



Windlesham Parish Council

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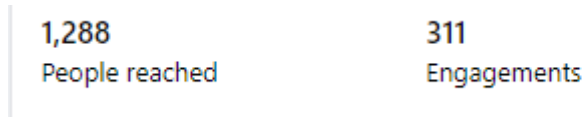
The Council Offices
 The Avenue
 Lightwater
 Surrey
 GU18 5RG

MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL
Held on Tuesday 29th September 2020, at 7.30pm held by remote conferencing on Zoom

Bagshot Cllrs		Lightwater Cllrs		Windlesham Cllrs	
Bakar	PZ	Barnett	PZ	Goodman	PZ
Chambers	-	Galliford	PZ	Hansen-Hjul	PZ
Gordon	PZ	Halovsky-Yu	PZ	Stacey	A
Manley	PZ	Harris	PZ		
Trentham	PZ	Hartshorn	PZ		
Willgoss	PZ	Jennings-Evans	A		
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 and statistics show that 1288 people were reached with 311 engagements.



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

Cllr Malcaus Cooper was in the Chair

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		Action
C/20/76	Apologies for absence Apologies for absence were received from Cllrs Stacey and Jennings Evans. Cllr Chambers was not in attendance and no apologies were received.	
C/20/77	Declarations of interest Cllr Halovsky-Yu declared a non-pecuniary interest in item 16 on the agenda 'Festive Lights' due to being an active member of the LBA who historically provide additional Christmas lighting for Lightwater village.	
C/20/78	Public question time as submitted to the Clerk prior to the meeting	

	<p>Members of the public had pre-submitted questions which the Clerk then presented to the Council.</p> <p>Q:Mr Wilson requested that the Parish Councillors take the necessary steps to ensure the planning application 12/0684 is investigated.</p> <p>He expressed concern that there were so many irregularities and omissions with this application, that when presented to the planning committee they had little choice but to vote in a certain way, which he believes was detrimental to common law and the procedures laid down by statute.</p> <p>Examples of some irregularities (documents are a matter of record)</p> <p>1.A Planning Officer wrote to Parish Clerk 11 December for a decision, requesting the item be returned in 14 days. It is his understanding that a 21 day period is the standard response time, however on the 18 December the item was passed by the PC planning committee. The objections by Mr Wilson were not passed on. Why?</p> <p>2. A copy of the minutes where this item was discussed has been requested and as yet not found.</p> <p>3. The Enforcement Officer and Senior Planners wrote a quote " the development does not fall within "permitted development".</p> <p>4 The Planning Officer wrote on the online application "The development hereby permitted will not give rise to an adverse impact on the amenities enjoyed by neighbouring properties." However, Mr Wilson feels that there has been a significant detrimental impact.</p> <p>Mr Wilson concluded that "With all due respect, I know Councillors give up their free time and effort to the community, to provide a better environment for us all. When actions take place which undermine their input, it is a sad day."</p> <p>A: The Council asked the Clerk to write to Mr Wilson on their behalf explaining that as a consultee only, the Parish Council has no jurisdiction in this matter and to provide him with the contact details of Jenny Rickard, Head of Regulatory Services at Surrey Heath Borough Council, who are the relevant planning authority.</p>	<p>The Clerk</p>
<p>C/20/79</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/20/102 Exempt Full Council Minutes from 28th July 2020 C/20/103 Exempt Committee Minutes a) Exempt Cemeteries Committee Minutes from 16th September 2020 b) Exempt Pavilion Committee Minutes from 16th September 2020 C/20/104 NALC National Salary pay scales</p>	
<p>C/20/80</p>	<p>Full Council Minutes</p> <ul style="list-style-type: none"> The open minutes of the Council meeting held on 28th July 2020 and 	<p>Cllr Malcaus</p>

	20 th August 2020 were approved and will be signed at a later date by Cllr Malcaus Cooper.	Cooper
C/20/81	<p>Committee and Sub-Committee Minutes</p> <ul style="list-style-type: none"> The minutes of the Planning Committee meetings held on 4th and 18th August 2020, were approved and will be signed at a later date by Cllr Halovsky-Yu. The minutes of the Planning Committee meetings held on 8th and 22nd September 2020, were approved and will be signed at a later date by Cllr Harris The minutes of the Civic Amenities and Recreation Committee meeting held on 1st September 2020, were approved and will be signed at a later date by Cllr Galliford. The minutes of the Finance & General Purpose Committee meeting held on 8th September 2020, were approved and will be signed at a later date by Cllr Goodman. The minutes of the Cemeteries Committee meeting held on 16th September 2020, were approved and will be signed at a later date by Cllr Willgoss. The minutes of the Pavilion Committee meeting, held on 16th September 2020, were approved and will be signed at a later date by Cllr Harris. 	<p>Cllr Halovsky-Yu</p> <p>Cllr Harris</p> <p>Cllr Galliford</p> <p>Cllr Goodman</p> <p>Cllr Willgoss</p> <p>Cllr Harris</p>
C/20/82	<p>To discuss any business for referral to, or received from:</p> <ol style="list-style-type: none"> Surrey County Council; Surrey Heath Borough Council <p>a. Surrey County Council</p> <p>Cllr Goodman reported the following:</p> <p><u>Covid</u> Cllr Goodman acknowledged that Covid continues to dominate our lives and the latest restrictions although necessary will be challenging for us all. He reported that Surrey is currently at the lower end of cases as is Surrey Heath. However, Spelthorne is of concern with a high number of new cases. The new track and trace app will hopefully help and the more people who download it the better chances there are to contain the virus.</p> <p><u>Windlesham Highways Work</u> Cllr Goodman confirmed that by using part of his highway allowance, resurfacing of the centre of Windlesham in a different colour and skid tarmac will be able to be carried out. This work is intended to slow vehicles down. The resurfacing of Chertsey Road away from Windlesham will also be completed. These are the first elements of the rejuvenation of the centre of Windlesham. Highways have also been considering other elements and would like to have a Zoom call with the parish to discuss options. Cllr Goodman asked all Councillors that would like to be involved to contact him.</p>	

This is an important piece of work in rejuvenating the centre and some roads into Windlesham.

HGV's

Work with the police and SCC is currently looking at the possibility of a technological solution to tracking over-weight HGV's. These are early days and it will not be a cheap solution. However, the Police are actively considering options.

Tree Planting Scheme

As part of Surrey's 1.2m tree planting scheme, Surrey would like to plant trees in urban locations. Cllr Goodman asked for the Parish to confirm which locations they would like to be considered. The intention is that funding can be secured via SCC, Cllr Goodman's allowance and the Parish. The actual costs will depend on the number of trees and type.

Bagshot Pedestrian Crossing on the Guildford Road

Members were informed that there has been concern at the pedestrian crossing on Guildford Road Bagshot, and they were provided with a report from SCC highways on the matter.

Climate Change

Last week SCC updated the select committee on the development of actions to tackle climate change. For more information please use the following link. <https://mycouncil.surreycc.gov.uk/documents/s69719/Select%20Committee%20Climate%20Change%20Strategy%20Update.pdf>. One of the actions was a micro site to advise residents on climate change and the following link is a helpful guide to residents on their own carbon foot print <https://www.surreycc.gov.uk/people-and-community/surrey-matters/recycling/carbon-footprint>.

Unitary Authorities

Cllr Goodman reported that during the last few weeks there have been many stories about unitary authorities, and explained that his stance is to wait until the white paper is published in the autumn, at which point we will know what the government plans are and parishes will be given every opportunity to contribute to the debate. He confirmed that Surrey Association of Councils have been involved with a Surrey wide group looking at the possibilities of what this could mean to Parishes.

Chobham Cobham Fires

Since the last meeting there has been a serious fire on the common, which destroyed areas of the common and the wildlife. Cllr Goodman paid tribute to our professional fire service who managed the emergency incident so professionally, with the help of other fire services, and over forty appliances on site at one time. There has been many comments about the service and the following link may answer the many questions that residents may have <https://www.surreycc.gov.uk/people-and-community/fire-and-rescue/what-have-we-done-since-april>

Oakwood Footpath

After considerable delay the intention is to commence work on the Oakwood footpath in October.

Local Communities Grant Scheme

Cllr Goodman provided Members with details of a grant scheme for local communities to consider.

	<p style="text-align: center;">b. Surrey Heath Borough Council</p> <p>Cllr White reported the following:</p> <p><u>Villages Committee</u> SHBC had held a Villages Committee meeting and further updates will be forthcoming.</p> <p><u>Community Governance Review</u> The results and recommendations for the Community Governance Review will go to SHBC Full Council on the 14th October 2020 for consideration.</p> <p>Cllr Barnett reported the following:</p> <p><u>Planning Consultation</u> SHBC are preparing a comprehensive response to the governments planning reform consultation.</p> <p>Cllr Galliford reported the following:</p> <p><u>SHBC CEO</u> SHBC will shortly be interviewing for the position of CEO to the Borough Council.</p>	
<p>C/20/83</p>	<p>Finance</p> <p>a) Accounts for payment - The Clerk presented a list of expenditure transactions for approval, in the sum of £7,722.73 and explained the individual items.</p> <p>It was resolved the payments (Annex A) in the total sum of £7,722.73 be authorised and the Chairman will sign the Expenditure Transactions Approval List at a later date.</p> <p>b) CIL report</p> <p>The Clerk presented Members with an up to date report on the current balance of monies obtained through the Community Infrastructure Levy. The remaining balances are as follows:</p> <p>Windlesham £46,531.35 Lightwater £13,637.35 Bagshot £49,982.83</p> <p>Members were provided with papers prior to the meeting reminding them that the Community Infrastructure Levy is a charge which can be levied by local authorities on new development in their area. Surrey Heath Borough Council collect this levy and where developments are within the Parish Council area, a percentage of that levy is passed on to the Council.</p> <p>For any developments in Lightwater or Bagshot, 15% of the levy is passed on to the Parish Council. For any developments in Windlesham, 25% of the levy is passed on to the Parish Council, as Windlesham has a “made” Neighbourhood Plan.</p>	<p>Cllr Malcaus Cooper</p>

	<p>The levy can be used to support the development of the parish council's area by funding the provision, improvement, replacement, operation or maintenance of infrastructure; or anything else that is concerned with addressing the demands that development places on the area.</p> <p>The Council has a policy to spend CIL funds in the village to which the CIL payments relate. The levy has a 5-year expiry, so funds cannot be accumulated on a long-term basis. CIL payments are made to the Council twice annually in April and October.</p> <p>Windlesham currently have a balance of £3,502.57 that has an "expiry date" of 1st April 2021. If this amount remains unspent at that time, Surrey Heath could ask for it to be repaid to them.</p> <p>Cllr Willgoss asked when the next CIL payment would be made to the Parish Council and the Clerk explained that payments are usually received in April and October.</p> <p>This item was noted and it was agreed that the Clerk would provide an update once the October payment has been received.</p>	<p>The Clerk</p>
<p>C/20/84</p>	<p>Council to receive the external audit conclusion for 2019-20</p> <p>The Clerk informed Members that the Conclusion of Audit has now been received from PKF Littlejohn and Council were presented with the relevant papers.</p> <p>The annual return has been passed with no issues and a copy presented to Members.</p> <p>Cllr Malcaus Cooper formally thanked the Clerk for all her hard work.</p> <p>It was resolved to note the contents of the report, to accept the audit opinion and approve the annual return and certificate.</p>	
<p>C/20/85</p>	<p>Appointment of internal auditor for 2020-21</p> <p>Members were reminded that it is a legal requirement for Council to appoint a suitably qualified internal auditor to carry out the annual internal audit.</p> <p>Mark Mulberry of Mulberry and Co Ltd has carried out this role for the past 8 years and has indicated that he would be willing to act as the internal auditor for 2020-21.</p> <p>There is no maximum time period for which an internal auditor can be engaged and as a qualified accountant, with many years of experience in the Parish sector, who is completely independent of the Council, Mulberry and Co meets the key criteria of independence and competence.</p> <p>The Clerk recommended that WPC continue to use Mark Mulberry as their internal auditor due to his significant level of knowledge of Windlesham and that fact that he is a leading provider of internal audit services to parishes in the Surrey and Sussex Area, acting for more than 60 Parish and Town Councils.</p>	

	<p>It was resolved to:</p> <ol style="list-style-type: none"> 1. Approve the appointment of Mark Mulberry as the Council's internal auditor for 2020-21 2. Agree that the Clerk can sign off the letter of engagement with Mulberry and Co. 	The Clerk
C/20/86	<p>Outside Organisations</p> <p><u>Bagshot Playing Fields Association</u> Cllr White reported that earlier that evening she had attended a committee meeting and that the group are coping well with the implications of Covid and have completed the necessary risk assessments, which has been sent to all hirers.</p> <p><u>Lightwater Business Association</u> Cllr Halovsky-Yu reported that the LBA has now resumed committee meetings, however the networking meetings are still on pause. However, there are plans to instigate virtual networking meetings for businesses within Surrey Heath.</p> <p>Cllr Halovsky-Yu also reported that unfortunately due to Covid-19 the decision has been taken to cancel the Christmas Fayre in the Square. The LBA are hoping to continue providing the festive lighting in the square and are assessing if they have sufficient volunteers to do so, or if they will require support from the Parish Council.</p> <p><u>Windlesham Field of Remembrance</u> Cllr Hansen-Hjul reported that the WFOR has completed all the necessary Covid risk assessments and is also using the NHS QR code for track and trace purposes.</p> <p><u>The Briars Centre</u> Cllr Harris reported that the Briars Centre has completed all the necessary Covid risk assessments and are currently operating at a reduced capacity.</p> <p><u>Lightwater Resilience Plan</u> Cllr Malcaus Cooper reported that the Lightwater Resilience Plan group, along with Lightwater Live and Lightwater Care have now formed an umbrella organisation 'Lightwater Connected' to provide a single point of contact for residents. Each organisation will continue to retain its own autonomy. From the 1st of October 2020 Lightwater Connected will be operating from the Fredericks Foundation between 10am and 12 noon Monday to Friday.</p>	
C/20/87	<p>Councillor Community Pride grants</p> <p>No Community Pride applications were submitted.</p>	
C/20/88	<p>Clerks Update</p> <p><u>Memorial Trees</u> The Clerk reported that she has been contacted by Ruth Hutchinson, a Bagshot resident who wishes to plant some memorial trees on the corner of Green Lane and Whitmore Road in Bagshot, in memory of all Bagshot Councillors that have passed away. The land in question belongs to</p>	

	<p>Highways and Cllr White reported that Cllr Goodman has been in touch with Andrew Milne from Highways who has confirmed via email that County will progress this project and will contact either Cllr Goodman or Ruth Hutchinson in due course.</p> <p><u>Lightwater Pavilion Insurance Claim</u> The Clerk informed Members that the insurance claim to repair the pavilion roof has now been paid.</p>	
C/20/89	<p>Council Insurance quote renewal</p> <p>The Clerk informed Members that the Council's insurance renewal is due on 1st October 2020. This is the final year of a 3-year long term arrangement with Ecclesiastical, which was the best value quote that was offered by brokers Came and Co.</p> <p>The renewal quote including IPT and administration fees for the coming year is <u>£4,276.81</u>.</p> <p>It was resolved to note and approve the renewal quote for the year 2020-2021.</p>	
C/20/90	<p>To discuss a complaint received regarding Windlesham Cemetery and the Cemeteries Committee</p> <p>Members were notified that a formal complaint has been raised regarding Windlesham Cemetery path and the Cemeteries Committee. In the interim period between the resident notifying that they wished the matter to be raised as a formal complaint and the September full council meeting, the Cemeteries Committee have met and the Clerk has been given delegated authority to have a repair of the path completed.</p> <p>Members discussed the circumstances surrounding the complaint and Cllr Malcaus Cooper informed them that at the September 2020 meeting the Cemeteries committee had delegated authority to the Clerk to arrange remedial work to be carried out. Cllr Malcaus Cooper highlighted to Members, that the pot holes raised in the complaint were not apparent or known to the Council until May 2020, during the Covid19 lockdown period. However, Cllr Malcaus Cooper also acknowledged that due to the ongoing CGR, Members of the committee had been reluctant to commit to any capital spend, therefore had not progressed with the full visioning exercise and workplans committed to at the September 2019 meeting. It was recognised that this information had been poorly communicated to the public and lessons have been learnt from this.</p> <p>It was resolved that the Clerk will write to the complainant outlining the remedial works that will be implemented and that the case will now be closed.</p>	The Clerk
C/20/91	<p>Festive Lighting</p> <p>Members were informed that at the CAR Committee held on 1st September, discussions were held regarding additional festive lighting in the villages and it was resolved that one committee member from each village would</p>	

	<p>conduct a needs analysis for their village and provide a report to the Clerk, enabling indicative costs for this year to be sought and reported to Full Council.</p> <p>The following information was submitted prior to this Full Council meeting:</p> <p>Bagshot: Cllr White has investigated the cost of providing 70 trees to adorn shop fronts on the High Street, totalling £1,050.00.</p> <p>Lightwater: No information</p> <p>Windlesham: No information</p> <p>At the meeting Cllr Halovsky-Yu informed Members that the LBA were happy to continue to provide the lighting for Lightwater square, however she was still awaiting information as to whether the volunteers were willing and able to commit to installing the lights. The Parish Council may be required to assist with installation and additional budget for this year.</p> <p>Cllr Hansen-Hjul reported that having conducted a village poll within Windlesham and spoken with the business owners the most feasible option for this year would be to provide funding/lighting for the business to decorate the shop fronts.</p> <p>Cllr Malcaus Cooper proposed, Cllr Goodman seconded and it was agreed that the Council will pay the £1,050 to cover the cost of 70 small Christmas trees for Bagshot High Street shop fronts and to allocate the same amount to both Windlesham and Lightwater to bring some festive cheer to the villages. Both Cllr Hansen-Hjul and Cllr Halovsky-Yu will provide a written proposal for their prospective villages detailing what provision the allocated funds will be spent on and how they envisage payments to be made (for example will the Council be invoiced directly or businesses reimbursed).</p> <p>Additionally, Cllr Goodman will start the process of obtaining the lamp post technical specs required to source festive lighting and the Clerk will initiate the process of obtaining the relevant permissions for Christmas 2021.</p> <p>Members will receive an update at the November Full Council meeting.</p>	<p>Cllr Halovsky-Yu Cllr Hansen-Hjul The Clerk</p> <p>Cllr Goodman</p>
<p>C/20/92</p>	<p>Government Consultation – Pavement parking: options for change</p> <p>The Clerk had previously circulated to Councillors an email regarding an open consultation from the Government - Pavement parking: options for change. This was released was on 31st August.</p> <p>The consultation seeks views on some options to help local authorities to tackle the problem of pavement parking.</p> <p>The Clerk reminded Members that the deadline is 22nd November if Council wished to formulate a response.</p> <p>Cllr Willgoss asked if it was known how SHBC intended to enforce any new parking laws.</p> <p>It was resolved that the following Councillors will be part of a working</p>	

	<p>party and will formulate a Council response.</p> <p>Cllr Malcaus Cooper Cllr Goodman Cllr Willgoss Cllr Hansen-Hjul Cllr Trentham</p> <p>Cllr White agreed to raise the question about enforcement with SHBC and Cllr Malcaus Cooper agreed to email all those involved by the end of the week to arrange a mutually convenient date.</p>	<p>Cllr White Cllr Malcaus Cooper</p>
C/20/93	<p>Update from the Planning Reform Consultation working party</p> <p>The working party informed Members that having read the planning reform papers in detail; it became apparent that Council would need to seek expert planning advice in order to provide a meaningful response.</p> <p>Cllr Malcaus Cooper indicated that she would be able to provide contact details for a planning consultant who might be able to assist. Cllr Goodman highlighted that SSALC were running a briefing session on the 8th October specifically addressing the consultation and Cllr Galliford suggested that SHBC may be willing to offer the Council a presentation on planning to help inform the Councils response.</p> <p>Cllr Malcaus Cooper proposed, Cllr Goodman seconded that Council set aside £1600 to obtain the necessary advice. A vote was taken, and the motion was carried with 13 in favour and 1 against.</p>	<p>Cllr Malcaus Cooper</p>
C/20/94	<p>Notice of motion from Cllr Hansen-Hjul for Council to consider assuming responsibility for the maintenance of land at Windle Close, Windlesham</p> <p>Councillor Hansen-Hjul motioned for Members to consider assuming responsibility for the maintenance of land at Windle Close, Windlesham, with the view to planting and maintaining 6 additional Cherry trees and installing and maintaining 4 benches. This land is currently owned by Accent Housing and maintained by SCC.</p> <p>SCC have indicated that it may be possible for the parish to take on the maintenance under section 96 of the Highways Act 1980, however this would extend to all maintenance including grass cutting.</p> <p>It is Cllr Hansen-Hjul's understanding that SHBC may be willing to continue with the grass cutting and that the residents would be happy to undertake the maintenance of the trees. Additionally, Cllr Hansen-Hjul indicated that SCC think that SHBC may give WPC a grant to install benches on the land.</p> <p>It was resolved that Cllrs Hansen-Hjul, and Goodman along with the Clerk and a SHBC representative, will investigate the practicality and cost of this project; determining if SCC will give permission for trees and benches to be reinstated on the piece of land in question; if SHBC will continue to cut the grass at no cost to the Parish and if SHBC provide grants to fund the provision of benches.</p>	<p>Cllrs Hansen-Hjul & Goodman The Clerk</p>

<p>C/20/95</p>	<p>Notice of motion from Cllr Malcaus Cooper to discuss adopting a vexatious complaints policy</p> <p>Councillor Malcaus Cooper motioned for Council to discuss adopting a vexatious complaints policy.</p> <p>Members were provided with two example policies and informed that there appeared to be no model policy provided by either NALC or SSALC.</p> <p>Members discussed the benefits and drawbacks of Council adopting a vexatious complaints policy and it was resolved unanimously for the Clerk along with the Chairman to draft a vexatious complaints policy.</p>	<p>The Clerk and Cllr Malcaus-Cooper</p>
<p>C/20/96</p>	<p>Notice of motion from Cllr Malcaus Cooper to discuss recording of apologies for absence</p> <p>Councillor Malcaus Cooper motioned for Council to consider how apologies for absence are recorded expressing concern that by discussing and debating reasons for absence in a public arena could compromise Councillors privacy and safety.</p> <p>The Clerk advised that the Charles Arnold-Baker on Local Council Administration states the following regarding apologies and recording absences:</p> <p>“Apologies need not necessarily be conveyed in writing but reasons for absence known to the council should be minuted. Where a council is considering a reason for absence, some reason or explanation must be known to it and this must be approved by affirmative resolution, before the end of the six months.”</p> <p>It also states:</p> <p>“.....it is important to record the grounds upon which apologies for absence are tendered in case they have to be approved to prevent a casual vacancy arising.”</p> <p>The Clerk then, confirmed that in practice, the Council does not record the reasons for absence in the minutes, but reasons are given verbally and Members agree to accept them (or not) which is minuted. As the reasons are approved (or not) on a continual basis at each meeting, only those members who are absent (either with no apologies or unaccepted apologies) are monitored to check for the 6-month rule.</p> <p>If Members are no longer happy to have reasons for absence stated at meetings, then all apologies will need to be submitted to the Clerk, in writing, prior the meeting. No apology can be accepted if it does not come to the Clerk as the Clerk will be assuming responsibility for deciding if a reason is acceptable (or not).</p> <p>The verbal summary will state by name those Members that have given an acceptable apology, those who have given an unacceptable apology and those who are absent without apologies. The minutes will then simply state that apologies received by the Clerk were noted.</p>	

	<p>The reasons for absence for all Councillors will be logged on a spreadsheet in the event that there needs to be approval given if any Member is likely to breach the 6-month rule.</p> <p>If the Clerk is unsure that an apology received is due to an acceptable reason, she will discuss it with the Chairman of that committee or the Chairman of Council as appropriate. In the event that a member is about to breach the 6-month rule, the reasons for their apologies will have to be given at a meeting and recorded in the minutes as Council must approve by affirmative resolution the reasons for the absences before the end of the 6-month period if that Member is to remain a Councillor.</p> <p>Cllr Malcaus Cooper proposed, Cllr Halovsky-Yu seconded to adopt the above procedure for the purpose of recording apologies and a vote was taken. The motion was carried with 13 in favour and 1 against.</p>	
<p>C/20/97</p>	<p>Notice of motion from Cllr Malcaus Cooper to discuss committee membership in relation to Standing Orders</p> <p>Cllr Malcaus Cooper expressed concern that currently Council is not complying with Standing Orders and requested that Members considered either changing the Standing Orders regarding the number of committees each Councillor should sit on, or request that all Councillors ensure that they are a Member of and attend two committee meetings.</p> <p>The Standing Orders adopted by this Council state that each Member will sit on at least two committees or sub-committees. It was also agreed at the annual meeting on 30th June, that committee membership would consist of 6 members. With 6 committees this means there are 36 committee seats and with a full council of 18 (although we are currently 17), each member could sit on 2 committees if the seats were equally shared.</p> <p>In reality, there are two councillors who sit on only 1 committee and 2 councillors who do not sit on any committees at all.</p> <p>It was resolved that the Clerk will write to those Councillors who sit on less than 2 committees requesting they put themselves forward for a minimum of 2.</p>	<p>The Clerk</p>
<p>C/20/98</p>	<p>Notice of motion from Cllr Gordon to discuss adding “Any Other Business” as a standing agenda item</p> <p>Cllr Gordon requested that Councillors consider adding Any Other Business as a standing agenda item:</p> <p>The Clerk advised that “AOB” is not transparent to the public and the public have a right to know what business is to be discussed at a meeting to see if it is of interest to them. For this reason no lawful decisions can be made about any item discussed under “AOB”. The summons to a meeting (the agenda) by law has to contain the specific items of business to be transacted (LGA 1972 10(2)(b)). A Council cannot lawfully decide any matter that is not specified in the summons.</p> <p>In order to avoid the possibility of decisions being made unlawfully, the Clerk advised that ‘AOB’ should not be added to the agenda.</p>	

	<p>It was resolved that to allow Councillors to discuss matters arising for future agendas, Members will meet informally 20 minutes prior to each Full Council meeting.</p>	
C/20/99	<p>Correspondence</p> <p>There was no correspondence.</p>	
C/20/100	<p>Memorials and Inscriptions</p> <p>There were no memorial applications for approval.</p>	
C/20/101	<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/20/102 Exempt Full Council Minutes from 28th July 2020 C/20/103 Exempt Committee Minutes a) Exempt Cemeteries Committee Minutes from 16th September 2020 b) Exempt Pavilion Committee Minutes from 16th September 2020 C/20/104 NALC National Salary pay scales</p> <p><i>21:40 Live streaming to Facebook was stopped at this point.</i></p>	

Annex A

28/09/2020

Windlesham Parish Council

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PRELIMINARY PURCHASE DAYBOOK

User: SKW

Purchase Ledger for Month No 6

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
18/09/2020	14397	5825	SSALC	SSA01	30.00	6.00	36.00	4350	200	30.00	Clerk Training Course
28/09/2020	15314	5826	FORAMAFLOW	FORA	1,030.00	206.00	1,236.00	4150	120	1,030.00	W CEM MAINTNANCE SEPT 2020
21/09/2020	INV42500493	5827	ZOOM	ZOOM	11.99	2.40	14.39	4430	220	11.99	ZOOM SUBSCRIPTION SEPT 20
20/09/2020	134501	5828	SHORTS	SHORT	2.50	0.50	3.00	4405	220	2.50	SKIP RENTAL
19/09/2020	INV42235982	5829	ZOOM	ZOOM	11.99	2.40	14.39	4430	220	11.99	ZOOM SUBSCRIPTION SEPT 2020
16/09/2020	14384	5830	SSALC	SSA01	30.00	6.00	36.00	4505	230	30.00	COUNCILLOR TRAINING
18/09/2020	14412	5831	SSALC	SSA01	30.00	6.00	36.00	4350	200	30.00	OFFICER TRAINING
24/08/2020	08811	5832	ACADEMY ENVIROMENTAL ACADE		45.00	9.00	54.00	4060	100	45.00	WASP NEST REMOVAL W CEM
11/09/2020	3469	5833	THROUGH THE KEYHOLE	THROU	125.00	0.00	125.00	4060	244	125.00	LOCKS FITTED AT PAVILION
10/09/2020	2030701	5834	SURREY HEATH	SHBC01	6,406.25	1,281.25	7,687.50	4165	120	6,406.25	GROUNDS MAINTENANCE SEPT 2020
TOTAL INVOICES					<u>7,722.73</u>	<u>1,519.55</u>	<u>9,242.28</u>			<u>7,722.73</u>	
VAT ANALYSISCODE OTS @ 0.00%					125.00	0.00	125.00				
VAT ANALYSISCODE S @ 20.00%					7,597.73	1,519.55	9,117.28				
TOTALS					<u>7,722.73</u>	<u>1,519.55</u>	<u>9,242.28</u>				