



Windlesham Parish Council

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The Council Offices
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24th October 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 29th October 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 29th October 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 24th September 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 24th September 2024, and the 9th October 2024
 - b. Personnel Committee 1st October 2024 including the following recommendations:
 - o To ratify the Personnel Committee's decision to authorise payment of 50 hours of TOIL in line with contractual obligations, noting that the combined staffing/HMRC and Pension budgets may exceed the budget at year end. If exceeded any overspend will need to be funded from the General Reserve.
 - o To note the Personnel Committee's decision to implement mandatory Code of Conduct training for all Councillors, to be delivered by an external provider and to approve that this training be funded from the Councillor Training budget, with the understanding that should this budget be exceeded, any additional funds required will be drawn from the General Reserve
 - c. Communications Committee 22nd October 2024 including the following recommendations:
 - o To create a Facebook Group and provision to be made in the 2025-26 budget for the additional resources required. At this early stage, it is anticipated that a minimum of 10 hours per week will be allocated to running the group. It is anticipated that Council would need to increase the staffing budget by approximately £10k, including all on costs.

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

- Lightwater Committee – 8th October 2024

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

Governance

7. Policies for review

- 8. To consider a request from a Windlesham Councillor regarding historical Terms of Reference and policy documents, as well as CIL data pertaining to all 3 villages for the past five years and forecasts up to the end of this current term (May 2027)**

Finance

9. Accounts for payment

10. Bank Reconciliations
11. Budget Monitoring Report
12. Budget and Precept 2025/26
13. Community Infrastructure Levy
14. Council to review the Interim Internal Audit

Civic Amenities and Civic Meetings

15. **Heath Park Community Building** – To consider the adoption of the new community building
16. **Community Reception**
17. **Greenspace Procurement Market Engagement Report** – To consider next steps
18. **Hook Mill Lane** – To consider how to market the site
19. **Allotments** - To agree a funding strategy for the purchase of the allotment site.

Consultations, Updates & Correspondence

20. To consider the Planning Committees recommendation regarding an open letter from the Windlesham Heathpark Wood Group regarding planning application 23/0080/FFU - Land East of St Margarets, Woodlands Lane, Windlesham, Surrey, GU20 6AS
21. **Outside Organisations** - To receive reports from representatives of outside organisations.
22. To review the upcoming workstream priorities.
23. Clerks update
24. Correspondence

CONFIDENTIAL

25. **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.
26. To approve as a correct record the confidential resolution report from the Full Council meeting held on the 24th September 2024, noting/approving recommendations therein.
27. Staffing Matters