



Windlesham Parish Council

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MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL Held on Tuesday 24th September 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	A		
Manley	PA	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
Pat Teddar – Windlesham & Chobham Borough Councillor
Tony Murphy – Windlesham Resident
Mrs Murphy – Windlesham Resident
Graham Bullen – Windlesham Society
Roy Fairhead – Windlesham Resident
Robert Hardless – Windlesham Resident

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

Cllr White was in the Chair

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C/19/86 Apologies for absence

Apologies for absence were received and accepted from Cllrs Bakar and Harris, however it was noted that Cllr Bakar had not given a specific reason.

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

C/19/87 Declarations of interest

Cllr Malcaus Cooper declared a non-pecuniary interest in agenda item 11. It was declared that Cllr Malcaus Cooper is involved with both Curley Park Rangers and Windlesham United Youth FC either through her position as Chairman of the Briar Centre or her children's activities.

Cllr White declared a non-pecuniary interest in agenda item 11. It was declared that Cllr White is a trustee of WC Lees and involved with Curly Park Rangers.

C/19/88 Public question time

Q: Graham Bullen on behalf of Windlesham Society asked:

1. Why have the Windlesham Rejuvenation project task group members walked away from the project and what actions has the Council taken to ensure that an unbiased resident approach is taken?
2. Why has Cllr Goodman excluded the other Windlesham Councillors from any discussions on the Windlesham Rejuvenation project?
3. Graham Bullen informed Council that after discussions with PJA they believed that the Windlesham gateways were not PJA's recommended design and were not in the correct location. How can residents ensure that any future works are carried out correctly?

A: Cllr Goodman responded that the original task force was put together prior to the elections and it was planned to assess task group membership after the initial consultation, when residents were able to reaffirm their preferences. The reason that PJA gateway designs were not implemented was due to them costing c.£50-60k per gateway, which was not affordable. As far as the future of the project is concerned, it has now become apparent that the PJA scheme is not affordable for this Council, therefore the consultation data collected in September will be used to inform discussions between Cllr Goodman and Highways to investigate other options.

In addition to Cllr Goodman's response, it was agreed that Council would provide a comprehensive written response answering all points.

Q: Pat Tedder asked the Council:

1. Why WPC did not make Windlesham residents aware of the sale of Chertsey Road hall?
2. Why WPC did not register the hall as a community asset?
3. Why WPC has declined to make an offer?

A: The Clerk explained that having been asked to investigate the process of registering a community asset, it was ascertained that the 6-month moratorium would not apply, if the hall had been marketed prior to the registration being confirmed. Having had conversations with the Trustees of Chertsey Hall, who confirmed that the hall would be on the market imminently, the Clerk felt that there was insufficient time to apply for registration. All Councillors were informed, and the Clerk requested that they contact her as soon as possible should they still wish to pursue the registration. Initially no Councillors responded. 3 weeks later Cllr Stacey responded, however this was too late to act upon.

In addition to the Clerk's response, it was agreed that Council would provide a comprehensive written response answering all points.

Q: Victoria Wheeler asked for Council to confirm in writing, if in April 2019 the Windlesham Councillors were individually informed about the sale of Chertsey Road Hall by the Vicar of St John the Baptist Church.

A: It was agreed that Council would provide a comprehensive written response in due course.

C/19/89 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/19/107 Exempt Full Council Minutes from 23rd July 2019
- C/19/108 Electricity Contract

C/19/90 Full Council Minutes

- a) The open minutes of the previous meeting held on 23rd July 2019 **were approved** and signed by Cllr White.

- b) The open minutes of the EGM held on 21st August 2019 **were approved** and signed by Cllr White.

C/19/91 Committee and Sub-Committee Minutes

- a) The minutes of the Planning Committee meetings held on 23rd July 2019, 6th August 2019 **were approved** and signed by Cllr Stacey.

The minutes of the Planning Committee meeting held on 3rd September 2019 **were approved** and signed by Cllr Hansen-Hjul.
- b) The minutes for the Cemeteries Committee meeting, held on 3rd September 2019, **were approved** and signed by Cllr Trentham
- c) The minutes for the Finance & General Purposes Committee meeting, held on 3rd September 2019, **were approved** and signed by Cllr Goodman.

C/19/92 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:

Traveller Incursion - On Friday 20th September Chobham saw the first traveller incursion since the spring and the first since the court injunction was applied. Initially there were upwards of twelve caravans and associated vehicles on site. On visiting the site on Saturday morning, it was noted that some had already gone, however there were still a number of caravans. This tested the injunction and Cllr Goodman spent time talking to the Police on Saturday, who agreed that the injunction was sound, and the travellers would need to move.

The police agreed that a softly softly approach would be used rather than confrontation and the travellers agreed to move by late afternoon. This seemed to work and all but two did leave the site. The final two families left by midday on Sunday. These are difficult situations and Cllr Goodman thanked the police in their handling of the incursion. It also demonstrated that the injunction works and that it is essential that the injunction is extended when SCC goes back to court in November. However, it remains that Surrey still needs to have sites that travellers can use as temporary stop over areas and this work needs to continue.

Tree Planting - The first tree of the 1.2 million that SCC are planting by 2030 will be planted on the 5th October. SCC will be launching a formal strategy later this year that will include how residents and Parishes can get involved. SCC will also be launching an opportunity for businesses to show social responsibility by planting trees that they use for their business.

The SCC select committee published a report that made a number of recommendations on waste including CRC's. In October the cabinet will be asked to discuss and will hopefully agree to keeping all the CRC's open, together with a number of other recommendations.

Waste Collection - There is a concern that Amey the kerbside collection company are going to strike; it is not possible at this stage to say if this will happen and what the consequences will be. Cllr Goodman will ensure residents are kept informed via the Parish Clerk.

Surrey Fire & Rescue Service - On Tuesday 24th September the cabinet will be asked to support a paper on the fire service. The aim of Surrey Fire and Rescue Service (SFRS) is to save lives, protect property and to protect the environment. The service achieves this by preventing emergencies from happening, ensuring that premises are safe and responding to emergencies when they occur.

The plan is to modernise Surrey Fire and Rescue Service, addressing some of the issues raised by Her Majesty's Inspectorate of Constabulary and Fire & Rescue Services. The Making Surrey Safer Plan is not about cuts or money saving – in fact, SCC is pumping in nearly £1m of extra funding into the fire and rescue service to enable their transformation.

It is now widely accepted that fire prevention is a more effective way to keep people safe at home. This will be a focus for the service.

SCC are inviting anyone who lives, works, or studies in Surrey to submit an idea for how they could work with their community to tackle climate change. At this stage it only needs to be an idea, it doesn't matter how big or small it is so long as it helps address climate change and brings communities together. The top ten ideas will be taken through to design process, where the teams will be connected with local businesses and volunteers with the resources and skills to help the idea into reality.

b. Surrey Heath Borough Council

Cllr White reported the following:

Business - SHBC will be hosting their next Business Breakfast on Friday 27th September 2019 at Camberley Theatre. These events are held twice a year and are open for any Surrey Heath Business to attend and exhibit if they wish.

Recreation - Camberley Arena/Leisure closed its doors at the end of August. It will be replaced as part of a 25 year contract with Places Leisure to build, operate and maintain a £22 million Leisure Centre in Camberley. Many of the fitness classes have been temporarily transferred to Camberley Theatre.

Surrey Heath Villages - SHBC will be holding their first Surrey Heath Villages Working Group on Tuesday 8th October 2019. This working group has come about with pressure from past and existing councillors to make sure the villages are adequately represented within council. If you have any ideas, you would like me to take to the group please email Valerie.white@surreyheath.gov.uk .

Independent Investigation into CEO Allowance - Following an ECM at Surrey Heath Terms of Reference have been released for the Independent Investigation into the payment of the additional allowance of the CEO. Legal firm Browne Jacobson have been appointed to carry out the Investigation.

Planning - Two planning applications were heard at committee from the villages. Matthews Corner in Windlesham was refused and Queen Anne house in Bagshot was withdrawn by the applicant.

Playgrounds - Work should start this week on the Lightwater Country Park Playground. This will be sited next door to the Cafe and Information Point.

C/19/93 Finance

- a) **Accounts for payment** - The Clerk presented a list of expenditure transactions for approval, in the sum of £10,207.58 and explained the individual items.

It was resolved the payments (Annex A) in the total sum of £10,207.58 be authorised and the Chairman signed the Expenditure Transactions Approval List

C/19/94 Outside Organisations

Briars Centre – Cllr Jennings-Evans reported that the Briars were looking for a new Secretary and were about to hold their AGM. In addition to this a height barrier would soon be installed.

Bagshot Society – Cllr Trentham informed Members that at the AGM she had been voted in as Chairman of the Bagshot Society.

Valley End Institute – Cllr Willgoss reported that the payment issues experienced by the Institute had now been resolved.

Lightwater Business Association – Cllr Halovsky-Yu reported that the LBA had a networking meeting on the 10th of September where a representative from Sunrise Bagshot gave a presentation on the Dementia Friends project. This resulted in 10 businesses becoming Dementia Friends.

The next LBA meeting will be held on the 12th November 2019.

Dementia Action Alliance – Cllr Halovsky-Yu reported that this initiative is progressing well and the first of the pub lunches is booked and will be held at the Half Moon in Windlesham on the 18th October 2019. There is also an event planned for Bagshot in December. Dates to follow.

Windlesham Field of Remembrance – Cllr Hansen-Hjul reported that the opening of the FOR has been delayed due to a blanket road closure of Chertsey Road.

Bagshot Business Association – Cllr Gordon invited all Councillors to attend the Bagshot Christmas light switch on the 1st December 2019.

C/19/95 Clerks Update

The Clerk informed Members that June Green, Chairman of Windlesham United Charities and Pools Allotments is standing down after 26 years.

It was agreed to formally write and thank June for the work she has done over the last 26 years.

C/19/96 Grant Applications

Councillors considered the following grant applications.

Open Spaces Maintenance Grants

Curley Park Rangers – Request £3,500.00 for maintenance and line painting of football pitches.

There was some discussion surrounding the Curley Park Rangers level of reserves and the fact that their website does not give WPC any recognition.

A vote was taken with 9 in favour and 5 against, and it was resolved to give a grant for the requested amount of £3,500.00

Bagshot Playing Fields Association – Request £957.00 for maintenance of boundary conifer hedge.

It was resolved to give a grant for the requested amount of £957.00

Grants under £1,000

The Hope Hub – Request £1,000.00 to contribute towards training volunteers, branded uniforms for volunteers, mobile phone for “pop-up” and assist with travel costs.

It was resolved to give a grant for the requested amount of £1,000.00

Bagshot Infant School – Request £1,000.00 to contribute towards the creation of a school apiary.

It was resolved to give a grant for the requested amount of £1,000.00

20:10 Cllr Manley left the Chamber.

Bracknell & District Parkinsons Branch – Request £1,000.00 to help subsidise costs for members for services such as hydrotherapy, Nordic walking and dance etc.

It was resolved to defer this application until further information is ascertained.

Windlesham Ladies Fellowship - Request £500.00 contribution towards the cost of hall hire and outside speakers.

It was resolved to give a grant for the requested amount of £500.00

Surrey Heath Neighbourhood Watch - Request £450.00 contribution towards production costs of the quarterly Heathwatch magazine.

It was resolved to give a grant for the requested amount of £450.00

Grants over £1,000

Windlesham United Youth FC – Request £2,750.00 to purchase new goals, coaching courses, training and match balls and set up of a girls only team.

It was resolved to give a grant for the requested amount of £2,750.00

Bagshot Business Association – Request £2,600.00 towards the costs of village events – Halloween 2019 and Big Bash 2020.

It was resolved to defer this application until the next round of grants due to accounts not being submitted.

WC Lees Resthouses – Request £3,500.00 towards the extension of two alms houses.

Having received £1,000 community pride grant from Cllr White in April and Cllrs Hansen-Hjul and Stacey pledging a further £1,000 each, it was resolved to give a grant for the amount of £500.00

Windlesham Bowls Club – the bowls club President has informed WPC that having received £500 from WPC, the extension for which the money was intended is no longer going ahead. The Club has requested that the money be repurposed to contribute towards internal alterations.

**C/19/97 It was resolved to allow the funds of £500.00 to be re-purposed.
Councillor Community Pride grants**

Cllr Hartshorn submitted the following Councillor Community Pride grant application:

Applicant: Pauline Hemley – Lightwater Community Cinema
Purpose: To purchase equipment needed to screen films offering a monthly free film show for the Lightwater Community.
Supporting Councillor: Cllr Hartshorn and Cllr Jennings-Evans
Value: £1714.00

It was resolved to accept this Community Grant application.

Cllrs Manley, Willgoss, Gordon, Bakar, Kay and Trentham submitted the following Councillor Community Pride grant application:

Applicant: Chapel Lane Action Group
Purpose: Independent Highways survey of Chapel Lane, Bagshot.
Supporting Councillor: Cllrs Manley, Willgoss, Gordon, Bakar, Kay and Trentham.
Value: £1421.40

It was resolved to accept this Community Grant application.

Cllr Malcaus Cooper submitted the following Councillor Community Pride grant application:

Applicant: Lightwater Litter Pick
Purpose: Litter Picking
Supporting Councillor: Cllr Malcaus Cooper
Value: £446.16

It was resolved to accept this Community Grant application.

C/19/98 Notice of a motion from Cllr Willgoss to consider management of verges and green spaces for wildlife.

Members were provided with information on the SCC motion 'Managing verges for wildlife' which addresses the maintenance of highway verges to encourage wildflowers for the benefit of wildlife diversity.

Cllr Willgoss proposed that WPC adopt this motion and commit to the following:

- 1) To communicate with SCC and SHBC to identify and support the establishment of wildflower areas within the parish.
- 2) To support a reduction in the number of verge cuttings to a minimum in rural areas where practicable and acceptable to residents, thus supporting Surrey Wildlife Trusts' protection of unmaintained corridors to protect biodiversity.
- 3) To instruct the clerk to produce an audit of sites owned and maintained by

WPC in order to identify sites suitable for actively seeding and developing wildflower areas.

4) To contact organisations within the parish who own and maintain publicly accessible green spaces to identify areas suitable for wildflower areas. WPC will encourage and support these organisations in the development of these wildflower areas.

4) To request that where practicable contractors maintaining public spaces on behalf of WPC avoid the use of Glyphosate herbicide and adopt more environmentally friendly practices.

5) To facilitate these policies, consider the formation of a working group to communicate with the relevant authorities, organisations and residents to identify and support areas that are suitable for development as wildflower areas.

6) Task this group to oversee progress and to report back to council at a period to be decided or as deemed necessary by the working group.

It was resolved to adopt SCC's motion 'Managing verges for wildlife' as proposed and for the Clerk to progress it.

C/19/99 Update: Notice of a motion from Cllr Goodman – from April 2020 the parish will not receive the parish precept from any care leaver aged 18-25 years

At the July Full Council meeting Members considered the above motion put forward by Cllr Goodman. As resolved at that meeting (minute ref: C/19/67) further information was presented to Council and Members were asked to consider if they wished to support the motion.

It was resolved that as from April 2020 the parish will not receive the parish precept from any care leaver aged 18-25 years

C/19/100 Notice of a motion from Cllr Malcaus Cooper for Council to formally write to SCC and the Highways agency to ask for the timing of the proposed PRB mitigations on the Jct3 M3/A322 roadworks to be brought forward

The above motion discussed the following points:

For Council to ask Highways to expedite the traffic modelling on Jct3 M3/A322 and then assess the proposed PRB mitigations and make the necessary changes, if needed, in order to stop car idling and effectively clear the junction on the A322 from Gordon's roundabout to junction 3 M3.

For Council to commission an air pollution study on this stretch and consider how to protect residents from the adverse impact of this pollution.

For Council write to highways asking for the speed limit to be reduced on the stretch of road from the Guildford Road junction with the A322 to 40mph in both directions.

It was resolved that the Clerk will write to the necessary authorities.

C/19/101 Council Insurance Renewal

The Clerk informed Members that the Council's insurance renewal is due on 1st October 2019. Last year the Council agreed to enter a 3-year long term arrangement with Ecclesiastical, which was the best value quote that was offered by brokers Came and Co.

The renewal quote including IPT and administration fees for the coming year is £4,137.69.

It was resolved to note and approve the renewal quote for the year 2019-2020.

C/19/102 Audit Conclusion

The Clerk informed Members that the Conclusion of Audit has now been received from PKF Littlejohn and Council were presented with the relevant papers. The annual return has been passed with no issues

Cllr Malcaus Cooper formally thanked the Clerk for all her hard work.

It was resolved to note the contents of the report, to accept the audit opinion and approve the annual return and certificate.

C/19/103 Community Governance Review – to consider a Council response

Members were aware that Surrey Heath are currently conducting a Community Governance Review, following receipt of a valid petition which requests the creation of a separate and devolved Parish Council for Windlesham Village and residents only.

The Terms of Reference were published on 5th August, starting the first 12-week consultation period, which ends on 28th October.

The terms of reference set out 4 options, as follows:

1. Option 1 - To create a new parish in Windlesham and create a new Parish Council covering the area.
2. Option 2 - To re-instate an equal number of councillors representing each village within the Parish.
3. Option 3 - To create a new parish ward for North Windlesham and amend the councillor representation in the parish wards to best reflect electoral equality in the parish.
4. Option 4 - To make no change to the current arrangements.

Members were asked to consider how they would like to respond to the consultation and to indicate their choice by confirming the number of the option as stated in the terms of reference.

A recorded vote was taken.

1. Option 1 - To create a new parish in Windlesham and create a new Parish Council covering the area.
2. Option 2 - To re-instate an equal number of councillors representing each village within the Parish.
3. Option 3 - To create a new parish ward for North Windlesham and amend the councillor representation in the parish wards to best reflect electoral equality in the parish.
4. Option 4 - To make no change to the current arrangements.

A = Abstention

Bagshot Cllrs		Lightwater Cllrs		Windlesham Cllrs	
Bakar	-	Barnett	A	Goodman	2
Chambers	-	Galliford	A	Hansen-Hjul	1
Gordon	2	Halovsky-Yu	2	Stacey	1
Kay	3	Harris	-		
Manley	-	Hartshorn	2		
Trentham	2	Jennings-Evans	2		
Willgoss	A	Malcaus Cooper	2		
White	2				

Result: Option 1 = 2 Option 2 = 8 Option 3 = 1 Option 4 = 0

The motion was carried with 8 in Favour of option 2, to re-instate an equal number of councillors representing each village within the Parish. It was therefore resolved that the Clerk would write the Council's response to submit to Surrey Heath, in favour of option 2 and that the response would be checked by a legal representative before submission.

C/19/104 Correspondence

There was no correspondence.

C/19/105 Memorials and Inscriptions

Memorials for David Buchanan, Sheena Ann Lumley and Ian Sanderson **were approved.**

C/19/106 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/19/107 Exempt Full Council Minutes from 23rd July 2019
- C/19/108 Electricity Contract

Annex A

Purchase Ledger for Month No 6

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
18/09/2019	EXPENSESJULY-	5564	JO WHITFIELD	JOWHIT	58.05	0.00	58.05	4435	220	58.05	Jo Whitfield Expenses July-Sep
13/09/2019	545019	5565	VIKING	VIKIN	10.49	2.10	12.59	4435	220	10.49	Stationery
01/08/2019	MEG/TEH/WIN58/3	5566	HERRINGTON	HERRI	713.00	254.60	967.60	4400	220	713.00	Water Easement Legal Costs
06/09/2019	ALLOTREFUNDPR	5567	MR PRINCE	PRINCE	10.00	0.00	10.00	4070	130	10.00	Allotment 9B Key refund
15/09/2019	2415	5568	GREENLANDS	GREE	670.00	134.00	804.00	4160	120	150.00	Install of Bench in Windlesham
								4160	120	120.00	Replace damaged bollard Lightw
								4060	240	400.00	Remove debris from gutters HML
15/09/2019	ROUNDAABOUTPLA	5569	MATHEWSON-ROWE	MATH	67.82	0.00	67.82	4650	260	67.82	Lightwater roundabout planting
22/08/2019	10027	5570	VISION ICT	VISIO	85.00	17.00	102.00	4440	220	85.00	Website Accessibility Testing
18/09/2019	81599	5571	OPTICHROME	OPTI	1,555.00	311.00	1,866.00	4800	280	1,555.00	CGR Leaflet postage
17/09/2019	81561	5572	OPTICHROME	OPTI	1,020.00	90.00	1,110.00	4800	280	1,020.00	CGR Leaflet and Envelope print
19/09/2019	INV-0606	5573	FARSIGHT	FARSI	300.00	60.00	360.00	4425	220	300.00	External Finance Support
06/09/2019	006582	5574	PJA	PJA	4,132.72	826.54	4,959.26	4815	280	4,132.72	Windlesham rejuvenation consul
11/09/2019	13572	5575	SSALC	SSA01	320.00	0.00	320.00	4350	200	320.00	SSALC CiLCA Registration
11/09/2019	QL197234	5576	SLCC ENTERPRISES LTD	SLCC	350.00	0.00	350.00	4350	200	350.00	SLCC CiLCA registration J Whit
31/08/2019	107882	5577	SHORTS	SHORT	15.50	3.10	18.60	4405	220	15.50	Daily skip rental Windlesham
23/09/2019	LIGHTWATERCOM	5578	LIGHTWATER VILLAGE	HSHEN	100.00	0.00	100.00	4650	260	100.00	Lightwater Village Improvement
23/09/2019	COMPRIDEDEMAC	5579	DEMENTIA ACTION ALLI	DEME	600.00	0.00	600.00	4650	260	600.00	Community Pride Grant
23/09/2019	COMPRIDELIVE	5580	LIGHTWATER LIVE	LLIVE	200.00	0.00	200.00	4650	260	200.00	Lightwater Live Community Prid

TOTAL INVOICES 10,207.58 1,698.34 11,905.92 10,207.58

VAT ANALYSISCODE OTS @ 0.00% 2,275.87 0.00 2,275.87

VAT ANALYSISCODE S @ 20.00% 7,931.71 1,698.34 9,630.05

TOTALS 10,207.58 1,698.34 11,905.92