



Windlesham Parish Council

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23rd October 2025

You are hereby summoned to attend a meeting of the Windlesham Parish Council to be held at the St Annes Church Centre, 45 Church Road, Bagshot on **Tuesday 28th October 2025 at 7.15pm** to act upon the undermentioned business.

If you are unable to attend the meeting please send your written apologies to the Clerk and Chair of Council.

Joanna Whitfield
Clerk to the Council

MEETING INFORMATION

Members of the public are invited to attend this meeting, or alternatively, if you wish to submit any questions or comments on any of the items on this agenda without attending, please email clerk@windleshampc.gov.uk by midday on Tuesday, 28th October 2025. Please note that all submissions for public participation are limited to 150 words and, where possible, will be read aloud at the meeting, along with the name of the person submitting the comment. If you do not wish your name to be made public at the meeting, you must specify this to the Clerk in writing at the time of submission.

AGENDA

- 1. Apologies for absence.**
- 2. Declarations of Interest:** Members to declare any interest, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any requests from members for dispensations that accord with the Localism Act 2011 S33(b-e).
- 3. Public Question Time:** In accordance with Standing Orders a period not exceeding 20 minutes will be allowed for public participation.
- 4. Exclusion of the Press and Public.** To agree any items to be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960.

- 5. Council Minutes:** To approve as a correct record, the open minutes of the previous meetings held on 18th September 2025 and 30th September 2025
- 6. Committee and Sub-Committee Minutes:** To approve the open minutes and recommendations therein of the recent committee and sub-committee meetings and to review and adopt any recommendations and agreements contained therein:
- a. Planning Committee 24th September 2025, 15th October 2025
 - b. Personnel Committee 7th October 2025 and confidential recommendations therein
 - c. Communications Committee 13th October 2025

To note the open minutes of the recent village committee and sub-committee meetings:

- Lightwater Committee – Including the following recommendation from the meeting held on the 13th October 2025:
 - Members unanimously resolved to recommend to Full Council that the Parish proceed with an annual subscription to the Purple Guide at an annual cost of £25. The Purple Guide is a nationally recognised resource for outdoor event safety and management.
 - The Lightwater Village Committee resolved to write to Skanska to confirm its willingness to support the contractor's communication efforts in relation to the A322/M3 Junction 3 roadworks. Recognising that the works will impact all three villages, the committee further approved a recommendation to Full Council that each village committee participate in a coordinated, joint communication to Skanska. This joint approach aims to strengthen engagement, ensure consistent messaging and ensure timely and transparent updates to all affected communities.
- Windlesham Committee – 17th September 2025,

Note: The above Minutes have been ratified at the relevant Village Committee meetings.

Governance

- 7. To consider SHBC Asset Transfers**
- 8. Review of Inventory and Land**

Finance

- 9. Accounts for payment**
- 10. Budget and Precept 2026-27**

11. Budget Monitoring Report – Including recommendations

12. Community Infrastructure Levy

13. To consider the purchase of Microsoft Copilot licences

Civic Amenities and Civic Meetings

14. Community Reception

15. To consider the format of the next Annual Parish Meeting

Consultations, Updates & Correspondence

16. Participation in County-Led Cross Parish Steering Group Update

17. Community Governance Review

18. Follow Up on Provision of Recording Equipment for Council Meetings.

19. Outside organisations

20. Clerks update

21. Correspondence

CONFIDENTIAL

22. Exclusion of the press and public - To exclude members of the public, including the press, for consideration of items excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960.

23. To approve as a correct record the confidential resolution report from the Full Council meeting held on the 30th September 2025, noting/approving recommendations therein.

24. To Ratify Personnel Committee Confidential Recommendations

25. Burial Matters Update