

Normandy Parish Council

Serving Our Community through working in Partnership

Minutes of a **MEETING** of **NORMANDY PARISH COUNCIL** held at The Royal British Legion on **THURSDAY 23 JUNE 2022** at 7.30 pm.

Members present Mark Galloway, Paul Howarth, Amy McLeod, Bob Hutton, Philippa Mitchell and Pat Tugwell

Non-members present Amanda Pick (Parish Clerk), 4 members of the public

C-022 APOLOGIES

RESOLVED: Apologies were received and accepted from SCC Councillor Keith Witham and from Cllr Tony Coomber and Cllr Paul Howarth. Brian Middleton (Speedwatch)

C-023 DECLARATIONS OF INTEREST

Cllr Hutton C-032 non-pecuniary interest in Village shop and Cafe

C-024 MINUTES OF PREVIOUS MEETING

RESOLVED: The minutes of the Council meeting held on 26 May 2022 were approved as a true record.

C-025 QUESTIONS FROM THE PUBLIC

There were no questions from the public, 1 resident advised she was present to hear about Speedwatch.

C-026 REPORT ON PROGRESS ON CO-OPTION OF NEW COUNCILLORS

Cllr Chillman was co-opted at the last meeting, meaning the parish has 1 further vacancy for a councillor. Dabeer Ahmad was in attendance and would like to join the Council. Cllr Hutton invited Mr Ahmad to present his case for wanting to be a Councillor.

RESOLVED: Dabeer will observe today's meeting and if interested will return to the next meeting for co-option at that stage.

C-027 REPORTS FROM OTHER AUTHORITIES

No report but the Clerk has circulated Cllr Witham's monthly newsletter to Councillors

RESOLVED: Members noted it would be beneficial for contact telephone numbers be put in The Villager and are visible to our website.

C-028 SPEEDWATCH

RESOLVED: This has been postponed due to ill health, we will invite the organisation another time. However, Cllr Hutton updated members on the locations of Speedwatch in The Village. Issues on the highway was prominent in the Prioritisation Survey completed by residents last year, members therefore agreed to set up a Highways Forum to feed the voice of the residents into. Councillors Galloway, Mitchell and Hutton will make up the forum.

C-029 PARISH OFFICE

Update received on recruitment of an additional member of Parish Office team

RESOLVED: Advert for the Assistant Clerk Role is now live, applications close 7th July and interviews will be held on 13th July.

To approve request from Parish Clerk to join Local Government Pension Scheme

RESOLVED: Members unanimously agreed that The Council is happy for its employees to subscribe to the LGPS.

To approve additional overtime completed by the Parish Clerk

RESOLVED: It was unanimously agreed that the Clerk's overtime should be approved. Members thanks the Clerk for her hard work so far.

To consider proposal to set up Parish Office / surgery at Normandy Village Hall to (a) engage with residents and (b) the new staff team can work together.

RESOLVED: Members unanimously agreed a 3-month trail. Proposed by Councillor Galloway and Councillor Chillman.

To approve additional support from the previous Locum Clerk for the Parish Clerk.

RESOLVED: It was agreed that the previous Locum Clerk may provide training on request and possible cover for the new clerk when on annual leave. It was agreed that all matters now need to go via the new clerk but members will follow up any outstanding issues. The Locum Clerk was due to develop the strategic plan for the year, Cllr McLeod will ascertain if this is in progress. Cllr Mitchell will discuss with the locum where we are with contracts.

C-030

WEBSITE DEVELOPMENT

Members considered the next steps for the development of the Council website, outlined the need for pinpointing what we need from the website.

RESOLVED: Cllr McLeod has prepared a Community Engagement Strategy which encompasses the website, she will circulate. It was agreed that Cllrs Hutton, Howarth, Galloway and McLeod would form a working group with The Clerk. Cllr Hutton will book first meeting.

C-031

COMMUNITY GRANTS

The councillors considered how to process grant applications received

RESOLVED: The members agreed to delegate to F&G to create the criteria to assess application against.

C-032

ESTATES

Councillor Hutton's request to join the Estates Committee was considered, the Clerk advised the options available to them.

RESOLVED: It was agreed that Councillor Hutton would be granted Ex-Officio rights to attend the Planning Committee and Estates and Facilities Committee, without voting rights.

Following a trial of holding the Normandy Shop and Café Friday Market on the village Green last week, members considered the future location of the market

RESOLVED: The trial went well, members agreed (i) the shop can take responsibility for deciding the days that the market can go on the green, subject to ground conditions / weather (ii) the clerk will email to ask if the shop will take responsibility for any damage to the green (iii) to limit the use of the first set of parking bays for disabled use only (iv) to review in the Autumn.

C-033

FINANCE

The schedule of invoices was tabled

RESOLVED: All invoices were agreed, however there was a query over the village hall payment. The Councillors are happy to agree this if the hall was booked as a regular user. The clerk will ascertain and finalise the payment.

C-035

ANNUAL INTERNAL AUDIT REPORT

RESOLVED: Members noted the annual audit and took the comments into account.

C-036

ANNUAL GOVERNANCE STATEMENT

RESOLVED: The Annual Governance Statement was approved and signed.

C-037

ACCOUNTING STATEMENTS

RESOLVED: the Accounting Statements were approved and signed.

C-038

EXERCISE OF PUBLIC RIGHTS

RESOLVED: The dates records are available for inspection were noted to be from Monday 27th June to Friday 5th August 2022.

C-039

BANKING SYSTEMS

RESOLVED: Member approved the request for a move from single user of the RBS to the cloud based version is necessary, so The Clerk has oversight of a read-only basis. This will give the council an oversight aswell as preparing The Clerk for the RFO role. The clerk will check costings with the RFO.

C-040

URGENT COMMITTEE BUSINESS

Normandy Common Bridge repair

RESOLVED: members agreed the emergency repair of £30.00 and the replacement bridge of £590.00 was agreed to replace like for like.

Manor Fruit Farm

RESOLVED: emergency height barrier repair of £40 was agreed

Frequency of Council meetings was discussed as F&G request a full Parish Council meeting every month (except August)

RESOLVED: October, December 2022 and Feb 2023 are the queried months, this will be considered once The Clerk has tabled a proposal for the future set up of Committees.

C-041

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.

RESOLVED: members agreed a working party is required to develop an Action Plan for the topic discussed. Cllr Tugwell and Galloway will **formulate** this.

C-042

FUTURE AGENDA ITEMS

Committee Structure,
Speedwatch,
Strategic Plan,
The Council's approach to community engagement

There being no further business, the meeting ended at 10.15pm.