



Windlesham Parish Council

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MINUTES OF AN EXTRAORDINARY MEETING OF WINDLESHAM PARISH COUNCIL
Held on Thursday 20th August 2020, at 7.00pm held by remote conferencing on Zoom

Bagshot Cllrs		Lightwater Cllrs		Windlesham Cllrs	
Bakar	A	Barnett	PZ	Goodman	PZ
Chambers	-	Galliford	PZ	Hansen-Hjul	PZ
Gordon	PZ	Halovsky-Yu	PZ	Stacey	PZ
Manley	PZ	Harris	PZ		
Trentham	PZ	Hartshorn	PZ		
Willgoss	PZ	Jennings-Evans	PZ		
White	PZA	Malcaus Cooper	PZ		

In attendance: Sarah Walker – Clerk

Members of the Public were able to view proceedings live on Facebook and statistics show that 1,526 people were reached with 344 engagements.

1,526	344
People reached	Engagements

PZ – present by Remote Attendance

A – apologies

PZA – part of the meeting

- no information

Cllr Malcaus Cooper was in the Chair

		Action
C/20/70	Apologies for absence Cllr White gave apologies as she would be late to join the meeting due to a prior engagement. Apologies for absence were received from Cllr Bakar, however no reason for absence was given, therefore his apologies were noted, and not accepted. Cllr Chambers was not in attendance and no apologies were received.	
C/20/71	Declarations of interest No declarations of interest were made.	
C/20/72	Public question time as submitted to the Clerk prior to the meeting	

	No questions from the public had been received.	
C/20/73	<p>Exclusion of the press and public.</p> <p>There were no items to be dealt with after the exclusion of the press and public.</p>	
C/20/74	<p>To discuss setting up a working party to respond to Central Government Planning Reform consultations</p> <p>The Clerk had previously circulated notification of a Central Government consultation regarding reforms to the planning system.</p> <p>There are 3 separate parts to the consultation, the first has a deadline of 1st October 2020 although NALC have asked Council's to respond to them by 17th September to allow for a national sector wide response to be given to the consultation.</p> <p>It was noted that the first consultation has 35 questions and would require substantial reading of the material provided.</p> <p>It was resolved to set up a working party with the following membership:</p> <p>Cllr Barnett Cllr Hansen-Hjul Cllr Trentham</p> <p>The working party would provide a draft response to go to the Planning Committee meeting on Tuesday 8th September. All other Councillors were encouraged to give any feedback they have to the working party members.</p>	Cllrs Barnett, Hansen-Hjul and Trentham
C/20/75	<p>To discuss the internal restructure of Windlesham Parish Council to adopt a village committee system</p> <p>At the EGM held on 20th March 2020, the Council agreed the following (extract from minutes):</p> <p>“To discuss any outcomes from the Community Governance Review Working Group meeting taking place on Wednesday 18th March and next steps</p> <p>There was considerable discussion about the meeting that had taken place on 18th March in relation to the CGR. All present at that meeting had agreed that a potential solution would be to alter the internal committee structures of the Parish Council whereby each village would have its own committee with overarching management. The issues of re-warding Windlesham village into two wards – Windlesham North and Windlesham South – and the re-naming of the Council would still need to be decided by way of a continuation in the CGR process.</p> <p>It was agreed that a working party be put together – Cllrs Stacey, Malcaus Cooper and Gordon as representatives from each of the villages – and co-opted members yet to be decided from various village community groups. The group would meet and put together a desired framework/options for how they would want the village committees to operate and this would be forwarded to the Clerk for comments on legal/resource implications.”</p>	

The working party provided a framework to the Clerk on 29th June. This was assessed in terms of legal, practical and resource implication and that feedback was given to the working group and discussed at a meeting on 12th August.

The meeting “minutes” were provided to Councillors and it was noted that as these minutes were from a working party meeting, they were not formal council minutes, do not require formal ratification and contain no legally binding decisions.

Fundamentally, the Council already operates a committee system so the adoption of a new type of committee system is legally viable. The extent to which village committees would be given decision making powers wholly rests on the terms of reference that would need to be put in place and these have to be determined by Full Council as they are appointing body of the committees. If Council agree to adopt a 3-village committee system, all this work and detail will need to be discussed and agreed.

Cllr Gordon made a statement on behalf of the working party, to communicate to all members that numerous meetings and a lot of hard work had gone into negotiating the proposed committee system with the aim of resolving the issues raised through the CGR process in an amicable way and to avoid a full split of Council.

He stated an internal shift of working would be better for the villages, better for residents, better for the Council, would provide localised focus for the individual villages whilst maintaining economies of scale and the shared office/administration function.

It was envisaged that all committees would be dissolved, with village committees meeting once a month and quarterly full council meetings to deal with legal elements and business that could only be agreed by Full Council. Each committee would be given a budget and delegated authority to spend without the need for Full Council sign off.

Councillors held robust discussions regarding the proposal for a 3 village committee system and summarised that the move to this system would likely provide greater flexibility and seemed like a well-supported compromise, delivering what some residents had asked for. Additional administration costs were yet to be ascertained but some increase in costs was broadly expected. All Councillors were agreed that the Terms of Reference for the committees would be the key to ensuring the system would work and that a substantial amount of work would be required to re-write the Council’s governing documents to support the Terms of Reference.

A vote was taken with 13 Councillors voting for, 1 against and 1 was ineligible to vote. **It was therefore resolved to alter the internal workings of Council and move to a 3-village committee system.**

The next step in the process would be for a draft Terms of Reference to be drawn up for discussion. These terms of reference are essential for the functioning of the committees so they understand the scope of delegated authority they will have.

It was resolved that the Councillors who had formed part of the working party (Cllrs Malcaus Cooper, Stacey and Gordon) would form a new working party to put together draft Terms of Reference. All other Councillors could pass their thoughts/input to these Councillors. It was

**Cllrs
Malcaus
Cooper,**

	further resolved that a draft would be sent to all Councillors to enable an informal meeting to be held which would allow free discussion and debate, ahead of a formal Council meeting where the Terms of Reference could be discussed formally.	Stacey and Gordon
	There being no further business, the meeting closed at 20.06.	

There being no further business, the meeting closed at 20.06.