

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 20 APRIL 2023** at 7pm.

Members present Cllrs Bob Hutton, Paul Chillman, Paul Howarth, Philippa Mitchell

Non-members present Briony Howarth (Assistant Clerk), and 2 members of the public

C-158 APOLOGIES

Councillor McLeod's, Coomber and Tugwell apologies were received and accepted.

C-159 DECLARATIONS OF INTEREST

None

C-160 MINUTES OF PREVIOUS MEETINGS

RESOLVED: The minutes of the Council meeting held on 30th March 2023 were approved as a true record.

C-161 QUESTIONS FROM THE PUBLIC

No Questions were received

C-162 REPORTS FROM OTHER AUTHORITIES

(a) Surrey County Council

Cllr Witham's report had been received mid-April. Members had no comments on the report.

(b) Guildford Borough Council

No report received.

C-163 REPORT FROM THE EVENTS WORKING GROUP

To hear an update on events for 2023 including

(a) The Assistant Clerk, Briony, updated the councillors on the details of the Fair - all plans going well.

(b) Cllr Howarth gave an update on Wanderfest

RESOLVED: It was agreed that a temporary events banner could be hung at MFF to advertise the event. Public parking near container was discussed but there were concerns in relation to cutting grass which is weather dependant. This will be monitored and discussed further within the events team. It was noted communications to residents and MFF tenants is due out in early May for early bird tickets.

C-164 FINANCE AND GOVENANCE COMMITTEE

(a) Members approved the schedule of invoices for payment

(b) Members noted a fund transfer between accounts in April to date

(c) To agree and adopt policies

(d) The mid year audit was discussed by members

(e) To note any bank reconciliations 2022-23

RESOLVED:

(a) Members approved the schedule of invoices for payment:

Amount	Item Purchased	Payee
£110.63	Coronation children's toys	Amy McLeod
£52.50	Legionella test kit	Geoff Doven
£1292.50	Allotment car park	HEB
£1070.03	NALS & SALC subscriptions	Surrey ALC
£21.00	Hall hire (pond meeting)	Normandy Village Hall
£118.81	Coronation Printing	Printways
£41.25	Meeting room hire	Royal British Legion
£165.00	Litter Picking	Yvonne Potter

- (b) There were no funds required for transfer
- (c) Policies have been updated and approved since the last Finance and Governance Meeting and the work on this remains ongoing.
- (d) The AGAR has been prepared for the internal audit which takes place in May. The council will be expected to sign it off Annual Meeting and submit papers to the external auditor by the 20th June. Figures showed a surplus which will be added to the general reserves. The accounts will be made available for public viewing on 5th June and 14th July – this information will be added to the website.
- (e) Cllr Chillman signed this off in Cllr Tugwell's absence

It was noted that Cllr Mitchell requested a summary of the budgets for estates for the year, which the RFO will action.

C-165

REPORT FROM THE ESTATES COMMITTEE

Members heard an update from the Committee Chairman, including:

- Play areas – seesaw has been fixed, broken exercise equipment will be removed, Trim trail equipment is still to be installed.
- A conservation group is being formed and they will support ongoing work at Normandy Pond. This will be subcommittee.
- Pavilion has been cleaned and will have two new users, rounders and flyball, who will also be using the football field
- Wild Explorers will be active on MFF and Normandy Common.
- Cllr Hutton suggested that the council recognise the work that Ann Ady and the pond group achieved by putting up an interpretation board – Cllr Mitchell to action
- Manor Fruit Farm parking was discussed and the council have been advised the spaces will be 2.5m wide with 8 disabled bays and two child bays.
- Two volunteers are being trained by RHS and they will create a year-round garden
- Bonfire area needs clearing which is anticipated to cost tens of thousands of pounds as it has not been done for many years. The committee are looking to seek advice from GBC due to issue in relation to contaminated soil.
- Work is being carried out at the allotments to create a car park and clear rubbish. Tenants are being consulted to replace the shed.
- Cllr Mitchell would like to show appreciation for Jon and Jay who carry out all the maintenance tasks

- GBC grants were discussed for getting new cycle racks for the village which Cllr Mitchell is to action with the clerk.

C-166 **HR COMMITTEE**
Moved to C169

C-167 **PORTRAIT OF THE KING**
Moved to C169

C-168 **URGENT COMMITTEE BUSINESS**
To consider and urgent items referred from any of the committees for approval by council
RESOLVED: Bollards along Westwood Lane – Cllrs discussed a 50% payment to be made – A member of the public challenged the council as to why the council are considering voluntary funding the bollards as originally agreed that SCC would fund this– Cllr Hutton to research further.

C-169 **EXCLUSION OF THE PRESS AND PUBLIC**

C-166 **HR COMMITTEE**

- a) The committee proposed a plan for officer training and development
RESOLVED: Cllrs approved, Clerk and Parish Clerk to action enrolment onto courses as set out in the supporting document
- b) SLCC Membership was discussed
RESOLVED: Cllrs agreed to renew the Clerks membership and to start membership for the Assistant Clerk.
- c) Recommendations on the Job evaluation process was postponed to a later meeting
- d) Support for Councillor who is currently unwell was agreed as set out in the supporting document

C-167 **PORTRAIT OF THE KING**

Members considered submitting grant application for a portrait of King Charles III
RESOLVED: Application for the grant was agreed and to be actioned by the Clerk.

C-170 **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.

For information: Cllr Howarth was thanked for his contribution for the past two years, as he now stands down from his position of Councillor.

There being no further business, the meeting closed at 20:34pm.