

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 29 SEPTEMBER 2022** at 7.45pm.

Members present Bob Hutton (Chairman), Tony Coomber, Paul Chillman, Paul Howarth, Mark Galloway, Amy McLeod, Philippa Mitchell and Dabeer Ahmed

Non-members present Amanda Pick (Clerk), Briony Howarth (Assistant Clerk), Cllr David Bilbe (GBC)

C-059 APOLOGIES

Apologies were received and accepted from Cllr Pat Tugwell and Cllr Keith Witham (SCC).

C-060 DECLARATIONS OF INTEREST

None.

C-061 MINUTES OF PREVIOUS MEETINGS

RESOLVED: The minutes of the Council meeting held on 28 July 2022 were approved as a true record.

C-062 QUESTIONS FROM THE PUBLIC

None

C-063 ADDITIONAL MEETING DATES

Members considered whether additional full council meetings are required for the months of October and December 2022, plus February 2023.

RESOLVED: Members unanimously agreed the need for additional meeting dates of 20 October, 15 December 2022 (moving Estates and Facilities to 8 December) and 23 February 2023.

C-064 REPORTS FROM OTHER AUTHORITIES

To receive reports from representatives of other authorities:

(a) Surrey County Council

Cllr Witham's report had been circulated to Members in early September.

(b) Guildford Borough Council

Cllr Bilbe fed back that the new Parish Council seems to be working really well together and it has been recognised by GBC and by our MP, Jonathan Lord. He congratulated the council for their efforts.

Cllr Bilbe reported that Jos Bigmore resigned as Leader of the council (R4GV) and Cllr Julia McShane (Liberal Democrats) has stepped into the role of Acting Leader. Cllr Bilbe will not be standing again for election in May. He requested the council encourages applications.

Cllr Bilbe is challenging the secretary of state in relation to the ongoing planning matter in relation to a local planning decision.

Cllr Bilbe left the meeting at 20:03

C-065 REVIEW OF PARISH OFFICE

(a) We have a new Assistant Parish Clerk in post – Briony Howarth

(b) The members discussed the Clerk's hours in relation to overtime now that the new Assistant is in place

(c) The Members reviewed the impact of the weekly Parish Office at Normandy Village Hall following the 3-month trial

RESOLVED:

- (a) The Chairman and fellow Councillors welcomed Briony to her new role
- (b) Members thanked the Clerk for all her hard work and agreed that she keeps raised hours for the time being, taking into consideration her training and the training she needs to provide to the new Assistant. The HR Committee will plan a meeting to further discuss.
- (c) The clerk reports that there have been 2 – 3 visitors each session, in addition to meetings with internal and external partners. Members voted unanimously to keep the Parish Office as a minimum to the end of the financial year.

C-066**WEBSITE DEVELOPMENT**

Members considered alternative approaches to website development including upgrading our current site. An audit of the site is in the process by the Assistant Clerk to ensure all information is up to date and meets all legal requirements. The need for development was agreed and will continue to be researched by the Communications working group. The Assistant will look at any grant opportunities.

C-067**HIGHWAYS COMMITTEE**

The Highways Working Group meeting was scheduled to take place this evening, so it has been postponed so no update is available to share yet

RESOLVED: The update has been postponed to next meeting

C-068**EVENTS**

- (a) Members discussed the work undertaken to mark the death of HM Queen Elizabeth II
- (b) Members heard the proposal for the volunteers evening
- (c) The pending Coronation of The King was discussed
- (d) Members discussed the Remembrance Sunday event being planned by St Marks Church

RESOLVED:

- (a) Members had noted and actioned the website announcement, the vigil at Manor Fruit Farm and Councillors representing the village at borough and county events.
- (b) Members heard from Cllr McLeod the schedule for the Volunteers Evening and agreed the proposal.
- (c) It was noted that no date has been offered by Buckingham Palace for the Coronation of King Charles III yet, but it was agreed additional budget would be needed.
- (d) For Remembrance Sunday, Members chose the wreath within the agreed budget for Councillor Tugwell to order. It was agreed that the Chairman will represent the Council and lay the wreath.

C-069**FINANCE**

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

Chq Number	Payee	Purpose	Amount
003418	Bob Hutton	New keys cut for football pavilion	£13.50
003419	Amanda Pick	Fixings for 5mph signs	£30.00
003420	Royal British Legion	Room hire July	£45.00
003421	NJL	July land maintenance	£1298.70
003422	Bob Hutton	Replacement padlock for allotments	£18.69
003423	Jonathan Pick	Hazard tape	£14.99
003424	Amanda Pick	First Aid Training	£282.00
003425	Amanda Pick	Drinks for Volunteers Evening	£103.52
003426	P C Smith-Keary	Handyman	£269.00
003427	NJL	August land maintenance	£1298.70
003428	Royal British Legion	Room hire August	£30.00
003429	Richard Cunningham	Fuel for mowing pathways	£16.72
003430	Flashpoint Fireworks	Firework display	£2700.00

003431	Amanda Pick	Glow toys for bonfire night	£295.84
003432	Jonathan Pick	Replacement padlock for allotments	£47.84
003433	Cancelled cheque		
003434	Anna Beuden	August wages	£157.18
003435	Amanda Pick	August wages	£1982.54
002341	Printways Limited	Printing of The Villager	£490.00
002342	Andy Beams	Microsoft licences	£124.08
002343	Briony Howarth	Glow toys for bonfire night	£196.60
002344	Briony Howarth	Guildford BC TEN for bonfire night	£21.00
002345	Worknest HR	HR services	£492.00
002346	Geosphere Ltd	Parish Online	£194.40
002347	Mulberry & Co	Replacement of chq 003413	£1647.48
002348	Mulberry & Co	Clerk's training course	£240.00
002349	Mulberry & Co	Locum RFO July	£567.48
002350	Mulberry & Co	Locum RFO August	£480.00
002351	Rural Services Partnership Ltd	Annual membership	£114.00
002352	Normandy Cricket Club	Community Grant	£2500.00
002353	Amanda Pick	Train ticket	£10.79
002354	Surrey ALC	Conference fees	£60.00
002355	Richard Cunningham	Fuel for mowing pathways	£16.19
002356	Forshaw Design	Graphic Design	£801.60
002357	Gallagher Insurance Brokers	Annual insurance	£4249.30
002358	SLCC	CiLCA qualification	£410 .00
002359	Normandy Village Hall	Hall hire	£187.00
002360	Poppy Appeal	Wreath	£25.00
002361	Hunts Hill Farm	BBQ	£850.00

- (b) Members discussed whether to continue membership of Rural Services Network
- (c) To note RFO has set up salary payments for Clerk and Assistant Clerk to be paid automatically online
- (d) Prior to the meeting, the Clerk distributed to committee chairs the steps in agreeing next year's Precept
- (e) To review and agree the proposal for to transfer funds from the general reserve to earmarked reserves

RESOLVED:

- (a) Members agreed all the payments but had queries over 002351 for Rural Services Network, *see (b)*
- (b) Members discussed whether to continue membership of Rural Services Network but were not clear on the benefits to the Council. The clerk will ask for further details from the organisation.
- (c) It was noted that salary payments for Clerk and Assistant Clerk are to be paid automatically online in future
- (d) The Chairs of Committees will discuss and prepare their budgets for the next meeting.
- (e) Members discussed the transfer of funds from the general reserve to earmarked reserves. It was agreed to transfer the items Councillor Mitchell proposed for Estates, Cllr Mitchell will circulate and the Parish Clerk will arrange for the £10k will to be transferred from General to Earmarked Reserves.

C-070

ASSET REGISTER

It was discussed that the work on the asset register is ongoing.

RESOLVED: Cllrs Chillman and Hutton will aim to complete by November's meeting.

C-071

URGENT COMMITTEE BUSINESS

To consider any urgent items referred from any of the committees for approval by council

BBQ equipment is needed for the village bonfire and other future events. The Council have been offered the opportunity to consider purchasing the event BBQ from Hunts Hill Farm for £850, with an immediate response required as others may be interested.

RESOLVED: Members agreed to the purchase.

C-072

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-073

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: none

There being no further business, the meeting closed at 10.10 pm.