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|  | ***Windlesham Parish Council***Sarah Walker The Council OfficesClerk to the Council The AvenueTel: 01276 471675 LightwaterEmail: sarah.walker@windleshampc.gov.uk Surrey Website: [www.windleshampc.gov.uk](http://www.windleshampc.gov.uk) GU18 5RG |

**MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL**

**Held on Tuesday 14th May 2019, at 7.30pm in the Council Chamber**

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| **Bagshot Cllrs** |  | **Lightwater Cllrs** |  | **Windlesham Cllrs** |  |
| Bakar | P | Barnett | P | Goodman | P |
| Chambers | P | Galliford | P | Hansen-Hjul | P |
| Gordon | P | Halovsky-Yu | P | Stacey | P |
| Kay | A | Harris | P |  |  |
| Manley | P | Hartshorn | P |  |  |
| Trentham | P | Jennings-Evans | P |  |  |
| Willgoss | P | Malcaus Cooper | P |  |  |
| White | A |  |  |  |  |

**In attendance:** Sarah Walker – Clerk

Jo Whitfield – Assistant Clerk

 James Osborne

 Tracey Cowlishaw – Bagshot Resident

 Mr Auby – The Lions

 Mrs Auby – The Lions

 Victoria Wheeler – Windlesham & Chobham Borough Councillor

 Emma McGrath - Windlesham & Chobham Borough Councillor

 David Mansfield – Lightwater Borough Councillor

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

Cllr Malcaus Cooper outgoing Chair

Cllr Malcaus Cooper took the Chair

**……………………………………………………………………………………………………**

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| **C/19/01** | **To elect the Chairman of the Council and to receive the Chairman’s Declaration of Acceptance of Office**Two nominations were received as follows:Cllr Jennings-Evans nominated and Cllr Halovsky-Yu seconded Cllr White as Chairman Cllr Stacey nominated Cllr Malcaus Cooper as Chairman, however Cllr Malcaus Cooper respectfully declined the nomination.A recorded vote was taken as follows:F=In Favour, A=Against, Ab=Abstention and NP= Not Present

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| **Bagshot Cllrs** |  | **Lightwater Cllrs** |  | **Windlesham Cllrs** |  |
| Bakar | F | Barnett | F | Goodman | F |
| Chambers | F | Galliford | F | Hansen-Hjul | F |
| Gordon | F | Halovsky-Yu | F | Stacey | AB |
| Kay | NP | Harris | F |  |  |
| Manley | F | Hartshorn | F |  |  |
| Trentham | F | Jennings-Evans | F |  |  |
| Willgoss | F | Malcaus Cooper | F |  |  |
| White | NP |  |  |  |  |

**It was resolved to elect Cllr White as the Chairman of Windlesham Parish Council with 15 votes in favour and 1 abstention. Due to ill health Cllr White was not present and it was agreed that Cllr White will sign the Declaration of Acceptance of Office as the first order of business at June Full Council.****It was agreed that Cllr Malcaus Cooper would take the Chair for this meeting.** |
| **C/19/02** | **To elect the Vice-Chairman of the Council and to receive the Vice-Chairman’s Declaration of Acceptance of Office**One nomination was received as follows:Cllr Goodman nominated and Cllr Stacey seconded Cllr Malcaus Cooper as Vice-Chairman A recorded vote was taken as follows:F=In Favour, A=Against, Ab=Abstention and NP= Not Present

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| **Bagshot Cllrs** |  | **Lightwater Cllrs** |  | **Windlesham Cllrs** |  |
| Bakar | F | Barnett | F | Goodman | F |
| Chambers | F | Galliford | F | Hansen-Hjul | F |
| Gordon | F | Halovsky-Yu | F | Stacey | F |
| Kay | NP | Harris | F |  |  |
| Manley | F | Hartshorn | F |  |  |
| Trentham | F | Jennings-Evans | F |  |  |
| Willgoss | F | Malcaus Cooper | F |  |  |
| White | NP |  |  |  |  |

**It was unanimously resolved to elect Cllr Malcaus Cooper as the Vice-Chairman of Windlesham Parish Council** |
| **C/19/03****C/19/04** | **Apologies for absence** Apologies for absence were received and accepted from Cllrs Kay and White.**Declarations of interest** There were no declarations of interest made. |
| **C/19/05** | **Public question time**Mr Auty asked the Parish Council if they had considered any mitigation with regard to the possible increase in fly tipping due to Bagshot CRC becoming a recycling centre only. Cllr Goodman responded by reassuring Mr Auty that there was no evidence that the changes will lead to an increase in fly tipping. He reminded everyone that fly tipping is a criminal offence and that it is the householder that will be fined if their rubbish is fly tipped. Councillor Wheeler asked if the Parish Council would be minded to write to SCC and request that the situation be monitored. Cllr Goodman responded by saying that this summer SCC will launch a fly tipping awareness campaign and will continue to monitor the situation. Cllr Halovsky-Yu also informed Mr Auty that in the first instance fly tipping should be reported to the relevant authority and that there is a facility to report it online.**It was resolved that the Clerk will write to SCC and ask for the fly tipping situation to be monitored.**Cllr Victoria Wheeler introduced herself and Cllr Emma McGrath as the Windlesham & Chobham Borough Councillors. |
| **C/19/06****C/19/07****C/19/08****C/19/09****C/19/10****C/19/11****C/19/12****C/19/13****C/19/14****C/19/15****C/19/16****C/19/17****C/19/18****C/19/19****C/19/20****C/19/21****C/19/22****C/19/23****C/19/24****C/19/25** | **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/19/26 Exempt Full Council Minutes from 30th April 2019C/19/27 Exempt Personnel Committee Minutes from 17th April 2019C/19/28 Hook Mill Lane update**Full Council Minutes**The open minutes of the previous meeting held on 30th April 2019 **were approved** and signed by Cllr Malcaus Cooper.**Committee and Sub-Committee Minutes**1. The minutes of the Planning Committee meeting, held on 30th April 2019, **were** **approved** andsigned by Cllr Stacey.

**Appointing Members to Existing Committees and Sub-Committees**Members were asked to consider which Committee(s) they wish to sit on for the year 2019/20. Currently Committees consist of a total of 6 members, with a minimum of 1 representative from each village. All other Councillors may act as nominated substitutes.Cllr Jennings-Evans requested that a review of the delegation arrangements be dealt with first. 1. **Review of delegation arrangements and terms of reference to existing committees and sub-committees.**

**Cllr Jennings-Evans proposed, Cllr Hartshorn seconded and it was unanimously agreed that political proportionality be applied to Committee membership. To accommodate this each Committee will consist of 9 members with 6 Conservative members and 3 from the other political parties.****It was also agreed that Chairs and Vice-Chairs of Committees will be voted at the first meeting of that committee, after the Annual Full Council meeting. Terms of reference will also be reviewed by each committee at their first meeting, after the Annual Full Council meeting**. 1. **Planning Committee** Resolved: to appoint the following Councillors to the Planning Committee.

Cllr StaceyCllr BakarCllr TrenthamCllr Halovsky-YuCllr Hansen-HjulCllr WillgossCllr HarrisCllr Manley1 Vacancy1. **Civic Amenities & Recreation Committee** Resolved: to appoint the following Councillors to the Civic Amenities and Recreation Committee.

Cllr Jennings-EvansCllr HartshornCllr TrenthamCllr GallifordCllr ManleyCllr Halovsky-YuCllr Hansen-Hjul2 Vacancies1. **Finance & General Purposes Committee** Resolved: to appoint the following Councillors to the Finance and General Purposes Committee.

Cllr StaceyCllr BakarCllr HartshornCllr Halovsky-YuCllr WillgossCllr GoodmanCllr GordonCllr Chambers1 Vacancy1. **Personnel Committee** Resolved: to appoint the following Councillors to the Personnel Committee.

Cllr Jennings-EvansCllr GordonCllr GoodmanCllr Halovsky-YuCllr BarnettCllr WhiteCllr Malcaus CooperCllr Galliford1 Vacancy1. **Appointment of any new committees**

**Cllr Malcaus Cooper proposed, Cllr Hartshorn seconded and it was agreed unanimously to create a Committee to deal with the Cemeteries.****It was resolved to appoint the following Councillors to the Cemeteries Committee.**Cllr Malcaus CooperCllr StaceyCllr HartshornCllr TrenthamCllr ChambersCllr Harris3 Vacancies*20:35 Cllrs Chambers and Harris left the Chamber***Review of representation on or work with outside organisations**Members were presented with a list or organisations that historically the Parish Council have had Councillor representation.Members were asked to consider whether representation was still required for the organisations listed and if so to consider if they wish to act as the Parish Council representative. **It was resolved to appoint the following Members:****ANNUAL APPOINTMENTS 2019/20**BagshotBagshot Playing Fields Association Cllr WhiteBagshot Society Cllr TrenthamSt Anne’s Hall Management Committee Cllr TrenthamBagshot Business Association DeferredLightwaterAll Saints’ Hall Management Committee Representation not required Briars’ Centre Management Committee Cllr Jennings-Evans & Cllr HarrisLightwater Business Association Deferred WindleshamChertsey Road Hall Management Committee Representation not requiredWindlesham Field of Remembrance Cllr Hansen-HjulWindlesham Poors Committee Cllr StaceyGeneralSurrey Heath Museum Action Group Representation not requiredChobham Common Liaison Group Cllr Hansen-HjulSurrey County Association of Parish & Town Councils Cllr GoodmanLocal Area Committee Cllr ManleyDementia Alliance Cllr Halovsky-Yu**LONGER TERM APPOINTMENTS WITH A 4 YEAR TERM**Valley End Institute – Cllr Goodman will represent the Parish Council until May 2019, then Cllr Willgoss will begin a four year term.WC Lees Resthouses – Cllr White will represent the Parish Council until November 2019, then Cllr Chambers will begin a four year term. Term Length Retirement dateWindlesham United Charities Mrs J Ward 4 years Jan 2020(5 appointees) Mr L Coombs 4 years June 2020 Mrs D Winterton 4 years May 2021 Mr J Winterton 4 years Dec 2022 Mrs J Green 4 years July 2019**Cllr Jennings-Evans proposed, Cllr Stacey seconded and it was agreed to defer the appointment of Members to the Lightwater and Bagshot Business Associations until clarification was sought on their membership and activities**.**Review Standing Orders and Financial Regulations**Standing orders were reviewed at the Full Council meeting held on 26th March 2019, minute ref: C/18/245.**It was resolved to note that the Standing Orders had been approved at the Full Council on 26th March 2019 and that they should be reviewed/revised within twelve months**. Financial Regulations were reviewed at the Full Council meeting on the 26th March 2019, minute ref: C/18/245.**It was resolved to note that the Financial Regulations had been approved at the Full Council on 26th March 2019 and that they should be reviewed/revised within twelve months**. **Review of inventory of land and assets including buildings and office equipment**The fixed asset register was reviewed and approved by Finance and General Purposes Committee on 4th December and was circulated for Councillors to note some small additions to the list.**It was resolved to note that the asset register had been approved at the Finance and General Purposes Committee on 4th December 2018.****Review and confirmation of arrangements for insurance cover in respect of all insured risks**Councillors were asked to note that the Council’s insurance was renewed in October 2018. It was agreed that the Council would enter into a 3-year long term arrangement, therefore unless the Council’s insurance requirements alter significantly in the meantime, insurance will be reviewed again in May 2021.**Noted****Review of the Council’s policies**The Council’s Policies were reviewed at Full Council on the 26th March 2019, minute ref: C/18/250. **It was resolved to note that the Council Polices had been approved at the Full Council on 26th March 2019 and that they should be reviewed/revised within twelve months**. **Setting the dates, times and place of ordinary meetings of the Full Council and Committees for the year ahead.***20:33 Cllr Mansfield entered the Chamber and James Osborne left the Chamber*The Clerk proposed the following meeting schedule:**Full Council meetings**Last Tuesday of each month. No meeting in August or December. Notable dates: **26th May 2020:** Annual Council meeting – election of Chairman etcStart time: 7.30pm **Planning Committee**First Tuesday of each month. Ahead of F&GP and CAR committee meetings if they are taking place that month. If planning applications are received that require a response before the next scheduled planning meeting, an additional meeting may be called.Start time: 7pm **Civic Amenities and Recreation Committee**Meetings to be held quarterly in July, October, January and April. First Tuesday of the month.Start time: 8.00pm - this can be amended if Planning agenda is particularly short or long**Finance and General Purposes Committee**Meetings to be held in September, December, March and May or June depending on completion of year end accounts. First Tuesday of the month.Start time: 8.00pm - this can be amended if Planning agenda is particularly short or longEvery F&GP meeting will receive a budget vs actuals report, cash and reserves statements and virements for approval.Payment listings to be taken monthly to either F&GP or Full Council Bank reconciliations will be completed each month and taken to F&GP meetings for sign off – but can be provided to the Chair/Vice-Chair of F&GP or Council Chairman more regularly if required. **Personnel Committee**Meetings to be held quarterly on a Wednesday. Start time: 7.00pm **Cemeteries Committee**Meetings to be agreed**It was resolved to accept the proposed schedule.****Finance**1. **Accounts for payment** - The Clerk presented a list of expenditure transactions for approval, in the sum of £1,832.56 and explained the individual items.

**It was resolved the payments (Annex A) in the total sum of £1,832.56 be authorised and the Vice-Chairman signed the Expenditure Transactions Approval List****Outside Organisations**LBA – Cllr Halovsky-Yu reported that the Lightwater Fete had been well attended and the next event, Fair in the Square will be held on the 22nd June 2019 9.30am-1pm.Bagshot Business Association – Cllr Gordon reported that the Bagshot Big Bash will be held on Saturday 6th July 2019, 12.30pm-5.30pm.Bagshot Society – Cllr Trentham reported that on the 25th May 2019 the Bagshot Society have organised a clean-up of Bagshot and will be meeting behind the Co-Op at 10am.**Surrey County Council** Cllr Mansfield reported the following: Councillor Surgeries are held on Thursdays at the Lightwater Library and Sundays at the Lightwater Club, to enable residents to engage with their local County Councillors. Dates will be published in advance.Parking– Lightwater Road double yellow Lines are now in and new parking signs have gone up in the village. Parking enforcement is also now in place and tickets have been issued.Funding – Cllr Mansfield remined everyone that as a County Councillor he has funding available to allocate to local groups.VAS Signs – the VAS signs for Lightwater that were funded by the Parish Council will be installed shortly.Roadworks – The works on the roundabout on the Old Bisley Road are now complete and there will be more initiatives coming as part of the mitigation for the Deepcut development. Cllr Mansfield made it clear that the developers are paying for all infrastructure changes and not the Council.Esso Pipeline – Cllr Mansfield informed Council that along with Members from the Parish Council a meeting with Esso had been conducted to outline their concerns with the now planned deviation from the original route. Currently Councillors are seeking a meeting with Michael Gove MP to discuss these plans.Environment – Cllr Hartshorn asked Cllr Mansfield if there were any plans to tackle the pollution outside of schools. The current plan is to raise awareness and encourage drivers to switch off their engines whilst stationary.Cllr Goodman reported the following:Bagshot Square – the colour of the stones have now been chosen and it is planned for the work to start mid summer with a 6-8 week completion schedule.SSE Works – Cllr Goodman reported that SSE are ahead of schedule and that residents will be receiving a leaflet with an update for these works.CRC’s – Bagshot CRC will become a recycling centre only from the 7th May 2019 and charges will be made for the disposal of wood as from the 7th June 2019.Traffic Calming in Windlesham – Cllr Goodman reported that SCC have agreed in principle a new 20mph zone in Windlesham and it is planned for an informal consultation to take place in September. This will be followed by a formal consultation on a development plan for Windlesham in November. Cllr Goodman also reported that because the 20mph zone is being funded by a range of sources such as Parish Council funding, CIL monies and section 106 monies there is no requirement to use the County contractors.ANPR Cameras Windlesham – Cllr Goodman has met with the Police and as yet there is no firm date for the installation of the ANPR cameras. It was once again stressed that these cameras are only temporary and to detect crime not to enforce the HGV limit.**Surrey Heath Borough Council** Training - Cllr Wheeler reported that SHBC had organised Councillor training for both new and returning Councillors to attend.Borough Councillor Surgeries – Windlesham and Chobham Borough Councillors intend to hold regular surgeries for residents which will be published in due course.SHBC Appointments – the Leader of the Council and the Executive Committee will be appointed on the 15th May 2019 along with the Mayor making.**Clerks Update**The Clerk welcomed both new and returning Councillors and encouraged them all to attend the SSALC training that is available to them.Year End Audit – the audit was completed today and will be brought to the June Full Council meeting for sign off.*21:11 Cllr Mansfield left the Chamber*Windlesham Cemetery – the Clerk informed Members that an email had been received requesting that the grass in the oldest section of the Cemetery be left long because there are currently baby deer in the Cemetery.**It was resolved that the Clerk will instruct the contractor to allow the grass to grow and that notices will be displayed around the Cemetery, in the villages and on social media to inform residents. It was also resolved that the Cemetery committee will monitor this in future.****Notice of a motion from Cllr Halovsky-Yu to request Council to write to estate agents regarding unnecessary boards in Lightwater.** Cllr Halovsky-Yu informed Council that she had been approached by a resident to ask Council if they would write to the local estate agents asking them to remove any signs that are not displaying the number of the property that is for sale. It is perceived that there are a number of boards that have been installed for promotional purposes only.**It was resolved to instruct the Clerk to write to the estate agents concerned. In addition to this the Clerk will establish who owns the land and report the issue to the relevant authority.** **General Power of Competence**The Clerk informed Members that to retain the General Power of Competence a Council must resolve at a meeting of the Council (and each subsequent relevant annual meeting) that it meets the following conditions at the time of resolution:* The number of elected members of the Council is equal to or greater than two thirds of the total number of members
* The Clerk to the Council must hold at least one of the sector-specific qualifications ie. Certificate in Local Council Administration (CiLCA) or the higher education qualifications for clerks, as documented in the Order.

Members were asked to agree that the Council meets the necessary criteria and to adopt the GPC.**Agreed Unanimously.****To discuss a Council response to the current SCC Surrey Fire and Rescue consultation** **It was resolved that a working party would be appointed to respond to the consultation before the 24th May 2019.** Members of the working party are as follows:Cllr Malcaus CooperCllr WillgossCllr Jennings-EvansCllr Gordon**GDPR Report**Members were informed that the requirement for Parish Councils to appoint a Data Protection Officer was no longer mandatory and a Parish Council **may** appoint one if they so wish. Due to the size of Windlesham Parish Council the Clerk asked Members to consider reappointing GDPR-Info Ltd at an annual cost of £350.**Cllr Jennings-Evans proposed, Cllr Malcaus Cooper seconded and it was agreed unanimously to appoint GDPR-Info Ltd.****Memorials and Inscriptions**Memorials for Grace Evelyn Dutton and Valentina Grigorian **were approved.****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/19/26 Exempt Full Council Minutes from 30th April 2019C/19/27 Exempt Personnel Committee Minutes from 17th April 2019C/19/28 Hook Mill Lane update |

**Annex A**