



Windlesham Parish Council

Sarah Walker
Clerk to the Council
Tel: 01276 471675
Email: sarah.walker@windleshampc.gov.uk
Website: www.windleshampc.gov.uk

The Council Offices
The Avenue
Lightwater
Surrey
GU18 5RG

MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL
Held on Tuesday 26th March 2019, at 7.30pm in the Council Chamber

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

In attendance: Sarah Walker – Clerk
Jo Whitfield – Assistant Clerk
Pat Tedder – Member of the Public
James Osborne – Member of the Public

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

Cllr Malcaus Cooper in the Chair

C/18/232 Apologies for absence

Apologies for absence were received and accepted from Cllrs Buck, Bakar, Chambers, Cowlshaw, Trentham, Jennings-Evans and Sturt.

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

C/18/233 Declarations of interest

No declarations of interest were made.

C/18/234 Public question time

No questions were asked.

C/18/235 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/18/256 Exempt Full Council Minutes from 26th February 2019
- C/18/257 Clerks update part thereof
- C/18/258 Staffing Matters

C/18/236 Full Council Minutes

The open minutes of the previous meeting held on 26th February 2019 **were approved** and signed by Cllr Malcaus Cooper.

C/18/237 Committee and Sub-Committee Minutes

The minutes of the Planning Committee meeting held on the 4th December 2018 and the 5th March 2019 **were approved** and signed by Cllr Stacey.

The minutes of the Finance & General Purpose Committee meeting held on the 4th December 2018 and 5th March 2019 **were approved** and signed by Cllr Hartshorn.

C/18/238 a) Surrey County Council

Cllr Goodman reported the following:

SCC

Cllr Goodman was able to confirm that SCC managed to make £108 million of savings this year, predominantly through the transformation of services. Over the next 2 years a further £200 million will need to be saved.

Travellers

Cllr Goodman reported that he had had a meeting with Phillip Hammond and the Chief of Police regarding the extra powers that are needed to deal with Traveller incursions. It is accepted that Surrey needs to find some transit sites and in April SCC will announce some temporary sites. Cllr Goodman recommended that all concrete blocks remain sited for the foreseeable future.

Heathrow

Cllr Goodman attended the Heathrow strategic planning group meeting and as a result learned that 20,000 people had written in as part of the last consultation. Heathrow will review the consultation results and will notify the public of the preferred routes in Spring next year. In June/July 2019 there will be another consultation on the master plan of the airport which will involve the infrastructure.

SCC Emissions and Air Quality

Cllr Goodman reported that a lot of work had been carried out around emissions and air quality and improvements have been noticed. Cllr Goodman also mentioned a government initiative aimed at encouraging drivers to not use their car for a year in favour of public transport, by offering up to £3000 for public transport, electric vehicle car hire and bike-sharing schemes.

Chobham Common Fire

Cllr Goodman reported that a recent fire on Chobham common had damaged 32 hectares of common land.

Bagshot CRC

Cllr Goodman informed Members that from the 7th May 2019 Bagshot CRC will become a recycling centre only.

Bagshot High Street Traffic

Cllr White raised a query with Cllr Goodman regarding a traffic counter that had apparently been sited by a private company on Bagshot High Street. Cllr Goodman had no knowledge of this and will investigate.

C/18/239 b) Surrey Heath Borough Council

Cllr White reported that the Arena Leisure Centre in Camberley will close in the Summer which will potentially increase the use of Lightwater leisure centre.

C/18/240 Finance

a) To agree payment for VAS signs in Lightwater

The Clerk reminded Members that at the October Full Council it was **resolved to approve the funding of 2 vehicle activation signs on Whitmoor Road, Bagshot and a minimum of 2 and a maximum of 4 in Lightwater (locations to be agreed in consultation with SCC).**

Council were informed that the Lightwater Councillors have now agreed the location and type of VAS signs to be installed, and the number of signs required is actually 5, at a cost of £11,225.

Members were therefore asked to agree:

- 1) Payment of £11,225 in respect of 5 VAS signs
- 2) To decide which reserve will fund the signs – either CIL or the Lightwater village reserve

Cllr Halovsky-Yu proposed, Cllr Malcaus Cooper seconded to agree the payment of £11,225 in respect of 5 VAS signs for Lightwater. A vote was taken and the motion was carried with 7 votes in favour and 1 abstention.

Cllr Malcaus Cooper proposed and Cllr Halovsky-Yu seconded to fund the Lightwater VAS signs from the Lightwater CIL monies. A vote was taken and the motion was carried with 7 votes in favour and 1 abstention.

C/18/241 b) Accounts for payment - The Clerk presented a list of expenditure transactions for approval, in the sum of **£20,378.22** and explained the individual items.

It was resolved that the payments (Annex A) in the total sum of £20,378.22 be authorised and Cllr Malcaus Cooper signed the Expenditure Transactions Approval List

C/18/242 c) Fees and charges for 2019-20

In accordance with the Financial Regulations, Council were asked to review the Allotment and Cemetery Fees and to consider the following recommendations: -

- To hold fees and charges for allotments at 2018-19 levels for the 2019-20 financial year and to note the cemetery fees for 2019-20;

Or

- Recommend changes to fees and charges levied by the Council for 2018-19 and to note the cemetery fees for 2018-19

It was resolved to hold fees and charges for allotments at 2018-19 levels for the 2019-20 financial year and to note the cemetery fees for 2019-20

C/18/243 Outside Organisations

Cllr Halovsky-Yu reported that Lake View Care Home are forming a Dementia Alliance and asked if Council would like to have a representative.

It was agreed that this would be brought to Council in June after the May elections.

C/18/244 Clerks Update

Concrete Block at Lightwater Recreation – The Clerk asked Members if they wished for the block at the field entrance to remain in situ until a more permanent solution was found. In addition, the Clerk reported that if this block was left in situ, alternative access for the greenspace contractors needed to be identified.

It was resolved that the concrete block will not be removed and that the Clerk will investigate retractable bollards. In the meantime the greenspace contractors may be able to access the recreation ground via a path on Glebe Close.

Windlesham Cemetery Contract

The Clerk informed Council that an EGM was held on the 25th March 2019 to consider the Windlesham Cemetery greenspace contract and the tenders that had been received. Eight tenders were received, and three companies were invited to present to Council. The outcome of the meeting was that the contract was awarded to Foramaflow who will start on the 1st April 2019.

Bagshot Centre

Council were informed that Cllr Goodman had met with Andrew Milne from Highways regarding traffic calming in Bagshot Centre. It has been suggested that the roads in the centre of the village have a different colour tarmac. This option will be costed.

Windlesham Pedestrian Crossing

Following some initial traffic analysis and preliminary assessments Highways have informed Council that in their opinion a pedestrian crossing will not be the solution for Windlesham Village. However, it may be possible to create a 20mph zone. It has been suggested that volunteers form a task group working alongside Andrew Milne at Highways and that the public be consulted. Councillors were in support of this idea.

SSE Highways works

Members were reminded that Customer Engagement sessions were being held at the following:

Date	Timing	Location
29 th March 2019	12:00 – 19:00	All Souls Church Hall, South Ascot, SL5 9DP
2 nd April 2019	12:00 – 19:00	St Johns Church, Church Road, Windlesham, GU20 6BL

C/18/245 Standing orders –to review and approve Standing Orders for 2019-20

Council is required to review, amend and approve Standing Orders on an annual basis.

There had been one minor change since they were last approved – regulation 21a) stated that “Council **shall** appoint a Data Protection Officer.” This has now been amended to read “Council **may** appoint a Data Protection Officer” because the requirement for Parish Councils to have a DPO for GDPR has changed.

Members were asked to approve Standing Orders as presented.

It was resolved to approve the amendment and adopt Standing Orders for 2019-20.

C/18/246 Financial Regulations –to review and approve Financial Regulations for 2019-20

Council is required to review, amend if required and approve Financial Regulations on an annual basis.

There were no recommended changes to the regulations.

It was resolved to adopt the Financial Regulations for 2019-20.

C/18/247 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

It was resolved to accept this Community Grant application.

Cllr Yu submitted the following Councillor Community Pride grant application:

Applicant: Lightwater Business Association
 Purpose: Contribution towards a new sound system for community events.
 Supporting Councillor: Cllr Yu
 Value: £886.00

It was resolved to accept this Community Grant application.

Cllr Hartshorn submitted the following Councillor Community Pride grant application:

Applicant: Lightwater Village Improvements Scheme
Purpose: To provide a sandpit and vegetable patch for Lightwater Village School and a sensory garden for The Hammond School.
Supporting Councillor: Cllr Hartshorn
Value: £ 1000.00

It was resolved to accept this Community Grant application.

Cllr Goodman submitted the following Councillor Community Pride grant application:

Applicant: Mr Buck
Purpose: Design for Windlesham village centre.
Supporting Councillor: Cllr Goodman
Value: £ 600.00

It was resolved to accept this Community Grant application.

Cllr White submitted the following Councillor Community Pride grant application:

Applicant: WC Lees
Purpose: WC Lees extension works
Supporting Councillor: Cllr White
Value: £ 1000.00

It was resolved to accept this Community Grant application

Cllr Buck submitted the following Councillor Community Pride grant application:

Applicant: WC Lees
Purpose: WC Lees extension works
Supporting Councillor: Cllr Buck
Value: £ 1000.00

It was resolved that this grant could not be approved in the absence of the supporting Councillor.

Cllr Reynolds submitted the following Councillor Community Pride grant application:

Applicant: WC Lees
Purpose: WC Lees extension works
Supporting Councillor: Cllr Reynolds
Value: £ 1000.00

It was resolved that this grant could not be approved in the absence of the supporting Councillor.

C/18/248 Allotments water easement – approval of quote for legal work

At the end of last year, Council agreed (via discussion at the Civic Amenities Committee meeting) to draw up a new deed between the Council and a Mr Michael Mandeville for the easement of water across his land for use on the allotments. An agreement had originally been put in place in 1997, with a 20 year expiry. A payment of £1,000 to Mr Mandeville was agreed.

The Clerk indicated at the time that legal costs would need to be obtained and a quote has been received from the original firm of solicitors – Herrington Carmichael - who acted for WPC in relation to the lease of land at Hook Mill for the allotments.

The expected maximum cost is £1,500.

Members were asked to approve the above quote and to authorise the Clerk to act as authorised signatory on behalf of the Council.

It was resolved that the quote be approved that the Clerk be given authority to act as the authorised signatory on behalf of the Council.

C/18/249 Parish Council Business Plan

Members were presented with a draft business plan (in accordance with minute ref: C/18/219, February Full Council), put together by the Clerk along with Cllr Halovsky-Yu. Cllr Halovsky-Yu explained that this was currently a work in progress and anticipated a completed document ready for sign off by April Full Council.

It was resolved that the Clerk and Cllr Halovsky-Yu will complete the document and it will be circulated to Members allowing 10 days for comment, before being brought to April Full Council for sign off.

C/18/250 Council Policies –to review and approve policies for 2019-20

In accordance with best practice Councillors were asked to review and approve all active policies.

Below is a list of our currently adopted policies and recommended actions on each of them:

- Absence Policy – **NO ALTERATIONS FOR 2019/20**
- Communications with the Press/Public - **NO ALTERATIONS FOR 2019/20**
- Complaints policy - **NO ALTERATIONS FOR 2019/20**
- Councillor-Employee Relations policy – **SMALL HIGHLIGHTED ADDITION**
- Discipline policy - **NO ALTERATIONS FOR 2019/20**
- Equality and Diversity policy – **replacement policy EQUAL OPPORTUNITIES STATEMENT AS PER NEW SSALC MODEL POLICY**
- Grievance policy - **NO ALTERATIONS FOR 2019/20**
- Health and Safety statement **NO ALTERATIONS FOR 2019/20** (this needs to be signed off by the Chairman)
- Information and Data Protection policy – **THIS HAS BEEN REPLACED – SEE NOTES BELOW**
- Members Code of Conduct - **NO ALTERATIONS FOR 2019/20**
- Officers Code of Conduct - **NO ALTERATIONS FOR 2019/20**
- Records Management policy - **REWRITTEN BASED ON NEW SSALC MODEL POLICY**
- Recruitment policy – **REWRITTEN BASED ON NEW SSALC MODEL POLICY**
- Lone Worker Policy - **NEW**

Data Protection – in line with GDPR requirements, data protection and information policy are now held within 4 documents, listed below. Two are based on SSALC model

policies and two are policies that have been provided by GDPR-info Ltd, who Council appointed as our Data Protection Officer in June last year. The policies are:

- Data Protection – SSALC
- Freedom of Information – SSALC
- Subject Access Request - GDPR-info Ltd
- Breach Notification policy - GDPR-info Ltd

The above actions were recommended after checking SSALC and NALC advice on model policies and noting any changes in legislation.

It was resolved to approve and adopt all the above polices as amended.

C/18/251 Notice of a motion from Cllr Malcaus Cooper to consider applying to trademark the name of Windlesham Parish Council

Cllr Malcaus Cooper explained that she considered it necessary to protect the name 'Windlesham Parish Council'.

Cllr Hartshorn seconded the motion, a vote was taken, and the motion was carried with 7 votes for and 1 abstention.

C/18/252 Notice of a motion from Cllr Malcaus Cooper to obtain legal advice from SSALC

Cllr Malcaus Cooper informed Council that to pursue our request for a governance review, it would be necessary to have the verbal legal advice obtained formalised. Inevitably there would be a cost to this and Members were asked to approve legal fees to be paid.

Cllr Goodman seconded this proposal and it was agreed that the Clerk be authorised to seek written confirmation of the legal advice given.

20:59 Cllr Yu left the Chamber

C/18/253 Tree work at Heywood Drive

Following ongoing discussions with a Bagshot resident regarding trees located at the rear of their property, the resident obtained quotes for a 50% reduction of the trees. Alongside this, two other quotes for lesser works were provided.

The reduction by 50% was not approved by Paul Watts, although the two other options were considered acceptable. Despite the approval for the lesser works, the resident didn't pursue either of the other options.

The resident emailed again on 22nd February, re-iterating concerns about the trees. The Clerk has ascertained from Paul Watts that the original permission to carry out lesser works is valid until January 2020.

In the interest of goodwill, and to demonstrate that the Council are committed to managing their trees, the Clerk provided Council with a quote to carry out the maximum allowable work as stipulated by SHBC.

Council noted that a tree policy is in place and that these particular trees had been inspected and were not considered either dead, deceased, dying or dangerous. Therefore it was resolved to NOT approve the work.

C/18/254 Correspondence

There was no correspondence

C/18/254 Memorials and Inscriptions

A memorial application for Oscar Victor Hollis Farrant and Gladys Eileen Farrant was **approved**.

C/18255 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/18/256 Exempt Full Council Minutes from 26th February 2019
- C/18/257 Clerks update part thereof
- C/18/258 Staffing Matters

PRELIMINARY PURCHASE DAYBOOK

Purchase Ledger for Month No 12

Order by Invoices Entered

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			
								A/C	Centre	Amount	Analysis Description
* 14/03/2019	34450	5453	CAMBERLEY GLASS	CAMBE	244.00	48.80	292.80	4060	100	244.00	Glass -Lightwater Noticeboard
12/12/2018	854529	5454	SSE ENTERPRISE	SSEE	1,692.00	338.40	2,030.40	4060	220	1,692.00	Office Electric remedial work
28/02/2019	4630987	5455	REACH PUBLISHING	REAC	150.00	30.00	180.00	4600	250	150.00	FB targeted advertising APM
03/03/2019	4638534	5456	REACH PUBLISHING	REAC	65.00	13.00	78.00	4600	250	65.00	Surrey Advertiser APM advert
19/03/2019	CLEANING JAN-	5457	PAULA	WILS	87.50	0.00	87.50	4410	220	87.50	Office Cleaning January-March
13/03/2019	2023262	5458	SURREY HEATH	SHBC01	6,250.00	1,250.00	7,500.00	4165	120	6,250.00	SHBC Greenspace contract March
* 14/03/2019	117091	5459	CAMBERLEY GLASS	CAMBE	244.00	48.80	292.80	4060	100	244.00	Noticeboard Glass replacement
08/03/2019	0000266617	5460	SHAW AND SONS	SHAW	210.00	42.00	252.00	4435	100	210.00	Burial Register
19/03/2019	94951	5461	VIKING	VIKIN	272.26	29.45	301.71	4435	220	272.26	Office supplies
15/03/2019	9500192713	5462	SURREY CC	SCC	11,225.00	0.00	11,225.00	4710	270	11,225.00	Lightwater VAS x 5
25/03/2019	MARCHEXPENSES463		JO WHITFIELD	JOWHIT	13.99	0.00	13.99	4435	220	13.99	Jo Whitfield Expenses March 19
20/03/2019	1885	5464	SURREY HILLS	SURREYH	119.00	23.80	142.80	4400	220	119.00	Legal fees-greenspace contract
26/03/2019	MARCHEXPENSES465		SARAH WALKER	SARAH	25.17	0.00	25.17	4435	220	25.17	Sarah Walker Expenses March 19
26/03/2019	EXPENSESOCT- 5466		SARAH WAKEFIELD	SWAKE	24.30	0.00	24.30	4435	220	24.30	Sarah Wakefield Oct 18 -Mar 19

TOTAL INVOICES 20,622.22 1,824.25 22,446.47

VAT ANALYSISCODE OTS @ 0.00% 11,500.96 0.00 11,500.96

VAT ANALYSISCODE S @ 20.00% 9,121.26 1,824.25 10,945.51

TOTALS 20,622.22 1,824.25 22,446.47

* Duplicate invoices. Amended totals: £20,378.22 + 1775.45 = £22,153.67

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