

Normandy Parish Council

Serving Our Community through working in Partnership

Minutes of the **ANNUAL MEETING** of **NORMANDY PARISH COUNCIL** held at The Royal British Legion on **THURSDAY 26 MAY 2022** at 7.30 pm.

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

Non-members present Amanda Pick (Parish Clerk), Sam Lane (Parish Clerk), 3 members of the public

Cllr McLeod opened the meeting and welcomed those present. Cllr McLeod chaired the meeting for items C-01, then subsequently joined the other councillors.

C-001 OFFICE ELECTION OF CHAIRMAN AND RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF

RESOLVED: Cllr Bob Hutton was proposed by Cllr Coomber, seconded by Cllr Tugwell and unanimously elected as Chairman. Cllr Hutton gave a vote of thanks to Cllr McLeod for her time as Chair and signed the Chairman's Declaration of Acceptance of Office. Cllr Hutton also gave thanks to Sam Lane for her time as Parish Clerk; Sam leaves the council tomorrow.

C-002 ELECTION OF VICE-CHAIRMAN

RESOLVED: Three councillors were proposed and seconded for the role of Vice-Chairman. The councillors held a vote and as a result of the vote Cllr McLeod, who was proposed by Cllr Howarth and seconded by Cllr Galloway was elected as Vice-Chairman.

C-003 APOLOGIES

RESOLVED: Apologies were received and approved from SCC Councillor Keith Witham and GBC Councillor David Bilbé.

C-004 DECLARATIONS OF INTEREST

There were no declarations of interest relating to items on the agenda.

C-005 MINUTES OF PREVIOUS MEETING

RESOLVED: The minutes of the Council meeting held on 28 April 2022 were approved as a true record. The Parish Clerk was requested to keep an Action Log for councillors at all future meetings.

C-006 QUESTIONS FROM THE PUBLIC

There were no questions from the public.

C-007 REPORT ON PROGRESS ON CO-OPTION OF NEW COUNCILLORS

The parish has 2 vacancies for councillors, GBC has advised no election has been called. Paul Chillman was in attendance and would like to join the Council. Cllr Hutton invited Mr Chillman to present his case for wanting to be a Councillor.

RESOLVED: Cllr Hutton proposed to co-opt Mr Chillman, Cllr Galloway seconded. Mr Chillman signed the Declaration of Acceptance of Office. Parish Clerk to prepare Comms to seek another Councillor.

C-008 REPORTS FROM OTHER AUTHORITIES

No report was received from Cllr Witham, Surrey CC, as he is currently out of the country. Cllr Bible, Guildford BC had sent in a report in, which was read out in his absence. A copy of the report is attached to these minutes.

C-009

COMMITTEE STRUCTURE AND MEMBERSHIP

RESOLVED: The following committee structure and membership was approved. The Chairman of each committee will be elected at the first meeting of the committee.

Estates & Facilities	Finance & Governance	Human Resources	Planning
Cllr Mitchell	Cllr Coomber	Cllr McLeod	Cllr Mitchell
Cllr Howarth	Cllr Howarth	Cllr Galloway	Cllr Howarth
Cllr Tugwell	Cllr Hutton	Cllr Hutton	Cllr Coomber
Cllr McLeod	Cllr Chillman	Cllr Tugwell	Cllr Galloway
Cllr Chillman	Cllr Tugwell		Cllr Chillman

C-010

WORKING GROUPS

The Councillors discussed if the Events working group should be made into a committee to focus on wider aspects of Community Engagement. There was apprehension over the blend of comms and events.

RESOLVED: This has been deferred until the next meeting on 23 June, to give councillors an opportunity to consider what best practice for engaging with the community should look like. Cllrs McLeod and Mitchell will prepare a Terms of Reference for a Community Engagement Committee for consideration.

Councillors discussion on other working groups

RESOLVED: It was agreed there would be a new Highways and Traffic working group, with Cllrs Hutton, Mitchell and Galloway, the Clerk is to invite the local Speedwatch team to a future Council Meeting to discuss ways of working together. The members of the Land Management and Manor Fruit Farm working group would be decided at the next meeting of the Estates and Facilities Committee. The members of the Events working group will remain as Cllrs McLeod, Tugwell and Howarth.

C-011

COUNCIL MEMBERSHIP AND SUBSCRIPTIONS

Members reviewed ongoing memberships and/or subscriptions and agreed that all are relevant and worthwhile.

RESOLVED: It was agreed that all current membership and subscriptions will be continued.

C-012

COUNCIL GOVERNANCE POLICIES

The councillors considered the policies for Standing Orders and Financial Regulation.

RESOLVED: The members agreed to approve the policies as they stand.

C-013

SCHEME OF DELEGATION AND TERMS OF REFERENCE

RESOLVED: It was agreed that the Highways and Traffic working party agreed in the previous item should formulate the Terms of Reference. This will be reviewed and approved at the next council meeting. Otherwise, the current scheme of delegation will be continued.

C-014

GENERAL POWER OF COMPETENCE (GPC)

The council does not currently meet the criteria to adopt the GPC in that (a) at least two-thirds of its Members are elected (rather than co-opted) and (b) it has a CiLCA qualified Clerk. As the new Clerk is not qualified, we therefore do not meet the criteria.

RESOLVED: It was agreed that the new clerk should start her CiLCA-related training when handover is complete, initial familiarisation has taken place and time allows.

C-015

OTHER POLICY AND PROCEDURE REVIEW

The members agreed to defer the review of other policies and procedures to a later meeting.

Appointment of the new Parish Clerk

With the HR Committee recommending appointment of Amanda Pick as Parish Clerk, it was agreed not to wait until this meeting for her to join, so approval was sought via email to expedite the appointment. This had been agreed unanimously.

RESOLVED: Confirmation of the appointment was therefore sought at this meeting of the decision to appoint Amanda Pick as Parish Clerk. This was proposed by Cllr Hutton, seconded by Cllr Galloway, and agreed unanimously.

New laptop for Clerk

As Sam Lane is staying on for another week, and the intention is to seek a second member of the 'Parish Office' team, it was agreed that a new laptop should be purchased.

RESOLVED: Payment for a laptop for the new Clerk was agreed.

JUBILEE EVENTS

The plans for the Jubilee celebrations are progressing well.

RESOLVED: The Clerk will ensure we have copies of risk assessments and public liability insurance for all suppliers in place, and the TENS displayed.

FINANCE

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

RESOLVED: There was a query over the Microsoft 365 licence which Cllrs Howarth and Coomber will investigate. The payment schedule below was approved.

Payee	Purpose	Amount
Anna Beuden	April salary	£455.28
Sam Lane	April salary	£1,941.47
Richard Cunningham	Petrol fee MFF	£16.79
Sam Lane	Skip hire	£375.60
Sam Lane	Stationery	£19.94
Amy McLeod	Jubilee	£35.94
Mulberry & Co	Support to Clerk (Andy Beams)	£1,926.96
Andy Beams	Expenses	£1,147.21
Wellers Law Group	Solicitors fee	£1,034.40
Surrey ACL	Support	£1,056.04
Maxwell & Co	Payroll	£102.00
Royal British Legion	Hall hire	£141.50
Nigel Jeffries Landscapes	Grounds maintenance	£1,502.70
Paul Howarth	Clerk Laptop	£566.46
C Smith-Keary	Maintenance	£398.50
Patricia Tugwell	Village Hall Deposit	£64.00
Stuart Picton	Deposit for live music at Jubilee	£175.00
Amy McLeod	Jubilee	£44.74

EXCLUSION OF THE PRESS AND PUBLIC

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.

RESOLVED: Staffing matters were discussed in relation the Parish Clerk's hours, an Assistant Clerk role and a Comms Officer role, the proposed actions were all agreed.

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