



Windlesham Parish Council

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MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL'S WINDLESHAM VILLAGE COMMITTEE

Held on Wednesday 9th March 2022 at 7.00pm at the Community Hub, Windlesham Field of Remembrance

Councillors	
Goodman	A
Hansen-Hjul	A
Hardless	P
Stacey	P
Sturt	P

In the Chair: Councillor Sturt
In attendance: Joanna Whitfield – Interim Clerk

P - present A – apologies PA – part of meeting - no information

		Action
WVC/21/87	Apologies for absence Acceptable apologies for absence were received from Cllrs Hansen-Hjul and Goodman.	
WVC/21/88	Declarations of Interest Cllrs Hardless, Sturt and Stacey declared a non-pecuniary interest in agenda item 19, community reception award nominations. Both Cllrs Hardless and Sturt stated that should any nominations be put forward for Windlesham Society, it was to be noted that they are currently trustees of the Society. Cllr Stacey declared his membership of the society. Following a brief discussion Members agreed that these non-pecuniary interests should not preclude nominations from the Society from being considered for an award.	
WVC/21/89	Public question time No public were present.	
WVC/21/90	Exclusion of the press and public. Agreed that the following items be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960:	

	WVC/21/104 - Community reception awards – To discuss nominations	
WVC/21/91	Committee and Sub-Committee Minutes: The minutes of the Windlesham Village Committee meeting held on the 9 th February 2022 were approved and signed by Cllr Sturt.	Cllr Sturt
WVC/21/92	Planning Applications – to consider and make appropriate representations in relation to the planning applications in Lightwater listed below:	

	Windlesham Applications	Type of application
APP/D3640/ W/21/328475 9 Ref: 20/0929/FFU	Rowena School Lane Windlesham Surrey GU20 6EY Erection of detached dwelling. If you wish to make comments, or modify/withdraw your previous representation, you can do so online at https://acp.planninginspectorate.gov.uk . Appeal No further comment	<i>Appeal</i>
22/0111/DTC	Kamkorp Park, Chertsey Road, Windlesham, Surrey, GU20 6HZ Application for the approval of details of external materials (for Building 2) pursuant to Condition 2 of hybrid permission 20/0747/FFU (relating to the full application for the sales, manufacturing and heritage (Building 2) together with road, two new vehicular accesses onto Highams Lane, associated parking, landscaping and ancillary outbuilding; change of use of existing buildings (comprising BOC headquarters) for education, storage, business and ancillary uses; outline application with all matters reserved for two new buildings for headquarters and engineering (Building 1) and vehicle research and development (Building 3)). Details to Comply No Objection	<i>Details to Comply</i>
22/0078/DTC	Twelve Oaks, Woodlands Lane, Windlesham, Surrey, GU20 6AT Details pursuant to condition condition 8 (Archaeology) of planning permission 18/0315. Details to comply No Objection	Details to comply
22/0104/CES	Windlebrook , Church Road, Windlesham, Surrey, GU20 6BS Application for a certificate of lawful development (proposed) Proposed single-storey rear extension. Certificate Proposed Development No Objection	Certificate Proposed Development
21/1263/CES	14 Heathpark Drive Windlesham Surrey GU20 6JB Certificate of lawfulness for the proposed conversion of the existing integral garage into a study and w/c and the erection of an attached garage following the demolition of the existing attached carport. Certificate Proposed Development No Objection	Certificate Proposed Development

WVC/21/93	<p>To receive reports from:</p> <p>a) Surrey County Council</p> <p>Nothing to report</p> <p>b) Surrey Heath Borough Council</p> <p>Nothing to report</p>	
WVC/21/94	<p>Payments for approval</p> <p>a) Accounts for payment - The Clerk presented a list of retrospective expenditure transactions for approval, in the sum of £3,393.50.</p> <p>It was resolved the payments (Annex A) in the total sum of £3,393.50 be authorised and the Chairman signed the Expenditure Transactions Approval List.</p>	Cllr Sturt
WVC/21/95	<p>Committee finances – Income & Expenditure</p> <p>Members were presented with an income and expenditure report up until the 2nd March 2022.</p> <p>Members noted the report.</p>	
WVC/21/96	<p>Project Updates</p> <p>Members were presented with a spreadsheet detailing the progression of all projects to ensure that are fully appraised of current project status.</p> <p>Cllr Stacey updated Members on his discussions with St John the Baptist Church regarding a Jubilee Beacon. Members noted that the discussions were on going.</p> <p>All projects were noted.</p>	
WVC/21/97	<p>Windlesham Neighbourhood Plan Working Group – To set terms of reference</p> <p>Members were reminded that at the September Committee meeting it was agreed to set up a Windlesham Neighbourhood Plan working party to review the current plan. To date the committee has not yet agreed on terms and Members were asked to, clearly define the groups purpose, remit, and objectives including start and finish dates. Additionally, Members were asked to agree which Councillors and Stakeholders will be members of the working party.</p> <p>A terms of reference template was provided along with a detailed Neighbourhood Plan Review Toolkit.</p>	

	<p>Members discussed the way forward and noted that the legal entity responsible for the Neighbourhood Plan is the Council as a corporate body and therefore any decision to proceed with a review, must be considered at a meeting of the Full Council.</p> <p>It was resolved that the Clerk would prepare a communication requesting interested parties register their interest in becoming a member of the working party, in line with the representation as agreed by the committee at the October meeting (minute ref: WVC/21/48).</p> <p>It was also resolved that the proposal to carry out a Neighbourhood Plan Review should be considered at the next Full Council prior to any communications being sent out.</p>	Interim Clerk
WVC/21/98	<p>Windlesham Traffic & Infrastructure Working Group – To set terms of reference</p> <p>Members were reminded that at the October Committee meeting it was agreed to set up a traffic and infrastructure working party to review the traffic issues identified in the rejuvenation plan. To date the committee has not yet agreed on terms and Members were asked to, clearly define the groups purpose, remit, and objectives including start and finish dates. Additionally, Members were asked to agree which Councillors and Stakeholders will be members of the working party.</p> <p>A template was provided for completion.</p> <p>It was resolved that the Clerk would prepare a communication requesting interested parties register their interest in becoming a member of the working party. The Committee will consider all nominations, in line with the representation as agreed by the committee at the October meeting (minute ref: WVC/21/48).</p>	Interim Clerk
WVC/21/99	<p>Playground condition updates</p> <p>Members were informed that the last annual Rospa inspection was carried out in July 2021 and at both Kings Lane and Windmill Field all risks were considered either low or very low.</p> <p>Members were also informed that a quote for the missing step on the multi play unit at Windmill Field is being sought and repair will be carried out as soon as possible.</p> <p>Additionally, Members were provided with the detailed inspection reports and asked to consider if they wished to carry out work to address all low/very low risk or continue to monitor.</p> <p>Cllr Hardless proposed, Cllr Stacey seconded, and it was agreed that CIL funding will be used to address any safety concerns.</p>	Interim Clerk
WVC/21/100	<p>Clerks Update</p> <p>Cemetery Fees</p>	

	<p>The interim Clerk notified Members that since the Committee resolved to increase cemetery fees in line with Chobham burial fees, Chobham had increased their fees.</p> <p>Members confirmed that they wished for the Windlesham cemetery price list to reflect Chobham's new increased fees.</p> <p><u>Cemetery Maintenance – Update</u></p> <p>Members were informed that following their request for a field cut in the oldest part of the cemetery, the Clerk had established that an increase in fees would be applicable. Therefore, Cllr Hardless proposed, Cllr Stacey seconded, and it was agreed that this section of the cemetery will be maintained to the same specification as the rest of the cemetery at no extra cost.</p> <p><u>Memorial Bench</u></p> <p>Members noted that some time ago Council had painted rather than oiled a teak Memorial bench. It was acknowledged that the bench should be restored to its original state and Cllr Sturt proposed, Cllr Stacey seconded and it was agreed to delegate authority to the Clerk to seek quotes to restore the bench to its original state, and to proceed with the best value quote.</p>	<p>Interim Clerk</p> <p>Interim Clerk</p> <p>Interim Clerk</p>
<p>WVC/21/100</p>	<p>To consider grant applications</p> <p>Councillors considered the following grant applications and asked the Clerk to inform all successful applicants that any grants received are not automatically approved year on year and will be considered each year based on the information provided.</p> <p><u>Rainbow Corner Windlesham Ltd</u> – Request £10,000.00 – Enhance the outdoor play provision</p> <p>Due to limited funds it was agreed unanimously not to award this grant</p> <p><u>Windlesham Field of Remembrance</u> – Request £4,853.47 to cover the cost of replacement play equipment and surface repairs.</p> <p>Cllr Hardless proposed, Cllr Stacey seconded and it was resolved to grant £2400.00.</p> <p><u>Windlesham Field of Remembrance</u> – Request £2,000 to cover the cost of dog waste collection</p> <p>Cllr Hardless proposed, Cllr Stacey seconded, and it was resolved to grant the total amount of £2000.00 this year. However Members requested a review of the arrangement over the course of the next 12 months.</p>	

	<p><u>Harper Asprey</u> – Request £7,658.25 – as a contribution towards equipment for the vet/icu.</p> <p>Cllr Hardless proposed, Cllr Stacey seconded, and it was resolved to grant £3800.00.</p>	
WVC/21/101	<p>Community Infrastructure Levy Funding Requests</p> <p>Councillors considered the following CIL funding requests and asked the Clerk to inform all successful applicants that any grants received are not automatically approved year on year and will be considered each year based on the information provided.</p> <p><u>Windlesham Field of Remembrance</u> – Request £5,000 to cover the cost of an automatic car park barrier. .</p> <p>Members noted that this was a retrospective application and therefore inline with the current grant policy, this grant was not approved.</p> <p><u>Windlesham Field of Remembrance</u> – Request £575 to cover the cost of an acoustic assessment of the Lumley Hall.</p> <p>Cllr Hardless proposed, Cllr Stacey seconded, and it was agreed that the Committee would not award this grant. However, if WFOR identified the acoustic issues, WPC Windlesham Committee would look favourably on a grant application to carry out the necessary modifications.</p>	
WVC/21/102	<p>Correspondence</p> <p>There was no correspondence.</p>	
WVC/21/103	<p>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.</p>	
WVC/21/104	<p>Community Reception Awards– To discuss nominations</p> <p>As per the decision at Full Council held on the 22nd February 2022, Members are asked to present their nominations to the Committee for discussion.</p> <p>It was agreed to give community awards to the individuals and groups outlined in the confidential papers.</p>	

There being no further business, the meeting closed at 20:05.

Windlesham PL for Month No 11

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
14/02/2022	GRANT FEB 22	42	DARBY AND JONE	DARBY	800.00	0.00	800.00	4650	540	800.00	GRANT FEBRUARY 2022 - ACTIVITI
TOTAL INVOICES					<u>800.00</u>	<u>0.00</u>	<u>800.00</u>			<u>800.00</u>	
VAT ANALYSISCODE OTS @ 0.00%					800.00	0.00	800.00				
TOTALS					<u>800.00</u>	<u>0.00</u>	<u>800.00</u>				

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Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
31/01/2022	INV-1381	39	NEIL CURTIS	NEIL	150.00	0.00	150.00	4005	500	150.00	ASHES INTERMENT WINDLESHAM
07/02/2022	1364	40	PURE GARDENS	PUREG	2,130.00	426.00	2,556.00	4060	500	2,130.00	WIN CEM MAINTENANCE CONTRACT
31/01/2022	173433	41	SHORTS	SHORT	313.50	62.70	376.20	4060	500	313.50	WIN CEM SKIP WASTE CLEARANCE
TOTAL INVOICES					<u>2,593.50</u>	<u>488.70</u>	<u>3,082.20</u>			<u>2,593.50</u>	
VAT ANALYSISCODE E @ 0.00%					150.00	0.00	150.00				
VAT ANALYSISCODE S @ 20.00%					2,443.50	488.70	2,932.20				
TOTALS					<u>2,593.50</u>	<u>488.70</u>	<u>3,082.20</u>				