

Minutes of the **MEETING** of **NORMANDY PARISH COUNCIL** held at the **ROYAL BRITISH LEGION HALL** on **THURSDAY 13 FEBRUARY 2025** at 7pm.

Members present

Councillor Paul Chillman	Chairman
Councillor Simon Schofield	Vice Chairman
Councillor Jane Hill	
Councillor Louise McCrow	
Councillor Philippa Mitchell	
Councillor Isa Nagle-Taylor	
Councillor Pat Tugwell	

Non-members present

Amanda Pick	Parish Clerk and Responsible Financial Officer
Councillor Keith Witham	Surrey CC & Guildford BC
Two members of the public	

C-102 APOLOGIES

Apologies were received and accepted from Councillor Ward, who was only able to join the meeting online.

C-103 DECLARATIONS OF INTREST

None

C-104 MINUTES OF PREVIOUS MEETINGS

RESOLVED: The minutes of the Council meeting held on 9th January 2025 were approved as a true record with one amendment in relation to C094: the minutes were inaccurate in that supplier chosen, Horizon Fireworks, will be adding VAT onto their fee, it was not quoted including VAT, as per the supporting document circulated to the Councillors ahead of their decision making.

C-105 QUESTIONS FROM THE PUBLIC

There was a member of the public present to contribute to and hear about C-109, the matter was brought forward.

(a) C-109 St Mark's Easter Cross

Members were circulated a request by St Marks Church to erect a cross on MFF as part of their Easter celebrations.

RESOLVED: The Council approved the temporary installation

C-106 CO OPTION

The Council has received an application for Co-Option. The candidate was unable to attend and requested for the matter to be deferred.

RESOLVED: Members agreed to defer the consideration of the application.

C-107 REPORTS FROM OTHER AUTHORITIES

Members received reports from representatives of other authorities:

Councillor Keith Witham had circulated his monthly report ahead of the meeting for (a) Surrey County Council and (b) Guildford Borough Council. Councillor Witham spoke about the government decision on unitarisation and the probable timescales, with SCC Elections for the new unitary councils to be held May 2026 with existing Councillors remaining in office for a further two years.

FINANCE AND GOVERNANCE

(a) the **schedule of invoices** of payments made was tabled.

RESOLVED: the following payments made were approved:

Amount	Item Purchased	Payee
£ 110.50	Hall hire December	Royal British Legion
£ 3,726.62	Salaries	Staff salaries
£ 100.00	Litter picking Jan	Paul Hodgson
£ 86.00	Parish Office February	Normandy Village Hall
£ 323.09	Maintenance December	James McLeod
£ 846.30	Grounds work January	NJL
£ 846.30	Grounds work December	NJL
£ 230.00	Litter Picking	Yvonne F Potter
£ 160.00	Handyman tasks	Phil Moss Services
£ 150.00	Community Grant	Normandy Action Group
£ 1,037.66	Additional bench for play area	Kompan
£ 15.47	Refreshments for flood forum meeting	Briony Howarth
£ 455.24	Bench	Gordon Ellis & Co
£ 60.00	Cllr Schofield training Feb 24	Mulberry & Co
£ 840.00	Normandy play area contract	Welleres Law Group LLP
£ 1,123.20	Scribe accounts renewal	Starboard Systems Limited
£ 23.98	Refreshments for craft fair 24/11/24	Isa Nagle-Taylor
£ 375.00	The villager	Printwyas Limited
£ 25.00	Parish assembly posters x 15	Printways Limited
£ 30.00	Fly tipping posters	Printways Limited
£ 660.00	Oak fell	Meadows landscaping
£ 660.00	Willow fell	Meadows landscaping
£ 7,059.60	Tree services	Meadows landscaping
VISA	Item Purchased	Payee
£ 10.30	Meeting refreshments	Normandy Village Shop
£ 10.20	Height barrier keys	Guildford Lock and Safe
£ 104.10	Maintenance of speed ramps	Bolt World

£	148.32	Monthly	Microsoft Office
£	58.80	DBS check	UCheck

(b) Members noted **fund transfers** between accounts since the June meeting

RESOLVED:

24 Jan 25	£ 4,000.00
17 Jan 25	£ 6,000.00
30 Dec 24	£ 3,000.00
27 Dec 24	£ 2,000.00
23 Dec 24	£ 3,000.00
20 Dec 24	£ 5,200.00
10 Dec 24	£31,000.00
29 Nov 24	£ 500.00

(c) **Internal Auditor**

The Council previously resolved to use Maxwells, the same auditor we have used for the past few years, for our 2025 Internal Audit. However, our auditor has left the company and they now have no local government experienced auditor.

RESOLVED: Members approved the move to Mulberry's as a suitable independent auditor, with an hourly fee of £70 per hour +VAT for the next year. A mid-year governance audit will be considered after the internal audit.

C-109

ESTATES AND FACILITIES

(a) Members considered the **tenders for 3-year land management** programme

Five companies showed an interest in the contract, with four tenders being received. One of the companies failed to meet the criteria of the tender rules. Following the tender's scoring process Larkstel Limited was determined as the preferred provider by the working group.

RESOLVED: The Council agreed with the recommendation and awarded Larkstel the contract, starting 1 March 2025.

(b) Members considered the quotes received for actioning **tree works** recommended in the recent tree survey, this includes all work which needs action within the next 12 months. The working group assessed each quote and recommended Meadows Trees & Landscaping. Their quote offers excellent value for money and they have extensive knowledge of the trees in the local area.

RESOLVED: The Council agreed with the recommendation and awarded Meadows Trees & Landscaping the contract.

(c) **Urgent tree works** over Hunts Hill Road

In the recent storms, an oak tree failed just off Hunts Hill Road and the Clerk acted under her delegated authority in relation to safety concerns to have it felled by Meadows Trees & Landscaping, with all waste stacked on site.

RESOLVED: Members noted the cost of £550 +VAT.

It was further noted that a silver birch tree over Hunts Hill Road had fallen into the road. Meadows Trees & Landscaping kindly moved tree off the road.

RESOLVED: It was noted the Clerk had passed on the Council's thanks to the company.

(d) **Alfa Romeo car meet**

A resident who is a member of an Alfa Romeo club would like to hold a small car meet at Manor Fruit Farm (MFF) car park.

RESOLVED: The Clerk will liaise with the resident to ensure there are no clashes with events on MFF.

C-110

PLANNING

No.	Address	Detail
25/P/00024	Capel Cottage, Pirbright Road, Normandy, Guildford, GU3 2HU	Construction of brick piers and enclosure fencing and grading ground levels within the paddock area (retrospective) No comments

C-111

EVENTS & COMMUNICATIONS

(a) **Christmas Craft Market Review 2024**

RESOLVED: Members received a review of the event which can be found in the supporting paper

(b) Review of **Volunteers evening 2024**

RESOLVED: Members received a review of the evening which can be found in the supporting paper

(c) Members considered the **Christingle Parade 2025**

RESOLVED: The Council wish to continue with the event, as a partner with the two churches leading on this event in 2025 and do not wish to seek a cost for the use of MFF. The Clerk will draw up a partnership agreement. The Council are happy to provide the tree once again and will support with communications of the event.

(d) The Council previously resolved to mark **VE Day** in a simple manner.

RESOLVED: It was noted that the Clerk had purchased a flag and 2 lamp post signs at a total cost of £33.96 and had planned a flag raising ceremony on 8 May 2025, inline with national ceremonial guidance.

(e) Members had previously resolved to consider if an **Events Committee** was necessary.

RESOLVED: The Council are happy to proceed with the current working groups as opposed to setting up a new committee.

(f) **Evaluation of newsletter readership**

RESOLVED: Members received a review of the event which can be found in the supporting paper, it was agreed to continue with our current contractor, Forshaw Design.

C-112

MANAGING LAND USE

On Friday 31 January the Government launched a Consultation on a new strategic approach to managing land use in England. Members were circulated a copy of the consultation and discussed if a Council response was required.

RESOLVED: Councillor Mitchell will go through the document and make recommendation to the Planning Committee on relevant questions to respond to.

C-113

URGENT COMMITTEE BUSINESS

None raised.

C-114

EXCLUSION OF THE PRESS AND PUBLIC

No confidential matters

C-115

ITEMS FOR INFORMATION AND/OR INCLUSION ON FUTURE AGENDAS

There being no further business, the meeting closed at 20:14hrs.