



# Windlesham Parish Council

Sarah Walker  
Clerk to the Council  
Email: [sarah.walker@windleshampc.gov.uk](mailto:sarah.walker@windleshampc.gov.uk)  
Website: [www.windleshampc.gov.uk](http://www.windleshampc.gov.uk)

The Council Offices  
The Avenue  
Lightwater  
GU18 5RG  
Tel: 01276 471675

24th September 2020

To: The Members of the Windlesham Parish Council

You are hereby summoned to attend a virtual meeting of the Windlesham Parish Council to be held on **Tuesday 29<sup>th</sup> September 2020 at 7.30pm** to act upon the undermentioned business.

If you are unable to attend the meeting please send your written apologies.

Sarah Walker  
Clerk to the Council

## MEETING INFORMATION

This meeting is permitted under the Local Authorities (Coronavirus) Regulations 2020 which enables local council meetings to be held by remote attendance.

Members of the public are invited to submit any questions they wish to put to Council by email to [clerk@windleshampc.gov.uk](mailto:clerk@windleshampc.gov.uk) by 12 noon on Tuesday 29<sup>th</sup> September 2020. These questions will be read out by the Clerk during the public question time agenda item. Feedback will be sent by return email.

Interested members of the press or public can watch the meeting via a live stream on our Facebook page. [www.facebook.com/windleshamparish.council](http://www.facebook.com/windleshamparish.council)

## AGENDA

1. **Apologies for absence** and to consider whether to approve reasons given.
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:** The Clerk will read out any questions that have been received from the public in advance of the meeting.
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 28<sup>th</sup> July and 20<sup>th</sup> August 2020
6. **Committee and Sub-Committee Minutes** To confirm and sign the open minutes of the recent committee meetings and to adopt the recommendations and agreements contained therein:
  - a) Planning Committee – 4<sup>th</sup> and 18<sup>th</sup> August 2020, 8<sup>th</sup> and 22<sup>nd</sup> September 2020

- b) Civic Amenities and Recreation Committee – 1<sup>st</sup> September
- c) Finance and General Purposes Committee - 8<sup>th</sup> September 2020
- d) Cemeteries Committee – 16<sup>th</sup> September 2020
- e) Pavilion Committee – 16<sup>th</sup> September 2020

*ALL RATIFIED MINUTES WILL BE PHYSICALLY SIGNED AT A LATER DATE*

7.

**To receive written reports from:**

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

8. **Finance:**

- a) Accounts for payment
- b) CIL report

9. **Council to receive the external audit conclusion for 2019-20**

10. **Appointment of internal auditor for 2020-21**

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

12. **Community Pride Grants**

13. **Clerks update**

14. **Council Insurance quote renewal**

15. **To discuss a complaint received regarding Windlesham cemetery and the Cemeteries Committee**

16. **Festive Lighting** – to agree festive lighting for the 3 villages

17. **Government Consultation - Pavement parking: options for change** – to agree if Council wishes to respond to the consultation

18. **Update from the Planning Reform Consultation working party**

19. **Notice of a motion from Cllr Hansen-Hjul for Council to Council to consider assuming responsibility for the maintenance of land at Windle Close, Windlesham**

20. **Notice of a motion from Cllr Malcaus Cooper to discuss adopting a vexatious complaints policy**

21. **Notice of a motion from Cllr Malcaus Cooper to discuss recording of apologies for absence**

22. **Notice of a motion from Cllr Malcaus Cooper to discuss committee membership in relation to Standing Orders**

23. **Notice of a motion from Cllr Gordon to discuss adding “Any Other Business” as a standing agenda item**

24. **Correspondence**

25. **Memorials and Inscriptions**

26. **Exclusion of the press and public** - To exclude members of the public, including the press, from consideration of items excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960. **AT THIS POINT THE LIVE STREAM OF THE MEETING TO FACEBOOK WILL BE STOPPED**

**Exempt Business**

27. **Council minutes** - To approve as a correct record, the exempt minutes of the previous meeting held on 28<sup>th</sup> July 2020
28. **Committee and Sub-Committee Minutes:** To approve as a correct record, the exempt minutes of the recent committee and sub-committee meetings and to adopt the recommendations and agreements contained therein:
- a) Cemeteries Committee – 16<sup>th</sup> September 2020
  - b) Pavilion Committee - 16<sup>th</sup> September 2020
29. **NALC National Salary pay scales**

