

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 20th OCTOBER 2022** at 7.00pm.

Members present Bob Hutton (Chairman), Tony Coomber, Paul Chillman, Paul Howarth, Philippa Mitchell

Non-members present Amanda Pick (Clerk), Cllr Witham (SCC)

C-074 APOLOGIES

Apologies were received and accepted from Cllrs Amy McLeod, Mark Galloway and Dabeer Ahmed

C-075 DECLARATIONS OF INTEREST

None.

C-076 MINUTES OF PREVIOUS MEETINGS

RESOLVED: The minutes of the Council meeting held on 22nd September 2022 were approved as a true record.

C-077 QUESTIONS FROM THE PUBLIC

A member of the public attending was interested in C-079 (Warm Hubs), so was it agreed to seek input at the appropriate point later in the agenda.

C-078 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 October.

(b) Guildford Borough Council no report received

Councillor Chillman arrived at 19:11

C-079 WARM HUBS

The council had read the proposal circulated previously by the clerk supporting warm hubs in Normandy, and heard from a representative from Emmanuel Church about activities that they arrange that effectively provide such a warm hub as they are open to all members of the public.

RESOLVED: members would like to encourage Warm Hubs within Normandy and to publicise opportunities through The Villager, St Marks, Emmanuel notice boards and social media. They will also encourage ideas towards warm hubs and also to encourage applications for assistance in funding warm hubs which can be supplemented from the Community Grant pot. Given the desire to make it easy for people to attend these hubs, consideration will be given to providing funding for petrol cost.

C-080 PARISH OFFICE

Members heard a proposal for the council to update the printer to a laser printer which is more cost-effective form of printing.

RESOLVED: Members agreed to purchase a multifunction colour laser printer up to the value of £500.

C-081 HIGHWAYS COMMITTEE

The council heard an update from the above committee in relation to traffic issues within the village.

RESOLVED:

- (a) The committee consists of three councillors (Cllrs Mitchell, Galloway and Hutton), County Cllr Witham and two members of the Community Speedwatch team. The group will meet quarterly to discuss matters within this forum.
- (b) Members were advised the Speedwatch team are very keen to support the issues within the village, and to work with the council to get a baseline set of data to work from.
- (c) The Speedwatch team have carried out a survey of signs around the village. Many of them are dirty, aligned the wrong way or covered by trees. Cllr Witham has submitted this information to Highways (SCC) so that they can review and respond on actions to be taken.
- (d) The Vehicle Activated Sign (VAS) is going to have a replacement battery at the factory and will be going back out as soon as fixed. There is a possibility of SCC getting additional permanent VASs at a cost of £3500 each. Locations being considered include Guildford Road around the area by Normandy Cycles, Westwood Lane between Green Lane East and the railway bridge. Councillor Witham will consider funding opportunities.
- (e) The Highways group is keen to deploy speed strips in the village, these give figures of vehicle counts and speed, and the data can be taken forward to highways group as data baseline to determine where speeding issues need to be addressed. The evidence can then, if necessary, be used for traffic calming measures in the village. Each location has a cost of £180, an the split would be 50/50 between SCC & NPC. Members agree to delegate the clerk to find £450 from the budget, Cllr Mitchell will map 5 potential locations for discussion.
- (f) Cllr Witham has met the new officer for highway safety, Soe Hein, and will be arranging a meeting with Normandy and other local councils.

C-082**GOVERNANCE**

- (a) Following the recent workshop to develop a strategic plan, the clerk had circulated the developed Strategic Plan 2022-2027 document to all councillors
- (b) The clerk circulated the first draft Emergency Plan ahead of the meeting
- (c) The clerk circulated the Civility and Respect Pledge ahead of the meeting

RESOLVED:

- (a) Members unanimously agreed to adopt the strategic plan subject to any minor amendments being provided to the clerk by 31 October 2022. Review and acceptance of any minor amendments will be carried out by email. The main review of the progress against the Action Plan will take place in February.
- (b) Members agreed that the Council should adopt an emergency plan and will accept comments back on the initial draft until 31 October, also with a view to identifying the key parties and adopting the revised plan at the next meeting.
- (c) Members agreed unanimously to adopt the Civility and Respect Pledge.

C-083**FINANCE**

- (a) The schedule of invoices for payment was circulated to councillors ahead of the meeting.
- (b) Members had been provided with copies of the external auditor's report and certificate at the end of September as a result of the review that had been completed.
- (c) The chairs of all committees have been provided with the budget template for them to work next year's budget.

RESOLVED:

- (a) Members approved the schedule of invoices for payment, members expressed concern in relation to the poor service from Lloyds bank and will be considering alternative banks.

Chq Number	Payee	Purpose	Amount
002361	Hunt Hill Farm	CANCELLED for payment to include VAT	-
002362	PFK Littlejohn LLP	External Auditor	£480.00
002363	RBL	Replacement for cheque 002360 Remembrance Day wreath	£25.00
002364	Amanda Pick	September wages	£1957.07

002365	Briony Howarth	September wages	£630.91
002366	SLCC	GDPR & Planning training (Amanda Pick)	£72.00
002367	HMRC	Q2 July-Sept	£2430.46
002368	Mulberry & Co	Locum RFO September	£384.00
002369	NJL Ltd	September land maintenance	£1298.70
002370	Hags SMP Ltd	Toddler swing	£284.40
002371	Jonathan Pick	Handyman work Sept & Oct	£1404.37
002372	Andy Beams	Microsoft licences	£294.74
002373	Mulberry & Co	Councillor training	£507.48

(b) Members noted the receipt of the external auditor's report and certificate

(c) The chairs of the committees advised their progress in relation to next year's Precept. All are in the process of setting their budgets for the coming year. The first draft of the budgets are to be presented to council in the December meeting and the final submission to be agreed in the January meeting.

C-084 URGENT COMMITTEE BUSINESS

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

RESOLVED:

No urgent items were raised.

C-085 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-086 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: Two items to be added to the agenda for next month's agenda:

1. Consideration of feedback on the Tennis Club's wish to develop a Padel Court
2. Feedback on the review of the Asset Register, which should be nearing completion.

There being no further business, the meeting closed at 21:15pm.