

# Normandy Parish Council

Serving Our Community through working in Partnership

Minutes of the **FULL COUNCIL MEETING** of **NORMANDY PARISH COUNCIL** held at the **ROYAL BRITISH LEGION, GUILDFORD ROAD, NORMANDY** on **THURSDAY 11 JANUARY 2024** at 7.30pm.

**Members present** Cllrs Simon Schofield, Jane Hill, Pat Tugwell, Isa Nagle-Taylor, Paul Chillman, Philippa Mitchell and Bob Hutton

**Non-members present** Amanda Pick (Parish Clerk) and 4 members of public

**C-109 APOLOGIES**

None. It was noted that Dabeer Ahmed has moved house out of the area and so has resigned as a Councillor for Normandy. The Chairman thanked Dabeer for his time serving on the Council.

**C-110 DECLARATIONS OF INTEREST**

None

**C-111 MINUTES OF PREVIOUS MEETINGS**

**RESOLVED:** The minutes of the Council meeting held on 23 November 2023 were approved as a true record.

**C-112 QUESTIONS FROM THE PUBLIC**

Two members of the public raised a concern regarding the recent flooding at their property. They will email the clerk with their concerns so the Council can assess what elements are in regard to Thames Water, Environment Agency, GBC, SCC or NPC, and what establish support or advice can be offered.

**C-113 REPORTS FROM OTHER AUTHORITIES**

To receive reports from representatives of other authorities:

Councillor Keith Witham had not yet circulated his usual monthly newsletter for January, Members noted the newsletter for December.

(a) Guildford Borough Council - no report.

It was noted by the council that it was agreed on 23 December 2023 by Guildford and Waverly Borough Councils to appoint Pedro Wrobel to the role of Joint Chief Executive. He will take over from Tom Horwood as of 9 February this year. Mr Wrobel previously held the position of Executive Director for Innovation and Change within Westminster Council.

(b) Surrey County Council - no report

**C-116 ESTATES AND FACILITIES COMMITTEE**

(d) Normandy Cricket Club

NCC seek the council's specific consent to :-

1) Permit the hire of the main pavilion hall subject to a maximum 12-month agreement (to include 3 month breaks) to a new parent and toddler nursery group. Operating hours daily Monday-Friday 9.30am to 3.30pm

2) Permit the club bar opening on Friday / Saturday evenings to both club members and the general public

Members discussed clause 4.3 in their lease which stipulates the maximum NCC can hire to one user group is 25 times in a year. Clause 4.8 does not allow for subletting and broadly prohibits NCC as the tenant from transferring any or all of their tenancy rights, including through assignment (permanent

transfer), subletting (temporary transfer), or simply allowing someone else to occupy the premises, meaning the cricket club cannot currently set-up any sub-lease arrangement to allow the premises to be used for other non-cricket activities.

**RESOLVED:**

Function room - Members are not opposing the hire of the room to the toddler group or any other commercial venture, but decided it is a necessity to formally review the lease so that it enables the Cricket Club to lease their function room to 'non cricket and non-sports-related' activities and to determine if any special conditions would need to be considered. The Council are not willing to allow a new commercial venture at this stage until legal guidance is sought.

Bar - The Council Members are supportive of the bar which is open to the community, but determined that this is not agreeable within the lease. It is recognised that 25 occasions have been met by the bar already with a 12 month period, the Council are not minded to withhold consent, however will undertake due diligence and seek legal advice. The Council do not want to stop the bar with immediate effect and will permit it to continue whilst legal advice is sought. The appropriate licencing of the bar sits with NCC.

In principle, the council is happy to support the club in such fund raising opportunities. The difference between in house and external events should be noted.

Scoreboard – It was noted a scoreboard was built which should have had prior permission from the Parish Council. The council agreed to the structure retrospectively so long as the club sought the appropriate planning permission if necessary.

**C-114**

**STRATEGIC PLAN**

The Clerk presented the progress against the Strategic Action Plan

**RESOLVED:** The progress was noted with no questions from Members.

**C-115**

**FINANCE AND GOVERNANCE COMMITTEE**

An update from the committee was received, including:

a) the **schedule of invoices** of payments made was tabled

**RESOLVED:** the following payments made were approved

Amount	Item Purchased	Payee
£ 425.00	Handyman services SEPT - NOV	Mr J R Pick
£ 144.00	ILCA qualification fees	SLCC
£ 189.00	SLCC Membership; Briony	SLCC
£ 8,032.80	Allotment Car Park	Meadows Landscaping
£ 100.00	Litter picking NOVEMBER	Paul Hodgson
£ 1,350.00	Fireworks display 2024	Horizon Fireworks
£ 50.00	CiLCA fee	SLCC
£ 126.72	First Aid cover BONFIRE	St Johns Ambulance
£ 345.60	Graphic Design The Villager DECEMBER	Forshaw Design Ltd
£ 834.62	Normandy Common Tree Survey	Nurture Landsdcape Ltd
£ 18.75	Room hire NOVEMBER	RBL
£ 67.00	Parish Office NOVEMBER	Normandy Village Hall
£ 525.60	Printing The Villager DECEMBER	Printways
£ 43.49	Waste bin collection NOVEMBER	Benchmark Environmental
£ 1,119.60	Grounds Maintenance NOVEMBER	Nigel Jeffries Landscapes Ltd
£ 60.00	Bar sign BONFIRE NIGHT	Brown and silver
£ 4,617.02	Hiscox Insurance renewal	Gallagher
£ 69,000.00	TFR to new Skipton Account	Normandy Parish Council

£ 932.61	Pension payment DECEMBER	Surrey Pensions
£ 3,169.40	PAYE	HMRC
£ 210.00	Playground inspections	Safeplay
£ 22.50	Meeting room hire DECEMBER	RBL
£ 100.00	Litter picking DECEMBER	Paul Hodgson
£ 396.00	PO Box annual fee	Royal Mail Group Ltd
£ 116.00	Parish Office January / Hall hire	Normandy Village Hall
£ 21.60	Waste bin collection DECEMBER	Benchmark Environmental
£ 1,377.60	Grounds Maintenance December 2023	Nigel Jefferies Landscape
<b>Visa Payments</b>		
£ 31.50	Key cutting	Guildford Lock and Safe
£ 84.08	Wildfire warning signs	Print Group
£ 89.99	Monitor	Amazon
£ 5.10	Parking	Waverly Bourgh Council
£ 134.94	Christmas tree lights	Amazon
£ 211.46	Height barrier signage	Amazon
£ 331.78	Outdoor leaflet holders	GPX Group
£ 18.92	Batteries	Amazon
£ 135.96	Microsoft Office	Microsoft
£ 211.46	Height Barrier Signs	Street Solutions

b) The council noted **fund transfers** since last meeting on 23 November 2023

**RESOLVED:**

24/11/2023	£	2,500.00
27/11/2023	£	10,300.00
07/12/2023	£	1,000.00
12/12/2023	£	2,700.00
20/12/2023	£	10,000.00
20/12/2023	£	3,000.00
28/12/2023	£	100.00
28/12/2023	£	200.00
03/01/2024	£	10,000.00

c) **2024 Budget**

The final budget figure for 2024/25 is £161,665. This is an increase of £7,184 (4.65%) over the budget for 2023/24. The F&G committee recommend that the precept for 2024/25 be restricted to the same level as 2023/24 - £154,481. This recognises that the general reserves carried over from 2022/23 (£88,000) leave sufficient headroom to allow for the new budget increase to be covered by transfer from the reserves.

**RESOLVED:** The Council agreed to limit the precept and keep it the same amount as the 2023-24 financial year. The RFO will submit the precept request to the borough.

d) **Grant request**

The Council has received a request from the trustees of the Village Hall for a Community Grant. The amount requested is £606 and the money is to go towards further training materials for use of the defibrillator located at the Village Hall. Only one other grant has been sought and paid for this financial year from another organisation.

**RESOLVED:** The Council approved the grant request.

**(a) Frequency of committee meetings**

It was noted that Estates and Facilities comprises of a huge amount of work and committee meetings are very long. The Council had trialled moving to quarterly meetings, but the agendas have been too heavy to get through in one sitting and for the Clerk to prep for and for Councillors to discuss in one sitting. The Clerk has amended the dates of meetings for the remainder of the civic year, including adding a couple more meeting dates, these have been amended in committee members diaries.

**(b) Tree works on the common**

**RESOLVED:** The Council discussed the ranger of tenders and approved the tender from Meadows Landscaping and Tree Services of £5600 +VAT, as recommended by the Estates and Facilities Committee.

**(c) Manor Fruit Farm Play Area**

More information is required by the government for the Council's Community Ownership Fund (CoF) application for funding. There will be implications for the amount of time the Clerk has for other aspects of her role as she will be the key person pulling information together with support from Cllrs Schofield and Mitchell. To assist the Council in this task it would be beneficial to get advice from an expert in writing funding bids relating to play areas.

**RESOLVED:** It was agreed that the Council would incur costs of up to £600 excluding VAT for a funding consultant.

**(d) A padel court in Normandy**

Resolution C-090 on 12 October 2023 stated that: *"In line with the lease from GBC, the Parish Council will not consider a private business building a facility on MFF. If the proposal was as a CIC or CIO then further consideration could be given to it with a business plan to include an exit strategy should the facility fail. At that stage the council would liaise with other organisations on MFF to understand their view points."*

This was reiterated to the proposers of the Padel Court with some concerns picked up upon at the meeting. They have responded to Council's concerns and the resolution.

**RESOLVED:** want to reiterate the resolution C-090 and refuse the Padel Court because it is not within our Lease Agreement to permit a commercial venture on MFF.

**HUMAN RESOURCES**

At the beginning of the civic year, the council trialled moving HR to a working group on an 'as needed' basis. The Clerk recommends HR should return to a Committee.

**RESOLVED:** The Council agreed to reinstate an HR Committee with Cllrs Hutton, Schofield and Tugwell and agreed the Terms of Reference. It was agreed that as Chairman, Cllr Chillman will be ex officio with full voting rights.

**EVENTS**

Members discussed the purchase of a trolley to move items to and from the container and around the event area to lessen manual handling for volunteers.

**RESOLVED:** It was agreed the Council would spend up to £300 on a trolley

An update from the working groups were received;

**(a) Volunteers evening**

Members noted the plans for the Volunteers evening on 30 January

**(b) D Day 80**

Members noted the plans for the D Day 80 event on 6 June

**(c) Wander Festival**

A request to hold Wander Festival 2024 has been received from Amy McLeod on behalf of GoldunEgg, Amy was present at this meeting to answer any queries or concerns from the Council.

**RESOLVED:** Councillors offered an agreement in principle, so long as the outstanding funds are settled for Wander Festival 2023 is concluded. Cllr Schofield and the RFO are meeting with the Operation Manager tomorrow to discuss the completing of the accounts.

**(d) Bonfire night 2024**

Members noted the deposit is paid for 5 November 2024

**RESOLVED:** It was agreed that the working party will be Cllrs Hill, Mitchell and one other is still required, supported by the Assistant Clerk.

**(e) Summer v.s Christmas Fayre 2024**

Members considered a winter, Christmas themed event instead of another summer event for 2024. This will allow more time for planning of the event and provide a different offer for the residents.

**RESOLVED:** Members agreed to trial holding a Christmas Fayre 24 November 2024 along with a village Christingle event in December.

21:17pm Cllr Jane Hill left the meeting

**C-119 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-120 URGENT COMMITTEE BUSINESS**

None

**C-121 ITEMS FOR INFORMATION AND/OR INCLUSION ON FUTURE AGENDAS**

**Vacancy of Office**

Cllr Daber Ahmed has step down from being a Councillor as he has moved areas, which means there is now a vacancy for another councillor.

**RESOLVED:** Guildford Borough Council have issued a 'Notice of vacancy in Office of Parish Councillor', which will be displayed on both Council's websites and on noticeboards across the village from tomorrow.

There being no further business, the meeting closed at 21.22hrs