

**Minutes of a meeting of Normandy Parish Council held at Normandy
Village Hall, Manor Fruit Farm, Glaziers Lane, Normandy
on day 25 October 2016, commencing at 1930 hours**

Present

Councillor A Cheesman
Councillor D Simmons
Councillor V Cheesman
Councillor A Lawson
Councillor V Clarke
Councillor P Palmer

Chairman
Vice Chairman

In attendance:

Lieutenant Colonel Leslie G A Clarke

Parish Clerk

3 Members of the public were present.

398/16	APOLOGIES FOR ABSENCE Members received apologies for non attendance in respect of Cllr Witham, SCC.
399/16	DECLARATION OF PECUNIARY INTERESTS No Member Declared any Pecuniary Interest in any agenda item.
400/16	ADJOURNMENT FOR PUBLIC DEBATE No issues were raised under this agenda heading.
401/16	MINUTES OF THE MEETING HELD ON 28 SEPTEMBER 2016 Members RESOLVED that the minutes of the meeting held on 28 Sep 16 were a true record and they were duly signed by the Chairman.
402/16 a	MATTERS ARISING <u>Alleged Dangerous Tree – Traditional Orchard</u> The Chairman reported that he had inspected the tree and did not consider that it was dangerous, although it is heavily covered with ivy, which should be removed. However he expressed the view that the tree may not be the responsibility of the Council as it appears to be astride the boundary. Members RESOLVED that a letter should be sent to the owner expressing concern about the condition of the tree.
403/16 a	CORRESPONDENCE <u>DCLG Consultation on Parish Council Precept Capping – Referendum</u> The Clerk explained to Members that the DCLG Consultation on Parish Council Precept Capping would, where the Precept increase is 2% or more, it will be necessary to conduct a referendum of all residents on the electoral roll and that the proposal affected Normandy due to its Schedule D band rating being rated higher than

<p>b</p>	<p>the limit imposed by the consultation. The Clerk explained the contents of a letter of objection he had written to the Department. Members RESOLVED to approve the action taken by the Clerk. <u>Open Spaces Contribution – Fiddlers, Glaziers Lane</u> The Clerk advised Members that he had received information from GBC inviting the Council to register for an Open Spaces Contribution, emanating from the Fiddlers Development site, for any project planned by the Council and that he had put forward the MFF Phase 2 Development. Members RESOLVED to approve the action taken by the Clerk. c <u>Normandy Allotments – Replacement Lease</u> Members noted that a new draft lease, running to 2037 had been received. Members also noted that the Parish Council was asked to sign the “Tenancy at Will” lease which is intended to cover the period from 16 Dec 16 until the lease to 2037 is signed by all parties. Members RESOLVED that:</p> <ul style="list-style-type: none"> • The Clerk should not at this time sign the “Tenancy at Will”. • The draft lease to 2037 be agreed and that the Clerk and two Cllrs (Chairman and Vice Chairman) be authorised to sign the new lease when it is received.
<p>404/16</p>	<p>PLANNING Members received the minutes of the Planning Committee meeting held on 28 Sep and 12 Oct 16.</p>
<p>405/16</p> <p>a</p> <p>b</p> <p>c</p> <p>d</p> <p>e</p> <p>f</p> <p>g</p>	<p>FINANCE</p> <p><u>Invoices paid out of Committee</u> NIL</p> <p><u>Invoices for Payment</u> Members RESOLVED to authorise the payments listed at Annex A..</p> <p><u>Bank Reconciliation Statement</u> Members, noted and approved, subject to audit, the bank reconciliation statement as at 26 Oct 16.+</p> <p><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.</p> <p><u>National Minimum Wage</u> Members noted the increase in the National Minimum Wage with effect from 1 Oct 16 and RESOLVED to approve payment of the same with effect from 1 Oct 16.</p> <p><u>External Audit Report – Year Ending 31 March 2016</u> At the 28 Sep 16 (Minute 379e/16 refers) Members resolved that the approval of the External Auditor’s report should be deferred to the 26 Oct 16 meeting pending the Auditor’s response to observations raised by the Council on the report. The Clerk reported that the External Auditor had failed, despite telephone call reminders, to respond to the observations. Members RESOLVED to defer the item to the next Council meeting.</p>

	<p><u>Precept Monitoring – Second Quarter 2016/ 2017</u></p> <p>Members noted and approved, subject to audit, the Parish Council accounts for the second quarter of the 2016/2017 financial year.</p>
<p>406/16</p> <p>a</p> <p>b</p> <p>c</p>	<p>ADJOURNMENT FOR PUBLIC DEBATE</p> <p><u>SCC Cllr</u> In the absence of Cllr Witham, SCC no report was received.</p> <p><u>GBC Cllr</u> In the absence of Cllr Bilbe, GBC no report was received.</p> <p><u>Members of the Public</u> No issues were raised under this agenda heading.</p>
407/16	<p>COMMUNITY GOVERNANCE REVIEW</p> <p>At the 28 Sep 16 meeting (Minute 375b/16 refers) Members resolved that the signatures etc obtained should be passed to GBC and that they be asked to conduct a review to increase the number of Cllrs in Normandy which was completed on 30 Sep 16.</p> <p>Members noted that GBC had responded as follows: “The relevant legislation makes provision for two ways in which a community governance review may be carried out. The first is by way of a community governance petition which, to be valid, <u>must</u> satisfy the following conditions:</p> <ol style="list-style-type: none"> (1) It must be signed by at least 190 local government electors within Normandy parish (2) It must define the area to which the review is to relate (whether on a map or otherwise) and specify one or more recommendations which the petitioners wish a community governance review to consider making. <p>On receipt of a valid community governance petition, the Borough Council would be compelled to conduct a review.</p> <p>Alternatively, the Borough Council may choose to conduct a community governance review.</p> <p>If you are relying on the copy of the “petition” enclosed with your letter, which appears to have been signed by 49 local people who “<i>agree that increasing the number of Normandy Parish Councillors will enhance our community and the events that make the village a special place to live</i>”, I regret that it does not satisfy the statutory requirements for a valid community governance petition as described above. Nor does it make a request for action by the Borough Council.</p> <p>If you are formally requesting the Borough Council to exercise its powers to conduct a community governance review, may I ask you to provide some additional information:</p> <ul style="list-style-type: none"> • How many additional seats does Normandy Parish Council believe there should be to enable it to properly discharge its statutory duties? • Are any of the existing 7 parish council seats currently vacant? • If yes, how many and how long have they been vacant? • How many of your members are co-opted? • How many casual vacancies have you had in the past three years • Would Normandy PC wish to see ward divisions within the

	<p>parish?"</p> <p>Members RESOLVED that:</p> <ul style="list-style-type: none"> • Two additional Cllrs posts be requested. • Normandy Parish should not be divided into Wards. • A minimum of 200 signatures should be obtained on the petition, the wording of which had been approved by GBC. • The Clerk to divide the petition between Cllrs for signature collection. • The Clerk to design a "Reason Why" information sheet to supplement the petition. <p>The Clerk advised Members that all signatories on the petition must be resident in Normandy and be on the Parish Electoral roll.</p>
408/16	<p>PROPOSAL TO ESTABLISH A COMMUNITY CAFÉ</p> <p>Members RESOLVED, in the absence of Ms Njie, to defer the item to the next meeting.</p>
409/16	<p>ANNUAL HEALTH AND SAFETY INSPECTION REPORTS – 2016</p> <p>Cllr Palmer advised Members that he had not been able to complete the report but that it would be ready for next meeting.</p> <p>Members RESOLVED to defer the item to the next meeting.</p>
410/16	<p>VOLUNTEERS THANK YOU RECEPTION</p> <p>Members noted hat the Reception is being held on 22 Nov 16 at 2000 hours in St Mark's Church Hall.</p> <p>Cllr Lawson advised Members that the invitations had been distributed by email but that he had had little response.</p>
411/16	<p>VILLAGE FETE – 2016</p> <p>Cllr Clarke reported that between 2000 and 2,500 people had visited the 2016 Fête which had been a great success with over 400 programmes being sold.</p> <p>Members RESOLVED that the 2017 Fête should be an item on the agenda for the next Council meeting.</p>
412/16	<p>ANNUAL PRECEPT – YEAR ENDING 31 MARCH 2018</p> <p>Members noted that all items for inclusion inn the 2017/2018 Precept had to be submitted to the Clerk by 14 Nov 16.</p>
413/16	<p>COUNCILLORS' COMMISSION</p> <p>Cllr Palmer reported that he had attended the consultation Committee meeting on 8 Jul 16 and that the DCLG had been conducting a review of the duties of Councillors at all levels and that the interim report would available in Jan 17.</p> <p>Members RESOLVED Cllr Palmer should obtain a copy of the interim report for circulation to all Cllrs to enable a collective comment to be submitted on the report, appropriate.</p>
414/16	<p>VILLAGE BONFIRE – 2016</p> <p>Cllr Lawson reported that:</p> <ul style="list-style-type: none"> • He was preparing a H&S Inspection report on the bonfire. • The Friends of Normandy Wildlife were going to do a

	<p>hedgehog search before the bonfire is lit.</p> <ul style="list-style-type: none"> • The lantern procession would start from Hunts Hill Road car park at 1830 ours on 5 Nov 16. • .The fireworks had been ordered. <p>The Clerk was asked to arrange for:</p> <ul style="list-style-type: none"> • Messrs TJ Hunt to erect the usual signage. • Availability of collecting buckets. • Availability of traffic cones. • Engage the Surrey Advertiser.
415/16	<p>COMMUNICATIONS – INCUDING WEBSITE</p> <p>Members RESOLVED that all Cllrs must submit their articles for the next issue of the Villager to the editor by 10 Nov 16.</p> <p>Cllr Thompson to provide a passport style photograph and a short pen picture to the editor by 10 Nov 16.</p> <p>Cllr Lawson circulated a suggested specification for the upgrading of the website upon which Cllrs are invited to comment by the next Council meeting.</p>
416/16	<p>LAND MANAGEMENT WORKING PARTY (LMWP) MEETING – 12 OCTOBER 2016</p> <p>a <u>Chairman's Report</u></p> <p>Member received a report from the Chairman of the proceedings of the meeting held on 12 Oct 16</p> <p>b <u>Minutes of the meeting held on 12 Oct 16</u></p> <p>Members received the minutes of the meeting of the WP held on 12 Oct 16.</p>
417/16	<p>NORMANDY COMMON CCTV ENHANCEMENT</p> <p>At the 28 Sep 16 meeting (Minute 397/16 refers) Members resolved that the CCTV should be upgraded to include cover for:</p> <ul style="list-style-type: none"> • The car park. • Roadway. • Football Pitch. • Tennis Courts <p>Cllr Palmer reported that due to work commitments he had not been able to produce a specification and was concerned that some aspects of the requirements required professional advice.</p> <p>Members RESOLVED that the Clerk should contact Sunstone Systems who had installed the present system and arrange for them to visit the site and for them to provide the required advice.</p>
418/26	<p>MFF – FLOWER BED RENOVATION</p> <p>Members noted that the flower bed to the right of the main car park had been planted many years ago and that over time a large number of shrubs have died, or been stolen, possibly a combination of the two.</p> <p>They also noted that there is also a problem created by an invasion of Mare's Tail and some damage to the bed covering membrane.</p> <p>An initial estimate, they noted had been received which showed the cost of renovation of the bed will be in the order of £800.00 plus VAT.</p>

	Members RESOLVED that the project should be included in 2017/2018 precept calculations.
419/16	<p>CPRE – APPEAL FOR FINANCIAL ASSISTANCE</p> <p>Members noted the an appeal from CPRE for funding assistance and RESOLVED that:</p> <ul style="list-style-type: none"> • A grant should not be made to the organisation from Council funds. • An article be placed in the next Villager appealing for parishioners to support the cause.by Palmer.
420/16	<p>STATUARY REQUIREMENT FOR WATER MANAGEMENT IN BUILDINGS</p> <p>Members noted a brief on “Water Management in Buildings” and a subsequent email dated 17 Oct 16.</p> <p>Members RESOLVED that the Council should have a “Risk Assessment” on the Football Pavilion completed at an estimated cost of £160.00 plus VAT.</p>
421/16	<p>MFF – FOUL DOG BINS – BAG RE-SUPPLY</p> <p>The Clerk advised Members that the threatened retirement of Mr Bennet on health grounds had been postponed and that indeed Mr Bennett was prepared to also take on additional litter picking around the Village generally.</p>
422/16	<p>GBC GRANT AID – 2017/2018</p> <p>Members noted that GBC had advised that they have received Grant Aid applications for £32,000.00 in excess of the sum available for allocation, and that GBC had offered four options as follows:</p> <ul style="list-style-type: none"> • A global reduction, limiting the maximum grant to £5,000. • A maximum grant level of £15,000 to all parishes. • Up to two schemes in full for each parish, with the remaining amount of grant split pro rata over the remaining schemes. • Voluntary decision to delay a scheme until the following year. <p>NPC had submitted Members also noted Grant Aid applications in the priority as listed below:</p> <ol style="list-style-type: none"> 1. Park bench, MFF, £553.00. 2. Dog Poo Bin, Children’s play are MFF, £313.00. 3. Megaphone, £40.00. 4. Website upgrade, £1,900.00. 5. Normandy Common, Replacement rubbish bins, £950.00. 6. Re-laying of Jubilee footpath, £2,450.00. 7. Gazebo Purchase, £200.00. 8. Spring Flower Planting MFF, £1,700. 9. Village Bulb Planting, £750.00. 10. White Lining, Hunts Hill Road, car park, £250.00. 11. Electricity Junction, MFF, £1,282.00. <p>Members RESOLVED that the project to re-surface the Jubilee footpath should be removed from the list and deferred for a year.</p> <p>Members also RESOLVED that the project, in the current year’s</p>

	Grant Aid, to install electricity and shelving the storage shed should also be forfeited.
423/16	VOLUNTARY ACTION SOUTH WEST SURREY (VASWS) - AGM Members noted that the Parish Council is been invited to send a representative to the VASWS AGM on 8 Nov 16 at Farnham Baptist Church commencing at 1400 hours. Members regretted that none of their number were available to attend.
424/16	ADJOURNMENT FOR PUBLIC DEBATE No issues were raised under this agenda heading.
420/16	DATE OF NEXT MEETING The next meeting is scheduled for 30 Nov 16.