**RESOLVED:** Normandy Parish Council has no observations on this application.

[21/P/00662](#) Silverwood, 29 Glaziers Lane, Normandy, GU3 2DE  
Certificate of lawfulness for a proposed development to establish whether a single storey rear extension would be lawful.

**RESOLVED:** Normandy Parish Council has no comment on this application which is purely a certificate of lawfulness matter for determination by the planning team at GBC.

**C-17****OPERATIONAL MATTERS**

Cllr Bilbe referred to the point raised in the questions from the public regarding a portable toilet on Manor Fruit Farm.

Cllr Spooner proposed that provided the maintenance and cleaning responsibilities in line with Covid-19 risk assessments were covered by the provider, the interim council approve the placement pending a decision by the newly elected council in May. This was agreed by all Members.

Cllr Bilbe updated Members on the situation with the re-opening of the changing rooms. A previous risk assessment document has now been located, and an audit is due to be carried out on Friday morning. Legionella testing kits and a log for recording the results are available for use.

Cllr Bilbe confirmed that GBC would not empty the dog waste bin located by the station, as they were not consulted on its placement and they considered it to be in a dangerous location. If it could be re-sited on public land at a location agreed with GBC, it will be emptied as part of the existing arrangements. It is hoped this matter will be resolved before the election, although it was noted that GBC advocates the use of dual-purpose bins rather than separate dog waste and rubbish bins.

**C-18****ITEMS FOR INFORMATION AND/OR INCLUSION ON A FUTURE AGENDA**

Cllr McShee asked for an update on the outstanding matter of the former Assistant Clerk's appeal. Cllr Spooner confirmed this was one of the matters to be discussed with the Clerk at a meeting arranged for Monday 19 April.

Cllr Nagaty asked for an update on the storage of fireworks in the container. Cllr Bilbe confirmed these had now been removed and were stored under licence with an approved company.

It was agreed a further council meeting was likely to be held prior to the election to deal with any payment and planning matters due at that time.

The Chairman thanked the members of the public present for their engagement in the meeting and invited any further public comments.

A member of the public confirmed that the siting of the dog bin under debate earlier was dangerous, as it impacted line of sight when exiting the road junction.

A member of the public commented that she would be happy to assist the contractors dealing with the re-siting of the open bin in the gym area, as she and/or one of her colleagues was normally on site. Cllr Bilbe thanked her for the offer and confirmed he would visit the area and then liaise with her.

There being no further business, the meeting ended at 8.45 pm.