



Windlesham Parish Council

Sarah Walker
Clerk to the Council
Tel: 01276 471675
Email: sarah.walker@windleshampc.gov.uk
Website: www.windleshampc.gov.uk

The Council Offices
The Avenue
Lightwater
Surrey
GU18 5RG

MINUTES OF AN EXTRAORDINARY MEETING OF WINDLESHAM PARISH COUNCIL
Held on Friday 20th March 2020, at 2.15pm in the Council Chamber

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

In attendance: Sarah Walker – Clerk
1 Member of the public

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

Z – took part in meeting via Zoom

Cllr Malcaus Cooper was in the Chair

.....

In light of current Covid-19 guidance, some Councillors joined the meeting via Zoom video conferencing. At the time the meeting was held, this was not a legal method for being present at a meeting, but those Members utilising the technology were able to take part in discussion but not able to vote.

C/19/222 Apologies for absence

Apologies for absence were received and accepted from Cllrs Hansen-Hjul, White Halovsky-Yu and Jennings-Evans, although 3 of the 4 joined the meeting via Zoom.

Cllrs Bakar, Chambers and Manley, were not in attendance and no apologies were received.

C/19/223 Declarations of interest

There were no declarations of interest made.

C/19/224 Exclusion of the press and public.

No items to be discussed following the exclusion of press and public.

C/19/225 To discuss putting in place emergency procedures for the Council in light of the Coronavirus outbreak

a) Consideration of suspension of Council meetings

It was resolved to cancel all Council meetings for the foreseeable future or until legislation is changed to allow legal virtual meetings to take place.

Even if this legislation is brought in, meetings should be kept to essential business only.

b) Scheme of delegation

2.30pm – Cllr Barnett entered the chamber

The Clerk informed members that she already has delegated authority via existing financial regulations to pay any bills that are required and to make emergency payments in conjunction with the Chair and Vice Chair should the need arise.

The only essential business required to continue is the management of burials. This can all be conducted by officers working from home. The Clerk asked for delegated authority to deal with any memorial applications that may need to be processed and **it was resolved to give delegated authority to the Clerk in conjunction with the Chair of the Cemetery Committee (Cllr Harris) to approve any memorial applications.**

The Clerk made Members aware that at the current time, it was likely Surrey Heath would continue to process planning applications. Therefore **it was resolved that planning applications would be considered weekly by Cllrs Stacey, Harris and Willgoss with a collective response to be sent to the Clerk by email by Cllr Stacey.**

Members were asked to note that decisions would only be made in a situation where there was a need for action to be taken in an emergency or where there is a need to comply with a statutory deadline if taking no action would be severely detrimental to the business or reputation of the Council. **It was resolved to give delegated authority to the Clerk in conjunction with the Chair and Vice Chair to make any such decisions, with feedback to be given to all Councillors afterwards.**

Members raised the issue of deciding community pride grants as the year end deadline was fast approaching. **It was resolved to give delegated authority to the Clerk in conjunction with the Chair and Vice Chair to determine any pride grant applications correctly received by the year end deadline.**

c) Business Continuity

The Clerk informed Members that all officers have remote access via Office365 to information held on the Councils server. Additionally, softphone technology allows the office phones to be set up in our home environment and have full functionality. This functionality should mean business can continue more or less as usual. The Clerk confirmed that the office would be closed from Monday 23rd due to the schools closing and officers needing to work from home to accommodate children being at home.

Members noted plans for business continuity and the office closure.

C/19/226 To discuss any outcomes from the Community Governance Review Working Group meeting taking place on Wednesday 18th March and next steps

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.

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.

There being no further business, the meeting closed at 15.32.