



Windlesham Parish Council

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The Council Offices
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18th September 2024

You are hereby summoned to attend a meeting of the Windlesham Parish Council to be held at the St Annes Church Centre, 45 Church Road, Bagshot on **Tuesday 24th September 2024 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 24th September 2024. 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 meetings held on 23rd July 2024

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:

a. Planning Committee 23rd July 2024, 14th August and the 4th September 2024

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

- Bagshot Committee – 30th July 2024

- Windlesham Committee – 11th September 2024, including following recommendations:
 - Heathpark Woods Community Building- Recommendation to Full Council to not adopt the Heathpark Woods Community Building- see item 19.
 - Windmill Field Playground replacement- To approve a £65K spend for Windmill Field Playground (including the use of the £15K playground EMR)- see item 17.

Note: The above Minutes have been ratified at the relevant Village Committee meetings.

Governance

7. Council to receive the external audit conclusion for 2023-24

8. Appointment of internal auditor for 2024-25

9. Council Insurance Renewal

10. Community Governance Review – Working Party Verbal Update

Finance

11. Accounts for payment

12. Bank reconciliations

13. Budget Monitoring Report – Including recommendations

14. Skipton Building Society – to review account and bank signatories.

15. Grant Applications

a. **Surrey Heath Neighbourhood Watch**

- b. Harper Asprey
- c. Air Ambulance Charity Kent, Surrey, Sussex

Civic Amenities and Civic Meetings

- 16. Electricity Supply Contract Renewal
- 17. Windmill Field Playground Replacement Funding
- 18. Remembrance Day – to discuss arrangements
- 19. To consider adopting the new Community Building which is being built as part of the Heathpark Woods development in Windlesham.
- 20. To consider a motion from Cllrs Malcaus Cooper and Turner requesting that the Village Committee's terms of reference are amended to transfer responsibility for Hook Mill Lane Depot, which is located in Lightwater, from the Council's top-level asset management to the Lightwater Village Committee
- 21. Hook Mill Lane Depot Update
- 22. To consider a request from SALC for Clerk and Chair of Council to present on the APM format at the January Clerks and Councillors Forums

Consultations, Updates & Correspondence

- 23. SHBC review of polling districts and polling places – To consider making representation
- 24. Clerks update
- 25. Correspondence

CONFIDENTIAL

- 26. 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.
- 27. To approve previous confidential resolutions
- 28. Allotment Lease Update – to consider future provision