



Windlesham Parish Council

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The Council Offices

The Avenue

Lightwater

Surrey

GU18 5RG

MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL

Held on Tuesday 28th July 2026, at 7.15pm held at St Anne's Church Centre, 45 Church Road, Bagshot

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

In attendance: Jo Whitfield –Clerk to the Council

Mr Richardson - Resident

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

Cllr R Jennings-Evans took the Chair

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		Action
C/26/47	Apologies for absence Apologies for absence were received from Cllrs Hardless, Gordon, Hartshorn, Harris & Malcaus Cooper. Members noted that reasons for apologies would be considered in the confidential part of the meeting.	
C/26/48	Declarations of interest None	
C/26/49	Public question time None	
C/26/50	Exclusion of the press and public. Agreed that the following items be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960:	

	C/26/60 Notification of Outcome – Code of Conduct Complaint C/26/61 Windlesham Cemetery Greenspace Procurement – Draft Contract for Review C/26/62 Hook Mill Lane Disposal C/26/63 To consider reasons for Councillor absences C/26/64 To approve as a correct record, the confidential reports of the previous meeting held on 30th June 2026 Members agreed that the above items would be discussed in the confidential part of the meeting.	
C/26/51	Full Council Minutes The minutes of the Full Council meetings held on the 30th June 2026 were approved as a correct record and signed by Cllr White	Cllr White
C/26/52	Committee and Sub-Committee Minutes The minutes of the Planning Committee meetings held on the 30th June 2026 and 15th July 2026 were approved and signed by Cllr Stevens.	Cllr Stevens
C/26/53	Community Governance Review Working Group – update Members received a report on the Community Governance Review Working Party Terms of Reference approved by Surrey Heath Borough Council on 22 July 2026. The terms of reference were amended to provide for one parish councillor representative from each successor parish council area, the appointment of substitutes, revised borough council representation, updated charring arrangements, and provisions relating to conflicts of interest. Members noted that the revised arrangements require representation from both the Windlesham and Bagshot & Lightwater parish council areas and considered the Council’s existing appointments. Members discussed the scope of the Working Group's remit and the extent to which the approved Terms of Reference reflected the resolution made by Surrey Heath Borough Council on 16 June 2026, including the status of the continuing authority and the proposed role of the Working Group in matters relating to governance and staffing. It was resolved, by 12 votes to 1 with no abstentions, to delegate authority to the Clerk, in consultation with the Chair, Vice-Chair and Chair of Personnel, to write to Surrey Heath Borough Council seeking clarification on the Terms of Reference. Members also confirmed, in accordance with previous Resolution C/26/34, Councillor Lewis as the appointed representative for the Windlesham Parish Council area, with Councillor Hardless serving as substitute. Additionally, it was resolved, by 11 votes to 1 with 1 abstention, to confirm Councillor Turner as the appointed representative for the Bagshot and Lightwater Parish Council area, with Councillor R Jennings-Evans serving as substitute.	

	It was further resolved to delegate authority to the Clerk to notify Surrey Heath Borough Council of the confirmed appointments	
C/26/54	Star Councils Awards Members considered whether the Council should submit an application for the National Association of Local Councils (NALC) Star Council Awards 2027 – Council of the Year category. Members noted that, whilst the Council is not eligible to apply for a committee-specific award, it is eligible to submit an application for Council of the Year, which would provide an opportunity to showcase achievements across the whole parish area. Members further noted that applications must be submitted by 25 September 2026 and that there are no direct costs associated with submitting an application, with any officer time being met from existing budgets. It was resolved with 1 in favour, 12 against and 0 abstentions not to submit an application for the NALC Star Council Awards 2027 – Council of the Year category.	
C/26/55	Accounts for Payment a) Accounts for payment - The Clerk presented a list of expenditure transactions for approval, in the sum of £19,574.09 and explained the individual items. It was resolved that the payments (Appendix A) in the total sum of £19,574.09 be authorised, and the Chairman signed the Expenditure Transactions Approval List.	Cllr R Jennings-Evans
C/26/56	Hook Mill Lane Depot Disposal – Funding of Professional Costs Members noted that the Lightwater Village Reserve is fully committed and does not contain sufficient unallocated funds to meet the professional costs associated with the disposal of the Hook Mill Lane Depot. The Clerk reported that, following liaison with the Responsible Financial Officer, there are insufficient uncommitted reserve funds available. Members considered the need to fund valuation, legal, conveyancing and associated professional costs required to progress the agreed disposal, noting that these costs are necessary to ensure the transaction is conducted appropriately and in compliance with the Council's obligations. It was resolved to note that the Lightwater Village Reserve does not contain sufficient unallocated funds to meet the professional costs associated with the disposal of the Hook Mill Lane Depot. Cllr Turner proposed, Cllr R Jennings-Evans seconded, and it was unanimously resolved that, once the Village Reserve Funds have been	

	exhausted, any remaining valuation, legal, conveyancing and other associated professional costs required to progress the disposal of the Hook Mill Lane Depot shall be funded from an alternative Lightwater Village earmarked reserve, as agreed by the RFO in consultation with the Lightwater Village Councillors. Finally, it was resolved unanimously to delegate authority to the Clerk, in conjunction with the Chair and Vice-Chair of Council, to authorise such expenditure as is necessary to progress the transaction.	RFO & Lightwater Village Councillors Clerk
C/26/57	Clerks Update Members received the Clerk's Update and noted progress on a number of ongoing projects and workstreams. These included the pavilion feasibility study, which remains in progress with initial drawings circulated to Members; ongoing discussions with Surrey Heath Borough Council regarding potential asset transfers; arrangements for a GDPR data audit in August; progress towards securing the necessary approvals for war memorial works; preparation of a representation to the West Surrey Unitary Authority regarding councillor numbers for Bagshot and Lightwater; and the instruction of further valuation advice in relation to the proposed disposal of the Hook Mill Lane Depot	
C/26/58	Correspondence There was no correspondence	
C/26/59	Exclusion of the press and public. Agreed that the following items be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960: C/26/60 Notification of Outcome – Code of Conduct Complaint C/26/61 Windlesham Cemetery Greenspace Procurement – Draft Contract for Review C/26/62 Hook Mill Lane Disposal C/26/63 To consider reasons for Councillor absences C/26/64 To approve as a correct record, the confidential reports of the previous meeting held on 30th June 2026 <i>19:50 Cllr Wilson left the meeting</i>	
C/26/60	Notification of Outcome – Code of Conduct Complaint Members received a confidential report advising that, following the resolution of Full Council on 30 June 2026, a formal Code of Conduct complaint had been submitted to the relevant Monitoring Officers and that a response had now been received. Members noted that the complaint had been considered under the applicable Code of Conduct arrangements administered by the principal authority.	

	Cllr R Jennings-Evans proposed Cllr Turner seconded and that authority be delegated to the Clerk, in conjunction with the Chair and Vice-Chair, to write to the CEO of SHBC to: Ask for a review of the assessment based on material factors not addressed, referring to continuing conduct after the decision Request the standards complaints procedure and assessment criteria - the adopted complaints procedure; - the initial assessment criteria; - any thresholds applied; - confirmation of how the complaint was assessed. A recorded vote was requested, and the motion was carried with 7 in favour, 2 against and 2 abstentions. <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 Willgoss</td><td>In Favour</td></tr><tr><td>Cllr White</td><td>In Favour</td></tr><tr><td>Cllr R Jennings-Evans</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 Lewis</td><td>Against</td></tr><tr><td>Cllr Marr</td><td>Abstention</td></tr><tr><td>Cllr Richardson</td><td>Against</td></tr><tr><td>Cllr Wheeler</td><td>Abstention</td></tr></table>	Cllr Bakar	In Favour	Cllr Du Cann	In Favour	Cllr Willgoss	In Favour	Cllr White	In Favour	Cllr R Jennings-Evans	In Favour	Cllr Turner	In Favour	Cllr Stevens	Against	Cllr D Jennings-Evans	In Favour	Cllr Lewis	Against	Cllr Marr	Abstention	Cllr Richardson	Against	Cllr Wheeler	Abstention	Clerk, Chair & Vice Chair
Cllr Bakar	In Favour																									
Cllr Du Cann	In Favour																									
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Cllr Richardson	Against																									
Cllr Wheeler	Abstention																									
C/26/61	Windlesham Cemetery Greenspace Procurement – Draft Contract for Review Members considered the draft contract and specification for the procurement of cemetery maintenance services. The specification sets out the required service standards, maintenance frequencies, reporting arrangements, health and safety requirements, contract management provisions and mobilisation requirements for the future contract. It was unanimously resolved to amend the draft cemetery maintenance contract by replacing the term ‘Employer’ with ‘the Authority’ and to approve the contract and specification, as amended, for inclusion in the procurement documentation	Clerk																								
C/26/62	Hook Mill Lane Disposal Members received an update on the proposed disposal of the Hook Mill Lane Depot, including the legal and valuation advice obtained following the Council’s previous decisions.																									

	Due to the Clerk receiving the supporting documents on the day of the meeting, leaving insufficient time for due consideration, Members resolved by 7 votes to 5, with no abstentions, to defer the item to a future meeting.	
C/26/63	To consider reasons for Councillor absences Members were asked to consider any reasons for apologies submitted in respect of this Full Council meeting. It was resolved to accept all apologies received.	
C/26/64	To approve as a correct record the confidential reports of the previous meeting held on 30th June 2026 It was resolved to approve as a correct record the confidential reports of the previous meeting held on 30th June 2026	
	There being no further business, the meeting closed at 20:38	

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
15/05/2026	INV 6818	968	NEIL CURTIS	NEIL	200.00	0.00	200.00	4005	500	200.00	Ashes Internment - Windlsham
17/03/2026	APM EXPENSE	969	WHITE	WHITE	44.98	0.00	44.98	4005	500	44.98	APM Expense - Refreshments
12/06/2026	INV 6906	970	NEIL CURTIS	NEIL	200.00	0.00	200.00	4005	500	200.00	Ashes Internment - Windlesham
TOTAL INVOICES					444.98	0.00	444.98			444.98	
VAT ANALYSIS CODE Z @ 0.00%					444.98	0.00	444.98				
TOTALS					444.98	0.00	444.98				

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
01/07/2026	INV 4350	971	NP TREE MANAGEMENT	NPTREE	655.00	131.00	786.00	4195	210	655.00	Tree felling & removal LW Cem
								395		-655.00	Tree felling & removal LW Cem
								6000	210	655.00	Tree felling & removal LW Cem
01/07/2026	INV 2265	972	PURE GARDENS	PUREG	2,130.00	426.00	2,556.00	4061	500	2,130.00	Wind Cem Ground Maint June
30/06/2026	2026-06-002	973	POLARIS CONSULT	POLARIS	1,312.50	262.50	1,575.00	4403	225	1,312.50	Cem Maint RFQ - RFP Prep
28/06/2026	INV 92	974	ALL SAINTS CHURCH	ALLS	15.00	0.00	15.00	4950	225	15.00	Hall Hire - Planning Meeting
26/06/2026	INV 6964	975	NEIL CURTIS	NEIL	200.00	0.00	200.00	4005	500	200.00	Ashes Internment Wind Cem
30/06/2026	INV 109519	976	CAMBERLEY PRINTERS	CAMBPRINT	106.00	0.00	106.00	4640	225	106.00	Newsletters printed
TOTAL INVOICES					4,418.50	819.50	5,238.00			4,418.50	
VAT ANALYSIS CODE S @ 20.00%					4,097.50	819.50	4,917.00				
VAT ANALYSIS CODE Z @ 0.00%					321.00	0.00	321.00				
TOTALS					4,418.50	819.50	5,238.00				

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
30/06/2026	INV11281	977	ONE CALL	ONECA	137.00	27.40	164.40	4060	500	137.00	Pipe & post at Wind Cem
30/06/2026	INV 11284	978	ONE CALL	ONECA	59.48	11.90	71.38	4060	500	59.48	Leak and repair pipe
30/06/2026	INV 11273	979	ONE CALL	ONECA	51.12	10.22	61.34	4060	500	51.12	Trace Pipework leak
TOTAL INVOICES					247.60	49.52	297.12			247.60	
VAT ANALYSIS CODE S @ 20.00%					247.60	49.52	297.12				
TOTALS					247.60	49.52	297.12				

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
06/07/2026	INV 202623	980	ST ANNES PCC	ANNE	66.00	0.00	66.00	4950	225	66.00	FC Meeting - June
03/07/2026	INV 6992	981	NEIL CURTIS	NEIL	200.00	0.00	200.00	4005	500	200.00	Internment - Windlesham 29Jun
10/07/2026	INV 7011	982	NEIL CURTIS	NEIL	200.00	0.00	200.00	4005	500	200.00	Internment - Windlesham 6Jul
01/07/2026	INV 2854	983	ZENTECH IT	FRE01	370.78	74.15	444.93	4440	225	370.78	Monthly IT Support
20/07/2026	GRANT FETE	984	WINDLESHAM FETE	WINFETE	843.52	0.00	843.52	4650	540	843.52	Grant for Windlesham Fete
06/07/2026	2043067	985	SURREY HEATH	SHBC01	8,925.21	1,785.04	10,710.25	4165	210	7,359.78	Ground Maint Jul26
								4905	455	1,419.63	Grounds Maint Jul26
								4905	455	72.90	Gym Inspection Jul26
								4220	210	72.90	Gym Inspection Bagshot Jul26
01/04/2026	INV SM33597	986	RIALTAS BUSINESS	REALTAS	3,480.00	696.00	4,176.00	4420	225	3,480.00	Finance Software annual fee
18/07/2026	INV 02016	987	NALC	NALC	35.00	7.00	42.00	4350	220	35.00	Next Gen Leadership course -JW
18/07/2026	BK226953-1	988	SLCC ENTERPRISES LTD	SLCC	115.50	23.10	138.60	4350	220	115.50	Manpower/Succession Plan JW
18/07/2026	BK226954-1	989	SLCC ENTERPRISES LTD	SLCC	77.00	15.40	92.40	4350	220	77.00	Action Plans Course - JW
16/07/2026	INV-0111	990	SURREY ALC	SALC	45.00	9.00	54.00	4350	220	45.00	Conference Attendance - JW
20/07/2026	INV 21774	991	ICCM	ICCM	105.00	21.00	126.00	4350	220	105.00	Manage Garden of Rem - LS
TOTAL INVOICES					14,463.01	2,630.69	17,093.70			14,463.01	
VAT ANALYSIS CODE S @ 20.00%					13,153.49	2,630.69	15,784.18				
VAT ANALYSIS CODE Z @ 0.00%					1,309.52	0.00	1,309.52				
TOTALS					14,463.01	2,630.69	17,093.70				