



Windlesham Parish Council

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MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL Held on Tuesday 28th March 2023, at 7.15pm held at St Anne's Church Centre, 43 Church Road, Bagshot

Bagshot Cllrs		Lightwater Cllrs		Windlesham Cllrs	
Bakar	A	Barnett	PA	Goodman	PA
Du Cann	PA	Galliford	PA	Hansen-Hjul	P
Gordon	P	Harris	PA	Hardless	A
Manley	P	Hartshorn	PA	Stacey	A
Willgoss	P	Jennings-Evans	P	Richardson	P
White	P	Malcaus Cooper	P		
		Turner	P		

In attendance: Jo Whitfield –Clerk to the Council
Tony Murphy – Windlesham Resident
1 X Resident

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

Cllr Hansen-Hjul was in the Chair

		Action
C/22/201	<p>Apologies for absence</p> <p>Apologies for absence were received and accepted from Cllrs Hardless, Stacey, Bakar</p>	
C/22/202	<p>Declarations of interest</p> <p>Cllr Jennings-Evans declared a non-pecuniary interest in items 9, 10 & 11 on the agenda due to her position as Leisure, Culture and Community portfolio holder at SHBC.</p> <p>Cllr Malcaus Cooper declared a non-pecuniary interest in item 17- Grants declaring that she was a founding member and is still an active member of Lightwater Connected.</p>	
C/22/203	<p>Public question time</p> <p>Tony Murphy informed Members that the planning application 23/0080/FFU as noted in the minutes to be presented for approval (item 6 on the agenda), has now had the deadline extended to the end of May 2023 and the neighbour consultation letters have been extended to another 106 homes.</p>	

C/22/204	<p>Exclusion of the press and public.</p> <p>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:</p> <p>C/22/199 Update on outstanding confidential resolutions C/22/200 Community Chairmans Award Nominations C/22/201 To discuss current waste collection SLA between WFOR and the Parish Council</p> <p>Members agreed that all items above should be discussed in the confidential part of the meeting.</p>	
C/22/205	<p>Full Council Minutes</p> <ul style="list-style-type: none"> The minutes of the Full Council meeting held on 21st February 2023 were approved and signed by Cllr Hansen-Hjul. 	Cllr Hansen-Hjul
C/22/206	<p>Committee and Sub-Committee Minutes</p> <ul style="list-style-type: none"> The minutes of the Planning Committee meetings held on the 14th March 2023 were approved and signed by Cllr Turner. <p>Members noted the open minutes of the recent village committee and sub-committee meetings:</p> <ul style="list-style-type: none"> The minutes of the Bagshot Committee meeting held on the 7th February 2023. The minutes of the Lightwater Committee meeting held on the 21st February 2023. The minutes of the Windlesham Committee meeting held on the 1st March 2023. 	Cllr Turner
C/22/207	<p>To discuss any business for referral to, or received from:</p> <p>a) Surrey County Council report provided by Cllr Tear</p> <p>Being the end of the financial year March has an end of term feeling and so I will focus on the progress or lack of it throughout the year.</p> <p><u>Major Roads</u> Last year started with meeting with Michael Gove to try to get the M3/A322 upgraded and over a year later although some progress has been made, we have still not succeeded in convincing Highways UK that this needs to be done. Highways UK seem only to be interested in their own network and insufficiently interested in the difficulty and delay that motorists have in joining it. Despite all of Michael's efforts we have only succeeded in getting the lights on this roundabout re-sequenced and the results or benefits of this are yet to be evaluated. In respect of the lines on the junction southbound that divide off the lane joining the M3 northbound, despite assurances from Highways that the work has been contracted for this has still not happened. I am extremely frustrated for all the residents who have written to me about this.</p>	

The 30mph limit on the A30 at Bagshot should be in place in the very near future.

Road Safety

The scheme for St. Lawrence's School will sadly not be completed until the summer holidays this year. Unfortunately, the crossing will be simpler than previously announced but the speed mitigation on the Bagshot Road will hopefully be very much welcomed.

The road lining outside of Valley End School has been renewed.

The bad behaviour of drivers in Guildford Road Bagshot continues to cause concern and I am trying with officers to get the speed limit reduced here and am in contact with Parish Councillors about other measures to mitigate speeds in the centre of this village.

In Windlesham work has continued with Parish Councillors and others to determine the best way forward for the village centre and speed surveys are being arranged.

I have been asked if I would contribute to new lights under the bridge in Broadway Road and have committed to this as have the Parish.

Covid

This seems to be a subject of the past now and the coals of what happened are being raked over in the British sport of seeing who can be blamed.

Minerals and Waste

It is becoming clear that with an ever-increasing volume of waste being created in Surrey the further measures need to be taken to deal with this. The site at Slyfield Guildford is going to be redeveloped to deal with increased volume as will a number of other sites.

Surrey Fire and Rescue

The report received from the inspectorate showed that Surrey's service is improving and under a new Chief the pace of this is expected to speed up.

Locally, the enlargement of Chobham Fire Station will be an improvement, but recruitment continues to be a challenge.

Independent Living for older people

The efforts being made to support this continue.

Bus Services

Although these were re-tendered one service that of School Buses from Chobham has continued to be vexing. The service currently operated by Diamond will be re-tendered because of this. Many thanks to parents such as Brenda Bull for the pressure they have applied to me and others to progress this.

Children's Services

A very strong focus continues with over 200 further places being created within the county to support children with additional needs.

Local Engagement

Particularly busy of late owing to the recent weather having created a glut of potholes. Highways pulled out all the stops and allocated extra inspectors and teams to chase these up. The quality of repairs has improved of late and larger patches of road are being treated. The government has very recently awarded an additional £3.6 million to help

with the process. The backlog of resurfacing continues to haunt us and a capital spend of £360million has been brought forward to help with this. In Chobham the verge outside of Watts Farm Parade has been refurbished and is now much better fit for purpose a good use of my last year's allowance. The wooden bridge in Scott's Grove has also been repaired.

Chobham Common

A meeting has been arranged with Chobham Common Preservation Society and I look forward to reporting on this next month.

County Council Budget.

The increase this year will be 2.99% of which two thirds will be for social care. This is down from 4.99% last year reflecting the Council's concern over the ability of our residents to pay a larger increase.

County has taken back from Boroughs both the enforcement of parking and the cutting of verges. I am expecting my post box to be receiving a lot of comment, this will make a nice change from potholes, drains and floods.

Homes for Ukraine

County continues to support this initiative and is proud to be a leading authority in doing this.

County Council Update from Cllr Rebecca Jennings-Evans

County Council to preserve Surrey's highways verges and manage on-street parking

Surrey County Council will take over maintenance of the county's [highways verges](#) as well as [on-street parking enforcement](#) from this Saturday 1 April 2023. With 41% of insect species in decline and only 3% of wild grassland remaining in the UK, a new approach to grass cutting will be adopted, meaning cuts will be reduced in some areas to benefit insects and encourage wild flowering. This new approach aims to support the national [Blue Campaign](#) which encourages councils and residents across the UK to find suitable land to let nature take over and grow wildflowers.

Responsibility for parking enforcement will also transfer from district and borough councils this week. This will include issuing resident parking permits and penalty charge notices, arranging parking suspensions and waivers, and the operation of traffic enforcement cameras and pay and display machines.

Surrey – THE place to go electric

Surrey County Council and Connected Kerb have agreed a contract to support the rollout of thousands of electric vehicle charge points across the county. The contract, the largest in the UK to date, will release up to £60million of investment for Connected Kerb to install public EV charge points across the county over the next five years. See *the* [press release for more info](#)

Surrey Libraries awarded £75k funding

Recent funding of £75k from the Arts Council Cultural Investment Fund will help libraries to continue to deliver their “Dynamic Spaces” project in eight libraries. The first part of this project was completed in 2022 with the provision of flexible shelving in ten libraries, which has meant that libraries can move furniture around to reconfigure spaces to accommodate far more events and services, and for many more of our residents. This funding will also expand meeting space capability in libraries.

Surrey Heartlands Population Health Summit

Surrey Heartlands hosted the 1st Population Health Summit on Tuesday and thanked attendees for providing a positive contribution to improving our understanding of this important concept. It was a great opportunity for system partners to come together to promote a local understanding of population health and to bring underlying ideas to life with case studies and break out groups, linked to the delivery of the Surrey Health and Wellbeing strategy. The focus of the day was about relationship building, how we need to make Population Health Management about people and to work with communities to understand what they value if we are to improve health inequalities - people need control, contact and confidence to be well.

If you'd like to find out more, the Surrey Heartlands [website](#) has been updated with the briefings and material used on the day.

Let's celebrate Autism Acceptance Week

It's #AutismAcceptanceWeek this week. On our social media channels, we're sharing content to raise understanding and acceptance of autism. This includes a video we shared today which explains some simple ways we can all support the estimated 11,000 autistic people living in Surrey. *Please like and share social media content, including on [Facebook](#) and [Twitter](#), and signpost residents to our website, which has details of support for autistic people in Surrey. The [Surrey Local Offer](#) has support and advice for 0-25s. For adults aged 25 plus visit our [Learning Disability and Autism Hub](#).*

Your Fund Surrey Small Projects

Your Fund Surrey Small Community Projects Fund is available for projects worth between £1,000 and £50,000 to support capital community projects. Each Surrey County Councillor has been given £50,000 Small Community Project funding to allocate in their local areas and they can decide which projects that £50,000 is spent on.

Examples of the types of projects it can be used for include:

- New kitchen items for a community hall
- New flooring or pathways for a community asset
- New chairs or tables for a village hall, or green space
- Solar panels
- General refurbishment of an existing building
- PA equipment for a school
- Cricket nets or sports equipment for a local club
- Replacement windows in a village hall or sports club

- Purchase of a new building or shed
- Planting new trees or creating a community orchard

This £50,000 is in addition to the £5,000 Your Councillor Community Fund, details of which can be found on our [Your Councillor Community Fund webpage](#).

Link to the YFS Small Projects Fund: [Small Community Projects - Surrey County Council \(surreycc.gov.uk\)](http://SmallCommunityProjects-SurreyCountyCouncil.surreycc.gov.uk)

Top Social Media posts – *that may be of interest*

[Dignity. Period.](#) - donate and collect free period products in Surrey Libraries

[Shared Lives](#) – supporting people to live as part of a household

[Coronation Big Lunch](#) – add your event to the map

[Meet Hannah](#) – our latest Social Care Hero

Lightwater News

1. Work is continuing with Lightwater Society to deliver projects in the village with regular meetings being held with Windsor Rackham.
2. Requests for Your Fund Surrey Small Projects bids are already coming in.
3. Reached out to Hammond School to help assist with an issue regarding their Forest School.
4. Attended a surgery with fellow Lightwater Parish Councillors and Surrey Heath Beat Officers at the Briars Centre.
5. Attended the recent APM at St John's Link.
6. For my next ITS (Integrated Travel Scheme) I propose to put forward traffic calming measures for Ambleside Road which was raised as an issue by the traffic group from Lightwater Society. My first ITS bid last year was successful, and the scheme is due to be implemented later this year – which is a School Road Safety Scheme.
7. A considerable amount of road resurfacing and highways maintenance work is scheduled to take place in the village this coming financial year with the following roads being due for work:
Macdonald Road, Briars Avenue, Red Road, Broadway Road, and Guildford Road.
Apologies for the disruption this will cause but much of the works was delayed due to the ongoing Esso works.
8. Families that I supported in their appeals to access free home to school transport were successful in their appeals.

Cllr Richardson asked if the changes would affect how contravention of parking will be enforced. Cllr Jennings-Evans confirmed that SCC will be taking the parking enforcement back in house and there should be no interruption in service delivery.

	<p>Cllr Willgoss raised the issue of parking on grass verges and asked if there is any way to prevent this. Cllr Jennings-Evans informed him that this is something he should raise with the County Councillor representing Bagshot.</p> <p>Cllr Goodman raised concerns regarding impingement on sight lines with the reduction in the grass cutting schedule. Cllr Jennings-Evans assured Members that maintaining good lines of sight will be a priority.</p> <p>Cllr Gordon and Cllr Turner thanked Cllr Jennings-Evans for he report.</p> <p>b) Surrey Heath Borough Council</p> <p>Nothing to report.</p>																															
C/22/208a	<p>Finance</p> <p>a) Accounts for payment - The Clerk presented a list of expenditure transactions for approval, in the sum of £13,207.60 and explained the individual items.</p> <p>It was resolved the payments (Appendix A) in the total sum of £13,207.60 be authorised and the Chairman signed the Expenditure Transactions Approval List.</p>	Cllr Hansen-Hjul																														
C/22/208b	<p>Bank Reconciliations</p> <p>Members were asked to review the following bank reconciliations. Financial Regulations state that a member, other than the Chair or authorised bank signatory, should sign off the reconciliations, once reviewed.</p> <p>** Members were asked to note that to date the Clerk only has online access to the Barclays, Cambridge & Counties and Redwood bank accounts.</p> <p>February Reconciliations</p> <table> <tr> <td>Santander 30 day</td><td>28/02/2023</td><td>£197,684.69</td></tr> <tr> <td>RBS Settlement a/c**</td><td>28/02/2023</td><td>£46,000.37</td></tr> <tr> <td>Barclays Current a/c</td><td>28/02/2023</td><td>£334,812.09</td></tr> <tr> <td>Cambridge & Counties a/c**</td><td>28/02/2023</td><td>£213,323.10</td></tr> <tr> <td>Hampshire Trust Bank**</td><td>31/03/2022</td><td>£62,868.84 * interest</td></tr> <tr> <td>pd annually</td><td></td><td></td></tr> <tr> <td>Redwood Bank</td><td>31/03/2022</td><td>£62,936.30 * interest</td></tr> <tr> <td>pd annually</td><td></td><td></td></tr> <tr> <td>Skipton a/c **</td><td>31/05/2022</td><td>£64,504.46 * interest</td></tr> <tr> <td>pd annually</td><td></td><td></td></tr> </table> <p>Overall Cash Position</p>	Santander 30 day	28/02/2023	£197,684.69	RBS Settlement a/c**	28/02/2023	£46,000.37	Barclays Current a/c	28/02/2023	£334,812.09	Cambridge & Counties a/c**	28/02/2023	£213,323.10	Hampshire Trust Bank**	31/03/2022	£62,868.84 * interest	pd annually			Redwood Bank	31/03/2022	£62,936.30 * interest	pd annually			Skipton a/c **	31/05/2022	£64,504.46 * interest	pd annually			
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	<p>Members were provided with a balance sheet and informed that the total cash held by the Council as at 21/03/2023 was £974,620. Of which, £697,447K is held in ear-marked reserves.</p> <p>Members were reminded that at the Full Council meeting held on the 24th January 2023 it was agreed that Cllr Malcaus Cooper will sign off the bank reconciliations.</p> <p>Members noted the above reconciliations, and it was agreed that Cllr Malcaus Cooper would visit the office to sign off all outstanding reconciliations.</p>	Cllr Malcaus Cooper									
C/22/208c	<p>Budget Monitoring Report</p> <p>Councillors were asked to note the overspends on the following Nominal Codes</p> <ul style="list-style-type: none"> ○ 4195 – Tree maintenance – The budget overspend has been funded from the Tree works EMR as agreed minute ref: C/22/63 ○ 4550 – Office building costs -The overspend has been funded from the Buildings and Maintenance reserve as per minute ref:C/22/143 ○ 4600 – Annual Civic meetings – The overspend has been funded from the Civic meetings EMR ○ 4650 – Grants – The budget overspend has been funded from the following EMR'S: <ul style="list-style-type: none"> ▪ Bagshot – Earlswood Park Playground £25,000 from CIL EMR. Minute Ref:C/21/103 ▪ Bagshot – Bagshot Big Bash Jubilee Grant £3000 from Village Reserve Minute Ref:C/21/118 ▪ Bagshot – Big Bash Coronation grant £3,000 Minute Ref: C/22/134 ▪ Lightwater – Lightwater Connected Jubilee Grant (including beacon) £3000 from village reserve Minute Ref:C/21/118 ▪ Windlesham – WFOR Jubilee Grant £300 from Village reserve. Minute Ref:C/21/118 ○ 4905 – Pavilion capital project – The budget overspend has been funded from the Pavilion EMR. This covered payment of the outdoor gym. Minute ref: LVC/21/78 <p>1. <u>Virements</u></p> <p>Members were asked to approve the following virement.</p> <table border="1"> <thead> <tr> <th>Cost centre</th><th>Description</th><th>£</th></tr> </thead> <tbody> <tr> <td>4165 310/410/510 – Greenspace contract</td><td>Increase expenditure by £2,500</td><td>2,500</td></tr> <tr> <td>4400 325/425/525 – Legal and HR Open spaces grants</td><td>Reduce expenditure by £2,500 due to contract increase</td><td>(2,500)</td></tr> </tbody> </table>	Cost centre	Description	£	4165 310/410/510 – Greenspace contract	Increase expenditure by £2,500	2,500	4400 325/425/525 – Legal and HR Open spaces grants	Reduce expenditure by £2,500 due to contract increase	(2,500)	
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Net effect of proposed virements		0
2. <u>Year-end Projections</u>		
<p>Councillors were informed that the budget was currently showing a surplus of circa 6K and the estimated financial year end position was £30-£35K deficit vs an original forecast deficit of £94K.</p>		
<p>Members were also informed of the following movement to and from the General reserve from EMR's.</p>		
<ul style="list-style-type: none">• £59K has been transferred to the General Reserve to fund agreed minuted spend.• £21K has been transferred from the General Reserve to CIL earmarked reserves.		
3. <u>General Reserves</u>		
<ul style="list-style-type: none">• Balance of the General Reserve as at 21st March 2023 £271K• Predicted 2022-23 year end position to be funded from -£30K to - £35K the General Reserve• Predicted Balance in General Fund at 31.3.23 £236k -£241K The predicted balance equates to 68% of the 2023-24 precept• Planned deficit for 2023-24 to be funded from the general reserve -£61K• Predicted remaining general reserve balance taking the planned 2023-24 deficit into account £175K - £180K		
<p>Members noted that this predicted balance equates to 50% of the 2023-24 precept and 35% of next year's budget.</p>		
<p>Members were reminded that the General Reserve predictions were entirely dependent on the actual year end position.</p>		
<ol style="list-style-type: none">1. Members were asked to note the overspends listed in this report.2. Members were asked to approve the above virements.3. Members were asked to note the current budget v actuals report and the estimated year-end financial position.		
<p>It was resolved unanimously to note the overspends as presented, approve the virements as presented and note the current budget v actuals.</p>		
<p>The Clerk</p>		

C/22/208d	<p>To approve Committee spend over £15K</p> <p>Bagshot At the Bagshot committee meeting on the 1st February 2022, minute ref: BVC/21/76, it was resolved to allocate £50k, to fund the refurbishment of the School Lane Field playground. Since then, at the Committee meeting held on the 20th March 2023 it was agreed to increase the funding allocation to £60K.</p> <p>In line with Financial Regs 4.1 Full Council must approve any spend over £15K, therefore Members were asked to approve the Bagshot Committee's decision to spend up to £60K to refurbish the School Lane Field playground, noting that it will be funded from the Bagshot CIL earmarked reserve and the School Lane Field playground maintenance earmarked reserve.</p> <p>Lightwater At the February Full Council Members approved (C/22/184) a spend of £40k on the new Lightwater playground. Following a public consultation the Lightwater Committee have now resolved to include some accessible equipment at an extra cost of no more that £10k. The additional spend is to be funded from the Lightwater Pavilion EMR or grant funding.</p> <p>It was resolved to approve both of the following:</p> <ul style="list-style-type: none"> • £60K - School Lane Field playground refurbishment will be funded from the Bagshot CIL EMR and the School Lane Field EMR. • £50K - Lightwater playground replacement including the provision of additional accessible equipment which will be funded from the Lightwater CIL EMR (24K) and the Lightwater Village Reserve EMR (16K) and either grant funding or from Lightwater Pavilion EMR (10K) 							
C/22/208e	<p>2023-24 Greenspace contract increase</p> <p>Annual RPI Increase</p> <p>Members were asked to note that in line with the current greenspace contract, an increase of 13.4% (January 2023 RPI) will be applied to the contract resulting in an annual cost of £95,292.</p> <p>Additional Charges to cover the monthly Outdoor Gym safety inspections.</p> <p>Members were informed that following the installation of the outdoor gym at Lightwater Recreation Ground and the pending installation of a similar piece of equipment at School Lane Field, Bagshot there will be an additional charge for the monthly inspections for these items.</p> <p>The charges are as follows:</p> <table data-bbox="328 1912 1279 2049"> <tr> <th></th><th>Monthly Charge</th><th>Annual Charge</th></tr> <tr> <td>Lightwater</td><td>£65.37 (incl 13.4% RPI increase)</td><td>£784.44</td></tr> </table>		Monthly Charge	Annual Charge	Lightwater	£65.37 (incl 13.4% RPI increase)	£784.44	
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	Bagshot	£65.37 (incl 13.4% RPI increase)	£784.44	
	Total additional cost	£130.74	£1568.88	
	<p>Overall effect on the 2023-24 budget</p> <p>Members were reminded that during the budget setting process in November the greenspace contract budget line was set at £94,359.</p> <p>Unfortunately, the RPI increase of 13.4% is much higher than predicted and with the addition of the outdoor gym inspections, plus making an allowance for next February's annual increase, the predicted greenspace contract cost for 2023-24 will be circa. £99,000, exceeding the budget by approximately £5K.</p> <p>Members were asked to note the predicted budget overspend and resolve to fund the overspend from the General Reserve.</p> <p>It was resolved with 14 in favour, 0 against and 0 abstentions to fund any overspend in the Greenspace Contract budget from the General Reserve.</p> <p>It is to be noted that having declared a non-pecuniary interest in this agenda item Cllr Jennings-Evans did not vote.</p>			
C/22/209	<p>Greenspace Contract – Council to nominate 3 representatives to meet with the Greenspace Contract Management Team.</p> <p>Members were reminded that the following proposal was brought to Full Council on the 21st February 2023, but no resolution was reached. Therefore, the Members were once again asked to consider if they would like Cllr Jennings-Evans to organise a meeting with the Greenspace Contract Manager to discuss performance issues.</p> <p>Members are asked to consider if they would like representatives to meet with the SHBC Greenspace contract manager and the Contractor and if so to agree which Councillors will represent them.</p> <p>It was resolved with 14 in favour, 0 against and 0 abstentions that Cllrs Willgoss, Turner and Richardson will meet with the Greenspace contract manager to discuss performance issues.</p> <p>It is to be noted that having declared a non-pecuniary interest in this agenda item Cllr Jennings-Evans did not vote.</p>			<p>Cllr Willgoss Cllr Turner Cllr Richardson</p>
C/22/210	<p>Land at Freemantle Road – Update</p> <p>At the Full Council meeting held in September 22, Council was informed that WPC have an agreement with SHBC to manage the land and playground at Freemantle Road, Bagshot.</p> <p>The play area is need of replacement and it was resolved (minute ref:C/22/94) to approach SHBC requesting match funding to replace the playground. If match funding was not forthcoming, it was agreed that</p>			

	<p>Council would consider the possibility of terminating the current maintenance agreement.</p> <p>Officers obtained an indicative quote of £26,000 to replace the playground and SHBC have now confirmed that this project was approved by the Borough Council on the 22nd February as part of the Capital programme for 2023/24. The budget of £13,000 will be made available from April 2023.</p> <p>Members were asked to consider if they would like to:</p> <ul style="list-style-type: none"> a) Continue maintaining the land and replace the playground noting the £13,000 contribution from SHBC. Please also note that if Members are minded to continue with this agreement, in line with the TOR's the Bagshot Committee will be responsible for replacing the playground and funding any cost in excess of SHBC's contribution. or b) Give the required 3 months' notice to terminate the contract (attached) and for all maintenance responsibilities to return to SHBC. <p>It was resolved with 13 in favour, 1 against and 0 abstentions to continue maintaining the land and to replace the playground, noting the £13,000 contribution from SHBC. It was also noted that in line with the TOR's the Bagshot Committee will be responsible for replacing the playground and funding any cost in excess of SHBC's contribution.</p> <p>It is to be noted that having declared a non-pecuniary interest in this agenda item Cllr Jennings-Evans did not vote.</p>	<p>Bagshot Committee</p>
C/22/211	<p>Buildings and Asset Management – To approve the proposed scope of services</p> <p>Councillors were reminded that at the February Full Council meeting Members resolved Cllr Manley would write a scope of services to enable quotes to be sought for a full assessment of Council buildings (minute ref: C/22/189)</p> <p>Cllr Manley provided a draft document and for Council to approve.</p> <p>It was resolved unanimously to form a working party to further develop the scope of services and to delegate authority to the Clerk in conjunction with Cllr Manley to agree the final specification and obtain quotes.</p> <p>It was agreed the following Councillors will form the working party.</p> <p>Cllr Manley Cllr Turner Cllr Malcaus Cooper Cllr Hansen-Hjul</p>	<p>Cllr Manley Cllr Turner Cllr Malcaus Cooper Cllr Hansen-Hjul</p>

C/22/212	<p>To discuss arrangements for a Councillor training session following the elections in May 2023</p> <p>To ensure all new and returning Councillors elected in May have sufficient support at the start of the new term, it was proposed that Council consider scheduling training for all Councillors.</p> <p>Members were presented with a quote from SALC to provide the following:</p> <p>A 3 hour training session - £375 + VAT plus any travel expenses at 45p per mile which includes all prep. Any additional training hours are charged at £50 + VAT per hour.</p> <p>SHBC were also approached and the Clerk is waiting to hear if Parish Councillors will be included in the SHBC training.</p> <p>Members were asked to agree that the Clerk can book a Council wide training session, which newly elected Councillors will be made aware as part of their induction letter/pack.</p> <p>Cllr White proposed, Cllr Jennings-Evans seconded and it was resolved unanimously to delegate authority to the Clerk to book a training session for new Councillors with SALC.</p>	The Clerk
C/22/213	<p>To discuss end of term Council term procedures</p> <p>With the end of this Council term and elections taking place on Thursday 4th May 2023 Members were reminded that all Council assets must be returned to the Council offices by the 3rd of May 2023.</p> <p>Members agreed to return all Council assets to the office by the 3rd May 2023.</p> <p>It was noted that the following Cllrs still have keys to the Council Chamber and will return alongside all other assets.</p> <p>Cllr White Cllr Manley Cllr Goodman – returned Cllr Malcaus-Cooper Cllr Hartshorn</p>	
C/22/214	<p>Annual Parish Meeting – follow up discussion</p> <p>Following the Annual Parish Meeting Members were asked to:</p> <ul style="list-style-type: none"> consider a more collaborative approach with residents in the future, whereby if a small group of residents are minded to convene the meeting, the Council will work alongside them to set the agenda and run the meeting. agree Standing Orders for the regulation of proceedings and business at the Parish meeting (LGA 1972 Sch 12. 20(1)). <p><i>Cllr Harris left the meeting</i></p>	

	<p>Cllr White proposed, Cllr Hartshorn seconded, and it was agreed unanimously to agree APM Standing Orders as presented and to review these Standing Orders prior to the next APM.</p> <p>Additionally, it was agreed that future meetings should have a more collaborative approach with residents giving careful consideration given to the format of the meeting.</p> <p>Finally, Members agreed unanimously that although the minutes of the meeting were not yet available, the Clerk would publicly respond to questions raised at the meeting.</p> <p>Cllr Malcaus Cooper requested that it be minuted that she objected to the inference from Mr Murphy that Council was not acting within the law.</p>	The Clerk
C/22/215	<p>To discuss coronation decorations within the villages</p> <p>Members were asked to consider village decorations to mark His Majesty, King Charles III coronation and were presented with the options of roundels and / or flags on the lamp columns:</p> <ol style="list-style-type: none"> 1. It was resolved that all villages will display roundels on the village centre lamp columns. The cost of which is 80 x Roundels for 40 lamp columns @ £400, which will be funded from the village reserves. 2. It was resolved that subject to the necessary permissions flags will be erected on the lamp columns in Lightwater and Windlesham and will be funded from the village reserves. Cllr White had previously confirmed that Bagshot businesses will be installing flags on the shop fronts, therefore additional flags on the lamp columns will not be necessary. <p>Lightwater: To supply 11 x 5' x 3' Union flags made up with sleeves top and bottom to hold a secured pole. To install in April and takedown in May (dates to be confirmed) Lamp column ribbon to be included at £40 per column Lead time approximately 10 days Price: £3,024.00 plus VAT</p> <p>A vote was taken with 13 in favour, 1 against and 0 abstentions.</p> <p>Windlesham: To supply 9 x Union pennant bunting and Union flags To install in April and takedown in May (dates to be confirmed) Price: 1,260.72 plus VAT</p> <p>A vote was taken with 13 in favour, 0 against and 1 abstention</p>	The Clerk

C/22/216	<p>Consultations – To consider a response to the Surrey Hills Boundary Extension</p> <p>Members were informed that WPC had an opportunity to respond to participate in the Surrey Hills Area of Outstanding Natural Beauty boundary review.</p> <p>Members were then asked to consider if they would like to submit a Council response and if so, to form a working party to draft the response. Members were also informed that the closing date is the 13th June 2023.</p> <p>It was resolved that Councillors would not submit a Council response but would respond as individuals.</p>	
C/22/217	<p>Grants – To consider any forthcoming grant applications</p> <p>Applicant: Lightwater Connected Purpose: For supply and installation of 2 ‘ Welcome to Lightwater signs’ Cost of Project: £5000 Amount Requested: £500 (or any remaining balance from the 2022-23 Lightwater grant budget)</p> <p><i>21:29 Cllr Harris rejoined the meeting.</i></p> <p>Cllr Hartshorn proposed, Cllr Willgoss seconded and it was resolved with 13 in favour, 0 against and no abstentions, to agree this grant in principle pending further docuemntation.</p> <p>It was also agreed that Lightwater Connected will be asked to provide evidence of the necessary planning application, a copy of the request for permission sent to the land owner, and a copy of the final design choice, to be considered alongside their original application. Finally, Members agreed that the Clerk will accrue £500 from the 2022-23 Lightwater Grant Budget that will be paid subject to planning consent and the receipt of the land owners permission.</p> <p>It is to be noted that having declared a non-pecuniary interest in this agenda item Cllr Malcaus Cooper did not vote. Additionally, Cllr Harris was not present for the majority of the discussion and therefore did not vote.</p> <p><i>21:34 Cllr Goodman left the meeting</i></p> <p>Applicant: Lightwater Connected Purpose: Kings Coronation Event Cost of Project: £8,500-£9,500 Amount Requested: £1200 (or any remaining balance from the 2022-23 Lightwater grant budget)</p> <p><i>21:40 Members agreed to suspend standing orders</i></p> <p>It was resolved with 11 favour, 0 against and 1 abstention to approve the above grant of £1,200.</p> <p>It is to be noted that having declared a non-pecuniary interest in this agenda item Cllr Malcaus Cooper did not vote. Additionally, having</p>	The Clerk

	<p>already given a grant to Lightwater Connected in her capacity as County Councillor, Cllr Jennings-Evans refrained from voting.</p> <p><i>21:46 Christine hartshorn left the meeting</i></p>	
C/22/218	<p>Outside Organisations - To receive any reports from representatives on outside organisations</p> <p>Members were informed that following the passing of June Green, former Councillor and recipient of the Freedom of the Parish, Cllr White attended her wake on behalf of the Parish Council.</p> <p>Cllr White informed Members that the James Butler Alms Houses have another vacancy which will be advertised soon. Additionally, the Alms Houses are in need of two trustees which will also be advertised in the near future.</p> <p>Cllr White also informed Members that this year will be 10 years since Bagshot library opened as a community led library. To coincide with the 10 year anniversary the Library is considering a literary award in honour of June Green.</p>	
C/22/219	<p>Project Updates - Status updates on outstanding projects</p> <p>Noted</p>	
C/22/220	<p>Clerks Update</p> <p><u>Staffing</u> Following 3 rounds of recruitment Members were informed that the office is now fully staffed.</p> <p><u>New Office Entrance Sign</u> Quotes have been sought to replace the sign above the office entrance. This work will be carried out in the new financial year under delegated authority, at a cost of £260.</p>	
C/22/221	<p>Memorials – To consider memorial applications</p> <p>The Memorial application for Ian James Wooldridge was approved subject to the headstone not exceeding the width of the plot. Additionally, due to the nature of the sculpted headstone, the person holding the exclusive rights of burial must indemnify the Council for any damage that may occur during routine greenspace maintenance.</p>	
C/22/222	<p>Correspondence</p> <p>None</p>	
C/22/223	<p>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:</p> <p>C/22/224 Update on outstanding confidential resolutions</p> <p>C/22/225 Community Chairmans Award Nominations</p>	

	C/22/226 To discuss current waste collection SLA between WFOR and the Parish Council	
C/22/224	Update on outstanding confidential resolutions Noted	
C/22/225	Community Chairmans Award Nominations Members discussed the invitation list and agreed that Members would make all amendments by midday on the 29th March 2023. Any additional amendments to the list would be completed by Clerk/Assistant Clerk and invitations sent by Friday 31st March at the latest. Award recipients were agreed as per the confidential report. Additionally, it was unanimously resolved to approve an additional £500 spend from the General Reserve should it be necessary. Members also agreed a budget of £150 for floral displays. <i>22:16 Cllr Barnett left the meeting</i> 22:25 Cllrs Gordon and Galliford left the meeting	Councillors Clerk
C/22/226	To discuss current waste collection SLA between WFOR and the Parish Council Members were informed that the WFOR had requested a quote from the Parish Council to provide a waste bin collection service for 2023-24. Members were asked if they wished to quote for this work. Members resolved not to quote for the above work with 4 in favour and 7 against.	
	There being no further business the meeting closed at 22:50	

Bagshot 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
17/02/2023	0000820820	54	WICKSTEED	WICKS	238.27	47.65	285.92	4220	310	238.27	Replacement cradle seat SLF
28/02/2023	2812	55	GREENLANDS	GREE	260.00	52.00	312.00	4160	310	260.00	SLF REPLACE LITTER BIN
24/02/2023	GRANTFEB23	56	BPFA	BAGS	750.00	0.00	750.00	4650	340	750.00	HEDGE & TREE MAINTENANCE
TOTAL INVOICES					<u>1,248.27</u>	<u>99.65</u>	<u>1,347.92</u>			<u>1,248.27</u>	
VAT ANALYSISCODE OTS @ 0.00%					750.00	0.00	750.00				
VAT ANALYSISCODE S @ 20.00%					498.27	99.65	597.92				
TOTALS					<u>1,248.27</u>	<u>99.65</u>	<u>1,347.92</u>				

Bagshot PL for Month No 12

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
21/03/2023	CORONATIONGRA 57		BAGSHOT BUSINESS ASS	BAGBA	3,000.00	0.00	3,000.00	4650	340	3,000.00	Coronation grant
								347		-3,000.00	Coronation grant
								6000	340	3,000.00	Coronation grant
TOTAL INVOICES					3,000.00	0.00	3,000.00			3,000.00	
VAT ANALYSISCODE OTS @ 0.00%					3,000.00	0.00	3,000.00				
TOTALS					3,000.00	0.00	3,000.00				

Lightwater PL for Month No 12

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
27/02/2023	102113	39	PRINT	PRINT	18.00	3.60	21.60	4220	310	18.00	LW REC CONSULTATION POSTERS
TOTAL INVOICES					18.00	3.60	21.60			18.00	
VAT ANALYSIS CODE S @ 20.00%					18.00	3.60	21.60				
TOTALS					18.00	3.60	21.60				

Lightwater PL for Month No 12

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
14/03/2023	BESI9329	40	BEERE ELECTRICAL	BEERE	3,495.00	699.00	4,194.00	4905	455	3,495.00	Pavilion outdoor electrics
TOTAL INVOICES					3,495.00	699.00	4,194.00			3,495.00	
VAT ANALYSIS CODE S @ 20.00%					3,495.00	699.00	4,194.00				
TOTALS					3,495.00	699.00	4,194.00				

Top Level 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
20/02/2023	2070914	288	VIKING	VIKIN	85.88	1.88	87.76	4435	325	30.92	Stationery and stamps
								4435	425	32.63	Stationery and stamps
								4435	525	22.33	Stationery and stamps
31/01/2023	1052	289	ZENTECH IT	FRE01	1,136.70	227.34	1,364.04	4440	325	409.21	O365, BACKUP AND NEW IT EQUIP
								4440	425	431.95	O365, BACKUP AND NEW IT EQUIP
								4440	525	295.54	O365, BACKUP AND NEW IT EQUIP
TOTAL INVOICES					<u>1,222.58</u>	<u>229.22</u>	<u>1,451.80</u>			<u>1,222.58</u>	
VAT ANALYSIS CODE OTS @ 0.00%					76.49	0.00	76.49				
VAT ANALYSIS CODE S @ 20.00%					1,146.09	229.22	1,375.31				
TOTALS					<u>1,222.58</u>	<u>229.22</u>	<u>1,451.80</u>				

Top Level for Month No 12

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
28/02/2023	1097	290	ZENTECH IT	FRE01	586.22	117.24	703.46	4440	325	211.04	O365, BBAND & IT SUPPORT
								4440	425	222.76	O365, BBAND & IT SUPPORT
								4440	525	152.42	O365, BBAND & IT SUPPORT
28/02/2023	IINV-2492	292	NEIL CURTIS	NEIL	680.00	0.00	680.00	4060	400	170.00	GRAVE DIGGING
								4060	500	510.00	GRAVE DIGGING
27/02/2023	2102962	293	VIKING	VIKIN	128.96	19.49	148.45	4600	325	11.34	APM REFRESHMENT
								4600	425	11.97	APM REFRESHMENT
								4600	525	8.19	APM REFRESHMENT
								4435	325	35.09	STATIONERY
								4435	425	37.03	STATIONERY
								4435	525	25.34	STATIONERY
27/02/2023	202306	294	ST ANNES PCC	ANNE	60.00	0.00	60.00	4950	325	21.60	FC HALL HIRE 21ST FEB
								4950	425	22.80	FC HALL HIRE 21ST FEB
								4950	525	15.60	FC HALL HIRE 21ST FEB
24/02/2023	INV-41098	296	STAMFORD NOTEBOOK	STAMF	75.09	15.01	90.10	4435	325	27.03	CONDOLENCE BOOK
								4435	425	28.53	CONDOLENCE BOOK
								4435	525	19.53	CONDOLENCE BOOK

TOTAL INVOICES	<u>1,530.27</u>	<u>151.74</u>	<u>1,682.01</u>
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<u>1,530.27</u>

VAT ANALYSISCODE	E	@ 0.00%	680.00	0.00	680.00
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VAT ANALYSISCODE	OTS	@ 0.00%	91.49	0.00	91.49
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VAT ANALYSISCODE	S	@ 20.00%	758.78	151.74	910.52
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TOTALS	<u>1,530.27</u>	<u>151.74</u>	<u>1,682.01</u>
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Top Level for Month No 12

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
13/03/2023	102167	297	PRINT	PRINT	376.00	0.00	376.00	4600	325	135.36	print booklets for APM
								4600	425	142.88	print booklets for APM
								4600	525	97.76	print booklets for APM
08/03/2023	223336	298	BRUNEL ENGRAVING	BRUN	153.13	30.63	183.76	4600	325	55.13	Community awards paperweights
								390		-55.13	Community awards paperweights
								6000	325	55.13	Community awards paperweights
								4600	425	58.19	Community awards paperweights
								390		-58.19	Community awards paperweights
								6000	425	58.19	Community awards paperweights
								4600	525	39.81	Community awards paperweights
								390		-39.81	Community awards paperweights
								6000	525	39.81	Community awards paperweights
TOTAL INVOICES					<u>529.13</u>	<u>30.63</u>	<u>559.76</u>			<u>529.13</u>	
VAT ANALYSISCODE OTS @ 0.00%					376.00	0.00	376.00				
VAT ANALYSISCODE S @ 20.00%					153.13	30.63	183.76				
TOTALS					<u>529.13</u>	<u>30.63</u>	<u>559.76</u>				

Top Level for Month No 12

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
16/03/2023	1573	299	ST JOHNS	STJOH	15.00	0.00	15.00	4600	325	5.40	APM USE OF AV EQUIPMENT
								390		-5.40	APM USE OF AV EQUIPMENT
								6000	325	5.40	APM USE OF AV EQUIPMENT
								4600	425	5.70	APM USE OF AV EQUIPMENT
								390		-5.70	APM USE OF AV EQUIPMENT
								6000	425	5.70	APM USE OF AV EQUIPMENT
								4600	525	3.90	APM USE OF AV EQUIPMENT
								390		-3.90	APM USE OF AV EQUIPMENT
								6000	525	3.90	APM USE OF AV EQUIPMENT
21/03/2023	EXPENSESFEB-	300	LUCY SHANNON EXPENSE	SHANNON	19.35	0.00	19.35	4435	325	6.97	L SHANNON EXP 10.2.23-20.3.23
								4435	425	7.35	L SHANNON EXP 10.2.23-20.3.23
								4435	525	5.03	L SHANNON EXP 10.2.23-20.3.23
TOTAL INVOICES					34.35	0.00	34.35			34.35	
VAT ANALYSISCODE OTS @ 0.00%					34.35	0.00	34.35				
TOTALS					34.35	0.00	34.35				

Windlesham PL for Month No 12

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
28/02/2023	1621	95	PURE GARDENS	PUREG	2,130.00	426.00	2,556.00	4060	500	2,130.00	WIN CEM MAINTENANCE
TOTAL INVOICES					<u>2,130.00</u>	<u>426.00</u>	<u>2,556.00</u>			<u>2,130.00</u>	
VAT ANALYSIS CODE S @ 20.00%					2,130.00	426.00	2,556.00				
TOTALS					<u>2,130.00</u>	<u>426.00</u>	<u>2,556.00</u>				