



Full Council Meeting Papers

25th July 2023



Windlesham Parish Council

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MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL **Held on Tuesday 27th June 2023, at 7.15pm held at St Anne's Church Centre, 43** **Church Road, Bagshot**

Bagshot Cllrs		Lightwater Cllrs		Windlesham Cllrs	
Bakar	A	Harris	P	Hardless	P
Du Cann	P	Hartshorn	P	Lewis	P
Gordon	P	Jennings-Evans	P	Marr	P
Hills	P	Malcaus Cooper	P	McGrath	P
Willgoss	P	Turner	P	Richardson	P
White	P				

In attendance: Jo Whitfield –Clerk to the Council
Lewis Mears - Resident
Cllr Tear – Surrey County Council
Cllr Wheeler – Surrey Heath Borough Council
Derrick Jennings-Evans
Alan Stevens
Cllr Kevin Thompson
Cllr Julie Hoad

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

Cllr Turner took the Chair

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		Action
C/23/29	Apologies for absence Apologies for absence were received and accepted from Cllr Bakar.	
C/23/29	Declarations of interest Cllr Gordon declared a non-pecuniary interest in item 15 stating his involvement with the applicant in planning future joint events. Cllr Gordon also declared a non-pecuniary interest in item 16 on the agenda stating that the resident requesting the permission for work is a personal friend.	

	<p>Cllr Willgoss declared a non-pecuniary interest in item 16 on the agenda stating that the resident requesting the permission for work is known to him.</p> <p>Cllr Jennings-Evans declared a non-pecuniary interest in item 7 on the agenda declaring that one of the applicants for co-option is personally known to her.</p> <p>Cllr White declared a non-pecuniary interest in item 7 stating that 1 of the applicants for co-option is known to her.</p> <p>Cllr Malcaus Cooper also declared a non-pecuniary interest in item 7 stating that 1 of the applicants for co-option is known to her and the second applicant's wife is known to her.</p> <p>Cllr McGrath declared a non-pecuniary interest in items 11 and 12 on the agenda stating that she runs a shop in Windlesham.</p>	
C/23/30	<p>Public question time</p> <p>There were no questions.</p>	
C/23/31	<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/23/48 Greenspace Contract – To discuss C/23/49 Confidential Resolution Updates C/23/50 Confidential Correspondence</p> <p>Members agreed that updates on all previous confidential resolutions should remain in the confidential part of the meeting.</p> <p>Cllr Malcaus Cooper asked for the discussion on the Greenspace contract to be held in the open session. The clerk advised against discussing the contractual terms of a live contract in an open forum, as it would be inappropriate to disclose commercially sensitive information and could potentially affect the Councils negotiating position when retendering. Following a discussion Members resolved with 4 in favour, 11 against and 0 abstentions not to deal with this in the open meeting and to move to confidential.</p> <p>Prior to the meeting Members received 3 pieces of correspondence outlining concerns. Two of the correspondents indicated that they were happy for their correspondence to be dealt with in the open meeting. Cllr Willgoss asked why these items may be dealt with in confidential and the Clerk highlighted that they could potentially form the start of a dispute or stray into discussions about individual staff members. Cllr Malcaus Cooper expressed concerns that the correspondence was personal and named individuals. Cllrs were asked if they wished to deal with all correspondence in the open session. A vote was taken with 1 in favour, 13 against and 1 abstention. All correspondence was moved to the confidential part of the meeting.</p>	

C/23/32	Full Council Minutes <ul style="list-style-type: none"> The minutes of the Full Council meeting held on 16th May 2023 were approved and signed by Cllr Jennings-Evans 	Cllr Jennings-Evans
C/23/33	Committee and Sub-Committee Minutes <ul style="list-style-type: none"> The minutes of the Planning Committee meetings held on the 23rd May 2023 and the 6th June 2023 were approved and signed by Cllr White. <p>Members noted the open minutes of the recent village committee and sub-committee meetings:</p> <ul style="list-style-type: none"> The minutes of the Windlesham Committee meeting held on the 13th June 2023. 	Cllr White
C/23/34	Co-option to Windlesham Parish Council, Lightwater Ward <p>At the May 23 Full Council meeting it was resolved to advertise the two Lightwater Ward vacancies, initiating a co-option process.</p> <p>It was also resolved that whilst co-opted Councillors are not eligible for the Councillor allowance, using the General Power of Competence Council would award each co-opted Councillor expenses equivalent to the Councillor allowance which is £1,661.34.</p> <p>Members were asked to:</p> <ol style="list-style-type: none"> To consider which budget line co-opted Councillor expenses will be funded from. <p>Councillors resolved that the co-opted Councillor expenses will be funded from the Lightwater Cllr, Allowance, Training and Expenses budget line 4500/430, with 14 in favour, 1 against and no abstentions.</p> <p>2. To consider applicants for co-option</p> <p>Following good practice WPC gave public notice of vacancy to seek and encourage 'expressions of interest' from anyone within the parish who was eligible to stand as a Parish Councillor. A prescribed form was used as the basis of ascertaining a candidate's suitability to put his or herself forward for co-option. Two applications were received and were presented to Councillors.</p> <p>Members noted that where the number of candidates is less than or equal to the number of vacancies, the candidates shall be appointed to the council if they meet the section 79 eligibility criteria, and they are not disqualified.</p>	

	<p>It was resolved to co-opt Alan Stevens and Derrick Jennings-Evans as Lightwater Ward Councillors. It was also resolved that both candidates would visit the Council office to sign the Declaration of Acceptance.</p> <p>Cllr Malcaus Cooper welcomed the new Councillors to the Lightwater Ward Committee and the Chair asked both candidates to consider if they would like to sit on either the Planning or Personnel Committee.</p>	
C/23/35	<p>To receive written reports from:</p> <p>a. Surrey County Council;</p> <p>Cllr Tear reported:</p> <p><u>Highways</u> The majority of my postbag, relates to issues here and they are as usual seasonal, with potholes now taking a smaller part. Increasing in frequency, are comments about the cutting of verges with the challenges of the cutting contracts taken over from the boroughs being a key point of focus. The cutting of sightlines at junctions has become a priority for the contractors and despite the late start to the cutting season they are now catching up.</p> <p>An additional cut has been booked for later in the year to make sure we don't enter next year with very high growth as we did this year when we took over.</p> <p>Having had perfect weather for growth the hedges have really taken off this year and I am involved with encouraging residents adjacent to the highways to cut their hedges back now the bird nesting season is over.</p> <p>The resurfacing of Bagshot Road Chobham has been very well received with several residents taking the trouble to write to me. The St. Lawrence School crossing, with the attendant traffic calming and reduction of speed limits has been slightly delayed but is eagerly awaited.</p> <p>In Bagshot following pressure from local Parish and Borough Councillors I used a major part of my main Highways pot to get this resurfaced. The rest of this pot has been allocated for work on the A30 at Bagshot which is really suffering from wear. The introduction of a 30mph limit through Bagshot is expected in the not too distant future.</p> <p>The rest of my other allocation has been directed to the new post, lights and camera in Broadway Road Windlesham, an important safety feature. I'm looking forward to supporting both Windlesham and Bagshot in their desire to improve safety in their village centres and to meeting with Councillors as these initiatives gain more momentum.</p> <p>For next year I will be talking to officers about how my allocation may be used to alleviate flooding particularly in Philpot Lane and in Scots Grove Close.</p> <p><u>Your Fund Surrey</u> I have encouraged applications from Chobham Parish Council and St.Lawrence School, The Windlesham Field of Remembrance as well as many other organisations to apply for funds and have supported these applications. Further applications are invited from organisations in Bagshot and Windlesham.</p>	

The Solar Together Scheme

Once again County is encouraging residents who are interested in having solar panel to use this scheme to save money.

Cost of living support

We continue to support individuals and families who need help in this area. Surrey has been allocated a further £10.6 million to help achieve this.

School Transport

This year many of the issues that beset us last year have been resolved and my work on the audit committee tells me that there are far fewer complaints than last year. There continues to be misunderstanding about what the policy means for residents and whilst I welcome views being sought from parents it may be that we have to press for a policy change. Residents can appeal against a decision if they feel they do not have the right support in place.

Additional Needs Support

Whilst I was delighted to approve planning permissions for sheltered housing to be provided by County it's becoming clearer to me that the system is under enormous pressure and I really wish that I could be of more support when individual cases that need help arise.

Parking Enforcement

The new parking enforcement regime from County is in place and a typical month shows that there were 22,458 vehicle observations and 6122 PCN notices issued.

Cllr Jennings-Evans reported:

Surrey Youth Arts and Culture Festival 2023

Connect to culture this summer at the Surrey Youth Arts and Culture Festival 2023 across two days in Redhill and Staines-upon-Thames on the 1st and 8th July. Young people aged 11 - 16 can get the inside track from creative industry experts with live music, workshops and activities with support from organisations such as, University of Creative Arts, University of Surrey, Royal Holloway University London, Amazon Film Studios, Pinewood Group, CCSkills and many more.

The festivals have been developed by Surrey County Council Libraries and Arts Service, in partnership with local and regional stakeholders, including Spelthorne Borough Council, Reigate and Banstead Borough Council, Staines Business Improvement District, the Elmsleigh Shopping Centre Staines-upon-Thames, Harlequin Theatre Redhill, Spelthorne Youth Hub, YMCA and a wide range of cultural and community organisations.

To find out more and book free tickets visit: www.surreycc.gov.uk/culture-and-leisure/culture/festivals

Learning Disability Week 2023

Learning Disability Week, which runs from 19th to 25th June, focuses this year on challenging myths about living life with a learning disability and shining a light on the stigma some still face. Mencap's #Mythbusters campaign aims to showcase the great things that people with learning disabilities can achieve and here in Surrey we're highlighting a number of our own myth-busters who are breaking down boundaries and doing things their way. They include radio producers Mark, James, Mary and Shay who together produce a radio show which airs on Surrey Hills Community

Radio. Dancer Andrew, meanwhile, was featured on the BBC's Greatest Dancer while Debbie is campaigning for clearer signs in hospitals to help people with learning disabilities find their way around, following her own bad experience. We're signposting residents to our [Learning Disability and Autism Hub](#) which has the myth-busters' full stories and details of a programme of activities taking place during Learning Disability week, as well as wider support.

New kerbside electric vehicle charging trial is now live

A trial of two new domestic kerbside electric vehicle charging solutions is now live in Surrey. The trial, one of the first in the UK, will allow residents who do not have access to off-street parking to choose from two options – either cable gullies or a [Trojan AON charger](#). Both connect to the residents' domestic energy supply, to allow home charging for EVs without the need for a driveway. *You can read more about the trial [here](#). Please share with your networks and encourage anyone interested to take part.*

Screening JSNA

This week's cervical screening awareness week reminds us of the importance of health screening for residents. A Joint Strategic Needs Assessment (JSNA) chapter on health screening has just been published, looking at the service in Surrey, potential gaps and inequalities, and offering a set of recommendations/ service development opportunities. The chapter was developed with close collaboration and input from colleagues in the NHS, health partners and voluntary and community-based organisations.

Health screening is offered to large numbers of people (usually based on their age or sex), who do not regard themselves as having the condition being screened for and who may not have sought medical advice. The chapter includes cancer screening (bowel, breast, and cervical cancer screening) and non-cancer screening (abdominal aortic aneurysm screening, diabetic eye screening, and antenatal and newborn screening). The ongoing health reforms, impact of COVID-19 and subsequent recovery programmes have highlighted the numerous difficulties that NHS and partners face. Recovery work has been undertaken to return coverage and uptake rates back to pre-pandemic levels or higher.

The findings will be used to identify barriers to access, particularly for specific population groups, to support General Practices to improve call/recall systems, and to strengthen screening to treatment pathways.

For more information, you can read the full [JSNA chapter here](#)

Be summer ready

With the current heatwave and summer in full swing, we've developed a summer hub for residents, with information, help and advice on how to stay safe, keep up-to-date, stay well and keep busy over the summer period. While many people look forward to the hot weather, some of us can find the heat uncomfortable and can experience sunburn, heat stroke and bites. The summer can also bring about water shortages, wildfires, disruptions to travel and financial struggles. Our **#SummerReady** advice pages will help residents prepare for all the outcomes and provide them with a list of events and activities taking place around the county. Residents can also sign up to receive heat-health alerts and flooding alerts. *Please take a look at our [summer advice webpages](#)*

Solar panel discounts for Surrey residents

Surrey residents can save on their energy bills and cut carbon emissions with a new community led initiative to install solar panels for less. As part of the group-buying 'Solar Together' scheme, residents are now able to come together to invest in solar panels and associated battery storage, confident in the knowledge that they are paying the right price for a high-quality installation from pre-approved installers. Residents can find out more and register for free [here](#). *More information is available on the [Surrey News website](#).*

Be Wild Fire Aware

Wildfires are increasingly becoming an issue in the UK. In 2022 Surrey Fire & Rescue Service attended almost double the number of wildfires than the year before.

They can cause devastation and put lives, homes, wildlife and livelihoods at risk. Last week we worked on a [feature for BBC national news](#) to help get the prevention messages out there, and showcase the important work of SFRS.

This summer please don't be the reason a wildfire starts.

- Pack a picnic not a disposable BBQ
- Don't smoke on heaths and commons
- Bring all litter home with you

Please share these [important messages](#) from SFRS across social media and with your communities

Walkers and cyclists to benefit from more investment in cycling and walking

Following a successful bid to the Department of Transport's Active Travel Fund, Surrey County Council has been awarded £997,843 to further improve walking and cycling facilities across the county. The investment will see more cycle and walking routes being created and the development of 'Liveable neighbourhoods' in some areas. *More information is available on the [Surrey News website](#).*

Useful links

[Planned roadworks](#) – check out your local area

[Got unused medical equipment?](#) – See how you can return it

[Meet Mercy](#) - #SocialCareHero

[Money for improvements in your local community](#) – apply to Your Councillor Community Fund

[#FireSafety in the sun](#) – keep mirrors and glass away from window sills

Lightwater matters

[Grass Cutting](#) – A concern across Surrey not just Lightwater. SCC Cabinet have implemented a task and finish group to look at the issues surrounding the service and at the May Full Council, Leader Cllr Tim Olliver, advised there would be a boost to the number of cuts. More detail to follow once the task and finish group have concluded their work.

[Roads](#) – Many of the promised road resurfacing works are now taking place with several more roads scheduled to be done along with white line painting in the village. I am awaiting confirmation on the installation of VAS (vehicle Activated Signs) on Ambleside Road, the posts are in place, but power needs to be supplied prior to ordering the signs themselves.

Home to School Transport - To date two families have had issues with home to school transport to Collingwood College. Both of which have been successfully resolved and transport provided.

ITS (Integrated Travel Scheme) – I have submitted traffic mitigation on Ambleside Road for this years' ITS. If successful, the Highways team would look at what traffic mitigation would be suitable for the road.

Lightwater Society – continue to meet regularly with Windsor Rackham to discuss ways in which I can support the work being done by the Society.

SHBC – I have agreed to meet with the new Borough Councillors and am awaiting a date from them to catch up.

Cllr White thanked Cllr Tear for pursuing the road resurfacing in Bagshot acknowledging that Cllrs and residents alike a very pleased.

Cllr Tear and Cllr Jennings-Evans reminded Members that Your Fund Surrey was open to applications and encouraged Members to promote should they be aware of any projects requiring funding.

b. Surrey Heath Borough Council

Report from Surrey Heath Borough Councillors to Windlesham Parish Council

June 2023

Cllr Julie Hoad (Lightwater)

Cllr Shaun Macdonald (Lightwater)

Cllr Kevin Thompson (Lightwater)

Cllr Richard Wilson (Bagshot & N Windlesham)

BOROUGH NEWS

Council Leader

At the council AGM in May 2023, it was noted that the appointment of new Council leader Cllr David Whitcroft was made on an interim basis, as the full complement of councillors was not in place (due to the delayed Frimley Green ward election). Now that the 3 Frimley Green Cllrs have been elected, and SHBC has a full slate of 35 Councillors, Cllr Whitcroft has stood down as planned and Cllr Shaun Macdonald will take on the leadership role on a permanent basis.

Other Changes to Council

Cllr Helen Whitcroft has been appointed to the Exec team. There will also be changes to the make-up of several committees (committee make-up must follow proportionality rules, and the proportion of cllrs from each party has changed following the FG election.) Full details will be announced at the 28 June Extraordinary Full Council meeting.

Cllr Malcaus Cooper pointed out that some of the above was a little misleading. Whilst the above decisions may have been made at the Liberal Democrat group level, SHBC was yet to meet and vote on appointments.

Council Finances

The first priority of the new administration is to secure the council's finances. Woking Borough Council issued a section 114 notice on 7 June, and can now only provide essential services. Surrey Heath has the same problem but on a smaller scale. Our CFO states that we are not in danger of having to issue a section 114 notice at this time; however the budget is not currently balanced and non-earmarked reserves will run out in 4 years. So whilst Surrey Heath's financial plight is not anywhere near the magnitude of Woking, the council is not currently operating with a balanced budget and reserves are limited. Work will need to be done to both identify cost savings and drive increased income.

Cllr Gordon clarified that he had received an email from the Strategic Director of Finance and Customer Services at Surrey Heath, who confirmed that the budget is balanced and signed off and that SHBC are not in a similar position to Woking Borough Council.

New website

SHBC has launched its new website. This project was initiated by the previous administration, and has been in development for the past year. The new website is easier to use and provides more information for residents.

Transparent accounts will be published on the new website, with a full breakdown of the Council's budgeted expenditure for the year ahead, presented in a clear and easy to understand way, coming soon. Please let us know if you have suggestions on further improvements that could be made.

Peer Review

SHBC will be undergoing a Peer Review (review by a team of Councillors from a Council in a different area) over the period 11-13 July. We aim to publish findings once they are available.

WARD NEWS – BAGSHOT & N WINDLESHAM

Cllr Wilson met with the Chief Executive, Damian Roberts, and discussed the botched borough boundaries review of 2016/17. The CEX understands the strength of feeling in Windlesham about the village being split up, and Cllr Wilson made clear to him that the current situation is unacceptable. Councils do not get to decide their own ward boundaries; that is decided by the Local Government Boundaries Commission for England (LGBCE). Councils can ask for a review after a 5-year freeze period from the previous review. This would have to be approved by the full council, which would be advised by the Governance Working Group. Importantly, this is a working group of the council, not the executive.

The boundary review will only be successful in reuniting Windlesham as a Borough ward if there is broad support among residents; not just in Windlesham, but also in Bagshot and Chobham. The working group would only be likely to recommend the review if there is evidence of such support.

If, as Parish councillors, you would support a borough ward boundary review in our area, please let Cllr Wilson know.

WARD NEWS – LIGHTWATER

Meetings with community groups

We have held a valuable initial meeting with the Lightwater Care group, and Cllr Hoad attended the Lightwater Society's AGM.

	<p>Cllr Macdonald is in contact with the trustees of the Briars Centre to familiarise himself with that organisation. Several other meetings with community groups are in the pipeline eg Lightwater Library, Scouts group.</p> <p><i>Verge Cutting</i> Whilst the overall responsibility now lies with Surrey County Council, it is recognised that the quality and scheduling of verge cutting has not met acceptable standards since this service was taken back under County control. A number of meetings have taken place, both within the Councillor group and at Council Officer level, to explore how we can work with Surrey County Council to ensure standards are raised for our residents. We would welcome comment on this issue from County Councillors Rebecca Jennings-Evans and Richard Tear.</p> <p><i>Turf Hill carpark – visibility issue</i> At the request of a Lightwater resident, Cllr Thompson is in discussion with the Strategic Director for Environment & Community at SHBC to see what can be done to improve visibility for vehicles trying to exit the car park.</p> <p><i>Play areas for older children</i> We are very aware that this is an important issue for many residents, and we will start looking to see what solutions can be found. Cllr Jennings-Evans has stated that she had been working with SHBC officers, and had set wheels in motion, as part of the previous administration, so we hope to arrange a swift knowledge transfer so we can progress this.</p> <p><i>Cllr Jennings-Evans informed Members that prior to the Elections she had been working with SHBC officers reviewing play provision for 11-15 year olds and had requested that they work with the Parish Council on the matter.</i></p> <p>Cllr Wheeler updated council on the partnership working happening between the environment agency, County and SHBC to gather flood data in the local areas.</p>	
C/23/36a	<p>Finance</p> <p>a) Accounts for payment - The Clerk presented a list of expenditure transactions for approval, in the sum of £31,915.95 and explained the individual items.</p> <p>It was resolved the payments (Appendix A) in the total sum of £31,915.95 be authorised and the Chairman signed the Expenditure Transactions Approval List.</p>	

C/23/36b	<p data-bbox="304 159 754 197">Finance – Bank Reconciliations</p> <p data-bbox="304 226 1302 331">Members were asked to review the following bank reconciliations. Financial Regulations state that a member, other than the Chair or authorised bank signatory, should sign off the reconciliations, once reviewed.</p> <p data-bbox="304 360 1129 398">Below is an overview of the reconciliation for April and May 23.</p> <p data-bbox="304 427 1302 533">** Members were asked to note that to date the Clerk only has online access to the Barclays, Cambridge & Counties and Redwood bank accounts.</p> <p data-bbox="304 562 604 600">April Reconciliations</p> <table data-bbox="304 629 1302 969"> <tr> <td>Santander 30 day</td><td>30/04/2023</td><td>£197,877.27</td></tr> <tr> <td>RBS Settlement a/c**</td><td>30/04/2023</td><td>£46,075.39</td></tr> <tr> <td>Barclays Current a/c</td><td>30/04/2023</td><td>£452,470.37</td></tr> <tr> <td>Cambridge & Counties a/c**</td><td>30/04/2023</td><td>£214,487.67</td></tr> <tr> <td>Hampshire Trust Bank**</td><td>31/03/2023</td><td>£63,629.55 * interest</td></tr> <tr> <td>pd annually</td><td></td><td></td></tr> <tr> <td>Redwood Bank</td><td>31/03/2023</td><td>£64,058.12 * interest</td></tr> <tr> <td>pd annually</td><td></td><td></td></tr> <tr> <td>Skipton a/c **</td><td>31/03/2023</td><td>£64,595.30 * interest</td></tr> <tr> <td>pd annually</td><td></td><td></td></tr> </table> <p data-bbox="304 999 595 1037">May Reconciliations</p> <table data-bbox="304 1066 1302 1406"> <tr> <td>Santander 30 day</td><td>31/05/2023</td><td>£197,991.12</td></tr> <tr> <td>RBS Settlement a/c**</td><td>31/05/2023</td><td>£46,120.14</td></tr> <tr> <td>Barclays Current a/c</td><td>31/05/2023</td><td>£423,359.92</td></tr> <tr> <td>Cambridge & Counties a/c**</td><td>31/05/2023</td><td>£215,137.99</td></tr> <tr> <td>Hampshire Trust Bank**</td><td>31/03/2023</td><td>£63,629.55 * interest</td></tr> <tr> <td>pd annually</td><td></td><td></td></tr> <tr> <td>Redwood Bank</td><td>31/03/2023</td><td>£64,058.12 * interest</td></tr> <tr> <td>pd annually</td><td></td><td></td></tr> <tr> <td>Skipton a/c **</td><td>31/03/2023</td><td>£64,595.30 * interest</td></tr> <tr> <td>pd annually</td><td></td><td></td></tr> </table> <p data-bbox="304 1469 617 1507">Overall Cash Position</p> <p data-bbox="304 1536 1238 1608">Total assets held by the Council as at 20/06/2023 is £1,057,950 of this, £709,511K is held in ear-marked reserves.</p> <p data-bbox="304 1637 1302 1709">Members resolved that either Cllr Malcaus Cooper or in her absence Cllr Jennings-Evans would sign off the above reconciliations.</p>	Santander 30 day	30/04/2023	£197,877.27	RBS Settlement a/c**	30/04/2023	£46,075.39	Barclays Current a/c	30/04/2023	£452,470.37	Cambridge & Counties a/c**	30/04/2023	£214,487.67	Hampshire Trust Bank**	31/03/2023	£63,629.55 * interest	pd annually			Redwood Bank	31/03/2023	£64,058.12 * interest	pd annually			Skipton a/c **	31/03/2023	£64,595.30 * interest	pd annually			Santander 30 day	31/05/2023	£197,991.12	RBS Settlement a/c**	31/05/2023	£46,120.14	Barclays Current a/c	31/05/2023	£423,359.92	Cambridge & Counties a/c**	31/05/2023	£215,137.99	Hampshire Trust Bank**	31/03/2023	£63,629.55 * interest	pd annually			Redwood Bank	31/03/2023	£64,058.12 * interest	pd annually			Skipton a/c **	31/03/2023	£64,595.30 * interest	pd annually			<p data-bbox="1310 1671 1513 1709">KMC & RJE</p>
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Skipton a/c **	31/03/2023	£64,595.30 * interest																																																												
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C/23/36c	<p>Finance – Budget Monitoring Report</p> <p>1. Overspends and Transfers</p> <p>1.1 Councillors were asked to note the Actual vs Budget report as at 20 June 23 along with the corresponding Balance Sheet and Income and Expenditure reports. Councillors also noted the following:</p> <ul style="list-style-type: none"> - Overspends on the following Nominal Codes <ul style="list-style-type: none"> o 4160 Greenspace Contingency – Overspend of £1,931 arising from the purchase and installation of Coronation roundels. This has been funded by a transfer from the village reserves (FC 29 Mar 23 C/22/215); o 4220 Playground Repairs & Renewal – The predicted overspend arises as a result of committed expenditure to purchase and installation of the Lightwater playground and the Bagshot outdoor gym and play area refurbishment at School lane Field. This will be funded from the following reserves: Lightwater playground 2022-23 budget, the Lightwater CIL EMR and the Lightwater Village Reserve (FC 1Feb 23 C/22/184d); Bagshot CIL BVC/22/60. - Other matters <ul style="list-style-type: none"> o 4445 Audit - Year to date expenditure shows a credit of £1,332 reflecting the year end audit accrual for the external audit. To date this bill has not been received; o 4500 Cllr Allowances, Training – funds of £690 have been committed for Councillor training. Please note that this will change as more Cllrs attend training; o 4650 Grants – the credit of £500 shown comprises a year end accrual for a grant to Lightwater Connected for the purchase of a Lightwater sign for the village (FC 29 Mar 23 C/22/217). <p>1.2 All other budget lines are under budget.</p> <p>2. Virements</p> <p>There were no virements for approval.</p> <p>3. Year-end projections</p> <p>Members were informed that it is too early in the year to assess the year end projections.</p> <p>Councillors noted the Actual vs Budget report as of 20 June 23 along with the corresponding Balance Sheet and Income and Expenditure reports.</p>	
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C/23/36d	<p>Finance – To consider Cllr Finance Training</p> <p>Members were asked if they would like the Clerk to organise Councillor finance training to provide Members with a greater understanding of the financial aspects of the council.</p> <p>Members were informed that the training would cost £375 + VAT plus travel costs and could be funded from budget line: 4500 Cllr Allowances, Training and Expenses</p> <p>Members were also asked to note that if the training was agreed the above budget line may be marginally exceeded by year end.</p> <p>The proposed date for this training was: Wednesday 2nd August 2023 – Venue: TBC</p> <p>Members resolved with 13 in favour, 0 against and 1 abstention to proceed with the training, however requested that the Clerk rearrange the date for early September. If this is not possible the August date will stand. It was also resolved that this will be funded from budget line 4500 and split proportionally.</p>	The Clerk
C/23/37	<p>GDPR – Re-appointment of Data Protection Officer</p> <p>With the introduction of GDPR regulations, Council had a full audit of its information processes carried out by an external company and a Data Protection Officer appointed.</p> <p>The annual renewal is now due at a price of £350 (no VAT) for the year.</p> <p>Recommendation: It was recommended that Council agree to re-appoint GDPR-info as the Council's Data Protection Officer for the next 12 months, at a cost of £350.</p> <p>Members were asked to either approve or reject the recommendation.</p> <p>Cllr Malcaus Cooper proposed, Cllr White seconded and it was resolved unanimously to re-appoint GDPR-info.</p>	The Clerk
C/23/38	<p>Members were asked to consider the following motion from Windlesham Committee</p> <p>Clause 1 of the ToRs states that all functions are delegated to the Village Committees with the exception of certain identified statutory and reserved duties.</p> <p>While the Council has confirmed its support to this so called 'thin veneer' way of working - it is not being fully implemented in practice as evidenced by the following: the limited financial responsibility devolved to the village committees; the reduced number of village committee meetings and the recently implemented changes to planning responsibilities.</p> <p>This could be interpreted by residents as indicating that the Council is not embracing the 'spirit and intent' of the agreement that led to the Village Committee structure and associated ToR's.</p>	

	<p>In order to enable Councillors to provide clarity and reassurance to residents, this motion asks Council to reaffirm its commitment to delegate decisions to Village Committees by default "with the exception of" those matters that cannot be for statutory reasons and to agree to implement policies which properly support this devolved operating model for WPC.</p> <p>Cllr Malcaus Cooper proposed a variation, whereby the above motion will be preceded by the formation of a working party to review the current Committee ToR's and working practices:</p> <p>The motion was seconded by Cllr Hardless and the variation to the above motion was carried unanimously.</p> <p>Members resolved that the working party would consist of 2 Members from each Village Committee, alongside the Chair and Vice Chair of Council, and will report back to Full Council in September.</p>	<p>2 Members of each Village Committee, Chair & Vice Chair</p>
C/23/39	<p>Council to consider conducting a review of the Windlesham Neighbourhood Plan</p> <p>Members were asked to consider if they wished to conduct a review of the Windlesham Neighbourhood Plan.</p> <p>As per the committee structure terms of reference the Neighbourhood Plan is still the responsibility of Full Council, therefore Full Council must decide if they wish to proceed with a review and if so, how they wish to approach it.</p> <p>Reviewing a Neighbourhood Plan</p> <p>Reviewing a neighbourhood plan to assess any need for revision may be done as part of the monitoring process. This could involve neighbourhood plan bodies, the LPA, civic societies and other local stakeholders. Any of these bodies could highlight a need for revision. However, the actual decision to revise a neighbourhood plan, and subsequent actions to achieve this, can only be done by neighbourhood plan qualifying bodies (prospective or designated neighbourhood forums or parish councils).</p> <p>What is involved?</p> <p>Members were provided with a toolkit, on how to conduct a review of the Neighbourhood Plan.</p> <p>Members were also asked to consider</p> <ul style="list-style-type: none"> • The Windlesham Neighbourhood Plan 2018-2028 was 'made' at SHBC Full Council on 12 June 2019. It forms part of Surrey Heath Borough's Development Plan and helps in deciding the outcome of planning applications within the Windlesham Neighbourhood Area. • Surrey Heath is currently in the process of updating their Local plan which when complete will take precedence of over the current WNP. If a review of the WNP is conducted and completed 	

	<p>before the SHBC local plan is finalised the SHBC local plan will still take precedence. If however, SHBC finalise the local plan and then the WNP is revised the WNP will take precedence.</p> <ul style="list-style-type: none"> • It is highly likely that a housing needs assessment will need to be completed to form an evidence base. • There is no provision in the 2023-24 budget for this review. <p>Full Council were asked to read the proposed terms of reference as presented along with the Neighbourhood Plan review toolkit and consider:</p> <p>a. If Members wished to proceed with a review</p> <p>and if so</p> <ul style="list-style-type: none"> ○ to consider the formation of a working party in line with the attached terms of reference. ○ To agree a mechanism by which the positions on the working party will be filled. <p>It was resolved unanimously that the Windlesham Committee would form a working party to review the current plan using the toolkit and terms of reference as presented. In addition to the stakeholders identified on the Terms of Reference, the Chair and Vice Chair of Council will also be Members of the working party along with County and Borough Councillor representatives.</p>	
C/23/40	<p>Members to consider issuing a Chairman's update</p> <p>The current Chair of Council indicated that he is keen to write a Chairman's update following each Full Council meeting, which will be posted on the Council website and Facebook. Cllr Turner has also suggested that the Chairs of each village committee may like to consider a similar approach.</p> <p>Members agreed unanimously that the Chair will write an update following each Full Council meeting and that each Committee will consider a similar update at the next Village Committee meeting.</p>	AT
C/23/41	<p>To discuss Christmas provision 2023</p> <p>a. Festive lighting 2023 – Update</p> <p>At the Full Council meeting held in June 22 (minute ref: C/22/39) it was resolved to sign a 3 year contract for the hire of festive lamp column lights.</p> <p>The contract is now in its second year and Members noted the provision each village will have for 2023, along with associated costs</p>	

b. Village Christmas Trees

In preparation for the festive season quotes have been sought for the supply of this year's Christmas trees. 7 different companies were approached, 3 of these companies to supply the all-inclusive package, only 1 out of the 3 offered this service, 4 companies for trees only, 1 of which only sell artificial trees, 2 offering quotes and the final couldn't confirm prices until later in the year.

Budget Information

Each village has a budget of £1,000 and any spend in excess of this will require Members to either agree to fund the difference from the village reserves or agree an overspend to be funded from the General Reserve. Alternatively, as outlined in item 15 on the agenda, both Bagshot and Windlesham have a predicted underspend on Festive Lights and could make a virement of £789 and £660 respectively to their village Christmas tree budget lines.

Members were informed that current village reserves are as follows:

Bagshot: £16,197

Lightwater: £34,909 (£15,719) – leaving £19,190

Windlesham: £15,194

Action

Members were asked to review the quotes below and to decide which option they would like to proceed with.

Bagshot

Supplier	1 x 20/21ft Norway Spruce	Delivery charge	Approximate cost of installation	Approximate Cost to light the trees	Total cost ex. VAT
Quote A	£400.00	Included	£300 each village	£300 each village	£1,000
Quote B	£320	£25.00			£945
Quote C	£320	n/a	To collect, install, light, fencing and tree star. For examples, incl lighting and fencing see images attached. *Pricing is based on supplying to all 3 villages.		£1,790

Lightwater

Supplier	1 x 18/19ft Norway Spruce	Delivery charge	Approximate cost of installation	Approximate Cost to light the trees	Total cost ex. VAT
Quote A	£295.00	Included	£300	£300	£895

Quote B	£216	£25.00	each village	Each village	£841
Quote C	£216	n/a	To collect, install, light, fencing and tree star. For examples, incl lighting and fencing see images attached. *Pricing is based on supplying to all 3 villages.		£1,6,86

Windlesham

Supplier	1 x 20/21ft Norway Spruce	Delivery charge	Approximate cost of installation	Approximate Cost to light the trees	Total cost ex. VAT
Quote A	£400.00	Included	£300 each village	£300 each village	£1,100
Quote B	£320	£25.00			£945
Quote C	£320	n/a	To collect, install, light, fencing and tree star. For examples, incl lighting and fencing see images attached. *Pricing is based on supplying to all 3 villages.		£1,790

Quote C is an all-inclusive package see the specification below:

- To hire 20 sets of LED lights and one 100w transformer per Christmas tree
- Christmas tree will be, as in past years, purchased directly by Windlesham Parish Council
- To collect and install each tree safely into the tree
- Dress each tree with 2,000 low voltage 24v LED lights and a star on the tree top
- Location of the power supply to be confirmed, all 230v high voltage cables will be armoured cable for the protection of the public.
- After Christmas, on a date to be confirmed, to remove lights from each trees and takedown and remove three Christmas trees

Cllr Malcaus Cooper informed Members that the Lightwater Christmas light switch on is currently planned for the 2nd December 2023.

Members resolved unanimously to proceed with option c and any spend in excess of nominal code 4190 budget will be funded from the General Reserve.

The Clerk

C/23/42	<p>Grants</p> <p>a. Harper Asprey Wildlife Rescue</p> <p>Harper Asprey Wildlife Rescue submitted the following grant application:</p> <p>Purpose: Contribution towards a veterinary X-ray machine. Value requested: £3,500</p> <p>Cllr Gordon proposed, Cllr Malcaus Cooper seconded and it was resolved unanimously that each village committee will grant fund £1,000 (total £3,000) from the village grant budgets 4650 340/440/540.</p>	The Clerk
C/23/43	<p>Trees – School Lane Field Resident Application – Follow up</p> <p>Background</p> <p>Members were reminded that at the February Full Council meeting (minute ref: C/22/191) the following resolution was made to allow tree work at School Lane Field.</p> <p>Cllr Gordon proposed, Cllr Malcaus Cooper seconded, and it was agreed with 8 in favour, 2 against and 3 abstentions the Council would pay to coppice the hazel trees only at a cost of £480.</p> <p>Additionally, it was resolved that permission for residents to carry out tree works within the School Lane Field boundary, will be granted subject to receipt of the following:</p> <ul style="list-style-type: none"> • A signed application: <ul style="list-style-type: none"> o Confirming that the applicant will only appoint a Council approved contractor to carry out identified works. o Acknowledging that the Council is in no way liable for any payment towards the cost of the works, which will be met entirely at their own cost. o Noting that permission will only be granted as an exception and ongoing/future works will NOT be permitted without further application. • Provide Council with a written quote from a qualified tree surgeon, confirming that any works will be carried out in accordance with British Standard 3998:2010, 'Tree Work Recommendations', <ul style="list-style-type: none"> o The quote must indicate which trees will undergo works and the extent of the works to be carried out. Confirming that they will not remove more than a 1/3rd of crown volume from the current height and spread of the trees, equating to no more than 12% branch length as per the Tree Officer's recommendation. The quote will also need to confirm that all wounds will be kept as small as possible. • A valid copy of the contractor's liability insurance (please note the Council will not accept less than £10 million) • A copy of the contractors latest Loler certificate in line with the Lifting Operations and Lifting Equipment Regulations. • A copy of their latest Health and Safety Policy • A copy of the site-specific risk assessment. <p>Members noted that compliance was necessary to minimise any Council liability in the event of an accident. It was also necessary to prevent the</p>	

	<p>trees being damaged or any unauthorised works being carried out without recourse.</p> <p>Update</p> <p>The hazel trees have now been coppiced and following this work the tree surgeon carrying out the work on behalf of the residents has contacted the Clerk informing her that it is not possible to safely carry out the work required by the residents if they are to adhere to the 100mm cuts stipulated by the tree officer.</p> <p>The reason given is that the trees in question are young trees, and none of the limbs enabling access to the canopy (thereby allowing no larger than 100mm cuts) are of sufficient size for the climber to safely attach their lifeline or work positioning secondary point of attachment.</p> <p>The only 2 options are:</p> <p>a) To leave the trees as they are very young for the species.</p> <p>or</p> <p>b) Complete a heavier reduction which would be more towards a pollard due to the trees being part of a woodland area so most of the growth is at the top of the canopy. A pollard would lead to a lot of re growth in the coming years which would have a weaker point of attachment and subsequently would need to have an on-going management plan due to an informal path that runs through this area.</p> <p>IMPORTANT</p> <p>If this work is carried out it would not meet British standard.</p> <p>ACTION</p> <p>Members were asked to decide if they will approve the heavier reduction (option b above) and if so how the increased ongoing maintenance that will result from the work carried out by the residents will be funded.</p> <p>ADVICE GIVEN</p> <p>Prior to the meeting Members were advised Cllr Gordon was aware of the need to declare his personal interest and that it is arguable that, due to the nature of his interest, Cllr Gordon could be considered predetermined and should not be part of the discussion or vote.</p> <p>Both prior to the meeting and at the meeting Members were informed that if Members are challenged on predetermination or have not followed policy, ie conformed to British Standard 3998:2010 (Tree Work[1]Recommendations), or in this case do not put a maintenance plan in place as advised, the Council would be at risk for making an unsafe decision.</p> <p>Members resolved with 5 in favour, 1 against and 9 abstentions to permit the approved contractor to carry out option b, the heavier reduction.</p> <p>It is to be noted that Cllr Gordon participated in the vote.</p>	<p>The Clerk</p>
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C/23/43	<p>Outside Organisations - To receive any reports from representatives on outside organisations.</p> <p>Cllr Harris informed Members that following the air ambulance landing at the Briars centre to deal with a near by casualty, some damage to the paving slabs had been sustained when they were required to be used as ramps. It is possible that the Briars Centre committee may approach Council for a grant for more permanent ramps to aid the emergency services if required in the future.</p> <p>Additionally, Cllr Harris informed Members that the district nurses are now operating from the Briars Centre, however it is not a drop in centre.</p> <p>Cllr White informed Members that James Butler Alms Houses are looking for another trustee and if anyone is interested in applying to contact her.</p> <p><i>21:25 Members agreed to suspend standing orders to conclude the meeting.</i></p>	
C/23/44	<p>Previous Resolution Updates - Status updates on previous resolutions</p> <p>Members noted the previous resolution updates.</p>	
C/23/45	<p>Clerks update</p> <p>Training</p> <p><u>Planning Training</u></p> <p>The Planning Committee have been offered specific Planning training and to date the following Councillors have booked onto the training.</p> <p>Cllr Marr Cllr Richardson Cllr Turner</p> <p><u>Chairmans training</u></p> <p>In line with Standing Order 5(l) which states:</p> <p><i>Any member wishing to stand as Chairman or Vice Chairman of Council or Chairman or Vice Chairman of a Committee or Sub-Committee must commit to attending any relevant training within 6 months of appointment or provide evidence of relevant training attended within the previous 24 months.</i></p> <p>Cllr Turner, Cllr White and Cllr Richardson have booked onto a Chair's training course.</p> <p>Members are to note that as other Committee Chairman are appointed, they will be offered the opportunity to attend training.</p> <p>Consultations</p> <p><u>Community Infrastructure Levy Consultation</u></p>	

	<p>Members were informed by email on the Monday 12th June 2023, that the response to the above consultation has been submitted on behalf of Windlesham Parish Council. A copy of this response is available the WPC website.</p> <p>Communications Committee</p> <p>Members of the Communications Committee were sent draft terms of reference on the 18th May and the Clerk has set up a doodle poll to establish Councillors availability. At the time of writing only one Councillor had responded.</p> <p>Lightwater Playground</p> <p>The new playground is very nearly finished and the Lightwater committee are in the process of organising a grand opening.</p> <p>School Lane Field Outdoor Gym</p> <p>The outdoor gym was installed at School Lane Field week commencing 19th June and as soon as the equipment has had the ROSPA sign off, an official opening will be organised.</p> <p>School Lane Field Playground Refurbishment</p> <p>The refurbishment of School Lane Field playground will commence on the 3rd of July 2023</p> <p>Strategic Plan Priorities – Members were presented with an update on the strategic plan priorities.</p>	
C/23/46	<p>Correspondence</p> <p>Members resolved earlier in the meeting (minute ref:C/23/31) that the correspondence received will be dealt with in the confidential part of the meeting.</p>	
C/23/47	<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/23/48 Greenspace Contract – To discuss C/23/49 Confidential Resolution Updates C/23/50 Confidential correspondence</p>	
C/23/48	<p>Greenspace Contract - To discuss</p> <p>Members discussed the options presented in the confidential report and resolved to carry out the actions outlined therein.</p>	
C/23/49	Confidential Resolution Updates	

	Noted	
C/23/50	<p>Confidential Correspondence</p> <p><i>22:05 Cllr Gordon left the meeting</i></p> <p>Members noted the 3 items of correspondence and the contents therein and resolved to send written responses as outlined in the confidential reports.</p> <p>Members also acknowledged the comments regarding the suitability of the meeting venues for those that are hard of hearing and noted that the Clerk is currently seeking quotes to bring the Council Chamber back in to use, where there is already a hearing loop.</p>	<p>The Clerk AT, TR, EM</p>
	There being no further business the meeting closed at 22:15	

Bagshot PL for Month No 2

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
26/04/2023	23226	59	FRESH AIR FITNESS	FRESHAIR	4,999.50	999.90	5,999.40	4220	310	4,999.50	School Lane gym - first POA
								380		-4,999.50	School Lane gym - first POA
								6000	310	4,999.50	School Lane gym - first POA
TOTAL INVOICES					4,999.50	999.90	5,999.40			4,999.50	
VAT ANALYSIS CODE S @ 20.00%					4,999.50	999.90	5,999.40				
TOTALS					4,999.50	999.90	5,999.40				

Lightwater PL for Month No 3

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
01/06/2023	2037250	47	SURREY HEATH	SHBC01	65.39	13.08	78.47	4165	410	65.39	lw gym inspection - June 23
TOTAL INVOICES					65.39	13.08	78.47			65.39	
VAT ANALYSIS CODE S @ 20.00%					65.39	13.08	78.47				
TOTALS					65.39	13.08	78.47				

Top Level for Month No 2

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
24/02/2023	30331	335	RIALTAS BUSINESS	REALTAS	230.00	46.00	276.00	4350	320	85.10	Group Training - 22/2/23
								4350	420	87.40	Group Training - 22/2/23
								4350	520	57.50	Group Training - 22/2/23
10/05/2023	102525	338	PRINT	PRINT	114.00	22.80	136.80	4380	325	33.30	Printing re: elections
								4380	425	34.20	Printing re: elections
								4380	525	22.50	Printing re: elections
								4600	325	8.88	Certificates for Civic meeting
								4600	425	9.12	Certificates for Civic meeting
								4600	525	6.00	Certificates for Civic meeting
03/05/2023	73	339	ALL SAINTS CHURCH	ALLS	13.50	0.00	13.50	4950	325	5.00	Hire of Challen Room 4 April 2
								4950	425	5.13	Hire of Challen Room 4 April 2
								4950	525	3.37	Hire of Challen Room 4 April 2
30/04/2023	INV-2714	340	NEIL CURTIS	NEIL	510.00	0.00	510.00	4005	500	340.00	Ashes Inter - Drury & Parker
								4005	400	170.00	Ashes Inter - Hamer
11/04/2023	I 12266	341	ZOO SIGNS	ZOOSI	259.12	51.82	310.94	4060	335	95.87	New sign for Parish office
								4060	435	98.47	New sign for Parish office
								4060	535	64.78	New sign for Parish office
10/05/2023	2441938	342	VIKING	VIKIN	63.23	12.65	75.88	4435	325	23.40	Stationery - various
								4435	425	24.03	Stationery - various
								4435	525	15.80	Stationery - various
TOTAL INVOICES					1,189.85	133.27	1,323.12			1,189.85	
VAT ANALYSIS CODE E @ 0.00%					523.50	0.00	523.50				
VAT ANALYSIS CODE S @ 20.00%					666.35	133.27	799.62				
TOTALS					1,189.85	133.27	1,323.12				

16/05/2023

Windlesham Parish Council

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09:33

PRELIMINARY PURCHASE DAYBOOK

User: 6993.R.MIDGLEY

Top Level for Month No 2

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
30/04/2023	POA	336	CROFT SOLICITORS	CROFT SOL	1,000.00	0.00	1,000.00	4400	325	370.00	POA - Re - covenant release
								4400	425	380.00	POA - Re - covenant release
								4400	525	250.00	POA - Re - covenant release
28/04/2023	SM28567	337	RIALTAS BUSINESS	REALTAS	1,294.57	258.91	1,553.48	4430	325	478.99	Rialtas subsc - adj from 1 Apr
								4430	425	491.93	Rialtas subsc - adj from 1 Apr
								4430	525	323.65	Rialtas subsc - adj from 1 Apr
TOTAL INVOICES					<u>2,294.57</u>	<u>258.91</u>	<u>2,553.48</u>			<u>2,294.57</u>	
VAT ANALYSIS CODE OTS @ 0.00%					1,000.00	0.00	1,000.00				
VAT ANALYSIS CODE S @ 20.00%					1,294.57	258.91	1,553.48				
TOTALS					<u>2,294.57</u>	<u>258.91</u>	<u>2,553.48</u>				

Top Level for Month No 2

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
17/05/2023	COMRECPT EXP	343	WHITE	WHITE	317.64	0.00	317.64	4600	325	117.53	Community Reception catering
								4600	425	120.70	Community Reception catering
								4600	525	79.41	Community Reception catering
16/05/2023	8013983	344	KYOCERA	KYOCERA	99.00	19.80	118.80	4440	325	36.63	Printer maintenance
								4440	425	37.62	Printer maintenance
								4440	525	24.75	Printer maintenance
TOTAL INVOICES					416.64	19.80	436.44			416.64	
VAT ANALYSISCODE OTS @ 0.00%					317.64	0.00	317.64				
VAT ANALYSISCODE S @ 20.00%					99.00	19.80	118.80				
TOTALS					416.64	19.80	436.44				

Top Level for Month No 2

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
25/04/2023	54657	345	WINDOW FLOWERS	WINDO	5,374.00	1,074.80	6,448.80	4185	310	1,702.00	Hanging Baskets
								4185	410	1,940.50	Hanging Baskets
								4185	510	1,731.50	Hanging Baskets
TOTAL INVOICES					5,374.00	1,074.80	6,448.80			5,374.00	
VAT ANALYSIS CODE S @ 20.00%					5,374.00	1,074.80	6,448.80				
TOTALS					5,374.00	1,074.80	6,448.80				

Top Level for Month No 2

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
23/05/2023	0944AMEND	363	ANDREW TANSLEY	TANSLEY	-250.00	0.00	-250.00	4550	335	-92.50	CORRECTION - DOOR INTSTALLATIO
								4550	435	-95.00	CORRECTION - DOOR INTSTALLATIO
								4550	535	-62.50	CORRECTION - DOOR INTSTALLATIO
TOTAL INVOICES					-250.00	0.00	-250.00			-250.00	
VAT ANALYSISCODE OTS @ 0.00%					-250.00	0.00	-250.00				
TOTALS					-250.00	0.00	-250.00				

Top Level for Month No 2

Order by Invoices Entered

							Nominal Ledger Analysis				Analysis Description
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	
23/05/2023	0944	352	ANDREW TANSLEY	TANSLEY	250.00	0.00	250.00	4550	335	92.50	Installation of office door
<i>Will be reversed. Entered twice in error see Ref: 363</i>											
								4550	435	95.00	Installation of office door
								4550	535	62.50	Installation of office door
17/05/2023	J9171	353	POLARITY ELECTRICS	POLARITY	250.00	50.00	300.00	4550	335	92.50	Remedial works in Council Cham
								4550	435	95.00	Remedial works in Council Cham
								4550	535	62.50	Remedial works in Council Cham
31/05/2023	202313	354	ST ANNES PCC	ANNE	50.00	0.00	50.00	4950	325	18.50	Room hire 16 May - WPC meeting
								4950	425	19.00	Room hire 16 May - WPC meeting
								4950	525	12.50	Room hire 16 May - WPC meeting
30/05/2023	2813	355	NEIL CURTIS	NEIL	540.00	0.00	540.00	4005	400	180.00	Ashes internment - misc
								4005	500	360.00	Ashes internment - misc
29/05/2023	2841	356	GREENLANDS	GREE	520.00	104.00	624.00	4060	500	390.00	WCem - Mrs Sandersons bench
								4060	300	100.00	BCem - fence off memorials
								4160	310	30.00	bagshot flytip removal
29/05/2023	2842	357	GREENLANDS	GREE	450.00	90.00	540.00	4060	315	44.40	HML Allotments fencing removal
								4060	415	45.60	HML Allotments fencing removal
								4060	515	30.00	HML Allotments fencing removal
								4435	325	18.50	remove printer/copier form off
								4435	425	19.00	remove printer/copier form off
								4435	525	12.50	remove printer/copier form off
								4160	310	93.33	Attach/remove roundels + cable
								345		-93.33	Attach/remove roundels + cable
								6000	310	93.33	Attach/remove roundels + cable
								4160	410	93.34	Attach/remove roundels + cable
								350		-93.34	Attach/remove roundels + cable
								6000	410	93.34	Attach/remove roundels + cable
								4160	510	93.33	Attach/remove roundels + cable
								355		-93.33	Attach/remove roundels + cable

08/06/2023

Windlesham Parish Council

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PURCHASE DAYBOOK

User: 6993.R.MIDGLEY

Top Level for Month No 2

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
								6000	510	93.33	Attach/remove roundels + cable
31/05/2023	202313A	358	ST ANNES PCC	ANNE	50.00	0.00	50.00	4950	325	10.50	Room hire - 16 May 23 - WPC
<i>* Entered twice in error - needs reversing see Ref: 365</i>											
								4950	425	19.00	Room hire - 16 May 23 - WPC
								4950	525	12.50	Room hire - 16 May 23 - WPC
31/05/2023	1233	359	ZENTECH IT	FRE01	315.26	63.05	378.31	4440	325	116.65	monthly licence fees; ad hoc s
								4440	425	119.80	monthly licence fees; ad hoc s
								4440	525	78.81	monthly licence fees; ad hoc s
28/04/2023	50643	362	MULBERRY CO	MULBE	134.40	26.88	161.28	4425	325	49.73	Prof Serv - int audit 2022-3
								4425	425	51.07	Prof Serv - int audit 2022-3
								4425	525	33.60	Prof Serv - int audit 2022-3
TOTAL INVOICES					2,559.66	333.93	2,893.59				
VAT ANALYSIS CODE OTS @ 0.00%					890.00	0.00	890.00				
VAT ANALYSIS CODE S @ 20.00%					1,669.66	333.93	2,003.59				
TOTALS					2,559.66	333.93	2,893.59				

* see pg 107
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Top Level for Month No 2

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
31/05/2023	202313A AMEND	365	ST ANNES PCC	ANNE	-50.00	0.00	-50.00	4950	325	-18.50	CORRECTION - ROOM HIRE 16-5-23
								4950	425	-19.00	CORRECTION - ROOM HIRE 16-5-23
								4950	525	-12.50	CORRECTION - ROOM HIRE 16-5-23
TOTAL INVOICES					-50.00	0.00	-50.00			-50.00	
VAT ANALYSIS CODE OTS @ 0.00%					-50.00	0.00	-50.00				
TOTALS					-50.00	0.00	-50.00				

PURCHASE DAYBOOK

Top Level for Month No 3

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
02/06/2023	102699	360	PURE GARDENS	PUREG	12.00	2.40	14.40	4600	325	4.44	1 x scroll A3 size
								4600	425	4.56	1 x scroll A3 size
								4600	525	3.00	1 x scroll A3 size
01/06/2023	2037249	361	SURREY HEATH	SHBC01	7,940.97	1,588.19	9,529.16	4165	310	3,096.98	Grounds maintenance - June 23
								4165	410	3,096.98	Grounds maintenance - June 23
								4165	510	1,747.01	Grounds maintenance - June 23
TOTAL INVOICES					7,952.97	1,590.59	9,543.56	7,952.97			
VAT ANALYSIS CODE S @ 20.00%					7,952.97	1,590.59	9,543.56				
TOTALS					7,952.97	1,590.59	9,543.56				

Wrong Supplier
s/b Camberley
Printers

Reversed see Ref 366

Top Level for Month No 3

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
02/06/2023	102699 AMEND	366	PURE GARDENS	PUREG	-12.00	-2.40	-14.40	4600	325	-4.44	CORRECT 1X SCROLL A3
								4600	425	-4.56	CORRECT 1X SCROLL A3
								4600	525	-3.00	CORRECT 1X SCROLL A3
TOTAL INVOICES					-12.00	-2.40	-14.40			-12.00	
VAT ANALYSIS CODE S @ 20.00%					-12.00	-2.40	-14.40				
TOTALS					-12.00	-2.40	-14.40				

Top Level for Month No 2

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	
04/04/2023	121870	346	GD FIRE SECURITY	GDFIR	150.00	30.00	180.00	4455	325	55.50	Annual Maint - Alarm System	
								4455	425	57.00	Annual Maint - Alarm System	
								4455	525	37.50	Annual Maint - Alarm System	
18/05/2023	528582	347	GUARDWELL	GUARD	240.00	48.00	288.00	4455	325	88.80	Maint on alarm - Crondall	
								4455	425	91.20	Maint on alarm - Crondall	
								4455	525	60.00	Maint on alarm - Crondall	
TOTAL INVOICES					390.00	78.00	468.00			390.00		
VAT ANALYSIS CODE S @ 20.00%					390.00	78.00	468.00					
TOTALS					390.00	78.00	468.00					

Top Level for Month No 3

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
07/07/2022	50808A	367	MULBERRY CO	MULBE	35.00	7.00	42.00	4350	520	35.00	Chairmanship Training
TOTAL INVOICES					35.00	7.00	42.00			35.00	
VAT ANALYSIS CODE S @ 20.00%					35.00	7.00	42.00				
TOTALS					35.00	7.00	42.00				

Top Level for Month No 3

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
02/06/2023	102699	368	PRINT	PRINT	12.00	2.40	14.40	4600	325	4.44	1 x Freedom Scroll
								4600	425	4.56	1 x Freedom Scroll
								4600	525	3.00	1 x Freedom Scroll
TOTAL INVOICES					12.00	2.40	14.40			12.00	
VAT ANALYSIS CODE S @ 20.00%					12.00	2.40	14.40				
TOTALS					12.00	2.40	14.40				

Top Level for Month No 3

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
19/06/2023	EXP - JUNE 23	369	AB EXPENSES	AB EXP	47.50	0.00	47.50	4435	325	17.58	Expenses - mileage/key cutting
								4435	425	18.05	Expenses - mileage/key cutting
								4435	525	11.87	Expenses - mileage/key cutting
15/06/2023	3134	370	NP TREE MANAGEMENT	NPTREE	480.00	96.00	576.00	4195	310	177.60	Coppice hazel - St Mary's Gard
								4195	410	182.40	Coppice hazel - St Mary's Gard
								4195	510	120.00	Coppice hazel - St Mary's Gard
16/06/2023	3135	371	NP TREE MANAGEMENT	NPTREE	3,200.00	640.00	3,840.00	4195	310	1,184.00	Tree works - School Lane Playi
								4195	410	1,216.00	Tree works - School Lane Playi
								4195	510	800.00	Tree works - School Lane Playi
12/06/2023	2580371	372	VIKING	VIKIN	156.87	31.37	188.24	4435	325	58.04	Misc stationary - office use
								4435	425	59.61	Misc stationary - office use
								4435	525	39.22	Misc stationary - office use
13/06/2023	51179	373	MULBERRY CO	MULBE	100.00	20.00	120.00	4500	530	100.00	Intro to Planning - TR/CM Wind
TOTAL INVOICES					<u>3,984.37</u>	<u>787.37</u>	<u>4,771.74</u>			<u>3,984.37</u>	
VAT ANALYSIS CODE OTS @ 0.00%					47.50	0.00	47.50				
VAT ANALYSIS CODE S @ 20.00%					3,936.87	787.37	4,724.24				
TOTALS					<u>3,984.37</u>	<u>787.37</u>	<u>4,771.74</u>				

Top Level for Month No 3

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
16/06/2023	51181	374	MULBERRY CO	MULBE	180.00	36.00	216.00	4500	330	45.00	Cllr training course x 4
								4500	430	90.00	Cllr training course x 4
								4500	530	45.00	Cllr training course x 4
TOTAL INVOICES					180.00	36.00	216.00			180.00	
VAT ANALYSIS CODE S @ 20.00%					180.00	36.00	216.00				
TOTALS					180.00	36.00	216.00				

Windlesham PL for Month No 3

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
07/07/2022	50810A	108	MULBERRY CO	MULBE	35.00	7.00	42.00	4500	530	35.00	Training - Chairmanship RH
07/07/2022	50808A	109	MULBERRY CO	MULBE	35.00	7.00	42.00	4500	530	35.00	Training - Chairmanship HHH
TOTAL INVOICES					70.00	14.00	84.00			70.00	
VAT ANALYSIS CODE S @ 20.00%					70.00	14.00	84.00				
TOTALS					70.00	14.00	84.00				

Windlesham PL for Month No 3

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
06/06/2023	1675	105	PURE GARDENS	PUREG	2,130.00	426.00	2,556.00	4060	500	2,130.00	WCem - grounds maintenance
TOTAL INVOICES					2,130.00	426.00	2,556.00			2,130.00	
VAT ANALYSIS CODE S @ 20.00%					2,130.00	426.00	2,556.00				
TOTALS					2,130.00	426.00	2,556.00				



Windlesham Parish Council

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The Council Offices
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GU18 5RG

MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL'S PLANNING COMMITTEE

Held on Tuesday 27th June 2023 at 6.00pm at St Anne's Church Centre, 43 Church Road, Bagshot

Bagshot Cllrs		Lightwater Cllrs		Windlesham Cllrs	
Willgoss	P	Turner	P	Marr	P
White	P			Richardson	P
Du-Cann	P				

In attendance: Jo Whitfield - Clerk

Cllr White took the Chair

P - present

A – apologies

PA – part of meeting

- no information

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		Action
PLAN/23/62	Apologies for absence None	
PLAN/23/63	Declarations of interest Cllr White declared a non-pecuniary interest in planning application 23/0457/PMR stating she had been in communication with the applicant. Cllr Richardson declared a non-pecuniary interest in planning application 23/0610/FFU stating the applicant was known to her.	
PLAN/23/64	Public question time No public were no present	
PLAN/23/65	Exclusion of the press and public. There were no matters to be dealt with after exclusions to the press and public.	

PLAN/23/66	To consider a Council response to Surrey County Council's validation for planning applications consultation Having reviewed the consultation Members agreed that as a consultee they did not feel qualified to comment and resolved not to respond.	
PLAN/23/67	To consider planning applications and planning appeals received prior to this meeting:	

	Bagshot Applications		
23/0566/CES	Westbourne, Vicarage Road, Bagshot, GU19 5EJ Certificate of Lawfulness for the proposed stationing of a mobile home for purposes ancillary to the main dwelling. No Objection subject to the condition that when the mobile home is no longer in use by the family it is not sold as a dwelling or rented for habitable accommodation.	CES	
23/0609/FFU	13 Bell Place, Bagshot, Surrey, GU19 5NE Erection of single storey side extension with roof light following demolition of existing garage, internal alterations and changes to fenestration. No objection - however the Committee raised concerns about the reduction in parking and perceived issues that might arise from this.	FPA	11 th July 2023
23/0612/FFU	70 Yaverland Drive, Bagshot, Surrey, GU19 5DY Erection of part single part two storey side extension, single storey front extension and erection of new front porch. No Objection	FPA	11 th July 2023
23/0621/FFU	22 Laird Court, Bagshot, Surrey, GU19 5QN Erection of a two story side extension to form a new garage and bedroom, and conversion of the existing garage to habitable accommodation. No Objection	FPA	12 th July 2023
23/0457/PMR	13 Waverley Road, Bagshot, Surrey, GU19 5JL Application to vary condition conditions 4 (ancillary residential accommodation) of planning permission 19/0184/FFU to allow for the outbuilding to be rented out separately to the main dwelling. Objection The Committee objected to the variation of condition 4. Members were concerned that if the dwelling is not retained in single family occupation it may give rise to harmful impacts upon the Thames Basin Heaths	Relaxation/Modification	12 th July 2023

	Special Protection Area, infrastructure, character, amenity or parking provision.		
23/0599/FFU	8 Bell Place, Bagshot, Surrey, GU19 5NE Erection of a single storey side/rear wrap around extension, widening of dropped kerb and extension of driveway following demolition of existing garage/ storage building. Plus fenestration alterations. Objection Members objected raising concerns over vehicular access and highway safety. Concerns were also raised over the lack of parking which could exacerbate the issues on the highway.	FPA	14 th July 2023
23/0593/CE S	1 Connaught Road Bagshot Surrey GU19 5EL Certificate of lawfulness for the proposed erection of a single-storey side/rear extension No Objection	Certificate Proposed Development	Not Available
23/0538/FFU	119 London Road, Bagshot, Surrey, GU19 5DH Creation of a dropped kerb to access property. No Objection	FPA	17 th July 2023
23/0606/FFU	Marchwood , Dukes Covert, Bagshot, GU19 5HU Erection of replacement dwelling, following demolition of existing. Objection Members objected on the grounds of overdevelopment noting that this property is within the Greenbelt and the proposed development would result in disproportionate additions way in excess of 30% of the original footprint.	FPA	17 th July 2023
23/0624/FFU	11 The Woodlarks, Bagshot, Surrey, GU19 5FL Retrospective planning application for the erection of garden structure. Members questioned whether the height of the building was within current regulations and noted that as a Committee they were not in favour of retrospective applications.	FPA	17 th July 2023
	Lightwater Applications		
23/0589/FFU	30 Ridgeway Close, Lightwater, Surrey, GU18 5XX Erection of a rear single story extension following demolition of existing sun room. No Objection	FPA	5 th July 2023
23/0590/FFU	12 Clearsprings, Lightwater, Surrey, GU18 5YJ	FPA	5 th July 2023

	<p>Erection of a first floor side extension, installation of solar panels, fenestration changes and erection of new roof to existing front porch.</p> <p>Members raised concerns about the size and density of the proposed extension which some might consider overdevelopment. It was also noted that there are a number of large trees on the site and Members requested that any permissions granted, should be subject to the retention of the existing trees.</p>		
23/0595/FFU	<p>112 Ambleside Road, Lightwater, Surrey, GU18 5UL Erection of part single-storey, part two-storey rear extension, conversion of attached garage to ancillary accommodation and fenestration changes to front elevation.</p> <p>Members noted that on the 4th May 2023 a similar application (23/0180) for this property had been granted. Members reviewed this new application and resolved to reiterate their original decision of No Objection.</p>	FPA	5 th July 2023
23/0402/FFU	<p>36 Curley Hill Road, Lightwater, Surrey, GU18 5YH Demolition of existing dwelling and construction of a replacement 5-bedroom dwelling with associated landscaping.</p> <p>Members resolved that their original comment stands.</p> <p>Original comment: No objection, but the committee would like to know how much bigger than the original footprint the new dwelling will be. It is suggested if residents are concerned, the objectors should contact their Borough Councillors for the application to be called in for comment at committee.</p>	FPA	7 th July 2023
23/0613/DTC	<p>34 Curley Hill Road, Lightwater, Surrey, GU18 5YH Details to comply with condition 3 (material schedule) and condition 8 (construction management plan) of application</p> <p>No Comment</p>	DTC	17 th July 2023

	Windlesham Applications		
23/0610/FFU	<p>Post Lodge, Kennel Lane, Windlesham, Surrey, GU20 6AA, Erection of a single storey rear extension following demolition of existing conservatory along with fenestration changes</p> <p>No Objection</p>	FPA	5 th July 2023
23/0574/FFU	<p>6 Moor Place, Windlesham, Surrey, GU20 6JS Erection of two storey rear extension and internal alterations.</p>	FPA	3 rd July 2023

	<p>Objection Members objected to the scale and dominance of this development, noting that in the Proposed Site/Roof plans dated 30.5.23, the floor space of the dwelling would increase from 175.9m² to 275.4m², an increase of 99.5m², which equates to an overall increase of 56.6%. It is proposed that the first-floor space would increase from 69.1m² to 132.8m², an increase of 63.7m², which equates to 92.2%. This extension, particularly at first floor level, would be dominant and disproportionate to the host dwelling. No proposed first floor plan has been provided, which is fundamental to the application. Appearance and design: The proposed extension would result in a longer roof section and first floor side extension, both of which would be visible from the road. This would appear dominating and obtrusive in relation to the locality in general. The proposed extension does not comply with the Windlesham Neighbourhood Plan (Policy 2.1) in that it would create an overbearing presence and would not maintain the general scale of development in the surrounding area.</p>		
23/0561/FFU	<p>Mrh Windlesham South, London Road, Windlesham, Surrey, GU20 6PJ Demolition of existing building and the creation of charging zone, erection of EV chargers, erection of canopy, three jet wash bays, jet wash plant room, substation enclosure, and associated forecourt works.</p> <p>Objection Members objected to the jet washing equipment in the three new jet wash bays, and the jet wash plant room, which will create significant noise for residential neighbours, in particular the property known as The Brambles, the garden of which is immediately next to the proposed bays. In principle Members supported the proposed EV charges, however the proposed new substation is on the site boundary next to the residential neighbouring property known as Cedar Cottage, approximately 5 metres from the actual dwelling, and could create an unreasonable amount of noise close to this dwelling.</p>	FPA	12 th July 2023
23/0634/FFU	<p>30 Atfield Grove, Windlesham, Surrey, GU20 6DP Erection of a single storey rear extension following demolition of existing conservatory.</p> <p>No Objection</p>	FPA	14 th July 2023
23/0616/DT C	<p>2 Fosters Grove Windlesham Surrey GU20 6JZ Submission of details to comply with condition 4 and 5 (trees) attached to planning permission 22/0927/FFU for</p>	Details to Comply	4 th July 2023

	<p>the erection of a single storey rear extension and a first floor front extension over the existing garage.</p> <p>No Objection</p>		
23/0040/FFU	<p>Brendans, Church Road, Windlesham, GU20 6BT Erection of a two storey rear extension, existing front flat roofed dormers replaced with pitched roofs, following demolition of existing conservatory and sunroom. APP/D3640/D/23/3319992</p> <p>Members resolved to withdraw their previous no objection.</p>	APPEAL	24 th July 2023
23/0623/DTC	<p>Land Adjacent to Orchard Cottage, Shepherds Lane, Windlesham, Surrey GU20 6HL Submission of details to comply with condition 16 (Construction Environmental Management Plan) and 18 (Updated Badger Survey) attached to planning permission 21/0936/FFU for Erection of a two-storey, 66 bedroom care home for older people with associated parking and landscaping.</p> <p>No Comment</p>	Details to Comply	13 th July 2023

There being no further business, the meeting closed at 18:45



Windlesham Parish Council

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MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL'S PLANNING COMMITTEE

Held on Tuesday 11th July 2023 at 6.00pm at Lightwater Library, 83A Guildford Road, Lightwater

Bagshot Cllrs		Lightwater Cllrs		Windlesham Cllrs	
Willgoss	P	Turner	P	Marr	P
White	P			Richardson	P
Du-Cann	P				

In attendance: Jo Whitfield – Clerk
1 Member of the public

Cllr White in the Chair

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

		Action
PLAN/23/68	Apologies for absence None	
PLAN/23/69	Declarations of interest None	
PLAN/23/70	Public question time No public were no present	
PLAN/23/71	Exclusion of the press and public. There were no matters to be dealt with after exclusions to the press and public.	
PLAN/23/72	To consider planning applications and planning appeals received prior to this meeting:	

	Bagshot Applications	
23/0647/FFU	67 Yaverland Drive, Bagshot, Surrey, GU19 5DZ Change of use from amenity land to residential demolition of a brick garden wall and erection of a timber close boarded garden fence Members requested that SHBC establish ownership of the land prior to any permissions being granted.	FPA
23/0649/FFU	13 The Woodlarks, Bagshot, Surrey, GU19 5FL Erection of a study/garden outbuilding. (Retrospective). Members resolved no objection subject to the condition that the outbuilding is never used as habitable accommodation.	FPA
23/0686/CES	64 Green Lane Bagshot Surrey GU19 5NL Certificate of lawfulness for the proposed erection of a single storey rear extension following demolition of existing conservatory. No Objection	Certificate Proposed Development
	Lightwater Applications	
23/0047/FFU	153 Ambleside Road Lightwater Surrey GU18 5UN Erection of detached car port. Appeal Ref: APP/D3640/D/23/3324093 WPC responded on 14 th March 2023 with No Objection. No Objection Members resolved to stand by their initial submission of no objection.	APPEAL
23/0677/FFU	1 Weyside, Windermere Road, Lightwater, Surrey, GU18 5TH Erection of a single storey rear/side extension plus adjoining the existing workshop to property with change of use from workshop to garage, and fenestration alterations. Comment Members raised concerns about the scale and bulk of the of the proposed dwelling and questioned whether it would constitute overdevelopment on a relatively small site. Members also requested that any permissions be subject to the condition that the garage could not be used for habitable accommodation in the future.	FPA
23/0659/DTC	Stables West Of Hook Mill Lane Lightwater Surrey GU18 5UD Submission of details to comply with condition 4 (Hardstanding materials), 6 (Fast Charge socket), 8 (Landscaping) and 9 (Bat and Bird Boxes) attached to planning permission 21/0398/FFU for Demolition of stables and outbuilding. Construction of single storey 3 bedroom dwelling. No Objection	Details to Comply
	Windlesham Applications	
23/0643/FFU	22 Heathpark Drive, Windlesham, Surrey, GU20 6JB	FPA

	<p>Erection of a single storey rear extension with roof lights following demolition of existing conservatory, front porch extension, internal alterations throughout and changes to fenestration.</p> <p>No Objection</p>	
23/0642/FFU	<p>2 Heydon Cottage, Church Road, Windlesham, Surrey, GU20 6BL Replacement of the existing windows to match windows previously approved by the LPA for the new extension (Application Ref: PP-11420161)</p> <p>Comment</p> <p>This dwelling is one of a pair of attractive semi-detached period properties within a conservation area and the Green Belt.</p> <p>Whereas SHBC has approved the proposed windows for the extension, we are unsure whether it has been agreed that they should also be fitted in the original dwelling. The drawings forming part of this, and the main application suggest that the new windows are different in style to those in the original dwelling, having a more modern appearance with larger panes of glass.</p> <p>Windlesham Parish Council supports SHBC to ensure that any replacement windows installed in the original part of the dwelling will not detract from the overall design and appearance of the property and also to ensure that there is symmetry with the neighbouring semi (as they are being developed as a pair).</p>	FPA
23/0644/FFU	<p>Cherry Tree Cottage, School Lane, Windlesham, Surrey, GU20 6EY Erection of a single storey and two storey side and rear extension, with roof lights and internal alterations.</p> <p>No Objection</p>	FPA
23/0661/FFU	<p>69 And 71, Chertsey Road, Windlesham, Surrey Erection of first floor rear extension.</p> <p>No Objection</p>	FPA
23/0660/FFU	<p>72 Chertsey Road, Windlesham, Surrey, GU20 6HP Single storey rear extension.</p> <p>No Objection</p>	FPA
23/0581/FFU	<p>St Margarets, Woodlands Lane, Windlesham, Surrey, GU20 6AS Erection of nine dwellings following demolition of existing dwelling.</p> <p>OBJECTION</p> <p>Members objected to the application for the following reasons:</p> <ul style="list-style-type: none"> • Unsustainable development • Increased pressure on transport and infrastructure • Inadequate parking • Impact on local ecology and wildlife • Removal of trees and vegetation 	FPA

	Please see the full Council response attached.	
23/0716/FFU	<p>Hill Cottage, Rectory Lane, Windlesham, Surrey, GU20 6BW Erection of single storey rear extension following demolition of existing rear Kitchen, conservatory and cloakroom extension.</p> <p>Comments – Members noted that previously the Windlesham Parish Council submitted a response of no objection. However, the Council supports SHBC in protecting the Green Belt. Therefore, it is requested that SHBC considers whether the proposed increase at ground floor level represents inappropriate development in the Green Belt.</p>	FPA

There being no further business, the meeting closed at 11:25

23/0581/FFU: St Margarets, Woodlands Lane, Windlesham, GU20 6AS: Erection of nine dwellings following demolition of existing dwelling

OBJECTION to be made for the following reasons.

Unsustainable development

- The Windlesham Neighbourhood Plan (WNP) forms part of the SHBC Local Plan and must be considered in relation to planning applications for Windlesham.
- Policy WNP1.1 of the WNP states that planning applications for new housing developments will only be supported if they are consistent with the appropriate rate of development for Windlesham estimated at a maximum of 50 dwellings for the period of the WNP (2018-2028).
- Planning permission has already been granted for approximately three times this number of dwellings at Heath Park Woods, Broadley Green and Twelve Oaks and applications have been submitted for the neighbouring sites of The Ferns (7) and Land east of St Margarets (20). This does not represent a sustainable rate of development and conflicts with the WNP.
- The development at Heath Park Woods was only permitted on appeal due to the inability of SHBC to demonstrate adequate housing supply. This is no longer the case and so there is no longer a need to release Policy H8 (housing reserve site) land.
- Policy SS1 of the SHBC draft Local Plan recommends that future development should be focussed on the west of the Borough (rather than the more rural east) to support SHBC's sustainability aims.

Transport and infrastructure

- It is inevitable that these nine dwellings will create additional traffic and a further access point on a busy stretch of Woodlands Lane.
- This development should be viewed in the context of the various approved and proposed developments along Woodlands Lane, all in close proximity, each requiring an access point onto Woodlands Lane and all generating traffic.
- There are safety issues as children walk and cycle along Woodlands Lane to Valley End school. Residents have expressed concern about vehicles speeding on this stretch of road and about finding it difficult to cross the road, especially with prams, children and dogs.
- This development would create further pressure on the village infrastructure in Windlesham. There are limited essential shops in the village centre and most residents drive to work, supermarkets, the GP surgery and railway stations at Sunningdale and Bagshot. There is a bus service but it is infrequent and realistically, could not be used to support most jobs.

Inadequate parking

- The WNP requires three car parking spaces for dwellings of three bedrooms or more (which applies to all nine of these proposed dwellings).
- Eight of the houses include the garage as a parking space and all incorporate tandem parking in front of the garage (except plot 9 which has no garage). Five of the plots (2, 3, 6, 7 and 8) have three parking spaces in tandem (including the garage), which is inconvenient as cars would have to be shuffled around regularly. There is no additional guest parking for the site. These arrangements are cramped and likely to lead to cars being parked on the access road.

Impact on local ecology and wildlife

- The Ecological Report dated May 2023 prepared by AA Environmental Ltd states that “There are no records of protected species located on or adjacent to the site” (cl 3.4). However, this is not correct. A brown long eared bat roost has been found in the neighbouring property, The Ferns. A planning application has also been submitted for The Ferns and evidence of bats is described in the Preliminary Ecological Appraisal (April 2023) for The Ferns (ref 23/0486/FFU).
- Table 1 at point 3.6 of the Ecological Report for this property sets out data held by the Surrey Biodiversity Information Centre. It contains a long list of European Protected Species, Protected Species and Priority Species within 2 km of the site. This includes 3 species of bat (within 70 metres of this site), slow worms, grass snakes and stag beetles within 0.5km and numerous other birds, bat species, snakes, lizards, insects and amphibians within 2km. The slow worms were located in the field across the road (point 3.18).
- Wildlife does not respect site boundaries and it seems highly likely that some of these animals use and/or pass through this site.
- As far as wildlife is concerned, this proposal should be considered in the context of its proximity to the other developments which already have planning permission or are seeking it. Individually, and in combination, they represent a significant loss of animal habitat. Surrey Wildlife Trust have provided a detailed report for the neighbouring property of The Ferns, which recommends a cumulative impact assessment as being appropriate in view of the multiple local developments.

Removal of trees and vegetation

- The removal of trees and vegetation is a concern in terms of the impact on wildlife and on the health and wellbeing of the residents of Windlesham.
- This is a sensitive location due to the large number of trees which will be felled for the Heath Park Woods development. These trees form a natural barrier against air and noise pollution from the M3 motorway.
- This site is very close to the M3 and consequently traffic noise is an issue. The Planning Statement (5.13) refers to a Noise Impact Assessment and quotes from it, but this Noise Impact Assessment has not been made available as part of the application.
- Appendix 1 of the Arboricultural Impact Assessment dated May 2023 prepared by dpa Arboricultural Consultants shows that this proposal would involve the removal of a significant number of trees, 43 in total, many of them middle aged or mature. Of these 43 trees selected for removal, 11 are mature and 20 are middle aged/mature.
- Part of this site, and indeed the whole of the surrounding Heath Park Woods area, is subject to a Tree Preservation Order as protected woodland. 23 of the trees selected to be removed are protected trees covered by the Tree Preservation Order (TPO 7/10), including 3 mature trees and 11 middle aged/mature trees.
- The SHBC draft Local Plan commits SHBC to ensure that trees, hedgerows and woodlands are protected (Policy DH5). It is envisaged that any future development should only involve the felling of trees if there are “exceptional and demonstrable public benefits”, which have not been set out in this case. The SHBC draft Local Plan also commits SHBC to ensure that the potential for green infrastructure and biodiverse habitats are increased (Policies IN5, E2 and E3).
- There is also a concern about the potential for flooding on this site and in the Woodlands Lane area in general, due to the substantial number of new homes which have been approved or are seeking approval (over 160). The removal of these trees and vegetation on this scale and subsequent increase in hard standing must increase water run-off and exacerbate this issue. This is of particular concern due to the proximity to the M3, which could be impacted by any flooding.



Windlesham Parish Council

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MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL'S PERSONNEL COMMITTEE

Held on Tuesday 4th July 2023 at 6:30pm at the Lightwater Library, 83A Guildford Road, Lightwater

Bagshot Cllrs		Lightwater Cllrs		Windlesham Cllrs	
White	P	Turner	P	Hardless	PA
Hills	P	Jennings-Evans	P		
		Malcaus-Cooper	P		

In attendance: Joanna Whitfield –Clerk to the Council
Cllr Derrick Jennings-Evans

Cllr Jennings-Evans took the Chair

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

		Action
PER/23/01	<p>To elect a Chairman and Vice Chairman of the Committee for the ensuing year</p> <p>Cllr Jennings-Evans welcomed everyone to the meeting and asked for nominations for Chair of the Committee</p> <p>Cllr Turner nominated, Cllr Hills seconded, and it was agreed unanimously to appoint Cllr White as Chairman of the Committee.</p> <p><i>18:34 Cllr Hardless joined the meeting</i></p> <p>Cllr Turner nominated, Cllr Hills seconded, and it was agreed unanimously to appoint Cllr Rebecca Jennings Evans as Vice-Chair of Council.</p>	
PER/23/02	<p>Apologies for absence</p> <p>There were no apologies for absence.</p>	
PER/23/03	<p>Declarations of interest</p> <p>None</p>	

PER/23/04	Public question time There were no questions raised.	
PER/23/05	To note the Committee's Terms of Reference Members noted and agreed the Terms of Reference as presented.	
PER/23/06	To agree membership of Staffing Sub-Committee It was agreed unanimously that should the need arise a staffing sub-committee would be appointed, and membership would be in line with the Terms of Reference in place at the time.	
PER/23/07	To agree the Terms of Reference of the Staffing Sub-Committee Members agreed unanimously to adopt the staffing sub-committee Terms of Reference as presented.	
PER/23/08	To review staff appraisal system. Members were presented with the current appraisal documents and an alternative more competency-based approach. Cllr Turner also suggested that Members may like to consider a 360-degree appraisal system. Members discussed the options presented and resolved unanimously to adopt option b, the competency-based approach. It was also agreed that informally the Chair of Council and Chair of Personnel would consider Members views when conducting the Clerk's appraisal.	
PER/23/09	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: PER/22/38 Employment Contract Review PER/22/39 Staffing Matters	
	CONFIDENTIAL	
PER/23/10	Employment Contract Review Members reviewed the contracts as presented and resolved that the current contracts met the needs of the Council and were fit for purpose. Cllr Turner suggested that the Committee considered the addition of one clause as per the confidential report. It was agreed that Cllr Turner will present Members with an example clause for consideration at the next Personnel Committee meeting.	AT

PER/23/11	Staffing Matters Members reviewed the temporary nature of the Operations Coordinators position and resolved to make the position permanent, with affect from the 3rd July 2023.	The Clerk
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There being no further business, the meeting closed at 19:11.



Windlesham Parish Council

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MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL'S LIGHTWATER VILLAGE COMMITTEE

Held on Tuesday 4th July 2023 at 7:15pm at the Lightwater Library, 83A Guildford Road, Lightwater

Councillors	
Harris	PA
Hartshorn	P
R Jennings-Evans	P
D Jennings-Evans	P
Malcaus Cooper	P
Stevens	P
Turner	P

In attendance: Sarah Wakefield- Assistant Clerk

Cllr Hartshorn started in the Chair as Cllr Harris sent apologies to confirm he would be late

At 19:34 Cllr Harris took the Chair

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

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		Action
LVC/23/01	<p>To elect a Chair and Vice Chair of the Committee for the ensuing year</p> <p>The Vice Chairman of Lightwater Village Committee, Cllr Hartshorn welcomed everyone to the meeting and asked for nominations for the Chair of the committee.</p> <p>Cllr Malcaus Cooper nominated, Cllr Hartshorn seconded, and it was agreed unanimously to appoint Cllr Harris as Chair.</p> <p>Cllr Malcaus Cooper nominated, Cllr Rebecca Jennings-Evans seconded, and it was agreed unanimously to appoint Cllr Hartshorn as Vice Chair.</p> <p>Cllr Hartshorn continued in the Chair.</p>	

LVC/23/02	Apologies for absence No apologies for absence were received.	
LVC/23/03	Declarations of Interest Cllr Turner declared a nonpecuniary interest as a member of Lightwater Society. Cllr Harris declared a nonpecuniary interest during Item 14 as he is the Treasurer at the Briars Centre. There were no other declarations of interest.	
LVC/23/04	Public question time There were no public questions.	
LVC/23/05	Exclusion of the press and public. There were no Exclusions to the press & public.	
LVC/23/06	Committee and Sub-Committee Minutes: The minutes of the Lightwater Village Committee meeting held on the 20 th March 2023 were approved and signed by Cllr Harris.	Cllr Harris
LVC/23/07	Payments for approval There were no payments for approval.	
LVC/23/08	Committee finances – Income & Expenditure Members were presented with an income and expenditure report up until the 26 th June 2023. Members expressed concern over the land which currently houses the allotments and requested a report is prepared to outline what will happen if/when the land is no longer available. It was also requested that the office makes attempts to contact potential landowners for alternative land. It is to be noted that the allotments sit at top level and an update will be available as part of the Full Council project updates agenda item. Members noted the rest of the report.	Clerk/ Assistant Clerk
LVC/23/09	Project Updates Members were presented with a spreadsheet detailing the progression of all projects to ensure that they are fully appraised of current project status.	

	<p>Anti-social Behaviour at Lightwater Recreation Ground- Members discussed the current Public Spaces Protection Order consultation and requested a meeting with Jayne Boitout and the SHBC team to understand the implication the order has for the Parish Council and request any specific data which flags any present anti-social behaviour.</p> <p><i>19:34 Cllr Harris joined the meeting.</i></p> <p>Request for an extra AED Defib- It was agreed to take the request for an extra AED defibrillator location (minute ref # LVC/22/52) off the project/resolutions list as no grant application has been received.</p> <p>All other projects were noted.</p>	
LVC/23/10	<p>Lightwater Cemetery hedge</p> <p>Members were asked to consider presented approximate costs to remove and replace the hedging which borders the front of the cemetery, due to concerns about it encroaching onto the footpath.</p> <p>Members resolved to defer making a decision on the hedge until after bird nesting season and would like to discuss it in conjunction with plans for the cemetery as a whole.</p> <p>Members also agreed to write to SCC to advise them that the Council have cut the hedge back and are deliberating the next best course of action. It is also to be noted that the Council is not able to carry out any further work until bird nesting season is over.</p>	Assistant Clerk
LVC/23/11	<p>Cemetery Fees and Charges Review</p> <p>Members reviewed the current cemetery fees and charges, and those from 4 local cemeteries members.</p> <p>Members unanimously resolved to immediately raise the fees by 10% in line with inflation (CPI) across the whole price list.</p> <p>Members also resolved to form a cemetery working party with the first meeting to be held in September 2023.</p>	Cemetery Co Ordinator
LVC/23/12	<p>To consider maintenance of old graves in Lightwater Cemetery</p> <p>Members raised concerns regarding overgrown graves in the Cemetery and the Assistant Clerk confirmed she was in contact with the ICCM for advice regarding any legalities regarding the general maintenance of graves.</p> <p>Members unanimously resolved to ask the greenspace contractor to cut the unruly long grass on identified graves and also agreed that the new Cemetery working party would discuss if any further action would be required.</p>	Assistant Clerk
LVC/23/13	To consider an additional electric supply on a lamp column	

	<p>on Guildford Road, Lightwater</p> <p>Members were presented with an estimated cost of between £250-£500 for electrical work on a lamp column on Guildford Road, which would facilitate festive lighting from Xmas 2024, and were asked to decide if they would like to proceed with obtaining a firm quote for the work.</p> <p>Members unanimously resolved to go ahead with obtaining a quote for the required electrical work and gave delegated authority to the Clerk to authorise the work once a suitable quote had been received.</p> <p>Members also resolved to fund the work from the Christmas Lights budget or if not available, the Lightwater Village reserve.</p>	<p>Clerk/ Operations Co Ordinator</p>
LVC/23/14	<p>Lightwater Recreation Ground</p> <p>a) To discuss additional play equipment for older children</p> <p>Members noted that during the playground consultation in March 2023 there was a gap in play area provision for the 10-18 year old age group within Lightwater Village.</p> <p>Members discussed different play area options and also Greenspace locations in Lightwater which could accommodate additional equipment. Those locations mentioned were the Lightwater Recreation Ground, The Briars field and Lightwater Country Park. Members also discussed different avenues with which to survey youths in a target age group and it was mentioned that the SHBC Youth Workers have assisted with Surrey Heath projects in the past.</p> <p>Cllr Rebecca Jennings-Evans also mentioned that Your Fund Surrey Small Projects could be used to assist with funding.</p> <p>Members resolved to survey two age groups- 10-14 year olds and 15–18 year olds and the Assistant Clerk was tasked to put together a survey to go out to these age groups to discover what provision is required. The survey and the means by which the survey will be delivered will be reviewed by Members.</p> <p>b) Pavilion Update</p> <p>Members were asked to confirm if they would still like the agreed footprint and floor plan drawings of the proposed Pavilion building drawn up.</p> <p>Members agreed that they would still like to proceed with the drawings.</p> <p>Cllr Harris confirmed that the footprint and floor plan drawings had not yet been completed but these would be finished as soon as possible.</p> <p>Members also agreed that they would like to arrange a meeting with Fields in Trust, preferably in August.</p>	<p>Assistant Clerk</p> <p>Cllr Harris</p> <p>Assistant Clerk</p>

	<p>Members unanimously resolved to inform the residents that the trees were recently dead wooded and the Council has no plans to carry out further work. But if they still felt the trees were exceeding their boundary line they could remove any overhanging branches, ensuring any work carried out is not to the detriment of the tree's health.</p> <p>Since the meeting, the Assistant Clerk has been in contact with the SHBC tree officer. He confirmed the trees on the Recreation Ground are not protected and that the residents can exercise their common law rights to cut the trees back to their boundary line.</p>	
LVC/23/15	<p>Grant Policy 2023-24 Members were asked to review the draft Grant policy for 2023-24 in document A, noting in particular all highlighted areas and decide to:</p> <ul style="list-style-type: none"> a) Adopt the policy as presented Or b) Amend and adopt the policy <p>Members unanimously resolved to amend the grant policy to allow an upper limit of £3,500 per grant application.</p>	
LVC/23/16	<p>Grant Applications- To consider grant applications from Lightwater Village School and Lightwater Library Association</p> <p>Members were presented with grant applications from-</p> <ul style="list-style-type: none"> • Lightwater Village School- £4,000 to help fund the relocation of their School Library <p>Members unanimously resolved to contribute £500 towards the School Library. Members also asked that the school were advised to contact their local County Councillor, Rebecca Jennings-Evans regarding applying for additional funding from Your Fund Surrey Small Projects.</p> <ul style="list-style-type: none"> • Lightwater Library Association- £2,400 to pay legal fees <p>Members resolved with 3 in favour, 2 against and 2 abstentions to grant £500 towards the Lightwater Library Association legal fees.</p>	
LVC/23/17	<p>Chairman's Update</p> <p>Members were asked if they would like the Chair of the Lightwater Village Committee to write a chairman's update following each Committee meeting.</p> <p>Members considered the above proposal and unanimously resolved for the Chair of the Lightwater Committee to write a chairman's update following each meeting. It was also agreed that the update would be circulated to the office for approval before being posted on the Council website and Facebook page.</p>	

PAYMENTS

Bagshot PL for Month No 3

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
23/06/2023	23668	61	FRESH AIR FITNESS	FRESHAIR	4,999.50	999.90	5,999.40	4220	310	4,999.50	2nd POA - Bagshot playground
								380		-4,999.50	2nd POA - Bagshot playground
								6000	310	4,999.50	2nd POA - Bagshot playground
TOTAL INVOICES					4,999.50	999.90	5,999.40			4,999.50	
VAT ANALYSIS CODE S @ 20.00%					4,999.50	999.90	5,999.40				
TOTALS					4,999.50	999.90	5,999.40				

Lightwater PL for Month No 4

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
04/07/2023	2037424	48	SURREY HEATH	SHBC01	65.39	13.08	78.47	4220	410	65.39	Outdooer Gym Insp - July 23
TOTAL INVOICES					65.39	13.08	78.47			65.39	
VAT ANALYSIS CODE S @ 20.00%					65.39	13.08	78.47				
TOTALS					65.39	13.08	78.47				

Lightwater PL for Month No 3

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
23/06/2023	3998	49	VITAPLAY	VITA	44,507.09	8,901.42	53,408.51	4220	410	15,719.00	Lightwater Playground installa
								350		-15,719.00	Lightwater Playground installa
								6000	410	15,719.00	Lightwater Playground installa
								4220	410	24,281.00	Lightwater Playground installa
								360		-24,281.00	Lightwater Playground installa
								6000	410	24,281.00	Lightwater Playground installa
								4220	410	4,000.00	Lightwater Playground installa
								4220	410	507.09	Lightwater Playground installa
								340		-507.09	Lightwater Playground installa
								6000	410	507.09	Lightwater Playground installa

TOTAL INVOICES		<u>44,507.09</u>	<u>8,901.42</u>	<u>53,408.51</u>
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<u>44,507.09</u>

VAT ANALYSIS CODE	S	@ 20.00%	44,507.09	8,901.42	53,408.51
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TOTALS		<u>44,507.09</u>	<u>8,901.42</u>	<u>53,408.51</u>
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Top Level for Month No 4

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
05/07/2023	4239240	387	OCEAN FIRE	OCEAN	247.73	49.55	297.28	4550	335	91.66	Fire extinguisher service etc
								4550	435	94.14	Fire extinguisher service etc
								4550	535	61.93	Fire extinguisher service etc
29/06/2023	60221	388	GDPR INFO LTD	GDPR	350.00	0.00	350.00	4430	325	129.50	GDPR Services 23-24
								4430	425	133.00	GDPR Services 23-24
								4430	525	87.50	GDPR Services 23-24
04/07/2023	3166	389	NP TREE MANAGEMENT	NPTREE	1,570.00	314.00	1,884.00	4195	310	580.90	Tree works @ Freemantle Rd
								4195	410	596.60	Tree works @ Freemantle Rd
								4195	510	392.50	Tree works @ Freemantle Rd
28/06/2023	202315	390	ST ANNES PCC	ANNE	100.00	0.00	100.00	4950	325	37.00	Room Hire - 21 and 27 June
								4950	425	38.00	Room Hire - 21 and 27 June
								4950	525	25.00	Room Hire - 21 and 27 June
04/07/2023	2037423	391	SURREY HEATH	SHBC01	7,940.97	1,588.19	9,529.16	4165	310	3,096.98	Grounds Maintenance - July 23
								4165	410	3,096.98	Grounds Maintenance - July 23
								4165	510	1,747.01	Grounds Maintenance - July 23
05/07/2023	EXPENSES	392	SARAH WAKEFIELD	SWAKE	27.00	0.00	27.00	4435	325	9.99	Expenses claim to 5 July 23
								4435	425	10.26	Expenses claim to 5 July 23
								4435	525	6.75	Expenses claim to 5 July 23
29/06/2023	GRANT	393	HARPER ASPREY	HARP	3,000.00	0.00	3,000.00	4650	340	1,000.00	GRANT/393/Harper Asprey
								4650	440	1,000.00	GRANT/393/Harper Asprey
								4650	540	1,000.00	GRANT/393/Harper Asprey
07/07/2023	3174	394	NP TREE MANAGEMENT	NPTREE	160.00	32.00	192.00	4195	310	59.20	Fell Rowan Tree - LW Rec
								4195	410	60.80	Fell Rowan Tree - LW Rec
								4195	510	40.00	Fell Rowan Tree - LW Rec
07/07/2023	3172	395	NP TREE MANAGEMENT	NPTREE	1,530.00	306.00	1,836.00	4195	310	566.10	Climbing Insp - LW Rec
								4195	410	581.40	Climbing Insp - LW Rec
								4195	510	382.50	Climbing Insp - LW Rec
07/07/2023	3173	396	NP TREE MANAGEMENT	NPTREE	650.00	130.00	780.00	4195	310	240.50	Fell 2 x Lime trees - LW Rec

10/07/2023

Windlesham Parish Council

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13:02

PURCHASE DAYBOOK

User: 6993.R.MIDGLEY

Top Level for Month No 4

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
								4195	410	247.00	Fell 2 x Lime trees - LW Rec
								4195	510	162.50	Fell 2 x Lime trees - LW Rec
TOTAL INVOICES					15,575.70	2,419.74	17,995.44			15,575.70	
VAT ANALYSIS CODE					OTS @ 0.00%	3,477.00	0.00	3,477.00			
VAT ANALYSIS CODE					S @ 20.00%	12,098.70	2,419.74	14,518.44			
TOTALS					15,575.70	2,419.74	17,995.44				

Top Level for Month No 3

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
30/06/2023	JUNE 23	385	AB EXPENSES	AB EXP	20.25	0.00	20.25	4435	325	7.49	Expenses - June 23
								4435	425	7.70	Expenses - June 23
								4435	525	5.06	Expenses - June 23
TOTAL INVOICES					20.25	0.00	20.25			20.25	
VAT ANALYSIS CODE OTS @ 0.00%					20.25	0.00	20.25				
TOTALS					20.25	0.00	20.25				

Top Level for Month No 3

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
30/06/2023	1278	386	ZENTECH IT	FRE01	284.94	56.99	341.93	4430	325	105.43	Monthly licence fees; ad hoc a
								4430	425	108.28	Monthly licence fees; ad hoc a
								4430	525	71.23	Monthly licence fees; ad hoc a
TOTAL INVOICES					284.94	56.99	341.93			284.94	
VAT ANALYSIS CODE S @ 20.00%					284.94	56.99	341.93				
TOTALS					284.94	56.99	341.93				

Top Level for Month No 3

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
27/06/2023	51213	380	MULBERRY CO	MULBE	451.50	90.30	541.80	4500	330	167.06	In house Cllr training - 19/6
								4500	430	171.57	In house Cllr training - 19/6
								4500	530	112.87	In house Cllr training - 19/6
27/06/2023	270623	381	LANYA	LANYARDS	23.96	4.79	28.75	4500	330	5.75	Lanyards for ID cards
								4500	430	4.79	Lanyards for ID cards
								4500	530	4.79	Lanyards for ID cards
								4435	330	3.19	Lanyards for ID cards
								4435	430	3.28	Lanyards for ID cards
								4435	530	2.16	Lanyards for ID cards
13/06/2023	1982926	382	ZAZZLE	ZAZZ	87.73	0.00	87.73	4500	330	23.46	ID CARDS FOR STAFF/CLLRS
								4500	430	19.55	ID CARDS FOR STAFF/CLLRS
								4500	530	19.55	ID CARDS FOR STAFF/CLLRS
								4435	325	9.31	ID CARDS FOR STAFF/CLLRS
								4435	425	9.56	ID CARDS FOR STAFF/CLLRS
								4435	525	6.30	ID CARDS FOR STAFF/CLLRS
22/06/2023	2854	383	GREENLANDS	GREE	340.00	68.00	408.00	4060	300	180.00	fENCING OFF MEMORIALS
								4060	400	90.00	fENCING OFF MEMORIALS
								4060	335	70.00	Removal of flytip - School Lan
TOTAL INVOICES					903.19	163.09	1,066.28			903.19	
VAT ANALYSIS CODE OTS @ 0.00%					87.73	0.00	87.73				
VAT ANALYSIS CODE S @ 20.00%					815.46	163.09	978.55				
TOTALS					903.19	163.09	1,066.28				

Top Level for Month No 4				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
14/07/2023	GRANT	397	VILLAGE SCHOOL	LIGHTV	500.00	0.00	500.00	4650	440	500.00	Grant payment for new library
TOTAL INVOICES					500.00	0.00	500.00			500.00	
VAT ANALYSIS CODE OTS @ 0.00%					500.00	0.00	500.00				
TOTALS					500.00	0.00	500.00				

Top Level for Month No 4

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
07/07/2023	3178	398	NP TREE MANAGEMENT	NPTREE	210.00	42.00	252.00	4195	310	77.70	LW Cem - lime trees over footp
								4195	410	79.80	LW Cem - lime trees over footp
								4195	510	52.50	LW Cem - lime trees over footp
TOTAL INVOICES					210.00	42.00	252.00			210.00	
VAT ANALYSIS CODE S @ 20.00%					210.00	42.00	252.00				
TOTALS					210.00	42.00	252.00				

Windlesham PL for Month No 4

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
04/07/2023	1690	110	PURE GARDENS	PUREG	2,130.00	426.00	2,556.00	4060	500	2,130.00	Grounds Maintenance - June 23
03/07/2023	16537	111	ICCM	ICCM	2,750.00	550.00	3,300.00	4060	500	2,750.00	Memorial Testing at Windlesham
TOTAL INVOICES					<u>4,880.00</u>	<u>976.00</u>	<u>5,856.00</u>			<u>4,880.00</u>	
VAT ANALYSIS CODE S @ 20.00%					4,880.00	976.00	5,856.00				
TOTALS					<u>4,880.00</u>	<u>976.00</u>	<u>5,856.00</u>				

Windlesham PL for Month No 3

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
16/06/2023	GRANT	112	WINDLESHAM FIELD	WINDLESH	3,500.00	0.00	3,500.00	4650	540	3,500.00	W'sham FOR grant (waste disp)
16/06/2023	GRANT	113	1ST WINDLESHAM SCOUT	1ST WINDLE	484.00	0.00	484.00	4650	540	484.00	Grant - camping equipment
TOTAL INVOICES					<u>3,984.00</u>	<u>0.00</u>	<u>3,984.00</u>			<u>3,984.00</u>	
VAT ANALYSIS CODE OTS @ 0.00%					3,984.00	0.00	3,984.00				
TOTALS					<u>3,984.00</u>	<u>0.00</u>	<u>3,984.00</u>				

Agenda Item 8b – Full Council Meeting 25 July 2023
Budget Monitoring Report to 13 July 23

1. Overspends and Transfers

1.1 Councillors are asked to note the Actual vs Budget report as at 20 June 23 along with the corresponding Balance Sheet and Income and Expenditure reports attached. Councillors should also note the following:

- Overspends on the following Nominal Codes
 - o 4160 Greenspace Contingency – Overspend of £1,931 arising from the purchase and installation of Coronation roundels. This has been funded by a transfer from the village reserves FC29 Mar 23 C/22/215);
 - o 4220 Playground Repairs and Renewal – The overspend arises as a result of expenditure to purchase and install the Lightwater playground and the Bagshot outdoor gym and play area refurbishment at School Lane Field. This has been funded from the following reserves: Lightwater playground 2022-23 budget, the Lightwater CIL EMR and the Lightwater Village Reserve (FC 1 Feb 23 C/22/184d); Bagshot CIL (BVC/22/60).
 - o 4220 Playground Repairs and Renewal – the account shows Committed Expenditure of £55,000 in relation to the School Lane play area.
- Other matters
 - o 4445 Audit – Year to date expenditure shows a credit of £1,332 reflecting the year end audit accrual for the external audit. To date this bill has not been received;
 - o Cllr Allowances, Training – funds of £690 have been committed for Councillor training. This will be reduced as more Cllrs attend training;
 - o 4650 Grants – the year to date spend includes a credit of £500 comprising the year end accrual for a grant to Lightwater Connected for the purchase of a Lightwater sign for the village (FC 29 Mar 23 C/22/217);
 - o 4915 Festive Lights – the year to date credit of £106 reflects the refund of charges paid for the lights over the Christmas period in 2022/23.

1.2 All other budget lines are underbudget.

1.3 Councillors should note that for a trial period, where future spending commitments for major items are known, they will be entered into the I&E report and shown under 'Committed Expenditure'. These amounts will be reduced as the expenditure is incurred.

2. Virements

There are no virements for approval.

3. Year-end projections

It is too early in the year to assess the year end projections.

Detailed Balance Sheet - Excluding Stock Movement

Month 3 Date 13/07/2023

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
<u>Current Assets</u>			
100	Debtors	680	
105	VAT Control A/c	26,673	
200	Barclays Current Account	564,886	
205	Santander Account	198,112	
210	RBS Account	46,164	
215	Skipton Account	64,595	
225	Cambridge and Counties Account	215,790	
230	Hampshire Trust Bank	63,630	
235	Redwood Bank	64,058	
Total Current Assets		1,244,588	
<u>Current Liabilities</u>			
500	Creditors	1,644	
501	Bagshot PL	5,999	
502	Lightwater PL	53,409	
566	Damage Deposits	500	
Total Current Liabilities		61,552	
Net Current Assets		1,183,036	
Total Assets less Current Liabilities		1,183,036	
<u>Represented by :-</u>			
300	Current Year Fund	220,784	
310	General Reserves	297,910	
315	Capital Receipts	1,300	
320	EMR School Lane Play	52,402	
325	EMR Windlesham CIL	70,530	
330	EMR Repairs and Maintenance	35,632	
335	EMR Cemeteries	50,000	
340	EMR Lightwater Pavilion & Rec	125,642	
345	EMR Bagshot Village	16,321	
350	EMR Lightwater Village	19,318	
355	EMR Windlesham Village	15,279	
360	EMR Lightwater CIL	0	
365	EMR Elections	15,000	
370	EMR Council Office Repairs	5,000	
375	EMR Playarea Repairs	15,000	
380	EMR Bagshot CIL	191,377	
390	EMR Civic Functions	1,144	
395	EMR Tree Works	50,395	
Total Equity		1,183,036	

Detailed Income & Expenditure by Account 13/07/2023

Month No: 3

Account Code Report

	Actual Current Mnth	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
<u>Income Detail</u>							
1000 Burial fees	3,030	14,827	81,000	66,173			18.3%
1030 Allotment Fees	0	0	1,700	1,700			0.0%
1040 Field of Remembrance Income	0	0	7,241	7,241			0.0%
1076 Precept	173,896	347,791	347,791	0			100.0%
1800 Other Income	0	150	0	(150)			0.0%
1900 Interest Received	817	2,373	4,488	2,115			52.9%
1950 CIL Income	0	21,628	0	(21,628)			0.0%
Total Income	177,742	386,769	442,220	55,451			87.5%
<u>Expenditure Detail</u>							
4005 Ashes interment	0	1,220	6,465	5,245		5,245	18.9%
4050 Rates	201	680	3,000	2,320		2,320	22.7%
4055 Pavilion Utilites	0	0	300	300		300	0.0%
4060 Maintenance	2,549	10,288	62,498	52,210		52,210	16.5%
4070 Allotment Refunds	0	0	100	100		100	0.0%
4100 War Memorial	0	0	2,000	2,000		2,000	0.0%
4105 Bagshot Clock	0	0	500	500		500	0.0%
4160 Greenspace Contingency	0	4,931	3,000	(1,931)		(1,931)	164.4%
4165 Greenspace Contract	8,072	24,084	94,359	70,275		70,275	25.5%
4185 Planting	0	5,374	5,416	42		42	99.2%
4190 Christmas Trees	0	0	3,000	3,000		3,000	0.0%
4195 Tree Maintenance/Surgery	3,680	12,140	29,000	16,860		16,860	41.9%
4220 Playground Repairs & Renewal	49,441	54,441	12,000	(42,441)	55,000	(97,441)	912.0%
4300 Salaries	7,186	21,036	86,600	65,564		65,564	24.3%
4340 Local Government Pension	2,105	6,187	29,152	22,965		22,965	21.2%
4345 HMRC Payroll	1,797	5,357	26,611	21,254		21,254	20.1%
4350 Training	0	110	2,000	1,890		1,890	5.5%
4380 Elections	0	90	4,000	3,910		3,910	2.2%
4400 Legal/HR/Recruitment Costs	0	1,054	7,000	5,946		5,946	15.1%
4410 Cleaner	0	0	750	750		750	0.0%
4415 Insurance	0	0	4,256	4,256		4,256	0.0%
4420 Finance System	0	0	2,200	2,200		2,200	0.0%
4425 External Finance Support	0	418	3,000	2,582		2,582	13.9%
4430 Licences & Subscription	285	4,627	6,510	1,883		1,883	71.1%
4435 Office Expenses	258	569	2,000	1,431		1,431	28.4%
4440 ICT Costs	0	2,346	5,000	2,654		2,654	46.9%
4445 Audit	0	(1,332)	2,100	3,432		3,432	(63.4%)
4455 Telecoms & Security	(68)	576	1,837	1,261		1,261	31.4%
4500 Cllr Allowances, Training & Ex	2,956	7,009	30,000	22,991	690	22,301	25.7%
4525 Bagshot Chapel Building Costs	0	126	8,000	7,874		7,874	1.6%

Continued over page

Detailed Income & Expenditure by Account 13/07/2023

Month No: 3

Account Code Report

	Actual Current Mnth	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
4550 Office Building Costs	534	2,362	6,000	3,638		3,638	39.4%
4555 HMLD Building Costs	606	2,020	8,000	5,980		5,980	25.3%
4600 Annual Meeting & Civic Costs	12	768	2,000	1,232		1,232	38.4%
4650 Grants	3,984	3,484	24,000	20,516		20,516	14.5%
4905 Pavilion Capital Project	0	0	5,000	5,000		5,000	0.0%
4915 Festive Lights	(106)	(106)	14,175	14,281		14,281	(0.8%)
4950 Hall Hire	0	110	2,100	1,991		1,991	5.2%
Total Overhead	83,494	169,968	503,929	333,961	55,690	278,271	44.8%
Total Income	177,742	386,769	442,220	55,451			87.5%
Total Expenditure	83,494	169,968	503,929	333,961	55,690	278,271	44.8%
Net Income over Expenditure	94,248	216,800	(61,709)	(278,509)			
plus Transfer from EMR	45,170	54,734					
less Transfer to EMR	0	21,628					
Movement to/(from) Gen Reserve	139,418	249,906					

Item 8c Windlesham Parish Council Investment Strategy

The attached investment strategy has been prepared for the Full Council to consider. The Committee are also asked to read and consider the following information in order to inform the RFO's next course of action.

1. Action required

1.1 Investment strategy – Members are to decide if they wish to:

- (a) Adopt the investment strategy as presented; or
- (b) Amend and adopt the investment strategy.

Recommendation

Due to the number of projects proposed with significant spend required and the fact that the RFO and the Clerk do not have access to all the accounts yet, it is recommended that the Council continues to hold sufficient funds in instant access accounts for the time being and reviews the position at regular intervals going forward.

2. Information

Investment opportunities for Local Authorities remain increasingly rare with a large number of financial institutions no longer taking deposits from them.

As at 30 June 2023 Windlesham Parish Council had cash at bank of £ 1,217,235 as reflected in the table below.

3. Analysis of Council cash and investment account balances at 30 June 23

Account	Acct type	Int. Rate	Balance	Est m'ment before 31.03.2024	Est. balance as at 31.03.2024
Barclays Bank	Current	0.00%	564,886	(278,509)	286,377
Santander Bank	Instant access	0.06%	198,112	1,080	199,192
RBS account	Instant access	1.15%	46,164	387	46,551
Skipton BS	Annual interest	3.10%	64,595	354	64,949
Cambridge & Counties	180 day notice	3.98%	215,790	5,859	221,649
Hampshire Trust	12 month deposit	3.70%	63,630	2,354	65,984
Redwood Bank	95 day notice	3.45%	64,058	1,658	65,716
	TOTAL		1,217,235		950,418

Notes:

- (i) The Hampshire Trust account balance matures on 28 February 2024

- (ii) The balance is rounded down to £950k for planning purposes.

4. Analysis by account type

Account type					Est. balance as at 31.03.2024
Current account					286,377
Instant access accounts	(Note that the Clerk does not have access to these accounts)				245,743
Medium term accounts	(Note that the Clerk has no access to funds in the Skipton account)				418,298
					950,418

RM
RFO
July 23

WINDLESHAM PARISH COUNCIL

INVESTMENT STRATEGY – ADOPTED FEBRUARY 2023

1. Introduction

- 1.1 The Local Government Act 2003 ('the Act') Section 12 provides a local authority with the power to invest:
 - (a) *For any purpose relevant to its functions under any enactment; or*
 - (b) *For the purpose of the prudent management of its financial affairs*
- 1.2 Section 15(1) of the Act requires a local authority to have regard to guidance issued by the Department for Levelling Up, Housing and Communities (DLUHC).
- 1.3 The Joint Panel on Accountability and Governance (JPAG) Practitioners' Guide states '*Arrangements need to be in place to ensure that the authority's funds are managed properly and that any amounts surplus to requirements is invested appropriately, in accordance with an approved strategy which needs to have regard to DLUHC's statutory Guidance on local government investments. If total investments are to exceed the threshold specified in DLUHC's statutory guidance at any time during a financial year, the authority needs to produce and approve an annual Investment Strategy in accordance with the DLUHC guidance.*'
- 1.4 The council acknowledges that the threshold within the DLUHC's statutory guidance is £100,000 and has therefore developed this Investment Strategy.

2. Objectives

- 2.1 The council's priorities are, in the following ranking order:
 - (a) The security of capital to minimise the risk of losses
 - (b) The liquidity of investments to meet the cash flow needs of the council
 - (c) Maximising income within the framework of the national economic situation
- 2.2 The council will aim to achieve a high rate of return on investments commensurate with adequate safeguards of security and liquidity.
- 2.3 The council will endeavour to maximise the depositor protection offered by the Financial Services Compensation Scheme (FCSC) or other deposit protection schemes available.
- 2.4 The council acknowledges that the FSCS offers 100% protection up to £85,000 *per financial institution* for small local authorities, which within the FSCS guidance are defined as '*local authorities with an annual budget of up to €500,000 (approx. £432,000 December 2022)*'.

3. Investments

- 3.1 All investments and deposits will be in pounds sterling (£) and placed with UK registered financial institutions. Wherever possible, these institutions will be covered by the depositor protection of the FSCS.
- 3.2 Where investments or deposits are made with financial institutions that are not covered by the FSCS depositor protection, the credit rating of the institution will be a minimum of 'A', and the credit ratings will be checked as least annually by the RFO.
- 3.3 Where appropriate to do so, and to benefit from a higher rate of interest, an instant access deposit account may be used for any surplus funds needed for current expenditure. A daily 'feed' or 'sweep' facility may be set up between the instant access account and the council's primary current account if that is beneficial to the council's liquidity requirements.
- 3.4 Funds not needed for current expenditure (i.e., general or earmarked reserves) may be placed on longer term investments, taking into account the liquidity requirements of the council and the financial projections of the council's adopted business plan.
- 3.5 Longer term investments are defined as those with a maturity date exceeding 12 months. Long term investments are treated as assets within the definition outlined in the JPAG Practitioners' Guide.

4. Reporting and Review

- 4.1 An annual report on the council's investments and deposits will be provided to the Finance Committee, prior to the council determining its budget and precept for the forthcoming financial year.
- 4.2 This policy will be reviewed and approved annually by council, taking into account any changes to guidance contained within legislation and the JPAG Practitioners' Guide.

Item 9 - Strategic Plan Priorities - Update - July 23

Members may recall that Council committed to reviewing the strategic plan annually, therefore the Clerk has prepared the following update outlining the status of both the core objectives and key priorities (see attached - noting that the progress of both the core objectives and strategic priorities have been colour coded using the traffic light system).

Action Required

Members are asked to review the information provided and consider how they wish to focus current resources; if the current priorities continue to meet common goals or whether they wish to assess and adjust the priorities in response to a changing environment.

Quick Overview

I am pleased to report the following progress:

Core Objectives

47 objectives are green (completed/delivered regularly or meeting statutory requirement)

5 objectives are amber (in progress)

0 objectives are red (not started or are on hold).

Strategic Priorities 2022-2025

13 priorities are green (completed/delivered regularly or meeting statutory requirement)

16 priorities are amber (in progress)

3 priorities are red (not started or are on hold).

7. Core Objectives

7.1 Good Governance and Fiscal Responsibility



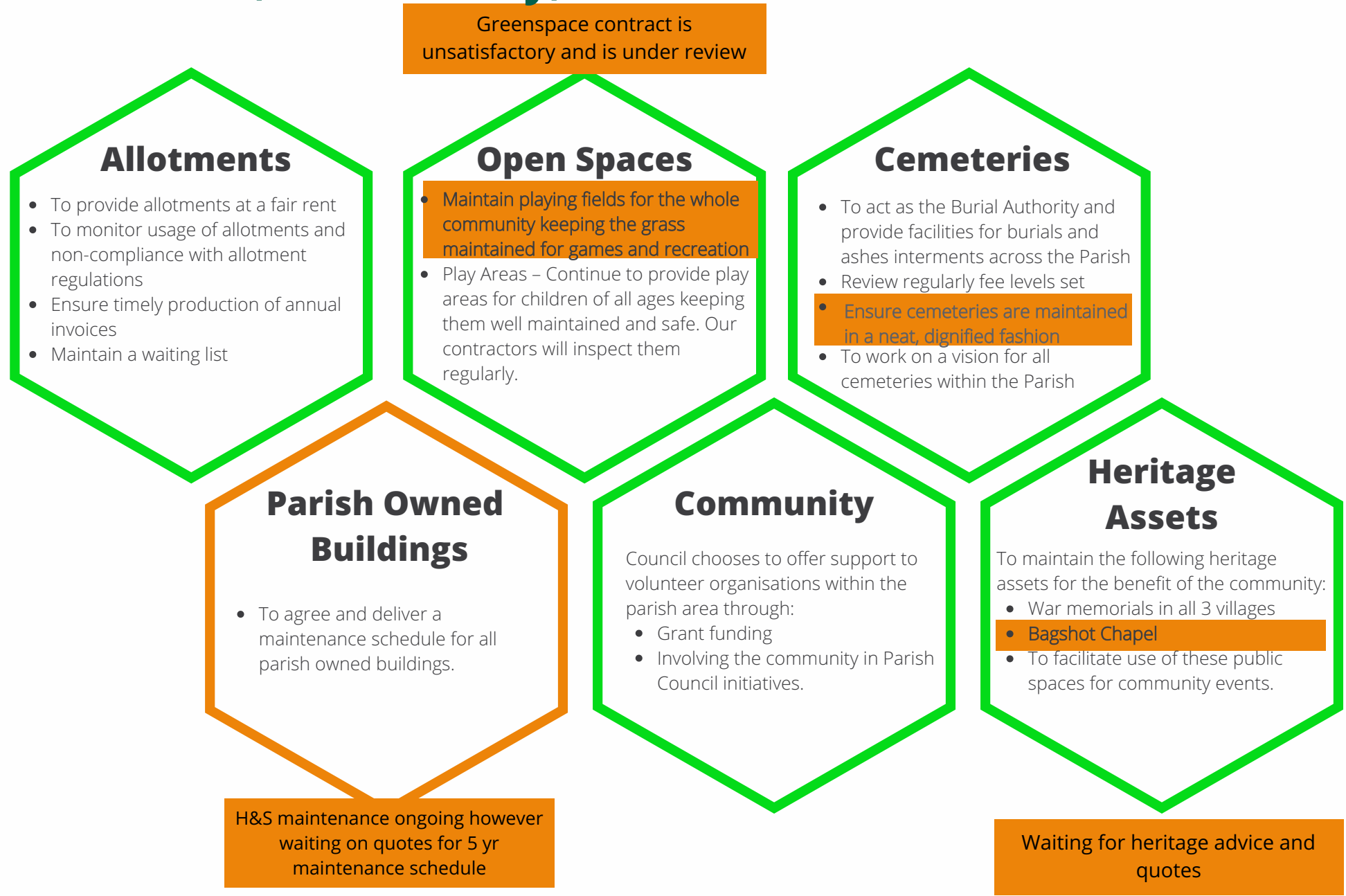
Core Objectives

7.2 The Parish Environment



Core Objectives

7.3 Leisure, Community, and Health



	Strategic Plan Priorities 2022-2023	
Agreed Tasks	Update	
Agree and adopt a strategic plan	Complete	
Deliver a communication strategy	Communications working party and now Communications committee are working on this, however to date only two Cllrs have responded re meeting dates.	Comms Committee
Recruit in line with agreed staffing structure	Now fully staffed	
Review and update policies and operational procedures	complete for 2022-23,	
Review and update policies and operational procedures 22-23	Completed for 2022-23	
Review and update policies and operational procedures 23-24.	A working party has been set up to review policies for 2023-24. This is an annual task.	Clerk to circulate to Cllr Turner Cllr Jennings-Evans Cllr Marr
Establish a Chairman's group to monitor strategic direction	The Clerk invited the Chairs of each committee (22-23) to attend a Chairs committee and none of the Chairs at the time responded. This will be revisited in 2023-2024	The Clerk
Review all Parish owned assets	All assets were reviewed, and land ownership established.	
Agree a plan to progress the replacement of Lightwater Pavilion	Lightwater Committee are working on this. Initial enquiries have been made into the Community Ownership Fund with the view to submitting an expression of interest as soon as a project plan is ready.	Lightwater Committee Cllr Harris & the Clerk/Assistant Clerk
Install open air gyms at Lightwater Recreation Ground & School Lane Field, Bagshot	Completed	
Complete all identified high & medium priority tree maintenance	Completed	
Progress CIL projects to replace/refurbish play area at School Lane Field, Bagshot	Installation started on the 3 rd July	
Progress CIL projects to investigate the	Committee resolved not to pay for the installation of an ANPR on New Road. Windlesham Society to	

installation of ANPR cameras in Windlesham	purchase the ANPR for Broadway Road. No further action required by the Parish council.	
Form a working party to work alongside SCC to identify traffic and infrastructure solutions in Windlesham village centre	This is progressing and the new Committee have decided to recruit more Members of the community to this working party which will be considered at the September meeting.	Windlesham working party
Agree an investment policy	New RFO Working on this for discussion at the July FC.	RFO
Progress necessary maintenance at Bagshot Chapel	Operations coordinator has been liaising with the SHBC building surveyor regarding maintenance of heritage buildings. This will come to July FC	Operations Coord

	Strategic Plan Priorities 2023-2025	
Agreed Tasks	Update	
Review allotment management and consider an allotment association		
Deliver a project plan for Lightwater Pavilion	Plan not yet agreed. Lightwater Committee are working on this. Cllr Harris has recently provided drawings requested by FIT and a meeting with FIT will now be scheduled. Initial enquiries have been made into the Community Ownership Fund with the view to submitting an expression of interest as soon as a project plan is ready.	Lightwater Committee. Cllr Harris & the Clerk/Assistant Clerk
Deliver asset management and maintenance plans	Council is still in the process of engaging a RICS surveyor to draw up the plans. All assets were reviewed, and land ownership established. Initial costs have been obtained to deliver a Buildings and asset maintenance plan. However, due to the high quotes, Members have requested that Cllr Harris seek additional advice from his colleagues in the profession following which, further quotes will be requested.	Cllr Harris & Operations Coordinator
Agree a playground improvement plan	4 out of 5 playgrounds have either been replaced or will be replaced during 2023. Monthly safety inspections are carried out alongside an annual ROSPA report. Quotes are being sought to either patch or replace the wet pour at Windmill Field and indicative pricing to replace the multiplay.	Clerk/Assistant Clerk
Complete low priority tree maintenance	This is progressing well and should be completed by the end of 2023.	Clerk

Deliver a tree management plan	A tree management policy was agreed in October 2022	
Map all assets	Land ownership has been established and 95% of assets are mapped on the SHBC GIS maps which are shared via Parish online with the Parish Council.	
Complete necessary maintenance at Bagshot Chapel	Operations coordinator has been liaising with the SHBC building surveyor regarding maintenance of heritage buildings. This will come to July FC	Operations Coord
Progress work alongside SCC to identify traffic and infrastructure solutions in Windlesham village centre	This is progressing and the new Committee have decided to recruit more Members of the community to this working party which will be considered at the September meeting.	Windlesham working party
Complete replacement/ refurbishment of play areas at School Lane Field, Bagshot.	School Lane Field playground refurbishment has been completed. The outdoor gym is now complete.	
Complete replacement/ refurbishment of play area Freemantle Road, Bagshot.	The replacement playground for Freemantle will go out to tender over the summer. SHBC have agreed to part fund up to £13,000	Bagshot Committee & Assistant clerk
Agree a long-term plan for Windlesham & Lightwater Cemeteries	Windlesham Committee have agreed a walk round and will be liaising with the Cemeteries coordinator to prepare a draft plan. Lightwater will consider at their next committee meeting.	Windlesham & Lightwater Committees
To initiate a Windlesham Neighbourhood Plan Review	A NP review toolkit has been drafted which outlines the process. Windlesham committee will lead	WVC
Review of the Greenspace contract	Tender documents to be drawn up	BVC, LVC, WVC and Clerk

Item 10- To discuss the use of the footpath through High Curley for an annual running event

Members are asked to discuss the use of a small section of footpath which runs through High Curley for an annual running event being held on the 10th September 2023.

Members are to note that an event risk assessment and proof of public liability have been submitted.

Attached for reference is the proposed route map along with the title plan for land owned by WPC. , and a risk assessment and insurance details from the organisers of the event (please see attached).

Members are asked either approve or not, the use of the footpath for the event.

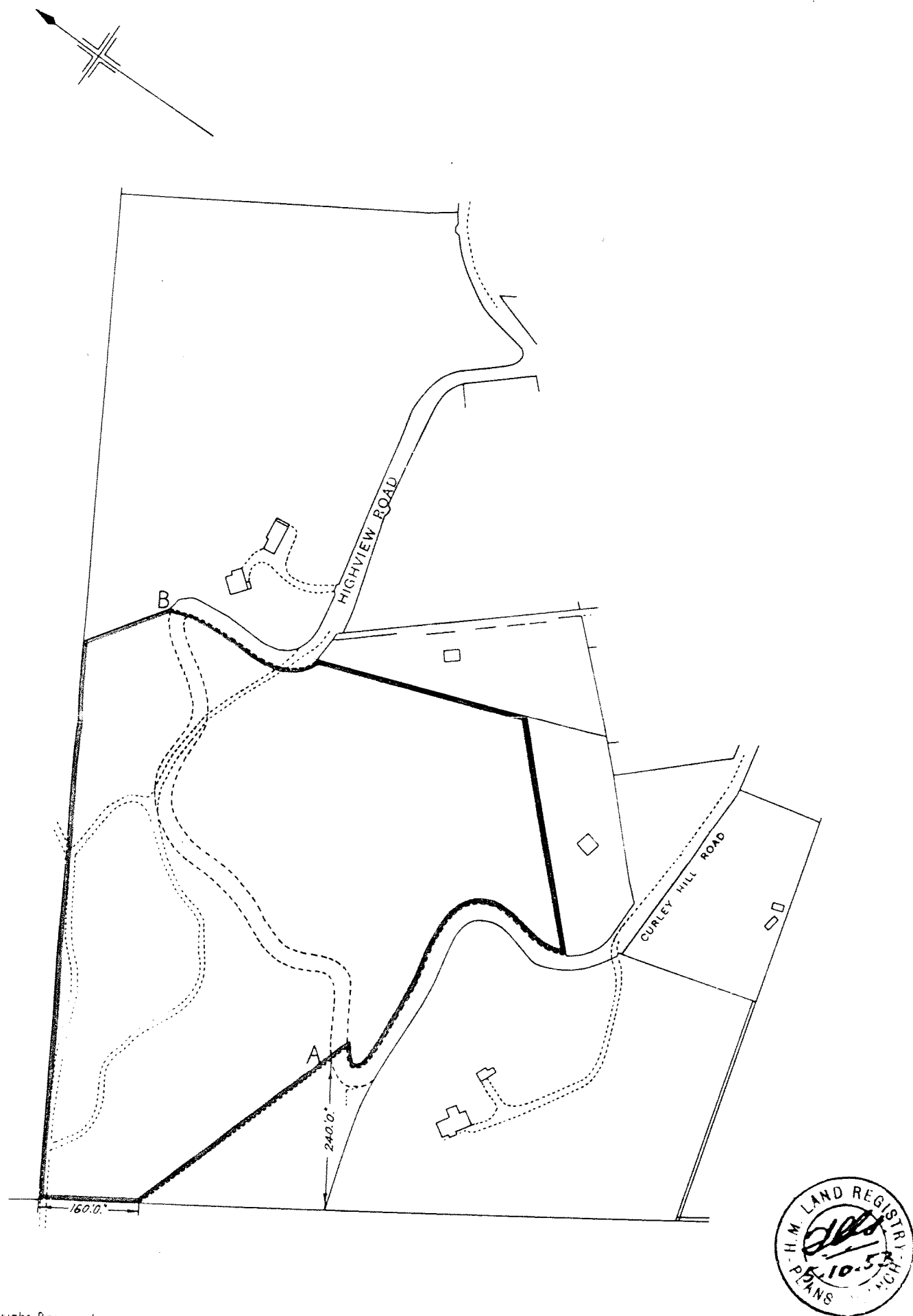


H. M. LAND REGISTRY GENERAL MAP

SURREY SHEET XVI. 1. SECTION A

Scale $\frac{1}{2500}$

WINDLESHAM PARISH



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Filed Plan of Title No. **SY 93491**

This title plan shows the general position of the boundaries; it does not show the exact line of the boundaries. Measurements scaled from this plan may not match measurements between the same points on the ground. For more information see Land Registry Explanatory Leaflet 24.

This office copy shows the state of the title plan on **14 July 2003 at 11:29:19**. It may be subject to distortions in scale.

Under s.113 of the Land Registration Act 1925, this copy is admissible in evidence to the same extent as the original.

Issued on 14 July 2003.

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Item 11 – Committee Membership

Full Council July 2023

Following the co-option of Cllrs Alan Stevens and Derrick Jennings-Evans at the June meeting, they both have expressed an interest in joining the following committees:

Cllr Alan Stevens – Planning

Cllr Derrick Jennings-Evans - Personnel

Members are asked to consider and approve or not the above appointments.

Item 12 – Working Party Updates

a. Review of the Village Committee Terms of Reference working party

The Clerk emailed the village committees to ascertain which Councillors will represent each Committee. To date Windlesham village have put forward Cllr Richardson and Cllr Hardless, Bagshot Village committee have put forward Cllr White and Cllr Gordon and the Clerk is awaiting confirmation from Lightwater Committee, however it is likely to be Cllr Malcaus Cooper and Cllr Stevens.

Members are to note that once representatives are confirmed the Clerk will schedule a working party meeting.

b. Windlesham Neighbourhood Plan working party

The Assistant Clerk will advertise the call for working party members as per the agreed terms of reference, with a closing date of the 31st August 2023.

Full Council are asked to delegate authority to the Windlesham Committee to review applicants and approve appointments to the working party at the September Windlesham Committee meeting.

c. Greenspace Tender Specification working party

All Committees have been provided with mapping and list of land ownership. Along with a template to establish the village committee's greenspace requirements and asked to respond by the end of July.

Members are reminded that at the March Full Council meeting (minute reference C/22/209) it was resolved that Cllr Jennings-Evans, in her capacity as a Borough Councillor, would arrange a meeting between the SHBC contract manager/contractor and Cllrs Willgoss, Turner and Richardson. For various reasons including the elections and holiday commitments this meeting did not take place.

Since then, Council has resolved that village working parties will draw up a list of requirements to form the basis of a new greenspace tender.

Members are to note that the Clerk has now liaised with the SHBC contract manager with the view to arranging a meeting with the above 3 Cllrs (one from each village). The purpose of the meeting would be to discuss any particular contractual concerns and provide information to assist with the current greenspace tender process. In particular the risks and benefits of contract disaggregation, bringing greenspace provision in house and current market trends.

Item 13 - Public Spaces Protection Order Extension for a further 3 years Consultation

On the 10th July Members were sent a copy of the attached consultation and asked to consider:

1. whether you broadly agree with the proposal as a whole
2. if there are any alterations that you would like to see be made to the orders and your reason for this
3. if you would like new areas to be considered within the PSPO

This is an opportunity for WPC to give feedback.

Please note that the consultation period will close on the 1st August 2023 when the responses will be reviewed and considered by the Council Executive at its meeting on the 19th September 2023.

The existing consultation can be viewed by using the link below:

[Public Space Protection Order Consultation](#)

The existing operational orders can be viewed [here](#).



Surrey Heath Borough Council

Surrey Heath House, Knoll Road,
Camberley, Surrey GU15 3HD

Web: www.surreyheath.gov.uk

30 June 2023

Dear Sir/Madam

**Public Spaces Protection Order Extension for a further 3 years
Consultation – Give your views**

Local residents and public landowners are being given an opportunity to have their say on proposals that will help address anti-social behaviour in public places around Surrey Heath.

Public Spaces Protection Orders (PSPOs) were created by the 2014 Anti-Social Behaviour, Crime and Policing Act, to regulate activities in public that have a detrimental effect on the local community. They can help by giving local Councils and local Police additional powers to tackle anti-social behaviours in specific locations.

It is up to each local authority to determine which behaviours they include in a PSPO providing those activities:

- have had, or are likely to have, a detrimental effect on the quality of life of those in the locality
- is, or is likely to be, persistent or continuing in nature
- is, or is likely to be, unreasonable
- justifies the restrictions imposed

A PSPO lasts for a maximum of three years and can be renewed if necessary. Failure to comply with an order can result in a Fixed Penalty Notice of £100 or a maximum fine of £1000.

Surrey Heath Borough Council introduced its orders relating to PSPO to address nuisance or problems in our local public places. This framework enables the Council and Surrey Police the tools to deal with low level anti-social behaviour that relates to psychoactive substances, alcohol control zones, begging in Camberley Town Centre and encouraging responsible dog ownership, for detailed information please use the link below.

The orders have resulted in the Council being able to deal effectively with a wide range of complaints by using the Orders to prevent further low-level disorder, and although no formal prosecutions have been made it does enables action to be taken that is proportionate in dealing with issues relating to anti-social behaviour. The Council are proposing to extend the existing orders for a further 3-year period until October 2026.

This is an opportunity for you to feedback, your views. Please note that the consultation period will close on the 1st August 2023 when the responses will be reviewed and considered by the Council Executive at its meeting on the 19th September 2023.

Our PSPOs are centred on improving and protecting the local area for the people of Surrey Heath whether you live, visit or work here, and all opinions are valued in helping shape the future of Surrey Heath.

How do I get involved?

The existing consultation can be viewed on the Council's website, together with links to the existing operational orders:

www.surreyheath.gov.uk/about-council/consultations/open-and-upcoming-consultations/public-space-protection-orders-consultation

Feedback to be emailed to: pspoconsultation@surreyheath.gov.uk by 1st August 2023.

Yours faithfully

Jayne Boitoult
Community Safety Officer

Item 14 - Cemetery Memorial Inspections–To consider how remedial works will be funded.
Full Council 25th July 2023

Members may be aware that it is a statutory obligation for the Council to ensure safety within its burial grounds, which includes testing all memorials on a 5-year cycle. Memorials that are unsafe can be a serious risk and could in some cases be fatal should they fall.

Under Health and Safety legislation the Council has a duty to protect the health, safety and welfare of their employees and other people who might be affected by their business, which means making sure that workers and others are protected from anything that may cause harm, effectively controlling any risks to injury or health that could arise.

Additionally, in relevant circumstances, a burial authority may also be liable under the principles of occupier's liability in the event of an accident caused by a memorial.

Current Situation

Testing has been carried out by a qualified Technical Officer from the Institute of Cemetery and Crematorium Management (ICCM) and both Bagshot and Lightwater cemeteries are now complete with testing currently in progress at Windlesham cemeteries. A significant number of memorials have been flagged as Priority 1 (see below) and the estimated costs to either lay down or in the case of historical memorials, fix, is estimated at approximately £42k.

Members are to note that the Cemeteries EMR is currently £50k and if all of the above spending were to be agreed the EMR would be reduced to £8k-£13k.

Recommendation

It is recommended that Council take the appropriate action by the laying down of all priority 1 memorials, obtaining structural engineers reports where requested and for Council to consider covering the cost to fix memorials of historical importance. It will be a matter for the village committees to decide which Memorials will be restored if living grave owners cannot be traced.

Actions

1. Members are asked to approve the laying down of all category 1 memorials, to obtain structural engineers reports where requested and to agree to cover the cost to fix memorials of historical importance, if living grave owners cannot be traced.
2. Members are then asked to decide if they wish to approve the following spends from the Cemeteries EMR
 - a. To agree a spend of up to £17k from the cemeteries earmarked reserve to comply with ICCM recommendations and to complete necessary works on historical memorials at Bagshot cemetery.
 - b. To agree a spend of up to £10k from the cemeteries earmarked reserve to comply with ICCM recommendations and to complete necessary works on historical memorials at Lightwater cemetery.
 - c. To agree a spend of up to £10-15k from the cemeteries earmarked reserve to comply with ICCM recommendations and to complete necessary works on historical memorials at Windlesham cemetery.
3. Members are also asked to consider waiving the £150-£165 exclusive rights of burial transfer fee, for memorials highlighted as needing repair, if there is no longer a registered living grave owner. This will enable relatives to carry out works highlighted by the memorial inspection without additional cost.

Procedure Following Testing.

Once the testing is complete, a report identifying all dangerous or unstable memorials is made available. Each memorial is classed as either-

Priority 1 - Immediate action is required to make the memorial safe or to stop the public accessing the memorial. This could be the permanent removal of the hazard or the temporary making safe of the hazard.

Priority 2 – The memorial is not an immediate danger to the public but is not fully stable and will, therefore, need to be monitored every 12 months to assess any further deterioration of the memorial. The construction, material used, or position of the memorial may also qualify it as priority 2.

Priority 3 – The memorial is perfectly stable or below 625mm in height and will only need to be inspected in 5 years' time.

Following an inspection WPC follow the ICCM guidance who stress it is important that once a memorial has been found to be unsafe grave owners are advised and a warning notice is placed on the memorial. In the case of larger memorials, it is sometimes required to place a cordon around the grave. If Council are unable to contact the grave owner, the Council will have to make a decision on how to proceed. Options are to lay the memorial down, stake and band (the ICCM advise temporary supports should only be used for up to 3 months) or fix. The cost will depend on the number of memorials which fail, and which options are appropriate.

Bagshot Cemetery

Following the inspection at Bagshot Cemetery 37 memorials were deemed category 1 and require attention. Attempts have been made to contact the grave owners however only 1 response was received.

Council is now responsible for either laying down or stake and banding all identified memorials. The cheaper and more permanent solution is for all category 1 memorials to be laid down, with the exception of approximately 5 memorials of historical importance. For these memorials it is recommended that the Council fix. Members are also asked to note that a structural engineers report may be required for some of the larger memorials.

Indicative costs are as follows:

Stake & Band	£55 per memorial	Total Cost for 37 memorials £2035
To lay down	£35 per memorial	Total Cost for 37 memorials £1295
Fixing costs	quotes are being obtained	It is anticipated that repairs could be in the region of £2-3k per memorial

Whilst the decision to either lay down, stake and band or fix remains with the Bagshot Committee, Members should be aware that there is no provision in the Bagshot budget for this work, therefore Members are asked to agree a spend of up to £17k from the cemeteries earmarked reserve.

Lightwater

Following the inspection at Lightwater Cemetery 74 memorials were deemed category 1 and require attention.

Stake & Band	£55 per memorial	Total Cost for 74 memorials £4070
To lay down	£35 per memorial	Total Cost for 74 memorials £2590

Whilst Lightwater committee have a more generous budget, it was anticipated that the original budgeted figure would cover the cost of repairing the fencing and a topographical survey to plan for future burial space. With this in mind, Members are asked to agree a spend of up to £10k from the cemeteries earmarked reserve.

Windlesham

Part of Windlesham cemetery has been inspected with the remainder to be carried out in September.

As yet no report has been received, however Members are asked to agree a spend of up to £10-15k from the cemeteries earmarked reserve.

Item 16 – Clerk's Update

Training

Full Council Finance Training

Following a request at the June Full Council meeting the above Finance training has been scheduled for:

Date: 6th September 2023

Time: 6.30pm-9.30pm

Venue: St Anne's Church Centre, 43 Church Road, Bagshot

Chairmans training

In line with Standing Order 5(l) which states:

Any member wishing to stand as Chairman or Vice Chairman of Council or Chairman or Vice Chairman of a Committee or Sub-Committee must commit to attending any relevant training within 6 months of appointment or provide evidence of relevant training attended within the previous 24 months.

Cllr Harris has been booked to attend the upcoming Chair's training course on the 28th September.

Members are to note that as other Committee Chairman are appointed, they will be offered the opportunity to attend training.

Windlesham Field of Remembrance bin collections

Members may be aware that the WFOR put out a Facebook post on the weekend of the 7th July, informing the community that as of the 17th July their bin collection service would transfer from the Parish Council to another provider. The Clerk contacted the WFOR and written notice of termination was received on the 16th July 2023.

Members are to note that the Clerk has served notice of variation of contract to the current contractor and will raise a final invoice for the WFOR.

SCC Highways Focus Group

The Clerk has been notified that the SCC Stakeholder Managers within the Highways and Transport directorate at Surrey County Council, have recently started to look at the information relating to highways services that is important for parish and town councils and how they communicate.

As part of this process SCC have started to work with a few parish/town councils to act as a focus group/workshop to guide the work over the summer (June-October) The concept is to come to the SALC AGM in the autumn with some thoughts and proposals.

The Clerk as expressed an interest in being part of this focus group and is currently waiting for a response.

Allotment lease update

Following a working party review of the land registry documentation in 2021, it was established that the current allotment site is actually leasehold, with the lease due to expire in August 2037.

At the time Members were asked to note that there is a break clause within the lease which enables the landlord to resume possession in 2027 subject to a 2 year notice period. Following a discussion Cllr Goodman suggested that Council contact the current owners of the land to discuss the Council's position. It was resolved that the Clerk in conjunction with Cllr Goodman would follow this up.

Update

The Clerk has now written to the proprietors of the land, requesting they confirm whether they are willing to negotiate the extension of the lease/ purchase of the freehold and, if so, to set out the price and terms on which they are prepared to do so. Council will be informed when a response is received.

For Reference

Local Authorities' Duties to provide allotments

Where an allotments authority is of the opinion that there is a demand for allotments in its area, section 23 of the Small Holdings and Allotments Act 1908 puts the authority under a duty to provide a sufficient number of allotments and to let them to persons residing in its area who want them. Representations may be made to the local authority on the need for allotments by any six resident registered electors. Inner London Boroughs have a discretionary power to provide allotments under section 55(4) of the London Government Act 1963.

The allotments legislation does not lay down minimum standards or a required nature or extent of allotment garden provision. The Government has considered it appropriate that each local authority should decide for itself what proportion of its resources to devote to these purposes. Allotment authorities have room to exercise discretion about the level of provision of allotment gardens and facilities on site.

Acquisition of Land

Section 25 of the 1908 Act empowers allotment authorities to acquire land by agreement or compulsorily or to lease land for the purpose of providing allotments. The Secretary of State is the confirming authority for compulsory purchase orders. Where the council proposing to acquire land compulsorily is a parish council, it must ask the district council to exercise compulsory powers on their behalf.

Land acquired for some other long-term purpose may be used temporarily for allotments. Such sites are not protected by allotments legislation, but the allotment authority would need to come to an agreement with the tenants, taking into account the proposed use of the land and all relevant factors, and will usually be required to give 12 months notice to quit before the land could be used for another purpose. Where the land is required for building, mining or any other industrial purpose, or for roads or sewers in connection with these purposes, only three months notice is required in accordance with the Allotments Act 1922.

Office Workload

Members are asked to note that although we are now fully staffed, officers are still working through the backlog built up over the last two years. Additionally, with new Councillors joining the Council there has inevitably been additional requests to provide historical information and analysis.

Members are asked to keep in mind that we are all working towards the same goal and officers are doing their best to respond in a timely fashion. Our prime focus (between 70%-75% of officer hours) is devoted to delivering the core objectives of the Council, with the remaining time focusing on the delivery of the strategic priorities as outlined in the strategic plan.