

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 23 November 2023** at 7.00pm.

Members present Cllrs Isa Nagle-Taylor, Paul Chillman, Philippa Mitchell, Bob Hutton and Pat Tugwell

Non-members present Amanda Pick (Parish Clerk), Briony Howarth (Assistant Clerk), Cllr Keith Witham

C-096 APOLOGIES

Councillors Simon Schofield, Jane Hill and Dabeer Ahmed apologies were received and accepted.

C-097 DECLARATIONS OF INTEREST

None

C-098 MINUTES OF PREVIOUS MEETINGS

RESOLVED: The minutes of the Council meeting held on 12 October 2023 were approved as a true record.

C-099 QUESTIONS FROM THE PUBLIC

None

C-100 REPORTS FROM OTHER AUTHORITIES

To receive reports from representatives of other authorities:

Councillor Keith Witham had circulated his monthly report ahead of the meeting

(a) Guildford Borough Council

- Cllr Witham delivered an update on what was happening at Guildford Borough Council
- The planning department have taken on a new head of planning.
- Keith provided an update on GBC's financial position.

(b) Surrey County Council

- Residents have recently raised concerns regarding speeding in the village following the recent fatality in Wanborough. Cllrs Witham and Hutton held a meeting with residents from Westwood Lane to offer information and address some of the concerns and the process for applying for relevant funds. The option of village gates into Normandy were considered and Cllr Witham will apply to SCC accordingly.
- Bollards on Westwood Lane –this remains the same and white lines are going to be added, Cllr Witham will be asking for extra signage.
- Speedwatch – extra speed limit signage was requested for Guildford Road near the motorcycle shop to note double bends and speeds. This has already added in Westwood Lane. Cllr Keith Witham noted this.

Keith Witham left the meeting at 19.23

C-101 PLANNING

- (a) To receive an update from the Highways and Traffic working party
This was covered in the update from Cllr Witham.

(b) The Council considered the following applications:

No.	Address	Detail
23/P/01837	Unit 3B, Henley Business Park, Pirbright Road, Normandy, Guildford, GU3 2DX	Advertising consent for the installation of a halo lit sign on the front of Unit 3B, Henley Business Park Resolved – no comments
23/00794/REVPP	Farnborough Airport Farnborough Road Farnborough Hampshire GU14 6XA	Variation of Condition 2 (aircraft movements) and 6 (aircraft weight), replacement of conditions 7 (1:10,000 risk contour) and 8 (1:100,00 risk contour), of planning permission 20/00871/REVPP determined on the 22/02/2022 Resolved – Councillors objected on noise, increase of local traffic, pollution, does not meet with council policies on reaching zero carbon. Cllr Chillman to create a response and submit to Waverley BC.

C-102

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
BACS payments		
£60.00	Bonfire Night Posters	Printways
£50.00	Allotment Deposit Return	Mrs E Grant
£200.00	Hedge Cut MFF	Stephen Gunner
£350.00	Petty Cash for Bonfire Night	Paul Chillman
£15.75	Mileage Claim for conference	Paul Chillman
£33.75	Room Hire OCTOBER	RBL
£144.00	Parish Office NOVEMBER	Normandy Village Hall
£1,346.40	Kegs for Bar WANDER	Hogs Back Brewery
£100.00	Litter Picking OCTOBER	Paul Hodgson
£90.00	Litter Picking SEPTEMBER	Yvonne F Potter
£110.00	Litter Picking OCTOBER	Yvonne F Potter
£21.60	Waste Bin collection OCTOBER	Benchmark Environmental
£25.00	Christmas Posters	Printways
£1,377.60	Ground Maintenance OCTOBER	Nigel Jeffries Landscapes Ltd
£221.00	Handyman services OCTOBER	Mr James R McLeod
£75.78	Bartoline Paraffin for torches	Philippa Mitchell
£54.00	Cllr Nagle-Taylor training course	Mulberry & Co
VISA OCTOBER		
£73.98	Office Supplies	VIKING
£21.00	TENS for Bonfire Night	ELECTRONIC LICENCING

£277.12	Bonfire Toys	The Glow Company
£135.96	Microsoft Licences	Mircosoft
£53.99	Sodium Bentonite Clay Powder for Pond	Mistral
VISA NOVEMBER		
£ 5.50	Ringo parking for banking	Ringo
£69.45	Bonfire Night Consumables	Sainsburys
£8.63	Bonfire Night	ALDI
£63.42	MFF lights and timer	TLC SOUTHERN
£37.99	Bonfire Night Tumblers	Amazon
£135.96	Microsoft	Microsoft
£51.21	Hot choc and Bar	Costco
£109.00	Bonfire Night Bar	Costco
£7.99	Bonfire Night Stickers	Amazon
£8.81	Vinyl for bonfire road signs (yellow)	Amazon
£9.49	Vinyl for bonfire road signs (black)	Amazon
£57.21	Bonfire Night cups and lids for hot drinks	Amazon

(b) The council noted fund transfers since last meeting on 12 October 2023

RESOLVED:

17/11	-	£2,500
07/11	-	£1,000
30/10	-	£2,000
24/10	-	£2,000
23/10	-	£3,000
10/10	-	£1,300

(c) Consider 2024 Budget Proposal

The draft budget currently stands at an increase of just under 8% (£12,300).

- Budget for events (bonfire and summer fete) to breakeven – costs of £7,000 and £3,000 respectively to be recovered through donations and bar operation
- Provision for “village gate” of £10,000 is to be considered

RESOLVED: The Council agreed to limit the budget increase to 5% due the effect on residents of the cost of living crisis. This could be achieved by drawing funds for any negative balance from General Reserves, this currently equated to £4,500, however the council await advice from Guildford BC in relation to the Council Tax Support Scheme.

(d) Skipton account

The opening of the new Skipton account is now complete with an initial fund transfer of £1,000. It was noted the Council had previously agreed £70K would be moved into the Skipton account for security of funds.

RESOLVED:

It was agreed that this remains an agreeable amount and the RFO will move the money.

(e) CCLA investments

The councillors have concerns at the drop in income from the investment held in CCLA.

RESOLVED: The Council agreed to give notice now due to the recently extended 6 months’ notice period. Cllr Schofield will investigate alternative investment options with the RFO and report back to the Council in March.

C-103

ESTATES AND FACILITIES COMMITTEE

A supporting paper was circulated prior to the meeting and the councillors had no additional comments.

C-104

EVENTS

An update from the working groups were received;

(a) Wander Festival 2023

In the absence of Councillor Schofield, the review was agreed to be postponed until a conclusion of finances has been reached.

(b) Bonfire Night 2023

The council were pleased with the successful event and for the amount of work put in by former Councillor McLeod. A review of finances for the event was agreed to be postponed until after the review of Wander Festival finances, as the two are linked.

RESOLVED: A full review is needed on the event for future planning, a working group will be set up in the new year.

The Clerk obtained 3 quotes for next year's display and a recommendation was circulated ahead of the meeting. Councillors agreed the contractor and the Clerk will confirm with the successful and unsuccessful companies.

(c) Volunteer evening

Councillor Hill previously agreed to lead the delivery of a thank you evening for the many volunteers the Council has throughout the village. She has been on leave for some weeks and so no progress has therefore been made.

RESOLVED: Councillors Nagle-Taylor, Hunt and Mitchell will work with the Assistant Clerk to plan the event which will be held on 30th January 2024.

(d) The Parish Assembly

Members noted the plans for the 2024 Assembly.

(e) The events calendar for 2024

Members decided to delay the discussion in relation to events for 2024 until the next meeting in January, to give time for the reviews of the festival and bonfire night.

C-105

HUMAN RESOURCES

(a) The health and safety policy

RESOLVED: The Clerk circulated the current H&S Policy from with the Employee handbook, there were no amendments required so Councillors agreed to its readoption.

(b) Outsourcing of The Villager

Co-ordinating the production, printing, and distribution of the Villager has been consuming a fair amount of the Assistant Clerk's time. The Clerk has sought a proposal for all of this to be managed externally by our current graphic design provider, which would in turn free-up the Assistant Clerk to then take-on tasks that are currently being performed by the Clerk. Other companies were considered but it was felt that the local knowledge, siting within the village and historical knowledge of the current provider would offer a better all-round service for the village. Outsourcing will incur some additional costs, but this should be offset by reducing the extra hours being worked by the Clerk. The extra external costs will be in the region of £500 per quarter, this will vary slightly on the size of each publication, it is based on 12 pages. It should be noted this also includes adapting the content of the magazine to comply with accessibility requirements as per the NALC guidelines.

RESOLVED: The Council agreed to the outsourcing. The Clerk will issue the contract to Forshaw Design.

(c) NJC salaries

The National Joint Council for local authorities has now agreed the salary increases for 2023/2024. The uplift for Normandy's officers was noted.

C-106 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-107 URGENT COMMITTEE BUSINESS

Allotment car park

Due to issues caused by heavy rainfall emergency funding for additional works was agreed via email by members of the E&F Committee.

RESOLVED: the amount of an additional £1400 for remedial works was noted by the council.

Vacancy of Office

Cllr Amy McLeod was thanked for her time as a councillor, especially in her capacity as previous Chair of the Council and for the all the work she has undertaken on events for the village. Her decision to step down 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 has been displayed on both Council's websites and on noticeboards across the village.

C-108 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.

Councillors discussed local concerns raised about potential works taking place on land by Mariners House. The Assistant Clerk will email Guildford BC's enforcement team about the concerns.

There being no further business, the meeting closed at 21.01hrs