

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 23 FEBRUARY 2023** at 7.00pm.

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

Non-members present Amanda Pick (Clerk), Cllr Bilbe (GBC) and 1 member of the public

C-126 APOLOGIES

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

C-127 DECLARATIONS OF INTEREST

None

C-128 MINUTES OF PREVIOUS MEETINGS

RESOLVED: The minutes of the Council meeting held on 26 January 2023 were approved as a true record.

C-129 QUESTIONS FROM THE PUBLIC

None

C-130 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 February. Members had no comments on the report.

(b) Guildford Borough Council verbal report received later in the meeting

Cllr Dabeer Ahmed arrived 19:07

C-131 TO REVIEW THE PROGRESSION THE STRATEGIC PLAN

The updated strategic plan was circulated ahead of the meeting

RESOLVED: Members asked to send comments by 10th March to the clerk

C-132 TO REVIEW THE GRAPHIC DESIGN OF THE VILLAGER

Members discussed the content, layout, clarity of the past 3 issues which have been piloted with a local graphic design company.

RESOLVED: Members unanimously agreed to continue with the current contract. Assistant Clerk to issue a refreshed contract.

C-133 EVENTS UPDATE

Postponed to later in the meeting

C-134 FINANCE

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

(b) To note fund transfers between accounts

RESOLVED: query over a direct debit payment, Tony to investigate further and resolve with the Clerk

Cllr Bilbe entered the meeting 19:25

(a) Members approved the schedule of invoices for payment

Amount	Item Purchased	Payee
£8,000.00	NC tree works	Meadows Landscaping & Tree services
£325.00	Handyman services	Mr J R Pick
£159.99	Handyman services	Mr James R McLeod
£146.64	Microsoft Licenses JANUARY	Andrew Beams
£185.00	Litter picking	Yvonne F Potter
£1,298.40	Grounds Maintenance Jan 2023	Nigel Jeffries Landscapes Ltd
£639.48	Locum RFO support Jan2023	Mulberry & Co
£37.50	Meeting room hire JANUARY	Normandy Royal British Legion
£130.00	Parish Office Feb	Normandy Village Hall
£975.60	Finance software	Rialtas Business Solutions Ltd
£358.80	A frame sign with posters	A.J. Signs Limited
£490.00	Printing of The Villager	Printways Limited
£144.00	FILCA	SLCC Enterprises
£750.00	Community Grant	Normandy Royal British Legion
£89.94	VAS battery	Bob Hutton
£345.60	Design Feb Villager	Forshaw Design
£210.00	Operational Inspection play facilities	Safe Play Playground Services Ltd
£13.20	VAS battery lead	Westcotec Limited
£214.74	Emergency FA and Grab bag	EVAQ8
£10.19	Stationery	Amanda Pick
£5.12	Stationery	Amanda Pick
£16.20	High Viz	Amanda Pick
£1,670.00	Inspection training	The Play Inspection Company Ltd
£329.36	unlicensed image usage on website 2018	Visual Rights Group Ltd
£40.80	Drinks for Parish Assembly	Amanda Pick
£365.00	CILCA support programme	Mulberry & Co
£30.00	Election Voter ID posters	Printways

(b) The council noted that a transfer of funds between accounts amounting to £8,264.00 and £700.00 was made this month to complete the payments due, as approved by The Clerk

Cllr Amy McLeod arrived 19:29

C-130 (b) Guildford Borough Council report

GBC budget was recently discussed, Councillor Bilbe advised they will be borrowing to fund current requirements. He reminder the council that PEP (Pre-Election Period) will be staring 23 March. He is working on planning matters such as potential flood issues exasperating the current problems on Glaziers Lane development of 28 houses / Traveller pitches being allowed locally for 3 years. Cllr Bilbe will now be standing for elections in May.

C-133 EVENTS UPDATE

Councillor McLeod updated the members on the planning for the potential music festival in September. A local events company will run the event of behalf of the village and profits from the event shared between the company and the parish council, which will be ring fenced towards the development of a

refreshed play area for the village. She has spoken to a number of local residents close to MFF and there has been no negative feedback to date. Members support the concept, and the Events Working Party will look at finer details in order to prepare the contract. Comments back to Amy by 10th March and then a discussion re finance at F&G on 16th March

C-135 THE ASSET REGISTER

The current asset register was circulated ahead of the meeting.

RESOLVED: It was noted that the green gym was missing Councillor Hutton and Chillman to amend. It was also noted the council need to check the insurance policy against the value of the asset register.

C-136 INTERNAL AUDITOR

It was noted that the auditor for the previous year was Maxwell & Co

RESOLVED: It was agreed that the council will remain with the same company for 2023

C-137 ELECTIONS

Members heard the details of the May 2023 elections from the Clerk

C-138 THE SURREY HILLS AREA OF OUTSTANDING NATURAL BEAUTY

Members discussed the information evening for the proposed extension to the Surrey Hills ANOB

RESOLVED: It was agreed that Councillor will represent Normandy PC and feedback to the council after the event.

C-139 TO REVIEW THE PARISH OFFICE AND WARM HUB

Members discussed the advantages verses the cost of the parish office

RESOLVED: (a) Members unanimously agreed to continue the parish office. Members discussed the impact of the warm hub. It was resolved that a warm hub was no longer necessary for Normandy PC to provide, however a monthly community hub / drop in with representative from local organisations such as other local authorities and organisations to discuss topics of interest will be planned. Assistant Clerk to plan and deliver.

C-140 STAFFING MATTER

Moved to C-142

C-141 URGENT COMMITTEE BUSINESS

RESOLVED: it was noted there are concerns in the village regarding the work re Network Rail and there will be a zoom meeting for any interested parties.

C-142 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-140 STAFFING MATTER

The clerk circulated a briefing note ahead of the meeting which the council noted the content of.

C-143 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) To add an update from events working parties as a standing agenda item

There being no further business, the meeting closed at 20:54pm.