

# 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 12 OCTOBER 2023** at 7.30pm.

**Members present** Cllrs Amy McLeod, Isa Nagle-Taylor, Paul Chillman, Dabeer Ahmed, Philippa Mitchell and Bob Hutton

**Non-members present** Amanda Pick (Parish Clerk), David Bilbe (SCC), 1 member of the public.

**C-084 APOLOGIES**

Councillors Pat Tugwell, Simon Schofield and Jane Hill apologies were received and accepted.

**C-085 DECLARATIONS OF INTEREST**

None

**C-086 MINUTES OF PREVIOUS MEETINGS**

**RESOLVED:** The minutes of the Council meeting held on 14 September 2023 were approved as a true record.

**C-087 QUESTIONS FROM THE PUBLIC**

One member of the public attended in relation to the padel court, representing a group of residents from the Guildford Road. Concerns included the impact on the bats, flood lighting and the levels of noise. It was cited that the Therapy Garden had concerns in relation to the level of noise for their vulnerable people, although there was no one present from the Therapy Garden to confirm this. The resident had recently viewed padel courts in Farnham and confirmed it was very noisy. The resident feels the same reasons they the proposal was rejected on Normandy Common apply to MFF and feel that the article in The Villager did not offer residents the opportunity to object.

**C-088 REPORTS FROM OTHER AUTHORITIES**

To receive reports from representatives of other authorities:

(a) Guildford Borough Council

Cllr Bilbe commented on how tight money is at GBC. The s114, which effectively declares bankruptcy, will be avoided for this year but next year will remain extremely challenging.

The joint venture with Waverly seems to be costing more money than saving and a proposal to split from Waverly is being discussed.

Planning dominates Cllr Bilbe's time for Normandy, Pirbright and the surrounding areas that affect our villages. He urged the council to call him if necessary for any urgent matters. Cllr Bilbe will keep us up to date on finances and budgets for next financial year.

(b) Surrey County Council;

i. Cllr Witham had circulated his newsletter at the beginning of the month.

ii. He also updated up the Council in relation Farnborough Airport which the Clerk circulated.

**C-089 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

<b>BACS payments</b>		
Amount	Item Purchased	Payee
£32.00	Parish Office flyers	Printways
£362.50	Handyman services AUGUST	Mr J R Pick
£252.50	Handyman services AUGUST	Mr James R McLeod
£373.00	Parish Office September / Festival	Normandy Village Hall
£1,377.60	Grounds Maintenance August 2023	Nigel Jeffries Landscapes Ltd
£1,067.52	August Pensions	SCC ADMIN AUTH SCC PENSION FUND
£120.00	Limestone bulk bags	Stonescapes
£33.90	Black tub	Richard Cunningham
£30.00	Room hire JULY	RBL
£52.50	Room hire AUGUST	RBL
£400.00	Hay bales	Stephen Gunner
£675.00	Sept The Villager	Printways
£210.00	Playground inspection	Safeplay
£300.97	Ink cartridges	Cartridge People
£72.00	Conference fees	SALC
£85.00	Drinking Water Sample	Valens Water
£110.00	Legionella Audit	Valens Water
£28.00	Festival Meeting Room hire	Normandy Village Hall
£50.00	Allotment deposit return	Mrs J E Ellis
£50.00	Allotment deposit return	P L & C J Marsh
£23.10	Ice WANDER	D R Pick
£4,617.02	Insurance premium	Gallagher
£84.00	Parish Office October	Normandy Village Hall
£2,700.00	Balance of firework display	Flashpoint Fireworks
£37.50	Room hire SEPTEMBER	RBL
£49.52	Ice WANDER	S Bass
£717.24	First Aid	St John's ambulance

£460.80	Villager Design	Forshaw Design
£36.91	Waste bin collection	Benchmark Environmental
£105.00	Handyman Services SEPTEMBER	Mr James R McLeod
£200.00	Grass cutting Normandy Common	Stephen Gunner
£85.93	Magnet sweeper for bonfire night	Magnet Expert
£1,635.60	Grounds Maintenance September 2023	Nigel Jeffries Landscapes Ltd
£881.03	September pension	SCC ADMIN AUTH SCC PENSION FUND
£2948.44	PAYE	HMRC
<b>VISA</b>		
£ 370.00	Wander Festival Bar stock	Sainsburys
£ 397.50	Wander Festival Bar stock	Sainsburys
£ 438.37	Wander Festival Bar stock	Morrisons
£ 224.25	Wander Festival Bar stock	Morrisons
£ 76.59	Wander Festival Bar stock	Morrisons
£ 367.13	Wander Festival Bar stock	Morrisons
£ 45.98	Card readers	Amazon
£ 170.00	Wander Festival Bar stock	Amazon
£ 123.49	Batteries for VAS	Ebay
£ 42.70	Coronation plaque unveiling	Sainsburys
£ 79.62	Event signage	The Print Group
£ 68.97	card readers	Amazon
£ 119.88	Trailer tyre	Peter Silvester & Sons
£ 191.28	Dog Poo bags	Muttsbutts
£ 29.99	Socket set	Halfords
£ 30.87	Events bar equipment	Amazon
£ 135.96	Subscription charges	Microsoft

(b) The council noted fund transfers since last meeting on 24 August 2023

03/10/23 - £2,000

26/09/23 - £900

21/09/23 - £1,500

25/08/23 - £1,600

(c) 2023 budget YTD

Clerk/RFO is currently preparing for the mid-year internal audit which is next week. Performance against budget YTD (2nd quarter not yet complete): -

- F&G – spend to date is 29% of annual budget
- HR - spend to date is 37% of annual budget
- MFF (Manor Fruit Farm) - spend to date is 24% of annual budget
- Allotments - spend to date is 37% of annual budget
- Pavilion - spend to date is 8% of annual budget
- Normandy Common - spend to date is 6% of annual budget
- E&F Other - spend to date is 35% of annual budget
- Communications – spend to date is 36% of annual budget
- Overall - spend to date is 23.1% of annual budget

(d) 2024/25 budget planning and sign-off

Draft budgets to be prepared and proposed to full council meeting on 23<sup>rd</sup> November. Various discussions this week with first drafts having been prepared, ready to be presented to F&G on 26 October:

No guidance yet from GBC or central government as to what the intended percentage increases will be for 2024-25.

**C-090**

**ESTATES AND FACILITIES COMMITTEE**

An update from the committee was received; including

(a) The proposal for Padel tennis on MFF

**RESOLVED:** 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.

(b) 2323 budget YTD

A working party from the committee are working on the YTD budget, which at the end of August is 42% of the annual budget. There have been some unexpected and higher than expected costs to come, but at present it is anticipated the committee will be within the year's budget. The committee will be using the earmarked funds put aside for Estates (excluding the play areas) from the 2022/23 budget where appropriate to help keep within budget.

**RESOLVED:** It was agreed that £1000 could be taken from general reserves if necessary to fix the pot holes, if the research currently being undertaken determines the repairs should be undertaken.

(c) To consider the 2024 budget proposals

A working party from the committee are working on the budget for 2024. A proposal will be forwarded to Finance and Governance Committee of their October meeting. The committee is hopeful it can be kept close to this year's budget. It is worth noting the GBC will be increasing their charge to empty parish litter bins and dog bins by 365% which will have an impact, the clerk is seeking alternative quotes.

Normandy Parish Council submitted a bid into the Community Ownership Fund (part of the Levelling Up fund) on 11<sup>th</sup> October for £154,000 to renovate the MFF play area and replace the two wooden pedestrian bridges. The application included an Equalities Impact Assessment, a Risk Register, a Feasibility Study, a SWOT analysis and a Business Plan, as well as the application.

As part of the COF fund, the council needs to provide 20% of the total amount awarded, this equates to £38,500. There has been some fundraising done for this already and there are a further two fundraising

events to come. However, it is anticipated there will be a shortfall of £20,000 which the committee would like to seek from the general reserves.

If the Council are successful with this funding round the full amount would need to be spent and the project completed within 12 months. This means that any request from general reserves will fall within the 2024/25 financial year.

**RESOLVED:** members agreed any shortfall for the COF match funding can be taken from the general reserves, if necessary.

**C-091           EVENTS**

An update from the working groups were received; including timings for bonfire night were confirmed. It was noted there will be on NPC BBQ this year and external caterers would be brought in. Bob, Paul & Amanda to assist Philippa with the procession.

- (a) Review Wander Festival 2023 – the wash up meeting not taken place, the review will be brought to the next full council meeting.
- (b) The event proposal for 2024 is not yet prepared and will be circulated ahead of the next full council meeting in November for a decision. This will have implication of the budget and is therefore important to get this agreed at the next meeting.

20:59 Cllr McLeod left the meeting

**C-092           COMMUNICATION**

- (a) Communication Policy update

**RESOLVED:** The policy was agreed with an amendment on social media and adopted by Council.

**C-093           URGENT COMMITTEE BUSINESS**

None

**C-094           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-095           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.

- Saturday there is a conservation working party in the morning.
- The Grand Opening of the Shop and Café is at 2pm on Saturday.
- 22 October is the allotment working party – Cllr Chillman will support this.

There being no further business, the meeting closed at 21:10hrs