



Windlesham Parish Council

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20th September 2023

You are hereby summoned to attend a meeting of the Windlesham Parish Council to be held at the St Annes Church Centre, 43 Church Road, Bagshot on **Tuesday 26th September 2023 at 7.15pm** 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
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 by midday on Tuesday 26th September 2023. 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.

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 25th July 2023

- 6. Committee and Sub-Committee Minutes:** To approve the open minutes and recommendations therein of the recent committee and sub-committee meetings and to review and adopt any recommendations and agreements contained therein:

- Planning Committee – 25th July 2023, and the 21st August 2023

To note the open minutes of the recent village committee and sub-committee meetings:

- Bagshot Committee – 1st August 2023 - including recommendations therein.

Members are asked to approve the following spend agreed at the Bagshot Committee:

- **£50,000 committed to the Traffic Calming in Bagshot – to be funded from CIL**
- **£26,500 committed to the replacement of Freemantle Playground - £13,500 to be funded through grants with the remainder funded from CIL.**

Note: The above Minutes will be ratified at the relevant Village Committee meetings.

- 7. To receive written reports from:**

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

- 8. Finance**

- a. **Accounts for payment**
- b. **Bank Reconciliation**
- c. **Budget vs Actuals Report**
- d. **Request to allocate funding towards replacement IT equipment**
- e. **Boom Community Bank letter**

- 9. Council to receive the external audit conclusion for 2022-23**

- 10. Appointment of internal auditor for 2023-24**

- 11. Council Insurance Renewal**

- 12. To discuss the unmetered electricity supply for festive lighting**

- 13. Remembrance Day – to discuss arrangements**

- 14. WFOR bins and reduction for lack of service**

- 15. To approve draft terms of reference for the Communications Committee and consider a Communications budget.**

16. To discuss the procurement process for the greenspace maintenance of Parish owned areas.

17. Working Parties

- a. ToR's feedback from working party
- b. Windlesham Neighbourhood Plan Review

18. Trees

- a. To discuss request from SSE to carry out tree works at HML Depot in order to allow clearance of the powerlines.
- b. Request from Bagshot resident to remove overhanging branches at College Ride.
- c. Request from Lightwater resident to reduce the height of trees at Lightwater Recreation Ground.

19. Cemetery Fees – To discuss proposal from Windlesham Village Committee to raise Windlesham Cemetery Fees by 20% and to temporarily prohibit burials of Non-Residents.

20. Outside Organisations - To receive any reports from representatives on outside organisations.

21. Clerks update

22. Correspondence

23. 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

24. To approve as a correct record the confidential resolution reports

25. Hook Mill Lane

