



# Windlesham Parish Council

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The Council Offices  
The Avenue  
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GU18 5RG

21<sup>st</sup> January 2021

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 26<sup>th</sup> January 2021 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 comment on any of the items on this agenda by email to [clerk@windleshampc.gov.uk](mailto:clerk@windleshampc.gov.uk) by midday on Tuesday 26<sup>th</sup> January 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.

The public can also watch the meeting via a live stream on our Facebook page.

## 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:** 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 24<sup>th</sup> November and 15<sup>th</sup> December 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 – 1<sup>st</sup> & 15<sup>th</sup> December 2020, 5<sup>th</sup> & 19<sup>th</sup> January 2021
- b) Finance and General Purposes Committee – 1<sup>st</sup> December 2020
- c) Personnel Committee – 15<sup>th</sup> December 2020 & 13<sup>th</sup> January 2021
- d) Civic Amenities and Recreation Committee – 5<sup>th</sup> January 2021

*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) Final budget and precept sign off for 2021-22
- c) Internal Interim Audit report

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

**10. Council Risk Assessment** – to approve the circulated risk assessment for 2020-21

**11. To consider deferred grant applications from;**

**Open Spaces Maintenance Grants**

- Lightwater United FC

**Grants under £1,000**

- Surrey Heath Neighbourhood Watch

**Grants over £1,000**

- Lightwater United FC
- Windlesham and Chobham FC

**12. Community Pride Grants**

**13. Clerks update**

**14. Working Party updates:**

- a) Update from the working party on the progress of proposed terms of reference for a new committee structure.**

**15. Bagshot Jubilee Lamp**

**16. Motion from Cllr White re: Bagshot Green** - The green known as Bagshot Green has become very muddy and is being destroyed due to the parking of cars and other vehicles on the green. Council are asked to consider expenditure in the region of £5K to erect a suitable fence to prevent vehicle parking and further damage.

**17. Correspondence**

**18. Memorials and Inscriptions**

- 19. 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. **AT THIS POINT THE LIVE STREAM OF THE MEETING TO FACEBOOK WILL BE STOPPED**

**Exempt Business**

- 20. Council minutes** - To approve as a correct record, the exempt minutes of the previous meetings held on 24<sup>th</sup> November 2020.

- 21. 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) Personnel Committee – 13<sup>th</sup> January 2021
- b) Civic Amenities and Recreation Committee – 5<sup>th</sup> January 2021

- 22. To consider a new community asset opportunity**