

**Minutes of a meeting of Normandy Parish Council held at Normandy  
Village Hall, Manor Fruit Farm, Glaziers Lane, Normandy  
on Wednesday 28 June 2017, commencing at 1930 hours**

**Present**

Councillor A Cheesman  
Councillor V Cheesman  
Councillor A Lawson  
Councillor P Palmer

Chairman

Cllr K Witham  
Lieutenant Colonel Leslie G A Clarke

SCC  
Parish Clerk

2 Member(s) of the public was/were present.

<b>248/17</b>	<b>APOLOGIES FOR ABSENCE</b> Members received and approved apologies for non attendance in respect of Cllrs Clarke and Simmons.
<b>249/17</b>	<b>DECLARATION OF PECUNIARY INTERESTS</b> No Member Declared any Pecuniary Interest in any agenda item.
<b>250/17</b>	<b>ADJOURNMENT FOR PUBLIC DEBATE – 10 MINUTES</b> <u>Football Ground Entrance</u> It was reported that the padlock on the entrance gate was not locked
<b>251/17</b>	<b>MINUTES OF THE MEETING HELD ON 31 MAY 2017</b> Members <b>RESOLVED</b> that the minutes of the meeting held on 31 May 17 were a true record and they were duly signed by the Chairman.
<b>252/17</b>	<b>MATTERS ARISING</b> <b>a</b> <u>Public Address System – Users Guide</u> At the 31 May 17 meeting Cllr Palmer advised that the Users' Guide was not yet completed. Cllr Palmer reported that the Guide had not yet been completed. <b>b</b> <u>Football Pavilion – Dampness</u> The Clerk reported that the work would be commenced in the next week. <b>c</b> <u>Internet Banking</u> At the 31 May 17 meeting Members resolved that: <ul style="list-style-type: none"> <li>• The Clerk be authorised to operate internet banking.</li> <li>• Cllr V Chessman be the Cllr nominated to the bank to approve all electronic payments.</li> </ul> Members noted that Cllr V Cheesman had been registered for internet banking and the Clerk advised that he would be re-drafting the Council's Financial Regulations to take account of the introduction of Internet banking. <b>d</b> <u>Road Signs – Pirbright Road</u> At the 31 May 17 meeting the Clerk was asked to report the signs that are covered by foliage to SCC Highways Dept. Members noted that the matter has been reported and receipt of the complaint had been acknowledged.

253/17	<b>CORRESPONDENCE</b> No items were reported under this agenda heading.
254/17	<b>PLANNING</b> Members received the minutes of the Planning Committee meetings held on 31 May and 14 Jun.17
255/17	<b>COUNCILLORS BUSINESS FOR INCUSION ON THE NEXT AGENDA</b> Members <b>RESOLVED</b> that the 2017 bonfire be placed on the agenda.
256/17	<b>FINANCE</b> <p><b>a</b> <u>Invoices paid out of Committee</u> NIL</p> <p><b>b</b> <u>Invoices for Payment</u> Members <b>RESOLVED</b> to authorise the payments listed at Annex A making particular mention of cheque Nos 2567 and 2598</p> <p><b>c</b> <u>Bank Reconciliation Statement</u> Members, noted and approved, subject to audit, the bank reconciliation statement as at 28 Jun 7</p> <p><b>d</b> <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><b>e</b> <u>Internal Audit Report – Local Government Year ending 31 March 2017</u> Members noted and approved, the Internal Audit Report for the Financial Year ending 31 Mar 17. Members also noted and approved, subject to External Audit, the Accounts for the year ending 31 Mar 17 for submission to the External Auditor with the following documents:</p> <ul style="list-style-type: none"> <li>• Bank Reconciliation Statement as at 31 Mar 17.</li> <li>• Annual Return for the year ending 31 Mar 17.</li> </ul>
257/17	<b>ADJOURNMENT FOR PUBLIC DEBATE – 10 MINUTES</b> <p><b>a</b> <u>SCC Cllr</u> Cllr Witham, SCC briefed those present on the current financial situation at SCC with £100M cuts having to be found in the current year.</p> <p><b>b</b> <u>GBC Cllr</u> In the absence of Cllr Bilbe no report was received.</p> <p><b>c</b> <u>Members of the Public</u> The matter of a blocked ditch on Pirbright Road opposite numbers 4 to 13 was reported. The Clerk was asked to bring the matter to the attention of Mr Fowler at GBC for action.</p>
258/17	<b>VISIT – GBC'S DIRECTOR OF PLANNING AND REGENERATION</b> Members noted that the visit had been cancelled by Ms Tracey Coleman.
259/17	<b>MEETING TIMES</b> At the 31 May 17 meeting Members resolved that the item be placed

	<p>on the agenda for the current meeting. Members resolved to defer the matter to the 26 Jul 17 meeting.</p>
<p><b>260/17</b></p> <p><b>LAND MANAGEMENT WORKING (PARTY LMWP) MEETING 14 JUNE 17</b></p> <p><b>a</b></p> <p><u>Chairman's Report</u> The Chairman reported on the proceedings of the LMWP meeting held on 14 Jun 17.</p> <p><b>b</b></p> <p><u>Minutes</u> Members <b>RESOLVED</b> to receive the minutes of the LMWP meeting held on 14 Jun 17.</p>	
<p><b>261/17</b></p> <p><b>TRAFFIC AND HIGHWAYS WORKING PARTY MEETING – 14 JUNE 2017</b></p> <p><b>a</b></p> <p><u>The Chairman's Report</u> In the absence of Cllr Simmons, the receipt of the Chairman of the Traffic and Highways WP report for 14 Jun 17 was deferred to the 26 Jul 17 meeting.</p> <p><b>b</b></p> <p><u>Minutes</u> Members <b>RESOLVED</b> to receive the minutes of the same meeting held on 14 Jun 17.</p>	
<p><b>262/17</b></p> <p><b>ASDR EQUIPMENT</b></p> <p>At the 31 May 17 meeting (Minute 217/17 refers) Members resolved that the item be deferred to the current meeting. In the absence of Cllr Simmons, the matter was deferred to the 26 Jul 17 meeting.</p>	
<p><b>263/17</b></p> <p><b>VILLAGE FETE 2017</b></p> <p>At the 31 May 17 meeting the Clerk was asked to liaise with Chapel Farm Eggs to obtain a raffle prize for the Fete. Members noted that the company had agreed to donate the same prize as in past years. At the same meeting, the Clerk was asked to liaise with the Camberley Car Club to ensure their attendance. The Clerk reported that he had spoken to representatives of the Club and was waiting for a response.</p>	
<p><b>264/17</b></p> <p><b>TREE SURVEY – POSSIBLE HAZARDOUS TREES ABUTTING PUBLIC ROADS</b></p> <p>At the 31 May 17 meeting (Minute 220/17 refers) Clerk reported that the definite map had been passed to the contractor to enable him to conduct the survey at a cost of £633.44, expenditure which Cllrs <b>RESOLVED</b> to approve. Members <b>RESOLVED</b> that the Clerk should notify Members of the costs involved in undertaking the recommended tree works by email for agreement and subsequent approval at the 26 Jul 17 meeting.</p>	
<p><b>265/17</b></p> <p><b>REGISTER OF ASSETS – ANNUAL REVIEW</b></p> <p>At the 26 Apr 16 meeting (Minute 159/17 refers) Members noted that in accordance with the Council's Annual Audit Action Plan the Register of Assets is due for renewal and Members resolved to appoint Cllrs Lawson and Palmer to review the Register. At the 31 May 16 meeting Cllr Palmer reported that the review is in</p>	

	<p>hand.</p> <p>Cllr Palmer reported that he considered that some matters related to the Register should be raised with the external auditor and agreed to provide the Clerk with a list of the points for him to approach the internal auditor.</p>
<b>266/17</b>	<p><b>VAS EQUIPMENT PURCHASE AND DEPLOYMENT</b></p> <p>At the 31 May 17 meeting (Minute 225/17 refers) Members resolved that:</p> <ul style="list-style-type: none"> <li>• The Clerk should check with SCC that the funding to purchase VAS equipment is still available.</li> <li>• If the funds are still available to purchase the equipment asap.</li> <li>• Seek confirmation from the Council's insurers regarding the liability of Cllrs.</li> </ul> <p>Members noted that:</p> <ul style="list-style-type: none"> <li>• SCC have advised that the funding is still available.</li> <li>• The Council's Insurers have advised that Cllrs would not be personally liable</li> </ul> <p>It was noted that prior to purchasing the equipment it was necessary for the proposed sites for the use of the equipment to be positively identified.</p> <p>The Chairman agreed to approach Cllr Simmons on the matter.</p>
<b>267/17</b>	<p><b>VOLUNTEERS EVENING – 28 NOVEMBER 2017</b></p> <p>Members considered whether the invitation to the evening should be extended to include those who although they are not actual volunteers nevertheless assist the Council.</p> <p>Members <b>RESOLVED</b> that the invitation should be so extended.</p>
<b>268/17</b>	<p><b>_THE VILLAGER – DISTRIBUTION</b></p> <p>Members noted an email dated 15 Jun 17 from Mr Clive Nichols indicating his intention to stop arranging the distribution of the Villager with immediate effect.</p> <p>Members <b>RESOLVED</b> that:</p> <ul style="list-style-type: none"> <li>• Cllr Lawson should approach Mr Bob Hutton to see if he would volunteer for the task.</li> <li>• The Clerk should investigate the cost of having The Villager commercially delivered.</li> </ul>
<b>270/17</b>	<p><b>THE VILLAGER – EDITOR – JOB SPECIFICATION</b></p> <p>At the 26 Oct 16 meeting (minute 415/16 refers) Members resolved to amend the Job Specification for the post of Editor of the Villager. Members noted and <b>RESOLVED</b> to approve the amended Job Specification a copy of which has been placed on the file record.</p>
<b>271/17</b>	<p><b>NORMANDY COMMON CCTV UPGRADE</b></p> <p>Members noted that quotes have been received as follow:</p> <ul style="list-style-type: none"> <li>• Digging and infilling of ditch from football pavilion to camera pole at a cost of £1,050.00</li> <li>• Electrical Installation to camera pole at a cost of £2,315.00</li> <li>• Provision and installation of additional camera and the necessary cabling at a cost of £11,560.00</li> </ul> <p>Members also noted that the total cost of project being in excess of</p>

	£13,400.00 it should be put out to tender and <b>RESOLVED</b> that in this instance, and the exceptional circumstances involved, especially related to the time factor and the possible loss of the Grant Aid the project should or should not be put out to tender.
<b>272/17</b>	<p><b>WEBSITE UPGRADE</b></p> <p>Members noted that the Domain registration fee and the initial deposit have been paid.</p> <p>Members also noted that the contactor had suggested that</p> <ul style="list-style-type: none"> <li>• The Council should have an Analytic Account set up.</li> </ul> <p>Members <b>RESOLVED</b> to agree to the setting up of an Analytic Account.</p>
<b>273/17</b>	<p><b>LITTER PICKING DAY</b></p> <p>Members noted that they had previously agreed that the Litter Picking Day should be held on Sat 24 Jun 17. However, in the event insufficient numbers of Cllrs are available to participate on that date and the Pick had been cancelled.</p> <p>Members <b>RESOLVED</b> to consider whether an alternative date should be selected at the 26 Jul 17 meeting.</p>
<b>274/17</b>	<p><b>SURREY COMMUNITY RECYCLING CENTRES – PUBLIC CONSULTATION</b></p> <p>Members noted GBC Email dated 21 Jun 17 which had been distributed to them previously, and <b>RESOLVED</b> to express concern at the possible increase in fly tipping by the reduction in opening hours.,</p>
<b>275/17</b>	<p><b>GBC (2017) DRAFT LOCAL PLAN WORKING PARTY MEETING 23 JUNE 2017</b></p> <p><b>a</b> <u>Chairman's Report</u> Cllr Palmer, Chairman of the WP provided a report on the proceeding of the WP meeting held on 23 Jun 17.</p> <p><b>b</b> <u>Minutes of the WP meeting held on 23 Jun 17</u> Members <b>RESOLVED</b> to receive the minutes of the WP meeting held on 23 Jun 17. Members further <b>RESOLVED</b> to ask Mrs Beuden to take the minutes at the Public meeting on 6 Jul 17.</p>
<b>276/17</b>	<p><b>ADJOURNMENT FOR PUBLIC DEBATE</b></p> <p>No matters were raised under this agenda heading.</p>
<b>278/17</b>	<p><b>DATE OF NEXT MEETING</b></p> <p>The next meeting is scheduled for 26 Jul 17.</p>

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.**

**279/17**

**STAFFING MATTERS**

See attached **CONFIDENTIAL** report.

**STRICTLY CONFIDENTIAL**

**279/17 STAFFING MATTERS – FLOOD FORUM – CLERK  
REIMBURSEMENT**

Members noted that heretofore the Clerk had been reimbursed from the SCC grant for 8 hours additional work outside the terms of his contract for each Flood Forum meeting.

Members **RESOLVED** to agree the reimbursement of the Clerk for 8 hours Flood Forum work outside the terms of his contract in respect of the Flood Forum meeting held on 23 Jun 17.