

**Minutes of a meeting of Normandy Parish Council held at Normandy
Village Hall, Manor Fruit Farm, Glaziers Lane, Normandy
on Wednesday 25 January 2017, commencing at 1930 hours**

Present

Councillor A Cheesman
Councillor D Simmons
Councillor V Cheesman
Councillor A Lawson
Councillor P Palmer
Councillor J Thompson

Chairman
Vice Chairman

In attendance:

Cllr K Witham
Lieutenant Colonel Leslie G A Clarke

SCC
Parish Clerk

3 Members of the public were present.

8/17	APOLOGIES FOR ABSENCE Members received and approved apologies for non attendance in respect of Cllr Clarke.
9/17	DECLARATION OF PECUNIARY INTERESTS No Member Declared any Pecuniary Interest in any agenda item.
10/17	ADJOURNMENT FOR PUBLIC DEBATE – 10 MINUTES
a	<u>Bridleways and Footpaths</u> Mrs Bailey advised that SCC were working 3 years behind on bridleway and Footpath matters.
b	<u>MFF Entrance Signage</u> Mrs Bailey advised that the MFF Entrance Sign issue would now be taken forward by NVH.
c	<u>MFF – Road Safety – White Road Markings</u> Issues raised included at Minute 34/17.
d	<u>Defibrillator</u> The meeting was advised that a defibrillator had been installed at the entrance to the Village Hall.
e	<u>Hunts Hill Road – Triangles - Missing Bollard</u> It was reported that the large concrete bollard had been removed by persons unknown from the triangle.
f	<u>Footpath 369</u> Issues raised included at Minute 22/17.
11/17	MINUTES OF THE MEETING HELD ON 14 DECEMBER 2016 Members RESOLVED that the minutes of the meeting held on 14 Dec 16 were a true record and they were duly signed by the Chairman.
12/17	MATTERS ARISING
a	<u>Normandy Allotments - Lease Renewal</u> The Clerk reported that he had spoken to GBC's solicitors the previous day and had been advised that the new lease would be

b	forwarded the next day. <u>Energy and Water Supplies</u> The Clerk advised that he had spoken to LSI Energy and expected to receive their recommendation in the next week.
13/17	CORRESPONDENCE No issues were raised under this agenda heading.
14/17	PLANNING Members received the minutes of the Planning Committee meetings held on 14 Dec 16 and 11 Jan 17
15/17	COUNCILLORS BUSINESS FOR INCUSION ON THE NEXT AGENDA Members RESOLVED that the Website Upgrade be included on the agenda for the next meeting.
16/17	FINANCE a <u>Invoices paid out of Committee</u> NIL b <u>Invoices for Payment</u> Members RESOLVED to authorise the payments listed at Annex A. c <u>Bank Reconciliation Statement</u> Members, noted and RESOLVED to approved, subject to audit, the bank reconciliation statement as at 14 Dec 16. d <u>Bank Reconciliation Statement</u> Members, noted and RESOLVED to approve, subject to audit, the bank reconciliation statement as at 25 Jan 17. e <u>Unbudgeted Expenditure for the 2016 - 2017</u> Members noted that to date, they have approved, during the current Financial Year, expenditure from Council funds the expenditure as shown on attached Annex B, for which no previous provision had been made in the current financial year's Precept. f <u>Precept Monitoring – Third Quarter 2016/ 2017</u> Members noted and RESOLVED to approve, subject to audit, the Parish Council accounts for the third quarter of the 2016/2017 financial year.
17/17	ADJOURNMENT FOR PUBLIC DEBATE – 10 MINUTES a <u>SCC Cllr</u> Cllr Witham reported that he had been able through SCC to allocate £10K to projects in the Village. Cllr Witham than proceeded to explain why it was necessary for SCC to try to increase their portion of the Council Tax by 15% and would therefore have to hold a referendum at a cost of £200K. b <u>GBC Cllr</u> In the absence of Cllr Bilbe no report was received. c <u>Members of the Public</u> No issues were raised under this agenda heading.
18/17	VILLAGE FETE 2016 AND 2017 In the absence of Cllr Clarke no report was received on the 2016 Fete. Members RESOLVED that a 2017 Village Fete planning meeting should be held on Wed 8 Feb 17.

19/17	<p>CCTV ENHANCEMENT – NORMANDY COMMON</p> <p>At the 30 Nov 16 meeting (Minute 445/16 refers) Members noted the report by Cllr Palmer on the visit to the site by representatives of Sunstone Systems and resolved that:</p> <ul style="list-style-type: none"> • The Clerk should approach the Tennis Club to ascertain whether the Council could use their flood light poles to which to fit a camera which requires continuous electric power. • A tender document should be drawn up for issue to possible contractors. <p>At the 14 Dec 16 meeting the Clerk advised members that he had written to the Tennis Club and was awaiting a reply. Members noted a recent email from the Tennis Club agreeing in principle and RESOLVED that the Clerk and Cllr Palmer should meet with the Tennis representatives as soon as possible.</p>
20/17	<p>HUNTS HILL ROAD CAR PARK – HEIGHT BARRIER</p> <p>At the 14 Dec 16 meeting (Minute 492/16 refers) Members resolved to accept a quote of £700.00 for a replacement barrier. The Clerk reported that due to the ill health of the contractor the replacement barrier will not be completed until early Feb 17.</p>
21/17	<p>VAS TRAINING</p> <p>At the 14 Dec 16 meeting the Clerk was tasked with organising VAS training for Cllrs. The Clerk advised Members that the Police were updating the present protocols and until the new protocols had been approved no further progress could be made towards the training.</p>
22/17	<p>NORMANDY COMMON PERMISSIVE HORSE RIDE</p> <p>At the 14 Dec 16 meeting (Minute 495/16 refresh) Members noted that horse riders are using footpath 396 rather the Permitted Ride and causing considerably damage to the footpath. Members resolved that the Clerk should write to: WDBWA to obtain historical background as it was suggested that the footpath was, or had been, a bridleway and to the Countryside Agency to obtain their views. The Clerk reported that the letters had been written to both and that responses are awaited. Members RESOLVED that a letter should be written to SCC Highways Dept (ROW) to seek their assistance.</p>
23/17	<p>COMMUNITY GOVERNANCE REVIEW</p> <p>At the 14 Dec 16 meeting (Minute 497/16 refers) Members noted that some 100 signatures had been obtained against the 200 required to submit the required petition. The Clerk undertook to pass signature sheets to Cllrs Palmer and Simmons. It was estimated that a further 40 signatures were required and all Cllrs were urged to obtain the signatures as soon as possible and to submit their signatures sheets to the Clerk.</p>
24/17	<p>MFF ENTRANCE SIGNAGE</p> <p>At the 14 Dec 16 meeting (Minute 500/16 refers) Members rejected a</p>

	<p>proposed entrance sign on the grounds that they wished:</p> <ul style="list-style-type: none"> • “Welcome”. • “Key” and its definition. • “You are here” and its associated arrow head. • The “Tree emblem and Manor Fruit Farm” <p>To be removed from the proposed sign.</p> <p>Members noted an offer by NVH to continue with the project and emphasised that final approval of any proposed sign rests with the Parish Council.</p>						
25/17	<p>PROPOSAL TO ESTABLISH A COMMUNITY CAFÉ</p> <p>The Clerk advised Members that Mrs Njie had received some further advice on the proposal and it had been most strongly recommended that no further <u>action</u> be taken until the outcome of the GBC Development Plan is known as the Plan contained a suggestion that four shops be built.</p>						
26/17	<p>DAMAGED PUBLIC ADDRESS SYSTEM</p> <p>Members noted that the system was damaged beyond repair and RESOLVED that a replacement be purchased from Session Music at a cost not to exceed £429.00.</p>						
27/17	<p>EXPENDITURE ON GOODS AND SERVICES</p> <p>Under the LGA 72 the Council is required, Members RESOLVED to agree and set for the ensuing the financial year limits for Goods and Expenditure as follows.</p> <p>a <u>Parish Clerk Limits</u> Limit at which the Clerk may incur expenditure within the approved estimates without further reference to the Council, except for subsequent approval under “Financial Expenditure” at the subsequent Parish Council meeting, £1,500.00.</p> <p>b <u>Competitive Tenders – Lower Limit</u> The limit up to which competitive tenders or quotations for goods/services shall be dispensed with up to £3,500.00.</p> <p>c <u>Tenders Required</u> The number of tender/quotations which shall be invited according to the estimated value of the goods or services involved in the case of all goods and services not falling within b above:</p> <table> <tr> <td>£3,501 - £6,000</td><td>Not less than 2 quotations</td></tr> <tr> <td>£6,001 - £35,000</td><td>Not less than 3 quotations</td></tr> <tr> <td>£35,001 - £250,000</td><td>Not less than 4 quotations</td></tr> </table>	£3,501 - £6,000	Not less than 2 quotations	£6,001 - £35,000	Not less than 3 quotations	£35,001 - £250,000	Not less than 4 quotations
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28/17	<p>EFFECTIVENESS OF INTERNAL AUDIT</p> <p>Members noted that in accordance e with the Council's Annual Audit Action Plan the “Effectiveness of the Internal Audit” is required to be reviewed annually.</p> <p>Members RESOLVED to approve the Review as at 25 Jan 17.</p>						
29/17	<p>MANOR FRUIT FARM WORKING PARTY(MFFWP) MEETING HELD ON 11 JANUARY 2017</p> <p>a <u>Chairman's Report</u> Cllr V Cheesman reported on the proceedings of the meeting held on 11 Jan17, reiterating the minutes of the meeting.</p> <p>b <u>Minutes of the MFFWP meeting held on 11 Jan 17</u></p>						

Comment [LC1]:

	Members RESOLVED to receive the minutes of the MFFWP meeting held on 11 Jan 17.
30/17	MANOR FRUIT FARM PHASE 2 DEVELOPMENT WORKING PARTY MEETING HELD ON 11 JANUARY 2017
a	<u>Chairman's Report</u> Cllr V Cheesman reported on the proceedings of the meeting held on 11 Jan 17, reiterating the minutes of the meeting.
b	<u>Minutes of the Meeting held on 11 Jan 17</u> Members RESOLVED to receive the minutes of the MFFP2WP meeting held on 11 Jan 17.
31/17	INSTALLATION OF NOTICE BOARD – WYKE AVENUE The Clerk reported that GBC had acknowledged receipt of the Planning Application for the erection of the Notice Board but that Planning Authority is still awaited.
32/17	MEETING AGENDAS AND ATTACHMENTS Members noted that, subject to their agreement, meeting agendas and allied documents could be distributed by electronic means rather than by hand. Members RESOLVED that they wished to continue to receive the papers by hand.
33/17	TELEPHONE CALL BOX – JUNCTION ORCHARD CLOSE AND WESTWOOD LANE The Clerk reported that he had received a communication from BT advising that, due to the Parish Council's protest, the telephone box would not be removed.
34/17	MFF – ROAD SAFETY – WHITE LINING Members noted that at the 11 Jan 17 MFFWP meeting it was proposed that road safety action be taken on MFF as follows: <ul style="list-style-type: none"> • <u>Entrance road junction with spur road to Bowls /Archery Club</u> Broken white line across whole width of the junction with a "T" marking at the midpoint. • <u>Entrance road with spur road with spur road to Archery/Bowls Club</u> Speed bumps every 10 metres. • <u>Entrance road to first entrance to Main Car Park</u> Broken white line across whole width of the junction with a "T" marking at the midpoint. • <u>Entrance road to first entrance to Main Car Park</u> Broken white line across whole width of the junction with a "T" marking at the midpoint. • <u>Entrance road to second entrance to Main Car Park</u> Broken white line across whole width of the junction with a "T" marking at the midpoint. Members noted that no provision had been made in the 2017/2018 precept for the proposals except for one set of speed humps which would be installed after 1 Apr 17. Members also noted that MFF Users present at the MFFWP meeting on 11 Jan 17 had agreed to meet the cost of the proposal. The Clerk advised Members that he was waiting for a contractor to

	quote for the work.
35/17	PARISH COUNCIL STANDING ORDERS – RENEWAL Members noted that in accordance with the Council's Annual Audit Action Plan they are required to re-approve the Council's Standing Orders annually. Members RESOLVED to re-approve the Council's Standing Orders.
36/17	ADJOURNMENT FOR PUBLIC DEBATE No issues were raised under this agenda heading.
37/17	DATE OF NEXT MEETING The next meeting is scheduled for 22 Feb 17.

The Chairman proposed and Members **RESOLVED** that:
THAT PURSUANT TO SECTION 100A(4) OF THE LGA, THE PRESS AND PUBLIC BE EXCLUDED FROM THE MEETING DURING CONSIDERATION OF ANY MATTER ON THE GROUNDS THAT IT IS LIKELY, IN VIEW OF THE BUSINESS TO BE TRANSACTED OR THE NATURE OF THE PROCEEDINGS, THAT IF MEMBERS OF THE PUBLIC WERE PRESENT DURING THE ITEM(S), THERE WOULD BE DISCLOSURE TO THEM OF EXEMPT INFORMATION IE STAFFING MATTERS, LEGAL MATTERS ETC (AS DEFINED BY SECTION 1001 OF THE ACT) OF THE DESCRIPTION SPECIFIED IN THE APPROPRIATE PARAGRAPH

38/18 STAFFING MATTERS

See attached **CONFIDENTIAL** report.

39/18 WEBSITE UPGRADE

See attached **CONFIDENTIAL** report.

