



Windlesham Parish Council

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MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL Held on Tuesday 29th January 2019, at 7.30pm in the Council Chamber

Bagshot Cllrs		Lightwater Cllrs		Windlesham Cllrs	
Bakar	A	Gandhum	-	Goodman	P
Chambers	PA	Hartshorn	A	Stacey	A
Cowlshaw	PA	Jennings-Evans	PA	White	PA
Manley	P	Malcaus Cooper	PA	Sturt	A
Trentham	P	Yu	A	Buck	A
		Halovsky-Yu	P	Reynolds	P

In attendance: Sarah Walker – Clerk
Jo Whitfield – Assistant Clerk
Andrew Milne – SCC Area Highway Manager
1 Member of the Public

P – present A – apologies PA – part of the meeting - no information

Cllr Reynolds in the Chair

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C/18/173 **Apologies for absence**

Apologies for absence were received and accepted from Cllrs Buck, Bakar, Sturt, Yu, Hartshorn and Stacey.

Cllr Gandhum was not in attendance and no apologies were received.

C/18/174 **Declarations of interest**

No declarations of interest were made.

C/18/175 **Public question time**

No questions were raised.

19:36 Cllr Halovsky-Yu entered the Chamber

C/18/176 **Exclusion of the press and public.**

Agreed that the following items be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960:

- C/18/196 Exempt Full Council Minutes from 27th November 2018
- C/18/197 Civic Amenities & Recreation Minutes from 8th January 2019
- C/18/198 Clerks Update and part thereof

C/18/199 Hook Mill Lane
C/18/200 Greenspace Contract
C/18/201 Staff in confidence

C/18/177 Full Council Minutes

The open minutes of the previous meeting held on 27th November 2018 **were approved** and signed by Cllr Reynolds with the following amendment:

Item C/18/166 revised wording “Cllr Gandhum asked to raise a personal issue relating to a prior Council Planning Committee meeting. After explaining the nature of the issue, he was advised that it would not be the appropriate forum to raise the matter.”

C/18/178 Committee and Sub-Committee Minutes

The minutes of the Planning Committee meeting held on the 4th December 2018 were **deferred** due to no Committee members being present.

The minutes of the Planning Committee meeting held on the 18th December 2018 **were approved** and signed by Cllr Manley and the minutes of the Planning Committee meeting held on the 8th January 2019 **were approved** and signed by Cllr Halovsky-Yu.

The minutes of the Civic Amenities Committee meeting held on the 8th January 2019 **were deferred** due to no Committee members being present.

C/18/179 Andrew Milne – Surrey County Council Highways

Andrew Milne is the Area Highways Manager for North West Surrey and had been invited to attend the meeting to answer Councillors questions surrounding the design and installation of pedestrian crossings.

Q: Why are the design costs so high?

A: There are a set of technical standards that must be followed, along with regulations surrounding access. The design must consider the vehicular forward visibility; the pedestrian’s visibility of approaching vehicles and calculations carried out for minimum stopping distances according to the road layout. Also, a general feasibility assessment must be done to ensure that a suitable solution is found. In addition to the standards and regulations consideration must be given to where existing services are in relation to the proposed solution.

Q: Why is there a high recharge rate for staff that are already employed by SCC?

A: SCC budgets are unable to meet the costs of the entire workforce; therefore, some salaries are met solely by recharge rates.

Q: Is it possible have a transparent breakdown of costs met by the Parish Council?

A: Andrew Milne will investigate the potential of supplying WPC with a more detailed breakdown of costs.

Q: Why does it take so long to complete a project?

A: Due to working in partnership with other agencies, timescales are not always under the control of Andrew Milnes team.

Andrew Milne and Member of public left the Chamber

C/18/180 a) Surrey County Council

Cllr Goodman reported the following:

Library Service - Members were informed that a Library consultation will take place later this year.

SureStart – SCC Cabinet have agreed to close 31 SureStart centres. The centres that will be closed have not yet been identified.

CRC's – Cllr Goodman has achieved a reprieve on the closure of 4 CRC's. However, a saving of £650,000 still needs to be found before the end of September. Therefore, these CRC's will become recycling centres only and no black bag waste will be allowed.

SCC – Members were informed that the SCC budget has been agreed and £82 million of savings still need to be found.

Brexit – Cllr Goodman informed the Clerk that he had been made aware of funding available to Councils to mitigate the effects of Brexit. **It was resolved that the Clerk will investigate if the Parish Council is eligible for any of this funding.**

Countryside Consultation – the countryside consultation is now complete, and a report is expected at the end of March.

Village Improvements Bagshot – The village centre improvement plan is progressing, and work is expected to start in April.

b) Surrey Heath Borough Council

Nothing to report

C/18/181 Finance

a) Accounts for payment - The Clerk presented a list of expenditure transactions for approval, in the sum of **£1,8713.21** and explained the individual items.

It was resolved that the payments (Annex A) in the total sum of £1,8713.21 be authorised and Cllr Reynolds signed the Expenditure Transactions Approval List.

b) Budget and Precept 2019-20 – final agreement

Members were presented with a paper detailing the budget and precept for 2019-20. At the Full Council meeting on 27th November 2018 it was resolved **not** to increase the precept for 2019-20 financial year, which has the following effect on the Council budget

	2018-19 Precept Band D equivalent Properties	2019-20 Precept approved at Full Council 27.11.18 No precept increase	Year on year changes
Band D precept	£37.76	£37.76	£0
Council Tax base	8091.42	8115.20	+23.78
Total precept to be raised	£305,511	£306,409	£898

Members were also informed that based on the above figures, the final budget sheets show a planned deficit of £27.9K for 2019-20 financial year. This will be funded principally from the Council's general reserves.

It was resolved to formally approve the precept and budget agreed at the Full Council meeting on the 27th November 2018.

c) Internal Interim Audit report

Members were presented with the interim internal audit report completed by Mark Mulberry on 18th December 2018 and the Clerk highlighted the following points that were raised in the report:

- 1) The council is aware of the GDPR. It was noted the Council does have common internal email addresses and Councillors should ensure that they only use the council email address for council business.

It was resolved that Councillors who are still to activate and use their WPC email addresses must endeavour to do so. The office can provide guidance if required for the setup of these accounts.

- 2) Draft minutes are uploaded to the council website. The signed set of minutes is retained in the clerk's office.

It was also resolved that wording will be added to the website to show beyond reasonable doubt that the website minutes are adopted unsigned minutes and final signed minutes are available on request.

Cllr Goodman noted the clause

"It is our opinion that the systems and internal procedures at Windlesham Parish Council are well established and followed. The clerk is very experienced and ensures the council follow best practice regulations."

Members formerly thanked the Clerk.

20:28 Cllr Chambers left the Chamber

C/18/182

Outside Organisations

- a) To receive any reports from representatives on outside organisations

Cllr Halovsky-Yu informed Members that the LBA wished to thank the Parish Council for working in partnership with themselves to hold joint events for the Fair in the Square and the Christmas light switch on. It was reported that it had made a big difference to their revenue.

- b) To consider electing John Winterton to the board of Trustees for Windlesham United Charities for a further 4-year term

Members were informed that John Winterton has finished his four-year term at Windlesham United Charities and asked to consider and approve re-electing him to serve a further 4-year term as a Trustee.

It was resolved to approve the re-election of John Winterton to the board of Trustees for Windlesham United Charities for a further 4-year term.

C/18/183 Clerks Update

Community Reception - The Clerk reminded Members that the Community Reception is being held on Saturday 9th February 2019 at All Saints Church, Lightwater, with a 3pm start.

Fallen Soldiers – It was agreed that the fallen soldiers installed around the villages will now be removed and reinstated in time for Remembrance Sunday.

C/18/184 Risk Assessment – to approve the circulated risk assessment for 2018-19

Councillors were presented with an updated risk assessment for the Council and asked to either approve the document or identify any amendments or improvements.

Key Risks

- The risk assessment did not identify any areas of high risk. There were however 12 medium risks highlighted, which will be kept under review.
- Members were asked to note the nature of these risks. Whilst most of these risks will be managed by the Clerk, it should be noted that member input will be required for some of the risks identified.

Cllr Goodman queried if Brexit and associated risks should be documented.

It was resolved to agree the Risk Assessment subject to the Clerk seeking clarification over Brexit.

C/18/185 Notice of a motion from Councillor Sturt to allow the Neighbourhood police team to use Hook Mill Lane for storage

Due to the absence of Cllr Sturt it was agreed to defer this item until the next Full Council meeting.

C/18/186 Annual Parish Meeting – to confirm date, venue and consider outside speakers

Members were informed that the Annual Parish meeting has been booked for Wednesday 6th March at The Link, Windlesham. The meeting will start at 7.15pm, there will be refreshments available from 7pm.

Members were asked to note the date and to consider who to invite as an outside speaker.

20:39 Cllr Malcaus Cooper entered the Chamber

Cllr Goodman suggested both Bob Darkens the Police Borough Commander or a spokesperson from Heathrow as potential speakers.

After some discussion Cllr Manley proposed, Cllr Halovsky-Yu seconded and it was agreed that the Clerk will invite the Police Borough Commander and the Police Youth Intervention Officer to speak at the APM.

C/18/187 Windlesham Neighbourhood Plan – update

Council were informed that the Neighbourhood Plan has now progressed through the examination stage and Surrey Heath are making arrangements for the Plan to go to referendum.

The Examiners report concluded that the Plan was sound and could proceed to referendum, subject to some modifications, which were agreed by the Steering Group on Monday 7th January 2019. Surrey Heath have prepared a draft decision statement to be submitted to a meeting of the Executive Committee on 19th February. Following Executive approval, the Decision Statement can be published and will be made publicly available. SHBC will then organise a Neighbourhood Plan Referendum for the Neighbourhood Plan Area.

Democratic Services, who are responsible for organising the referendum, are currently discussing potential dates for the referendum to take place.

The Steering Group have suggested that a number of bound copies of the final plan be placed in key locations such as the Parish office, local libraries, the local church and other notable local meeting places. Alongside this it has been suggested that leaflets are delivered to all dwellings in the Parish, not less than three weeks prior to the referendum date, so all residents entitled to vote have the relevant information about the referendum. Volunteers will distribute these, and a number of posters will be produced and posted in key locations at least ten days prior to the referendum.

Members noted their thanks to the WNP steering group for all their hard work in getting the plan to this point.

Resolutions:

- 1) Members noted the examiner’s report and approved the recommended alterations to the plan.**
- 2) Members noted the process that will be followed until the referendum**
- 3) Members approved the spend, as necessary, of remaining budget to fund publicity leaflets/posters etc**
- 4) It was agreed that the Clerk will work in conjunction with the Steering Group to produce appropriate publicity literature for the referendum.**

C/18/188 Heathrow Consultation – to discuss if Council wish to make representation

Members were informed that the Heathrow Airspace and Future Operations Consultation is running for eight weeks from 8 January until 4 March 2019. It is seeking feedback on changes to the airspace and future runway operations.

This consultation gives the chance to have a say on three key areas:

- Airspace change for an expanded Heathrow: the local factors to be considered in different geographic areas when designing future flight paths.
- Airspace change to make better use of the existing two runways: the local factors to be considered in different geographic areas when designing new flight paths for some arrivals on the existing two runways
- Future operations for an expanded Heathrow: how it will operate three runways in the future, this includes managing noise; respite through runway and airspace alternation; directional preference and night flights.

Members were given the consultation document, which highlights the questions being asked and gives an overview of each section of the consultation and in addition to this there were also informed that there is a substantial amount more information available on the consultation website – <https://afo.heathrowconsultation.com/>

Cllr Goodman urged Members to attend the Heathrow consultation at Tringham Hall, Benner Lane, West End, Woking on the 16th February 2019 (10am-4pm) and Michael Gove's Heathrow Q&A at The Briars Centre, Lightwater on the 22nd February 2019 (6pm-7pm).

Members were then asked to consider how the Parish Council wished to respond to the consultation.

It was resolved that Cllrs Malcaus Cooper, Goodman, Manley and Trentham will form a working party to formulate a response.

C/18/189 Bagshot Station

At the Full Council meeting in November, Cllr Goodman raised the idea of the Council adopting Bagshot railway station. A meeting was arranged at the station in December, attended by Cllrs Goodman, White and Manley, the Clerk and representatives from South West Rail.

Council were given a brochure from the Association of Community Rail Partnerships (ACoRP), which provides information about station adoption. For a station to be adopted, it needs to have a formally constituted station adoption group. Therefore, it is proposed that the Parish Council are that group, but work will involve volunteers from the community, as well as Councillors.

There is some initial funding available from ACoRP – around £400 – and further grants can be applied for.

As a follow up to the meeting in December, an email has been received from South West Rail – stipulating that in order to consider the next steps further a specific proposal was required, preferably with a diagram.

It was resolved that Cllr Manley will lead on this project and will investigate the next steps required by Council to set up a "Station Adoption Group," reporting back to Full Council in February 2019.

21:03 Cllr Cowlshaw left the Chamber

C/18/190 Windlesham Cemetery Maintenance

With John Fortune's retirement from his role maintaining Windlesham cemetery, Members were asked to consider how the cemetery will be maintained in the future.

There are potentially 3 options to consider:

- a) To approach smaller local contractors to tender for the work (specs would need to be drawn up ASAP)
- b) The larger regular work ie. grass cutting, hedge cutting, leaf collection, be included as a new addition to the greenspace contract and we employ another groundsman/handyman, with a wider remit to cover any area we need, not just Windlesham cemetery
- c) Include the whole cemetery in the greenspace contract as a new addition

Members discussed the merits of all the above options, and it was resolved that the Clerk will compile a basic works specification of the larger regular work ie. grass cutting, hedge cutting, leaf collection. A quote will then be obtained from our current contractor, along with two other quotes, to present to February Full Council, where a final decision on the way forward will be made.

C/18/191 Councillor Community Pride Grant Applications

Cllr Trentham submitted the following Councillor Community Pride grant application:

Applicant: Bagshot Business Association
Purpose: Road closure for Bagshot Big Bash
Supporting Councillor: Cllr Trentham
Value: £1000.00

It was resolved to support this Community Pride grant application.

C/18/192 Lightwater Village Improvements project

Council were informed that due to Helen Shenton returning to full time employment, she has taken a step back from the Lightwater Village Improvements project. In light of this, Members were asked to consider if the Council would fund and organise the planters to be looked after as part of the annual summer planting contract, throughout the spring/summer when the hanging baskets are in place.

It was resolved to include the Lightwater planters and the four planters at Windlesham gateways in our summer planting and in line with our Financial Regulations 3 quotes will be sought. One from current suppliers Windowflowers plus two further quotes as comparison for Council to consider.

C/18/193 Correspondence

There was no correspondence for discussion

C/18/194 Memorials and Inscriptions

Memorials for Robert Ferguson Phillips, Doreen Berry & Peter William Berry, Charles Albert Farr, William Ronnie Hatcher were **approved**.

C/18/195 Exclusion of the press and public

Agreed that the following items be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960:

C/18/196 Exempt Full Council Minutes from 27th November 2018
C/18/197 Civic Amenities & Recreation Minutes from 8th January 2019
C/18/198 Clerks Update and part thereof
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C/18/200 Greenspace Contract
C/18/201 Staff in confidence

APPENDIX A

17/01/2019

Windlesham Parish Council

Page 50

09:29

PRELIMINARY PURCHASE DAYBOOK

User: SKW

Order by Invoices Entered

Purchase Ledger for Month No 9

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C Centre	Amount	Analysis Description
	2020781	5395	SURREY HEATH	SHBC01	3,505.24		4,206.29	4165 120	2,114.75	Greenspace contractor
04/12/2018						701.05		4210 120	431.25	Play Area Inspections
								4215 120	38.40	Litter Picking High Curley
								4000 100	747.50	Ashes
								4060 100	8.34	Wheelbarrow
	TESCORECEIPT	JOH5397	BARCLAYCARD	BARCL	50.00		50.00	4170 120	165.00	maintenance
	LONGACRESVOUC	5398	BARCLAYCARD	BARCL	50.00	0.00	50.00	4435 220	50.00	Warden Hours
12/12/2018	GIFTFORJOHN	5399	BARCLAYCARD	BARCL	47.98	0.00	47.98	4435 220	50.00	Gift for staff retirement
12/12/2018								4435 220	47.98	Gift for staff retirement
12/12/2018									3,653.22	Gift for staff retirement
			TOTAL INVOICES		<u>3,653.22</u>	<u>701.05</u>	<u>4,354.27</u>			
			VAT ANALYSISCODE OTS@ 0.00%		147.98	0.00	147.98			
			VAT ANALYSISCODE S @ 20.00%		3,505.24	701.05	4,206.29			
			TOTALS		<u>3,653.22</u>	<u>701.05</u>	<u>4,354.27</u>			

PRELIMINARY PURCHASE DAYBOOK

Purchase Ledger for Month No 10

Order by Invoices
EnteredNominal Ledger
Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C Centre	Amount	Analysis Description
12/12/2018	854523	5401	SSE ENTERPRISE	SSEE	1,225.00	245.00	1,470.00	4060 110	1,225.00	Chap Electric remedial works
12/12/2018	854525	5402	SSE ENTERPRISE	SSEE	223.08	44.62	267.70	4060 100	223.08	Cemetery Electric Remedial Wor
18/12/2018	4475	5404	MULBERRY & CO	MULBE	196.20	39.24	235.44	4445 220	196.20	Interim internal audit
12/12/2018	831496	5406	VIKING	VIKIN	95.96	5.39	101.35	4435 220	95.96	Stationery
12/12/2018	2338	5407	GREENLANDS	GREE	1,380.00	276.00	1,656.00	4215 120	1,380.00	Memorial Bench base School Lan
24/09/2018	SEPTMOBILE	5408	EE	EE	8.53	1.71	10.24	4455 220	8.53	Sept Mobile Phone
24/10/2018	V015518074035409		EE	EE	8.53	1.71	10.24	4455 220	8.53	Oct Mobile Phone
24/11/2018	V015630467355410		EE	EE	8.53	1.71	10.24	4455 220	8.53	November Mobile Phone
24/09/2018	V015405470385411		EE	EE	8.53	1.71	10.24	4455 220	8.53	September Mobile Phone
12/01/2019	SM19801	5412	RIALTAS BUSINESS	REALTAS	648.00	129.60	777.60	4430 220	648.00	Rialtas annual support

04/01/2019	9500186525	5414	SURREY CC	SCC	4,640.00	0.00	4,640.00	4810	280	4,640.00	Whitmore Road Speed Sensors
15/01/2019	CRH150	5415	ST JOHNS	STJOH	25.00	0.00	25.00	4505	230	25.00	Windlesham Surgery Hall Hire
03/01/2019	2021220	5416	SURREY HEATH	SHBC01	2,624.40	524.88	3,149.28	4210	120	431.25	Play area inspections
								4215	120	38.40	Litter Picking High Curley
								4165	120	2,114.75	Glendale grounds maintenance
								4170	120	40.00	Warden Hours
24/01/2019	MILKDEC/JAN	5417	MILK & MORE	MILKA	11.34	0.00	11.34	4435	220	11.34	Milk 01/12/18-24/01/19
13/01/2019	2347	5418	GREENLANDS	GREE	240.00	48.00	288.00	4215	120	240.00	Attach remembrance poppies
22/01/2019	984	5419	ST JOHNS	STJOH	87.00	0.00	87.00	4600	250	87.00	984/5419/St John's Church
22/01/2019	928064	5420	VIKING	VIKIN	17.89	3.58	21.47	4605	250	17.89	Badges for Community Reception
30/11/2018	86498	5421	SHORTS	SHORT	15.00	3.00	18.00	4405	220	15.00	86498/5421/SHORTS GROUP LTD
31/12/2018	88274	5422	SHORTS	SHORT	15.50	3.10	18.60	4405	220	15.50	Daily skip rental charge
06/01/2019	88532	5423	SHORTS	SHORT	284.00	56.80	340.80	4405	220	284.00	Replacement skip
04/01/2019	INV-0252	5424	FARSIGHT	FARSI	210.00	42.00	252.00	4425	220	210.00	External Finance Support
25/01/2019	8269	5425	FOREST & GARDEN	FORE	640.00	128.00	768.00	4190	120	640.00	Install & remove Xmas Trees

12/12/2018	8735	5426	VISION ICT	VISIO	1,447.50	289.50	1,737.00	4800	280	1,447.50	Website
28/01/2019	COMPRIDE	5427	BAGSHOT VILLAGE LIB	BAGV	1,000.00	0.00	1,000.00	4655	260	1,000.00	Community Pride Grant

Nominal Ledger Analysis

Supplier A/c Name	Supplier A/c Code	Net Amount	Analysis	VAT ANALYSISCODE	@	Value	VAT	Description	Invoice Total	A/C	Centre
				TOTAL INVOICES		<u>15,059.99</u>	<u>1,845.55</u>	<u>16,905.54</u>	<u>15,059.99</u>		
				VAT ANALYSISCODE	@ 0.00%	11.34	0.00	11.34			
				E	@ 0.00%	5,820.99	0.00	5,820.99			
				VAT ANALYSISCODE	@ 20.00%	9,227.66	1,845.55	11,073.21			
				OTS							
				VAT ANALYSISCODE	TOTALS	<u>15,059.99</u>	<u>1,845.55</u>	<u>16,905.54</u>			
				S							

