



Windlesham Parish Council

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MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL

Held on Tuesday 27th October 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	PZ
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 and statistics show that 286 people were reached with 124 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/20/105	Apologies for absence Acceptable apologies for absence were received from Cllrs Stacey and unacceptable apologies were received from Cllr Bakar. Cllr Chambers was not in attendance and no apologies were received.	
C/20/106	Declarations of interest No Declarations of Interest were made.	
C/20/107	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: A Bagshot resident asked the following:	

As our local Council, are there any of your members who follow the Passenger Groups involved with our local train services for the sake of residents who use Bagshot Station?

For many years a Councillor represented Windlesham Parish Council and took an active interest in the Windsor Passenger Line & other important updates involving South Western Trains.

I have picked up some interesting information on Social Media today about the relocation of the footbridge on the edge of the Nursery Estate which is going to be relocated elsewhere towards the road bridge near The Cricketers' London Rd.

I was disappointed how little was improved at Bagshot Station back in 2015 and to overcome mobility issues or improved disability facilities one has to go up the line to ASCOT which is fine if going to London but not for traveling elsewhere which actually makes travelling by bus a better option.

A: Cllr White informed Members that she has been involved in a meeting with South West Trains regarding the upgrading of the station but was unaware of any plans to move the footbridge. She has agreed to contact SWT to follow up this point and provide an update.

Cllr Goodman also pointed out that SCC are currently looking at new rail strategy and maybe WPC would consider making representation to SCC asking for Bagshot station to be looked at.

Q2: A Windlesham resident posed the following questions:

Re:Traffic in Windlesham

It is now well over a year since the three documents which make up the Windlesham Neighbourhood Plan (WNP) were approved by referendum, and thereafter by Parish and SHBC. Parish Council now has a mandate to carry out the policies and recommendations contained in the WNP. It is Important for all those involved in the Plan, that the Parish Council as a whole rather than individual members are involved in taking forward the issue of dealing with traffic, the single most important issue affecting the area.

The results of a focus group set up to further clarify residents' wishes regarding traffic, reported to Parish Council this identifies and updates policies which residents wish to see further developed.

- a) Will Parish review the focus group results with the policies and recommendations within the WNP and take a holistic approach involving all of Windlesham, north and south, to any proposal? (It will be understood that the knock-on effect that one action taken in one area, will have a not necessarily positive effect in another. This is evidenced by the increase of HGVs using Church Road between Kennel lane and New Road since the HGV ban was imposed in the village centre. It is also understood that any changes in Windlesham are also likely to affect our neighbouring villages also in the remit of Parish.)
- b) Will Parish debate and agree an overarching plan or strategy for traffic management within its boundaries?
- c) Bearing in mind the limited funds available from County to implement traffic management changes will Parish commit to funding these long

	<p>overdue necessary changes using CILS monies or even some reserve funds?</p> <p>Cllr Goodman reminded Members that two of the documents referred to were annexes to the Windlesham Neighbourhood Plan and did not form part of the plan itself. However, he noted that through liaison between SCC and the task group, efforts were being made to address issues raised in the documents. Highways have been looking at schemes to improve traffic speed and flow in Windlesham, it was also noted that the work previously carried out by the consultants in conjunction with residents had some valuable ideas, although could not be taken forward due to insufficient funding. Cllr Willgoss also pointed out that this was a Parish wide issue and should not be limited to one village.</p> <p>Q3: A Bagshot resident asked the following:</p> <p>I am a Bagshot resident. I already asked about speeding on Guildford Road in January. But I have since found that the problem is much more widespread. I would say that on all the main through roads in the parish, the majority of cars are speeding at the majority of times.</p> <p>Speeding is an important quality of life issue. Aside from the obvious safety implications, it discourages walking and cycling and creates a more unpleasant environment through increased noise and pollution.</p> <p>I want to ask the council to take this issue up as one that it campaigns on on behalf of parish residents. The council can use its moral authority to raise the issue with the county council, the police and others.</p> <p>A lack of police speed controls is in my view a contributing factor to the problem. I have not once seen a police speed check over the last year. Occasional speed checks would in my view have a disproportionate effect, by reintroducing a deterrent that does not exist at the moment. I believe the council should encourage the police to carry out occasional speed checks.</p> <p>A: The Clerk reminded Members that in January the resident was sent the following response:</p> <p><i>'Cllr White indicated that the matter could be raised at Local Area Committee and invited Cllr Goodman in is capacity as County Councillor to respond. Cllr Goodman agreed to write to Andrew Milne at SCC regarding signage suggesting that a repeater sign and/or speed signs painted on the road surface be considered. Cllr Goodman will also write to the Police Borough Commander Bob Darkins to request this area be added to the speed check list.'</i></p> <p>It was agreed that both Cllr White and Cllr Goodman will follow up on their requests.</p>	
<p>C/20/108</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/20/124 Exempt Full Council Minutes from 29th September and 13th October 2020</p> <p>C/20/125 Exempt Committee Minutes</p> <p>a) Exempt Civic Amenities and Recreation Committee Minutes from 6th October 2020</p> <p>b) Exempt Pavilion Committee Minutes from 20th October 2020</p>	
C/20/109	<p>Full Council Minutes</p> <ul style="list-style-type: none"> The open minutes of the Council meeting held on 29th September 2020 were approved and will be signed at a later date by Cllr Malcaus Cooper. 	Cllr Malcaus Cooper
C/20/110	<p>Committee and Sub-Committee Minutes</p> <ul style="list-style-type: none"> The minutes of the Planning Committee meetings held on 6th and 20th October 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 6th October 2020, were approved and will be signed at a later date by Cllr Galliford. The minutes of the Pavilion Committee meeting, held on 20th October 2020, were approved with the following amendments and will be signed at a later date by Cllr Harris. <p>Amendments: 'It was further proposed by Cllr Malcaus Cooper and agreed that agenda item 6 – update from Fields in Trust was moved into exempt business from the open part of the meeting. Cllr Willgoss wished for it to be minuted that he challenged this decision.'</p>	<p>Cllr Harris</p> <p>Cllr Galliford</p> <p>Cllr Harris</p>
C/20/111	<p>To discuss any business for referral to, or received from:</p> <p>a. Surrey County Council; b. Surrey Heath Borough Council</p> <p>a. Surrey County Council</p> <p>Cllr Goodman reported the following:</p> <p><u>Update on Highways in Windlesham</u> Cllr Goodman reported that the task group met with officers two weeks ago and it was agreed that highways would look at a scheme to improve traffic flows and safety for Windlesham. This will be broken down in stages so as and when funding is made available works can be completed. The intention is that officers will put forward suggestions later this year with the intention of formally consulting residents early in 2021.</p> <p>The resurfacing in the centre of the village will be completed shortly and Chertsey Road will be done in the spring of 2021.</p>	

The slurry resurfacing of Heathpark Drive has been completed.

Windle Brook Bagshot

Cllr Goodman noted that there has been some concern regarding Windle brook and the possibility of it flooding. Members were provided with the Environment Agency update detailing reasons why they have decided not to exercise their permissive powers to go in on behalf of the riparian owners to maintain this section of watercourse.

Tree Planting

Cllr Goodman has noted members comments on where they would like trees planted and has asked residents their thoughts on the matter. Once all details have been received, Cllr Goodman will work alongside the highways team to see what we can achieved.

Bagshot one way.

SCC plans have now published with regard to the temporary one way system in place due to COVID. A formal consultation was due to commence either later this week or early next, however due to residents' complaints the one way system will now be removed.

Surrey Wide Points

COVID-19

To date the government have granted Surrey County Council £58m to assist with Covid related costs.

Surrey COVID-19 weekly intelligence summary: weekly cases remain stable in Surrey. Across the UK there has been a small increase in cases this week (10th to 16th October)

For the latest week (10th to 16th October), 66.2 cases per 100,000 population were recorded in Surrey. This rate is relatively low when compared with England; 138.0 per 100,000 population · The estimated R number for the South East is 1.3-1.5.

Surrey Heath figures are amongst the lowest in Surrey

Your Fund Surrey

Your Fund Surrey is a great opportunity to support projects in the community. This initiative will encourage residents to “think big” about ambitions for their local area. A commonplace launch is anticipated in Mid-November, with applications being accepted from early 2021. £100m is being made available over a ten year period. Cllr Goodman will update Members in November with full details.

Funding

Cllr Goodman reported that Surrey have secured £6.2m to Keep Homes Warmer and Lower Energy Bills. The funding for “Green Jump Surrey” has been awarded through central Government to local authorities across the county and will provide eligible households up to £10,000 to improve the energy efficiency of their homes.

In addition to the Government’s grant, Surrey County Council is contributing

	<p>£750,000 to the “Green Jump Surrey” project as top-up funding to cover the full cost of works.</p> <p><u>Social Media Updates</u> SCC have launched new social media accounts to provide news and information and to advise on road closures and emergency works.</p> <ul style="list-style-type: none"> · Twitter @highwaysSurrey · Facebook @Surreyhighways · Instagram surrey_highways <p>b. Surrey Heath Borough Council</p> <p><u>Free School Meals</u> Cllr Jennings-Evans reported that in response to the Half Term provision of Free School Meals. Surrey Heath Borough Council are supporting the following services:</p> <ol style="list-style-type: none"> 1. Hot meal takeaway service available daily until 30/10 from 12-2pm, at High Cross Church Camberley, this will be a basic hot meal and pud, you can phone 01276 66798 or just turn-up at the above times. 2. Packed Lunch service from a local charity: just4kids call 07935 056499 to ask or visit the Facebook page, https://www.facebook.com/Just4Kidscssef/ various collection points within Surrey Heath details all on fb, St Martin’s Church, Old Dean being one of them. They are also listing any items they need on their Facebook page so anyone wishing to help and donate can. 3. Surrey Heath Borough Council Meals at Home Service – This has been established today. A Hot Meal will be delivered by our crews to vulnerable families during half term. The number to call is 01276 707253. Any call made before 2.15pm will be for same day delivery later that afternoon. 	
<p>C/20/112</p>	<p>Finance</p> <p>a) Accounts for payment - The Clerk presented a list of expenditure transactions for approval, in the sum of £11,551.51 and explained the individual items.</p> <p>It was resolved the payments (Annex A) in the total sum of £11,551.51 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 confirmed that there is no CIL payment due to the Council for the period 1st April 2020 – 30th September 2020. The next CIL payment will be due in April 2021.</p> <p>The Clerk also reminded Members that 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. This amount has nominally been earmarked to pay for the repair to the Windlesham Cemetery path, but this is still subject to approval from Council.</p> <p>Members discussed other potential uses for this CIL money, and it was noted that a project would need to be identified and agreed prior to March 2021.</p>	<p>Cllr Malcaus Cooper</p>
<p>C/20/113</p>	<p>Outside Organisations</p>	

	<p><u>Bagshot Society</u> Cllr Trentham informed Members that Bagshot Society were investigating the possibility of refurbishing the bins and bollards in Bagshot centre.</p> <p><u>James Butler Alms Houses</u> Cllr White confirmed that the extension has now been finished and a resident has moved into the new accommodation. The empty accommodation is now being refurbished and once complete there will be a vacancy for a new resident.</p> <p><u>Lightwater Business Association</u> Cllr Halvosky-Yu reported that the LBA have established a 'Three Villages Community Awards' to recognise local businesses, local groups and local heroes. Details on how to make nominations are available on the LBA Facebook page.</p> <p><u>Windlesham Field of Remembrance</u> Cllr Hansen-Hjul informed Members that the Field of Remembrance have teamed up with the Surrey Heath Tree Wardens and will be operating a woodland maintenance working party on the first Tuesday of every month between 10am-1.30pm. Everyone is welcome.</p> <p><u>Bagshot Business Association</u> Cllr Gordon reported that BBA will be also be providing free school meals during the half term week for at the Kings Arms and are also looking to replicate the food bank offered on the Old Dean estate. Cllr Malcaus Cooper also pointed out that Oysters Fish and Chips in Bagshot have pledged that if any child goes at lunch time they will be offering a free meal.</p> <p>Additionally, the BBA has partnered with the LBA for the 'Three Villages Awards'.</p>	
<p>C/20/114</p>	<p>Councillor Community Pride grants</p> <p>Cllr Halovsky-Yu submitted the following Councillor Community Pride grant application:</p> <p>Applicant: Lightwater Village Improvement Project Purpose: To provide winter plants for the planters Supporting: Cllr Halovsky-Yu Value: £120.00</p> <p>It was resolved to accept this Community Grant application.</p>	
<p>C/20/115</p>	<p><u>Esso Pipeline</u></p> <p>The Clerk informed Members that the Secretary of State has agreed to grant development consent for the Esso Pipeline project.</p> <p><u>Legacy Gift</u></p> <p>The Clerk informed Members that a Bagshot resident has left Council a small legacy in their Will with a request that it is used for the upkeep of either Bagshot cemetery or School Lane Playing Field. Members were asked how they would</p>	

	<p>like the money to be ring fenced. It was agreed that Bagshot Councillors will consider a use for the money and report back at the next Full Council.</p> <p><u>Remembrance Sunday</u> The Clerk informed Members that all three villages will be holding a Remembrance Sunday service and have requested that a representative from the Council attend. It was agreed that the following Councillors would attend the services:</p> <p>Lightwater: Cllr Malcaus Cooper Bagshot: Cllr White Windlesham: Cllr Hansen-Hjul</p>	<p>Bagshot Cllrs</p> <p>Cllrs White, Malcaus Cooper and Hansen-Hjul</p>
<p>C/20/116</p>	<p>Committee Membership – update since last Full Council</p> <p>At the September Full Council meeting, committee membership was discussed, and it was ascertained that 4 Councillors were not currently sitting on the required number of Committees. The Clerk informed Members that these Councillors have now been contacted and of the 4, 1 Councillor has long term apologies given due to a health condition; 1 Councillor has added themselves to the required number of Committees and 2 Councillors have not responded to emails.</p> <p>Committee membership is now as follows:</p> <p>a) Planning Cllr Goodman Cllr Harris Cllr Trentham Cllr White Cllr Gordon Cllr Halovsky-Yu</p> <p>b) Civic Amenities & Recreation Committee Cllr Jennings-Evans Cllr Hartshorn Cllr Galliford Cllr White Cllr Halovsky-Yu Cllr Hansen-Hjul</p> <p>c) Finance & General Purposes Committee Cllr Goodman Cllr Hartshorn Cllr Bakar Cllr Malcaus Cooper Cllr Gordon Cllr Trentham</p> <p>d) Personnel Committee Cllr Jennings-Evans Cllr White Cllr Galliford Cllr Malcaus Cooper Cllr Willgoss</p>	

	<p>Cllr Barnett Cllr Manley</p> <p>e) Cemeteries Committee Cllr Harris Cllr Trentham Cllr Hartshorn Cllr Malcaus Cooper Cllr Willgoss Cllr Manley Cllr Hansen-Hjul</p> <p>f) Pavilion Committee Cllr Harris Cllr Hartshorn Cllr Malcaus Cooper Cllr Willgoss Cllr Jennings-Evans Cllr White Cllr Galliford Cllr Barnett Cllr Halovsky-Yu Cllr Hansen-Hjul</p> <p>It was resolved to note that two Councillors did not respond and for the Clerk to write again to those Councillors and urge them to comply with Standing Orders.</p>	The Clerk
C/20/117	<p>Vexatious Complaints Policy</p> <p>At the September Full Council meeting it was agreed that Council should adopt a Vexatious Complaints policy and two example policies were provided.</p> <p>Members were presented with a draft policy for their approval.</p> <p>Cllr Goodman raised concerns that point 3.1 has no mechanism to deal with complaints where a conflict of interest is present. It was suggested that the policy state, that if a complainant is known personally to the Clerk or Chair and it could be perceived as a conflict of interest, that person should recuse themselves and the matter be referred to the Monitoring Officer.</p> <p>Cllr Galliford requested that point 5.1 clearly highlighted the complainants right to appeal and the process.</p> <p>It was resolved to amend the document in line with the comments above and to adopt the policy.</p>	The Clerk
C/20/118	<p>Working Party Updates</p> <p>a) Update from the Planning Reform Consultation working party</p> <p>Cllr Malcaus Cooper informed Members that as per minute ref: C/20/93 of the September Full Council minutes, the working party had appointed a Planning Consultant to assist with the Parish Councils response to this consultation. A draft copy of the response had been circulated to all Councillors.</p>	

	<p>Members agreed it was a very well written and comprehensive report, which they were happy to submit.</p> <p>It was agreed that Cllr Malcaus Cooper would send the Clerk the final copy of the report by Wednesday 28th October to ensure submission prior to the deadline on the 29th October 2020.</p> <p>b) Update from the working party on the progress of proposed terms of reference for a new committee structure.</p> <p>Cllr Malcaus Cooper informed Members that the working party will be meeting on Thursday 29th October and that they have now received a breakdown of precept by village which will inform further discussion on the proposed terms of reference.</p> <p>Cllr Goodman requested that once the terms of reference have been refined Members are given the opportunity to meet informally to discuss the proposed terms, prior to holding a formal meeting where a decision will be made.</p> <p>Cllr Willgoss requested that the breakdown of precept be made available to all Councillors. The Clerk was happy to share the information, however, was made clear that the figures on their own bore no relevance to the funds that would be available after terms of reference had been agreed.</p> <p>c) Update from the working party regarding Government Parking Consultation</p> <p>Cllr Malcaus Cooper informed Members that the deadline for this consultation is the 22nd November and the working party are yet to meet.</p>	<p>Cllr Malcaus Cooper The Clerk</p>
<p>C/20/119</p>	<p>Community Governance Review – update from SHBC Full Council meeting</p> <p>The Clerk presented Members that SHBC had provided an update regarding the CGR confirming that, Surrey Heath Borough Council had agreed the following recommendations in respect of the Windlesham Community Governance Review:</p> <p>That the Council would seek the LGBCE’s consent for the following proposals:</p> <ol style="list-style-type: none"> i. A new parish ward co-terminus to the current KC polling district is created and named Windlesham (North) ward of Windlesham Parish Council ii. A new parish ward co-terminus with the KA and KB polling districts be created and named Bagshot Ward of Windlesham Parish Council iii. The Windlesham ward of Windlesham Parish Council be renamed Windlesham (South) ward of Windlesham Parish Council. iv. The number of councillors for the revised warding of Windlesham Parish Council be set at: <ul style="list-style-type: none"> Bagshot - 6 Lightwater – 7 (No change to current arrangements) Windlesham (North) - 2 Windlesham (South) - 3 Total Number – 18 	

	<p>The next stage of the CGR process will be for SHBC to seek the Boundary Commission's consent to these changes.</p> <p>Noted</p>	
C/20/120	<p>Benches at School Lane Field – to approve costs</p> <p>Members were informed that at as per minute reference CAR/20/19 from the CAR Committee meeting held on 6th October the following actions have been carried out:</p> <p>The Clerk and Chair of Civic Amenities have both investigated concrete benches as requested but not found anything suitable for our requirements. Additionally, concrete has a large carbon footprint in production and transportation which is not in keeping with WPC's climate change commitments. Therefore, full costings for Timberpol benches were sourced but are in excess of the delegated spending power of the CAR committee.</p> <p>The total cost for two benches (delivered, assembled and with appropriate ground fixing kits) is £1,698.30 + VAT.</p> <p>Members were asked to agree the above costing so the benches can be ordered.</p> <p>Members discussed the pros and cons of different materials in terms of withstanding vandalism and concluded that the Timberpol appeared to be the best option.</p> <p>Members resolved by way of a vote, with 13 in favour and 1 abstention, that the Clerk will order the Timberpol benches and arrange installation.</p>	The Clerk
C/20/121	<p>Correspondence</p> <p>There was no correspondence.</p>	
C/20/122	<p>Memorials and Inscriptions</p> <p>There were no memorial applications for approval.</p>	
C/20/123	<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/20/124 Exempt Full Council Minutes from 29th September and 13th October 2020</p> <p>C/20/125 Exempt Committee Minutes</p> <p>a) Exempt Civic Amenities and Recreation Committee Minutes from 6th October 2020</p> <p>b) Exempt Pavilion Committee Minutes from 20th October 2020</p> <p><i>20:55 Live streaming to Facebook was stopped at this point.</i></p>	

Annex A

14:31

PRELIMINARY PURCHASE DAYBOOK

User: SKW

Purchase Ledger for Month No 7

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
21/10/2020	47782443	5835	ZOOM	ZOOM	11.99	2.40	14.39	4430	220	11.99	ZOOM SUBSCRIPTION OCTOBER
19/10/2020	47492391	5836	ZOOM	ZOOM	11.99	2.40	14.39	4430	220	11.99	ZOOM SUBSCRIPTIN OCTOBER 2020
24/09/2020	4237119 2020-21	5837	CAME & COMPANY	CAME	4,276.81	0.00	4,276.81	4415	220	4,276.81	INSIURANCE 2020-21
30/09/2020	135877	5838	SHORTS	SHORT	15.00	3.00	18.00	4405	220	15.00	SKIP RENTAL HMLD
01/10/2020	12044	5839	VISION ICT	VISIO	285.00	57.00	342.00	4440	220	285.00	WEBSITE HOSTING 2020-21
23/09/2020	20994	5840	VIKING	VIKIN	14.99	3.00	17.99	4435	220	14.99	ENVELOPES
23/09/2020	13304	5841	VIKING	VIKIN	81.48	4.80	86.28	4435	220	81.48	STAMPS AND PAPER
18/10/2020	136758	5842	SHORTS	SHORT	298.00	59.60	357.60	4405	220	298.00	SKIP EXCHANGE W CEM
16/10/2020	2031033	5843	SURREY HEATH	SHBC01	6,406.25	1,281.25	7,687.50	4165	120	6,406.25	GREENSPACE CONTRACT
22/10/2020	POPPY2020	5844	ROYAL BRITISH LEGION	ROYA	50.00	0.00	50.00	4650	260	50.00	POOPY WREATH DONATION W
22/10/2020	POPPY 2020	5845	BRITISH LEGION	ROYAL	50.00	0.00	50.00	4650	260	50.00	POOPY WREATH DONATION L
22/10/2020	POPPY 2020	5846	ST ANNE'S PCC	ANNE	50.00	0.00	50.00	4650	260	50.00	POPPY WREATH DONATION B
TOTAL INVOICES					<u>11,551.51</u>	<u>1,413.45</u>	<u>12,964.96</u>			<u>11,551.51</u>	
VAT ANALYSISCODE OTS @ 0.00%					4,484.31	0.00	4,484.31				
VAT ANALYSISCODE S @ 20.00%					7,067.20	1,413.45	8,480.65				
TOTALS					<u>11,551.51</u>	<u>1,413.45</u>	<u>12,964.96</u>				