



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 23rd January 2024, at 7.15pm held at St Anne's Church Centre, 43
 Church Road, Bagshot

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

In attendance: Jo Whitfield –Clerk to the Council
 Mr R Lee – SHBC Councillor

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

Cllr Turner took the Chair

		Action
C/23/151	Apologies for absence Apologies for absence were received and accepted from Cllrs Richardson, Malcaus Cooper and Gordon.	
C/23/151	Declarations of interest None	
C/23/153	Public question time	
C/23/154	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: C/23/173 Allotments – To discuss future provision.	

C/23/155a	<p>Full Council Minutes</p> <ul style="list-style-type: none"> The minutes of the Full Council meeting held on 28th November 2023 and the EGM held on the 10th January 2024 were approved and signed by Cllr Turner 	AT
C/23/155b	<p>Committee and Sub-Committee Minutes</p> <ul style="list-style-type: none"> The minutes of the Planning Committee meetings held on the 28th November 2023, 20th December 2023 and the 10th January 2024 were approved and signed by Cllr White. The minutes and recommendations therein, of the Personnel Committee meeting held on the 6th December 2023 were approved and signed by Cllr White. The minutes and recommendations therein, of the Staffing Sub-Committee meeting held on the 9th January 2024 were approved and signed by Cllr White. At this point in the proceedings, Cllr Turner asked Council to note that Councillor Malcaus Cooper is experienced in Communications and marketing and would like to be included in the interview process. <p><i>19:22 Cllr Harris joined the meeting.</i></p> <p>Members discussed the merits of Cllr Malcaus Cooper joining the interview panel and it was resolved not to increase the number of Councillors conducting the interview. However, Members valued Cllr Malcaus Coopers input and resolved that she should be involved with the paper selection process and act as an additional substitute for the interview panel should it be required.</p> <p>Members noted the open minutes of the recent village committee and sub-committee meetings:</p> <ul style="list-style-type: none"> The minutes of the Windlesham Committee meeting held on the 29th December 2023 including the following recommendations: <ul style="list-style-type: none"> Cemetery Fees and Charges – recommendation to increase Non-resident fees by 20% and resident fees by 15%. Trees – discussed under agenda item 18. The minutes of the Lightwater Committee meeting held on the 9th January 2023. 	<p>VW</p> <p>VW</p> <p>VW</p>

C/23/156	<p>Finance</p> <p>a) Accounts for payment - The Clerk presented a list of expenditure transactions for approval, in the sum of £36,439.66 and explained the individual items.</p> <p>It was resolved the payments (Appendix A) in the total sum of £36,439.66 be authorised and the Chairman signed the Expenditure Transactions Approval List.</p>	
C/23/157	<p>To approve regular payments for 2024-25</p> <p>Members were reminded that Financial Regulations 5.6 states:</p> <p>5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate Full Council meeting.</p> <p>Members were presented with a list of regular direct debits, annual subscriptions paid by credit card, as well as all PAYE, NI and Pension payments.</p> <p>Regular Direct Debits</p> <ul style="list-style-type: none"> • British Gas – electricity bills • Castle Water • Surrey Heath Borough Council – rates • BT – quarterly line rental • Full payment each month of Barclaycard payment card linked to current account (£500 limit) • Zentech IT – monthly payments for email hosting/back up etc • DR Communications – Phone and broadband monthly charge • SSE – Electricity for Christmas lights <p>Regular subscriptions made by credit card:</p> <ul style="list-style-type: none"> • Canva subscription • Information Commissioners Office annual registration • Survey Monkey subscription • Adobe subscription • Fast Hosts Domain <p>PAYE, NI and Pension payments are made for the following job roles in accordance with contractual obligations</p> <ul style="list-style-type: none"> • Clerk to the Council • Assistant Clerk • Cemeteries & Allotment Coordinator • Operations Coordinator (recruitment is in progress) • Responsible Financial Officer (recruitment is in progress) • The Clerk reminded Members that this list would include the Communications & Engagement Officer once appointed 	

	<p>Council was also asked to note that the current Greenspace contract has a three month notice period and that the Rialtas contract will extend for a further three years as a result of adding the Operations Co-ordinator to the contract, required for the fulfilment of her duties.</p> <p>Actions required: Councillors were asked: To approve the continued payment of direct debits, regular credit card payments, salaries and all associated costs listed above for the financial year 2024-2025.</p> <p>Members discussed the merits of making all regular payments by direct debit and asked the Clerk to investigate moving the recurring credit card payments across to direct debits.</p> <p>It was resolved to approve the continued payment of direct debits, regular credit card payments, salaries and all associated costs listed above for the financial year 2024-2025.</p>	
C/23/158	<p>Finance – Budget Monitoring Report</p> <p>Members were presented with a report detailing overspends, transfers and virements for approval.</p> <p>Key points noted:</p> <p>2. Overspends and Transfers</p> <p>2.1 Councillors were asked to note the Actual vs Budget report as at 16 January 24 along with the corresponding Balance Sheet and Income and Expenditure reports presented. Councillors were also asked to note the following:</p> <p>Overspends on the following Nominal Codes</p> <ul style="list-style-type: none"> • 4160 Greenspace Contingency – Overspend of £2,051 arising from the purchase and installation of Coronation roundels, funded by a transfer • from the village reserves FC29 Mar 23 C/22/215) and £120 re: repairs to a fence at School Lane field; • 4195 Tree maintenance/survey - an overspend of £1,285 has arisen due to the ongoing tree works both as part of the completion of tree works in • Lightwater Cemetery and from various emergency costs. This has been funded against the Tree works EMR; • 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 – 50% and School Lane Field reserve – 50%. Any new items at School Lane Field to be funded from CIL (BVC/22/60);

- 4380 Elections – An overspend of £1,086 is shown reflecting the cost of the recent election as re-charged from Surrey Heath. This amount reflects the excess over the set budget and is allocated from the Elections EMR (365) in accordance with the resolution C/23/78c (FC 26 Sept 23);
- 4415 Insurance – the overspend of £378 noted arises from the purchase of additional Fidelity insurance to cover the cash balances held by the council. The levels were higher than the existing insurance cover and following a recommendation by the Internal Auditor the level was increased to reflect the higher cash levels held;
- 4440 ICT costs – the I&E report reflects an overspend of £3,085 which represents costs incurred in the provision of IT equipment. A total of £3,116 has been transferred from the IT equipment EMR taking the expenditure back under budget;
- 4550 Office building costs – these costs comprise primarily rates and utilities with a few miscellaneous costs for ad hoc repairs, fire extinguisher testing etc. The overspend is currently £320 though should not increase significantly as the annual rate payments are now completed.

Other matters

- 4430 Licences & Subscriptions – additional expenditure of £250 is to be made for an additional licence for the Rialtas system for the Operations Co-ordinator to allow her access to the system as part of her duties; Members were asked to note that by adding an additional licence the Council will be tied into a further 3 year contract.
- 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); £50 to Bagshot WI for a planter (BVC/23/18); £1,040.20 for the Bagshot Society Xmas trees (BVC/23/41); £480.00 for the Bagshot Xmas Float (BVC/23/41); £450.00 for the St Anne's Xmas tree festival; £500.00 for Windlesham United Charities commemorative trees (BVC/23/41); and £450 contribution the local Neighbourhood Watch newsletter (C/23/115).

All other budget lines are underbudget.

	<p>Budget 2024/25</p> <p>The expenditure budget for 2024/25 was confirmed at a meeting on 10 January 2024 with a total expenditure budget of £594,014 and a precept requirement, after budgeted income of £88,813, totalling £505,021. SHBC have confirmed the tax base for 2024/25 of 8,376.95 for the Parish. The Band D equivalent precept is therefore £60.31 an increase of 44.42% over the prior year.</p> <p>Year-end projections</p> <p>Total expenditure in the year to date before transfers from EMRs is £470,572 reducing to £344,347 once the transfers are accounted for. This is against a total annual budget expenditure of £503,929 and represents 68.4% of budget expenditure, marginally below the expected level assuming expenditure is contracted evenly over the period. Based on these figures the RFO reported that he would expect to end the year a little below budget expectations subject to any unexpected items arising.</p> <p>Councillors were asked to note and approve overspends and agree the outlined virements above. Members were also asked to note that the Rialtas Accounting software contract will be extended by 3 years once the additional licence is added.</p> <p>Councillors noted and approved all information presented including overspends and virements outlined in the Actual vs Budget report as of 16th January 24 along with the corresponding Balance Sheet and Income and Expenditure reports.</p>	
<p>C/23/159</p>	<p>Precept Leaflet -To consider printing a leaflet explaining the parish precept for inclusion with the SHBC Council Tax demand</p> <p>Members were informed that the Clerk contacted SHBC on the 12th December enquiring whether WPC could submit a leaflet for inclusion with the Council Tax demand. Since issuing the papers, the Clerk has now received an email from SHBC noting that at this late stage it would not be possible.</p> <p>Members expressed their disappointment that this would not be possible, however it was resolved that the Clerk and RFO will prepare a leaflet for distribution via social media, parish magazines, Heathscene and the noticeboards. A number of leaflets will also be printed to be accessible in public spaces around the parish.</p> <p>It was also resolved that the leaflet content will be approved by the Chair and Vice Chair of Council and the Chair and Vice Chair of the Communications Committee.</p>	<p>The Clerk / RFO</p> <p>AT, RJE, KMC, PL</p>
<p>C/23/160a</p>	<p>To review and approve the Interim Internal Audit Report</p>	

Members were presented with the interim internal audit report completed by Michelle Webber, of Mulberry and Co on 4th December 2023.

The table below highlights the matters arising from the audit.

The Council was asked to read the full report, and note the recommendations below, and to approve the following responses to action points raised:

Audit Point	Audit Findings	Proposed Actions
Risk Management & Insurance	I would recommend that the Council increase the Fidelity insurance to £1.25 million - £1.5 million.	The fidelity insurance has now been increased to £1.5million.

The council currently holds a total of £1,088,714 (15 Jan 24) which is above the level of the previous existing fidelity insurance provision. Given the potential loss to the council if funds were lost or misappropriated it was felt that the insurance level should be increased forthwith. It was also noted that funds held would increase further with the receipt of the first tranche of the precept for 2024/25 to be received on 1 April 24.

The insurance was therefore put in place under delegated authority with approval from the Council Chair and Vice Chair with cover now standing at £1.5million. The additional premium payable was £1,120.

Members noted the internal audit findings and Cllr Jennings-Evans thanked the officers for ensuring the Council is compliant.

C/23/160b

Review of effectiveness of internal control and audit

Members were presented with a report from the RFO that reviewed the Councils current internal audit arrangements against the following areas of internal audit activity, as set out in Governance and Accountability.

- the scope of internal audit;
- independence;
- competence;
- relationships with the clerk and the authority; and
- audit planning and reporting

The result of the review concluded that proper internal audit arrangements are in place.

Members were informed that 3 organisations from the internal audit forum had been approached for quotes to carry out the 2024-25 audit.

The RFO presented the following information:

1. Company A
The quote from company A comes in two parts:

	<ul style="list-style-type: none"> - A rate of £65 per hour (excl VAT) if we commit to the audit for 2024/25 and 2025/6 by 29 February 2024; - A rate of £70 per hour (excl VAT) if we commit for 2024/25 only. <p>The time to be spent on the audit is estimated at between 4-6 hours per annum giving a total maximum cost before travel expenses of either £390 under the first option or £420 under the second.</p> <p>2. Company B</p> <ul style="list-style-type: none"> - A total cost of £675 excl VAT plus the cost of travel estimated at £10 per trip. <p>3. Company C (remote audit) Company C was unable to offer a quotation as they did not have capacity to take on an audit at the current time.</p> <p>Both quotations cover the same work programme and meet the WPC requirements for audit.</p> <p>It was noted that the quotes include the current audit company who was not excluded from the process because a new auditor from within the firm, will be allocated to WPC and so will provide the necessary independence for the audit.</p> <p>Councillors were asked to note the summary of the quotations and agree the following recommendations as presented by the RFO:</p> <ul style="list-style-type: none"> - On this basis of the quotes received I would recommend that Company A be appointed given the fact that they are the lower quote (for either option). - I would further recommend that Company A be appointed for both audit years 2024/25 and 2025/26 in order to fix the cost of the audit process at the quoted rate and avoid the risk of further cost increases. <p>Cllr R Jennings Evans proposed, Cllr D Jennings-Evans seconded and it was resolved unanimously to note the review of effectiveness of internal control and audit and to appoint Company A for 2024-25 and 2025-26 as per recommendation of the RFO.</p>	Clerk / RFO
C/23/161	<p>To review and approve the Council Risk Assessment</p> <p>Risk Assessment – to approve the circulated risk assessment as at January 2024</p> <p>Councillors were presented with an updated risk assessment for the Council and asked to either approve the document or identify any amendments or improvements.</p> <p>Key Risks</p> <p>3.1 After mitigation the risk assessment has not identified any areas of high risk. There are however 9 risks, highlighted in amber on the risk assessment, that are rated as medium risk, and should therefore be kept under review.</p> <p>3.2 Members are asked to note the nature of these risks. Whilst the majority of these risks are being managed by the Clerk or RFO, it</p>	

	<p>should be noted that member input is required for some of the risks identified.</p> <p>Cllr Turner suggested that the Council consider adding the addition risks to the register.</p> <ul style="list-style-type: none"> • Operational capacity – over commitment • Reputational damage as a result of precept increases • The risk associated with the possibility of another CGR. <p>It was resolved unanimously to adopt the risk assessment as presented and for the Personnel Committee to carry out a review to with regard to items 28 lone worker and 29 succession planning.</p> <p>It was also resolved that additional risks will be investigated and considered at a future meeting.</p>	<p>Personnel</p> <p>The Clerk</p>
<p>C/23/162</p>	<p>Review of inventory of land and assets including buildings and office equipment</p> <p>Members were presented with the fixed asset register and asked to review.</p> <p>The balance of assets held is £375,923</p> <p>It was resolved to note the fixed asset register as presented.</p>	
<p>C/23/163a</p>	<p>To review allotment fees & charges</p> <p>The Council’s Financial Regulations state that “the Council will review all fees and charges at least annually, following a report of the Clerk”. This paper and associated recommendations ensure this requirement is complied with.</p> <p>Members were informed that the allotment charges are currently set at rates set out below.</p> <p>Charges for 2023-2024 Full Plot £36 Half Plot £21</p> <p>No refunds are given during the year because of the cost of administration.</p> <p>Charges for 2024-2025 Members were asked to note that at the February 2023 Full Council meeting (minute reference C/22/187) it was unanimously resolved to raise the allotment rent from September 2024 to: Full Plot £40 Half Plot £25</p> <p>Members were asked to decide if they wished to note the 2023-2024 charges and the 2024-25 charges, as resolved under minute reference: C/22/187 and consider if they wished to review charges in July 2024 in order to serve notice of an increase in September 2024 for implementation in September 2025 on the anniversary of the contract.</p>	

	<p>It was resolved to note the current charges and review at the June Full Council meeting.</p>	
<p>C/23/163b</p>	<p>To review cemetery fees & charges</p> <p>Members were presented with the pricing structure and informed that the Cemetery charges were reviewed by each Committee as follows:</p> <ul style="list-style-type: none"> • Bagshot – August 2023 – increased by 10% • Lightwater – July 2023 – increased by 10% • Windlesham – November 2023 – recommendation to increase fees by 20% for Non-residents and 15% for Residents. <p>Members were asked to:</p> <ol style="list-style-type: none"> a) Approve the recommendation from the Windlesham Committee to increase fees by 20% for Non-residents and 15% for Residents b) Approve the current fees for 2023-24 and recommend each village committee conduct a review of the burial fees and charges during the next municipal year. <p>It was resolved to approve the recommendation from the Windlesham Committee to increase fees by 20% for Non-residents and 15% for Residents and to approve the current fees for 2023-24. Finally Members resolved that each village committee conduct a review of the burial fees and charges during the next municipal year.</p>	<p>Village Committees</p>
<p>C/23/164</p>	<p>To review and approve Standing Orders</p> <p>Members were presented with a copy of the current Standing Orders with highlighted amendments and informed that Councillors last reviewed and approved Standing Orders in November 23.</p> <p>Since then, the following changes have been made to the model NALC template for Standing Orders.</p> <ul style="list-style-type: none"> • All references to the Chairman have been amended to ‘Chair’. • All pronouns have been amended to reflect, ‘he/she/they’ or ‘his/her/their’ • Clause 19c wording has been updated to: <p>A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 19(f) is subject to the “light touch” arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).</p> <p>Action required:</p>	

	<p>Members were asked to approve Standing Orders with amendments as presented.</p> <p>It was resolved to adopt the Standing Orders with amendments as presented.</p>	
C/23/165	<p>To review and approve Financial Regulations</p> <p>Members were presented with a copy of the current Financial Regulations with highlighted amendments and informed that Councillors last reviewed and approved Financial Regulations in May 2023</p> <p>Since then, no major changes have been made to the model NALC template for Financial Regulations, and only two minor additions to reflect the appointment of the RFO.</p> <p><u>Additions</u> 16. Risk management</p> <p>16.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk, with the RFO shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.</p> <p>16.2. When considering any new activity, the Clerk, with the RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.</p> <p>Action required:</p> <p>Members were asked to review and approve the Financial Regulations attached.</p> <p>It was resolved to adopt the Financial Regulations with amendments as presented.</p>	
C/23/166	<p>To consider the use of free SALC Legal advice for the Lightwater Pavilion Project</p> <p>Members were made aware that the Surrey Association of Local Councils offers all its member councils 20 minutes of free legal advice.</p> <p>The Lightwater Committee is currently in discussion with Fields in Trust who have suggested the Council become the sole trustee of the land at Lightwater Recreation Ground, to facilitate the Pavilion development. Discussions are now at a stage that requires the Council to seek its own legal advice, to guide its potential course of action.</p> <p>Members were asked to consider approving the use of the free 20 minutes advice provided by SALC partners for this purpose.</p> <p>It was resolved unanimously to approve the use of the free 20 minutes advice provided by SALC partners for the above purpose.</p>	

C/23/167

To consider recommendations from village committees to replant trees felled in recent years.

Bosman Drive Tree Re-planting

Following the Parish wide tree survey, 3 trees covered by tree protection orders, at Bosman Drive were felled. The SHBC tree officer has stipulated that these trees must be replaced, and in addition an additional Horse Chestnut must be planted to replace a dying tree which will ultimately be felled. The tree officer also recommended that these trees be watered twice a week from April until September for the first 2 years with 20L at each visit or as one visit using 40L and a ring of composted bark mulch of about 100mm deep applied to each tree to about 1m in radius. To be topped up annually.

Windlesham Committee have considered the options available to them and it was unanimously resolved to plant 1 x Western Hemlock and 2 x Liriodendron Tulip trees as replacements for the 3 trees which were felled, it was also agreed that an additional Horse Chestnut tree would be planted as recommended.

The indicative cost to plant and maintain the above trees will be £6,500

Additionally, Windlesham Committee agreed that a Horse Chestnut tree sapling, supplied by the residents should be planted by Council appointed contractors along with the other trees but would not form part of the 'essential' tree re planting required by SHBC. However, a formal decision regarding the ongoing maintenance of the Horse Chestnut tree sapling was not made apart from asking residents to become involved in its care.

Windlesham Cemetery Tree Re-planting

Between 2017 and 2022, it was necessary to remove 5 trees from Windlesham Cemetery. Members are to note that the Windlesham Cemetery is in a conservation area and there is a requirement for Council to replace the trees that have been felled.

Following extensive research and liaison with the SHBC tree officer, the Windlesham Committee have unanimously resolved to replant 2 x Hornbeam trees and 1 x sweet chestnut tree along the cemetery driveway and 2 x Liriodendron Tulip trees planted in the old and new sections at an indicative cost of £1,910.

Members were asked to note that the contractor selected to replant the trees in Windlesham Cemetery has agreed to carry out the initial maintenance free of charge.

Lightwater Tree Replanting

Members were asked to note that following a Parish wide tree survey in 2022, it had been necessary to fell a number of trees in Lightwater. At the January Lightwater Committee meeting Members reviewed the trees in question and resolved to obtain quotes for replanting and initial maintenance of 2 x European Limes which had been felled at Lightwater Recreation Ground.

	<p>Whilst quotes are yet to be acquired, based on the costings for Bosman drive an indicative cost to plant and maintain the above Lime trees will be approximately £3,500.</p> <p><u>Resolutions</u></p> <ol style="list-style-type: none"> 1. It was resolved unanimously to approve the recommendation from Windlesham committee to replant and maintain the trees at Bosman Drive, spending up to a value of £6,500 to be funded from the Tree EMR. 2. It was resolved unanimously to approve the recommendation from Windlesham Committee to replant the trees in Windlesham Cemetery, spending up to a value of £1,910 to be funded from the Tree EMR. 3. Cllr R Jennings-Evans proposed, Cllr Harris seconded, and it was resolved unanimously to approve the recommendation from Lightwater Committee to replant the trees at Lightwater Recreation Ground, spending up to a value of £4,000 to be funded from the Tree EMR 	
<p>C/23/168</p>	<p>To discuss a Full Council response to the Surrey Rights of Way Consultation</p> <p>Members were informed that work is beginning on a review of Surrey County Council's Rights of Way Improvement Plan (ROWIP). Surrey County Council is seeking the views of Windlesham Parish Council prior to drafting the new ROWIP so that the document reflects local priorities.</p> <p>An online questionnaire has been set up for parish and town councils to respond and the closing date is 10 March 2024.</p> <p>Members were asked to decide if they would like to contribute to the above consultation and if so to give delegated authority to the Clerk and 1 Member of each Committee to submit a Council response.</p> <p>It was resolved that the Councillors will complete the public survey as individuals and to give delegated authority to the Clerk in conjunction with the Chair of Council to submit a Parish Council response.</p> <p>Members were also informed that the Council had the opportunity to respond to the Surrey Road Safe Vision Zero Public Consultation.</p> <p>It was resolved to publicise the Surrey Road Safe Vision Zero Public Consultation via social media to encourage the public to respond.</p>	<p>The Clerk & AT</p> <p>The Clerk</p>
<p>C/23/169</p>	<p>Outside Organisations - To receive any reports from representatives on outside organisations.</p> <p>Cllr White informed members that the James Butler Alms houses had planted 2 commemorative trees, one for June Green and one for Jill Ward in memory of their service to the community.</p>	

C/23/170	<p>Clerks update</p> <p>The Clerk reported the following:</p> <p>Greenspace Procurement – Update Annual Parish Meeting – Update Chairman’s Community Reception Cemetery Review</p> <p>For more details, please refer to the full report in the Council papers.</p> <p>Members discussed the difficulties in obtaining quotes to carry out a full review of the cemeteries and suggested that they breakdown the requirements and as a starting point obtain quotes to conduct topographical surveys of all three cemeteries.</p> <p>Cllr Jennings-Evans informed Members that Southwark Council had carried out a similar piece of work and that there may be some merit in contacting them for advice.</p>	
C/23/171	<p>Correspondence</p> <p>None</p>	
C/23/172	<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/23/173 Allotments – To discuss future provision.</p>	
C/23/173	<p>Allotments – to discuss future provision.</p> <p>Members discussed the merits of either purchasing land or renewing the existing allotment lease and the implications associated with this.</p> <p>It was resolved to carry out the actions as detailed in the confidential report.</p>	The Clerk
	<p>There being no further business the meeting closed at 21:36</p>	

Top Level for Month No 10

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
31/12/2023	1538	512	ZENTECH IT	FRE01	1,481.78	296.36	1,778.14	4440	325	96.49	Monthly charges and IT purchas
								4440	425	99.10	Monthly charges and IT purchas
								4440	525	65.20	Monthly charges and IT purchas
								4440	325	451.77	Monthly charges and IT purchas
								377		-451.77	Monthly charges and IT purchas
								6000	325	451.77	Monthly charges and IT purchas
								4440	425	463.98	Monthly charges and IT purchas
								377		-463.98	Monthly charges and IT purchas
								6000	425	463.98	Monthly charges and IT purchas
								4440	525	305.24	Monthly charges and IT purchas
								377		-305.24	Monthly charges and IT purchas
								6000	525	305.24	Monthly charges and IT purchas
05/01/2024	3417	513	NP TREE MANAGEMENT	NPTREE	90.00	18.00	108.00	4195	310	33.30	Lwr - rowan removal
								4195	410	34.20	Lwr - rowan removal
								4195	510	22.50	Lwr - rowan removal
29/12/2023	1783	514	PURE GARDENS	PUREG	2,130.00	426.00	2,556.00	4060	500	2,130.00	Maint - Dec 23
03/12/2023	1769	515	PURE GARDENS	PUREG	2,130.00	426.00	2,556.00	4060	500	2,130.00	Maint - November 23
22/12/2023	201	516	ALL SAINTS CHURCH	ALLS	15.00	0.00	15.00	4950	325	5.55	20 Cec 23 meeting
								4950	425	5.70	20 Cec 23 meeting
								4950	525	3.75	20 Cec 23 meeting
21/12/2023	1706	517	ST JOHNS	STJOH	88.00	0.00	88.00	4950	325	32.56	9 Jan 24 hall hire
								4950	425	33.44	9 Jan 24 hall hire
								4950	525	22.00	9 Jan 24 hall hire
03/01/2024	2038539	518	SURREY HEATH	SHBC01	7,506.53	1,501.31	9,007.84	4165	310	2,927.55	Grounds Maint - Jan 24
								4165	410	2,927.55	Grounds Maint - Jan 24
								4165	510	1,651.43	Grounds Maint - Jan 24
03/01/2024	2038540	519	SURREY HEATH	SHBC01	65.39	13.08	78.47	4220	410	65.39	Lightwater Gym - insp Jan 24
19/12/2023	202330A	520	ST ANNES PCC	ANNE	50.00	0.00	50.00	4950	325	18.50	Meeting - 6 Dec 23

Top Level for Month No 10

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								4950	425	19.00	Meeting - 6 Dec 23
								4950	525	12.50	Meeting - 6 Dec 23
				TOTAL INVOICES	<u>13,556.70</u>	<u>2,680.75</u>	<u>16,237.45</u>			<u>13,556.70</u>	
			VAT ANALYSIS CODE	OTS @ 0.00%	153.00	0.00	153.00				
			VAT ANALYSIS CODE	S @ 20.00%	13,403.70	2,680.75	16,084.45				
				TOTALS	<u>13,556.70</u>	<u>2,680.75</u>	<u>16,237.45</u>				

Top Level for Month No 8

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
27/11/2023	GRANT	486	WINDLESHAM UNITED	WUNIT	500.00	0.00	500.00	4650	340	500.00	Gtant Commerative Trees
22/11/2023	2038245	487	SURREY HEATH	SHBC01	130.00	26.00	156.00	4220	310	130.00	Freemantle Road repairs
28/11/2023	RFO CN1	488	ZENTECH IT	FRE01	-1,896.00	0.00	-1,896.00	4440	325	-701.52	Dummy CN for 2 x laptops
								4440	425	-720.48	Dummy CN for 2 x laptops
								4440	525	-474.00	Dummy CN for 2 x laptops
28/11/2023	RFO INV 1	489	ZENTECH IT	FRE01	1,896.00	0.00	1,896.00	4440	325	701.52	Dummy inv 2xlaptop tfr to EMR
								377		-701.52	Dummy inv 2xlaptop tfr to EMR
								6000	325	701.52	Dummy inv 2xlaptop tfr to EMR
								4440	425	720.48	Dummy inv 2xlaptop tfr to EMR
								377		-720.48	Dummy inv 2xlaptop tfr to EMR
								6000	425	720.48	Dummy inv 2xlaptop tfr to EMR
								4440	525	474.00	Dummy inv 2xlaptop tfr to EMR
								377		-474.00	Dummy inv 2xlaptop tfr to EMR
								6000	525	474.00	Dummy inv 2xlaptop tfr to EMR
TOTAL INVOICES					630.00	26.00	656.00			630.00	
VAT ANALYSIS CODE					OTS @ 0.00%	500.00	0.00	500.00			
VAT ANALYSIS CODE					S @ 20.00%	130.00	26.00	156.00			
TOTALS					630.00	26.00	656.00				

** dummy inv. + CN
to reflect tfr. of
2 x laptops from
expense to EMR.
Original inv. attached.*



ThumbnailNails Search Results

Top Level for Month No 8 **Order by Invoices Entered**

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description	
								A/C	Centre	Amount		
29/11/2023	NOV EXP	490	SARAH WAKEFIELD	SWAKE	12.60	0.00	12.60	4435	325	4.67	Expenses to 29 Nov 23	
								4435	425	4.78	Expenses to 29 Nov 23	
								4435	525	3.15	Expenses to 29 Nov 23	
TOTAL INVOICES					<u>12.60</u>	<u>0.00</u>	<u>12.60</u>			<u>12.60</u>		
VAT ANALYSIS CODE OTS @ 0.00%					12.60	0.00	12.60					
TOTALS					<u>12.60</u>	<u>0.00</u>	<u>12.60</u>					

ThumbnailNails Search Results



Top Level for Month No 9 **Order by Invoices Entered**

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description	
								A/C	Centre	Amount		
04/12/2023	GRANT	492	SH NEIGHBOURHOOD	NEIGH WAT	450.00	0.00	450.00	4650	340	150.00	Grant re: NW newsletter	
								4650	440	150.00	Grant re: NW newsletter	
								4650	540	150.00	Grant re: NW newsletter	
27/11/2023	3393266	493	VIKING	VIKIN	45.82	9.16	54.98	4435	325	16.95	Misc stationery	
								4435	425	17.41	Misc stationery	
								4435	525	11.46	Misc stationery	
30/11/2023	192	494	ALL SAINTS CHURCH	ALL S	15.00	0.00	15.00	4950	325	5.55	Hire of Hall - 15 November 23	
								4950	425	5.70	Hire of Hall - 15 November 23	
								4950	525	3.75	Hire of Hall - 15 November 23	
30/11/2023	1700	495	ST JOHNS	STJOH	66.00	0.00	66.00	4950	325	24.42	Hall hire - 29 Nov 23	
								4950	425	25.08	Hall hire - 29 Nov 23	
								4950	525	16.50	Hall hire - 29 Nov 23	
28/11/2023	3386	496	NP TREE MANAGEMENT	NPTREE	280.00	56.00	336.00	4195	310	103.60	Clear willow tree - School Lan	
								4195	410	106.40	Clear willow tree - School Lan	
								4195	510	70.00	Clear willow tree - School Lan	
03/11/2023	2897	497	NP TREE MANAGEMENT	NPTREE	240.00	48.00	288.00	4195	310	80.00	Misc items re: maintenance	
								4195	410	160.00	Misc items re: maintenance	
30/11/2023	3406	498	NP TREE MANAGEMENT	NPTREE	540.00	0.00	540.00	4005	500	540.00	Ashes internment x 3	
TOTAL INVOICES					1,636.82	113.16	1,749.98				1,636.82	
VAT ANALYSIS CODE OTS @ 0.00%					1,071.00	0.00	1,071.00					
VAT ANALYSIS CODE S @ 20.00%					565.82	113.16	678.98					
TOTALS					1,636.82	113.16	1,749.98					

Top Level for Month No 9

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
05/12/2023	WPC/DF/1223	499	RES PROPERTY	RESPRO	5,000.00	1,000.00	6,000.00	4060	335	1,850.00	Building condition surveys
								4060	435	1,900.00	Building condition surveys
								4060	535	1,250.00	Building condition surveys
05/12/2023	22287	500	MULBERRY CO	MULBE	175.00	0.00	175.00	4445	325	64.75	Internal Audit 2023-2024 DEC23
								4445	425	66.50	Internal Audit 2023-2024 DEC23
								4445	525	43.75	Internal Audit 2023-2024 DEC23
05/12/2023	202328	501	ST ANNES PCC	ANNE	150.00	0.00	150.00	4950	325	87.00	Hall Hire
								4950	425	38.00	Hall Hire
								4950	525	25.00	Hall Hire
04/12/2023	2038387	502	SURREY HEATH	SHBC01	65.39	13.08	78.47	4165	410	65.39	Lightwater outdoor Gym inspect
04/12/2023	2038386	503	SURREY HEATH	SHBC01	7,506.53	1,501.31	9,007.84	4165	310	2,927.55	GROUNDS MAINTENANCE DEC 23
								4165	410	2,927.55	GROUNDS MAINTENANCE DEC 23
								4165	510	1,651.43	GROUNDS MAINTENANCE DEC 23
TOTAL INVOICES					<u>12,896.92</u>	<u>2,514.39</u>	<u>15,411.31</u>			<u>12,896.92</u>	
VAT ANALYSISCODE OTS @ 0.00%					325.00	0.00	325.00				
VAT ANALYSISCODE S @ 20.00%					12,571.92	2,514.39	15,086.31				
TOTALS					<u>12,896.92</u>	<u>2,514.39</u>	<u>15,411.31</u>				

Top Level for Month No 9

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
30/11/2023	1494	504	ZENTECH IT	FRE01	260.78	52.16	312.94	4440	325	96.49	OFFICE 365 & ANTIVIRUS
								4440	425	99.10	OFFICE 365 & ANTIVIRUS
								4440	525	65.19	OFFICE 365 & ANTIVIRUS
TOTAL INVOICES					<u>260.78</u>	<u>52.16</u>	<u>312.94</u>			<u>260.78</u>	
			VAT ANALYSISCODE	S @ 20.00%	260.78	52.16	312.94				
TOTALS					<u>260.78</u>	<u>52.16</u>	<u>312.94</u>				

Top Level for Month No 9

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
15/12/2023	3405	507	NP TREE MANAGEMENT	NPTREE	5,200.00	1,040.00	6,240.00	4195	310	1,924.00	Completion of tree works - LW
								4195	410	1,976.00	Completion of tree works - LW
								4195	510	1,300.00	Completion of tree works - LW
12/12/2023	NOV EXP	508	AB EXPENSES	AB EXP	14.39	0.00	14.39	4435	325	5.32	AB exp - November 23
								4435	425	5.47	AB exp - November 23
								4435	525	3.60	AB exp - November 23
14/12/2023	15688	509	CLARKE GAMMON	CLARKE	850.00	170.00	1,020.00	4400	325	314.50	Inspect and value - HML
								4400	425	323.00	Inspect and value - HML
								4400	525	212.50	Inspect and value - HML
18/12/2023	2361A	510	CLEAR COUNCILS	CLEAR	1,120.00	0.00	1,120.00	4415	325	414.40	Addn premium - Fidelity Guaran
								4415	425	425.60	Addn premium - Fidelity Guaran
								4415	525	280.00	Addn premium - Fidelity Guaran
18/12/2023	65690	75	PLAY INSPECTION CO	PLAYI	261.25	52.25	313.50	4220	310	104.50	5 x Annual Inspections - playg
								4220	410	52.25	5 x Annual Inspections - playg
								4220	510	104.50	5 x Annual Inspections - playg
TOTAL INVOICES					<u>7,445.64</u>	<u>1,262.25</u>	<u>8,707.89</u>			<u>7,445.64</u>	
VAT ANALYSIS CODE OTS @ 0.00%					1,134.39	0.00	1,134.39				
VAT ANALYSIS CODE S @ 20.00%					6,311.25	1,262.25	7,573.50				
TOTALS					<u>7,445.64</u>	<u>1,262.25</u>	<u>8,707.89</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 Wednesday 23rd January 2024 at St Anne's Church Centre, 43 Church Road, Bagshot.

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

In attendance: Jo Whitfield – Clerk to the Council
 Cllr White took the Chair

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

		Action
PLAN/23/127	Apologies for absence Apologies for absence were received and accepted from Cllr Richardson	
PLAN/23/128	Declarations of interest None	
PLAN/23/129	Public question time No public were present.	
PLAN/23/130	Exclusion of the press and public. There were no matters to be dealt with after exclusions to the press and public.	
PLAN/23/131	To consider a response to the Runneymede Statement of Community Involvement (SCI) consultation- Members resolved not to submit a response to the above consultation.	

PLAN/23/132	To consider planning applications and planning appeals received prior to this meeting:	
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Bagshot Applications		
24/0014/FFU	<p>62 Green Lane, Bagshot, Surrey, GU19 5NL Erection of a single-story rear extension following the demolition of existing conservatory and minor internal alterations.</p> <p>Members commented on the size of the proposed extension noting that it appeared significantly larger than the existing conservatory.</p>	FPA
24/0029/GPE	<p>51 Hawkesworth Drive Bagshot Surrey GU19 5QY Prior approval for a larger home extension (Schedule 2, Part 1, Class A) with a maximum depth of 4.89 metres, a maximum height of 3 metres and an eaves height of 3 metres</p> <p>Members queried whether this application should be a full planning application.</p>	General Permitted Development EXTENSION S
Lightwater Applications		
24/0019/FFU	<p>35 Curley Hill Road, Lightwater, Surrey, GU18 5YQ Erection of a new front porch with pitched roof, hip to gable roof extensions with front and rear dormers and rooflights, along with new pitched roof over existing garage, removal of chimneys, fenestration changes and rendering to external walls.</p> <p>No Objection</p>	FPA
24/0017/FFU	<p>6 Broadway Road, Lightwater, Surrey, GU18 5SJ Formation of a new driveway with vehicle crossover to the public highway and creation of two number car parking spaces.</p> <p>No Objection</p>	FPA
24/0018/FFU	<p>8 Broadway Road, Lightwater, Surrey, GU18 5SJ Formation of a new driveway with vehicle crossover to the public highway and creation of two number car parking spaces.</p> <p>No Objection</p>	FPA
23/1286/FFU	<p>149 And 151, Guildford Road, Lightwater, Surrey Change of use from Sui Generis to residential (Class C3) to enlarge the dwelling at 151 Guildford Road, with alterations to front elevations and ground floor layout.</p> <p>No Objection</p>	FPA
Windlesham Applications		
23/1174/FFU	<p>Little Ribsden , Chertsey Road, Windlesham, Surrey, GU20 6HX Erection of detached garage following demolition of existing damaged garage.</p> <p>No Objection</p>	FPA

24/0033/FFU	<p>Little Pond, Kennel Lane, Windlesham, Surrey, GU20 6AA Erection of detached garage to front of property following demolition of existing garage.</p> <p>The committee commented as follows:</p> <p>The property is located within the Green Belt and the Church Road conservation area of Windlesham and is adjacent to Walnut Tree Farm (grade 2 listed).</p> <p>Two previous applications for extensions, including a replacement garage were refused (22/0872/FFU and 23/0485/FFU), the latter on appeal.</p> <p>We still have the same concerns as set out in our original comments on application 23/0485/FFU). The proposed garage is larger than the original, has a functional appearance and would be visible from the road. It would, therefore, have an adverse impact on the street scene and the openness of the Green Belt.</p> <p>We request that SHBC confirm that there is adequate space for a turning circle so that cars can manoeuvre and exit the property in a forward gear, in particular as this is a busy road close to a tight bend. If permission is granted, we also request a condition that the garage is not converted into habitable accommodation.</p>	FPA
23/1120/FFU	<p>50 Heathpark Drive, Windlesham Surrey, GU20 6AR Erection of a single storey rear extension.</p> <p>The committee commented as follows:</p> <p>This is a sizeable L-shaped extension, being 7m deep in part and 10.85m wide. The current depth of the house is not stated on the plans but it appears that the proposal would result in an approximate doubling of the depth of the house on one side, with possible loss of light for the neighbouring property. We request that SHBC consider whether this extension is excessive in terms of scale and dominance.</p>	FPA

There being no further business, the meeting closed at 18:55



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 Wednesday 14th February 2024 at All Saints' Church Hall, Broadway Road, Lightwater

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

In attendance: Sarah Wakefield– Assistant Clerk
 Cllr White took the Chair

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

		Action
PLAN/23/133	Apologies for absence No apologies for absence.	
PLAN/23/134	Declarations of interest Cllr White declared a non-pecuniary interest in applications 24/0056/FFU and 24/0055/CES as the applicant is known to her.	
PLAN/23/135	Public question time No public were present.	
PLAN/23/136	Exclusion of the press and public. There were no matters to be dealt with after exclusions to the press and public.	
PLAN/23/137	To consider a response to the Surrey Heath draft Local List consultation. Members unanimously resolved not to respond to the consultation as a Council.	

	Members expressed a wish to comment as individuals/residents.	
PLAN/23/138	<p>To consider a response to the Royal Borough of Windsor & Maidenhead Consultation.</p> <p>Members unanimously resolved to not to respond to the Consultation but did have the following comments:</p> <ul style="list-style-type: none"> • If it can be demonstrated that buildings can be utilised as office buildings, then those sites should be kept as areas for employment. • The buildings should be thoroughly assessed to ensure that they are fit for purpose as residential dwellings. 	
PLAN/23/139	To consider planning applications and planning appeals received prior to this meeting:	

	Bagshot Applications	
24/0009/FFU	<p>Solstrand, Station Road, Bagshot, Surrey, GU19 5AS Demolition of existing dwelling and erection of 3 detached dwellings with associated car parking and landscaping.</p> <p>Objection for the following reasons:</p> <ul style="list-style-type: none"> • Reduction in parking spaces from 7 to 5 (30% reduction). There is no other available parking available in the near vicinity. • Conversion of garage to living accommodation on plot 2. There had been a previous condition to keep the garages on all plots. • Drainage issues- the site has been found to be impermeable and reports suggest soak aways are not feasible. Members were very concerned that any excess water will be pumped offsite to an area which is already susceptible to flooding (Hart Dene). <p>Members queried the need for another FPA.</p>	FPA
	Lightwater Applications	
24/0040/FFU	<p>69 Curley Hill Road, Lightwater, Surrey, GU18 5YH Erection of a first-floor roof extension to provide habitable accommodation.</p> <p>No objection with the following comments:</p> <p>Members had concerns over the size, bulk and scale of the proposed development.</p>	FPA
24/0050/GPT	<p>Telephone Pole Ullswater Road Lightwater Surrey Erection of a telecommunications pole 10m in height.</p> <p>Members noted that this application had already been rejected by SHBC due to insufficient information regarding the poles.</p>	General Permitted Development Telecoms

24/0065/GPT	<p>Telephone Poles Copthorne Drive Lightwater Surrey Erection of 3 telecommunications pole 10m in height.</p> <p>Members noted that this application had already been rejected by SHBC due to insufficient information regarding the poles.</p>	General Permitted Development Telecoms
24/0058/FFU	<p>195 Ambleside Road, Lightwater, Surrey, GU18 5UW Erection of part ground floor, part first floor rear extension, including addition of rooflights and fenestration alterations, following demolition of existing conservatory.</p> <p>No objection.</p>	FPA
24/0052/CES	<p>110 Ambleside Road Lightwater Surrey GU18 5UL Application for a certificate of lawful development (proposed) for the use of the dwellinghouse to provide Children Homes Services.</p> <p>COMMENT as follows:</p> <p>The committee had concerns over business use in a residential area and any potential parking issues.</p>	Certificate Proposed Development
	Windlesham Applications	
24/0047/CEU	<p>Windlesham Court Cottage, London Road, Windlesham, Surrey, GU20 6LJ Certificate of lawfulness (existing) for conversion of car port on the east side of the building to living accommodation, provision of a single-storey garden room extension with roof lantern, extension featuring first floor bedroom accommodation within the roof space (following demolition of 3 garage bays and two lean-tos; together with the entrance hall and bedroom comprising part of the original dwelling).</p> <p>Objection for the following reasons-</p> <p>These appear to be substantial building works, although no plans have been submitted for the previous layout and elevations. The works have been carried out without planning permission and the applicant seeks a certificate of lawfulness to legitimise the works retrospectively, on the grounds that more than 4 years have passed since completion of the works.</p> <p>We request SHBC to scrutinise this claim. We do not have access to all relevant information and the statutory declarations of the applicant, and his builder have not been uploaded. We suggest that SHBC should make a site visit, especially as it is admitted that further works have been carried out within the last 4 years which may have required planning permission. The covering letter refers to a canopy over the patio constructed in April 2020.</p> <p>It is noted that the applicant has previously applied retrospectively for a certificate of lawfulness in relation to this</p>	Certificate of Existing Use

	<p>same property (16/0277) for previous works and change of use, on the same basis that the enforcement period of 4 years had passed.</p>	
24/0056/FFU	<p>Vanya Cottage, 1 Orchard Hill, Windlesham, Surrey, GU20 6DB Erection of a timber single storey granny annexe for ancillary use to the main dwelling.</p> <p>Objection for the following reasons:</p> <p>We understand that this application is for the same structure as the one in the application 24/0055/CES, where it is described a mobile home.</p> <p>The annexe is 80m², which is a substantial size. The height does not seem to be stated but it appears from the plans to be approximately 4m high. The annexe is located close to the boundaries with neighbours, especially to either side. The distance is not given but it appears from the plans to be less than a metre.</p> <p>Members also questioned if there would be a need to remove any trees.</p> <p>There is a concern that the annexe could have a negative effect on the residential amenity of neighbours, reducing light and impacting privacy. In view of its footprint and height, there are also issues of scale and dominance.</p> <p>We disagree with the comment in the Design and Access Statement that there is a strong material consideration that if the height were reduced, the annexe could potentially be constructed without planning permission under Class E Permitted Development Rights. Government guidance states that Class E rights do not cover “separate self-contained accommodation” or “the use of an outbuilding for primary living accommodation such as a bedroom, bathroom or kitchen.” The annexe has two bedrooms, a bathroom and a kitchen/living area.</p> <p>If planning permission is granted, we request conditions that the annexe should only be used for purposes ancillary to the main dwelling and should not be let out or separated from the main dwelling and sold.</p>	FPA
24/0055/CES	<p>Vanya Cottage 1 Orchard Hill Windlesham Surrey GU20 6DB Certificate of Lawfulness for the proposed stationing of a mobile home for purposes ancillary to the main dwelling.</p> <p>Objection for the following reasons:</p> <p>We understand that this application is for the same structure as the one in the application 24/0056/FFU, where it is described as a granny annexe.</p>	Certificate Proposed Development

	<p>We request that SHBC establish whether full planning permission is required. This home does not have the appearance of a typical caravan. We request that SHBC confirms whether it complies with the relevant legal definition of a caravan in terms of size, construction and mobility. We are concerned about the height of the home, which appears to be approximately 4m high externally. In addition, we understand that the foundations are a screw pile system and we query whether this means that the home would be fixed to the ground and so would not meet the mobility test.</p> <p>We also note that the home will be used as permanent residential accommodation for the applicant’s elderly parents. The applicant quotes in support the case of 164 Guildford Road, West End (23/0422/CES), where it was recommended that a certificate of lawfulness be granted. However, in that case, family members merely visited. In the Officer’s Delegated Report in that case, it was stated that the home should “not at any time be used as primary accommodation” and “it should not be used for permanent residential use”.</p> <p>If a certificate of lawfulness is granted, we request conditions that the home should only be used for purposes ancillary to the main dwelling and that it should not be let out or separated from the main dwelling and sold.</p> <p>Members also questioned if there would be a need to remove any trees.</p>	
24/0095/DTC	<p>Heathpark Wood, East Of Heathpark Drive, Windlesham, Surrey Submission of details to comply with conditions 23 (landscape and ecological management plan), 26 (bat survey) and 27 (dormice survey) pursuant to outline planning permission 15/0590 allowed on appeal dated 26 July 2017.</p> <p>COMMENT as follows:</p> <p><u>Background</u></p> <p>This highly controversial development within the village of Windlesham, was rejected by SHBC Planners and received objections from over 300 local residents. However, planning permission was granted on appeal to Charles Church Southern Ltd & Sentinel Housing Association in July 2017 and was subject to a schedule of 32 conditions. The site still remains undeveloped. Heathpark Woods is a much-loved area of woodland which protects the village of Windlesham from noise and air pollution generated by the M3 SMART motorway. It is also an important habitat for local wildlife. The development is still strongly opposed by residents and local community groups. Many of the objections consistently raised by residents and SHBC planners relate to concerns about the potential impact of this development on the environment, ecology and biodiversity in the local area.</p>	Details to Comply

As such, it is essential that Charles Church/Persimmon Homes, the developer, adheres in full to the Schedule of conditions as outlined in the Appeal decision including conditions 23, 26 and 27 which are now being considered.

Bat and dormouse surveys carried out pursuant to Conditions 26 and 27 were previously found to be acceptable by SHBC (20/0318/RRM), although it was recommended that more up to date bat and dormouse surveys should be performed before any works commenced. Further surveys have been carried out and the findings included in this LEMP.

Law and policy

National Planning Policy Framework (December 2023) specifically supports the conservation and enhancement of the natural environment (section 15) and the protection and enhancement of habitats and biodiversity (section 16). In our view, this development contravenes these principles. Of particular relevance are clauses 180(a), (b) and (d), which state that planning policies and decisions should contribute to and enhance the natural and local environment by protecting and enhancing valued landscapes and sites of biodiversity, recognising the benefit of trees and woodland and minimising impacts on and providing net gains for biodiversity.

The emerging Local Plan recognises the value of biodiversity. The draft Local Plan which was the subject of consultation in 2022 committed SHBC to ensuring that trees will be protected and the potential for green infrastructure and habitats increased.

This development contravenes the stated objectives of the Windlesham Neighbourhood Plan concerning green spaces, (for which the surveys confirmed there is very strong community support), these being to “protect the biodiversity of our area, our wildlife and its habitat and our trees”.

Trees and general habitat

Notwithstanding mitigation measures, we have a real concern about potential harm to wildlife on the site caused by the removal of a significant part of their habitat, particularly mature trees. The site is currently a haven for wildlife, with several badger setts, various types of bats and at least 30 species of bird. The eco-system on site undoubtedly also supports numerous other plant and animal species which are not specifically referred to.

The removal of significant numbers of mature trees will result in the loss of a valuable carbon sink, which cannot be replaced by the planting of saplings, thus contributing to the nation’s carbon footprint at a time when we are being encouraged to plant more trees.

We are concerned about the possible implications of the removal of large sections of Scots pine, to open up the canopy and allow for areas of new planting of different types of trees. These trees appear to be at the centre of the eco-system, offering roosting and foraging habitat for the resident species, some of which are protected.

Birds

We are particularly concerned about the lack of attention given to the presence of red kites on the site. Red kites are a protected species in the UK and it is acknowledged in the LEMP that they have been observed on the site and their breeding status is described as “possible” in the table at point 84 of the Ecology Survey (Appendix 1). We have noted a reference in a resident’s objection letter to Application 20/0318/RRM that at least two pairs of breeding red kites have been observed on the site in recent years and that local residents have photographic evidence of the nests with chicks.

We feel that the comment at point 93 of the Ecology Survey, that many of the birds found are common and widespread, is rather dismissive. Of the 30 species of bird recorded, itself a significant number, 7 are classified as amber on the Bird of Conservation Concern list and 2 are classed as red. The red kite and the fieldfare are both protected species. Other than the Canada goose and the fieldfare, all were assessed as possibly or probably breeding on the site.

Bats

There are a number of concerns regarding bats, which are a protected species in the UK. The survey results in Appendix 1 record large numbers of bats, predominantly the common pipistrelle, but also several other varieties, including serotine. In their letter of 9 July 2020, the Surrey Bat Group rated the foraging habitat on site as of “county importance” for common pipistrelle and serotine bats. They were so concerned that they stated that in their opinion, the decision to grant planning permission should be reviewed in light of the findings and the likely impacts of developments on bat populations.

Bat boxes are part of the mitigation measures set out in this LEMP. However, the Surrey Bat Group have queried the extent to which the loss of trees with roosting potential can be replaced with bat boxes. They state that the common pipistrelle (which is the dominant population) uses bat boxes “occasionally, either singly or in small groups, but it is unlikely that large colonies would use them”.

The fragmentation of the bat habitat and light overspill are still issues. The Surrey Bat Group points out that there will only be a narrow band of woodland left between existing houses and the new development, which the group says will be “of little use as commuting routes or foraging areas for light-sensitive species”.

	<p><u>Badgers</u></p> <p>There are 8 badger sets on site. Although some are no longer in use, the site has clearly been used by badgers for many years. The main sett, sett 4, has 9 entrances which are actively in use (point 39 of the LEMP Appendix). There is a concern that this sett is located in a small parcel of land sandwiched between existing houses to the west and the new development. There are only two narrow corridors of woodland leading out of this parcel of land, one of which terminates in Woodland Lane.</p> <p>It is stated (point 39 of the Appendix) that this parcel of land will be “retained and enhanced”. However, it appears that this sett would be hemmed in (Plan EC03 of the LEMP) and as such, we are concerned that it will no longer appeal to badgers, despite the enhancements. There must also be an inherent risk in the fact that one of the corridors directs badgers towards the busy Woodlands Lane, notwithstanding any measures implemented to “safeguard” badgers crossing Woodlands Lane from traffic (point 5.34).</p>	
24/0071/DTC	<p>30 Atfield Grove Windlesham Surrey GU20 6DP</p> <p>Submission of details to comply with condition 4 (Tree Protection) attached to planning permission 23/0634/FFU for the erection of a single storey rear extension following demolition of existing conservatory.</p> <p>COMMENT as follows:</p> <p>The Tree Protection Plan consists of a single page diagram. We request that SHBC confirms that it meets requirements and oversees the Tree Protection Plan and that SHBC’s Tree Protection Officer confirms that he is happy with the arrangements.</p>	Details to Comply

There being no further business, the meeting closed at 11:31



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 6th February 2024 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 Tear- Surrey County Council

Cllr Willgoss took the Chair

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

		Action
BVC/23/49	Apologies for Absence Apologies for absence were received and accepted from Cllr Gordon.	
BVC/23/50	Declarations of Interest No declarations of interest.	
BVC/23/51	Public question time No public questions.	
BVC/23/52	Exclusion of the press and public There were no exclusions to the press and public.	
BVC/23/53	Committee and Sub-Committee Minutes: The minutes of the Bagshot Village Committee meeting held on the 7 th November 2023 were approved and signed by Cllr Willgoss .	Cllr Willgoss

BVC/23/54	<p>Payment lists for approval</p> <p>There were no payments for approval.</p>	
BVC/23/55	<p>Committee Finances</p> <p>The Committee noted the report.</p>	
BVC/23/56	<p>Traffic and Infrastructure – to discuss additional traffic calming measures.</p> <p>It was noted by members that funding had been awarded from Surrey County Council (SCC) for a traffic scheme on Guildford Road, Bagshot, and that subsequently at a committee meeting on 7th November, members approved a ‘wish list’ of traffic calming measures which were forwarded onto SCC Highways for consideration.</p> <p>SCC Highways responded in December and confirmed that a number of items on the ‘wish list’ were already included in the traffic scheme but additional areas which could be considered, should the Parish Council be able to offer additional funding, were highlighted as a raised table at the existing Zebra crossing in Bagshot High Steet and the installation of a signal-controlled pedestrian crossing in place of the Zebra crossing in Guildford Road near its junction with Manor Way.</p> <p>Members were asked to decide if they wished to consider additional funding from Bagshot CIL to facilitate the following items:</p> <ul style="list-style-type: none"> a) Introducing a raised table at the existing Zebra crossing in Bagshot High Street (an approximate indication of cost would be £50,000 additional contribution from Parish). <p>Members unanimously resolved to contribute £50,000 from Bagshot CIL to fund a raised crossing at the existing Zebra crossing in Bagshot High Street. (This £50,000 is in addition to the £50,000 which has already been committed from Bagshot CIL towards the scheme).</p> <p>Members also unanimously resolved to ask that the £50,000 contribution included the reinstating of the 20 mph road markings.</p> <ul style="list-style-type: none"> b) Installing a signal-controlled pedestrian crossing in place of the Zebra crossing in Guildford Road near its junction with Manor Way (approx. £180,000 additional contribution). <p>Cllr Willgoss confirmed that Cllr Gordon is investigating the possibility of additional funding from SHBC for a signal-controlled pedestrian crossing.</p> <p>Members unanimously resolved to defer making a decision regarding the signal-controlled pedestrian crossing in Guildford near its Junction with Manor Way until further</p>	Assistant Clerk

	<p>information was received regarding what SHBC funding was available.</p> <p>Cllr Willgoss expressed concern that there may be some confusion regarding which Zebra Crossing on Guildford Road was requested to be considered for a signal-controlled crossing, and it was agreed this would be clarified with SCC Highways.</p> <p>Members also discussed the possibility of adding a signal-controlled crossing after the scheme had been completed, and it was suggested that SCC Highways were contacted to ask if this was feasible.</p> <p>Members decided to defer further discussion regarding the vehicle activated signs on the High Street until the traffic calming scheme had been completed.</p> <p>The parking bays opposite the Catholic Church were also discussed and Cllr White confirmed she will speak to the SHBC parking team regarding these.</p>	Assistant Clerk
BVC/23/57	<p>Bagshot Phone Box- to discuss the restoration and re purpose of an adopted red phone box.</p> <p>Members discussed progressing the restoration of the red phone box on Church Road.</p> <p>Members were given indicative costs for a community led project and presented with quotes for a professional restoration.</p> <p>Members were asked to decide if they would like to renovate the phone box so it can house a defibrillator. And if so, to decide how the restoration should be undertaken. Members were also asked to decide how much they would like to spend on the project and how it would be funded.</p> <p>Members unanimously resolved to renovate the red phone box (to also include an internal light) and agreed to employ a company to complete a professional restoration. Members unanimously resolved to proceed with Quote 1 and agreed a spend up to £4000, with funds to be taken from the Bagshot Village Reserve.</p>	
BVC/23/58	<p>Freemantle Playground- to consider an opening event once the new playground has been installed.</p> <p>Members were informed the new playground at Freemantle Road would be installed in early Spring 2024.</p> <p>Members were asked if they would like a 'Grand Opening Event' to officially open the playground.</p> <p>Members unanimously resolved to proceed with a 'Grand Opening Event' to officially open the playground on Saturday 20th April 2024 between 12pm and 2pm. It was also confirmed SHBC Mayor, Cllr Tedder would officially open the playground.</p>	

<p>BVC/23/60</p>	<p>Planters in Bagshot centre- to discuss the four concrete planters in Bagshot Village.</p> <p>Cllr Willgoss asked the Committee to consider the replacement of the 4 x stone planters located in the village centre with large cast iron/or other metal versions and members were asked to decide if they wished to investigate the costs.</p> <p>Members unanimously resolved to investigate the costs for the planters. It was agreed Cllr Willgoss will investigate black cast iron/and or other styles of planters and forward his findings to the Assistant Clerk so quotes can be obtained for consideration at the next Committee meeting.</p>	<p>Cllr Willgoss & Assistant Clerk</p>
<p>BVC/23/61</p>	<p>School Lane Field Bin- to discuss the replacement of a fire damaged bin.</p> <p>Members were informed that one of the smaller bins situated at School Lane Field was removed due to fire damage and a successful insurance claim for £440 had been received.</p> <p>Members were asked to consider if they wished to replace the bin with like for like or to remove the 2 smaller bins and replace with a larger covered bin. Quotes for both options were presented to members.</p> <p>Members unanimously resolved to remove both smaller bins and replace with a large, covered bin. Members also agreed to fund any spend over that received from the insurance payout from the Bagshot Village Reserve.</p>	<p>Assistant Clerk</p>
<p>BVC/23/62</p>	<p>Grant Applications</p> <p>a) <u>To consider a grant application from Curley Park Rangers Football Club</u> The Committee received a grant application from CPRFC for £2,481 to help fund pitch maintenance and were also asked to also consider this application along a previous application for £700 to fund an outdoor cabinet for an AED. Members unanimously resolved to award the grant for £2,481 to help fund pitch maintenance. Members also decided to uphold the Committee’s grant awarding policy which allows only one application from one organisation in any one financial year and asked that the grant for the AED cabinet be withdrawn by the organisation.</p> <p>b) <u>To consider a grant application from Bagshot Playing Fields Association</u> The Committee received a grant application from Bagshot Playing Fields Association for £957 to help assist the cost of maintaining the facilities and open areas. Members unanimously resolved to award the grant for the above purposes.</p> <p>c) <u>To consider a grant application from Bagshot Good Companions</u></p>	

	<p>The Committee received a grant application from Bagshot Good Companions for £500 to help fund events (Christmas Lunch, coach outings) for members.</p> <p>Members unanimously resolved to award the grant for the above purposes.</p>	
BVC/23/63	<p>Clerks Update</p> <p>1) School Lane Field drainage- the Assistant Clerk confirmed that quotes are being sought for drainage solutions at School Lane Field and that so far, 4 companies had been contacted.</p> <p>2) School Lane Field pond- it was confirmed that there is not yet a date from Glendale for the dredging of the pond as it is still very boggy, but they are hoping to have it completed during mid to end of February due to bird nesting season which starts on 1st March. It was noted that unfortunately, there had recently been a shopping trolley, and more rubbish dumped in the pond and that this had been reported to Glendale for removal.</p> <p>3) College Ride fly tipping- it was confirmed that the Operations Co Ordinator continues to monitor the fly tipping at College Ride at least bimonthly. It was also confirmed that there had been no new fly tipped green waste since June 2023 and Glendale had been called out once in the last 6 months to remove a dumped metal gate.</p>	
BVC/23/64	<p>Correspondence</p> <p>No correspondence.</p>	
BVC/23/65	<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 20:18

PAYMENTS

Top Level for Month No 10

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
15/01/2024	DEC 23 EXP	524	AB EXPENSES	AB EXP	10.79	0.00	10.79	4435	325	3.99	Expenses - December 23
								4435	425	4.10	Expenses - December 23
								4435	525	2.70	Expenses - December 23
18/01/2024	GRANT	525	LIGHTWATER SCOUTS	LWATSC	2,000.00	0.00	2,000.00	4650	425	2,000.00	Grant to replace equipment
17/01/2024	214382-1	526	SLCC ENTERPRISES LTD	SLCC	35.00	7.00	42.00	4350	325	12.95	Allotment mgmt course - LS
								4350	425	13.30	Allotment mgmt course - LS
								4350	525	8.75	Allotment mgmt course - LS
17/01/2024	214386-1	527	SLCC ENTERPRISES LTD	SLCC	60.00	12.00	72.00	4350	325	22.20	Charitable Trusts - JW
								4350	425	22.80	Charitable Trusts - JW
								4350	525	15.00	Charitable Trusts - JW
17/01/2024	214376-1	528	SLCC ENTERPRISES LTD	SLCC	30.00	6.00	36.00	4350	325	11.10	Appraisal Process Guide - JW
								4350	425	11.40	Appraisal Process Guide - JW
								4350	525	7.50	Appraisal Process Guide - JW
17/01/2024	214384-1	529	SLCC ENTERPRISES LTD	SLCC	35.00	7.00	42.00	4350	325	12.95	Allotment Mgmt - LS
								4350	425	13.30	Allotment Mgmt - LS
								4350	525	8.75	Allotment Mgmt - LS
17/01/2024	214378-1	530	SLCC ENTERPRISES LTD	SLCC	15.00	3.00	18.00	4350	325	5.55	ChatGP - AI for council - JW
								4350	425	5.70	ChatGP - AI for council - JW
								4350	525	3.75	ChatGP - AI for council - JW
17/01/2024	214385-1	531	SLCC ENTERPRISES LTD	SLCC	35.00	7.00	42.00	4350	325	12.95	Cem & Churchar safety - LS
								4350	425	13.30	Cem & Churchar safety - LS
								4350	525	8.75	Cem & Churchar safety - LS
17/01/2024	214381-1	532	SLCC ENTERPRISES LTD	SLCC	165.00	33.00	198.00	4350	325	61.05	Cem Legal Compliance - LS
								4350	425	62.70	Cem Legal Compliance - LS
								4350	525	41.25	Cem Legal Compliance - LS
08/01/2024	1125456	533	CASTLE WATER	CASTL	46.14	0.00	46.14	4435	325	17.07	1 Oct 23 - 31 Mar 24'
								4435	425	17.53	1 Oct 23 - 31 Mar 24'
								4435	525	11.54	1 Oct 23 - 31 Mar 24'

Top Level for Month No 10

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
TOTAL INVOICES					2,431.93	75.00	2,506.93			2,431.93	
			VAT ANALYSIS CODE	OTS @ 0.00%	2,056.93	0.00	2,056.93				
			VAT ANALYSIS CODE	S @ 20.00%	375.00	75.00	450.00				
TOTALS					2,431.93	75.00	2,506.93				

Top Level for Month No 10

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
18/01/2024	1710	534	ST JOHNS	STJOH	77.00	0.00	77.00	4950	325	28.49	Hall hire - 6 March 24
								4950	425	29.26	Hall hire - 6 March 24
								4950	525	19.25	Hall hire - 6 March 24
19/01/2024	51372	535	MULBERRY CO	MULBE	95.00	19.00	114.00	4500	530	50.00	Training - Cllr Marr/RFO
								4350	320	16.65	Training - Cllr Marr/RFO
								4350	420	17.10	Training - Cllr Marr/RFO
								4350	520	11.25	Training - Cllr Marr/RFO
22/01/2024	51399	536	MULBERRY CO	MULBE	50.00	10.00	60.00	4500	530	50.00	Planning training - Cllr Richa
19/01/2024	1392	538	LIGHT ANGELS	LIGHTA	4,485.00	897.00	5,382.00	4915	350	1,495.00	Christmas trees for each villa
								4915	450	1,495.00	Christmas trees for each villa
								4915	550	1,495.00	Christmas trees for each villa
19/01/2024	1393	539	LIGHT ANGELS	LIGHTA	3,839.76	767.95	4,607.71	4195	550	3,839.76	Xmas light installation
19/01/2024	1394	540	LIGHT ANGELS	LIGHTA	4,482.06	896.41	5,378.47	4195	450	4,482.06	Xmas light installation
19/01/2024	1395	542	LIGHT ANGELS	LIGHTA	2,711.76	542.35	3,254.11	4915	350	2,711.76	Xmas light installation
TOTAL INVOICES					<u>15,740.58</u>	<u>3,132.71</u>	<u>18,873.29</u>			<u>15,740.58</u>	
VAT ANALYSIS CODE OTS @ 0.00%					77.00	0.00	77.00				
VAT ANALYSIS CODE S @ 20.00%					15,663.58	3,132.71	18,796.29				
TOTALS					<u>15,740.58</u>	<u>3,132.71</u>	<u>18,873.29</u>				

Top Level for Month No 10

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
23/01/2024	14475-1	543	SLCC ENTERPRISES LTD	SLCC	30.00	6.00	36.00	4350	320	11.10	Neighbourhood Planning - JW
								4350	420	11.40	Neighbourhood Planning - JW
								4350	520	7.50	Neighbourhood Planning - JW
TOTAL INVOICES					<u>30.00</u>	<u>6.00</u>	<u>36.00</u>			<u>30.00</u>	
			VAT ANALYSIS CODE	S @ 20.00%	30.00	6.00	36.00				
TOTALS					<u>30.00</u>	<u>6.00</u>	<u>36.00</u>				

Top Level for Month No 10

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
31/01/2024	1799	545	PURE GARDENS	PUREG	2,130.00	426.00	2,556.00	4060	500	2,130.00	Grounds Maint - Jan 24
30/01/2024	29	546	ALL SAINTS CHURCH	ALLS	15.00	0.00	15.00	4950	325	5.55	Meetin g- 10 Jan 24
								4950	425	5.70	Meetin g- 10 Jan 24
								4950	525	3.75	Meetin g- 10 Jan 24
TOTAL INVOICES					<u>2,145.00</u>	<u>426.00</u>	<u>2,571.00</u>			<u>2,145.00</u>	
VAT ANALYSIS CODE OTS @ 0.00%					15.00	0.00	15.00				
VAT ANALYSIS CODE S @ 20.00%					2,130.00	426.00	2,556.00				
TOTALS					<u>2,145.00</u>	<u>426.00</u>	<u>2,571.00</u>				

Top Level for Month No 10

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
31/01/2024	3607	547	NEIL CURTIS	NEIL	540.00	0.00	540.00	4005	400	180.00	3 x Ashes Internment
								4005	500	360.00	3 x Ashes Internment
31/01/2024	JAN 24 EXP	548	AB EXPENSES	AB EXP	16.88	0.00	16.88	4435	325	6.25	AB Expenses - Jan 24
								4435	425	6.41	AB Expenses - Jan 24
								4435	525	4.22	AB Expenses - Jan 24
31/01/2024	77519	550	SSE BUSINESS	SSE	126.73	6.33	133.06	4915	350	126.73	Xmas lights - Bagshot High Str
31/01/2024	1576	552	ZENTECH IT	FRE01	338.28	67.66	405.94	4440	325	125.16	Licence fees/support - Jan 24
								4440	425	128.55	Licence fees/support - Jan 24
								4440	525	84.57	Licence fees/support - Jan 24
TOTAL INVOICES					<u>1,021.89</u>	<u>73.99</u>	<u>1,095.88</u>			<u>1,021.89</u>	
VAT ANALYSIS CODE F @ 5.00%					126.73	6.33	133.06				
VAT ANALYSIS CODE OTS @ 0.00%					556.88	0.00	556.88				
VAT ANALYSIS CODE S @ 20.00%					338.28	67.66	405.94				
TOTALS					<u>1,021.89</u>	<u>73.99</u>	<u>1,095.88</u>				

Top Level for Month No 11

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
01/02/2024	1 FEB 24	549	PRINCE STONEMASONS	PRINCE STO	1,510.00	0.00	1,510.00	4060	500	1,510.00	Misc work on plots - W'sham
								335		-1,510.00	Misc work on plots - W'sham
								6000	500	1,510.00	Misc work on plots - W'sham
05/02/2024	214731-1	551	SLCC ENTERPRISES LTD	SLCC	35.00	7.00	42.00	4350	320	12.95	AB - UNDERSTANDING QUOTES ...
								4350	420	13.30	AB - UNDERSTANDING QUOTES ...
								4350	520	8.75	AB - UNDERSTANDING QUOTES ...
02/02/2024	2038698	553	SURREY HEATH	SHBC01	7,506.53	1,501.31	9,007.84	4165	310	2,927.55	Greenspace - Feb 24
								4165	410	2,927.55	Greenspace - Feb 24
								4165	510	1,651.43	Greenspace - Feb 24
02/02/2024	2038699	554	SURREY HEATH	SHBC01	65.39	13.08	78.47	4220	410	65.39	LW playground insp - FEB 24
05/02/2024	202402	555	SURREY HEATH	SHBC01	100.00	0.00	100.00	4950	325	37.00	Room hire - 10 & 23 Jan 24
								4950	425	38.00	Room hire - 10 & 23 Jan 24
								4950	525	25.00	Room hire - 10 & 23 Jan 24
TOTAL INVOICES					<u>9,216.92</u>	<u>1,521.39</u>	<u>10,738.31</u>			<u>9,216.92</u>	
VAT ANALYSIS CODE OTS @ 0.00%					1,610.00	0.00	1,610.00				
VAT ANALYSIS CODE S @ 20.00%					7,606.92	1,521.39	9,128.31				
TOTALS					<u>9,216.92</u>	<u>1,521.39</u>	<u>10,738.31</u>				

Top Level for Month No 11

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
07/02/2024	509518-1	558	SLCC ENTERPRISES LTD	SLCC	141.00	0.80	141.80	4435	325	52.17	13th Ed. Local Council Adminis
								4435	425	53.58	13th Ed. Local Council Adminis
								4435	525	35.25	13th Ed. Local Council Adminis
				TOTAL INVOICES	141.00	0.80	141.80			141.00	
			VAT ANALYSIS CODE	S @ 20.00%	141.00	0.80	141.80				
				TOTALS	141.00	0.80	141.80				

Top Level for Month No 11

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
12/02/2024	214891-1	559	SLCC ENTERPRISES LTD	SLCC	30.00	6.00	36.00	4350	320	11.10	National Planning Policy refor
								4350	420	11.40	National Planning Policy refor
								4350	520	7.50	National Planning Policy refor
13/02/2024	2675	560	SURREY ALC	SALC	365.00	0.00	365.00	4350	320	135.05	CiLCA Support course - SW
								4350	420	138.70	CiLCA Support course - SW
								4350	520	91.25	CiLCA Support course - SW
09/02/2024	31300	561	RIALTAS BUSINESS	REALTAS	43.10	8.62	51.72	4440	325	15.95	31300/561/Rialtas Business Sol
								4440	425	16.38	31300/561/Rialtas Business Sol
								4440	525	10.77	31300/561/Rialtas Business Sol
14/02/2024	3467	562	NP TREE MANAGEMENT	NPTREE	290.00	58.00	348.00	4195	310	107.30	33 Heywood Drive - tree cleara
								395		-107.30	33 Heywood Drive - tree cleara
								6000	310	107.30	33 Heywood Drive - tree cleara
								4195	410	110.20	33 Heywood Drive - tree cleara
								395		-110.20	33 Heywood Drive - tree cleara
								6000	410	110.20	33 Heywood Drive - tree cleara
								4195	510	72.50	33 Heywood Drive - tree cleara
								395		-72.50	33 Heywood Drive - tree cleara
								6000	510	72.50	33 Heywood Drive - tree cleara
13/02/2024	51459	563	MULBERRY CO	MULBE	50.00	10.00	60.00	4350	320	18.50	Meetings & Discussions - JW
								4350	420	19.00	Meetings & Discussions - JW
								4350	520	12.50	Meetings & Discussions - JW
30/06/2023	300623	564	ONE CALL	ONECA	61.83	12.37	74.20	4555	335	22.88	Pipework repair - HMD
								4555	435	23.50	Pipework repair - HMD
								4555	535	15.45	Pipework repair - HMD
30/06/2023	10448	565	ONE CALL	ONECA	53.75	10.75	64.50	4555	335	19.89	Pipework repair - St Johns
								4555	435	20.43	Pipework repair - St Johns
								4555	535	13.43	Pipework repair - St Johns
30/06/2023	10450	566	ONE CALL	ONECA	53.70	10.74	64.44	4555	335	19.87	Stopcock - St Johns

Top Level for Month No 11

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
								4555	435	20.41	Stopcock - St Johns
								4555	535	13.42	Stopcock - St Johns
30/06/2023	10451	567	ONE CALL	ONECA	89.15	17.83	106.98	4555	335	32.99	Tap support post - St Johns
								4555	435	33.88	Tap support post - St Johns
								4555	535	22.28	Tap support post - St Johns
31/01/2024	10595	568	ONE CALL	ONECA	39.50	7.90	47.40	4555	325	14.62	Burst standpipe - St Johns
								4555	425	15.01	Burst standpipe - St Johns
								4555	525	9.87	Burst standpipe - St Johns
31/01/2024	10598	569	ONE CALL	ONECA	47.79	9.56	57.35	4555	335	17.68	Replacement pipe - St Johns
								4555	435	18.16	Replacement pipe - St Johns
								4555	535	11.95	Replacement pipe - St Johns
TOTAL INVOICES					<u>1,123.82</u>	<u>151.77</u>	<u>1,275.59</u>			<u>1,123.82</u>	
VAT ANALYSIS CODE OTS @ 0.00%					365.00	0.00	365.00				
VAT ANALYSIS CODE S @ 20.00%					758.82	151.77	910.59				
TOTALS					<u>1,123.82</u>	<u>151.77</u>	<u>1,275.59</u>				

Agenda Item 8 – Full Council 27 February 24

Review of Bank Reconciliations

Members are asked to review the following bank reconciliations. Financial Regulations state that a member, other than the Chair, or authorized bank signatory, should sign off the reconciliations once reviewed.

Below are the reconciliations for November 23, December 23 and January 24

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

Account	Acct type	30 Nov 23	31 Dec 23	31 Jan 24
Barclays Bank	Current	456,281	429,336	386,408
Santander Bank	Instant access	198,931	199,102	198,278
RBS account	Instant access	46,438	46,492	46,553
Skipton BS *	Annual interest	64,595	64,595	64,595
Cambridge & Counties	180 day notice	219,646	220,468	221,294
Hampshire Trust *	12 month deposit	63,630	63,630	63,630
Redwood Bank *	95 day notice	64,058	64,058	64,058
	TOTAL	1,113,578	1,087,681	1,044,816
Account type				
Current account		456,281	429,336	386,408
Instant access accounts		245,369	245,593	244,831
Medium term accounts		411,929	412,751	413,577
		1,113,578	1,087,681	1,044,816
* - Annual interest only				

Overall cash position

Net assets held by the Council as at 14 February 24 is £1,033,427 – see attached balance sheet. Of this £750,103 is held in ear-marked reserves. Members are asked to note that the ear-marked balance has increased by £52,655 since 1 April 23.

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.

Richard Midgley
RFO Nov 2023

Detailed Balance Sheet - Excluding Stock Movement

Month 11 Date 14/02/2024

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
100	Debtors	3,742	
105	VAT Control A/c	7,979	
200	Barclays Current Account	374,208	
205	Santander Account	199,278	
210	RBS Account	46,553	
215	Skipton Account	64,595	
225	Cambridge and Counties Account	221,294	
230	Hampshire Trust Bank	65,984	
235	Redwood Bank	64,058	
	Total Current Assets		1,047,691
	<u>Current Liabilities</u>		
500	Creditors	14,264	
	Total Current Liabilities		14,264
	Net Current Assets		1,033,427
	Total Assets less Current Liabilities		1,033,427
	<u>Represented by :-</u>		
300	Current Year Fund	65,183	
310	General Reserves	218,141	
315	Capital Receipts	1,300	
320	EMR School Lane Play	35,743	
325	EMR Windlesham CIL	70,530	
330	EMR Repairs and Maintenance	35,632	
335	EMR Cemeteries	39,070	
340	EMR Lightwater Pavilion & Rec	125,642	
345	EMR Bagshot Village	16,171	
350	EMR Lightwater Village	19,060	
355	EMR Windlesham Village	15,279	
365	EMR Elections	15,906	
370	EMR Council Office Repairs	1,500	
375	EMR Playarea Repairs	15,000	
377	EMR IT Equipment	383	
380	EMR Bagshot CIL	308,643	
390	EMR Civic Functions	1,144	
395	EMR Tree Works	49,100	
	Total Equity		1,033,427

Agenda Item 9 – Full Council Meeting 27 February 24
Budget Monitoring Report to 13 February 24

1. Budget 2024/25

The expenditure budget for 2024/25 was confirmed at a meeting on 10 January 2024 with a total expenditure budget of £594,014 and a precept requirement, after budgeted income of £88,813, totalling £505,021. SHBC have confirmed the tax base for 2024/25 of 8,376.95 for the Parish. The Band D equivalent precept is therefore £60.31 an increase of 44.42% over the prior year.

2. Overspends and Transfers

2.1 Councillors are asked to note the Actual vs Budget report as at 13 February 24 along with the corresponding Balance Sheet and Income and Expenditure reports attached. Councillors should also note the following:

- Overspends on the following Nominal Codes
 - 4160 Greenspace Contingency – Overspend of £1,592 arising from the purchase and installation of Coronation roundels, funded by a transfer from the village reserves FC29 Mar 23 C/22/215) and £120 re: repairs to a fence at School Lane Field;
 - 4190 Christmas trees – the overspend of £2,341 arises due to the choice of tree provision made by the Council. This was discussed by the Council and resolved that any overspend would be taken from the General Reserve (C/23/41B)
 - 4195 Tree maintenance/survey - an overspend of £1,285 has arisen due to the ongoing tree works both as part of the completion of tree works in Lightwater Cemetery and from various emergency costs. This has been funded against the Tree works EMR;
 - 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 – 50% and School Lane Field reserve – 50%. Any new items at School Lane Field to be funded from CIL (BVC/22/60);
 - 4300 Salaries – the salaries account reflects an overspend of £444 after posting February 24 salaries. This should be considered in conjunction

with accounts 4340 (Local Government Pension) and 4345 (HMRC payroll). In total these accounts reflect an current underspend of £9,791. If the March payroll costs are included this will leave a year end overspend of +/-£1,981 arising from the agreed salary increase levels plus an element of time in lieu being paid;

- 4380 Elections – An overspend of £1,086 is shown reflecting the cost of the recent election as re-charged from Surrey Heath. This amount reflects the excess over the set budget and is allocated from the Elections EMR (365) in accordance with the resolution C/23/78c (FC 26 Sept 23);
 - 4415 Insurance – the overspend of £378 noted arises from the purchase of additional Fidelity insurance to cover the cash balances held by the council. The levels were higher than the existing insurance cover and following a recommendation by the Internal Auditor the level was increased to reflect the higher cash levels held;
 - 4440 ICT costs – the I&E report reflects an overspend of £3,423 which primarily represents costs incurred in the provision of IT equipment. A total of £3,116 has been transferred from the IT equipment EMR taking the expenditure back under budget;
 - 4550 Office building costs – these costs comprise primarily rates and utilities with a few miscellaneous costs for ad hoc repairs, fire extinguisher testing etc. The overspend is currently £489 though should not increase significantly as the annual rate payments are now completed.
- *Other matters*
- 4430 Licences & Subscriptions – additional expenditure of £250 is to be made for an additional licence for the Rialtas system for the Operations Co-ordinator to allow her access to the system as part of her duties;
 - 4650 Grants – the year to date spend includes £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); £50 to Bagshot WI for a planter (BVC/23/18); £1,040.20 for the Bagshot Society Xmas trees and £75 to fund the winter planting of WPC planters (BVC/23/41); £480.00 for the Bagshot Xmas Float (BVC/23/41); £450.00 for the St Anne's Xmas tree festival; £500.00 for Windlesham United Charities commemorative trees (BVC/23/41); and £450 contribution the local Neighbourhood Watch newsletter (C/23/115); £2,000 to Lightwater Scouts for miscellaneous items (LVC/23/43).

The opening balance includes a credit of £500 comprising the 2023 year end accrual for a grant to Lightwater Connected for the purchase of a sign for Lightwater village (FC 29 Mar 23 C/22/217). To date this has not been claimed and council should consider writing back this amount.

- Councillors should also note that the Greenspace contract annual increase, based on January RPI, has been advised and is 4.9%. The increase applies for the period 1 February 24 to 31 January 25 with the increase for February backdated on the March invoice.

2.2 All other budget lines are underbudget.

2.3 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.

3. Virements

A grant of £1,040.20 has been made to The Bagshot Society by BVC for the purchase of miniature Christmas trees and winter planting of WPC planters. The budget for this sat under 4915/350 Festive Lights and has been re-allocated to 4650/340 Grants as noted in the November report.

4. Year-end projections

Total expenditure in the year to date before transfers from EMRs is £529,661 reducing to £402,016 once the transfers are accounted for. This is against a total annual budget expenditure of £503,929 and represents 79.8% of budget expenditure, marginally below the expected level assuming expenditure is contracted evenly over the period. Based on these figures I would expect us to be a little below budget expectations at the end of the year subject to any unexpected items arising.

The main areas where we can identify potential underspends, subject to no unexpected expenditure in the next six weeks, are noted below:

- (i) Allotment maintenance (4060/x15) - current underspend is £4,210 as a result of planned works not being completed in the year to date;
- (ii) Lightwater Cemetery maintenance (4160/400) – current underspend is £9,770 again as a result of planned works not being completed in the year to date;
- (iii) Bagshot Chapel building costs (4525/x35) – current underspend is £7,790 as a result of works not being completed in the year to date. It should be noted that

there are plans in place to make repairs to the Chapel but the timing is currently uncertain;

- (iv) Lightwater Pavilion capital project (4905/455) – no spend in year to date leaving a balance of £5,000 unspent;
- (v) Grants (4650/x40) – year to date expenditure is £12,529 against a budget of £24,000, an underspend of £11,471.

Other, smaller, variances do arise but are likely to be subject to additional costs going forward and so any underspends are unlikely to be significant.

5. Action required

Councillors need to note and approve overspends noted.

Detailed Balance Sheet - Excluding Stock Movement

Month 11 Date 13/02/2024

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
<i>Current Assets</i>			
100	Debtors	3,742	
105	VAT Control A/c	7,979	
200	Barclays Current Account	374,208	
205	Santander Account	199,278	
210	RBS Account	46,553	
215	Skipton Account	64,595	
225	Cambridge and Counties Account	221,294	
230	Hampshire Trust Bank	65,984	
235	Redwood Bank	64,058	
	Total Current Assets		1,047,691
<i>Current Liabilities</i>			
500	Creditors	14,264	
	Total Current Liabilities		14,264
	Net Current Assets		1,033,427
	Total Assets less Current Liabilities		1,033,427
<i>Represented by :-</i>			
300	Current Year Fund	65,183	
310	General Reserves	218,141	
315	Capital Receipts	1,300	
320	EMR School Lane Play	35,743	
325	EMR Windlesham CIL	70,530	
330	EMR Repairs and Maintenance	35,632	
335	EMR Cemeteries	39,070	
340	EMR Lightwater Pavilion & Rec	125,642	
345	EMR Bagshot Village	16,171	
350	EMR Lightwater Village	19,060	
355	EMR Windlesham Village	15,279	
365	EMR Elections	15,906	
370	EMR Council Office Repairs	1,500	
375	EMR Playarea Repairs	15,000	
377	EMR IT Equipment	383	
380	EMR Bagshot CIL	308,643	
390	EMR Civic Functions	1,144	
395	EMR Tree Works	49,100	
	Total Equity		1,033,427

Detailed Income & Expenditure by Account 13/02/2024

Month No: 11

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	5,561	63,505	81,000	17,495			78.4%
1030 Allotment Fees	(36)	1,739	1,700	(39)			102.3%
1040 Field of Remembrance Income	0	1,057	7,241	6,184			14.6%
1076 Precept	0	347,791	347,791	0			100.0%
1800 Other Income	0	650	0	(650)			0.0%
1900 Interest Received	2,354	11,786	4,488	(7,298)			262.6%
1950 CIL Income	0	174,308	0	(174,308)			0.0%
Total Income	7,879	600,836	442,220	(158,616)			135.9%
<u>Expenditure Detail</u>							
4005 Ashes interment	0	6,100	6,465	365		365	94.4%
4050 Rates	0	2,087	3,000	913		913	69.6%
4055 Pavilion Utilites	0	50	300	250		250	16.5%
4060 Maintenance	1,510	48,519	62,498	13,979		13,979	77.6%
4070 Allotment Refunds	0	10	100	90		90	10.0%
4100 War Memorial	0	625	2,000	1,375		1,375	31.2%
4105 Bagshot Clock	0	0	500	500		500	0.0%
4160 Greenspace Contingency	0	4,592	3,000	(1,592)		(1,592)	153.1%
4165 Greenspace Contract	7,507	84,972	94,359	9,387		9,387	90.1%
4185 Planting	0	5,374	5,416	42		42	99.2%
4190 Christmas Trees	0	5,341	3,000	(2,341)		(2,341)	178.0%
4195 Tree Maintenance/Surgery	0	30,285	29,000	(1,285)		(1,285)	104.4%
4220 Playground Repairs & Renewal	65	109,096	12,000	(97,096)		(97,096)	909.1%
4300 Salaries	7,639	87,044	86,600	(444)		(444)	100.5%
4340 Local Government Pension	2,228	22,850	29,152	6,303		6,303	78.4%
4345 HMRC Payroll	1,905	22,678	26,611	3,933		3,933	85.2%
4350 Training	35	625	2,000	1,375		1,375	31.2%
4380 Elections	0	5,086	4,000	(1,086)		(1,086)	127.2%
4400 Legal/HR/Recruitment Costs	0	4,921	7,000	2,079		2,079	70.3%
4410 Cleaner	0	0	750	750		750	0.0%
4415 Insurance	0	4,634	4,256	(378)		(378)	108.9%
4420 Finance System	0	1,295	2,200	905		905	58.9%
4425 External Finance Support	0	418	3,000	2,582		2,582	13.9%
4430 Licences & Subscription	0	3,994	6,510	2,516		2,516	61.3%
4435 Office Expenses	141	1,644	2,000	356		356	82.2%
4440 ICT Costs	0	8,423	5,000	(3,423)		(3,423)	168.5%
4445 Audit	0	(107)	2,100	2,207		2,207	(5.1%)
4455 Telecoms & Security	0	1,488	1,837	349		349	81.0%
4500 Cllr Allowances, Training & Ex	2,492	27,588	30,000	2,412		2,412	92.0%
4525 Bagshot Chapel Building Costs	0	210	8,000	7,790		7,790	2.6%

Detailed Income & Expenditure by Account 13/02/2024

Month No: 11

Account Code Report

	Actual Current Mnth	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
4550 Office Building Costs	0	6,489	6,000	(489)		(489)	108.2%
4555 HMLD Building Costs	0	6,622	8,000	1,378		1,378	82.8%
4600 Annual Meeting & Civic Costs	0	1,750	2,000	250		250	87.5%
4650 Grants	0	12,529	24,000	11,471		11,471	52.2%
4905 Pavilion Capital Project	0	0	5,000	5,000		5,000	0.0%
4915 Festive Lights	0	11,201	14,175	2,974		2,974	79.0%
4950 Hall Hire	100	1,227	2,100	874		874	58.4%
Total Overhead	23,622	529,661	503,929	(25,732)	0	(25,732)	105.1%
Total Income	7,879	600,836	442,220	(158,616)			135.9%
Total Expenditure	23,622	529,661	503,929	(25,732)	0	(25,732)	105.1%
Net Income over Expenditure	(15,743)	71,176	(61,709)	(132,885)			
plus Transfer from EMR	1,510	127,645					
less Transfer to EMR	0	174,308					
Movement to/(from) Gen Reserve	(14,233)	24,513					

Agenda item 10 - IRP Report – Councillors Allowances

Full Council 27th February 2024

Members will recall agreeing to have their allowances considered by the Independent Remunerations Panel, set up by Surrey Heath. This time, rather than issuing a questionnaire for Councillors to respond to, the Parish Clerks were invited to meet with the panel to discuss councillor allowances.

Attached below is the report from the Panel, setting out its recommendations for the payment of allowances from May 2024.

Members are reminded that they have a duty to take into account the recommendations made by the Panel but are free to set their own level of allowances.

The main points from the report are:

- 1) The Parish can agree to pay up to 30% of the basic allowance of Surrey Heath Borough Council
- 2) The full 30% payment equates to £1,750 per Councillor per annum, subject to indexation. For 18 Councillors, this is a first-year budget of £31,500.
- 3) Councils that wish to pay an allowance should be able to pay an amount *up to 30%* of the Basic Allowance of Surrey Heath Borough Council. The Panel therefore recommends that the Parish Council Chair's Allowance for 2024/25 should be £1,750.

A Council can award the Basic and the Chair's allowance, just the Basic Allowance or just the Chair's allowance at any level up to the maximum figure recommended.

- 4) Travel can be paid at 45p per mile.
- 5) Indexation of allowances will be in accordance with the indexation applied to Borough Members allowances and this is to be linked to the Borough Council annual staff salary increase.

Whilst the Council will set the allowance policy for all Members, individual members may choose whether to receive the full allowance, partial allowance or not to receive the allowance at all.

Members are asked to consider the report and either approve or reject the recommendations made at section 5 of the report below.

JW
Clerk to the Council
February 2024



**REPORT OF THE INDEPENDENT REMUNERATION PANEL
FOR
SURREY HEATH BOROUGH PARISH AND TOWN COUNCILS**

FEBRUARY 2024

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Report from the Parish and Town Councils Independent Remuneration Panel February 2024

1. Introduction

The Parish Remuneration Panel was convened by Surrey Heath Borough Council as the 'Responsible Authority' so required by the 2003 Regulations:

The Local Authorities (Members Allowances) (England) Regulations 2003
Statutory Instrument 2003 No. 1021 and the amendment – Statutory Instrument 2003 No. 1692

The Guidance issued on these regulations for Parish Allowances/ or Members of Parish Council is:

"91. Parish councils may choose to pay their members an allowance, known as 'parish basic allowance', to recognise the time and effort they put into their parish duties. There is no obligation on parish councils to pay such allowances. Each parish council may make an allowance available to its chair only, or to each of its members. Where all members receive an allowance, the amount payable to the chair may be different to that paid to other members, but otherwise the amount paid to each member must be the same. Parish basic allowance is a discretionary allowance. It may be paid in a lump sum, or at intervals throughout the year.

92. If a parish council wishes to pay a basic allowance, it should have regard to a recommendation from its parish remuneration panel. This is a panel set up to make recommendations to parishes in its area. The membership of a parish remuneration panel will be the same as the independent remuneration panel of the district or county council within whose area the parish is situated. The panel will make a recommendation as to whom basic allowance should be paid, and the level of the allowance."

(New Council Constitutions: Guidance on Regulation for Local Authority Allowances, DCLG, 2003)

2. Terms of Reference

The Panel was asked to consider and make recommendations to Parish Councils regarding:

- Basic Allowance
- Chairs Allowance
- Travel and Subsistence Allowance
- Indexing

The Parish Independent Remuneration Panel

The Parish Independent Remuneration Panel comprised of the same membership as the Independent Remuneration Panel which met on the **23rd and 24th January 2024** to review the allowances for Surrey Heath Borough Council and the members of the panel are set out below:

The Panel comprised the following members:

- Mark Palmer, Director: Development and Governance, South East Employers (Chair)
- Lucy Brown, Chief Executive, Disability Initiative
- Mark Selby, Director, Project Beyond Consortium

The Panel meeting was held in private session, undertaken via MS Teams. The report recommendations apply to:

- Bisley Parish Council
- Chobham Parish Council
- West End Parish Council
- Windlesham Parish Council

3. Approach

All Parish and Town Councils were invited to provide views and the opportunity to take part in an interview session on the 24th January 2024, The following Parish and Town Councils completed the questionnaire (Appendix 1.) and or took part in the interview session as part of the review:

- Bisley Parish Council- Questionnaire response
- West End Parish Council- Questionnaire response and participated at interview
- Windlesham Parish Council- Questionnaire response and participated at interview
- Chobham Parish Council – Participated at interview

The Panel paid close attention to the Government Guidance in arriving at the recommendations

4. Arriving at the Recommendations

The Panel was of the view that whilst parish councillors did not stand for office for any financial reward, an allowance could actively support someone in the councillor role and that it was essential to be able to attract parish councillors from a wide range of backgrounds. Councillors should also not be out of pocket for undertaking the role.

5. Recommendations

Basic Allowance

The Local Authorities (Members Allowances) (England) Regulations 2003 Statutory Instrument 2003 No. 1021 state the basic allowance recommended by a Parish Independent Remuneration Panel can be for any amount up to 100 per cent of the basic allowance paid by Surrey Heath Borough Council.

The Panel therefore recommends that those parishes who feel that a basic allowance would be appropriate should be able to pay an amount up to 30% of the Basic Allowance of Surrey Heath Borough Council.

The recommended Basic Allowance for the Councils for 2024/25 is £5,834 subject to any indexation; **30% of this is £1,750 per annum, subject to any indexation. This should in accordance with the statutory regulations only be paid to Councillors who are elected not those co-opted.**

Chair's Allowance.

The Panel noted that the previous review in January 2020 had not recommended a Special Responsibility Allowance for the role of Chair. **However, following the 2024 review the Panel is of the view that for those councils that wish to pay an allowance should be able to pay an amount up to 30% of the Basic Allowance of Surrey Heath Borough Council.**

The Panel therefore recommends that Parish Council Chair's Allowance for 2024/25 should be £1,750.

A Council is able to award the Basic and the Chair's allowance, just the Basic Allowance or just the Chair's allowance at any level up to the maximum figure recommended.

Travel and Subsistence.

The Panel recommends that the Parish Councils should pay a mileage allowance of 45p per mile (for a car) which is in line with the HMRC recommendations, the same as the Borough Council. Subsistence rates should also be paid in line with the Borough Council.

Indexation of Allowances

The indexation of the allowances paid to Members of the parish councils should be in accordance with the indexation applied to Members Allowances at the Borough Council. The agreed approach to indexation is in line with the Borough Councils annual staff salary increase when applicable.

Forgoing Allowances.

A parish councillor may choose not to receive all or part of any allowance to which they would otherwise be entitled. To do so they must give written notice to the proper officer of the parish/town council.

Publicity

With- regard to the allowances, the Panel recommends that the Parish Councils act in accordance with the following guidance (Section 5, Paragraph 30 of the Regulations (SI2003 No. 1021):

“Parish councils are required to publicise their allowances in a notice or notices conspicuous in their area. These notices must remain in place for at least 14 days. In addition, they must make a record of the allowances they have paid available for inspection at reasonable notice. They must provide copies of this record on request and may charge a reasonable fee for this. Parishes must also publish details of the parish remuneration panel reports. Again, these are minimum requirements, and parish councils may wish to go further in making local people aware of their allowances scheme and payment levels. For- example they may wish to circulate details of their allowances in the parish newsletter, if they have one, place them on a website, or publish them in one or more local newspapers.”

The Panel recommends that the Parish Clerk should also publicise the allowances scheme to all Parish Councillors

Implementation

The Panel recommends the new allowances should be implemented from May 2020. If a decision on allowances has not been made by Surrey Heath Borough Council before the start of the new municipal year then allowances payable to Parish Councillors can be backdated to May 2020.

Mark Palmer- Chair, Independent Remuneration Panel
Lucy Brown- Independent Remuneration Panel Member
Mark Selby- Independent Remuneration Panel Member

February 2024

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Item 11 - Windlesham Parish Council Investment Strategy

Full Council 27th February 2024

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

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

As at 31 January 2024 Windlesham Parish Council had cash at bank of £1,044,816 as reflected in the table below.

1. Analysis of Council cash and investment account balances at 31 January 2024

Account	Acct type	Int. Rate	Balance	Est m'ment before 31.03.2024	Est. balance as at 31.03.2024
Barclays Bank	Current	0.00%	386,408	(66,000)	320,408
Santander Bank	Instant access	1.06%	198,278	350	198,629
RBS account	Instant access	1.57%	46,553	122	46,674
Skipton BS	Annual interest	3.10%	64,595	0	64,595
Cambridge & Counties	180 day notice	4.41%	221,294	1,629	222,924
Hampshire Trust	12 month deposit	3.70%	63,630	2,354	65,984
Redwood Bank	95 day notice	3.45%	64,058	2,210	66,268
	TOTAL		1,044,816		985,481

Notes:

- (i) The Hampshire Trust account balance matures on 28 February 2024. Options available to the Council are:
- (a) Re-invest in a 1 Year Business Loyalty Bond Issue 10 (4.25%) – 4.25% AER;
 - (b) Withdraw the funds and invest elsewhere;
- If no instructions are received the funds will be transferred to an easy access account with Hampshire Trust earning interest at 0.10% AER.

It is recommended that the funds are re-invested in the 1 Year Business Loyalty Bond at 4.25%

- (ii) The balance is rounded down to £975k for planning purposes

2. Analysis by account type

Account type					Est. balance as at 31.03.2024
Current account					320,408
Instant access accounts	(Note that the Clerk does not have access to these accounts)				245,303
Medium term accounts	(Note that the Clerk has no access to funds in the Skipton account)				419,771
					985,481

3. Action required

- 3.1 Investment strategy – Members are to decide if they wish to:
- (a) Decide on the investment of the Hampshire Trust funds; then
 - (b) Adopt the investment strategy as presented; or
 - (c) Amend and adopt the investment strategy.
- 3.2 Due to the number of projects proposed with significant spend required and the fact that the Clerk does not have access to all the accounts it is recommended that the Council continues to hold sufficient funds in instant access accounts for the time being and reviews the position at regular intervals going forward.

RM
RFO
February 2024

WINDLESHAM PARISH COUNCIL

INVESTMENT STRATEGY – ADOPTED FEBRUARY 2023

1. Introduction

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

2. Objectives

- 2.1 The council's priorities are, in the following ranking order:
- (a) The security of capital to minimise the risk of losses
 - (b) The liquidity of investments to meet the cash flow needs of the council
 - (c) Maximising income within the framework of the national economic situation
- 2.2 The council will aim to achieve a high rate of return on investments commensurate with adequate safeguards of security and liquidity.

- 2.3 The council will endeavour to maximise the depositor protection offered by the Financial Services Compensation Scheme (FCSC) or other deposit protection schemes available.
- 2.4 The council acknowledges that the FSCS offers 100% protection up to £85,000 *per financial institution* for small local authorities, which within the FSCS guidance are defined as '*local authorities with an annual budget of up to €500,000*' (approx. £428,000 February 2024). As the Council's budget exceeds this limit the deposits made are therefore not covered by the scheme.

3. Investments

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

4. Reporting and Review

- 4.1 An annual report on the council's investments and deposits will be provided to the Finance Committee, prior to the council determining its budget and precept for the forthcoming financial year.

- 4.2 This policy will be reviewed and approved annually by council, taking into account any changes to guidance contained within legislation and the JPAG Practitioners' Guide.

Item 12 -Strategic Plan Priorities–Update

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

Action Required

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

Quick Overview

I am pleased to report that of the following progress:

Core Objectives

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

5 objectives are amber (in progress)

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

Strategic Priorities 2022-2025

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

13 priorities are amber (in progress)

1 priority is red (not started or is on hold).

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

installation of ANPR cameras in Windlesham	purchase the ANPR for Broadway Road. No further action required by the Parish council.	
Form a working party to work alongside SCC to identify traffic and infrastructure solutions in Windlesham village centre	Complete	
Agree an investment policy	Adopted July 23	
Progress necessary maintenance at Bagshot Chapel	Operations coordinator has been liaising with the SHBC building survey regarding maintenance of heritage buildings. Soakage tests have been carried out and the results indicate that additional drainage solutions are required prior to any building maintenance. Quotes are being obtained in order to move this project forward.	Operations Coord

	Strategic Plan Priorities 2023-2025	
Agreed Tasks	Update	
Review allotment management and consider an allotment association		
Deliver a project plan for Lightwater Pavilion	Plan not yet agreed. The Lightwater Committee is working on this. Currently waiting on drawings to provide FIT with the information they have requested. Initial enquiries have been made to the Community Ownership Fund with the view of submitting an expression of interest as soon as a project plan is ready.	Lightwater Committee. Cllr Harris & the Clerk/Assistant Clerk
Deliver asset management and maintenance plans	All assets were reviewed, and land ownership was established. Building condition surveys have been carried out on all buildings and will be reported to the council at the February meeting	Operations Coordinator
Agree a playground improvement plan	4 out of 5 playgrounds have either been replaced or will be replaced during 2023-2024. Monthly safety inspections are carried out alongside an annual ROSPA report.	Clerk/Assistant Clerk
Complete low priority tree maintenance	Complete	

Deliver a tree management plan	A tree management policy was agreed in October 2022	
Map all assets	Land ownership has been established and 95% of assets are mapped on the SHBC GIS maps which are shared via Parish online with the Parish Council.	
Complete necessary maintenance at Bagshot Chapel	Operations coordinator has been liaising with the SHBC building surveyor regarding maintenance of heritage buildings. . Soakage tests have been carried out and the results indicate that additional drainage solutions are required prior to any building maintenance. Quotes are being obtained in order to move this project forward.	Operations Coord
Progress work alongside SCC to identify traffic and infrastructure solutions in Windlesham village centre	This is progressing and a traffic and infrastructure group is working alongside County Cllr Tear and Highways. Speed surveys have been agreed.	Windlesham working party
Complete replacement/refurbishment of play areas at School Lane Field, Bagshot.	School Lane Field playground refurbishment has been completed. The outdoor gym is now complete.	
Complete replacement/refurbishment of play area Freemantle Road, Bagshot.	The tender process is complete, and a contractor appointed. The playground will be installed by March 2024	Bagshot Committee & Assistant clerk
Agree a long-term plan for Windlesham & Lightwater Cemeteries	Full council agreed to carry out a full cemetery review, with a view to ensuring future burial provision. To date the council has been unable to find an organisation willing to conduct a full review, due to the scale of the project and consider alternative options.	Windlesham & Lightwater Committees & the Clerk
To initiate a Windlesham Neighbourhood Plan Review	A NP review toolkit that outlines the process has been provided to the working party and planning consultant quotes were obtained. Windlesham committee will lead on this.	WVC
Review of the Greenspace contract	Procurement consultants have been approached and quotes obtained. References have been requested with a view to making an appointment. Further investigation has raised some concerns which the Clerk is in the process of investigating.	BVC, LVC, WVC and Clerk

7. Core Objectives

7.1 Good Governance and Fiscal Responsibility



Since SHBC have updated their website the WPC website needs to check and update all active links to SHBC

Greenspace contract is unsatisfactory and under review

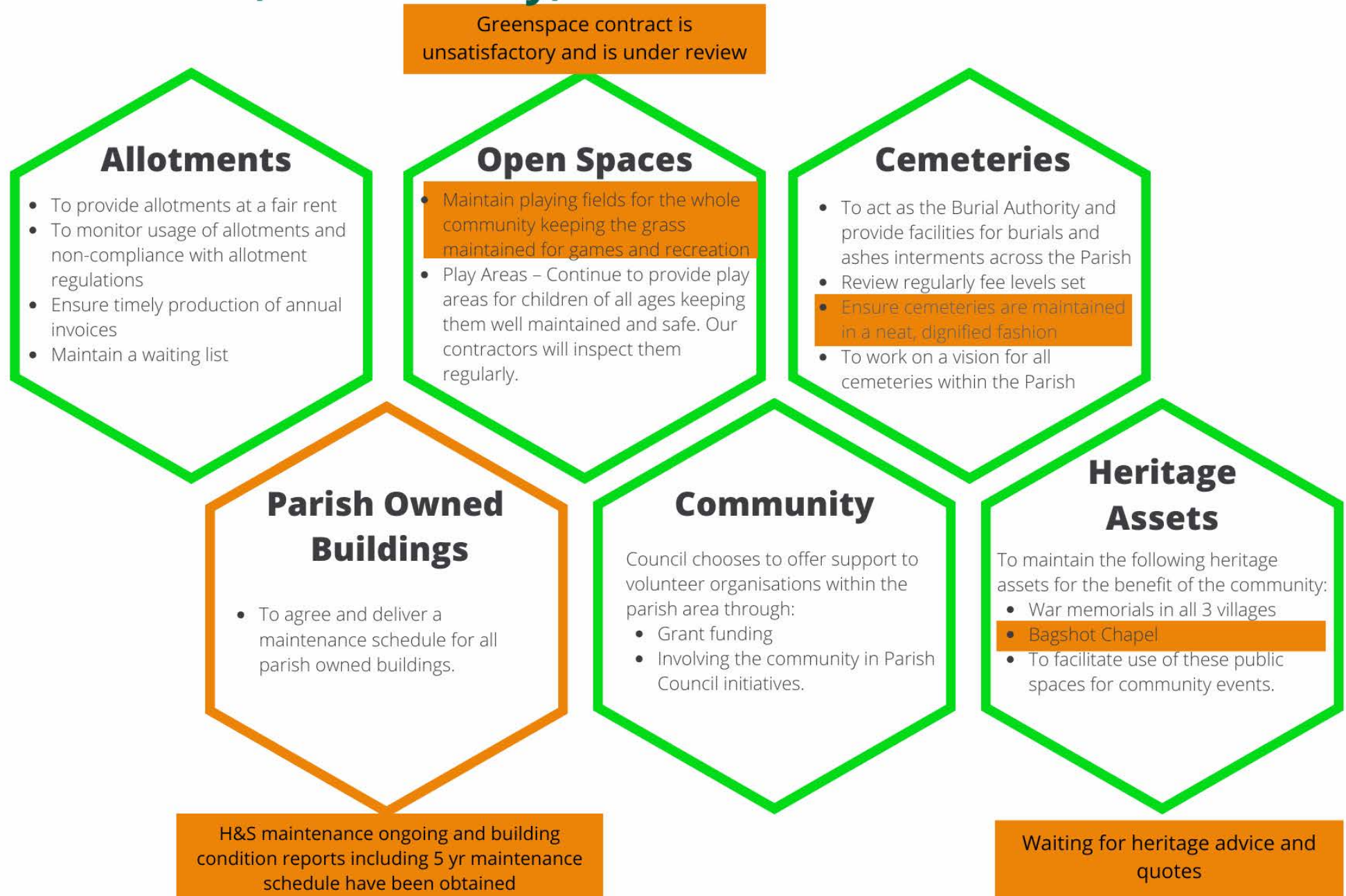
Core Objectives

7.2 The Parish Environment



Core Objectives

7.3 Leisure, Community, and Health



Item 13 – Annual Parish Meeting – to discuss proposed agenda points.

Full Council 27th February 2024

Action

Members are asked to read the information provided below and agree on points for the APM Agenda.

Members will be aware that the Parish Council will be facilitating the next Annual Parish Meeting of the electors on the 19th March 2024.

Residents were invited, via social media and the Council noticeboards to put forward suggestions for the agenda.

3 residents responded with the following suggestions:

1. **School Lane Field Pond Maintenance** – The Clerk has responded to this request noting that in addition to any inclusion on the APM agenda, this will be for discussion at the next Bagshot Committee meeting.
2. **Strategic Plan** – Presentation on progress made against planned items and suggestions for further items to be included.
3. **Annual Budget 2024/25** - a brief presentation on the Budget for the 2024/25 year together with an explanation of the increase in the annual precept of 44% - to be followed by an opportunity for members of the public to ask questions about the budget.
4. **Reserves** - a brief presentation on the General and Ear Marked Reserves currently held by the Council together with an explanation of the rationale for the amount of General Reserve and the individual Ear Marked Reserves held and a brief synopsis of the projects that relate the EMR's together with a timetable for their delivery - to be followed by an opportunity for the public to ask questions about the Reserves held.

The Clerk has made enquiries to the following community partners but as yet their willingness to attend is unconfirmed.

5. Katie Stewart – Environment, Infrastructure and Growth Executive Director – more specifically to deliver a presentation on highways matters.
6. Neighbourhood Policing Team

Additional Suggestions

7. Chairs Report
8. Council Roles and responsibilities
9. Village committee updates

What is the purpose of an Annual Parish Meeting?

Annual Parish Meetings are quite distinct from meetings of the Parish Council and should not be confused.

The purpose of the APM is to enable the registered electors to discuss parish affairs and to have a say on anything they consider valuable to the people of the parish. This meeting is also an opportunity for the Parish Council (and higher tiers of local government) and community group leaders to engage with residents, and to inform them of what the Council has been doing over the past year.

Differences between the Annual Parish Meeting and a Parish Council Meeting

Any person on the electoral register of the parish is entitled to speak at a Parish Meeting, at Parish Council meetings, members of the public may only speak at the Chairman's discretion.

Any matter pertinent to the parish may be discussed at a Parish Meeting, whereas at a Parish Council meeting subjects for discussion should be limited to matters on which the council has the power to act.

Who has the right to convene an Annual Parish Meeting?

The Annual Parish Meeting may be convened by the Chairman of the Parish Council, or any two Parish Councillors, or by six electors of the Parish for which it is to be held.

Will Parish Councillors be at the meeting?

All Parish Councillors will be invited to attend the meeting and at the discretion of the Chair, Councillors will also have an opportunity to raise questions and make comments. However, the purpose of the meeting is to enable the electors to have their say.

Who can attend the meeting?

The Annual Parish Meeting is for all electors of the Parish. It is not a meeting of the Parish Council. Anyone is welcome to attend the meeting however, only registered electors of the parish may speak and vote during the meeting.

Who will Chair the meeting?

The Chair of the Parish Council may attend (whether they are an elector or not) and must preside if present. The Vice-Chair (if any) must preside in the absence of the Chair of the Parish Council. If both are absent, the meeting elects someone to preside.

The relationship between the Parish Meeting and the Parish Council

Though a Parish Meeting may discuss parish affairs, its resolutions differ considerably in their legal consequences. In few cases is a decision legally binding. Most decisions are persuasive only and the Parish Council may legally disregard them.

Agenda item 14 - Summer Planting 2024 - Full Council...

Five companies have been approached to provide a quote for the summer planting and hanging baskets around the villages. Unfortunately, of those five, only 2 were able to meet the specification and supply a quote.

The summer planting specification is as follows:

Windlesham

Plant with seasonal flowers & Water	Location
2 x 750mm square black containers	Windlesham Centre, either side of bus stop
15 x 450mm wire framed Hanging Baskets positioned on the basket trees	Windlesham Centre
4 x 1100mm x 500mm Planters at the Gateways	Chertsey Road & Kennel Lane (outside Windlesham Field of Remembrance)

Lightwater

Plant with seasonal flowers & Water	Location
20 x 450mm wire framed Hanging Baskets positioned on lamp posts (including replace broken bracket)	Guildford Road
5 x 1000mm square planters	Village centre

Bagshot

Plant with seasonal flowers & Water	Location
15 x 450mm wire framed Hanging Baskets positioned on basket trees	Bagshot High Street
6 x 1200mm long x 340mm wide x 280mm barrier boxes	A30 opposite Miller & Carter steak house

Water Only	Location
4 x stone planters 1 x Horse trough	Bagshot High Street A30

Responses to the quote request were as follows:

		Total	Breakdown by Village		
			Windlesham	Lightwater	Bagshot
Quote A		£5,673	1,826	2,049	1,798
Quote B		£6338.20	1,811.40	2,335.00	2191.80
Quote C	Provided a quote to water only	£7,088.98			
Quote D	Unable to provide a service to water				
Quote E	No response to quote request				

Action required:

Members are asked to choose and approve one of the above quotes.

Item 15 - To review building condition reports

RICS building condition surveys have now been carried out on Council buildings and attached are reports outlining a 5 year action plan and indicative costs as recommended by the surveyor.

Members are asked to review the attached reports in conjunction with the information below and note that officers will address the year 1 priorities for both the Chapel and the Council Offices, in addition to progressing the Chamber refurbishment project:

Summary of Cost per building				
	Bagshot Chapel	Council Office	Chamber	Pavilion
Year 1	£31,020.00	£2,156.00	£15,950.00	£145,695.00
Year 2	£9,735.00	£4,246.00	£23,551.00	£605.00
Year 3	£3,960.00	£1,272.00	£24,432.00	£300.00
Year 4	£8,580.00	£4,136.00	£1,771.00	£500.50
Year 5	£3,685.00	£1,276.00	£286.00	£110.00
TOTAL	£56,980.00	£13,086.00	£65,990.00	£147,210.50

Current Status of Works	
Bagshot Chapel	A soakage test has been carried out and the Operations Coordinator is obtaining quotes for drainage solutions in line with the report. Council has agreed a £10k 2024-25 budget and £20k for Bagshot CIL to fund repairs.
Council Office	The Operations Coordinator is obtaining quotes for the year 1 identified works.
Chamber	The council has approved a full refurbishment of this building. Indicative costs received were in the region of £33k to be funded from the Buildings and Maintenance reserve. However, based on the above figures Council will need to consider extra funding. The Operations Coordinator will liaise with nominated Councillors to take this project forward.
Pavilion	The Pavilion is waiting to be demolished – no remedial works will take place.

Item 17 – Clerks Update

Full Council 27th February 2024

Greenspace Procurement – Update

Councillors will recall that at the November Full Council meeting, it was resolved unanimously to approve a spend of up to £10k to engage a procurement consultant to manage the greenspace tender process. It was also resolved to delegate authority to the Clerk in conjunction with Cllrs Turner, R Jennings-Evans, Harris, Malcaus Cooper, White, Du Cann, and 2 Windlesham Village Councillors to review quotes and appoint a consultant.

Since that meeting, the above group has met and reviewed two quotes. Unfortunately, the preferred organisation was unable to proceed and further discussions with the second consultant raised concerns about the suitability to deliver a sound process.

Another quote has now been submitted and will be reviewed.

Communications & Engagement Officer Recruitment

Members should note that the recruitment process is now complete, and the Council will welcome a new Member of staff at the beginning of March.

Item 19 - Cemetery Review update - Full Council 27th February 2024

Members are asked to read the updated information provided below and consider their preferred course of action, noting that in all cases, legal advice will be necessary, which is a discussion point in the confidential part of this meeting.

Options

1. Continue to seek a consultant who can conduct a feasibility study and provide a detailed quote for the necessary works.
2. Form a dedicated Cemeteries committee tasked with adopting a holistic approach encompassing all three cemeteries. This committee will be responsible for ensuring seamless provision of burial facilities for residents across the parish both now and in the future.
3. Task each village committee with formulating a tailored cemetery improvement plan aimed at tackling capacity constraints and enhancing aesthetic appeal. Regular reporting to the Full Council will be essential to maintain a unified and coordinated approach across the burial authority.

Background

Members will recall that at the November Full Council meeting, it was resolved to seek more detailed proposals, for the following scope of work to be carried out as part of the cemetery review.

- Evaluating the current condition of all our Cemeteries
- Undertaking cemetery mapping of each cemetery.
- Providing recommendations on ensuring optimal future burial provision.
- Conducting compliance reviews of the current cemetery regulations.
- Offering insights on the budgetary implications associated with the above considerations.

Update

Quotes were requested from four organisations with only two quotes being received.

At the November meeting Council was of the opinion that the quotes submitted were not detailed enough and requested quotes covering the following:

The Clerk has also contacted Brookwood Cemetery for assistance; however, no response has been forthcoming. Cllr Jennings-Evans proposed an alternative avenue, suggesting that the Clerk contact Southwark Council to glean insights into their cemetery extension process.

Following this suggestion, the Clerk has engaged in dialogue with the organisation responsible for overseeing the expansion of Southwark Cemetery. Their expertise revealed the intricate and costly nature of cemetery expansion, underscored by the imperative adherence to various environmental regulations and the possible requirement of environmental permits. Key considerations encompass

drainage systems, proximity to water bodies, and protected sites such as areas of conservation, special protection areas, SSSI, local nature reserves, and ancient woodlands.

Given these stringent prerequisites, any expansion necessitates comprehensive land surveys, environmental assessments, and drainage analyses, alongside consultation with burial ground specialists. It has been communicated by the contacted organisation that they are inclined to collaborate primarily with principal councils equipped with in-house legal and environmental advisory teams, as well as readily available surveyors.

Please note that the organisation consulted provided one of the original quotes presented to Members at the November Council meeting.