



Windlesham Parish Council

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The Council Offices
 The Avenue
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MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL
 Held on Tuesday 31st May 2022, at 7.00pm held at St Anne’s Church Centre, 43
 Church Road, Bagshot

Bagshot Cllrs		Lightwater Cllrs		Windlesham Cllrs	
Bakar	P	Barnett	PA	Goodman	P
Du Cann	P	Galliford	P	Hansen-Hjul	P
Gordon	P	Halovsky-Yu	P	Hardless	P
Manley	P	Harris	P	Stacey	P
Willgoss	P	Hartshorn	P	Sturt	P
White	P	Jennings-Evans	P		
		Malcaus Cooper			

In attendance: Jo Whitfield –Clerk to the Council

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

Cllr Malcaus Cooper outgoing Chair

Cllr Malcaus Cooper took the Chair

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		Action
C/22/01	<p>To elect the Chairman of the Council and to receive the Chairman’s Declaration of Acceptance of Office</p> <p>Nominations were received as follows:</p> <p>Cllr Willgoss nominated and Cllr Gordon seconded Cllr Malcaus Cooper as Chairman</p> <p>A closed vote was taken with 8 in favour and 9 against. The proposal was not carried.</p> <p><i>19:15 Cllr Barnett joined the meeting</i></p> <p><i>19:20 Cllrs Sturt and Stacey left the meeting</i></p> <p>Members discussed a way forward and were advised that it was a statutory requirement to appoint a chair for the year.</p> <p>In the absence of any further nominations and in the interest of dealing with the business on the agenda, Cllr Hardless nominated, Cllr Bakar seconded, and it was agreed unanimously that Cllr Malcaus Cooper would take the Chair for this meeting only and for Council to elect a Chairman and Vice-Chairman for the ensuing year at the next meeting of Council.</p>	

C/22/02	<p>To elect the Vice-Chairman of the Council and to receive the Vice-Chairman's Declaration of Acceptance of Office</p> <p>Members resolved to defer this item until the next meeting of Council</p>	
C/22/03	<p>Apologies for absence</p> <p>All Members were present</p>	
C/22/04	<p>Declarations of interest</p> <p>Cllrs Malcaus Cooper and Harris declared pecuniary interests in item 25 on the agenda stating reasons as detailed in the confidential notes of the meeting.</p> <p>Cllrs Willgoss, Malcaus Cooper, White, Gordon and Manley declared non-pecuniary interests in item 27 on the agenda stating reasons as detailed in the confidential notes of the meeting.</p>	
C/22/05	<p>Public question time</p> <p>Q: Tony Murphy – Windlesham Resident</p> <p>Quote In relation to the planned development of Heathpark Wood Windlesham, at the 10th Feb 2022 PAC, the Officer referring to the Community Building aspect said that the Developer was in discussion with "community groups" - without further definition at that time or since. In response to a question put to the WVC in Oct 2021 the reply indicated that, to their knowledge, no discussions with the developer had taken place. Can Council identify these "community groups" and, are Council engaged, or have been engaged in these discussions?</p> <p>In the recent Draft Local Plan Consultation under "Housing" para 3.12 there is reference to the requirements of this development as - d) pedestrian and cycle access (Condition 31) and - g) a community facility to incorporate adequate open space and recreational play provision in accordance with Council's adopted standards. The Inspectors Report (July 2017) which allowed this development refers in part to "community facilities" but also to a "community building". In para 149 he refers to the NPPF in saying that development of local services and community facilities in villages should be promoted and "In this regard the proposed new community building on the appeal site would also be a genuine benefit in view of the expressed wish of local residents for such a building in this part of the village" - this being as compensation. (NB - he could not be aware of the subsequent loss of Chertsey Road Hall as a community facility in this part of the village).</p> <p>Does Council agree that these two elements of Infrastructure - a) being hard and g) being soft - must be delivered by the development in the form as defined above - in compliance with the Inspectors decision (agreed by the parties to the PI), in line with the NPPF and Council's adopted standards ?</p>	

	<p>Unquote</p> <p>Members agreed that this was a matter for Surrey Heath Borough Council and that Mr Murphy should direct his question to Gavin Chinniah, Head of Planning and Cllr Adrian Page, the portfolio holder for Planning and Control.</p>	The Clerk
C/22/06	<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/22/25 Hook Mill Lane Update C/22/26 To discuss a Custodian Trustee request C/22/27 Code of Conduct – To discuss</p> <p>Members agreed that the above items should be discussed in the confidential part of the meeting.</p>	
C/22/07	<p>Full Council Minutes</p> <ul style="list-style-type: none"> • The minutes of the Full Council meeting held on 22nd March 2022 and 26th April 2022 were approved and signed by Cllr Malcaus Cooper. 	Cllr Malcaus Cooper
C/22/08	<p>Committee and Sub-Committee Minutes</p> <ul style="list-style-type: none"> • The minutes of the Personnel Committee meeting held on the 22nd March 2022 were approved and signed by Cllr Galliford • The minutes of the Bagshot Committee meeting held on the 1st March 2022 were ratified at the Bagshot Committee meeting held on the 5th April 2022. • The minutes of the Lightwater Committee meetings held on the 8th March 2022 were ratified at the Lightwater Committee meeting held on the 12th April 2022. • The minutes of the Windlesham Committee meetings held on the 9th March 2022 were ratified at the Windlesham Committee meeting held on the 13th April 2022. <p>In line with the Committee Terms of Reference, Full Council read and noted the above village committee minutes.</p>	Cllr Galliford
C/22/09	<p>Appointing Members to Existing Committees and Sub-Committees</p> <p>Members were asked to consider which Committee(s) they wished to sit on for the year 22/23.</p> <p>Membership for village committees will consist of all Councillors representing that village and all other committees will consist of a minimum of 6 members, 2 from each village.</p>	

a) **Bagshot Committee** Resolved: to appoint the following Councillors to the Bagshot Committee.

Cllr Bakar
Cllr Du Cann
Cllr Gordon
Cllr Manley
Cllr White
Cllr Willgoss

b) **Lightwater Committee** Resolved: to appoint the following Councillors to the Lightwater Committee.

Cllr Galliford
Cllr Harris
Cllr Halovsky-Yu
Cllr Hartshorn
Cllr Malcaus Cooper
Cllr Jennings-Evans
Cllr Barnett

c) **Windlesham Committee** Resolved: to appoint the following Councillors to the Windlesham Committee.

Cllr Goodman
Cllr Hansen-Hjul
Cllr Hardless
Cllr Stacey
Cllr Sturt

d) **Personnel Committee** Resolved: to appoint the following Councillors to the Personnel Committee.

Cllr Jennings-Evans
Cllr White
Cllr Hansen-Hjul
Cllr Galliford
Cllr Manley
Cllr Gordon
Cllr Willgoss
Cllr Sturt
Cllr Malcaus Cooper

Terms of reference for the village committees and Personnel are attached and will need to be agreed by Full Council and noted by each committee at their first meetings.

e) **Planning**

Members were reminded that as part of the original Committee terms of reference, Councillors resolved to review Planning applications on a monthly basis, in the knowledge that this may result in missing some of the submission deadlines set by the planning authority. To date Council has not experienced any issues with this approach.

	<p>In line with Council resolution at the March Full Council meeting as from May 2022, all Planning decisions will be made in public at either a Full Council meeting or a Village Committee meeting, whichever is soonest.</p> <p>However, to ensure that Council fulfils its role as a statutory consultee effectively and in the interest of expedience at the Full Council meeting, it was recommended that each Committee form an informal working party to review all planning applications making recommendations to the Full Council for consideration.</p> <p>Additionally, during the months of August and December when Full Council has no scheduled meetings it was recommended that delegated authority be given to the Clerk to enact the recommendations put forward by the working parties.</p> <p>Members were asked to</p> <ol style="list-style-type: none"> a. To consider if they would like to form Village Working Parties to review planning applications making recommendations to Full Council b. To delegate authority to the Clerk to enact the recommendations put forward by the working parties, during August and December when no meetings are scheduled <p>Cllr Malcaus Cooper proposed, Cllr Hansen-Hjul seconded, and it was agreed unanimously to defer this item until the June Council meeting and to continue delegating authority to the Clerk in conjunction with the Village Committees.</p> <p>f) Terms of Reference</p> <p>Members were presented with the Terms of Reference for the village committees and Personnel committee and were asked to either adopt the Terms of Reference as presented or amend and adopt</p>	
C/22/10	<p>Being held to adopt the Terms of Reference as presented the Full Council and committees for the year ahead</p> <p>Members were presented with a draft meeting schedule and resolved to adopt the dates and times as stated below:</p> <p><u>Full Council meetings</u></p> <p>To be held 10 times per year on the following dates.</p> <p>31st May 2022 – Annual Council Meeting Election of Chairman etc 28th June 2022 – Latest date to sign off AGAR 26th July 2022 27th September 2022 – Sign off External Audit 25th October 2022 – Budget and Precept 29th November 2022 – Budget and Precept 24th January 2023 – Precept demand 21st February 2023 28th March 2023– Year end Accounts 25th April 2023 16th May 2023 – Next municipal year Annual Council Meeting Election of Chairman etc</p>	

Start time: 7pm

Personnel Committee

To be held 4 times per year on the following dates.

12th July meeting 2022 – The Clerk to confirm alternative date

4th October 2022

10th January 2023 - The Clerk to confirm alternative date

4th April 2023

Start time: 7pm

Village Committee Meetings

Lightwater Committee:

To be held 4 times per year on the following dates:

12th July meeting 2022 – The Clerk to confirm alternative date

4th October 2022

10th January 2023 - The Clerk to confirm alternative date

4th April 2023

Start time: 8pm

Bagshot Committee:

To be held 4 times per year on the following dates:

2nd August 2022

1st November 2022

7th February 2023

18th April 2023

Start time: 7pm

Windlesham Committee:

To be held 4 times per year on the following dates:

15th June 2022

7th September 2022

7th December 2022

1st March 2023

Start time: 7pm

C/22/11

Review of representation on or work with outside organisations

Members were presented with a list of organisations that historically the Parish Council have had Councillor representation.

Members were asked to consider whether representation was still required for the organisations listed and if so to consider if they wish to act as the Parish Council representative.

It was resolved to appoint the following Members:

ANNUAL APPOINTMENTS 22/23

Bagshot

Bagshot Playing Fields Association	Cllr White
Bagshot Society	Cllr Willgoss
St Anne's Hall Management Committee	Cllr Du Cann

Lightwater

Briars' Centre Management Committee	Cllr Jennings-Evans & Cllr Harris
Lightwater Business Association	Parish representation no longer required
Lightwater Connected	Cllr Galliford
Lightwater Society	Cllr Galliford

Windlesham

Cllr Hansen-Hjul stepped down from her role as Council representative for the Windlesham Field of Remembrance, declaring a conflict of interest between her role as Trustee of the WFOR and her position as Council representative.

Windlesham Field of Remembrance	Vacancy
Windlesham Poors Committee	Cllr Stacey

General

Chobham Common Liaison Group	Cllr Hansen-Hjul
Surrey County Association of Parish & Town Councils	Cllr Malcaus Cooper
Local Area Committee	Cllr Manley
Dementia Alliance	Cllr Gordon

LONGER TERM APPOINTMENTS WITH A 4 YEAR TERM

Valley End Institute – Cllr Willgoss will represent the Parish Council until May 2023.

WC Lees Resthouses –Cllr Sturt will begin a four year term until June 2025.

WC Lees Sick Poor Fund – Cllr Hansen-Hjul and Cllr Stacey will begin a four year term until November 2023.

	<p>Windlesham United Charities (5 appointees)</p> <table border="0"> <tr> <td>Mrs J Ward</td> <td>4 years</td> <td>Jan 2024</td> </tr> <tr> <td>Mrs R Hutchinson</td> <td>4 years</td> <td>Jan 2024</td> </tr> <tr> <td>Mrs D Winterton</td> <td>4 years</td> <td>May 2025</td> </tr> <tr> <td>Mr J Winterton</td> <td>4 years</td> <td>Dec 2022</td> </tr> <tr> <td>Mrs V White</td> <td>4 years</td> <td>Nov 2023</td> </tr> </table>	Mrs J Ward	4 years	Jan 2024	Mrs R Hutchinson	4 years	Jan 2024	Mrs D Winterton	4 years	May 2025	Mr J Winterton	4 years	Dec 2022	Mrs V White	4 years	Nov 2023	
Mrs J Ward	4 years	Jan 2024															
Mrs R Hutchinson	4 years	Jan 2024															
Mrs D Winterton	4 years	May 2025															
Mr J Winterton	4 years	Dec 2022															
Mrs V White	4 years	Nov 2023															
C/22/12	<p>Review of Standing Orders</p> <p>Councillors were informed that NALC Model Standing Orders had been updated as follows and presented with an amended draft for approval:</p> <p><u>18f Current</u></p> <p>A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU</p> <p><u>Replaced with</u></p> <p>Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.</p> <p><u>18g The following paragraph has been removed</u></p> <p>A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.</p> <p>It was resolved to adopt the Standing Orders as presented.</p> <p>It was also agreed that when the policy working party next meet, they will consider specific Standing Orders to govern the appointment of a Chairman, including the merit of either adding a time bar of 2-3 years on the position of Chairman or rotating the Chairmanship around the villages.</p>	The Clerk															

C/22/13	<p>Review of Financial Regulations</p> <p>Members were reminded that Financial Regulations were reviewed by Council and agreed at the Full Council meeting held on 22nd February 2022.</p> <p>These will be reviewed again within the next 12 months, unless changes in legislation require earlier review.</p> <p>Members resolved to adopt the Financial Regulations as presented.</p>	
C/22/14	<p>Review of inventory of land and assets including buildings and office equipment</p> <p>Members were presented with the fixed asset register and informed that the balance of assets held was £271,061.28 and that the register had been reviewed as part of the year end accounts process.</p> <p>Members were asked to note the fixed asset register provided.</p> <p>Noted</p>	
C/22/15	<p>Review and confirmation of arrangements for insurance cover in respect of all insured risks.</p> <p>Councillors were asked to note that the Council's insurance was renewed in September 2021, following quotes being provided by our then broker, Came and Co and BHIB Insurance. It was agreed that the Council would enter into a 3-year long term arrangement. This 3 year agreement ends on 30th September 2024.</p> <p>Noted</p>	
C/22/16	<p>Review of Council Policies</p> <p>Councillors were asked to note that Council Policies were reviewed at Full Council on January 25th 2022</p> <p>It was resolved to note that the Council Polices had been approved at the Full Council on 25th January 2022 where it had also been agreed that the working party would review the policies in batches throughout the year and report back to Full Council in September and February.</p>	
C/22/17	<p>Finance</p> <p>a) Accounts for payment - The Clerk presented a list of expenditure transactions for approval, in the sum of £19,503.04 and explained the individual items.</p> <p>It was resolved the payments (Appendix A) in the total sum of £19,503.04 be authorised and the Chairman signed the Expenditure Transactions Approval List.</p> <p>b) Bank Reconciliations</p>	

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

Below is an overview of the reconciliations for March 22 – April 2022.

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

March Reconciliations

Santander 30 day	31/03/2022	£197,338.09
RBS Settlement a/c**	31/03/2022	£45,837.82
Barclays Current a/c	31/03/2022	£328,490.60
Cambridge & Counties a/c**	31/03/2022	£209,500.47
Hampshire Trust Bank**	31/03/2022	£62,868.84 * interest
pd annually		
Redwood Bank	31/03/2022	£62,936.30 * interest
pd annually		
Skipton a/c **	31/05/2021	£64,504.46 * interest
pd on 17 th May 2021		

April Reconciliations

Santander 30 day	30/04/2022	£197,339.77
RBS Settlement a/c **	330/04/2022	£ 45,841.01
Barclays Current a/c	30/04/2022	£483,109.06
Cambridge & Counties a/c**	30/04/2022	£209,671.80
Hampshire Trust Bank**	31/03/2022	£62,868.84 * interest
pd annually		
Redwood Bank	31/03/2022	£62,936.30 * interest
pd annually		
Skipton a/c **	31/05/2021	£64,504.46 * interest
pd on 17 th May 2021		

Overall Cash Position

Total cash held by the Council as at 25/05/2022 is £1,117,412 – see attached balance sheet. Of this, £685,953K is held in ear-marked reserves.

Members resolved to note the above reconciliations and agreed that Cllr Goodman or in the absence of Cllr Goodman, Cllr Jennings would sign off the above reconciliations.

C/22/18

Year End Accounts and Audit

Cllr Malcaus Cooper extended thanks to the Clerk for her work completing this year’s accounts

- a) Year-end internal audit report - to review and approve recommendations**

Council was presented with the year-end internal audit report detailing the recommendations as follows:

2022

Books of account

Recommendation: The council has an internal office guide, this details step by step the office procedures. However, given the number of changes in the last 6 months this will need to be re written. I would recommend this as it is a good back up control to have in place.

Insurance

Recommendation: Money cover appears to be too low at £250k. I recommend this is reviewed with the insurance company.
Comments: Sufficiently Increased

Budgeting

Recommendation: I would recommend that a 3-year forecast is added to the budget planning.

Reserves

Recommendation: It will be necessary for reserves to be reported on to the external auditor at the year. Council must have a plan to spend the earmarked reserves.

It was resolved to accept the recommendations and approve the internal audit report.

b) Annual Return (AGAR) – to review, approve and sign off the Annual Governance Statement

The Annual Governance Statement was presented to Council and **it was resolved to approve the Annual Governance Statement and permission was given for Cllr Malcaus Cooper and the Clerk to sign the document.**

c) Annual Return (AGAR) – to review, approve and sign off Accounting Statements for 2020/21

Councillors were presented with and read the Accounting Statements for 2021-22 and it was **resolved to approve the Accounting Statements and permission was given for Cllr Malcaus Cooper to sign the annual accounting statements for the annual return 2021-22.**

C/22/19	<p>To discuss any business for referral to, or received from:</p> <ul style="list-style-type: none"> a. Surrey County Council; b. Surrey Heath Borough Council <p>a. Surrey County Council</p> <p>Cllr Jennings-Evans reported that an extra £50 million had been added to Highways funding.</p> <p>b. Surrey Heath Borough Council</p> <p>Nothing to report</p>	
C/22/20	<p>Strategic Plan Working Party Update</p> <p>Members were reminded that at the March Full Council meeting (minute ref: C/21/187) “it was resolved to retain the services of David Carden to oversee the strategic planning process, who would work with a working party to draw up a draft strategic plan. However, there was no resolution as to how this will be funded.”</p> <p>Members of the working party met with David Carden on the 10th May 2022 and have been working on a draft action plan which will form the basis of the strategic plan, along with a draft scheme of delegation. Both documents were presented to Members, with the anticipation that the final draft will be available for ratification at the June Council meeting.</p> <p>Due to no resolution being made on how this work will be funded, Council was asked to decide which budget line this work will be funded from. It was recommended that Council consider funding this from the Legal/HR/Recruitment budget line which currently has a budget of £10,000.</p> <p>It was resolved to fund this work from the HR and legal budget line.</p> <p>It was also resolved that Cllr Malcaus Cooper will arrange a date for the working party, in conjunction with David Carden to finalise the action plan.</p> <p>Finally, it was resolved to adopt the Scheme of Delegation as presented, as a living document that will be regularly reviewed and updated.</p>	Cllr Malcaus Cooper
C/22/21	<p>To review procedures for reporting apologies for absence</p> <p>At the Full Council meeting held on the 26th April 22 Members were provided with the legislation regarding vacation of office by failure to attend meetings which can be found in the LGA 1972 s.85(1) and asked to review their procedure for reporting apologies.</p> <p>There was much discussion on this point with varying opinions and interpretations of the legislation, therefore it was resolved unanimously that</p>	

	<p>the Clerk would seek further clarification from SHBC Democratic Services, and the matter would be brought back to Council at the next meeting.</p> <p>Clarification was sought and Council were asked to note the following</p> <ul style="list-style-type: none"> • For office to become automatically vacant a Member must either <ul style="list-style-type: none"> a) Not attend for 6 months and send no apologies or b) Not attend for 6 months and send apologies which the Council minutes as unacceptable <p>Note that as soon as Council accepts the apologies presented the 6 month clock resets, regardless of whether their non-attendance exceeds a six month period.</p> <p>Council was asked to decide how they would like to deal with apologies in the future.</p> <p>Option 1 Members to report apologies in writing to the Clerk with specific reasons. These will then be categorised into either 'business commitments' or 'personal matters'. If Members feel that full disclosure is required, this item of business will be discussed in the confidential part of the meeting.</p> <p>Option 2 Members continue to report apologies in writing to the Clerk giving specific reasons. The Clerk will log their reason for absence, and at the meeting simply report if apologies were given. Should a Councillors absence approach the 6 month mark, Council will review the specific reasons for absence in the confidential part of the scheduled monthly Full Council meeting (reasons will be reported verbally and not minuted).</p> <p>Cllr Jennings-Evans proposed, Cllr Goodman seconded, and it was agreed unanimously to adopt option 1 and to amend Standing Orders accordingly.</p> <p>Council was then advised to set out guidance for what they deem to be acceptable reasons for absence. For this purpose, draft guidelines had been prepared for approval.</p> <p>It was resolved to amend and adopt the guidelines presented adding higher authorities to the approved reasons for absence. (Appendix B)</p>	
C/22/22	<p>College Ride Tree Works – to review quotes</p> <p><u>College Ride</u> Members were reminded that at the September Full Council meeting it was resolved to carry out a full tree survey on the trees at College Ride in Bagshot (C/21/83). Subsequently at the February meeting it was resolved that the Clerk would obtain quotes for the following works highlighted by the tree survey that was carried out on the area.</p>	

Members had previously been presented with a table of recommended works to be completed within 6 months, alongside the full survey report that highlighted 35 trees requiring work within the next year, including 5 trees that will need to be felled or dismantled.

Members were also asked to note that there is a blanket TPO on all the trees at College Ride, therefore Officers are liaising with SHBC.

Members were informed that the 2022-23 budget for trees has been set at £35K, with an additional £30K in an earmarked tree reserve. However, Council should be aware that the above only covers the copse of trees on College Ride and a full Parish wide survey is in the process of being carried out. It is anticipated that a significant amount of tree work across the Parish will be required following this survey.

Members were asked to review the following quotes:

Quote A:

Priority Blue – Complete within 6 months - £4,800
Priority Green – Complete within 1 year - £ £13,800
Priority Orange – Complete within 2 years £2,000
Total - £20,600

Quote B:

Priority Blue – Complete within 6 months - £5,580
Priority Green – Complete within 1 year - £ £9,560
Priority Orange – Complete within 2 years £4,060
Total - £19,200

Quote C:

Priority Blue – Complete within 6 months - £3,000
Priority Green – Complete within 1 year - £ £13,325
Priority Orange – Complete within 2 years £1,743.50
Total - £18,067.50

Members were asked to

- a. Consider the above information and quotes provided and to agree a schedule of works.
- b. Agree a contractor to carry out the works

Members discussed the ownership of the land and noted that SHBC were the owners of the land. However, through formal agreement a number of years ago SHBC had passed the management responsibility to the Parish Council. Members resolved that due to the significant maintenance costs that were now borne by the Parish Council, far exceeding any sum received for management, the Clerk would approach SHBC and apply for grant funding to assist with the cost of this work. If no response to this request is received within two weeks, delegated authority was given to the Clerk to appoint the below contractor to carry out the work.

It was resolved to appoint Contractor C to carry out priority blue, green and orange works identified in the tree survey.

C/22/23	<p>Correspondence</p> <p>There was no correspondence</p>	
C/22/24	<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/22/25 Hook Mill Lane Update C/22/26 To discuss a Custodian Trustee request C/22/27 Code of conduct</p>	
C/22/25	<p>Hook Mill Lane Update</p> <p><i>20:54 Cllrs Malcaus Cooper and Harris left the meeting</i></p> <p>Cllr Halovsky-Yu took the Chair</p> <p>Members noted the confidential report provided and it was proposed that Cllrs Hardless and Goodman would work in conjunction with the Clerk on the matter as outlined in the confidential report.</p> <p><i>21.10 Cllr Malcaus Cooper returned to the meeting and took the Chair</i></p>	
C/22/26	<p>To discuss a Custodian Trustee Request</p> <p>Members were presented with a request for the Council to assume ownership of a local asset, thereby becoming the Custodian Trustee. Members were presented with a copy of the request with supporting documentation for consideration and asked to decide if they wished to seek advice on the matter before further consideration</p> <p>It was resolved that further investigations (as detailed in the confidential report) need to be conducted and that this item would be brought back to Council at a later date.</p>	
C/22/27	<p>Code of Conduct – To discuss</p> <p><i>21:29 Cllr Willgoss left the meeting</i></p> <p>Members reviewed the information presented and resolved to carry out actions as detailed in the confidential report.</p>	
	<p>There being no further business the meeting closed at 21:55</p>	

Top Level for Month No 12

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
30/03/2022	EXPENSESOCT-	121	SARAH WAKEFIELD	SWAKE	52.88	0.00	52.88	4435	325	18.51	Expenses 7.10.21-21.3.22
								4435	425	20.62	Expenses 7.10.21-21.3.22
								4435	525	13.75	Expenses 7.10.21-21.3.22
30/03/2022	INV-1534	122	NEIL CURTIS	NEIL	750.00	0.00	750.00	4005	500	300.00	Ashes interments x 2
								4005	400	450.00	Ashes interments x 3
22/03/2022	8649847	123	VIKING	VIKIN	115.46	13.49	128.95	4435	325	40.41	Stationery and postage stamps
								4435	425	45.03	Stationery and postage stamps
								4435	525	30.02	Stationery and postage stamps
03/03/2022	GB29HMFCAEUI	124	AMAZON	AMAZ	9.24	1.84	11.08	4060	400	2.77	Line marking paint
								4060	500	6.47	Line marking paint
03/03/2022	INV-GB-	125	AMAZON	AMAZ	13.32	2.67	15.99	4435	325	4.66	STATIONERY
								4435	425	5.19	STATIONERY
								4435	525	3.47	STATIONERY
03/03/2022	INV128694103	126	ZOOM	ZOOM	11.99	2.40	14.39	4435	325	4.20	ZOOM JAN 19- FEB 18 2022
								4435	425	4.68	ZOOM JAN 19- FEB 18 2022
								4435	525	3.11	ZOOM JAN 19- FEB 18 2022
03/03/2022	0000364063	127	DISCLOSURE SERVICES	DISCLOSURE	31.00	1.60	32.60	4435	325	10.85	DBS CHECK
								4435	425	12.09	DBS CHECK
								4435	525	8.06	DBS CHECK
31/03/2022	INV133970180	128	ZOOM	ZOOM	11.99	2.40	14.39	4435	325	4.20	ZOOM FEB 19-MAR18 2022
								4435	425	4.68	ZOOM FEB 19-MAR18 2022
								4435	525	3.11	ZOOM FEB 19-MAR18 2022
31/03/2022	75941787	129	AMAZON	AMAZ	9.98	2.00	11.98	4060	315	3.49	PADLOCK FOR ALLOTMENTS
								4060	415	3.89	PADLOCK FOR ALLOTMENTS
								4060	515	2.60	PADLOCK FOR ALLOTMENTS
31/03/2022	902035140	130	REACH PUBLISHING	REAC	173.04	34.61	207.65	4600	325	60.56	APM ADVERT
								4600	425	67.49	APM ADVERT
								4600	525	44.99	APM ADVERT

Top Level for Month No 12

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
TOTAL INVOICES					1,178.90	61.01	1,239.91			1,178.90	
			VAT ANALYSISCODE	E @ 0.00%	750.00	0.00	750.00				
			VAT ANALYSISCODE	OTS @ 0.00%	123.88	0.00	123.88				
			VAT ANALYSISCODE	S @ 20.00%	305.02	61.01	366.03				
TOTALS					1,178.90	61.01	1,239.91				

Top Level for Month No 12

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
03/03/2022	JAN22	133	ALCC	ALCC	40.00	0.00	40.00	4430	325	14.00	ALCC MEMBERSHIP
								4430	425	15.60	ALCC MEMBERSHIP
								4430	525	10.40	ALCC MEMBERSHIP
TOTAL INVOICES					<u>40.00</u>	<u>0.00</u>	<u>40.00</u>			<u>40.00</u>	
VAT ANALYSIS					CODE	OTS	@ 0.00%	40.00	0.00	40.00	
TOTALS					<u>40.00</u>	<u>0.00</u>	<u>40.00</u>				

Top Level for Month No 12

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description	
03/03/2022	2034736	134	SURREY HEATH	SHBC01	7,002.62	1,400.53	8,403.15	4165	310	2,450.92	GREENSPACE CONTRACT MARCH	
								4165	410	2,731.02	GREENSPACE CONTRACT MARCH	
								4165	510	1,820.68	GREENSPACE CONTRACT MARCH	
TOTAL INVOICES					<u>7,002.62</u>	<u>1,400.53</u>	<u>8,403.15</u>			<u>7,002.62</u>		
VAT ANALYSIS					CODE S @ 20.00%	7,002.62	1,400.53	8,403.15				
TOTALS					<u>7,002.62</u>	<u>1,400.53</u>	<u>8,403.15</u>					

Top Level for Month No 12

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
31/03/2022	202203	135	ST ANNES PCC	ANNE	280.00	0.00	280.00	4950	325	50.00	HALL HIRE FEB-MARCH
								4950	325	80.50	HALL HIRE FEB-MARCH
								4950	425	89.70	HALL HIRE FEB-MARCH
								4950	525	59.80	HALL HIRE FEB-MARCH
				TOTAL INVOICES	<u>280.00</u>	<u>0.00</u>	<u>280.00</u>			<u>280.00</u>	
			VAT ANALYSIS	CODE OTS @ 0.00%	280.00	0.00	280.00				
				TOTALS	<u>280.00</u>	<u>0.00</u>	<u>280.00</u>				

Top Level for Month No 1

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
14/04/2022	INV-413882	136	21CC GROUP LTD	21CC	980.00	196.00	1,176.00	4160	410	490.00	Jubilee Beacons
								350		-490.00	Jubilee Beacons
								6000	410	490.00	Jubilee Beacons
								4160	510	490.00	Jubilee Beacons
								355		-490.00	Jubilee Beacons
								6000	510	490.00	Jubilee Beacons
01/04/2022	MEM238803-1	137	SLCC ENTERPRISES LTD	SLCC	270.00	0.00	270.00	4430	325	97.20	SLCC Membership
								4430	425	102.60	SLCC Membership
								4430	525	70.20	SLCC Membership
01/04/2022	2487	138	SURREY ALC	SALC	2,752.09	0.00	2,752.09	4430	325	990.75	SALC & NALC Annual Subscriptio
								4430	425	1,045.79	SALC & NALC Annual Subscriptio
								4430	525	715.55	SALC & NALC Annual Subscriptio
TOTAL INVOICES					<u>4,002.09</u>	<u>196.00</u>	<u>4,198.09</u>			<u>4,002.09</u>	
VAT ANALYSISCODE OTS @ 0.00%					3,022.09	0.00	3,022.09				
VAT ANALYSISCODE S @ 20.00%					980.00	196.00	1,176.00				
TOTALS					<u>4,002.09</u>	<u>196.00</u>	<u>4,198.09</u>				

Lightwater PL for Month No 1

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
01/04/2022	1439348	20	BIN SHOP	BIN SHOP	743.25	148.65	891.90	4160	410	743.25	Lightwater Rec Bins
12/04/2022	FETE GRANT	21	LIGHTWATER CONNECTED	LWCONNECT	430.00	0.00	430.00	4650	440	430.00	GRANT FOR FETE 22
TOTAL INVOICES					<u>1,173.25</u>	<u>148.65</u>	<u>1,321.90</u>			<u>1,173.25</u>	
VAT ANALYSISCODE OTS @ 0.00%					430.00	0.00	430.00				
VAT ANALYSISCODE S @ 20.00%					743.25	148.65	891.90				
TOTALS					<u>1,173.25</u>	<u>148.65</u>	<u>1,321.90</u>				

Top Level for Month No 1

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
23/04/2022	COMRECEPTEXPEN89		WHITE	WHITE	292.60	0.00	292.60	4600	325	105.34	Community Reception Catering22
								4600	425	111.19	Community Reception Catering22
								4600	525	76.07	Community Reception Catering22
01/04/2022	4361/2022/23	140	ICCM	ICCM	95.00	0.00	95.00	4430	325	34.20	ICCM membership 22/23
								4430	425	36.10	ICCM membership 22/23
								4430	525	24.70	ICCM membership 22/23
23/04/2022	COMRECEPTCAKE141		THE CAKE MERCHANT	CAKE	69.00	0.00	69.00	4600	325	24.84	Community Reception Cakes
								4600	425	26.22	Community Reception Cakes
								4600	525	17.94	Community Reception Cakes
20/04/2022	INV-1724	143	FARSIGHT	FARSI	675.00	135.00	810.00	4425	325	243.00	External finance support April
								4425	425	256.50	External finance support April
								4425	525	175.50	External finance support April
28/04/2022	19247	144	MULBERRY CO	MULBE	134.40	26.88	161.28	4445	325	48.38	Internal Audit 28th April 22
								4445	425	51.07	Internal Audit 28th April 22
								4445	525	34.95	Internal Audit 28th April 22
19/04/2022	8791961	145	VIKING	VIKIN	10.18	2.04	12.22	4600	325	3.66	Pin badges for Community Recep
								4600	425	3.87	Pin badges for Community Recep
								4600	525	2.65	Pin badges for Community Recep
TOTAL INVOICES					<u>1,276.18</u>	<u>163.92</u>	<u>1,440.10</u>			<u>1,276.18</u>	
VAT ANALYSISCODE OTS @ 0.00%					456.60	0.00	456.60				
VAT ANALYSISCODE S @ 20.00%					819.58	163.92	983.50				
TOTALS					<u>1,276.18</u>	<u>163.92</u>	<u>1,440.10</u>				

Top Level for Month No 2

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
30/04/2022	202204	146	ST ANNES PCC	ANNE	100.00	0.00	100.00	4950	325	50.00	HALL HIRE BAGSHOT COMMITTEE
								4950	325	18.00	HALL HIRE FC MEETING
								4950	425	19.00	HALL HIRE FC MEETING
								4950	525	13.00	HALL HIRE FC MEETING
TOTAL INVOICES					<u>100.00</u>	<u>0.00</u>	<u>100.00</u>			<u>100.00</u>	
VAT ANALYSIS					CODE	OTS @ 0.00%	100.00	0.00	100.00		
TOTALS					<u>100.00</u>	<u>0.00</u>	<u>100.00</u>				

Lightwater PL for Month No 1

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description	
21/04/2022	2697	22	GREENLANDS	GREE	720.00	144.00	864.00	4160	410	720.00	Lightwater Rec bins and fence	
29/04/2022	JUBILEEGRANT	23	LIGHTWATER CONNECTED	LWCONNECT	3,000.00	0.00	3,000.00	4650	440	3,000.00	Jubilee Event Grant	
								350		-3,000.00	Jubilee Event Grant	
								6000	440	3,000.00	Jubilee Event Grant	
TOTAL INVOICES					<u>3,720.00</u>	<u>144.00</u>	<u>3,864.00</u>			<u>3,720.00</u>		
VAT ANALYSISCODE					OTS @ 0.00%	3,000.00	0.00	3,000.00				
VAT ANALYSISCODE					S @ 20.00%	720.00	144.00	864.00				
TOTALS					<u>3,720.00</u>	<u>144.00</u>	<u>3,864.00</u>					

Windlesham PL for Month No 2

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
30/04/2022	INV-1637	56	NEIL CURTIS	NEIL	510.00	0.00	510.00	4005	500	510.00	ASHES INTERMENTS
TOTAL INVOICES					510.00	0.00	510.00			510.00	
VAT ANALYSISCODE E @ 0.00%					510.00	0.00	510.00				
TOTALS					510.00	0.00	510.00				

Top Level for Month No 2

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
29/04/2022	2593	147	NP TREE MANAGEMENT	NPTREE	220.00	44.00	264.00	4195	310	79.20	Remove fallen tree School Lane
								4195	410	83.60	Remove fallen tree School Lane
								4195	510	57.20	Remove fallen tree School Lane
TOTAL INVOICES					<u>220.00</u>	<u>44.00</u>	<u>264.00</u>			<u>220.00</u>	
VAT ANALYSIS					CODE S @ 20.00%	220.00	44.00	264.00			
TOTALS					<u>220.00</u>	<u>44.00</u>	<u>264.00</u>				

Guidance Note Reasons for absence

Parish Councillors are required to attend the Parish Council meeting as it is a legal summons and hence care should be taken as to what reasons are accepted due to the law regarding disqualification of a councillor for non-attendance.

An office record is kept of meeting attendance and a record (without reasons) maintained on WPC web site.

The Parish Council identified that the following reasons would normally be considered acceptable:

- Holidays
- Official PC business
- Unwell
- Convalescing
- Training
- Work commitments
- Family commitments
- Hospitalised
- Official School Governor or Trustee business
- Higher Authorities

This is not a restrictive list and any other reasons given would be considered on an individual basis. It is not possible to accept an absence without a reason being given nor can apologies be given just because someone does not turn up.

Any Councillors not attending must send apologies via email to the parish office a minimum of 45 minutes before the start of the meeting.

It is considered that recording the reason for a Councillor's absence in public documents is not compatible with General Data Protection Regulations (GDPR). To ensure compliance the Minutes will not record reasons submitted for apologies.

If a Councillor fails to attend Parish Council meetings for six months and sends no apologies or apologies are not accepted that Member will be automatic disqualified from being a Parish Councillor.