

NORMANDY PARISH COUNCIL

You are hereby summoned to attend a meeting of
NORMANDY PARISH COUNCIL
to be held on **Wednesday 27 September 2017**
in **NORMANDY VILLAGE HALL, MANOR FRUIT FARM, GLAZIERS LANE,**
NORMANDY, commencing at 1915 hours, or on completion of the Planning
Committee meeting whichever is the earlier.

Please contact me on 01483 811108 or 07809 331 080 if you are unable to attend.

Dated this 20th Day of September 2017

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 26 JULY 2017 Members to approve and the Chairman to sign as a true record the minutes of the Council meeting held on 26 Jul 17.
292/17 a	MATTERS ARISING <u>Public Address System – Users Guide</u> At the 31 May 17 meeting Cllr Palmer advised that the Users' Guide was not yet completed. At the 26 Jun 17 meeting Cllr Palmer again reported that the Guide had not yet been completed.

	<p>At the 26 Jul 17 meeting, in the absence of Cllr Palmer, the matter was deferred to the 27 Sep 17 meeting.</p> <p>Members to note that the PA System has been stored in a cupboard in the VH to which the Clerk has key</p> <p>b <u>Football Pavilion – Dampness</u> The Clerk to report.</p> <p>c <u>Community Governance Review</u> Members to note that the application to GBC for a Community Governance Review to be undertaken has been acknowledged but that a number of signatures were removed on checking by GBC but that sufficient remained for the Review to proceed.</p> <p>d <u>GBC Town and Parish Council Ward Programme</u> Members to note that the submission agreed on 26 Jul 17 has been forwarded to GBC and accepted.</p> <p>e <u>Parish Council Land Opposite Quinta Cottage, Normandy Common Lane – Upkeep</u> At the 26 Jul 17 meeting (Minute 293d/17 refers) Members resolved that the Chairman and Cllr Lawson should visit the property with a view to resolving the problems. The Chairman to report.</p> <p>f <u>Normandy Common – CCTV Upgrade</u> Cllr Palmer to report on progress.</p>
6	VISIT – GBC’S DIRECTOR OF PLANNING AND REGENERATION Members to receive a visit from Ms Tracey Coleman.
7	CORRESPONDENCE The Clerk to report.
8	COUNCILLORS BUSINESS FOR INCLUSION ON THE NEXT AGENDA Members to nominate items for inclusion on the agenda for the next meeting to be held on 25 Oct 17.
9	ADJOURNMENT FOR PUBLIC DEBATE – 10 MINUTES
a	<u>SCC Cllr</u>
b	<u>GBC Cllr</u>
c	<u>Members of the Public</u>
10	PLANNING Members to receive the minutes of the Planning Committee meetings held on 26 Jul 17, 15 Aug 17 and 13 Sep 17.
11	FINANCE
a	<u>Invoices Paid Out of Committee</u> See attached schedule of Invoices Paid Out of Committee for approval.

<p>b</p> <p>c</p> <p>(i)</p> <p>(ii)</p> <p>d</p> <p>e</p>	<p><u>Invoices for Payment</u> See attached Annex A.</p> <p><u>Bank Reconciliation Statement</u> Members to note, and to approve, subject to audit, the Bank Reconciliation Statement as at 31 Aug 17.</p> <p>Members to note, and to approve, subject to audit, the Bank Reconciliation Statement as at 27 Sep 17.</p> <p><u>Unbudgeted Expenditure for the 2017 - 2018</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.</p> <p><u>CCLA Investment Income</u> Members to note that the net income from the Council's CCLA Investment for the quarter ending 30 Jun 17 was £443.86 net.</p>						
<p>12</p>	<p>ANNUAL PRECEPT YEAR ENDING 31 MARCH 2019 Members to note that the Council's Precept bid for the year ending 31 Mar 19 has to be submitted to GBC in early Jan 17 and will have to be agreed at the 14 Dec 17 Council meeting. 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 17 to ensure that proper costings are obtained.</p>						
<p>13</p> <p>a</p> <p>b</p> <p>c</p>	<p>EXPENDITURE ON GOODS AND SERVICES Under the LGA 72 the Council Members are required to agree and set annually the financial limits for Goods and Expenditure. 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 data-bbox="363 1776 1126 1895"> <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>14</p>	<p>ANNUAL HEALTH AND SAFETY INSPECTIONS The Clerk to report on progress on completion of the Annual report.</p>						

15	<p>INSURANCE RENEWAL</p> <p>Members to note that the Council's present insurance (Came and Company) is due for renewal on 1 Oct 17 and that the Council is presently contracted to remain with the current insurers until 1 Oct 18 unless a default fee is paid.</p> <p>Members to agree the continuation of the present insurance contract for a further year until 1 Oct 18.</p>
16	<p>VILAGE BONFIRE – 2017</p> <p>Cllr Lawson to report on preparations for the 2017 Village Bonfire, Procession and Firework Display.</p>
17	<p>VILLAGE FETE 2017</p> <p>Cllr Clarke to report on the 2017 Village Fete.</p>
18	<p>LITTER PICKER – WINTER HOURS OF WORK</p> <p>Miss Blackmore is currently employed for 20 hours per month which are easily achieved during the spring and summer period.</p> <p>Members to consider whether the hours should be reduced during the winter months., and, if so, to what level,</p>
19	<p>PUBIC FOOTPATH - NORMANDY COMMON</p> <p>It was noted that the footpath is still being damaged by horse riders.</p> <p>Members resolved that the Chairman and Cllr Lawson should visit the site to ascertain whether it would be possible for the damage to be repaired “within house” using CSWs.</p> <p>The Chairman and Cllr Lawson to report on progress.</p>
20	<p>REGISTER OF ASSETS – ANNUAL REVIEW</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 annual review and Members resolved to appoint Cllrs Lawson and Palmer to review the Register.</p> <p>At the 31 May 16 meeting Cllr Palmer reported that the review was in hand.</p> <p>At the 26 Jun 17 meeting (Minute 265/17 refers) Cllr Palmer reported that he considered that some matters related to the Register should be raised with the Internal Auditor and agreed to provide the Clerk with a list of the points for him to present to the Internal Auditor for his opinion.</p> <p>The Clerk report that he had taken up the issues raised by Cllr Palmer with the Internal Auditor and had passed the Internal Auditor's comments onto Cllr Palmer.</p> <p>At the 26 Jul 17 meeting (Minute 304/17 refers) Members resolved that in the absence of Cllr Palmer the matter should be deferred to the Sep 17 Council meeting,</p> <p>Cllr Palmer to report.</p>

<p>21</p>	<p>GRANT AID 2018/2019 Members to note that the applications for Grant Aid for the year 2018/2019 had, at short notice to be submitted by 8 Sep 17 and that the following applications were submitted:</p> <ul style="list-style-type: none"> • Dropped kerb at the wooden footbridge entrance to the adult fitness area on MFFF, total cost £600.00. • 4 X animal proof litter bins, two for Normandy Common and two for MFF, total cost £2,243.00. <p>Members are asked to approve the above submissions in retrospect.</p>
<p>22</p>	<p>WEBSITE UPGRADE Cllr Lawson to provide an up to date report.</p>
<p>23</p>	<p>SOUTHERN ELECTRIC PROPOSED WORKS ON NORMANDY COMMON At the 26 Jul 17 meeting (Minute 312/17 refers) Members noted an email from Dalcour MacClaen regarding the proposed removal of overhead electric cables on part of Normandy Common, the burying of the same cables underground and the installation of a switching station within a GRP cabinet on Normandy Common Members also noted that Southern Electric wished to purchase the land measuring 5m X 5m on which the cabinet will stand at a price of £2,000.00. Members resolved that:</p> <ul style="list-style-type: none"> • SEE should be asked to pay £10,000.00 for the land. • SEE should meet all legal costs of the purchase of the land. <p>The Clerk to provide an up to date report.</p>
<p>24</p>	<p>PLANNING APPLICATIONS – NOTIFICATION TO VILLAGERS Members to note the Email, circulated by Mr Burchett on 18 Aug 17 and to consider what arrangements can be authorised to enable villagers to be informed of Planning Applications received from GBC and other authorities.</p>
<p>25</p>	<p>SURREY ASSOCIATION OF LOCAL COUNCILS (SALC) ANNUAL GENERAL MEETING AND CONFERENCE The SALC AGM and Annual Conference is to be held on Thu 2 Oct 17 at Dorking Halls commencing at 0930 hours. Members to determine which of their number is to represent the Council.</p>
<p>26</p> <p>a</p> <p>b</p>	<p>MANOR FRUIT FARM WORKING PARTY (MFFWP) MEETING 13 SEPTEMBER 2017</p> <p><u>Chairman's Report</u> The Chairman of the MFFWP to report on the proceedings of the MFFWP meeting held on 13 Sep 17.</p> <p><u>Minutes of the MFFWP meeting held on 13 Sep 17</u> Members to receive the minutes of the MFFWP meeting held on 13 Sep 17.</p>

<p>27</p> <p>a</p> <p>b</p>	<p>MANOR FRUIT FARM PHASE 2 DEVELOPMENT WORKING PARTY (MFF PHASE 2 DEV WP) MEETING 13 SEPTEMBER 2017</p> <p><u>Chairman's Report</u> The Chairman of the MFF Phase 2 Dev WP to report on the proceedings of the MFFWP meeting held on 13 Sep 17.</p> <p><u>Minutes of the MFF Phase 2 Dev WP meeting held on 13 Sep 17</u> Members to receive the minutes of the MFF Phase 2 Dev WP meeting held on 13 Sep 17.</p>
<p>28</p>	<p>THE VILLAGER – PRINTING</p> <p>Currently the Villager is printed by Fontain (Printers) at a cost of £399.00 for 1,400 copies with free delivery.</p> <p>The Council has been approached by Printways who at a cost of £258.58 for the same number of copies with a turn round time of 3 days and free delivery. A sample printing from Printways was distributed to Members in late Aug 17.</p> <p>Members to determine which printer should be used, in the future, for printing the Villager.</p>
<p>29</p>	<p>COUNCILLOR VACANCY – CO-OPTION OF A REPLACEMENT COUNCILLOR</p> <p>GBC has agreed that the Council may proceed to co-opt a replacement Cllr with immediate effect.</p> <p>Applicants for the vacancy to make presentations to the Council and Members select a replacement Cllr.</p> <p>The selected Cllr to sign the necessary Declaration of Acceptance of Office and the Register of Interests prior to taking office.</p>
<p>30</p>	<p>ADJOURNMENT FOR PUBLIC DEBATE- 10 MINUTES</p>
<p>31</p>	<p>PUBLIC FOOTPATH – GLAZIERS LANE TO WESTWOOD LANE</p> <p>Members to note the attached email from Debbie Baldwin which has been passed to SCC Highways Dept (ROW) and Cllr Witham and to determine what further action, if any, should be taken.</p>
<p>32</p>	<p>MANOR FRUIT FARM WORKING PARTY (MFFWP)– TERMS OF REFERENCE (TOR)</p> <p>Members to note the attached TOR for the MFFWP and to consider approving the same for implementation.</p>
<p>33</p>	<p>PLANNING COMMITTEE TERMS OF REFERENCE (TOR)</p> <p>Members to note the attached TOR for the Planning Committee and to consider approving the same for implementation.</p>
<p>34</p>	<p>DATE OF THE NEXT MEETING</p> <p>The next meeting will be held on 25 Oct 17 in Normandy Village Hall.</p>

The Chairman to propose 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(S) OF THE REVISED PART 1 OF SCHEDULE 12A OF THE LGA ACT 72.

35 STAFFING MATTERS

See attached **CONFIDENTIAL** report.