

# Normandy

PARISH COUNCIL

## Full Council

23 October 2025

### C25-091 CO-OPTION

The following steps have been taken to encourage residents to join as a parish councillor (1) social media campaign on Facebook and Nextdoor Normandy, (2) posters on noticeboards (3) a planned advert in the December issue of The Villager. There has been no interest shown to date.

### C25-092 FINANCE AND GOVERNANCE

#### (a) Schedule of invoices paid for approval

Amount	Item Purchased	Payee
£108.00	Parish Office October	Normandy Village Hall
£13.38	Fuel MFF	Richard Cunninghamham
51.00	Hall hire Aug	Royal British Legion
£495.00	The Villager printing	Printways Ltd
£1,204.99	Grounds maintenance Aug	Larkstel Ltd
£120.00	Tree services	Meadows landscaping & tree services
80.00	Litter Picking August	Leila Mitchell-Gaskell
£50.40	Ancillary parts for signage	Guildford Signs Ltd
£45.66	Leaflet printing	Printways Ltd
£1,547.62	New basket swing seat	Vita Play
£107.80	Cable way puller	Kompan
£125.00	Bench maintenance	Millbrook Building Services
£36.00	Staff training	SLCC
£660.00	First Aid Cover MFF	Platinum Ambulance Service
£41.25	SLCC membership	SLCC
£60.00	Litter picking September	Leila Mitchell-Gaskell
£12.00	SLCC training - planning obligations	SLCC
£904.99	Grounds maintenance September	Larkstel Ltd
£3,948.00	Fireworks display	Horizon
£784.38	Expenses - Bar stock, bonfire night	Rachel Cunningham
£120.25	Expenses - tables	Isa Nagle-Taylor
£21.00	Expenses - TENs bonfire night	Briony Howarth
£70.57	Expenses - varied	Amanda Pick
£4,800.00	Professions fees, KC	Landmark Chambers
£245.00	Maintenance	James McLeod
£2,186.00	Maintenance	Jon Pick

<b>VISA</b>		
<b>Amount</b>	<b>Item Purchased</b>	<b>Payee</b>
£468.72	Dog waste bags	JRB ENTERPRISES
£442.19	Timber bollards	CHF
£27.98	Garden plant support sticks	Amazon
£1,001.27	RTS internal gate closer	TFS
£45.60	Card readers	Amazon
£149.94	Gardening equipment	B&Q
-£40.00	Refund	B&Q
£9.20	Train ticket	SW RAILWAY
£36.48	Dog waste bags	JRB ENTERPRISES
£23.98	Reflective tape	Amazon
£15.00	Buckets for bonfire night	B & Q
£4.10	PARKING	RINGGO
£23.97	Black cable ties	SCREWFIX

I have been auditing the VISA and have notice a previous month missing from approvals (July VISA and one from April VISA):

£65.95	Wood protector	DECORATING WAREHOUSE
£75.17	Portable monitor	AMAZON
£172.72	Electric box, Festoon lights, Tub	AMAZON
£34.95	Outdoor electric hook up	AMAZON
£53.11	Replacement gutter parts	SELCO BUILDERS
£14.06	Fittings for water pump	B T U SUPPLIES LTD
£18.36	Litter picking bin holders	AMAZON
£90.15	Litter pickers	AMAZON
£160.68	Monthly subscription	Microsoft
£44.21	Height Barrier Paint	NEXT DAY PAINT
£89.90	Waterpump	Trotec
£145.81	Height Barrier Paint	NEXT DAY PAINT
£479.04	Dog Waster Bags	JB Enterprises

**(b) Fund transfer between accounts since the early September meeting**

26/09/2025 £ 1,000.00  
26/09/2025 £ 3,500.00  
04/09/2025 £ 1,000.00

**(c) External Audit 2024/25**

On 29 September 2025, despite a number of email queries from our external auditor being responded to since June, PKF advised they had not been able to complete their review work in time to enable the Council to publish the required documentation in line with statutory requirements. Instead, we were directed to publish an interim report. We continue to respond to further queries and await their conclusion.

#### **(d) Draft budget 2026/27**

Each committee has completed their draft budget for review by full council.

#### **C25-093 ESTATES AND FACILITIES**

**(a) Tree works** – to follow

**(b) MFF car park usage**

A request has been received by the Clerk from Councillors to discuss a hirer off the village hall as they have concern of their use of the MFF car park:

##### **Background**

Wey Valley Advanced Motorbikes are a new regular monthly user of the hall. Upon receiving an application to become a regular hall user the group were met on site by representatives of the hall, who introduced the group to the Clerk who was manning the Parish Office at the time. The Clerk discussed the use of the car park with them and dynamically risk assessed its usage with them. The matter was discussed with the Chair of Estates and agreed we would like to see NVH offer the group a trial before they were accepted as a regular hirer.

Following their onsite visit, the hall agreed a trial booking with the group would be beneficial and this was carried out over the summer. The village hall and the Parish Clerk monitored the event (NVH monitored hall and car park use, Parish Clerk monitored car park use). The group followed the guidance offered by the Clerk to cone off the middle section of the car park for their use, leaving the remaining two third of the car park available. All riders drove slowly and cautiously on the MFF site. There were no matters that caused concern.

As with all NVH bookings, the maximum capacity when the entire hall is hired is circa 220, in line with fire their regulations. We have been advised (and noted at their trial) that not all riders arrive or leave at the same time, they are advanced drivers, working in small groups within the hall, at some point during the day riders head off in small groups of approx. 3-5 and go for a rider, we were further advised this wouldn't be locally, but out of the village on the major road network.

##### **The legal position**

The header lease for MFF mandates that the Council must allow use of the access road and car parks for reasonable use for occupiers of the land.

It further mandates reasonable use of the car park and restricts illegal, offensive, or dangerous activities, it states the land must not be used for "...any illegal, immoral, offensive, noisy, noxious or dangerous purpose nor for any other purpose which may become a danger or nuisance or source of annoyance or disturbance to the Council its lessees, tenants or occupiers of adjoining or neighbouring premises..." The Clerk has been advised Councillors McCrow and Mitchell have concerns in relation to latter clause.

##### **Recommendations from the Clerk**

The council can raise concerns and request the village hall management to act if hirers misuse the car park or cause disturbance, relying on lease clauses and hire agreements. The council can also employ powers addressing nuisances or unsafe activities to protect community interests if they were to occur.

Direct interference without lease breach is limited. Monitoring and dialogue with the hall management and hirers are key practical steps for the council.

## Matters for Consideration

How would the council like to address the concerns of the Councillors?

### C25-094 PLANNING

(a) To consider responses to the following applications:

No.	Address	Detail
<a href="#">25/S/00006</a>	Request for an EIA Scoping Opinion under the Town & Country Planning (Environmental Impact Assessment) Regulations 2017 (as amended).	Land off, Glaziers Lane, Normandy, GU3

A working group from our planning committee prepared a response which was forward to Steve Tilbury, Planning Consultant for comment. The council are asked to approve the final draft. Due to the exceedingly tight time scales given to us by the Local Planning Authority this is not ready for circulation at this stage, but I encourage all members to read the EIA well in advance of next weeks meeting.

### (b) Community Listening session

Savills are holding a Community Listening session on behalf of Taylor Wimpey at the RBL hall on 29 October for Community Groups. Upon request, they have advised the Parish Council may attend.

## Matters for Consideration

1. Who should attend?
2. What would the Council like to propose as needed by the community if the development goes ahead.

### (c) To discuss the Taylor Wimpy Development

To be moved to C25-098

### C25-095 HR

#### Consultation on proposed changes to the Surrey County Council's Pension Administration Strategy

The Council have been invited to comment on formal consultation regarding proposed changes to the [Surrey Pension Fund's Administration Strategy](#), please note the deadline of 25 October 2025.

Their Administration Strategy was last reviewed in 2024, with only minor updates. However, following significant investment in improving data collection processes, particularly through the implementation of the i-Connect module in Altair, SCC are now proposing more substantial changes to better support scheme employers in meeting their responsibilities.

#### Key proposed changes include:

- Transitioning from annual returns to monthly data collection.
- Setting an expected standard for data submission on or before pay day, with an absolute deadline of the 7th of the month following payroll.
- Establishing an expected contribution payment date of the 10th of the month following payroll.

- Updating the charging structure to allow for straightforward charges for persistent non-compliance.
- Removing outdated charges and aligning with current prevailing rates for the Fund.

The draft strategy also includes a provision that no charges will be implemented during the first year of operation (until December 2026). Instead, they aim to work collaboratively with employers to identify and resolve any issues proactively.

### **Recommendation from the Chairman**

Overall, we should not be critical of steps to improve and strengthen the administration of the pension scheme.

My main concerns are that NPC is an extremely small employer compared to other authorities that are involved with the Surrey pension scheme. Administration is not always straight forward and it is an added burden upon our RFO (and is not covered by our external payroll administrator).

Additional complexity is a disproportionate overhead for micro-employers and the penalties that are proposed are therefore also disproportionate. A £50 per day penalty for Surrey CC is a lot different to a £50 per day penalty for NPC. Therefore I would challenge the proposed penalty regime as it should take into account the size of the employer and their ability to cope with complex administration tasks.

### **Matters for consideration:**

Would the council like to comment on the draft strategy amendments?

### **C25-096 EVENTS AND COMMUNICATIONS**

Plans for our volunteer celebration evening 2026 are underway:

Proposed venue:	To be discussed
Proposed date:	Friday 30 January
Start time:	6.00pm
Proposed activities:	Dingbats & Quiz
Quiz prize:	Voucher for bar (£30)
Food:	Hot meal provided such as penne bolognaise or chilli con carne with rice (+vegi alternative) with salad & garlic bread dessert pots (£200)
Drinks:	Jugs of water & OJ provided (£25) A cash bar provided by venue
End time:	9.00pm – move into bar area
Total budget allocated:	£300 [£255 spend based on the above]

### **Matters for consideration:**

Would any Councillors like to support Cllr Nagle-Taylor