

# Normandy Parish Council

Serving Our Community through working in Partnership

Minutes of a **MEETING** of **NORMANDY PARISH COUNCIL** held at **NORMANDY CRICKET CLUB** on **THURSDAY 24 JUNE 2021** at 7.40 pm.

**Members present** Tony Coomber, Mark Galloway, Paul Howarth, Bob Hutton, Amy McLeod, Philippa Mitchell, Ben Pryke and Pat Tugwell

**Non-members present** Jonathan Lord MP, Keith Witham (SCC), David Bilbe (GBC), Andy Beams (Locum Clerk), 2 members of the public

## **C-39 APOLOGIES**

Apologies were received and accepted from Cllr Geoff Doven.

## **C-40 DECLARATIONS OF INTEREST**

The agreed dispensation (minute ref C-38) for councillors concerning Normandy Community Shop was noted.

## **C-41 MINUTES OF PREVIOUS MEETING**

**RESOLVED:** The minutes of the Council meeting held on 3 June 2021 were approved as a true record.

## **C-42 QUESTIONS FROM THE PUBLIC**

None.

At the Chairman's discretion, agenda item C-47 was moved up the agenda and dealt with next.

## **C-47 PARLIAMENTARY BOUNDARY REVIEW**

Jonathan Lord MP congratulated the councillors on their recent election and stressed the importance of having vibrant Parish Councils. He provided Members with information about the boundary review, outlining the initial consultation phase which ends on 2 August. The initial plans include moving Normandy and Pirbright into the Surrey Heath constituency because of the requirement to ensure all constituencies have a similar number of electors within.

He provided a written handout with details of how to comment on the plans, and it was agreed for Members to study this and include as an agenda item for the July council meeting to determine whether to comment on the plans.

## **C-43 REPORTS FROM OTHER AUTHORITIES**

### **(a) Surrey County Council**

Cllr Keith Witham stated that there was little to add since he reported to the last meeting, and he was interested in adding to the discussion on highways matters (agenda item C-49).

### **(b) Guildford Borough Council**

Cllr David Bilbe gave a verbal report and explained that GBC are also conducting a review of the Borough Council representatives ward boundaries, with the likely outcome that a move will be made to two member wards.

## **C-44 TERMS OF REFERENCE**

### **(a) Planning Committee**

### **(b) Estates & Facilities Committee**

Each committee had agreed a draft version at their recent committee meetings, and these were now proposed for adoption. The HR and Finance & Governance Committees will review their terms of reference at their first committee meetings.

**RESOLVED:** The terms of reference for both committees were approved.

**C-45**

**ESTATES & FACILITIES COMMITTEE UPDATE**

**(a) Options for Network Rail support for repair and/or development works**

Cllr Mitchell reported that lots of comments had been received, although some were unlikely to be within the remit of what Network Rail could offer. Cllr Witham (SCC) confirmed that once all works are finished, Network Rail will be obliged to return the road surface to its pre-work condition, but they have no obligation to improve it beyond that condition.

The most likely works Network Rail may be able to carry out include clearance of footpaths and overgrown vegetation, and it was agreed that Cllrs McLeod and Mitchell will arrange a Zoom call with Jonny Nesbit (Senior Stakeholder Manager, Network Rail) to discuss further.

**(b) Feedback on playground inspections**

Cllr Pryke reported on the inspection he carried out at Normandy Common. The zip wire was still out of action and the Locum Clerk was asked to chase contractors for quotes to repair the broken items. There were also potential issues with the safety matting, which may need repair or replacement.

Cllr Hutton reported on the inspection he carried out at Manor Fruit Farm. The main issue related to the bin which needs sorting out, and he noted uneven surfacing in places. He also reported that the Village Hall Manager had indicated he would be happy to carry out the inspections on site if the council were able to provide adequate training.

It was agreed that the Locum Clerk would investigate training opportunities and arrange for contractors to meet with someone from NPC to look at repairs and possible refreshing of both sites.

**(c) Feedback on tree inspections**

The Locum Clerk confirmed that one further quote for the works around the football pitch had been received, and Cllr Coomber agreed to chase up the remaining contractor.

Cllr Hutton reported on contact he had received on Sunday regarding a potentially dangerous tree. He had been unable to contact the Clerk or Chairman, and as it was a health and safety matter, he had authorised the work to be carried out. The Chairman thanked Cllr Hutton for dealing with the matter so promptly.

Cllr Mitchell confirmed that she had been in contact with the cricket club and obtained a copy of their lease. She will forward a copy to the Locum Clerk to check to establish whose responsibility the trees at the site are.

Cllr Coomber stated that on visiting the allotments, there appeared to be work needed to the trees at the site.

**(d) Update on Manor Fruit Farm lease and discussion on proposal for future of the project**

Cllr McLeod stated that a lot of time and effort had already gone into trying to obtain clarity on the lease and any associated conditions, and there remained differing opinions as to what requirements in terms of football pitches and/or pavilions there might be.

As such, she proposed that with all the other issues the council is dealing with, discussions about football pitches and pavilions at Manor Fruit Farm be put on hold for at least a year, while details of the lease agreement are obtained and a survey of the wishes of the residents is carried out.

**RESOLVED:** No further discussions about football pitches and/or pavilions at Manor Fruit Farm will be conducted by the Parish Council until after the next annual meeting.

**C-46**

**PAYMENTS**

The Locum Clerk tabled a list of invoices due as at the date of the meeting.

**RESOLVED:** The payment schedule below was approved.

Payee	Purpose	Amount
Harry Stebbing Workshop	Signage for Manor Fruit Farm	£2,476.81
Valens Water	Legionella report	£50.00
Normandy Cricket Club	Room hire	£648.00
Andy Beams	Locum Clerk June 2021	£1,520.80
Nurture Landscapes	Grounds Maintenance May 2021	£1,564.92
Tracey Kean	Cleaning supplies	£36.95
Normandy Village Hall	Hall hire 19 May 2021	£35.00

**C-48**

#### **COMMUNICATIONS WORKING GROUP**

Cllr Hutton provided an update from the working group. Discussions were ongoing about the various communication channels the council should be using. Working with Anna Beuden, the website is being updated to ensure all information contained on it is up to date and accurate, and longer term a new website may be investigated.

The Villager magazine remains an important source of information, but a move towards publishing online is being considered, while remaining aware that some residents will not be able to access an online version.

Communication within the council continues to progress with MS Teams set up, pending training for all Members to be provided by Cllrs Howarth and Pryke.

The group will continue to review matters and bring proposals forward to future council meetings.

**C-49**

#### **HIGHWAYS MATTERS**

Cllr Hutton and a member of the public through the Chairman, had raised concerns about speeding in the village. A local Speed Watch group was in place, with two councillors on the group, with locations pre-agreed with the police. The Parish Council also owns a Vehicle Activated Sign (VAS), currently located opposite Wyke School, and it is thought the battery and charger may be in the Council container.

Cllr Witham (SCC) explained that a lot of queries are raised by the public regarding highways, and these cover many areas including road maintenance and resurfacing, pavement maintenance and resurfacing, road safety and speeding. These are all separate issues and dealt with by different officers at SCC and he was happy to provide the contact details for the key officers to help build a productive working relationship.

Cllr Witham stated he was pleased that the Flood Forum contact had been re-established and pointed out that previously the Pirbright and Normandy meetings had been co-ordinated to happen on the same day for the benefit of all the different parties involved.

**RESOLVED:** It was agreed that Cllr Galloway would take the lead on highway matters for the Parish Council and work closely with Cllr Witham on identified issues.

**C-50**

#### **FINANCE MATTERS**

The Locum Clerk explained that he had been contacted by Puttenham Parish Council regarding a VAT refund due to them which appears to have been paid to Normandy Parish Council's bank account. A request for proof of the claim had been made to Puttenham PC, but they are unwilling to provide it to confirm the error. The Locum Clerk stated that as RFO, he was unable to make a payment without any evidence.

**RESOLVED:** Members agreed unanimously that Puttenham PC need to provide evidence of the error before any further action will be taken.

**C-51**

#### **ITEMS FOR INFORMATION AND/OR INCLUSION ON FUTURE AGENDAS**

For next council agenda - Parliamentary Boundary Review, highways update.

**C-52**

**EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED:** That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

**C-53**

**CONFIDENTIAL STAFF MATTERS**

Cllr Galloway explained the appeal process conducted with panel members Cllrs Howarth and McLeod. He outlined the content of the meeting and the considerations the panel had taken into account before reaching their decision to refuse the appeal and uphold the original decision of the council, reiterating that the appeal panel decision was final, and the matter was now closed.

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