



Windlesham Parish Council

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The Council Offices
 The Avenue
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MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL
 Held on Tuesday 27th February 2024, at 7.15pm held at St Anne’s Church Centre, 43
 Church Road, Bagshot

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

In attendance: Jo Whitfield –Clerk to the Council
 3 X Students from Gordons School
 Cllr Wheeler – Surrey Heath Borough Council

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

Cllr Turner took the Chair

		Action
C/23/174	Apologies for absence Apologies for absence were received and accepted from Cllrs Bakar, Gordon, Hartshorn, and Hills.	
C/23/175	Declarations of interest Cllrs Malcaus Cooper and Willgoss declared a non-pecuniary interest in item 23 on the agenda, informing Members that they had met briefly with some of the organisations concerned.	
C/23/176	Public question time There were no public questions.	
C/23/177	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/23/193 To consider necessary legal services required for the cemetery review process C/23/194 Chairman’s Community Reception – discuss award	

	<p>nominations C/23/195 Hook Mill Lane – Update C/23/196 Allotment Lease – Update C/23/197 To approve as a correct record the confidential resolution reports. C/23/197 Confidential Correspondence</p> <p>Members agreed that updates on all previous confidential resolutions should remain in the confidential part of the meeting.</p>	
C/23/178	<p>Full Council Minutes</p> <ul style="list-style-type: none"> The minutes of the Full Council meeting held on 23rd January 2024 were approved and signed by Cllr Turner 	Cllr Turner
C/23/179	<p>Committee and Sub-Committee Minutes</p> <ul style="list-style-type: none"> The minutes of the Planning Committee meetings held on the 23rd January 2024, and the 14th February 2024 were approved and signed by Cllr White. <p>Members noted the open minutes of the recent village committee and sub-committee meetings:</p> <ul style="list-style-type: none"> The minutes of the Bagshot Committee meeting held on the 6th February 2024. 	Cllr White
C/23/180	<p>Finance</p> <p>a) Accounts for payment - The Clerk presented a list of expenditure transactions for approval, in the sum of £31,851.14 and explained the individual items.</p> <p>It was resolved the payments (Appendix A) in the total sum of £31,851.14 be authorised and the Chairman signed the Expenditure Transactions Approval List.</p>	Cllr Turner
C/23/181	<p>Bank Reconciliations</p> <p>Members were asked to review the bank reconciliations, for November 23, December 23 and January 24.</p> <p>The Clerk informed Members that there was an error in the papers with the Santander bank balance which should read £199,278, not £198,278.</p> <p>Members noted the reconciliations as presented and resolved that either Cllr Malcaus Cooper or Cllr Rebecca Jennings-Evans in the absence of Cllr Malcaus Cooper, would continue to sign off the reconciliations.</p> <p>Cllr Jennings-Evans requested confirmation of the makeup of creditors.</p> <p>The Clerk will ask the RFO to respond.</p>	Cllrs Malcaus Cooper and Jennings-Evans

<p>C/23/182</p>	<p>Finance – Budget Monitoring Report</p> <p>Members were presented with a report detailing any overspends, transfers or virements for approval.</p> <p>Members were informed that it is too early in the year to assess the year-end projections.</p> <p>Councillors noted the Actual vs Budget report as of 13th February 2024 along with the corresponding Balance Sheet and Income and Expenditure reports. Members resolved to approve all overspends and virements detailed in the report.</p> <p>Additionally, Members resolved to note that the 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 the budget expenditure, marginally below the expected level assuming expenditure is contracted evenly over the period. The Council also noted that based on the presented figures it is expected that subject to unexpected items arising the year-end position will be slightly below budget expectations.</p>	
<p>C/23/183</p>	<p>Members Allowances 24-25</p> <p>Members were presented with the Independent Remuneration Panels report and asked to decide if they wished to:</p> <ul style="list-style-type: none"> • agree to pay up to 30% of the basic allowance of Surrey Heath Borough Council, noting that the full 30% payment equates to £1,750 per Councillor per annum, subject to indexation. For 16 Councillors, this is a first-year budget of £28,000. • pay an allowance to the Parish Council Chair of £1,750 for 2024/25. • approve the payment of travel expenses at 45p per mile. • note 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. <p>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.</p> <p>1. Cllr Malcaus Cooper proposed, Cllr McGrath seconded that Council should:</p> <ul style="list-style-type: none"> • agree to pay up to 30% of the basic allowance of Surrey Heath Borough Council, noting that the full 30% payment equates to £1,750 per Councillor per annum, subject to indexation. For 16 Councillors, this is a first-year budget of £28,000. 	

	<ul style="list-style-type: none"> • approve the payment of travel expenses at 45p per mile. • note 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. <p>A vote was taken and the motion carried with 12 in favour and 2 against.</p> <p>2. Cllr Malcaus Cooper proposed, Cllr McGrath seconded that Council should:</p> <ul style="list-style-type: none"> • pay an allowance to the Parish Council Chair of £1,750 for 2024/25. <p>A vote was taken and the motion carried with 7 in favour, 6 against and 1 abstention.</p> <p>3. Members also noted that co-opted Councillors are not eligible for the Members Allowance and therefore Cllr Malcaus Cooper proposed, Cllr McGrath seconded that all co-opted Members would be paid expenses equivalent to the Members allowance. A vote was taken and the motion was carried with 11 in favour, 2 against and 1 abstention.</p> <p>Members noted that the total of Councillor Allowances and equivalent expenses would total £31,500 and agreed that any overspend on the budget line would be taken from the General Reserve.</p>	
C/23/184	<p>Investment Strategy</p> <p>Members were presented with an investment strategy for approval and an analysis of the Council cash and investment balances at 31st January 2024</p> <p>Cllr Malcaus Cooper proposed Cllr Stevens seconded, and it was unanimously agreed to adopt the Investment Strategy as presented. Members also noted the cash and investment balances and resolved to re-invest the balance in the Hampshire Trust account, in a 1 Year Business Loyalty Bond Issue 10 – 4.25% AER</p>	RFO
C/23/185	<p>Item 12 -Strategic Plan Priorities–Update</p> <p>Members were reminded that the Council committed to reviewing the strategic plan annually, therefore the Clerk had presented an update outlining the status of both the core objectives and key priorities</p> <p>Members were asked to review the information provided and consider how they wished to focus current resources; if the current priorities continue to meet common goals or whether they wish to assess and adjust the priorities in response to a changing environment.</p> <p><u>Quick Overview</u></p>	

	<p><u>Core Objectives</u> 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).</p> <p><u>Strategic Priorities 2022-2025</u> 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).</p> <p>The Windlesham Committee Members requested that the replacement of Windmill Field playground be added to the plan.</p> <p>Members noted the information within the report and agreed to add the replacement of Windmill Field playground to the plan.</p>	
C/23/186	<p>Annual Parish Meeting</p> <p>Members were reminded that the Parish Council will be facilitating the next Annual Parish Meeting of the electors on the 19th of March 2024. Residents have been invited, via social media and the Council noticeboards to put forward suggestions for the agenda.</p> <p>Members were asked to read and note the residents suggestions for the agenda and agree a format for the meeting including agenda on points.</p> <p>3 residents responded with the following suggestions:</p> <ol style="list-style-type: none"> 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. <p>The Clerk informed Members that enquiries had been made to the following community partners but at the time of the meeting their willingness to attend was unconfirmed.</p>	

	<ul style="list-style-type: none"> • Environment, Infrastructure and Growth Executive Director – more specifically to deliver a presentation on highways matters. • Neighbourhood Policing Team <p>Additional Suggestions</p> <ul style="list-style-type: none"> • Chairs Report • Council Roles and responsibilities • Village committee updates <p>Members raised concerns that there appeared to be a widespread misunderstanding of the purpose of the meeting. The Clerk confirmed that this meeting was for residents to discuss community matters of importance to them. It is important to note that these matters may not be Council responsibilities and the meeting is not a Council meeting.</p> <p>Residents should be encouraged to discuss what is collectively important to them as a group and agree on topics they wish to raise with the relevant organisation. Potential discussion points may encompass a range of issues such as highway matters, community safety, planning considerations, and local events organised by community societies.</p> <p>Should residents have specific concerns related to Parish Council affairs, these will be appropriately directed to the relevant Council meeting for further deliberation and decision-making.</p> <p>After much discussion it was resolved with 13 in favour, 1 against and 0 abstentions, to delegate authority to the Clerk, the Chair and Vice Chair of Council and the Chairs of the village committees to finalise the format and the agenda, ensuring that the agreed format will include an opportunity to discuss the items submitted by residents.</p>	<p>The Clerk, CllrsTurner, Jennings- Evans, Richardson, Harris and Willgoss</p>
<p>C/23/187</p>	<p>Summer Planting</p> <p>Members were presented with the 3 quotes to supply and water the hanging baskets and summer planting across the villages for 2024.</p> <p>Cllr Jennings-Evans proposed, Cllr Harris seconded, and it was unanimously resolved to appoint company A.</p>	<p>The Clerk</p>
<p>C/23/188</p>	<p>To Review Building Condition Survey Reports</p> <p>Council were presented with copies of the building condition surveys, which outlined a 5 year action plan and indicative costings as recommended by the RICS surveyor.</p> <p>Members were asked to review the reports in conjunction with the information provided 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.</p> <p>Cllr Malcaus Cooper raised a concern that all Council buildings except Lightwater Pavilion are a Full Council responsibility and as such Full</p>	<p>The Clerk</p>

	<p>Council provide funding if required. She raised the point that the Lightwater Committee should not bare the responsibility of the upkeep of the Pavilion simply because it was situated in Lightwater.</p> <p>Members acknowledged her comments which will be addressed at a future meeting.</p> <p>Members noted the reports and resolved that Officers would proceed with works associated with the Bagshot Chapel, Office and Chamber.</p>	
C/23/189	<p>Outside Organisations - To receive any reports from representatives on outside organisations.</p> <p>Cllr Harris reported that the Briars Centre Community Association would be holding an EGM on the 13th March at 8:30pm followed by the AGM starting at 9pm.</p> <p>Cllr Willgoss reported that the Bagshot Society hosted a talk given by the Deputy PCC on speed enforcement which was very well attended.</p>	
C/23/190	<p>Clerks update</p> <p>The Clerk reported the following:</p> <p>Greenspace Procurement – Members were given an update on the status of appointing a procurement consultant.</p> <p>Communications & Engagement Officer Recruitment – Members were informed that the recruitment process is now complete, and the Council will welcome a new Member of staff on the 5th of March.</p>	
C/23/190	<p>Correspondence</p> <p>Cllr Turner reported that the Chair of SHBC External Partnership Select Committee had emailed the Chair of WPC, inviting him to attend the next External Partnership Select Committee meeting.</p> <p>Cllr Turner inquired whether WPC was obligated to attend the meeting.</p> <p>The Clerk clarified that WPC operates as an independent body corporate, directly accountable to the residents of the Parish. As such, the Council had no obligation to attend.</p> <p>Subsequently, Members temporarily suspended Standing Orders to allow SHBC Councillor Wheeler to speak. Cllr Wheeler informed Members that during the last SHBC Full Council meeting a Borough/Parish Councillor with dual roles had been singled out, in an attempt to hold them to account for their attendance at the Parish Council budget setting EGM in January.</p> <p>Following discussion, Members resolved unanimously that the Clerk would write to the Chair of the External Partnership Select Committee thanking them for the invitation while respectfully declining.</p>	

	<p>Cllr Malcaus Cooper requested that the Council consider moving this item to the confidential part of the meeting for further discussion, which was agreed.</p>	
<p>C/23/191</p>	<p>Cemetery Review</p> <p>Members were reminded that at the November meeting Council was of the opinion that the quotes submitted were not sufficiently detailed. It was resolved to request more detailed quote prior to engaging a consultant..</p> <p>The Clerk informed Members that Brookwood Cemetery had been contacted for assistance; however, no response had been forthcoming. Cllr Jennings-Evans had also proposed an alternative avenue, suggesting that the Clerk contact Southwark Council to glean insights into their cemetery extension process.</p> <p>Following this suggestion, the Clerk 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.</p> <p>Given these stringent prerequisites, any expansion necessitates comprehensive land surveys, environmental assessments, and drainage analysis, alongside consultation with burial ground specialists.</p> <p>Members were asked to read and note all information provided and consider their preferred course of action, <u>noting that in all cases, legal advice will be necessary, which would be discussed in the confidential part of this meeting.</u></p> <p>Options Available</p> <ol style="list-style-type: none"> 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. <p>Cllr Harris proposed, Cllr D Jennings-Evans seconded, and it was unanimously resolved that each village committee will formulate a tailored cemetery improvement plan aimed at tackling capacity constraints and enhancing aesthetic appeal. It was noted that</p>	<p>Village Committees</p>

	Windlesham Parish Council was one burial authority therefore regular reporting to the Full Council will be essential to maintain a unified and coordinated approach across the parish.	
C/23/192	<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/23/193 To consider necessary legal services required for the cemetery review process</p> <p>C/23/194 Chairman's Community Reception – discuss award nominations</p> <p>C/23/195 Hook Mill Lane – Update</p> <p>C/23/196 Allotment Lease – Update</p> <p>C/23/197 To approve as a correct record the confidential resolution reports.</p> <p>C/23/198 Confidential Correspondence</p>	
C/23/193	<p>To consider necessary legal services required for the cemetery review process.</p> <p><i>21:25 Cllr Malcaus Cooper left the meeting.</i></p> <p>Members discussed the requirements as outlined in the confidential report. Cllr Jennings-Evans proposed, Cllr White seconded, and it was unanimously resolved to delegate authority to the Clerk to appoint company A to provide the necessary legal services.</p> <p><i>21:29 Cllr Malcaus Cooper joined the meeting.</i></p>	The Clerk
C/23/194	<p>Chairman's Community Reception – To discuss award nominations.</p> <p>Members discussed the award nominations and agreed on the award recipients as detailed in the confidential report.</p> <p>It was also noted that the deadline to send attendee invitations will be the 20th March and no amendments to the guest list will be made after this date.</p> <p>Finally, it was resolved that Cllr Malcaus Cooper will purchase floral arrangements for the event with a budget of £200. Additionally, Cllr White will arrange the refreshments.</p>	
C/23/195	<p>Hook Mill Lane Update</p> <p>Members reviewed the papers provided and resolved with 12 in favour, 0 against and 0 abstentions, to openly advertise its intention to market the Hook Mill Lane Depot site, delegating authority to the Clerk to obtain indicative quotes for the legal services required.</p>	The Clerk

	<p>It was also resolved to give authority to the Clerk to obtain an up-to-date valuation on the land and provide a copy of the Title Deeds and Covenant to any interested parties.</p> <p>It should be noted that Cllr Malcaus Cooper and Cllr Willgoss declared a non-pecuniary interest and did not vote.</p>	
C/23/196	<p>Allotment Lease Update</p> <p>Members reviewed the papers presented and unanimously resolved to carry out the actions as detailed in the confidential report.</p>	
C/23/197	<p>To approve as a correct record the confidential resolution reports</p> <p>It was resolved that the confidential report detailing the resolution for minute reference C/23/173 regarding the Allotment site was an accurate reflection of the discussion and decision on the night.</p>	
C/23/198	<p>Continuation of Correspondence</p> <p>The Council resolved to act as per the resolution in the confidential report.</p>	
	There being no further business the meeting closed at 22:15	

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

<u>Invoice Date</u>	<u>Invoice Number</u>	<u>Ref No</u>	<u>Supplier A/c Name</u>	<u>Supplier A/c Code</u>	<u>Net Value</u>	<u>VAT</u>	<u>Invoice Total</u>	<u>A/C</u>	<u>Centre</u>	<u>Amount</u>	<u>Analysis Description</u>
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
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
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>				



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

Held on Wednesday 27th February 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	P
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/23/140	Apologies for absence There were no apologies for absence.	
PLAN/23/141	Declarations of interest Cllrs Marr and Richardson declared a non-pecuniary interest in application number 24/0137/FFU, noting that the applicant is well known to them. Cllr White also noted that the applicant was known to her.	
PLAN/23/142	Public question time No members of the public were present.	
PLAN/23/143	Exclusion of the press and public. There were no matters to be dealt with after exclusions to the press and public.	
PLAN/23/144	To consider planning applications and planning appeals received prior to this meeting:	

	Bagshot Applications	
	No Applications	
	Lightwater Applications	
24/0158/FFU	<p>14 Curley Hill Road, Lightwater, Surrey, GU18 5YG Erection of a two-storey front extension, a single storey rear extension with roof terrace over, an additional storey with accommodation in the replacement roof, changes to fenestration, internal alterations, creation of an outdoor pool and patio, with associated landscaping and levelling.</p> <p>Objection</p> <p>Members objected to the height, bulk and mass of the proposed development and believe that this is overdevelopment of the site. Members noted that it was not in keeping with the street scene. Concerns were also raised that a bungalow would be lost and replaced with a 3-storey house, which is not in keeping with the Lightwater Design statement.</p> <p>Finally, Members requested that SHBC officers consider the impact this development will have on the woodland behind the property.</p>	FPA
24/0122/DTC	<p>39 Colville Gardens Lightwater Surrey GU18 5QQ Submission of details to comply with condition 2 (paint) attached to planning permission 23/0955/FFU for the erection of a new retaining wall and fence to the sides and rear. (Retrospective).</p> <p>No Objection</p>	DTC
	Windlesham Applications	
24/0106/FFU	<p>Windlesham South Service Station, London Road, Windlesham, Surrey, GU20 6PJ Creation of charging zone, erection of EV chargers, erection of canopy, sub-station enclosure and associated forecourt works.</p> <p>The committee commented as follows:</p> <p>The previous application for this site (23/0561/FFU) has been withdrawn. WPC objected to the jet washing equipment in the previous application and also the location of the electrical substation. This application no longer includes jet washing equipment and the substation has been relocated.</p> <p>The Committee requested that the trees and hedges, which form a natural barrier for neighbouring properties, be retained and protected.</p>	FPA
24/0130/FFU	<p>2 Poplar Avenue, Windlesham, Surrey, GU20 6PL Single storey extension and alterations to existing outbuilding to form a single storey dwelling with associated parking and works following demolition of existing outbuildings.</p>	FPA

	<p>Objection</p> <p>The committee raised the following objections:</p> <p>This application is for the creation of a 2-bedroom single storey house at the end of the rear garden of 2 Poplar Avenue. It would involve the demolition of an existing outbuilding, currently used as a gym, and also the extension of an existing studio, both in the rear garden of 2 Poplar Avenue. It is proposed that access would be achieved via Poplar Avenue by demolishing the existing garage at the rear of 1 Poplar Avenue.</p> <p>It is not clear whether the proposed dwelling would be used as ancillary to 2 Poplar Avenue as a type of annexe, perhaps for housing-dependent relatives, or would be a separate dwelling which could be sold or rented out. This needs to be clarified.</p> <p>This type of infilling in a back garden is not typical of the area and would have an adverse effect on the character of the area, which is a material consideration for planning purposes. The neighbour at 3 Poplar Avenue has also raised issues of loss of privacy and light, which are also material considerations. Proper consideration needs to be given to any impact on trees, especially the large oak.</p> <p>It is also contrary to the Windlesham Neighbourhood Plan. Policy WNP2.1 states that new housing developments/extensions should “respond positively to and protect the built and natural character features of their setting within Windlesham Village.” This includes maintaining the established density and in particular, the style and pattern of separation between buildings and width of building frontages.</p> <p>The Planning Statement says that there is sufficient parking for 4 cars on the existing drive and hard standing. This should be checked against the requirements of Windlesham Neighbourhood Plan policy for parking space size (WNP4.1).</p> <p>It is unclear whether planning permission was required or obtained for the studio which is to be extended.</p>	
24/0137/FFU	<p>Greenacre, Broadway Road, Windlesham, Surrey, GU20 6DA Erection of a detached car port.</p> <p>Comment</p> <p>Members raised concerns that this development is within the Greenbelt and may not qualify for special circumstances.</p>	FPA

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



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

Held on Wednesday 13th March 2024 at All Saints' Hall, Church 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: Jo Whitfield – Clerk to the Council

Cllr White took the Chair

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

.....

		Action
PLAN/23/145	<p>Apologies for absence</p> <p>There were no apologies for absence.</p>	
PLAN/23/146	<p>Declarations of interest</p> <p>Cllr Marr declared a non-pecuniary interest in application 24/0178/SCR due to her attendance at an exhibition regarding the development, her attendance at a Windlesham Neighbourhood Plan Review working group meeting where a member mentioned and subsequently e-mailed regarding the development and due to her being a former Windlesham Society committee member, standing down on 8th January 2023.</p> <p>Cllr Richardson declared a non-pecuniary interest in application 24/0178/SCR due to her attendance at two exhibitions regarding the development and her attendance at a Windlesham Neighbourhood Plan Review working group meeting where a member mentioned and subsequently e-mailed regarding the development.</p> <p>Cllr White declared a non-pecuniary interest in application 24/0178/SCR due to her attendance at an exhibition regarding the development.</p>	

PLAN/23/147	<p>Public question time</p> <p>No members of the public were present.</p>	
PLAN/23/148	<p>Exclusion of the press and public.</p> <p>There were no matters to be dealt with after exclusions to the press and public.</p>	
PLAN/23/149	<p>To consider responding to the ‘Strengthening planning policy for brownfield development’ consultation.</p> <p>Members unanimously resolved to respond to the consultation.</p> <p>Members agreed to send their answers to consultation questions 1-10 to the Assistant Clerk by 22nd March so a response can be submitted by 26th March. Members also suggested the consultation should be added to the planning board at the upcoming APM for public opinion.</p>	<p>All Committee Members & Assistant Clerk</p>
PLAN/23/150	<p>To consider planning applications and planning appeals received prior to this meeting:</p>	

	Bagshot Applications	
24/0159/FFU	<p>Jacks Fish And Chips, 3A Half Moon Street, Bagshot, Surrey, GU19 5AL</p> <p>Erection of a single storey rear extension, new garage following removal of existing garage, raising the roof for additional storage space, installation of roof lights, changes to fenestration and internal alterations.</p> <p>No objection</p> <p>Members would like to support the planning officer comments that the building is not used for habitable accommodation and is renovated in a sympathetic way.</p>	FPA
24/0179/CES	<p>April Cottage 2 Connaught Road Bagshot Surrey GU19 5EL</p> <p>Certificate of lawfulness (proposed) for the proposed garage conversion.</p> <p>Members noted that this application has already been approved.</p>	Certificate Proposed Development
	Lightwater Applications	
24/0136/FFU	<p>99-101, Guildford Road, Lightwater, Surrey, GU18 5SB</p> <p>Development of site to provide 21no. Dwellings with associated access, hardstanding, landscaping and parking.</p>	FPA

	<p>Objection for the following reasons:</p> <ul style="list-style-type: none"> • Over development in the centre of the village. • Parking issues. • Concerns that the development overlooks onto residential properties on Grasmere Road causing a loss of privacy for these houses. 	
24/0180/FFU	<p>10 Deer Leap, Lightwater, Surrey, GU18 5PF Garage Conversion to provide habitable accommodation and storage.</p> <p>No objection</p>	FPA
24/0187/FFU	<p>10 Barnett Lane, Lightwater, Surrey, GU18 5LE Erection of a single storey rear extension following demolition of existing conservatory.</p> <p>No objection</p>	FPA
24/0189/FFU	<p>Westfield, 14 Broadway Road, Lightwater, Surrey, GU18 5SJ Erection of single storey rear extension following demolition of existing conservatory and associated internal alterations.</p> <p>No objection</p>	FPA
24/0190/FFU	<p>19 Junction Road, Lightwater, Surrey, GU18 5TQ Erection of single storey front porch and first floor side extension. Addition of roof light on first floor and associated internal alterations.</p> <p>No objection</p>	FPA
24/0160/FFU	<p>78 Broom Field, Lightwater, Surrey, GU18 5QW Erection of a two-storey side extension to include a new garage to the front of the property, and conversion of existing garage to habitable accommodation.</p> <p>COMMENT as follows:</p> <p>Members were concerned that the proposed extension is in very close proximity to the neighbour's property.</p>	FPA
Windlesham Applications		
24/0148/FFU	<p>Pond Cottage, Chertsey Road, Windlesham, Surrey, GU20 6HT Erection of a two-storey replacement dwelling house with basement following demolition of existing dwelling and garage.</p> <p>COMMENT as follows: We understand that this application is identical to planning permission 20/1107/FFU, which was granted, and that this application has been submitted to extend the time period within which the works must commence (by 5 May 2024). If this permission is granted, we request that the applicant is required to commence the works within a shorter period than</p>	FPA

	<p>the 3 years which was previously granted, bearing in mind the reason behind the original 3 year period was “to prevent an accumulation of unimplemented planning permissions.”</p>	
<p>24/0178/SCR</p>	<p>Land At Snows Ride Windlesham Surrey Request for a screening opinion under the Town and Country Planning (Environmental Impact Assessment) Regulations 2017 for the development of the site for 187 new dwellings (comprising up to 154 Integrated Retirement Community Units Use Class C2, 10 self-build plots.</p> <p>COMMENT as follows: An Environmental Impact Assessment should be undertaken for the following reasons. The applicant accepts that the proposed development falls within Category 10b(ii) of Schedule 2 of the Town and Country Planning (Environmental Impact Assessment) Regulations 2017. This is on the basis that the development includes more than 150 dwellings. The proposal must therefore be screened by SHBC to determine whether an Environmental Impact Assessment is required. The site covers approximately 16.3 hectares. It seems possible (although it is unclear to us) that the development might also meet the applicable thresholds and criteria of Category 10b(i) – defined as a development which “includes more than 1 hectare of urban development which is not dwellinghouse development” and/or Category 10b(iii) – which applies where the “overall area of the development exceeds 5 hectares.” The applicant states that “the exact size and quantum of development is not yet known”. This needs to be clarified as it is difficult to determine the environmental impact of a development without knowing the size. The <u>size</u> of a development is a significant factor and is the first of the screening criteria listed in Schedule 3 of the EIA Regs. This is a major development in terms of housing numbers and associated facilities. Due to the large number of dwellings, the development would generate significant increased <u>traffic</u> on surrounding roads, in particular the A30, which suffers from congestion. The <u>cumulative impact</u> of the development (which is referred to by the applicant) needs to be considered, in conjunction with the applications for up to 135 homes at Grove End, Bagshot and 116 dwellings at Heathpark Wood, together with other smaller proposed developments along Woodlands Lane. Cumulative impact is mentioned twice in the screening criteria in Schedule 3. This is <u>Green Belt</u> land which is currently undeveloped and used for grazing horses. It is, therefore, a sensitive location for keeping land open and preventing the merger of settlements. Consideration should also be given to the potential for increase in <u>noise</u> and loss of tranquility. Environmental sensitivity and existing land use are screening criteria within Category 2 of Schedule 3. This is an undeveloped site comprising grass and woodland and proper consideration needs to be given to <u>biodiversity</u> and to ascertaining whether there could be any established</p>	<p>SREENING</p>

	protected, important or sensitive species of flora or fauna on the site, which could be negatively impacted by the development. Natural resources, including biodiversity are screening criteria (Category 2(1)(b) of Schedule 3).	
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There being no further business, the meeting closed at 11:33



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

Held on Wednesday 6th March 2024 at The Link, St John the Baptist Church, Church Road, Windlesham

Councillors	
Hardless	A
Lewis	P
Marr	P
McGrath	P
Richardson	P

In attendance: Sarah Wakefield – Assistant Clerk

CLlr Alan Stevens- Lightwater Village Committee Councillor- acting as a substitute for CLlr Hardless

Tony Murphy- Windlesham Resident
Bob and Jenny Hodgkinson- Windlesham Residents
David & Melanie Chetley- Windlesham Residents
Roy Fairhead MBE- Windlesham Resident
Terry Baker- Windlesham Resident
Tom Appleby- Windlesham Resident

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

CLlr Richardson in the Chair

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		Action
WVC/23/60	Apologies for absence Apologies for absence were received and accepted from CLlr Hardless.	
WVC/23/61	Declarations of Interest CLlr Lewis declared a non-pecuniary interest in relation to Item 13 Grants, due to her association with The Windlesham Society, The Windlesham Village Fete Committee, and the Windlesham Field of Remembrance.	

	Cllr Richardson declared a non-pecuniary interest in relation to Item 13 Grants, due to her association with the Windlesham Field of Remembrance.	
WVC/23/62	<p>Public question time</p> <p>Cllr Wilson and Cllr Wheeler sent their apologies for absence due to a Borough Council meeting.</p> <p><u>Tony Murphy, Windlesham Resident-</u> Mr Murphy commented that The Windlesham Society AGM was very well attended with approximately 60 residents attending and that it was disappointing that the Windlesham Village Committee meetings are so poorly attended and asked members if they had an explanation for this.</p> <p>Cllr Richardson commented that The Windlesham Society AGM is held just once a year which may have an impact on numbers and also suggested that the Society have direct access to their membership and therefore are able to e-mail out communications regarding upcoming meetings. Cllr Richardson also confirmed that the WVC Councillors hold Community meetings throughout the year, usually held on a Saturday morning.</p> <p>Mr Murphy also commented that the existing SHBC Local Plan is very much out of date and that in his opinion, in the absence of an up-to-date Local Plan, advantage of this is being taken by developers who can cherry pick bits from the draft local plan, latest housing needs, and the Windlesham Neighbourhood Plan. He also noted that the SHBC website currently states that there is no date for its adoption.</p> <p>Cllr Marr commented that the local plan is held by SHBC and the delay with adopting the Local Plan will also have an impact on the progression of the WNP Review.</p>	
WVC/23/63	<p>Exclusion of the press and public.</p> <p>Agreed that the following items be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960:</p> <p>WVC/23/75 Windlesham Cemetery Exhumation Request</p>	

WVC/23/64	<p>Committee and Sub-Committee Minutes:</p> <p>The minutes of the Windlesham Village Committee meeting held on the 29th November 2023 were approved and signed by Cllr Richardson.</p>	Cllr Richardson
WVC/23/65	Payments for Approval	

	<p>There were no payments for approval.</p>	
<p>WVC/23/66</p>	<p>Committee finances - Income & Expenditure Report</p> <p>Members were presented with an Income & Expenditure report prepared by the RFO.</p> <p>Cllr Richardson queried an amount of £11,318 which had been transferred from EMRs. The Assistant Clerk explained that this figure was made up of transfers from EMRs relating to the Cemetery Memorial testing & Repairs, Coronation Flags, tree maintenance and office IT equipment.</p> <p>The Assistant Clerk was also asked to confirm the amount of Windlesham CIL available and the amount of which was allocated to projects:</p> <p>Windlesham CIL = £70,530</p> <p>Allocated CIL:</p> <p>Broadway Bridge Lighting project £7,500</p> <p>Windlesham Village Speed Surveys £3,000</p> <p>Windlesham Hedge planting up to £1,000</p> <p>Members noted the rest of the report.</p>	
<p>WVC/23/67</p>	<p>It was unanimously resolved to move Item 13 Grants up the agenda to allow Cllr Stevens to leave the meeting after this item if he wished to.</p> <p>Grants</p> <p>a) <u>The Windlesham Society</u> The Committee received a grant application from The Windlesham Society requesting £450 to fund litter picking equipment.</p> <p>Cllr Lewis declared a non-pecuniary interest due to her association with The Windlesham Society and did not vote.</p> <p>Cllr McGrath proposed, and Cllr Richardson seconded, and it was unanimously resolved to grant The Windlesham Society £450 for the above purposes.</p> <p>b) <u>Windlesham Village Fete Committee</u> The Committee received a grant application from Windlesham Village Fete Committee requesting £1,207 to fund a BBQ and dishes and Hi-Viz vests to be worn by organisers of the event.</p>	

	<p>Cllr Lewis declared a non-pecuniary interest due to her association with the Windlesham Village Fete Committee and did not vote.</p> <p>Cllr McGrath proposed, and Cllr Richardson seconded, and it was unanimously resolved to grant the Windlesham Village Fete Committee £1,207 for the above purposes.</p> <p>c) <u>Windlesham Field of Remembrance</u> The Committee received a grant application from Windlesham Field of Remembrance requesting £1,360 to fund the purchase and installation of a loft ladder to improve the safety and accessibility to the loft space at The Hub.</p> <p>Cllr Richardson and Cllr Lewis declared a non-pecuniary interest due to their associations with the Windlesham Field of Remembrance and did not vote.</p> <p>Cllr Marr proposed, Cllr McGrath seconded, and it was unanimously resolved to grant the Windlesham Field of Remembrance £1,209 for the above purposes.</p>	
<p>WVC/23/68</p>	<p>Windlesham Cemetery</p> <p>a) Historical Memorial Repair</p> <p>Members were reminded that at the November 2023 Committee meeting, it was agreed to defer the restoration of the memorials on graves B33, K14, Vault 1 (Baillieu) and R17 until the stonemason had completed the essential repair work on the other memorials. It was also noted that the memorial on grave A1 was not repaired and will be included in this phase.</p> <p>Members were asked to decide if they would like to proceed with the repairs of the memorials on graves B33, K14, Vault 1 (Baillieu), R17 and A1 as per the quotes detailed below.</p> <p>Members unanimously resolved to defer making a decision on the Vault 1 (Baillieu), R17 (Clark) and B33 (Cornelius) until further advise had been received from the Lutyens trust regarding their restoration.</p> <p>Members unanimously resolved to clean and restore the memorials K14 (Cawthorne) and A1 (Delavoye).</p> <p>It was reported that on the 29th January, Cllr Richardson, Cllr Marr and Cllr McGrath met with local historian Moira Nairn and identified 24 additional memorials which they wished to seek quotes for repair. The Assistant Clerk advised members that 3 stonemasons were contacted to quote for the repair of the identified memorials but just one mason responded with a quote.</p>	

	<p>been received and a decision on funding and appointing a surveyor would be taken to the March Full Council meeting.</p> <p>The Assistant Clerk also reported that an initial quote for the re lettering work on the war memorial had been received and that the office are in the process of seeking further quotes which will be presented to members at their next Committee meeting.</p> <p>d) Cemetery Maintenance</p> <p>An update from the Cemetery Greenspace Contractor was included in the papers and noted by members.</p> <p>Members noted that the cemetery was not included in No Mow May last year and that it was suggested the grass in the cemetery also continues to be cut throughout May this year, although members were told they could consider designating a small area away from headstones away to No Mow May.</p> <p>Members unanimously resolved to work in conjunction with Pure Gardens to identify and proceed with a suitable area for No Mow May and/or wildflowers.</p> <p>The Assistant Clerk was tasked to arrange a date and time for available members to meet with Pure Gardens</p> <p>Members also noted that the pathways in the old section of the cemetery have been under water for a couple of weeks and requested that drainage in this section of the cemetery was added to a future Committee agenda.</p> <p>e) Tree and hedge re planting- update</p> <p>It was noted by members that the tree replating and whip hedge planting will commence by the chosen contractor in March and that 4 of the trees in the cemetery had already been planted.</p> <p>Members noted the update regarding the re planting of the trees and the hedging in the cemetery.</p>	<p>All Committee members</p> <p>Assistant Clerk</p>
<p>WVC/23/69</p>	<p>Traffic & Infrastructure</p> <p>a) Broadway Road Lighting project- Update</p> <p>Cllr Lewis confirmed that SCC Highways had experienced issues installing the poles which will house the lighting and ANPR cameras, but it is hoped the lighting, and cameras will be installed in the next 4-6 weeks.</p> <p>b) Speed Survey Project- Update</p> <p>Cllr Lewis confirmed she had been in contact with SCC Highways, and she will be meeting with them to identify which type of survey is required over the 8 identified areas.</p>	

	<p>Cllr Lewis also confirmed that the data from these surveys will be consulted with residents when available.</p>	
<p>WVC/23/70</p>	<p>Windlesham Neighbourhood Plan Review</p> <p>a) Update from WNP Review Working Group</p> <p>Cllr Marr provided a brief update regarding the first WNP Review Working Group meeting which was held on 15th February 2024 and the minutes from the last Working Group were noted by members.</p> <p>Members were asked to consider the addition of another resident, David Davis onto the Working Group.</p> <p>Cllr Richardson proposed, Cllr Lewis seconded, and it was unanimously resolved to appoint David Davis onto the WNP Review Working Group.</p> <p>b) Planning consultant- to review quotes</p> <p>Members were reminded that at the November 2023 Windlesham Committee meeting, the Assistant Clerk confirmed that 5 Planning consultancies had been approached for quotes, with just one responding with a proposal, and members resolved to obtain more quotes.</p> <p>Quotes/proposals from 3 consultants were presented and members were asked to decide:</p> <ul style="list-style-type: none"> a) if they would like to proceed with one of the consultants or b) if they would not like to proceed with a consultant at this time <p>Members unanimously resolved to proceed in principle with quote 3, subject to the Clerk, Cllr Marr and Cllr Richardson conducting a Teams call with the chosen consultant and being content he can meet the committee’s requirements for the review.</p> <p>c) Locality Grant</p> <p>It was noted by members that all groups undertaking a neighbourhood plan or review are eligible to apply for up to a grant up to £10,000 from Locality, but any support received since April 2015 will be taken into account when assessing how much grant can be applied for. It was reported that in December 2015, Windlesham Parish Council received a grant from Locality for £7,960 and therefore can only apply for a further £2,040. Grant applications for this financial year (2023/2024) are now closed and Locality have confirmed they are waiting on confirmation that another grant window will open for 2024/2025, and have suggested checking the website in April for further information.</p>	<p>Clerk, Cllr Marr & Cllr Richardson</p>

	<p>Members were asked to decide if they would like to make an application to Locality for grant funding if a window opens for the 2024/2025 financial year.</p> <p>Members unanimously resolved to defer making a decision regarding making an application to Locality for grant funding until the next meeting.</p>	
<p>WVC/23/71</p>	<p>Windmill Field Playground- to discuss indicative quotes & next steps</p> <p>It was reported that following on from the resolution at the November 2023 Committee meeting to proceed with the replacement of Windmill Field Playground, the Assistant Clerk met on site with 3 Playground companies and asked them to provide indicative pricing for a new playground to include an inclusive roundabout and equipment suitable up to age 14. Members were presented with 5 quotes from 2 playground companies.</p> <p>Members were asked to-</p> <p>Review the quotes presented and decide an upper spend for the playground, noting that any projects over £50K will not be eligible for the SCC Your Fund small project or the SHBC Community Grant fund and review how they might want to fund the project.</p> <p>Members discussed the possibility of splitting the project into playground equipment & safety surfacing to bring the project within the £50K limit for SCC small fund and SHBC community funding grants. The Assistant Clerk advised against this course of action, but members asked that the question was posed to SCC and SHBC.</p> <p>Members unanimously resolved to allocate a budget of between £60,000 and £65,000 for the replacement of Windmill Field Playground.</p> <p>Members also unanimously resolved to investigate the upper funding limits and criteria of SCC Your Fund Surrey small projects and the SHBC Community Grant Fund once the new funding windows open in April 2024. If these funds were not available, members agreed to investigate the Your Fund Surrey Large Project fund.</p> <p>If investigations and/or applications resulted in no outside funding options being available, members unanimously resolved to fund as per below:</p> <ul style="list-style-type: none"> • Up to £50K from Windlesham CIL • £3,154 from Windlesham Playground Repairs & Renewal 2023/24- members resolved to put a recommendation forward to Full Council to earmark this budget line for the Windmill Field Playground project. 	<p>Assistant Clerk</p>

	<ul style="list-style-type: none"> • £15K from Top level Play area Repairs & Renewals EMR– members resolved to put a motion to Full Council to release these funds for allocation to the Windmill Field Playground project. <p>Members expressed a desire to be able to install the new playground this year. The Assistant Clerk commented that when the criteria for the funding options were known, the Committee may require an EGM to agree the grant fund they will apply for, the level of funding and to agree a tender specification.</p>	
<p>WVC/23/72</p>	<p>Bosman Drive Tree replanting</p> <p>Members were informed that the chosen contractor to source, re plant and maintain the trees at Bosman Drive was able to source 2 x Liriodendron Tulip trees in the required size of 12-14cm girth but unfortunately the Western Hemlock was not available, with the Horse Chestnut only available in a smaller size. It was reported that permission had been granted from the SHBC Tree Officer to plant the Horse Chestnut at a smaller size as it was known there are issues currently with sourcing larger trees.</p> <p>Members noted the contractor had been instructed to plant the 2 x Liriodendron Tulip trees and 1 x Horse Chestnut tree and that they are to confirm a planting date.</p> <p>Members were asked to decide if they would like to continue with the planting of the Western Hemlock once it is available or choose an alternative tree from the list provided by SHBC.</p> <p>Members unanimously resolved to plant a Dawn Redwood instead of the Western Hemlock.</p>	
<p>WVC/23/73</p>	<p>Clerks Update</p> <p>The Assistant Clerk gave members the following updates:</p> <p><u>Cemetery Regulations & Policies</u></p> <p>The Cemeteries Co-ordinator in conjunction with the Clerk is in the process of reviewing the Cemetery Regulations of all 3 Cemeteries along with all Cemetery policies and procedures. Cemetery fees along with the Cemetery Regulations will be reviewed at the first meeting of the Council Year in June.</p> <p><u>Windmill Field Wet Pour Urgent patch repair</u></p> <p>The urgent patch repair of the safety surfacing at the Windmill Field Playground will commence on the 5th March.</p> <p>Cllr Richardson requested a Greenspace schedule be provided to members for all areas of Windlesham.</p>	

	<p>In addition, members wanted to publicly thank Moira Nairn and Sally Clarke for their remarkable piece of work on the historical assets register for the village.</p> <p>Members also wanted to thank Moira for all her work on the Historical Memorials.</p>	
WVC/23/74	<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>WVC/23/75 Windlesham Cemetery Exhumation Request</p>	
WVC/23/75	<p>Members were presented with information regarding an exhumation request in Windlesham Cemetery and asked to decide if they would allow the exhumation.</p> <p>After considering the information provided, members unanimously agreed not to allow the requested exhumation in Windlesham Cemetery.</p>	

There being no further business, the meeting closed at 21:24.

PAYMENTS

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>				

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
19/02/2024	3802008	570	VIKING	VIKIN	75.99	15.20	91.19	4435	325	28.12	Stationary - Council office
								4435	425	28.88	Stationary - Council office
								4435	525	18.99	Stationary - Council office
21/02/2024	74736	571	CDS GROUP	CDS GP	2,585.00	517.00	3,102.00	4525	335	956.45	Bagshot Chapel drainage
								4525	435	982.30	Bagshot Chapel drainage
								4525	535	646.25	Bagshot Chapel drainage
TOTAL INVOICES					<u>2,660.99</u>	<u>532.20</u>	<u>3,193.19</u>			<u>2,660.99</u>	
VAT ANALYSIS CODE S @ 20.00%					2,660.99	532.20	3,193.19				
TOTALS					<u>2,660.99</u>	<u>532.20</u>	<u>3,193.19</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
26/02/2024	BVC/23/62	572	GRANTS WPC	GRANTS	2,481.00	0.00	2,481.00	4650	325	2,481.00	Grant to CPRFC
26/02/2024	EXP 26/2/24	573	SARAH WAKEFIELD	SWAKE	35.80	0.00	35.80	4435	325	13.25	Expenses to 26 Feb 24
								4435	425	13.60	Expenses to 26 Feb 24
								4435	525	8.95	Expenses to 26 Feb 24
08/02/2024	1248	574	PERFECTION PEST	PERFPEST	260.00	0.00	260.00	4435	325	96.20	x2 treatment for mice infect
								4435	425	98.80	x2 treatment for mice infect
								4435	525	65.00	x2 treatment for mice infect
TOTAL INVOICES					<u>2,776.80</u>	<u>0.00</u>	<u>2,776.80</u>			<u>2,776.80</u>	
VAT ANALYSIS CODE					OTS	@ 0.00%	2,776.80			0.00	2,776.80
TOTALS					<u>2,776.80</u>	<u>0.00</u>	<u>2,776.80</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
29/02/2024	FEB 24	575	AB EXPENSES	AB EXP	27.08	0.00	27.08	4435	325	10.02	AB expenses - Feb 24
								4435	425	10.29	AB expenses - Feb 24
								4435	525	6.77	AB expenses - Feb 24
TOTAL INVOICES					<u>27.08</u>	<u>0.00</u>	<u>27.08</u>			<u>27.08</u>	
			VAT ANALYSIS CODE	OTS @ 0.00%	27.08	0.00	27.08				
TOTALS					<u>27.08</u>	<u>0.00</u>	<u>27.08</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
29/02/2024	48	576	ALL SAINTS CHURCH	ALLS	15.00	0.00	15.00	4950	325	5.55	Planning meeting - 14 Feb 24
								4950	425	5.70	Planning meeting - 14 Feb 24
								4950	525	3.75	Planning meeting - 14 Feb 24
29/02/2024	3725	577	NEIL CURTIS	NEIL	540.00	0.00	540.00	4005	400	180.00	Internments (1xL, 2xW)
								4005	500	360.00	Internments (1xL, 2xW)
29/02/2024	202404	580	ST ANNES PCC	ANNE	100.00	0.00	100.00	4950	325	37.00	Hall hire - 6 &27 Feb 24
								4950	425	38.00	Hall hire - 6 &27 Feb 24
								4950	525	25.00	Hall hire - 6 &27 Feb 24
29/02/2024	1617	581	ZENTECH IT	FRE01	500.28	100.06	600.34	4440	325	185.10	Licence/misc support - Feb 24
								4440	425	190.11	Licence/misc support - Feb 24
								4440	525	125.07	Licence/misc support - Feb 24
TOTAL INVOICES					<u>1,155.28</u>	<u>100.06</u>	<u>1,255.34</u>			<u>1,155.28</u>	
VAT ANALYSIS CODE OTS @ 0.00%					655.00	0.00	655.00				
VAT ANALYSIS CODE S @ 20.00%					500.28	100.06	600.34				
TOTALS					<u>1,155.28</u>	<u>100.06</u>	<u>1,255.34</u>				

Top Level for Month No 12

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
01/03/2024	1811	578	PURE GARDENS	PUREG	2,130.00	426.00	2,556.00	4060	500	2,130.00	Maintenance - February 24
29/02/2024	232652	579	BRUNEL ENGRAVING	BRUN	160.06	32.02	192.08	4600	325	59.22	Papaerwights & engraving
								4600	425	60.82	Papaerwights & engraving
								4600	525	40.02	Papaerwights & engraving
04/03/2024	203898	582	SURREY HEATH	SHBC01	65.39	13.08	78.47	4220	410	65.39	Gym insp - L'water
04/03/2024	2038825	583	SURREY HEATH	SHBC01	8,242.15	1,648.43	9,890.58	4165	310	3,049.60	Greenspace - March 24
								4165	410	3,132.02	Greenspace - March 24
								4165	510	2,060.53	Greenspace - March 24
TOTAL INVOICES					<u>10,597.60</u>	<u>2,119.53</u>	<u>12,717.13</u>			<u>10,597.60</u>	
VAT ANALYSIS CODE S @ 20.00%					10,597.60	2,119.53	12,717.13				
TOTALS					<u>10,597.60</u>	<u>2,119.53</u>	<u>12,717.13</u>				

Top Level for Month No 12

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier Ale Name	Supplier Ale Code	Net Value	VAT	Invoice Total	_A/_C _ _C_en_tre	Amount	Analysis Description
08/03/2024	WVC/23/67	584	GRANTS WPC	GRANTS	1,207.00	0.00	1,207.00	4650	540	1,207.00 W'sham Village Fete
07/03/2024	3486	585	NP TREE MANAGEMENT	NPTREE	280.00	56.00	336.00	4195	310	103.60 Fell pine in LW Cemetery
								395		-103.60 Fell pine in LW Cemetery
								6000	310	103.60 Fell pine in LW Cemetery
								4195	410	106.40 Fell pine in LW Cemetery
								395		-106.40 Fell pine in LW Cemetery
								6000	410	106.40 Fell pine in LW Cemetery
								4195	510	70.00 Fell pine in LW Cemetery
								395		-70.00 Fell pine in LW Cemetery
								6000	510	70.00 Fell pine in LW Cemetery
04/03/2024	1089	86	INFINITY PLAYGROUNDS	INFINITY	445.00	89.00	534.00	4220	510	445.00 Repairs atw Windmill Field
12/03/2024	WVC/23/67A	586	GRANTS WPC	GRANTS	1,209.00	0.00	1,209.00	4650	540	1,209.00 Grant - WFOR loft ladder
05/03/2024	SLC001	587	BAGSHOT	BAGSHOTDEV	1,084.67	216.93	1,301.60	4060	300	1,084.67 Bagshot Cem Wall (10% dep)
								330		-1,084.67 Bagshot Cem Wall (10% dep)
								6000	300	1,084.67 Bagshot Cem Wall (10% dep)

Nominal Ledger Analysis

TOTAL INVOICES	4,225.67	361.93	4,587.60	4,225.67
VAT ANALYSISCODE OTS @0.00%	2,416.00	0.00	2,416.00	
VATANALYSISCODE S @20.00%	1,809.67	361.93	2,171.60	
TOTALS	4,225.67	361.93	4,587.60	

Top Level for Month No 12

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
08/03/2024	WVC/23/67B	589	GRANTS WPC	GRANTS	450.00	0.00	450.00	4650	540	450.00	W'sham Soc. litter pick equip
14/03/2024	13 MAR 24	590	REACH PUBLISHING	REAC	200.48	40.10	240.58	4400	325	74.18	13 MAR 24/590/Reach Publishing
								4400	425	76.18	13 MAR 24/590/Reach Publishing
								4400	525	50.12	13 MAR 24/590/Reach Publishing
TOTAL INVOICES					<u>650.48</u>	<u>40.10</u>	<u>690.58</u>			<u>650.48</u>	
VAT ANALYSIS CODE					OTS @ 0.00%	450.00	0.00	450.00			
VAT ANALYSIS CODE					S @ 20.00%	200.48	40.10	240.58			
TOTALS					<u>650.48</u>	<u>40.10</u>	<u>690.58</u>				

Agenda Item 8 – Full Council Meeting 26 March 24
Budget Monitoring Report to 14 March 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. Actions required

- Councillors need to note and approve overspends noted;
- Councillors are requested to approve the above virements;
- Councillors should review and consider the proposed transfers to the EMRs identified

3. Overspends and Transfers

Councillors are asked to note the Actual vs Budget report as at 14 March 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
 - o 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;
 - o 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)
 - o 4195 Tree maintenance/survey - an overspend of £1,885 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;
 - o 4220 Playground Repairs and Renewal – The overspend arises as a result of expenditure to purchase and install the Lightwater playground and the Bagshot outdoor gym and play area refurbishment at School Lane Field. This has been funded from the following reserves: Lightwater playground 2022-23 budget, the Lightwater CIL EMR and the Lightwater

Village Reserve (FC 1 Feb 23 C/22/184d); Bagshot CIL – 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. Reference should be made to the proposed virements in section 3;
 - 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 £719 though should not increase significantly as the annual rate payments are now completed. Reference should be made to the Virements noted in section 3.
- *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); £450 contribution the local Neighbourhood Watch newsletter (C/23/115); £2,000 to Lightwater Scouts for miscellaneous items (LVC/23/43); £500 contribution to the Bagshot Good Companions (BVC/23/62); £2,481 to Curley Park Rangers FC for pitch maintenance (BVC/23/62); £450 to the Windlesham Society for litter picking equipment (WVC/23/67); £1,207 to Windlesham Village Fete for bbq, dishes and hi-vis vests (WVC/23/67); £1,209 for a loft ladder for the Hub (WVC/23/67). 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).

- Councillors should 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.
- Councillors should also note that the office telecommunications contract with DR Communications will reflect a price increase of 7.9% with effect from 1 April 24.

3.2 All other budget lines are underbudget.

3.3 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.

4. 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.

In addition the salaries budget (4300), the Local Government Pensions (4340) and HMRC Payroll (4345) show a net deficit of £3,176. Training (4350) and External Financial Support (4425) show underspends of the same amount which can be vired against the deficit as shown below. The variance arises as a result of payment of time in lieu during the period (PER/23/18 + C/23/107) and the employment of a Communications officer in March 24 (STAFF/23/07 + C23/155B) for which there is no budget in the current period. The details of the virement are shown in the table below:

4300	Salaries	(6,789)
4340	Local Government Pension	1,617
4345	HMRC Payroll	1,996
4350	Training	594
4425	External Finance Support	2,582
		0

It should also be noted that 4550 Office Building Costs is overspent by £719 as a result of various works which should be set versus the underspend on 4950 Hall Hire. Again the offset is noted in the table below:

4550	Office Building costs	(719)
4950	Hall hire	719
		0

5. Year-end projections

Total expenditure in the year to date before transfers from EMRs is £569,421 reducing to £440,121 once the transfers are accounted for. This is against a total annual budget expenditure of £503,929 and represents 87.3% 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.

Review of the income and expenditure report and upcoming expenditure prior to the year-end suggests that there will be a figure of around £55k available for transfer to EMRs at the year end. Of this total the following amounts have been identified for specific items:

- Lightwater Cem. maint	£9,700	Works in budget but not completed in 23-24
- Lightwater Pavilion	£5,000	Development work held over to 24-25
- Windmill Field P'ground	£3,154	Requested by WVC (WVC/23/71)
- Grants (Lightwater)	£3,100	Remainder of unspent budget to augment reductions in 24-25 budget
- Grants (Bagshot)	£317	See above
- War Memorials (all)	£1,376	To cover anticipated repair and re-lettering costs for 3 memorials. Additional funds will be required with a total estimated cost of +/- £7,500 subject to receipt of quotes
- Other	£1,000	New laptop for Comms Officer
- Other	£900	SALC training for the Deputy Clerk

The Council should then consider further allocations once the final balance is determined.

Detailed Income & Expenditure by Account 31/03/2024

Month No: 12

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	9,559	80,594	81,000	406			99.5%
1030 Allotment Fees	0	1,703	1,700	(3)			100.2%
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	(142)	15,004	4,488	(10,516)			334.3%
1950 CIL Income	0	174,308	0	(174,308)			0.0%
Total Income	9,417	621,108	442,220	(178,888)			140.5%
<u>Expenditure Detail</u>							
4005 Ashes interment	0	6,640	6,465	(175)		(175)	102.7%
4050 Rates	0	2,087	3,000	913		913	69.6%
4055 Pavilion Utilites	0	50	300	250		250	16.5%
4060 Maintenance	3,366	51,908	62,498	10,590		10,590	83.1%
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	8,242	93,214	94,359	1,145		1,145	98.8%
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	280	30,855	29,000	(1,855)		(1,855)	106.4%
4220 Playground Repairs & Renewal	510	109,607	12,000	(97,607)		(97,607)	913.4%
4300 Salaries	8,573	93,389	86,600	(6,789)		(6,789)	107.8%
4340 Local Government Pension	2,457	27,535	29,152	1,617		1,617	94.5%
4345 HMRC Payroll	1,937	24,615	26,611	1,996		1,996	92.5%
4350 Training	0	1,070	2,000	930		930	53.5%
4380 Elections	0	5,086	4,000	(1,086)		(1,086)	127.2%
4400 Legal/HR/Recruitment Costs	212	5,133	7,000	1,867		1,867	73.3%
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	73	4,067	6,510	2,443		2,443	62.5%
4435 Office Expenses	5	2,048	2,000	(48)		(48)	102.4%
4440 ICT Costs	(6)	8,961	5,000	(3,961)		(3,961)	179.2%
4445 Audit	0	(107)	2,100	2,207		2,207	(5.1%)
4455 Telecoms & Security	0	1,582	1,837	255		255	86.1%
4500 Cllr Allowances, Training & Ex	2,492	30,080	30,000	(80)		(80)	100.3%
4525 Bagshot Chapel Building Costs	0	2,807	8,000	5,193		5,193	35.1%

Continued over page

Detailed Income & Expenditure by Account 31/03/2024

Month No: 12

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	6,719	6,000	(719)		(719)	112.0%
4555 HMLD Building Costs	0	6,958	8,000	1,042		1,042	87.0%
4600 Annual Meeting & Civic Costs	160	1,910	2,000	90		90	95.5%
4650 Grants	2,866	18,376	24,000	5,624		5,624	76.6%
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	0	1,342	2,100	759		759	63.9%
Total Overhead	31,169	569,421	503,929	(65,492)	0	(65,492)	113.0%
Total Income	9,417	621,108	442,220	(178,888)			140.5%
Total Expenditure	31,169	569,421	503,929	(65,492)	0	(65,492)	113.0%
Net Income over Expenditure	(21,752)	51,686	(61,709)	(113,395)			
plus Transfer from EMR	1,365	129,300					
less Transfer to EMR	0	174,308					
Movement to/(from) Gen Reserve	(20,387)	6,678					

Detailed Balance Sheet - Excluding Stock Movement

Month 12 Date 31/03/2024

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<i>Current Assets</i>		
100	Debtors	13,863
105	VAT Control A/c	11,351
200	Barclays Current Account	344,482
205	Santander Account	199,455
210	RBS Account	46,606
215	Skipton Account	64,595
225	Cambridge and Counties Account	222,069
230	Hampshire Trust Bank	65,984
235	Redwood Bank	66,271
Total Current Assets		1,034,676
<i>Current Liabilities</i>		
500	Creditors	20,738
Total Current Liabilities		20,738
Net Current Assets		1,013,938
Total Assets less Current Liabilities		1,013,938
<i>Represented by :-</i>		
300	Current Year Fund	46,780
310	General Reserves	219,796
315	Capital Receipts	1,300
320	EMR School Lane Play	35,743
325	EMR Windlesham CIL	70,530
330	EMR Repairs and Maintenance	34,547
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	14,820
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	48,530
Total Equity		1,013,938

Item 9 - To consider a motion from the Windlesham Committee to approve the spend of up to £65k on the replacement of Windmill Field Playground and to release £15k of the Playground Repairs and Renewals earmarked reserves for this project. In addition, Members are asked to consider earmarking the remaining underspend in the 2023-24 Windlesham Village Playground Repairs budget line.

Action

In line with the Committee Terms of Reference any resolution to spend over £15k must be ratified by Full Council. Members are therefore required to read the information below and consider if they wish to:

- a) Approve the spend of up to £65k to replace the playground.
- b) Approve the request to earmark the remaining underspend in the 2023-24 Playground Repairs budget line, taking into account any decisions made under item 8 on the agenda.
- c) Approve the request for the £15k held in the Playground Repairs & Renewals EMR to be ringfenced for this project.

Background

Members may be aware that at the Windlesham Committee meeting held in November 2023, the Committee resolved to replace the Windmill Field Playground.

Since then, indicative pricing has been obtained to enable the Committee to understand the potential cost of the project and decide how this may be funded.

At the meeting held on the 6th March, the Committee unanimously resolved to allocate a budget of between £60,000 and £65,000 for the replacement of Windmill Field Playground.

The Committee also unanimously resolved to investigate the upper funding limits and criteria of SCC Your Fund Surrey small projects and the SHBC Community Grant Fund once the new funding windows open in April 2024. If these funds were not available, members agreed to investigate the Your Fund Surrey Large Project fund.

If investigations and/or applications resulted in no outside funding options being available, members unanimously resolved to fund as per below:

- Up to £50K from Windlesham CIL
- £3,154 from Windlesham Playground Repairs & Renewal 2023/24 - members resolved to put a recommendation forward to Full Council to earmark this budget line for the Windmill Field Playground project.
- £15K from Top level Play area Repairs & Renewals EMR – members resolved to put a motion to Full Council to release these funds for allocation to the Windmill Field Playground project.

Item 10 – Playground Inspections – to consider training opportunity

Members are asked to consider the information below and decide if they wish to bring the playground inspections in house, training the Operations Coordinator to carry out the inspections.

Members are aware that all Council playgrounds have monthly health and safety inspections as well as the annual ROSPA inspection.

At present, the current greenspace contractor carries out these inspections on our behalf. However, Council have been offered the opportunity for the Operations Coordinator to attend the relevant training, which will enable Council to carry out in house monthly inspections. Additionally, the Operations Coordinator would benefit from a more in depth knowledge when engaging contractors to carry out remedial actions.

The RPII Operational Training course is run by the Play Inspection Company and the course would take place either in June (location Petersfield) or July 24 (location Poole).

The price to attend a course will be:-

Two Day RPII Operational Inspectors Course

Training and Examiners Fee - £495.00excl.VAT (per candidate)

RPII Operational Examination - £265.00excl.VAT (per candidate)

Plus, travel expenses which depending on location may cost between £80-£200.

Once complete the Operations Coordinator will be qualified to carry out inspections for 3 years making this a cost effective option costing only £5.55 per month per playground.

Item 11 – Annual Parish Meeting – Points for Action

Environment & Greenspace Feedback	Action
War memorial lettering	WPC is currently in communication with Historic England and the War Memorial Trust to establish a program of works. Additionally, both the Lightwater and Windlesham Committees have resolved to procure quotes for re-lettering on the war memorials.
Cllr Turner raised concerns that Esso has not adequately restored the area following the works to install the new pipeline. Cllr Stevens remarked that Esso's long-term strategy did not involve immediate engagement in conservation efforts.	Noted
School Lane Field Pond – environmental work	WPC had initially scheduled dredging work for the pond at School Lane Field. However, due to ongoing delays, primarily attributed to unfavourable ground conditions hindering heavy machinery access, the project has been postponed. Despite closely monitoring pond conditions, it remains too boggy to commence work. Additionally, the bird nesting season, beginning on March 1st, will necessitate further delay. As a result, the commencement of work has been rescheduled for August.

Traffic & Infrastructure Feedback	Action
Concerns were raised about the Lightwater M3/A322 junction.	These concerns will be forwarded to the Surrey County Councillors representing the villages.
Comment: Highways may be reluctant to resolve one problem for fear of it causing another.	
A miracle is required for traffic and infrastructure.	
Poor condition of road markings	
Rat runs through the villages should be taken into account when considering traffic and infrastructure.	
Sufficient road signage in the appropriate places.	
Poor Broadband infrastructure in Lightwater	Cllr Malcaus Cooper is liaising with residents and broadband providers. Additionally, SHBC Cllrs Julie Hoad and Kevin Thompson confirmed their investigation into the inadequate broadband provision in Lightwater and Bagshot. It was revealed that BT Openreach is making progress and has plans to install broadband in both areas, with installation set to commence in Lightwater in April as part of a two-year plan

Policing & Crime Feedback	Action
Increased police presence: Attendees expressed a desire for more police officers to walk around and engage in conversations with residents.	The police officers in attendance noted these requests.
Speed enforcement: Officers present confirmed that the A30 has been a priority for the specialist traffic team, and a community speed watch initiative is in the process of being established.	The Clerk has engaged in discussions with PCSO John Adams and is currently coordinating a meeting between Cllr Willgoss and him to explore the establishment of a speed watch group.

Item 11 – Annual Parish Meeting – Points for Action

Cllr Willgoss requested that speed enforcement activities also target the village centers.	
PC Howard advised that Speed Officers can be requested if resources allowed.	Noted

Health and Social Care Feedback	Action
Concerns regarding the GP Lightwater surgery and future provision.	WPC will feed these concerns to the relevant surgery.
Concerns regarding access to GP practice in Bagshot.	WPC will feed these concerns to the relevant surgery.
What can pharmacies do?	The WPC Communications Officer will be tasked with creating a communication piece to inform residents about the range of services available through local pharmacies.
Parking at hospitals – concern about costs of parking	Cllr Turner will feed these concerns into the Integrated Care Board
Developing diagnostic centres in communities.	Cllr Turner will feed these concerns into the Integrated Care Board

Planning Feedback	Action
Does the Lightwater Design Statement still apply? Cllr White informed those present that the design statement is referred to at both a Parish and Borough level although it could do with a review.	The Lightwater Committee will consider a review of the Lightwater Design statement at a future committee meeting.
Comment: would like to see a comprehensive approach to planning, rather than knee-jerk reactions to government dictates.	This comment will be fed back to SHBC Planning
Comment: Demolish Lightwater Pavilion and replace it with something realistic. We don't need more meeting rooms in the village.	The Lightwater Committee will consider this comment.
Tony Murphy, a resident of Windlesham, provided verbal feedback, stating that the Surrey Heath Borough Council (SHBC) Executive were convening that evening to discuss the Local Plan. He believed that the timetable for the next stage of consultation, would be scheduled for the summer, with the aim of adopting the plan in 2025. Mr Murphy highlighted the National Planning Policy Framework's (NPPF) mandate for local plans to be reviewed at least every five years and that the SHBC local plan is long overdue. He emphasised that the NPPF notes the plan should be succinct, with Mr Murphy stating that extensive documents were unnecessary.	This comment will be fed back to SHBC Planning.

Community Events Feedback	Action
It is very important to consolidate communities.	Noted

Item 11 – Annual Parish Meeting – Points for Action

More community events run by the community.	WPC is always willing to support community events where possible.
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Item 12 – Chairman’s Community Reception

Full Council 26th March 2024

Councillors are to note that as resolved at the May Full Council meeting the Chairman’s community reception is booked for the 27th April 2024. All Saints Church in Lightwater has been booked for this event, which will take place between 3pm and 5pm.

Preparations for the event are in progress and invitations have recently been sent out.

Members are aware that several community awards will be presented at this event and the Council now must decide who will be responsible for presenting these awards.

Historically the Chairman has carried out all presentations, however last year the Village Committee Chair did the honours.

Action

Members must decide which Councillor or Councillors will make the presentations.

Item 13 - Windlesham Neighbourhood Plan Review – Council to consider request from the working group.

Members are asked to consider whether a request from the Neighbourhood Plan working group to have an independent website and SharePoint site.

Recommendation

It is recommended that all external communications are routed through the normal Council channels. It is also recommended that Council approve the creation of a Council SharePoint site specifically for use by the Neighbourhood Plan Working Group.

Background

Members will be aware that a working group has been established to facilitate the review of the Windlesham Neighbourhood Plan.

During the inaugural meeting of the working group, some residents expressed interest in the establishment of a stand-alone website, and a dedicated SharePoint site.

The Clerk has informed the Chair of the working group that, as the Parish Council serves as the qualifying body, it is advisable for all external communications to be routed through the standard Council channels, aligning with the adopted Communications Strategy and Media Policy. However, it is worth noting that the Parish Council has the capacity to create a dedicated SharePoint site for the group's use. This SharePoint site would not require the creation of individual email addresses but would instead serve as a shared workspace, fostering collaborative efforts among group members.

Item 14–Lightwater Recreation Ground – To consider granting permission for Lightwater Fete to be held at the recreation ground on the 11th May 2024.

Once again Windlesham Parish Council has received a request to use the Lightwater Recreation ground for the village fete on the 11th May 2024.

1. Historically permission has always been granted, however the organisers have confirmed that they will be unable to supply a valid insurance document until the middle of April.

All relevant forms and risk assessments have been submitted and are available for inspection at the office.

Members are asked to make an in-principle decision as to whether they wish to grant permission pending sight of appropriate insurance cover.

2. The Fete Committee have also invited the Chair of Council to open the Fete at midday on Saturday 11th May 24.

Members are asked to approve this request pending sight of the relevant insurance.

Item 16 - Clerks Update

Bagshot Chapel Drainage

Members are reminded that the Council resolved to conduct a soakage test at Bagshot Chapel to assess ground conditions and identify appropriate drainage solutions. The soakage test has been finalised, and we are currently in the process of obtaining quotes for the necessary drainage solutions.

War Memorials – Routine Structural Surveys

The Operations Coordinator is in the process of obtaining quotes to carry out routine structural surveys on all war memorials within the Parish. Additionally, quotes are being sought to refurbish the lettering on the Lightwater and Windlesham memorials. Please note that all three war memorials are Grade II listed and all works will be approved by SHBC planning.

Sale of Hook Mill Lane Depot

In line with the resolution at the February Full Council meeting a notice of intent to sell the land at Hook Mill Lane has been placed in the Surrey Advertiser. It will run for two consecutive weeks from the 22nd March 2024.

Communications Officer

We have recently welcomed our new Communications Officer to the team. We are excited to have them on board and look forward to their contributions to both Council and Village communications.

Annual Reports / Strategic Plan Update and Precept Booklets

Councillors are advised that several information booklets were printed for the Annual Parish Meeting. Any surplus booklets will now be distributed in various public locations throughout the villages.

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