



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 30th September 2025, 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	PA
Du Cann	P	Hartshorn	P	Lewis	A
Gordon	P	R Jennings-Evans	P	Marr	P
Wilson	A	Malcaus Cooper	P	Richardson	P
Willgoss	A	Turner	P	Wheeler	P
White	P	Stevens	P		
		D Jennings-Evans	P		

In attendance: Jo Whitfield –Clerk to the Council
Mr Burlinson – Windlesham Resident
Mr Collins – Bagshot Resident

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

Cllr White was in the Chair

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		Action
C/25/93	Apologies for absence Apologies for absence were received and accepted from Cllr Willgoss, Wilson and Lewis	
C/25/94	Declarations of interest Cllr R Jennings-Evans declared a non-pecuniary interest in item 10 on the agenda, due to her position as a County Councillor involved in the initiative. Later in the meeting, Cllr White, Cllr Wheeler, and Cllr Gordon declared a non-pecuniary interest in item 17 due to their positions as Surrey Heath Borough Councillors.	
C/25/95	Public Questions Q:Mr Burlinson queried the locations of Full Council meetings since May 2023, noting that 31 had been held in Bagshot, four in Lightwater, and none in Windlesham. He asked whether there was a specific reason why meetings were so infrequently held in Lightwater and not at all in Windlesham.	

	<p>A: The Clerk advised that the Council faces challenges in securing suitable venues in Lightwater and Windlesham that are both large enough and available within the meeting schedule, particularly due to the requirement for venues to be equipped with a hearing loop system. Additionally, any potential venue must also offer adequate external lighting in the surrounding area to ensure the safety of attendees, particularly during darker months.</p> <p>Cllr R Jennings-Evans and the Chair of Council also informed Mr Burlinson that the Council had resolved to refurbish the Council Chamber. This refurbishment will provide a dedicated meeting space for Council meetings, addressing existing accommodation limitations across the parish and ensuring a consistent and safe environment for public attendance. It was further noted that all Village Committee meetings, namely for Bagshot, Lightwater, and Windlesham, are held within their respective villages, maintaining local accessibility and representation.</p> <p>Q2: Mr Collins raised concerns regarding the closure of the public toilet facilities in Bagshot by Surrey Heath Borough Council (SHBC).</p> <p>A: Cllr White confirmed that the toilets had been closed earlier that day, despite her efforts to request that SHBC keep the facility open until March of the following year.</p> <p>Cllr White also were advised that the Parish Council will be considering the potential adoption of the Bagshot toilets later in the meeting under a separate agenda item.</p> <p>Q3: A member of the public submitted a request for the Parish Council to consider video recording and live streaming all parish council meetings, using Surrey Heath Borough Council as a model.</p> <p>Key benefits cited included:</p> <ul style="list-style-type: none"> • Improved access and engagement to local democracy for residents, especially those with mobility issues and caring responsibilities that cannot access public meetings. • Moderation of councillor behaviour and a reduction in aggressive and/or bullying behaviour. • Evidential record of proceedings to counter or support complaints – vital for safeguarding councillors and members of the public from vexatious or politically motivated complaints. • Creation of an enduring archive of council business for all to freely access <p>A: The Chair confirmed that this would be considered by Council at item 11 on the agenda.</p>	
C/25/96	<p>Exclusion of the press and public.</p> <p>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:</p> <p>C/25/113 Confidential Reports C/25/114 Burial Matters</p>	

	Members agreed that the above items should be discussed in the confidential part of the meeting.	
C/25/97	<p>Full Council Minutes.</p> <p>Cllr Harris proposed, Cllr R Jennings-Evans seconded, and it was unanimously resolved to approve the minutes of the Full Council meetings held on the 29th July, 20th August (EGM) and 18th September (EGM) 2025. The minutes were then signed by Cllr White.</p>	Cllr White
C/25/98	<p>Committee and Sub-Committee Minutes</p> <ul style="list-style-type: none"> The minutes of the Planning Committee meetings held on the 29th July, 13th August & 3rd September 2025 were approved and signed by Cllr Stevens The minutes of the Communications Committee EGM held on 28th August 2025 were approved and signed by Cllr Malcaus Cooper. <p>Members also noted the open minutes of the recent village committee and sub-committee meetings:</p> <ul style="list-style-type: none"> Bagshot Committee – 22nd July 2025 Lightwater Committee EGM – 20th August 2025 	<p>Cllr Stevens</p> <p>Cllr Malcaus Cooper</p>
C/25/99	<p>Council Insurance Renewal</p> <p>The Clerk provided an update regarding the Council's insurance policy, which is due for renewal on 1st October 2025. It was noted that at the Full Council meeting held on 24th September 2024, Members had unanimously resolved to enter into a three-year agreement covering the period from 1st October 2024 to 30th September 2027.</p> <p>It was resolved to approve the payment of £5,455.96 for insurance cover for the financial year 2025–26, in accordance with the existing contract.</p>	RFO
C/25/100	<p>Strategic Plan Review</p> <p>Council was reminded that the current Strategic Plan has reached the majority of its review milestones, with several original aims either achieved or now outdated due to changes in community needs, legislative frameworks, and operational capacity.</p> <p>Members were presented with a draft version of an updated plan which reflected a refreshed approach grounded in the council's statutory functions and enhanced capabilities under the General Power of Competence.</p> <p>Action Members were asked to:</p> <ol style="list-style-type: none"> Review the contents of the draft Strategic Plan. 	

	<p>2. Provide comments or amendments.</p> <p>Cllr Wheeler proposed, Cllr Richardson seconded, and it was resolved with 9 in favour, 6 against and 0 abstentions to acknowledge the document presented as a working document and defer a decision on adoption, allowing each village committee to discuss at their next committee meeting.</p>	Village Committees
C/25/101	<p>To consider SHBC Asset Transfers</p> <p>Members were reminded that at the June Full Council meeting, authority was delegated to a working party to review Surrey Heath Borough Council (SHBC) assets and explore potential transfers.</p> <p>The working party completed an initial review and identified interest in assets such as open spaces, play areas, benches, public toilets in Bagshot, and the Lightwater Scout Hut—subject to SHBC’s willingness to transfer. A meeting with SHBC in August yielded no substantive updates, and the Clerk has since requested detailed asset information to support due diligence.</p> <p>The RFO had prepared indicative costings based on limited SHBC data, estimating annual maintenance costs at approximately £70,000 and initial legal fees at £25,000–£32,000. These figures will support 2025/26 budget planning in the absence of more detailed information.</p> <p>Members noted that the spreadsheet provided included items that had not been agreed by the working party. The Clerk subsequently recirculated a revised version of the spreadsheet containing only items that had been agreed.</p> <p>Cllr Turner expressed concern that the proposed figure for taking on the public toilets in Bagshot is wholly inadequate, noting that substantial investment will be required to bring the facilities up to standard.</p> <p><i>20:06 Cllr Hardless left the meeting.</i></p> <p>A robust debate followed, with differing views expressed by members.</p> <p>Cllr Wheeler proposed, and Cllr Hartshorn seconded, that the Council authorise the Clerk to continue discussions regarding asset transfers. Authority was also given to the Clerk to communicate the Council’s request for a clear preference in acquiring revenue-generating assets, with the aim of offsetting any future costs. Similarly, the Council requested that Surrey Heath Borough Council (SHBC) consider granting Windlesham Parish Council (WPC) the Bagshot Bursary Fund.</p> <p>The motion was carried with 11 votes in favour, 0 against, and 3 abstentions</p>	The Clerk
C/25/102	<p>Devolution – To discuss participation in a cross-parish steering group to feed into Neighbourhood Area Committees</p>	

	<p>The Clerk presented a report outlining proposals for Windlesham Parish Council to engage proactively in the development of Surrey's pilot Neighbourhood Area Committees (NACs). County Councillors have expressed a strong desire for parishes to have a central role in shaping the NAC structure and have recommended forming a cross-parish steering group.</p> <p>The proposed group aims to ensure local priorities are identified, cross-parish collaboration is strengthened, and parishes are well-positioned to influence governance and funding opportunities under the NAC framework.</p> <p>Cllr Jennings-Evans recused herself due to her declared interest.</p> <p>It was resolved with 9 in favour, 4 against and 0 abstentions to approve participation in the County-Led Cross Parish Steering Group. It was further resolved that the Clerk will confirm the number of representatives required from Windlesham Parish Council and report back to a future meeting, at which point the Council will determine which Councillor(s) will be appointed to represent the Council.</p>	The Clerk
C/25/103	<p>Meeting Engagement: To consider the purchase of necessary equipment to facilitate the recording and streaming of Council meetings</p> <p>The Clerk presented a report exploring the potential acquisition of equipment, specifically the Meeting Owl bundle, to facilitate live streaming and, subject to future legislation. This follows enquiries from a Councillor and a public question to the Council.</p> <p>The proposal aims to improve accessibility and engagement, but highlighted challenges, including internet bandwidth, sound capture, and staffing capacity for technical setup and support.</p> <p>Members discussed the benefits and challenges of live streaming.</p> <p>Cllr Wheeler proposed, Cllr Malcaus Cooper seconded, and it was resolved with 13 in favour, 1 against, and 0 abstentions to record meetings, with the recordings to be made available for streaming following the meeting. It was also resolved to approve the purchase of any necessary equipment, including meeting owls, extension leads, cable mats, etc, with a maximum spend of up to £3,500.</p>	The Clerk
C/25/104	<p>To consider submission of a CIL Grant Application to SHBC for the Council Chamber Refurbishment</p> <p>Council considered a report seeking approval to apply for Community Infrastructure Levy (CIL) funding from Surrey Heath Borough Council to support the refurbishment of the Windlesham Parish Council Chamber at Th Avenue, Lightwater.</p>	

	<p>It was resolved to delegate authority to Officers to obtain detailed quotations to determine the full project cost and funding shortfall, and in conjunction with the Chair and Vice Chair of Council, submit a CIL grant application to Surrey Heath Borough Council.</p> <p>It was resolved to delegate authority to the Clerk to obtain detailed quotations to establish the full project cost and any funding shortfall. It was further resolved to delegate authority to the Clerk, in consultation with the Chair and Vice-Chair of the Council, to prepare and submit a Community Infrastructure Levy (CIL) grant application to Surrey Heath Borough Council.</p> <p>Members noted that the project will be subject to a formal tender process in line with the Council's Financial Regulations.</p>	The Clerk
C/25/105	<p>Finance</p> <p>a) Accounts for payment - The Clerk presented a list of expenditure transactions for approval, in the sum of £127,804.84 and explained the individual items.</p> <p>It was resolved that the payments (Appendix A) in the total sum of £127,804.84 be authorised, and the Chairman signed the Expenditure Transactions Approval List.</p>	
C/25/106	<p>Bank reconciliations</p> <p>Members were presented with the bank reconciliations for June, July and August 2025 and were informed that the net assets held by the Council as at 31 August 25 are £1,380,840. Of this £773,171 is held in ear-marked reserves. Members are asked to note that the ear-marked balance has decreased by £163,958 since 1 April 25 (£937,129).</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>	Cllr Malcaus Cooper & Jennings-Evans
C/25/107	<p>Budget Monitoring</p> <p>Members were presented with the budget monitoring report up to the 30th August 2025, detailing any overspends, transfers or virements for approval.</p> <p>Councillors noted the Actual vs Budget report as of 30th August and the Expenditure reports presented.</p>	

C/25/108	<p>Remembrance Day – to discuss arrangements</p> <p>Council were reminded about annual arrangements for Remembrance Services, with each village represented and wreaths laid at local war memorials.</p> <ol style="list-style-type: none"> 1. It was noted that at the September Windlesham Village Committee meeting, Members resolved that Cllr Hardless and Cllr Wheeler will lay wreaths (WFOR and Windlesham War Memorial), on behalf of the Parish Council. 2. It was resolved that Cllr White will lay a wreath at the Bagshot war memorial on behalf of the Parish Council. 3. It was resolved that donations will be made as follows: Windlesham Village Committee £50 (2 x £25) Bagshot Village Committee £50 4. It was resolved that the Lightwater Committee will confirm the number of wreaths to be laid and the level of donation at their next village committee meeting. It was noted that donations will be met from the Village War Memorial budgets 	
C/25/109	<p>Motion from Cllr Turner: Proposal to Submit Follow-Up Questions to Surrey Heath Borough Council Regarding the recent Community Governance Review Consultation outcome.</p> <p>Members were asked to consider whether the Council wished to submit the follow-up questions, seeking clarification on the consultation process, analysis, and presentation of responses relating to the Community Governance Review.</p> <p>All dual hatted SHBC Councillors declared an interest and recused themselves from the vote.</p> <p>Cllr Turner addressed the meeting and amended his proposal to:</p> <p>Submit the questions outline in the papers, in letter format, to the Chief Executive, the Leader of the Council, and the Democratic Services Manager of Surrey Heath Borough Council, regarding the recent outcome of the Community Governance Review consultation.</p> <p>The amendment was seconded by Cllr Harris.</p> <p>Cllr Wheeler requested a recorded vote:</p> <p>A recorded vote was taken, and it was resolved with 7 in favour, 3 against and 1 abstention to submit the above questions in letter format to the Chief Executive, the Leader of the Council, and the Democratic Services Manager of Surrey Heath Borough Council, regarding the recent outcome of the Community Governance Review consultation. It was also resolved to delegate authority to the Clerk, Chair and Vice</p>	<p>The Clerk, Chair & Vice Chair</p>

	<p>Chair to submit 3 public questions to the next SHBC meeting if deemed appropriate.</p> <table><tr><td>Cllr Bakar</td><td>In Favour</td></tr><tr><td>Cllr Du Cann</td><td>In Favour</td></tr><tr><td>Cllr Harris</td><td>In Favour</td></tr><tr><td>Cllr Hartshorn</td><td>Against</td></tr><tr><td>Cllr R Jennings-Evans</td><td>In Favour</td></tr><tr><td>Cllr Malcaus Cooper</td><td>In Favour</td></tr><tr><td>Cllr Turner</td><td>In Favour</td></tr><tr><td>Cllr Stevens</td><td>Against</td></tr><tr><td>Cllr D Jennings-Evans</td><td>In Favour</td></tr><tr><td>Cllr Marr</td><td>Abstention</td></tr><tr><td>Cllr Richardson</td><td>Against</td></tr></table>	Cllr Bakar	In Favour	Cllr Du Cann	In Favour	Cllr Harris	In Favour	Cllr Hartshorn	Against	Cllr R Jennings-Evans	In Favour	Cllr Malcaus Cooper	In Favour	Cllr Turner	In Favour	Cllr Stevens	Against	Cllr D Jennings-Evans	In Favour	Cllr Marr	Abstention	Cllr Richardson	Against	
Cllr Bakar	In Favour																							
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Cllr D Jennings-Evans	In Favour																							
Cllr Marr	Abstention																							
Cllr Richardson	Against																							
C/25/110	<p>Clerks update</p> <p>Nothing to report</p>																							
C/25/111	<p>Correspondence</p> <p>The Clerk informed Members that the Council had received an email praising a member of staff.</p> <p><i>21:06 meeting adjourned for comfort break</i> <i>21:08 reconvened</i></p>																							
C/25/112	<p>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</p> <table><tr><td>C/25/113</td><td>Confidential Reports</td></tr><tr><td>C/25/114</td><td>Burial Matters</td></tr></table>	C/25/113	Confidential Reports	C/25/114	Burial Matters																			
C/25/113	Confidential Reports																							
C/25/114	Burial Matters																							
C/25/113	<p>To approve as a correct record the confidential resolution report from the Full Council meeting held on the 29th July 2025 and 20th August 2025.</p> <p>It was resolved to approve the above reports as presented.</p>																							
C/25/114	<p>Burial Matters</p> <p>It was resolved to carry out actions as detailed in the confidential report.</p>																							
	<p>There being no further business, the meeting closed at 21:20</p>																							

31/07/2025

Windlesham Parish Council

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PURCHASE DAYBOOK

User: R.MIDGLEY

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
24/07/2025	4018	829	NP TREE MANAGEMENT	NPTREE	190.00	38.00	228.00	4195	210	190.00	Clear 3 lamp posts Wind Inf Sc
24/07/2025	4019	830	NP TREE MANAGEMENT	NPTREE	110.00	22.00	132.00	4195	210	110.00	Fell ash tree - Wind Inf Sch
26/07/2025	000210	831	PEACOCKS PEST CONT	PEACOCKS	100.00	0.00	100.00	4060	400	100.00	Remove and treat wasp nests
TOTAL INVOICES					400.00	60.00	460.00			400.00	
VAT ANALYSIS CODE					OTS @ 0.00%	100.00	0.00	100.00			
VAT ANALYSIS CODE					S @ 20.00%	300.00	60.00	360.00			
TOTALS					400.00	60.00	460.00				

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
30/07/2025	107530	832	PRINT	PRINT	148.00	0.00	148.00	4640	225	148.00	150 x A5 8 page leaflet
31/07/2025	LWL/89091.1	833	HART BROWN SOLICITOR	HART BROWN	106,569.73	770.00	107,339.73	4010	215	100,000.00	Allotment purchase transaction
								380		-100,000.00	Allotment purchase transaction
								6000	215	100,000.00	Allotment purchase transaction
								4400	215	6,569.73	Allotment purchase transaction
29/07/2025	97	835	ALL SAINTS CHURCH	ALLS	15.00	0.00	15.00	4950	225	15.00	Planning - 16 July 25
31/07/2025	2358	836	ZENTECH IT	FRE01	306.40	61.27	367.67	4440	225	306.40	M365 licences + support
TOTAL INVOICES					107,039.13	831.27	107,870.40			107,039.13	
VAT ANALYSIS CODE OTS @ 0.00%					102,882.73	0.00	102,882.73				
VAT ANALYSIS CODE S @ 20.00%					4,156.40	831.27	4,987.67				
TOTALS					107,039.13	831.27	107,870.40				

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
01/08/2025	2041300	834	SURREY HEATH	SHBC01	8,565.46	1,713.09	10,278.55	4165	310	3,622.98	Greenspace/ play insp - Aug 25
								4165	410	2,780.43	Greenspace/ play insp - Aug 25
								4165	510	2,022.13	Greenspace/ play insp - Aug 25
								4220	310	69.96	Greenspace/ play insp - Aug 25
								4220	410	69.96	Greenspace/ play insp - Aug 25
07/08/2025	7AUG25	837	BRIARS CENTRE	BRIARS	64.00	0.00	64.00	4950	225	64.00	Hire of hall for FC 29/7/25
10/08/2025	3070	838	GREENLANDS	GREE	850.00	170.00	1,020.00	4160	510	720.00	Wind Fld/Freemantle - misc wor
								4160	310	130.00	Wind Fld/Freemantle - misc wor
08/08/2025	5752	839	NEIL CURTIS	NEIL	380.00	0.00	380.00	4005	300	190.00	Internment - Nash
								4005	300	190.00	Internment - Willgoss
TOTAL INVOICES					9,859.46	1,883.09	11,742.55			9,859.46	
VAT ANALYSIS CODE					OTS @ 0.00%	444.00	0.00	444.00			
VAT ANALYSIS CODE					S @ 20.00%	9,415.46	1,883.09	11,298.55			
TOTALS					9,859.46	1,883.09	11,742.55				

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
26/08/2025	LWL/089091.2	840	HART BROWN SOLICITOR	HART BROWN	370.00	20.00	390.00	4010	215	370.00	Balance payment for allotment
TOTAL INVOICES					370.00	20.00	390.00			370.00	
VAT ANALYSIS CODE OTS @ 0.00%					270.00	0.00	270.00				
VAT ANALYSIS CODE S @ 20.00%					100.00	20.00	120.00				
TOTALS					370.00	20.00	390.00				

Top Level 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
28/08/2025	6257839	842	VIKING	VIKIN	309.73	29.45	339.18	4435	225	309.73	Postage and stationery
TOTAL INVOICES					309.73	29.45	339.18			309.73	
VAT ANALYSIS CODE OTS @ 0.00%					162.50	0.00	162.50				
VAT ANALYSIS CODE S @ 20.00%					147.23	29.45	176.68				
TOTALS					309.73	29.45	339.18				

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
28/08/2025	2941	841	SURREY ALC	SALC	480.00	0.00	480.00	4403	225	480.00	Contribution SALC LGR Report
TOTAL INVOICES					480.00	0.00	480.00			480.00	
VAT ANALYSIS CODE OTS @ 0.00%					480.00	0.00	480.00				
TOTALS					480.00	0.00	480.00				

Top Level 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
29/08/2025	108	843	ALL SAINTS CHURCH	ALLS	15.00	0.00	15.00	4950	225	15.00	Hall Hire - Planning 250813
31/08/2025	2404	844	ZENTECH IT	FRE01	766.06	153.21	919.27	4440	225	766.06	OFFICE 365/INK/IT SUPPORT
TOTAL INVOICES					781.06	153.21	934.27			781.06	
VAT ANALYSIS CODE OTS @ 0.00%					15.00	0.00	15.00				
VAT ANALYSIS CODE S @ 20.00%					766.06	153.21	919.27				
TOTALS					781.06	153.21	934.27				

Top Level 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
02/09/2025	2041418	845	SURREY HEATH	SHBC01	8,565.46	1,713.09	10,278.55	4220	310	3,622.98	Greenspace maintenance contrac
								4220	310	69.96	Outdoor Gym Inspection
								4220	410	69.96	Outdoor Gym Inspection
								4165	410	2,780.43	Greenspace maintenance contact
								4165	510	2,022.13	Greenspace maintenance
TOTAL INVOICES					8,565.46	1,713.09	10,278.55	8,565.46			
VAT ANALYSIS CODE S @ 20.00%				8,565.46	1,713.09	10,278.55					
TOTALS					8,565.46	1,713.09	10,278.55				