



# Windlesham Parish Council

Joanna Whitfield  
Clerk to the Council  
Tel: 01276 471675  
Email: [clerk@windleshampc.gov.uk](mailto:clerk@windleshampc.gov.uk)  
Website: [www.windleshampc.gov.uk](http://www.windleshampc.gov.uk)

The Council Offices  
The Avenue  
Lightwater  
Surrey  
GU18 5RG

## MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL Held on Tuesday 29<sup>th</sup> July 2025, at 7.15pm held at The Briar Centre, Briar Avenue, Lightwater

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

**In attendance:** Jo Whitfield –Clerk to the Council  
Mr Murphy – Windlesham Resident  
Cllr Lee – Surrey Heath Borough Councillor  
Member of the public x 3

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

Cllr White was in the Chair

		Action
<b>C/25/56</b>	<b>Apologies for absence</b>  Apologies for absence were received and accepted from Cllrs R Jennings-Evans, D Jennings-Evans, Harris, and Malcaus Cooper.	
<b>C/25/57</b>	<b>Declarations of interest</b>  Cllr Wilson declared a non-pecuniary interest, noting that he had previously held conversations with the family attending to make a representation to the Council.	
<b>C/25/58</b>	<b>Public Questions</b>  Standing Orders were suspended to permit participation from individuals who are not residents of the Parish.  1. A family affected by a Council error relating to a burial matter made a representation to the Council. Members noted the representation, acknowledged the sensitivity of the issue, and confirmed that the matter would be considered in detail during the confidential session of the meeting.	

	<p>2. Mr Murphy emphasised the importance of preserving local democratic representation amidst potential governance changes. He expressed support for ensuring equal representation between parished and unparished areas and urged the Council to give thorough consideration to the implications of proposed Neighbourhood Area Committees. He also raised concerns about any governance structure that might compromise the autonomy and role of parish-level decision-making.</p> <p>3. Surrey Heath Borough Councillor Lee asked for clarification on what safeguarding measures the Council had implemented under its duty of care obligations to protect a councillor recently subject to inappropriate behaviour, following a Standards Sub-Committee finding. The question also raised concerns about the perceived commitment of the Bagshot Village Committee to good governance and standards and requested confirmation on whether all Members have completed the recommended Code of Conduct training.</p> <p>In response, the Clerk confirmed that not all councillors had attended the recommended Code of Conduct training. It was further noted that the Council had resolved not to fund additional training, considering it not a good use of public money, given that all members are capable of reading the guidance independently and that further training would not guarantee appropriate behaviour.</p> <p>The Chair additionally referred to the Council's adopted Mental Health Policy (January 2025), which outlines the Council's commitment to supporting the mental health and wellbeing of councillors. The Chair read aloud relevant provisions of the policy, which include promoting respectful conduct, ensuring access to wellbeing resources, encouraging peer support, and maintaining a culture of inclusivity and safety.</p> <p>4. Another borough councillor sent a written representation asking the Parish Council to confirm that no precept funds would be used in a biased manner in relation to the Community Governance Review. The councillor requested assurance that any communications, such as literature or social media posts, would be balanced, impartial, and solely aimed at informing residents of all available options, in accordance with public service duties and the Government's guidance on Community Governance Reviews.</p> <p>It was agreed that the Clerk and Chair will prepare a written response.</p>	
<b>C/25/59</b>	<p><b>Exclusion of the press and public.</b></p> <p><b>To agree items to be dealt with after the public, including the press, had been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960:</b></p> <p>C/25/73            Confidential Correspondence  C/25/74            Allotment Contract Update  C/25/75            Burial Matters  C/25/76            To consider recommendations from the Personnel</p>	

	<p>Committee held on 23<sup>rd</sup> July 2025. C/25/77 Full Council minutes and confidential</p> <p><b>Members agreed that approval of the Full Council minutes, along with the related matters referenced above, would be moved to the confidential part of the meeting. All other items on the agenda would remain in the public session.</b></p>	
C/25/60	<p><b>Full Council Minutes.</b></p> <p>This item was moved to confidential.</p>	
C/25/61	<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 24<sup>th</sup> June &amp; 16<sup>th</sup> July 2025 <b>were approved and</b> signed by Cllr Stevens .</li> <li>The minutes of the Personnel Committee meeting held on 23<sup>rd</sup> July <b>were approved and</b> signed by Cllr Turner.</li> </ul> <p>Cllr Richardson noted that during the meeting, the Clerk had mentioned Officers were in the process of updating the Strategic Plan and asked when this would be brought to Council for consideration. The Clerk advised that the timing would depend on workload, taking into account staff annual leave and the existing pressures on officer time, which Council had already acknowledged.</p> <p><b>Council reviewed and approved the amended Terms of Reference for the Personnel Committee, as set out in the Personnel Committee minutes presented.</b></p> <p><b>Members also noted that at the Personnel meeting held on 23rd July 2025, the committee resolved to implement an appointment-only system for public access to the Council Office with effect from 1st November 2025. This measure is intended to support effective time management within the existing staffing structure. Telephone services will remain unaffected.</b></p> <ul style="list-style-type: none"> <li>The minutes of the Communications Committee meeting held on 23<sup>rd</sup> July <b>were approved with minor amendment below and</b> signed by Cllr Stevens.</li> </ul> <p>Cllr Lewis requested that the minutes be amended to reflect that Standing Orders were suspended to allow Cllr Turner to speak. Members noted that it was resolved to delegate authority to the Clerk, in conjunction with the Chair and Vice Chair of the Communications Committee and the Chair of Council, to produce and distribute both a summary leaflet and a more detailed information document.</p>	<p><b>Cllr Stevens</b></p> <p><b>Cllr Turner</b></p> <p><b>Cllr Stevens</b></p>

	<p><b>Members also noted the open minutes of the recent village committee and sub-committee meetings:</b></p> <ul style="list-style-type: none"> <li>• <b>Windlesham Committee – 18th June 2025</b></li> <li>• <b>Lightwater Committee – 1st July 2025</b></li> <li>• <b>Lightwater Recreation Ground Trust Committee – 1st July 2025</b></li> </ul>	
<b>C/25/62</b>	<p><b>Council to receive the external audit conclusion for 2024-25</b></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><b>It was resolved unanimously to note the contents of the report, to accept the audit opinion and to approve the annual return and certificate.</b></p> <p><b>Cllr Turner thanked the Officers for their hard work in ensuring a clean audit.</b></p>	
<b>C/25/63</b>	<p><b>Appointment of internal auditor for 2025-26</b></p> <p>Members were reminded that 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><b>Members resolved to note the appointment of Mulberry &amp; Co as the Council's internal auditor for 2025-2026</b></p>	
<b>C/25/64</b>	<p><b>Devolution –</b> To discuss participation in a cross-parish steering group to feed into Neighbourhood Area Committees.</p> <p><b>Members unanimously resolved to defer this item to the September meeting, in the hope that the County Councillors would be able to attend and provide further clarity.</b></p>	
<b>C/25/65</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 £32,392.62 and explained the individual items.</p> <p><b>It was resolved that the payments (Appendix A) in the total sum of £32,392.62 be authorised, and the Chairman signed the Expenditure Transactions Approval List.</b></p>	
<b>C/25/66</b>	<b>Budget Monitoring</b>	

	<p>Members were presented with the budget monitoring report up to the 17<sup>th</sup> July 2025, detailing any overspends, transfers or virements for approval.</p> <p>Cllr Richardson informed Members that she had contacted the RFO for further clarity.</p> <p><b>Councillors noted the Actual vs Budget report as of 17<sup>th</sup> July and the Expenditure reports.</b></p>	
<b>C/25/67</b>	<p><b>Grant Application</b> – Lightwater Connected grant application for the production of an information bulletin</p> <p>Members were asked to consider the details of a grant application from Lightwater Connected to fund a bi-monthly supplement to the Lightwater 'Village Life' magazine, listing all local events, meetings, and functions undertaken by all voluntary groups in Lightwater.</p> <p>Total Grant Requested: £1,000-£2,000 The current available grant budget is £2,500</p> <p><b>It was resolved to defer this item to the next Lightwater Committee meeting.</b></p>	
<b>C/25/68</b>	<p><b>Local Government Reorganisation Consultation</b> - To consider a response</p> <p>Members were reminded of the statutory consultation currently being undertaken regarding the future structure of local government in Surrey and asked to review the proposals provided and consider whether they wish to submit a formal response to the consultation, and if so, to agree on the draft responses provided or provide alternative responses</p> <p><b>It was resolved, with 5 votes in favour and 9 against, not to submit a response to the consultation. Instead, the Council agreed to delegate authority to the Clerk to write to the Leader of Surrey County Council expressing concern over the ongoing uncertainty regarding how Woking Borough Council's debt will be addressed.</b></p>	<b>Clerk</b>
<b>C/25/69</b>	<p><b>Outside Organisations</b></p> <p><b>Cllr White informed Members that all vacancies at the James Butler Alms house have now been filled.</b></p>	
<b>C/25/70</b>	<p><b>Clerks update</b></p> <p><b>Asset Transfers</b> Members were reminded that at the Full Council meeting in June, Members delegated authority to undertake a review to consider which of the SHBC assets, if any, they may wish to take on if the opportunity arose. This working party has now carried out an initial assessment. Indicating that they wished to continue to explore the possibility of taking responsibility for several local assets. The importance of undertaking due diligence prior to any formal commitments is recognised; therefore, the Clerk will initiate some feasibility work and liaise with on its current position regarding any proposed asset transfers, including any draft terms,</p>	

	<p>timescales, or supporting information that may assist the Parish Council in its consideration of the matter.</p> <p><b>Community Governance Review</b> At the SHBC Full Council meeting held on 16th July, it was resolved to proceed with a Community Governance Review (CGR) covering the entire borough. At the time of writing, the consultation documents had not been published. Therefore, as soon as the consultation becomes available, the Chair of Council will call an Extraordinary General Meeting (EGM) to enable Members to consider a formal response.</p>	
<b>C/25/71</b>	<p><b>Correspondence</b></p> <p>The Clerk informed Members that Windlesham Parish Council has been invited to participate in a Surrey ALC study on the benefits of Town and Parish Councils, set against the background of Local Government Reorganisation (LGR). Cllrs requested that further information be provided about the study before any agreement to participate is given.</p>	
<b>C/25/72</b>	<p><b>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</b></p> <p>C/25/73      Confidential Correspondence C/25/74      Allotment Contract Update C/25/75      Burial Matters C/25/76      To consider recommendations from the Personnel Committee held on 23<sup>rd</sup> July 2025. C/25/77      Full Council minutes and confidential</p>	
<b>C/25/73</b>	<p><b>Confidential Correspondence</b></p> <p>Members were advised that a complaint was submitted to the Monitoring Officer concerning the tone of a councillor's correspondence. While the matter was handled informally, Members were reminded of their duty to maintain respectful and professional communication and to uphold the principles of public life at all times.</p> <p><b>Members noted the information provided.</b></p>	
<b>C/25/74</b>	<p><b>Allotment Contract Update</b></p> <p>Members were informed of the findings contained in the legal Report on Title relating to the purchase of the allotment site at Hook Mill Lane, Lightwater.</p> <p><b>It was resolved to carry out actions as detailed in the confidential report.</b></p>	
<b>C/25/75</b>	<p><b>Burial Matters</b></p> <p><b>It was resolved to carry out actions as detailed in the confidential report.</b></p>	

C/25/76	<p>To consider recommendations from the Personnel Committee held on 23rd July 2025</p> <p>It was resolved to carry out actions as detailed in the confidential report.</p>	
C/25/77	<p><b>Full Council Minutes</b></p> <p>Windlesham Village Councillors raised concerns regarding the inclusion of proposer and seconder names in the recording of confidential resolutions, citing safety concerns.</p> <p>The Clerk raised the importance of maintaining transparency and accountability. Following a discussion, <b>it was resolved that, to safeguard councillors', Councillor names will no longer be recorded in the open minutes for confidential matters. Instead, they will be documented in a separate confidential report.</b></p> <p><b>It was resolved to approve the minutes presented with the names removed from the confidential items.</b></p>	
	There being no further business, the meeting closed at 21:30	

30/06/2025

## Windlesham Parish Council

Page 274

10:37

## PURCHASE DAYBOOK

User: 6993.R.MIDGLEY

## Top Level for Month No 3

## 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
17/06/2025	535830	813	GUARDWELL	GUARD	9.00	1.80	10.80	4455	225	9.00	Replacement of alarm part
03/06/2025	3965	814	NP TREE MANAGEMENT	NPTREE	1,160.00	232.00	1,392.00	4195	210	1,160.00	Misc works - W'sham Infant Sch
TOTAL INVOICES					1,169.00	233.80	1,402.80			1,169.00	
VAT ANALYSIS CODE S @ 20.00%					1,169.00	233.80	1,402.80				
TOTALS					1,169.00	233.80	1,402.80				



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
01/07/2025	202516	815	ST ANNES PCC	ANNE	50.00	0.00	50.00	4950	225	50.00	Hall Hire 24/6 - FC+Planning
30/06/2025	2304	816	ZENTECH IT	FRE01	320.52	64.10	384.62	4440	225	320.52	Monthly charges - Jun 25
02/07/2025	2041190	817	SURREY HEATH	SHBC01	8,565.46	1,713.09	10,278.55	4165	310	3,622.98	Greenspace - Jul 25
								4165	410	2,780.43	Greenspace - Jul 25
								4165	510	2,022.13	Greenspace - Jul 25
								4220	410	69.96	Playground insp - LW Rec
								4220	310	69.96	Playground insp - School Lane
02/07/2025	2041180	818	SURREY HEATH	SHBC01	4,944.29	0.00	4,944.29	4380	225	4,944.29	Wind (N) by-election cost
								365		-4,944.29	Wind (N) by-election cost
								6000	225	4,944.29	Wind (N) by-election cost
02/07/2025	2041179	820	SURREY HEATH	SHBC01	11,084.42	0.00	11,084.42	4380	225	9,875.71	Bagshot by-election cost
								365		-9,875.71	Bagshot by-election cost
								6000	225	9,875.71	Bagshot by-election cost
								4380	225	1,208.71	Bagshot by-election cost
30/06/2025	70076	821	WINDOW FLOWERS	WINDO	5,975.00	1,195.00	7,170.00	4185	310	1,892.00	Summer plant displays - 2025
								4185	410	2,160.00	Summer plant displays - 2025
								4185	510	1,923.00	Summer plant displays - 2025
26/06/2025	119793	822	GOODWATER LTD	GOODWATER	35.00	7.00	42.00	4435	225	35.00	Legionella testing
TOTAL INVOICES					30,974.69	2,979.19	33,953.88	30,974.69			
VAT ANALYSISCODE					OTS @ 0.00%	4,994.29	0.00	4,994.29			
VAT ANALYSISCODE					S @ 20.00%	14,895.98	2,979.19	17,875.17			
VAT ANALYSISCODE					Z @ 0.00%	11,084.42	0.00	11,084.42			
TOTALS					30,974.69	2,979.19	33,953.88				

## 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
30/06/2025	10998	823	ONE CALL	ONECA	50.67	10.13	60.80	4455	225	50.67	Office WC repairs
15/07/2025	LS EXPENSES	824	LUCY SHANNON EXPENSE	SHANNON	198.26	0.00	198.26	4435	225	198.26	LS exp to 14 Julyl 25
<b>TOTAL INVOICES</b>					248.93	10.13	259.06			248.93	
VAT ANALYSIS CODE OTS @ 0.00%					198.26	0.00	198.26				
VAT ANALYSIS CODE S @ 20.00%					50.67	10.13	60.80				
<b>TOTALS</b>					248.93	10.13	259.06				