

Normandy Parish Council

Serving Our Community through working in Partnership

To all Members of Normandy Parish Council

You are summoned to attend a meeting of **NORMANDY PARISH COUNCIL** that will be held on **THURSDAY 18 May 2023** at **7.00pm** at **ROYAL BRITISH LEGION HALL** on **GUILDFORD ROAD, NORMANDY**

*The meeting is open to the press and public unless the council do otherwise resolve to enter private session where members of the public and press are excluded. During this meeting the public are allowed to film the Council/Committee and officers only from the front of the public gallery, providing it does not disrupt the meeting. **Any items in the Exempt Part of the agenda cannot be filmed.** If another member of the public objects to being recorded, the person(s) filming must stop doing so until that member of the public has finished speaking. The use of social media is permitted but all members of the public are requested to switch their mobile devices to silent for the duration of the meeting.*

Amanda Pick

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Clerk to Normandy Parish Council

Publication date: 09 May 2023

AGENDA

C-001 ELECTION OF CHAIRMAN AND VICE CHAIRMAN

- (a) To elect the Chairman of Normandy Parish Council for the 2022/23 civic year
- (b) The new Chairman to sign the Chairman's declaration of acceptance of office.
- (c) To elect the Vice-Chairman of Normandy Parish Council for the 2022/23 civic year

C-002 ACCEPTANCE OF OFFICE

All Councillors to sign their Acceptance of Office and submit to the Clerk

C-003 APOLOGIES

To receive and accept apologies for absence

C-004 DECLARATIONS OF INTEREST

To receive any declarations of personal and/or prejudicial interest from members regarding items on the agenda

C-005 MINUTES OF PREVIOUS MEETINGS

To receive and adopt the minutes of the council meeting held on 20 April 2023

C-006 QUESTIONS FROM THE PUBLIC

Members of the public may ask a question, make representation, or give evidence in respect of the business on the agenda for a maximum per item of 3 minutes.

C-007 REPORTS FROM OTHER AUTHORITIES

To receive reports from representatives of other authorities:

- (a) Surrey County Council
- (b) Guildford Borough Council

C-008 THE CO-OPTION OF NEW COUNCILLORS

To discuss any councillor vacancies and the option to co-opt

C-009 COMMITTEE STRUCTURE AND MEMBERSHIP

- (a) To agree the standing committees for 2023/24 and appoint Members to each committee as below.
- (b) To determine the dates, times and place of ordinary meetings of the council up to and including the next annual meeting of the Council.
- (c) To consider whether the Events Working Group should be formed into a committee and given delegated decision-making powers.

- C-010 COUNCIL MEMBERSHIPS AND SUBSCRIPTIONS**
To confirm the council's ongoing membership and/or subscriptions
- C-011 COUNCIL GOVERNANCE POLICIES**
To approve and adopt the following policies
(a) Standing Orders
(b) Financial Regulations
- C-012 SCHEME OF DELEGATION AND TERMS OF REFERENCE**
To approve continuation of the existing Scheme of Delegation and Terms of Reference for committees
- C-013 GENERAL POWER OF COMPETENCE (GPC)**
To consider the council's eligibility for the General Power of Competence
- C-014 OTHER POLICY AND PROCEDURE REVIEWS**
To agree to defer other policy and procedural reviews to a later meeting.
- C-015 REVIEW OF INVENTORY OF LAND AND OTHER ASSETS**
To agree to defer review to a later meeting
- C-016 CONFIRMATION OF INSURANCE**
To ensure all insurable risks remain covered
- C-017 FINANCE AND GOVERNANCE COMMITTEE**
To hear an update from the committee, including
(a) To approve the schedule of invoices for payment
(b) To note a fund transfer between accounts in May, to date
(c) To review the council's expenditure incurred under S.137 of the Local Government Act 1972 or the GPC
(d) To approve continued use of variable direct debits for ongoing utilities and contracts
(e) To approve and sign the AGAR
- C-018 PLANNING APPLICATIONS**
To consider responses to the following applications:

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
23/P/00614	Long Willows, Guildford Road, Normandy, Guildford, GU3 2AR	Proposed conversion of existing integral garage into habitable space
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.

- C-019 URGENT COMMITTEE BUSINESS**
To consider any urgent items referred from any of the committees for approval by council
- C-020 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.
- C-021 ITEMS FOR INFORMATION AND/OR INCLUSION ON FUTURE AGENDAS**
To receive any urgent information items and agree any items for inclusion on future council and/or committee agendas.