



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 18th March 2026, at 7pm held at St Anne's Church Centre, 43
 Church Road, Bagshot

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

In attendance: Jo Whitfield –Clerk to the Council
 Mr Murphy – Resident
 Mr Burlinson – Resident
 Helen Hansen-Hjul - Resident
 Anita Gibbs - 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/25/206	Apologies for absence Apologies for absence were received from Cllrs Hardless, Wilson, Turner and Hartshorn	
C/25/207	Declarations of interest Cllr R Jennings-Evans declared a non-pecuniary interest in Agenda Item 14, arising from her role as a serving County Councillor. <i>7:03 Cllr Gordon joined the meeting</i>	
C/25/208	Public Questions Q1: Helen Hansen-Hjul queried the necessity of the governance structure proposed under Item 11, noting that an interim Clerk is expected to join the Council in January to support preparatory work for the separation of Windlesham Parish Council, including the separation of banking and related arrangements. It was further noted that only seven Full Council meetings remain before separation, and concern was expressed that a more	

	<p>centralised structure could require longer meeting times for detailed review and debate during this period.</p> <p>The Clerk clarified that her understanding is that a locum Clerk will be appointed by Surrey Heath Borough Council to establish the new Windlesham Village Council, rather than to disaggregate the existing Parish Council. It was noted that this point would be debated under item 11 on the agenda.</p> <p>Q2 - Mr Murphy made a representation expressing dissatisfaction with the process described in the Background Paper for Item 10. He asserted that the 2019/20 Community Governance Review had been paused and effectively concluded through a political agreement reached between Surrey Heath Borough Council leaders and officers, and that this agreement had not been delivered.</p> <p>The representation stated that the Terms of Reference originally created to implement the agreement had been altered prior to the May 2023 election, resulting in a departure from the 'spirit and intent' of the agreement. Mr Murphy further contended that the working party established in June 2023 did not convene, leading ultimately to the CGR request made in March 2024.</p> <p>Concerns were raised regarding predetermination, with the resident noting that predetermination is not unlawful and that no supporting evidence had been provided for the legal advice referred to at the time, nor justification for restricting the participation of elected representatives. Mr Murphy also challenged the non-disclosure of unspecified independent legal advice from 2025, suggesting that client privilege belongs to the Council and asking Members to consider releasing both the advice and the invoice for the work.</p> <p>Mr Murphy asked Council to consider this request in the interests of openness and transparency, or to explain why disclosure could not be provided.</p> <p>The Chair advised Mr Murphy that this would be considered under item 10 on the agenda.</p>	
C/25/209	<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/25/202 Hook Mill Lane Depot Disposal C/25/203 To note the confidential report for the Full Council Meeting held on the 24th February 2026</p> <p>Members agreed that the above items should be discussed in the confidential part of the meeting.</p>	
C/25/210	<p>Full Council Minutes.</p> <p>Cllr Malcaus Cooper proposed, Cllr Stevens seconded, and it was unanimously resolved to approve the minutes of the Full Council</p>	Cllr White

	meetings held on the 24th February 2026. The minutes were then signed by Cllr White.	
C/25/211	<p>Committee and Sub-Committee Minutes</p> <ul style="list-style-type: none"> The minutes of the Planning Committee meeting held on the 24th February 2026 were approved and signed by Cllr Stevens. <p>Members also noted the open minutes of the recent village committee and sub-committee meetings approving the recommendation therein:</p> <ul style="list-style-type: none"> Lightwater Committee – 10th February 2026 	Cllr Stevens
C/25/212	<p>Accounts for payment</p> <p>a) Accounts for payment - The Clerk presented a list of expenditure transactions for approval, in the sum of £12,536.66, and Members were free to request an explanation of the individual items.</p> <p>It was resolved that the payments (Appendix A) in the total sum of £12,536.66 be authorised, and the Chairman signed the Expenditure Transactions Approval List.</p>	
C/25/213	<p>Budget Monitoring</p> <p>Members were presented with the budget monitoring report up to the 11th March 2026, detailing any overspends, transfers or virements for approval.</p> <p>Key variances were highlighted, including EMR-funded overspends relating to playground repairs, allotment purchase, and election costs, and an ongoing shortfall in the Licences & Subscriptions budget, which Members previously resolved to cover from the General Reserve.</p> <p>Council noted the Statutory General Reserve was currently £380,607, with a further expenditure anticipated between £40k-£45k for the final few weeks until the financial year end, which would result in a year-end General Reserve figure between £335,607 and £340,607. This assumes no additional income or transfers from EMRs. However, based on historical data, we would expect to see burial income in the final two weeks.</p> <p>Members were reminded that the General Reserve should be within the 3–12 month range of net revenue expenditure, as recommended by sector guidance.</p> <ul style="list-style-type: none"> Members noted the contents of this report, the I&E and EMR report and the Statutory Balance presented. Members noted the significant overspends identified and the reasons for these, including where expenditure has been incurred in line with prior Council resolutions and is supported by EMRs 	

	<ul style="list-style-type: none"> • Members considered the underspend cost lines with a view to transfers to EMRs. It was resolved to approve the following transfers to EMR's. <p>Bagshot Grant EMR - £6,134 – (comprising unused funds on 25-26 grant budget and VE day celebrations)</p> <p>Windlesham Grant EMR - £4,627 (comprising unused funds on 25-26 grant budget and VE day celebrations)</p> <p>Bagshot War Memorial EMR - £4,375</p> <p>Lightwater War Memorial EMR - £3,150</p> <p>Windlesham War Memorial EMR - £4,374</p> <p>Greenspace procurement Consultant EMR - £9,520</p> <p>Lightwater Cemetery Consultant EMR - £5,000</p> <p>Windlesham Neighbourhood Plan Review Consultant EMR - £5,000</p> <p>Lightwater Cemetery EMR – £9,625</p> <p>Windlesham Cemetery EMR - £9,913</p> <p>Total Transfer from General Reserve £61,718</p> <ul style="list-style-type: none"> • Members reaffirmed that the Lightwater Recreation Ground Trust earmarked reserve, established over successive years to support the redevelopment of the Trust building, has been accumulated by the Council in its capacity as Managing Trustee in accordance with the Memorandum of Agreement, is ring-fenced for Trust purposes only, and is not available for general Parish Council use. Cllr Marr requested clarification on the specifics of the MOA, and it was agreed to move this to the confidential part of the meeting. The Clerk will also seek advice on whether the document can be made available publicly. • Members resolved to approve a virement of £8,739 from the Lightwater General Greenspace Contract (410/4165) budget line to give a true and accurate picture of actual costs for the Lightwater Recreation Ground Trust. • Members noted that the £15,000 budget provision for the Trust cost line in 2026/27 is likely to be insufficient, and that consideration will therefore be required during 2026/27 for a further virement to address this budget pressure. • Members noted the predicted year-end position, including the anticipated General Reserve figure, representing around 5.5 months' net revenue expenditure. 	
C/25/214	<p>Bank Reconciliations</p> <p>Members were presented with the bank reconciliations for January and February 2026 and were informed that the net assets held by the Council as at 11th March 2026 are £1,170,370. Of this £789,764 is held in ear-marked reserves. Members are asked to note that the ear-marked balance has decreased by £147,365 since 1 April 25 (£937,129).</p>	

	<p>Members noted the reconciliations and update 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>	
C/25/215	<p>Resident Representation – Background Paper and Timeline for Consideration</p> <p>Council noted the residents' representation and the background paper and accompanying timeline setting out the history and operation of the Parish Council's committee structure, including:</p> <ul style="list-style-type: none"> • The village committee structure was a voluntary internal governance arrangement adopted following the May 2023 elections and was not required or imposed by the Community Governance Review (CGR). • Terms of Reference have been amended over time by Full Council, in accordance with Standing Orders, to reflect operational needs, with annual review and approval. • Independent legal advice was obtained during the CGR regarding predetermination, resulting in some councillors not participating in the CGR working party only; this did not restrict their wider councillor roles or representative duties. • Financial information referenced during the CGR by Surrey Heath Borough Council was modelled from the Parish Council's unanimously approved and publicly available budget and was not prepared as advocacy material. • The timeline presented provided a factual record of decisions, correspondence, and attendance for context only. <p>Members noted the information presented. The Chair invited comments; however, none were made.</p>	
C/25/216	<p>To consider a motion from Cllr Malcaus Cooper regarding a Governance Structure Review</p> <p>Council considered a motion from Cllr Malcaus Cooper regarding a review of the Council's governance structure in light of the Community Governance Review outcome, which will result in Windlesham village forming a new parish council.</p> <p>Council noted that the proposed move to a unified thematic committee structure was intended to support effective and orderly implementation of the CGR, improve resilience and continuity of service delivery, reduce duplication, simplifying the accounting processes, and provide clearer and more consistent decision-making arrangements, while maintaining local engagement through councillor-led community activity.</p> <p>Members held a robust debate on the matter with differing views expressed. Windlesham Village Councillors maintained their position that the existing village committee structure should remain in place until separation, citing concerns regarding councillor workload.</p>	

	<p>At Members' request, the Clerk confirmed that, to the best of her recollection, Surrey Heath Borough Council had previously indicated that councillor-to-resident ratios were approximately:</p> <ul style="list-style-type: none"> • Windlesham: 1 councillor per 500 residents • Bagshot: 1 councillor per 700 residents • Lightwater: 1 councillor per 750 residents <p>The Clerk also confirmed that while the day-to-day accounting would be simplified, all earmarked reserves would remain as per current allocations.</p> <p>Cllr Wheeler queried why the Terms of Reference had not been provided. In response, Cllr Malcaus-Cooper explained that the motion sought approval for the revised committee structure and that, if approved, detailed Terms of Reference would subsequently be drafted and brought forward for Council approval.</p> <p>Cllr Wheeler proposed an amendment to the motion that the Council proceed with a hybrid structure, reverting to the previous committee arrangements with the addition of a Windlesham Village Committee.</p> <p>Cllr Malcaus Cooper did not accept the amendment.</p> <p>Cllr Malcaus Cooper proposed the original substantive motion, Cllr Willgoss seconded the motion, and a recorded vote was taken.</p> <p>Motion: With effect from 1 April 2026, Windlesham Parish Council reorganises its governance structure and adopts a unified thematic committee structure comprising:</p> <ul style="list-style-type: none"> • Finance & General Purposes Committee • Personnel Committee • Planning Committee • Civic Amenities & Recreation Committee • Communications Committee <p>Membership of each committee will consist of a total of 9 members, with a maximum of 3 representatives from each village. All other Councillors may act as nominated substitutes.</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Cllr Bakar</td> <td style="width: 50%;">In Favour</td> </tr> <tr> <td>Cllr Du Cann</td> <td>In Favour</td> </tr> <tr> <td>Cllr Gordon</td> <td>In Favour</td> </tr> <tr> <td>Cllr Willgoss</td> <td>In Favour</td> </tr> <tr> <td>Cllr White</td> <td>Abstention</td> </tr> <tr> <td>Cllr Harris</td> <td>In Favour</td> </tr> <tr> <td>Cllr R Jennings-Evans</td> <td>Abstention</td> </tr> <tr> <td>Cllr Malcaus Cooper</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 Lewis</td> <td>Against</td> </tr> <tr> <td>Cllr Marr</td> <td>Against</td> </tr> <tr> <td>Cllr Richardson</td> <td>Against</td> </tr> <tr> <td>Cllr Wheeler</td> <td>Against</td> </tr> </table>	Cllr Bakar	In Favour	Cllr Du Cann	In Favour	Cllr Gordon	In Favour	Cllr Willgoss	In Favour	Cllr White	Abstention	Cllr Harris	In Favour	Cllr R Jennings-Evans	Abstention	Cllr Malcaus Cooper	In Favour	Cllr Stevens	Against	Cllr D Jennings-Evans	In Favour	Cllr Lewis	Against	Cllr Marr	Against	Cllr Richardson	Against	Cllr Wheeler	Against	<p>The Clerk</p>
Cllr Bakar	In Favour																													
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	The motion was carried with 7 in favour, 5 against and 2 abstentions	
C/25/217	<p>Windlesham Neighbourhood Plan – To consider a recommendation from Windlesham Village Committee to remove the Chair and Vice Chair from the working group</p> <p>Council considered a recommendation from Windlesham Village Committee to remove the Chair and Vice Chair of Council from the membership of the Windlesham Neighbourhood Plan Working Group.</p> <p>Members noted the previous resolution of Full Council on 27 June 2023, which established the Working Group and included the Chair and Vice Chair of Council, along with County and Borough Councillor representatives, within its membership. Council further noted that Windlesham Parish Council remains the qualifying body for neighbourhood planning until the Community Governance Review is concluded and a new council is established for the Neighbourhood Plan area.</p> <p>Council considered the Windlesham Committee’s recommendation, agreed unanimously at its meeting on 19 January 2026, which was intended to support local ownership of the Neighbourhood Plan and reflect its village-based focus, while noting that all authority to incur expenditure remains with Full Council.</p> <p>Following a healthy debate, Cllr R Jennings-Evans proposed an amendment to remove the Vice-Chair of Council and the Borough and County Councillors from the working party, on the basis that this would ensure the group was not overly weighted towards councillors.</p> <p>Subsequently, a further discussion took place, and it was resolved with 13 in favour, 1 against and 0 abstentions, to remove the Vice-Chair of Council only from the Windlesham Neighbourhood Plan Working Group</p>	
C/25/218	<p>Review and prioritisation of current workstreams</p> <p>Members noted the information presented. Particular attention was drawn to the scale, complexity and time-critical nature of Asset Transfers and greenspace contract procurement, and the need to manage these as dominant Priority 1 workstreams during 2026–27.</p> <p>Council noted the revised delivery timeline, including:</p> <ul style="list-style-type: none"> • immediate commencement of greenspace procurement to manage procurement lead-in times and protect service continuity; and • Asset Transfer work commencing in late May 2026 and completing by 1 April 2027. <p>Council further noted the stress-testing of the programme and the proposed mitigations to manage delivery risk within existing capacity constraints, including the potential need to flex non-time-critical workstreams.</p> <p>Cllr Wheeler raised concerns that a number of the identified priorities primarily benefited Bagshot and Lightwater as the continuing authority and did not</p>	

	<p>adequately prepare for the establishment of the new Windlesham Village Council.</p> <p>The Clerk confirmed that both the greenspace procurement and asset transfers were linked to the continuing authority, not the new Windlesham Village Council. She also explained that, as the continuing authority, the Council is unable to negotiate or enter into contracts on behalf of the new Council. She advised that this issue has been raised with Surrey Heath Borough Council, who have indicated that they will ensure the new Windlesham Village Council has appropriate greenspace contract arrangements in place prior to undertaking its own procurement process, and that all relevant assets will be transferred to the new authority.</p> <p>It was RESOLVED to:</p> <ul style="list-style-type: none"> a) note the reported capacity position; b) add the Lightwater Cemetery fencing project to the Priority 1 projects and to agree the Priority 1 delivery timeline as set out in the report; c) agree that Asset Transfers and greenspace procurement be treated as dominant Priority 1 workstreams during 2026–27; d) note the stress test and endorse the proposed mitigations; and e) note that the new structure agreed under item 11 would support delivery of the Priority 1 programme during a period of exceptional workload. 	The Clerk
C/25/219	<p>To consider a coordinated approach to engagement with the new West Surrey Unitary Authority</p> <p>Council considered a report proposing a structured and coordinated approach to engagement with the new West Surrey Unitary Authority during the period of local government reorganisation.</p> <p>Members noted the rationale for establishing a time-limited Working Party to lead engagement with the successor unitary authorities, identify the Parish Council's priority areas for collaboration, and articulate how the Parish Council can add value through local knowledge, detailed understanding and community insight, while ensuring engagement remains proportionate and aligned with existing capacity and Priority 1 workstreams.</p> <p>Council also noted that the Working Party would operate within agreed parameters, would not take executive decisions on behalf of the Council, and would report back to Full Council at defined intervals. Members further noted the Council's earlier resolutions to participate in a County-led Cross-Parish Steering Group, with representation nominated by each Village Committee.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> a) establish two separate time-limited Working Parties to lead 	The Clerk

	<p>structured engagement with the successor unitary authorities</p> <p>b) agree that the Working Party's role will be to define a consistent set of priorities and messages for engagement, focusing on how the Parish Council can contribute local knowledge and community insight during and after the transition</p> <p>c) agree that the Working Party will operate within agreed parameters and report back to Council at defined intervals</p>	
C/25/220	<p>To consider summer planting for 2026</p> <p>Council considered a report on the provision of summer planting and hanging baskets across the villages for 2026. Members noted that six companies had been invited to quote, with one quotation received in the sum of £6,205, broken down by village.</p> <p>Members noted that the quoted costs marginally exceeded the approved 2026–27 budget provision for each village and that any small overspend would need to be met from the general reserve or in-year virements if the scheme were approved.</p> <p>Council considered the options of approving the quotation or not proceeding with hanging baskets for 2026.</p> <p>Cllr White proposed, Cllr R Jennings-Evans seconded, and it was resolved to approve quote A and to note that the minor overspend against the 2026–27 budget would be funded from the general reserve or by in-year virement.</p>	The Clerk
C/25/221	<p>Clerks update</p> <p>Nothing to report</p>	
C/25/222	<p>Correspondence</p> <p>Information Governance Members were informed that the Council had received a Subject Access Request and a Freedom of Information Request, which the Clerk is dealing with.</p> <p>Complaint Members were informed that the Council had received a complaint regarding an allotment plot reallocation.</p>	
C/25/223	<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> <p>C/25/224 Hook Mill Lane Depot Disposal C/25/225 To note the confidential report for the Full Council Meeting held on the 24th February 2026</p> <p>20:48 <i>The meeting was adjourned for a comfort break</i></p>	

	<i>20:53 The meeting resumed</i>	
C/25/224	<p>Hook Mill Lane Depot Disposal</p> <p>Council considered a confidential report regarding the proposed disposal of the Hook Mill Lane Depot, Lightwater, including the independent professional valuation.</p> <p>Council noted that a land agent has been engaged and that draft marketing particulars had been prepared.</p> <p>Members also noted that delegated authority had previously been granted to the Clerk to undertake marketing activity in accordance with Financial Regulations and Standing Orders (minute ref: C/25/178).</p> <p>It was resolved to carry out the actions as detailed in the confidential report.</p>	The Clerk
C/25/225	<p>To note the confidential report for the Full Council Meeting held on the 24th February 2026 and approve recommendations therein</p> <p>It was noted that the report had inadvertently been missed out of the papers; therefore, this item will be brought back to the next Full Council meeting.</p>	
C/25/226	<p>Lightwater Recreation Ground Trust Memorandum of Agreement</p> <p>Members discussed whether the MOA should be a public document. They also discussed the extent of the Council's responsibility and level of support. The Clerk confirmed that further advice will be sought regarding whether the agreement should remain confidential and explained that a meeting of the Trust would be convened ahead of Full Council in April.</p>	
	There being no further business, the meeting closed at 21:09	

Lightwater PL 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
02/03/2026	GRANT FEB26	L84	LIGHTWATER CONNECTED	LWCONNECT	500.00	0.00	500.00	4650	440	500.00	Grant - LW Village Fete 2026
TOTAL INVOICES					<u>500.00</u>	<u>0.00</u>	<u>500.00</u>			<u>500.00</u>	
VAT ANALYSIS CODE					OTS @ 0.00%	500.00	0.00	500.00			
TOTALS					<u>500.00</u>	<u>0.00</u>	<u>500.00</u>				

Windlesham PL 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
27/02/2026	GC092-246	W222	GLENDALE	GLEND	43.00	8.60	51.60	4060	500	43.00	Plaque - Wind Cem
27/02/2026	INV 2186	W221	PURE GARDENS	PUREG	2,130.00	426.00	2,556.00	4061	500	2,130.00	Monthly Grounds Maint Contract
06/03/2026	17331	W223	GUILDFORD FENCING	GUILDFEN	234.00	46.80	280.80	4220	510	234.00	Fencing Kings Lane Playground
TOTAL INVOICES					<u>2,407.00</u>	<u>481.40</u>	<u>2,888.40</u>			<u>2,407.00</u>	
VAT ANALYSIS CODE S @ 20.00%					2,407.00	481.40	2,888.40				
TOTALS					<u>2,407.00</u>	<u>481.40</u>	<u>2,888.40</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
03/03/2026	QL208942-1	912	SLCC ENTERPRISES LTD	SLCC	140.00	28.00	168.00	4350	220	140.00	FILCA Course - JC
03/03/2026	QD208943-1	913	SLCC ENTERPRISES LTD	SLCC	140.00	28.00	168.00	4350	220	140.00	ILCA Course - JC
28/02/2026	INV 30	914	ALL SAINTS CHURCH	ALLS	15.00	0.00	15.00	4950	225	15.00	Planning meeting 11Feb
01/03/2026	INV 2668	916	ZENTECH IT	FRE01	350.78	70.15	420.93	4440	225	350.78	Monthly Support
01/03/2026	INV 0006310	915	VILLAGE LIFE	VILLAGELIF	59.00	11.80	70.80	4640	225	59.00	Advert/Article
05/03/2026	2042423	917	SURREY HEATH	SHBC01	8,925.21	1,785.04	10,710.25	4165	310	3,775.15	Monthly Ground Maint Contract
								4165	410	2,897.20	Monthly Ground Maint Contract
								4165	510	2,107.06	Monthly Ground Maint Contract
								4220	310	72.90	Playground Inspection
								4220	410	72.90	Playground Inspection
TOTAL INVOICES					<u>9,629.99</u>	<u>1,922.99</u>	<u>11,552.98</u>			<u>9,629.99</u>	
VAT ANALYSIS CODE S @ 20.00%					9,614.99	1,922.99	11,537.98				
VAT ANALYSIS CODE Z @ 0.00%					15.00	0.00	15.00				
TOTALS					<u>9,629.99</u>	<u>1,922.99</u>	<u>11,552.98</u>				