



Windlesham Parish Council

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MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL
 Held on Tuesday 30th March 2021, at 7.30pm held by remote conferencing on Zoom

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

In attendance: Sarah Walker – Clerk
 Jo Whitfield – Assistant Clerk
 Richard Wilson – Windlesham Resident
 David Wilson

Members of the Public were able to view proceedings live on Facebook and statistics show that 544 people were reached with 144 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/20/207	Apologies for absence Acceptable apologies for absence were received from Cllrs Jennings-Evans and Manley. Unacceptable apologies for absence were received from Cllr Bakar.	
C/20/208	Declarations of interest Cllr Malcaus Cooper declared a pecuniary interest in her Community Pride grant application for the provision of funds to set up a youth group that she intends to manage.	

	<p>Cllr Stacey declared a non-pecuniary interest in item 20 on the agenda stating that he is an executive committee member of the Windlesham Society.</p> <p>Cllrs White, Willgoss, Malcaus Cooper, Gordon and Hansen-Hjul declared non-pecuniary interests in item 20 as members of the Windlesham Society.</p>	
<p>C/20/209</p>	<p>Public question time as submitted to the Clerk prior to the meeting.</p> <p>a) Public Question Time: The Clerk will read out any questions that have been received from the public in advance of the meeting.</p> <p>Question 1 – from Richard Wilson, Windlesham resident. Mr Wilson attended the meeting to put the following question to Council himself:</p> <p>Mr Wilson stated that he was very pleased to see the proposal for an upgraded litter bin in Mill Pond Road in the Windlesham part of Bagshot ward, which is opposite his house. He requested that council consider funding a similar upgrade to the litter bin on the corner of Manor Way and Guildford Road? The problem is people use these bins to dispose of full black bags of household rubbish, rendering them useless for anyone else.</p> <p>Mr Wilson suggested that a better solution would be to find the households who cannot fit their rubbish into their own wheelie bins and to give them bigger, or second, bins.</p> <p>He requested that the council think of a way of achieving this.</p> <p>Answer:</p> <p>WPC does not own the bin and we would need to seek permission to upgrade the bin and also permissions from the authority responsible for emptying the bin.</p> <p>Members discussed a number of options including speaking with the authority responsible for emptying the bins and requesting the bin is emptied more frequently, as well as highlighting that residents can contact SHBC to request larger bins to ensure they do not dump home waste in public bins.</p> <p>Cllr Willgoss raised the question as to whether this was a bigger fly tipping issue.</p> <p>It was agreed that the Clerk will speak to Environmental Health and Joint Waste Services to request that the bin in question is emptied more frequently.</p> <p>Question 2 – from Keith Hedges, Lightwater resident</p> <p>We live in Ambleside Road and have been residents of LW for more than 30 years. LW is a lovely village and the community spirit shown over the last year has been wonderful to see. However, road traffic is an increasing problem which blights the environment. The traditional narrative is around increasing parking and improving the roads for vehicle use.</p>	<p>The Clerk</p>

	<p>I believe that we need to think creatively about how we can encourage active travel (walking and cycling) which would help mitigate the problems of traffic. If more people felt safe to either walk or cycle both to the village shops and more generally around Lightwater then it would make for a much better environment for us all. There are many possibilities ranging from very expensive to very low cost which could be considered. This would also align with the governments stated objectives.</p> <p>Can the council please advise what planning is in place to support the governments objectives? Thank you.</p> <p>.</p> <p>Councillor Jennings-Evans kindly provided a response which could be added to from a Parish perspective if Council wished:</p> <p>Members discussed the benefits and challenges when considering solutions. Discussion included the possibility of providing more cycle racks in the villages, promoting local walking routes between villages and to work more closely with other tiers of local government.</p> <p>Cllr Goodman suggested that WPC investigate some possible options and approach SCC for their support.</p> <p>Members agreed to research possible solutions and address this at a village level once WPC has moved to the new committee structure.</p>	<p>All Members</p>
<p>C/20/210</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/20/230 Exempt Full Council Minutes from 23rd February 2021</p>	
<p>C/20/211</p>	<p>Full Council Minutes</p> <ul style="list-style-type: none"> • The open minutes of the Council meeting held on 23rd February 2021 were approved and will be signed at a later date by Cllr Malcaus Cooper. • The open minutes of the Extraordinary Full Council meeting held on 15th March 2021 were approved subject to the amendments to the Terms of Reference as noted in minute ref: C20/206 and will be signed at a later date by Cllr Malcaus Cooper. 	<p>Cllr Malcaus Cooper</p> <p>Cllr Malcaus Cooper</p>
<p>C/20/212</p>	<p>Committee and Sub-Committee Minutes</p> <ul style="list-style-type: none"> • The minutes of the Planning Committee meetings held on the 2nd and 16th March 2021, were approved and will be signed at a later date by Cllr Harris. • The minutes of the Finance and General Purpose Committee meeting held on the 16th March 2021, were approved and will be signed at a later date by Cllr Goodman. 	<p>Cllr Harris</p> <p>Cllr Goodman</p>

C/20/213

To discuss any business for referral to, or received from:

- a. Surrey County Council;
- b. Surrey Heath Borough Council

a. Surrey County Council

Cllr Goodman reported:

Vaccination Program

Cllr Goodman reported that the vaccination program continues to go well with the over fifties now being able to receive the job via walk in sessions

HGV's

Concerns about the weight and the number of HGV's have been discussed over several years. By working with SCC to introduce the weight limit reduction for the centre of Windlesham it is apparent that HGV's are not abiding by the limit.

Through the work led by Carole Mancini in Chobham Cllr Goodman confirmed that next Tuesday SCC cabinet will discuss the introduction of formal community HGV watch groups and a request to the Government to change the law. This is great news for Windlesham.

The paper confirms that Surrey will be requesting to have similar powers to the London Councils as well as requesting permission to use technology to track HGV's.

Oakwood Footpath Windlesham

Oakwood footpath was re-opened last week at a cost of £300K. This was a very challenging project.

Surrey Rail Strategy

On Tuesday an update to Surrey Rail strategy will be discussed for approval by the cabinet. This builds on the 2013 plan with significant long terms benefits for residents. The report can be found via the link at Surrey County Council - Agenda for Cabinet on Tuesday, 30 March 2021, 2.00 pm (surreycc.gov.uk).

Finance

Despite the financial challenges facing SCC, as at January 2021 the Council was forecasting a full-year £2.2m underspend which is good news as we enter a new financial year.

Funding

Green Jump Surrey: £6.2 million of funding for Green Jump Surrey has been awarded through central Government to local authorities across the county. This 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 £750,000 to the project as top-up funding to cover the full cost of works.

Climate Change

	<p>SCC have created an interactive online tool to explain climate change and what we can all do to reduce our carbon emissions. It looks at four main categories – travel, home, food and consumer goods and at how individuals can reduce their emissions. It's a very interesting tool for residents.</p> <p>The SCC Climate change delivery plan is going through further work before it goes to cabinet in June. The initial plan will be for 2021 - 2025. This will outline the programmes, initiatives and investments the Council will need to develop in order to deliver the required reductions in carbon emissions in Surrey. The plan includes initiatives in transport, housing, waste and land use and part of the plan will be seeking further residents' views.</p> <p>SCC launched their new engagement platform to gather feedback. There will be further opportunity for residents to provide feedback specifically on our delivery plan through the site from 7th May.</p> <p>b. Surrey Heath Borough Council</p> <p>Cllr Galliford reported that the SHBC climate change website is now live and encouraged everyone to visit it and read the content.</p> <p>Cllr Barnett reported that as part of the Climate Change working group they received an excellent presentation from Curbside Connection re the future of electric vehicle charge points.</p>	
C/20/214	<p>Finance</p> <p>a) Accounts for payment - The Clerk presented a list of expenditure transactions for approval, in the sum of £13,152.39 and explained the individual items.</p> <p>Cllr Gordon requested an explanation of the payment of £5,867.00 for design work. The Clerk explained that this was all part of the agreed design work highlighted by the Windlesham Rejuvenation Project.</p> <p>It was resolved the payments (Annex A) in the total sum of £13,152.39 be authorised and the Chairman will sign the Expenditure Transactions Approval List at a later date.</p> <p>b) To agree to give delegated authority to the Clerk to pay any invoices received post this meeting but before year end (31st March 2021)</p> <p>It was resolved to delegated authority to the Clerk to pay any invoices received post this meeting but before year end (31st March 2021)</p> <p>c) Fees and charges</p> <p>In accordance with the Financial Regulations, Council were asked to review the Allotment and Cemetery Fees and to consider the following recommendations: -</p>	Cllr Malcaus Cooper

	<ul style="list-style-type: none"> • Approve the recommendations to hold fees and charges for allotments at 2020-21 levels for the 2021-22 financial year and to note the existing cemetery fees and the requirement for each village committee to conduct its own review; <p>Or</p> <ul style="list-style-type: none"> • Recommend changes to fees and charges for allotments levied by the Council for 2021- 22 and to note the existing cemetery fees and requirement for each village committee to conduct its own review. <p>It was resolved to hold fees and charges for allotments at 2020-21 levels for the 2021-22 financial year and to note the cemetery fees for 2021-22</p> <p><i>20:20 Cllr Hartshorn left the meeting</i></p>	
<p>C/20/215</p>	<p>Outside Organisations</p> <p><u>Windlesham United Charities – James Butler Alms Houses</u></p> <p>Cllr White reported that the Alms House residents had been coping well with the lockdown restrictions and that an Easter Afternoon Tea was planned for the residents.</p> <p>Windlesham United Charities is continuing to help other charities with fund raising.</p> <p><u>Windlesham Field of Remembrance</u></p> <p>Cllr Hansen Hjul thanked Members on behalf of WFOR for the funding for the matting at outside the FOR. It has been much appreciated.</p> <p><u>The Briars Centre</u></p> <p>Cllr Malcaus Cooper reported that the Briars Centre will hold a virtual AGM on zoom on the 23rd April 2021 at 5pm.</p>	
<p>C/20/216</p>	<p>Community Pride Grants</p> <p>Cllr Stacey submitted the following Councillor Community Pride grant application:</p> <p>Applicant: Frimley Health Charity Purpose: Donation to charity that provides equipment and services that go beyond the NHS budget for patients, staff and visitors. Supporting Councillor: Cllr Stacey Value: £1,000.00</p> <p>It was resolved to accept this Community Grant application.</p> <p>Cllr White submitted the following Councillor Community Pride grant application:</p> <p>Applicant: Bagshot Business Association Purpose: Costumes for an Easter Bunny Parade Supporting Councillor: Cllr White</p>	

	<p>Value: £100.00</p> <p>It was resolved to accept this Community Grant application.</p> <p>Cllr Malcaus Cooper submitted the following Councillor Community Pride grant application:</p> <p>Applicant: Lightwater Litter Pick Purpose: Litter pickers for Lightwater Supporting Councillor: Cllr Malcaus Cooper Value: £118.13</p> <p>It was resolved to accept this Community Grant application.</p> <p>Cllr Harris and Cllr Halovsky-Yu submitted the following Councillor Community Pride grant application:</p> <p>Applicant: Cllr Harris & Cllr Halovsky-Yu Purpose: Lightwater Memorial Bench Supporting Councillor: Cllr Harris (£262.18) & Cllr Halovsky-Yu (£776.87) Value: £1,039.05</p> <p>It was resolved to accept this Community Grant application.</p> <p>Cllr Malcaus Cooper submitted the following Councillor Community Pride grant application:</p> <p>Applicant: Cllr Malcaus Cooper Purpose: To fund set up costs of a new Lightwater youth group. Supporting Councillor: Cllrs Malcaus Cooper (£78.05), Galliford (£298.18), Hansen-Hjul (£530) & Barnett (£858) Value: £1,763.23</p> <p>It was resolved to accept this Community Grant application.</p>	
<p>C/20/217</p>	<p>Clerks Update</p> <p><u>Bagshot Cemetery</u></p> <p>The Clerk informed Members that Bagshot Cemetery memorial wall is due to be cleaned in 6 weeks time. This requires all memorial vases etc to be removed. A notice has been placed at the cemetery requesting that families remove the tributes prior to the cleaning. Any remaining will be removed and stored safely at the Council Chamber.</p> <p><u>Virtual Meeting Legislation</u></p> <p>The Clerk informed Members that on Thursday a letter was sent out by Luke Hall MP in relation to the legislation allowing Councils to hold meetings remotely. This letter was provided to Members.</p> <p>The Clerk explained that the legislation provided under The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales)</p>	

	<p>Regulations 2020 will not be extended to allow remote meetings to be held after 6th May 2021.</p> <p>This causes various issues, not least as the ability to meet as a group larger than 6 people indoors will not come into force until 21st June. Whilst business premises are able to operate if they are Covid secure, the Council chamber cannot be utilised in a Covid compliant way. There is insufficient space to socially distance, a single entry/exit point and limited means of ventilation.</p> <p>For all Councils there is a requirement to hold an annual meeting (ie the meeting where you vote for Chairman, set up committees, meeting schedules etc) in May. Our meeting is currently scheduled for 25th May – which means it cannot be held remotely, nor can it be held legally according to the government road map, as the rule of 6/two households indoors will apply. The general advice for all Councils is to schedule their annual meetings to take place before 6th May and that delegated authority be given to Clerks to continue with the “normal business” of Council, the same as applied at the start of lockdown in March 2020.</p> <p>The Government have given Parliament the green light to continue holding remote meetings until 21st June but this has not been extended down the tiers. The Clerk provided Members with a copy of a letter she written to send to Luke Hall MP (plus a wider distribution group of Michael Gove MP, NALC Chairman, Robert Jenrick MP, LGA Chairman).</p> <p>Members were asked if they wished to support the letter written by the Clerk and to consider bringing forward the annual May meeting to be held on 4th May.</p> <p>The clerk also informed Members that if Council do not wish to send the response as drafted, it is her intention to write in her capacity as the Proper Officer, (one that is highly unlikely to have received a first vaccine by 6th May).</p> <p>It was resolved to the support the letter written by the Clerk and a vote to refuse to reschedule the May meeting and to campaign for a change in legislation to allow the continuation of virtual meetings was taken. The motion was carried with 9 in favour. Members requested that the Clerk keep them up to date on any developments.</p>	<p>The Clerk</p>
<p>C/20/218</p>	<p>To review and adopt risk assessment document for 2020-2021</p> <p>Councillors were presented with an updated risk assessment after a review of the Council’s business processes, which meets the objectives of - identifying risk areas where the Council has work to do - providing a robust assessment of risk and mitigating controls for presentation to the auditors.</p> <p>Councillors were asked to review and approve the risk assessment document, noting that the document will need to be re-written once processes have been changed to support the new committee structure.</p> <p><u>Key Risks</u></p> <ul style="list-style-type: none"> • The risk assessment has identified a single area of high risk, however with further mitigating controls this is reduce to a medium 	

	<p>risk. There are 7 medium risks, highlighted in amber on the risk assessment and should therefore be kept under review.</p> <ul style="list-style-type: none"> 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. <p>It was resolved to approve the risk assessment with no changes.</p>	
<p>C/20/219</p>	<p>Working Party Updates</p> <p>a) Update from the working party re review of Council policies.</p> <p>Cllr Galliford informed Members that because the Council policies were substantially reviewed last year it was proposed that no further review takes place until the new committee structure is in place.</p> <p>As yet the working party has not met and has scheduled a date for the 7th April 2021.</p> <p>Cllr Galliford also informed Members that the current Toil Policy lapses on the 31st March and asked Members to consider if they wished to extend this policy for another month.</p> <p>It was resolved that the working party will meet on the 7th April as planned and that the Toil Policy will be extended until the 30th April 2021.</p>	<p>Policies Working Party</p>
<p>C/20/220</p>	<p>Bagshot Jubilee Lamp</p> <p>Members were informed that after contacting an additional 5 chapter 8 trained contractors, alongside discussions with SHBC exploring the possibility of a local contractor carrying out the work under their supervision, 1 further quote was received, thereby giving Members 2 comparative quotes.</p> <p>Both quotes have been provided by external chapter 8 trained contractors and do not require SHBC supervision.</p> <p>It was also noted that since requesting quotes unbeknownst to WPC, two residents in Bagshot removed and repainted the Jubilee lamp signs, They have also cleaned the lamp but have not repainted it. Whilst it is recognised that volunteers willing to undertake such work are very gratefully acknowledged, work can only be carried out by volunteers on Council assets with prior Council knowledge and permissions. At the very least, the Council's insurer should be notified of any volunteer work to ensure those undertaking the work are covered by our insurance. Whilst this may seem to be a lot of "red-tape" and in some cases may be a barrier to volunteers undertaking work, it is essential that the Council follows the right process, as in the event something does go wrong and a volunteer is injured or worse, the Council will be liable.</p> <p>Members were asked to consider the above quotes and decide if they wish to appoint one of the above contractors. Additionally, they were reminded that currently there is no budget for this work and if Council wished to</p>	

	<p>proceed, it will need to make a resolution to fund the work from General Reserves.</p> <p>Members resolved that the Council will extend their thanks to the volunteers, recognising their excellent work over the years. However, Members acknowledged the health and safety challenges presented by volunteers carrying out this work and resolved to ask the volunteers not to carry out any further work unless express permission is sought from the Council.</p> <p><i>21:23 Members agreed to suspend Standing Orders to allow the meeting to continue beyond 22.00hrs.</i></p> <p>Cllr Harris proposed that Members accept quote 2 to paint the lamp only and the motion was carried unanimously.</p>	<p>Cllrs White & Willgoss</p> <p>The Clerk</p>
<p>C/20/221</p>	<p>To discuss the Chairman’s Community Reception for 2021</p> <p>Members were informed that after discussions between the Clerk and the Chairman the Chairman’s preference was to hold a larger, face to face event provisionally at the end of September.</p> <p>The Chairman indicated she had been in contact with the Head of Hall Grove School who had offered use of the school grounds to the Council, which would allow for an “outdoor” event, using a marquee and would mean a larger number of people could be invited. An outdoor environment may also be preferable for some people, as although the Covid vaccination program will have been fully rolled out by that point, some may still not feel comfortable in a confined space with a large number of people.</p> <p>It was noted that it is highly likely that due to the pandemic, far more worthy recipients may be identified than in previous years as so many people have undertaken volunteer work or supported others in their community. By holding a larger event, Council will be able to celebrate all those in the villages who deserve recognition.</p> <p>It was suggested that a date is secured ASAP but that the discussions about potential award recipients are held in the newly formed village committees. Each committee chairman could then present the awards and Cllr White, as the previous Chairman who had to postpone the 2020 event, can make the awards to those who were nominated last year.</p> <p>Members were asked to note the above.</p> <p>It was resolved to note the information provided and that Members will consider possible nominees by the end of May.</p>	<p>All Members</p>
<p>C/20/222</p>	<p>Annual Parish meeting 2021 update</p> <p>.</p> <p>At the last Full Council meeting, it was resolved hold this year’s APM via Zoom and to extend invitations to the new Chief Executive of SHBC and the New Borough Commander along with elected representatives from all 3 tiers of local government.</p>	

	<p>Members were notified that the availability of Damian Roberts, new CEO, has been ascertained and the date has been set as Monday 19th April at 6.30pm.</p> <p>After discussions between the Clerk, the Chairman and Vice Chairman, it was decided that due to holding the meeting remotely, it would be more practical to only receive updates from WPC Chairman, County Councillors, SHBC CEO and the Mayor and, from the Borough Commander if he is available. This would be followed by questions from the public only and a guest speaker would not be invited this year.</p> <p>A draft annual report has been written and will be finalised and made available online in advance of the meeting. The Clerk requested that all Members supply an up to date photo of themselves for the Councillors gallery in the Annual Report.</p> <p>Members were asked to note the above information and are encouraged to attend the meeting.</p> <p>Noted</p>	
C/20/223	<p>Notice of a motion from Cllr Hansen-Hjul for a proposed spend of Windlesham CIL money to fund:</p> <ul style="list-style-type: none"> a) 1 x new, larger and covered bin on Mill Pond Road b) 6 x new benches for the Field of Remembrance (including commemorative soldier benches) c) 2 x benches for the Windmill field open space <p>Councillor Hansen-Hjul requested that Council consider utilising some of the Windlesham CIL money to fund the above.</p> <p>Considerations for Members</p> <p>The current CIL report is attached for Members. Windlesham has a CIL balance of £ £46,531.35, of which £3,502.57 has an expiry date of 1st April 2021.</p> <p><u>Request for bin:</u> The bin in question is not a Parish owned bin. It is believed that it is collected by Amey, but it is unclear if that is done on behalf of Borough or County. Permission would need to be sought from whoever owns the bin. No indicative pricing has been obtained for bins.</p> <p><u>Commemorative Benches:</u> Members were informed that indicative pricing for the commemorative benches was £986.00 +VAT per bench. This price does not include delivery or installation.</p> <p><u>Benches for Windmill Field:</u> Members were informed that the Glasdon benches referred to in the link provided by Cllr Hansen-Hjul cost from £459.40 +VAT. Depending on the type of material selected and type of ground fixing kit, there may be additional costs. Delivery is free. There will also be a cost to having the benches installed.</p> <p>Members discussed the issues surrounding replacing a bin that does not belong to the Parish Council and the merits of providing benches within the community.</p>	

	<p>It was resolved to defer this item until the village committee structure is in place.</p>	
<p>C/20/224</p>	<p>Notice of a motion from Cllr Halovsky-Yu to purchase and install a commemorative soldier bench at Lightwater Memorial garden</p> <p>Councillor Halovsky-Yu requested that Council consider purchasing and installing a commemorative bench in the memorial gardens in Lightwater (subject to sufficient space).</p> <p>Considerations for Members</p> <p>Lightwater has no CIL money available, therefore the funding will need to come from the Lightwater Village reserve, which has a current balance of £12,997.00.</p> <p>Members were informed that indicative pricing for the commemorative benches was £986.00 +VAT per bench. This price does not include delivery or installation.</p> <p>This motion was withdrawn because it was dealt with under Community Pride grants.</p>	
<p>C/20/225</p>	<p>Notice of a motion from Cllr Malcaus Cooper to discuss the provision of IT equipment to Councillors – to include the provision of laptop or touch screen devices, headsets and other peripherals</p> <p>In line with Members requests some preliminary enquiries have been made regarding the provision of technology to conduct Council business.</p> <p>SHBC have indicated that they are willing share the extensive research carried out along with their suite of policies surrounding the issuing and use of the technology provided.</p> <p>Members were asked to consider the following:</p> <ul style="list-style-type: none"> • Possible licencing issues • Security – Anti-virus for laptops (chromebook may not require due to having its own operating system) • Procedure if lost and the ability to track and wipe contents if necessary. • Cost of accessories such as keyboards and noise cancelling headsets. • Set up and support costs. • Cost of accessories such as keyboards and noise cancelling headsets. <p>The Council’s current IT provider has been contacted and indicated that they were of the opinion that laptops will be the more expensive long term option due to licencing and anti-virus requirements, updates and subsequent support issues that may be required.</p>	

	<p>Initial investigations suggest that the iPad may be the most cost effective and easiest to remotely support. Their experience with other clients also indicates that the rollout of tablets is usually less problematic.</p> <p>Members were asked to consider the information before them and decide how they wished to proceed.</p> <p>Members were divided on this issue and after much discussion Cllr Malcaus Cooper proposed and Cllr Halovsky-Yu seconded the motion to further investigate the provision of IT equipment for Councillors. A vote was taken and the motion was carried with 7 in favour and 4 against.</p>	<p>The Clerk & Cllr Gordon</p>
<p>C/20/226</p>	<p>Notice of a motion from Cllr Hansen-Hjul to reverse a decision previously taken by this council to undertake a ‘housing needs’ survey on behalf of Surrey Community Action. This motion is being requested in light of further information provided by the Windlesham society chair.</p> <p>Councillor Hansen-Hjul raised a motion to reverse the decision of the planning committee, made at their meeting held on 16th February 2021, to support a housing needs survey to be undertaken by Surrey Community Action.</p> <p>Background SCA employ a Rural Housing Enabler, Louise Williams, who has been approached by Falcon Communities to carry out a housing needs survey for Windlesham Parish. This course of action was highlighted to Councillors by Falcon Communities when they met informally with a small group of Councillors in July 2020.</p> <p>Members had varying opinions on this matter which included:</p> <ul style="list-style-type: none"> • Working with Surrey Community Action to carry out a housing need survey. • WPC to carry out the survey and ask SCA to pay for it. • To decline participation in the survey and not to carry out our own survey. <p>A vote was taken and it was resolved with 6 in favour, 4 against and 1 abstention, to defer this item until the new committee structure is in place.</p>	
<p>C/20/227</p>	<p>Correspondence</p> <p>The Chairman has requested the following items to be discussed under correspondence.</p> <p>Item 1 Email received and Facebook post from Nicola Upton in relation to Lightwater Recreation Ground fencing. Members were presented with the emails received and response sent by the Clerk.</p> <p>Members were made aware, that the land is owned by Fields in Trust and some preliminary research in older Council files has shown records that</p>	

	<p>FiT had specific requirements for fencing of at least 2.5m tall and to be constructed of black netting, galvanised core vinyl clad.</p> <p>Patch repairs have been carried out over the years. Further research has also shown the fencing was always intended to be replaced as part of the overall pavilion project/redevelopment (from the initial research started in 2013).</p> <p>Initial enquiries have been made to ascertain if FiT still have the same fencing requirements and we are awaiting a response. Quotes will then be sought and brought to Council for discussion and a decision made as to whether to carry out replacement as a standalone project or as part of the pavilion project, as was always intended.</p> <p>It was resolved that the fence will be replaced as part of the Lightwater Pavilion project and the Clerk will respond in writing to Nicola Upton.</p> <p>Item 2 Members were presented with correspondence received by Cllr Malcaus Cooper from resident Elizabeth Coakley regarding the footpath on Broadway Road next to the little bridge.</p> <p>The resident raised concerns that when we have a lot of rain this area just turns into a slippery mud path along with two blocked drains at the entrance to Broadway farm it makes for a very dangerous walk between Lightwater and Windlesham.</p> <p>Cllr Goodman suggested that this matter be brought to the attention of SCC after the elections have concluded because the newly elected County Councillor will be in a position to take this forward.</p>	The Clerk
C/20/228	<p>Memorials and Inscriptions</p> <p>Memorials for Roxanne Moran and Penelope Louise Workman were approved.</p>	
C/20/229	<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/20/230 Exempt Full Council Minutes from 23rd February 2021</p> <p><i>23:13 Live streaming to Facebook was stopped at this point.</i></p>	

Annex A

Purchase Ledger for Month No 12

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
22/03/2021	GM092011	5937	GLENDALE	GLEND	301.00	60.20	361.20	4005	100	301.00	Plaques 1/11/20-31/3/2021
22/03/2021	GM092012	5938	GLENDALE	GLEND	1,742.20	348.44	2,090.64	4005	100	1,742.20	Ashes 1/11/2020-31/3/2021
14/03/2021	147694	5939	SHORTS	SHORT	298.00	59.60	357.60	4405	220	298.00	Skip empty W cem
19/03/2021	INV75287311	5940	ZOOM	ZOOM	11.99	2.40	14.39	4430	220	11.99	March subscription
19/03/2021	87327	5941	OPTICHROME	OPTI	371.67	74.33	446.00	4160	120	371.67	Site security leaflets
23/03/2021	87373	5942	OPTICHROME	OPTI	120.97	24.19	145.16	4160	120	120.97	Site security postage
21/03/2021	INV75574777	5943	ZOOM	ZOOM	11.99	2.40	14.39	4430	220	11.99	March subscription
18/03/2021	9500256641	5944	SURREY	SURR	5,867.00	0.00	5,867.00	4815	280	5,867.00	Design work for road safety
29/03/2021	EXPS MAR 21	5945	SARAH WAKEFIELD	SWAKE	30.25	0.00	30.25	4435	220	30.25	Expenses Nov 20 - Mar 21
01/02/2021	PRIDE	5946	CLLR MALCAUS COOPER	CLLRMC	80.12	0.00	80.12	4655	260	80.12	Xmas pride reimbursement
01/02/2021	PRIDE	5947	COUNCILLOR HARRIS	CLLRJH	80.13	0.00	80.13	4655	260	80.13	Xmas pride reimbursement
16/03/2021	2024742	5948	GUILDFORD BOROUGH	GUIL	600.00	120.00	720.00	4190	120	600.00	Christmas lights installation
17/03/2021	IN0017202	5949	KEMPTON CARR CROFT	KEMPT	850.00	170.00	1,020.00	4905	244	850.00	Red book valuation
18/03/2021	AE00009201697C	5950	ADOBE	ADOBE	181.10	0.00	181.10	4440	220	181.10	Adobe Acrobat Pro subscription
29/03/2021	1196	5951	PURE GARDENS	PUREG	2,130.00	426.00	2,556.00	4150	120	2,130.00	W CEM MAINTENANCE MAR 21
29/03/2021	EXPS MAR 21	5952	SARAH WALKER	SARAH	27.45	0.00	27.45	4435	220	27.45	Expenses Feb-Mar 2021
29/03/2021	EXPS MAR 21	5953	JO WHITFIELD	JOWHIT	8.76	0.00	8.76	4435	220	8.76	Exps Jan-Mar 2021
15/03/2021	4218277	5954	OCEAN FIRE	OCEAN	439.76	87.95	527.71	4060	242	439.76	Fire extinguisher servicing
TOTAL INVOICES					13,152.39	1,375.51	14,527.90			13,152.39	
VAT ANALYSISCODE OTS @ 0.00%					6,238.60	0.00	6,238.60				
VAT ANALYSISCODE S @ 20.00%					6,877.58	1,375.51	8,253.09				
VAT ANALYSISCODE Z @ 0.00%					36.21	0.00	36.21				
TOTALS					13,152.39	1,375.51	14,527.90				

