



Windlesham Parish Council

Joanna Whitfield
Clerk to the Council
Tel: 01276 471675
Email: clerk@windleshampc.gov.uk
Website: www.windleshampc.gov.uk

The Council Offices
The Avenue
Lightwater
Surrey
GU18 5RG

MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL Held on Tuesday 25th July 2023, at 7.15pm held at St Anne's Church Centre, 43 Church Road, Bagshot

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

In attendance: Jo Whitfield –Clerk to the Council
Cllr Thompson – Surrey Heath Borough Council
Celia Kingsley – Bagshot Resident
Cllr Wilson – Surrey Heath Borough Council

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

Cllr Turner took the Chair

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		Action
C/23/51	Apologies for absence Apologies for absence were received and accepted from Cllrs Bakar, Cllr Harris, and Malcaus Cooper.	
C/23/52	Declarations of interest None	
C/23/53	Public question time Mrs Kingsley – addressed the Council raising concerns about the poor state of Bagshot Cemetery and School Lane Field in Bagshot. Cllr Turner responded by assuring Mrs Kingsley that the Council were aware of the problems and were actively seeking to resolve the issue.	
C/23/54	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>C/23/69 To approve confidential resolution reports C/23/70 Confidential Correspondence</p> <p>Members agreed that updates on all previous confidential resolutions should remain in the confidential part of the meeting.</p>	
C/23/55	<p>Full Council Minutes</p> <ul style="list-style-type: none"> The minutes of the Full Council meeting held on 27th June 2023 were approved and signed by Cllr Turner 	Cllr Turner
C/23/56	<p>Committee and Sub-Committee Minutes</p> <ul style="list-style-type: none"> The minutes of the Planning Committee meetings held on the 27th June 2023 and the 11th July 2023 were approved and signed by Cllr White. The minutes of the Personnel Committee meetings held on the 4th July 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 Lightwater Committee meeting held on the 4th July 2023. 	<p>Cllr White</p> <p>Cllr White</p>
C/23/57	<p>To receive written reports from:</p> <p>a. Surrey County Council;</p> <p>Cllr Jennings-Evans reported:</p> <p style="text-align: center;"><u>Surrey County Update</u> Lightwater, West End and Bisley Division By Cllr Rebecca Jennings-Evans</p> <p><u>Plans submitted for short breaks centres for adults with support needs</u></p> <p>New purpose-built accommodation is being planned to give adults with learning disabilities or autism a change from their daily routine and their families a break from their caring responsibilities. Surrey County Council has submitted plans for two new short breaks centres – in Woking and Banstead – each featuring ensuite bedrooms, activity spaces and landscaped gardens. Concept images show how the centres could look. The accommodation will be part of Surrey’s short breaks service for adults who have learning disabilities or autism, or both. The service provides supportive places where they can make new friends, connect with their communities and gain new skills. While they’re enjoying new experiences and activities at a welcoming location, family carers are able to recharge their batteries and take some time away from their caring roles.</p> <p><u>Half price bus fares for under 20s</u></p>	

Young people aged 5 – 20 are now entitled to 50% off bus fares on all single and return journeys across Surrey by showing Surrey County Council's new 'LINK' card. The card is free of charge and young people (or parents/carers on their behalf) can apply online at www.surreycc.gov.uk/surreylink

County Council to drive nature recovery in Surrey

Surrey County Council has been awarded over £250,000 to produce a 'nature recovery plan' for Surrey which will map out actions with landowners, local communities and others to help restore nature across the county. Known as a Local Nature Recovery Strategy, Surrey County Council is one of 48 local authorities to be given responsibility for this work by DEFRA, which will address the current nature crisis across England. The strategy will focus on measures needed to reverse biodiversity loss, reconnect habitats, and protect wildlife. It will also consider other environmental benefits including flood regulation, water quality, resilience to wildfires, carbon sequestration and improved access to green space for health and wellbeing.

Changing Futures

Surrey has secured an additional £1.1m until March 2025 to continue to support its most vulnerable adults experiencing homelessness, substance use, mental health and neuro-divergent challenges, domestic abuse and/or contact with the criminal justice system, to make positive life changes while making sure they do not fall through gaps between services.

"Bridge the Gap" is a relational model of long-term specialist community outreach provided by trauma-informed specialists commissioned locally through an alliance of Surrey Voluntary, Community and Social Enterprise Organisations and is one of several interrelated projects funded by the Department of Levelling Up Housing and Communities and the National Lottery under the Changing Future Programme. The aims of the programme include achieving improved outcomes for people experiencing multiple disadvantages at individual, system and service level.

An evaluation of the Changing Futures Programme to date identifies positive outcomes for individuals and an excellent potential return in investment. Experts by experience in partnership with the Changing Futures Programme Team are delighted with the accomplishments to date and will continue to seek long term sustainable funding for this pioneering programme.

Multi-million pound transformation for Surrey libraries

A multi-million investment into Surrey's libraries has been approved by Cabinet to modernise services and create flexible, innovative and inclusive spaces. The work is part of the library strategy focused on ensuring that Surrey libraries deliver a service that is fit for the future and accessible to all. The first phase of this work will focus on 5 key libraries with completion expected by the end of 2024. For **Epsom, Woking** and **Redhill** this means the creation of flagship facilities and for **Staines** and **Weybridge** the creation of community 'Hubs'.

Read the full press release on the [Surrey News website](#)

Free emotional wellbeing and mental health support guide

Public Health's 'First Steps' booklet and [online resource](#), is for anyone aged 18 years or above who is looking to take the first steps to improve mental well-being for themselves, their friends or family members. There is also information for [young people](#) too. 'First Steps' provides a range of advice, information, and self-help techniques that can help support emotional well-being; as well as details of local and national organisations that can provide support.

For paper copies of the booklet, please email healthandwellbeing@surreycc.gov.uk with a contact name, delivery address and how many you require (boxes have 96, but you can order smaller amounts).

If you would like this information in large print, Braille, Easyread, on CD or in another language please contact us on:

- Telephone: 0300 200 1005
- SMS: 07527 182861
- Email: contactcentre.adults@surreycc.gov.uk

Local Issues

1. Meetings with Lightwater Society and subsequent inclusion to the Lightwater Society in an ex officio role, advising the Society, along with Cllr Kevin Thompson.
2. Aiding families with EHP and SEN concerns.
3. Dealing with grass cutting complaints.
4. Continuing road improvements work within the village.
5. Working on Active transport solutions in the village in particular placement of a cycle rack.
6. Supported Lightwater Library with a Your Fund Surrey Small Project Grant – to aid with renovations and lighting replacement.
7. Meeting with local residents

b. Surrey Heath Borough Council

Report to Windlesham Parish Council - July 25, 2023

Cllrs Julie Hoad, Shaun Macdonald, Kevin Tompson (Lightwater) & Cllr Richard Wilson (Bagshot & N Windlesham)

Borough News

The 2023 elections were completed when the countermanded Frimley Green ward election took place. At the following Full Council, Cllr Shaun Macdonald (Lightwater) was elected Leader of the Council. The portfolio holders (Executive) are as follows:

- Cllr Morgan Rise, Deputy Leader, Portfolio Holder for Net Zero, Well-being & Environment
- Cllr Kel Finan-Cooke, Portfolio Holder for Economic and Income Development
- Cllr Lisa Finan-Cooke, Portfolio Holder for Inclusion and Housing
- Cllr John Skipper, Portfolio Holder for Leisure and Culture

	<ul style="list-style-type: none"> • Cllr Leanne MacIntyre, Portfolio Holder for Performance and Finance • Cllr Helen Whitcroft, Portfolio Holder for Resident and Community Services • Cllr Alan Ashbery, Portfolio Holder for Sustainable Transport and Planning <p>The Council was recently inspected in a Peer Review Challenge by experienced councillors and officers from other councils. The review will be published on the council's website soon. The council's culture was praised as "a great place to work". The Council had previously struggled to fill vacancies and retain staff; now that problem is easing and, for example, the Planning Enforcement team is fully staffed and can carry out more work, meeting our residents' expectations.</p> <p>The council's 'Meals at Home' fleet of vehicles has been switched from diesel to environmentally friendly electric vans, helping to achieving the council's goal of Carbon Net Zero by 2030.</p> <p>A series of children's activities will be running over the summer, at the Camberley Museum and in the town centre.</p> <p>4 parks in Surrey Heath achieved Green Flag status - Windlemere SANG and Frimley Green Recreation Ground have joined Lightwater Country Park and Frimley Lodge Park.</p> <p>There full be a Full Council meeting tomorrow (26 July) and all are welcome, either in-person or via SHBC's live YouTube streaming service.</p> <p>Ward News</p> <p>The make-up of committees, working groups and outside appointments has been finalised. We will be happy to provide a list of the additional responsibilities the four of us hold, if that would be of value.</p> <p>Cllr Richard Wilson has secured 2-3 weeks of air quality monitoring from the Council's new mobile station.</p> <p>We have a programme of new EV charger installations between July and October, including in Bagshot. The Cllr grant scheme is now live - more info will be coming from cllrs shortly.</p> <p>Shaun and Julie attended the Besom referrers day event Richard, Kevin and Shaun attended the Revenue grant holder event Julie attended the Lightwater Society meeting</p>	
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C/23/58a	<p>Finance</p> <p>a) Accounts for payment - The Clerk presented a list of expenditure transactions for approval, in the sum of £75,930.06 and explained the individual items.</p> <p>It was resolved the payments (Appendix A) in the total sum of £75,930.06 be authorised and the Chairman signed the Expenditure Transactions Approval List.</p>	
C/23/58b	<p>Finance – Budget Monitoring Report</p> <p>Members were presented with a report detailing any overspends, transfers or virements for approval.</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 13 July 23 along with the corresponding Balance Sheet and Income and Expenditure reports.</p>	
C/23/58c	<p>Finance – Investment strategy</p> <p>Members were presented with the proposed investment strategy along with a corresponding report.</p> <p>Members were asked to decide if they wish to:</p> <p>(a) Adopt the investment strategy as presented; or (b) Amend and adopt the investment strategy.</p> <p><u>Recommendation</u> Due to the number of projects proposed with significant spend required, alongside the fact that neither the RFO or the Clerk have access to all the bank accounts yet, it was recommended that the Council continues to hold sufficient funds in instant access accounts, and to review the position at regular intervals going forward.</p> <p>It was unanimously resolved to adopt the investment strategy and recommendation as presented.</p>	
C/23/59	<p>To review current strategic plan</p> <p>Members were presented with an update on the current strategic plan priorities.</p> <p>Members were then asked to review the information provided and to consider how they wished 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.</p> <p>Cllr Rebecca Jennings-Evans noted that she was reassured that the majority of the priorities for 2023-2025 were progressing.</p> <p>Cllr Richardson requested there be more emphasis on prioritising the greenspaces.</p>	

	<p>Cllr Turner raised the redevelopment of the Lightwater Pavilion as a priority.</p> <p>Members noted the report, and it was resolved to arrange an informal meeting of the Full Council to review the priorities in response to the changing environment.</p>	The Clerk & The Council
C/23/60	<p>High Curley Running Event</p> <p>Members were asked to either approve or not, 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. The Clerk confirmed that the event organiser had submitted both a risk assessment and a copy of the public liability insurance.</p> <p>It was resolved unanimously that the Clerk would contact the organisers of the event to clarify the emergency access plan.</p> <p><i>20:11 SHBC Councillor Richard Wilson entered the room</i></p>	The Clerk
C/23/61	<p>Committee Membership – to consider appointing new co-opted Councillors to standing committees.</p> <p>Members resolved with 9 in favour, 2 against and 4 abstentions, that the co-opted Councillors would be appointed to the following committees:</p> <p>Planning Committee - Cllr Stevens Personnel Committee - Cllr Derrick Jennings-Evans</p>	
C/23/62	<p>Working party updates</p> <p>a) Review of the Village Committee Terms of Reference working party – To note nominated representatives from each committee as per minute reference C/23/38</p> <p>Members were informed that the proposed Village Committee representatives were:</p> <p>Windlesham – Cllr Richardson & Hardless Lightwater – Cllr Malcaus Cooper & Stevens Bagshot – Cllr White & Gordon</p> <p>In addition, the Chair and Vice Chair of Council will be part of the working party.</p> <p>Noted</p> <p>b) Windlesham Neighbourhood Plan working party update</p> <p>Full Council were asked to delegate authority to the Windlesham Committee to review applicants and approve appointments to the working party at the September Windlesham Committee meeting.</p>	

	<p>The Windlesham Committee Members expressed concern about the timeframes and requested that the working party recruitment process be deferred.</p> <p>It was resolved to defer the WNP working party recruitment until later in the year.</p> <p>c) Greenspace Tender Specification working party update</p> <p>Members noted that the Committees were in the process of assessing their requirements.</p>	
C/23/63	<p>To consider a response to the Public Spaces Protection Order Extension</p> <p>On the 10th July Members were sent a copy of the consultation and asked to consider:</p> <ol style="list-style-type: none"> 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 <p>It was resolved with 14 in favour and 1 against to respond indicating support for the proposal as a whole.</p>	The Clerk
C/23/64	<p>Cemetery Memorial Inspections – To consider how remedial works will be funded</p> <p>Members were informed that testing had been carried out in Bagshot and Lightwater and was currently in progress in Windlesham Cemetery and a significant number of memorials had been flagged as Priority 1 with an estimated cost to either lay down or in the case of historical memorials, fix, of approximately £42k.</p> <p>It was 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. Members noted that it will be a matter for the village committees to decide which Memorials will be restored if living grave owners cannot be traced.</p> <p>Members were also asked 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.</p> <p>Finally, Members were asked to consider waiving the £150-£165 exclusive rights of burial transfer fee, where a memorial needing repair, no longer has a registered living grave owner. This would enable relatives to carry out works highlighted by the memorial inspection without additional cost.</p> <p>Cllr Rebecca Jennings-Evans proposed, Cllr White seconded and it was resolved unanimously to lay down of all priority 1 memorials, obtaining structural engineers reports where requested.</p>	The Clerk

	<p>It was also resolved unanimously to approve the necessary spend from the Cemeteries EMR as detailed in the report presented and to waive the transfer fee for those memorials requiring repair.</p> <p>It was noted that it will be a matter for the village committees to decide which Memorials will be restored if living grave owners cannot be traced.</p>	
C/23/65	<p>Outside Organisations - To receive any reports from representatives on outside organisations.</p> <p><u>Lightwater Society</u> Cllr Rebecca Jennings-Evans reported that herself and Cllr Julie Hoad had been appointed to the executive committee as Observers without voting rights, to represent the views and interests of the County and Borough Councils respectively.</p> <p><u>James Butler Alms Houses</u> Cllr White reported that the Alms Houses are hopeful that the current Trustee vacancy will soon be filled.</p>	
C/23/66	<p>Clerks update</p> <p>The Clerk informed Members:</p> <ul style="list-style-type: none"> • the Council wide Finance training had been booked for the 6th September. • Cllr Harris had booked on to the Chair's training course • WFOR had terminated their waste collection agreement with the Council • SCC Highways Focus Group - The Clerk has expressed an interest in being part of this focus group and is currently waiting for a response. • The Clerk has made initial enquires regarding the extending the lease on the allotment land at Hook Mill Lane • The Clerk gave an update on the current workload. 	
C/23/67	<p>Correspondence</p> <p>None</p>	
C/23/68	<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/23/69 To approve confidential resolution reports C/23/70 Confidential Correspondence</p>	
C/23/69	<p>To approve as a correct record the confidential resolution reports</p> <p><i>20:55 Cllr Hardless left the meeting.</i></p> <p>It was resolved with 10 in favour and 4 abstentions, to approve as a correct record, the confidential resolution reports presented.</p>	
C/23/70	<p>Confidential Correspondence</p>	

	<p>Members received correspondence raising points, including but not limited to; a concern regarding minute ref: C/22/214 from the March 2023 minutes, a suggestion for the inclusion of further clarification on the Annual Parish Meeting section within Council's Standing Orders and the consideration of the accessibility of meeting venues. Additional points are detailed in the confidential report.</p> <p>Members discussed the correspondence and resolved with 12 in favour and 2 abstentions to note the contents and instructed the Clerk to write to the correspondent.</p>	The Clerk
	There being no further business the meeting closed at 21:15	

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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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>				



Windlesham Parish Council

Joanna Whitfield
Clerk to the Council
Tel: 01276 471675
Email: clerk@windleshampc.gov.uk
Website: www.windleshampc.gov.uk

The Council Offices
The Avenue
Lightwater
Surrey
GU18 5RG

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

Held on Tuesday 25th July 2023 at 6.30pm 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

		Action
PLAN/23/73	Apologies for absence None	
PLAN/23/74	Declarations of interest None	
PLAN/23/75	Public question time No public were no present	
PLAN/23/76	Exclusion of the press and public. There were no matters to be dealt with after exclusions to the press and public.	
PLAN/23/77	To discuss application to remove public footpath no 185, High View Road to Lightwater Country Park	

	Members resolved to object to the removal of the footpath on the basis that it has been in use for more than 60 years, therefore the public had acquired the right to use it.	
PLAN/23/78	To consider planning applications and planning appeals received prior to this meeting:	

	Bagshot Applications	
23/0729/DTC	<p>Solstrand Station Road Bagshot Surrey GU19 5AS Submission of details to comply with condition 3 (Details of External Facing Materials), Condition 5 (Proposed Finished Ground Floor Levels), Condition 9 (Ecological Enhancement Plan), Condition 10 (Construction Transport Management Plan), Condition 13 (Badger Sett Survey), Condition 14 (Sensitive Lighting Management Plan), Condition 17 (Reptile Precautionary Working Method Statement), and Condition 18 (Drainage Scheme) attached to planning permission 21/1176/FFU.</p> <p>No Comments</p>	Details to Comply
	Lightwater Applications	
23/0705/FFU	<p>37 Curley Hill Road, Lightwater, Surrey, GU18 5YQ Erection of a first floor extension with a new pitched roof over and dormer windows to the rear and front following the removal of the existing roof, erection of rear extensions, replacement windows and alteration to the front and rear facade.</p> <p>No Objection</p> <p>Members expressed no objections. However, Members requested that SHBC review the application to ensure that the proposed extension would not result in overdevelopment of the site.</p>	FPA
23/0622/FFU	<p>Old Oak Barn , The Ridgeway, Lightwater, Surrey, GU18 5XS Erection of a single storey side extension (Orangery), erection of a garage, replacement driveway, replacement perimeter fencing, erection of electric gates and changes to fenestration.</p> <p>No Objection</p> <p>Subject to any permissions including the following conditions:</p> <ul style="list-style-type: none"> • The garage cannot be used for habitable accommodation in the future. • The perimeter fencing is softened by appropriate landscaping to prevent a negative impact on the street scene. 	FPA
	Windlesham Applications	
23/0704/ADV	<p>Half Moon, Church Road, Windlesham, Surrey, GU20 6BN Advertisement consent for one illuminated A4 menu box, new entrance door plaque, new wall lanterns, three fascia signs with trough lights over and one illuminated swing sign on existing post.</p>	Advert

	<p>COMMENT as follows:</p> <p>This application appears to replace existing illuminated advertising with new illuminated advertising which is broadly similar and in the same locations.</p> <p>We request that SHBC review the new lighting scheme for advertising and determine whether it could create light pollution, a potential material consideration for planning purposes (www.gov.uk/guidance/light-pollution). Whilst we recognise the need to support local businesses, the lighting scheme must comply with planning requirements and the Windlesham Neighbourhood Plan. Near neighbours have objected to the lighting scheme.</p> <p>The property is located in the Green Belt and the Windlesham Church Road Conservation Area, which 98% of respondents to the consultation on the Windlesham Neighbourhood Plan regarded as being very important. Any light pollution could affect neighbouring residences and also wildlife in the fields (an intrinsically dark landscape) to the side and rear of the Half Moon. In particular, it should be established whether the new lighting would be brighter than the current arrangements in terms of size of the light fittings and lumens.</p> <p>We request that any approval should be subject to conditions regarding the timing of the lighting, in particular that it is switched off at nighttime.</p>	
23/0703/FFU	<p>Half Moon, Church Road, Windlesham, Surrey, GU20 6BN</p> <p>The provision of replacement and additional external LED lighting and provision of planters.</p> <p>COMMENT as follows:</p> <p>We request that SHBC review this lighting scheme to determine whether it would create light pollution, a potential material consideration for planning purposes (www.gov.uk/guidance/light-pollution). Whilst we recognise the need to support local businesses, the lighting scheme must comply with planning requirements and the Windlesham Neighbourhood Plan. Near neighbours have objected to the lighting scheme.</p> <p>The property is located in the Green Belt and the Windlesham Church Road Conservation Area, which 98% of respondents to the consultation on the Windlesham Neighbourhood Plan regarded as being very important. There are fields to one side and the rear, this being an intrinsically dark landscape where increased lighting could impact natural systems (plants, animals, insects). There are also residences nearby which could be affected.</p> <p>In addition to the lighting associated with advertising, the plan proposes to replace 3 lanterns with 6 on the wall facing the road and other light fittings (it is unclear how many and their locations) on the external walls with LED type fittings.</p> <p>We request that SHBC clarify the existing level of outdoor lighting, whether it has all been included on the plans and to what extent it will be replaced by or in addition to the proposal.</p> <p>We request that SHBC establish the number of lights and their lumens output and consider their potential impact on nearby residences and wildlife in the dark spaces of the surrounding fields.</p>	FPA

	We ask that if approval is given, it should be subject to conditions regarding the timing of the lighting, in particular that it is switched off at nighttime.	
23/0730/FFU	Holly Cottage, 61 Updown Hill, Windlesham, Surrey, GU20 6DW Erection of a conservatory following demolition of existing. No Objection	FPA

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



Windlesham Parish Council

Joanna Whitfield
Clerk to the Council
Tel: 01276 471675
Email: clerk@windleshampc.gov.uk
Website: www.windleshampc.gov.uk

The Council Offices
The Avenue
Lightwater
Surrey
GU18 5RG

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

Held on Tuesday 21st August 2023 at 10am at Lightwater Library, 83A Guildford Road, Lightwater

Bagshot Cllrs		Lightwater Cllrs		Windlesham Cllrs	
Willgoss	P	Turner	A	Marr	P
White	P	Stevens	A	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/23/79	Apologies for absence Apologies were received and accepted from Cllr Stevens.	
PLAN/23/80	Declarations of interest None	
PLAN/23/81	Public question time No public were no present	
PLAN/23/82	Exclusion of the press and public. There were no matters to be dealt with after exclusions to the press and public.	
PLAN/23/83	To consider planning applications and planning appeals received prior to this meeting:	

	Bagshot Applications		
23/0748/DTC	<p>Woodside Cottage, Chapel Lane, Bagshot, Surrey Application for the approval of details pursuant to Condition 6 (surface water drainage verification) of planning permission APP/D3640/W/20/3248476 [SU/19/0235] (relating to the residential development of 44 dwellings comprising 7 no two bedroom, 9 no three bedroom and 16 no four bedroom two storey homes and 7 no one bedroom and 5 no two bedroom flats within a three storey building along with access, parking/garaging, and landscaping, following the demolition of the existing dwelling and associated outbuildings], as amended by Condition 1 of non-material amendment permission 22/0491/NMA, to allow the final approval of the verification details/report (permeable paving)</p> <p>No Objection</p>	DTC	
23/0713/FFU	<p>Bovingdon Cottage , Bracknell Road, Bagshot, Surrey, GU19 5HX Retrospective planning permission sought for the subdivision of the plot to facilitate the construction of a 3-bedroom single-family dwelling house.</p> <p>Members noted that planning has already been granted for 3 dwellings and resolved that if this is a 4th dwelling, they wished to object on the grounds of overdevelopment of the site.</p>	FFU	25 th August 2023
23/0760/CES	<p>48 Yaverland Drive, Bagshot, Surrey, GU19 5DY Certificate of lawfulness for a proposed detached.</p> <p>No objection subject to the condition that the proposed development cannot to be used as habitable accommodation in the future.</p>	CES	
23/0805/DTC	<p>2-3 The Square, Bagshot, GU19 5AX Submission of details to comply with conditions 1 (Timescale), 3 (Parking), 4 (Charging Unit), 5 (Bicycles), 6 (Windows), 7 (Flues), 10 (Materials) attached to planning permission 20/0692/FFU for the conversion of existing offices into three 2 bedroom flats with the provision of ground floor flank window.</p> <p>No Objection</p>	DTC	
	Lightwater Applications		
23/0771/FFU	<p>13 High View Road, Lightwater, Surrey, GU18 5YE Erection of detached outbuilding to the rear of the property.</p> <p>Members noted that the proposed development consists of a very large outbuilding and requested that any permissions are subject to the building</p>	FFU	23 rd August 2023

	not being used as a commercial venture or habitable accommodation in the future.		
23/0765/FFU	94 Ambleside Road, Lightwater, Surrey, GU18 5UJ Erection of single-storey side and rear extensions following demolition of existing garage, single-storey front porch and gable, erection of attached front garage, part conversion of roof space with rear dormer, installation of roof lights and changes to fenestration. No Objection	FFU	25 th August 2023
23/0783/FFU	Lightwater Country Park, Lightwater Leisure Centre, The Avenue, Lightwater, Surrey, GU18 5RG Construction of an outdoor seating area for cafe use, the conversion of window to external service hatch, and window to service door together with the installation of an extract flue to the roof. No Objection	FFU	29 th August 2023
23/0862/FFU	Coniston, Lightwater Road, Lightwater, Surrey, GU18 5XQ Erection of a two storey front extension following demolition of existing garage and single storey side extension. Roof alterations including pitched roof to the rear along with internal alterations, fenestration changes and rendering to existing side elevations. Members raised concerns about the perceived lack of parking and questioned if this was overdevelopment of the site. Concerns were also raised about the impact on the street scene.	FFU	12 th September 2023
23/0838/CEU	8 Blackstroud Lane West, Lightwater, Surrey, GU18 5SP Certificate of lawfulness (existing) for existing garage conversion to reception room. No Objection – however Members requested that SHBC Officers ensure that there will be sufficient parking.	CEU	5 th September 2023
	Windlesham Applications		
23/0749/FFU	Lancewood, London Road, Windlesham, Surrey, GU20 6LE Erection of an entrance gate with pillars. No Objection	FFU	21 st August 2023
23/0710/FFU	17 Deans Court, Windlesham, Surrey, GU20 6QE Single storey front/side extension No Objection	FFU	

23/0768/NMA	<p>Wentworth House, Westwood Road, Windlesham, Surrey, GU20 6LP</p> <p>Non material amendment to planning permission 22/1077/FFU to provide additional door to the front elevation.</p> <p>Members noted that this application was APPROVED by SHBC on 15.8.23.</p>	NMA	
23/0818/FFU	<p>Windlesham Moor, Sunninghill Road, Windlesham, Surrey, GU20 6PP</p> <p>Extensions/alterations of an existing courtyard kitchen, roof lights, fabric awning, new storage area following demolition of existing shed and changes to fenestration.</p> <p>No Objection</p>	FFU	4 th September 2023
23/0846/DTC	<p>The Hedges, Church Road, Windlesham, Surrey, GU20 6BH</p> <p>Submission of details to comply with condition 3 (No external shall be used on or in the development hereby approved until samples of them have been submitted to and approved in writing by the local planning authority) attached to planning permission.</p> <p>Members noted that they are reliant on SHBC to ensure that samples of materials are supplied to SHBC and that they meet the requirements of condition 3.</p>	DTC	
23/0859/FFU	<p>52 Chertsey Road, Windlesham, Surrey, GU20 6EP</p> <p>Erection of single storey side extension.</p> <p>No Objection</p>	FFU	12 th September
23/0845/NMA	<p>Windlesham Campus Sunninghill Road, Windlesham, Surrey, GU20 6PP</p> <p>Application for a non material amendments to planning permission 21/1122/FFU to allow the partial change in materials to utilise zinc cladding, alteration to the ribbon shape /fascia, increase in height of 450mm, alternation to the skylight shape and the addition of four mechanical smoke extract vents to the roof.</p> <p>Members noted from the Application Form that pre-application discussions have been held with SHBC in relation to a range of proposed design and materials changes, and that they are reliant on SHBC to determine whether the proposed changes are as envisaged.</p>	NMA	
23/0861/DTC	<p>Erlwood Manor, London Road, Windlesham, Surrey, GU20 6PH</p>	DTC	

	<p>Submission of details to comply with condition 3 (Materials) attached to planning permission 21/1122/FFU Alterations to existing buildings and landscape; demolition of Biology East; construction of a three storey collaboration hub and link building; landscaping; creation of footpaths; associated infrastructure and other works.)</p> <p>Members requested that samples of materials to be used for the external surfaces of the Collaboration Hub are to be sent to the offices of SHBC for their consideration and we rely on SHBC to approve these materials.</p>		
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There being no further business, the meeting closed at 10:27



Windlesham Parish Council

Joanna Whitfield
Clerk to the Council
Tel: 01276 471675
Email: clerk@windleshampc.gov.uk
Website: www.windleshampc.gov.uk

The Council Offices
The Avenue
Lightwater
Surrey
GU18 5RG

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

Held on Tuesday 1st August at 7:00pm at St Annes Church Centre, 43 Church Road, Bagshot

Councillors	
Bakar	P
Du Cann	P
Gordon	A
Hills	P
White	P
Willgoss	P

In attendance: Sarah Wakefield– Assistant Clerk

Cllr Richard Wilson- SHBC
Darren Cooke- Earlswood Park Management Committee
Ray Kirkham- Earlswood Park Management Committee
Malcolm and Sandra Clague- Bagshot Resident

Cllr Willgoss took the Chair

Cllr Willgoss continued in the Chair

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

		Action
BVC/23/01	<p>To elect a Chairman and Vice Chairman of the Committee for the ensuing year</p> <p>The Chairman of Bagshot Village Committee, Cllr Willgoss welcomed everyone to the meeting and asked for nominations for the Chair and Vice Chair of the committee.</p> <p>Cllr White nominated, Cllr Hill seconded, and it was unanimously agreed to appoint Cllr Willgoss as Chair.</p> <p>Cllr White nominated, Cllr Bakar seconded, and it was unanimously agreed to appoint Cllr Du Cann as Vice Chair.</p>	
BVC/23/02	Apologies for Absence	

	Apologies received by phone were accepted from Cllr Gordon, but it was asked that he is reminded that as per Standing Orders, apologies should be e-mailed to the Clerk.	
BVC/23/03	Declarations of Interest There were no declarations of interest.	
BVC/23/04	To note the Committee's Terms of Reference The Terms of reference were noted.	
BVC/23/05	<p>Public question time</p> <p>Darren Cooke, Earlswood Park Management Committee- Darren made a statement regarding the CIL funding application which will be considered for the Gomer Road playpark. He firstly thanked the committee for the funding which was allocated to Alsford playpark last year. He then confirmed that the Earlswood Park management committee have applied to Surrey County Council Your Fund for funds towards the Gomer Road playpark and stated that SCC had confirmed that any level of CIL funding contribution from the Parish Council would be of a great help. Darren also confirmed that Earlswood Park would contribute funds towards the playpark.</p> <p>Members unanimously agreed to bring item 17 C on the agenda forward to be heard after item 7 to allow interested parties to be present during the discussion.</p> <p>Malcolm Clauge, Bagshot Resident posed the following question- There was a recent handheld traffic speed camera in use at the bottom of Park Street in front of The Colour House Hairdressers, with the speed gun pointing up the High Street, I presume to record traffic speeds of traffic travelling from the A30 towards The Square. By chance I observed this activity over some time from my 1st floor window. It is well known that many residents are concerned at the general abuse of the 20mph speed limit.</p> <p>I am interested to know if this was a council or police organized activity and what was the result? It would not have been known to the people using the speed gun that almost all the vehicles travelling up the High Street flashed oncoming traffic as a warning that a speed gun was in use. In most cases this alerted drivers to immediately brake. Thus, the value of any data gathered would be questionable and I suggest a more rigorous test should be employed.</p> <p>Cllr White responded to say she thought the hand held speed cameras were a Police/Surrey Heath Beat initiative which has been deployed throughout all the villages, but she will enquire with the Borough Commander to confirm this is the case.</p>	
BVC/23/06	Exclusion of the press and public. There were no exclusions to the press and public.	

BVC/23/07	Committee and Sub-Committee Minutes: The minutes of the Bagshot Village Committee meeting held on the 18 th April 2023 were approved and signed by Cllr Willgoss .	Cllr Willgoss

BVC/23/08	Grant and CIL funding applications: Members were asked to consider a CIL funding application from Earlswood Park Management Association requesting up to £50,000 to renew the playpark at Gomer Road and were asked to decide if they wish to award CIL funding for this purpose. Cllr White proposed, Cllr Du Cann seconded, and it was unanimously agreed to grant £2,500 for the above purpose. Members also commented that the committee may be in a position to offer more funding next year.	
BVC/23/09	To receive reports from: Surrey Heath Borough Council Cllr White, SHBC Councillor- Cllr White confirmed that electric charging points will be installed into Bagshot car park and there were concerns that they would be overnight chargers. Cllr Wilson, SHBC Councillor, submitted the following report- Thank you for the opportunity to present this report. I will be glad to take any questions at the meeting. <u>Electric Vehicle Chargers</u> SHBC has a programme to install 46 new EV chargers at council owned car parks. I am pleased to report that 10 of these will be in Bagshot at the council's car park behind the Co op. This will be the joint biggest installation of its kind in the whole borough. There will be a few days of disruption, starting in the week commencing 14 August, and it may be necessary to close the car park for a short time while digging takes place along the entrance to install electrical connections. <u>Ward Councillor Grant Scheme</u> I would like to urge committee members to approve the grant application, later on your agenda, to refurbish the Gomer Road play park. I will certainly sponsor an item or two with my annual ward councillor grant allowance. However, even with multiple applications, this scheme can only provide a fraction of the funding required. Residents of Earlswood Park pay Council Tax AND a monthly management charge. The play parks on the estate are open to, and used by, all Bagshot residents. It is unfortunate that nowadays new developments are expected to be maintained privately by this additional charge. I commend the new, not-for-profit, management company, set up by residents, for the improvements they have made to the estate. Please consider their application for funding favourably.	

	<p><u>Air Quality</u></p> <p>The council recently received over £12,000 in a government grant to purchase a mobile air quality monitoring station. At a public meeting in Windlesham village, many people expressed their desire to have it visit and take readings to inform us about the level of air pollution. At their request, I have secured 2-3 weeks of measurements. Would committee members like me to do the same for Bagshot village? If so, which location within the village would be preferred?</p> <p><u>Borough Ward Boundaries</u></p> <p>The boundary changes which happened in 2017 split Windlesham between two borough wards. Many residents have asked me to push for a Boundary Commission review, with the intent of re-creating a single borough ward containing all of Windlesham. This would mean removing North Windlesham from the Bagshot ward. I would be most grateful if committee members could let me know their views on this, supporting, opposing or indifferent.</p> <p>Cllr White commented that she did not think any boundary review would be looked at until the next election.</p>	
BVC/23/10	<p>Payment lists for approval</p> <p>There were no payments for approval.</p>	
BVC/23/11	<p>Committee Finances</p> <p>The Committee noted the report.</p>	
BVC/23/12	<p>To consider privacy screening along the school fence line</p> <p>Members were asked to consider a request for privacy screening along the school fence line at School Lane Field and to decide if they would like to go ahead with a presented quote for screening. Members are also asked to decide how they would like to fund the work.</p> <p>Members unanimously agreed to not proceed with the quote as presented for the plastic screening option.</p> <p>Members also unanimously agreed to investigate the cost of planting shrubs to span across the width of the gym equipment. The Assistant Clerk was asked to seek quotes for the purchase, planting and maintenance of suitable evergreen shrubs and these will be brought back to the next Bagshot Committee meeting for review.</p>	Assistant Clerk
BVC/23/13	<p>Cemetery Fees and Charges Review</p> <p>The Committee were asked to review the fees and charges for Bagshot Cemetery.</p>	

	Members unanimously resolved to immediately increase the price of ashes interments at Bagshot Cemetery by 10%. All other fees on the price list are to remain unchanged.	
BVC/23/14	<p>Cemetery Memorial Testing</p> <p>Following memorial testing in Bagshot Cemetery, members were reminded that at a Full Council meeting on the 25th July 2023, it was agreed to lay down all memorials which were tested and classed as Priority 1 in the cemetery.</p> <p>Members were asked to decide if they wanted to fix any memorials of historical importance and if so, to identify those they would like to fix.</p> <p>Members unanimously resolved again to lay down all Priority 1 memorials in the cemetery and fix the following historic memorials, with the Popejoy and Waterers graves to be considered a priority:</p> <p>Grave no. 589- Emily Popejoy Grave no. 293- Waterers Grave no. 357- Waterers Grave no. 342- Lory Grave no. 433- Houlton</p> <p>It was also resolved to allocate up to the previously indicated £15,000 to fix all 5 memorials, with the necessary spend, as previously approved at the July 2023 Full Council to be taken from the Cemeteries EMR.</p> <p>It was also agreed to give delegated authority to the Clerk to approve any spend up to £500 over the agreed £15,000, but if the spend came in over this amount it would need to be reviewed at an EGM.</p>	Assistant Clerk
BVC/23/15	<p>Maintenance of Holly Tree outside Bagshot Cemetery</p> <p>At the April 2023 meeting, members were informed that correspondence had been received from a resident regarding the holly tree which sits outside the Bagshot Cemetery gate. It was confirmed the tree is located on an access road/driveway owned by the neighbouring house/s and its maintenance is not the responsibility of WPC and therefore not included within Greenspace contract. Members requested indicative pricing to prune the tree and a quote was presented for review.</p> <p>Members unanimously resolved to go ahead as per the specifications in the quote with the spend of £145 to be taken from the Bagshot Village Reserve.</p> <p>It was also agreed that letters would be sent to the houses of residents which own the access road/path to alert them to the work and to let them know on this occasion it will be pruned back</p>	Assistant Clerk

	<p>as a good will gesture, but going forward it will be the responsibility of the landowners to carry out the required work to the tree.</p>	
BVC/23/16	<p>Playgrounds</p> <p>a. School Land Field Playground- opening event</p> <p>Following on from the completion of the refurbishment of the School Lane Field play areas, members are asked to consider an opening event.</p> <p>Members unanimously agreed to hold a playground opening event on the 23rd September from 12pm-1pm and also resolved to allocate up to £250 from the Bagshot Village Reserve to fund any expenditure resulting from the event.</p> <p>Members also agreed to discuss who will officially open the playground and if they wish to add any extras, and agreed to let the Assistant Clerk know as soon as possible.</p> <p>b. School Lane Field Playground- equipment for older children</p> <p>It was noted during the School Lane Field refurbishment consultation that there was a need for play equipment suitable for older children and it was resolved to bring 3 quotes for a suitable slide and swing set back to the next committee meeting for review and discussion.</p> <p>Members resolved to defer making a decision regarding the slide and swing set until after the Freemantle Road playground has been completed.</p> <p>c. Freemantle Playground tender</p> <p>Members were presented with a draft Tender Document for the replacement of Freemantle Playground.</p> <p>Members unanimously resolved to proceed with the tender as presented and asked that it included the request for an inclusive roundabout, subject to budget allowing. There was also a stipulation for no wooden equipment.</p> <p>Cllrs Du Cann and Hills were unanimously nominated to open and evaluate the tenders and it was agreed to go out to a public online consultation of the top 3 playground designs.</p> <p>Cllr Wilson (SHBC) agreed that he would support the playground with £500 funding from his Councillor allowance and that an application should be submitted to him for approval.</p> <p>Members resolved an overall spend of £26,500 for the playground, with £13,000 to be funded from the Bagshot CIL, £13,000 to be funded from SHBC match funding and £500 to be</p>	

	funded from Cllr Wilson's Councillor allowance (pending application).	
BVC/23/17	<p>Traffic and Infrastructure</p> <p>a. Update from Working party Chairman</p> <p>The following update was presented to members from the last Traffic and Infrastructure working party.</p> <p>Members noted the minutes.</p> <p>b. Re approval of Working party membership</p> <p>Members were asked to re approve the membership of the working party.</p> <p>Members unanimously approved the membership of the Traffic and Infrastructure Working Party.</p> <p>c. Potential traffic schemes in Bagshot</p> <p>Members were reminded that Cllr Tear (SCC) has made a bid for part of a bigger Inter Traffic Scheme for traffic calming in Guildford Road and confirmed if a financial commitment from Parish was demonstrated, the scheme would have a better chance of success. Members were asked to decide if they would like to commit a sum of money from Bagshot CIL to put towards the scheme should the bid be successful.</p> <p>Members unanimously agreed to commit £50,000 from Bagshot CIL towards a village wide traffic calming scheme which incorporates the 3 main village roads- Bridge Road, the High Street and Guildford Road.</p>	
BVC/23/18	<p>Grants- to consider grant applications from:</p> <p>a. Bagshot Business Association</p> <p>The Committee reviewed a grant application from Bagshot Business Association requesting £1000 to help fund the annual Bagshot Big Bash Halloween event.</p> <p>The committee unanimously resolved to defer making a decision on the grant application as they did not feel they had enough up to date information on the group.</p> <p>The Committee have requested the group provide details of their last meeting and provide more information on the committee structure.</p> <p>It was agreed an EGM could be called should the information be provided, to allow the grant to be considered before Halloween.</p>	

	<p>b. Bagshot WI</p> <p>The Committee reviewed a grant application from Bagshot WI requesting £150 to refresh and replace plants, as necessary in the WI Millennium Planter in Bagshot Square.</p> <p>Members unanimously resolved to grant £50.</p>	
BVC/23/19	<p>Christmas trees on shop fronts and date for switch on</p> <p>Members were asked to decide if they would like to agree the ongoing funding of the miniature shop front Christmas trees, with the cost of the trees (up to £1,000) to be taken from the festive lights budget.</p> <p>Members unanimously resolved to fund £1000 towards the shop front miniature Christmas trees with the funds to be taken from the festive lights budget.</p> <p>Members were asked to decide what date they would like the Christmas tree lights and the lamp post lights to be switched on.</p> <p>Members unanimously agreed to switch on the Christmas tree lights on 2nd December and agreed they were happy for the lamp post lights to be turned on before this date if needed.</p>	
BVC/23/20	<p>Request to adopt and maintain an AED Defibrillator on Bagshot Highstreet</p> <p>Members were asked if they wished to adopt an AED Defibrillator on Bagshot High Street, taking on its maintenance, the ongoing cost of new batteries and pads and any other costs which arise.</p> <p>Members unanimously resolved to adopt and the AED Defibrillator on Bagshot High Street, with Cllrs Bakar and Gordon nominated to undertake the weekly and monthly checks as discussed.</p> <p>Members resolved to fund any ongoing maintenance costs from the Bagshot Village Reserve.</p>	
BVC/23/21	<p>Clerks Update</p> <p>The Assistant Clerk reported the following-</p> <p><u>College Ride Fly Tipping</u></p> <p>Following complaints from residents regarding persistent fly tipping at College Ride, the Assistant Clerk met with Bob Darkens, the Community Safety Officer at SHBC to assess the area for suitability of the Boroughs mobile CCTV camera. It was confirmed that until we had a regular log of all instances of fly tipping, with exact locations of where waste is being dumped, the camera could not be considered in this location at this time. Our Operations Co Ordinator, Amanda is making weekly visits to College Ride and any new instances of fly</p>	

	<p>tipping are being logged. Over the past 2 months she has recorded one instance of fly tipped metal.</p> <p><u>Drainage at School Lane Field</u></p> <p>Following on from concerns regarding the flooding of School Lane Field, in particular around the back of the wet pour surrounding climbing frame, a specialist drainage company has been contacted to arrange a site visit to give recommendations.</p>	
BVC/23/22	<p>Correspondence</p> <p>No correspondence.</p>	
BVC/23/23	<p>Exclusion of the press and public - To exclude members of the public, including the press, For consideration of items excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960.</p> <p>No exclusions to the press and public.</p>	

There being no further business, the meeting closed at 21:04

PAYMENTS

Lightwater PL for Month No 5

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
01/08/2023	2037527	50	SURREY HEATH	SHBC01	65.39	13.08	78.47	4165	410	65.39	LW Gym insp - August 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 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
21/07/2023	447	400	HMPC LTD	HMPC	1,920.00	384.00	2,304.00	4400	325	710.40	Consultation on CIL changes
								4400	425	729.60	Consultation on CIL changes
								4400	525	480.00	Consultation on CIL changes
18/07/2023	108480	401	GOODWATER LTD	GOODWATER	35.00	7.00	42.00	4550	335	12.95	Legionella sample
								4550	435	13.30	Legionella sample
								4550	535	8.75	Legionella sample
TOTAL INVOICES					<u>1,955.00</u>	<u>391.00</u>	<u>2,346.00</u>			<u>1,955.00</u>	
VAT ANALYSIS CODE S @ 20.00%					1,955.00	391.00	2,346.00				
TOTALS					<u>1,955.00</u>	<u>391.00</u>	<u>2,346.00</u>				

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
27/07/2023	20230254	402	PKF LITTLEJOHN	PKFL	1,050.00	210.00	1,260.00	4445	325	388.50	Audit of AGAR 31 Mar 23
								4445	425	399.00	Audit of AGAR 31 Mar 23
								4445	525	262.50	Audit of AGAR 31 Mar 23
TOTAL INVOICES					1,050.00	210.00	1,260.00			1,050.00	
VAT ANALYSIS CODE S @ 20.00%					1,050.00	210.00	1,260.00				
TOTALS					1,050.00	210.00	1,260.00				

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
24/07/2023	116-23	403	ANGEL FACES	ANGELF	150.00	0.00	150.00	4220	410	150.00	FACE PAINTING - PLAYGROUND
								350		-150.00	FACE PAINTING - PLAYGROUND
								6000	410	150.00	FACE PAINTING - PLAYGROUND
TOTAL INVOICES					150.00	0.00	150.00			150.00	
VAT ANALYSIS CODE OTS @ 0.00%					150.00	0.00	150.00				
TOTALS					150.00	0.00	150.00				

Top Level for Month No 5

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
27/07/2023	3231	404	NP TREE MANAGEMENT	NPTREE	1,850.00	370.00	2,220.00	4195	310	684.50	Fell beech tree @ College Ride
								4195	410	703.00	Fell beech tree @ College Ride
								4195	510	462.50	Fell beech tree @ College Ride
TOTAL INVOICES					1,850.00	370.00	2,220.00			1,850.00	
VAT ANALYSIS CODE S @ 20.00%					1,850.00	370.00	2,220.00				
TOTALS					1,850.00	370.00	2,220.00				

Top Level for Month No 5

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
03/08/2023	JULY EXPENSES	405	AB EXPENSES	AB EXP	38.80	0.00	38.80	4435	325	14.36	Expenses for July 23
								4435	425	14.74	Expenses for July 23
								4435	525	9.70	Expenses for July 23
TOTAL INVOICES					38.80	0.00	38.80			38.80	
VAT ANALYSIS CODE					OTS @ 0.00%	38.80	0.00	38.80			
TOTALS					38.80	0.00	38.80				

Top Level for Month No 5

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
01/08/2023	2037526	406	SURREY HEATH	SHBC01	7,940.97	1,588.19	9,529.16	4165	310	3,096.98	WPC Greenspace - August 23
								4165	410	3,096.98	WPC Greenspace - August 23
								4165	510	1,747.01	WPC Greenspace - August 23
TOTAL INVOICES					7,940.97	1,588.19	9,529.16			7,940.97	
VAT ANALYSIS CODE S @ 20.00%					7,940.97	1,588.19	9,529.16				
TOTALS					7,940.97	1,588.19	9,529.16				

Top Level for Month No 5

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
31/07/2023	1322	407	ZENTECH IT	FRE01	366.50	73.30	439.80	4430	325	135.61	M365 LICENCES AND MISC
								4430	425	139.27	M365 LICENCES AND MISC
								4430	525	91.62	M365 LICENCES AND MISC
03/08/2023	202318	408	ST ANNES PCC	ANNE	50.00	0.00	50.00	4950	325	18.50	FC meeting - 25 July 23
								4950	425	19.00	FC meeting - 25 July 23
								4950	525	12.50	FC meeting - 25 July 23
04/07/2023	290444	409	SHAW AND SONS	SHAW	490.95	98.19	589.14	4600	325	181.65	Scroll + leather backing (1)
								4600	425	186.56	Scroll + leather backing (1)
								4600	525	122.74	Scroll + leather backing (1)
04/07/2023	290443	410	SHAW AND SONS	SHAW	490.95	98.19	589.14	4600	325	181.65	Scroll + leather backing (2)
								4600	425	186.56	Scroll + leather backing (2)
								4600	525	122.74	Scroll + leather backing (2)
03/08/2023	3187	411	JETO	JETO	360.00	72.00	432.00	4555	335	133.20	3187/411/JETO ASBESTOS
								4555	435	136.80	3187/411/JETO ASBESTOS
								4555	535	90.00	3187/411/JETO ASBESTOS
TOTAL INVOICES					1,758.40	341.68	2,100.08			1,758.40	
VAT ANALYSIS CODE OTS @ 0.00%					50.00	0.00	50.00				
VAT ANALYSIS CODE S @ 20.00%					1,708.40	341.68	2,050.08				
TOTALS					1,758.40	341.68	2,100.08				

Top Level for Month No 5

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
09/08/2023	3246	412	NP TREE MANAGEMENT	NPTREE	420.00	84.00	504.00	4195	310	155.40	Tree work Riverside Avenue
								4195	410	159.60	Tree work Riverside Avenue
								4195	510	105.00	Tree work Riverside Avenue
09/08/2023	3247	413	NP TREE MANAGEMENT	NPTREE	240.00	48.00	288.00	4195	310	88.80	Clear storm damage - School Ln
								4195	410	91.20	Clear storm damage - School Ln
								4195	510	60.00	Clear storm damage - School Ln
08/08/2023	24448	414	SAFEPLAY PLAYGROUND	SAFEP	986.00	197.20	1,183.20	4220	310	691.00	Misc repairs - Bagshot/Lightwa
								4220	410	295.00	Misc repairs - Bagshot/Lightwa
25/07/2023	4441	415	SAFEPLAY PLAYGROUND	SAFEP	210.00	42.00	252.00	4220	410	210.00	LW replace padlock lugs/cover
TOTAL INVOICES					<u>1,856.00</u>	<u>371.20</u>	<u>2,227.20</u>			<u>1,856.00</u>	
VAT ANALYSIS CODE S @ 20.00%					1,856.00	371.20	2,227.20				
TOTALS					<u>1,856.00</u>	<u>371.20</u>	<u>2,227.20</u>				

Top Level for Month No 5				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
14/08/2023	GRANT	416	LIGHTWATER LIBRARY	LIBRARY	500.00	0.00	500.00	4650	440	500.00	Grant - library legal fees
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 5

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
11/08/2023	80510	421	HAVEN MEMORIALS	HAVEN	665.00	133.00	798.00	4060	300	665.00	Lay down 19 memorials Bagshot
								335		-665.00	Lay down 19 memorials Bagshot
								6000	300	665.00	Lay down 19 memorials Bagshot
TOTAL INVOICES					665.00	133.00	798.00			665.00	
VAT ANALYSIS CODE S @ 20.00%					665.00	133.00	798.00				
TOTALS					665.00	133.00	798.00				

Top Level for Month No 5

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
31/07/2023	4072	423	CROFT SOLICITORS	CROFT SOL	1,066.67	213.33	1,280.00	4400	325	394.67	Prof fees re: covenant release
								4400	425	405.33	Prof fees re: covenant release
								4400	525	266.67	Prof fees re: covenant release
10/08/2023	3123	424	SURREY HEATH	SHBC01	-425.92	-85.18	-511.10	4165	310	-157.59	Credit for WFOR waste disposal
								4165	410	-161.85	Credit for WFOR waste disposal
								4165	510	-106.48	Credit for WFOR waste disposal
17/08/2023	1895	425	HARRISON ARBORICULT	HARRISON	185.00	37.00	222.00	4195	310	68.45	Tree assessment - College Ride
								4195	410	70.30	Tree assessment - College Ride
								4195	510	46.25	Tree assessment - College Ride
09/08/2023	2852111	426	VIKING	VIKIN	176.48	12.80	189.28	4435	325	65.30	Stationary - Council offices
								4435	425	67.06	Stationary - Council offices
								4435	525	44.12	Stationary - Council offices
09/08/2023	2852110	427	VIKING	VIKIN	44.91	8.98	53.89	4435	325	16.62	Stationery - Council offices
								4435	425	17.07	Stationery - Council offices
								4435	525	11.22	Stationery - Council offices
16/08/2023	2037614	428	SURREY HEATH	SHBC01	297.00	59.40	356.40	4220	510	297.00	Charges re: swing replacements
28/04/2023	302	429	EPSILON LIGHTING	EPSILON	121.00	24.20	145.20	4060	335	121.00	Fit lamp to street lighting
31/07/2023	2980	430	NEIL CURTIS	NEIL	720.00	0.00	720.00	4005	300	180.00	Ashes interment - misc
								4005	500	540.00	Ashes interment - misc

TOTAL INVOICES		<u>2,185.14</u>	<u>270.53</u>	<u>2,455.67</u>
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<u>2,185.14</u>

VAT ANALYSIS CODE	S	@ 20.00%	1,465.14	270.53	1,735.67
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VAT ANALYSIS CODE	Z	@ 0.00%	720.00	0.00	720.00
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TOTALS		<u>2,185.14</u>	<u>270.53</u>	<u>2,455.67</u>
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Top Level for Month No 5

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
24/08/2023	3274	432	NP TREE MANAGEMENT	NPTREE	220.00	44.00	264.00	4195	310	81.40	Fell 3 willows, rear St Mary's
								4195	410	83.60	Fell 3 willows, rear St Mary's
								4195	510	55.00	Fell 3 willows, rear St Mary's
TOTAL INVOICES					220.00	44.00	264.00			220.00	
VAT ANALYSIS CODE S @ 20.00%					220.00	44.00	264.00				
TOTALS					220.00	44.00	264.00				

Top Level for Month No 5

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
26/08/2023	3276	433	NP TREE MANAGEMENT	NPTREE	120.00	24.00	144.00	4195	310	44.40	Inspection (T14) College Ride
								4195	410	45.60	Inspection (T14) College Ride
								4195	510	30.00	Inspection (T14) College Ride
27/08/2023	2876	434	DAVE STUART	DSTUA	75.00	0.00	75.00	4060	335	27.75	Supply pull cord/switch CO
								4060	435	28.50	Supply pull cord/switch CO
								4060	535	18.75	Supply pull cord/switch CO
TOTAL INVOICES					<u>195.00</u>	<u>24.00</u>	<u>219.00</u>			<u>195.00</u>	
VAT ANALYSIS CODE OTS @ 0.00%					75.00	0.00	75.00				
VAT ANALYSIS CODE S @ 20.00%					120.00	24.00	144.00				
TOTALS					<u>195.00</u>	<u>24.00</u>	<u>219.00</u>				

Agenda Item 8b – Full Council 26th September 2023

Review of Bank Reconciliations

Members are 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.

Below is an overview of the reconciliation for June, and July 23.

**** Members are asked to note that to date the Clerk only has online access to the Barclays, Cambridge & Counties and Redwood bank accounts.**

June Reconciliations

Santander 30 day	30/06/2023	£198,112.08
RBS Settlement a/c**	30/06/2023	£46,163.73
Barclays Current a/c	30/06/2023	£564,885.89
Cambridge & Counties a/c**	30/06/2023	£215,789.95
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

July Reconciliations

Santander 30 day	31/07/2023	£198,250.49
RBS Settlement a/c**	31/07/2023	£46,215.65
Barclays Current a/c	31/07/2023	£478,543.01
Cambridge & Counties a/c**	31/07/2023	£216,513.69
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

Overall Cash Position

Total assets held by the Council as at 04/09/2023 is £1,115,476 – see attached balance sheet. Of this, £658,530K is held in ear-marked reserves. Members are to note that the ear-marked balance has reduced by £38,918 since April and is expected to reduce by a further £55k in September.

Members are asked to note the above reconciliations and agree that either Cllr Malcaus Cooper or Cllr Jennings-Evans in the absence of Cllr Malcaus Cooper continue to sign off the above reconciliations.

Joanna Whitfield
Clerk
Sept 2023

Detailed Balance Sheet - Excluding Stock Movement

Month 5 Date 04/09/2023

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
<u>Current Assets</u>			
100	Debtors	3,085	
105	VAT Control A/c	17,665	
200	Barclays Current Account	464,860	
205	Santander Account	198,250	
210	RBS Account	46,216	
215	Skipton Account	64,595	
225	Cambridge and Counties Account	216,514	
230	Hampshire Trust Bank	63,630	
235	Redwood Bank	64,058	
	Total Current Assets	1,138,873	
<u>Current Liabilities</u>			
500	Creditors	17,401	
503	Windlesham PL	5,995	
	Total Current Liabilities	23,397	
	Net Current Assets		1,115,476
	Total Assets less Current Liabilities		1,115,476
<u>Represented by :-</u>			
300	Current Year Fund	153,225	
310	General Reserves	303,721	
315	Capital Receipts	1,300	
320	EMR School Lane Play Equipment	52,402	
325	EMR Windlesham CIL	70,530	
330	EMR Repairs and Maintenance	35,632	
335	EMR Cemeteries	49,335	
340	EMR Lightwater Pavilion & Rec	125,642	
345	EMR Bagshot Village	16,321	
350	EMR Lightwater Village	19,168	
355	EMR Windlesham Village	15,279	
365	EMR Elections	10,004	
370	EMR Council Office Repairs	5,000	
375	EMR Playarea Repairs & Renewals	15,000	
380	EMR Bagshot CIL	191,377	
390	EMR Civic Functions	1,144	
395	EMR Tree Works	50,395	
	Total Equity		1,115,476

Agenda Item 8c – Full Council Meeting 26 September 2023
Budget Monitoring Report to 21 August 23

1. Overspends and Transfers

1.1 Councillors are asked to note the Actual vs Budget report as at 21 August 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, which whilst installed is yet to be paid.
- Other matters
 - o 4445 Audit – Year to date expenditure shows a credit of £282 reflecting the remaining year end audit accrual for the external audit. The amount will be offset vs future costs;
 - o 4500 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); £3,000 for a veterinary x-ray machine for Harper Asprey (FC C23/42); £3,500 FOR Windlesham FOR waste disposal (WVC23/15); £484 for camping equipment for 1st Windlesham Scout Group (wvc/23/15); £500 towards the cost of a new library for Lightwater Village School (LVC/23/16); £500 as a contribution to legal fees for the Lightwater Library Association (LVC/23/16);
 - 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 5 Date 01/09/2023

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
<u>Current Assets</u>			
100	Debtors	3,994	
105	VAT Control A/c	16,348	
200	Barclays Current Account	480,091	
205	Santander Account	198,250	
210	RBS Account	46,216	
215	Skipton Account	64,595	
225	Cambridge and Counties Account	216,514	
230	Hampshire Trust Bank	63,630	
235	Redwood Bank	64,058	
Total Current Assets		1,153,695	
<u>Current Liabilities</u>			
500	Creditors	31,223	
502	Lightwater PL	78	
503	Windlesham PL	2,556	
Total Current Liabilities		33,858	
Net Current Assets			1,119,837
Total Assets less Current Liabilities			1,119,837
<u>Represented by :-</u>			
300	Current Year Fund	157,586	
310	General Reserves	298,725	
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	49,335	
340	EMR Lightwater Pavilion & Rec	125,642	
345	EMR Bagshot Village	16,321	
350	EMR Lightwater Village	19,168	
355	EMR Windlesham Village	15,279	
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			1,119,837

Detailed Income & Expenditure by Account 01/09/2023

Month No: 5

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	1,909	25,829	81,000	55,171			31.9%
1030 Allotment Fees	0	0	1,700	1,700			0.0%
1040 Field of Remembrance Income	0	2,115	7,241	5,126			29.2%
1076 Precept	0	347,791	347,791	0			100.0%
1800 Other Income	0	150	0	(150)			0.0%
1900 Interest Received	0	3,287	4,488	1,201			73.2%
1950 CIL Income	0	21,628	0	(21,628)			0.0%
Total Income	1,909	400,799	442,220	41,421			90.6%
<u>Expenditure Detail</u>							
4005 Ashes interment	0	1,760	6,465	4,705		4,705	27.2%
4050 Rates	201	1,082	3,000	1,918		1,918	36.1%
4055 Pavilion Utilites	0	50	300	250		250	16.5%
4060 Maintenance	2,874	18,682	62,498	43,816		43,816	29.9%
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	8,006	40,032	94,359	54,327		54,327	42.4%
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	2,510	18,770	29,000	10,230		10,230	64.7%
4220 Playground Repairs & Renewal	1,196	55,852	12,000	(43,852)	55,000	(98,852)	923.8%
4300 Salaries	8,890	39,212	86,600	47,388		47,388	45.3%
4340 Local Government Pension	1,574	9,404	29,152	19,748		19,748	32.3%
4345 HMRC Payroll	704	6,819	26,611	19,792		19,792	25.6%
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	2,974	7,000	4,026		4,026	42.5%
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	367	5,447	6,510	1,063		1,063	83.7%
4435 Office Expenses	39	805	2,000	1,195		1,195	40.2%
4440 ICT Costs	0	2,346	5,000	2,654		2,654	46.9%
4445 Audit	0	(282)	2,100	2,382		2,382	(13.4%)
4455 Telecoms & Security	0	670	1,837	1,167		1,167	36.4%
4500 Cllr Allowances, Training & Ex	2,492	11,915	30,000	18,085	690	17,395	42.0%
4525 Bagshot Chapel Building Costs	0	138	8,000	7,862		7,862	1.7%

Detailed Income & Expenditure by Account 01/09/2023

Month No: 5

Account Code Report

	Actual Current Mnth	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
4550 Office Building Costs	439	3,581	6,000	2,419		2,419	59.7%
4555 HMLD Building Costs	966	3,592	8,000	4,408		4,408	44.9%
4600 Annual Meeting & Civic Costs	982	1,750	2,000	250		250	87.5%
4650 Grants	500	7,484	24,000	16,516		16,516	31.2%
4905 Pavilion Capital Project	0	0	5,000	5,000		5,000	0.0%
4915 Festive Lights	0	(106)	14,175	14,281		14,281	(0.8%)
4950 Hall Hire	50	315	2,100	1,786		1,786	15.0%
Total Overhead	31,789	243,213	503,929	260,716	55,690	205,026	59.3%
Total Income	1,909	400,799	442,220	41,421			90.6%
Total Expenditure	31,789	243,213	503,929	260,716	55,690	205,026	59.3%
Net Income over Expenditure	(29,880)	157,586	(61,709)	(219,295)			
plus Transfer from EMR	665	55,549					
less Transfer to EMR	0	21,628					
Movement to/(from) Gen Reserve	(29,215)	191,507					

Item 8d – Request to allocate funding towards replacement IT equipment.


Members are to note that after a number of IT issues, the Councils current IT provider has audited the Councils equipment and noted that most of the equipment will not support the move to Windows 11. Please note that Windows 10 support ends in October 2025.

Below is a table of the computers in use highlighting which ones will need replacing over the next couple of years.

Type	Device	Description	Username	MODEL	CPU	RAM	W11 SUPPORT
Desktop	WPC-HP280G1-1	Lucy PC	AzureAD\WPCAdmin	HP 280 G1	Intel i3 4th Gen	4GB	NO
Desktop	WPC-HP280G2-1	Jo Office PC	AzureAD\JoWhitfield	HP 280 G2	Intel i3 6th Gen	4GB	NO
Desktop	WPC-HP800G4-1	Operations PC	AzureAD\Operations	HP 800 G4	Intel i5 8th Gen	16GB	YES
Desktop	WPC-LENE73-1	Sarah Desktop	AzureAD\SarahWakefield	Lenovo E73	Intel i3 4th Gen	4GB	NO
Laptop	WPC-HP840G3-1	Jo Whitfield Laptop	AzureAD\JoWhitfield	HP 840 G3	Intel i5 6th Gen	8GB	NO
Laptop	WPC-HP840G3-2	Sarah Wakefield Laptop	AzureAD\SarahWakefield	HP 840 G3	Intel i5 6th Gen	8GB	NO
Laptop	WPC-HP850G5-1	RFO	AzureAD\RFO	HP 850 G5	Intel i7 8th Gen	32GB	YES

Recently the Clerk in particular has been experiencing a number of issues, not least an exceptionally slow response to commands.

Members are asked to approve the purchase of a new desktop computer for the Clerk . See specification below.

<p>HP Pro Mini 400 G9 Desktop Computer</p> <p>Intel i5-12500T £575.50 exVat Intel i7-12700T £759.50 exVat</p> <ul style="list-style-type: none">- 16 GB RAM DDR4 SDRAM- 512 GB M.2 PCI Express NVMe SSD- Mini PC- Intel Q670 Chip- Windows 11 Pro- Intel UHD Graphics 770- Wireless 6 AX	
--	--

Budget

It is anticipated that there is no spare budget this financial year and if any new equipment is to be purchased Council will need to agree a spend from the reserves.

Members should note that in addition to the Council Office Repairs EMR, there is an additional £35,632 in the Building and Maintenance EMR.

Action

Members are asked to consider reallocating £3,500 of the Council Office Repairs EMR and to IT Equipment.

Item 8e – Boom Community Bank

A letter has been received from Boom Community Bank, a Credit Union created by the merger of SurreySave and West Sussex Credit Unions in 2016 which, following an acquisition in 2022, now provides simple loans and banking services covering all who live or work in Berkshire, North Hampshire, Surrey, Kingston and West Sussex.

The Credit Union offers advice, loans and savings services to people who have usually been refused help by high street banks. It has 12,500 members with cumulative savings of £7.4m and a loan book totaling £6m. At the current time the demand for loans is beginning to outstrip their ability to generate new lending capital such that they can foresee a time when the ability to lend is constricted by the requirements of the Bank of England set liquidity ratios. This will reduce their ability to provide loans and may result in vulnerable residents turning to alternative sources of finance with the associated risks involved. Some parish councils already support Boom by lodging part of their reserve capital in a standard Boom savings account earning a regular, if modest, dividend each year. Note that WPC is not covered by the UK Government Deposit Protection Scheme and so a deposit would not be protected.

Financial Information:

Accounts have been prepared for the period to 30 September 2022 and have received a clean audit report, subject to the usual qualifications. No concerns were raised on the going concern basis suggesting that the auditors believe the bank to be in business for at least another year.

The **Balance Sheet** can be summarized as shown below:

Balance Sheet as at 30 September 2022	
	£'000
Loans and advances to banks	3,478
Loans and advances to members	5,937
Other assets	132
Total assets	9,547
Subscribed capital - repayable on demand	8,324
Other payables	770
Subordinated debt	224
Total liabilities	9,318
Net assets	229
Reserves	
Retained earnings	161
Other reserves	68
	229

The **Revenue Account** shows net interest income of £1,231,545 and a surplus for the financial year of £48,096 (3.9%) reflecting a significant deterioration versus the previous years' surplus of £174,422

(16.5%). A significant part of the decline arises from the increase in the cost of impairments of loans to members which has increased to £399,277 from £206,891, reflecting the wider economic situation and the vulnerability of the client base.

Interestingly the average interest rate on loans to members as disclosed in the 2022 accounts is 18.99% compared to the dividends paid on subscribed capital (essentially the interest on the deposit) of 0.4%.

Action:

Councillors are asked to consider the option of opening a savings account with Boom Community Bank and investing a portion of the reserve capital considering the following factors:

- Whilst the auditors have given a clean audit report I would have concerns over the quality of the balance sheet given that the available cash balance (£3.378m) is significantly lower than deposits repayable on demand (£8.324m) and given that the accounts reflect outflows from repaid capital of £4.141m against inflows from subscribed capital of £4.494m. The bank therefore needs to continue to raise additional funds to compensate for those funds withdrawn;
- The level of loan impairment in the year of £0.444m represents 6.7% of total loans to members – a significant portion and potentially increasing in the period post 30 September 22 when the accounts were prepared;
- The income generated from a deposit, 0.4% for the 2022 (0.3% for 2021) is low compared to the rates available elsewhere in the Council's portfolio;
- Concerns should perhaps be raised when a bank needs to chase Parish Councils for additional deposits. This suggests that the financial position may have deteriorated since the accounts were signed on 20 February 23;
- Whilst there are clear benefits to supporting such community initiatives the risk to Council assets should be the primary consideration.

RFO

Sept 23

Agenda Item 9 - Full Council – 26th September 2023

External Audit Conclusion for the accounting year 2022-23

The external audit opinion has now been received from PKF Littlejohn. The annual return has been passed with no issues and a copy is attached.

Recommendation

Councillors are asked to note the contents of this report and to accept the audit opinion and approve the annual return and certificate.

Joanna Whitfield
Clerk
September 2023

Windlesham Parish Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2023

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
1. The audit of accounts for Windlesham Parish Council for the year ended 31 March 2023 has been completed and the accounts have been published.	This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.
2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Windlesham Parish Council on application to:	
(a) <u>JOANNA WHITFIELD - CLERK TO THE COUNCIL</u> <u>THE COUNCIL OFFICES</u> <u>THE AVENUE</u> <u>LIGHTWATER GU18 5RG</u>	(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR
(b) <u>11AM - 1PM MONDAY, TUESDAY AND</u> <u>THURSDAY</u>	(b) Insert the hours during which inspection rights may be exercised
3. Copies will be provided to any person on payment of £ <u>2</u> (c) for each copy of the Annual Governance & Accountability Return.	(c) Insert a reasonable sum for copying costs
Announcement made by: (d) <u>J WHITFIELD - CLERK TO THE COUNCIL</u>	(d) Insert the name and position of person placing the notice
Date of announcement: (e) <u>15/08/2023</u>	(e) Insert the date of placing of the notice

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

WINDLESHAM PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

		Agreed			Yes means that this authority
1	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements	✓			prepared its accounting statements in accordance with the Accounts and Audit Regulations
2	We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge
3	We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓			has only done what it has the legal power to do and has complied with Proper Practices in doing so
4	We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations	✓			during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts
5	We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓			considered and documented the financial and other risks it faces and dealt with them properly.
6	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems	✓			arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7	We took appropriate action on all matters raised in reports from internal and external audit.	✓			responded to matters brought to its attention by internal and external audit.
8	We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓			disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9	(For local councils only) Trust funds including charitable In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
				✓	

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

25TH APRIL 2023

and recorded as minute reference:

C/22/236

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

V. White

Clerk

Joanna White

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Section 2 – Accounting Statements 2022/23 for

WINDLESHAM PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	835,113	968,285	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year
2. (+) Precept or Rates and Levies	307,148	327,000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	164,564	115,560	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received
4. (-) Staff costs	80,759	112,669	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments
5. () Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	257,781	335,924	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	968,285	962,252	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6)
8. Total value of cash and short term investments	971,477	962,835	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	271,061	284,303	The value of all the property the authority owns – it is made up all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Richard Molyneux

Date

20/04/2023

I confirm that these Accounting Statements were approved by this authority on this date:

25/04/2023

as recorded in minute reference:

C/22/237

Signed by Chairman of the meeting where the Accounting Statements were approved

V. White

Section 3 - External Auditor's Report and Certificate 2022/23

In respect of

WINDLESHAM PARISH COUNCIL – SU0083

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2022/23

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

Date

25/07/2023

Item 10 - Appointment of Internal Auditor for 2023-2024
Full Council 26th September 2023

1. Introduction

- 1.1 The Council must appoint a suitably qualified internal auditor to carry out the annual internal audit. This is a legal requirement. Mark Mulberry of Mulberry and Co Ltd has carried out this role for the past 10 years and has indicated that he would be willing to act as the internal auditor for 2023-24.
- 1.2 As a qualified accountant, with many years of experience in the Parish sector, who is completely independent of the Council, Mark meets the key criteria of independence and competence.
- 1.3 There is no maximum time period for which an internal auditor can be engaged. It is recommended that we continue to use Mark Mulberry as our internal auditor as he has a significant level of knowledge of Windlesham and is a leading provider of internal audit services to parishes in the Surrey and Sussex Area, acting for more than 60 Parish and Town Councils.
- 1.4 Discussions were held at the Full Council meeting held in January 2023 (minute ref: C/22/166) where Cllr Manley proposed, Cllr Gordon seconded, and it was resolved unanimously to appoint Mulberry and Co for the financial year 23-24 and look to appointing a new auditor for the financial year 2024-25.

Councillors are asked to:

- 1. Note the appointment of Mark Mulberry as the Council's internal auditor for 2023-24
- 2. Agree that the Clerk can sign off the letter of engagement (attached) with Mulberry and Co.

Agenda item 11 - Council Insurance - Renewal September 2023
Full Council 26th September 2023

The Council's insurance is due for renewal on 1st October 2023. This is the third year of a 3-year long term arrangement, which will expire in September 2024.

The renewal quote is £3,513.72 for the year including IPT and administration fees.

Councillors are asked to note and approve the payment of the renewal quote of £3,513.72 for the year 2023-24

JW
Clerk to the Council
September 2023

**Item 12 - To discuss the unmetered electricity supply for festive lighting.
Full Council meeting 26th September 2023**

Following Council's decision to have festive lighting this year, Members will be aware that Council must enter into an unmetered electricity supply contract for the electricity usage in both Lightwater and Bagshot.

N.B. The lights in Windlesham are battery powered due to being mounted on shorter heritage lamp columns.

Unfortunately, very few utility companies provide unmetered electric supplies and last year only SSE would accept the business.

Based on last year's charges it is anticipated that the cost of electricity usage over the 2023 festive period will be as follows:

Lightwater £200 (lights will be lit between 16:00-24:00)

Bagshot £200 (lights will be lit between 16:00-24:00)

All prices quoted are variable therefore Members are advised that the cost may rise.

Members are asked to give permission for the Clerk to sign a variable direct debit entering into a contract with SSE to secure an electric supply for this year's lighting.

Agenda Item 13 - To consider arrangements for Remembrance Day
Full Council 26th September 2023

Each year the Council sends a representative to the Remembrance Services held in each village and wreaths are provided for Councillors to lay at the war memorials.

The wreaths have a cost of approximately £20 each to make and the British Legion who provides them asks for a donation.

In recent years, Council has agreed a donation of £50 per wreath to be paid (total £150).

All Committees are required to nominate a representative to lay a wreath at the respective village services on Sunday 12th November 2023:

- Windlesham representative: The Committee agreed that they wish to increase the number of wreaths the Council supply to 2, and that either Cllrs Lewis, Richardson or Marr will represent the Council at both the wreath laying ceremony at WFOR and the War Memorial. It was also agreed by the WVC Committee to reduce their contribution per wreath from £50 to £25.
- Lightwater representative: To be agreed.
- Bagshot representative: To be agreed.

Members are asked to:

1. Note the agreed representatives as resolved at the Windlesham Village Committee meeting.
2. Decide on representatives for both Bagshot and Lightwater Committees
3. Agree what level of donation each committee wishes to make for the wreath/wreaths

JW
Clerk to the Council
September 23

Agenda item 14 – To discuss final invoice for Windlesham Field of Remembrance

Full Council 26th September 2023

Members are aware that the informal agreement between Windlesham Field of Remembrance and the Parish Council relating to waste collection of both litter and dog waste bins at the Field of Remembrance, terminated on the 14th July 2023.

The final invoice for the period 1st April – 14th July, of £2,114.70, has been issued and WFOR have contacted the Clerk to request Council reconsider the charge based on the poor service during that period.

For consideration:

Members are aware that there has undoubtedly been a number of occasions when the bins have been missed and officers are working alongside SHBC to rectify the situation.

Members are asked to decide if they would like to :

- a) Apply a discount to the invoice and if so, how much discount will be applied?
- b) Waive the fee entirely and cancel the invoice.
- c) Request that the invoice be paid in full.

JW
Clerk to the Council
September 2023

Item 15 – Communications Committee

Full Council 26th September 2023

At the May Full Council meeting it was resolved that Council would set up a Communications Committee.

The Clerk drafted terms of reference and sent out a doodle poll on the 18th May 2023 to ascertain Committee Members availability during June and July, however only 2 Councillors responded leaving the committee inquorate.

Over the summer another doodle poll was sent out and a date has now been scheduled for the 18th October 2023.

1. Members are asked to review the attached terms of reference and either:
 - a. Adopt as presented.
 - or
 - b. Amend and adopt.

2. Members are also asked to:
 - a. Consider a suitable Communications spend for the current year, noting that there is no provision in the 2023-24 budget for communications. Any agreed spend will need to be funded from the general reserve.

Please note that when taking into account the agreed deficit, as of the 6th September the general reserve was £178k. This equates to 51% of the current precept, however Members should consider that if the 2024-2025 precept demand increases significantly the current level of reserve will be a much lower percentage of precept.

*Internal Auditor recommended a general reserve of approximately 50% of precept.
 - b. Agree a budget for 2024-24 to be included in the upcoming budget process.

Item 16 – To consider Greenspace Maintenance requirements and how to deliver this service both efficiently and cost effectively.

Full Council 26th September 2023

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Summary

Council is asked to review all information presented below and consider how the greenspaces within the Parish can be maintained both efficiently and cost effectively and at the same time improving quality of service and appearance of Council owned greenspaces.

Recommendation

Due to the magnitude of this project and the amount of information Councillors need to digest, to make an informed decision; it is recommended that Council consider holding an informal meeting to discuss the intricacies and implications of contractual requirements and how this will work with the current committee structure. Additionally, Members will need to consider any budgetary implications and feed into the budget setting for 2024-2025. See budgets below.

Additionally, some of the options that involve disaggregation of the contract pose challenging governance and budgetary issues that will need careful consideration.

Update

Each village committee has completed a specification template outlining their individual village requirements, due to the large size of these files they have not been included with this paper but are available for viewing at the Council Office.

The above exercise ascertained that all three villages wanted a similar level of contract specification to the current contract, but with a few additions/amendments as listed below:

Members are asked to note that Windlesham Village Committee **have expressed a preference for an independent contract for Windlesham village.**

Addition / Amendment	Requested by:
Increase in grass cutting schedule in some areas	All three villages
Reduction in cutting height 25mm-40mm in some areas	Bagshot & Lightwater
To review which areas will receive which cut ie amenity cut and drop/cut and collect or ornamental	All three villages
Possible inclusion of some County land (Windlesham Centre) for grass cuts	Windlesham
To include the maintenance of School Lane Field Pond	Bagshot
To have a 24hr response time for additional grass cuts at the request of residents.	Windlesham & Lightwater
To have a 24hr response time for additional bin emptying at the request of residents.	Windlesham & Lightwater
Exclude the provision of ticspacks	Windlesham
Include penalty clauses in the contract	All three villages
Ensure that both the contract and bills of quantity are very detailed leaving no grey areas	All three villages
Grass seeding in the spring at Lightwater Cemetery, Memorial gardens and Lightwater Recreation ground	Lightwater
Scarify Lightwater recreation ground and Memorial Gardens	Lightwater

Councillors Turner, Richardson and Willgoss met with the Greenspace contract manager on the 31st August and discussed the following points and will feedback to their village committees:

- Performance Update on current contract
- Risks and benefits of contract disaggregation
- Risks and benefits of providing an in house service
- To discuss current market trends
- Expected Timeline and Costs of tender

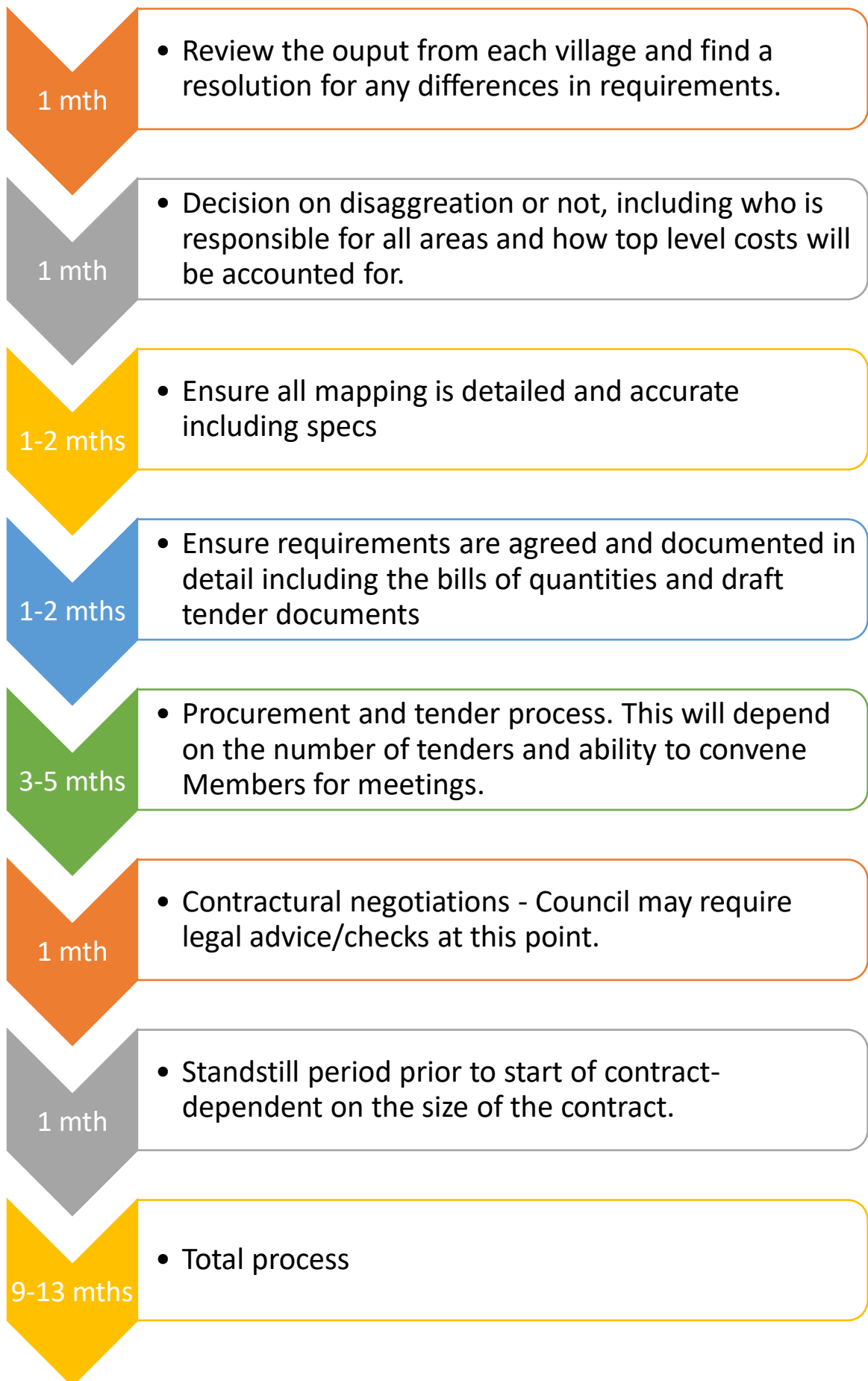
Anticipated budget Requirements

Due to current market trends and increases in costs across all sectors Members are advised that if the current contract is re-tendered now, Members should expect to see an increase in cost of approximately 30%-48%.

Based on initial budget calculations this will equate to a contract value of approximately £130k-£149k. This additional cost alone will increase the precept by approximately 9%-15%.

Procurement Timeline – dependent on disaggregation or not

See diagram below



Additional Points for Consideration

Whilst Members have considered their requirements for parcels of land under the control of each village committee the following items are not village specific and will still require consideration. These are critical issues that require a solution in any contract change:

- 24/7 monitoring of Hook Mill Lane alarms – This is currently covered by the Council's contract with SHBC.
- Greenspace maintenance at the Allotments - This is currently covered by the Council's contract with SHBC.
- Management of the SSSI site at High Curley – currently this is not covered by our contract, however SHBC organised for ARC volunteers to attend site under SHBC insurance.
- Emergency call outs, for example burst pipes or safety concerns - This is currently covered by the Council's contract with SHBC.
- Meeting contractors on site where required ie when SSE needed access to HML or when the barrier lock at college ride would not open, fixing the height barrier at Lightwater Rec – SHBC currently do this.
- Traveller incursions – This is currently covered by the Council's contract with SHBC.
- Fly tipping - This is currently covered by the Council's contract with SHBC
- Clearance of fallen branches after storms – This is currently covered by the Council's contract with SHBC.
- Ecology monitoring of School Lane Field pond and oversight of any pond works - This is currently covered by the Council's contract with SHBC.
- Regular removal of shopping trolleys from School Lane Field Pond - This is currently covered by the Council's contract with SHBC.
- Greenspace service cover whilst the office is closed, for example during the Christmas period SHBC deal with any greenspace issues directly through their call centre.
- Waste bin complaints – all bins have stickers directing all complaints to SHBC, this would cease and all stickers would need to be removed.
- Ticspacks – the ticspacks on our land have been provided by and are refilled by SHBC.
- Christmas tree recycling - This is currently covered by the Council's contract with SHBC.

IMPORTANT

Contractor Requirements

All contractors will need 10 million public liability and Highways chapter 8 trained staff if working by the highway. Additionally, contractors will need to evidence relevant training.

In House Provision

Council will need to ensure that all relevant licences are obtained and that all staff have the relevant H & S training. Examples of licences and training requirements include but are not limited to:

- Waste Management Licence
- Spraying Licence
- Chainsaw Licence
- Other machinery operation licences
- General Health and Safety Training

- Manual Handling Training
- First Aid Training
- Invasive Weeds Training
- SIA Alarm Training
- Hazardous Waste training
- Chapter 8 Working by the Highway Training
- Council will need to risk assess all tasks and ensure compliance with legislation as it changes.

Options Available to the Council

Council must now review all information presented and consider how the greenspaces within the Parish can be maintained both efficiently and cost effectively.

Below are 6 options for consideration.

Options available – Members are to note that at present SHBC manage all day to day aspects of the greenspace contract. Council is not currently resourced to deal with this and if any new contracts are to be managed in house Council will either need to prioritise management of any greenspace contracts at the expense of other projects or consider additional staff hours.

Option 1	Risk	Benefit	Considerations
Tender as a whole Council for a like for like service including all services provided by SHBC.	Will prohibit smaller contractors	Benefit from economies of scale – lower cost and flexibility	Penalty clauses for failure to deliver a suitable service, will need to be considered.
	Greenspace will remain a Full Council responsibility	Easier to Manage – requiring less officer time	May require the contract to be checked by a legal team to ensure no loopholes.
		Larger contractor should not experience a drop-in service around holidays or if staff are off sick.	

Option 2	Risk	Benefit	Considerations
Tender as a whole Council but disaggregate the contract by service specifics, ie greenspace maintenance, playground maintenance, pond	More complex to manage and therefore additional resource will be required to manage multiple contracts. This will have a cost implication (ie need for additional staff hours to manage)	Smaller (possibly local) contractors may submit tenders.	Penalty clauses for failure to deliver a suitable service, will need to be considered.

clearance, waste collection.	Greenspace will remain a Full Council responsibility		May require the contracts to be checked by a legal team to ensure no loopholes.
	If delivered by very small organisation, Council may experience a drop-in service around holidays and if staff are sick.		

Option 3	Risk	Benefit	Considerations
Tender by village for a like for like service including all services provided by SHBC.	More complex to manage and therefore additional resource will be required to manage multiple contracts. This will have a cost implication (ie need for additional staff hours to manage)	Each village will oversee their own contract and manage their own budget.	Penalty clauses for failure to deliver a suitable service, will need to be considered.
	It is unlikely that a smaller contractor will be able to deliver the whole contract.		May require the contracts to be checked by a legal team to ensure no loopholes.
	If awarded to small contractor. consideration should be given to sickness and holiday cover.		How would Council deal with the top-level areas such as Hook Mill Lane, High Curley and the Allotments? Which contractor would be responsible?
	Will triplicate the work for officers, reporting on multiple contracts to all three villages. This obviously has a cost implication.		

Option 4	Risk	Benefit	Considerations
Tender by village but disaggregate the contract by service specifics, ie greenspace maintenance,	More complex to manage and therefore additional resource will be required to manage multiple contracts. This will have a cost	Each village will oversee their own contract and manage their own budget.	Penalty clauses for failure to deliver a suitable service, will need to be considered.

playground maintenance, pond clearance, waste collection.	implication (ie need for additional staff hours to manage)		
	If awarded to small contractor. consideration should be given to sickness and holiday cover.	Smaller (possibly local) contractors may submit tenders.	May require the contracts to be checked by a legal team to ensure no loopholes.
	Will more than triplicate the work for officers, reporting on multiple contracts to all three villages. This obviously has a cost implication.		How would Council deal with the top-level areas such as Hook Mill Lane, High Curley and the Allotments? Which contractor would be responsible?

Option 5	Risk	Benefit	Considerations
Consider an in-house maintenance team.	The council will need to buy or hire equipment at considerable cost.	Council could be more reactive to local requirements.	Consideration would need to be given to the relevant employment liabilities.
	Will require at least 3 additional staff and staff costs will include salary, employers NI, and pension		How would Council prioritise staff time across the villages
	Additional resource will be required to manage and monitor workload and delivery.		
	Council would need to ensure on-going relevant H&S training. Previous in-house staff were operating without relevant training etc.		

Option 5	Risk	Benefit	Considerations
Continue with SHBC until November 2025 at which point WPC can consider if they wish would like to align	Lack of control over contract management.	Minimal officer time required. Contract is managed by SHBC	Penalty clauses for failure to deliver a suitable service, will need to be considered.

with SHBC and be included in their next tender process or any other solution (eg. In house)	Greenspace will remain a Full Council responsibility	Minimal tender costs	Council will need to explicitly specify all requirements and bills of quantity.
		Access to the SHBC Greenspace team for reactive works.	
		Assistance with traveller incursions	
		SHBC on hand for emergency works, alarm call outs, office cover over periods of closure etc. See other considerations above.	

Item 17 – Terms of Reference Working Party Update

Full Council 26th September 2023

At the June Full Council meeting it was resolved that the Council would set up a working party to review the Committee Terms of Reference. Over the course of July each Village Committee nominated representatives in line with the June resolution and the working party members were agreed at the July Full Council meeting.

At the beginning of August, a doodle poll was sent out to ascertain Members availability. Of the 13 potential dates throughout August, September and October 2023, there were no dates when all 3 Committees would be represented.

Indications were that the most convenient date, was the 10th October 2023, when Cllr Hardless, Cllr Turner, Cllr Jennings-Evans and Cllr Stevens could attend.

Action

In light of the above, Members are asked to consider how they wish to proceed.

1. Continue to look for a suitable date in the future.
2. Agree to defer until the new Municipal year when the ToR's will be reviewed at the Annual Meeting.

Item 17b – Windlesham Neighbourhood Plan Review Working Party Update

Full Council 26th September 2023

Windlesham Neighbourhood Plan working party

1. Windlesham Councillors have now indicated that they are ready to initiate the recruitment process for the working party and 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 October 2023.
 - a) Full Council are asked to delegate authority to the Windlesham Committee to review applicants and approve appointments to the working party (in line with the ToR's) at the November Windlesham Committee meeting.
 - b) Members are also asked to note that the Neighbourhood plan is not mentioned in Committee TOR therefore Full Council are asked to consider delegating authority to the Windlesham Village Committee to oversee the WNP working party and make operational decisions where necessary. However, it is to be noted that all power to spend remains with Full Council.
 - c) Finally, Members are asked to approve a request from Windlesham Village Councillors that Cllr Marr chair the working party.

2. Requirements and budget

Whilst the working party is yet to meet, the Windlesham Councillors have familiarised themselves with the process required to review the plan and believe that Council would benefit greatly from the services of a planning consultant, particularly in relation to the legal and technical changes to the NPPF and the SHBC Local Plan.

Additionally, it is likely that a Housing Needs Assessment will be needed as part of the WNP review.

At present there is no provision in the 2023/24 or 2024/25 budget, however Windlesham Village Committee have indicated that they wish to allocate £5k of their village reserve to fund a Planning Consultant.

Members are to consider:

- i. **If they would like to obtain indicative quotes to engage a planning consultant and to approve the allocation of £5K from the Windlesham Village Reserve for this purpose.**
- ii. **If they would like to obtain indicative quotes to conduct a housing needs assessment.**

Item 18 – Trees
Full Council 25th September 2023

- a) To discuss request from SSE to carry out tree works at HML Depot in order to allow clearance of the powerlines.

SSE have contact the Council to request permission to carry out the above tree works.

Action

Members are asked to consider the above request.

- b) Request from resident neighbouring College Ride, Bagshot to remove branches overhanging her garden.

On the 5th September the Council received a visit from a Bagshot resident neighbouring College Ride, Bagshot, requesting that overhanging branches from two Chestnut trees, that are very close to her shed be removed.

The Assistant Clerk explained that all works must be in line with the Council's tree policy.

The resident has requested that Council fund the pruning of the tree.

The Assistant Clerk has requested the tree surgeon assess the situation and Members will be updated at the meeting.

Please note that all trees on this section of land are covered by a TPO and will require permission from the Tree Officer.

Action

Members are asked to consider the above request.

- c) Request from Lightwater resident to reduce the height of trees at Lightwater Recreation Ground.

On the 8th August the Council received an email from a Lightwater resident neighbouring the Lightwater Recreation Ground, requesting that the memorial trees behind their property be reduced in size.

The Clerk responded by explaining that the Council often receive requests regarding trees and that all works must be in line with the Council's tree policy.

The policy is in place to ensure that issues are dealt with consistently and that decisions are balanced and proportionate, taking into account the positive contribution trees make to the environment and the use of public funds.

Item 19 – Proposal from WVC to raise Windlesham Cemetery Fees by 20% and to temporarily prohibit non-resident burials.

At the Full Council meeting held on the 21st February 2023 (minute ref: C22/187) it was resolved that each Village Committee would conduct a review of burial fees and charges during the next municipal and where possible bring all charges in line across the Parish.

At the June WVC meeting Members were presented with a price comparison of all cemeteries within the neighbouring area, and Cllr Hardless proposed, Cllr Richardson seconded, and it was unanimously resolved to not make changes to the cemetery fees until Cllr Hardless, in conjunction with the Clerk/Cemeteries Co Ordinator had reviewed the pricing alongside information regarding how much burial space is remaining. Recommendations will be put forward at the next meeting.

At the WVC Committee meeting held on the 5th September 2023, Members were presented with the paper in Appendix A and resolved to increase all fees by 20% as well as temporarily prohibit all non-resident burials in Windlesham Cemetery (no defined period of time stated). For clarity, the deceased residing within the Parish boundaries at the time of their death will be charged residents fees..

- No resolution was made as to what will happen in the following circumstances. The Committee instead resolved to consider at a later date:
 - For existing plots where the (EroB) exclusive rights of burial holder wishes to allow a non-resident to be interred in their plot.
 - For existing plots where the EroB holder is now deceased and wishes to be interred in the plot but is not a resident.
 - Where families wish to all be interred in the same cemetery, but one Member of the family is a non-resident.

IMPORTANT

- Members are to note that if non-resident burials are prohibited, the drop in burial income will impact the Parish Council budget as a whole. Initial calculations based on the number of burials over the last 26 months indicate that if the cemetery were closed to non-residents the annual income would be approximately £27k as opposed to the expected £66k based on the new price list. Members are to note that current greenspace contract for the Cemetery is expected to cost approximately £26.5k in 24-25.

Action

Members are now asked to consider the above information alongside the appendix A and decide if Council wish to approve the decision to prohibit non-resident burials and if so to consider when this should be implemented keeping in mind the unresolved issues around 2nd interments.

Appendix A

Background

At the June committee meeting Members were presented with a price comparison of cemeteries in the local area (Appendix 2) and asked to review the fees and charges for the Windlesham Cemetery.

At the time Cllr Hardless proposed, Cllr Richardson seconded, and it was unanimously resolved to that the cemetery fees would not change until Cllr Hardless, in conjunction with the Clerk/Cemeteries Co Ordinator had reviewed the pricing alongside the relevant burial data (Appendix 3)

Update

Since the previous meeting Cllr Hardless has reviewed the charges alongside the available burial space and has requested that the Committee consider increasing all fees by 20%.

Additionally, Cllr Hardless has asked the Committee to consider restricting the sale of burial plots and interments to residents of the parish only.

Following some investigation, the Clerk can confirm that there is no legislation prohibiting the Council from closing the burial ground to non-residents, however there are some areas that will need due consideration. For examples

- What happens if a resident purchases a plot then wishes to inter a non-resident.
- What happens if a family wish to be buried in the same cemetery (all originating from the Parish) but one member is a non-resident.
- The drop in burial income will dictate the level of funds available for on-going maintenance. Initial calculations based on the number of burials over the last 26 months indicate that if the attached price list is approved and the cemetery were closed to non-residents the annual income would be approximately £27k as opposed to the expected £66k. Members are to note that current greenspace contract for the Cemetery is expected to cost approximately £26.5k in 24-25.

Action

Members are asked to decide if they would like to:

- a) Close the cemetery to non-residents.
- b) Adopt the proposed 20% increase in pricing as outlined in Appendix 1.

Appendix 1

		Non-Resident fees	Resident Fees applies only to (a) applicants whom reside within the Windlesham Parish boundary (b) ex-residents of Windlesham Parish who have moved from the Parish to live in assisted care within the last 12 months.
	Purchase of the Exclusive Right of Burial (50 years):		
1	Full sized grave plot for immediate use	£3,000	£1068
2	Full sized grave plot for future use (when purchased at same time as #1)	£3,600	£1,320
3	Child sized grave plot (aged 0-16 years)	£720	No charge
4	Ashes grave plot (half sized grave plot)	£1200	£480
	Interments		
5	Coffin interment - first	£3,000	£1,306
6	Coffin interment - second	£1,800	£1,020
7	Coffin interment for a child	£360	No charge
	Ashes Interments		
8	Ashes interred in a grave or at memorial wall	£720	£336
	Memorials		
9	Permission for memorial at grave plot	£438	£300
10	Permission for additional inscription on existing memorial	£216	£150
11	Plaque at memorial wall (with or without ashes)	£90	£90
	Administration Charges		
12	Burial and grave register searches	£30 p/h	£30 p/h
13	Transfer of the Exclusive Right of Burial (if not part of a current funeral)	£180	£180

Appendix 2

Grave Plots

Plot Size	Fee type	WPC Price (Deed of Grant 50 years)	Average	Chobham Parish Council (Deed of Grant 50 years)	Sunninghill & Ascot Parish Council (Deed of grant 99 years)	Sunningdale Parish Council (deed of grant 99 years)	Yateley Town Council (Deed of grant 100 years)
Full	Resident	£890	£864.00	£945	£800.00	£950.00	£761.00
Full	Non- Resident	£2500	£2,108.25	£2,650	£1,600.00	£1,900	£2,283.00
Full for future use	Resident	£1,100		Not available	Not available		Not available
Plot Size	Fee type	WPC Price (Deed of Grant 50 years)	Average	Chobham Parish Council (Deed of Grant 50 years)	Sunninghill & Ascot Parish Council (Deed of grant 99 years)	Sunningdale Parish Council (deed of grant 99 years)	Yateley Town Council (Deed of grant 100 years)
Full for future use	Non- Resident	£3,000		Not available	Not available	£1,200.00	Not available

Ashes Grave Plot (Half Sized)	Resident	£400.00	£475.00	£425.00	£400.00	£375.00	£700.00
Ashes Grave Plot (Half Sized)	Non- Resident	£1,000.00	£1,177.50	£1,060.00	£800.00	£750.00	£2,100.00
Child (0-16 years)	Resident	£0.00	£143.25	£0.00	£0.00	0-16 years £0.00	(Combined fee for Deed of Grant and Burial) 5-16 years £573.00 < 5 years £0.00
Child (ages 0-16 years)	Non Resident	£600.00	£429.75	£636.00	£20.00	0-16 years £0.00	(Combined fee for Deed of Grant and Burial) 5-16 years £1,719.00 < 5 years £0.00

Interment Fees

Type of Interment	Fee type	WPC Price (April 2019)- Excludes digging of graves for full burials	Average	Chobham Parish Council (April 2023)- Excludes grave digging	Sunninghill & Ascot Parish Council (April 2023)- Excludes grave digging	Yateley Town Council (April 2023) Excludes grave digging	Sunningdale Parish Council (April 2023) removing grave digging fees	Sunningdale Parish Council (April 2023) Includes grave digging
Coffin at double depth	Resident	£1,088.00	£673.00	£945.00	£200.00	£1142.00	£405.00	£925.00
	Non Resident	£2,500.00	£1,845.20	£2,650	£400.00	£3426.00	£905.00	£1,425.00
Coffin at single depth	Resident	£850.00	£471.50 excl grave diging	£900.00	£200.00	£381.00	£405.00	£925.00
	Non Resident	£1,500.00	£1,009.00 excl grave diging	£1,590.00	£400.00	£1,143.00	£905.00	£1,425.00
Child o-16 Interment	Resident	£0.00	£315.50		£0.00	(Combined fee for Deed of Grant and Burial) 5-16 years £573.00 < 5 years £0.00		£58.00
	Non Resident	£300.00	£888.50		£0.00	(Combined fee for Deed of Grant and Burial) 5-16 years £1,719.00 < 5 years £0.00		£58.00

Ashes in a full size grave	Resident	£280.00 incl grave digging	£150.63 excl grave digigng	£295.00	£100.00	£254.00	£295.00	£475.00
	Non Resident	£600.00 incl grave digging	£756.00 excl grave digigng	£636.00	£200.00	£762.00	£670.00	£850.00
Ashes in a half size grave	Resident	£280.00 incl grave digging	£295.00 excl grave digging	£295.00	£100.00	N/A	£295.00	£475.00
	Non Resident	£600.00 incl grave digging	£502.00 excl grave digging	£636.00	£200.00	N/A	£670.00	£850.00
Ashes Interred at memorial wall or version of	Resident	£280.00 incl grave digging				(Includes Deed of Grant) 1 st interment £700.00 2 nd interment £255.00		
	Non Resident	£600.00 incl grave digging				(Includes Deed of Grant) 1 st interment £2,100.00 2 nd Interment £765.00		
Ashes re-open	Resident	£280.00 incl grave digging						
	Non Resident	£600.00 incl grave digging						

Memorial Fees

Memorials	Fee type	WPC Price	Average	Chobham Parish Council (April 2023)	Sunninghill & Ascot Parish Council (April 2023)	Sunningdale Parish Council (April 2023)	Yateley Town Council (April 2023)
Permission for memorial at grave plot	Resident	£250.00	£168.75	£265.00	£100.00	£120.00	£190.00
Permission for memorial at grave plot	Non Resident	£365.00	£349.25	£387.00	£200.00	£240.00	£570.00
Permission for additional inscription	Resident	£125.00	£69.25	£133.00	£40.00	£40.00	£64.00
Permission for additional inscription	Non Resident	£180.00	£135.75	£191.00	£80.00	£80.00	£192.00
Plaque at memorial wall (with or without ashes)	Resident	£75.00					(Stone slab in Memorial Garden) £96.00
Plaque at memorial wall (with or without ashes)	Non Resident	£75.00					(Stone slab in Memorial Garden) £288.00

Administration Charges

Administration	Fee type	WPC Price	Chobham Parish Council (April 2023)	Sunninghill & Ascot Parish Council (April 2023)	Sunningdale Parish Council (April 2023)	Yateley Town Council (April 2023)
Burial and grave register searches	Resident	25.00/hour		£50.00	£30.00	
Burial and grave register searches	Non-Resident	25.00/hour		£100.00	£60.00	
Transfer of Exclusive Right of Burial (if not part of a current funeral)	Resident	£150.00	£150.00	£50.00		
Transfer of Exclusive Right of Burial (if not part of a current funeral)	Non-Resident	£150.00		£100.00		

Members are asked to decide if they wish to increase/amend any of the above charges.

Appendix 3

Burials between May 21-July 23

	Resident	Non-Resident	Total
Ashes wall - New	8	6	14
Ashes wall - Re-open	2	3	5
Ashes Half Plot - New	6	7	13
Ashes Half Plot - Re-open	2	7	9
Ashes Full Plot - New	3	1	4
Ashes Full Plot - Re-open	0	5	5
Full Burial - New	10	9	19
Full Burial - Re-open	10	7	17

	Number of burials since May 2021	Average per 12 mth period	Number of vacant plots*	Based on monthly average, remaining burial space will last (yrs)	Assuming no re-opens and all burials requiring a new plot, remaining space will last (yrs)
Half Plots - New	13	6	12	2	1
Half Plots – Re-open	9	4			
Full Plots – New	23	10	181	18	9
Full Plots – Re-open	22	10			
Ashes Wall – New	14	6	154	26	19
Ashes Wall – Re-open	5	2			

*based on 2016/17 mapping. This will need a site visit to verify.

Income Predictions based on a 20% increase in charges

Interment Income	Resident	Income	Non-Resident	Income
Ashes wall - New	8	2688	6	4320
Ashes wall - Re-open	2	672	3	2160
Ashes Half Plot - New	6	2016	7	5040
Ashes Half Plot - Re-open	2	672	7	5040

Ashes Full Plot - New	3	1008	1	720
Ashes Full Plot - Re-open	0	0	5	3600
Full Burial - New	10	10360	9	27000
Full Burial - Re-open	10	10200	7	12600
	Total Income	£27,616		£60,480

	Number of plots purchased since May 2021	Resident Income	Non-Resident Income
Half Plots - New	13	£6,240	£15,600
Full Plots – New	23	£24,564	£69,000
	Total	£30,804	£84,600

	Resident	Non-Resident	
Predicted Income based on Number of burials over the last 26 months	£58,420	£84,600	Total
annual	£26,963	£39,046	£66,009

Item 20 – Clerk's Update

Training

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 Willgoss has been booked to attend the upcoming Chair's training course on the 16th October.

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

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.

In July the Clerk wrote 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.

Update

To date one of the owners has responded and they have also tried to make contact with the joint owner. The Clerk is currently waiting for a response.