



Windlesham Parish Council

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MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL
 Held on Tuesday 25th May 2021, at 7.30pm held at Windlesham Field of
 Remembrance Hub, Kennel Lane, Windlesham

Bagshot Cllrs		Lightwater Cllrs		Windlesham Cllrs	
Bakar	A	Barnett	-	Goodman	P
Du Cann	P	Galliford	P	Hansen-Hjul	P
Gordon	PA	Halovsky-Yu	P	Hardless	P
Manley	P	Harris	A	Stacey	P
Willgoss	P	Hartshorn	P	Sturt	P
White	P	Jennings-Evans	A		
		Malcaus Cooper	P		

In attendance: Sarah Walker – Clerk
 Jo Whitfield – Assistant Clerk
 Richard Tear – Surrey County Councillor for Windlesham & Bagshot
 Pat Lewis – Windlesham Resident

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

P – present A – apologies PA – part of the meeting - no information

Cllr Malcaus Cooper was in the Chair

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		Action
C/21/01	<p>To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office</p> <p>Cllr Stacey nominated and Cllr Hansen-Hjul seconded Cllr Malcaus Cooper as Chairman</p> <p>It was resolved to elect Cllr Malcaus Cooper as the Chairman of Windlesham Parish Council with 10 votes in favour, 0 against and 2 abstentions. Cllr Malcaus-Cooper duly signed the Declaration of Acceptance of Office.</p> <p>Cllr Malcaus Cooper took the Chair.</p>	
C/21/02	<p>To elect the Vice-Chairman of the Council and to receive the Vice-Chairman's Declaration of Acceptance of Office</p> <p>One nomination was received as follows:</p>	

	<p>Cllr Malcaus Cooper nominated, and Cllr Manley seconded, Cllr Halovsky-Yu as Vice-Chairman.</p> <p>It was resolved to elect Cllr Halovsky-Yu as the Vice-Chairman of Windlesham Parish Council with 10 votes in favour, 0 against and 2 abstentions. Cllr Halovsky-Yu duly signed the Declaration of Acceptance of Office</p>	
	<p>Cllr Malcaus Cooper formally welcomed the newly elected Parish Councillors and the newly elected County Councillor for Windlesham & Bagshot.</p> <p>Thanks were also extended the Windlesham Field of Remembrance for the use to the hall.</p>	
C/21/03	<p>Apologies for absence</p> <p>Acceptable apologies for absence were received from Cllrs Jennings-Evans, Harris and Bakar.</p>	
C/21/04	<p>Declarations of interest</p> <p>No Declarations of interest were made.</p> <p><i>19:40 Cllr Gordon joined the meeting.</i></p>	
C/21/05	<p>Public question time as submitted to the Clerk prior to the meeting.</p> <p>Q: Paula Harrington submitted a statement in relation to items classified as exempt business on the Council Agendas and requested the following:</p> <ol style="list-style-type: none"> 1. Firstly, that the Councillors all agree to a commitment to consider whether any item to be discussed as Exempt business properly meets the criteria for Exclusion, and indeed whether “the public interest in maintaining the exemption outweighs the public interest in disclosing the information.” 2. Secondly, for the Councillors to agree that the decision as to whether an agenda item is Exempt should be the decision of all Councillors present at the meeting, or a majority thereof, (and not the Chair or Clerk of the meeting), and for the decision to be made and recorded as a resolution of the Council, and that the reason for secrecy is clearly stated. 3. Finally, I would ask the Councillors to agree to a policy going forward of including in all Meeting Minutes not only the decision for the matter to be Exempt and the reason for the decision, but also a commitment as to when the Exempt Minutes will be released into the public domain. For example, discussions around issuing invitations to tender for a contract should properly be exempt until such time as the contract has been let, but, in the interests of transparency, once the contract has been let the matter should be in the public domain as it would relate to the spending of public money. 	

	<p>Q: Members acknowledged that at every meeting Council had the opportunity to review items classified as Exempt on the Agenda and resolved to either leave them as Exempt business, or move them to the open part of the meeting. Additionally Members discussed publicising the reasons why items fall under exempt business.</p> <p>Cllr Malcaus Cooper informed Members that as Chair she had acknowledged Mrs Harrington's email and it was agreed that Councillors would consider the points raised and liaise with the Clerk who will then provide Mrs Harrington with a formal response.</p>	Councillors & The Clerk
C/21/06	<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/21/24 Exempt Full Council Minutes from 27th April 2021 C/21/25 Personnel Committee – 28th April 2021 C/21/26 Wayleave request across land at Hook Mill Lane</p> <p>It was resolved that all items should remain exempt business and be discussed in part 2 of the meeting.</p>	
C/21/07	<p>Full Council Minutes</p> <ul style="list-style-type: none"> The open minutes of the Council meeting held on 27th April 2021 were approved and signed by Cllr Malcaus Cooper. 	Cllr Malcaus Cooper
C/21/08	<p>Committee and Sub-Committee Minutes</p> <ul style="list-style-type: none"> The minutes of the Planning Committee meetings held on the 23rd April 2021, 4th May 2021 and the 18th May 2021 were approved and signed by Cllr White. The minutes of the Personnel Committee meeting held on the 28th April 2021, were approved and signed by Cllr Galliford. The minutes and all recommendations therein, of the Finance & General Purposes Committee meeting held on the 4th May 2021, were approved and signed by Cllr Goodman. 	Cllr White Cllr Galliford Cllr Goodman
C/21/09	<p>Appointing Members to Existing Committees and Sub-Committees</p> <p>Members were asked to consider which Committee(s) they wish to sit on for the year 21/22.</p> <p>Following the by-election in May, Cllrs Du Cann, Hardless and Sturt were elected to the Bagshot and North Windlesham Ward and it was agreed that Cllr Hardless and Cllr Sturt will sit on the Windlesham village committee and Cllr Du Cann will sit on the Bagshot village committee.</p> <p>Membership for village committees will consist of all Councillors representing that village and all other committees will consist of a minimum of 6 members, 2 from each village.</p>	

	<p>a) Bagshot Committee Resolved: to appoint the following Councillors to the Bagshot Committee.</p> <p>Cllr Bakar Cllr Du Cann Cllr Gordon Cllr Manley Cllr White Cllr Willgoss</p> <p>b) Lightwater Committee Resolved: to appoint the following Councillors to the Lightwater Committee.</p> <p>Cllr Galliford Cllr Harris Cllr Halovsky-Yu Cllr Hartshorn Cllr Malcaus Cooper Cllr Jennings-Evans Cllr Barnett</p> <p>c) Windlesham Committee Resolved: to appoint the following Councillors to the Windlesham Committee.</p> <p>Cllr Goodman Cllr Hansen-Hjul Cllr Hardless Cllr Stacey Cllr Sturt</p> <p>It was also resolved that the Clerk will formally confirm with all Councillors who were not present at the meeting their willingness to sit on the Committee to which they have been nominated.</p> <p>d) Planning Committee – Cllr Galliford proposed, Cllr Stacey seconded and it was resolved unanimously that the planning committee be disbanded and all planning applications will be considered by the village committee to which the application applies.</p> <p>e) Personnel Committee Resolved: to appoint the following Councillors to the Personnel Committee.</p> <p>Cllr Jennings-Evans Cllr White Cllr Hansen-Hjul Cllr Galliford Cllr Manley Cllr Gordon Cllr Willgoss Cllr Sturt Cllr Malcaus Cooper</p>	<p>The Clerk</p>
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C/21/10	<p>Setting the dates, times and place of ordinary meetings of the Full Council and Committees for the year ahead.</p> <p><u>Full Council meetings</u></p> <p>To be held 6 times per year on the following dates.</p> <p>25th May 2021 – Annual Council Meeting Election of Chairman etc 22nd June 2021 – Sign off AGAR 28th September 2021 – Sign off External Audit 30th November 2021 – Budget and Precept 25th January 2022 – Precept demand 29th March 2022– Year end Accounts 31st May 2022 – Next municipal year Annual Council Meeting Election of Chairman etc</p> <p>Start time: 7.30pm</p> <p><u>Village Committee Meetings</u></p> <p>Councillors discussed the suitability of the proposed days and times and it was agreed that a doodle poll would be sent to all Members to establish a meeting schedule that would accommodate the majority of Members.</p> <p>Cllr Hansen-Hjul proposed that the first formal committee meetings be held in July to allow staff the appropriate amount of time to fully prepare the policies and procedures to support the new committee structure.</p> <p>In light of this decision Members delegated authority to Cllr Goodman to respond to planning applications until July 2021, when the village committees will assume responsibility.</p> <p>All Members will have the opportunity to review the June planning applications and feed in their responses to Cllr Goodman</p> <p><u>Personnel Committee</u></p> <p>Meetings to be held quarterly on a Wednesday, on the following dates: 7th July 2021 6th October 2021 5th January 2022 6th April 2022</p> <p>Start time: 7.00pm</p>	<p>The Clerk</p> <p>Cllr Goodman</p>
C/21/11	<p>Review of representation on or work with outside organisations</p> <p>Members were presented with a list of organisations that historically the Parish Council have had Councillor representation.</p>	

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

It was resolved to appoint the following Members:

ANNUAL APPOINTMENTS 21/22

Bagshot

Bagshot Playing Fields Association	Cllr White
Bagshot Society	Cllr Willgoss
St Anne's Hall Management Committee	Cllr Du Cann

Lightwater

Briars' Centre Management Committee	Cllr Jennings-Evans & Cllr Harris
Lightwater Business Association	Parish representation no longer required
Lightwater Connected	Cllr Galliford if required.
Lightwater Society	To be confirmed

Windlesham

Windlesham Field of Remembrance	Cllr Hansen-Hjul
Windlesham Poors Committee	Cllr Stacey

General

Chobham Common Liaison Group	Cllr Hansen-Hjul
Surrey County Association of Parish & Town Councils	Cllr Goodman
Local Area Committee	Cllr Manley
Dementia Alliance	Cllr Gordon

LONGER TERM APPOINTMENTS WITH A 4 YEAR TERM

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

WC Lees Resthouses –Cllr Sturt will begin a four year term until June 2025.

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

		Term	Retirement date
Windlesham United Charities (5 appointees)	Mrs J Ward	4 years	Jan 2024
	Mrs R Hutchinson	4 years	Jan 2024
	Mrs D Winterton	4 years	May 2025
	Mr J Winterton	4 years	Dec 2022
	Mrs V White	4 years	Nov 2023

<p>C/21/12</p>	<p>Review of Standing Orders and Financial Regulations</p> <p>Members were informed that in order to support the new committee structure, both Standing Orders and Financial Regulations were being amended and re-written. It is anticipated that these will be finalised to bring to Full Council in June as by that point the finance system will have been re-written and re-structured and the reporting can be accurately reflected in Financial Regulations.</p> <p>Members also had their attention drawn to the fact that, the Chairman and the policies working party had requested the removal of the following clauses from Standing Orders:</p> <p>Section 5:</p> <p>k Any member appointed as Chairman or Vice Chairman of Council shall not be appointed as Chairman or Vice-Chairman of a Committee or Sub-Committee unless extenuating circumstances dictate.</p> <p>l Any Member appointed as Chairman or Vice-Chairman of a Committee or Sub-Committee shall not be appointed as Chairman or Vice-Chairman of any other Committee or Sub-Committee, unless extenuating circumstances dictate.</p> <p>m Each member shall sit on at least two committees or sub-committees.</p> <p>Members were asked to consider the above request from the Chairman and policies working party and decide if the standing orders stated above should be removed.</p> <p>It was resolved to defer this item until the June Full Council meeting.</p>	
<p>C/21/13</p>	<p>Review of inventory of land and assets including buildings and office equipment</p> <p>Members were presented with the fixed asset register and informed that the balance of assets held was £259,294.28 and that the register had been reviewed as part of the year end accounts process.</p> <p>Members were asked to note the fixed asset register provided.</p> <p>Noted</p>	
<p>C/21/14</p>	<p>Review and confirmation of arrangements for insurance cover in respect of all insured risks.</p> <p>Councillors were asked to note that the Council's insurance was renewed in October 2018, following quotes being provided by our broker, Came and Co. It was agreed that the Council would enter into a 3-year long term arrangement. Members were informed that this 3 year agreement ends on 30th September 2021 and that the Clerk had approached our current broker and another broker to provide quotes for consideration.</p>	

	<p>Due to the schedule of meetings for the next year and the expiry date of our current insurance, the Clerk has asked for quotes to be provided in order for Council to consider them at the Full Council meeting in June.</p> <p>Noted</p>	
C/21/15	<p>Review of Council policies</p> <p>Cllr Malcaus Cooper informed Members that the Policies Working Party had met and a number of amendments had been proposed.</p> <p>Cllr Malcaus Cooper proposed and it was agreed that the finished documents would be brought to the June Full Council meeting.</p>	Cllr Malcaus Cooper
C/21/16	<p>Finance</p> <p>a) Accounts for payment - The Clerk presented a list of expenditure transactions for approval, in the sum of £14,048.27 and explained the individual items.</p> <p>It was resolved the payments (Annex A) in the total sum of £14,048.27 be authorised and the Chairman signed the Expenditure Transactions Approval List.</p>	Cllr Malcaus Cooper
C/21/17	<p>To discuss any business for referral to, or received from:</p> <ul style="list-style-type: none"> a. Surrey County Council; b. Surrey Heath Borough Council <p>a. Surrey County Council</p> <p>Cllrs Rebecca Jennings-Evans & Richard Tear provided the written report below:</p> <p>The last two weeks have been a blur of induction days and member training. Getting to grips with new responsibilities and taking up the mantle of residents concerns from our predecessors. A steep learning curve but an exciting one.</p> <p>1. <u>M3/A322</u> As many of you will have seen on Social Media, a meeting recently took place with our MP Michael Gove and Highways England along with ex County Councillor Mike Goodman to discuss the problems of congestion at the M3/A322 junction. Richard and myself, are both looking forward to meeting with our MP to receive an update on the initial work that has taken place to establish options for larger strategic intervention to reduce traffic at the junction. We will be working together to make a case for future investment from the Department of Transport. As part of the work we hope to push for mitigation for the issues surrounding noise and air pollution and hope to engage DEFRA to engage on the noise mapping service for possible future mitigation.</p> <p><u>2. Vaccination Programme:</u></p>	

In the week up to 16th May 22, 128 people in Surrey have received their first dose, and 43,534 have received their second dose of a COVID-19 vaccination. In total 673,229 people (52% of the population in Surrey) have received at least one dose of a vaccine, and 366,124 people (28% of the population) have received two doses of a vaccine. 91% of all people aged 50 or over in Surrey have received at least one dose of a vaccine. Currently people aged 34 and over are being called for vaccination.

3. Surrey Bus Strategy

SCC will be adopting a Partnership approach rather than Franchising, meaning that we can access private investment by the bus operators in addition to our own. Enhanced Partnerships facilitates a joint contract on what the bus operator and the council are doing to improve bus services in the area. This will also mean that we are able to receive further funding from bids for improvements on our bus network from the Department of Transport. This is the same as for cycling improvements. The Government has identified a £3bn budget for Buses Back Better (BBB), in addition we have a £47m programme to accelerate the introduction of ultra-low and zero emission buses and community transport vehicles in Surrey.

4. The Big Lunch

Surrey County Council is supporting The Big Lunch (5-6th June): Running since 2009, The Big Lunch aims to bring people together with their communities and neighbours to meet, chat and have fun, annually fundraising £8m for local causes they care about.

5. Children's Services

On 11 May, an encouraging letter was published by Ofsted following the recent focused visit in March, noting that 'progress has continued' in Surrey's Children's Services.

The focused visit looked at how our social care system has delivered child-centred practice and care during the Covid-19 pandemic. Ofsted observed that multi-agency working was strengthened to ensure that the needs of children and their families were identified and responded to, and effective partnerships with education and health colleagues have ensured that vulnerable children have been seen and their safety ascertained early in the pandemic.

Ofsted were pleased to see a clear focus on meeting the emotional needs of children in care and care leavers and the letter states that 'there is early access to a range of emotional well-being services as well as a dedicated (CAMHS) team for children in care'. The letter also noted that SCC and school leaders work together effectively to oversee and monitor children who are missing education, a positive recognition following a year with significant disruption to education.

Following initial feedback from the visit, the team has taken quick action to support improvement in management oversight and case planning in the children with disability service. It has appointed, on an interim basis, a dedicated Assistant Director post with strategic leadership and senior operational responsibility for the children with disabilities social work teams. Recruitment for a permanent post-holder is underway.

There is more to do, but this latest report illustrates the positive improvement journey across our services for Surrey's children, young people and families, a testament to the hard work of staff and Members, and particularly encouraging given the additional challenges of the last year.

6. Community Protection Group

a) Trading Standards

- Counterfeit Tobacco - highlighting the safety concerns associated with counterfeit tobacco, as well as what to look out for when purchasing cigarettes.
- Fraud Prevention – Fraudsters are use the easing of restrictions as an opportunity to target vulnerable victims and commit doorstep scams.
- British Gas scam Action Fraud concerning a fake refund email designed to steal bank details.
- Missing dogs scam - demanding ransoms while pretending to have their owners' missing dogs.
- Rogue locksmiths - homeowners should be on their guard for rogue locksmiths ripping off consumers.

b) Surrey Fire and Rescue Service

Making Surrey Safer Plan summary - In 2018, Her Majesty's Inspectorate for Constabulary and Fire and Rescue Services said that Surrey Fire and Rescue Service was inefficient and didn't focus enough on prevention and protection. Since then, we have changed our operational model for the first time in 50 years, and focused on our community safety team.

- Our virtual Safe Drive Stay Alive production was viewed by over 80 schools and colleges to educate young drivers and prevent road traffic collisions.
- We are focusing on high rise inspections and school education.
- Two rural affairs officers have been recruited to work with landowners and farmers to prevent wildfires.
- We are working to increase the wellbeing of staff and have trained 46 wellbeing champions who'll provide peer to peer support, and 15 mental health first aiders.

We have achieved the above while continuing to ensure availability of fire engines (Quarter 1 of 2021 - 1 January 2021 to 31 March): Weekdays – 20 (minimum 20) Weekend days – 21 (minimum 20) Nights – 23 (minimum 16) The service is confident that we have designed the optimum plan for the people of Surrey that is fit for the future.

7. Local Issues

Although it's early days for both Richard and myself, here is a selection of local issues are being dealt with:

Lightwater:

- Appeals concerning free school bus transportation
- Anti-social parking
- Road surfacing on several local roads, and reporting of uneven kerbs
- Escalation of ongoing enforcement issues
- A pathway issue
- A Littering complaint regarding Highways Maintenance
- Along with invitations to meet with local businesses, Community Groups, Churches and food banks.

Windlesham and Bagshot:

- Tree planting scheme- WPC owns a number of sites, verges, corners through out the parish and it would be very helpful if a list of these could be shared so that they could be considered for the County tree planting scheme.
- Roadworks- Due to subsidence in Church Road this has been closed for a week and its hope that this will be reopened by the Monday before this

	<p>meeting. There are upcoming roadworks in June, 14th-22nd. In London Road, Bagshot by SSE and lights and a one way system will be in use.</p> <p>-Parking and speeding in School Road near to the school has been an issue with several residents and I have been directing them as to how to get H-Bars, white lines outside their drives. Despite the police speeding enforcement arm being extremely busy a police car with a radar gun was in attendance during this last week.</p> <p>-I have successfully reported my first pothole and it has been mended.</p> <p>-Owing to the election there has been very little new business to report.</p> <p>-M3 I was lucky enough to bump into Michael Gove at the golf club on Friday and look forward to meeting with him and Rebecca soon. With regards to the M3 trees Mike Goodman has been kind enough to pursue the question of getting additional trees to screen the M3 and progress is awaited.</p> <p>-Local organisations_ I've made contact with the Chairmen of Bagshot and Windlesham Societies and I'm looking forward to ongoing dialogue with them.</p> <p>Cllr Richard Tear was welcomed to the meeting and gave a brief synopsis of the above report. Members were then invited to ask questions.</p> <p>Cllr Willgoss noted that recently Government funding has been made available for bus services and requested that County consider channelling some of this funding into school bus services. Cllr Tear informed Cllr Willgoss that this was an option being considered.</p> <p>Cllr Gordon referred to a meeting held in Bagshot with County regarding a proposed traffic survey of the A30 and enquired about its progress. Cllr Tear was unable to give an update but agreed to follow up and report back.</p> <p>Cllr Sturt raised the issue of County representation at Borough level on planning matters and requested that County enter into proper engagement with Borough to ensure infrastructure and services are given due consideration throughout the planning process. At this point Cllr White shared that SHBC is aware of the infrastructure issues. Cllr Willgoss reiterated that it is vital that Highways considered the traffic implication of large developments and if necessary, object to planning applications if the infrastructure is not suitable.</p> <p>Cllr Halovsky-Yu raised the issue of the anti-social behaviour within the villages and requested that all three tiers of local government and the PCC work collaboratively to resolve the issues.</p> <p>b. Surrey Heath Borough Council</p> <p>Cllr White informed Members that Councillor Sarah Jane Croke is now the new Mayor of SHBC and that the new Camberley leisure centre will open on 1st July 2021.</p>	
C/21/18	<p>Outside Organisations</p> <p><u>The Briars Centre</u> Cllr Malcaus Cooper reported that the Briars Centre has recently suffered a break in.</p>	

<p>C/21/19</p>	<p>Notice of a motion from Cllr Manley for Council to cease the use of the existing inadequate chamber and utilise other venues within the Parish This being due to;</p> <ul style="list-style-type: none"> • The inadequacy of the Chamber to provide now acceptable spacing, • Recorded hazardous material in roof space, • Not fit for purpose heating system. <p>and organise suitable communication technology to enable streaming of meetings at the venues</p> <p>Members were asked to decide if they wished for the current Council Chamber to be declared unfit for purpose and for all meetings to be moved to other venues. Additionally, Members were asked to consider if the various committee meetings and full council meetings should be held at venues across the 3 villages.</p> <p>Members discussed the meeting venue options open to them and the following venues were put forward as possibilities.</p> <p>Windle Valley Day centre – Bagshot SHBC Council Chamber – Camberley</p> <p>Cllr Halovsky-Yu seconded this motion and it was resolved that the Chamber is now unfit for purpose and will no longer be used for any meetings. It was also resolved all meetings will continue to be held at the Windlesham Field of Remembrance Hub until the end of August, to allow suitable venues in respective villages to be found.</p>	<p>The Clerk</p>
<p>C/21/20</p>	<p>To consider quotes received for the provision of IT equipment for Councillors.</p> <p>In accordance with minute ref: C/20/225 from the March 2021 Full Council meeting Members were presented with quotes for the provision of IT equipment for all Councillors.</p> <p>Four organisations were contacted and asked to provide quotes to supply 18 devices with keyboard, relevant licences. In addition to the request for hardware, each organisation was also asked to quote to provide IT support.</p> <p>The organisations approached were chosen based on the following: One company was put forward by Cllr Gordon and one by Cllr Halovsky-Yu, another is our current IT provider and the fourth has had experience working with a local Parish Council.</p> <p>Members are asked to review all quotes and costs and consider the following:</p> <ol style="list-style-type: none"> a) Did they wish to proceed with this project? If yes, b) Would they like to purchase iPads or laptops? c) If purchasing laptops would they like to have a support contract or any optional extras? d) Would they like to purchase headsets? e) Would they like to purchase power banks? f) Which supplier would they like to appoint? 	

	<p>Members were also informed that this project would need to be funded from individual village committee budgets.</p> <p>Having reviewed the quotes provided and considered the cost implications Cllr Manley proposed, Cllr Halovsky-Yu seconded and it was agreed with 13 in favour and 1 against to provide each Councillor with the following equipment:</p> <p>1 x iPad 1 x keyboard 1 x headset</p> <p>Officers will also be provided with headsets to accompany the use of their Council provided laptops.</p> <p>This equipment will be funded from the village committee budgets based on Councillor proportionality and officer headsets funded as a top level cost using agreed percentage splits.</p>	Assistant Clerk
C/21/21	<p>Memorials and Inscriptions</p> <p>Memorials for Harold Desmond John Courtier-Booker, Beverley Ann Lake, Ernest and Mary Neame, Pauline Yorke and Yvonne Gates were approved.</p>	
C/21/22	<p>Correspondence</p> <p>There was no correspondence.</p>	
C/21/23	<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/21/24 Exempt Full Council Minutes from 27th April 2021 were approved and C/21/25 Personnel Committee – 28th April 2021 C/21/26 Wayleave request across land at Hook Mill Lane</p> <p>The open part of the meeting was formally closed, members of the public left the room and the live stream was stopped.</p>	
C/21/24	<p>Exempt Full Council Minutes</p> <p>The exempt minutes of the Full Council meeting held on 27th April 2021 were approved and were signed by Cllr Malcaus Cooper.</p>	Cllr Malcaus Cooper
C/21/25	<p>Exempt Committee Minutes</p> <p>The exempt minutes of the Personnel Committee meeting held on 28th April 2021 were approved and were signed by Cllr Galliford.</p>	Cllr Galliford
C/21/26	<p>Wayleave request across land at Hook Mill Lane</p> <p>The Clerk informed Members that she had been contacted by SSE requesting the Council grant permission for a wayleave across land at</p>	

	<p>Hook Mill Lane depot land in order for electric cabling to be laid under the ground.</p> <p>Members discussed the above request and it was resolved to delegate authority to the Chair and Vice Chair of Council to liaise with Clerk on the matter and to report back to Council in June.</p>	<p>The Clerk, Chair & Vice Chair</p>
	<p>There being no further business the meeting closed at 21:46</p>	

Annex A

Date	Invoice No	Supplier	Net value	VAT	Invoice Total	Village	Net Amount	Description
18/05/2021	2021-53	Windlesham Field of Remembrance	£304.00	£60.80	£364.80	B	£106.40	Hall hire for meetings
						L	£118.56	Hall hire for meetings
						W	£79.04	Hall hire for meetings
29/04/2021	GM092-14A	Glendale	£434.44	£86.89	£521.33	L	£217.22	Costs for ashes interments and plaques at Lightwater cemetery
						W	£217.22	Costs for ashes interments and plaques at Windlesham cemetery
30/04/2021	151942	Shorts	£15.00	£3.00	£18.00	B	£5.25	Skip hire costs
						L	£5.85	Skip hire costs
						W	£3.90	Skip hire costs
30/04/2021	151941	Shorts	£280.00	£56.00	£336.00	B	£98.00	Skip hire and exchange
						L	£109.20	Skip hire and exchange
						W	£72.80	Skip hire and exchange
09/05/2021	152327	Shorts	£298.00	£59.60	£357.60	B	£104.30	Skip empty
						L	£116.22	Skip empty
						W	£77.48	Skip empty
29/04/2021	4219190	Ocean Fire Protection	£70.00	£14.00	£84.00	B	£24.50	Supply of fire extinguisher for HMLD
						L	£27.30	Supply of fire extinguisher for HMLD
						W	£18.20	Supply of fire extinguisher for HMLD
22/04/2021	2033010	Surrey Heath Borough Council	£6,495.94	£1,299.19	£7,795.13	B	£2,533.42	Greenspace contract April

						L	£2,533.42	Greenspace contract April
						W	£1,429.10	Greenspace contract April
13/05/2021	i10713	Zoo Signs and Designs	£306.08	£61.22	£367.30	B	£306.08	Rubbish dumping signs for College Ride
27/03/2022 1	9898	One Call Property Services	£145.90	£29.18	175.08	W	£71.70	Wind cem burst pipe fix and new bib tap fitted
						B	£25.97	HMLD burst pipe fix
						L	£28.94	HMLD burst pipe fix
						W	£19.29	HMLD burst pipe fix
12/04/2021		Royal British Legion	£300.00	£0	£300.00	B	£100.00	New lamp post poppies
						L	£100.00	New lamp post poppies
						W	£100.00	New lamp post poppies
19/05/2021	1221	Hunter External Cleaning	£220.00	£0	£220.00	L	£220.00	Cleaning of Lightwater War Memorial
10/05/2021	39620	Windowflower s	£4,558.00	£911.60	£5,469.60	B	£1,443.00	Summer planting
						L	£1,643.00	Summer planting
						W	£1,472.00	Summer planting
24/05/2021	6813	Dynamalec	£190.00	£38.00	£228.00	B	£190.00	Bagshot lamp - lamp replacement work
20/05/2021	GDPR-60159	GDPR-Info	£350.00	£70.00	£420.00	B	£122.50	Annual DPO service fee, email and telephone support
						L	£136.50	Annual DPO service fee, email and telephone support
						W	£91.00	Annual DPO service fee, email and telephone support
21/05/2021	INV8726064 4	Zoom	£11.99	£2.40	£14.39	B	£4.20	Monthly licence *NB this licence will be cancelled as no longer necessary

