

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 HALL** on **THURSDAY 8 JUNE 2023** at 7pm.

Members present Cllrs Bob Hutton, Paul Chillman, Amy McLeod, Pat Tugwell, Philippa Mitchell, Simon Schofield

Non-members present Amanda Pick (Parish Clerk), Briony Howarth (Assistant Clerk), and Cllr Witham (SCC), 5 members of the public.

C-022 APOLOGIES

Councillor Tugwell and Cllr Bilbe (GBC) apologies were received and accepted

C-023 DECLARATIONS OF INTEREST

Councillor McLeod declared a pecuniary interest in C-034

C-024 MINUTES OF PREVIOUS MEETINGS

RESOLVED: The minutes of the Council meeting held on 18 May 2023 were approved as a true record.

C-025 QUESTIONS FROM THE PUBLIC

None

C-026 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. Cllr Witham reminded the council of Members Allocation and Your Fund Surrey, large and small pots. Previous grants holders can apply again, may or may not be successful.

(b) Guildford Borough Council

Councillor Bilbe sent an update ahead of the meeting which the clerk circulated to all Members. Councillor Witham added that they have agreed between each other that Cllr Bilbe will lead on planning across the ward, Cllr Witham will lead on licencing.

C-027 COUNCILLORS

(a) Councillor Ahmed was in attendance and ahead of the meeting signed his Declaration of Office with the Clerk. The members heard from the Clerk that the formal Notice of Vacancy from the borough's election office in relation to the vacancy created by Tony Coomber's ill health is on the website and notice boards. The elections office will inform us on 13 June if an election is to be called. The second vacancy can currently be co-opted against and there is an application received from Jane Hill. The chairman invited Jane Hill to present why she wanted to become a councillor.

RESOLVED:

Jane lives in Pirbright, she feels she has a lot to offer both Normandy and Pirbright. She loves our village and feels she would contribute well to finance and governance in particular. She is happy to learn and keen to get involved. Jane's co-option was unanimously agreed.

Dabeer is stepping away from Estates and Facilities, so Jane will step into this and Finance and Governance. Simon will add onto Planning.

(b) Councillor training

Councillors were encouraged to download guides from NALC to support their learning of the role of a councillor.

RESOLVED: The clerk has circulated weblink to the guides. It was noted that Councillor Chillman is booked onto training for new Chairs at a net cost of £45, councillor Schofield is booked onto a course for new councillors at a net cost of £80. The training provider is Mulberry & Co. It was agreed that the new councillor, Cllr Hill, will also attend the face-to-face new Councillor training. The clerk circulated links to a variety of training courses for councillors to consider signing up to.

C-028 BOLLARDS ON WESTWOOD LANE

RESOLVED:

At the last meeting members discussed the payment to SCC of 50% of the costs of the bollards up to a maximum of £5,000. This was noted and formally agreed, the council will advise SCC accordingly. The clerk will notify the church and the school in advance.

Councillor Witham left the meeting 20:06

Item C-031 was brought forward due to the residents waiting for the item (a).

C-031 ESTATES AND FACILITIES COMMITTEE

(a) Members were circulated a fresh proposal on padel tennis in Normandy

RESOLVED

Following the recently rejected proposed for a padel court on Normandy Common, a new proposal to be based on Manor Fruit Farm was discussed. The issues of lighting, sound, demonstration of community support, discounts for residents, and the GBC clause on the land of no commercial enterprises and the legal entity of the facility. The concept was more favoured to that on Normandy Common. Once the above matters have been addressed by the residents, the council would want to know that this is something the villagers want before they approve.

(b) Members heard an update on funding opportunities for the play areas development and accessibility at MFF

RESOLVED

Councillor Schofield discussed potential CFGA applications

(c) The committee would like to apply for CFGA applications from the Borough Council in relation to Estates and Facilities and proposed the following opportunities for the 2024-25 financial year

- Allotments; perimeter fencing, noticeboard and shed replacement
- Cycle racks in the village
- Community notice board x3
- Pond interpretation board

RESOLVED members agreed the proposed grant applications if they align to the fund, it is considered no further CFGA applications will be sought for the next financial year. It was noted that the community noticeboard by the school has been removed, the notice board by Waldon Cottages actually belongs to the church, so 3 noticeboards will be sought.

C-029 POLICY AND PROCEDURE REVIEWS

Members noted the current policies in place and their timeline for renewal, as advised by the Clerk.

RESOLVED:

The Investment and Banking policy was overdue, this was circulated ahead of the meeting, members will consider this within F&G in July.

Members noted the timeline for all other review dates for the relevant committee, and that the Assistant Clerk is to develop several policies in relation to communications which are now due.

FINANCE AND GOVERNANCE COMMITTEE

It was noted that councillors and staff no longer on the council are to be removed from the banking and CCLA mandates with immediate effect. Councillors Chillman, Hutton and Schofield will be the signatories along with the Clerk, Amanda Pick.

(a) Members noted the schedule of invoices paid

Amount	Item Purchased	Payee
Online Payments		
£ 105.00	Parish Office June	Normandy Village Hall
£ 475.00	Handyman services	Mr J R Pick
£ 270.00	Handyman services	Mr James R McLeod
£ 150.00	Councillor training courses	Mulberry & Co
£ 22.50	Meeting room hire May	Normandy Royal British Legion
£ 490.00	The Villager printing	Printways
£ 13.95	Fuel – mowing	Richard Cunningham
£ 345.60	The Villager design	Forshaw Design Ltd
VISA Payments		
£5.87	Sweetie bags for Coronation event	Ebay
£76.91	Sweets for Coronation event	Wholesale Sweets
£32.00	Annual Fee for credit card	Lloyds bank
£271.99	Coronation event	Sainsburys
£33.10	Replacement toilet seat, Pavilion	Selco
£208.50	Coronation event	Sainsburys
£44.30	Coronation event	Sainsburys
£146.64	Subscription charges	Microsoft

(b) Fund transfers

RESOLVED: Members noted a fund transfer between accounts since the last meeting in May of £5,700 which was approved by the Clerk

(c) The internal audit for 1 April 2022 to 31 March 2023 was conducted by Maxwell & Co and took place on 17 May 2023. Members were provided with a copy of the Report for discussion prior to the meeting.

RESOLVED: The members discussed the internal auditors report, this will be available on the Parish Council website. The dates for the Public Rights and Publication were noted as Monday 12 June – Friday 21 July 2023, which will be posted on the noticeboards and website. Action points from the Internal Auditors report will be considered and actioned by F&G committee.

(d) Members discussed Annual Governance Statement (Sections 1 and 2)

RESOLVED: The Chairman and the Responsible Financial Officer signed the AGAR which will be submitted to the External Auditor. A copy of section 2 will be uploaded to the website.

C-032

EVENTS WORKING PARTY

- (a) To agree the members of the Wander Festival working party
RESOLVED Cllr McLeod agreed to stay on the working party with Councillors Mitchell and Schofield, plus resident Paul Howarth. The Assistant Clerk with Comms and the Clerk will support with Community Safety on the day and the contractual agreement.
- (b) To hear an update in relation to Wander Festival and agree next steps
RESOLVED: Festival on 9 September lead and largely delivered by Goldun Egg, a local company based in the village. The contract is drafted. A project plan has been prepared. Cllr McLeod agreed to stay on the working party with Councillors Mitchell and Schofield.
- (c) To agree the members of the Fireworks working party
RESOLVED Cllr McLeod agreed to stay on the working party with Councillors Mitchell and Schofield. The Assistant Clerk will support with Comms and contracts, the Clerk will support with Community Safety on the night.
- (d) To agree the members of the Volunteers event working party.
RESOLVED Cllr McLeod agreed to stay on the working party with Councillors Mitchell and Schofield. The Assistant Clerk will support with Comms.

C-033

HR WORKING PARTY

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

C-034

TOW BAR

The clerk has had a discussion with the maintenance team about a tow bar being fitted to one of their vehicles to allow them to move the village trailer around. This is required not only for their maintenance work but for council events too. Jay McLeod has agreed to have a tow bar fitted to his van in principle, so long as he is not out of pocket. The price for a tow bar with detachable hitch is roughly between £230 - £280. He has received one quote to supply and fit it for £550 however he would be willing to do that himself if necessary. Jay has spoken to his insurance company, it requires a bespoke policy to cover Jay separately as a business user. To do that and add the tow bar to their policy will cost roughly an additional £100 per year.

RESOLVED: It was agreed the council will pay to fit a tow bar to the handyman's van and to reimburse him for the uplift in his insurance during his time working for the council.

C-035

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-036

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-033 HR WORKING PARTY

RESOLVED: Members heard the recommendations from the HR working party and agreed to consider their proposal for the Clerks new pay scale now that the Responsible Financial Officer Role has been added to her responsibilities, with effect from 1 April 2023. The HR working party will circulate the Job Evaluation, along with the salary scale points for agreement. The decision will be confirmed via email and relayed to the clerk in her annual appraisal next week.

C-037

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:

It was noted that The Villager is short of delivers in 4 areas this month, equating to 350 houses. The council will pay to have these delivered at a cost of £55

There being no further business, the meeting closed at 21:57