

# 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 28 JULY 2022** at 7.30 pm.

**Members present** Bob Hutton (Chairman), Tony Coomber, Paul Chillman, Mark Galloway, Amy McLeod, Philippa Mitchell and Pat Tugwell. Dabeer Ahmed joined the council once co-opted.

**Non-members present** Cllr Keith Witham (SCC), Andy Beams (RFO), 2 members of the public.

Cllr Hutton welcomed Dabeer Ahmed to the meeting who has put himself forward for co-option and introduced the other attendees at the meeting.

**C-043 APOLOGIES**

Apologies were received and accepted from Cllr Paul Howarth and Amanda Pick (Clerk).

**C-044 DECLARATIONS OF INTEREST**

None.

**C-045 MINUTES OF PREVIOUS MEETINGS**

**RESOLVED:** The minutes of the Council meeting held on 23 June 2022 were approved as a true record.

**C-046 QUESTIONS FROM THE PUBLIC**

A member of the public raised concerns over five empty dog bag dispensers in the village. Cllr McLeod confirmed that additional bags have now been received and are due to re-filled imminently. It was confirmed that through the Estates & Facilities Committee a review of existing bins was being carried out.

The member of the public, a former councillor, asked what arrangements are in place for legionella testing at the football pavilion. Cllr Hutton confirmed that an agenda item for this evening would cover football and asked if the member of the public would be happy to carry out the testing, which he confirmed he would.

**C-047 REPORT ON PROGRESS ON CO-OPTION OF NEW COUNCILLORS**

Dabeer Ahmed introduced himself to all those present and gave a summary of his professional background.

**RESOLVED:** Members unanimously agreed to co-opt Dabeer Ahmed who signed the acceptance of office and joined the meeting.

**C-048 REPORTS FROM OTHER AUTHORITIES**

**(a) Surrey County Council**

Cllr Witham's report had been circulated to Members in early July. He updated Members on concerns regarding speeding reported to him and explained that he can request Highways place speed measuring strips in locations where concerns are raised, to accurately assess average speeds and provide clear evidence for potential further measures. These cost £180 per location, and the Parish Council would be expected to pay half of the cost. Cllr Hutton confirmed that talks were ongoing with the local Speedwatch group to identify suitable locations.

Cllr Witham reported to members that following the GBC review of ward boundaries (not Parish boundaries), the intention from May 2023 will be for Normandy and Pirbright to become a combined

ward with 2 GBC councillors elected as representatives. Cllr Witham confirmed that he would be seeking re-election, but Cllr Bilbe would not and there would therefore be at least one new representative in the new combined ward.

Cllr Witham left the meeting at 8.05pm.

**(b) Guildford Borough Council**

Cllr Bilbe was not present, and no report was given.

**C-049**

**COMMITTEES**

The Clerk's report and suggested committee structure had been circulated to Members prior to the meeting. Members recognised the need to review the structure, and to clarify the various authority and administrative responsibilities of the various layers. Concerns that the structure would lead to more meetings were allayed as it was pointed out that virtually all the suggested layers already existed in one form or another.

**RESOLVED:** It was agreed to retain the existing four committees, with all other layers to remain as working groups to minimise the formalities. It was further agreed to keep the structure under review.

**C-050**

**PARISH OFFICE**

**(a) Progress on recruiting additional member of the Parish Office team**

**RESOLVED:** It was agreed to defer this item for discussion in the confidential part of the meeting due to references to staffing.

**(b) To confirm the Clerk's overtime until Assistant is successfully recruited**

Members acknowledged the additional hours completed by the Clerk and commented on how well she had settled into the role. It was further acknowledged that additional hours were likely to continue until additional staffing resource was secured.

**RESOLVED:** The Clerk's overtime was confirmed and agreed to continue as necessary until additional staffing resource was secured.

It was also noted that the provision of the office at Normandy Village Hall needed wider publicising.

**C-051**

**WEBSITE DEVELOPMENT**

Cllr Hutton reported on a meeting of the working group, where two different approaches to the website development were discussed.

**RESOLVED:** It was agreed that both approaches would be detailed in background papers to be circulated for review and discussion at the September council meeting.

**C-052**

**COMMUNITY GRANTS**

Members noted the email circulation from the Clerk detailing the process and deadlines for submission of requests to GBC.

**RESOLVED:** It was agreed that the Estates & Facilities Committee meeting on 11 August will draw up a suggested list for agreement by council via email circulation due to the tight deadline. Any ideas from Members not on the Estates & Facilities Committee to be passed to Cllr Chillman prior to 11 August for inclusion in the discussion.

**C-053****ESTATES & FACILITIES**

Cllr Mitchell explained that issues remain with the football pavilion. The football club have not paid for the previous year, and it appears that they are struggling to attract players to raise a team for the coming season. If football is not to be played, the council will need to review the options for both the pavilion and garage and consider whether they remain in situ, are offered to other sports clubs, or are used for other purposes.

**RESOLVED:** The Clerk to visit the pavilion to check whether the water and water heater have been turned off. The RFO to contact the electricity provider to request information on billing.

**C-054****VOLUNTEERS EVENING**

Cllr Coomber reminded Members that traditionally a volunteers evening was held by the council in the form of a food and drink reception, to thank the various volunteers around the village. Cllr McLeod confirmed that the Events Working Group are currently working on a proposal and will bring to the September council meeting for review.

Cllr Mitchell added that the council has secured 400 trees from the Woodland Trust for planting in November/December. It was suggested that this could be turned into a family event, and the Working Group would consider how this might operate.

**C-055****FINANCE****(a) RFO to confirm costing of Clerk's access to RBS**

**RESOLVED:** The RFO was asked to speak directly with RBS to confirm costs of upgrading to the Cloud version and adding read-only access for the Clerk.

**(b) To approve the schedule of invoices for payment**

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

Chq no.	Payee	Purpose	Amount
003490	Staff salary	June wages	£303.52
003491	Staff salary	June wages	£2,012.99
003492	Richard Cunningham	Fuel for cutting paths at MFF	£19.00
003493	Royal British Legion	Room hire	£71.95
003494	Fiery Jacks CIC	Jubilee fun day	£540.00
003495	Jonathan Pick	Emergency zip wire repair	£30.00
003377	Mr R Hutton	Replacement of cheque 003476	£15.38
003378	Nigel Jeffries Landscapes	Grounds maintenance (2 months)	£3,035.40
003379	Playsafely Limited	Annual inspection	£540.00
003380	Amanda Pick	Reimbursement for office stationery	£204.50
003381	Campaign to Protect Rural England	Membership	£60.00
003382	Amanda Pick	Reimbursement for dog poo bags	£330.00
003383	Staff salary	July wages	£293.12
003384	Staff salary	July wages	£2,116.35
003385	Amanda Pick	Replacement of cheque 003376	£210.00
003411	Normandy Village Hall	Parish Office hire July-Oct	£327.00
003412	Andy Beams	Reimbursement of Microsoft invoice	£124.08
003413	Mulberry & Co	Locum Clerk -May	£1,647.48
003414	Mulberry & Co	Councillor Training	£60.00
003415	Mulberry & Co	Locum clerk -June	£783.48
003416	Guildford Borough Council	Play inspections 20 & 21 and bin emptying 21-23	£2,548.80
003417	Amanda Pick	MFF road signs, children playing	£181.95

**(c) To confirm the plan for updating the asset register**

Cllr Hutton requested assistance from Members with the task of reviewing and updating the asset register.

**RESOLVED:** It was agreed that Cllr Chillman will divide the register by location, and then split between Members for review.

**(d) To approve the earmarked reserves**

The RFO explained the purpose of both general and earmarked reserves and reminded Members of the guidance provided to sustain an appropriate level of general reserve.

**RESOLVED:** It was agreed that a proposal to transfer funds from the general reserve to establish a number of earmarked reserves would be brought to the next council meeting for agreement.

**C-056**

**URGENT COMMITTEE BUSINESS**

**RESOLVED:** It was agreed that at the next council meeting, an agenda item would be included to consider reinstating the council meetings removed from the agreed calendar.

**C-057**

**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.

**C-058**

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

None.

There being no further business, the meeting closed at 10.38 pm.