

Minutes of a **MEETING** of **NORMANDY PARISH COUNCIL** held at the **ROYAL BRITISH LEGION HALL** on **THURSDAY 29 JANUARY 2026** at 7.30pm.

**Members present**

Councillor Simon Schofield	Chairman
Councillor Bob Hutton	Vice Chairman
Councillor Isa Nagle-Taylor	
Councillor Louise McCrow	
Councillor Philippa Mitchell	
Councillor Pat Tugwell	
Councillor Jeremy Ward	

**Non-members present**      1 member of the public

Ahead of the opening of the meeting the Council held a minute's silence to mark the tragic circumstance of the death of a young Normandy resident Luis Gabrielle Gambes.

**C25-123      APOLOGIES**  
No Apologies

**C25-124      DECLARATIONS OF INTEREST**  
None

**C25-125      MINUTES OF PREVIOUS MEETINGS**  
**RESOLVED:** The minutes of the Council meeting held on 4<sup>th</sup> December 2025 were approved as a true record.

**C25-126      QUESTIONS FROM THE PUBLIC**  
Chairman of Normandy Cricket Club was in attendance in relation to C25-128(e). It was agreed to start on this matter.

**C25-128**

**(e) Grant funding requests**

The Council have received grant funding request from 3 local organisations. It was noted there is £2,620 budget remaining for s.137 spend this financial year.

**RESOLVED:**

Councillors assessed the applications against the Council's Community Grant Policy to determine if the applications qualify, and how much to allocate to each application.

- (i) Normandy Cricket Club- grant request for £800 towards a replacement dishwasher was approved
- (ii) Normandy Therapy Garden- grant request for £1,599 to purchase a lean-to greenhouse was postponed again due to the organisation not having met requirements for application procedure yet. There remain some outstanding issues over the past couple of years in relation to permissions not sought in line with their lease. The Assistant Clerk and Chair of Estates will follow up to support resolution of this matter.
- (iii) St Mark's Church- grant request for £1,000 towards essential tree maintenance approved on the basis that as the church have already had a community grant this financial year the Council will not be able to supply a grant next financial year.

**C25-127 REPORTS FROM OTHER AUTHORITIES**

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

**C25-128 FINANCE AND GOVERNANCE**

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

Amount	Item Purchased	Payee
£4,383.75	Insurance	Gallagher
£20.00	Parish Office December	Normandy Village Hall
£60.00	Litter picking September	Morgan McCrow
£42.00	Training	National Association of Local Councils
£904.99	Grounds maintenance November	Larkstel Ltd
£24.70	Waste collection	Benchmark Environmental
£180.00	Height barrier lock repair	Sajesta fabrications
£60.00	Litter picking October	Leila Mitchell-Gaskell
£22.00	Hall hire	Normandy Village Hall
£78.00	Audit of COF offboarding	Mulberry Local Authority Services Limited
£445.80	PO Box renewal	Royal Mail
£799.20	The Villager design December issue	Forshaw Design Ltd
£445.00	The Villager printing December issue	Printways Ltd
51.00	Hall hire November	Royal British Legion
£88.00	Parsh Office January	Normandy Village Hall
£904.99	Grounds maintenance December	Larkstel Ltd
<b>VISA</b>		
<b>Amount</b>	<b>Item Purchased</b>	<b>Payee</b>
£7.99	Heavy duty bin bags	Amazon
£8.42	Bonfire night sundries; spray paint	Amazon
£24.99	Office equipment; mouse	Amazon
£16.99	Office supplies; laminating pouches	Amazon
£138.24	Monthly subscription	Microsoft
£1.95	Bonfire night sundries; string	Normandy shop and café
£42.00	Bonfire night	Sainsburys
£39.51	Bonfire night sundries; fuel for bonfire	Woodbridge Hill
£100.00	Bonfire night; generator hire	TJ Plant Hire limited

(b) The Council noted **fund transfers** between accounts since the November meeting from Lloyds Commercial to Community

04/12/2025	£5,000
15/12/2025	£4,500
15/01/2025	£5,000

(c) **FSCS increase to £120K**

It was noted the protection offered by the FSCS increased from £85,000 to £120,000 from December 2025.

**RESOLVED:** Based on the Council's current reserves it was determined this uplift to the FSCS does not warrant any changes to accounts at this time.

**(d) Data map**

With the introduction of Assertion 10 in the Annual Governance and Accountability Return (AGAR) from 2025/26 there are increased considerations for the Council concerning data held. The council should conduct regular data audits to identify what personal data is held, how it is used and make sure it is proceeded lawfully. A draft data map for Normandy PC, designed to build confidence in adhering to the requirements, was circulated to members ahead of the meeting.

**RESOLVED:** Council adopted the data map and agreed to review it annually.

**C25-129**

**FINANCIAL REPORTS Q3**

a) Receipts and Payments

**RESOLVED:** The committee approved the receipts and payments

b) Cashbook transactions

**RESOLVED:** The committee noted the cashbook transactions

c) Monthly Bank Reconciliations

Q3 reconciliations for the were presented by the RFO having been cross checked by Cllrs Nagle-Taylor, Ward and Tugwell.

**RESOLVED:** The committee approved the monthly bank reconciliations for signing by the Chairman. A query was raised in relation to the councillors who cross check being able to sign section A of the reconciliation of all banks. The RFO and Chair will report back at the next meeting.

**C25-130**

**BUDGET MONITORING**

a) Actuals v. budget

**RESOLVED:** (1) The budget was noted as being mainly on target with no areas of concern. (2) Tree works were noted as having last years' spend within this financial year, the council will spread some of the work now due into the next financial year to manage the expected overspend. (3) Council considered the income levels in relation to SAPPP guidance 5.130 and noted we should remain under the threshold for continuing on a receipts and payments accounting system. (4) Journals will be considered at the full council meeting in March.

20:32hrs Councillor Hutton left the meeting

b) Reserve levels

**RESOLVED:** (1) The current reserve levels were agreed as appropriate, (2) council noted the requirement to consider the strategic plan when considering EMRs, it was further noted the requirement for we need to raise one for election expenses 2027, one for possible legal expenses in relation to planning and one for infrastructure. If the parish elections are uncontested then fees from GBC are likely to be in the region of £200, but contested elections are currently suggested to be £12 per elector, this is being queried with Guildford Borough Council. It is likely premature to have a legal reserve, will await until it is reasonably foreseeable. These will all be considered by full council at the March meeting

c) s.137 spend

**RESOLVED:** The committee noted £1,350 spend YTD plus the commitment of £1,800 in C25-128(c) making a total of £3,150

d) VAT position

**RESOLVED:** The Council noted the VAT position, however the RFO reported there's an input error in the accounting system from August 2025 which will be remedied ahead of the end of the financial year.

**C25-131**

**POLICIES**

Members considered the refreshed **Scheme of Delegation**

**RESOLVED:** Amendment approved

**C25-132**

**ESTATES AND FACILITIES**

**(a) Tree works**

The Council heard the committee's recommendation regarding the contractor essential for tree works. Due to the budget left in this financial year for this work, the committee are recommending to split this proposal and work in two. The first lot of work will be completed before the beginning of March and the rest will be completed in September/October.

**RESOLVED:** Meadows Landscaping were approved at a cost of £11,815.19 (gross) over this and next financial year. £6,085.19 (gross) for this financial year.

**(b) Asset Transfer**

The Estates committee recommend the Council go ahead with the Asset Transfer application for MFF but not for the allotments as this land is protected already.

**RESOLVED:** Recommendation upheld

**(c) Easter cross on MFF**

St Marks would like to have the cross installed once again on Palm Sunday 29<sup>th</sup> March 2026.

**RESOLVED:** Approved, with a condition the metal poling is safe and well identifiable.

**(d) Representation on or work with external bodies**

Cllr Philippa Mitchell has been asked by Surrey Wildlife Trust to be on a panel giving the experience and views from a parish council on running and managing Conservation Volunteer Groups.

**RESOLVED:** Approved

**C25-133**

**EVENTS**

**(a) To hear a summary of bonfire night 2025**

**RESOLVED:**

**(b) To consider bonfire night 2026**

The Council noted how big the event has grown and considered if the council has capacity to continue delivering it. Concerns include parking, impact of local traffic, lack of volunteers.

**RESOLVED:** 3 voted in favour to hold the event, 1 voted against and 2 abstained, the event going ahead was carried. A working group was formed to consider if the event should or could be ticketed with barriers, remain a free event, whether we keep the torch procession and the bonfire. The working group will be Cllrs Schofield, Mitchell and Nagle-Taylor. A communication will be required in The Villager and on socials to gain resident support and a call for volunteers.

**(c) To hear a review of Christingle 2025**

**RESOLVED:** This is now a community run event with support from the council. Another great event, attendees were down on last year though. Plans starting for 2026 event, Council will continue to support.

**(d) Update on volunteers evening**

Preferred location of NCC may now be an option now the playgroup have concluded. The council will seek a Friday in March or April avoiding Easter holiday if possible.

**(e) To hear plans for the Village Assembly**

**RESOLVED:** Sunday 8<sup>th</sup> March approved at Normandy Village Hall.

**C25-134**

**COMMUNICATIONS**

**(a) To approve a TOR for the comms working group**

**RESOLVED:** approved

**(b) To consider the draft Comms Plan**

**RESOLVED:** postponed

**(c) Update on The Villager**

**RESOLVED:** Members noted the update circulated ahead of the meeting

**C25-135**

**PARKING**

The council have received several concerns from residents in relation to parking of un-roadworthy cars in the village. We are aware of the ongoing nuisance of un-road worthy cars being parked on and around Westwood Lane, and how they are moved before the DVLA deadline for action kicks in. It was

noted that parish councils cannot directly enforce parking restrictions as we have no legal power to issue tickets, tow vehicles or prosecute parking offences, all we can do is report to borough council or DVLA depending on the situation. In addition, we can report to police when dangerously parked. The Council encourages residents to report directly to the relevant authorities- multiple reports about the same junction builds a clear enforcement picture. One current hot spot is the Orchard Road junction with Westwood Lane.

**RESOLVED:** the council noted the ongoing issues and agreed to monitor and readdress at a future meeting.

**C25-136 STRATEGIC ACTION PLAN**

Progress on the action plan YTD was noted

**C25-137 FLOOD FORUM**

Members heard an update on the latest flood forum, which was held in the village hall on January 9<sup>th</sup>. Chaired by MP Al Pinkerton, it was well attended by the members of the public and Thames Water, SCC and GBC. We were also joined by a representative of the national flood forum. Minutes can be found on the website. Two councillors represented the parish council at the meeting; however the flood forum is not currently supported by a nominated councillor.

**RESOLVED:** Members will consider councillor representation at a future meeting.

**C25-138 URGENT COMMITTEE BUSINESS**

**C25-139 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.

*Standing Orders were suspended to support the continuation of the meeting due to the time*

**C25-140 HR MATTERS**

The recruitment of a new Parish Clerk / RFO was discussed

**RESOLVED:** (1) Next steps were approved in relation to the recruitment process, hours, salary, contract. (2) Support from the current Parish Clerk / RFO was approved in the interim period of 5 hours a week for a 6-9 month period.

**C25-141 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.

None

There being no further business, the meeting closed at 22:50hrs