



Windlesham Parish Council

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MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL

Held on Tuesday 24th September 2024, at 7.15pm held at St Anne’s Church Centre, 43 Church Road, Bagshot

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

In attendance: Jo Whitfield –Clerk to the Council

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

Cllr Turner was in the Chair

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		Action
C/24/53	Apologies for absence Apologies for absence were received and accepted from Cllrs Willgoss and Hartshorn	
C/24/54	Declarations of interest Cllr R Jennings-Evans declared a non-pecuniary interest in items 17 and 24 due to her position as a SCC Councillor Cllr Malcaus Cooper declared a non-pecuniary interest in item 22 stating that she is a director of SALC. Cllr Gordon declared a non-pecuniary interest in item 15 noting that he is working alongside Harpey Asprey to deliver an event at his place of work.	
C/24/55	Public question time Cllr Turner read aloud the following representation from a Windlesham resident. Would Members agree to the proposition - that the first principle of Democracy – by definition - is participation of citizens and – that freedom of expression and debate are the cornerstone of a healthy functioning Democracy. Would they also agree - that the only opportunity for debate - in our existing arrangements - is the Annual Parish Meeting of Electors -	

	<p>and - that the Law governing APM's - does allow for Debate to be a framework of the event - including arrangements for a Vote to be conducted – if necessary - the outcome of which to be considered - as advisory to the council.</p> <p>Debate - is defined as a process that involves formal discourse - discussion - and oral address on a particular topic or topics - often with a moderator /chairperson and an audience – during which arguments can be put forward -for opposing viewpoints - usually ending in a vote.</p> <p>As an enthusiast for APM's in principle - I would like to recommend this kind of format -for consideration - as in the best interest of the council - in promoting engagement with the electors and – therefore - in the best interest of democracy.</p> <p><i>19:20 Cllr Gordon joined the meeting.</i></p> <p>The council agreed to discuss this as an agenda item in the future.</p>	
C/24/56	<p>Exclusion of the press and public.</p> <p>Agreed that the following items be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960:</p> <p>C/24/79 To approve confidential resolution reports C/24/80 Allotment Lease Update – to consider the future provision C/24/81 Community Governance Review</p> <p>Members agreed that the above items be discussed in the confidential part of the meeting.</p> <p>It was also resolved that due to the possibility of breaching GDPR part of the discussion under item 10 would be moved to the confidential part of the meeting.</p>	
C/24/57	<p>Full Council Minutes</p> <ul style="list-style-type: none"> • The minutes of the Full Council meeting held on 23rd July 2024 were approved and signed by Cllr Turner 	Cllr Turner
C/24/58	<p>Committee and Sub-Committee Minutes</p> <ul style="list-style-type: none"> • The minutes of the Planning Committee meetings held on the 23rd July 2024, 14th August 2024 and 4th September 2024 were approved and signed by Cllr Stevens. <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 30th July 2024. • The minutes of the Windlesham Committee meeting held on the 11th September 2024, including following recommendations: 	Cllr Stevens

	<ul style="list-style-type: none"> ○ Heathpark Woods Community Building- Recommendation to Full Council to not adopt the Heathpark Woods Community Building- see item 19. ○ Windmill Field Playground replacement- To approve a £65K spend for Windmill Field Playground (including the use of the £15K playground EMR)- see item 17. 																
C/24/59	<p>Council to receive the external audit conclusion for 2023-24</p> <p>The Clerk informed Members that the Conclusion of Audit has now been received from PKF Littlejohn and Council were presented with the relevant papers.</p> <p>The annual return has been passed with no issues and a copy presented to Members.</p> <p>It was resolved unanimously to note the contents of the report, to accept the audit opinion and to approve the annual return and certificate.</p> <p>Cllr Rebecca Jennings-Evans thanked the Officers for their hard work in ensuring a clean audit.</p>																
C/24/60	<p>Appointment of internal auditor for 2023-24</p> <p>Discussions were held at the Full Council meeting held in January 2024 (minute ref: C/23/160b) where Cllr R Jennings Evans proposed, Cllr D Jennings-Evans seconded, and it was resolved to appoint Company Mark Mulberry and Co Ltd for 2024-25 and 2025-26 as per the recommendation of the RFO.</p> <p>It was unanimously resolved to:</p> <p style="padding-left: 40px;">1. Note the appointment of Mark Mulberry as the Council's internal auditor for 2024-26</p>																
C/24/61	<p>Council Insurance Renewal</p> <p>The Council's insurance is due for renewal on 1st October 2024. Members were informed that quotes had been sources from the current provider and via a broker, who provided their best quotation available. The providers were asked to quote for a one year and three year contract. The quotes are shown below:</p> <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th>Provider 1 *</th> <th>Provider 2</th> </tr> </thead> <tbody> <tr> <td>Annual Premium</td> <td>£5,244.48</td> <td>£8,215.78</td> </tr> <tr> <td>Contract term</td> <td>1 year</td> <td>1 year</td> </tr> <tr> <td>Annual Premium</td> <td>£5,244.48</td> <td>£8,215.78</td> </tr> <tr> <td>Contract term</td> <td>3 years</td> <td>3 years</td> </tr> </tbody> </table> <p>Members were asked to <i>note that the contract terms require that life rings are available on site at School Lane Field pond though they are not covered by insurance. Indicative costs suggest that these would cost in the region of £50 each to replace.</i></p> <p>RFO's Recommendation</p>		Provider 1 *	Provider 2	Annual Premium	£5,244.48	£8,215.78	Contract term	1 year	1 year	Annual Premium	£5,244.48	£8,215.78	Contract term	3 years	3 years	
	Provider 1 *	Provider 2															
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Contract term	3 years	3 years															

	<p>Both quotations gave the same cost for both a one year and three-year contract, the latter effectively shielding the Council from any price increases over the period. Given the quotations received and the information available I would recommend that the Council enters a three-year contract with Provider 1 with effect from 1 October 24.</p> <p>It was resolved unanimously to enter into a 3 year contract with Provider 1 for the period from 1st October 2024 – 30th September 2027</p>	
C/24/62	<p>Community Governance Review – Working Party Update</p> <p>Cllr Turner gave a verbal update informing Members that the working party had reviewed the recent online survey and was pleased to see that SHBC had conducted a survey to obtain residents opinions before proceeding. However, concern was raised that the survey did not limit the number of responses from individual respondents.</p> <p>It was noted that the survey had now closed and SHBC are in the process of analysing the results.</p> <p>Cllr Turner gave a brief outline of expected timescales, informing Members that the Principal council (SHBC) is required to complete the review, including consequential recommendations to the LGBCE for related alterations to the boundaries of principal area wards and/or divisions, within 12 months of the start of the community governance review. The review begins when the council publishes the terms of reference of the review and concludes when the council publishes the recommendations made in the review. SHBC are in the process of analysing the results from the survey which will be presented to a Council meeting for consideration. If SHBC decides to proceed with a Community Governance Review terms of reference will be drawn up. Based on this information it is reasonable to assume that the earliest a CGR could be concluded is Jan/Feb 2026.</p>	
C/24/63	<p>Accounts for payment - The Clerk presented a list of expenditure transactions for approval, in the sum of £18,019.79 and explained the individual items.</p> <p>It was resolved the payments (Appendix A) in the total sum of £18,019.79 be authorised and the Chairman signed the Expenditure Transactions Approval List.</p>	
C/24/64	<p>Bank Reconciliations</p> <p>Members were asked to review the bank reconciliations for July, as presented.</p> <p>Overall Cash Position</p> <p>Members were informed that the net assets held by the Council as at 31 July 24 is £1,369,789. Of this, £736,568 is held in earmarked reserves. Members were asked to note that the ear-marked balance has decreased by £35,141 since 1 April 24 (£771,709).</p> <p>Members noted the reconciliations presented and resolved that Cllr Malcaus Cooper or Cllr Jennings-Evans in the absence of Cllr Malcaus Cooper would continue to sign off the above reconciliations.</p>	KMC & RJE

C/24/65	<p>Finance – Budget Monitoring Report</p> <p>Members were presented with an actual vs budget report detailing any overspends, transfers or virements for approval.</p> <p>Councillors were asked to:</p> <p>Note levels of expenditure shown and the associated balance sheet approving the overspends shown;</p> <p>In order to ensure security of data the Council were asked to approve entering a standalone contract with our IT services provider, to backup the data held on Mircosoft 365. This would include e-mail, OneDrive, SharePoint and Teams data at a cost of £150 per annum</p> <p>Councillors noted the contents of the report including levels of expenditure and approved the overspends shown. It was also resolved unanimously to enter a standalone contract with our IT services provider, to back up the data held on Mircosoft 365 at a cost of £150 per annum.</p>	RFO
C/24/66	<p>Skipton Building Society – to review account and bank signatories</p> <p>Members were informed that the Council has an account with the Skipton Building Society that as of the 31st of July had a balance of £67,628.11.</p> <p>Due to the complex signing rights, two signatories are required to authorise any transactions on this account. The current signatories are:</p> <ul style="list-style-type: none"> • Cllr White • Keith Hand – Ex Councillor left the Council in May 2015– deceased 17th April 2017 • Karen Holland – Ex Clerk left the Council in April 2015 • John Winterton – Ex Councillor left the Council in May 2015 <p>As per minute ref: C23/20 the nominated signatories are the Clerk, RFO, Cllr White, Cllr Malcaus Cooper and Cllr Jennings-Evans</p> <p>The Council has now been informed that in order to change the signatories, the Council must pass a resolution noting the dates that the above Councillors/Clerk left the Council.</p> <p>It was resolved unanimously to formally note that Keith Hand, Karen Holland and John Winterton are no longer associated with the Council for the following reasons:</p> <ul style="list-style-type: none"> • Keith Hand – Ex Councillor left the Council in May 2015– deceased 17th April 2017 • Karen Holland – Ex Clerk left the Council in April 2015 • John Winterton – Ex Councillor left the Council in May 2015 	
C/24/67	<p>Grants for consideration</p> <p>Members were asked to consider the following grant application from:</p>	

	<p>Surrey Heath Neighbourhood Watch had requested £450 towards the printing costs of their quarterly newsletter.</p> <p>Cllr Malcaus Cooper proposed, Cllrs Du Cann and Marr seconded and it was unanimously resolved to fund £450 towards the printing costs of the quarterly newsletter. It was resolved that each village will fund £150 of the grant. Councillors also requested sight of the next quarterly newsletter.</p> <p>Harper Asprey and the Air Ambulance Charity Kent, Surrey, Sussex submitted grant applications to the Windlesham Committee, which was considered at their 11th September meeting. The Committee felt the whole Parish would benefit from the services provided by both organisations and therefore requested Full Council review the application as a Parish wide grant.</p> <p>Harper Asprey has requested £6,550 towards the running costs of their veterinary surgery.</p> <p>Members discussed this application and raised concerns about funding running costs. It was resolved that the Clerk would respond to Harper Asprey to explain that while Council will not fund operating costs, they would consider applications for capital expenditure.</p> <p>Air Ambulance Charity Kent, Surrey, Sussex has requested £500 to help towards the operating costs for medical emergency response.</p> <p>Members discussed this application and raised concerns about funding running costs. It was resolved that the Clerk would respond to Harper Asprey to explain that while Council will not fund operating costs, they would consider applications for capital expenditure.</p>	The Clerk
C/24/68	<p>Electricity Supply Contract Renewal</p> <p>Members were presented with 4 quotations and noted the following recommendation.</p> <p>Recommendation The following recommendations arise from the quotations: - That the Council should resolve to enter a three-year contract with the chosen provider; - the main account Supplier 1 is the preferred option</p> <p>It was resolved unanimously to enter into a 3 year contract with supplier 1.</p>	RFO
C/24/69	<p>To re-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.</p> <p>At the March Full Council meeting (Minute Ref: C/23/206) Cllr Malcaus Cooper proposed, Cllr Hardless seconded and it was resolved unanimously to approve a spend up to 65k provided that at least 50% or more of the funds are sourced externally, with the majority of the funding coming from the landowner (SHBC). No decision was made on the use of the £15k Playground Repairs and Renewals EMR.</p>	

Update

SHBC has been approached for the following funding:

- **Local Community Improvement Fund** – You will note from SHBC guidance that this fund is for non-parished areas and WPC is not eligible. [Local Community Improvement Fund guidance notes | Surrey Heath Borough Council](#)
- **Capital Bid** – WPC is not eligible due to the management agreement in place.
- **Surrey Heath Lottery grant fund** – You will note from the SHBC information this grant is not currently accepting applications [Surrey Heath Lottery grant fund | Surrey Heath Borough Council](#)
- **Ward Councillor Community Fund Grant up to £500** – checking with RFO.
- **Community Fund 50% of projects over £2k to a maximum of £15k** – As a statutory authority WPC is not eligible for this fund, see SHBC website [About the fund | Surrey Heath Borough Council](#)

SCC Your Fund Surrey has confirmed that the project will be considered by the smaller fund if disaggregated. Cllr Tear has been contacted requesting his support of the project.

In line with the Committee Terms of Reference any resolution to spend over £15k must be ratified by Full Council. As things stand, WPC has been unable to secure funds from the land owner (SHBC) therefore, the Council was asked to read the information provided and consider if they wished to:

- a) Approve the spend of up to £65k to replace the playground, without grant funding from SHBC.
- b) Approve the request for the £15k held in the Playground Repairs & Renewals EMR to be ringfenced for this project.

Cllrs reviewed the options presented and it was confirmed that WVC had sufficient village-specific funds to cover the cost of the playground should their funding bids be unsuccessful.

24-25 budget	£3,182
Windmill Field EMR	£3,154
CIL	£50,000
Village reserve	£10,000

Cllr Malcaus Cooper proposed, Cllr R Jennings-Evans seconded, and it was resolved unanimously to approve a spend of up to £65k to be funded from either grant funding or Windlesham budgets/EMR.

C/24/70

Remembrance Day – to discuss arrangements

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

	<p>Members are asked to:</p> <ol style="list-style-type: none"> 1. Decide how many wreaths each committee will lay 2. How much each Committee wishes to donate to cover the cost of the wreaths 3. Which Councillors will represent each committee at the laying of the wreaths <p>It was resolved that:</p> <p>Windlesham Committee will lay 2 wreaths with Cllr Richardson and Cllr Lewis as their representatives.</p> <p>Lightwater Committee will lay 1 wreath with Cllr Turner as their representative.</p> <p>Bagshot Committee will lay 1 wreath with Cllr Willgoss as their representative.</p> <p>Additionally, it was resolved that all 3 Committees will make a donation of £50 per wreath.</p> <p><i>20:30 Cllr D Jennings-Evans left the meeting</i></p>	
<p>C/24/71</p>	<p>To consider adopting the new Community Building which is being built as part of the Heathpark Woods development in Windlesham</p> <p><i>20:33 Cllr D Jennings-Evans rejoined the meeting</i></p> <p><i>20:36 Cllr Gordon left the meeting</i></p> <p><i>20:38 Cllr Gordon rejoined the meeting</i></p> <p><i>20:47 Cllr Harris left the meeting</i></p> <p><i>20:50 Cllr Harris rejoined the meeting</i></p> <p>Members were informed that the Council had received a proposal from Persimmon Homes regarding the adoption of a new community building within the Heathpark Woods development in Surrey Heath.</p> <p>Members were presented with a business case and asked to decide if they would like to proceed with the adoption of the new community building.</p> <p>Option 1 – Council to adopt and manage the building summary With careful planning and management, the hall could become a thriving hub of activity, benefiting all residents in the immediate vicinity and surrounding area. However, while adopting the community hall presents an opportunity for the parish council to enhance community engagement and generate revenue it carries significant financial risk which should not be ignored.</p> <p>Option 2: Council to adopt the building, for management by a charitable trust - summary In conclusion, entrusting the management of a parish council-owned community building to a charitable trust could offer significant financial,</p>	

	<p>operational, and community-centred benefits, transforming the building into a valuable asset for local residents. However, it is crucial for the Parish Council to carefully balance these advantages against potential risks and local factors that could influence the trust's success. Establishing the trust with robust governance, sound financial planning, and effective risk management strategies will be key to ensuring the building's long-term viability and positive impact on the community.</p> <p>Windlesham Committee considered the adoption of this building at their September meeting and Cllr Hardless proposed, and it was unanimously resolved to recommend to the Full Council that WPC do not adopt the Heathpark Woods Community Building.</p> <p>Cllr White proposed, Cllr Gordon seconded, and it was resolved with 11 in favour, 5 against and 0 abstentions to defer a decision until the Clerk has investigated what would happen if no one takes on the community building.</p>	The Clerk
C/24/72	<p>To consider a motion from Cllrs Malcaus Cooper and Turner requesting that the Village Committee's terms of reference are amended to transfer responsibility for Hook Mill Lane Depot, which is located in Lightwater, from the Council's top-level asset management to the Lightwater Village Committee</p> <p>Members were asked to consider amending the Village Committee's terms of reference to transfer responsibility for Hook Mill Lane Depot, which is located in Lightwater, from the Council's top-level asset management to the Lightwater Village Committee. This will involve transferring all associated budgets and management responsibilities (subject to Financial Regulations) to the Lightwater Committee.</p> <p>It was also proposed that the current terms of reference were amended to reflect that any income derived from Hook Mill Lane Depot, including any sale proceeds, will be retained by the Village Committee for the benefit of Lightwater residents.</p> <p>The purpose of this motion was to ensure that, in the absence of Lightwater's ability to generate any Community Infrastructure Levy (CIL) funds, the proceeds from the sale will go some way to address the imbalance in CIL funds across the Parish. Giving the Lightwater Committee the ability to mitigate the inevitable impact on Lightwater Village from surrounding developments, such as the upcoming Heathpark Wood development in Windlesham.</p> <p>Cllr Malcaus Cooper proposed, Cllr Turner seconded and a recorded vote was taken, as requested by Cllr Richardson.</p> <p>The motion being voted on: The Village Committee's terms of reference are amended to transfer responsibility for Hook Mill Lane Depot from the Council's top-level asset management to the Lightwater Village Committee. This will involve transferring all associated budgets and management responsibilities (subject to Financial Regulations) to the Lightwater Committee and in the event of the sale of this asset, the proceeds will be allocated to the Lightwater Village Committee.</p>	The Clerk/RFO

	In Favour Cllr McGrath Cllr R Jennings-Evans Cllr D Jennings-Evans Cllr Malcaus Cooper Cllr Harris Cllr Hills Cllr Du Cann Cllr Bakar Cllr White Cllr Stevens Cllr Turner Cllr Gordon	Against Cllr Marr Cllr Hardless Cllr Richardson Cllr Lewis	Abstention	
	The motion was carried with 12 in favour, 4 against and 0 abstentions.			
C/24/73	<p>Sale of Hook Mill Lane Depot Update</p> <p>Members were reminded that at the July Full Council meeting, it was resolved to delegate authority to the Clerk, Cllr Turner, Cllr White, and Cllr Hardless to obtain firm quotes from land agents to market the land and appoint based on best value.</p> <p>Three quotes have been obtained and delegated Members/Officer have met with the agents concerned to discuss the quotes provided and to explore the best possible approach to maximising the value of this asset for the parish.</p> <p>All agents proposed a different approach, therefore Members were asked to consider the information and options provided in the papers and decide the most suitable course of action to ensure the best outcome for the community.</p> <p>It was resolved to dissolve the current working party and defer this item to the Lightwater Committee for review.</p>			Lightwater Committee
C/24/74	<p>To consider a request from SALC for Clerk and Chair of Council to present on the APM format at the January Clerks and Councillors Forums</p> <p>Members were informed that the Clerk had received a request from the Surrey Association of Local Councils (SALC) to speak about the format of the Windlesham Parish Council Annual Parish Meeting at the January Clerks Forum.</p> <p>In addition, the Chair of the Council had also been invited to deliver a similar presentation at the Councillors Forum.</p> <p>Members were asked to consider the above request and decide if they would like both the Clerk and the Chair of Council to speak at these forums.</p> <p>Members discussed the request and noted that the change in format for the 23-24 APM had been recognised as good practice.</p>			

	<p>It was resolved that both the Clerk and the Chair of Council will attend and speak at the above forums.</p>	<p>The Clerk & Chair of Council</p>
<p>C/24/75</p>	<p>SHBC review of polling districts and polling places – To consider making representation</p> <p>Surrey Heath Borough Council is required to carry out a review of its polling districts and polling places before January 2025 and Windlesham Parish Council has been invited to send a formal response to the consultation.</p> <p>Members were asked to read the attached document and decide if they wished to make a formal representation.</p> <p>Members resolved not to make a formal representation.</p>	
<p>C/24/76</p>	<p>Clerks update</p> <p>The Clerk reported the following:</p> <p>Christmas Trees and Festive Lighting</p> <p>Members are informed that the Christmas trees will be in situ and ready for the light switch on from the 29th of November.</p> <p>Members also noted that the lighting on the lamp columns will be switched on across all three villages on the 29th of November at 4 pm.</p> <p>IMPORTANT</p> <p>Councillors were reminded that, if any additional arrangements for decorating the tree are made, the group responsible for facilitating these decorations must provide the necessary insurance documentation and risk assessments to the Council office prior to the commencement of any activity.</p> <p>Furthermore, any actions taken by Councillors without the knowledge or authorisation of the Council and Officers, and without the completion of appropriate risk assessments, will be deemed to be undertaken in an individual capacity. The Council's insurance policy will not cover such actions. Should councillors wish to decorate the trees, they must contact the office to ensure compliance with all safety and procedural requirements.</p> <p>Bank Mandates</p> <p>The Council application to open a Unity Bank account has been submitted, and all necessary forms have been completed.</p> <p>Parish Council Newsletter</p> <p>At the last Communications Committee meeting it was resolved to proceed with the production of a quarterly newsletter. Planned dates for publication are as follows:</p> <p>October 2024 December 2024</p>	

	<p>Closure of Swift Lane CRC Members are aware that SCC are currently consulting on the potential closure of Swift Lane CRC, noting that any closure was of great concern to the local communities.</p> <p>Members agreed that the Clerk would write to the leader of SCC objecting to the closure.</p> <p>VE Day – 80 Years The Clerk informed Members that the Communications and Engagement Officer will drafting proposals to mark this occasion.</p> <p>Cllr Turner raised concerns about potential parking charges at Lightwater Country Park. It was agreed that this will be added to the Lightwater Committee agenda.</p>	
C/24/77	<p>Correspondence</p> <p>Cllr Turner informed Members that he has been invited to attend the opening of the Camberley Men’s Shed</p> <p>The Clerk informed Members a number of requests had been received for documents held by the Council.</p>	
C/24/78	<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/24/78 To approve confidential resolution reports. C/24/79 Allotment Lease Update – to consider the future position C/24/80 Community Governance Review</p>	
C/24/79	<p>To approve as a correct record the confidential resolution reports</p> <p>It was resolved that the above report presented was an accurate reflection of the discussion and decision on the night.</p>	
C/23/80	<p>Allotment Lease Update – to consider the future position</p> <p>Members are aware that where an allotment authority believes that there is a demand for allotments in its area, section 23 of the Small Holdings and Allotments Act 1908 puts the authority under a statutory duty to provide a sufficient number of allotments and to let them to persons residing in its area who want them. Representations may be made to the local authority on the need for allotments by any six resident registered electors.</p> <p>Currently, the allotment site is leasehold, with the lease expiring in August 2037 and a break clause allowing the landlord to resume possession in 2027.</p> <p>Members have reviewed a business case and funding options.</p>	

	<p>Cllr Malcaus Cooper proposed, Cllr D Jennings-Evans seconded, and it was resolved unanimously that the Council will purchase the allotments which will be funded equally between the 3 village committees. This resolution is subject to the Bagshot Committee confirming by resolution that the Committee agree to use Bagshot CIL for this purpose.</p> <p>The purchase will also be subject to Lightwater and Windlesham Committees passing a resolution confirming that within the lifetime of this Council term, a sum as agreed in the confidential report will be transferred from their village committee funds to an earmarked reserve ringfenced for Bagshot Village projects.</p>	
C/23/81	<p>Community Governance Review continued</p> <p>Cllr Turner raised concerns about adherence to the Code of Conduct, reminding all Members of their responsibility to act in accordance with the Code and follow Council policy and procedure.</p> <p>Additionally, Members discussed concerns about social media posts aimed at bringing the Council into disrepute. The council resolved to carry out the actions as detailed in the confidential report.</p>	
	There being no further business the meeting closed at 22:11	

Bagshot PL for Month No 4

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
19/07/2024	19 JUL 24	99	MR PRINCE	PRINCE	1,380.00	0.00	1,380.00	4060	300	1,380.00	5 x mem repairs - Bagshot
								335		-1,380.00	5 x mem repairs - Bagshot
								6000	300	1,380.00	5 x mem repairs - Bagshot
28/07/2024	2969	100	GREENLANDS	GREE	130.00	26.00	156.00	4160	310	130.00	Rep & rehang gate - Bagshot PF
TOTAL INVOICES					<u>1,510.00</u>	<u>26.00</u>	<u>1,536.00</u>			<u>1,510.00</u>	
			VAT ANALYSISCODE	OTS @ 0.00%	1,380.00	0.00	1,380.00				
			VAT ANALYSISCODE	S @ 20.00%	130.00	26.00	156.00				
TOTALS					<u>1,510.00</u>	<u>26.00</u>	<u>1,536.00</u>				

Bagshot PL for Month No 5

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
05/07/2024	5 JULY 24	102	COSTCO	COSTCO	40.93	8.18	49.11	4220	310	40.93	Sweets for Fremantle Rd openin
								345		-40.93	Sweets for Fremantle Rd openin
								6000	310	40.93	Sweets for Fremantle Rd openin
TOTAL INVOICES					<u>40.93</u>	<u>8.18</u>	<u>49.11</u>			<u>40.93</u>	
VAT ANALYSISCODE S @ 20.00%					40.93	8.18	49.11				
TOTALS					<u>40.93</u>	<u>8.18</u>	<u>49.11</u>				

Top Level for Month No 4

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
15/07/2024	3618	658	NP TREE MANAGEMENT	NPTREE	720.00	144.00	864.00	4195	210	720.00	Water maint package x 5 trees
								395		-720.00	Water maint package x 5 trees
								6000	210	720.00	Water maint package x 5 trees
31/07/2024	202416	659	ST ANNES PCC	ANNE	200.00	0.00	200.00	4950	425	50.00	LVC - 2 July 24
								4950	325	37.00	Cos/Per - 23 July; FC - 30 Jul
								4950	425	37.00	Cos/Per - 23 July; FC - 30 Jul
								4950	525	26.00	Cos/Per - 23 July; FC - 30 Jul
								4950	325	50.00	BVC - 30 July 24
30/07/2024	2407001	660	POLARIS CONSULT	POLARIS	2,250.00	450.00	2,700.00	4165	310	967.50	Greenspace contract procuremen
								4165	410	742.50	Greenspace contract procuremen
								4165	510	540.00	Greenspace contract procuremen
TOTAL INVOICES					<u>3,170.00</u>	<u>594.00</u>	<u>3,764.00</u>			<u>3,170.00</u>	
VAT ANALYSISCODE OTS @ 0.00%					200.00	0.00	200.00				
VAT ANALYSISCODE S @ 20.00%					2,970.00	594.00	3,564.00				
TOTALS					<u>3,170.00</u>	<u>594.00</u>	<u>3,764.00</u>				

Top Level for Month No 5

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
01/08/2024	2039511	661	SURREY HEATH	SHBC01	7,874.34	1,574.87	9,449.21	4165	310	3,385.97	Greenspace contract - Aug 24
								4165	410	2,598.53	Greenspace contract - Aug 24
								4165	510	1,889.84	Greenspace contract - Aug 24
01/08/2024	2039512	662	SURREY HEATH	SHBC01	130.78	26.16	156.94	4220	310	65.39	Play insp - Aug 24 School Lane
								4220	410	65.39	Play insp - Aug 24 LW Rec
02/08/2024	20240377	663	PKF LITTLEJOHN	PKFL	1,365.00	273.00	1,638.00	4445	225	1,365.00	Ext Audit fees - 2023-24
02/08/2024	4357	664	NEIL CURTIS	NEIL	380.00	0.00	380.00	4005	400	190.00	Internment - Perry (L)
								4005	500	190.00	Internment - Lewis (W)
31/07/2024	1829	665	ZENTECH IT	FRE01	300.78	60.16	360.94	4440	225	260.78	M365 July licences + support
								4425	225	40.00	M365 July licences + support
TOTAL INVOICES					<u>10,050.90</u>	<u>1,934.19</u>	<u>11,985.09</u>			<u>10,050.90</u>	
VAT ANALYSISCODE OTS @ 0.00%					380.00	0.00	380.00				
VAT ANALYSISCODE S @ 20.00%					9,670.90	1,934.19	11,605.09				
TOTALS					<u>10,050.90</u>	<u>1,934.19</u>	<u>11,985.09</u>				

Top Level for Month No 5

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
07/08/2024	3632	666	NP TREE MANAGEMENT	NPTREE	290.00	58.00	348.00	4195	210	290.00	Mill Pond, Wind. - oak tree wo
								395		-290.00	Mill Pond, Wind. - oak tree wo
								6000	210	290.00	Mill Pond, Wind. - oak tree wo
TOTAL INVOICES					<u>290.00</u>	<u>58.00</u>	<u>348.00</u>			<u>290.00</u>	
VAT ANALYSISCODE S @ 20.00%					290.00	58.00	348.00				
TOTALS					<u>290.00</u>	<u>58.00</u>	<u>348.00</u>				

Top Level for Month No 5

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
08/08/2024	668	667	SUZIE KIERNAN	SK - EXP	39.96	0.00	39.96	4435	225	39.96	SK expenses - to 8 Aug 24
TOTAL INVOICES					<u>39.96</u>	<u>0.00</u>	<u>39.96</u>			<u>39.96</u>	
VAT ANALYSISCODE OTS @ 0.00%					39.96	0.00	39.96				
TOTALS					<u>39.96</u>	<u>0.00</u>	<u>39.96</u>				

Top Level for Month No 5

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description	
23/08/2024	4435	668	NEIL CURTIS	NEIL	380.00	0.00	380.00	4005	300	190.00	Intern - Majewski (W)	
								4005	500	190.00	Intern - Keir (B)	
TOTAL INVOICES					<u>380.00</u>	<u>0.00</u>	<u>380.00</u>			<u>380.00</u>		
VAT ANALYSIS					CODE	OTS	@ 0.00%	380.00		0.00	380.00	
TOTALS					<u>380.00</u>	<u>0.00</u>	<u>380.00</u>					

Windlesham PL for Month No 4

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
31/07/2024	1893	136	PURE GARDENS	PUREG	2,130.00	426.00	2,556.00	4060	500	2,130.00	Grounds maint - July 24
TOTAL INVOICES					<u>2,130.00</u>	<u>426.00</u>	<u>2,556.00</u>			<u>2,130.00</u>	
VAT ANALYSISCODE S @ 20.00%					2,130.00	426.00	2,556.00				
TOTALS					<u>2,130.00</u>	<u>426.00</u>	<u>2,556.00</u>				

Windlesham PL for Month No 5

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
13/08/2024	2039568	137	SURREY HEATH	SHBC01	218.00	43.60	261.60	4220	500	218.00	Replace 2 x flat seat swings
TOTAL INVOICES					<u>218.00</u>	<u>43.60</u>	<u>261.60</u>			<u>218.00</u>	
VAT ANALYSISCODE S @ 20.00%					218.00	43.60	261.60				
TOTALS					<u>218.00</u>	<u>43.60</u>	<u>261.60</u>				

Windlesham PL for Month No 5

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
16/08/2024	W138	138	NEIL CURTIS	NEIL	190.00	0.00	190.00	4005	500	190.00	Internment - 16 Aug (Edwards)
TOTAL INVOICES					<u>190.00</u>	<u>0.00</u>	<u>190.00</u>			<u>190.00</u>	
VAT ANALYSISCODE OTS @ 0.00%					190.00	0.00	190.00				
TOTALS					<u>190.00</u>	<u>0.00</u>	<u>190.00</u>				



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

Held on Tuesday 24th September 2024 at 6.30pm at St Annes Church Centre, 45 Church Road, Bagshot

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

In attendance: Jo Whitfield –Clerk to the Council

Cllr Stevens took the Chair

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

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		Action
PLAN/24/42	Apologies for absence Apologies for absence were received and accepted from Cllr Willgoss	
PLAN/24/43	Declarations of interest None	
PLAN/24/44	Public question time No public were present.	
PLAN/24/45	Exclusion of the press and public. There were no matters to be dealt with after exclusions to the press and public.	
PLAN/24/46	To consider planning applications and planning appeals received prior to this meeting:	

Bagshot Applications			
24/0822/LLB	<p>Hall Grove School , London Road, Bagshot, Surrey, GU19 5HZ Listed building consent for the removal of existing window and replacement with a doorway and canopy</p> <p>No Objection</p>	Listed Building Consent (Alter/Extend)	4 th October 2024
24/0881/E2R	<p>45 High Street Bagshot Surrey GU19 5AF Application for Prior Approval Under Schedule 2, Part 3 Class MA of the General Permitted Development Order 2015 (as amended) for change of use from Class E (offices and retail) to class C3 (dwelling houses).</p> <p>Objection</p> <p>The Committee noted that the plans show the installation of windows which would be in contravention of Class MA Part 3 and request that the planning authority investigate.</p>	Class MA Part 3	15 th October 2024
24/0879/GPT	<p>Rfu Training Facility Pennyhill Park Hotel And Spa London Road Bagshot Surrey GU19 5EU The installation of 2 No. external antennas located on free standing frames on the roof of the sports hall and associated development</p> <p>No Objection</p>	General Permitted Development Telecoms	No Available
Lightwater Applications			
24/0826/GPU	<p>12 Curley Hill Road, Lightwater, Surrey, GU18 5YG Prior approval application for the enlargement of a dwellinghouse by construction of additional storey under Schedule 2, Part 1, Class AA of the Town and Country Planning (General Permitted Development) Order 2015 (as amended).</p> <p>No Objection</p>	Class AA Part 1	1 st October 2024
24/0812/DTC	<p>34 Curley Hill Road, Lightwater, Surrey, GU18 5YH Submission of details to comply with condition 4 (hard and soft landscaping) attached to planning permission 24/0193/FFU for Erection of a double detached garage, new access, new hedgerow and associated works.</p> <p>Noted</p>	DTC	1 st October 2024

24/0836/CES	69 Curley Hill Road Lightwater Surrey GU18 5YH Certificate of lawfulness for the proposed erection of a single storey side extension. No Objection	Certificate Proposed Development	Not Available
Windlesham Applications			
24/0785/CES	31 Poplar Avenue, Windlesham, Surrey, GU20 6PN Certificate of lawfulness (proposed) for the installation of a dropped curb. No Objection	CPD	3 rd October 2024
24/0838/FFU	18 Chertsey Road, Windlesham, Surrey, GU20 6EP Dropped kerb application Withdrawn - Invalid application	FPA	4 th October 2024
24/0841/FFU	Glarry, Woodlands Lane, Windlesham, Surrey, GU20 6AQ Erection of single storey rear extension. The Committee resolved to COMMENT as follows: In principle, WPC does not object to an extension of these dimensions (4m x 3.5m). However, few details are provided of the materials and appearance of the extension, other than that it is a “glazed building supplied by Regal”. We request that SHBC make enquiries and is satisfied with the proposed materials and appearance.	FPA	7 th October 2024
24/0840/FFU	6 Moor Place, Windlesham, Surrey, GU20 6JS Erection of a single storey rear extension. The Committee resolved NO OBJECTION with the comment that we suggest that a Tree Protection Plan should be required as a condition. The site is covered by a Tree Preservation Order and a Tree Protection Plan was required as a condition in the permission for a similar single storey rear extension at this site (23/0960/FFU).	FPA	14 th October 2024
24/0816/DTC	Heathpark Wood, Heathpark Drive, Windlesham, Surrey Submission of details to comply with condition 17 (advanced warning signage) attached to planning permission 20/0318/RRM for Reserved matters application for 116 dwellings and community facilities with associated landscaping, open space, car parking and access from Woodlands Lane and	Details to comply	3 rd October 2024

	<p>the provision of SANG with associated works (appearance, landscaping, layout and scale being considered) and submission of details to comply with conditions 5 (drainage strategy), 7 (greenfield runoff rates), 9 (programme of archaeological work), 15 (surface materials), 16 (visibility zones), 18 (travel plan), 19 (finished floor levels), 20 (tree reports), 21 (external lighting), 22 (badger method statement), 25 (SANG management plan), 26 (bat survey), 27 (dormice survey), 28 (cycle and refuse storage areas), 29 (vehicle and cycle parking provisions) and 32 (sound attenuation) all pursuant to outline planning permission 15/0590 allowed on appeal dated 26 July 2017.</p> <p>The Committee resolved NO OBJECTION provided the signage is approved by the County Highway Authority as required by Condition 17.</p>		
24/0867/DTC	<p>Heathpark Wood Heathpark Drive Windlesham Surrey Submission of details to comply with conditions 10 (land contamination), 11 (land contamination remediation scheme) and 14 (land contamination remediation monitoring and maintenance scheme) pursuant to outline planning permission 15/0590 allowed on appeal dated 26 July 2017.</p> <p>The Committee resolved to COMMENT as follows: These conditions require the developer to submit a number of documents and scheme details relating to potential contamination to SHBC for approval. The reports submitted are detailed, lengthy and of a technical nature and we rely on the expertise of SHBC to interpret them and ensure that they meet requirements. In particular, we have noted that an isolated contamination hotspot has been identified just north of the existing field gate access on Woodlands Lane, in the area of the proposed community building. It is stated that the contaminant is benzo (a) pyrene and that the source of the contamination was material imported by the previous landowner to form a bund at the location of the field gate to prevent unauthorised access. A remediation scheme has been proposed, involving the excavation of contaminated soil and backfilling with clean soil. We request that SHBC consider the proposal and ensure it meets best practice.</p>	Details to comply	10 th October 2024

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 9th October at 11:00am at All Saints Church Hall, Broadway Road, Lightwater

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

In attendance: Sarah Wakefield – Assistant Clerk

Cllr Stevens took the Chair

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

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		Action
PLAN/24/47	Apologies for absence No apologies for absence.	
PLAN/24/48	Declarations of interest None	
PLAN/24/49	Public question time No public were present.	
PLAN/24/50	Exclusion of the press and public. There were no matters to be dealt with after exclusions to the press and public.	
PLAN/24/51	To consider making representation on Bracknell Forest Council consultation on the draft Housing Supplementary Planning Document	

	<p>Members unanimously resolved not to participate in the consultation. However, they did agree to submit a comment to Bracknell Forest Council expressing concerns about increased traffic congestion and the growing demand on infrastructure as a result of additional housing in the Bracknell area.</p>	
PLAN/24/52	<p>To consider planning applications and planning appeals received prior to this meeting:</p>	

	Bagshot Applications		
24/0919/GPD	<p>Communication Station South East Of 192, London Road, Bagshot, Surrey Proposed 6.0M extension of existing 23.50M lattice tower to 29.50M, remove and replace 6NO. antennas with 3NO. antennas, installation of 1NO. 0.6M dish, and development ancillary thereto.</p> <p>No objection</p>	Class A Part 16	29 th October 2024
23/1163/OOU	<p>Land at Grove End, Bagshot, Surrey An outline application for the development of up to 135 homes, including a minimum 50% affordable homes, with associated landscaping, parking, open space, play areas, etc.; the construction of a new vehicular access on to Grove End serving the proposed new dwellings; configuration of the existing vehicular access serving the Windlesham Golf Club; and all other associated development works (Access only detailed matter with all other matters reserved). APP/D3640/W/24/3347530</p> <p>Objection to the Appeal for the following reasons:</p> <ul style="list-style-type: none"> • Development on Greenbelt land resulting in the merger of Bagshot into Windlesham. • Overdevelopment of the area. • Major concerns regarding drainage of the site. • Inadequate access to the site. • Increase in traffic to an already very heavily congested area. • The proposed pedestrian crossing is inadequate, and there are questions regarding where a crossing would be situated as both major roads are extremely busy, resulting in it being unlikely residents would be able to access local amenities without driving to them. • Negative impact on Local infrastructure, including already at capacity doctor's surgeries. • Concerns over the amount of affordable housing. Will the developer reduce the amount below the stated 100%? • The development is in conflict with the Local Plan. 	APPEAL	4 th November 2024

	<ul style="list-style-type: none"> • Many local residents have objected to this application. 		
	Lightwater Applications		
24/0887/NMA	<p>3 Sorrel Drive, Lightwater, Surrey, GU18 5PB Non-material amendment to planning permission 22/1110/FFU to allow for a change in depth to the kitchen window.</p> <p>No objection.</p>	Non Material Amendment	Not Available
24/0923/DTC	<p>Lakeview Care Home, Lightwater Road, Lightwater, Surrey, GU18 5XQ Submission of details to comply with condition 4 (landscape plan) and condition 6 (electric charging spaces) attached to planning permission 20/1036/FFU for Provision of additional parking to the front of the site and associated alterations to landscaping.</p> <p>Noted</p>	Details to Comply	28 th October 2024
	Windlesham Applications		
24/0305/FFU	<p>St Margarets Woodlands Lane Windlesham Surrey GU20 6AS Erection of nine dwellings following demolition of existing dwelling.</p> <p>Appeal Reference: APP/D3640/W/24/3350699</p> <p>Objection to the Appeal for the following reasons:</p> <p>We request that our previous objection to this application is considered as part of the appeal process.</p> <p>All references to “points” in this objection are to sections of the appellant’s Grounds of Appeal and Statement of Case.</p> <p><u>Housing Mix and Windlesham Neighbourhood Plan</u> The appellant states: “Supporting text to Policy No WNP 1.2 of the Windlesham Neighbourhood Plan encourages the provision of family size units of four or more bedrooms (point 4.10).” We feel that this comment is misleading. The actual policy WNP 1.2 does not mention units of 4 or more bedrooms. It has the heading “mixed and small dwellings”. It states: “Planning applications for new developments which provide a mixture of housing sizes and types and prioritises the development of two and three-bedroom dwellings to assist in increasing housing mobility within Windlesham village shall be supported.”</p> <p>The supporting text referenced by the appellant is contained within a summary of a housing survey of Windlesham village residents conducted a decade ago in 2014. Whilst there was some support for a</p>	APPEAL	23 rd October 2024

variety of different housing types, it was concluded that there was greater support and need for 2 and 3-bedroom dwellings, which should be prioritised. We find the appellant's statement at point 4.11 disingenuous. It reads: "It should be noted that the Heathpark Wood site to the north of the site has been granted planning permission for 54 two-bedroom units and 54 three-bedroom units. This will make a substantial contribution to the need for smaller-sized dwellings in the area." The appellant should not be relying on the housing mix of an adjoining development as an argument for not complying with the Windlesham Neighbourhood Plan. This is particularly the case as the appellant admits (point 4.27) that: "in order to provide a deliverable scheme, large dwellings are required on the site. It is the Appellant's position that providing smaller units would result in an unviable scheme."

Cumulative impact

Planning permission has been granted for 116 dwellings on the Heathpark Wood site, for 20 affordable dwellings at the neighbouring site referred to as the Land East of St Margarets and for 20 dwellings at nearby Broadly Green. The adjoining site, The Ferns, is subject to an appeal regarding an application for planning permission for 7 houses.

In our view, the cumulative impact of these developments should be treated as a material planning consideration and we referred to this concept and the potential impacts in our previous objection to this application. To summarise, they include the proposed removal of substantial numbers of trees and vegetation (which act as a natural barrier against motorway noise and pollution), loss of habitat and biodiversity (including effects on protected species), concerns relating to flooding and a significant increase in traffic and the number of access roads on Woodlands Lane.

It seems equitable that the negative cumulative impacts should be considered in this case, because the appellant seeks to rely on the level of proposed development in the surrounding area as a positive factor supporting the application. There are several instances where the appellant maintains that SHBC should have taken account of these proposed new developments (points 2.10, 4.25, 6.1) when reaching its decision.

Brownfield site

The appellant maintains that St Margarets is a brownfield site and that this should be treated as a factor in determining this case (point 6.1). We do not agree with this view. The National Planning Policy Framework 2023 specifically excludes "residential gardens" from the definition of brownfield/previously developed land.

24/0916/FFU	<p>7 Heathpark Drive, Windlesham, Surrey, GU20 6JA Erection of a new front porch following demolition of existing. Conversion and partial conversion of garages into habitable accommodation with rooflight, fenestration changes, internal alterations and removal of existing chimney.</p> <p>COMMENT as follows: Some of the proposed alterations affect the appearance of the front of the property and are visible from the street. These include the replacement of a garage door with a window and bricks, the replacement of the other ground floor front-facing window with a larger window, a new porch and additional tiling. The applicant proposes that all materials should match the existing ones, and we agree with this approach. The new windows should also match or be sympathetic in style to the other windows at the front of the house and be in keeping with the area.</p>	FPA	28 th October 2024
24/0914/CES	<p>7 Heathpark Drive, Windlesham, Surrey, GU20 6JA Certificate of lawfulness (proposed) for the proposed erection of a single storey rear extension and internal alterations.</p> <p>COMMENT as follows: We have no objection in principle to the extension but request that the SHBC Tree Officer considers the potential impact on the large trees in the rear garden, which are shown on the document entitled "Existing and proposed site plans".</p>	Certificate Proposed Development	Not Available
24/0816/DTC	<p>Heathpark Wood, Heathpark Drive, Windlesham, Surrey Submission of details to comply with condition 17 (advanced warning signage) attached to planning permission 20/0318/RRM for Reserved matters application for 116 dwellings and community facilities with associated landscaping, open space, car parking and access from Woodlands Lane and the provision of SANG with associated works (appearance, landscaping, layout and scale being considered) and submission of details to comply with conditions 5 (drainage strategy), 7 (greenfield runoff rates), 9 (programme of archaeological work), 15 (surface materials), 16 (visibility zones), 18 (travel plan), 19 (finished floor levels), 20 (tree reports), 21 (external lighting), 22 (badger method statement), 25 (SANG management plan), 26 (bat survey), 27 (dormice survey), 28 (cycle and refuse storage areas), 29 (vehicle and cycle parking</p>	Details to Comply	15 th October 2024

	<p>provisions) and 32 (sound attenuation) all pursuant to outline planning permission 15/0590 allowed on appeal dated 26 July 2017.</p> <p>No Objection to this revised signage provided it is approved by the County Highway Authority as required by Condition 17.</p>		
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There being no further business, the meeting closed at 11:19



Windlesham Parish Council

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

Held on Tuesday 1st October 2024 at 6:30pm at St Annes Church Centre, 45 Church Road, Bagshot, GU19 5EQ

Bagshot Cllrs		Lightwater Cllrs		Windlesham Cllrs	
White	P	Turner	P	Cllr Hardless	R
Hills	A	Jennings-Evans	PA		
Du Cann	P	Malcaus-Cooper	-		
		D Jennings-Evans	P		

In attendance: Joanna Whitfield –Clerk to the Council

Cllr Turner took the Chair

P - present A – apologies PA – part of meeting - no information
 R – resigned from committee

		Action
PER/24/13	Apologies for absence Apologies for absence were received and accepted from Cllr Hills The Clerk informed Members that Cllr Hardless has resigned from the committee with immediate effect.	
PER/24/14	Declarations of interest None	
PER/24/15	Public question time There were no questions raised.	
PER/24/16	Exclusion of the press and public. Agreed that the following items be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960: PER/22/38 Staffing Matters	

	<p>a) To review officer hours and upcoming workstream b) To consider disciplinary/grievance matters</p> <p>It was resolved that the above items would be discussed in the confidential part of the meeting.</p>	
PER/24/17	<p>To review policies</p> <p>Members were reminded that at the May Full Council meeting (minute ref: C/24/17) it was agreed to form a working group to review all of the Council's policies. The following Councillors were nominated Members of the group: Cllr Turner Cllr Marr Cllr Jennings-Evans</p> <p>Members were informed that shared files of the following HR policies had been circulated for review and amendment/comment.</p> <ul style="list-style-type: none"> a. The new Speak Up policy – NEW b. Officers Code of Conduct – CHANGES for review – Clause 3.1 and Clause 7 c. Councillor / Employee Relations – CHANGES – Clause 2.4 <p>It was resolved unanimously to adopt the new Speak Up policy and to accept the changes on all policies as presented.</p>	
PER/24/18	<p>Christmas Office Closure Dates</p> <p>Members were asked to consider a proposal that this year the office would close on Friday 20th and re-open on Thursday 2nd January 2025.</p> <p>It was resolved unanimously that the office will close on Friday 20th of December and re-open on Thursday 2nd of January 2025.</p> <p>As in previous years, SHBC contact centre information will be publicised and emails monitored.</p>	
PER/24/19	<p>Clerks Update</p> <p>The Clerk informed Members that contract reviews will be considered at the January Personnel meeting.</p>	
PER/24/20	<p>Exclusion of the press and public.</p> <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>	
	CONFIDENTIAL	
PER/24/21	Staffing Matters - To review officer hours and upcoming workstream	

	<p>19:04 Cllr D Jennings-Evans left the meeting 19:05 Cllr D Jennings-Evans re-joined the meeting 19:06 Cllr R Jennings-Evans joined the meeting</p> <p>It was resolved unanimously to recommend that Full Council in line with their contractual obligations authorise payment of 50 hours of TOIL noting that the combined staffing/HMRC and Pension budgets may exceed the budget at year end. If exceeded any overspend will need to be funded from the General Reserve.</p>	
<p>PER/24/22</p>	<p>To consider disciplinary/grievance matters</p> <p>Members were asked to review the information presented and considering the Council's duty of care as an employer, to decide an appropriate course of action.</p> <p>Following discussion it was resolved unanimously to:</p> <ol style="list-style-type: none"> 1. Immediately re-circulate the Members' Code of Conduct and the Officer-Councillor Relations Policy to all Councillors. 2. Implement mandatory Code of Conduct training for all Councillors, to be delivered by an external provider. This training will be funded from the Councillor Training budget, with the understanding that should this budget be exceeded, any additional funds required will be drawn from the General Reserve, subject to Full Council approval. 3. Reaffirm that in accordance with existing policy, only the Parish Clerk may issue instructions to Council employees. Furthermore, only the Full Council or a properly constituted Committee may issue instructions to the Parish Clerk. <p>It was also noted that individual Councillors are not authorised to direct the work of Council employees. To ensure proper workflow management, it was resolved that Councillors must schedule appointments before visiting the Parish Office. Additionally, all work requests for officers must originate from a decision by either a Committee or the Full Council.</p> <ol style="list-style-type: none"> 4. Finally, it was resolved that once the mandatory training has been completed, any Councillor found to be disregarding adopted policies and procedures, or breaching the Code of Conduct, will be reported to the appropriate authority, which may include the Personnel Committee, the Full Council, or the Monitoring Officer, depending on the nature of the breach. 	

There being no further business, the meeting closed at 19:44.



Windlesham Parish Council

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The Council Offices
 The Avenue
 Lightwater

Surrey

GU18 5RG

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

Held on Tuesday 22nd October 2024 at 10am at Lightwater Library, 83A Guildford Road, Lightwater.

Bagshot Cllrs		Lightwater Cllrs		Windlesham Cllrs	
Gordon	-	Turner	P	Lewis	A
Hills	A	Stevens	P		
		Malcaus Cooper	P		

In attendance: Joanna Whitfield –Clerk to the Council

Cllr Malcaus Cooper took the Chair

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

.....

		Action
COM/24/12	Apologies for absence Apologies for absence were received and accepted from Cllrs Hills and Lewis	
COM/24/13	Declarations of interest None	
COM/24/14	Public question time There were no questions raised.	
COM/24/15	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>There were no items to be dealt with after the public, including the press, had been excluded.</p>	
COM/24/16	<p>To review the following policies:</p> <p>Members were presented with the following policies for review:</p> <ul style="list-style-type: none"> • Communications Strategy • Media Policy <p>It was unanimously resolved to adopt the policies presented with the following amendments:</p> <p>Addition of the following statement. 'It should be noted that any Freedom of Information requests will be dealt with under the Council's FOI policy.'</p> <p>It was also unanimously resolved that the Comms Officer will write a brief communication following all committee meetings and will ensure it is posted on all channels. It was agreed that this communication would highlight 3-5 important points addressed during the meeting.</p> <p>Additionally, the Chair of the Council will continue to write a report following each Full Council meeting which will be circulated.</p>	
COM/24/17	<p>To review Social Media statistics including content review</p> <p>Members reviewed and noted the latest social media statistics.</p>	
COM/24/18	<p>Parish Newsletter update</p> <p>Members were presented with a draft of the Parish Newsletter along with a distribution plan.</p> <p>Members unanimously resolved to approve the Newsletter with minor grammatical amendments.</p> <p>Members noted and approved the distribution methods and delegated authority was given to the Clerk to obtain quotes for 210 printed copies to be made available in public areas across all three villages.</p> <p>Members also resolved to delegate authority to the Clerk in conjunction with the Chair of the Committee to consider the quotes and review cost vs benefit, making the final decision on whether any printed copies will be obtained.</p>	<p>Clerk/Comms Officer</p> <p>Clerk Cllr Malcaus Cooper</p>
COM/24/19	<p>Print Publications review</p> <p>Members were presented with a list of print publications the Council currently submits news stories to and asked to consider if they would like to include any other publications within the Parish.</p>	

	<p>Members noted the list of publications featuring WPC and resolved to include ‘ What’s on in and around Lightwater’ when circulating news updates.</p> <p>Members also requested that the Communications Officer provide the committee with a quarterly review of coverage at each Committee meeting.</p>	<p>Comms Officer</p> <p>Comms Officer</p>
COM/24/20	<p>To consider creating a Facebook group</p> <p>Members were asked to consider whether they would like to explore the idea of running a Facebook group alongside the WPC Facebook page to encourage community engagement with the Council.</p> <p>Members were presented with a paper outlining the advantages and disadvantages of running a Facebook group and the Clerk raised concerns about the resource required and cost implications thereof.</p> <p>Cllr Turner proposed, Cllr Malcaus Cooper seconded, and it was resolved with 2 in favour, 1 against and 0 abstentions to recommend to Full Council that a Facebook Group be created and for provision to be made in the 2025-26 budget for the additional resources required. At this early stage, it is anticipated that a minimum of 10 hours per week are allocated to running the group. It is anticipated that Council would need to increase the staffing budget by approximately £10k, including all on costs.</p>	
COM/24/21	<p>To consider strategies to boost engagement</p> <p>Members were asked to review and approve the presented strategies.</p> <p>Members approved the presented strategies including any associated spend as detailed in the paper.</p>	
COM/24/22	<p>WPC Christmas Drawing Competition</p> <p>Following the success of the Summer drawing competition Members were asked to consider whether they would like to run a similar competition at Christmas.</p> <p>It was resolved to proceed with the competition with a budget of £20 for prizes.</p>	
COM/24/23	<p>Communications Officer Update</p> <p>There were no further updates.</p>	

There being no further business, the meeting closed at 11:20



Windlesham Parish Council

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

Held on Tuesday 8th October 2024 at 7:00pm at St Anne's Church Centre, Church Road, Bagshot

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

In attendance: Sarah Wakefield- Assistant Clerk
Cllr Andrew Willgoss- Bagshot Village Councillor

Cllr R. Jennings-Evans in Chair

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

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		Action
LVC/24/22	Apologies for absence No apologies for absence.	
LVC/24/23	Declarations of Interest No declarations of interest.	
LVC/24/24	Public question time No public questions.	
LVC/24/25	Exclusion of the press and public.	

	<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>LVC/24/37- To approve previous confidential resolutions</p> <p>LVC/24/38- Lightwater Pavilion</p> <p>LVC/24/39- Section of hedge/fence at Lightwater Cemetery</p> <p>It was also agreed that if discussions under items 10 and 11 touched on valuations, they would move into the confidential session at that point.</p>	
LVC/24/26	<p>Committee and Sub-Committee Minutes:</p> <p>The minutes of the Lightwater Village Committee meeting held on the 2nd July 2024 & 17th July 2024 were approved and signed by Cllr R Jennings-Evans.</p>	Cllr R Jennings-Evans
LVC/24/27	<p>Payments for approval</p> <p>The Assistant Clerk presented a list of retrospective expenditure transactions for approval, in the sum of £97.65.</p> <p>It was resolved the payments the total sum of £97.65 be authorised, and the Chair signed the Expenditure Transactions Approval List.</p>	Cllr R Jennings-Evans
LVC/24/28	<p>Committee finances – Income & Expenditure</p> <p>Members were presented with an income and expenditure report up until the 26th September 2024.</p> <p>Members raised concerns about the level of burial income, and it was agreed to discuss this in detail under item 8 of the agenda.</p> <p>Members noted the report.</p>	
LVC/24/29	<p>Lightwater Cemetery</p> <p>a) To review fencing costs</p> <p>Members were presented with 3 quotes to replace the chestnut pale fencing which asked to decide whether they wish to proceed with any of the presented quotes.</p> <p>Members agreed that the fencing work should take place after the topographical survey has been completed. It was unanimously resolved that if the survey is not completed before the next LVC meeting, the item will be deferred to that meeting. However, if the survey is completed beforehand, delegated authority is given to the Clerk, in conjunction with the Chair and Vice-Chair, to appoint one of the three contractors, provided the following points are clarified:</p> <p>1. Would the contractors who provided quotes 2 and 3 be willing to increase their public liability insurance to £10 million if awarded the contract?</p>	Clerk, Chair, vice-chair

	<p>2. What is the specified distance between each post? 3. Does the quoted cost include the removal and disposal of the old fencing?</p> <p>Members also agreed to allocate up to a maximum of £18,501 for the fencing.</p> <p>b) To Review cemetery fees and charges</p> <p>The Committee were asked to review the fees and charges for Lightwater Cemetery and to make a recommendation to Full Council for ratification. The breakdown of income from burials and interments between August 2023 and September 2024 was reviewed by members. Additionally, a price comparison of local cemeteries was also provided. Members were asked to review all the provided information and asked to decide if they wish to increase/amend any of the charges.</p> <p>Members unanimously agreed to defer the decision on cemetery fees and charges. They requested that the RFO provide a profit and loss analysis for the cemetery, including the costs of cemetery maintenance and the cemetery coordinator's salary for the past two years.</p> <p>It was also discussed that an EGM may be required to ensure a decision could be made before the finalisation of next year's budget.</p>	RFO
LVC/24/30	<p>Parking Charges- to discuss the proposed parking charges at Lightwater Country Park</p> <p>Members were requested to review the Surrey Heath Borough Council Parking Strategy and asked to determine whether they would like to submit any representation to SHBC regarding the proposed introduction of parking charges at Lightwater Country Park.</p> <p>Members unanimously resolved to write a letter to SHBC expressing their concerns about the proposed introduction of car parking charges at Lightwater Country Park. They agreed to oppose the charges and include the following concerns and suggestions in the letter:</p> <ul style="list-style-type: none"> • A request for full consultation on the matter. • Concerns about increased congestion in nearby areas, particularly Clearsprings, The Avenue, and Badger Drive. • A request to consider a parish-wide permit system, or at least free access for Lightwater residents, to their local amenity, or provide two hours of free parking. • The need for controlled parking in local roads, with the costs to be covered by SHBC. • Concerns about the potential impact on school safety. • Concerns about the potential impact on the functioning of Lightwater Cemetery. 	
LVC/24/31	<p>Hook Mill Lane- to discuss the intent to market of Hook Mill Lane</p> <p>Members were asked to consider information and options provided</p>	

	<p>regarding the marketing of the land at Hook Mill Lane and decide the most suitable course of action to ensure the best outcome for the community.</p> <p>Members unanimously resolved to engage a planning consultant, delegating authority to the Clerk in conjunction with the Chair and Vice-Chair to seek and appoint a suitable consultant.</p> <p>They also resolved to approve a spend of up to £10,000 from the Pavilion Capital Project budget line to fund this engagement. Should quotes exceed the £10,000, members further delegated authority to the Clerk, in conjunction with the Chair and Vice-Chair, to authorise a spend up to £15,000.</p>	<p>Clerk, Chair and vice-chair</p>
<p>LVC/24/32</p>	<p>Allotment- to agree allotment funding</p> <p>Members were reminded that at the September Full Council meeting, Cllr Malcaus Cooper proposed, Cllr D Jennings-Evans seconded, and it was resolved unanimously that the Council will purchase the allotments which will be funded equally between the 3 village committees.</p> <p>Members were asked to confirm that during the current Council term, a sum as reported in the Full Council confidential report will be transferred from the Lightwater Village Committee funds to an earmarked reserve designated for Bagshot Village projects. Members were also asked to decide their method of funding.</p> <p>Members unanimously resolved to transfer a sum as reported in the Full Council confidential report from Lightwater Village funds to an earmarked reserve designated for Bagshot Village projects.</p> <p>Members also unanimously resolved to allocate funding by applying an equal reduction across all uncommitted Lightwater reserves as of 24th September 2024, resulting in a 27.73% reduction to each reserve.</p> <p>The Committee reaffirmed their commitment to providing the funds as soon as they are needed.</p>	
<p>LVC/24/33</p>	<p>Bin provision on Curley Hill Road</p> <p>Members were reminded of a request by a resident to provide a new bin on Curley Hill Road. Members noted that the requested location of the bin was not in the ownership of WPC or SHBC.</p> <p>Members were also informed that SHBC would not facilitate a bin collection in this area due to the absence of other bin collections in this location.</p> <p>Members were asked to confirm whether they wished to continue exploring options for bin provision in this area.</p> <p>Since the requested bin is not located on WPC land and SHBC has been reluctant to facilitate a collection in this area, members unanimously resolved not to pursue further exploration of bin provision for this location.</p>	

LVC/24/34	<p>Clerks Update</p> <p><u>Topographical Survey of Lightwater Country Park</u></p> <p>A specification for a topographical survey of the cemetery was agreed upon at the last meeting and sent to several surveyors, resulting in three quotes. In line with the resolution, the quotes have been shared with the Chair, Vice Chair, and Cllr Harris, who has expertise in this area. The assistant Clerk is awaiting feedback from these members.</p> <p><u>Volunteers working on Parish owned land</u></p> <p>Cllr Turner has received correspondence from LVIS (Lightwater Society) regarding their work on Parish owned land. The Clerk has also spoken with the group, who expressed interest in continuing their work on the land. The council is currently awaiting the group's insurance details, which will enable an assessment of the activities the volunteers will be covered for.</p> <p><u>Lime Trees in Lightwater Recreation Ground</u></p> <p>In response to a resident's concerns about falling branches from several Lime trees overhanging the pathway at the back of the field, four of the trees will be dead wooded in the coming weeks. The remaining trees on the Recreation Ground will be included in the Parish-wide tree survey, and any necessary action will be taken based on the survey results.</p>	
LVC/24/35	<p>Correspondence</p> <p>No correspondence.</p>	
LVC/24/36	<p>Exclusion to the press and public – To exclude members of the public, including the press, for consideration of items excluded under s1(2) of the Public Bodies (Admission to Meeting) Act 1960.</p>	
LVC/24/37	<p>To approve previous confidential resolutions</p> <p>Previous confidential minutes from 2nd July 2024 were approved.</p>	
LVC/24/38	<p>Lightwater Pavilion Project</p> <p>Members were presented with correspondence from the appointed solicitors in response to queries presented to her by the Clerk.</p> <p>It has been suggested a follow up call with the solicitor is arranged and members were asked to decide which 3 councillors would like to attend the call with the Clerk and the solicitor. Members were also asked to consider if there were any additional questions that they would like to have addressed during the call.</p> <p>Members unanimously resolved that the Chair, vice-chair, Cllr Turner and Cllr Malcaus Cooper attend the call with the solicitor. It was also agreed that if the solicitor stipulates only 3 councillors attend, Cllr Malcaus Cooper substitutes for anyone who can not make the meeting.</p>	<p>Clerk, chair, vice-chair, Cllr Turner &</p>

	Cllr Turner suggested that, following the call with the solicitor, a roadmap and timeline be created. He expressed his willingness to work with the Clerk to draft this timeline.	Cllr Malcaus Cooper
LVC/24/39	<p>To discuss a section of hedge at Lightwater Cemetery</p> <p>Members were presented with a letter prepared by an appointed solicitor.</p> <p>Members unanimously resolved to send the letter as presented. They also agreed to issue a separate letter from the Parish Council regarding other access issues into the cemetery.</p>	Assistant Clerk

There being no further business, the meeting closed at 20:33

Lightwater PL for Month No 6

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
31/08/2024	10733	57	ONE CALL	ONECA	97.65	19.53	117.18	4060	400	97.65	Repair to LW Cemetery trough
TOTAL INVOICES					<u>97.65</u>	<u>19.53</u>	<u>117.18</u>			<u>97.65</u>	
VAT ANALYSISCODE S @ 20.00%					97.65	19.53	117.18				
TOTALS					<u>97.65</u>	<u>19.53</u>	<u>117.18</u>				

Agenda Item 7 – Policies and Risk Assessment for Review

Full Council October 2024

Members will recall that at the May Full Council meeting (minute ref: C/24/17) it was agreed to form a working group to review all of the Council's policies. The following Councillors were nominated Members of the group:

Cllr Turner
Cllr Marr
Cllr Jennings-Evans

Shared files of all policies were circulated for review and amendment/comment.

1. Members are asked to review and either adopt or amend the following policies :

Biodiversity Policy –NO CHANGES – Members are to note that as yet the bio-diversity assessment on the allotments has not been carried out due to lack of resources.

Breach of Notification

Code of Conduct LGA – NO CHANGES

Complaints Procedure – NO CHANGES

Data Protection – NO CHANGES

Document Retention – NO CHANGES

Fire Safety Policy – NO CHANGES

Freedom of Information – NO CHANGES

Investment Strategy – NO CHANGES

Privacy Policy – CHANGES – paragraph updated

'Transfer of Data Abroad

Any personal data transferred to countries or territories outside the United Kingdom (“UK”) will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the UK. [Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas].'

Reserves Policy – NO CHANGES

Subject Access Request – NO CHANGES

Tree Management Policy – NO CHANGES

Vexatious Complaints Policy – NO CHANGES

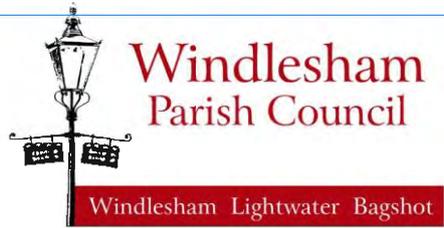
Communications Strategy – CHANGES – addition of 'It should be noted that any Freedom of Information requests will be dealt with under the Council's FOI policy.'

Media & Communications Policy – CHANGES - addition of 'It should be noted that any Freedom of Information requests will be dealt with under the Council's FOI policy.'

2. Members are also asked to note that the new positive duty for Councils (Employers) to Prevent Sexual Harassment in the workplace comes into effect on the 26 October 2024. To ensure that WPC complies with this new duty a risk assessment has been carried out.

Members are to review and either adopt as presented or amend the attached risk assessment and note the attached Dignity at Work policy which covers harassment in the workplace.

Sexual Harassment in the Workplace Risk Assessment – NEW
Dignity at Work Policy - attached



Commented [CM1]: Has biodiversity assessment of allotments been carried out as in clause 9? Perhaps something to discuss at full council

Open Spaces
Biodiversity Policy
2023-2027
Adopted October 2023
Reviewed [add date]

Introduction

Windlesham Parish Council (WPC) manage memorial gardens, playgrounds, open spaces, allotments, cemeteries and one Site of Special Scientific Interest (SSSI). This policy considers how to maintain and enhance biodiversity across WPC's open spaces in order to maximise gains for wildlife across the area.

General principles

1. Maintain and enhance existing wildlife-rich habitats.

It is important to protect and enhance areas within WPC that are already benefiting wildlife. These include the SSSI site at High Curley as well as other undesignated areas which have the potential of being relatively wildlife-rich or buffer wildlife-rich sites. For example, the woodland copse at College Ride, Bagshot, School Lane Field, Bagshot, Windmill Field, Windlesham, Mill Pond, Windlesham, as well as the cemeteries across the parish.

There are lengths of native hedgerows at a number of sites. These are high value for biodiversity and are a national Biodiversity Action Plan habitat. WPC's high value hedgerows will be sensitively managed with wildlife in mind. There will be no significant hedge works on hedges during the bird breeding season, and their cutting regimes will be managed to reduce impact where this does not impact on public access or amenity.

Trees are also an extremely valuable habitat for wildlife both as standards and copses. Trees across the WPC land are retained where possible. If trees are lost through natural causes or are felled for safety reasons, these will be replaced with appropriate species.

2. Create new habitats.

Increasing the amount and types of available habitat benefits wildlife. WPC will seek opportunities to create new habitats such as wildflower meadows, native hedges and log piles. Where appropriate, vegetation within existing habitats can be diversified by adding wildflowers, long grass areas, shrubs and trees. Even something as simple as incorporating areas of long grass creates new habitats such as long hollow stems and seed heads. Allowing natural processes to occur also creates new habitats. For example, winter die back of herbaceous plants provides overwintering habitat for invertebrates, whilst leaving standing or fallen deadwood (where it doesn't impact public safety) provides valuable habitat for fungi and invertebrates.

3. Reduce pesticide and herbicide use.

Insects and weeds are biodiversity - they make up the vast majority of the species found across our sites, and they are food for other groups of animals such as birds. Pesticides are indiscriminate and will kill organisms other than their targets and can also accumulate in animals that eat sprayed insects. Similarly, herbicides can affect non-target species through direct accidental spraying or by drifting in

the air. Biodiversity in our open spaces will benefit from minimising pesticide and herbicide use. However, in some instances (for example controlling non-native invasive species and keeping paths safe) there is currently no viable alternative. In these situations, the minimal possible amount of herbicide will be safely and carefully applied. WPC are currently trialling the use of horticultural vinegar, have invested in a 'weed wiper' machine and will continue to investigate new technologies as they emerge.

4. Schedule vegetation clearance to avoid nesting birds.

Breeding birds and their nests are protected by law. WPC will continue to avoid vegetation clearance and tree works during the bird breeding season from March to September. During the 'shoulders' of the season, vegetation will be checked prior to starting work because climate change is altering nesting times.

5. Remove invasive non-native plants.

Fortunately, there are limited occurrences of non-native plant species on WPC land. WPC will continue to remove non-native species, such as Japanese Knotweed and Giant Hogweed where they are found and ensure they do not spread onto neighbouring land, as required by Defra.

6. Engage the public.

It is important to keep the public well informed when making changes for biodiversity in public areas, both to retain their support and as an opportunity to increase their awareness. For example, when leaving grass uncut to allow wildflowers to thrive, educational signs can help mitigate any impression of neglect. WPC will consult the public when undertaking biodiversity enhancement projects and will offer opportunities for public involvement where appropriate and resources allow.

WPC will endeavour to encourage more people into green spaces through communications (press and social media) and by working with the Community Groups to organise events and activities in the recreational spaces.

Habitat Specific Principles

1. GRASSLAND

The majority of the land managed by WPC is grassland. This includes amenity grassland, play areas and wildflower areas.

1.1 Amenity grassland

WPC maintain a number of amenity grassland sites. These are regularly cut and of very low value to biodiversity. These habitats support grassland invertebrates in low numbers (in comparison to long grass) and provide limited foraging resource for birds, mammals and other predators that feed on grassland invertebrates. Where these sites are heavily used for recreation, such as football pitches there are few options to enhance biodiversity.

However, WPC will seek opportunities for enhancement in those areas which are less heavily used. These include:

- Changing the mowing regime on site or part of the site to allow longer grass and any flowers to grow – this more diverse structure will increase habitat and food sources for invertebrates and their predators. Leaving a buffer strip of long grass along hedges, boundaries and around trees (at least 50 cm) where it does not impact the amenity value of sites.
- Leaving a proportion of long grass over the winter to allow cover for overwintering invertebrates.
- Enhancing areas of grassland by introducing wildflowers or spreading with species rich green hay and managing as a meadow.
- Allowing scrub areas to develop in areas of amenity grassland, providing food and habitat for invertebrates, birds and mammals.

Leaving areas of amenity grassland uncut provides food and habitat for insects. It is important to keep the public informed of changes both to gain support and to increase their awareness.

1.2 Wildlife-rich grassland

Wildlife-rich grasslands are extremely valuable for wildlife but have undergone a catastrophic decline over the past century. These grasslands provide food and habitat to a high diversity of invertebrates, in turn supporting greater numbers of predators, such as birds and mammals. Wildflower meadows are particularly wildlife rich, supporting an array of pollinators, such as bees and butterflies.

WPC currently have two created wildflower meadow areas: part of Bagshot Cemetery and part of Windmill Field.

- These areas will be managed as meadows, with an early cut and then left until the flowers have set seed later in the summer. The meadow then needs to be cut and the arisings removed. The sites may need some reseeding/over-sowing depending on species composition. Meadow areas will be expanded where funding and capacity allows using seed or green hay.
- The mowing regimes of these sites will be altered to allow wildflowers to thrive and set seed. They will then be cut in the autumn and the arisings removed. These areas can also be enhanced with supplementary sowing/planting and expanded where practical.
- Scrub and bramble will be controlled where it is encroaching onto valuable grassland.

1.3 Naturalised bulbs in grass

Naturalised bulbs, such as snowdrop and crocus, provide a flush of colour and interest for grasslands in spring. These habitats are of medium value to biodiversity as they provide a range of vegetation structures, and pollen and nectar early in the season.

WPC will increase plant species diversity by planting native spring-flowering wildflower bulbs.

2. SHRUB BEDS

The value of shrub beds to biodiversity depends on the species used. Most shrubs are highly valuable to biodiversity due to the range of structures and habitat niches they provide (e.g. woody stems, foliage at varying heights from the ground, flowers, seed heads/hips/berries). Shrubs with lots of flowers and a long flowering period are good for pollinators, especially if they flower early or late in the season when pollen and nectar sources are in short supply. WPC will adhere to the following guidelines for shrub beds:

- Consider wildlife value when planting new shrubs using flowering and fruiting shrubs that provide food sources for wildlife.
- Reduce intensive trimming of shrubs where appropriate, allowing a variety of shrub heights to develop.
- Consider replacing mulch and cultivated soil with herbaceous groundcover or woodland wildflowers.
- Add structure to shrub beds by planting single standard trees in appropriate places.
- Leave woody cuttings in piles within the shrub bed to create deadwood habitat.

3. FLOWER BEDS

Flower beds create a visual spectacle and can be of high biodiversity value if they contain a variety of nectar-rich flowers. WPC will:

- Increase species and structural diversity within the bed.
- Select plants which encourage pollinators or have other wildlife benefits.
- Select species for future plantings that do not need protection from slugs to survive, thereby avoiding the need to use slug pellets. Also consider plants' resistance to pests and diseases, which may require spraying.
- Retain dead seed heads and skeletons of dead plants where practical and where it does not impact visual amenity, leaving to stand over winter for seed-eating birds and winter invertebrate shelter and strimming in late winter or spring. Signage can be used to explain to the public why this is being carried out.

4. PONDS

Water features are of great value to biodiversity, however there are very few under WPC management. The pond at School Lane Field, Bagshot has value to wildlife and will be maintained to promote the existing ecosystem.

5. HEDGES

Hedgerows are a priority habitat in the UK Biodiversity Action Plan (UKBAP) and creating and enhancing hedges will be of high value to biodiversity if they are well-managed and species-rich. They act like long linear woodland edges to provide shade, shelter and a range of habitat niches within a small

area. Hedges within the WPC area include native hedge boundaries in various management conditions. WPC will:

- Reduce frequency of cutting in native hedgerows where it does not impact the visual amenity or safety of the site. WPC will promote a more varied structure by aiming to cut once every two or three years or by cutting only one side of a hedge each year.
- Identify hedges needing restoration work (gapping up, coppicing) and those that will be left to grow out – both of which are valuable for wildlife.
- Increase the diversity of single-species hedges by incorporating a range of native hedging species or including flowering and fruiting species.
- Create a buffer strip of biodiversity grass or meadow extending 2 metres from the base of the hedge where possible.
- Allow trees to grow up within the hedge.

6. TREES

6.1 Wooded areas

Copses and wooded areas are of high value to biodiversity mainly due to having a huge range of habitat niches. An area of trees can support many more species than the same area of any other park habitat. WPC has wooded copses at College Ride, Bagshot; Lightwater Cemetery and High Curley, Lightwater.

WPC will consider the following options for trees:

- Where there is dense tree cover, allow glades and pathways to increase sunlight reaching the ground which will stimulate undergrowth.
- Leave logs, prunings and other dead wood in place to decompose or create nearby log piles, including standing dead wood where it does not pose a risk to the public or compromise the visual amenity of a site.
- Introduce woodland wildflowers and ground flora.
- Create a buffer strip of long grass around the edge of copses and under trees where possible.
- Maintain a shrub understorey and encourage trees to regenerate naturally.
- Develop a wide range of tree ages and sizes from young regeneration to standing damaged or dead trees.

6.2 Single standard trees

Single trees can be of great value to biodiversity if allowed to mature and reach a good size. Tree species which flower and produce fruit are valuable to pollinators in summer and birds in winter. WPC will:

- Leave grass uncut underneath single trees, to a radius of 50 cm or more where viable. Trees with dedication plaques will continue to be strimmed, as will some trees in formal gardens.
- Plant bulbs underneath single trees to provide spring colour where resources allow.

- Encourage or introduce wildflowers underneath single trees to maintain display after bulb flowering.
- Leave dead wood in place on trees unless it poses a safety risk.
- Install bat or bird boxes where appropriate to increase nesting habitat, bearing in mind the need for bird box maintenance.

7. PLAY AREAS

These are of low value to biodiversity but there are opportunities to enhance them for wildlife, which can make them more engaging for young people and provide some natural play opportunities.

- Install bat and insect boxes where appropriate.
- If resources allow, to incorporate planting trees/shrubs into play areas, whilst having regard for safety and vandalism considerations.
- Consider creating natural play features with logs, sticks for den making or water.

8. DEADWOOD AREAS

Standing and fallen deadwood are important habitats for a huge range of invertebrates and fungi. Deadwood includes fallen branches, felled trees, log piles, dead branches on living trees and standing dead trees. The recreational use of WPC Parks and aesthetic sensibilities of the public (as well as health and safety) will limit our opportunities to create deadwood habitats, however, in less used or visible areas we will consider the following options:

- Leave some dead trees and shrubs standing (whilst having regard to both health & safety and aesthetics)
- Leave some old tree and shrub stumps to decay naturally.
- Create log piles from cuttings of various thicknesses, leave in contact with the ground, in light shade, and in a compact pile.

9. ALLOTMENTS

WPC manage 52 allotments at Hook Mill Lane. Allotments are ideal places for biodiversity. The sheer number and density of different plants and habitats brings a huge diversity of invertebrates, birds and other wildlife.

Allotment holders can be encouraged to garden in a wildlife friendly way. For example, delaying the winter tidy up until March will retain dry plant stems and seed heads, which provide winter food for birds and places to rest and hibernate for invertebrates. Allotment holders can also be encouraged to avoid peat and pesticides, provide water for birds and leave some plants to bolt to provide extra flowers for pollinators.

The common areas of WPC allotments provide opportunities to create new habitats to benefit wildlife. WPC allotments need to be assessed for potential biodiversity enhancements which could include the following.

- Affix bat and bird boxes to mature trees. Consider an owl box where they are present (e.g. Green Lane).
- Create habitat piles using stones and dead wood. This will be used by many different invertebrates and maybe frogs or hedgehogs. Compost heaps are also good habitats for wildlife.

Conclusion

Whilst the priority for the WPC is to provide safe, aesthetically pleasing recreational spaces for the community, a wealth of research indicates that spending time with nature benefits people's health and wellbeing. Enhancing WPC's sites for wildlife will therefore help both mitigate the biodiversity crisis and will also benefit the users of the sites. Keeping the public informed and engaging them, where possible, ensures increased public support and wider benefits. WPC will strive to continue to enhance its open spaces to benefit both people and wildlife into the future.

WINDLESHAM PARISH COUNCIL BREACH OF NOTIFICATION POLICY

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Version & Date	Amendments made
V1.0-200728	Adopted at Full Council meeting 28 th July 2020
V1.1-210223	Reviewed at Full Council meeting 23 rd February 2021 (updated to reflect the UK's exit from the EU. All references to GDPR now read UK GDPR, Data Protection Act 2018
V1.1-210223	Reviewed at Full Council meeting 25 th January 2022
V1.1-210223	Reviewed at Full Council meeting 29 th November 2022
V1.1-231128	Reviewed at Full Council meeting 28 th November 2023
V1.1-24	Reviewed at Full Council meeting

1 SCOPE

- 1.1 This procedure applies in the event of a personal data breach under Article 33 Notification of a personal data breach to the supervisory authority, and Article 34 Communication of a personal data breach to the data subject of the UK-GDPR.
- 1.2 The UK-GDPR draws a distinction between a ‘data controller’ and a ‘data processor’ in order to recognise that not all organisations involved in the processing of personal data have the same degree of responsibility. Therefore, each organisation, should establish whether it is data controller, or a data processor for the same data processing activity; it must be one or the other.

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2 Responsibility

- 2.1 All users (whether Employees/Staff, contractors or temporary Employees/Staff and third-party users) and Councillors of Windlesham Parish Council are required to be aware of, and to follow this procedure in the event of a personal data breach.

3 Procedure – Breach Notification Data processor to Data Controller

- 3.1 Windlesham Parish Council shall report any personal data breach to the Clerk without undue delay who will pass details to the Data Protection Officer. (GDPR-Info Ltd) for advice.
- 3.2 The Clerk will record the Data Breach on a Data Breach Log / Register.
- 3.3 Notification is made by [email, phone call, etc.].
- 3.4 Confirmation of receipt of this information is made by email

4 Procedure – Breach Notification Data Controller to Supervisory Authority

- 4.1 GDPR-Info Ltd shall notify the supervisory authority [ICO] without undue delay, of a personal data breach if a serious breach is confirmed (determined after discussion with the Clerk)
- 4.2 GDPR-Info Ltd assesses whether the personal data breach is likely to result in a risk to the rights and freedoms of the data subjects affected by the personal data breach.
- 4.3 If a risk to the aforementioned is likely, GDPR-Info Ltd shall report any personal data breach to the supervisory authority without undue delay, and where feasible not later than 72 hours. Where data breach notification to the supervisory authority is not made within 72 hours, it shall be accompanied by the reasons for the delay.
- 4.4 The data controller (Clerk) shall provide the following information to the supervisory authority on a Breach Notification Form:
 - 4.5 A description of the nature of the breach

- 4.6 The categories of personal data affected
- 4.7 Approximate number of data subjects affected
- 4.8 Approximate number of personal data records affected
- 4.9 Name and contact details of GDPR-*info* Ltd
- 4.10 Likely consequences of the breach
- 4.11 Any measures that have been or will be taken to address the breach, including mitigation
- 4.12 The information relating to the data breach, which may be provided in phases.
- 4.13 GDPR-*info* Ltd notifies their contact within the supervisory authority, which is recorded in the Internal Breach Register
- 4.14 Notification is made by [email, phone call, etc.].

5 Confirmation of receipt of this information is made by email. Procedure – Breach Notification Data Controller to Data Subject

- 5.1 Where the personal data breach is likely to result in high risk to the rights and freedoms of the data subject Windlesham Parish Council shall notify the affected data subjects without undue delay, [using this form/in accordance with GDPR-*info* Ltd.'s recommendations].
- 5.2 The notification to the data subject shall describe in clear and plain language the nature of the breach including the information specified 4.4 above.
- 5.3 Appropriate measures have been taken to render the personal data unusable to any person who is not authorised to access it, such as encryption.

- 5.4 The controller has taken subsequent measure to ensure that the risks to the rights and freedoms of the data subjects are no longer likely to materialise.
- 5.5 It would require a disproportionate amount of effort. In such a scenario, there shall be a public communication or similar measure whereby the data subject is informed in an equally effective manner.
- 5.6 The supervisory authority may where it considers the likelihood of a personal data breach resulting in high risk require the data controller to communicate the personal data breach to the data subject.

Windlesham Parish Council

Members Code of Conduct Adopted **November 2023**

Version: 1.0-231128

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**WINDLESHAM PARISH COUNCIL
MEMBERS CODE OF CONDUCT**

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V1.0-221129	Adopted at Full Council meeting 29 th November 2022
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1 Definitions

For the purposes of this Code of Conduct, a “councillor” means a member or co-opted member of a local authority or a directly elected mayor. A “co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

For the purposes of this Code of Conduct, “local authority” includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

2 Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a Councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of Councillor and local government.

3 General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of Councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest

- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

4 Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of Councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a Councillor.

This Code of Conduct applies to you when you are acting in your capacity as a Councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a Councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a Councillor.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

5 Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a Councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

6 Respect

As a councillor:

- 6.1 I treat other councillors and members of the public with respect.
- 6.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a Councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's Councillor-officer protocol.

7 Bullying, harassment and discrimination as a councillor:

- 7.1 I do not bully any person.
- 7.2 I do not harass any person.
- 7.3 I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and

contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

8 Impartiality of officers of the council As a councillor:

- 8.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

9 Confidentiality and access to information As a councillor:

- 9.1 I do not disclose information:
- a. given to me in confidence by anyone
 - b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless
 - i. I have received the consent of a person authorised to give it;
 - ii. I am required by law to do so;
 - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or
 - iv. the disclosure is:
 1. reasonable and in the public interest; and
 2. made in good faith and in compliance with the reasonable requirements of the local authority; and
 3. I have consulted the Monitoring Officer prior to its release.

- 9.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.
- 9.3 I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

10 Disrepute

As a councillor:

- 10.1 I do not bring my role or local authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in you or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

11 Use of position As a councillor:

- 11.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

12 Use of local authority resources and facilities as a councillor:

12.1 I do not misuse council resources.

12.2 I will, when using the resources of the local authority or authorising their use by others:

- a. act in accordance with the local authority's requirements; and
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a Councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a Councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

13 Complying with the Code of Conduct as a Councillor:

13.1 I undertake Code of Conduct training provided by my local authority.

13.2 I cooperate with any Code of Conduct investigation and/or determination.

13.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

13.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a Councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

14 Protecting your reputation and the reputation of the local authority

15 Interests As a councillor:

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15.1 I register and disclose my interests.

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority.

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

15.2 Gifts and hospitality As a councillor:

- 15.2.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.
- 15.2.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.
- 15.2.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a Councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case, you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a Councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a Councillor. If you are unsure, do contact your Monitoring Officer for guidance.

16 Appendices

17 Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

18 Appendix B Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in “The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012”. You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

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“Disclosable Pecuniary Interest” means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A ‘sensitive interest’ is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a ‘sensitive interest’ you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. [Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which **directly relates** to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
8. Where a matter arises at a meeting which **affects** –
 - a. your own financial interest or well-being;
 - b. a financial interest or well-being of a relative or close associate; or
 - c. a financial interest or wellbeing of a body included under Other Registrable Interests as set out in **Table 2**you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied
9. Where a matter (referred to in paragraph 8 above) **affects** the financial interest or well-being:
 - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
 - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interestYou may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
- 10.[Where you have an Other Registerable Interest or Non-Registerable Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

19 Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	<p>Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.</p>
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the
	<p>Councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council</p> <p>—</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
Land and Property	<p>Any beneficial interest in land which is within the area of the council.</p> <p>‘Land’ excludes an easement, servitude, interest or right in or over land which does not give the Councillor or his/her spouse or civil partner or the person with whom the Councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.</p>

Licenses	Any license (alone or jointly with others) to occupy land in the area of the council for a month or longer
Corporate tenancies	Any tenancy where (to the Councillors knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the Councillor, or his/her spouse or civil partner or the person with whom the Councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the Councillor’s knowledge) has a place of business or land in the area of the council; and (b) either— (i)) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the Councillor, or his/ her spouse or civil partner or the person with whom the Councillor is living as if they were
	spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

* ‘director’ includes a member of the committee of management of an industrial and provident society.

* ‘securities’ means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

of which you are a member or in a position of general control or management

You must register as an Other Registerable Interest :

- a) any unpaid directorships
- b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
- c) any body
 - (i) exercising functions of a public nature
 - (ii) directed to charitable purposes or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

20 Appendix C – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on [Local Government Ethical Standards](#). If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

Best practice 1: Local authorities should include prohibitions on bullying and

harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Best practice 2: Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by councillors.

Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Best practice 4: An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.

Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7: Local authorities should have access to at least two Independent Persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

Best practice 9: Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Best practice 10: A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11: Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council, rather than the clerk in all but exceptional circumstances.

Best practice 12: Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

Best practice 13: A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

Best practice 15: Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

The WPC is committed to reviewing the Code on an annual basis to ensure it is still fit for purpose.

WINDLESHAM PARISH COUNCIL

COMPLAINTS PROCEDURE

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V1.0-200728	Adopted at Full Council meeting 28 th July 2020
V1.0-210223	Reviewed at Full Council meeting 23 rd February 2021
V1.0-220125	Reviewed at Full Council meeting January 2022
V1.0-220125	Reviewed at Full Council meeting October 2022
V1.0-231128	Reviewed at Full Council meeting November 2023
V1.0-231128	Reviewed at Full Council meeting November 2024

1 Introduction and duties

- 1.1 It remains the position that the Local Government Ombudsman has no jurisdiction over Parish, Town and Community Councils in England and Wales. The National Association of Local Councils (NALC) in Legal Topic Note 9 has issued guidance (February 2013) for local councils.

2 Guidelines

- 2.1 It will not be appropriate to deal with all complaints from members of the public under a complaint's procedure. Councils should consider engaging other procedures/bodies in respect of the following types of complaint:

Type of conduct	Refer to
Financial irregularity	Local elector's statutory right to object to council's audit of accounts pursuant to s.16 Audit Commission Act 1998. On other matters, councils may need to consult with their auditor / audit commission.
Criminal activity	The police
Councillor conduct	A complaint relating to a councillor's failure to comply with the Code of Conduct must be submitted to the Monitoring Officer, Surrey Heath Borough Council. Details can be obtained from the Clerk.
Employee conduct	Dealt with by internal disciplinary procedure

- 2.2 The code of practice that follows is therefore aimed at those situations where a complaint is made about the administration of the council or about its procedures. It is not an appropriate forum for a complaint against individuals, as the provisions above cover these situations.
- 2.3 The code of practice is designed for those complaints that cannot be satisfied by less formal measures or explanations provided to the complainant by the Clerk.

3 The code of practice

- 3.1 The aims of the code of practice are:
- To provide a standard and formal procedure for considering complaints either made by complainants directly or which have been referred back to the council from other bodies.
 - To ensure that complainants feel satisfied that their grievance has been properly and fully considered.
 - To make the process reasonable, accessible and transparent.
 - At all times, the rules of natural justice will apply and all parties shall be treated fairly.
 - All complaints shall be heard by the council's complaints panel, which shall consist of 3 councillors, and shall report its findings to the full council.

4 Before the meeting

- 4.1 The complainant shall be asked to put the complaint about the council's procedures in writing to the Clerk.
- 4.2 If the complainant does not wish to put the complaint to the Clerk (as it may relate directly to the Clerk), they may be advised to put it to the Council Chairman in writing, marked private and confidential.
- 4.3 The Clerk/Council Chairman shall acknowledge the receipt of the complaint and advise the complainant when the matter will be considered by the complaints panel.
- 4.4 The complainant shall be invited to attend the relevant meeting (hearing) and bring with them such representatives as they wish.
- 4.5 Seven (7) clear working days prior to the meeting (i.e. excluding weekends and public holidays), the complainant shall provide the council with copies of any documentation or other evidence, which

they intend to refer to at the meeting. The council shall similarly provide the complainant with copies of any documentation upon which it wishes to rely at the meeting.

5 At the meeting

- 5.1 The complaints panel shall consider whether the circumstances of the meeting warrant the exclusion of the press and public. Any decision on a complaint shall be announced at the next Council meeting in open session.
- 5.2 The panel chairman to introduce everyone.
- 5.3 The panel chairman to explain the procedure.
- 5.4 Complainant (or representative) to outline grounds for complaint.
- 5.5 Panel members to ask questions of the complainant.
- 5.6 If relevant, the Clerk or other nominated officer, to explain the council's position.
- 5.7 Panel members to ask questions of the Clerk or other nominated officer.
- 5.8 The Clerk or other nominated officer and complainant to be offered the opportunity of the last word (in this order – i.e. Town Clerk/officer followed by complainant).
- 5.9 The Clerk or other nominated officer and complainant to be asked to leave the room while the panel members decide whether or not the grounds for the complaint have been made. If a point of clarification is necessary, both parties to be invited back.
- 5.10 The Clerk or other nominated officer and complainant return to hear the decision, or to be advised when the decision will be made.

6 After the meeting

- 6.1 Decision confirmed in writing within seven (7) working days together with details of any action to be taken.



**WINDLESHAM PARISH COUNCIL
DATA PROTECTION POLICY**

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3 Responsibilities 2

4 Storage and retention 3

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Version & Date	Amendments made
V1.0-200728	Adopted at Full Council meeting 28 th July 2020
V1.1-210223	Reviewed at Full Council meeting 23 rd February 2021 (updated to reflect the UK’s exit from the EU. All references to GDPR now read UK GDPR, Data Protection Act 2018
V2.0-220125	Reviewed at Full Council meeting 25 th January 2022 (removed at the request of Members:- ‘not be transferred to a country outside the European Economic Area, unless that country has the equivalent levels of protection for personal data, except in specified circumstances.’
V3.0-221129	Reviewed at Full Council meeting 25 th October 2022 (amendments made to clauses 1.1, 4.2, 4.3 & 5.1)
V3.0-231128	Reviewed at Full Council meeting 28 th November 2023

1 Introduction

- 1.1 The Council holds and processes information about employees, councillors, residents and customers, and other data subjects for administrative and commercial purposes, as set out in the Council's data protection privacy notices.
- 1.1 When handling such information the Council, and all staff or others who process or use the information, must comply with the UK GDPR, Data Protection principles as set out in the UK GDPR, Data Protection Act 2018 (the Act).

2 Data protection principles

- 2.1 There are eight principles set out in the Act, which in summary state that data shall:
- be processed fairly and lawfully
 - be obtained for a specified and lawful purpose and shall not be processed in any manner incompatible with the purpose
 - be adequate, relevant and not excessive for the purpose
 - be accurate and up-to-date
 - not be kept for longer than necessary for the purpose
 - be processed in accordance with the Data Subject's rights
 - be kept safe from unauthorised processing, and accidental loss, damage or destruction

3 Responsibilities

- 3.1 Windlesham Parish Council is the Data Controller and must ensure that any processing of personal data for which they are responsible complies with the Act.
- 3.2 Windlesham Parish Council have appointed GDPR-info Ltd as their Data Protection Officer, who act on behalf of the Council, and is responsible for:
- fully observing conditions regarding the fair collection and use of information

- meeting the Council's legal obligations to specify the purposes for which information is used
- collecting and processing relevant information, only to the extent that is required to fulfil operational needs/to comply with legal requirements
- ensuring the quality of information used
- applying strict checks to determine the length of time that information is held
- ensuring that the rights of the people about for whom information is held are able to be fully exercised under the Act
- taking appropriate technical and organisational security measures to safeguard personal information
- ensuring that personal information is not transferred abroad without suitable safeguards
- ensuring that everyone managing and handling personal information
 - fully understands that they are contractually responsible for following good practice in terms of protection
 - is adequately trained to do so
 - are appropriately supervised

4 Storage and retention

- 4.1 Personal data is kept in paper-based systems and/or on a password-protected computer system.
- 4.2 Any 'sensitive personal data' which requires extra security, such as personnel records are either stored in a compartmentalised area of the SharePoint site which only the Clerk has access to and in a locked filing cabinet.
- 4.3 The Council will keep different types of information for differing lengths of time, depending on legal and operational requirements. More information can be found in the council's Document Retention Scheme, available from the Clerk to the Council

5 Access to information

Data subjects can make a 'Subject Access Request' ('SAR') to find out the information the Council hold about them. If you would like to make a SAR in relation to your own personal data, you should make this in writing to the person responsible for data in the Council. The

Council will comply with all legal requirements. If you receive a SAR, please pass it on to the Clerk and ensure that you keep any information regarding it

- 5.1 Any employees, councillors, residents, customers and other data subjects have a right to:
- ask what personal information the Council holds about them
 - ask what this information is used for
 - be provided with a copy of the information
 - be given details of the purposes for which the Council uses the information and any other persons or organisations to whom it is disclosed
 - ask that any incorrect data held is corrected

If the SAR is manifestly unfounded or excessive, for example, because of its repetitive character, the Council may charge a reasonable fee, taking into account the administrative costs of providing the personal data, or refuse to act on the request

- 5.2 If it is felt by the data subject that any personal information held is incorrect the individual may request that it be amended. The Council must advise the individual within 21 days whether or not the amendment has been made.

6 Breach of policy

- 6.1 Compliance with the Act is the responsibility of all councillors, residents, customers and members of staff. Any deliberate or reckless breach of the policy may lead to disciplinary action and where appropriate, legal proceedings.
- 6.2 Any individual who believes that the Council has breached any of the requirements of the Data Protection Act 1998 should raise the matter with the Clerk. Alternatively, a complaint can be made to the Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

WINDLESHAM PARISH COUNCIL DOCUMENT RETENTION SCHEME

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V1.0-200728	Adopted at Full Council meeting 28 th July 2020
V1.0-210223	Reviewed at Full Council meeting 23 rd February 2021
V1.0-210223	Reviewed at Full Council meeting 25 th October 2022
V1.0-231128	Reviewed at Full Council meeting 28 th November 2023
V1.0-241128	Reviewed at Full Council meeting 28 th November 2024

1 Introduction

- 1.1 The Council recognises the need to retain documentation for audit purposes, staff management, tax liabilities and the eventuality of legal disputes and proceedings.
- 1.2 In agreeing a document retention scheme, the Council has addressed these needs, and taken into account its obligations under the Local Government Act 1972, the Audit Commission Act 1998, the Public Records Act 1958, the Data Protection Act 1998, the Employers' Liability (Compulsory Insurance) Regulations 1998, the Limitation Act 1980, the Employment Rights Act 1996, the Local Authorities Cemeteries Order 1977, the Local Government (Records) Act 1962, the Freedom of Information Act 2000 and the Lord Chancellor's Code of Practice on the Management of Records Code 2002.

2 Retention of documents for legal purposes

- 2.1 Most legal proceedings are governed by the Limitation Act 1980. The 1980 Act provides that legal claims may not be commenced after a specified period. The specified period varies, depending on the type of claim in question. The table below sets out the limitation periods for the different categories of claim.

Category	Limitation Period
Negligence (and other torts)	6 years
Defamation	1 year
Contract	6 years
Leases	12 years
Sums recoverable by statute	6 years
Personal Injury	3 years
To recover land	12 years
Rent	6 years
Breach of trust	None

- 2.2 Some types of legal proceedings may fall into two or more categories. In these circumstances, the documentation should be kept for the longest of the differing limitation periods.
- 2.3 As there is no limitation period in respect of trusts, the council will never destroy trust deeds and schemes and other similar documentation.
- 2.4 Some limitation periods can be extended. Examples include:
- where individuals first become aware of damage caused at a later date (e.g. in the case of personal injury);
 - where damage is latent (e.g. to a building);
 - where a person suffers from a mental incapacity;
 - where there has been a mistake or where one party has defrauded another or concealed relevant facts.
- 2.5 In such circumstances, the council will weigh up (i) the costs of storing relevant documents and (ii) the risks of:
- claims being made;
 - the value of the claims; and
 - the inability to defend any claims made should relevant documents be destroyed.

3 Document retention schedule

- 3.1 The Council has agreed a minimum document retention schedule, based on the obligations under the previously named acts, codes, orders and regulations.

DOCUMENT	MINIMUM RETENTION PERIOD	REASON
Minute books	Indefinite	Archive
Scale of fees and charges	6 years	Management
Receipt and payments account(s)	Indefinite	Archive
Receipt books of all kinds, including ledgers	6 years	VAT
Bank statements, including savings/deposit accounts	Last completed audit year	Audit
Bank paying-in books	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit

Quotations and tenders	6 years after completion of contract	Limitation Act 1980
Paid invoices	6 years	VAT
Paid cheques	6 years	Limitation Act 1980
VAT records, P60s and P45s	6 years	VAT, Tax
Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980
Timesheets	Last completed audit year	Audit
Salary records	12 years	Superannuation
Insurance policies	While valid	Management
Certificates for insurance against liability for employees	40 years from date on which the insurance commenced or was renewed	Employers' Liability (Compulsory Insurance) Regulations 1998, Management
Investments	Indefinite	Audit, Management
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management
Members allowances register	6 years	Tax, Limitation Act 1980
Correspondence and emails	1 year	Limitation Act 1980
Accident book	3 years	Reporting of Injuries, Diseases and Dangerous Occurrences Act 2013
Annual accounts and asset registers	Indefinite	Archive
Pension contribution records	6 years	Pensions Act 2014
Personnel records, including SSP and maternity records	6 years	Limitations Act 1980
Asbestos and hazardous materials records	Indefinite	Asbestos Regulations
Job applications	1 year after vacancy filled	
Previous versions of policies, standing orders, schemes of delegation	3 years	Data Protection Act 1998
Complaints	1 year	Management
General information	3 months	Management
Routine correspondence and emails	6 months	Management
For halls, centre, recreation grounds <ul style="list-style-type: none"> • Application for hire • Lettings diaries • Copies of bills to hirers • Record of tickets issued 	6 years	VAT

Version 1.0-231128

Adopted: July 2020

Last Reviewed **November** 2024

Next Review Date: **October** 2025

For allotments <ul style="list-style-type: none"> • Register and plans 	Indefinite	Audit, Management
For burial grounds <ul style="list-style-type: none"> • Register of fees collected • Register of burials • Register of purchased graves • Register/plan of grave spaces • Register of memorials • Application for internment • Application for rights to erect memorials • Disposal certificates • Copy certificates of grant of exclusive right of burial 	Indefinite	Archives, Local Authorities Cemeteries Order 1977

3.2 The need to retain any documents not included in the above schedule should be considered on an individual basis. As a guide, and in the absence of any prevailing act, code, order or regulation to the contrary, documents may be destroyed if they are no longer of use or relevant. If in any doubt, advice should be sought from the Clerk.

3.3 Planning Applications

3.4 All planning applications and relevant decision notices are available online at SHBC website planning portal. There is no requirement to retain duplicates locally. All Parish Council recommendations in connection with these applications are recorded in the Council minutes and are retained indefinitely.

3.5 Disposal procedures: all documents that are no longer required for administrative reasons are be shredded and disposed of.

This policy will be reviewed annually or earlier if so required by legislation or additional material.

WINDLESHAM PARISH COUNCIL FIRE SAFETY POLICY & PROCEDURES

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Version & Date	Amendments made
V1.0-210223	Adopted at Full Council meeting 23 rd February 2021
V1.0-210223	Reviewed at Full Council meeting 25 th October 2022
V1.0-231128	Reviewed at Full Council meeting 28 th November 2023
V1.0-231128	Reviewed at Full Council meeting 28 th November 2023

1 General Statement

We are a responsible employer and take our fire and safety duties seriously. We have formulated this policy to help us comply with our legal obligations to staff and visitors under the Fire Safety Order (2005). These include the provision of a safe place of work where fire safety risks are minimized. Due to its importance, this Fire Safety Policy forms part of our overall Health and Safety Policy. Our priority at all times is the safety of individuals.

2 Employee Duties

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk or harm.

All employees are expected to co-operate fully with any procedures that may be introduced as a measure to protect the safety and well-being of staff and visitors.

3 Communication

All employees will be kept informed either directly or via their line manager of any relevant changes to fire safety procedures or fire risk assessments. Stored on the shared drive C:\Users\Windlesham Parish Council\WPC Office - Documents\Building Maintenance Schedules\Fire Risk Assessments

4 Procedures

The following procedures are in place to ensure high standards of fire safety.

- 4.1 Fire risk assessments have been undertaken at all Parish Council owned buildings and are reviewed regularly.
- 4.2 All new members of staff and temporary employees will be given induction training on how to raise the alarm and the available escape routes. Regular staff will be given annual refresher training.
- 4.3 All escape routes shall be clearly signed and kept free from obstructions at all times. Escape routes shall be checked weekly in buildings occupied by staff and in the case of public buildings, escape routes will be checked prior to use or the start of the rental period. In the

event of any organisation entering an agreement with the Parish Council for regular use of a building, it will be their responsibility to check the building and fire escapes prior to use.

- 4.4 Evacuation procedures are posted prominently by the main door of entry within each building.
- 4.5 All fire extinguishers will be serviced and maintained annually by a suitable contractor. If any employee notices defective or missing equipment they must report it to the Health and Safety Officer or a responsible person.
- 4.6 Where alarms are present they will be checked every 6 months by a suitable contractor and tested weekly by the Health and Safety Officer or a responsible person.
- 4.7 Where emergency lighting is present it will be checked every 6 months by a suitable contractor and monthly by the Health and Safety Officer or a responsible person.

5 Emergency Evacuation Plan

5.1 If you discover a fire:

- Raise the alarm immediately. This can be done by alerting others by shouting 'FIRE' or in buildings that are equipped with a Fire Alarm by activating the nearest Fire Alarm Call Point.
- Evacuate immediately using the nearest available fire exit. Do not stop to pick up any personal possessions. Do not stop to shut windows, but the last one out of a room should ensure that the door is shut.
- Inform the Clerk as to the location of the fire. Report to the assembly points for a roll call – Each building will have signage by the main door stating the designated meeting point.
- If you are with a visitor, ensure they accompany you.

5.2 If the Alarm is Raised:

- Leave the building immediately using the nearest available fire exit.
- Report to the assembly point for a roll call.
- If you are with a visitor, ensure they accompany you.

5.3 Persons responsible for taking roll calls are:

- The Health and Safety Officer or a responsible person.
- In community buildings the responsible person will be the person designated in the rental agreement.

5.4 Staff on hearing or setting off the alarm:

Version 1.0-210223

Adopted: February 2021

Last Reviewed: October 2024

Next Review Date: March 20235

- Encourage everyone around you to evacuate as soon as possible.
- Check rooms are all empty, and that staff and visitors are accounted for at the roll call.

5.5 Fire Alarm Status:

- In the event that the fire alarm is for a genuine fire, then the designated person must call the fire brigade as soon as possible.
- In the event that the fire alarm is a false alarm, then the cause of the alarm should establish before letting anyone re-enter the building.

5.6 Before the Fire Brigade arrives:

- If there is a fire, and if the situation does not place them at risk, staff can make use of the fire extinguishers located on site to put out the fire. If, at any time, they feel that the situation places them at any risk at all, they must not proceed but must wait for the Fire Brigade to arrive.

This policy will be reviewed annually or earlier if so required by legislation or additional material

WINDLESHAM PARISH COUNCIL FREEDOM OF INFORMATION POLICY

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Version & Date	Amendments made
V1.0-200728	Adopted at Full Council meeting 28 th July 2020
V1.0-210223	Reviewed at Full Council meeting 23 rd February 2021
V2.0-220125	Reviewed at Full Council meeting 25 th January 2022 - Amended to 'Respond to requests for information as quickly as possible, and in any event, within 20 working days'
V2.0-220125	Reviewed at Full Council meeting 29 th November 2022
V2.0-231128	Reviewed at Full Council meeting 28 th November 2023

1 Introduction

- 1.1 The Freedom of Information Act 2000 is intended to promote a culture of openness and accountability amongst public authorities by providing people with rights of access to the information held by them.
- 1.2 The Council will comply with the requirements of the act, and in particular will:
 - Make as much information as possible available via the publication scheme
 - Respond to requests for information as quickly as possible, and in any event, within 20 working days
 - Where, exceptionally, we believe it is not going to be possible to respond fully within the twenty days (for example, where we have to consider the public interest tests), we will:
 - Advise you why, and give an estimated date by which the information will be provided, and
 - Provide as much of the information as possible within the earlier timescale
 - Apply exemptions appropriately and consistently
 - Ensure that any fees charged are calculated appropriately and consistently

2 How to make a request

- 2.1 A large amount of information is freely available on the council's website, which can be found at **www.windleshampc.gov.uk**
- 2.2 If you are unable to find the information you are looking for, you can request the information directly from the Council.
- 2.3 The preferred method for requesting information from the Council is in writing; either email or letter, to ensure the request is clearly understood. Requests should be made to:

The Clerk, The Council Office, The Avenue, Lightwater, GU18 5RG
Or via email **clerk@windleshampc.gov.uk**

- 2.4 The request should provide as full a description as possible of the information you require, and your preferred method for receiving the information.

3 Complaints

- 3.1 The Council would normally expect the Clerk or other named officer to understand what information you have asked for and be able to tell you where you can find it. If the information you received is not what you asked for or need, you should contact the Clerk or named officer to clarify your requirements.
- 3.2 If you believe that the Council has not dealt with your request fairly and it cannot be resolved on an informal basis, you should follow our complaints procedure.
- 3.3 If you have followed our complaints procedure and are still not happy with how we have dealt with your request, you may also contact the Information Commissioner's Office to ask them to investigate further. They can be contacted at:

Postal address: The Information Commissioner's Office
Wycliffe House, Water Lane
Wilmslow, Cheshire
SK9 5AF
Website: www.ico.gov.uk
Telephone: 0303 123 1113

4 Charges

- 4.1 Charges made by the Council in relation to the publication scheme will be justified, transparent and kept to a minimum.
- 4.2 Information which is published and accessed on the Council's website is provided free of charge.
- 4.3 Charges will be made for actual disbursements incurred as detailed below:

DESCRIPTION	BASIS OF CHARGE
Photocopying @ 50p per A4 sheet (black & white only)	Actual cost incurred
Photocopying @ 60p per A3 sheet (black & white only)	Actual cost incurred

Postage	Actual cost of Royal Mail standard 2 nd class postage
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WINDLESHAM PARISH COUNCIL

INVESTMENT STRATEGY – ADOPTED FEBRUARY 2024

1. Introduction

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

2. Objectives

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

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

3. Investments

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

4. Reporting and Review

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

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

WINDLESHAM PARISH COUNCIL - PRIVACY NOTICE

YOUR PERSONAL DATA – WHAT IS IT?

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom namely the UK- General Data Protection Regulation (the UK-GDPR), the Data Protection Act 2018 and other legislation relating to personal data and rights such as the Human Rights Act.

WHO ARE WE?

This Privacy Notice is provided to you by Windlesham Parish Council which is the data controller for your data.

Other data controllers the council works with:

- Local authorities
- Community groups
- Charities
- Other not for profit entities
- Contractors
- Credit reference agencies

We may need to share your personal data we hold with them so that they can carry out their responsibilities to the council. If we and the other data controllers listed above are processing your data jointly for the same purposes, then the council and the other data controllers may be “joint data controllers” which mean we are all collectively responsible to you for your data. Where each of the parties listed above are processing your data for their own independent purposes then each of us will be independently responsible to you and if you have any questions, wish to exercise any of your rights (see below) or wish to raise a complaint, you should do so directly to the relevant data controller.

A description of what personal data the council processes and for what purposes is set out in this Privacy Notice.

The council will process some or all of the following personal data where necessary to perform its tasks:

- Names, titles, and aliases, photographs;
- Contact details such as telephone numbers, addresses, and email addresses;

- Where they are relevant to the services provided by a council, or where you provide them to us, we may process information such as gender, age, marital status, nationality, education/work history, academic/professional qualifications, hobbies, family composition, and dependants;
- Where you pay for activities such as use of a council hall or room, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;
- The personal data we process may include sensitive or other special categories of personal data such as criminal convictions, racial or ethnic origin, mental and physical health, details of injuries, medication/treatment received, political beliefs, trade union affiliation, genetic data, biometric data, data concerning and sexual life or orientation.

How we use sensitive personal data

- We may process sensitive personal data including, as appropriate:
 - information about your physical or mental health or condition in order to monitor sick leave and take decisions on your fitness for work;
 - your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
 - in order to comply with legal requirements and obligations to third parties.
- These types of data are described in the GDPR as “Special categories of data” and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.
- We may process special categories of personal data in the following circumstances:
 - In limited circumstances, with your explicit written consent.
 - Where we need to carry out our legal obligations.
 - Where it is needed in the public interest.
- Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else’s interests) and you are not capable of giving your consent, or where you have already made the information public.

Do we need your consent to process your sensitive personal data?

- In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

The council will comply with data protection law. This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way.

- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

We use your personal data for some or all of the following purposes:

- To deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services;
- To confirm your identity to provide some services;
- To contact you by post, email, telephone or using social media (e.g., Facebook, Twitter, WhatsApp);
- To help us to build up a picture of how we are performing;
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions;
- To enable us to meet all legal and statutory obligations and powers including any delegated functions;
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury;
- To promote the interests of the council;
- To maintain our own accounts and records;
- To seek your views, opinions or comments;
- To notify you of changes to our facilities, services, events and staff, councillors and other role holders;
- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other new projects or initiatives;
- To process relevant financial transactions including grants and payments for goods and services supplied to the council
- To allow the statistical analysis of data so we can plan the provision of services.

Our processing may also include the use of CCTV systems for the prevention and prosecution of crime.

What is the legal basis for processing your personal data?

The council is a public authority and has certain powers and obligations. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the council's statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the council's services. We will always take into account your interests and rights. This Privacy Notice sets out your rights and the council's obligations to you.

We may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the use of hall rental facilities, or the acceptance of an allotment garden tenancy

Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

Sharing your personal data

This section provides information about the third parties with whom the council may share your personal data. These third parties have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- The data controllers listed above under the heading "Other data controllers the council works with";
- Our agents, suppliers and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our database software;
- On occasion, other local authorities or not for profit bodies with which we are carrying out joint ventures e.g. in relation to facilities or events for the community.

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 7 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

Your rights and your personal data

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

1) *The right to access personal data we hold on you*

- At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.
- There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

2) *The right to correct and update the personal data we hold on you*

- If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

3) *The right to have your personal data erased*

- If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
- When we receive your request we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).

4) *The right to object to processing of your personal data or to restrict it to certain purposes only*

- You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

5) *The right to data portability*

- You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

6) *The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained*

- You can withdraw your consent easily by visiting this website <https://gdpr-info.com/data-protection-contact-form/> or email.

7) *The right to lodge a complaint with the Information Commissioner's Office.*

- You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Transfer of Data Abroad

Any personal data transferred to countries or territories outside the United Kingdom ("UK") will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the UK. [Our website is also accessible

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from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas].

Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Changes to this notice

We keep this Privacy Notice under regular review and we will place any updates on this web page: www.windleshampc.gov.uk. This Notice was last updated in August 2024.

Contact Details

Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

The Windlesham Parish Council Data Protection Officer: GDPR-Info Ltd Email: dpo@gdpr-info.com
info.com

WINDLESHAM PARISH COUNCIL

RESERVES POLICY

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Version & Date	Amendments made
V1.0-220222	Reviewed at Full Council meeting 22 nd February 2022
V1.0-220222	Reviewed at Full Council meeting 25 th October 2022
V1.0-231128	Reviewed at Full Council meeting 28 th November 2023
V1.0-231128	Reviewed at Full Council meeting 28 th November 2023

1 Introduction

- 1.1 Under statute Windlesham Parish Council is required to maintain adequate Financial Reserves in order to meet the needs of the organisation, and to ensure financial security. The purpose of this policy is to set out how the Council will determine and review the level of reserves.
- 1.2 The Joint Panel on Accountability and Governance Practitioners Guide (JPAG) 5.31 (March 2021 edition) advises: “As with any financial entity, it is essential that authorities have sufficient reserves (General and Earmarked) to finance both its day-to-day operations and future plans. It is important, however, given that its funds are generated from taxation/public levies, that such reserves are not excessive.”
- 1.3 Sections 32 and 43 of the Local Government Finance Act 1992 require local authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement. However, there is no specific minimum level of reserves which an authority should hold, and it is the responsibility of the Responsible Financial Officer to advise the Council about the level of reserves and to ensure that there are procedures for their establishment and use.
- 1.4 The Joint Panel on Accountability and Governance Practitioners Guide (JPAG) 5.168 (March 2021 edition) states: ‘As authorities have no legal powers to hold revenue reserves other than those for reasonable working capital needs, or for specifically earmarked purposes, whenever an authority’s year-end general reserve is significantly higher than the annual precept or rates and special levies, an explanation should be provided to the auditor.’

Therefore, the following policy will be considered by Full Council annually and no later than April each year.

2 Types of Reserves

2.1 General Reserves

- 2.2 General Reserves are funds which do not have any restrictions on their use. They cushion the impact of uneven cash flows, offset budget requirements, if necessary, or can be held in case of unexpected events or emergencies. Setting the level of General Reserves is agreed with the Annual Budget.
- 2.3 JPAG (March 2020 edition) advises: “The generally accepted recommendation with regard to the appropriate minimum level of a Smaller Authority’s General Reserve is that this should be maintained at between three (3) and twelve (12) months Net Revenue Expenditure (NRE).”

“The smaller the authority, the closer the figure should be to 12 months NRE, the larger the authority the nearer to 3 months.

- 2.4 The primary means of building General Reserves will be through a reallocation of funds (underspend on a completed project) and allocation from the annual budget. This will be in addition to any amounts needed to replenish reserves which have been spent in the previous year. If in extreme circumstances General Reserves were exhausted due to major unforeseen spending pressures within a particular financial year, the Council would be able to draw down from its EMRs to provide short term resources.
- 2.5 The use of the General Reserve is not restricted. It can be used to smooth the impact of uneven cash flows, offset the budget requirement, or can be used to cope with unexpected events or emergencies.
- 2.6 **Windlesham has been advised by the internal auditor that the general reserve should not exceed 50% of precept. This policy therefore recommends that a general reserve of 40-50% of precept should be held at each financial year end.**

3 Earmarked/Specific Reserves (EMR)

- 3.1 EMRs must be held for genuine and intended purposes and their level should be subject to annual review and justification. They should be separately recorded on the Council’s accounting system. EMRs are held for several reasons and shall only be used for the purpose for which they were created:
- 3.2 Renewals – to enable the planning and financing of an effective program of equipment replacement and property maintenance/refurbishment. The funds required are built up incrementally over several years when considering asset conditions and asset life. They are a mechanism to smooth expenditure without the need to vary budgets.
- 3.3 Carry forward of underspend on an uncompleted project – expenditure committed to a project but not spent in the budget year. Reserves can be used as a mechanism to carry forward those resources.
- 3.4 Developers Contributions: – proceeds from developers which can only be used for specified purposes – CIL and Section 106
- 3.5 Trading Accounts: - in some instances surpluses may be retained for future investment
- 3.6 Insurance Reserve: - to meet the estimate of future claims to enable the Council to meet the excesses not covered by insurance
- 3.7 Other Earmarked Reserves:– may be set up from time to time to meet known or predicted liabilities.
- 3.8 Where the purpose of an Earmarked Reserve becomes obsolete, or where there is an overprovision of funds, the excess may, on the approval of the Full Council, be transferred to

other budget headings within the revenue budget, to General Reserves or to one or more other Earmarked Reserves.

- 3.9 EMRs will be established on a “needs” basis in line with anticipated requirements and these are to be reviewed annually. Any decision to set up an EMR must be approved by Full Council.**

4 Village Reserves

- 4.1 The committee structure allows each committee to manage their budgets in maintaining services and delivering projects. The Terms of Reference for each committee confirm how each committee will be funded and no individual committee can expect any shortfall in a specific year to be covered by the Council’s general reserves.
- 4.2 Committees need to consider their responsibilities and projects in setting reserves. It is recommended that a general reserve is set to cover day to day operations.
- 4.3 Any unspent budget not used or allocated at the end of the financial year will be returned to Council’s general reserves and will not be added to the village reserve unless this has been approved at Full Council.

5 Management and Control of Reserves

- 5.1 Movements in Earmarked Reserves and General Reserves shall be reported to the Council as part of budget monitoring documentation. The use of reserves shall be approved by the Council.
- 5.2 **The minimum level of General Reserves shall be recommended to the Council by the Responsible Financial Officer. This will form part of the recommendations for the Annual Budget and Precept request.**
- 5.3 **A statement of earmarked reserves will be formally reviewed as part of the budget setting process. This will review the balance and purpose of all earmarked reserves.**

6 Financial Risk Management

- 6.1 To assess the adequacy of the general reserve fund when setting the annual budget, the RFO will take account of the strategic, operational, and financial risks facing the Council. The level of general reserve for the ensuing year will be based on a risk assessment of the Council’s

main areas of income and expenditure and consider any provisions and contingencies that may be required.

7 Reserves

- 7.1 When establishing a reserve as part of the annual setting process, the Council will set out:
 - 7.1.1 The reason / purpose of the reserve
 - 7.1.2 How and when the reserve can be used
 - 7.1.3 Procedures for the management and control of the reserve
 - 7.1.4 A process and timescale for review of the reserve to ensure continuing relevance and adequacy.
- 7.2 Review of adequacy of balances and reserves
 - 7.2.1** In assessing the adequacy of reserves the strategic, operational and financial risks facing the Council will be taken into account and the level of all reserves will be reviewed as part of the annual budget preparation.

8 Monitoring and review

- 8.1 This policy will be monitored periodically by the council to judge its effectiveness and will be updated in accordance with changes in the law.

WINDLESHAM PARISH COUNCIL

SUBJECT ACCESS REQUEST

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Version & Date	Amendments made
V1.0-200728	Adopted at Full Council meeting 28 th July 2020
V1.0-210223	Reviewed at Full Council meeting 23 rd February 2021
V1.0-220125	Reviewed at Full Council meeting 25 th January 2022
V2.0-221129	Reviewed at Full Council meeting 29 th November 2022 (amendments made to clauses 3.6.3 & 3.6.4)
V2.0-231128	Reviewed at Full Council meeting 28 th November 2023

1 Scope

All personal data processed by Windlesham Parish Council is within the scope of this procedure. This procedure excludes personal data that is asked for as a matter of routine by data subjects

Data subjects are entitled to ask

- Whether Windlesham Parish Council is processing any personal data about that individual and, if so, to be given:
 - a description of the personal data;
 - the purposes for which it is being processed; and,
 - details of who will be allowed to see the personal data.
- To be given a copy of the information and to be told about the sources from which Windlesham Parish Council derived the information; and
- Where appropriate, logic involved in any automated decisions relating to them.

2 Responsibilities

GDPR-*info* Ltd are responsible for the application and effective working of this procedure, and for reporting to the Parish Clerk on Subject Access Requests (SARs).

Windlesham Parish Council (Data Controller) is responsible for handling all SARs with advice from GDPR-*Info* Ltd

3 Procedure

- 3.1 Subject Access Requests can be made using email, letter or text or our web page <https://gdpr-info.com/data-protection-contact-form/>
- 3.2 The data subject must provide evidence as to identity.
- 3.3 The data subject must identify the data that is being requested and where it is being held and this information must be shown on the SAR application form. Note that the

data subject is entitled to ask for all data that Windlesham Parish Council holds, without specifying that data.

- 3.4 The date by which the identification checks, and the specification of the data sought must be recorded; Windlesham Parish Council has 30 days from the initial application date to provide the requested information. Should the information requested require a longer time to collate, then the Data Controller is allowed up to an additional 60 days (Provided they inform the Data Subject within the initial time period).
- 3.5 The SAR application (if the above link is used) is immediately forwarded to GDPR-info Ltd, who will ensure that the requested data is collected within the time frame. Collection will entail either:
 - 3.5.1 Collecting the data specified by the data subject, or
 - 3.5.2 Searching all databases and all relevant filing systems (manual files) in Windlesham Parish Council, including all back up and archived files, whether computerised or manual, and including all e-mail folders and archives voicemail or CCTV. The Parish Clerk maintains a data map that identifies where all data in Windlesham Parish Council is stored.
- 3.6 Windlesham Parish Council maintains a record of requests for data and of its receipt, including dates. Note that data may not be altered or destroyed in order to avoid disclosing it.
- 3.7 Windlesham Parish Council is responsible for reviewing all provided documents to identify whether any third parties are identified in it and for either excising identifying third party information from the documentation or obtaining written consent from the third party for their identity to be revealed.
- 3.8 If the requested data falls under one of the following exemptions, it does not have to be provided:
 - 3.8.1 Crime prevention and detection.
 - 3.8.2 Negotiations with the requester.
 - 3.8.3 Management forecasts.
 - 3.8.4 Confidential references given by Windlesham Parish Council (not ones given to Windlesham Parish Council).
 - 3.8.5 Information used for research, historical or statistical purposes.
 - 3.8.6 Information covered by legal professional privilege.
 - 3.8.7 If originally stated as a use against the Council

3.9 The information is provided to the data subject in electronic format unless otherwise requested and all the items provided are listed on a schedule that shows the data subject's name and the date on which the information is delivered.

3.10 The electronic formats used for responses to SARs are:

.CSV file / PDF / Doc & should be password protected.



WINDLESHAM PARISH COUNCIL TREE MANAGEMENT POLICY

Commented [CM1]: Could we have a policy that new trees planted by WPC have deer protection and are staked, following our recent experience?

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Version & Date	Amendments made
V1.0-221025	Adopted at Full Council meeting
V1.0-231128	Adopted at Full Council meeting 28 th November 2023
V1.0-231128	Adopted at Full Council meeting 28 th November 2023



1 Introduction

- 1.1 Windlesham Parish Council owns public open space over several separate locations.
- 1.2 A prominent feature are the trees that grow there. Trees provide a wide variety of benefits to society and a balance needs to be reached between the benefits provided and the risks posed. Tree management does not seek to eliminate all risk, this would not be practicable and would remove all the benefits trees offer:
- Trees produce oxygen to help us breath, and sequester (lock away) carbon dioxide, providing a critical role in tackling climate change.
 - They help to remove particles and pollutants from the air, improving air quality.
 - They provide shade in urban areas, reducing the harmful effects of ultraviolet radiation, making streets and buildings cooler in summer.
 - They help to reduce traffic noise, absorbing and deflecting sound.
 - They help to promote increased biodiversity and provide habitat and food for wildlife.
 - They have been proven in studies to promote wellbeing, having a positive impact on both physical and mental health.
- 1.3 The aim of this policy is to set out how Windlesham Parish Council will manage risk and maintain its tree stock and provide guidance to those whose activities bring them in to contact with them and ensure that the Council is fulfilling its statutory duty of care under the Health and Safety at Work Act 1974 and the Occupiers Liability Act 1999 to ensure that members of the public, and staff, are not put at risk because of any failure by the Council to take reasonable steps to ensure their safety.

2 HAZARD AND RISK

- 2.1 Like all living organisms, trees are subject to decline in old age, and to physical damage, or invasion by pathogens. As trees age, their value and the visual amenity they provide tends to increase. A hazard is something that could cause harm i.e. in trees, the failure of parts of or the whole tree. For a tree to become a hazard, there must be a target that can be affected by the hazard. The target could be an object, structure, person or anything else in the area. Risk is the level of likelihood that a hazardous tree will cause actual harm. Risk is relative to the



location of the tree, the intensity of use/occupancy of the location and the proximity of possible targets.

- 2.2 The risk of being struck and killed by a tree or branch falling is extremely low (in the order of one in ten million for those trees in or adjacent to areas of high public use)¹. It would therefore be disproportionate to record every tree as part of a tree risk management regime.

3 INSPECTIONS

The council will take proportionate and reasonable steps to prevent or minimise the risk arising from the presence of trees on its land. It will ensure a process of inspection is conducted to assess trees for their potential to cause harm, and act on the results (see section 4). Inspections may be programmed or ad hoc (as a result of a report from a resident, for example). Ad-hoc inspections can be undertaken in the first instance by a member of staff or contractor who has a good general tree knowledge or has undertaken a basic tree survey and inspection course. The person must be aware of their own limitations and if in any doubt request a detailed inspection from a suitably qualified person.

Programmed inspections will form part of the routine formal inspection process commissioned by the council. The council will be satisfied that the inspector is suitably qualified (minimum Level 4 Arboriculture with modules covering tree inspection and the recognition and treatment of defects, LANTRA Professional Tree Inspection) experienced and holds professional indemnity insurance of £2,000,000 and public liability insurance of £10,000,000.

3.1 Regular Inspections

- 3.1.1 Windlesham Parish Council will undertake professional inspections of all its tree stock every 5 years, unless previous surveys stipulate a reduced inspection period.
- 3.1.2 The Clerk will be responsible for ensuring this is carried out and reviewed by a member of staff with good working knowledge of the council's land and its usage.
- 3.1.3 All identified works, including those arising between inspections, will be prioritised by assessing the likelihood of tree failure in conjunction with the likelihood and consequences of impact.
- 3.1.4 Timeframes to undertake identified works according to risk can be found in section 4 of this document.

¹ HSE Management of the risk from falling trees or branches, 2013

Version V1.0-231128

Adopted: October 22

Last Reviewed: November 2024

Next Review Date: October 2025

3.2 Scope of Inspections

3.2.1 All formal inspections will be carried out from ground level and will look at the following:

3.2.2 Roots

- Lifting of rootplate indicated by changes in soil level, or cracking of the soil around the roots
- Included bark between buttress roots
- Fungal fruiting bodies growing on, or from the roots
- Physical damage of roots
- Cavities, or decayed areas on the buttress roots
- Lack of root flare
- Loose dead bark on the buttress roots
- Ooze, or exudate from roots

3.2.3 Trunk

- The presence of fungal fruiting bodies on the trunk
- Wounds on the trunk
- Splits within the trunk
- Cankers on trunk
- Areas of dead bark on the trunk
- Epicormic growths on the trunk
- Abnormal swellings on the trunk
- Swelling of the trunk indicating possible internal decay
- Cavities within the trunk
- Ivy on trunk
- Ooze, or exudate from trunk
- Evidence of lightning strikes on the trunk
- Sheer cracks along the plane of the stem from co-dominant stems
- Signs of physical damage to the trunk from vehicular collisions or vandalism

3.2.4 Main branches

- Signs of included bark between tight branch unions and signs of incipient cracks
- Presence of fungal fruiting bodies on branches
- Presence of longitudinal cracks on large branches
- Cracks on large branches
- Hanging branches
- Presence of dead, or broken branches
- Cavities within large branches
- Ooze, or exudate from branches
- Signs of physical damage to branches from vehicular collisions or vandalism

- Sudden changes in direction of branches.
- Presence of extensive growth of ivy on branches
- Unbalanced asymmetrical crown shape

3.2.5 Canopy

- Density of leaf cover
- Check leaf size, colour and condition
- Dieback of the outer canopy
- Dead smaller branches within the canopy
- Gaps within the canopy indicating weakened or broken branches
- Broken branches within the canopy.

3.3 Inspection Reports

3.3.1 The outcome of inspections will be recorded as a written report and will detail:

- Those trees which pose risk
- The level of risk
- The required action
- Priority level for completion
- They must be dated and signed by the inspector

3.3.2 Response times for completion of the work is detailed in the table in Section 4.

3.3.3 All inspection records must be retained to evidence that trees have been subject to systematic inspection, records are to be kept as per the council's retention schedule.

4 TREE MAINTENANCE

4.1 Tree maintenance and remedial work will be conducted as a result of information gathered during programmed inspections (detailed above), however reactionary maintenance will always form a key element of overall tree maintenance operations following ad-hoc inspections due to reports from residents, partner organisations and utility companies or storm damage etc.

The following categories will be used when prioritising tree work:

Priority	Response
High	From 24 hours to one month depending upon identified risk
Moderate	Between 1 to 6 months depending upon identified risk



Low	6-12 months where possible depending upon identified risk
Non-Priority	No action proposed

4.2 Trees will be made safe via pruning or felling, or other options advised by a suitably qualified person. If a delay is anticipated in securing a permanent solution, measures will be put in place to temporarily reduce the risk i.e. closing footpaths, fencing or cordoning off trees etc.

4.3 Work to trees will only be undertaken by contractors competent to carry out the work i.e. they are fully trained and experienced in the work that they are undertaking and hold appropriate qualifications. They must hold Public Liability insurance of at least £10,000,000.

4.4 Windlesham Parish Council will seek to ensure that tree works are carried out to the highest standards. All tree works should conform to British Standard 3998:2010 (Tree Work- Recommendations). We will carry out stump grinding where necessary to enable new trees to be planted or remove a significant hazard. Where stump removal is not necessary tree stumps will be left at an appropriate height for the location.

5 TREE CARE

Whilst works are sometimes necessary to ensure that trees are in a safe and healthy condition, we often receive requests and complaints regarding trees. It is important that such issues are dealt with consistently and that decisions are balanced and proportionate taking into account the positive contribution trees make to the environment and street scene and the use of public funds.

5.1 Overhanging/Obstructing Branches

5.1.1 Tree branches can cause obstructions to public footpaths, roads, signs and open spaces. Appropriate pruning to eliminate hazards will be undertaken in line with statutory requirements.

5.1.2 We will not prune trees that overhang neighbouring properties unless they have been assessed as dangerous by a suitably qualified person.

NB. Adjacent landowners have a Common Law right to prune overhanging branches back to the boundary only, but not beyond and may not enter adjacent land to carry out the work with seeking the landowner's permission. Any such works should be carried out carefully ensuring the tree remains in a safe, healthy condition. It is essential that the relevant local authority is contacted prior to any works being carried out, to ascertain if the tree is subject to a Tree Preservation Order or situated



within a Conservation Area (in these circumstances permission to undertake any work to the tree must be obtained from the local planning authority)

5.2 Loss of Light

- 5.2.1 We will not prune or fell trees if they are being perceived to be blocking light. Consideration will only be given to the matter in exceptional circumstances, where the loss of light is severe, such as where branches obstruct windows.
- 5.2.2 Pruning of evergreen trees which would fall under the high hedge legislation will be considered on a case-by-case basis.

5.3 General/Minor Nuisances

- 5.3.1 We will not prune or fell trees solely to alleviate problems caused by natural and/or seasonal phenomena, most of which are minor and considered to be normal and acceptable consequences of living near trees. Examples are:
- Falling leaves, sap, blossom, fruits, nuts, bird and insect droppings
 - Insects associated with trees
 - Reduction or increase of moisture to gardens
 - Suckers or germinating seedlings in gardens
 - Leaves falling into gutters, drains or roofs
 - The build-up of algae on fences, paths or other structures Clearing of leaves from gutters and pathways, weeding of set seeds and cleaning affected surfaces is, considered to be, normal routine seasonal maintenance of owning a property.

5.4 Trees Considered too Big or too Tall

- 5.4.1 We will not prune or fell a tree because it is considered to be 'too big or 'too tall' for its surroundings. Trees grow adaptively to support themselves in relation to their surroundings and the typical loads they can be expected to experience. All trees have the potential to fall and whilst we understand that living near a tall tree can worry some people we will not remove or drastically reduce the height of trees simply because they would hit a structure 'if' it were to fall.

5.5 Ivy

- 5.5.1 Ivy (*Hedera helix*) is a native species which provides important habitat to a wide range of wildlife. Ivy does not kill, or damage trees and its presence doesn't indicate that a tree is unhealthy or create a tree safety issue in its own right². We will only consider the severing of Ivy if we believe it may be concealing a defect on a tree or

² [Ivy \(Hedera helix\) - British Wildflowers - Woodland Trust](#)



producing a sail effect which could affect the stability of an old or otherwise compromised tree.

6 INSURANCE

- 6.1 The council accepts that even with this policy in place there will always be residual risk which could lead to harm or damage. Therefore, the council will hold adequate public liability insurance (currently £10,000,000) to cover such eventualities.

7 REVIEW

This policy will be reviewed by the council on an annual basis or as legislation dictates.

Adopted:

Review Date:

WINDLESHAM PARISH COUNCIL VEXATIOUS OR UNREASONABLE COMPLAINT POLICY

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Version & Date	Amendments made
V1.0-201027	Adopted at Full Council meeting 27 th October 2020
V1.0-210223	Reviewed at Full Council meeting 23 rd February 2021
V1.0-210223	Reviewed at Full Council meeting 25 th October 2022
V1.0-231128	Reviewed at Full Council meeting 28 th November 2023
V1.0-231128	Reviewed at Full Council meeting 28 th November 2024

1 Introduction

1.1 Windlesham Parish Council aims to provide high quality services to all our customers. However, when things fall short of this standard, we will deal with those who have a complaint fairly, honestly and properly through the Council's Complaints Procedure. Most complainants pursue their complaints in a reasonable and acceptable manner. A very small minority, however:

- persist unreasonably with their complaints (persistent complainants), or
- make complaints in order to make life difficult for the council rather than to genuinely resolve a grievance (vexatious complainants), or
- are abusive, offensive or threatening (unreasonable complainants) and these are the definitions used within this policy.

This policy reflects the Guidance note on 'unreasonably persistent and unreasonable complainant behaviour' issued by the Local Government & Social Care Ombudsman ('the Ombudsman').

2 Definition of unreasonable complainant behaviour

2.1 People use the terms 'unreasonable complainant behaviour' and 'unreasonably persistent complainants'. For Windlesham Parish Council, vexatious, unreasonable and unreasonably persistent complainants are those contacts who, because of the frequency or nature of their contacts with the council, hinder the council's consideration of their, or other people's complaints. It is important to differentiate between 'persistent' complainants and 'unreasonably persistent' complainants. Arguably, many of the people who submit complaints are 'persistent' on an entirely reasonable basis because they feel the council has not dealt with their complaint properly and are not prepared to leave the matter there. Almost all complainants see themselves as pursuing justified complaints.

2.2 Unreasonable complainants may have justified complaints or grievances but are pursuing them in inappropriate ways, or they may be intent on pursuing complaints which appear to have no substance, or which have already been investigated and determined. Their contacts with the council may be amicable but are often not, and in either case place very heavy demands on staff time, or they may be very emotionally charged and distressing for all involved. Sometimes the situation between the council and a complainant can escalate and the behaviour moves from being vexatious unreasonable and unreasonably persistent to behaviour, which is unacceptable, for example, abusive, offensive or threatening. Such complainants are in a very small minority, but sometimes the council finds itself in the

position of having to restrict access to council premises or even having to resort to legal action to address such behaviour, for example, in the form of anti-social behaviour orders or injunctions, or applying other sanctions to manage unacceptable behaviour. This may include for example limiting future contact to questions posed in the public participation section of a full council meeting.

2.3 This policy does not address the issues of health and safety but sits alongside the existing Council policies.

2.4 This guidance covers behaviour that is unreasonable, which may include one or two isolated incidents, as well as unreasonably persistent behaviour, which is usually an accumulation of incidents or behaviour over a longer period. This may be across one or several service areas and will need to take due consideration of the respective time period over which contacts have been received. Complainants may be deemed to be vexatious as a result of their unreasonable behaviour where current or previous contact with them shows that they have met one or more of the following criteria:

- Persisting in pursuing a contact or enquiry or complaint where the Council's Complaints Procedure has been fully and properly implemented and exhausted.
- The substance of a complaint is changed, or new issues are raised persistently, or complainants seek to prolong contact by unreasonably raising further concerns, although care must be taken not to disregard new issues, which differ significantly from the original complaint.
- Complainants are unwilling to accept documented evidence of facts or deny receipt of an adequate response despite correspondence specifically answering their questions / concerns. This could also extend to complainants who do not accept that facts can sometimes be difficult to verify after a long period of time has elapsed.
- Complainants refuse to specify or do not clearly identify the precise issues or grounds they wish to be investigated despite reasonable efforts to help them to do so by staff.
- Complainants focus on a trivial matter to an extent, which is out of proportion with its significance, and continue to focus on this point. It should be recognised that determining what is trivial can be subjective and careful judgment must be used in applying the criterion.
- Complainants have, in the course of pursuing a registered complaint, had an excessive number of contacts (or unreasonably made multiple complaints) with the council placing unreasonable demands on council resources. Such contacts can include in person, by telephone, letter, fax or electronically (emails and social media). Discretion must be

exercised in deciding how many contacts are required to qualify as excessive, using judgment based on the specific circumstances of each individual case.

- Complainants have harassed or been abusive or verbally aggressive or threatening or bullying on one or more occasions towards staff dealing with their complaint – directly or indirectly – or their families and/or associates. All incidents of harassment or aggression must be documented, dated and reported to the Clerk.
- Complainants are known to have electronically recorded meetings or conversations without the prior knowledge and consent of the other parties involved. It may be necessary to explain to a complainant at the outset of any investigation into their complaint(s) that such behaviour is unacceptable and can, in some circumstances, be illegal, and do not have the Council's permission to use it should they make any such record.
- Complainants making unnecessarily excessive demands on the time and resources of the Council or its staff whilst a complaint is being investigated, by for example excessive telephoning or sending emails to numerous council staff, writing lengthy complex letters every few days and expecting immediate responses.
- Complainants refusing to co-operate with the complaints investigation process while still wishing their complaint to be resolved.
- Complainant refusing to accept that issues are not within the remit of a complaints procedure despite having been provided with information about the procedure's scope.
- Complainant insisting on the complaint being dealt with in ways which are incompatible with the adopted complaints procedure or with good practice.
- Complainant making what appears to be groundless complaints about the staff dealing with the complaints and seeking to have them replaced.
- Complainant introducing trivial or irrelevant new information which the complainant expects to be considered and commented on or raising large numbers of detailed but unimportant questions and insisting they are all fully answered.
- Complainant adopting a 'scattergun' approach: pursuing a complaint or complaints with the council and, at the same time, with a Councillor.
- Combinations of some or all of these, which may include contact at both Council buildings, or offsite and including home visits.

2.5 Complaints may be deemed to be vexatious in any situation where physical violence has been used or threatened towards staff or their families/associates at any time. This will cause

personal contact with the complainant to be discontinued and the complaint will, thereafter, only be pursued through written communication. All such incidents should be documented and reported, also reporting where appropriate, to the police.

- 2.6 Raising legitimate queries or criticisms of a complaints procedure as it progresses, for example if agreed timescales are not met, should not in itself lead to someone being regarded as an unreasonably persistent complainant. Similarly, the fact that a complainant is unhappy with the outcome of a complaint and seeks to challenge it once, or more than once, should not necessarily cause him or her to be labelled unreasonably persistent. If complaints procedures are operating properly, then responding to expressions of dissatisfaction and requests for information should not cause the Council problems.

3 Dealing with unreasonable complaints

- 3.1 Where a complainant's contact with Windlesham Parish Council is considered to be unreasonable, the Clerk together with the Chair will decide if the behaviour is vexatious or unreasonable behaviour or not. A warning letter may be issued which will provide an opportunity for the individual to modify their behaviour. If the complainant is known personally to the either the Clerk or the Chair they must consider carefully their ability to be objective in the matter and if a conflict of interest could be perceived they should recuse themselves, in the event of which the matter will be referred to the Monitoring Officer.
- 3.2 The complainant should be informed that any further contact should be through a nominated officer or channel. The complainant(s) should be informed that any course of action taken as a result of the decision reached, only relates to contact with the council over their specific complaint(s). It does not, and is not intended to, have any impact on any other reasonable dealings between the council and the complainant(s) on other unrelated issues.
- 3.3 The Clerk and the Chair have the responsibility for identifying complainants as potentially acting in a vexatious or unreasonable manner. A referral will be made to Full Council who will recommend a course of action. The Clerk will implement such action and arrange to notify the complainant(s) promptly in writing with the reasons why they have been classified as

vexatious as a result of their unreasonable behaviour or unreasonably persistent behaviour and the action to be taken.

3.4 A record will be kept, for future reference, of the reasons why a complainant has been classified as vexatious and the action taken, the decision will be recorded on the Council's Vexatious and Unreasonable Behaviour Register.

3.5 Council may decide to deal with vexatious complainants in a number of ways:

- Once it is clear that a complainant meets any one of the criteria in section 2, it may be appropriate to inform them in writing that they are at risk of being classified as vexatious. A copy of this policy should be sent to them and they should be advised to take account of the criteria in any future dealings with council staff.
- Decline further contact with the complainant either in person, by telephone, fax, letter or electronically – or any combination of these – provided that one form of contact is maintained. Alternatively, in extreme cases further contact could be restricted to liaison through a third party, if costs are incurred by the complainant the council is not responsible.
- Notify complainant(s) in writing that Windlesham Parish Council considers it has responded fully to the points raised and has tried to resolve the complaint but there is nothing more to add and continuing contact on the matter will serve no useful purpose. Complainant(s) should be notified that correspondence is at an end and that further communications will not be acknowledged or answered.
- Inform complainants that if appropriate, the council reserves the right to refer the behaviour of unreasonable or vexatious complaints to the police. In exceptional circumstances, consideration can be given to the possibility of obtaining a High Court injunction to prevent the complainant harassing, threatening or causing distress to named or individual council employees.
- If a group of individuals are identified to be acting in a co-ordinated manner, so as to avoid any one individual being identified as acting in a vexatious or unreasonable manner, the Clerk will consider if a collective number of individuals on the group should be deemed as vexatious and be entered on to the register.

4 Withdrawing vexatious status

4.1 Once complainants have been classified as vexatious such status will continue to apply for a minimum period of six months, at the end of which period, it will be reviewed by the Full Council. The review will decide, either the status be continued for a further period of six months, and all relevant parties informed, or it will be withdrawn. This status can also be

withdrawn at any time if, for example, complainants subsequently demonstrate a more reasonable approach.

- 4.2 If a person on the Vexatious and Unreasonable Behaviour Register submits a further complaint, relating to a new matter(s), the normal complaints procedures would apply, within the terms of the status applied, i.e. contact only through a single point of contact, or is a specific format email only.
- 4.3 Where vexatious status is withdrawn, normal contact with complainants and application of the complaint's procedures will be resumed.

5 Review and Appeal Process

- 5.1 If the vexatious complainant is unhappy about the decision to place their name on the vexatious complainants register, they have a right to appeal. This must be done in writing, by making a single request for their appeal to be reviewed by Council. The request for a review of the decision, should set out in writing any reasons why they consider the decision unfair or wrong. Such requests should be made within 15 working days of them having been notified of the council's decision in writing. The appeal review will be held at the next Council meeting.

Communications Strategy

2023-2025

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1 Our Communications Strategy

Communication is a vital part of running an organisation. Research shows that bodies who regularly communicate have a better reputation and satisfaction with service users than ones that don't. Communication allows the Council to both give out and receive information from a range of stakeholders that it regularly interacts with. Especially within the context of a local council, speaking to the public and hearing back their views is fundamental to its function and purpose as a democratic body. Such communication should operate to professional standards and be consistent in its production, quality, relevance and frequency.

This Communications Strategy contains information on how to achieve the above standards and outlines answers to the key questions of how we should communicate, when we should communicate and to whom we should communicate. It gives direction on the production of online, print, traditional news media, internal and any other communication activity.

This strategy also forms the function of a communications audit. Such audits establish a baseline and understanding of the current way communication is done, what resources are available, who does what, what branding is used, and the current reputation of the Council. Audits can include survey results, media content analysis and a SWOT analysis that looks at strengths, weaknesses, opportunities and threats.

2 Communications Strategy in Context

This strategy outlines the Council's approach to communication with internal and external stakeholders, which is a crucial part of achieving the Council's objectives of transparency and accountability. Communication should be frequent, clear and disseminate relevant information to the right people, with the aim of informing residents and improving the reputation and image of the Council. It is designed to work within the relevant statutory requirements relating to local government publicity.

2.1 Vision

Our vision is that the people of Bagshot, Lightwater and Windlesham have a clear understanding of Windlesham Parish Council's priorities, operations and challenges and that they recognise the Council as a reputable and forward-looking council. It should be seen as an employer of choice and help to promote the villages of Bagshot, Lightwater and Windlesham as excellent places to live and visit.

2.2 Commitments

We will achieve this vision by communicating with the public we serve, the people we employ and the local authorities, groups and businesses we work with. This will be done by regular two-way communication with relevant stakeholders so that we both send and receive information through the appropriate channels of communication we use.

Stakeholders include:

- Residents and service users
- Local community groups
- Employees
- Partner bodies/organisations/authorities locally and nationally
- Business community
- Opinion formers and key influencers
- External funders

Channels of Communication include:

- Website
- Facebook Page
- Quarterly newsletter – currently not resourced
- Exhibitions
- Consultations and surveys
- Parish notice boards
- Public speaking at meetings

3 Communication Principles

All Council communication should be consistent and uphold high standards of writing, production and dissemination. This reflects the culture at the Council and the aims and ambitions it has. Communication should encourage and enable a two-way flow of information, which involves listening to stakeholder's views and informing them of ours.

All communication will comply with the Code of Recommended Practice on Local Authority Publicity (2011) published by the Department for Communities and Local Government. Paragraph 4 states that communication should be:

- Lawful
- Cost-effective
- Objective
- Even-handed
- Appropriate
- Have regard to equality and diversity
- Issues be dealt with care during periods of heightened sensitivity

Further to this, the Chartered Institute of Public Relations issues guidance in *PR and Communication in Local Government and Public Service* that recommends the following additional communication standards:

- **Accurate information.** All efforts should be made to ensure accuracy at the time of production. Updates and corrections should be made where errors have occurred.
- **Delivers key messages.** Information should relate to key policy and principles of the Council. It should primarily relate to council matters.
- **Accessible to all.** Channels should be mixed to cover diverse groups and their needs.
- **Plain language used.** Information should be clear and straight forward. Key points should be emphasised.
- **Appropriate timing.** Communication should happen in good time to allow others to react. It should be regular and be an ongoing process.
- **Appropriate quality of design and production.** Ideally to a professional standard
- **Appropriate branding used.** Make it clear who the information is coming from.
- **Review and evaluate.** Monitor all channels to see what is or is not successful. Seek to improve output, engagement and learn from poor practices to communicate better.
- **Feedback.** Include survey questions in questionnaires to gauge opinion on communication and reputation. Inform respondents what will be done with the feedback.

4 Who We Communicate With

A stakeholder is a person, group or organisation that has an interest in the success of the Council or can be affected by the organisation's actions, objectives and policies. Windlesham Parish Council works with many employees, individuals, partner organisations and groups to achieve its vision for the local area. Stakeholders include:

4.1 Internal Stakeholders

- Windlesham Parish Council Staff
 - Office staff
 - Greenspace Management & Contractors
- Windlesham Parish Council Councillors

4.2 External Stakeholders

- Residents who live in the parish of Windlesham
- People or organisations that use the Council's services
 - Non-resident users of the cemetery, playgrounds, rubbish bins etc
- Visitors to Bagshot, Lightwater and Windlesham
- Emergency services
 - Surrey Police
 - Surrey Fire and Rescue
 - Frimley Health Trust
- Schools in Bagshot, Lightwater and Windlesham
 - Bagshot Infant School
 - Hall Grove School, Bagshot
 - Connaught Junior School, Bagshot
 - Lightwater Village School
 - Hammond School Lightwater
 - Windlesham Village Infant School
 - Woodcote House School, Windlesham
- User groups in the local community halls
- Local and voluntary groups in the Villages
 - The Scouts
 - Windlesham Society
 - Bagshot Society
 - Lightwater Society
 - Lightwater Connected
 - St John the Baptist's Church,
 - All Saints Church
 - St Annes Church, and many others

- The Council's partner organisations
- County, Borough and other local parish councils
 - Surrey County Council and councillors
 - Surrey Heath Borough Council and councillors
 - Chobham Parish Council
 - West End Parish Council
 - Bisley Parish Council
- Constituency Member of Parliament
- Business suppliers and the business community in Windlesham parish area
- Regional and national media
- External funders that have given funds
- Opinion formers and important influencers
- External scrutineers

5 How We Communicate

A diverse range of channels will be used to communicate. Channels are defined as being the medium by which information is sent and received. Stakeholders have varying needs, and different stakeholders may require different channels. **It should be noted that any Freedom of Information requests will be dealt with under the Council's FOI policy.**

Channels can be in the form of digital, social media, print and face to face.

5.1 Digital and Telecommunications

- Website
 - Windlesham Parish Council's website: www.Windleshampc.gov.uk
 - This is an easily accessible platform that covers most of the Council's documents, operations, important dates/times and contact information
 - It is for the giving of information and one-way communication
 - It is updated as required
- E-mail
 - Members of staff and the Parish Councillors are accessible via e-mail to discuss an issue or find information about a policy or service
 - This is a two-way channel allowing for direct interaction with the public
 - E-mails are viewed daily
- Telephone
 - Parish Councillors are accessible via either landline or mobile phones to raise an issue or request information
 - Members of staff are accessible via landline
 - This is a two-way channel allowing for direct conversation with the public
 - The Office landline is available within working hours. Out of hours enquiries should be left on the voicemail. Parish Councillor numbers can be contacted at appropriate hours during the week

5.2 Social Media

- Facebook
 - Windlesham Parish Council's Facebook page: [Windlesham Parish Council - Bagshot, Lightwater & Windlesham | Facebook](#)
 - This is an easily accessible platform that communicates council information, office closures and opening times, council and local group events, meeting dates and times etc
 - This is a two-way channel allowing for members of the public to post their opinions, like or share the posts. They can also direct message
 - Facebook is viewed daily, and posts are made as frequently as necessary

5.3 Printed Publications

- Quarterly Newsletter
 - The newsletter circulated via social media every three months and contains relevant information from the Council. This includes local group information, promotion of sponsorships, policies of the Council, local events, meeting calendar, councillor and office contact details
 - This is a one-way channel that provides information to all residents, whether they are online or not. It has the broadest scope of all channels
 - Newsletters are published quarterly, but the collection of information is happening continuously.
- Partner Authority Newsletters
 - Where requests are made for information from Windlesham Parish Council
- Parish Notice Boards
 - These are located at various locations in Bagshot, Lightwater and Windlesham and contain relevant information, such as public notice of meetings, local events and office hours
 - This is a one-way communication channel
 - It can be updated as necessary.

5.4 Face to Face

- Exhibitions
 - Often linked with consultations below, an exhibition allows the Council to present ideas to interested members of the public and partners who attend the event. Often images, documents, plans and members of the Council are available to provide information
 - This is a two-way channel that allows for direct communication and responses given in person
 - Exhibitions are ad hoc and infrequent
- Public Speaking at Meetings
 - Near the beginning of meetings, members of the public, the police and elected members of local authorities can raise matters to the Council
 - This is a two-way channel that allows for direct communication and responses given in person
 - Full Windlesham Parish Council meetings are typically held on the last

Tuesday of the month, with committee meetings quarterly

5.5 Surveys and Consultations

- Surveys
 - Surveys are taken to get a snapshot of public or user group opinion on a range of issues, such as their experiences, concerns, likes and dislikes, Council reputation etc. This data then forms the basis of policy creation and action plans to ensure the proper running and functioning of the Council. It is also an important, large-scale listening exercise.
 - This is a one-way channel that allows those surveyed to give information to the Council.
 - They are held infrequently and help formulate documents such as the Parish Council Action Plan and Communications Strategy

- Consultations
 - Often held in conjunction with an exhibition, consultations allow for the public and partners to give their opinions, views and ideas to the Council on a specific issue under consideration. They can also help to support a grant funding proposal.
 - This is a one-way channel that allows those consulted to give information to the Council.
 - They are held infrequently to help formulate policy or provide evidence of community support for a grant funding application.

6 What We Communicate

One of the communication principles on pages 5 & 6 of this document is the requirement of relevant information. Relevancy is determined by the needs of specific stakeholders. Information they may need to receive from us could include:

6.1 The Public and Local Groups

- Parish Council office opening hours and closures
- Staff changes and job opportunities
- How the Parish Council works
- Parish Council documents, such as completion of an audit
- Meeting times and dates
- Local events, and groups
- Who to contact about which service
- How to give feedback, such as raising an issue or complaint
- Contact information of the Parish Council, elected members and partner organisations
- What their roles and powers are
- Newly enacted Parish Council decisions
- Policy proposals

- Information on accessing and using Parish Council services and any changes to them
- Costs of using services where applicable
- How to access and apply for grants from the Parish Council

6.2 Partner Councils and Organisations

- Newly enacted Parish Council decisions
- Changes to services
- Contact information for the Parish Council office and councillors
- Planning application views and opinions
- Legally required notifications, such as Building Control Plan following a project
- Police reports and crime statistics
- School information

6.3 The Decision to Communicate

Day to day Information arising from within Windlesham Parish Council, such as office hours changes/closures, staff changes, meetings advertisements/cancellations, policy announcements, newsletter previews etc can be approved and uploaded at the discretion of the Clerk.

However, where an outside body asks to use our communications channels to distribute their own information or advertise an event to residents, this will need prior approval by email, from the relevant committee or Full Council. Outside bodies include user groups, local groups, other councils or businesses. There is no immediate right for such information to be published and so prior permission is required. Any outside information should adhere to standards on clarity, usefulness and legality etc and should not disparage Windlesham Parish Council.

In principle, approval for one channel will mean approval for all channels. However, a newsletter article must meet formatting requirements and so something approved for Facebook and the website may not necessarily be approved for the newsletter if those requirements aren't met.

6.4 Accessibility

From the 23rd of September 2020, all .gov.uk websites should provide reasonable adjustments and adhere to Web Content Accessibility Guidelines (WCAG) version 2.1. This involves making the website accessible for people with a range of disabilities, such as with visual and auditory impairments. All future content uploaded should:

- Have a clear and readable font and text colour
- If an image, have descriptions for screen readers to read out
- Use Word documents primarily, but include the option for a PDF if possible
- Have statements directing users to contact the Council for versions they need

7 Who Communicates?

Everyone communicates at the Parish Council in some form and so an understanding and application of the communication principles is necessary to improve the flow of information and the overall reputation of the Council. The key people communicating are:

The Communications and Engagement Officer

The Officer will identify opportunities to communicate relevant information to the public and will support other council staff and councillors in their planned communication activities to ensure consistent quality of information, publication and branding.

They have responsibility for the website, Facebook page and newsletter, and will help others on the parish notice boards, regional and national media, exhibitions, surveys and consultations.

Office Staff

The Clerk and Responsible Financial Officer, along with the Assistant Clerk, Cemeteries Coordinator and Buildings and Asset Coordinator, will have regular interactions with the public, such as through e-mail, face to face, parish notice boards, the public speaking section at meetings, consultations and surveys. They will also communicate with partner councils, organisations and local groups and businesses. They have a responsibility to uphold the communication principles and standards and work with the Communications and Project Officer on delivery where required.

Other Staff and Councillors

Other representatives of the Council, when communicating with members of the public and other local groups through e-mail, phone calls or face to face, should uphold the communications principles and communicate in a clear, informative manner. They should help in so far as possible to resolve an issue or forward them on to the appropriate member of staff.

8 Evaluation

Evaluation of the communications strategy is a vital component in receiving feedback and driving improvement. This involves the monitoring and assessment of the overall strategy and individual channels of communication. They should comply with the Council's key priorities and communication principles, as well as achieve key strategic outcomes such as giving clear information or changing reader behaviour.

8.1 Channel Assessment

Some digital and social media channels provide regular visitor and engagement analytics. These can be useful to see if a specific channel is being viewed and performing its intended function. Channels showing areas of concern should be reassessed or removed from the communications strategy. This data should be monitored by the Communications and Project Officer and brought to the attention of the Clerk and Parish Council if problems emerge.

Appendix 1: Communications Action Plan

This action plan outlines changes going forward that will improve communication further at Windlesham Parish Council. It identifies an area of focus and gives appropriate actions to achieve that outcome.

Action	Comment
Update the website	Continue to update the website as necessary Establish frequent communication between the Clerk and Communications and Project Officer to upload the latest documents as they are created
Ensure website is WCAG compliant	All important council documents should be in an accessible format.
Consider Newsletter publication and how to resource and fund.	Review hours required to design and produce. Write a project plan to assess resources and funding required.
Identify All Homes in Windlesham Parish	Work to ensure every home in Windlesham parish receives a copy of the newsletter once in production.
Facebook Content Review	Consider launching social media campaigns - or joining national campaigns - to help inform and change reader behaviour
Blog	Consider the creation of a blog to allow staff and councillors to explain policy and decisions in more detail than other channels allow for
Explore using other channels	Consider making better use of the Council Twitter account.. Assess its feasibility and the impact, looking at how other councils use it.
Publicise Local Groups	Establish contact and work with local groups to help advertise their events to a broader audience using our channels
Monitor Costs of Communication	Always monitor and evaluate the costs of communicating and ensure efficient use of resources

Appendix 2: Media Contact Form

Please fill in the clear boxes. Grey boxes are for the Parish Council Office

Name	
Company or Organisation	
Telephone Number	
E-mail Address	
Nature of Enquiry	
Deadline for Response	
Enquiry Received On: Date Time	
Message Taken By	
Response as follows	
Approved by	
Responded on: Date Time	

Appendix 3: Communications Framework

The communications framework outlines how new information and content should be created at Windlesham Parish Council and what should be considered when making it.

Who are we talking to?

Consider who the relevant stakeholders are and what their specific requirements might be. Which channel will capture most of that audience and what information do they already know?

What are we saying?

Information should be written in plain English. Fonts should be clear and the layout of information logical and clear to follow. Ideally, it should contain an image to capture attention, especially on social media. It should also include key pieces of information such as date, time, location, contact information, cost etc.

Why are we saying it?

Part of planning is to consider why this information is being communicated. Is it designed just to inform the reader, to change their behaviour or to get feedback from them? Each option can require different considerations and be written differently.

What are the objectives of the message? It could be to 'help advertise and increase visitor numbers to event X' or 'get public opinion and feedback on policy Y'. Messages should be targeted to these aims and not contain unnecessary or irrelevant information.

Consider how it fits in with other activities at the Council as it could form part of a wider campaign.

What resources are available?

Consider what resources are available to deliver the message. Will it require money be spent and how much? How long will it take to create and then for how long should it be promoted? Which members of staff could help? What skills are needed?

Make sure to evaluate communications and read the feedback at all points. What risks are involved? How will we know if it's been successful? What did we learn and how do we improve this next time?

WINDLESHAM PARISH COUNCIL MEDIA AND COMMUNICATIONS POLICY

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V1.0-210223	Reviewed at Full Council meeting 23 rd February 2021
V1.0-231128	Reviewed at Full Council meeting 28 th November 2023
V1.0-231128	Reviewed at Full Council meeting 28 th November 2023

Introduction

This policy is advised by the Code of Recommended Practice on Local Authority Publicity, as issued by the Department for Communities and Local Government (DCLG). The code is statutory guidance and therefore councils must have regard to it and follow its provisions.

Failure to follow the council's Media and Communications Policy could lead to a breach of the statutory code and the risk of adverse publicity, which could damage the council's reputation. It is important that all councillor and officers understand the implications of this code which this policy explains within a local context.

This policy should be read in conjunction with the Members' Code of Conduct. It should also be noted that any Freedom of Information requests will be dealt with under the Council's FOI policy.

Approach to publicity

The council welcomes enquiries from the press and media, and recognises that a good relationship with the press helps communicate effectively with residents.

Equally, the council recognises that taking a proactive approach to communication ensures information is made available to residents in a timely manner and is accessible via as many media sources as possible including emerging social media platforms.

Principles of communication

The Code of Recommended Practice on Local Authority Publicity identifies key principles regarding publicity, and the council will ensure any publicity:

- Is lawful
- Is cost effective
- Is objective
- Is even-handed
- Is appropriate
- Has regard to equality and diversity
- Is issued with care during periods of heightened sensitivity

Official council press releases

- The council recognises that the use of press releases is a key technique for publicising council activities, decisions and achievements.
- An official council press release is made on behalf of the council as a whole. In certain circumstances, it may be appropriate for a councillor (normally the Chairman, Deputy Chairman or committee Chairman) to draft the press release, but the Clerk (or other nominated officer) will be responsible for checking and subsequently issuing any official council press release.
- All press releases will accurately reflect the corporate view of the council, contain relevant facts and may include an approved quotation from an appropriate councillor. Releases will not promote the views of specific political groups, publicise the activities of individual councillors, identify a councillor's political party or persuade the general public to hold a particular view.
- Press releases will be issued to local newspapers and copies will be made available on the council's website. An edited version may be available via the council's social media platforms, with a link to the full story available.

Requests for interview

- Any request for an interview with a councillor or officer should be referred to the Clerk (or other nominated officer) in the first instance. The Clerk, in liaison with the Chairman, will determine the most appropriate councillor or officer to be put forward for interview.
- Where a councillor is authorised to speak on behalf of the council, it is their responsibility to ensure they are clear on the corporate position of the council, and that their responses to questions accurately reflect this.
- Where an officer is authorised to speak on behalf of the council, they must never give their opinion on specific council policy and must remember their role is to provide expertise and factual knowledge in support of the council's agreed policies.
- If a councillor has not been specifically authorised by the council to speak to the media on a particular issue, a councillor who is asked for a comment should make it clear that it is a personal view and ask that it be clearly reported as such.

Publicity during elections

- There are specific rules governing publicity when an election has been announced. In the period between the notice of an election and the election itself (purdah), all proactive publicity about candidates is halted.
- During the purdah period, all council publicity shall be managed by the Clerk (or other nominated officer), and any quotes provided in support of press releases will be given by authorised officers.

Social media

- The council recognises that for some residents, accessing information via social media platforms is their preferred method. While there are too many social media sites to include all of them, the council will endeavour to use those which are most widely used, and regularly review the type and number of social media sites used.
- Social media sites will be used to support other communications issued by the council and will help provide a consistent message across all media formats. To help achieve this, all social media releases will be approved by the Clerk (or other nominated officer).
- Where officers use social media in a professional capacity to represent the council, the council's corporate identity will be used and not that of any individual officer.
- Officers using social media in this way must respect copyright, data protection, freedom of information and other laws, and be aware of the risks of action for defamation. Officers must not use insulting or offensive language or engage in any conduct that would not be acceptable in the workplace or elsewhere.

General guidance for councillors and officers

- Councillors and officers must ensure they do not disclose information that is of a confidential nature. This includes any discussion with the press or other media on any

matter which has been discussed under confidential items on council or committee agendas or at any other private briefing.

- Councillors and officers should act with integrity at all times when representing or acting on behalf of the council.
- Councillors should not use the prefix 'Councillor' when writing to the press or on social media as an individual. This implies you are stating council policy, which is not necessarily consistent with your personal opinion.
- Any councillor failing to follow the guidelines set out in this policy may find themselves in breach of the Members' Code of Conduct and subject to a complaint to the Monitoring Officer.
- Any officer failing to follow the guidance set out in this policy could face disciplinary action.

WINDLESHAM PARISH COUNCIL DIGNITY AT WORK POLICY

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V1.0-240709	Reviewed at the Personnel Committee 9 th July 2024 and Full Council 23 rd July 2024

Windlesham Parish Council believes that civility and respect are important in the working environment, and expect all councillors, officers and the public to be polite and courteous when working for, and with the council.

1 Purpose

Windlesham Parish Council is committed to creating a working environment where all council employees, councillors, contractors and others who come into contact with us in the course of our work, are treated with dignity, respect and courtesy. We aim to create a workplace where there is zero tolerance for harassment and bullying

In support of this objective, Windlesham Parish Council has signed up to the Civility Pledge, as a commitment to civility and respect in our work, and politeness and courtesy in behaviour, speech, and in the written word. Further information about the Civility and Respect Pledge is available [NALC & SLCC](#)

We recognise that there is a continuum where unaddressed issues have the potential to escalate and become larger, more complex issues and this policy sets out how concerns will be managed however the emphasis of this policy is on resolution and mediation where appropriate, rather than an adversarial process.

This document:

- explains how we will respond to complaints of bullying or harassment;
- ensures that we respond sensitively and promptly; and,
- supports our employees in ensuring their behaviour does not amount to bullying and/or harassment by giving examples.

2 Scope

This policy covers bullying and harassment of and by clerks/chief officers and all employees engaged to work at Windlesham Parish Council. Should agency staff, or contractors have a complaint connected to their engagement with Windlesham Parish Council this should be raised to their nominated contact, manager, or the Chair of the Council, in the first instance. Should the complaint be about the chair of the council the complaint should be raised to the vice chair / council's personnel / staffing committee.

Agency staff, or contractors are equally expected to treat council colleagues, and other representatives and stakeholders with dignity and respect, and the council may terminate the contract, without notice, where there are suspicions of harassment or bullying.

Complaints about other employment matters will be managed under the council's grievance policy.

It is noted that the management of a situation may differ depending on who the allegations relate to (e.g. employees, contractor, councillor), however, the council will take appropriate action if any of its employees are bullied or harassed by employees, councillors, members of the public, suppliers or contractors.

3 The position on bullying and harassment

All staff and council representatives are entitled to dignity, respect and courtesy within the workplace and to not experience any form of discrimination. Windlesham Parish Council will not tolerate bullying or harassment in our workplace or at work-related events outside of the workplace, whether the conduct is a one-off act or repeated course of conduct, and whether harm is intended or not. Neither will we tolerate retaliation against, or victimisation of, any person involved in bringing a complaint of harassment or bullying. You should also be aware that, if you have bullied or harassed someone (e.g. physical violence, harassment), in some circumstances the treatment may amount to a crime punishable by a fine or imprisonment.

We expect all representatives of the council to treat each other with respect and uphold the values of the code of conduct, civility and respect pledge, equality opportunities policy, and all other policies and procedures set by the Council.

We expect you to demonstrate respect by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

Allegations of bullying and harassment will be treated seriously. Investigations will be carried out promptly, sensitively and, as far as possible, confidentially. See the grievance policy for further details regarding the process. Employees and others who make allegations of bullying or harassment in good faith will not be treated less favourably as a result.

False accusations of harassment or bullying can have a serious effect on innocent individuals. Staff and others have a responsibility not to make false allegations. While we will assume that all complaints of bullying and harassment are made in good faith, in the event that allegations are found to be malicious or vexatious the person raising the complaint may be subject to action under the council's disciplinary procedure.

Harassment

- Where a person is subject to uninvited conduct that violates their dignity, in connection with a protected characteristic
- Behaviour that creates a hostile, humiliating, degrading or similarly offensive environment in relation to a protected characteristic

Bullying

- Behaviour that leaves the victim feeling threatened, intimidated, humiliated, vulnerable or otherwise upset. It does not need to be connected to a protected characteristic.

4 What Type of Treatment amounts to Bullying or Harassment?

'Bullying' or 'harassment' are phrases that apply to treatment from one person (or a group of people) to another that is unwanted and that has the effect of violating that person's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment for that person.

Examples of bullying and harassment include:

- Physical conduct ranging from unwelcome touching to serious assault
- Unwelcome sexual advances
- The offer of rewards for going along with sexual advances e.g. promotion, access to training
- Threats for rejecting sexual advances
- Demeaning comments about a person's appearance
- Verbal abuse or offensive comments, including jokes or pranks related to age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Unwanted nicknames, especially related to a person's age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Spreading malicious rumours or insulting someone
- Lewd or suggestive comments or gestures
- Deliberate exclusion from conversations, work activities or social activities.
- Withholding information a person needs in order to do their job
- Practical jokes, initiation ceremonies or inappropriate birthday rituals
- Physical abuse such as hitting, pushing or jostling
- Rifling through, hiding or damaging personal property
- Display of pictures or objects with sexual or racial overtones, even if not directed at any particular person
- Isolation or non-cooperation at work
- Subjecting a person to humiliation or ridicule, belittling their efforts, whether directly and / or in front of others
- The use of obscene gestures
- Abusing a position of power

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Bullying and harassment can occur through verbal and face to face interactions but can also take place through sharing inappropriate or offensive content in writing or via email and other electronic communications and social media.

It is important to recognise that conduct which one person may find acceptable, another may find totally unacceptable, and behaviour could be harassment when the person had no intention to offend. We all have the right to determine what offends us. Some behaviour will be clear to any reasonable person that it is likely to offend – for example sexual touching. Other examples may be less clear, however, you should be aware that harassment will occur if behaviour continues after the recipient has advised you that the behaviour is unacceptable to them.

Harassment can also occur where the unwanted behaviour relates to a perceived characteristic (such as offensive jokes or comments based on the assumption someone is gay, even if they are not) or due to their association with someone else (such as harassment related to their partner having a disability for example).

All employees must, therefore, treat their colleagues with respect and appropriate sensitivity and should feel able to challenge behaviour that they find offensive even if it is not directed at them.

It is important to recognise that bullying does not include appropriate criticism of an employee's behaviour or effective, robust performance management. Constructive and fair feedback about your behaviour or performance from your manager or colleagues/Councillors is not bullying. It is part of normal employment and management routines and should not be interpreted as anything different.

5 Victimisation

Victimisation is subjecting a person to a detriment because they have, in good faith, complained (whether formally or otherwise) that someone has been bullying or harassing them or someone else, or supported someone to make a complaint or given evidence in relation to a complaint. This would include isolating someone because they have made a complaint or giving them a heavier or more difficult workload.

Provided that you act in good faith, i.e. you genuinely believe that what you are saying is true, you have a right not to be victimised for making a complaint or doing anything in relation to a complaint of bullying or harassment and the council will take appropriate action to deal with any alleged victimisation, which may include disciplinary action against anyone found to have victimised you.

Making a complaint that you know to be untrue, or giving evidence that you know to be untrue, may lead to disciplinary action being taken against you.

6 Reporting Concerns -please also refer to the Council speak up policy if one is in place.

What you should do if you feel you are being bullied or harassed by a member of the public or supplier (as opposed to a colleague)

If you are being bullied or harassed by someone with whom you come into contact at work, please raise this with your nominated manager in the first instance or, with the clerk/or a councillor. Any such report will be taken seriously, and we will decide how best to deal with the situation, in consultation with you.

What you should do if you feel you are being bullied or harassed by a councillor: If you are being bullied or harassed by a councillor, please raise this with the clerk/chief officer or the chair of the council in the first instance. They will then decide how best to deal with the situation, in consultation with you. There are two possible avenues for you, informal or formal. The Informal Resolution is described below. Formal concerns regarding potential breaches of the Councillors Code of Conduct must be investigated by the Monitoring Officer.

The council will consider reasonable measures to protect your health and safety. Such measures may include a temporary change in duties or change of work location, not attending meetings with the person about whom the complaint has been made etc.

What you should do if you witness an incident you believe to harassment or bullying: If you witness such behaviour you should report the incident in confidence to the clerk/chief officer or a councillor. Such reports will be taken seriously and will be treated in strict confidence as far as it is possible to do so.

What you should do if you are being bullied or harassed by another member of staff: If you are being bullied or harassed by a colleague or contractor, there are two possible avenues for you, informal or formal. These are described below.

Informal resolution

If you are being bullied or harassed, you may be able to resolve the situation yourself by explaining clearly to the perpetrator(s) that their behaviour is unacceptable, contrary to the council's policy and must stop. Alternatively, you may wish to ask the clerk/chief officer, your nominated manager or a colleague to put this on your behalf or to be with you when confronting the perpetrator(s).

If the above approach does not work or if you do not want to try to resolve the situation in this way, or if you are being bullied by your own nominated manager, you should raise the issue with the chair of the council. (If your concern relates to the chair, you should raise it with the chair of the personnel/staffing committee). The chair (or another appropriate person) will discuss with you the option of trying to resolve the situation informally by telling the alleged perpetrator, without prejudicing the matter, that:

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- there has been a complaint that their behaviour is having an adverse effect on a member of the council staff
- such behaviour is contrary to our policy
- for employees, the continuation of such behaviour could amount to a serious disciplinary offence

It may be possible for this conversation to take place with the alleged perpetrator without revealing your name, if this is what you want. The person dealing with it will also stress that the conversation is confidential.

In certain circumstances we may be able to involve a neutral third party (a mediator) to facilitate a resolution of the problem. The chair (or another appropriate person) will discuss this with you if it is appropriate.

If your complaint is resolved informally, the alleged perpetrator(s) will not usually be subject to disciplinary sanctions. However, in exceptional circumstances (such as extremely serious allegation or in cases where a problem has happened before) we may decide to investigate further and take more formal action notwithstanding that you raised the matter informally. We will consult with you before taking this step.

Raising a formal complaint

If informal resolution is unsuccessful or inappropriate, you can make a formal complaint about bullying and harassment through the council's grievance procedure. You should raise your complaint to the clerk/chief officer or the chair of the council. A formal complaint may ultimately lead to disciplinary action against the perpetrator(s) where they are employed.

The clerk/chief officer or the chair of the council will appoint someone to investigate your complaint in line with the grievance policy. You will need to co-operate with the investigation and provide the following details (if not already provided):

- The name of the alleged perpetrator(s),
- The nature of the harassment or bullying,
- The dates and times the harassment or bullying occurred,
- The names of any witnesses and
- Any action taken by you to resolve the matter informally.

The alleged perpetrator(s) would normally need to be told your name and the details of your grievance in order for the issue to be investigated properly. However, we will carry out the investigation as confidentially and sensitively as possible. Where you and the alleged perpetrator(s) work in proximity to each other, we will consider whether it is appropriate to make temporary adjustments to working arrangements whilst the matter is being investigated.

Where your complaint relates to potential breaches of the Councillors Code of Conduct, these will need to be investigated by the Monitoring Officer. The council will consider any adjustments to support you in your work and to manage the relationship with the councillor the allegations relate to, while the investigation proceeds.

Investigations will be carried out promptly (without unreasonable delay), sensitively and, as far as possible, confidentially. When carrying out any investigations, we will ensure that individuals' personal data is handled in accordance with the data protection policy.

The council will consider how to protect your health and wellbeing whilst the investigation is taking place and discuss this with you. Depending on the nature of the allegations, the Investigator may want to meet with you to understand better your complaint (see the grievance policy for further information, and details of your right to be accompanied).

After the investigation, a panel will meet with you to consider the complaint and the findings of the investigation in accordance with the grievance procedure. At the meeting you may be accompanied by a fellow worker or a trade union official.

Following the conclusion of the hearing the panel will write to you to inform you of the decision and to notify you of your right to appeal if you are dissatisfied with the outcome. You should put your appeal in writing explaining the reasons why you are dissatisfied with the decision. Your appeal will be heard under the appeal process that is described in the grievance procedure.

The use of the Disciplinary Procedure

If at any stage from the point at which a complaint is raised, we believe there is a case to answer and a disciplinary offence might have been committed, we will instigate our disciplinary procedure. We will keep you informed of the outcome.

This is a non-contractual policy and procedure which will be reviewed from time to time.

Lack of clear reporting structure for complaints.		Fear of retaliation, lack of confidence in reporting mechanisms.	3	4	12	<ul style="list-style-type: none"> • Clear anti-harassment policy: Develop, implement, and circulate a written harassment policy that clearly defines unacceptable behaviours and the consequences of misconduct • Clear Grievance and Disciplinary policies: To be adopted annually • Posters and reminders: Display posters or reminders in the office and council chamber that promote respect and raise awareness about preventing sexual harassment. 	2	4	8
Failure to train staff and councillors on appropriate workplace behaviour.		Lack of awareness of acceptable behaviours and consequences of harassment.	3	3	9	<ul style="list-style-type: none"> • Councillor and staff training: Provide mandatory training for all councillors and staff on workplace harassment, including recognising harassment, bystander intervention, and reporting procedures. 	2	3	6
Use of informal communication channels (e.g., personal messaging apps) for work.		Risk of inappropriate or unprofessional communication outside of formal channels.	3	3	9	<ul style="list-style-type: none"> • Monitor informal communication: Encourage use of official communication channels for work-related discussions. Provide guidelines for appropriate communication, including email and messaging apps. 	2	3	6

	5 Very High	4 High	3 Moderate	2 Low	1 Very Low
5 CRITICAL Severe emotional or psychological harm, legal implications	VERY HIGH 25	HIGH 20	MODERATE 15	LOW 10	VERY LOW 5
4 MAJOR Serious impact on well being, prolonged distress.	HIGH 20	HIGH 16	MODERATE 12	LOW 8	VERY LOW 4
3 MODERATE Sustained discomfort or distress	MODERATE 12	MODERATE 12	LOW 9	LOW 6	VERY LOW 3
2 MINOR Temporary discomfort or minor distress	LOW 8	LOW 8	LOW 6	VERY LOW 4	VERY LOW 2
1 INSIGNIFICANT Minor – no harm	VERY LOW 4	VERY LOW 4	VERY LOW 3	VERY LOW 2	VERY LOW 1