

NORMANDY PARISH COUNCIL

**You are hereby summoned to attend a meeting of
NORMANDY PARISH COUNCIL
to be held on Wednesday 28 September 2016
in NORMANDY VILLAGE HALL, MANOR FRUIT FARM, GLAZIERS LANE,
NORMANDY, commencing at 1930 hours, or on completion of the Planning
Committee meeting whichever is the earlier.**

Please contact me on 01483 811108 or 07809331080 if you are unable to attend.

Dated this 22nd Day of September 2016

Lieutenant Colonel Leslie G A Clarke
Parish Clerk

AGENDA

MEMBERS OF THE PUBLIC ARE PERMITTED AND INVITED TO ATTEND THE MEETING

1	OPEN FORUM FOR MEMBERS OF THE PUBLIC – 10 minutes
2	APOLOGIES FOR ABSENCE Members to receive and accept apologies for absence from Members.
3	DECLARATION OF PECUNIARY INTERESTS BY MEMBERS In accordance with the Revised Local Code of Conduct, Cllrs are required to disclose at the meeting any Disclosable Pecuniary Interest (DPI) that they have in respect of any matter for consideration on this agenda. Any Cllr with a DPI must not participate in any discussion nor vote regarding that matter and they must also withdraw from the meeting immediately before consideration of the matter. If the DPI has not been registered the Cllr must notify the Parish Clerk of the details of the DPI within 28 days of the date of the meeting.
4	MINUTES OF THE MEETING HELD ON 27 JULY 2016 Members to approve and the Chairman to sign as a true record the minutes of the meeting held on 27 Jul 16.
5	MATTERS ARISING
a	<u>Normandy Allotments – Replacement Lease</u> At the 27 Jul 16 meeting Members resolved that GBC should be asked to change the “Tenancy at Will” lease they had offered to one for a set period of years and that the Clerk should write to GBC accordingly. Members to note that the letter was duly written but that no response has been received.
B	<u>Community Governance Review</u>

	At the 27Jul 16 meeting members resolved that Cllr Lawson should prepare a petition to collect support at the village Fete for an increase in the number of Parish Cllrs in Normandy. Cllr Lawson to report on progress.
6	CORRESPONDENCE The Clerk to report.
7	CLLRS BUSINESS FOR INCLUSION ON THE NEXT AGENDA
8 a b c	ADJOURNMENT FOR PUBLIC DEBATE – 10 MINUTES <u>SCC Cllr</u> <u>GBC Cllr</u> <u>Members of the Public</u>
9	PLANNING Members to receive the minutes of the Planning Committee meetings held on 27 Jul, 17 Aug and 14 Sep 16.
10 a b c d e	FINANCE <u>Invoices Paid Out of Committee</u> See attached list of invoices paid out of committee which require approval by Cllrs. <u>Invoices for Payment</u> See attached Annex A. <u>Bank Reconciliation Statement</u> Members to note, and to approve, subject to audit, the Bank Reconciliation Statement as at 27 Sep 16. <u>Unbudgeted Expenditure for the 2016 - 2017</u> Members to note 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 has been made in the current financial year's Precept. <u>External Audit Report Year Ending 31 Mar 16</u> Members to note the attached External Audit report for the year ending 31 Mar 16.
11	ANNUAL HEALTH AND SAFETY INSPECTIONS – COUNCILLORS' REPORTS At the 25 May 16 meeting (Minute 229/16 refers) Members noted that had they undertaken to conduct the Annual (2016) H&S Inspections as follows: <ul style="list-style-type: none"> • MFF Cllr Simmons • Normandy Allotments Cllr A Cheesman • Normandy Common Cllr Palmer • The Clerk's Office Cllr V Cheesman At the 29 Jun 16 meeting (Minute 295/16 refers) Members resolved to defer the receipt of reports until the next Council meeting on 27 Jul 16.

	<p>At the 27 Jul 16 meeting (Minute 335/16 refers) Members resolved to defer receipt of reports to the 28 Sep 18 meeting.</p> <p>Cllrs named above to produce written reports</p>
12	<p>VAS TRAINING</p> <p>Members to note that the VAS training arranged in conjunction with Surrey Police for 6 Sep 16 was not attended by the nominated Cllrs and that no further training is likely to be available until Jan/Feb 17.</p>
13	<p>MFF PHASE TWO DEVELOPMENT WORKING PARTY MEETING 14 SEPTEMBER 2016</p> <p>a <u>Chairman's Report</u> Members to receive a report on the proceedings of the WP meeting held on 14 Sep 16 from the WP Chairman.</p> <p>b <u>Minutes of the WP meeting held on 14 Sep 16</u> Members to receive the minutes of the WP meeting held on 14 Sep 16.</p>
14	<p>VOLUNTEERS – THANK YOU RECEPTION</p> <p>At the 29 Jun 16 meeting Members resolved to hold the event on the evening of 12 Oct 16.</p> <p>Members to determine who should be invited to the event and the arrangements for the evening.</p> <p>however, it has not been possible to reserve a suitable venue for the 12 Oct 16.</p> <p>Members to consider an alternative date for the event.</p>
15	<p>VILLAGE FETE 2016 – CHAIRMAN'S REPORT</p> <p>Cllr Clarke to present report on the 2016 Village Fete.</p>
16	<p>COUNILLORS' COMMISSION</p> <p>At the 27 Jul 16 meeting in the absence of Cllr Palmer the receipt of a report on the Commission meeting held on 8 Jul 16 was deferred to the next meeting.</p> <p>Cllr Palmer to report.</p>
17	<p>ANNUAL PRECEPT YEAR ENDING 31 MARCH 2018</p> <p>Members to note that the Council's Precept bid for the year ending 31 Mar 18 has to be submitted to GBC in early Jan 17 and will have to be agreed at the 14 Dec 16 Council meeting.</p> <p>Members to also note that it is therefore necessary for proposals for projects for that financial year to be submitted to the Clerk by 15 Nov 16 to ensure that proper costings are obtained.</p>
18	<p>EXPENDITURE ON GOODS AND SERVICES</p> <p>Under the LGA 72 the Council Members are required to agree and set annually the financial limits for Goods and Expenditure.</p>

<p>a</p> <p>b</p> <p>c</p>	<p>The guidelines suggested by NALC are:</p> <p><u>Parish Clerk Expenditure 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><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><u>Tenders Required Over £3,500.00</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 border="0"> <tr> <td>£3,501 - £5,500</td> <td>Not less than 2 quotations</td> </tr> <tr> <td>£5,501 - £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 - £5,500	Not less than 2 quotations	£5,501 - £35,000	Not less than 3 quotations	£35,001 - £250,000	Not less than 4 quotations.
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<p>19</p>	<p>SCC PUBLIC FOOTPATH NO 368 (NORMANDY) DIVERSION ORDER 2016 Members to note the attached correspondence from SCC and to determine what comments, if any, should be submitted.</p>						
<p>20</p>	<p>1ST NORMANDY CUBS – OUR WORLD - CHALLENGE BADGE Members to note that the 1st Normandy Cubs conducted a litter picking session in Normandy on 19 Sep 16 as part of the above badge requirements. Members to further note that the Troop are asking a Cllr to attend their evening meeting on either the 3rd, 10th or 14th Nov 16 between the hours of 1800 to 1930 to talk about issues in the community and the things cubs can do to help their community. Members to determine who should attend to talk to the Cubs and on which date.</p>						
<p>21</p>	<p>INSURANCE RENEWAL The Council presently has insurance cover with Messrs Came and Company who specialise in Local Government insurance, under a three year agreement which expires on 30 Sep 18, the premium being due for payment next on 1 Oct 16 at a cost of £2,442.33. The excess being £250.00. Members to agree a continuation of the present agreement and the payment of this year’s fee.</p>						
<p>22</p>	<p>PARISH COUNIL AND ST MARK’S CHURCH COMMUNICATIONS At the 25 May 16 meeting (Minute322/16 refers) Members resolved that the two organisations should look at their respective diaries to see what joint efforts could be achieved. Cllrs to report on progress.</p>						
<p>23</p>	<p>VILLAGE BONFIRE – 2016 Cllr Lawson to report on the preparations for the 2016 Village Bonfire.</p>						

24	COMMUNICATIONS Members to consider the present Parish Council email system.
25	CO-OPTION OF A PARISH COUNCILLOR Members to interview the persons named below as a potential co-opted Cllr. <ul style="list-style-type: none"> • Ms Sandie Nje. • Mr G Grant. • Mr J Thompson. • Mr C R Sheridan. <p>Each candidate to make a short statement to the Council explaining their reasons for wishing to fill the vacant post as a Normandy Parish Cllr. Following the presentations applicant are to retire from the room whilst the Council conduct a secret ballot to select the new Cllr. Upon the completion of the selection process candidates are to return to the room and be advised of the result. The newly selected Cllr to sign the Declaration of Acceptance of Office, complete a Declaration of Interests and other administrative papers before taking part in the Council's agenda debate.</p>
26	WYKE AVENUE – INSTALLATION OF PARISH COUNCIL NOTICE BOARD Members to note that the Planning Application requested by GBC before they would approve the installation of the Notice Board has been submitted to the Planning Department at GBC. Members to consider the attached letter dated 15 Sep 16 on the issue and to authorise the Clerk to proceed to have the necessary plans drawn up for submission to GBC.
27	GBC PLANNING POLICY CONSULTATIONS Members to consider the GBC email which was distributed to all Cllrs on 17 Sep 16 and to determine what comments, of any, should be submitted to GBC.
28	GUILDFORD ARCHERY CLUB – LEASE AMENDMENT Members to authorise the Clerk and two Cllrs to sign the amended lease.
29	NORMANDY COMMON CCTV ENHANCEMENT The Parish Council received Grant Aid for 2015/2016 of £5,000 from GBC for the enhancement of the CCTV, which must be used by 31 Mar 17 or it will be forfeited, with an additional £5,000.00 being provided for in the precept for the same year. At the time that the Grant Aid application was submitted no discussions took place nor were decisions made as what the enhancement of the CCTV should entail. Members to determine the content of the enhancement to the CCTV.
30	SURREY TREE WARDEN NETWORK Members to note the attached letter dated Sep 16 from the Network and to

	determine whether the Parish Council should join the scheme and appoint a Tree Warden.
31	SAVE NEWLANDS CORNER CAMPAIGN GROUP Members to note the attached email dated 19 Sep 16 and supporting attachments and to determine what steps, if any, the Council should take to support the Campaign.
32	SURREY ASSOCIATION OF LOCAL COUNCILS (SALC) ANNUAL - GENERAL MEETING The SALC AGM is to be held on Thu 13 Oct 16 at Wotton House, Guildford Road, Dorking, RH5 6QQ from 0915 to 1530 hours. Members to determine who should represent the Council at the AGM.
33	PEACE GARDEN – MAINTENANCE The Therapy Garden has offered to maintain the Peace Garden at a cost of £100.00 per annum. Member's to determine whether the offer should be accepted.
34	MFF – ANTI SPEED HUMPS It has been suggested that in an effort to reduce speeding cars on MFF that two further anti speed humps should be fitted in the main road between the turning to the Bowls and Archery Club and the entrance to the main car park, the cost of which will be notified at the meeting. Members to determine whether or not the anti-speed humps should be installed.
35	ADJOURNMENT FOR PUBLIC DEBATE - 10 MINUTES
36	DATE OF THE NEXT MEETING The next meeting will be held on 26 Oct 16 in Normandy Village Hall.