

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 29 JULY 2021** at 7.30 pm.

Members present Tony Coomber, Geoff Doven, Mark Galloway, Bob Hutton, Amy McLeod, Philippa Mitchell and Pat Tugwell

Non-members present Andy Beams (Locum Clerk), 6 members of the public

C-54 APOLOGIES

Apologies were received and accepted from Cllrs Paul Howarth and Ben Pryke. Apologies were also received from County Cllr Witham.

C-55 DECLARATIONS OF INTEREST

Cllr Mitchell declared a personal interest in agenda item C-64 as her partner is the Chief Executive of Surrey Community Action.

C-56 MINUTES OF PREVIOUS MEETING

RESOLVED: The minutes of the Council meeting held on 24 June 2021 were approved as a true record.

C-57 QUESTIONS FROM THE PUBLIC

A member of the public stated that she felt residents of Normandy had an affinity with Guildford and had mostly been ignored by the MP. She hoped that the Parish Council would make a response regarding the Parliamentary Boundary Review to be included in the Guildford constituency.

A member of the bowls club requested that the Parish Council confirm in writing that it had no objection to the club's plans to change the windows. Members confirmed there were no objections and asked the Locum Clerk to confirm in writing to the bowls club.

Cllr Hutton raised a question relating to the removal of holly bushes near the pond. It was agreed that the Estates & Facilities Committee would make further enquiries to try and establish who had cut these down.

C-58 REPORTS FROM OTHER AUTHORITIES

(a) Surrey County Council

Cllr Keith Witham sent apologies for the meeting and his written report was circulated to Members in advance of the meeting and is appended to the minutes.

(b) Guildford Borough Council

Cllr David Bilbe was not present, and no written report was submitted.

C-59 PARLIAMENTARY BOUNDARY REVIEW

At the previous meeting, Jonathan Lord MP has outlined the proposals and the impact on Normandy, and Members had since reviewed the information in more detail.

Cllr Hutton reminded members that the proposals were based on balancing electorate number across all constituencies, and this resulted in some changes being necessary.

RESOLVED: Members agreed to respond to the consultation with the order of preference being (1) to remain in the existing constituency (2) to join the Guildford constituency (3) to join the Godalming and Ash constituency.

C-60

TERMS OF REFERENCE

RESOLVED: The terms of reference for the Finance & Governance committee were approved.

C-61

COMMITTEE AND WORKING GROUP UPDATES

(a) Estates & Facilities Committee

Cllr Mitchell reported that she and Cllr McLeod had met with the Network Rail representative and plans were in place for work to commence on some of the overgrown footpaths, the possible donation of a bench and some sleepers, and improved signage for the bridge. It had been agreed any works should be in the area most affected by the Network Rail works.

Cllr Coomber stated that he had contacted allotment holders and was investigating the numbering of the plots. Invoices were due soon, and these would need to be sent out by the Locum Clerk.

Cllr Mitchell questioned the current rental arrangements for the tennis, cricket and footballs clubs, which were all on different terms. It was agreed the Estates & Facilities Committee should review all three agreements.

(b) Finance & Governance Committee

Cllr Coomber reported that the committee had met once and reviewed the reconstructed accounts for the previous year, including the AGAR which is on the agenda for approval this evening.

The accounts, once signed off for last year, will be put onto the new accounting software and the records bought up to date prior to budget setting for 2022/23 commencing.

Some items remained under investigation, including the range of phone numbers being billed for, updating the asset register and the property fund, and these would be updated at the next committee meeting.

(c) Human Resources Committee

Cllr Hutton reported that two meetings have been held, with the focus on the recruitment of a new Clerk and Assistant Clerk. The adverts and process have been agreed and will be 'live' shortly. Plans are also in place to recruit a temporary administrative assistant, and the final proposal will be put before council at a meeting next week.

An Employee Handbook, containing all the required personnel policies and templates, has been approved and will be published on the website.

(d) Communications Working Group

Cllr Hutton reported that work is ongoing with the website to ensure it contains all relevant and correct information. Changes to the website may be considered in the future.

Communication internally is largely through teams, although external contact with residents, contractors and organisations will continue to be via email.

(e) Events Working Group

Cllr McLeod reported that a couple of meetings have been held and plans are in place to run a Village Picnic at Manor Fruit Farm on 21 August in conjunction with the Community Shop and Café. The event will be used as an opportunity to engage with residents, and it is hoped as many councillors as possible will attend.

Residents are being asked to register through the website to give some guidance as to anticipated attendance.

Cllrs Howarth and Pryke are to speak with Alistair and Steve regarding the bonfire, and the Locum Clerk will forward the relevant conditions within the council's insurance policy to them for information.

It was noted that there will be no village fete this year.

RESOLVED: Members agreed that any surplus from the Village Picnic, after covering all costs, will be donated to the Community Shop and Café.

(f) Manor Fruit Farm Working Group

Cllr Mitchell reported that the Bowls Club were seeking written authorisation for their planned works on changing the doors and windows of the clubhouse.

A resident had obtained a quote for the cutting back of vegetation behind their property backing onto Manor Fruit Farm and requested the Parish Council agree to pay. The quote was for £100, although it was felt that there were potentially four properties affected all of which may need the same work completed.

Cllr Mitchell highlighted that there were several habitat management issues to be reviewed and agreed before updating the contract. The Estates & Facilities committee will complete this task before the contract goes out to tender. The issue of the incorrect phone number on the entrance barrier at Manor Fruit Farm will also be addressed by the committee.

It was reported that the Therapy Garden has previously been contracted to complete land management works around the war memorial, and it was proposed they were asked to complete the same works. The Locum Clerk pointed out that this would depend on the value of the contract to ensure the proper financial procedures are followed.

The Manor Fruit Farm residents have not been invoiced yet for the financial year, and the Locum Clerk was asked to make the necessary arrangements.

Cllr Hutton updated Members with the progress of the Community Shop and Café, with the next meeting to determine the funding to take place in September.

Cllr Mitchell sought agreement that volunteers could be reimbursed for expenses for any work completed on behalf of the Parish Council.

RESOLVED: (1) Members agreed the changes requested by the Bowls Club and asked the Locum Clerk to confirm this to them in writing.

(2) Members agreed to pay up to £400 for the vegetation to be cut back behind properties in Manor Farm Close and Cllr Mitchell will forward the quote to the Locum Clerk to arrange.

(3) Members agreed to award a contract to the Therapy Garden for land management works around the War Memorial, subject to the value of the contract being below the financial threshold requiring three quotes to be obtained.

(4) Members agreed that volunteers can be reimbursed for any expenses in relation to work completed for the Parish Council.

C-62

PAYMENTS

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

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

Payee	Purpose	Amount
Apache Forestry & Arboriculture Ltd	Removal of cracked limb in car park	£240.00
Andy Beams	Locum Clerk July	£2,191.60
CME Digital	Website monthly support	£108.00
HR Services Partnership	Prepaid HR advice	£438.00
Nurture Landscapes	MMF – June maintenance	£1,974.34
Delia Thornton	Legionella report	£50.00

It was agreed not to pay the invoice from Guildford Borough Council for bin emptying pending further investigations into what this was for and how it related to the new arrangements being proposed.

It was further agreed that the legionella testing needs to be progressed through the Estates & Facilities committee, and this will be added to the next committee agenda.

C-63 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR)

(a) Internal Auditor's final report for 2020/21

The Locum Clerk reported that the internal auditor has completed the Annual Internal Audit Report (AIAR) element of the AGAR. As anticipated, due to the issues highlighted in his previous reports, he has indicated that all the internal audit assertions have failed for the previous year. Work to rectify the issues is already underway, and a vastly improved report is anticipated at the interim audit due later in the year.

(b) Annual Governance Statement

The Locum Clerk presented the Annual Governance Statement which reflects the findings of the internal audit.

RESOLVED: Members approved the Annual Governance Statement, and it was signed by the Council Chairman.

(c) Accounting Statements

The Locum Clerk presented the Accounting Statement which has been reviewed by the internal auditor.

RESOLVED: Members approved the Accounting Statement, and it was signed by the Council Chairman.

(d) Submission of the AGAR for external audit

RESOLVED: Members authorised the Locum Clerk to submit the AGAR and supporting documentation to the external auditor. The Locum Clerk was asked to prepare an item for the Guildford Dragon to publish with regard to the year-end accounts.

C-64

GRANTS AND DONATIONS

Within the financial documents for the current year, a list of budgeted amounts for subscriptions, grants and donations was included. A query had been raised by one of these groups as to when they would receive their grant, and it appears that the previous council has already approved these amounts. The Finance & Governance committee agreed at their committee meeting that a Grants Policy and application process needs to be implemented for next year, but that amounts allocated for the current year should be honoured.

RESOLVED: Members approved the following payments based on the budgeted amounts for 2021/22.

St Marks Church	£1,320	Wyke School	£660
Community Bus	£1,000	SCC Playing Fields Ass	£35
Surrey Community Action	£150	Surrey Crimestoppers	£50
CPRE	£36	Surrey Air Ambulance	£250
CAB	£500	St John Ambulance	£500

C-65

OTHER ITEMS FOR DISCUSSION AND AGREEMENT

(a) Parish Online mapping system

Cllr Hutton demonstrated the system which the Parish Council has secured on a free trial. He explained the benefits it provided and showed how items can be plotted on the map. The Locum Clerk stated that many councils used the system and found it very useful.

RESOLVED: It was agreed to purchase the licence for the software for a year and review its usefulness prior to renewing the licence.

(b) Normandy bonfire event

Cllrs Howarth and Pryke are dealing with this event, and an update will be provided at the next meeting as neither were present.

(c) Parish Council shed on the Royal British Legion (RBL) land

Cllr Coomber explained to Members that permission had been given by the RBL for a shed to be placed on RBL land for the benefit of the Parish Council alongside the former Clerk's home at an agreed rent. No rental income had ever been paid, and following the change of Clerk, the RBL requested that the Parish Council either remove the shed and the concrete slab it was placed on or donate the shed to the RBL.

RESOLVED: It was agreed that the Parish Council donate the shed to the RBL free of charge (after ensuring any Parish Council information had been removed) and the Locum Clerk was asked to confirm this in writing to the RBL.

C-66

ITEMS FOR INFORMATION AND/OR INCLUSION ON FUTURE AGENDAS

Members were reminded that an extraordinary meeting of Council had been arranged for Thursday 5 August at 6.45pm to agree temporary administrative support for the council.

There being no further business, the meeting closed at 10.00 pm.

Appendix - County Councillor Keith Witham - Report to Normandy Parish Council July 2021

1. SCC Highways are preparing to establish a Community HGV Watch scheme, similar to Speedwatch. Details to be advised. I will send info to the Parish Council and Normandy Community Speedwatch when available.
 2. SCC Financial support available for local groups and organisations small grants. Expressions of interest to me please with details of potential projects in Normandy. Email: keithwitham1@hotmail.co.uk Groups that have NOT had SCC funding before will get priority if they apply during July/August. After that, groups that HAVE had a grant before can apply again but will depend on what funds are still available.
 3. I met Lisa Townsend, the new Surrey Police and Crime Commissioner a few weeks ago and raised the lack speeding enforcement by the police the need for further support for local Speedwatch campaigns, and publicising court news/convictions through social media.
 4. Surrey has planted 229,739 new trees in 2020-21 as the start of the campaign to plant 1.2 million (one for each resident in Surrey) by 2030. For suggestions for locations: trees@surreycc.gov.uk
 5. Armed Forces Day was held a couple of weeks ago, thanking our military and families, past and present. I attended the Military Covenant Forum, run by GBC, based at ATC Pirbright.
 6. Other Surrey County Council updates:
 - A review into mental health provision and agreeing steps to improve mental health services across Surrey, particularly for young people
 - The latest Ofsted visit that notes big improvements in Surrey's Children's Services
 - Supported independent living schemes – one way SCC are modernising care & support and reducing reliance on traditional residential care. Over 700 new units being provided
 - The Surrey Climate Change Delivery Plan, that will set out how we all need to act to contribute to the ambition of Net-Zero carbon emissions for the County Council by 2030, and for the whole County by 2050
 - A new Transport Strategy for the whole of Surrey – how we need to find new, cleaner ways to get around and the role the council has in making that easier for everyone
- The work of Surrey Fire and Rescue and top 10 facts and updates - details on request. But one initiative is to improve river safety, as more people die by drowning in Surrey each year than in fires.