



**Windlesham Parish Council**

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**MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL**  
**Held on Tuesday 30<sup>th</sup> April 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	P
Cowlshaw	P	Jennings-Evans	P	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  
Mr Handley – Windlesham Resident  
Mr Fairhead - Windlesham Resident  
Ms Hansen-Hjul – Windlesham Resident  
Mr Hanney - Member of the public

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

Cllr Malcaus Cooper in the Chair

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**C/18/259    Apologies for absence**

Apologies for absence were received and accepted from Cllrs Buck, Bakar and Reynolds.  
Cllrs Gandhum and Chambers were not in attendance and no apologies were received.

**C/18/260    Declarations of interest**

No declarations of interest were made.

**C/18/261    Public question time**

Mr Handley asked Members if they were intending to submit a response to the current Surrey Fire & Rescue Service consultation regarding impending cuts to the service.

**It was resolved that once a new Council has been formed after the May 2<sup>nd</sup> elections, the then incumbent Members will submit a response before the May 26<sup>th</sup> deadline.**

*19:35 Cllr Sturt entered the Chamber.*

Mr Fairhead informed Members that the Lightwater Surgery Patient Participation Group had organised First Aid Training for the public to attend on Friday 14<sup>th</sup> June 2019 between 1pm and 3pm at All Saint’s church hall in Lightwater. He requested that Councillors promote this training.

Mr Fairhead then thanked all Councillors for their hard work in the previous 4 year term.

**C/18/262 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/18/279 Exempt Full Council Minutes from 26<sup>th</sup> March 2019
- C/18/280 Exempt Personnel Committee Minutes from 17<sup>th</sup> April 2019
- C/18/281 Notice of a motion from Cllr Goodman to discuss provision of Community Pride grants

**C/18/263 Full Council Minutes**

The open minutes of the previous meeting held on 26<sup>th</sup> March 2019 **were approved** and signed by Cllr Malcaus Cooper.

**C/18/264 Committee and Sub-Committee Minutes**

The minutes of the Planning Committee meeting held on the 2<sup>nd</sup> April 2019 **were approved** and signed by Cllr Stacey.

The minutes of the Civic Amenities Committee meeting held on the 2<sup>nd</sup> April 2019 were discussed and the Clerk reminded Members that the Kings Lane Playground Project will use both the playground reserves and this year's playground budget.

**It was resolved that the minutes and recommendations therein be approved, and they were signed by Cllr White.**

**C/18/265 a) Surrey County Council**

Cllr Goodman reported the following:

SCC – Cabinet has been announced that County have met their savings target for this year, making savings of £105 million. Next year there are still £83 million of savings to be made.

Libraries Consultation – A consultation on the future of the libraries will be held in May 2019.

CRC's – Members were reminded that as from the 7<sup>th</sup> May 2019 four CRC's will become recycling centres only. Cllr Malcaus Cooper asked for some clarification on the charges for recycling wood. Cllr Goodman explained that if an item is classed as fixed such as a wooden door, there will be a charge for recycling these items. However, items that are not fixed such as a table, will not incur a charge. He also informed Members that last year it cost £1.4 million to dispose of the wooden items brought to the CRC's.

Heathrow – Cllr Goodman informed Members that Heathrow will be launching its masterplan consultation in May/June this year. This consultation is relates to the infrastructure on the ground. **Members agreed that Cllr Goodman should arrange a meeting with Heathrow for Councillors to attend.**

Transport Review – SCC will be conducting a transport review over the next 18 months to identify how people get around Surrey to inform future transport needs.

SCC Head Office – It has been confirmed that SCC Head Office will move from their current location in Kingston next year, to share services and buildings in either Woking or Guildford.

**C/18/266            b) Surrey Heath Borough Council**

Cllr Malcaus Cooper informed Council that the tender to redevelop the London Road block in Camberley town has now been decided. Officers and Councillors voted anonymously with bid 3 being successful. SHBC have now formerly announced that Kier have won the contract.

**C/18/267            Finance**

- a) **Accounts for payment** - The Clerk presented a list of expenditure transactions for approval, in the sum of **£12,948.72** and explained the individual items.

**It was resolved that the payments (Annex A) in the total sum of £12,948.72 be authorised and Cllr Malcaus Cooper signed the Expenditure Transactions Approval List**

**C/18/268            Outside Organisations**

WC Lees – Cllr White reported that WC Lees will be going ahead with extending 2 of their properties from studio flats to 1 bedroom flats.

Briars Centre – Cllr Jennings-Evans reported that the Briars Management Committee have met and decided that due to previous incursions on the land a height barrier would be installed. Cllr Yu voiced concerns that a height barrier would not be sufficient and suggested retractable posts or a width restriction as alternatives.

LBA – Cllr Halovsky-Yu reminded Members that the Lightwater Fete is being held on the 11<sup>th</sup> May 2019, followed by Fair in the Square on the 22<sup>nd</sup> June 2019. Councillors will be holding surgeries at both these events.

Cllr Halovsky-Yu also informed Members that the LBA has organised for Police Inspector Bob Darkins to speak at a 'Policing a Business' session as part of the LBA's bi-monthly networking meeting on the 13<sup>th</sup> May 2019.

Cllr White had also had contact with Inspector Darkins and informed Council that he would be very happy to attend a surgery in any of the villages, however he has also requested that the Council liaise with the Neighbourhood Watch Groups.

**C/18/269            Clerks Update**

The Clerk informed Council that the year end accounts have been completed. The year end audit is due to take place on the 14<sup>th</sup> May 2019 and the accounts and annual governance statement will be brought to Full Council in June.

The Clerk thanked all Councillors for their service over the previous term.

## **C/18/270 Grant procedure for 2019/20**

Members were informed that the budget for grants for 2019/20 is £17,500 (open spaces maintenance grants) and £25,000 (S137 grants). There is also £18,000 in the budget for Councillor Community Pride Grants.

The Clerk reminded Councillors that in 2018 the grant application process was altered to allow for two grant windows in the year – the first opening in June, closing in July, with grants determined in September; the second opening in October, closing in December, with grants determined in February. Council also set maximum levels of grants available per organisation at £3,500.

In 2018/19, Council awarded a total of £42,314.92 and £11,986 Community Pride grants. There were awards made to 22 applicants.

The Clerk suggested the following options be considered for 2019/20

- 1) Retain the process used in 2018/19
- 2) Revert to the previous process of one round of applications in the year
- 3) Grants to be considered on an on-going basis all year, whenever they are received and are a standing agenda item
- 4) Single grant window – open between May – September, decided in October. If there is any leftover budget, it can then be advertised and a second window opened accordingly

It was also recommended that Community Pride grants, remain as a standing agenda item each month.

Councillors were then asked to agree the policy criteria and process for the year 2019/20.

### **Proposal 1**

**Cllr Malcaus Cooper proposed and Cllr Sturt seconded that option 1 be amended whereby the annual budget is split into two tranches and allocated accordingly. The amended policy should stipulate: if the budget available at each grant window is insufficient to service all applications which are deemed suitable, the unsuccessful applications will automatically be resubmitted to the next grant window. In addition to the main grant windows it was proposed that any Community Pride Grants over £1,000.00 being donated to a single organisation should be subject to the same conditions as any other grant application.**

### **Proposal 2**

**Cllr Jennings-Evans proposed and Cllr Goodman seconded that option 4 be adopted for the grant period 19-20.**

**Due to two proposal being brought to the table a vote was taken on the second proposal first.**

**Proposal 2 Vote – 4 in favour and 8 against**

**Proposal 1 Vote – 7 in favour, 4 against and 1 abstention**

**The motion for Proposal 1 was carried.**

**It was also resolved that all grant applicants will be asked to demonstrate on their application how they intend to publicly recognise the Parish Councils contribution. The public recognition of the Councils contribution will be a condition of the grant which will be monitored. In addition to recognition by the recipients of grants the**

**Council will ask SHBC if it is possible to have a Parish page in the Heathscene magazine to announce how grant funding has been allocated.**

**C/18/271 Parish Council Business Plan**

Members discussed the completed draft business plan, which had been circulated prior to the meeting (in accordance with minute ref: C/18/249, March Full Council).

**Cllr Halovsky-Yu proposed, Cllr Manley seconded, and it was agreed that Members adopt the current document as a living document that should be reviewed quarterly.**

**C/18/272 Lightwater Cemetery Security**

Cllr Malcaus Cooper informed Members that the Lightwater Cemetery noticeboard had been smashed for a second time as well anti-social behaviour in the Cemetery being reported.

Members discussed security options.

**It was resolved that the Clerk would check the legality of installing CCTV in the Cemetery, as well as investigate the possibility of reinstating the boundary fence at the rear of the Cemetery to prevent access/escape route into the Country Park.**

**It was also resolved to investigate replacing the noticeboard glass with plexiglass.**

**C/18/273 Notice of a motion from Councillor Hartshorn to consider obtaining quotes to renovate the play area at Lightwater recreation ground.**

Cllr Hartshorn asked Members to consider updating the Lightwater recreation playground to include a range of play equipment for older children.

**Cllr Hartshorn proposed, Cllr Jennings-Evans seconded, and it was agreed that options to update the current playground will be explored.**

**C/18/274 To discuss the sale of Chertsey Road Hall**

Members were made aware of a statement made by the Trustees of Chertsey Road Hall regarding the sale of the building.

Councillors were asked to consider if there is anything the Council wishes to do to investigate the situation further.

Cllr Stacey informed Members that prior to the hall being offered for sale the Trustees of the hall must attempt to trace the beneficiaries, which could take some time.

**Council noted the statement made by the Trustees of Chertsey Road Hall and resolved that this item be brought back to Council when more information is available**

**C/18/275 Councillor Induction Pack**

The Clerk presented Members with a proposed Councillor Induction Pack, to be given to Councillors following their election in May.

The pack contains links to all the relevant documents eg. Standing Orders, Financial Regs, Code of Conduct etc. To ensure that all Councillors receive a copy of the documents mentioned in the induction pack, they will also be sent out by email.

**Noted.**

**C/18/276 Correspondence**

There was no correspondence

**C/18/277 Memorials and Inscriptions**

Memorial applications for Patricia Muckett and Mary Agnes Georgetta Rahmatallah were **approved.**

**C/18/278 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:

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C/18/280 Exempt Personnel Committee Minutes from 17<sup>th</sup> April 2019

C/18/281 Notice of a motion from Cllr Goodman to discuss provision of Community Pride grants

*20:49 Cllr Jennings-Evans and the Public left the Chamber*

## ANNEX A

## 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	Nominal Ledger Analysis				Analysis Description
							Invoice Total	A/C	Centre	Amount	
28/03/2019	124528	5476	VIKING	VIKIN	293.91	58.78	352.69	4440	220	293.91	FULL SET TONERS FOR PRINTER
27/03/2019	118385	5477	VIKING	VIKIN	15.27	3.05	18.32	4180	120	15.27	TOILET ROLL
<b>TOTAL INVOICES</b>					<b>309.18</b>	<b>61.83</b>	<b>371.01</b>			<b>309.18</b>	
VAT ANALYSISCODE S @ 20.00%					309.18	61.83	371.01				
<b>TOTALS</b>					<b>309.18</b>	<b>61.83</b>	<b>371.01</b>				

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Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Nominal Ledger Analysis				Analysis Description
							Invoice Total	A/C	Centre	Amount	
28/03/2019	STACEYCOMMUNI	5467	THAMES HOSPICE	THAM	462.00	0.00	462.00	4655	260	462.00	Clir Stacey Community Pride
28/03/2019	WHITECOMMUNITY	5468	WC LEES RESTHOUSES	WCLE	1,000.00	0.00	1,000.00	4655	260	1,000.00	Clir White Community Pride
28/03/2019	YUCOUNCILLORPR	5469	LIGHTB	LBA	886.00	0.00	886.00	4655	260	886.00	Clir Yu Community Pride
28/03/2019	HARTSHORNCOM	5470	HELEN SHENTON	HSHE	1,000.00	0.00	1,000.00	4655	260	1,000.00	Clir Hartshorn Community Pride
<b>TOTAL INVOICES</b>					<b>3,348.00</b>	<b>0.00</b>	<b>3,348.00</b>			<b>3,348.00</b>	
VAT ANALYSISCODE OTS @ 0.00%					3,348.00	0.00	3,348.00				
<b>TOTALS</b>					<b>3,348.00</b>	<b>0.00</b>	<b>3,348.00</b>				

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Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Nominal Ledger Analysis				Analysis Description
							Invoice Total	A/C	Centre	Amount	
25/03/2019	2368	5471	GREENLANDS	GREE	470.00	94.00	564.00	4160	120	470.00	2368/5471/Greenlands
21/03/2019	INV-0373	5472	FARSIGHT	FARSI	225.00	45.00	270.00	4425	220	225.00	INV-0373/5472/Farsight Consult
09/01/2019	2019/20REG	5473	ICO	ICO	40.00	0.00	40.00	4430	220	40.00	ICO REGISTRATION FOR 2019/20
18/01/2019	3014132745	5474	DUNELM	DUNEL	32.63	0.00	32.63	4605	250	32.63	CERTIFICATE FRAMES
29/01/2019	203446370271107	5475	AMAZON	AMAZ	11.24	0.00	11.24	4435	220	11.24	NAME BADGES
<b>TOTAL INVOICES</b>					<b>778.87</b>	<b>139.00</b>	<b>917.87</b>			<b>778.87</b>	
VAT ANALYSISCODE OTS @ 0.00%					43.87	0.00	43.87				
VAT ANALYSISCODE S @ 20.00%					695.00	139.00	834.00				
VAT ANALYSISCODE Z @ 0.00%					40.00	0.00	40.00				
<b>TOTALS</b>					<b>778.87</b>	<b>139.00</b>	<b>917.87</b>				

## Purchase Ledger for Month No 1

## 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
01/04/2019	4361/2019/20	5484	ICCM	ICCM	95.00	0.00	95.00	4430	220	95.00	ICCM Membership
02/04/2019	11134	5485	ICCM	ICCM	170.00	34.00	204.00	4350	200	170.00	Cemetery Management course
01/04/2019	110052	5486	GD FIRE & SECURITY	GDFIR	103.22	20.64	123.86	4455	220	103.22	Office Alarm Maintenance
01/04/2019	CARDFEE2019	5487	BARCLAYCARD	BARCL	32.00	0.00	32.00	4430	220	32.00	Barclaycard annual fee
15/04/2019	2023828	5488	SURREY HEATH	SHBC01	6,250.00	1,250.00	7,500.00	4165	120	6,250.00	Greenspace contract
09/04/2019	81846	5489	APEC ENVIRONMENTAL	APEC	350.00	70.00	420.00	4060	240	350.00	Hook Mill Lane Asbestos Check
23/04/2019	2108	5490	SURREY HILLS	SURREYH	625.00	125.00	750.00	4400	220	625.00	Legal advice-governance review
05/04/2019	S115775	5491	MARLER HALEY	MARL	79.95	15.99	95.94	4435	220	79.95	WPC Roller Banner
23/04/2019	INV-0417	5492	FARSIGHT	FARSI	487.50	97.50	585.00	4425	220	487.50	External Finance Support
14/04/2019	96244	5493	SHORTS	SHORT	291.00	58.20	349.20	4405	220	291.00	Empty Windlesham Cemetery skip
25/04/2019	FEB-APRILMILK	5494	MILK & MORE	MILKA	29.16	0.00	29.16	4435	220	29.16	Milk February -April 19
<b>TOTAL INVOICES</b>					<b>8,512.83</b>	<b>1,671.33</b>	<b>10,184.16</b>			<b>8,512.83</b>	
VAT ANALYSISCODE E @ 0.00%					29.16	0.00	29.16				
VAT ANALYSISCODE OTS @ 0.00%					127.00	0.00	127.00				
VAT ANALYSISCODE S @ 20.00%					8,356.67	1,671.33	10,028.00				
<b>TOTALS</b>					<b>8,512.83</b>	<b>1,671.33</b>	<b>10,184.16</b>				