

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 HALL** on **THURSDAY 18 MAY 2023** at 7pm.

Members present Cllrs Bob Hutton, Paul Chillman, Amy McLeod, Pat Tugwell, Philippa Mitchell, Simon Schofield

Non-members present Amanda Pick (Parish Clerk), Briony Howarth (Assistant Clerk), Cllr Bilbe (GBC) and 3 members of the public. Cllr Witham (SCC) arrived later in the meeting.

C-001 ELECTION OF CHAIRMAN AND VICE CHAIRMAN

Councillor Hutton opened the meeting.

(a) The Chairman of Normandy Parish Council for the 2022/23 civic year was elected. Councillor Chillman was proposed by Councillor Mitchell. No other Councillors were proposed. All other Councillors approved, Councillor Chillman was duly elected.

Councillor Chillman took over chairing the meeting.

(b) The new Chairman signed the Chairman's declaration of acceptance of office.

(c) The Vice Chairman of Normandy Parish Council for the 2022/23 civic year was elected. Councillor Hutton was proposed by Councillor Schofield and seconded by Councillor Mitchell. Councillor Hutton was duly elected.

C-102 ACCEPTANCE OF OFFICE

All Councillors present signed their Declaration of Acceptance of Office, two councillors were not present at the meeting to sign. The Clerk advised that according to the Local Government Act 1972, a person elected to any office in a parish or town council in England must make a Declaration of Acceptance of Office before or at the first meeting of the council after their election. The declaration needs to be witnessed by the Proper Officer of the Council, which in Normandy's case is the Clerk. If a Declaration is not signed before or at the next meeting after the election the person ceases to be a member of the council unless the council permits otherwise. It was agreed that:

(a) As Councillor Dabeer Ahmed is out of the country the members agreed to allow him to sign his Declaration at the next meeting.

(b) Councillor Coomber is unwell and not likely to be well enough to return to the council for the next 6-12 months. His place on the council will now lapse, the members do not want to put any additional strain on the councillor to return at this time.

C-003 APOLOGIES

Councillor Ahmed's apologies were received and accepted.

C-004 DECLARATIONS OF INTEREST

None

C-005 MINUTES OF PREVIOUS MEETINGS

RESOLVED: The minutes of the Council meeting held on 20 April 2023 were approved as a true record.

C-006 QUESTIONS FROM THE PUBLIC

(a) A representative of the pond trustees attended to hand over the 'Deed of Termination of the Normandy Pond Trustees Group and Discharge of Trustees.' The Council will delegate to the Chairman and the Clerk to sign once it has been read and agreed. The council were given some

historic documents and slides in relation to the pond for safe keeping and their historic value. The council thanked the trustees for their hard work for the village of Normandy over the past 3 decades.

- (b) A member of the public present also thanked Ann, he went on to advise he is in attendance in relation to the planning section of the meeting. The council resolved to hear from him at that point of the meeting.

C-007

REPORTS FROM OTHER AUTHORITIES

- (a) Surrey County Council

Cllr Witham previously advised the Clerk he would be delayed arriving at this meeting as attending Worplesdon Council Annual Meeting prior to the Normandy meeting.

- (b) Guildford Borough Council

The two elected councillors for the new Normandy and Pirbright ward are Councillors Bilbe and Witham. Cllr Bilbe thanked those who voted for him and promised to continue to work hard for Normandy. There is now a Liberal Democrat majority in the borough. He advised the borough have a challenging agenda for the coming year and some very large projects with significant costs. Cllr Bilbe has returned to the borough's Planning Committee. The chairman asked about the recent government statement on Guildford's planning department, as they are potentially being put into special measures, the council asked for continual feedback on the matter. Cllr Bilbe will keep the parish up to date. He advised he thinks that planning enforcement is separate to this.

Division of responsibilities between him and Cllr Witham is still being considered.

C-008

THE CO-OPTION OF NEW COUNCILLORS

Following the election earlier this month there are now two vacancies for Parish Councillors.

RESOLVED:

- (a) The Clerk will seek a formal Notice of Vacancy from the borough's election office. The Notice must be displayed as per Section 87(2) of the Local Government Act,. Therefore once received the council will post on all Parish noticeboards and the Parish website.
- (b) The Assistant Clerk will promote the vacancies via our social media channels and to our volunteers

C-009

COMMITTEE STRUCTURE AND MEMBERSHIP

Members agreed the standing committees for 2023/24 with meeting dates, and appointed Members to each committee as below

RESOLVED:

HR matters to go to full council, any specific work will be completed as a working group and reported to full council

Events to go to full council, and the budget for each event delegated to the Clerk

The Manor Fruit Farm working party and the Conservation sub-committee will remain under Estates and Facilities Committee.

Committees	Planning	Estates & Facilities	Finance & Governance
	<i>3 weeks</i>	<i>Quarterly</i>	<i>Quarterly</i>
Cllr 1	Philippa Mitchell	Philippa Mitchell	Paul Chillman
Cllr 2	Pat Tugwell	Paul Chillman	Bob Hutton
Cllr 3	Bob Hutton	Dabeer Ahmed (TBC)	Simon Schofield
Cllr 4	Dabeer Ahmed (TBC)	Simon Schofield	Pat Tugwell
Cllr 5		Pat Tugwell	Amy McLeod
Cllr 6			

It was agreed that the Chairman of the Council could attend the Planning Committee Ex-Officio with full voting rights

C-010 COUNCIL MEMBERSHIPS AND SUBSCRIPTIONS

Members noted the current memberships and subscriptions in place:

RESOLVED:

- a) National Association of Local Councils (NALC) – was recently agreed for renewed
- b) Surrey Association of Local Councils (SALC) – was recently agreed for renewal
- c) Rural Services Partnership – the council decided not to renew this membership
- d) Information Commissioner's Office (ICO) – will be renewed this summer
- e) Parish Online – will be renewed at the appropriate time
- f) Rialtus Business Solutions (RBS) – was recently agreed for renewal
- g) Society of Local Council Clerks (SLCC) – was recently agreed for renewal

C-011 COUNCIL GOVERNANCE POLICIES

Member discussed the following policies

- (a) Standing Orders
- (b) Financial Regulations

RESOLVED: Members unanimously agreed the adoption of the revised SOs and the FRs with a few amendments.

20:10 Cllr Witham joined the meeting, the council went back to item C-007

C-007 REPORTS FROM OTHER AUTHORITIES; Surrey County Council

Councillor Witham advised there is funding available from Your Fund for smaller as well as larger projects. SCC remain offering reduced bus fares to encourage use of this public transport. Significant amount of footpath and road resurfacing in the parish has been completed by SCC. Lollipop lady has been advertised 3 times but no applicants, Keith suggested we include this opportunity in The Villager.

C-012 SCHEME OF DELEGATION AND TERMS OF REFERENCE

RESOLVED: Members approved the continuation of the existing Scheme of Delegation with the suggested amendments inline with the decisions made in agenda item C-011.

Each committee will approve their associated Terms of Reference at the first meeting of each committee this civic year. The Clerk reminded the councillors the refreshed ToRs will need to be uploaded to the website.

C-013 GENERAL POWER OF COMPETENCE (GPC)

RESOLVED It was noted the council no longer retain the GPC. Amanda is currently undertaking her CiLCA qualification and once this is completed the council can reconsider adopting it if other requirements are still met.

C-014 OTHER POLICY AND PROCEDURE REVIEWS

Members agreed to defer other policy and procedural reviews to a later meeting

C-015 REVIEW OF INVENTORY OF LAND AND OTHER ASSETS

Members agreed to defer the review to a later meeting

C-016 CONFIRMATION OF INSURANCE

Members delegated the asset management to Finance and Governance committee who will monitor the insurable risks. It was noted the current insurance is to be renewed in October.

C-017 FINANCE AND GOVERNANCE COMMITTEE

RESOLVED:

- (a) Members noted the schedule of invoices paid

Amount	Item Purchased	Payee
£ 183.00	Parish Office May	Normandy Village Hall
£ 1,377.60	Grounds Maintenance Apr 2023	Nigel Jeffries Landscapes Ltd
£ 495.48	Locum RFO support April 2023	Mulberry & Co
£ 22.50	Meeting room hire April	Normandy Royal British Legion
£ 29.50	Dog Poo A5 Flyers	Printways
£ 85.00	Wanderfest A5 Flyers	Printways
£ 336.00	Probe test timber arms NC play area	Safeplay
£ 210.00	Quarterly inspection	Safeplay
£ 863.01	Annual subscription	Rialtas
£ 135.00	Medic cover for the Coronation	Medic Paul
£ 216.00	Monthly payroll	Maxwell & Co
£ 102.00	End of year payroll	Maxwell & Co
£ 60.00	Webinar legionella AP	SLCC
£ 36.00	Webinar CCTV AP	SLCC
£ 36.00	Webinar play area development AP	SLCC
£ 36.00	Webinar play area development BH	SLCC
£ 36.00	Webinar VAT AP	SLCC
£ 72.00	Finance summit AP	SLCC
£ 14.39	Fuel - mowing	Richard Cunningham
£ 14.49	Fuel - mowing	Richard Cunningham
£ 138.91	Coronation BBQ Costco	Briony Howarth
£ 6.39	Coronation BBQ onions	Pat Tugwell
£ 167.40	Coronation BBQ bread rolls	The Bakers Dozen
£ 39.98	Parish Assembly refreshments	Tony Coomber
£ 10.00	Guidance book	Amanda Pick
£ 45.60	Contactless Card Readers	Paul Howarth
£ 518.28	Fire extinguisher replacements	Richard Thorpe Fire safety Services
£ 332.50	BBQ meat for Coronation	Fulk Bros

VISA PAYMENTS		
£ 2.79	Stationery	Amazon

- (b) **RESOLVED:** Members noted a fund transfer between accounts in May to date of £1500, which was approved by the Clerk
- (c) Members noted the council's expenditure incurred under S.137 of the Local Government Act 1972 (the GPC) in the last financial year and agreed it as the following:

Organisation	Application for	Amount granted
Normandy Cricket Club	Score board	£ 2,500.00
Normandy Therapy Garden	Core unrestricted funds	£ 1,000.00
Normandy Shop & Café	Kitchen equipment	£ 500.00
Normandy Action Group	Website fees	£ 100.00
Royal British Legion	Defibrulator	£ 750.00
St Marks Church	Maintenance for churchyard	£ 1,750.00
Normandy Village Hall	Solar tinting	£ 750.00
TOTAL AWARDED		£ 7,350.00
Remaining monies		£ -

RESOLVED: As the Council no longer has the GPC the amount the council can award for Community Grants this civic year is limited to £9.93 per elector. With 2,481 electors in the village this equates to a maximum spend of £24,636.33. The council agreed with the annual budget to keep the amount to be awarded as £7,350, the same as the previous year.

- (d) **RESOLVED:** Members discussed the continued use of variable direct debits for ongoing utilities and contracts and approved ongoing utilities and contracts including:

- Castle Water
- CME Digital
- Total Energies
- Nigel Jefferies Landscape
- Yvonne Potter (Litter Picker)
- Jon Pick (Maintenance)
- Jay McLeod (Maintenance)
- Microsoft
- Forshaw Design

It was noted that the council were still paying for BT lines of over £86 a quarter. The Clerk/RFO has now terminated the contract and a refund is being considered by BT.

- (e) To approve and sign the AGAR
The AGAR is still with the auditor and so this is postponed to the next meeting.

C-018 PLANNING APPLICATIONS

A member of the public attended to discuss 22/P/01899. GBC have written to him to advise they have received a planning application, but this is from November so there is confusion as to why the letter has come out. It appears as if it is a new application. As this is a large development with concerns in relation to sewage and water matters the council will take a copy of the letter and speak to the case officer concerned. The council will report back to the member of the public. Comments were due by today, but the council assured his comments were already noted.

No.	Address	Detail
23/P/00632	Fairholme, Flexford Road, Normandy, Guildford, GU3 2EF	Erection of single storey front and rear extension, conversion of loft space to habitable accommodation, with roof alterations and changes to fenestration following demolition of conservatory <i>Comments: Objection - overshadowing neighbouring property</i>
23/P/00614	Long Willows, Guildford Road, Normandy, Guildford, GU3 2AR	Proposed conversion of existing integral garage into habitable space <i>Comments: No objection</i>
23/P/00680	Dormer Cottage, 175 Glaziers Lane, Normandy, Guildford, GU3 2EH	Proposed garage conversion to habitable accommodation with insertion of new window, enclosure of existing front porch and single storey rear extension; changes to fenestration including addition of windows and a door on the North elevation. <i>Comments: The council are concerned that the extension is over 50% of the original floor plan.</i>

C-019 URGENT COMMITTEE BUSINESS

This item is for any urgent committee matters that need discussion before the next scheduled meeting of the committee. No decisions can be made on anything that was not on the agenda.

RESOLVED: The committee heard about an issue with the development of the car park area at the allotments, this is being managed by Estates and Facilities committee.

C-019 EXCLUSION OF THE PRESS AND PUBLIC

For confidential matters. Information discussed in confidence at council meetings must not be disclosed to any third party.

RESOLVED: none

C-021 ITEMS FOR INFORMATION AND/OR INCLUSION ON FUTURE AGENDAS

The council is to note any items for inclusion on future council and/or committee agendas

RESOLVED: (a) Members noted that a VAT review is recommended to be completed at the F&G for further investigation and documenting the council's position (b) Consideration of a Your Fund Surrey grant application (c) the council needs to conclude the matter of the bollards which was discussed between Cllrs Hutton and Withams. The Clerk will write to Councillor to confirm the agreement once this has been formally agreed at the next full council meeting.

There being no further business, the meeting closed at 21:18pm.