



Windlesham Parish Council

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MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL Held on Tuesday 23rd July 2019, at 7.30pm in the Council Chamber

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

In attendance: Sarah Walker – Clerk
Jo Whitfield – Assistant Clerk
Victoria Wheeler – Windlesham & Chobham Borough Councillor
Emma McGrath – Business Owner & Windlesham & Chobham Borough Councillor
Mrs Neathy – Windlesham Resident

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

Cllr White was in the Chair

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C/19/54 Apologies for absence

Apologies for absence were received and accepted from Cllr Bakar.

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

C/19/55 Declarations of interest

No Declarations of Interest were received.

C/19/56 Public question time

There were no questions from the public.

C/19/57 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/19/73 Exempt Full Council Minutes from 25th June 2019
- C/19/74 Exempt Civic Amenities & Recreation Minutes – 2nd July 2019.
- C/19/75 Exempt Personnel Committee Minutes – 10th July 2019
- C/19/76 To sign off maintenance contract for Windlesham Cemetery
- C/19/77 To consider quotes for a new electric contract – renewable energy
- C/19/78 Hook Mill Lane Update
- C/19/79 To consider quotes for Bagshot Chapel roofing
- C/19/80 To consider a quote for trellis/fencing work at Kings Lane playground.

C/19/58 Full Council Minutes

The open minutes of the previous meeting held on 25th June 2019 **were approved** and signed by Cllr White.

C/19/59 Committee and Sub-Committee Minutes

- a) The minutes of the Planning Committee meeting, held on 2nd July 2019, **were approved** and signed by Cllr Stacey.
- b) The minutes for the Civic Amenities and Recreation Committee meeting, held on 2nd July 2019, **were approved** and signed by Cllr Halovsky-Yu.
- c) The minutes for the Personnel Committee meeting, held on 10th July 2019, **were approved** and signed by Cllr Jennings-Evans.
- d) The minutes for the Cemeteries Committee meeting, held on 10th July 2019, **were approved** and signed by Cllr Harris.

C/19/60 To discuss any business for referral to, or received from:

- a. Surrey County Council;
- b. Surrey Heath Borough Council

a. Surrey County Council

Cllr Goodman reported the following:

Travellers - The injunction on Chobham Common has started and notices have been posted at the common and on SCC web site. This is excellent news and Cllr Goodman thanked the hard work of officers which has resulted in the first injunction by SCC to restrict travellers.

The Environment - SCC announced several decisions on the environment over the last couple of weeks with a significant announcement regarding the planting of

1.2M trees by 2030. Cllr Goodman hopes the Parish will be part of this important project. Full details on how the scheme will work will be published this summer.

Review of Libraries - The consultation paper to cabinet for the review of libraries has been withdrawn, to allow further time to discuss with local councils and the task group the different options available. It is now likely to go to cabinet in September

CRC's - The first two months data on the CRC tonnage figures shows a reduction in residue waste. This tonnage was not seen in the rest of the supply chain, and is good news, providing more evidence that recycling only centres can work and still provide a service. The task group looking at waste, reports in September and Cllr Goodman is confident there will be no closures.

Children's Services - Cllr Goodman was pleased to report that the recent Ofsted review shows a huge amount of progress has been made to improve children's services. The Commissioner stated that "the authority has made rapid and solid progress since submitting his original report [to the DfE]" and Ofsted inspector's fed back that SCC had "achieved a fundamental aim of the remodelling" and had "made substantial progress...through the newly implemented 'front door' arrangements".

Traffic Calming in Windlesham –On July 17th Cllr Goodman and the WNP task group met with design consultants to discuss the proposed changes to traffic in Windlesham. It was reported that on the 5th September at St John's Hall, Windlesham, there will be an opportunity for residents and businesses, to consider various options and be able to put forward their ideas. The team will then gather this information and submit options at a full consultation in early November. Residents will then be able to consider which ones they support. The intention is to have an overall scheme, split into three stages;

- The centre of Windlesham
- Centre of Windlesham towards FoR and Chertsey road
- Heathpark Drive

Cllr Mansfield reported the following:

Esso Pipeline - The residents have now had an update meeting with Esso and are also going to speak with Michael Gove registering their opposition to the planned route.

Local Projects – Cllr Mansfield is continuing to support local projects and was invited to see the superb results of the garden project at Lightwater School.

Cllr Surgery – Cllr Mansfield's next surgery will be held on Sunday 18th August in the Lightwater Club 4pm -7pm.

b. Surrey Heath Borough Council

Cllr White reported the following:

Esso Pipeline & the Boroughs response – Cllr White and Cllr Mansfield have requested that closer attention be made to residents' concerns.

Audit & Standards Sub Committee – Cllr White reported the Audit and Standards Sub Committee findings regarding the case against former councillor Surinda Gandhum. A full account of this is available in the Agenda of the meeting held on the 22nd July 2019.

Licensing - Sub Committee – Cllr White informed Members that the Licensing Sub-Committee agreed a request for BP Bagshot to lengthen their trading hours for the sale of alcohol with conditions.

Formation of a Surrey Heath Villages Working Group - a new working group has been formed called Surrey Heath Villages Working Group. Cllr White is a member of this group and any issues Cllrs would like taken to these meetings can be emailed to Valerie.white@surreyheath.gov.uk. The first meeting will take place on 8th October.

Members were informed that the Monitoring Office at SH retired last week and Richard Payne will act as interim until a replacement is found.

C/19/61 Finance

- a) **Accounts for payment** - The Clerk presented a list of expenditure transactions for approval, in the sum of £13,480.90 and explained the individual items.

It was resolved the payments (Annex A) in the total sum of £13,480.90 be authorised and the Chairman signed the Expenditure Transactions Approval List

- b) To consider Clerk's delegated authority to pay invoices.**

The Clerk requested delegated authority to pay invoices for previously agreed spend over the summer period.

Cllr Malcaus Cooper proposed, Cllr Jennings-Evans seconded and it was agreed to suspend financial regulations and give the Clerk delegated authority to pay any invoices that come in over the summer, relating to previously agreed spends.

C/19/62 Outside Organisations

WC Lees – Cllr White reported that the building work to extend one of the Arms houses will begin shortly.

C/19/63 Clerks Update

The Clerk reminded Members that the current Grant window is coming to a close and asked that Councillors continue to raise awareness within their villages.

TradeMark – at the March Full Council meeting (minute ref:C/18/251) it was resolved that WPC would investigate applying to trademark the name Windlesham Parish Council.

The Clerk has now investigated the process necessary and due to the considerable financial outlay required this resolution will not be taken any further.

Kings Lane Playground – The Clerk informed Members that the Kings Lane Playground is nearing completion and the final ROSPA inspection is due to take place on Thursday 25th July 2019.

C/19/64 Councillor Community Pride grants

Cllr Halovsky-Yu submitted the following Councillor Community Pride grant application:

Applicant: Lightwater Village Improvements Project
Purpose: Planting and maintenance of the Lightwater Memorial Garden.
Supporting Councillor: Cllr Halovsky-Yu
Value: £100.00

It was resolved to accept this Community Grant application.

Cllr Halovsky-Yu submitted the following Councillor Community Pride grant application:

Applicant: Bagshot, Lightwater & Windlesham Dementia Action Alliance
Purpose: Marketing materials and merchandise.
Supporting Councillor: Cllrs Halovsky-Yu, White, Goodman, Trentham
Value: £600.00

It was resolved to accept this Community Grant application.

Cllr Halovsky-Yu submitted the following Councillor Community Pride grant application:

Applicant: Lightwater Live
Purpose: Marketing materials.
Supporting Councillor: Halovsky-Yu
Value: £200.00

It was resolved to accept this Community Grant application.

C/19/65 Community Governance Review – draft terms of reference

Members were reminded that a petition had been raised by a resident in Windlesham, supported by the Windlesham Society and two Parish Councillors to ask SHBC to conduct a community governance review. The aim of the petition is to disband Windlesham Parish Council as a 3-village council and create a Parish Council solely for Windlesham village.

The Clerk informed Members that the petition has been accepted by SHBC and they have drawn up draft terms of reference for the community governance review. These terms are to be discussed and agreed by SHBC at their Council meeting on 24th July.

The proposed options for the consultation take into account both the petition and this Council's request for a review with the aim of re-instating the equal ratio of Councillors per village.

Members were presented with the papers that will be discussed by SHBC at the meeting on 24th July. The report gave a detailed account of the purpose of the review and the process to be followed.

Members were asked to note that this is a statutory process which must be followed.

Noted

C/19/65 Community Transport

The Clerk presented Members with a letter that had been received from Darren Williams, Head of Community Services, SHBC, regarding the work of the Surrey Strategic Transport Project Board and the new potential for transport pilot projects.

The letter outlined the potential opportunity to develop a pilot scheme previously discussed with the Parish and the possibility of funding to be added to the already budgeted £20,000. The suggestion put forward was for Darren to propose Windlesham Parish as a potential pilot project to the Strategic Project Board based on the core service requirements previously outlined.

Members considered the proposal and it was resolved that WPC agrees to Windlesham Parish being put forward to the Strategic Project Board as a potential pilot project.

C/19/66 Notice of a motion re: “climate emergency” – from Councillors forming the working party tasked with creating an environmental strategy/policies for Council

Members were informed that the working group had met and put together a list of points to form the framework below:

WPC recognises that we are in a climate emergency and will seek to produce a strategy to move towards a more sustainable low carbon and environmentally sustainable society. WPC will commit to making climate change a priority.

To achieve these aims WPC will task the working group to produce a workable

plan that demonstrates a commitment to these aims.

The plan includes:

- *Seeking ways to facilitate and encourage our community to reduce its carbon emissions, conserve and enhance biodiversity.*
- *Will work with SCC and SHBC to create a low carbon sustainable transport system.*
- *WPC will engage with residents to inform and encourage with a dedicated page on the parish website and social media to promote reductions in carbon emissions and encourage environmental and sustainable lifestyles.*
- *WPC will engage with residents to encourage a reduction in plastic usage with the aim of making the parish a plastic-free community*
- *WPC will commit to reduce its carbon emissions to net zero as early as practicable and to undertake an annual audit of WPC's carbon footprint*

Cllr Goodman explained that the working party had met and would continue to work on the above framework and strategy, if Members were in agreement with the direction being taken.

Members agreed and noted that WPC should declare a 'Climate Emergency' and that the text in both the framework and the strategy should give adequate context. The developed documents will be brought to Full Council in September for further discussion.

It was also agreed that the working party will put together a statement for social media stating that WPC declares a 'Climate Emergency' and recognises the importance of tackling climate change. In line with this, WPC are now using renewable energy across the Parish.

C/19/67 Notice of a motion from Cllr Goodman – “WPC recognises the excellent work that carers do for our community and propose that effective from April 2020 the parish will not receive the parish precept from any registered carer.

Cllr Goodman made a correction to the above motion and amended the proposal to the following:

'effective from April 2020 the parish will not receive the parish precept from any carer leaver between the ages of 18-25.'

Cllr Malcaus Cooper proposed, Cllr White seconded and it was agreed in principle that WPC would support the amended motion subject to a more detailed plan being provided with indicative costs.

20:25 Cllr Harris left the Chamber

C/19/68 Polling Districts Surrey Heath consultation – to consider a response

Members were informed that Surrey Heath is conducting a polling districts consultation. The consultation runs until 12th September. Two areas of the Parish – Bagshot and Windlesham – have proposed changes in relation to their polling places.

Councillors were provided with all the information and asked to consider a response to the consultation.

The proposed changes and polling places are as follow:

Bagshot Ward

Number of Polling Districts:	Three
Number of Polling Places:	Three
Electorate:	5,636
Proposed changes	It is proposed to change the designated polling place for KC polling district, as set out below.

Polling District	Electorate	Proposed Polling Place
KA	3,297	Windle Valley Day Centre, Park
KB	1,293	Connaught Pavillion, Whitmoor Road, Bagshot
KC	1,046	Windlesham Club & Theatre, Kennel Lane, Windlesham

Windlesham & Chobham Ward

Number of Polling Districts:	Three
Number of Polling Places:	Three
Electorate:	5,563
Proposed changes:	It is proposed to change the designated polling place for NA polling district, as set out below.

Polling District	Electorate	Proposed Polling Place
NA	2,416	To be confirmed, subject to the consultation as set out below
NB	3,021	Chobham Village Hall, Station Road, Chobham
NC	126	Valley End Institute, Highams Lane, Valley End

It was resolved that the Clerk will respond on behalf of Council stating that WPC's preference is, that where possible, schools and nurseries are not used as polling stations.

C/19/69 To consider quote for a noticeboard on Chertsey Road, Windlesham

Members were informed that new A2 noticeboard for Kings Lane playground which was agreed at the Civic Amenities meeting held on the 2nd July 2019 (minute ref: CAR/19/11) has yet to be ordered.

An administrative error by the supplier has resulted in a price increase therefore Members were asked to approve the increased quote as follows:

A2 size (same as Lightwater Village Centre) £1,170.00

Installation £250

Delivery £50

Total: £1,470 + VAT

The quote agreed by the Civic Amenities committee was £1,020 +VAT

It was resolved to approve the increased quote cost.

C/19/70 Correspondence

There was no correspondence.

C/19/71 Memorials and Inscriptions

Memorials for Maureen Stanley **was approved.**

C/19/72 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/19/74 Exempt Civic Amenities & Recreation Minutes – 2nd July 2019.

C/19/75 Exempt Personnel Committee Minutes – 10th July 2019

C/19/76 To sign off maintenance contract for Windlesham Cemetery

C/19/77 To consider quotes for a new electric contract – renewable energy

C/19/78 Hook Mill Lane Update

C/19/79 To consider quotes for Bagshot Chapel roofing

C/19/80 To consider a quote for trellis/fencing work at Kings Lane playground.

Annex A

23/07/2019

Windlesham Parish Council

Page 75

12:07

PRELIMINARY PURCHASE DAYBOOK

User: SKW

Purchase Ledger for Month No 4

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
10/07/2019	2025019	5526	SURREY HEATH	SHBC01	6,250.00	1,250.00	7,500.00	4165	120	6,250.00	2025019/5526/SURREY HEATH
11/07/2019	514701	5527	GUARDWELL	GUARD	32.50	6.50	39.00	4060	240	32.50	Intruder Alarm battery
10/07/2019	34338603	5528	SURVEY MONKEY	SURVE	240.00	48.00	288.00	4430	220	240.00	Survey Monkey Subscription
03/07/2019	364761	5529	VIKING	VIKIN	23.74	4.75	28.49	4435	220	23.74	Stationery
03/07/2019	MILKJUNE	5530	MILK & MORE	MILKA	12.15	0.00	12.15	4435	220	12.15	Milk June 19
30/04/2019	97874	5531	SHORTS	SHORT	15.00	3.00	18.00	4405	220	15.00	skip rental charge
26/06/2019	02425	5533	BRANCH MANAGEMENT	BRANC	380.00	76.00	456.00	4195	120	380.00	Tree Maintenance Kings Lane
30/03/2019	102561	5534	SHORTS	SHORT	15.00	3.00	18.00	4405	220	15.00	Daily skip rental charge
01/04/2019	2213	5535	SSALC	SSA01	2,605.79	0.00	2,605.79	4430	220	2,605.79	Nalc & Ssalc Membership
19/07/2019	2442	5536	SURREY HILLS	SURREYH	800.00	160.00	960.00	4400	220	800.00	Cemetery Contract Legal Costs
23/07/2019	COMMUNITYPRIDE537		BAGSHOT METHODIST	BAGMET	1,000.00	0.00	1,000.00	4655	260	1,000.00	Community Pride Grant
23/07/2019	EXPENSESJUNEJUL538		SARAH WALKER	SARAH	18.72	0.00	18.72	4435	220	18.72	Sarah Walker Expenses June/Jul
TOTAL INVOICES					11,392.90	1,551.25	12,944.15			11,392.90	
					VAT ANALYSISCODE E @ 0.00%	12.15	0.00	12.15			
					VAT ANALYSISCODE OTS @ 0.00%	3,624.51	0.00	3,624.51			
					VAT ANALYSISCODE S @ 20.00%	7,756.24	1,551.25	9,307.49			
TOTALS					11,392.90	1,551.25	12,944.15				

10/07/2019

Windlesham Parish Council

Page 73

13:19

PRELIMINARY PURCHASE DAYBOOK

User: SKW

Purchase Ledger for Month No 3

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
06/06/2019	15069	5525	FORAMAFLOW	FORA	1,000.00	200.00	1,200.00	4150	120	1,000.00	W CEM MAINTENANCE MAY 19
TOTAL INVOICES					1,000.00	200.00	1,200.00			1,000.00	
					VAT ANALYSISCODE S @ 20.00%	1,000.00	200.00	1,200.00			
TOTALS					1,000.00	200.00	1,200.00				

Purchase Ledger for Month No 3

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
17/07/2019	REFUNDDUPLICAT5532		CO-OP FUNERALCARE	COOP	1,088.00	0.00	1,088.00	1000	100	1,088.00	Refund Duplicate Payment
TOTAL INVOICES					<u>1,088.00</u>	<u>0.00</u>	<u>1,088.00</u>			<u>1,088.00</u>	
	VAT ANALYSISCODE	E	@ 0.00%		1,088.00	0.00	1,088.00				
TOTALS					<u>1,088.00</u>	<u>0.00</u>	<u>1,088.00</u>				

