



**Windlesham Parish Council**

Joanna Whitfield  
 Clerk to the Council  
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The Council Offices  
 The Avenue  
 Lightwater  
 Surrey  
 GU18 5RG

**MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL**  
 Held on Tuesday 23<sup>rd</sup> April 2024, at 7.00pm held at St Anne's Church Centre, 43  
 Church Road, Bagshot

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

**In attendance:** Jo Whitfield –Clerk to the Council

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

Cllr Turner took the Chair

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		Action
<b>C/23/226</b>	<b>Apologies for absence</b>  Apologies for absence were received and accepted from Cllrs Gordon, Hardless, McGrath, Lewis, and D Jennings-Evans.	
<b>C/23/227</b>	<b>Declarations of interest</b>  None	
<b>C/23/228</b>	<b>Public question time</b>  No public were present	
<b>C/23/229</b>	<b>Exclusion of the press and public.</b>  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:  <b>Members agreed to discuss all items in the open meeting.</b>	
<b>C/23/230</b>	<b>Full Council Minutes</b>	

	<ul style="list-style-type: none"> <li>The minutes of the Full Council meeting held on 26<sup>th</sup> March 2024 <b>were approved and</b> signed by Cllr Turner</li> </ul>	<b>Cllr Turner</b>
<b>C/23/231</b>	<p><b>Committee and Sub-Committee Minutes</b></p> <ul style="list-style-type: none"> <li>The minutes of the Planning Committee meetings held on the 26<sup>th</sup> March 2024, <b>were approved and</b> signed by Cllr White.</li> </ul>	<b>Cllr White</b>
<b>C/23/232</b>	<p><b>Finance</b></p> <p>a) <b>Accounts for payment</b> - The Clerk presented a list of expenditure transactions for approval, in the sum of £18,989.10 and explained the individual items.</p> <p><b>It was resolved the payments (Appendix A) in the total sum of £18,989.10 be authorised and the Chairman signed the Expenditure Transactions Approval List.</b></p>	
<b>C/23/233</b>	<p><b>Bank Reconciliations</b></p> <p>Members were asked to review the bank reconciliations for February 24 and March 24.</p> <p><b>Members noted the reconciliations as presented and resolved that either Cllr Malcaus Cooper or Cllr Rebecca Jennings-Evans in the absence of Cllr Malcaus Cooper, would continue to sign off the reconciliations.</b></p>	
<b>C/23/234</b>	<p><b>Finance – Budget Monitoring Report</b></p> <p>Members were presented with a 2023-24 outturn report detailing any overspends, transfers or virements for approval along with the year-end position.</p> <p>Additionally the Clerk informed Members that at the recent Lightwater Committee meeting, the committee had made the following recommendation to Full Council: To engage the services of a solicitor, to write to a resident, regarding the removal of part of the cemetery hedge. It is recommended that this be funded from the legal budget line.</p> <p><b>Councillors noted the Actual vs Budget report as of 31<sup>st</sup> March 2024 along with the corresponding Balance Sheet and Income and Expenditure reports.</b></p> <p><b>Members also resolved to approve the request from the Lightwater Committee and fund any solicitor fees regarding the unlawful hedge removal.</b></p>	<b>The Clerk</b>
<b>C/23/235</b>	<p><b>Community Infrastructure Levy Report</b></p> <p>Members were presented with a report detailing all CIL income and expenditure.</p>	

	<p>Members noted that there had been no CIL payments between October 23 and April 24 as well as any expiry dates falling within 2024.</p>									
C/23/236	<p><b>Year-end internal audit report - to review and approve recommendations</b></p> <p>Council was presented with the year-end internal audit report detailing the recommendations as follows:</p> <table border="1"> <thead> <tr> <th>Interim Audit - Points Forward Audit Point</th> <th>Audit Findings</th> <th>Council comments</th> </tr> </thead> <tbody> <tr> <td> <p><b>H. ASSETS AND INVESTMENTS</b>  <i>Internal audit requirement</i>  <i>Asset and investments registers were complete and accurate and properly maintained</i></p> </td> <td> <p><b>I would recommend the asset register is populated with a minute reference of full council approval.</b></p> </td> <td> <p>This recommendation will be incorporated into the new administrative procedure.</p> </td> </tr> </tbody> </table> <p>Members thanked the Clerk and the team for all their hard work.</p> <p><i>19:23 Cllr Hills joined the meeting.</i></p> <p><b>It was resolved unanimously to accept the recommendations and approve the internal audit report.</b></p> <p><b>It was also resolved to communicate the audit findings to the wider public.</b></p>	Interim Audit - Points Forward Audit Point	Audit Findings	Council comments	<p><b>H. ASSETS AND INVESTMENTS</b>  <i>Internal audit requirement</i>  <i>Asset and investments registers were complete and accurate and properly maintained</i></p>	<p><b>I would recommend the asset register is populated with a minute reference of full council approval.</b></p>	<p>This recommendation will be incorporated into the new administrative procedure.</p>	<p>Comms Officer</p>		
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C/23/237	<p><b>Annual Return (AGAR) – to review, approve and sign off the Annual Governance Statement</b></p> <p>The Annual Governance Statement was presented to Council and it was <b>unanimously resolved to approve the Annual Governance Statement and permission was given for the Chair of the meeting, Cllr Turner and the Clerk to sign the document.</b></p>									
C/23/238	<p><b>Annual Return (AGAR) – to review, approve and sign off Accounting Statements for 2022-23</b></p> <p>Councillors were presented with and read the Accounting Statements for 2023-24 and it was <b>unanimously resolved to approve the Accounting Statements and permission was given for the Chair of the meeting, Cllr Turner to sign the annual accounting statements for the annual return 2023-24.</b></p>									
C/23/239	<p><b>To discuss Bagshot Chapel Drainage</b></p> <p>Members were presented with 5 quotes to review and asked to review the information provided and decide:</p> <table border="1"> <thead> <tr> <th>QUOTE</th> <th>£</th> <th>Gravedigger estimated costs</th> <th>Total cost</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	QUOTE	£	Gravedigger estimated costs	Total cost					
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<p><b>C/23/240</b></p>	<p><b>Outside Organisations</b> - To receive any reports from representatives on outside organisations.</p> <p>Nothing to report.</p>																					
<p><b>C/23/241</b></p>	<p><b>Clerks update</b></p> <p>The Clerk reported the following:</p> <p><b>Following the recent announcement of a Community Governance Review (CGR) request to degroup the Parish Council, the unforeseen demand on officer time to deal with associated queries and additional meetings has unfortunately resulted in the workstream being disrupted. Consequently, projects have not advanced at the anticipated pace. Going forward the Council will need to prioritise resources, taking into account any additional workload.</b></p> <p><b>Sale of Hook Mill Lane Depot</b> In line with the resolution at the February Full Council meeting a notice of intent to sell the land at Hook Mill Lane was placed in the Surrey Advertiser. Council has received 4 expressions of interest.</p> <p><b>Bagshot Cemetery Wall Repair</b> The repair of the perimeter wall at Bagshot Cemetery is underway and should be completed the week commencing 22<sup>nd</sup> April.</p> <p><b>Greenspace Procurement</b></p>	<p><b>Operations/ Cemeteries Coordinator</b></p>																				

	<p>The initial market engagement process is currently underway. A full report will come to the Full Council in due course.</p> <p><b>Community Reception</b> Preparations for the community reception are almost complete and we are looking forward to the event which is being held at All Saints Church Hall on the 27<sup>th</sup> April 2024</p> <p><b>Windlesham Neighbourhood Plan SharePoint</b> The above SharePoint site is currently being set up and is undergoing testing.</p> <p><b>War Memorials – Routine Structural Surveys</b> The Operations Coordinator is in the process of obtaining quotes to carry out routine structural surveys on all war memorials within the Parish. Additionally, quotes are being sought to refurbish the lettering on the Lightwater and Windlesham memorials. Please note that all three war memorials are Grade II listed and all works will be approved by SHBC planning.</p>	
<b>C/23/242</b>	<p><b>Consultation regarding Forest Management</b></p> <p><b>Members were asked to consider if they wished to respond to the following consultation.</b></p> <p>Re: Forest Management carried out by The Crown Estate (SA-FM/COC-002666 &amp; SA-PEFC-FM-002666) of The Estate Office, Windsor Great Park, Windsor, Berks, SL4 2HT</p> <p><b>Members reviewed the consultation and resolved not to respond.</b></p>	
<b>C/23/243</b>	<p><b>Correspondence</b></p> <p><b>The Clerk informed Members that the Chair of Council had received an invitation to the SHBC Annual meeting being held on the 15<sup>th</sup> May 2024.</b></p> <p><b>The election for the Parish Council Chair for 2024-25 is scheduled for May 14, 2024. Therefore, the Clerk will reply to SHBC, expressing the Council's hope that the new Chair will be available to attend.</b></p>	
<b>C/23/244</b>	<p><b>Exclusion of the press and public.</b> 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>	
	<b>There being no further business the meeting closed at 19:56</b>	

## 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
31/03/2024	3776CN	595	NEIL CURTIS	NEIL	-360.00	0.00	-360.00	4005	400	-360.00	CN AGAINST INV3776
31/03/2024	3776A	596	NEIL CURTIS	NEIL	180.00	0.00	180.00	4005	400	180.00	Corrected inv to replace 3776
<b>TOTAL INVOICES</b>					<u>-180.00</u>	<u>0.00</u>	<u>-180.00</u>			<u>-180.00</u>	
VAT ANALYSIS CODE OTS @ 0.00%					-180.00	0.00	-180.00				
<b>TOTALS</b>					<u>-180.00</u>	<u>0.00</u>	<u>-180.00</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
19/03/2024	104498	592	PRINT	PRINT	438.00	13.00	451.00	4600	325	162.06	Printing for APM
								4600	425	166.44	Printing for APM
								4600	525	109.50	Printing for APM
29/03/2024	61 (29 MAR 24)	593	ALL SAINTS CHURCH	ALLS	15.00	0.00	15.00	4950	325	5.55	Meeting 13 March 24
								4950	425	5.70	Meeting 13 March 24
								4950	525	3.75	Meeting 13 March 24
31/03/2024	3776	594	NEIL CURTIS	NEIL	360.00	0.00	360.00	4005	400	360.00	LW int - Wakefield, Dexter
<b>TOTAL INVOICES</b>					<u>813.00</u>	<u>13.00</u>	<u>826.00</u>			<u>813.00</u>	
VAT ANALYSIS CODE OTS @ 0.00%					748.00	0.00	748.00				
VAT ANALYSIS CODE S @ 20.00%					65.00	13.00	78.00				
<b>TOTALS</b>					<u>813.00</u>	<u>13.00</u>	<u>826.00</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
31/03/2024	MARCH 24	597	AB EXPENSES	AB EXP	29.55	0.00	29.55	4435	225	29.55	AB exp - 31 March 24
01/04/2024	2754	598	SURREY ALC	SALC	2,861.98	0.00	2,861.98	4430	225	2,861.98	NALC/SALC subs 24-25
01/04/2024	30729	599	RIALTAS BUSINESS	REALTAS	3,229.00	645.80	3,874.80	4420	225	3,229.00	RBS Annual subs/support 24-25
02/04/2024	1824	88	PURE GARDENS	PUREG	2,130.00	426.00	2,556.00	4060	500	2,130.00	Win Cem main - March 24
02/04/2024	248114-1	600	SLCC ENTERPRISES LTD	SLCC	357.00	0.00	357.00	4430	225	357.00	Membership JW - 24-25
03/04/2024	2038979	601	SURREY HEATH	SHBC01	65.39	13.08	78.47	4220	410	65.39	L'water gym insp - April 24
03/04/2024	2038978	602	SURREY HEATH	SHBC01	7,874.34	1,574.87	9,449.21	4165	310	3,070.99	Greenspace contract - April 24
								4165	410	3,070.99	Greenspace contract - April 24
								4165	510	1,732.36	Greenspace contract - April 24
03/04/2024	202406	603	ST ANNES PCC	ANNE	100.00	0.00	100.00	4950	325	37.00	Hire fee - 19/26 Mar (FC/APM)
								4950	425	37.00	Hire fee - 19/26 Mar (FC/APM)
								4950	525	26.00	Hire fee - 19/26 Mar (FC/APM)

**TOTAL INVOICES**      16,647.26      2,659.75      19,307.01

**16,647.26**

VAT ANALYSIS CODE    OTS    @ 0.00%      3,348.53      0.00      3,348.53

VAT ANALYSIS CODE    S      @ 20.00%    13,298.73    2,659.75    15,958.48

**TOTALS**      16,647.26      2,659.75      19,307.01



**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
10/04/2024	4061131	604	VIKING	VIKIN	105.48	21.10	126.58	4435	225	105.48	office stationery - misc items
01/04/2024	4361/2024/25	605	ICCM	ICCM	100.00	0.00	100.00	4430	225	100.00	ICCM membership 24-25
31/03/2024	1661	606	ZENTECH IT	FRE01	392.38	78.48	470.86	4430	225	287.38	Licences M'soft 365 - Apr 24
								4425	225	105.00	Support - Mar 24
09/02/2024	162165	607	BARCHAM	BARCHAM	685.00	137.00	822.00	4195	210	685.00	4 x trees (Bosman Drive, Wind.
								395		-685.00	4 x trees (Bosman Drive, Wind.
								6000	210	685.00	4 x trees (Bosman Drive, Wind.
<b>TOTAL INVOICES</b>					<u>1,282.86</u>	<u>236.58</u>	<u>1,519.44</u>			<u>1,282.86</u>	
VAT ANALYSISCODE OTS @ 0.00%					100.00	0.00	100.00				
VAT ANALYSISCODE S @ 20.00%					1,182.86	236.58	1,419.44				
<b>TOTALS</b>					<u>1,282.86</u>	<u>236.58</u>	<u>1,519.44</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
15/04/2024	EXP - MAR 24	608	LUCY SHANNON	SHANNON	65.98	0.00	65.98	4435	225	65.98	L Shannon exp - Mar 24
<b>TOTAL INVOICES</b>					<u>65.98</u>	<u>0.00</u>	<u>65.98</u>			<u>65.98</u>	
VAT ANALYSISCODE OTS @ 0.00%					65.98	0.00	65.98				
<b>TOTALS</b>					<u>65.98</u>	<u>0.00</u>	<u>65.98</u>				

Windlesham 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
12/04/2024	3881	122	<del>ZENTECH HT</del> <i>Neil Curtis</i>	<del>FREOT</del> <i>NEIL</i>	360.00	0.00	360.00	4005	500	360.00	Ashes internment x 2 Wind.
<b>TOTAL INVOICES</b>					<u>360.00</u>	<u>0.00</u>	<u>360.00</u>			<u>360.00</u>	
VAT ANALYSIS CODE OTS @ 0.00%					360.00	0.00	360.00				
<b>TOTALS</b>					<u>360.00</u>	<u>0.00</u>	<u>360.00</u>				