



**Windlesham Parish Council**

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**MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL**  
**Held on Tuesday 26<sup>th</sup> February 2019, at 7.30pm in the Council Chamber**

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

**In attendance:** Sarah Walker – Clerk  
Jo Whitfield – Assistant Clerk

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

Cllr Malcaus Cooper in the Chair

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**C/18/202    Apologies for absence**

Apologies for absence were received and accepted from Cllrs Reynolds, Buck, Bakar, Cowlshaw and Stacey.

Cllrs Gandhum and Chambers were not in attendance and no apologies were received.

**C/18/203    Declarations of interest**

Cllr Hartshorn declared a non-pecuniary interest in item 13 on the Agenda, Grant Applications under £1000.00. Cllr Hartshorn declared herself as a volunteer at Harper Asprey.

**C/18/204    Public question time**

No public were present.

**C/18/205    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/18/222    Exempt Full Council Minutes from 29<sup>th</sup> January 2019
- C/18/223    Civic Amenities & Recreation Minutes from 8<sup>th</sup> January 2019
- C/18/224    To consider quotes for Windlesham Cemetery Maintenance

C/18/225 Cemetery Complaint

**C/18/206 Full Council Minutes**

The open minutes of the previous meeting held on 29<sup>th</sup> January 2019 **were approved** and signed by Cllr Malcaus Cooper with the following amendment:

*19:36 Cllr Sturt entered the Chamber*

**C/18/207 Committee and Sub-Committee Minutes**

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

The minutes of the Planning Committee meeting held on the 5<sup>th</sup> February 2019 **were approved** and signed by Cllr Manley.

The minutes of the Civic Amenities Committee meeting held on the 8<sup>th</sup> January 2019 **were approved** and signed by Cllr White.

*19:40 Cllr Jennings-Evans entered the Chamber*

**C/18/208 a) Surrey County Council**

Cllr Goodman reported the following:

Heathpark Drive – Gas works are now in progress on Heathpark Drive. These works will not involve road closures.

SSE Power Cables –Power cables are now being laid for the route from Ascot to Longcross and works will continue until January 2020. These works will affect a number of roads in the Windlesham area. In particular, there will be road closures on Updown Hill and Chertsey Road with the remainder of the areas being managed by traffic lights.

Windlesham Pedestrian Crossing – Cllr Goodman informed Members that he is continuing to liaise with Andrew Milne from Highways regarding the proposed pedestrian crossing for Windlesham.

Vehicle Activation Signs – Cllr Goodman reported that the vehicle activation signs for Lightwater and Bagshot are in progress.

Traveller Incursion – Cllr Goodman informed Members that prior to the Travellers being served the section 21 notice, 35 five tonne blocks were strategically placed to prevent any further incursions in the area.

Countryside Parking Charges – Cllr Goodman reported that to date the revenue raised from the countryside parking charges, has outperformed the expected revenue despite cost incurred for vandalism and traveller incursions.

**C/18/209 b) Surrey Heath Borough Council**

Cllr White reported that SHBC Full Council will set next year's Council tax at the meeting being held on the 27<sup>th</sup> February and that Richard Brooks will become the new Leader of the Council as of this date.

**C/18/210 Finance**

- a) **Accounts for payment** - The Clerk presented a list of expenditure transactions for approval, in the sum of **£10,147.20** and explained the individual items.

**It was resolved that the payments (Annex A) in the total sum of £10,147.20 be authorised and Cllr Malcaus Cooper signed the Expenditure Transactions Approval List.**

**C/18/211 Outside Organisations**

WC Lees – Cllr White reported that WC Lees are looking to extend two Arms houses, converting them from bedsits to 1 bedroom apartments.

Bagshot Society – Cllr White reported that Bagshot Society have recently formed an action group to act as a voice for the community on planning applications.

Bagshot Playing Fields Association – Cllr White reported that the association have approved the proposed changes to the Pavilion.

LBA – Cllr Halovsky-Yu informed Members that the Lightwater Business Association were holding a networking event between 6pm-8pm on the 19<sup>th</sup> March at the Red Lion in Lightwater.

Fair in the Square - Cllr Halovsky-Yu informed Members that Lightwater Fair in the Square will take place on Saturday 22<sup>nd</sup> June 2019 and the Lightwater 'Meet the Councillors' will be held at this event between 10am-12 noon.

**C/18/212 Clerks Update**

Prevention of Further Traveller Incursions – The Clerk informed Members that Wooldridge's had kindly supplied and sited concrete blocks at Lightwater recreation ground, to prevent access to the field.

Millpond – The Clerk reported that Thames Water have still not cleared the debris from the balancing pond at Millpond, despite the initial complaint being lodged in May 2018. The Clerk will continue to pursue this matter.

APM – The Clerk reminded Members that the Annual Parish Meeting will be held at the Link in Windlesham on Wednesday 6<sup>th</sup> March at 7.15pm.

**C/18/213 Notice of a motion from Councillor Sturt to allow the Neighbourhood Watch team to use Hook Mill Lane for storage.**

Cllr Sturt proposed Council consider allowing the Neighbourhood Watch team access to Hook Mill Lane depot, for the purpose of storing their vehicle. Members are keen to use Council resources to assist community projects but were clear that any storage would be on a temporary and informal basis.

**Cllr Goodman seconded the proposal and it was agreed that delegated authority be given to the Clerk to discuss requirements and restrictions with the Neighbourhood Watch team.**

**C/18/214 Windlesham Neighbourhood Plan – update to approve referendum leaflet**

At the Full Council meeting on the 29<sup>th</sup> January 2019 (minute ref: C/18/187) it was agreed that the Clerk would work in conjunction with the Steering Group to produce appropriate publicity literature for the referendum. Members were provided with a copy of the proposed leaflet and asked to agree its format.

**It was resolved that a photo credit for the Windlesham and Camberley Camera Club would be added to the leaflet and that the Clerk could proceed.**

**C/18/215 Grant Applications**

The following grant applications were considered:

**Grants under £1,000**

The Hope Hub – Request £1,000 - To assist with charitable operating costs.

Members noted their support of The Hope Hub, however Council were concerned about funding general operating costs. indicating that a specific project or capital fund should have been identified in the application.

**It was resolved that The Hope Hub would be invited to amend their application and reapply to the next round of funding.**

Windlesham Darby and Joan – Request £800 – To help with the costs of coach hire for outings.

**Cllr Sturt proposed, Cllr White seconded and it was agreed to give a grant for the requested amount of £800.00**

Harper Asprey - Request £979.92 – As a contribution towards the costs of hedgehog survey kits.

**Cllr Jennings-Evans proposed, Cllr Sturt seconded, and it was agreed to give a grant for the requested amount of £979.92**

**Grants over £1,000**

Bagshot Tennis Club - Request £3,000 – As a contribution towards the cost of building an additional tennis court.

**Cllr Sturt proposed, Cllr Goodman seconded, and it was agreed to give a grant for the requested amount of £3,000.**

Bagshot Playing Fields Association - Request £15,000 - To assist with refurbishment of the pavilion building.

**Cllr Sturt proposed, Cllr Goodman seconded, and it was agreed to defer consideration of this grant application and invite Bagshot Playing Fields Association to reapply when more detailed costings are available.**

Bagshot Community Pre-School - Request £2,999 – To help fund a new fire door and flooring.

**Cllr Goodman proposed, Cllr Hartshorn seconded not support this grant. A vote was taken, and the motion was carried with 8 in favour, 1 against and 1 abstention.**

### **Open Spaces Maintenance Grants**

Bagshot Playing Fields Association - Request £2,000 – To assist with routine maintenance of trees, hedges and grounds.

**Cllr Jennings-Evans proposed, Cllr Yu seconded, to give the remainder of this years Open Spaces Maintenance Grant budget, of £500. A vote was taken, and the motion was carried with 9 in favour and 1 abstention.**

## **C/18/216 Councillor Community Pride Grant Applications**

Cllr Stacey submitted the following Councillor Community Pride grant application:

Applicant: Thames Hospice

Purpose: Donation for care and support provided to families within the Parish.

Supporting Councillor: Cllr Stacey

Value: £462.00

**Cllr Malcaus Cooper proposed, Cllr Hartshorn seconded, and it was agreed to defer this application until the next Full Council meeting to allow Cllr Stacey to be present at the discussion.**

Cllr Malcaus Cooper and Cllr Jennings Evans informed Members that they propose to allocate their Community Pride funds to facilitate planting the Briar Avenue roundabout. Cllr Malcaus Cooper requested that Lightwater Councillors consider using any unallocated Community Pride funds to support this project.

**After some discussion it was agreed that any costs for this project not met by Community Pride funding, would be funded from Lightwater village reserves.**

## **C/18/217 Bagshot Station**

At the Full Council meeting on 29<sup>th</sup> January 2019 (minute ref: C/18/189), Cllr Manley was asked to lead on this project and tasked with investigating the way forward and how to set up a “Station Adoption Group”.

Cllr Manley informed Council that he was in discussion with South West Rail and **Cllr Malcaus Cooper proposed, Cllr Jennings-Evans seconded, and it was agreed that Cllr Manley should continue to pursue the matter.**

**C/18/218 To consider a proposal for installation of a radio base station, Guildford Road, Lightwater**

Members were presented with the letter received from Waldon Telecom regarding the installation of a shared electronic communications base station, to be located on Guildford Road, Lightwater.

Ahead of a formal application going to Surrey Heath Planning, WPC have been invited to comment or request further information. The deadline for submission is 28<sup>th</sup> February.

Members were asked to consider if they wished to make a representation at this stage.

**Members noted that the piece of land in question is part of an ongoing SCC improvement strategy and therefore it was resolved that the Clerk will write to Waldon Telecom stating this.**

**C/18/219 Parish Council Business Plan**

In light of the Business Planning Committee having been disbanded at the November Full Council meeting (minute ref: C/18/154b), Members were informed that the Clerk is in the process of drawing up a draft business plan for consideration.

**Cllr Malcaus Cooper proposed, Cllr White seconded, and it was agreed that the draft Business Plan be brought to March Full Council.**

**C/18/220 Correspondence**

Community Governance Review

Cllr Malcaus Cooper informed Members that SHBC Executive had considered the Parish Council request for a Community Governance review and will be recommending that the request be rejected.

The Parish Council Chairman intends to seek a deferment from SHBC whilst further advice on Community Governance is sought.

Signposting Community Information

Cllr Goodman noted that many residents are unaware of where to seek help and suggested that the Parish Council could provide a hub of information to signpost people to the available services.

Members recognised the need and agreed that whilst there are many organisations and networks of support, information is not always easily accessible.

**It was resolved that the Parish Council will investigate how best to provide a signposting service.**

**C/18/220 Memorials and Inscriptions**

A memorial application for Fay Caroline Seccombe was **approved**.

**C/18/221 Exclusion of the press and public**

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22/02/2019

Windlesham Parish Council

Page 55

14:21

PRELIMINARY PURCHASE DAYBOOK

User: SKW

## Purchase Ledger for Month No 11

## Order by Invoices Entered

## 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
19/02/2019	OGILVIEREFUND	5430	CO-OP FUNERALCARE	COOP	1,245.00	0.00	1,245.00	1000	100	1,245.00	Refund of duplicate payment
19/02/2019	COMRECEPTION	5431	VALERIE WHITE	VWHITE	246.14	0.79	246.93	4605	250	246.14	Community Reception Catering
07/12/2018	26420	5432	RIALTAS BUSINESS	REALTAS	1,767.00	353.40	2,120.40	4440	220	1,767.00	Cemetery Software Purchase
18/02/2019	1858	5433	SURREY HILLS	SURREYH	506.00	101.20	607.20	4400	220	506.00	Grounds Maintenance Legal Fees
18/02/2019	COMMUNITYPRIDE	5434	BAGSHOT BUSINESS ASS	BAGBA	1,000.00	0.00	1,000.00	4655	260	1,000.00	Community Pride Grant
18/02/2019	SB201803827	5435	PKF LITTLEJOHN	PKFL	800.00	160.00	960.00	4445	220	800.00	External Audit
15/02/2019	7783	5436	VIKING	VIKIN	25.26	5.05	30.31	4435	220	25.26	Stationery
04/02/2019	2021631	5437	SURREY HEATH	SHBC01	2,644.40	528.88	3,173.28	4210	120	431.25	Play area inspections
								4215	120	38.40	Litter picking at High Curley
								4165	120	2,114.75	Glendale contract
								4170	120	60.00	Wardon hours
19/02/2019	EXPENSESFEB	5438	JO WHITFIELD	JOWHIT	7.77	0.00	7.77	4435	220	7.77	EXPENSESFEB/5438/JO WHITFIELD
21/02/2019	EXPENSESFEB19	5439	SARAH WALKER	SARAH	46.63	0.00	46.63	4435	220	46.63	Sarah Walker Feb Expenses
21/02/2019	2019-20 WHITFIELD	5440	SLCC ENTERPRISES LTD	SLCC	236.00	0.00	236.00	4430	220	236.00	Assistant Clerk SLCC & ALCC
<b>TOTAL INVOICES</b>					<b>8,524.20</b>	<b>1,149.32</b>	<b>9,673.52</b>			<b>8,524.20</b>	
					VAT ANALYSISCODE E @ 0.00%	1,487.15	0.00	1,487.15			
					VAT ANALYSISCODE OTS @ 0.00%	1,290.40	0.00	1,290.40			
					VAT ANALYSISCODE S @ 20.00%	5,746.65	1,149.32	6,895.97			
<b>TOTALS</b>					<b>8,524.20</b>	<b>1,149.32</b>	<b>9,673.52</b>				

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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
06/02/2019	12786	5441	SSALC	SSA01	80.00	16.00	96.00	4350	200	80.00	12786/5441/SSALC
01/02/2019	INV-0303	5442	FARSIGHT	FARSI	187.50	37.50	225.00	4425	220	187.50	Budget setting support
31/01/2019	90676	5443	SHORTS	SHORT	15.50	3.10	18.60	4405	220	15.50	SKIP HIRE CHARGE HMLD
05/02/2019	02307	5444	BRANCH MANAGEMENT	BRANC	1,340.00	268.00	1,608.00	4195	120	1,340.00	W cem tree felling
<b>TOTAL INVOICES</b>					<u>1,623.00</u>	<u>324.60</u>	<u>1,947.60</u>			<u>1,623.00</u>	
VAT ANALYSIS					CODE S @ 20.00%	1,623.00	324.60	1,947.60			
<b>TOTALS</b>					<u>1,623.00</u>	<u>324.60</u>	<u>1,947.60</u>				

