

# Normandy Parish Council

Serving Our Community through working in Partnership

Minutes of a **MEETING** of **NORMANDY PARISH COUNCIL** held at the **ROYAL BRITISH LEGION HALL** on **THURSDAY 27 JANUARY 2022** at 7.30 pm.

**Members present** Tony Coomber, Mark Galloway, Paul Howarth, Bob Hutton, Philippa Mitchell, Ben Pryke and Pat Tugwell. Cllr Amy McLeod joined the meeting remotely.

**Non-members present** Cllr Keith Witham (SCC Councillor), 1 member of the public. Andy Beams (Locum Clerk)

In the absence of the Chairman, Vice-Chairman Cllr Bob Hutton chaired the meeting.

**C-149 APOLOGIES**

Apologies were received and accepted from Cllr Amy McLeod, who attended the meeting remotely. Apologies were also received from Cllr David Bilbe (GBC).

**C-150 DECLARATIONS OF INTEREST**

None.

**C-151 MINUTES OF PREVIOUS MEETINGS**

**RESOLVED:** The minutes of the Council meetings held on 25 November and 16 December 2021 were approved as a true record.

**C-152 QUESTIONS FROM THE PUBLIC**

The member of the public alerted the council to damage to the railway sleeper bridging the area between the football and cricket pitches.

**C-153 REPORTS FROM OTHER AUTHORITIES**

**(a) Surrey County Council**

Cllr Witham's report had been circulated prior to the meeting. He added that he was pleased to see the Community Shop were being awarded the ceremonial cheque tomorrow. Members raised concerns over the use of the Byway Open to All Traffic (BOAT) at Green lane East, but Cllr Witham confirmed that with the BOAT status, the vehicles using it are permissible. Cllr Witham also answered questions raised about the flooding of residents' gardens, directing affected residents to Surrey Flooding Action.

Cllr Witham left the meeting at 7.50 pm.

**(b) Guildford Borough Council**

In the absence of Cllr Bilbe, Cllr Coomber read an update on his behalf, confirming that he continues to pursue the enforcement matter raised with him and will provide updates to the Parish Council as matters progress.

Cllr Coomber added that he had attended a meeting led by GBC, which included updates on the delays with planning enforcement. The notes of the meeting are due to be shared, and the Locum Clerk agreed to circulate to all Members once received.

**C-154 BUDGET AND PRECEPT 2022/23**

Cllr Hutton led Members through the budget process which had been completed by the Finance & Governance Committee, leading to a recommendation for council to consider. The first draft budget had

resulted in a projected shortfall of over £36,000. After refinement by the chairs of committees, this has reduced to just over £5,000.

Cllr Hutton reminded Members that guidance recommends retaining approximately 50% of the precept as a general reserve, and that the committee had worked towards trying to limit any increase in the precept for residents. The projected underspends from the current year budget are planned to be allocated to earmarked reserves for specific future projects.

**RESOLVED:** The council approved the budget for 2022/23 with an income of £164,945 and expenditure of £170,043. The shortfall will be funded from the council's reserves. This results in a precept requirement of £148,295 which represents 0% increase for individuals.

**C-155**

## **EVENTS 2022**

### **(a) Platinum Jubilee**

Cllr Tugwell updated Members with the plans devised by the Working Group. These include lighting of the beacon on Thursday 2<sup>nd</sup> June, which will include a bugler, bagpipe player and possibly a choir. On Sunday 5<sup>th</sup> June, a Jubilee Lunch is planned, and a family entertainer has been sourced. The Working Group are looking at possible revenue sources for the event, and contact has been made with other organisation to gauge their level of involvement.

**RESOLVED:** Members approved expenditure of £900 for the entertainment for 5<sup>th</sup> June to be provided by Fiery Jacks.

### **(b) Bonfire and Fireworks**

Cllr Pryke outlined that the 2022 event is planned for 4<sup>th</sup> November to avoid clashes with other local events on the 5<sup>th</sup>. After the success of the 2021 event, it is proposed to use the same firework company.

**RESOLVED:** Members approved the appointment of the firework company at a cost of £4,500 plus VAT.

**C-156**

## **COMMUNICATION PLAN**

Cllr McLeod shared her concerns at the lack of progress of a cohesive communication plan, which results in some Members feeling out of the loop on matters. It was acknowledged that the outcome of the survey was awaited, and the appointment of a new full time Clerk is imminent. Cllr Hutton agreed to circulate the notes from the Working Group meeting in November as an outline of progress to date.

**C-157**

## **EXPANSION OF THE AREA OF OUTSTANDING NATURAL BEAUTY (AONB)**

Cllr Hutton reminded members that a cluster of Parish Councils including Worplesdon, Pirbright and Normandy were working in conjunction with a landscape architect to prepare a response to the Natural England consultation. An extension to the submission date until the end of February has been agreed, with a report due by 10 February which Cllr Hutton will circulate to Members.

**C-158**

## **CLUSTER MEETING**

Cllr McLeod explained that the meeting involved Pirbright and Worplesdon Parish Councils, with the Chairmen and Clerks invited to attend. The meetings are to discuss any matters of mutual interest to all three Parishes, and if anyone has any items for the next meeting, they are invited to let Cllr McLeod know.

**C-159**

## **THE VILLAGER**

Members discussed suitable articles for the next edition and agreed to include the article from Cllr Witham regarding the national funding criteria for highways, Farnborough aviation consultation, an update on plans for the Jubilee, the appointment to the new Clerk, the 0% increase in the precept and the headline outcomes from the Village Survey. Cllr Mitchell has encouraged the Manor Fruit Farm tenants to provide any articles to Anna Beuden, with a deadline for inclusion of 10 February.

**RESOLVED:** Members agreed the following payments.

Payee	Purpose	Amount
Staff salaries	January salary	£238.60
Nurture Landscapes	Outstanding balance on account	£615.60
Steve Nevin	Bonfire and litter expenses	£48.75
Pirbright Parish Council	Use of room for flood forum	£18.00
Trustees of RBL Normandy Branch	Room hire Dec/Jan	£45.00
Normandy Printing Services	Survey printing	£144.00
A Beams	Locum Clerk – January	£2,002.90
Guildford Borough Council	May 21 election costs	£3,689.22

#### 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.

#### UPDATE ON STAFFING SITUATION

Cllr Hutton informed Members that interviewing for the Clerk vacancy had taken place on Monday evening, and the interview panel had unanimously agreed to appoint Samantha Lane to the role, with a start date of the beginning of February 2022. The Locum Clerk will remain in post for a few months to support Samantha.

#### COUNCILLOR VACANCY

The Locum Clerk informed Members that despite an election being requested by at least ten parishioners, no candidates have stood for the February election date. As an election has been called, the Parish Council is now unable to fill the vacancy by co-option, and Guildford Borough Council will arrange another election date in due course.

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

None.

There being no further business, the meeting closed at 10.22 pm.