

# Annual Parish Meeting

St Annes Church, Bagshot  
Tuesday 19<sup>th</sup> March 2024



# Agenda

1. Chairman's Welcome and Introductions

2. To appoint a Clerk for the meeting

3. To approve as a correct record the Minutes of the previous meeting

4. Chairman's Report

- WPC Strategic Plan & Priorities
- Finances and Budget

5. Roles and Responsibilities of Local Authorities

6. Resident Engagement –

Residents will have the opportunity to identify priorities. All points submitted to the Parish Council in response to the request for agenda items, that have not been covered earlier in the agenda will be dealt with under the following topics:

- Environment & Greenspace
- Traffic & Infrastructure
- Policing & Crime
- Health and Social Care
- Planning
- Community Events

7. Resident Engagement Feedback & Next Steps

8. Q&A

# Annual Parish Meeting

## What is the purpose of an Annual Parish Meeting?

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

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

## Differences between the Annual Parish Meeting and a Parish Council Meeting

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

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

## Who has the right to convene an Annual Parish Meeting?

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

## Will Parish Councillors be at the meeting?

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

## Who can attend the meeting?

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

## Who will Chair the meeting?

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

## The relationship between the Parish Meeting and the Parish Council

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

# Getting the meeting started – introductory and procedural items



CHAIRMAN'S WELCOME AND  
INTRODUCTIONS



TO APPOINT A CLERK FOR THE  
MEETING



TO APPROVE AS A CORRECT  
RECORD THE MINUTES OF THE  
PREVIOUS MEETING

# Charman's Report – WPC Plan & Priorities

- WPC Strategic Plan set in 2022 for the 5 years to 2027
- It sets the Parish Councils vision for the Parish, its purpose, values, objectives and key objectives
- It aims to give residents a clear understanding of what the Parish Council does and trying to achieve itself or influence other delivery bodies such as SHBC and SCC
- It is a 'live' document and reviewed quarterly by the Full Council
- Elections held in May 2023 gave the opportunity to review, confirm and update the plan

## Mission Statement

The Parish Council aims to be forward thinking and outward looking, working with the residents of Bagshot, Lightwater, and Windlesham to bring about a thriving community and sustainable environment.

The Council will work collectively to:

- Improve the quality of life for the residents of Windlesham Parish by ensuring that the villages are a desirable, thriving and sustainable place in which to live.
- Maintain high standards of governance, integrity, and transparency
- Adopt high standards of financial management
- Operate efficiently and effectively
- Be a good employer
- Work in partnership with others
- Communicate clearly
- Be a learning organisation
- Fulfil statutory and regulatory requirements

# Core Objectives & Strategic Priorities – Progress Update

## Core Objectives

- ✓ • 47 objectives are green (completed/delivered regularly or meeting statutory requirement)
- ✓ • 5 objectives are amber (in progress)
- ✗ • 0 objectives are red (not started or are on hold).

## Strategic Priorities 2022-2025

- ✓ • 18 priorities are green (completed/delivered regularly or meeting statutory requirement)
- ✓ • 11 priorities are amber (in progress)
- ✗ • 2 priorities is red (not started or is on hold).

# Core Objectives – Good Governance & Fiscal Responsibility

## Finance

Achieve satisfactory internal and external audit; financial reporting; annual budgeting; manage Investments and banking; risk management and VAT submissions.

## Governance

Operate under Standing Orders and Financial Regulations; annually review governance and policies; keep Parish Councils legal powers under review; ensure adequate insurance is in place; monitor strategic direction and facilitate Annual Parish Meeting

## Administration

Facilitate both Full Council and Committee meetings; employ and manage staff inline with current employment legislation and administer payroll and pension scheme.

## Training

Ensure that both staff and Councillors have access to suitable training and attend appropriate seminars, meetings and workshops.

## Transparency

Ensure compliance with the Transparency Code 2015 by publishing all relevant information on the Council website; deal with Freedom of Information and Subject Access Requests and ensure suitable data management.

## Communications

Actively promote community information on our Social Media and liaise with and maintain good relations with the public and stakeholders within the community.

## Event & Contract Management

Manage and review all Council contracts to maximise both operational and financial performance.

## Communications

Ensure the Council website is up to date and relevant



# Core Objectives – The Parish Environment

## Planning

Liaise with Borough Council on planning issues and make representations on planning applications in a timely manner; support the development of Neighbourhood Plans and defend the Green Belt where we believe its loss will negatively influence our Parish.

## Community Provision

Council chooses to provide each village with Christmas trees ; festive lamp column lighting in each village and summer planting including hanging baskets.

## Tree Management

To write a comprehensive tree policy ; administer a tree maintenance schedule and ensure period tree surveys are carried out in line with relevant guidance.

## Traffic & Infrastructure

To work in collaboration with the relevant authorities to reduce speed and HGV traffic throughout the villages and help residents report highway faults to County Council.

## Public Safety

Liaise with Police on reducing crime and anti-social behaviour within the Parish





# Core Objectives – Leisure, Community & Health

## Allotments

To provide allotments at a fair rent, monitor usage of allotments and non-compliance with allotment regulations, ensure timely production of annual invoices and maintain a waiting list

## Open Spaces

Maintain playing fields for the whole community keeping the grass maintained for games and recreation; continue to provide play areas for children of all ages keeping them well maintained and safe.

## Cemeteries

To act as the Burial Authority and provide facilities for burials and ashes interments across the Parish; review regularly fee levels set.

## Community

Council chooses to offer support to volunteer organisations within the parish area through: grant funding and involving the community in Parish Council initiatives.

## Parish Owned Buildings

To agree and deliver a maintenance schedule for all parish owned buildings.

## Open Spaces

Due to unsatisfactory delivery of the current Greenspace contract during 2023, the Council resolved to re-tender the contract. This work is in progress.

## Cemeteries

Council believe there is still work to do, to ensure cemeteries are maintained in a neat, dignified fashion and are in the process of carrying out a review of all cemeteries within the Parish

## Heritage Assets

To maintain the following heritage assets for the benefit of the community: War memorials in all 3 villages and Bagshot Chapel



# Key Priorities 2022-25 Progress Update

- Adopt a Strategic Plan
- Deliver a Communications Strategy
- Recruit in line with agreed Staffing Structure
- Review and update policies & procedures 23/23 & 23/24
- Review all Parish owned assets
- Install open air gym at Lightwater Recreation
- Install open air gym at School Lane Field, Bagshot
- Complete high, medium and low priority tree works
- Deliver a tree maintenance plan
- Replace/refurbish playground at School Lane Field, Bagshot
- Progress Broadway Road bridge lights & ANPR project
- Form a Windlesham Traffic & Infrastructure working party
- Additionally a Bagshot Traffic & Infrastructure working party has been formed.
- Agree an investment policy
- Deliver asset management & maintenance plans
- Initiate a Windlesham Neighbourhood Plan Review



# Key Priorities 2022-25 Progress Update

- Agree & deliver a plan to develop the Lightwater Pavilion site
- Deliver asset management & maintenance plans
- Agree on a playground improvement plan
- Progress & complete necessary maintenance at Bagshot Chapel
- Work alongside SCC to identify traffic and infrastructure solutions in Bagshot & Windlesham
- Complete the refurbishment of Freemantle Road playground in Bagshot
- To replace Windmill Field playground in Windlesham
- Agree a long-term plan for Windlesham & Lightwater cemeteries
- Oversee the Windlesham Neighbourhood Plan Review
- Carry out a review of the Greenspace Contract



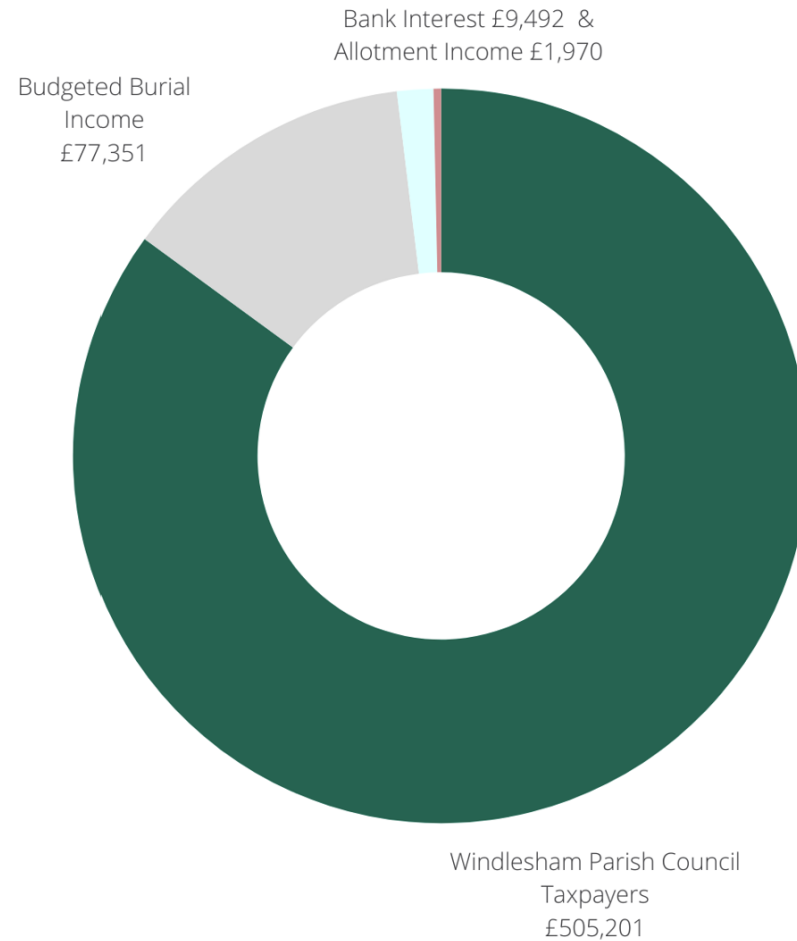
# Key Priorities 2022-25 Progress Update

- Establish a Chairman's Group to monitor strategic Direction
- Review allotment management and consider an allotment association

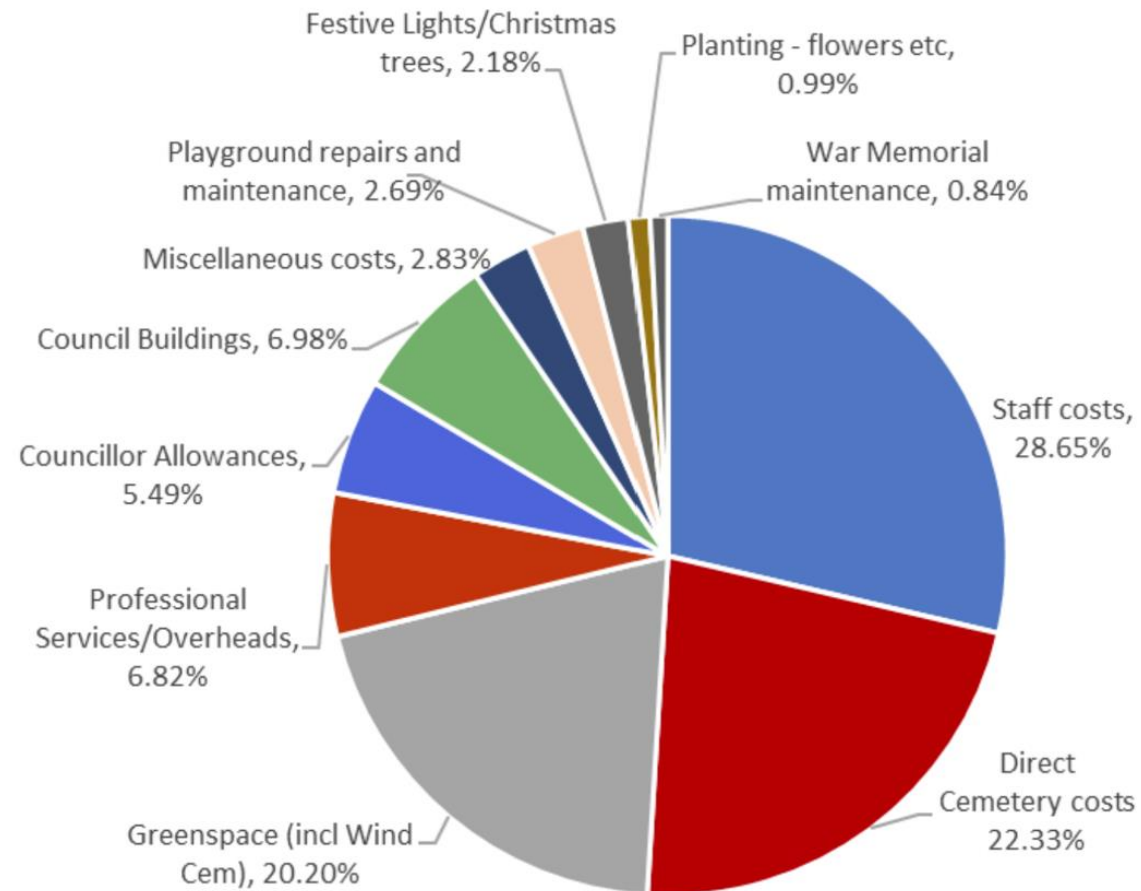


# Budget Income for 2024/25

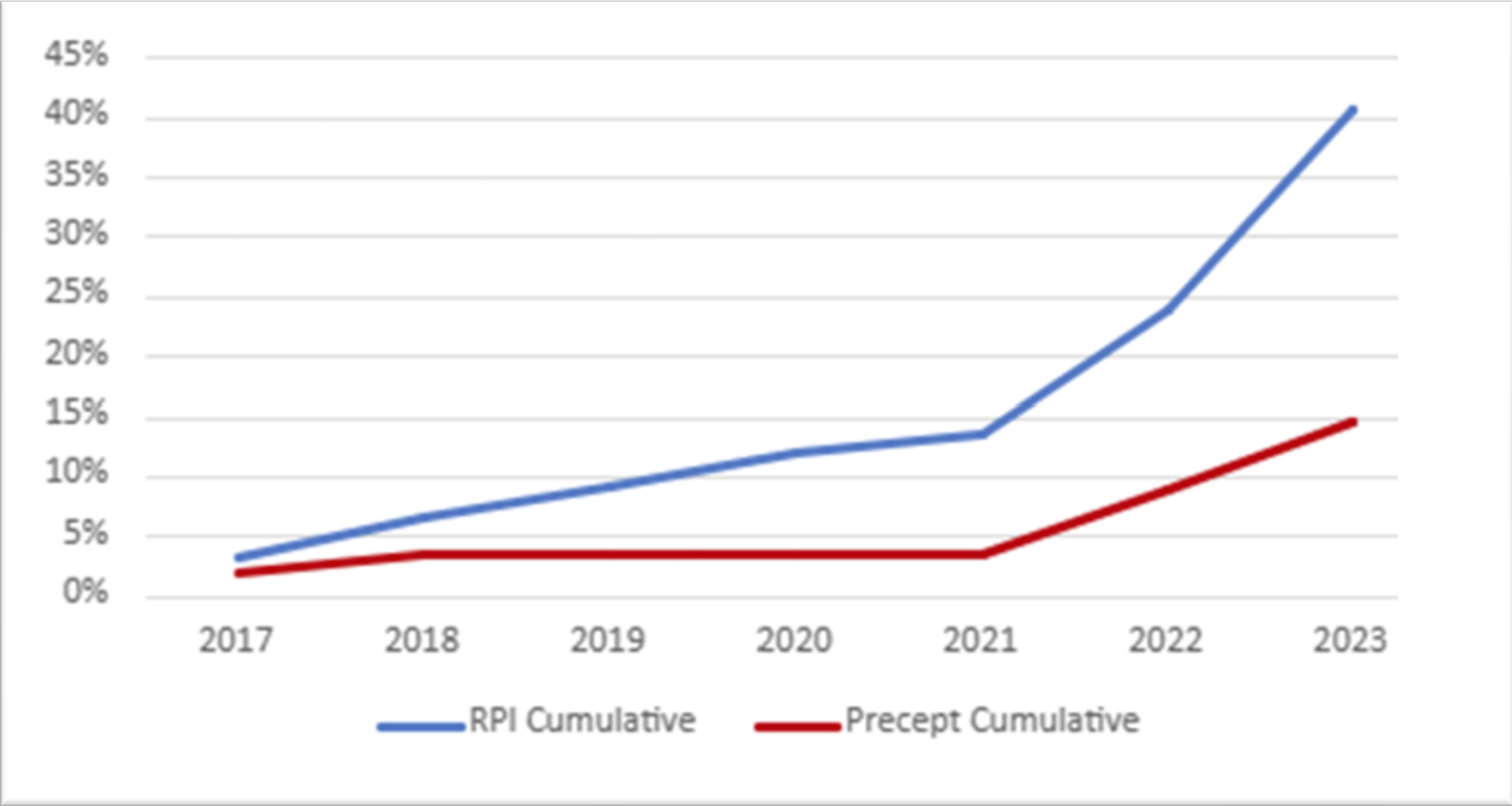
For reference the chart depicts a breakdown of our budgeted income for 2024/2025. It's important to remember that funding availability can change. External funding streams such as grants from other tiers of local government can change quickly and can result in delays to budgets.



# Budget Expenditure - 2024/25



# Finances & Budget RPI vs Precept since 2017



# Why is the Precept increasing by 44%?

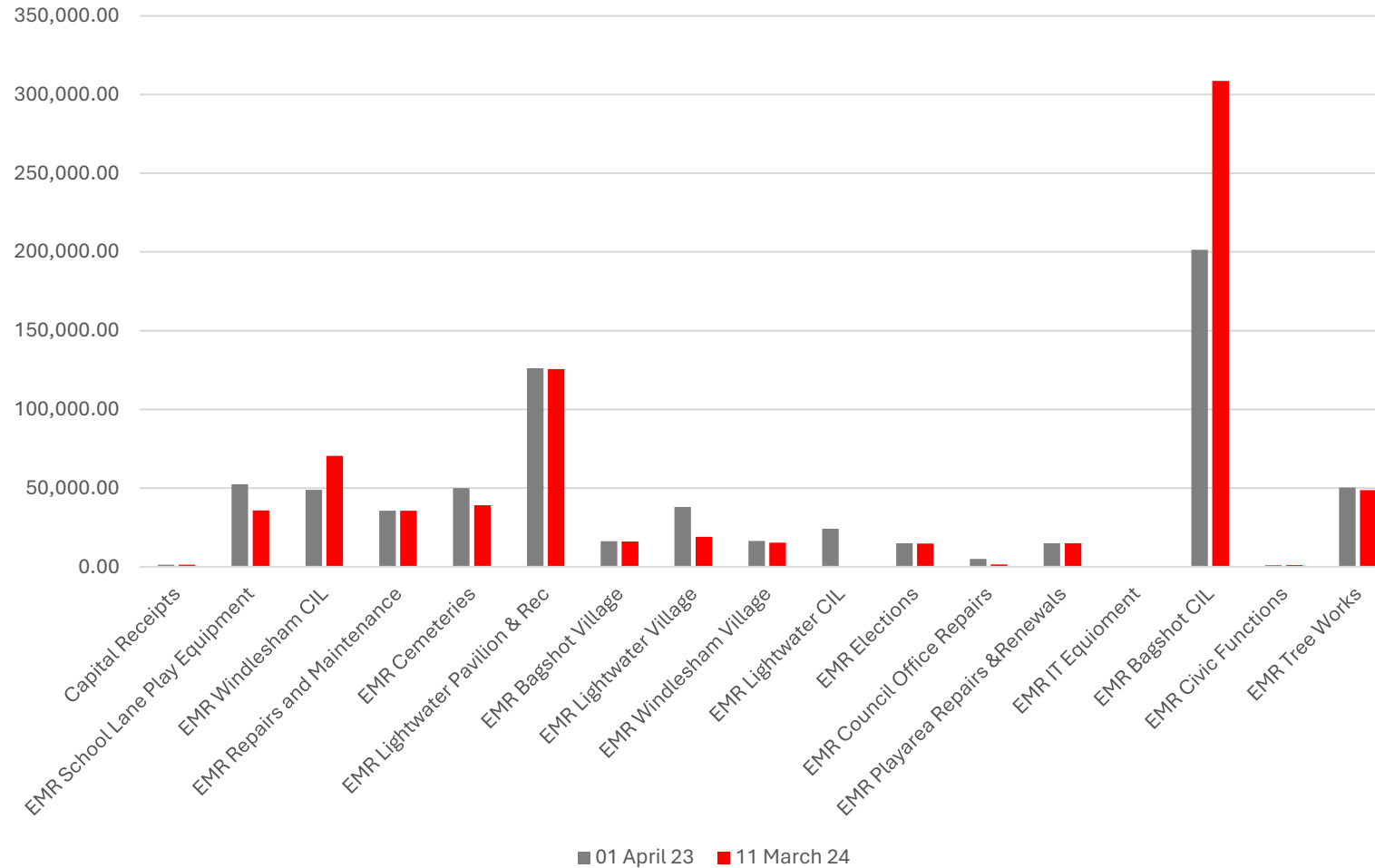
- WPC can no longer absorb inflation
- Budget for 2024-25 is balanced, previous budget have shown
- Greenspace contract replacement
- Repair of Parish Council Assets – Council Offices and Chamber, Bagshot Chapel
- Cemeteries improvements
- Better communications
- Maintenance of reserves to required level and for future projects

WPC precept is still low according to local and national comparisons

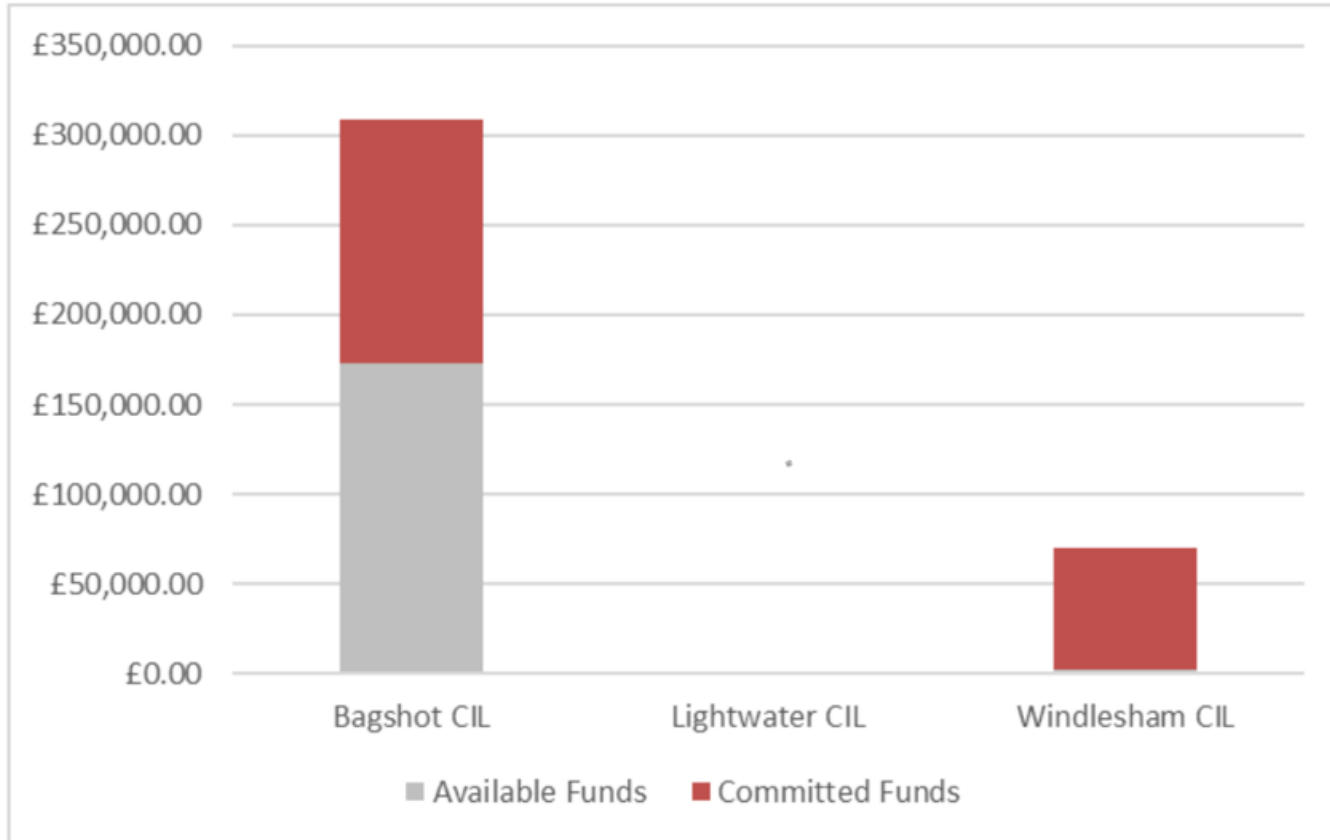


# Earmarked Reserves 2023-24

\* Ear Marked Reserve movement between 1 April 23-11 March 24



# CIL Funds Committed to Village Projects



- Traffic and infrastructure in Bagshot - £100,000
- Replacement playground at 5 Freemantle Road, Bagshot - £13,500
- Bagshot Chapel Maintenance Works - £20,000
- Grant for Gomer Road playground, Bagshot - £2,500
- Speed Surveys in Windlesham - £3,000
- Installation of lamp columns under Broadway Road bridge, Windlesham - £7,500
- Windmill Field playground replacement, Windlesham – up to £50,000
- Replacement of Windlesham Cemetery noticeboards - £7,500

# Roles & Responsibilities of Local Authorities



## MP

Tell them about a problem affecting people in your local area.

**Want to raise an issue or concern?  
Not sure which Council to contact?**

**Use this summary of the division in responsibility for local services.**

## Surrey County Council

- SCC Owned Grass Verge Maintenance
- Highways
- Social Services
- Parking
- Some Litter Bins
- Household Waste Sites
- Pot Holes
- Schools
- Street Lighting
- SCC Tree Maintenance
- Public Rights of Way

## Surrey Heath Borough Council

- Planning Authority
- Housing
- Anti-Social Behaviour
- Environmental Services
- Electoral Services
- SHBC Owned Grass Verge Maintenance
- Street Cleaning
- Bins & Litter
- Waste Collection
- Fly Tipping
- Licencing
- Council Tax
- SHBC Owned Tree Maintenance
- Parks & Open Spaces

## Windlesham Parish Council

- Burial Authority
- Bagshot, Lightwater & Windlesham Cemetery Maintenance
- Greenspace Maintenance of Parish Owned Land
- Maintenance of five playgrounds
- Allotments
- Benches
- Some Litter Bins
- War Memorials
- Planning Consultee
- Summer Hanging Baskets
- Community Grant Funding
- Tree Maintenance of Parish Trees
- Christmas Trees and Festive Lights
- Bagshot Chapel
- Partnership Working with Community Groups

# Resident views and priorities

Environment


Traffic & Infrastructure

Policing & Crime

Health & Social Care

Planning

Community Events



Resident  
engagement and  
next steps

# Questions & answers

## WPC Contact Details:



@windleshamparish.council



01276 471675



clerk@windleshampc.gov.uk



The Council Offices,  
The Avenue  
Lightwater, Surrey,  
GU18 5RG