

# Normandy Parish Council

Serving Our Community through working in Partnership

Minutes of the **FULL COUNCIL MEETING** of **NORMANDY PARISH COUNCIL** held at the **NORMANDY VILLAGE HALL** on **WEDNESDAY 19 JULY 2023** at 7.30pm.

**Members present** Cllrs Bob Hutton, Pat Tugwell, Paul Chillman, Dabeer Ahmed, Philippa Mitchell, Simon Schofield, Jane Hill

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

**C-038 APOLOGIES**

Councillor McLeod (NPC), Cllr Witham (SCC & GBC), Cllr Bilbe (GBC) apologies were all received and accepted.

**C-039 DECLARATIONS OF INTEREST**

As Chairman of Normandy Shop and Café, Cllr Hutton declared a non-pecuniary interest in C44(c).

**C-040 MINUTES OF PREVIOUS MEETINGS**

**RESOLVED:** The minutes of the Council meeting held on 8 June 2023 were approved as a true record.

**C-041 QUESTIONS FROM THE PUBLIC**

A member of the public came to advise she believes the grass verges / hedges on Guildford Road are too long. The council will check the location of the reported overgrown vegetation to ascertain if Parish Council land or the responsibility of SCC Highways.

**C-042 REPORTS FROM OTHER AUTHORITIES**

(a) Surrey County Council

Councillor Witham's monthly report was received by Members at the beginning of the month. There were no questions arising from it.

(b) Guildford Borough Council

Councillor Bilbe sent an update ahead of the meeting which the clerk circulated to all Members. There were no questions arising from it.

**C-043 FINANCE AND GOVERNANCE COMMITTEE**

Members were presented with an update from the committee chair, Cllr Chillman, following last week's meeting. It was noted the overall spend to date is 23.1% of annual budget. The timelines for planning for budget 24/25 were circulated.

(a) Members noted the schedule of invoices paid

Amount	Item Purchased	Payee
BACS payments		
£ 1,611.60	Grounds Maintenance May 2023	Nigel Jeffries Landscapes Ltd
£ 2,580.72	PAYE	HMRC
£ 55.00	Litter picking APRIL	Yvonne F Potter
£ 100.00	Litter picking MAY	Yvonne F Potter
£ 96.00	Councillor training courses	Mulberry & Co

£	167.40	bread rolls - Coronation	The Bakers Dozen
£	200.00	Election costs	Guildford Borough Council
£	28.00	HR meeting room	Normandy Village Hall
£	1,710.28	Seesaw repair	VitaPlay Limited
£	300.00	Internal Audit	Maxwell & Co
£	2,170.80	PAYE	HMRC
£	137.00	Parish Office July	Normandy Village Hall
£	90.00	Handyman services	Mr James R McLeod
£	82.50	Meeting room hire May	Normandy Royal British Legion
£	8.80	Fuel - mowing	Richard Cunningham
£	66.40	Mower blades	Richard Cunningham
£	808.98	June Pensions	SCC ADMIN AUTH SCC PENSION FUND
£	642.00	Mobile Farm CORONATION	Millers Arc
£	3,000.00	Community Grant	Normandy Shop & Café
£	900.00	Bin emptying	Guildford Borough Council
£	279.00	Membership - Amanda	SLCC
	VISA payments		
	£40.50	Keys	Guildford Lock and Safe
	£155.98	Weed membrane	Trade Mart
	£1456.64	Subscription charges	Microsoft
	£92.08	Van hire	Kendall Cars
	£230.00	Top soil	Spooners Turf
	£35.58	Outside tap	Toolstation
	£3.06	Outside tap fittings	Toolstation
	£49.45	Stationary	Viking Office
	£20.05	Lock for CCTV cabinet	Guildford Lock & Safe

(b) Two fund transfers between accounts since the last meeting in June were noted; 17/07/23 £3,000 and 13/07/23 £1,000. These were approved by the Clerk/RFO.

#### C-044

#### ESTATES AND FACILITIES COMMITTEE

Members were presented an update from the committee chair, Cllr Mitchell. Progress on the sub committee for conservation was noted.

(a) Road traffic accident.

It was with great sadness that the Council learnt of a road traffic accident in June on Manor Fruit Farm, and the subsequent death of one of the people involved. It is not clear at this stage if the person's death was directly linked to the accident, nor confirmation of the cause of the accident, the police are still investigating. Although speeding is not considered to be an element of the accident, it has brought to the forefront that there are traffic calming measures along the main drag of MFF but none leading to the bowls and archery clubs.

**RESOLVED:** Members agreed to install further traffic calming measures to encourage drivers to stick to the 5mph speed limit and delegated to the Clerk to action, up to £500 will be allocated for materials and the maintenance team to fit. Members will look at the leases of residents of MFF to look at future recharges for maintenance where all parties benefit.

(b) Funding for the play areas development and accessibility of Peace Garden at MFF was discussed.

Members heard the outline plans for the refurbishment of the Peace Garden, as well as the consultation design for the play area development.

**RESOLVED:**

- plans for the Peace Garden were agreed in principle, the council will now seek to receive data on cost implications of the project
- The preferred bridge locations are the red routes highlighted on the map, the clerk will discuss with the village hall to see if they would be agreeable to a bridge opposite their main hall rear lobby
- It was agreed accessible pathways are important and should be part of the project, these shall be included in the development plans
- the council will submit Expressions of Interest to COF for the play area redevelopment and the bridges, and to Your Fund Surrey for the accessible pathway and the Peace Garden refurbishment.

(c) Normandy Shop and Café would like to erect signage at the entrance to Manor Fruit Farm, but they are not yet ready to present their designs for approval, this will be postponed to a future meeting. It was noted they have applied for SCC brown tourist signage.

**C-045      EVENTS WORKING PARTY**

(a) Coronation finances were circulated to members ahead of the meeting and noted.

(b) Councillor Schofield noted a summary of risks that a working party will address tomorrow.

(c) Members noted a wreath has been ordered for £30 ahead of the Remembrance Sunday service.

**C-046      HR WORKING PARTY**

Members agreed to defer the review to the closed section of the meeting.

**C-047      REVIEW OF INVENTORY OF LAND AND OTHER ASSETS**

Members noted there has been no progress on the inventory.

**RESOLVED:** It was agreed that this will be delegated to the Finance and Governance Committee.

**C-048      COMMUNICATION**

(a) Policies reviews are due for 5 policies in relation to Communications, the review of each is not yet complete and the review will be postponed to the next meeting.

(b) The website has been reviewed and the Council are happy with the content and the layout. No further action at this time.

(c) The Villager – distribution of The Villager continues to be problematic. Councillors agreed to pick up many of the unadopted rounds for the September issue, a full review is required ahead of the next meeting

(d) The regular update of the noticeboards is currently undertaken by the Assistant Clerk and one volunteer, who would like to step back from this task.

**RESOLVED:** It was agreed that distribution would be spread amongst Councillors and additional volunteers, including the open boards. This leaves one board still to be covered on Pirbright Road.

**C-049      URGENT COMMITTEE BUSINESS**

This item is for any urgent committee matters that need discussion before the next scheduled meeting of the committee. No decisions can be made on anything that was not on the agenda.

**C-050      EXCLUSION OF THE PRESS AND PUBLIC**

For confidential matters. Information discussed in confidence at council meetings must not be disclosed to any third party.

**C-046 HR WORKING PARTY**

**RESOLVED:** Members heard the recommendations from the HR working party and agreed the Clerks new pay scale now that the Responsible Financial Officer Role was been added to her responsibilities at the beginning of the financial year, this is to be backdated to 1 April 2023.

**C-051**

**ITEMS FOR INFORMATION AND/OR INCLUSION ON FUTURE AGENDAS**

The council is to note any items for inclusion on future council and/or committee agendas

**RESOLVED:** (a) The Council would like to urgently consider how the risks of the festival that have been highlighted have been addressed, an extraordinary meeting has been called for Monday 31 July (b) it was noted the Clerk is undertaking a large number of hours above those allocated, a resolution for this will be considered at the extraordinary meeting

There being no further business, the meeting closed at 22:33hrs