

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 24 AUGUST 2023** at 7.00pm.

Members present Cllrs Amy McLeod, Pat Tugwell, Paul Chillman, Simon Schofield, Jane Hill

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

C-061 APOLOGIES

Councillors Ahmed, Mitchell and Hutton's apologies were received and accepted.

C-062 DECLARATIONS OF INTEREST

Councillor Hill would like to raise an interest in C065

C-063 MINUTES OF PREVIOUS MEETINGS

RESOLVED: The minutes of the Council meeting held on 31 July 2023 were approved as a true record.

C-064 QUESTIONS FROM THE PUBLIC

None

19.03 Cllr Hill left the meeting for section C-065

C-065 REPORTS FROM OTHER AUTHORITIES

To receive reports from representatives of other authorities:

(a) Surrey County Council;

- i. Cllr Witham had circulated his newsletter at the beginning of August. Cllr Schofield asked about the bus service starting on 4 September, and Cllr Witham clarified that bus stop up to Bailes Lane will be included, so a small part of Normandy will be included. We will include this on our website.
- ii. The council received an email update on the proposed bollards at Westwood Lane from Officers at SCC which the Clerk circulated ahead of the meeting. The agreed plan of action was to install bollards to prevent people parking along this stretch of footway and NPC had agreed to contribute towards half the cost to a maximum of £5,000. However, one of the SCC Senior Traffic Engineers has advised that the bollards cannot be installed without raising the footway by installing a kerb line. There was a concern that with the bollards at the height of the carriageway they'd be vulnerable to being struck by vehicles. The only option available to us is to white line the area. There would need to be allocated space marked out for official church parking (such as for wedding cars and funeral cars). Otherwise, NPC would like to see 'no parking signage' installed. The Clerk is to advise SCC accordingly. Members were disappointed there were no other options now available to the council.

(b) Guildford Borough Council have a meeting next week in relation to the budget and will update the parish council after this time. No other GBC updates currently.

19.15 Cllr Hill returned to the meeting

C-066**COUNCILLOR VACANCY**

The Clerk had circulated an application for co-option the previous week from local resident, Isa Nagle-Taylor.

RESOLVED: Members discussed the application and unanimously agreed her co-option as a Councillor. She signed the Declaration of Office and joined the meeting. Members discussed committees and Councillor Nagle-Taylor opted to sit on the following:

- Estates and Facilities
- Planning
- Bonfire working party

C-067**FINANCE AND GOVERNANCE COMMITTEE**

To receive an update from the committee, including

(a) the schedule of invoices of payments made as tabled

RESOLVED: the following were approved

Amount	Item Purchased	Payee
BACS payments		
£1,047.38	July Pensions	SCC ADMIN AUTH SCC PENSION FUND
£431.40	Annual playground inspections	RoSPA Play Safety
£462.79	Speed ramps	CSI
£83.80	Wander flyers	Printways
£1,100.00	Tree works following high winds	Meadows Landscaping & Tree Services
£14.66	mower fuel	Richard Cunningham
£350.00	Welding of height barrier	Matt Jones
£84.00	Parish Office August	Normandy Village Hall
£1,377.60	Grounds Maintenance June 2023	Nigel Jeffries Landscapes Ltd
£120.00	Generator maintenance	Solent Power Ltd
£504.00	External Audit	PKF Littlejohn LLP
£194.40	Parish Online membership	Geosphere Ltd
£90.00	Litter picking JUNE	Yvonne F Potter
£80.00	Litter picking JULY	Yvonne F Potter
£120.00	Handyman services JULY	Mr James R McLeod
£18.30	Materials COS	Mr James R McLeod
£1,377.60	Grounds Maintenance July 2023	Nigel Jeffries Landscapes Ltd
£725.00	Handyman services JUNE & JULY	Mr J R Pick
£85.00	Legionella Water Sample	Delia L Thornton

£109.80	VAS battery	Westcotec
£22.25	Remembrance Wreath RBL	Pat Tugwell
£7.75	Poppy Day Donation RBL	Pat Tugwell
VISA payments		
£127.24	Subscription charges	Microsoft
£67.97	Marquee parts EVENTS	Amazon
£10.98	Replacement lock for MFF CCTV	Guildford Lock and Safe
£8.99	Key fobs	Amazon
£15.99	Office Supplies - PC Mouse	Amazon
£71.94	Carpet protector BONFIRE NIGHT	Screwfix
£135.96	Subscription charges	Microsoft
£26.89	Tablecloths - EVENTS	Amazon
£261.33	Tow bar	PF Jones Ltd
£41.11	Generator battery	Manbat
£24.96	Generator filters	Autodoc
£5.97	Generator injector cleaner	Euro Car Parts
£27.24	Diesel for generator EVENTS	MFG Woodbridge Hill
£41.48	Tow bar electrics	PF Jones
£17.00	NC bin keys	Guildford Cobblers

(b) The council noted the internal fund transfer between since accounts the 24 July meeting

RESOLVED: 24/07/23 £1500
27/07/23 £4000
17/08/23 £1300
18/08/23 £1500

(c) External Auditors report

RESOLVED: The report was noted by the council, all matters were delegated to Finance and Governance Committee

(d) Member considered the draft Year 2 Action Plan for the Strategy

RESOLVED: The document was approved and adopted. This will be added to the website.

(e) Parish Councillor Allowances. Under the Local Authorities Members' Allowances (England) Regulations 2003 (as amended), a parish council may pay a "parish basic allowance" either to its chairman only, or to each of its members, and the amount of that allowance payable to its chairman may differ from that payable to each other member of the parish council, but otherwise that amount shall be the same for each such member. Parish councils may also pay to its members

a “parish travelling and subsistence allowance” in respect of travel undertaken in connection with the performance of prescribed duties as a parish councillor. The Parish Remuneration Panel appointed by GBC are reviewing the scheme of allowances for councillors.

RESOLVED: The council confirm there were to be no changes to the current policy, the clerk will advise the borough accordingly.

C-068

ESTATES AND FACILITIES COMMITTEE

To receive an update from the committee; including

(a) Members considered the quotes from contractors for allotment car park area

RESOLVED: The contract is to be awarded to Meadows Landscaping, The Assistant Clerk will prepare the contract, book the work in and advise the allotment holders accordingly.

(b) The council have received a request for a new bench from the former Pond Trustees

RESOLVED: Members agreed the former trustees can put in a bench at the pond.

(c) Potholes on the slip road to Normandy Common Lane

RESOLVED: SCC have advised the Council that there are some slip roads which are owned by NPC. Residents have complained of potholes on one of these roads. As these are privately owned by the parish and not a public highway, the council would like time to further research the matter before any unbudgeted for funds are allocated, especially as this is not the only means of access to the highway but a short cut. The council need to understand what their obligation is. This will be passed back to Estates and Facilities to investigate further.

(d) Paddle Tennis. Following on from C-031, The GBC response in relation to clause 19 on our lease for MFF is that *‘a Paddle Tennis Court for community use, would only be subject to planning at this stage. Following on from the above, the landlord will be guided accordingly.’* Members are keen to encourage an active and healthy lifestyle for residents but want to fully establish community use of the proposed facility.

RESOLVED: The council would like demonstrated how this is in community interest, clarify nature of the business, and to understand their engagement plan. Councillor Nagle-Taylor will go out to view a padel court and feedback. The Clerk will feedback to the proposers.

C-069

EVENTS

To receive an update from the working group; plus

(a) Members discussed purchasing professional event signage

RESOLVED: Agreed up to £100

(b) Members heard from one of the baby and toddler groups in the village, Gym Jams, regarding a proposed fundraising event. They have proposed that all funds raised at the evening to be donated to the council to be ring fenced towards the MFF play area development project. For transparency it was noted the Clerk is a Company Director of Gym Jams.

RESOLVED: Members thanks Gym Jams and unanimously agreed for the money to be ringfenced.

(c) Normandy Parish Council run a volunteers evening to offer thanks to our volunteers. For 2023 the council have budgeted up to £500 for the event.

RESOLVED: Cllr Jane Hill would like to lead the working party with Cllrs Nagle-Taylor, Tugwell and McLeod.

C-070

SURREY ASSOCIATION OF LOCAL COUNCILS

Members discussed representation the SALC AGM and conference and the spokesperson for Normandy.

RESOLVED: Cllrs Chillman, Tugwell and the Parish Clerk / RFO agreed to attend at a cost to the Council of £20 per head. The Council's voting representative will be Cllr Chillman.

C-071

COMMUNICATION

(a) Policies update

RESOLVED: The Vexatious Policy and the Statement of Intent of Community Engagement were both approved and adopted. The Comms Policy needs to be more aligned to our council. Cllr Schofield will liaise with the Assistant Clerk on this.

(b) The Villager. The Assistant Clerk has been looking for alternative solutions for managing deliveries. We have many volunteers, but we consistently have a number of areas around the village that are not covered. There are not enough volunteers to assist. It is anticipated this will be a repetitive cycle.

RESOLVED: Members agreed the downloadable PDF on our website could be complimented with hard copies printed for collection around the village. Collection points could include GP surgery, the school, Shop & Café, churches (all subject to permissions) as well as the leaflet holders on our noticeboards. Those who are digitally illiterate, house bound or who struggle with mobility may struggle to receive a copy, a phone number would therefore be offered for volunteers to deliver to these residents. Residents are to be alerted to this in the next two copies, this will come into effect in 2024.

(c) Noticeboards

RESOLVED: It was noted that all open and closed noticeboards have been adopted by councillors or volunteers. If some volunteers are released from delivering The Villager, they may wish to take over a noticeboard from an officer or a councillor.

C-072

URGENT COMMITTEE BUSINESS

To consider any urgent items referred from any of the committees for approval by council

C-073

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-074

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.

meeting closed at 21:06hrs