

Minutes of a **MEETING** of **NORMANDY PARISH COUNCIL** held at the **ROYAL BRITISH LEGION HALL** on **THURSDAY 4 DECEMBER 2025** at 7.30pm.

Members present Councillor Simon Schofield Chairman
 Councillor Isa Nagle-Taylor
 Councillor Louise McCrow
 Councillor Philippa Mitchell
 Councillor Pat Tugwell
 Councillor Jeremy Ward

Non-members present Councillor David Bilbe GBC

C25-110 APOLOGIES

Apologies were received and accepted from Councillor Bob Hutton.

C25-111 DECLARATIONS OF INTEREST

The dispensations in relation to the proposed Taylor Wimpey development were noted.

C25-112 MINUTES OF PREVIOUS MEETINGS

RESOLVED: The minutes of the Council meeting held on 13th November 2025 and the F&G Meeting on 16th October 2025 were approved as a true record.

C25-113 QUESTIONS FROM THE PUBLIC

None present

C25-114 REPORTS FROM OTHER AUTHORITIES

Councillor David Bilbe spoke about the unification of GBC and Surrey into West Surrey, little information is coming out from the councils. He noted that is GBC asset rich and cash poor mainly due to Weyside Urban Village cash draw. Planning:- (1) GBC have higher housing numbers to incorporate into the local plan, but there is pressure on land allocation for 5-year availability. (2) Cllr Bilbe will be having a planning meeting next week with Claire Upton-Brown to discuss implications for Normandy, he will feed back to Chair.

It was noted that Councillor Witham sent his apologies and that he had circulated his monthly newsletter in advance of the meeting

C25-115 FINANCE AND GOVERNANCE

(a) Members approved the **schedule of invoices** paid

Amount	Item Purchased	Payee
£266.59	Maintenance expenses	Amanda Pick
£799.20	The Villager design September issue	Forshaw Design Ltd
£257.22	Governance Audit	Mulberry Local Authority Services
£70.00	Litter picking September	Morgan McCrow
£162.00	SALC annual conference	Surrey ALC limited

£218.00	Parish Office November	Normandy Village Hall (see notes)
£60.00	Litter picking October	Morgan McCrow
£862.00	The Villager printing	Printways Ltd
£592.50	Maintenance	Oliver Pick
£65.00	Posters for planning consultation	Printways Ltd
60.00	Litter picking October 25	Leila Mitchell-Gaskell
£205.00	Maintenance	James McLeod
£1,260.00	External audit	PKF Littlejohn LLP
£904.99	Grounds maintenance October	Larkstel Ltd
£198.00	Food for bonfire night volunteers	Catering solutions for you (TA Shakey's Diner)
£364.77	Survey monkey	Bob Hutton
£68.00	Hall hire Oct	Royal British Legion
£1,002.00	Grounds maintenance	Hogsback paddock services
£80.00	Maintenance	Millbrook Building Services (Mr & Mrs Hall)
£135.80	Refreshments for bonfire builders	Normandy shop and café
VISA		
Amount	Item Purchased	Payee
£10.97	Phone case	Amazon
£26.56	Fittings for repair of zip wire platform	ACCU Limited
£138.24	Monthly subscription	Microsoft
£29.50	Remembrance wreath	Poppy shop
£37.98	Magazine holder	Amazon
£116.97	Litter picking equipment	Amazon
£249.60	Service and repairs to trailer	The Trailer Centre
£55.99	Fencing pins	B&Q

Query raised on whether Various Expenses are itemised prior to sign off, confirmed that they are. In this case they were all maintenance/Estates related costs. Suggested going forward they are put down as what the costs are.

- (b) The Council noted **fund transfers** between accounts since the November meeting from
Lloyds Commercial to Community
25/11/2025 £4,000
31/10/2025 £1,500

27/10/2025 £1,500
17/10/2025 £10,000
17/10/2025 £10,000
17/10/2025 £1,000
15/10/2025 £1,100
15/10/2025 £7,000
10/10/2025 £750
06/10/2025 £5,600
06/10/2025 £4,500
26/09/2025 £1,000

(c) Chairman's Allowance

With a new Chair being elected the council discussed whether a Chairmans Allowance was required.

RESOLVED: The Council determined no allowance was necessary, but expenses can be reimbursed if necessary

(d) Budget 2026/27

Each committee has been working with the RFO to fine tune their budget requirements for the next financial year. The RFO tabled the draft budget for final discussion. Council would like to adhere to the recommendation from the former Finance and Governance Committee to keep the budget increase below 5%. To achieve this further cost savings were made in pavilion's electricity budget and the grass cutting budget, making a reduction of £900. These changes reduce the budget to £165,382, an increase of 4.96%. Concerns were raised about the budget having increased over recent years and highlighted a need to scrutinise the costs to determine if there are any potential areas where cost cutting would be appropriate.

RESOLVED: (1) Cllrs McCrow and Schofield will review the budget spend and report to Council in the June meeting (2) As per the draft budget, it was determined not to make allowances for a KC opinion/legal fees on planning within the 2026/7 financial year as not certain whether it will be required in that year (3) The budget was unanimously agreed and the precept amount for 2026/27 determined as £165,382 an increase of 4.96%

(e) The Smaller Authorities' Proper Practices Panel (SAPPP) consultation

The SAPPP, in collaboration with the Chartered Institute of Public Finance and Accountancy (CIPFA) and supported by Smaller Authorities' Audit Appointments (SAAA) and the Ministry of Housing, Communities and Local Government (MHCLG), has launched a joint consultation on the future direction of Proper Practices.

RESOLVED: It was determined that there was too much specialised knowledge required for the council to respond to the consultation.

(f) Grant funding request

The Council have received a grant funding request from the Therapy Garden in Normandy for a greenhouse costing £1,599 which equates to the total cost of the item.

RESOLVED: The council were unable to consider the application as permission has not yet been requested for any new construction on the NTG demised land in accordance with their lease. The Council will send a response reminding the charity of the processes, there is a further need to review the permissions for existing structures that have been put up in recent years. The Council would like assurance that NTG have checked whether planning permission for this is required. Members noted that grant allocation is typically for up to 50%, NTG have applied for 100%, the Council does not see any reason for covering the whole amount at this stage.

C25-116

EVENTS

The Council received an update on plans for the village **Christingle event** –the churches have been asked to ensure paperwork requested by the Clerk is complete. Emanuel and Beavers will parade to the Tree and St Marks will start in Car park. Cllr Nagle Taylor is the only member of the council available to attend and therefore the booking for the RBL has been cancelled.

Christmas Trees are both erected. The Home Ed Group that use the village hall every Monday will decorate the MFF Tree and Cllr Nagle Taylor will organise the roadside tree with Cllrs Schofield and McCrow.

Volunteers Celebration event 2026 – the working group proposed using the Cricket Club as the venue for this years event, making use of the Friday night bar. But due to use by the play group, this would need to be in the Easter Holidays.

RESOLVED: It was determined to use RBL and on the end of January or beginning of February 2026, as leaving to April would leave a large gap from the previous evening and would be in the next financial year.

C25-117

PLANNING

The council reviewed the **village meeting** in relation to planning matters, it was determined to be a success with the aim of feeding back the consultation results. The presentation is currently on the website with a brief statement on the event. It was noted further data needs analysing, especially regarding the general section and freeform text.

RESOLVED: Further data analysis will be carried out by the Clerk and Councillors Schofield and Mitchell.

It was noted that the Planning Inspectorate has funds from government and that GBC uses money from planning applications to pay for planning staff.

Shortlands Farm application is on the GBC website, Normandy PC have 3 weeks to respond to a planning application, there are many documents to analyse.

RESOLVED: The Council determined to set up a working group to go through documents and work out the key documents for Members to read and focus and how best to approach the application. Steve Tilbury, our Planning Consultant will be asked for input. The working group will make a recommendation as to how planning advise is used and circulated by email for decision. The working group will be Councillors Schofield, Mitchell and Ward.

C25-118

LOCAL GOVERNMENT REORGANISATION

Members further considered **Community Asset Transfers**

(a) The council discussed the response to the Expression of Interest submitted to Guildford Borough Council in relation to **Manor Fruit Farm** and noted the likely legal fees as set out in the supporting document. The next steps will include the completion of a Business Case.

RESOLVED: It was determined that having better protection for MFF is important, despite the concerns in relation to costs the Council support the recommendations from E&F Committee.

(b) E&F Committee have not yet made a recommendation in relation to the Expression of Interest in relation to the allotments.

RESOLVED: this will be made at the next meeting and brought back to full council.

C25-119

PROPOSED REDUCTION TO WESTWOOD LANE SPEED LIMIT

Members considered the proposed reduction of the existing 40 to 30 mph speed limit on a length of Westwood Lane at Normandy and Wanborough and drafting amendments to take account of the installation of a system of street lighting.

RESOLVED: The council determined not to submit a response to the proposal

C25-120 URGENT COMMITTEE BUSINESS

None

C25-121 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.

C25-122 ITEMS FOR INFORMATION AND/OR INCLUSION ON FUTURE AGENDAS

None

There being no further business, the meeting closed at 21:25hrs