



Windlesham Parish Council

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MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL
 Held on Tuesday 12th May 2020, at 7.30pm held by remote conferencing on Zoom

| Bagshot Cllrs | | Lightwater Cllrs | | Windlesham Cllrs | |
|---------------|-----|------------------|-----|------------------|----|
| Bakar | - | Barnett | PZ | Goodman | PZ |
| Chambers | - | Galliford | PZ | Hansen-Hjul | PZ |
| Gordon | PZ | Halovsky-Yu | PZ | Stacey | A |
| Manley | PZ | Harris | PZA | | |
| Trentham | A | Hartshorn | PZ | | |
| Willgoss | PZA | Jennings-Evans | PZ | | |
| White | PZ | Malcaus Cooper | PZ | | |
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In attendance: Sarah Walker – Clerk
 Jo Whitfield – Assistant Clerk

Members of the Public were able to view proceedings live on Facebook

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| 854 People reached | 890 Engagements | Boost Post |
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PZ – present by Remote Attendance A – apologies PZA – part of the meeting
 - no information

Cllr White was in the Chair

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| C/20/1 | <p>Apologies for absence</p> <p>Apologies for absence were received and accepted from Cllrs Trentham and Stacey.</p> <p><i>Cllr Willgoss was unable to successfully join the meeting due to technical issues.</i></p> <p>Cllrs Bakar and Chambers were not in attendance and no apologies were received.</p> |
| C/20/2 | <p>To agree the Virtual Meeting Policy as circulated.</p> <p>Members were presented with a draft virtual meeting policy in line with ‘The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020’ and asked to review and agree the framework set out to hold virtual meetings.</p> <p>Cllr Jennings-Evans proposed, and Cllr Hartshorn seconded to adopt the</p> |

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| | <p>policy in its entirety. A vote was taken, and the motion was carried with 11 in favour and 1 against.</p> |
| <p>C/20/3</p> | <p>Declarations of interest</p> <p>There were no declarations of interest made.</p> |
| <p>C/20/4</p> | <p>Public question time as submitted to the Clerk prior to the meeting</p> <p>Members of the public had pre-submitted questions which the Clerk then presented to the Council.</p> <p>Q1: Submitted by Mr Lee Townend</p> <p>Can we please get a resolution to the A322 Bagshot Layby noise nuisance? There has been a massive increase in overnight and day parking of lorries and the noise is unbearable. I also notice that the tissues and human waste has still not been cleaned up from last year. Surely, we can temporarily close off the layby with cones and a sign as was done during the Easter Bank Holiday along the A30 to stop people using the parks?</p> <p>The Clerk also informed Members that in addition to the question submitted, two further complaints had been received regarding the same issue.</p> <p>A: Cllr White stated that this has already been raised with Surrey County Council Highways and a response sent to the resident. Cllr Goodman explained that the closure of the layby is in the County work schedule however due to the COVID-19 pandemic no works are currently taking place. Cllr White also responded that Surrey Heath had been alerted and a clean up of the area requested.</p> <p>Q2: Submitted by Andrew</p> <p>I have noticed some environmental monitoring taking place on the nursery estate opposite the lay by on the A322. I must assume this is to monitor the damage to our health we are exposed to on top of the mental health detriment we receive most nights through interrupted sleep. Please can you tell us what the tests are for and their findings.</p> <p>A: Cllrs will investigate the purpose of the monitoring and respond in full in writing.</p> <p>Q3: Submitted by Tony Murphy</p> <p>The Windlesham Neighbourhood Development Plan was approved by referendum in May 2019. The potential of Neighbourhood Planning has been expressed as "a way of helping local communities to influence the area in which they live and work, it can be used to develop a shared vision of their neighbourhood". As a follow up to my question to the meeting on 25th June 2019 and in relation to that stated potential, can council make public the tangible benefits derived from the WNDP, now in place for more than a year? (That is in addition to the incremental CIL proportion coming to council, which is already made public).</p> <p>A: Councillors felt that this question warranted a considered response and agreed to respond in full in writing.</p> |

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| | <p>Q4: Submitted by Matthew Davies</p> <p>There was unanimous rejection by Surrey Heath Council and Bagshot residents of Cala Homes proposal to destroy our last oasis of nature in the village with the Woodside Cottage, Chapel Lane development plan. Cala have, as expected, decided to try and bully us into ruining our village via the legal route with their dangerous, character ruining and unwanted money spinner. What can the Parish Council do to leverage any cash reserves they have to help fight this threat to our village?</p> <p>A: It was agreed that the Clerk will seek further advice as to the position the Council is legally able to adopt on this matter. A full response in writing will be sent in due course.</p> |
| <p>C/20/5</p> | <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/20/17 Exempt Full Council Minutes from 25th February 2020 C/20/18 Exempt Extraordinary Council Minutes from 25th February 2020</p> |
| <p>C/20/6</p> | <p>Full Council Minutes</p> <ul style="list-style-type: none"> • The open minutes of the Council meeting held on 25th February 2020 were approved and will be signed at a later date by Cllr White. • The open minutes of the Extraordinary Council meeting held on 16th March 2020 were approved and will be signed at a later date by Cllr White. • The open minutes of the Extraordinary Council meeting held on 20th March 2020 were approved and will be signed at a later date by Cllr White. |
| <p>C/20/7</p> | <p>Committee and Sub-Committee Minutes</p> <ul style="list-style-type: none"> • The minutes of the Planning Committee meetings held on 3rd March 2020, the 16th March 2020 and the 5th May 2020 were approved and will be signed at a later date by Cllr Harris. • The minutes of the Finance and General Purposes Committee meeting held on 3rd March 2020 and recommendations therein, were approved and will be signed at a later date by Cllr Goodman. |
| <p>C/20/8</p> | <p>To ratify decisions made under the scheme of delegation since 20th March 2020.</p> <p>Members were asked to consider the list of decisions made under delegated authority presented to them and to raise any queries they may have for further explanation.</p> <p>It was resolved to ratify all decisions made.</p> |

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| | 19:55 Cllr Willgoss joined the meeting by sharing a screen with Cllr Gordon. |
| C/20/9 | <p>To note the cancellation of the Annual Parish Meeting.</p> <p>Members were aware that due to the COVID-19 pandemic the Annual Parish meeting that was scheduled to be held on April 22nd at St Anne's in Bagshot, was cancelled.</p> <p>The Clerk informed those present that the Local Government Act 1972 s 9 (1) states that an English parish must have an annual parish meeting and furthermore (LGA 1972 sch.12 para 14 (1) and (3)) that it must be held between 1st March and 1st June and that under current restrictions, this deadline will not be met.</p> <p>There have been no changes made to this requirement set out in the Local Authorities (Coronavirus) Regulations 2020, however for the vast majority of local councils, meetings will not have been held prior to 23rd March lockdown and therefore will not be held within the timeframe given above.</p> <p>Members were asked to note the Clerks report and resolved that the Annual Parish Meeting will not be held this year, however the Clerk will write the annual report as usual and publish along with a report from the Chairman on our website and via social media by the 1st June 2020.</p> |
| C/20/10 | <p>To approve the deferment of the Annual Parish Council meeting.</p> <p>Each year in May, the Council must hold its Annual Council meeting (Local Government Act 1972, sch. 12). At this meeting the Chairman (and Vice-Chairman) of the Council are decided for the ensuing year.</p> <p>The Local Authorities (Coronavirus) Regulations 2020 regulation 4 states:</p> <p>"Where an appointment would otherwise be made or require to be made at an annual meeting of a local authority, such appointment continues until the next annual meeting of the authority or until such time as that authority may determine."</p> <p>The Clerk informed Members that no other parishes in Surrey Heath are holding an annual meeting and have deferred until May 2021. The Clerk then recommended that the Council defer the business of the annual meeting (and appointment of a new Chair/Vice-Chair) until the Council are in a position to meet again in person, rather than remotely.</p> <p>20:15 Cllr Willgoss left the meeting.</p> <p>After a lengthy discussion Cllr Malcaus Cooper proposed, Cllr Galliford seconded and it was agreed to amend the motion to temporarily defer the business of the annual meeting (including the appointment of Chair/Vice-Chair and committee members) pending the Clerk investigating a virtual voting mechanism, however Members resolved to proceed with transacting as much Council business via virtual meetings as is practical.</p> |
| C/20/11 | <p>Year End Accounts and Audit:</p> <p>a. Year-end internal audit report – to review and approve</p> |

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| | <p>recommendations</p> <p>Council were presented with the year-end internal audit report which had no matters arising. It was resolved to approve the internal audit report.</p> <p>b. Annual Return (AGAR) – to review, approve and sign off the Annual Governance Statement</p> <p>The Annual Governance Statement was presented to Council and it was resolved to approve the Annual Governance Statement and permission was given for Cllr White and the Clerk to sign the document.</p> <p>c. Annual Return (AGAR) – to review, approve and sign off Accounting Statements for 2019/20</p> <p>Councillors were presented with and read the Accounting Statements for 2019/20 and it was resolved to approve the Accounting Statements and permission was given for Cllr White and the Clerk to sign the annual accounting statements for the annual return 2019-20.</p> |
| C/20/12 | <p>To consider the report from the Independent Remuneration Panel regarding Councillor allowances.</p> <p>The Clerk presented Members with the IRP report setting out its recommendations for the payment of allowances from May 2020.</p> <p>Members were reminded that they have a duty to take into account the recommendations made by the Panel but are free to set their own level of allowances.</p> <p>The main points from the report were:</p> <ol style="list-style-type: none"> 1) The Parish can agree to pay up to 30% of the basic allowance of Surrey Heath Borough Council 2) The full 30% payment equates to £1,586 per Councillor per annum, subject to indexation. For 18 Councillors, this is a first year budget of £28,548 3) Travel can be paid at 45p per mile 4) Indexation of allowances will be in accordance with the indexation applied to Borough Members allowances and this is to be linked to the Borough Councils annual staff salary increase. <p>Whilst Council will set the allowance policy for all Members, individual members may choose whether to receive the full allowance, partial allowance or not to receive the allowance at all.</p> <p>Members were asked to consider the report and either approve or reject the recommendations made.</p> <p>A vote was taken, and Members resolved to approve and adopt all recommendations within the IRP report with 11 in favour and 1 against.</p> |

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| C/20/13 | <p data-bbox="331 197 751 230">Lightwater Recreation ground</p> <p data-bbox="379 264 1406 566">a) Motion from Cllr Jennings-Evans to ask the Clerk to investigate the option of placing rising bollards; to research other options to deter unauthorised encampments at Lightwater Recreation Ground and at other sites throughout the Parish. Furthermore, that Council considers the provision of a trim trail at the rear of the recreation ground not only to provide equipment for residents to promote health and wellbeing, but to deny access to any vehicle that may try to access the field</p> <p data-bbox="427 600 1406 745">Members were presented with research detailing the cost of installing rising bollards, along with advice taken from a Lightwater resident who works for a housing developer and has specific knowledge and expertise in deterrent measures relating to traveller incursions.</p> <p data-bbox="427 779 1406 846">Councillors were asked to consider which measures, if any, they wished to progress.</p> <p data-bbox="427 880 1406 1048">It was resolved in the first instance to install rising bollards at the site as soon as possible and for the Clerk, Chair, Vice-Chair and Cllr Jennings-Evans to be given delegated authority to seek professional advice on the type and positioning of the bollards. It was also agreed to continue to investigate additional security measures for the site.</p> <p data-bbox="379 1115 1406 1305">b) Motion from Cllr Halovsky-Yu to consider financial support for third parties for site securing measures/equipment to deter incursions in any of the 3 villages by way of a grant and that this grant request if solely focused spend is in site security/incursion deterrent measures can be applied for throughout the year.</p> <p data-bbox="427 1350 1406 1462">Members discussed how Council can proactively support third parties within the three villages to secure their open spaces against future incursions via means of grant funding and with support identifying vulnerable land.</p> <p data-bbox="427 1507 1406 1619">It was resolved to promote the Councils willingness to consider financial support of third parties for this purpose and to discuss how this will be incorporated within the grant process (agenda item 15).</p> <p data-bbox="379 1709 1406 1776">c) Motion from Cllr Halovsky-Yu to fast track as/where possible the Lightwater Pavillion project.</p> <p data-bbox="427 1821 1406 1910">Cllrs Malcaus Cooper and Harris updated Members on the work that has been going on behind the scenes and it was agreed that this project should be progressed as a priority.</p> <p data-bbox="427 1955 1406 2045">It was resolved to form a working party to review initial ideas for the new pavilion and site development. Interested Members were asked to contact Cllr Harris to register an interest in being part of the working</p> |
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| | party and as group for them to identify a lead on the project. |
| C/20/14 | <p>Motion from Cllr Goodman to request the Council agrees to support and facilitate a Neighbourhood Plan for Bagshot.</p> <p>Cllr Goodman informed Councillors that a number of Bagshot residents had expressed an interest in forming a Neighbourhood Plan for Bagshot. Members were asked if they were willing to support and facilitate this.</p> <p>It was resolved to support and facilitate a Bagshot Neighbourhood Plan.</p> |
| C/20/15 | <p>To agree the grant policy for 20/21</p> <p>The grant application process for this year was due to open on the 1st June, however in light of the current circumstances it was proposed that the date be deferred to 1st July 2020 with applications for the General and Open Spaces Maintenance Grants being considered at the November Full Council, and the Community Pride and Village Events Grants being considered at each Full Council between September and February.</p> <p>The budget for this year was set in November 2019 before the Coronavirus pandemic therefore Councillors were asked to consider if they wished to move some funds between allocated budget lines depending on the uptake of grant applications.</p> <p>Members were also asked to read both the proposed policy and grant application forms presented to them and to either approve the documents or amend and approve the documents.</p> <p>Councillors expressed concern that the Community Pride grants would no longer be at the discretion of individual Councillors.</p> <p>It was resolved to adopt the policy with the addition of specific reference to funding being available for open spaces site security and with the following amendment to the Community Pride grants:</p> <p>Community Pride grants will enable individual Councillors to support local non-constituted groups or a worthy cause that does not qualify for the formal grant process. Each village will have £6,000 allocated to it. This year, Bagshot Councillors will have a maximum of £750 each, Lightwater Councillors will have a maximum of £857 each and Windlesham Councillors will have a maximum of £2,000 each, to use for grants. All Community pride grants will be subject to a maximum £1000 per project whether from a singular Councillor or multiple Councillors.</p> |
| C/20/16 | <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/20/17 Exempt Full Council Minutes from 25th February 2020 C/20/18 Exempt Extraordinary Council Minutes from 25th February 2020</p> <p><i>21:50 Live streaming to Facebook was stopped at this point.</i></p> |
| C/20/17 | <ul style="list-style-type: none"> The exempt minutes of the Council meeting held on 25th February 2020 were approved and will be signed at a later date by Cllr White. |

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| C/20/18 | <ul style="list-style-type: none"><li data-bbox="379 192 1362 293">• The exempt minutes of the Extraordinary Council meeting held on 25th February 2020 were approved and will be signed at a later date by Cllr White. <p data-bbox="331 331 1177 365"><i>There being no further business the meeting closed at 21.55</i></p> |

