

# 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 26 JANUARY 2023** at 7.30pm.

**Members present** Cllrs Bob Hutton, Amy McLeod, Tony Coomber, Paul Chillman, Philippa Mitchell, and Pat Tugwell

**Non-members present** Amanda Pick (Clerk)

**C-113 APOLOGIES**

Apologies were received and accepted from Cllrs Paul Howarth, Dabeer Ahmed and Keith Witham (SCC).

**C-114 DECLARATIONS OF INTEREST**

None

**C-115 MINUTES OF PREVIOUS MEETINGS**

**RESOLVED:** The minutes of the Council meeting held on 15 December 2022 were approved as a true record.

**C-116 QUESTIONS FROM THE PUBLIC**

None

**C-117 REPORTS FROM OTHER AUTHORITIES**

To receive reports from representatives of other authorities:

**(a) Surrey County Council**

Cllr Witham's report had been received by Members in early January, plus a top up report today. Members had no comments on the reports.

**(b) Guildford Borough Council** no report received

**C-118 PARISH ASSEMBLY**

Members heard the plans for the Parish Assembly to be held at Normandy Village Hall on 23 March 2023

**RESOLVED:** Plan was approved for the Parish Assembly

**C-119 CELEBRATING THE CORONATION**

Members heard the outline plan for an event to mark the Coronation of King Charles III. It was agreed to hear the plan for a pilot of a summer music festival.

**RESOLVED:** Plan was approved for the Coronation of the King. Members will consider the proposal of a music festival.

**C-120 THE PLAN FOR THE VILLAGER 2023**

The clerk circulated the details for this year's publications ahead of the meeting

**RESOLVED:** Members agreed a separate leaflet in addition to The Villager to promote the Coronation of the King. Members agreed the dates for The Villager but noted the May edition would be delayed to June due to the May elections.

**C-121 FINANCE**

(a) The schedule of invoices for payment was circulated to councillors ahead of the meeting.

- (b) Members discussed the final draft of the budget for 2023-24 and agreed the precept. to next year's precept
- (c) To note fund transfers between accounts

**RESOLVED:**

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

Amount	Item Purchased	Payee
£350.00	Pollarding of Ash Tree MFF	Meadows Landscaping & Tree services
£25.00	Hall hire for tree planting #2	Normandy Village Hall
£297.60	Poo Bags	Amanda Pick
£45.45	Wellbeing gift	Amy McLeod
£630.00	Handyman services	Jon Pick
£120.00	Handyman services	Jay McLeod
£36.43	Expenses - fuel JAY	Jay McLeod
£850.00	Bramble clearing, hedge on Elmgrove and rotavating on MFF	Stephen Gunner
£146.64	Microsoft Licenses NOVEMBER	Andy Beams
£122.75	Litter picking	Yvonne Potter
£1,298.40	Grounds Maintenance Oct 2022	Nigel Jeffries Landscapes Ltd
£1,298.40	Grounds Maintenance Dec 2022	Nigel Jeffries Landscapes Ltd
£192.00	Locum RFO support Dec 2022	Mulberry & Co
£2,222.46	PAYE	HMRC
£33.75	Meeting room hire	Normandy Royal British Legion
£84.00	Parish Office Jan	Normandy Village Hall
£3.00	under payment for Jon's Dec expenses	Jon Pick
£1,800.00	Deposit for 2023 fireworks display	Flashpoint Fireworks Ltd
£8.49	Mobile phone case	Amanda Pick
£162.42	Desk signs	Amanda Pick
£384.00	locum RFO October	Mulberry & Co
£547.20	Poo Bags	Amanda Pick
£18.08	Shed bolt and lock	Amanda Pick
£58.16	Wood for MFF fence repair	Amanda Pick
£80.89	Stationary	Amanda Pick
£75.00	Shed land rental	Normandy Royal British Legion
£114.00	Rural Market Town Group Membership	Rural Services Partnership Ltd
£21.99	Memorial Garden Roses	Pat Tugwell
£348.00	Skip hire	Amanda Pick

- (b) The final budget was agreed for the next financial year with an increase of the annual budget from £148,295 to £154,481 – a rise of 3.9% for the precept. The chairman congratulated the Councillors for working diligently to keep the precept as low as possible for residents.
- (c) The council noted that a transfer of funds between accounts amounting to £2,820.62 was made this month to complete the payments due, as approved by The Clerk. There was concern re the amount of the daily sweep, the council agreed to increase the treasurer's account sweep to £3,000.

**C-122**

**HR COMMITTEE**

Moved to C-124

**C-123**

**URGENT COMMITTEE BUSINESS**

Resignation of Councillor Galloway was received on the day of the meeting with immediate effect.  
**RESOLVED:** Councillor Galloway had been the chair of Planning Committee, therefore the new chair and vice chair are to be elected at the next meeting of the committee.

**C-124**

**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-122                    HR COMMITTEE**

**RESOLVED:** Members discussed the matters set out in a document circulated prior to the meeting and agreed the recommendations made by the HR Committee.

**C-125**

**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.

**RESOLVED:**

- (i) For information, the Pre-Election Period (PEP - formally known as Purdah) will commence 23 March 2023 in Guildford borough.
- (ii) Items for the next agenda include:  
Details of the May elections

There being no further business, the meeting closed at 21:51pm.