



Windlesham Parish Council

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MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL Held on Tuesday 30th June 2020, at 7.30pm held by remote conferencing on Zoom

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

In attendance: Sarah Walker – Clerk
Jo Whitfield – Assistant Clerk

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

457	705
People reached	Engagements

PZ – present by Remote Attendance A – apologies PZA – part of the meeting
- no information

Cllr White was in the Chair

Cllr Malcaus Cooper took the Chair

C/20/19 To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office

Two nominations were received as follows:

Cllr White nominated and Cllr Goodman seconded Cllr Hartshorn as Chairman

Cllr Galliford nominated and Cllr Willgoss seconded Cllr Malcaus Cooper as Chairman.

A vote was taken with the following results:

Cllr Hartshorn for Chairman
4 in favour, 8 against and 1 abstention

Cllr Malcaus Cooper for Chairman

9 in favour, 4 against.

It was resolved to elect Cllr Malcaus Cooper as the Chairman of Windlesham Parish Council with 9 votes in favour and 4 against. Due to the Covid-19 pandemic this annual meeting was held virtually, therefore Cllr Malcaus Cooper read the Declaration of Acceptance of Office and will officially sign the declaration at the first face to face meeting of the Council.

Cllr Malcaus Cooper took the Chair.

C/20/20 To elect the Vice-Chairman of the Council and to receive the Vice-Chairman's Declaration of Acceptance of Office

One nomination was received as follows:

Cllr Malcaus Cooper nominated, and Cllr Willgoss seconded, Cllr Halovsky-Yu as Vice-Chairman.

It was resolved to elect Cllr Halovsky-Yu as the Vice-Chairman of Windlesham Parish Council with 9 votes in favour and 3 against and 1 abstention. Due to the Covid-19 pandemic this annual meeting was held virtually, therefore Cllr Halovsky-Yu read the Declaration of Acceptance of Office and will officially sign the declaration at the first face to face meeting of the Council.

C/20/22 Apologies for absence

Apologies for absence were received and accepted from Cllrs Bakar, Stacey and Hansen-Hjul, however Cllr Manley queried whether Members should accept apologies if only a vague reason such as 'personal reasons' was given. Members noted his concern.

Cllr Chambers was not in attendance and no apologies were received.

C/20/23 Declarations of interest

Cllr Halovsky-Yu declared an interest in item 18 'Accounts for Payment', informing Members that this item included a mileage expense claim from herself, for council duties prior to the pandemic lockdown.

C/20/24 Public question time as submitted to the Clerk prior to the meeting

Members of the public had pre-submitted questions which the Clerk then presented to the Council.

Q1 Tony murphy

Will Council ensure that members recognize the distinction between

a) the Annual Meeting of the Council which typically takes place in May and concerns the business of Council

and

(b) the Annual Parish Meeting (APM) which is an assembly of local government electors, for which there is an obligation under the 1972 Act to be held between 1st March and 1st June.

I understand that both meetings were cancelled for cause (Covid 19) this year (NB although no actual provision was made in relation to the latter). But, for the future, will Parish review the manner in which the APM's are conducted to ensure that they are in accordance with the intention and the spirit of the Act - it is my view that they are not and that some changes in the way they have (usually) been conducted - bringing them in to line with the Act - may well result in improved participation?

Answer

Members agreed for Cllr Malcaus Cooper to speak with Mr Murphy to seek more detailed feedback, with the aim of engaging the public and facilitating more meaningful public participation.

Q2 - Ruth Hutchinson

Is there any follow up information regarding monitoring of Aircraft noise in the 3 villages? Has the Parish Council been approached to ascertain whether monitoring could be carried out in Bagshot & Lightwater. (Note from the Clerk - Councillors will recall Heathrow approached the Council about siting a noise monitor in Windlesham cemetery some months back – the request was declined).

Answer

Cllr Jennings Evans informed Members that to the best of her knowledge there is only one noise monitor within the parish which is situated in Windlesham. Members agreed that the Parish Council would contact borough to confirm this and to ascertain if this monitor could be periodically re-sited to obtain readings from across the whole parish.

Q3 - Keith Hedges

Cycling in the 3 villages - I have lived in the lovely village of Lightwater for many years. I am a motorist, a pedestrian and also a lifelong cyclist.

A long-standing disappointment in the area however has been the lack of interest which there seems to be in developing cycling as a way of either commuting or just getting exercise.

Central government is giving cycling a much higher level of importance and, as I understand it, Surrey CC is developing local plans.

We all know that the volume of traffic in the centre of Lightwater creates parking (and other) problems but we, as a village, seem to do very little to mitigate this problem other than to complain that there isn't enough parking. What about thinking laterally and taking measures to encourage local people to either walk or cycle to the shops? Even if you are happy to cycle to the shops (as I do) there isn't even anywhere to secure your bike whilst shopping. Surely a couple of cycle hoops in the square to which bikes could be secured would not break any budget? Many people that we know in the village say that they would like to cycle more but do not feel safe to do so. What about a few dedicated cycle lanes to allow the further reaches of the village to access the centre? What about thinking about how we could link the three villages with cycle lanes? What about making a 20mph speed limit in the village? This latter point would make a much safer environment for everyone, reduce noise and emission pollution and encourage more people to walk or cycle.

There are many things that could be done if only there was the will to do so.

Can you please advise what is planned, given the importance now given to cycling

by central government and Surrey CC?

Thank you

Answer

Members confirmed that they were in full agreement of supporting any improvements that were within the remit of the Parish Council. The Council climate working party are already looking at the electrification of the villages, including e-bikes and as part of this, they will now consider the provision of cycle racks and how the villages are connected, reviewing the condition and use of existing footpaths and cycle paths. Members requested that the Clerk pass on Mr Hedges details to enable Council to include him in any further discussion.

Q4 – Simon White

In this time of lock down and controls on how we meet and where the council must agree these are exception times but a big company that is still working and has millions behind it can just carry on as it is doing this is not right that while one party the inhabitants are restrained but law the other party can just go full steam ahead this is not right.

Noted

C/20/25 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:

C/20/43 Exempt Personnel Committee Minutes from 17th June 2020

C/20/44 Hook Mill Lane update

C/20/26 Full Council Minutes

- The open minutes of the Council meeting held on 12th May 2020 **were approved** and will be signed at a later date by Cllr Malcaus Cooper.
- The open minutes of the Extraordinary Council meeting held on 5th June 2020 **were approved** and will be signed at a later date by Cllr Malcaus Cooper, however Cllr Malcaus Cooper and Cllr Willgoss queried the decision regarding Cllr Willgoss's eligibility to vote on the agenda item. The Clerk explained that due to Cllr Willgoss declaring that he was a Member of the Chapel Lane Action Group and instrumental in the setup of this group, she was satisfied that he would have been deemed to have a pecuniary interest and therefore should not vote on the matter.

C/20/27 Committee and Sub-Committee Minutes

- The minutes of the Planning Committee meetings held on 24th February 2020, **were approved** and **will be signed at a later date by Cllr Trentham**.
- The minutes of the Planning Committee meetings held on 26th May 2020 and 23rd June 2020 **were approved** and **will be signed at a later date by**

Cllr Harris.

It was resolved that going forward the public will be encouraged to contact their local parish councillors directly, to highlight any planning concerns that they may have.

C/20/28 Annual Parish Meeting 2019

Due to the Covid-19 pandemic the 2020 Annual Parish Meeting was cancelled, therefore the minutes of the Annual Parish Meeting 2019 were reviewed and approved, and will be signed at a later date by Cllr Malcaus Cooper.

C/20/29 Appointing Members to Existing Committees and Sub-Committees

Members were asked to consider which Committee(s) they wish to sit on for the year 20/21.

Membership for all committees will consist of a total of 6 members, with ideally a minimum of 1 representative from each village. All other Councillors may act as nominated substitutes.

- a) Planning Committee** Resolved: to appoint the following Councillors to the Planning Committee.

Cllr Goodman
Cllr Harris
Cllr Trentham
Cllr White
Cllr Gordon
Cllr Halovsky-Yu

- b) Civic Amenities & Recreation Committee** Resolved: to appoint the following Councillors to the Civic Amenities and Recreation Committee.

Cllr Jennings-Evans
Cllr Hartshorn
Cllr Galliford
Cllr White
Cllr Halovsky-Yu
Cllr Hansen-Hjul

- c) Finance & General Purposes Committee** Resolved: to appoint the following Councillors to the Finance and General Purposes Committee.

Cllr Goodman
Cllr Hartshorn
Cllr Bakar
Cllr Malcaus Cooper
Cllr Gordon
Cllr Trentham

- d) Personnel Committee** Resolved: to appoint the following Councillors to the Personnel Committee.

Cllr Jennings-Evans
Cllr White
Cllr Galliford
Cllr Malcaus Cooper
Cllr Willgoss
Cllr Barnett

e) Cemeteries Committee Resolved: to appoint the following Councillors to the Cemeteries Committee.

Cllr Harris
Cllr Trentham
Cllr Hartshorn
Cllr Malcaus Cooper
Cllr Willgoss
Cllr Manley

f) Appointment of any new committees

Members discussed the merits of creating committees to handle business relating to Lightwater pavilion, the climate and communications.

It was resolved that the existing climate working party would feed into the Civic Amenities committee and a communications working party would be formed to feed into the Personnel committee. A committee to deal with the Lightwater pavilion project will be considered at a later date.

All Chairs and Vice-Chairs of Committees will be voted at the first meeting of that committee, after the Annual Full Council meeting. Terms of reference will also be reviewed by each committee at their first meeting, after the Annual Full Council meeting.

C/20/29 Setting the dates, times and place of ordinary meetings of the Full Council and Committees for the year ahead.

The Clerk proposed the following meeting schedule:

Full Council meetings

Last Tuesday of each month. No meeting in August or December.

Notable dates:

24th November 2021 – Council meeting to agree grants for the year (single window this year)

25th May 2021: Annual Council meeting – election of Chairman etc

Start time: 7.30pm

Planning Committee

Held fortnightly. The first meeting each month will be held ahead of F&GP and CAR committee meetings if they are taking place that month.

Start time: 7pm

Civic Amenities and Recreation Committee

Meetings to be held quarterly in July, October, January and April. First Tuesday of the month.

Start time: 8.00pm - this can be amended if Planning agenda is particularly short or long

Finance and General Purposes Committee

Meetings to be held in September, December, March and May or June depending on completion of year end accounts. First Tuesday of the month.

Start time: 8.00pm - this can be amended if Planning agenda is particularly short or long

Personnel Committee

Meetings to be held quarterly in the same month as CAR meetings on a Wednesday evening, the week after the CAR meeting.

Start time: 7.00pm

Cemeteries Committee

To meet ad-hoc.

June 2020 9th – Planning 23 rd - Planning 30th - Full Council – ANNUAL MEETING	July 2020 7 th – Planning/CAR Weds 15 th - Personnel 21 st - Planning 28 th - Full Council	August 2020 4 th – Planning 18 th - Planning	September 2020 1 st – Planning/FGP 15 th - Planning 29 th – Planning (if needed) /Full Council
October 2020 6 th – Planning/CAR Weds 14 th - Personnel 20 th - Planning 27 th – Full Council	November 2020 3 rd – Planning 17 th – Planning 24th – Full Council – GRANTS MEETING	December 2020 1 st – Planning/FGP 15 th - Planning	January 2021 5 th – Planning/CAR Weds 13 th - Personnel 19 th - Planning 26 th – Full Council
February 2021 2 nd – Planning 16 th - Planning	March 2021 2 nd – Planning/FGP 16 th - Planning	April 2021 6 th – Planning/CAR Weds 14 th -	May 2021 4 th – Planning/FGP 18 th - Planning

23 rd – Full Council	30 th - Planning (if needed) /Full Council	Personnel 20 th - Planning 27 th – Full Council	25 th – Full Council
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It was resolved to adopt the above schedule and for the Clerk to send out calendar invites for the year ahead.

C/20/30 To ratify decisions made under the scheme of delegation since 12th May 2020 and to agree to remove the delegated authority currently given to the Clerk, Chairman and Vice-Chairman.

Members were presented with a spreadsheet listing the decisions that had been made under delegated authority since the 12th May 2020 and given the opportunity to raise any queries for further explanation before ratifying the decisions as listed.

Members were also informed that now Council is re-instating a full schedule of meetings, all decision making should now return to being conducted at Council and Committee meetings (other than those items for which the Clerk already has delegated authority that was in place pre-Covid19). Members are asked to confirm the removal of the delegated authority given to the Clerk, Chair and Vice-Chair that is currently in place.

It was resolved to ratify all decisions made under delegated authority since the 12th May 2020 and for all decision making going forward to return to being conducted at Council and Committee meetings, thereby removing the delegated authority given to the Clerk, Chair and Vice-Chair during the Covid-19 pandemic (other than those items for which the Clerk already has delegated authority that was in place pre-Covid19).

C/20/31 Review of representation on or work with outside organisations

Members were presented with a list of organisations that historically the Parish Council have had Councillor representation.

Members were asked to consider whether representation was still required for the organisations listed and if so to consider if they wish to act as the Parish Council representative.

It was resolved to appoint the following Members:

ANNUAL APPOINTMENTS 20/21

Bagshot

Bagshot Playing Fields Association	Cllr White
Bagshot Society	Cllr Trentham
St Anne’s Hall Management Committee	Cllr Trentham
Bagshot Business Association	No longer required

Lightwater

Briars’ Centre Management Committee	Cllr Jennings-Evans & Cllr Harris
Lightwater Business Association	Cllr Halovsky-Yu
Lightwater Resilience Plan	Cllr Jennings-Evans

Windlesham

Windlesham Field of Remembrance
Windlesham Poors Committee

Cllr Hansen-Hjul (Clerk to confirm)
Cllr Stacey (Clerk to confirm)

General

Chobham Common Liaison Group
Surrey County Association of
Parish & Town Councils
Local Area Committee
Dementia Alliance

Cllr Hansen-Hjul (Clerk to confirm)

Cllr Goodman
Cllr Manley
Cllr Gordon

LONGER TERM APPOINTMENTS WITH A 4 YEAR TERM

Valley End Institute – Cllr Willgoss will represent the Parish Council until May 2023.

WC Lees Resthouses –Cllr Chambers will begin a four year term until November 2023.

WC Lees Sick Poor Fund – Cllr Hansen-Hjul and Cllr Stacey will begin a four year term until November 2023.

		Term Length	Retirement date
Windlesham United Charities (5 appointees)	Mrs J Ward	4 years	Jan 2020
	Mrs R Hutchinson	4 years	Jan 2024
	Mrs D Winterton	4 years	May 2021
	Mr J Winterton	4 years	Dec 2022
	Mrs V White	4 years	Nov 2023

C/20/32 Review Standing Orders and Financial Regulations

Council is required to review, amend and approve Standing Orders on an annual basis.

Councillors last reviewed and approved Standing Orders in March 2019 and since then there have been two minor changes:

Regulation 17 d (ii) has been corrected to read '*to the Council the accounting statements for the year in the form of Section 2 of the Annual Governance and Accountability Return, as required by proper practices, for consideration and approval.*'

Regulation 18 c has been amended to read '*A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity, unless it proposes to use an existing list of approved suppliers (framework agreement).*'

Members were asked to approve Standing Orders as presented.

It was resolved to defer this item to allow Members to conduct a more in-depth review. Cllrs Willgoss and Gordon were nominated to review Standing Orders and report back to the Clerk before the July Full Council meeting.

Council is also required to review, amend if required and approve Financial Regulations on an annual basis.

Councillors last reviewed and adopted new Financial Regulations in October 2019, since when there have been no updates.

It was resolved to defer this item to allow Members to conduct a more in-depth review.

C/20/33 Review of inventory of land and assets including buildings and office equipment.

Members were presented with the fixed asset register and informed that the balance of assets held was £257,143 and that the register had been reviewed as part of the year end accounts process.

A detailed review will be carried out by the Finance and General Purposes Committee later in the year.

Noted

C/20/34 A review and confirmation of arrangements for insurance cover in respect of all insured risks.

Councillors are asked to note that the Council's insurance was renewed in October 2018, following quotes being provided by our broker, Came and Co. At the Full Council meeting in September 2018 (Minute ref: C/18/103) it was agreed that the Council would enter into a 3-year long term arrangement therefore unless the Council's insurance requirements alter significantly in the meantime, insurance will be reviewed again in May 2021.

Noted

C/20/35 Review of Council policies

Members last reviewed policies in March 2019. All policies should be reviewed annually, unless legislation requires changes to be made sooner.

Members were presented with the list of policies below along with all proposed policies for 2020/21 highlighting any changes.

Councillors were asked review and approve policies whilst noting that amendments to or replacement of policies have been recommended after checking SSALC and NALC advice on model policies and noting any changes in legislation.

Policies that are replacements for previous policies:

- Absence Policy – replacement policy AS PER SSALC MODEL POLICY
- Communications with the Press/Public - replacement policy AS PER SSALC MODEL POLICY
- Complaints policy - replacement policy AS PER SSALC MODEL

- Equality and Diversity policy – replacement policy AS PER NALC MODEL POLICY
- Lone Worker Policy - replacement policy AS PER NALC MODEL POLICY
- Grievance policy – replacement policy AS PER NALC MODEL POLICY

Policies with amendments made:

- Discipline policy – **AMENDED**

Policies with no changes from previous adopted versions:

- Councillor-Employee Relations policy – **NO ALTERATIONS FOR 2020/21**
- Health and Safety statement **NO ALTERATIONS FOR 2020/21** (this needs to be signed off by the Chairman)
- Members Code of Conduct - **NO ALTERATIONS FOR 2020/21**
- Officers Code of Conduct - **NO ALTERATIONS FOR 2020/21**
- Records Management policy - **NO ALTERATIONS FOR 2020/21**
- Recruitment policy – **NO ALTERATIONS FOR 2020/21**

Data Protection – in line with GDPR requirements, data protection and information policy are now held within 4 documents, listed below. Two are based on SSALC model policies and two are policies that have been provided by GDPR-info Ltd, who Council have appointed to provide our Data Protection Officer requirements. The policies are:

- Data Protection – No Change as per SSALC
- Freedom of Information – No Change as per SSALC
- Subject Access Request - No Change GDPR-info Ltd
- Breach Notification policy - No Change GDPR-info Ltd

It was resolved to defer this item to allow Members to conduct a more in-depth review. Cllrs Manley and Galliford were nominated to lead on this review and will report back to the Clerk two weeks prior to the July Full Council meeting.

C/20/36 Finance

- a) **Accounts for payment** - The Clerk presented a list of expenditure transactions for approval, in the sum of £38,344.33 and explained the individual items.

It was resolved the payments (Annex A) in the total sum of £38,344.33 be authorised and the Chairman will sign the Expenditure Transactions Approval List at a later date.

C/20/37 To discuss any business for referral to, or received from:

- Surrey County Council;
- Surrey Heath Borough Council

- Surrey County Council**

Cllr Goodman reported the following:

Cllr Goodman informed Members that it was with great sadness that he learnt of the recent death of Dave Hill, the Executive Director of Children services for Surrey. Dave joined Surrey in 2018 and spearheaded the significant changes in children services. He was an amazing person who had a passion for his role and helping vulnerable children. His inspiration passion and sheer energy transformed the children services in Surrey.

A322 Layby

Cllr Goodman confirmed that the work on the A322 lay by will start in July, and offered his apologies for the delay, which was due to officers and others supporting the work of Covid-19.

CRC's

Although the large CRC's are now open due to social distancing the smaller ones are yet to re-open. Bagshot Swift lane will open for green waste only on the 1st of August

SCC

It was reported that the cabinet has endorsed a consultation to implement a rental system for companies using the highway. This would potentially mean that for every day the highway is being used the company will be required to pay a rental charge. This is very likely to reduce the time that companies request access to the highway and speed up the work.

Broadway Road Drainage

Cllr Goodman confirmed that the Broadway Road drainage works under the M3 will start on July 27th and will be completed by the end of August. To allow the works to go ahead safely, Broadway Road will be closed for up to five weeks.

Oakwood Road Footpath

The Oakwood Road footpath has been closed on safety reasons for a number of years. The county Council have now received quotes for these works to be completed. They will be awarding the contract shortly and depending on which contractor is chosen the intention is to start these long awaited works in August.

Windlesham Village Centre Resurfacing

Cllr Goodman reported that he has been working with County Highways for some time now to see how resurfacing work in the centre of Windlesham village could be funded. With the help of SSE it has been agreed that the centre will be resurfaced with the intention for these works to be carried out in September.

Windlesham Traffic Flow

Cllr Goodman reminded Members that last year, a task group met to discuss possible changes to improve the traffic flow through Windlesham village and a number of challenges were identified, for which there was no easy answers. However, Highways were asked to consider some options. Due to the Covid-19 pandemic this work was paused temporarily. Cllr Goodman confirmed that officers are now looking at this project and will have some possible options later this year. The aim of this work is to reduce the speed of traffic and help residents cross the road safely. As part of this work consideration will be given to a 20 MPH speed limit. Cllr Goodman is in the process of arranging a zoom meeting to enable the task group to contribute to the process.

b. Surrey Heath Borough Council

Nothing to report

C/20/38 Outside Organisations

Cllr Willgoss reported that Valley End Institute is now in the process of re-opening.

Cllr Halovsky-Yu reported that both the Dementia Action Alliance and the Lightwater Business Association had cancelled all activities due to the pandemic and are now looking at a way to move forward. The LBA will be offering zoom meeting support from July.

Cllr Trentham reported that a member of the Bagshot Society had been watering the horse trough in Bagshot for a number of years and requested that Council ask our contractors to take on the watering. The Clerk informed Members that this is already included within the current contract.

C/20/39 Councillor Community Pride grants

There were no community pride grants presented.

C/20/40 To discuss administration for hiring of space in Bagshot Square

Cllr Goodman asked Members to consider the future use of Bagshot Square and its administration. Members were informed that SCC has requested that WPC design a booking system which will include the following conditions:

- The hirer must secure their own licences to operate on the square
- The hirer must provide all their own equipment and energy
- The hirer is responsible for cleaning the area after use (the required level of cleaning should be clearly documented).
- The hirer is responsible for any damage caused to the area whilst they are using the area
- The hirer will pay £x per 24 hours for the use of the square
- The hirer will pay a returnable deposit to WPC. If the hirer damages the area they will need insurance to cover this because they would be responsible.
- The hirer must provide their own separate risk assessment for holding the event
- The hirer is responsible to comply with Borough rules on noise and working in a conservation area
- The hirer cannot use equipment or advertising over a certain size (to be specified) unless permission has been given by the Parish office.
- The hirer is responsible for maintaining social distancing.
- No signs can be displayed in this area unless the space is being hired

Cllr Gordon requested that Members consider allowing 3 local hospitality

businesses to use the space at no cost until the end of the year.

It was resolved that Cllrs Goodman and Gordon will approach the local businesses with regard to establishing local interest and report back to the Clerk before terms are established.

C/20/41 To discuss Lightwater Pavilion

Members were presented with initial proposals and plans drawn up by the working party, outlining the proposed size and use of the site. The Clerk also provided Councillors with some background information relating to this project over the last 6 years along with the list of considerations below.

Main considerations:

The Council needs to do something with the pavilion building – whether it is refurbished, re-built as a sports pavilion or replaced with a larger multi-function building, as it is currently not fit for any purpose.

- 1) What will be the purpose/function of the building? As the building is on land owned by Fields in Trust it needs to demonstrate that it facilitates use of the outdoor space.
- 2) What are the Council's objectives for the project? Councillors need to be specific in their requirements because the use of the building will determine if the Council needs to become VAT registered or not ahead of any building.
- 3) What is the need/requirement for the building in the locality – most grant applications and certainly a PWLB loan application requires community consultation to take place (in the case of taking a PWLB loan, if repayment will require an increase in precept, consultation is essential).
- 4) The field can only accommodate junior football due to size – Curley Park Rangers who currently use the ground have stated they really only need toilet facilities. Use of a kitchen and some storage would be very welcome but not essential and they do not require changing rooms for junior football. The field can fit a single 9-a-side pitch (catering for under 12's). As the field can only support junior football, there is no requirement to comply with the FA's adult facility requirements such as showers.

The working party asked Members to consider the information presented to them and to approve funding the following:

1. Highways pre planning consultation. Indicative Website cost of £96 + vat
2. Topographical survey conducted by an impartial engineer £2000+ vat
3. Tree survey - There are many types and the costs can vary from a few hundred pounds to several thousand pounds for more detailed surveys such as tree and canopy protection and method statements etc. Council would need to budget at least £2500 initially.
4. Concept designs (3 minimum) by an architect with consideration for sustainable heating sources and materials. Estimated cost of £2000 + vat
5. A planning consultant for the project.

Cllr Halovsky-Yu proposed, Cllr Jennings-Evans seconded and it was agreed to fund all 5 points above and that a working party will design a public consultation to establish support for this project.

21:52 - It was agreed to Suspend Standing Orders to allow the meeting to

continue past 22:00.

C/20/42 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:

C/20/43 Exempt Personnel Committee Minutes from 17th June 2020

C/20/44 Hook Mill Lane update

21:58 Live streaming to Facebook was stopped at this point.

10/06/2020

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13:49

PRELIMINARY PURCHASE DAYBOOK

User: SKW

Purchase Ledger for Month No 2

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
01/04/2020	P20200401-0011	5766	NOTHING BUT PADLOCKS	NOTHI	18.49	3.70	22.19	4060	130	18.49	PADLOCK FOR ALLOTMENTS
19/03/2020	12022949	5767	ZOOM	ZOOM	11.99	2.40	14.39	4430	220	11.99	ZOOM SUBSCRIPTION
20/03/2020	REMOTE	5768	REMOTE PC	REMOT	38.42	0.00	38.42	4430	220	38.42	REMOTE ACCESS FOR 2 OFFICE PC
TOTAL INVOICES					68.90	6.10	75.00			68.90	
VAT ANALYSISCODE OTS @ 0.00%					38.42	0.00	38.42				
VAT ANALYSISCODE S @ 20.00%					30.48	6.10	36.58				
TOTALS					68.90	6.10	75.00				

Purchase Ledger for Month No 3

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
09/04/2020	9900538240	5772	SODEXO	SODEX	1,970.00	394.00	2,364.00	4005	100	1,970.00	ASHES INTERMENTS 2019-20
27/05/2020	2029547	5773	SURREY HEATH	SHBC01	6,406.25	1,281.25	7,687.50	4165	120	6,406.25	GREENSPACE CONTRACT MAY 2020
08/06/2020	329629	5774	VIKING	VIKIN	153.56	4.01	157.57	4435	220	153.56	PAPER AND STAMPS
31/05/2020	126217	5775	SHORTS	SHORT	15.50	3.10	18.60	4405	220	15.50	SKIP RENTAL
29/05/2020	GDPR-60118	5776	GDPR INFO LTD	GDPR	350.00	70.00	420.00	4430	220	350.00	DPO SERVICE ANNUAL FEE
12/06/2020	ALLOT 24B	5777	JILL JONES	JJONES	10.00	0.00	10.00	4070	130	10.00	KEY REFUND PLOT 24B
26/06/2020	EXPS APRIL-JUNE 5778		SARAH WALKER	SARAH	171.22	0.00	171.22	4905	244	108.86	PRINTING OF PAVILION PLANS
								4180	120	20.96	LINE PAINT SPRAY GRAVE
								4435	220	41.40	MILEAGE
14/06/2020	EXPENSES JUN 205779		CLLR HALOVSKY-YU	CLLRHY	23.22	0.00	23.22	4515	230	23.22	EXPENSES JAN 20 - MAR 20
18/06/2020	2029800	5780	SURREY HEATH	SHBC01	6,406.25	1,281.25	7,687.50	4165	120	6,406.25	GROUNDS MAINTENANCE JUNE 2020
29/06/2020	15265	5781	FORAMAFLOW	FORA	1,030.00	206.00	1,236.00	4150	120	1,030.00	W CEM MAINTENANCE JUNE 2020
19/06/2020	41575	5782	PLAY INSPECTION CO	PLAYI	217.50	43.50	261.00	4210	120	217.50	ANNUAL PLAYGROUND
11/05/2020	ODUE	5783	MILK & MORE	MILKA	7.65	0.00	7.65	4180	120	7.65	MILK TO 20-3-20 NOW CANCELLED
19/05/2020	21433849	5784	ZOOM	ZOOM	11.99	2.40	14.39	4430	220	11.99	Monthly subscription
21/05/2020	21676552	5785	ZOOM	ZOOM	11.99	2.40	14.39	4430	220	11.99	Monthly subscription
21/06/2020	27036871	5786	ZOOM	ZOOM	11.99	2.40	14.39	4430	220	11.99	Monthly subscription
19/06/2020	26773641	5787	ZOOM	ZOOM	11.99	2.40	14.39	4430	220	11.99	Monthly subscription
19/04/2020	16307727	5788	ZOOM	ZOOM	11.99	2.40	14.39	4430	220	11.99	Monthly subscription
22/04/2020	P20200422-0008	5789	NOTHING BUT PADLOCKS	NOTHI	94.33	18.87	113.20	4175	120	94.33	Padlocks for Lightwater rec
05/06/2020	EXG-GRANT	5790	CHAPEL LANE ACTION	CLAG	21,360.00	0.00	21,360.00	4650	260	21,360.00	Grant as agreed at FC 5-6-2020
TOTAL INVOICES					38,275.43	3,313.98	41,589.41			38,275.43	
VAT ANALYSISCODE OTS @ 0.00%					21,503.50	0.00	21,503.50				
VAT ANALYSISCODE S @ 20.00%					16,569.84	3,313.98	19,883.82				