

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 26 AUGUST 2021** at 7.00 pm.

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

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

C-75 APOLOGIES

Apologies were received and accepted from Cllrs Geoff Doven and Mark Galloway.

C-76 DECLARATIONS OF INTEREST

None.

C-77 MINUTES OF PREVIOUS MEETINGS

RESOLVED: The minutes of the Council meetings held on 29 July and 5 August were approved as a true record and signed by the Chairman.

C-78 QUESTIONS FROM THE PUBLIC

A member of the public reported on an initiative he had organised to support upgrades to local broadband connectivity, which had been very successful in the centre of the village. He is now seeking support from the Parish Council to expand the scheme to other parts of the village not already benefitting from the improvements.

It was agreed that this could be expanded through the Communications Working Group who will work with the member of the public on the project. It can also be advertised through The Villager magazine. Cllr Hutton reported on issues with the non-publication of minutes on the website, which had been highlighted by a member of the public. It was agreed that wider access to the website was needed to allow it to be updated even if key users were on holiday. The Locum Clerk was asked to make the necessary arrangements.

C-79 REPORTS FROM OTHER AUTHORITIES

(a) Surrey County Council

Cllr Keith Witham submitted a written report to the Clerk. This was circulated to Members in advance of the meeting and is appended to the minutes for information.

(b) Guildford Borough Council

Cllr David Bilbe reported that over 50% of his time is taken up with local planning matters and that Normandy Action Group (NAG) do a good job of keeping people informed. There are discussion underway regarding Guildford Borough Council and Waverley Borough Council merging, and more detail will come out soon. Cllr Bilbe is happy to take forward any issues on behalf of the Parish and welcomes any Member to contact him with these.

Cllr Witham left the meeting at 7.38 pm.

C-80 COMMITTEE AND WORKING GROUP UPDATES

(a) Estates & Facilities Committee

Cllr Mitchell updated Members that the contact number on the barrier at Manor Fruit Farm has now been amended.

Cllr Coomber has been working on the issues with the allotments, and it was noted that rental invoices are due in September. Cllr Coomber will provide the details to the Locum Clerk to issue these, and at the next committee meeting the issue of empty plots will be discussed.

Following conflicting information on the repairs required to the zip wire, it was agreed that the Locum Clerk can instruct the contractor who provided the cheapest quote to carry out the repairs as soon as possible.

No further quotes have been received for the emptying of bins, and it was agreed to go ahead with the service offered through Guildford Borough Council. Cllr McLeod will make the arrangements and copy the details to the Locum Clerk.

(b) Finance & Governance Committee

Cllr Coomber reported that work had begun on the budget for 2022/23 and requested each of the committee chairmen to provide their requirements to him.

The Locum Clerk confirmed he had obtained information about the outstanding grants owed to the Parish Council from Guildford Borough Council and will circulate via email a suggested list of applications for next year as the deadline for submission is 7 September.

(c) Human Resources Committee

Cllr Hutton informed Members that the meeting had focussed on the recruitment of a new Clerk and Assistant Clerk, and the provision of temporary administrative support for the next 12 weeks.

(d) Communications Working Group

The group are scheduled to meet again in September and will continue their work, including reviewing the use of MS Teams for all users within the Parish Council.

(e) Events Working Group

Cllr Tugwell reported that the group had not met since the organisation of the picnic, but a suggestion the group will be considering is to hold an event to mark the Queen's Jubilee in June 2022.

(f) Manor Fruit Farm Working Group

Cllr Mitchell informed Members that in September the letters are due to go out to the tenants at Manor Fruit Farm regarding the share of costs. Cllr Coomber stated that this was a matter under consideration for the Finance & Governance committee at its meeting on 9 September.

C-81

PAYMENTS

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

RESOLVED: Staff salary payments for August were approved, along with the payment schedule as below:

Payee	Purpose	Amount
CME Digital	Website monthly support	£108.00
Normandy Village Hall	Booking for 22 August	£81.00
Andy Beams	Locum Clerk August	£2,054.30
Nurture Landscapes	MMF – July maintenance	£1,890.34
Nurture Landscapes	Village Green cut	£84.00
Apache Forestry & Arboriculture Ltd	Scrub clearance MFF	£600.00
Geosphere	Parish Online subscription	£194.40
Blackdown Fernhurst	Event map & question boards	£348.00
Richard Cunningham	Fuel costs for mowing	£27.21

RESOLVED: It was further resolved to approve two payments made in advance of the meeting under the advice of the Locum Clerk due to the overdue nature of the invoices, as below:

Wellers Hedley	Therapy Gardens Lease	£1,020.00
H & H Maintenance	Map & sign boards	£600.00

C-82

VILLAGE PICNIC FEEDBACK

The Chairman reported that the event had been well attended, despite the late change to the date due to the inclement weather on the Saturday. Thanks were given to all who attended and those who had helped on the day. Those in attendance had been asked to share their opinions on what they wanted from the Parish Council, and the most popular suggestions were:

- A commitment to maintain natural open spaces
- Open and easy communication between residents and the Parish Council
- Clear and transparent procurement processes in place
- Measures to tackle highways issues, particularly traffic calming and speeding in the village
- The idea of a village sports day and continued support for popular events such as the fete and bonfire
- Resizing of some allotment plots and reallocating those not being used
- Continued delivery of the Villager magazine (rather than through electronic means)
- More opportunities for residents to talk to the council directly

The findings will be passed onto the Communications Working Group for review and recommendations of any actions.

Cllr Tugwell added that the Community Shop and Café did a substantial amount of work to both promote and support the event on the day, and this should be taken into account when assessing any financial surplus from the event.

C-83

FIREWORKS EVENT

Cllr Bilbe outlined the history of the fireworks during the term of the interim council which had been held, without a suitable licence, in the Parish Council container. Due to the health and safety concerns related to this they were removed, and a donation will be given to the Parish Council. Cllr Bilbe will provide the contact details for the company who removed them to the Locum Clerk.

Cllrs Howard and Pryke confirmed they had met with the previous organisers and talked through the options for an event for this year. The key issues to consider were whether there were sufficient safety measures in place for the event to be organised and run by volunteers, including whether these measures met the requirements of the Parish Council's insurance, and what the cost might be of inviting a contractor to put on the display on behalf of the Parish Council.

Due to the short time until a decision will need to be made, it was agreed that further to the general resolution made, the details would be agreed by Members via email.

RESOLVED: To hold a bonfire/firework event in Normandy subject to agreement on any health and safety issues, and confirmation of any cost to hold the event.

Cllr Bilbe left the meeting at 9.12 pm.

C-84

MEETINGS WITH OTHER LOCAL COUNCILS

The Chairman advised of a meeting organised for 27 September with representatives of Pirbright, Puttenham and Worplesdon Parish Councils to discuss matters of mutual interest. If any Member has any suggestions where the council working together could be beneficial, they are invited to contact the Chairman directly.

C-85

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-86

STAFFING

(a) Ongoing staffing matters

The Chairman updated Members with the latest information and advice received from the HR Advisors. **RESOLVED:** Members unanimously agreed a course of action and approved the Chairman progressing the matter.

(b) Advertised vacancies

The Locum Clerk reported that only one application for the two roles had been received so far, with the advertised closing date 27 August.

RESOLVED: To extend the closing date by three weeks for both roles to encourage more applications from those who may have been away during August, and that the Locum Clerk will circulate the amended details to all Members to advertise through any suitable source.

C-87

ITEMS FOR INFORMATION AND/OR INCLUSION ON FUTURE AGENDAS

None

There being no further business, the meeting closed at 9.45 pm.

Appendix – Surrey County Councillor Keith Witham - Report to Normandy Parish Council August 2021 *

Westwood Lane footpaths. I can update that I've been advised by Surrey Highways that the proposed footpath resurfacing of most of the rural section of Westwood Lane has been deferred from 2021-22 to 2022-23. Whilst that might not be welcome, the good news is that Highways have said they should be able to renew the residential footpaths of Westwood Lane (eg from the junction of Flexford Road/Green Lane East to the railway bridge) IN ADDITION TO most of the rural stretch. In reality the end of 2021-22 is March 2022, and the start of 2022-23 is April 2022. I have asked that both set of works be undertaken as early as possible in 2022. With regard to the condition of the road surface, Highways are surveying about 200 roads for the next phase of road resurfacing, including Westwood Lane.

Surrey Bus services Survey. Surrey County Council wants your views on how bus services can be made better. Please look at this BEFORE 10TH SEPTEMBER. A new National Bus Strategy - Bus Back Better - was published by the Government. As part of this, SCC needs to set out the bus service improvements we would like to see here in Surrey and want to know what you think. Please let SCC know what is important to you: <https://orlo.uk/5zcD0>

Stoney Castle Illegal Waste site. Although this problem has mainly affected residents in Pirbright, where the Stoney Castle site is located, off Grange Road, I felt you should know what's been happening. Residents in the vicinity have been suffering from noxious fumes in their gardens and homes, caused by the burning of illegal waste, depending on, literally, the way the wind was blowing.

A few days ago, I visited the Stoney Castle illegal waste site accessed via Grange Road, Pirbright with Enforcement Officers from Surrey County Council, Guildford Borough Council and the Environment Agency.

Guildford Borough Council started enforcement action at the site during July to force compliance with the planning and environmental health notices it had issued, which had not been complied with by the site owner.

This followed a court case in which Surrey County Council successfully prosecuted the individual responsible for "in control of" the land who failed to stop the dumping/burning. That person was found guilty at Guildford Crown Court, fined, and a Proceeds of Crime Award made for over £26,000.

I very much welcome this follow up action now taken by GBC under its powers, which involved the removal of over 225 tonnes of non-waste items - caravans, a barn, over 60 dilapidated vehicles, hundreds of old tyres, and more than 3,000 litres of unidentified liquids including oils and fuels.

But in total there was over 2,500 tonnes of illegal dumped waste at the site, so GBC continues to work in partnership with both Surrey County Council and the Environment Agency who have responsibility for now clearing the remaining waste left on the site.

I have been pressing that vehicle access to the site to be secured, so that the illegal dumping and burning is forcibly stopped. That was my priority on behalf of residents, so this will be a great relief to the many Pirbright residents affected by the fumes of noxious burning. The substantial new barriers at the site entrance should ensure that.

There are still matters to be addressed. As well as removing the remaining waste, not least is bringing the perpetrators to justice, something on which I am pressing the Environment Agency. If any residents want more information, I will answer to the best of my ability - but bearing in mind that further enforcement and legal actions are ongoing.

Guildford MP calls for a tunnel under the A3. Highways England has published a report showing that the A3 at Guildford is the worst spot in the country for air pollution (nitrogen dioxide). Their proposal to counter this is a feasibility study into nearly ten-metre-high walls around the A3.

But Angela Richardson, MP for Guildford, has said it is time to think big for the A3. That's why she is calling on local politicians to back her call to tunnel the A3 under Guildford by signing and sharing her petition at: <https://www.change.org/p/department-for-transport-tunnel-the-a3-at-guildford>

She also raised the issue at Prime Ministers Questions in the House of Commons to bring the matter to the attention of Prime Minister, Boris Johnson.

Recognising new surrey fire fire-fighters. On 25th July Surrey Fire and Rescue Service (SFRS) hosted a pass out parade for 34 firefighters who were recruited and trained to join the service during the pandemic.

The 34 recruits are now serving at Fire Stations across Surrey, included 5 based at Guildford and Woking Fire Stations - best wishes to them in their new careers:

Steve Owen-Hughes, Surrey Chief Fire Officer, said: "I promised our new colleagues that their achievements would not go unnoticed, so I am absolutely delighted to have hosted this parade in their honour. Pass out parades are such a crucial part of new careers within the fire and rescue service and are always so well earned and enjoyed by family and friends. There is no doubting the hard work and determination that trainee recruits put into their initial courses and the fact that we get to celebrate them all together as current-serving personnel, is fantastic. It's really important that we actually meet family members and loved ones too, firefighting is a role that can at times take its toll both mentally and physically, and the support system at home is just as important as the one here at work. Welcome to all of our newest firefighters and their families."

This new group of 34 firefighters will further enhance the safety of Surrey residents and businesses. Thank you for everything they and their colleagues do.

The Fire and Rescue service is currently recruiting on-call firefighters - members of the local community who may have other commitments or full-time employment outside of the fire service, but either live or work nearby to an on-call fire station. Find out more information about positions within SFRS by visiting www.surreycc.gov.uk/firecareers

Surrey County Council is also investing £2.2 million in seven brand new "state of the art" Fire Engines, plus river boats and other rescue vehicles.

Appointment of Deputy Surrey Police and Crime Commissioner. Lisa Townsend has announced the appointment of Miss Ellie Vesey-Thompson as her Deputy Police and Crime Commissioner.

This is a good move on the part of our new Surrey Police and Crime Commissioner, Lisa Townsend. The new Deputy Commissioner is 26, and one of her roles will be to ensure police engagement with younger people. Young people are also victims of crime, and not only perpetrators! All the best to her in this role.

Anti-Social Behaviour campaign, and support for residents who are victims. This recognises the enormous impact that persistent anti-social behaviour can have on individuals. Surrey Police and Crime Commissioner Lisa Townsend & her new Deputy Commissioner Ellie Vesey-Thompson have signed the ASB Pledge, promising to treat anti-social behaviour in Surrey with the seriousness it deserves.

Support to the Surrey wide response to ASB in Surrey includes funding for Mediation Surrey that provide coaching for individuals affected by persistent anti-social behaviour and mediation to resolve disputes. More than 100 individuals have been helped by the service in 2020/21.

If you're a victim of repeat anti-social behaviour, you can also use the 'Community Trigger' supported by the PCC's office. The Trigger can be used to request a review of your complaint when things have not improved, bringing Surrey partners together for a longer-term solution that includes thinking about your needs as a victim.

Find out more: Mediation Surrey <https://mediationsurrey.org/>

Community Trigger <https://www.healthysurrey.org.uk/community-safety/asb>

Surrey Highways updates. Residents sometimes complain about Surrey Highways. But I think the activity shown above for June demonstrates the wide range of work going on. You can help by reporting any Highways Issues.

The fastest way to get in touch with Surrey Highways is via:

<https://www.surreycc.gov.uk/roads-and-transport/roadworks-and-maintenance/roadworks#report>

or via email to: highways@surreycc.gov.uk

Either way you will receive an automated reply - with a reference number - please keep that for future reference.

By visiting the website and clicking on a specific issue from the many reporting options means it can be quickly passed to the correct highways team. Contacting SCC Highways in these ways ensures your request gets logged straight away and that SCC has your correct and up to date contact details so your questions can be answered properly.

If you wish to, you can also subscribe to email updates for specific roadworks in your area, so you'll always be up to date with what's going on: <http://www.surreycc.gov.uk/roadworks>

Surrey's Transport Plan. The new Surrey County Council Transport Plan sets out how the Council plans to reduce the 46% of carbon emissions currently generated by transport and help Surrey to become an even better place to live.

Proposals include increasing walking and cycling routes to encourage people out of their cars, more charging points and parking for electric vehicles, more bus services, charging for transport use and introducing car clubs, as well as improving internet connections for home-working and redesigning neighbourhoods that enable easier access to local services, lessening the need to travel by car.

You can have your say here <http://orlo.uk/jOkSs>

Surrey's Climate Change Plan. Are you interested in Climate Change and want to know more about how you can reduce your carbon footprint? Sign up to SCC's newsletter for news, advice and opportunities <http://orlo.uk/r5YZU>

Biodiversity on grass verges. Have you heard of the 'Blue Campaign'? SCC are supporting the campaign as part of its commitment to increasing biodiversity in grass verges. See website for more information: <https://www.surreycc.gov.uk/roads-and-transport/roadworks-and-maintenance/trees-grass-and-hedges/grass/the-blue-campaign-increasing-biodiversity-in-grass-verges>

If you would like to suggest a grass verge near you, email: highways@surreycc.gov.uk

Surrey County Council becomes an MOD Gold Employer. Surrey County Council is delighted to have had its Ministry of Defence Gold Employers Recognition Award revalidated! The recognition highlights SCC's outstanding commitment and support to the Armed Forces Community.

The Council has over 750 staff members who are ex-service personnel, 28 reservists and a number of Cadet Volunteers. This award highlights best practice as an employer. To find out more about the support provided by our Armed Forces Covenant Team: <http://orlo.uk/1CrG2>

A reminder from last month - I've now successfully sponsored over 120 local projects for groups and organisations to receive funding from Surrey County Council.

As your County Councillor, I can sponsor projects, and so I am always keen to hear about potential local projects. This year (as previously) applications from any group that has NOT received this funding before will be given priority - applications need to be made NOW please.

So, if you are involved in a local group which could do with financial help, please email me. The project will usually be for either equipment, or a "one off" expense, it can't normally be for routine running costs. PLEASE ASK ME! Email: keithwitham1@hotmail.co.uk Let me know what the project is, and approx. £how much.

Then from September (depending on the funds still available) applications from other groups that HAVE had funding before are welcome.

And finally - Thank you to the children of Wood Street Village Infants School who sent me this letter. I arranged a small SCC grant so that an anti-letter sign could be put up in an area next to the school where the children has been clearing litter.

*** Any opinions contained within the report are those of Cllr Witham and not of Normandy Parish Council**