



**Windlesham Parish Council**

Sarah Walker  
 Clerk to the Council  
 Tel: 01276 471675  
 Email: sarah.walker@windleshampc.gov.uk  
 Website: [www.windleshampc.gov.uk](http://www.windleshampc.gov.uk)

The Council Offices  
 The Avenue  
 Lightwater  
 Surrey  
 GU18 5RG

**MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL**

Held on Tuesday 26<sup>th</sup> January 2021, 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	A
Gordon	PZ	Halovsky-Yu	PZ	Stacey	A
Manley	PZ	Harris	PZ		
Trentham	A	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 295 people were reached with 258 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
<b>C/20/153</b>	<b>Apologies for absence</b>  Acceptable apologies for absence were received from Cllrs Hansen-Hjul, Trentham and Stacey.	
<b>C/20/154</b>	<b>Declarations of interest</b>  No declarations of interest were made.	
<b>C/20/155</b>	<b>Public question time as submitted to the Clerk prior to the meeting</b>  Tony Murphy submitted the following question:  Q:The 1980 Highways Act provides the general public with clarity and confidence that the Highways Authority (Surrey County Council) is responsible for maintenance of designated public footpaths and bridleways. They have statutory duties to keep the surface in a safe	

	<p>condition and fit for the type of traffic ordinarily expected to use them – this includes compliance under the Equality Act 2010.</p> <p>A footpath will be seen as not properly maintained if the surface is disturbed or defective. There is a statutory procedure under the Act to compel the HA to repair and a private law action for damages can be brought against the HA for breach of duty to maintain or for any injury caused by disrepair.</p> <p>There is an obligation on the HA to have Rights of Way improvement plans in place and reviewed every ten years which should include progress towards implementation and monitoring targets set.</p> <p>I am informed that WPC have “assumed” responsibility for the footpath within Windlesham cemetery and, in addition, they have added a once annual vegetation clearance to their maintenance schedule for the other part of the footpath out to Kennel Lane and also footpath FP35 which leads from the cemetery out onto Pound Lane. This is said to be “as SCC have no specific budget for rights of way improvement”.</p> <p>It appears therefore that WPC are supporting the HA in abdication of their legal responsibilities based on a cause which would not be acceptable under any potential legal action.</p> <p>As “assuming responsibility” suggests more than temporary or ad hoc financial support, can Council please clarify the position, including the nature of responsibilities and liabilities they have “assumed” and whether this has a proper legal foundation?</p> <p>A: Cllr Goodman informed Members that he had been in contact with SCC regarding this matter and had received a very comprehensive reply which would be forwarded to all Councillors and Mr Murphy.</p> <p>Clare Davies submitted the following question:  Q: The School Lane Field has a history of being very flooded during the winter months which makes the grass areas difficult to use. Now that the development on Chapel Lane will be going ahead, would there be any support from Windlesham Parish Council to improve the drainage in the park and balance the effects of the additional hardstanding in the meadow?</p> <p>A: Council acknowledged the problem and agreed to investigate the nature of the problem and possible solutions.</p> <p>Janet Trowse submitted the following question:  Q: Given the rise in dog ownership during lockdown coupled with the increased use of our open spaces for recreation during lock downs, would it be possible to site more dog waste bins across the village? Many are overflowing and there are a considerable number of owners who are leaving dog waste in bags on the roadside or next to full combined rubbish bins. Dog mess is a health hazard and therefore I do think it should be a priority and a bin placed nearer to the forest entrance/swing gate. The placing of a bin by the swing gate might also provide a 'barrier' to prevent people from parking across that entrance and impeding entry/egress of pedestrians to the forest area.</p>	<p><b>Cllr Goodman and the Clerk</b></p> <p><b>Council</b></p>
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	<p>Would it be possible to better provide an environment around our benches that are more pleasurable for Surrey Heath residents? The bench in Vicarage Road Bagshot used by some elderly or disabled residents has a bin sited right next to the bench where people are encouraged to deposit dog waste and other rubbish. Not pleasant and far from intelligent. Many of our elderly and disabled residents cannot enjoy our countryside amenities i.e. they walk on a frame or cannot walk very far or/and are using the benches to release themselves from loneliness.</p> <p>Furthermore, if we were able to re-site the bin may I suggest that we look to Costa coffee to contribute to village bins, given the bin is often overflowing with their takeaway cups or many of us residents are having to bin discarded cups left in the street or forest. I noted the other day that the School Lane bin was also overflowing with same as many people purchase a takeaway hot beverage along their daily walk.</p> <p>Could we also look at protecting the area around the bench on Vicarage Road, which was a grassy verge but now, just silt remains due to the constant ignorant parking of some visitors to Swinley who park on the verge or in front of the bench blocking usage of the bench and bin.</p> <p>I know that Valerie White and the local police are aware of the parking challenges in Vicarage during lock down, but to give context to the above requests, please note that in just one January hour we counted 156 pedestrians, 41 vehicles and 12 cyclists. We didn't count coffee cups or dogs, but I hope you can appreciate the point.</p> <p>A: Cllr White informed Members that she was in touch with the residents of Vicarage Road, as well as parking services and Highways regarding this matter. At present, Cllr White is trying to ascertain who the landowner of the verge is. Additionally, Cllr White also intends to request more frequent bin collections. Cllr Jennings-Evans reported that she has been in contact with the Greenspace team and asked for the siting of the bin to be assessed, but highlighted to re-site the bin may be counter-productive, because if the bin is moved away from where people sit to eat and drink, it may increase the likelihood of littering.</p>	
<p><b>C/20/156</b></p>	<p><b>Exclusion of the press and public.</b></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/20/172 Exempt Full Council Minutes from 24<sup>th</sup> November 2020  C/20/173 Exempt Committee Minutes  a) Exempt Personnel Committee Minutes from 13<sup>th</sup> January 2021  b) Civic Amenities and Recreation Committee from 5<sup>th</sup> January 2021  C/20/174 To consider a new community asset opportunity.</p>	
<p><b>C/20/157</b></p>	<p><b>Full Council Minutes</b></p> <ul style="list-style-type: none"> <li>The open minutes of the Council meeting held on 24<sup>th</sup> November 2020 <b>were approved</b> and will be signed at a later date by Cllr Halovsky-Yu.</li> </ul>	<p><b>Cllr Halovsky-Yu</b></p>

	<ul style="list-style-type: none"> <li>The open minutes of the Council meeting held on 15<sup>th</sup> December 2020 <b>were approved</b> and will be signed at a later date by Cllr Malcaus Cooper.</li> </ul>	<b>Cllr Malcaus Cooper</b>
<b>C/20/158</b>	<p><b>Committee and Sub-Committee Minutes</b></p> <ul style="list-style-type: none"> <li>The minutes of the Planning Committee meetings held on the 1<sup>st</sup> and 15<sup>th</sup> December 2020, <b>were approved</b> and <b>will be signed at a later date by Cllr Harris.</b></li> <li>The minutes of the Planning Committee meetings held on the 5<sup>th</sup> and 19<sup>th</sup> January 2021, <b>were approved</b> and <b>will be signed at a later date by Cllr Harris.</b></li> <li>The minutes of the Finance &amp; General Purpose Committee meetings held on the 1<sup>st</sup> December 2020, <b>were approved</b> and <b>will be signed at a later date by Cllr Goodman.</b></li> <li>The minutes of the Personnel Committee meetings held on 15<sup>th</sup> December 2020 and 13<sup>th</sup> January 2021, <b>were approved</b> and <b>will be signed at a later date by Cllr Galliford.</b></li> <li>The minutes of the Civic Amenities and Recreation Committee meeting held on 5<sup>th</sup> January 2021, <b>were approved</b> and <b>will be signed at a later date by Cllr Galliford.</b></li> </ul>	<p><b>Cllr Harris</b></p> <p><b>Cllr Harris</b></p> <p><b>Cllr Goodman</b></p> <p><b>Cllr Galliford</b></p> <p><b>Cllr Galliford</b></p>
<b>C/20/159</b>	<p><b>To discuss any business for referral to, or received from:</b></p> <ol style="list-style-type: none"> <li>Surrey County Council;</li> <li>Surrey Heath Borough Council</li> </ol> <p><b>a. Surrey County Council</b></p> <p><b>Cllr Goodman reported the following:</b></p> <p><u>Highways</u> Cllr Goodman updated members on the progress of the rejuvenating project being undertaken by SCC highways and confirmed that designers are considering the following elements.</p> <ul style="list-style-type: none"> <li>Assessing the feasibility of introducing a mini-roundabout at the junction of Chertsey Road/Heathpark Drive and producing an outline design which will be submitted for a stage 1 safety audit.</li> <li>Assessing the feasibility of introducing a mini-roundabout at the junction of Updown Hill/Pound Lane and producing an outline design which will be submitted for a stage 1 safety audit.</li> <li>(a) Assessing possible options for improving the existing uncontrolled pedestrian crossing on Chertsey Road (with pedestrian island in the centre of the road) near the junction with Kings Lane (b) subject to an appropriate option being identified, producing an outline design which will be submitted for a stage 1 safety audit</li> </ul>	

- (a) Assessing possible options for improving the existing uncontrolled pedestrian crossing points at the junction of Chertsey Road with Updown Hill (b) subject to an appropriate option being identified, producing an outline design which will be submitted for a stage 1 safety audit.

It is hoped that the first designs for Parish to consider will be available in early spring.

#### COVID-19 Vaccination Program

The vaccination program is going well in Surrey and the three villages of WPC come mainly under Frimley with some residents under Surrey Heartlands CCG's.

The Frimley Health and Care ICS, have delivered over 50,000 doses of the Covid-19 vaccine as of 21<sup>st</sup> January providing protection to those in the priority cohorts identified by the Joint Committee on Vaccination and Immunisation (JCVI), and are well on the way to completing the offer of vaccinations to those aged 80 and over.

The breakdown is as follows:

23,985 first doses to the over 80's

21,372 first doses to the under 80's

2,930 second doses to the over 80's

1,928 second dose to the under 80's

Further good news is that across Frimley Health and Care ICS, they are on track to vaccinate in all eligible care homes by the end of this week.

Surrey Heartlands have delivered as of Sunday 17<sup>th</sup> January 62,707 first doses to the over eighties, which represents 60% of this age group. It is planned that all the care homes will all receive their vaccination by end of next week.

#### SCC Budget

The proposed SCC budget includes a Council Tax increase of 2.49%, with the proposed revenue budget set to rise to almost £1bn, and a capital investment totalling around £2bn over the next five years.

#### Free Bus Travel

Extended free bus travel for bus pass users: Elderly and disabled residents with concessionary bus passes will be able to enjoy free bus travel all day, every day from this week.

As part of SCC's efforts to support residents during the COVID-19 pandemic, free bus travel is now available before 9:30am to help eligible residents make use of early morning slots for vaccines, healthcare, shopping and other vital appointments. Previously a free bus pass was valid between 9:30am and 11pm from Monday to Friday, and at any time on weekends and public holidays.

#### **b. Surrey Heath Borough Council**

Cllr White reported that the joint waste solutions website is up and running again and residents will be able to use the report is function if they have any issues with bin collections.

	<p>Cllr Galliford informed Members that the community bus is available to residents during lockdown. Cllr Galliford also reported that the new SHBC CEO would take up the position on the 1<sup>st</sup> February 2021. At Cllr Goodman’s suggestion Members agreed that the Clerk would write and welcome them to their new post.</p> <p>Cllr Barnett reported that the climate working group has devised a 65 point action plan which will go to Full Council in March.</p>	<p><b>The Clerk</b></p>																				
<p><b>C/20/160</b></p>	<p><b>Finance</b></p> <p>a) <b>Accounts for payment</b> - The Clerk presented a list of expenditure transactions for approval, in the sum of £27,791.68 and explained the individual items.</p> <p>Cllr Harris advised Members against paying the invoice for the Topographical Survey at Lightwater Pavilion as the work is yet to be completed.</p> <p><b>It was resolved the payments (Annex A) in the total sum of £25,312.66 be authorised and the Chairman will sign the Expenditure Transactions Approval List at a later date.</b></p> <p>b) <b>Draft Budget for 2021-22 and precept options</b></p> <p>Members were presented with a paper detailing the budget and precept for 2021-22. At the Full Council meeting on 24<sup>th</sup> November 2020, it was resolved <b>not</b> to increase the precept for 2021-22 financial year, which has the following effect on the Council budget.</p> <table border="1" data-bbox="480 1218 1299 1933"> <thead> <tr> <th></th> <th style="background-color: #92d050;">2020-21 Precept</th> <th style="background-color: #ffcc00;">2021-22 Precept approved at Full Council 24.11.2020</th> <th></th> </tr> <tr> <th></th> <th style="background-color: #92d050;">Band D equivalent Properties</th> <th style="background-color: #ffcc00;">No precept increase</th> <th style="background-color: #ffcc00;">Year on year changes</th> </tr> </thead> <tbody> <tr> <td>Band D precept</td> <td style="text-align: right;">£37.76</td> <td style="text-align: right;">£37.76</td> <td style="text-align: right;">£0</td> </tr> <tr> <td>Council Tax base</td> <td style="text-align: right;">8193.62</td> <td style="text-align: right;">8134.78</td> <td style="text-align: right;">-58.84</td> </tr> <tr> <td><b>Total precept to be raised</b></td> <td style="text-align: right;"><b>£309,370</b></td> <td style="text-align: right;"><b>£307,148</b></td> <td style="text-align: right;"><b>-£2,222</b></td> </tr> </tbody> </table> <p><b>It was resolved to accept the budget as presented and not to increase the precept for 21-22. Members formally thanked the Clerk for putting</b></p>		2020-21 Precept	2021-22 Precept approved at Full Council 24.11.2020			Band D equivalent Properties	No precept increase	Year on year changes	Band D precept	£37.76	£37.76	£0	Council Tax base	8193.62	8134.78	-58.84	<b>Total precept to be raised</b>	<b>£309,370</b>	<b>£307,148</b>	<b>-£2,222</b>	<p><b>Cllr Malcaus Cooper</b></p> <p><b>The Clerk</b></p>
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	<p><b>together a comprehensive budget and acknowledged the work involved. It was also agreed for a press release to be made, highlighting that due to the Councils prudent financial management, residents were benefiting from no precept increase for a third year running.</b></p> <p><b>c) Internal Interim Audit report</b></p> <p>Members were presented with the interim internal audit report completed by Mark Mulberry on 7<sup>th</sup> December 2020 which highlighted two recommendations arising from the audit.</p> <p><b>Council were asked to note and approve the following responses to action points raised:</b></p> <p>1) Reserves - Council to consider its general reserve position</p> <p><b>Action: Councillors to consider high level of general reserves and decide movement to further ear marked reserves, if required, by year end.</b></p> <p>2) Payroll – Council to issue an annual pay-award letter and copy this to the Hr file.</p> <p><b>Action: Pay award letters to be sent as per recommendation. Pay awards are all documented in minutes and on the payroll system, but official letters are not currently sent.</b></p> <p><b>It was resolved to note and action the above recommendations.</b></p>	<p><b>Council &amp; Clerk</b></p> <p><b>Council &amp; Clerk</b></p>
<p><b>C/20/161</b></p>	<p><b>Outside Organisations</b></p> <p>Cllr Halvosky-Yu requested that the Council formally thank the volunteers responsible for sourcing/installing and taking down the Christmas lights in Lightwater.</p> <p><b>It was agreed that the Clerk would write a letter of thanks to the volunteers.</b></p>	<p><b>The Clerk</b></p>
<p><b>C/20/162</b></p>	<p><b>Council Risk Assessment</b></p> <p><b>Risk Assessment – to approve the circulated risk assessment for 2020-21</b></p> <p>Councillors were presented with an updated risk assessment for the Council and asked to either approve the document or identify any amendments or improvements.</p> <p><b>1. <u>Key Risks</u></b></p> <ul style="list-style-type: none"> <li>• The risk assessment has not identified any areas of high risk. There are however 12 risks, highlighted in amber on the risk assessment, that are rated as medium risk, and should therefore be kept under review.</li> </ul>	

	<ul style="list-style-type: none"> <li>Members are asked to note the nature of these risks. Whilst the majority of these risks are being managed by the Clerk, it should be noted that member input is required for some of the risks identified.</li> </ul> <p>The Clerk informed Members that the following COVID risk assessments had been completed:</p> <ul style="list-style-type: none"> <li>Playgrounds</li> <li>Return to office working</li> </ul> <p>Additionally, all burial paperwork and the website highlight that members of the public using the cemeteries must adhere to current Government guidelines. The onus for compliance during a funeral cemetery falls on the funeral director conducting the service.</p> <p>Councillors were asked to review the risk assessment document and either;</p> <ul style="list-style-type: none"> <li>approve the risk assessment</li> <li>identify any amendments or improvements to the risk assessment</li> </ul> <p><b>Since circulation of the papers the Clerk had received some comments about the risk assessment which needed further consideration. It was therefore resolved to defer this item until February Full Council.</b></p>	
C/20/163	<p><b>To consider deferred grant applications from</b></p> <p>Councillors considered the following grant applications that were deferred at the November 2020 meeting and asked the <b>Clerk to inform all successful applicants that any grants received are not automatically approved year on year and will be considered each year based on the information provided.</b></p> <p><b>Open Spaces Maintenance Grants</b></p> <p><u>Lightwater United FC</u> – Request £3,500.00 for maintenance of playing surfaces and surrounding pitch area.</p> <p>Members discussed the request and information provided and a number of concerns were raised.</p> <p><b>Cllr White proposed and Cllr Hartshorn seconded and it was agreed to defer this request until the February Full Council, to enable the Clerk to:</b></p> <ul style="list-style-type: none"> <li><b>Clarify the terms of the lease and the extent of maintenance currently carried out by the leaseholder (LPFA).</b></li> <li><b>Ascertain if the grant would be paid to the leaseholder as is normal practice.</b></li> <li><b>To re-iterate to the club grants are not automatically approved year on year and will be considered each year based on the information provided.</b></li> </ul>	The Clerk



	<p><b>Grants under £1,000</b></p> <p><u>Surrey Heath Neighbourhood Watch</u> - Request £450.00 contribution towards production costs of the quarterly Heathwatch magazine.</p> <p><b>Cllr Manley proposed, Cllr Hartshorn seconded and it was agreed unanimously to give a grant for the requested amount of £450.00</b></p> <p><b>Grants over £1,000</b></p> <p><u>Lightwater United FC</u> – Request £3,500 to develop a permanent hard standing area by the side of the pitch to facilitate a multi-purpose technical area.</p> <p><b>Cllr White proposed and Cllr Hartshorn seconded and it was agreed to defer this request until the February and for Council to seek clarification from the land owner that they have consented to a permanent hard standing.</b></p> <p><u>Windlesham and Chobham FC</u> – Request £2,500 to provide goals that meet FA safety requirements and a teen shelter.</p> <p><b>It was resolved to defer this request until the February Full Council, to enable the Clerk to clarify the numbers of residents within the Parish that will benefit.</b></p>	<p>The Clerk</p> <p>The Clerk</p>
C/20/164	<p><b>Councillor Community Pride grants</b></p> <p><b>Laptops for disadvantaged Children</b></p> <p>It has come to Members attention that there are local children in need of either a laptop or a tablet to facilitate their home learning during the pandemic.</p> <p><b>In light of this Members agreed to suspend their Community Pride grant policy which precludes schools from applying and limits grant funding to £1000, to investigate how Council can support this initiative</b></p> <p>It was noted that central government have made funds available for this, therefore Cllr Halovsky-Yu suggested that Council contact SCC Cllr Julie Iles – Cabinet Member for All Age Learning, to ascertain the numbers of laptops that have been provided through the government scheme to local schools. Cllr Goodman confirmed that contact had been made with Cllr Iles who would welcome any support from WPC.</p> <p>Cllr Jennings-Evans also suggested that Council seek to establish why some local schools are experiencing difficulty accessing these funds and by which metric children locally are being classed as disadvantaged.</p> <p><b>It was agreed that the local schools will be contacted to ascertain the need and numbers of devices required. The Clerk will circulate information on the funds available under Community Pride and Members were asked to respond to the Clerk indicating if they wish to support this initiative and if so how much of their Community Pride money they wish to allocate.</b></p>	<p>Councillors &amp; the Clerk</p>

	<p><b>House Fire in Bagshot</b></p> <p>Cllr White informed Members that sadly earlier in the day a family in Bagshot had lost everything to a house fire.</p> <p><b>It was agreed that Members wishing to support this family through Community Pride would contact the Clerk.</b></p>	
<p><b>C/20/165</b></p>	<p><b>Clerks Update</b></p> <p><u>Greenspace</u></p> <p>The Clerk informed Members that as part of the new greenspace contract, she attends a monthly monitoring meeting with SHBC. At the most recent meeting the following were confirmed:</p> <ul style="list-style-type: none"> <li>• grass cutting will start at the end of March.</li> <li>• Playground inspections are being carried out regularly and a few issues have been highlighted which are now in hand.</li> <li>• All playgrounds now have COVID signage.</li> <li>• Bins are emptied 3 times a week, however during COVID they are attempting to emptying identified problem spots on a daily basis.</li> </ul> <p><u>Windlesham Cemetery</u></p> <p>The Clerk informed Members that a burst pipe had been reported at Windlesham Cemetery, which has now been repaired. To ensure no further issues during this cold spell the water at the Cemetery has temporarily been turned off.</p>	
<p><b>C/20/166</b></p>	<p><b>Working Party Updates</b></p> <p>a) 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 terms of reference for the new committee structure are nearing completion and will be circulated shortly.</p> <p>The Clerk is currently working on an implementation plan to support the new terms of reference and will update Members at the upcoming informal meeting being scheduled as per minute reference <b>C/20/75.</b></p>	
<p><b>C/20/167</b></p>	<p><b>Bagshot Jubilee Lamp</b></p> <p>Members were informed that at the CAR meeting held on the 5<sup>th</sup> January the Committee discussed the work involved and resolved to <b>‘to accept the quote provided (which indicated a possible increase) and to give delegated authority to the Clerk to accept an increase as necessary, up to a maximum of £3,000 (inclusive of VAT).’</b></p>	

	<p>Following a H&amp;S site survey, Council has now been advised that due to the location of the lamp and the need for scaffolding, a permit and traffic management will be necessary, which significantly increases the cost of the original quote to £5,991.60 incl.VAT.</p> <p>SCC have now confirmed that because the lamp is situated on Highways land the correct permissions must be sought and in accordance with the New Roads and Street Works Act 1991 and Traffic Management Act 2004, a contractor must be chapter 8 trained and dependent on the work to be carried out a permit/licence and potential traffic management may be necessary.</p> <p>Members discussed the options open to them and <b>resolved to seek further quotes for the refurbishment of the lamp, along with the addition of quotes for the painting of the bollards in Bagshot High Street. An update will be provided at February Full Council</b></p> <p><i>21:53 Standing Orders were suspended</i></p>	<p><b>Assistant Clerk</b></p>
<p><b>C/20/168</b></p>	<p><b>Motion from Cllr White re: Bagshot Green - The green known as Bagshot Green has become very muddy and is being destroyed due to the parking of cars and other vehicles on the green. Council are asked to consider expenditure in the region of £5K to erect a suitable fence to prevent vehicle parking and further damage.</b></p> <p>Cllr white informed Members that the area in question is often been used by residents for parking, but with the wet weather this winter the area has become even more damaged.</p> <p>Members were asked to note that the area is owned by SCC and vehicles should not be parking on the green.</p> <p>To protect the green space, Members were asked to consider funding the installation of a 500mm rail fence around the area. SCC have estimated that it will cost in the region of £5K (for fencing) and the grass could be reinstated as part of SCC spring maintenance.</p> <p>Although this is SCC land, this type of work is very low priority for them, however it is high priority for Bagshot residents, hence the request to Parish to fund work that will solve the problem.</p> <p><b>Members discussed options that might be available to them and resolved to delegate authority to Bagshot Ward Councillors (Cllr White to take the lead) to spend up to £5000 on a suitable solution.</b></p>	<p><b>Bagshot ward Councillors, the Clerk and Cllr Goodman</b></p>
<p><b>C/20/169</b></p>	<p><b>Correspondence</b></p> <p>The Clerk informed Members that correspondence had been received from David Davies with regard to Windlesham traffic solutions.</p> <p>Cllr Goodman responded by saying that he felt some of the Highways solutions mentioned in his report earlier in the meeting addressed some of</p>	

	the points in Mr Davies email and it was resolved to invite Mr Davies to any future meetings regarding this matter.	
<b>C/20/170</b>	<b>Memorials and Inscriptions</b>  <b>There were no memorial applications for approval.</b>	
<b>C/20/171</b>	<b>Exclusion of the press and public.</b> 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/20/172 Exempt Full Council Minutes from 24 <sup>th</sup> November 2020 C/20/173 Exempt Committee Minutes a) Exempt Personnel Committee Minutes from 13 <sup>th</sup> January 2021 b) Civic Amenities and Recreation Committee from 5 <sup>th</sup> January 2021 C/20/174 To consider a new community asset opportunity.  <i>22:13 Live streaming to Facebook was stopped at this point.</i>	

## Annex A

25/01/2021

Windlesham Parish Council

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PRELIMINARY PURCHASE DAYBOOK

User: SKW

## Purchase Ledger for Month No 10

## 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
02/12/2020	2031637	5894	SURREY HEATH	SHBC01	6,406.25	1,281.25	7,687.50	4165	120	6,406.25	GREENSPACE CONTRACT DEC 20
07/01/2021	2032151	5895	SURREY HEATH	SHBC01	6,406.25	1,281.25	7,687.50	4165	120	6,406.25	GREENSPACE CONTRACT JAN 2021
07/12/2020	7162	5896	MULBERRY & CO	MULBE	180.00	36.00	216.00	4445	220	180.00	INTERNAL AUDIT FEE
19/12/2020	58363242	5897	ZOOM	ZOOM	11.99	2.40	14.39	4430	220	11.99	ZOOM SUBSCRIPTION DEC 20
07/12/2020	2525	5898	GREENLANDS	GREE	320.00	64.00	384.00	4160	120	320.00	POPPIES/SOLDIERS
30/11/2020	140699	5899	SHORTS	SHORT	15.00	3.00	18.00	4405	220	15.00	HMLD SKIP
12/01/2021	SM23012	5900	RIALTAS BUSINESS	REALTAS	673.00	134.60	807.60	4420	220	673.00	OMEGA ANNUAL SUBSCRIPTION
21/12/2020	58621439	5901	ZOOM	ZOOM	11.99	2.40	14.39	4430	220	11.99	ZOOM SUBSCRIPTION DEC 20
29/12/2020	116175	5902	GD FIRE & SECURITY	GDFIR	35.00	7.00	42.00	4455	242	35.00	OFFICE ALARM SERVICE BATTERY
18/12/2020	1029	5903	PURE GARDENS	PUREG	2,130.00	426.00	2,556.00	4150	120	2,130.00	WIND CEM MAINTENANCE DEC 20
31/12/2020	142533	5904	SHORTS	SHORT	15.50	3.10	18.60	4405	220	15.50	HMLD SKIP DEC20
30/11/2020	7543	5905	TEXO DSI	TEXO	2,479.02	495.80	2,974.82	4905	244	2,479.02	TOPOGRAPHICAL SURVEY L REC
09/11/2020	2031426	5906	SURREY HEATH	SHBC01	6,406.25	1,281.25	7,687.50	4165	120	6,406.25	GREENSPACE CONTRACT NOV 2020
01/01/2021	MEM233039	5907	SLCC ENTERPRISES LTD	SLCC	262.00	0.00	262.00	4430	220	262.00	SLCC Membership fees SW
12/01/2021	2446	5908	ALCC	ALCC	40.00	0.00	40.00	4430	220	40.00	ALCC MEMBERSHIP SW
17/01/2021	XMAS2020	5909	LIGHTWATER VILLAGE	HSHEN	67.45	0.00	67.45	4190	120	67.45	NEW GARLANDS FOR XMAS TREE
15/01/2021	14610	5910	SSALC	SSA01	30.00	6.00	36.00	4350	200	30.00	FB TRAINING - JW
19/01/2021	INV63936616	5911	ZOOM	ZOOM	11.99	2.40	14.39	4430	220	11.99	ZOOM SUBSCRIPTION JAN 2021
21/01/2021	INV64249876	5912	ZOOM	ZOOM	11.99	2.40	14.39	4430	220	11.99	ZOOM SUBSCRIPTION JANUARY
22/01/2021	1166	5913	PURE GARDENS	PUREG	2,130.00	426.00	2,556.00	4150	120	2,130.00	WIND CEM MAINTENANCE JAN 2021
<b>TOTAL INVOICES</b>					<b>27,643.68</b>	<b>5,454.85</b>	<b>33,098.53</b>			<b>27,643.68</b>	
VAT ANALYSISCODE OTS @ 0.00%					369.45	0.00	369.45				
VAT ANALYSISCODE S @ 20.00%					27,274.23	5,454.85	32,729.08				
<b>TOTALS</b>					<b>27,643.68</b>	<b>5,454.85</b>	<b>33,098.53</b>				

## Purchase Ledger for Month No 9

## 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
20/11/2020	185245	5893	MONEYSOFT	MONE	148.00	29.60	177.60	4430	220	148.00	PAYROLL ANNUAL LICENCE FEE
<b>TOTAL INVOICES</b>					<u>148.00</u>	<u>29.60</u>	<u>177.60</u>			<u>148.00</u>	
VAT ANALYSIS CODE S @ 20.00%					148.00	29.60	177.60				
<b>TOTALS</b>					<u>148.00</u>	<u>29.60</u>	<u>177.60</u>				