



# Windlesham Parish Council

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The Council Offices  
The Avenue  
Lightwater  
Surrey  
GU18 5RG

9<sup>th</sup> September 2021

You are hereby summoned to attend a meeting of the Windlesham Parish Council to be held at the Community Hub, Windlesham Field of Remembrance, Kennel Lane, Windlesham on **Tuesday 28<sup>th</sup> September at 7.30pm** to act upon the undermentioned business.

If you are unable to attend the meeting please send your written apologies to the Clerk and Chair of Council.

**Joanna Whitfield**  
Interim Clerk to the Council

## MEETING INFORMATION

Members of the public are invited to attend this meeting or alternatively, if you wish to submit any questions or comment on any of the items on this agenda without attending, please email [clerk@windleshampc.gov.uk](mailto:clerk@windleshampc.gov.uk) by midday on Tuesday 28<sup>th</sup> September 2021. Please note that submissions for public participation will be read aloud at the meeting, along with the name of the person submitting the comment. If you do not wish your name to be made public at the meeting you must specify this to the Clerk in writing at the time of submission.

**With the lifting of COVID restrictions we will continue to do all we can to minimise the spread of the virus and on arrival attendees must check in using the NHS COVID-19 app. If you do not already have this app, please download it in advance of the meeting. Whilst not mandatory, we politely request that all attendees wear a mask until seated. Please note: public attendance may be restricted dependant on the capacity of the hall whilst allowing for COVID-19 mitigations. Admittance will be on a first come first served basis.**

## AGENDA

- 1 **Apologies for absence**
- 2 **Declarations of Interest:** Members to declare any interest, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any requests from members for dispensations that accord with the Localism Act 2011 S33(b-e).
- 3 **Public Question Time:** In accordance with Standing Orders a period not exceeding 20 minutes will be allowed for public participation.
- 4 **Exclusion of the Press and Public.** To agree any items to be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960.

- 5 **Council Minutes:** To approve as a correct record, the open minutes of the previous meeting held on 11<sup>th</sup> August 2021
- 6 **Committee and Sub-Committee Minutes:** To note the open minutes of the recent committee and sub-committee meetings and to review and adopt any recommendations and agreements contained therein:
  - a. Bagshot Committee – 6<sup>th</sup> July 2021
  - b. Lightwater Committee – 13<sup>th</sup> July 2021
  - c. Windlesham Committee – 14<sup>th</sup> July 2021

**Note: The above Minutes will be ratified at the relevant Village Committee meetings earlier in September**
- 7 **To receive written reports from:**
  - a. Surrey County Council;
  - b. Surrey Heath Borough Council
- 8 **Finance:**
  - a) Accounts for payment
  - b) Bank reconciliations – need a councillor to sign reconciliation
  - c) Finance Report
- 9 **Council to receive the external audit conclusion for 2020-21**
- 10 **Appointment of internal auditor for 2021-22**
- 11 **Outside Organisations** - To receive any reports from representatives on outside organisations
- 12 **Council Insurance quote renewal**
- 13 **Planning Meetings** – To review the timeframe in which planning applications are dealt with.
- 14 **Project Updates** - Status updates on outstanding projects
- 15 **IT Provision** – Move to new Councillor email licences
- 16 **Review of Council Policies-** To agree and adopt Council Policies
- 17 **Tree Works** – To discuss quotes received for Tree Maintenance
- 18 **Correspondence**
- 19 **Memorials and Inscriptions**
- 20 **Exclusion of the press and public** - To exclude members of the public, including the press, for consideration of items excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960.

**CONFIDENTIAL**

**20      Wayleave Request**

**21      Hook Mill Lane**