



**Windlesham Parish Council**

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**MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL**  
 Held on Tuesday 28<sup>th</sup> April 2026, at 7.30pm held at St Anne's Church Centre, 43  
 Church Road, Bagshot

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

**In attendance:** Jo Whitfield –Clerk to the Council  
 John Woods - Resident  
 Bob Burlinson – Resident  
 Helen Hansen-Hjul - Resident

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

Members were advised that, although the Chair, Cllr White, was in attendance, she had lost her voice and therefore the Vice-Chair would chair the meeting.

Cllr Jennings-Evans took the Chair

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		Action
<b>C/25/232</b>	<b>Apologies for absence</b>  Apologies for absence were received from Cllrs Wilson, Wheeler and Gordon	
<b>C/25/233</b>	<b>Declarations of interest</b>  None	
<b>C/25/234</b>	<b>Public Questions</b>  <b>Q1:</b> Cllr Richardson raised a public question on behalf of Mr Murphy, who was not in attendance. Mr Murphy was dissatisfied that the summary of his previous public question, as recorded in the minutes, and challenged that it was not a true representation of what was said at the meeting. The Clerk acknowledged that Mr Murphy had provided a submission in excess of one	

	<p>A4 page, which had been summarised for the purposes of the minutes, noting that minutes are not a verbatim record. The Clerk further advised that it was a matter for Council to decide whether it considered the summary to be a true representation.</p> <p>Cllr Turner raised concerns that Mr Murphy's representations repeatedly revisited the same points and questioned whether the matters were now closed. The Clerk confirmed that all representations received had been responded to.</p> <p>The Council agreed to consider Mr Murphy's concerns under item 5 on the agenda.</p> <p><b>Q2:</b> A further public question was received after the deadline for public questions, relating to the condition of the war memorials and the length of time taken for Council action. As the question was received after the deadline, the Clerk advised that she had not had sufficient time to review the submission in detail. The Clerk nevertheless acknowledged that the process had been lengthy and had included condition surveys and the seeking of quotations, with delays arising as a result of the listed building consent process. It was noted that, due to the absence of a Heritage Officer at the principal authority, the pre-application submission had been reviewed by Historic England. Further delay occurred while awaiting allocation of a planning officer, who subsequently confirmed that specialist advice was being sought. The Clerk advised that a response is anticipated shortly and confirmed that she would respond directly to the resident.</p>	<b>The Clerk</b>
<b>C/25/235</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/25/225 To note the confidential report for the Full Council Meeting held on the 24<sup>th</sup> February &amp; 18<sup>th</sup> March 2026</p> <p>C/25/225 To note the resolutions made in the confidential report of the Personnel Committee held on 20 April 2026</p> <p><b>Members agreed that the above items should be discussed in the confidential part of the meeting.</b></p>	
<b>C/25/236</b>	<p><b>Full Council Minutes.</b></p> <p>In considering whether the minutes of the meeting held on 18 March were a true record, Councillors took account of the public question raised by Mr Murphy.</p> <p><b>It was resolved, with 13 in favour, 0 against, and 2 abstentions, to approve the minutes of the Full Council meetings held on the 18<sup>th</sup> of March and 7<sup>th</sup> of April 2026. The minutes were then signed by Cllr R Jennings Evans.</b></p>	<b>Cllr R Jennings-Evans</b>
<b>C/25/237</b>	<b>Committee and Sub-Committee Minutes</b>	

	<ul style="list-style-type: none"> <li>• The minutes of the Planning Committee meeting held on the 11<sup>th</sup> March, 24<sup>th</sup> March, and 15<sup>th</sup> April 2026 <b>were approved and</b> signed by Cllr Stevens.</li> <li>• The minutes of the Windlesham Committee meeting held on the 19<sup>th</sup> January 2026 <b>were approved and</b> signed by Cllr Lewis.</li> <li>• The minutes of the Bagshot Committee meeting held on the 3<sup>rd</sup> February 2026 <b>were approved and</b> signed by Cllr Willgoss.</li> <li>• The minutes of the Lightwater Committee meeting held on the 10<sup>th</sup> February 2026 <b>were approved and</b> signed by Cllr Hartshorn.</li> <li>• The minutes of the Personnel Committee meeting held on the 20<sup>th</sup> April 2026 <b>were approved and</b> signed by Cllr Turner.</li> </ul>	<p><b>Cllr Stevens</b></p> <p><b>Cllr Lewis</b></p> <p><b>Cllr Willgoss</b></p> <p><b>Cllr Hartshorn</b></p> <p><b>Cllr Turner</b></p>
<p><b>C/25/238</b></p>	<p><b>Accounts for payment</b></p> <p>a) <b>Accounts for payment</b> - The Clerk presented a list of expenditure transactions for approval, in the sum of £30,937.32, and Members were free to request an explanation of the individual items.</p> <p><b>It was resolved that the payments (Appendix A) in the total sum of £30,937.20 be authorised, and the Chairman signed the Expenditure Transactions Approval List.</b></p>	
<p><b>C/25/239</b></p>	<p><b>Budget Monitoring</b></p> <p>Members were presented with the budget monitoring report up to the 31<sup>st</sup> March 2026, detailing any overspends in the financial year 2025-2026.</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 &amp; Subscriptions budget, which Members previously resolved to cover from the General Reserve.</p> <p>Members were reminded that the General Reserve should be within the 3–12 month range of net revenue expenditure, <b>as</b> recommended by sector guidance.</p> <p>Cllr Richardson requested a breakdown of the burial income for 2025-2026.</p> <p><b>Members unanimously resolved to:</b></p> <ol style="list-style-type: none"> <li><b>1. Note the revenue outturn for the year ended 31 March 2026.</b></li> <li><b>2. Approve the final Income &amp; Expenditure account showing a surplus of £1,027.</b></li> <li><b>3. Approve the Balance Sheet as at 31 March 2026.</b></li> <li><b>4. Approve the overspends identified, noting that these were funded from EMRs or external income.</b></li> <li><b>5. Note the level of earmarked reserves and associated commitments.</b></li> <li><b>6. Approve a £3,510 spend from the Tree Maintenance EMR to carry out necessary tree work at School Lane Field pond. Noting the current EMR stands at £38,500.</b></li> </ol>	<p><b>The Clerk</b></p>

	<p>The Clerk informed Members that the Council had now received the business rates demand for Hook Mill Lane. Due to changes in the rateable values, additional rates were now payable in respect of the tractor shed and one of the barns. Officers are challenging the revised charges; however, the Clerk advised that unless payment is made in the meantime, the associated subsidy would be lost. The Clerk therefore requested approval to set up a direct debit to ensure payments are made pending resolution of the matter.</p> <p><b>Cllr Malcaus Cooper proposed, Cllr D Jennings-Evans seconded, and it was resolved with 14 in favour, 0 against and 1 abstention to delegate authority to the Clerk and one other signatory to set up the necessary direct debit, which would be funded from the Lightwater Village reserve.</b></p> <p><b>Additionally, Members resolved to appoint a specialist business rates valuation consultant on a <i>no win, no fee</i> basis to review the rateable value of all Council land and buildings.</b></p>	<p>The Clerk &amp; 1 Signatory</p> <p>The Clerk</p>
<p><b>C/25/240</b></p>	<p><b>Banking Arrangements</b></p> <p>Members were provided with an update on the progress made to banking mandates and authorised signatories across all Windlesham Parish Council accounts, alongside a review of current investment arrangements. It sets out the actions completed to date, identifies outstanding matters with specific banks, and seeks approval to give notice on certain deposit accounts to improve accessibility, flexibility, and interest returns.</p> <p><b>Members resolved to:</b></p> <ul style="list-style-type: none"> <li>• <b>Note the progress made to update banking mandates and signatories.</b></li> <li>• <b>Note the outstanding actions with Skipton and Santander.</b></li> <li>• <b>Approve the issuing of notice to Cambridge &amp; Counties Bank and Redwood Bank to enable funds to be relocated to more accessible accounts.</b></li> <li>• <b>Note the transfer of precept funds to interest-earning deposit accounts.</b></li> <li>• <b>Note that further recommendations on alternative accounts will be brought back to Council once options have been assessed.</b></li> </ul>	
<p><b>C/25/241</b></p>	<p><b>Year-end Internal Audit Report 2025-26 – to review and approve recommendations.</b></p> <p>Council was presented with the year-end internal audit report, noting that the council last completed a data audit in 2018, and it was recommended that the council ensure this is completed regularly to comply with GDPR regulations.</p> <p>The Council’s current GDPR advisor has indicated that a full audit will cost in the region of £500; therefore, the Clerk will progress under delegated authority</p> <p>Cllr R Jennings-Evans and Cllr Malcaus Cooper thanked the staff for their work over the previous year, which had contributed to the positive Internal Audit Report presented to Council.</p>	

	<b>It was resolved unanimously to approve the internal audit report</b>	
<b>C/25/242</b>	<p><b>Annual Return (AGAR) – to review, approve, and sign off the Annual Governance Statement for 2025-26</b></p> <p>The Annual Governance Statement was presented to and reviewed by the Council. <b>It was unanimously resolved to approve the Annual Governance Statement, and permission was given for the Chair of the meeting, Cllr R Jennings-Evans and the Clerk to sign the document.</b></p>	
<b>C/25/243</b>	<p><b>Annual Return (AGAR) – to review, approve, and sign off Accounting Statements for 2025-2026</b></p> <p><b>The Accounting Statements for 2025-26 signed by the RFO on the 21<sup>st</sup> April 2026, were presented to and reviewed by the Council. It was unanimously resolved to approve the Accounting Statements, and permission was given for the Chair of the meeting, Cllr R Jennings-Evans, to sign the annual accounting statements for the annual return 2025-26.</b></p>	
<b>C/25/244</b>	<p><b>Community Infrastructure Levy Receipts</b></p> <p>Members were presented with a report detailing all CIL income and expenditure.</p> <p><b>Members noted that during this period, Windlesham received £15,234 (19/0749/PMR) and Lightwater £8,154 (24/0136/FFU) in CIL payments.</b></p> <p><b>The next receipt falls due in October 2026.</b></p>	
<b>C/25/245</b>	<p><b>Motion from Cllrs Wheeler, Lewis and Richardson requesting that Full Council reconsider the decision to reorganise its governance structure with effect from the 1st April 2026.</b></p> <p>Cllr Malcaus Cooper raised two points of order:</p> <ol style="list-style-type: none"> <li>1. One of the three proposers was not present, so in her view, under Standing Order 1b, the motion should be withdrawn</li> </ol> <p>The Clerk advised that it was for Council to determine whether the motion should be withdrawn on those grounds. However, two of the three proposers were present and therefore in a position to propose and second the motion. The Clerk further noted that withdrawing the motion would only result in delay, which would impact the Council's ability to convene committee meetings during this period.</p> <ol style="list-style-type: none"> <li>2. The motion did not meet the requirements of standing order 8a as she believed that the motion should have explicitly stated it was a special motion and used the words reverse rather than reconsider.</li> </ol>	

	<p>In response to this point the Clerk explained that, in her view, the motion met the requirements of a special motion. The Clerk noted that there is no other circumstance in which three councillors are required to sign a formal motion proposal, and that, notwithstanding the wording used, the intent of the motion was clear. The Clerk further advised that requiring withdrawal on these grounds would only result in delay and would adversely impact the Council's ability to operate efficiently.</p> <p><b>Members voted on whether to hear the motion, and it was resolved with 14 in favour, 1 against and 0 abstentions to proceed.</b></p> <p>Cllr Richardson explained that the proposers were seeking to reconsider the timing of implementation of the return to a thematic committee structure, proposing that this be deferred until the formal conclusion of the Community Governance Review (CGR) process and the issuance of the CGR Order.</p> <p>Cllr R Jennings-Evans queried this position, noting that a CGR Order could not dictate the Council's internal governance arrangements, as Windlesham Parish Council is its own legal entity. It was further noted that this position had been confirmed in the 2019 CGR report issued by Surrey Heath Borough Council.</p> <p>Cllr Marr noted that the village committee structure had worked well; however this view was challenged on the basis that, if the Windlesham councillors considered the structure to be effective, it was questioned why they had supported and signed the request for a Community Governance Review.</p> <p>Prior to the vote being taken, the Clerk advised Members that, should implementation be delayed, it would need to be deferred until 1 April 2027 to align with the financial year. The Clerk explained that implementing changes to accommodate the village committee structure and the associated accounting arrangements part-way through a financial year would not be feasible, as this would risk non-compliance with proper practices, undermine audit trails, distort budget monitoring, complicate AGAR reporting, and potentially compromise the integrity of the Council's accounts.</p> <p><b>Cllr Richardson withdrew the motion</b></p> <p><i>20:37 Cllr Richardson left the meeting.</i></p>	
<p><b>C/25/246</b></p>	<p><b>To appoint members to the following committees and approve the Committee Terms of Reference</b></p> <p>Cllr Turner noted that having three councillors from each village on every committee was not consistent with proportional representation.</p> <p>Cllr Marr reminded Council that it had been resolved under a motion at the</p>	

previous meeting that all committees would comprise 3 Councillors from each village on each committee. The Clerk confirmed that this was the case and informed members that to change this, Councillors would need to follow the process set out in Standing Orders.

**It was resolved to appoint the following Members to the Committees:**

**a. Finance & General Purpose**

**Cllr Turner  
Cllr Malcaus Cooper  
Cllr D Jennings-Evans  
Cllr Willgoss  
Cllr Bakar  
1 Bagshot Vacancy  
Cllr Marr  
2 Windlesham Vacancies**

**b. Civic Amenities & Recreation**

**Cllr R Jennings-Evans  
Cllr Hartshorn  
Cllr Harris  
Cllr White  
Cllr Willgoss  
1 Bagshot Vacancy  
Cllr Lewis  
Cllr Marr  
1 Windlesham Vacancy**

**c. Personnel**

**Cllr R Jenningsd-Evans  
Cllr Turner  
Cllr Malcaus Cooper  
Cllr White  
Cllr Du Cann  
1 Bagshot Vacancy  
Cllr Hardless  
2 Windlesham Vacancies**

**d. Communications**

**Cllr Malcaus Cooper  
2 Lightwater Vacancies  
Cllr Willgoss  
2 Bagshot Vacancies  
Cllr Lewis  
Cllr Hardless  
1 Windlesham Vacancy**

	<p style="text-align: center;"><b>e. Planning</b></p> <p style="text-align: center;"><b>Cllr Turner Cllr Harris 1 Lightwater Vacancy Cllr White Cllr Du Cann 1 Bagshot Vacancy Cllr Marr 2 Windlesham Vacancies</b></p> <p><b>It was resolved that any councillors wishing to fill the vacancies should notify the Clerk in advance, and that the appointments would be referred to the next Full Council meeting for approval.</b></p> <p><i>20:49 Cllr Hartshorn left the meeting</i></p> <p><b>It was also resolved to adopt the new Terms of Reference for all committees, subject to the following amendments:</b></p> <p><b>The delegated authority of the Finance and General Purposes Committee to spend is increased to £15,000 within the approved budget.</b></p> <p><b>The addition of the following wording in all Committee Terms of Reference, except Finance and General Purpose:</b></p> <p>Non-members of the Council may be appointed to serve on the Committee in an advisory capacity. Such appointments shall be made by recommendation to Full Council and confirmed by a resolution of the Council.</p> <p>Non-councillor members, advisory members, subject-matter experts and other invited attendees shall withdraw from the meeting for any item of confidential or exempt business unless the Committee resolves that their continued attendance is necessary for that item. Any person permitted to remain must comply with the Council’s confidentiality and data protection requirements and must not disclose confidential information or personal data without lawful authority.</p>	
<p><b>C/25/247</b></p>	<p><b>To approve amendments to the Scheme of Delegation and working party terms of reference</b></p> <p>Members were reminded that Council had previously resolved to reorganise its governance arrangements and adopt a unified thematic committee structure with effect from 1 April 2026.</p> <p>As a result, minor administrative amendments were required to the Scheme of Delegation and the Terms of Reference for Working Parties to ensure they accurately reflect the revised governance structure.</p> <p>Additionally, an amendment was proposed to allow the Clerk to authorise expenditure of up to £3,000 from unrestricted reserves, subject to the</p>	

	<p>Financial Regulations and member reporting, to support the timely delivery of works and services.</p> <p>Updated documents were provided for consideration.</p> <p><b>It was resolved to adopt the Scheme of Delegation and working party terms of reference with amendments as presented.</b></p>	
<b>C/25/248</b>	<p><b>To approve the 2026-2027 meeting schedule</b></p> <p><b>It was resolved to reschedule the September meeting of Full Council to 22 September, and to approve the remaining meeting schedule as presented, subject to venue availability.</b></p>	<b>The Clerk</b>
<b>C/25/249</b>	<p><b>Unitary Engagement – To consider Council priorities and to nominate engagement leads.</b></p> <p>Members were asked to:</p> <ol style="list-style-type: none"> <li>1. Consider and agree the priority areas for engagement with the successor unitary authority for each Working Party, and that future engagement with the new West Surrey Unitary Authority should be based on these priorities only.</li> <li>2. Nominate Councillors to act as engagement leads, operating within agreed priorities, with no delegated decision-making authority, and reporting back through the relevant Working Party and Full Council.</li> </ol> <p><b>It was resolved to agree the Terms of Reference for each working party and the following priorities, along with nominated lead Cllrs for each priority:</b></p> <p><b><u>Windlesham Working Party – Proposed priorities</u></b></p> <ol style="list-style-type: none"> <li>1. <b>Infrastructure &amp; Greenspace &amp; Cemetery</b> - This priority would focus on local infrastructure, protection of greenspace where strong local knowledge is essential, and Windlesham Cemetery <b>Lead: TBC</b></li> <li>2. <b>Adherence to the existing and emerging Windlesham Neighbourhood Plan</b> - This priority focuses on ensuring that the unitary authority continues to recognise and apply locally agreed planning policy. <b>Lead: TBC</b></li> <li>3. <b>A firm commitment from the unitary that they will be mindful of the special nature of the village</b> - This priority acts as the principle underpinning all engagement rather than a single service area. <b>Lead: TBC</b></li> </ol>	

	<p><b><u>Bagshot &amp; Lightwater Working Party – Proposed priorities</u></b></p> <p>1. <b>Assets &amp; Services</b> -This priority would focus on local assets and service delivery where parish-level involvement, delegation, or partnership could add value during and after vesting.</p> <p><b>Lead: Cllr Malcaus Cooper (Cllr R Jennings-Evans Substitute)</b></p> <p>2. <b>Highways &amp; Planning</b> - This priority would address issues where strong local knowledge is essential and where clear engagement routes with the unitary authority are required.</p> <p><b>Lead: Cllr White (Cllr Willgoss Substitute)</b></p> <p>3. <b>Community Provision</b> - This priority would focus on protecting and strengthening community-level provision and ensuring local needs remain visible within a larger authority.</p> <p><b>Lead: Cllr R Jennings-Evans (Cllr Malcaus Cooper Substitute)</b></p>	
C/25/250	<p><b>Hook Mill Lane Sale update</b></p> <p>Members were reminded that the Council had previously resolved to market and dispose of the land at Hook Mill Lane, Lightwater, supported by an independent professional valuation and the appointment of a land agent. It was further noted that a Notice of Intent to Market had been published in compliance with statutory requirements prior to the commencement of marketing.</p> <p>Members were asked to note the update on the sale process for the Hook Mill Lane depot, including the open days held.</p> <p>Members were also asked to appoint three councillors to be present when the bids are received, with all bids being reported back to the next available Full Council meeting, and that authority to accept or reject any bid remaining with the Full Council.</p> <p><b>It was resolved to note the update and appoint the following Councillors to be present when the bids are opened.</b></p> <p><b>Cllr Harris Cllr Turner Cllr R Jennings-Evans</b></p>	<p><b>Cllr Harris Cllr Turner Cllr R Jennings- Evans</b></p>
C/25/251	<p><b>Community Governance Review – Update</b></p>	

	<p>Council received an update on ongoing liaison with Surrey Heath Borough Council in relation to the implementation of the Community Governance Review and the proposed disaggregation of Windlesham Parish Council. Members noted that statutory responsibility for the legal and administrative arrangements, including the division of assets and liabilities, rests with Surrey Heath Borough Council.</p> <p>It was noted that Surrey Heath Borough Council is awaiting further advice on detailed implementation arrangements and timescales, and that a formal Reorganisation Order is currently expected before the summer recess. Members further noted that, while the Parish Council has no decision-making role in the process, it will be required to provide officer support and information to assist with implementation as appropriate.</p> <p><b>Noted</b></p>	
C/25/252	<p><b>Lightwater Recreation Trust – Outcomes from Preceding Trust Meeting</b></p> <p>Members were updated on the outcome of the preceding Trust meeting, including the expected grant aid required for the ensuing year.</p> <p><b>Members noted that the 2026–27 budget provision for maintenance and services under the Memorandum of Agreement had been agreed at £15,000. Since setting the budget, it has been identified that greenspace maintenance costs alone are estimated at approximately £17,000.</b></p> <p><b>Members further noted that this variance arises from the historical coding of greenspace maintenance expenditure to budget line 4165.</b></p> <p><b>Members resolved to vire £17,000 from the Greenspace Contract budget line (nominal code 4165) to nominal code 4905 to fund greenspace maintenance at the recreation ground. It was noted that this would leave a remaining budget of £15,000 for incidentals and redevelopment.</b></p> <p><b>Members noted that five consultants had been approached to undertake a feasibility study for the replacement of the existing pavilion and store at Lightwater Recreation Ground. Four were unable to quote or did not respond, resulting in a single quotation being received. The proposal provided for a high-level site appraisal, outline plans and elevations in line with the Council’s brief, and an indicative build cost with an itemised cost report to support future decisions.</b></p> <p><b>Members further noted that the Trust had resolved to proceed with a feasibility study for the replacement pavilion, at a cost of £2,750 for the initial study.</b></p>	RFO

	<p><b>The Council, acting under the Memorandum of Agreement, resolved to grant-aid this cost (£2,750) and further resolved to suspend Standing Orders to permit the production of three visualisations, at a total cost not exceeding £1,800.</b></p> <p><b>Finally, it was resolved that the costs would be met from the Lightwater Recreation Ground budget line (nominal code 4905) or from Earmarked Reserves (EMR 340).</b></p>	
<p><b>C/25/253</b></p>	<p><b>To consider greenspace procurement processes</b></p> <p>Council considered a report on greenspace and cemetery maintenance procurement, setting out the need for specialist procurement support in light of the Community Governance Review and anticipated changes to assets and governance arrangements from April 2027.</p> <p>Members noted the current procurement compliance risks relating to Windlesham Cemetery maintenance and the proposal to undertake a short-term Request for Quotation exercise to secure an interim replacement contract.</p> <p>Council also noted the requirement for strategic procurement planning for longer-term grounds maintenance arrangements beyond 2027, including consideration of future parish council structures and contract values.</p> <p>The report proposed the appointment of an external procurement consultant to support both the short-term cemetery procurement exercise and the preparation of a high-level grounds maintenance procurement strategy, with all decision-making authority remaining with Council.</p> <p>Members were informed that 4 quotations had been sought; however, only one quote was received.</p> <p>Council was asked to review the papers presented and, subject to being satisfied with the proposed scope, costs and programme, approve the appointment of the original procurement consultant to undertake the:</p> <ul style="list-style-type: none"> <li>• Windlesham Cemetery Maintenance RFQ process, in accordance with the refreshed quotation.</li> <li>• Lightwater &amp; Bagshot Grounds Maintenance Procurement Strategy</li> </ul> <p><b>It was resolved unanimously to appoint the original approved consultant to undertake the:</b></p> <ul style="list-style-type: none"> <li>• <b>Windlesham Cemetery Maintenance RFQ process, in accordance with the refreshed quotation.</b></li> <li>• <b>Lightwater &amp; Bagshot Grounds Maintenance Procurement Strategy, investigating the possibility of a framework that could support continued provision in Windlesham post CGR</b></li> </ul> <p><b>This will be funded from budget line 4403/225 Consultant Costs.</b></p>	<p><b>The Clerk</b></p>

C/25/254	<p><b>Clerks update</b></p> <ul style="list-style-type: none"> <li>• <b>War memorials:</b> All required planning documentation has been submitted. Surrey Heath Borough Council is taking advice from the Surrey County Council heritage consultant, and it is anticipated that the outcome will be communicated by the first week of May.</li> <li>• <b>Asset Mapping:</b> Existing assets for Lightwater and Bagshot have been mapped on the Parish Online system. Mapping of Windlesham assets is in progress.</li> <li>• <b>SHBC assets:</b> Once current assets have been mapped, all proposed asset transfers will be assessed and mapped.</li> <li>• <b>Windlesham Cemetery drainage:</b> Quotes have been requested and will be reported to the Civic Amenities and Recreation Ground Committee.</li> <li>• <b>Windlesham Cemetery memorial repairs:</b> Quotes have been obtained and a contractor appointed to carry out works to the Clarke Tomb, in accordance with the resolution of the Windlesham Village Committee.</li> <li>• <b>School Lane Field path replacement and extension:</b> Works are scheduled to commence on 12 May.</li> <li>• <b>Neighbourhood policing:</b> A meeting has been held with the new Neighbourhood Specialist Officer for the six villages to discuss partnership working and approaches to tackling anti-social behaviour.</li> <li>• <b>School Lane Field remedial tree works:</b> Quotes have been obtained, and a contractor will be appointed under delegated authority to carry out the works following the bird nesting season.</li> <li>• <b>Lightwater Fete:</b> The Operations Coordinator has been liaising with Lightwater Connected (Lightwater Fete Committee) and the Safety Advisory Group to support the event proceeding as planned.</li> <li>• <b>Lightwater flags:</b> Quotes have been obtained, and the necessary permission is awaited from Surrey County Council.</li> <li>• <b>Lightwater Cemetery Fencing</b> – Officers are currently progressing work on the Lightwater Cemetery fencing project and are awaiting the surveyor who undertook the topographical survey to overlay the Land Registry information and confirm the site boundary. Progress has been slower than anticipated due to the surveyor’s existing workload, and officers will continue to monitor and follow up on this matter.</li> <li>• <b>Bagshot Cemetery Drainage</b> – Officers have obtained three quotations for the proposed drainage works at Bagshot Cemetery.</li> </ul>	
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	<p>As the quotations exceed the relevant financial limits previously resolved, the matter will be referred to the Civic Amenities and Recreation Committee for consideration and a formal resolution.</p> <ul style="list-style-type: none"> <li>• <b>Unauthorised Swing at Bosman Drive Greenspace</b> – Following a report on the 14<sup>th</sup> of April 26 from a councillor regarding an unauthorised swing installed at Bosman Drive, the swing was removed by the 15<sup>th</sup> April 2026.</li> </ul> <p>This action was taken on safety and liability grounds. Councillors may wish to note recent news coverage in a BBC article dated 22 April, which reported that an inquest had heard that a 12-year-old girl was killed by a falling tree branch while playing on a rope swing, which should have been removed by the Council. This did not relate to Windlesham Parish Council but highlights the serious risks associated with unauthorised play equipment and the responsibilities placed on landowners.</p> <p>Thank you to the councillor who raised this matter. Please continue to report any similar issues so they can be addressed promptly.</p>	
<b>C/25/255</b>	<p><b>Correspondence</b></p> <p>Nothing to report</p>	
<b>C/25/256</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/25/257 To note the confidential report for the Full Council Meeting held on the 24<sup>th</sup> February &amp; 18<sup>th</sup> March 2026</p> <p>C/25/258 To note the resolutions made in the confidential report of the Personnel Committee held on 20 April 2026</p>	
<b>C/25/257</b>	<p><b>To note the confidential reports for the Full Council Meeting held on the 24<sup>th</sup> February &amp; 18<sup>th</sup> March 2026, and approve recommendations therein</b></p> <p><b>It was resolved to note and approve the confidential reports presented.</b></p>	
<b>C/25/258</b>	<p><b>To note the resolutions made in the confidential report of the Personnel Committee held on 20 April 2026</b></p> <p><b>It was resolved to note and approve the confidential report presented.</b></p>	
	<p><b>There being no further business, the meeting closed at 21:20</b></p>	

## Payment List - 14th April 2026

### Purchase Ledger List

Invoice Date	Invoice Number	Supplier Name	Net Value	VAT	Invoice Total	Description
28-Mar-26	Inv 6346	Village Life Magazine	59.00	11.80	<b>70.80</b>	April 2026 Advert
28-Mar-26	Inv 43	All Saints Church	15.00	0.00	<b>15.00</b>	Hall Hire - Planning meeting
31-Mar-26	Inv 2715	Zentech IT	370.78	74.15	<b>444.93</b>	IT Support; Anti-Virus; Microsoft Subscriptions
31-Mar-26	Inv 2213	Pure Gardens	2130.00	426.00	<b>2556.00</b>	Windlesham Cemetery Maintenance
31-Mar-26	Inv GC092-254	Glendale	86.00	17.20	<b>103.20</b>	Plaques
01-Apr-26	Inv 0083	SALC	3289.63	0.00	<b>3289.63</b>	SALC/NALC Subscription
03-Apr-26	Inv 6646	Neil Curtis & Sons	190.00	0.00	<b>190.00</b>	Ashes Internment 02Apr Windlesham
07-Apr-26	Inv 2042617	SHBC	8925.21	1785.04	<b>10710.25</b>	Ground Maint Contract + Gym Inspections
10-Apr-26	Inv 4361/2026/27	ICCM	110.00	0.00	<b>110.00</b>	ICCM Membership Renewal
09-Apr-26	Inv 202610	St Annes Church Centre	66.00	0.00	<b>66.00</b>	Full Council Meeting March
01-Apr-26	Inv MEM257921-1	SLCC - JW Membership renewal	502.00	0.00	<b>502.00</b>	Membership renewal - JW
			15743.62	2314.19	<b>18057.81</b>	

**Bagshot 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
03/03/2026	INV 13967	B147	SWT	SURREYWILD	410.00	82.00	492.00	4170	310	410.00	Pond - Site visit and report
								345		-410.00	Pond - Site visit and report
								6000	310	410.00	Pond - Site visit and report
22/03/2026	INV 3127	B148	GREENLANDS	GREE	180.00	36.00	216.00	4160	300	180.00	Bin Replacement - School Lane
								345		-180.00	Bin Replacement - School Lane
								6000	300	180.00	Bin Replacement - School Lane
<b>TOTAL INVOICES</b>					<u>590.00</u>	<u>118.00</u>	<u>708.00</u>			<u>590.00</u>	
VAT ANALYSIS CODE S @ 20.00%					590.00	118.00	708.00				
<b>TOTALS</b>					<u>590.00</u>	<u>118.00</u>	<u>708.00</u>				

## 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
06/03/2026	INV 6529	L85	NEIL CURTIS	NEIL	190.00	0.00	190.00	4005	400	190.00	Ashes Internment 4Mar
16/03/2026	INV I14443	L87	ZOO SIGNS	ZOOSI	128.30	25.66	153.96	4185	410	128.30	Planting Stickers
								350		-128.30	Planting Stickers
								6000	410	128.30	Planting Stickers
17/03/2026	GRANT	L86	LIGHTWATER SOCIETY	LIGHTSOC	5,000.00	0.00	5,000.00	4640	440	4,292.19	Grant
								351		-4,292.19	Grant
								6000	440	4,292.19	Grant
								4640	440	707.81	Grant
15/03/2026	INV 3126	L88	GREENLANDS	GREE	5,840.00	1,168.00	7,008.00	4555	435	5,840.00	HML Fencing
								350		-5,840.00	HML Fencing
								6000	435	5,840.00	HML Fencing
<b>TOTAL INVOICES</b>					<u>11,158.30</u>	<u>1,193.66</u>	<u>12,351.96</u>			<u>11,158.30</u>	
VAT ANALYSIS CODE S @ 20.00%					5,968.30	1,193.66	7,161.96				
VAT ANALYSIS CODE Z @ 0.00%					5,190.00	0.00	5,190.00				
<b>TOTALS</b>					<u>11,158.30</u>	<u>1,193.66</u>	<u>12,351.96</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
09/03/2026	INV 202607	918	ST ANNES PCC	ANNE	132.00	0.00	132.00	4950	325	66.00	Hall hire -Bagshot meet 3Feb
								4950	225	66.00	Hall hire - Full Council 24Feb
16/03/2026	INV 108858	919	PRINT	PRINT	295.00	0.00	295.00	4600	225	295.00	Printing for APM
23/03/2026	INV BK225590-1	920	SLCC ENTERPRISES LTD	SLCC	715.00	93.00	808.00	4350	220	715.00	Conference - J Whitfield
23/03/2026	BK225591-1	921	SLCC ENTERPRISES LTD	SLCC	815.00	113.00	928.00	4350	220	815.00	Conference - Wakefield
<b>TOTAL INVOICES</b>					<u>1,957.00</u>	<u>206.00</u>	<u>2,163.00</u>			<u>1,957.00</u>	
			VAT ANALYSIS CODE	E @ 0.00%	295.00	0.00	295.00				
			VAT ANALYSIS CODE	OTS @ 0.00%	500.00	0.00	500.00				
			VAT ANALYSIS CODE	S @ 20.00%	1,030.00	206.00	1,236.00				
			VAT ANALYSIS CODE	Z @ 0.00%	132.00	0.00	132.00				
<b>TOTALS</b>					<u>1,957.00</u>	<u>206.00</u>	<u>2,163.00</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
20/03/2026	INV 6584	922	NEIL CURTIS	NEIL	570.00	0.00	570.00	4005	500	380.00	Ashes Internments
								4005	400	190.00	Ashes Internment
18/03/2026	INV 4274	924	NP TREE MANAGEMENT	NPTREE	260.00	52.00	312.00	4220	310	260.00	Tree lifting around playground
09/03/2026	INV 128172	925	GD FIRE SECURITY	GDFIR	205.20	41.04	246.24	4455	225	205.20	Annual Intruder Alarm Maint
27/03/2026	INV 21688	923	VISION ICT	VISIO	145.00	29.00	174.00	4440	225	145.00	Website MOT
<b>TOTAL INVOICES</b>					<u>1,180.20</u>	<u>122.04</u>	<u>1,302.24</u>			<u>1,180.20</u>	
VAT ANALYSIS CODE S @ 20.00%					610.20	122.04	732.24				
VAT ANALYSIS CODE Z @ 0.00%					570.00	0.00	570.00				
<b>TOTALS</b>					<u>1,180.20</u>	<u>122.04</u>	<u>1,302.24</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
28/02/2026	INV 11181	W224	ONE CALL	ONECA	68.70	13.74	82.44	4062	500	68.70	Tap Replacement -Feb26
31/01/2026	11156	W225	ONE CALL	ONECA	49.50	9.90	59.40	4062	500	49.50	Tap isolation Jan26
<b>TOTAL INVOICES</b>					<u>118.20</u>	<u>23.64</u>	<u>141.84</u>			<u>118.20</u>	
VAT ANALYSIS CODE S @ 20.00%					118.20	23.64	141.84				
<b>TOTALS</b>					<u>118.20</u>	<u>23.64</u>	<u>141.84</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
27/03/2026	INV6618	W226	NEIL CURTIS	NEIL	190.00	0.00	190.00	4005	500	190.00	Ashes Internment
<b>TOTAL INVOICES</b>					<u>190.00</u>	<u>0.00</u>	<u>190.00</u>			<u>190.00</u>	
VAT ANALYSIS CODE Z @ 0.00%					190.00	0.00	190.00				
<b>TOTALS</b>					<u>190.00</u>	<u>0.00</u>	<u>190.00</u>				