



### **Windlesham Parish Council**

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The Council Offices  
The Avenue  
Lightwater  
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GU18 5RG

20<sup>th</sup> March 2025

You are hereby summoned to attend a meeting of the Windlesham Parish Council to be held at the St Annes Church Centre, 43 Church Road, Bagshot on **Tuesday 25<sup>th</sup> March 2025 at 7.15pm** to act upon the undermentioned business.

If you are unable to attend the meeting, please send your written apologies to the Clerk and Chair of Council.

**Joanna Whitfield**  
**Clerk to the Council**

#### **MEETING INFORMATION**

**Members of the public are invited to attend this meeting or if you wish to submit any questions or comment on any of the items on this agenda without attending, please email [clerk@windleshampc.gov.uk](mailto:clerk@windleshampc.gov.uk) by midday on Tuesday 25<sup>th</sup> March 2025. Please note that all written submissions for public participation are limited to 150 words and where possible will be read aloud at the meeting, along with the name of the person submitting the comment. If you do not wish your name to be made public at the meeting, you must specify this to the Clerk in writing at the time of submission.**

#### **AGENDA**

1. **Apologies for absence**
2. **Declarations of Interest:** Members to declare any interest, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any requests from members for dispensations that accord with the Localism Act 2011 S33(b-e).
3. **Public Question Time:** In accordance with Standing Orders a period not exceeding 20 minutes will be allowed for public participation.
4. **Exclusion of the Press and Public.** To agree any items to be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960.
5. **Council Minutes:** To approve as a correct record, the open minutes of the previous meeting held on 25<sup>th</sup> February 2025

6. **Committee and Sub-Committee Minutes:** To approve the open minutes and recommendations therein of the recent committee and sub-committee meetings and to review and adopt any recommendations and agreements contained therein:

- Planning Committee – 25<sup>th</sup> February 2025, 5<sup>th</sup> March 2025 and 12<sup>th</sup> March 2025

To note the open minutes of the recent village committee and sub-committee meetings:

Note: The above Minutes will be ratified at the relevant Village Committee meetings.

#### **Finance**

- 7. **Accounts for payment**
- 8. **Budget Monitoring Reports**
- 9. **Bank Reconciliation**
- 10. **Members Allowances 2025-26**
- 11. **Investment strategy and recommendations**

#### **Governance**

- 12. **To review the Effectiveness of Internal Control and Audit**
- 13. **To review and approve the Council risk assessment**
- 14. **Review of Inventory and Land**

#### **Civic Amenities**

- 15. **To consider summer planting for 2025**
- 16. **VE Day 2025 – To consider village decorations**
- 17. **Greenspace Procurement Update**
- 18. **Motion from Cllr Wilson requesting a commitment to equality, inclusivity and a review of social media platforms.**

#### **Updates & Correspondence**

- 19. **Correspondence**

#### **CONFIDENTIAL**

- 20. **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.**
- 21. **Lightwater Recreation Ground Trust Legal Agreement**
- 22. **Community Reception – To discuss award recipients**
- 23. **Allotment Purchase contract update**
- 24. **Motion to consider action regarding a potential breach of Electoral Law**
- 25. **Burial Matters**



# **Windlesham Parish Council**

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## **MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL**

**Held on Tuesday 25<sup>th</sup> February 2025, at 7.15pm held at St Anne's Church Centre, 43 Church Road, Bagshot**

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

**In attendance:** Jo Whitfield –Clerk to the Council  
Sarah Wakefield – Assistant Clerk  
Cllr Victoria Wheeler – Surrey Heath Borough Councillor  
Mr Murphy – Windlesham Resident  
Matt Hodges Long – Lightwater Resident

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

Cllr Turner was in the Chair

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		<b>Action</b>
<b>C/24/168</b>	<b>Apologies for absence</b>  Apologies for absence were received and accepted from Cllrs Lewis, and Hartshorn  Cllr Hardless explained that his recent absence was due to a serious illness and noted that if the meeting extended beyond 10pm, he would need to leave.	
<b>C/24/169</b>	<b>Declarations of interest</b>  Cllrs White, Gordon and Wilson declared an interest in all agenda items relating to SHBC, due to their positions as Borough Councillors.	
<b>C/24/170</b>	<b>Public Questions</b>  Q:1 A resident addressed the Council regarding the SHBC decision to defer the CGR request, stressing the need for openness and resolution of underlying issues. Concerns were raised about restrictions placed on Windlesham representatives, their impact on democratic representation,	

	<p>and potential reputational damage to the Council. The resident urged the Council to address these matters transparently and promptly as Unitary Authority changes progress.</p> <p>Q2: Members were asked to consider the unintended consequences of limiting public participation to residents and local stakeholders, which would exclude individuals from outside the Parish.</p>	
<b>C/24/171</b>	<p><b>Exclusion of the press and public.</b></p> <p>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:</p> <p>C/24/187      Chairman's Community Reception – discuss award nominations.</p> <p>C/24/188      Lightwater Recreation Ground Trust Legal Agreement</p> <p>C/24/189      To discuss contractual terms regarding the purchase of the Allotment site</p> <p>C/24/190      Burial Matters</p> <p>The Clerk made Members aware that correspondence had been received that required discussion in the Confidential part of the meeting.</p> <p><b>Members agreed that the above items be discussed in the confidential part of the meeting.</b></p>	
<b>C/24/172</b>	<p><b>Full Council Minutes</b></p> <ul style="list-style-type: none"> <li>The minutes of the Full Council meeting held on 21<sup>st</sup> January 2025 and the minutes of the EGM held on the 17<sup>th</sup> February 2025 <b>were approved and</b> signed by Cllr Turner</li> </ul> <p><i>19:31 Cllr Harris left the meeting</i></p>	<b>Cllr Turner</b>
<b>C/24/173</b>	<p><b>Committee and Sub-Committee Minutes</b></p> <ul style="list-style-type: none"> <li>The minutes of the Planning Committee meetings held on the 21<sup>st</sup> January 2025 and 12<sup>th</sup> February 2025 <b>were approved and</b> signed by Cllr Stevens.</li> </ul> <p>Members noted the open minutes of the recent village committee and sub-committee meetings:</p> <ul style="list-style-type: none"> <li>The minutes of the Lightwater Committee meeting held on the 14<sup>th</sup> January 2025. <b>NOTED</b></li> <li>The minutes of the Bagshot Committee meeting held on the 4<sup>th</sup> February 2025. <b>NOTED</b></li> </ul> <p><i>19:35 Cllr Harris re-joined the meeting.</i></p>	<b>Cllr Stevens</b>
<b>C/24/174</b>	<b>Accounts for payment</b>	

	<p>The Clerk presented a list of expenditure transactions for approval, in the sum of £12,142.09 and explained the individual items.</p> <p><b>It was resolved the payments (Appendix A) in the total sum of £12,142.09 be authorised and the Chairman signed the Expenditure Transactions Approval List.</b></p>	
<b>C/24/175</b>	<p><b>Budget Monitoring Reports</b></p> <p>Members were presented with an actual vs budget report detailing any overspends, transfers or virements for approval. Additionally, Members were presented with the EMR status and year end forecast.</p> <p>Councillors were asked to:</p> <ul style="list-style-type: none"> <li>• note levels of expenditure shown and the associated balance sheet approving any overspends shown;</li> <li>• note the schedule showing the Forecast expenditure to 31 March 25 which detailed the anticipated year end position and anticipated funds that will be transferred to the General Reserve or EMRs. This showed a number of potential transfers to EMRs where specific budgeted items have not been spent and a balance that will be transferred to the general reserve.</li> </ul> <p>Cllr R Jennings-Evans noted her thanks to the RFO for the report. However, Members noted that the report's format should be reviewed to ensure clarity and accessibility.</p> <p><b>Councillors noted and approved all information presented including overspends and virements outlined in the Actual vs Budget report as of 13<sup>th</sup> February 2025 along with the corresponding Income and Expenditure reports.</b></p>	
<b>C/24/176</b>	<p><b>To Review the Council's Investments and Strategy for 2025-26</b></p> <p>Members were presented with an investment strategy for approval and an analysis of the Council cash and investment balances at 31<sup>st</sup> January 2025</p> <p>Actions required</p> <ol style="list-style-type: none"> <li>1. Council to decide the approach to the balance held with Hampshire Trust at the expiry date of 28 February 2025. <ul style="list-style-type: none"> <li>• Re-invest in a Fixed Rate saver account currently at 4.36% gross;</li> <li>• Re-invest in an easy access account at 3.9% but which tracks the Bank of England rate;</li> <li>• Withdraw the funds and invest elsewhere;</li> <li>• Allow funds to be transferred to an easy access account.</li> </ul> </li> </ol> <p>There was some discussion regarding the use of money markets to achieve higher interest rates whilst maintaining accessibility and managing risk.</p> <p><b>Cllr Malcaus Cooper requested a recorded vote.</b></p>	

**Cllr Malcaus Cooper proposed, Cllr Gordon seconded, and it was resolved unanimously to delegate authority to Clerk and RFO to identify and implement the most advantageous investment options, ensuring the highest return and flexibility, including the possible use of money market funds. Additionally, the RFO will revise the investment policy and present it with recommendations for approval.**

**RFO**

**It was also resolved that all funds in the Hampshire Trust Savings account to be transferred to an easy access account as an interim measure.**

**RFO**

**Result of recorded vote:**

<b>Bagshot Cllrs</b>		<b>Lightwater Cllrs</b>		<b>Windlesham Cllrs</b>	
Bakar	F	Harris	F	Hardless	F
Du Cann	F	R Jennings-Evans	F	Marr	F
Gordon	F	Malcaus Cooper	F	Richardson	F
Wilson	F	Turner	F		
Willgoss	F	Stevens	F		
White	F	D Jennings-Evans	F		

**F = In Favour, A = Against and AB = Abstention**

2. Council were asked to consider whether, in relation to the existing Barclays current account:
  - To ensure that incoming funds are transferred into the Unity Bank current account;
  - To deposit a sum of £100,000 in the Unity Bank instant access account;
  - To maintain the use of the Barclays account for a transition period until moving over permanently to the Unity Bank current account. At this point all funds should be transferred and the Barclays account closed.

**Cllr Malcaus Cooper proposed, Cllr Gordon seconded, and it was resolved unanimously to ensure that all incoming funds are transferred into the Unity Bank current account. Furthermore, the RFO will investigate and, where necessary, arrange for the transfer of standing payments to ensure the Unity Bank account is fully operational for day-to-day banking.**

**RFO**

3. The Council should consider transferring the funds from RBS and Santander into a Unity Bank deposit account to increase the interest potential.
  - The Council should additionally decide which account from the list above to use.

	<p><b>Cllr Malcaus Cooper proposed, Cllr Gordon seconded, and it was resolved unanimously to defer this decision until March pending the RFO's presentation of recommendations.</b></p> <p>4. Council to make a decision on the future of the medium-term balances as noted above.</p> <p><b>Cllr Malcaus Cooper proposed, Cllr Gordon seconded, and it was resolved unanimously to defer this decision until March pending the RFO's presentation of recommendations.</b></p>	
<b>C/24/177</b>	<p><b>To Review and Approve the Council Risk Assessment</b></p> <p>Councillors were presented with an updated risk assessment for the Council and asked to either approve the document or identify any amendments or improvements.</p> <p>Cllrs discussed the merits of drafting a risk appetite document and noted that the local council associations may be able to advise on an acceptable level of risk.</p> <p>20:16 Cllr D Jennings-Evans left the meeting  20:17 Cllr R Jennings-Evans left the meeting</p> <p>20:18 the meeting was adjourned to check on Cllr D Jennings-Evans well-being.</p> <p>20:20 the meeting was re-convened.</p> <p>The Clerk advised Members that failure to approve a risk assessment by the end of March could result in the Council receiving a qualified audit.</p> <p><b>Members resolved with 14 in favour, 0 against and 0 abstentions to request the RFO to explore the merits of a risk appetite statement and to defer the approval of the risk assessment until the March meeting, allowing for Councillor input.</b></p> <p>20:22 Cllr D Jennings-Evans rejoined the meeting</p>	<b>RFO</b>
<b>C/24/178</b>	<p><b>To Consider Committee Membership</b></p> <p>Members were asked to note that Councillor Richardson has stepped down from the Planning Committee, creating a vacancy.</p> <p>Currently, the Windlesham Village Committee has only one councillor serving on the Planning Committee. To ensure balanced representation and that Windlesham's interests are effectively considered in planning matters, it was recommended that a Windlesham ward councillor or any other Councillor who is resident in a Windlesham ward, be appointed to this vacancy.</p>	

	<p>Members were also asked to consider a request from Cllr Wilson to be appointed to the Personnel Committee with immediate effect.</p> <p>a) Members were asked to formally acknowledge the resignation of Cllr Richarson from the planning committee.</p> <p><b>Members formally thanked Cllr Richardson for all her hard work on the Planning the Committee</b></p> <p>b) To consider appointing a Windlesham ward councillor or any other Councillor who is resident in a Windlesham ward, to the planning committee to ensure adequate representation for Windlesham Village.</p> <p><b>Cllr Gordon proposed, Cllr R Jennings-Evans seconded, and it was resolved unanimously that, in the absence of any Councillor wishing to fill the current Planning Committee vacancy, appointment to the Planning Committee would be deferred until May, by which time the Windlesham North vacancy will be filled.</b></p> <p>c) To consider Councillor Wilson's request to be appointed to the Personnel Committee with immediate effect.</p> <p>Cllr R Jennings-Evans raised concerns that this item may involve discussions touching on personal information covered by GDPR.</p> <p><b>Cllr R Jennings-Evans proposed, Cllr Harris seconded, and it was resolved with 10 in favour, 1 against and 4 abstentions to move this item into confidential.</b></p>	
<b>C/24/179</b>	<p><b>Christmas Trees and Festive Lights Tender</b></p> <p>Members were informed that Officers were preparing to a tender process for the provision, installation, and maintenance of Christmas trees and festive lighting across the parish. Council was presented with a report summarising the key aspects of the tender process for review by Members.</p> <p>Council was asked to consider the information presented in the report and to resolve whether to proceed with the tender process for the provision, installation, and maintenance of Christmas trees and festive lighting for the years 2025, 2026, and 2027.</p> <p><b>Cllr Malcaus Cooper proposed, Cllr D Jennings-Evans seconded, and it was resolved with 13 in favour, 2 against, and 0 abstentions that each committee will conduct an informal review of their preferred options to establish a basis for the tender. Once finalised, the tender will be submitted, and Members will ensure that any known interested parties are made aware once the tender goes live.</b></p>	<b>The Clerk</b>



C/24/180	<p><b>Motion from Cllr Malcaus Cooper: Proposal to Initiate Discussions with SHBC on Community Asset and Service Transfer</b></p> <p>The Council was asked to resolve to:</p> <ul style="list-style-type: none"> <li>• Request that Surrey Heath Borough Council (SHBC) considers adopting a formal Community Asset Transfer (CAT) policy to establish a structured and transparent framework for the transfer of appropriate assets to parish and town councils, charities, and community groups.</li> <li>• Delegate authority to the Clerk to initiate exploratory discussions with the Chief Executive of SHBC and relevant staff at SCC regarding: The potential adoption of a Community Asset Transfer (CAT) policy to provide clarity and fairness in future asset transfers. Opportunities for devolution of services or transfer of community assets where appropriate, ensuring local decision-making and long-term sustainability.</li> <li>• Ensure that any outcomes from these discussions are brought back to full Council for consideration before any formal commitments are made.</li> </ul> <p>This motion does not authorise the transfer of any specific assets or services at this stage but allows the Parish Council to explore potential opportunities in a constructive and collaborative manner.</p> <p><b>Cllr Malcaus Cooper proposed, Cllr Harris seconded, and it was resolved with 13 in favour, 1 against and 1 abstention to</b></p> <ul style="list-style-type: none"> <li>• <b>Delegate authority to the Clerk to initiate exploratory discussions with the Chief Executive of SHBC and relevant staff at SCC regarding: The potential adoption of a Community Asset Transfer (CAT) policy to provide clarity and fairness in future asset transfers. Opportunities for devolution of services or transfer of community assets where appropriate, ensuring local decision-making and long-term sustainability.</b></li> <li>• <b>Additionally, to delegate authority to the Chair and Vice Chair of Council to initiate dialogue with the Leader of the Council, Shaun MacDonald.</b></li> </ul>	The Clerk Cllr Turner Cllr White
C/24/181	<p>The Clerk informed Members that in accordance with Standing Order 27b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 6 councillors to be given to the Proper Officer in accordance with standing order 10.</p> <p>As no proposer had supported their motion with a written request signed by six Councillors, the Council was required to decide whether to suspend Standing Orders under SO 27a to proceed or to defer the matter until the requirement was met.</p> <p><b>A vote was taken, and it was unanimously resolved to suspend</b></p>	

	<p><b>Standing Orders and proceed.</b></p> <p><b>a) Motion from Cllr R Jennings Evans: To consider amending Standing Orders to clarify Committee Membership</b></p> <p>Members were asked to consider amending Standing Orders to introduce a limit of a maximum of six (6) members per committee, with two (2) representatives from each village (Bagshot, Lightwater, and Windlesham), to ensure fair representation. Additionally, that all Councillors may act as substitutes when necessary to maintain effective committee functioning.</p> <p>It was also suggested that the following clause be inserted after 4d(iv)</p> <p><i>Each committee shall have a maximum of six members, with at least two members representing each village. In cases where a village cannot fulfil its representation, the remaining members shall be appointed by Full Council to ensure fair representation across the parish.</i></p> <p>If agreed, the relevant Terms of Reference for each committee should be amended accordingly to reflect this change in committee composition.</p> <p><b>Cllr R Jennings-Evans proposed, Cllr Malcaus Cooper seconded, and it was resolved with 13 in favour, 1 against and 1 abstention that as from May 2025 Standing Orders will include the following clause after clause 4d(iv).</b></p> <p><i>Each committee shall have a maximum of six members, with at least two members representing each village. If a village is unable to fulfil its representation, it may either waive its right to representation or appoint another member of the Council to fill the position.</i></p> <p><b>b) Motion from Cllr Malcaus Cooper: Review and Clarification of Public Participation in Meetings within Standing Orders</b></p> <p>Windlesham Parish Council was asked to resolve that:</p> <p>1. The term “public” in the context of Public Question Time shall be defined as:</p> <ul style="list-style-type: none"> <li>• Residents of Windlesham Parish; or</li> <li>• Representatives of businesses operating within Windlesham Parish.</li> </ul> <p>2. In line with Surrey Heath Borough Council’s approach to public questions, written questions submitted in advance of a meeting shall be limited to a maximum of 125 words.</p> <p>During discussion Members were informed that SHBC were increasing the word limit imposed on their questions to 150 words.</p> <p><b>Cllr Malcaus Cooper proposed, Cllr Willgoss seconded the original motion.</b></p> <p><b>Cllr Harris proposed, and Cllr D Jennings-Evans seconded that the original motion be amended as follows:</b></p>	
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- **Definition of "Public"**

For the purposes of Public Question Time, the term “public” shall be defined as:

- Residents of Windlesham Parish; or
- Representatives of businesses operating within Windlesham Parish.

- **Written Questions**

- In line with Surrey Heath Borough Council’s approach, written questions submitted in advance of a meeting shall be limited to a maximum of 150 words.

- **Elected Representatives**

- Elected representatives whose electoral ward encompasses any part of the Parish boundaries shall be included in Public Question Time.

**Cllr Malcaus Cooper and Cllr Willgoss accepted the amendment.**

**This item was split and a vote taken on the definition of public and the inclusion of elected representatives. The vote was carried with 10 in favour, 5 against, and 0 abstentions.**

**A vote was then taken on the part of the motion to impose a 150 word limit on written submissions. The motion was carried with 13 in favour, 2 against and 0 abstentions.**

*21:30 – A vote was taken, and it was resolved with 13 in favour, 1 against and 1 abstention to suspend Standing Orders until 22:30*

**c) Motion from Cllr Wilson: Standing Order Amendment for Regular Borough, County, and Unitary Council Updates**

The Council believes that cooperation and collaboration with Borough, County and Unitary Councils is essential to promote and defend the public interest in the Parish. To facilitate this, a new section will be added to Standing Order 25 as follows:

“c. Agenda items will be included in all ordinary full Council and Village Committee meetings entitled ‘Borough Council Update’, ‘County Council Update’ and ‘Unitary Council Update’ for any of these councils in existence at the time. All of the councillors on these councils with wards including areas of the parish or villages respectively will be invited to submit a written and/or oral report. Council or Committee members may ask any Borough, County or Unitary councillors present any questions that they are willing to answer during these agenda items.”

**Cllr Harris proposed, and Cllr R Jennings-Evans seconded that the motion be amended to:**

“Agenda items will be included in all ordinary full Council and Village Committee meetings entitled ‘Borough Council Update’, ‘County Council Update’ and ‘Unitary Council Update’ for Officer reports from any of these

	<p>councils in existence at the time. All of the councillors on these councils with wards including areas of the parish or villages respectively will be invited to attend Council or Committee meetings to answer questions on the submitted reports.”</p> <p><b>Cllr Wilson did not accept the amendment.</b></p> <p><b>The original motion was voted on whereby Cllr Wilson proposed and Cllr Hardless seconded and the motion to amend Standing Orders to include the following clause was defeated, with 4 in favour, 9 against and 2 abstentions.</b></p> <p><b>“c. Agenda items will be included in all ordinary full Council and Village Committee meetings entitled ‘Borough Council Update’, ‘County Council Update’ and ‘Unitary Council Update’ for any of these councils in existence at the time. All of the councillors on these councils with wards including areas of the parish or villages respectively will be invited to submit a written and/or oral report. Council or Committee members may ask any Borough, County or Unitary councillors present any questions that they are willing to answer during these agenda items.”</b></p>	
<b>C/24/182</b>	<p><b>Motion from Cllr Malcaus Cooper: Request that Council consider making a commitment to achieve Quality Council Status.</b></p> <p>This Council was asked to consider working towards achieving the Quality Award under the Local Council Award Scheme (LCAS) as formal recognition of its commitment to best practices in governance, financial management, and community representation.</p> <p>The Council was further asked to consider delegating authority to the Clerk to enter the Council into the Local Council Award Scheme at the Quality Award level and to undertake all necessary steps to complete the application and accreditation process.</p> <p><b>Cllr Malcaus Cooper proposed, Cllr Gordon seconded, and it was resolved with 11 in favour, 4 against and 0 abstentions to delegate authority to the Clerk to review the requirements and submit an application.</b></p>	<b>The Clerk</b>
<b>C/24/183</b>	<p><b>Transport for the South East Draft Transport Strategy Consultation</b></p> <p><b>Members were asked to consider whether Council will respond to the Draft Transport Strategy for the South East by Transport for the South East (TfSE).</b></p> <p><b>Cllr Gordon proposed, Cllr Stevens seconded, and it was unanimously resolved not to submit a Council response, however Councillors should submit individual responses.</b></p>	<b>Councillors</b>
<b>C/24/184</b>	<p><b>Update on the Borough Council’s decision regarding whether to proceed with the Community Governance Review (CGR).</b></p> <p>The Clerk informed Members that at the SHBC meeting held on the 17<sup>th</sup> February 2025, it was resolved to defer a decision on the request to carry out</p>	

	<p>a CGR to remove Windlesham Village from the Windlesham Parish area, pending further updates on the Local Government Reorganisation. The request will be reconsidered either 3 months after the Community White Paper publication or Sept 2025 whichever is soonest.</p> <p><b>NOTED</b></p>	
<b>C/24/185</b>	<p><b>Correspondence</b></p> <p>Members were informed that the Council has received a further Freedom of Information request, which is currently being handled by the Clerk. Additionally correspondence has been received regarding traffic and infrastructure concerns in Windlesham, which will be referred to the Windlesham Village Committee for review and consideration.</p>	
<b>C/24/186</b>	<p><b>Exclusion of the press and public.</b> 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:</p> <p>C/24/187      Chairman's Community Reception – discuss award nominations.</p> <p>C/24/188      Lightwater Recreation Ground Trust Legal Agreement</p> <p>C/24/161      To discuss contractual terms regarding the purchase of the Allotment site</p> <p>C/24/162      Burial Matters</p> <p>C/24/187      To consider Councillor Wilson's request to be appointed to the Personnel Committee with immediate effect. It was resolved under minute reference C/24/178 to move this discussion to confidential due to concerns that this item may involve discussions touching on personal information covered by GDPR.</p>	
<b>C/24/187</b>	<p><b>To consider Councillor Wilson's request to be appointed to the Personnel Committee with immediate effect.</b></p> <p><i>21:55 Officers left the meeting.</i></p> <p><b>Following a robust discussion as recorded in the confidential report a vote was taken, and the request was defeated with 2 in favour, 9 against and 2 abstentions.</b></p> <p><i>22:20 Cllr D Jennings-Evans re-joined the meeting</i></p> <p><i>22:20 Officers rejoined the meeting.</i></p>	
<b>C/24/188</b>	<p><b>Chairman's Community Reception – discuss award nominations.</b></p> <p><b>Councillors noted that the Chairman's community reception is booked for the 26<sup>th</sup> April 2025. All Saints Church in Lightwater between 3pm and 5pm.</b></p>	

	<p><b>Members also noted that the deadline to send attendee invitations is the 17<sup>th</sup> March 2025. No amendments will be accepted after that date.</b></p> <p><b>All award nominations were agreed.</b></p> <p>1. Catering</p> <p>Members were asked to consider how they wished to cater this event and if they would like to provide floral displays for decoration. It was noted that there is a budget £856 in the 2025-26 budget for this event and any underspend from 2024-25 will be accrued at year end, subject to Council agreement.</p> <p><b>Cllr Malcaus Cooper proposed, Cllr Stevens seconded, and it was unanimously resolved to approve the nominations. It was further agreed that Cllr White will oversee catering for the event, Cllr Malcaus Cooper will be responsible for floral arrangements, and Cllrs White, Malcaus Cooper, and Gordon will sponsor the liquid refreshments. Additionally, it was resolved that the unused Chair's allowance will be allocated to fund the event.</b></p>	
<b>C/24/188</b>	<p><b>Lightwater Recreation Ground Trust Legal Agreement</b></p> <p><b>A vote was taken, and this item was deferred until the March Full Council Meeting, with 12 in favour, 3 against and 0 abstentions.</b></p>	
<b>C/24/189</b>	<p><b>To discuss contractual terms regarding the purchase of the Allotment site</b></p> <p><b>Members resolved, with 14 in favour, 1 against, and 0 abstentions, to carry out the actions as detailed in the confidential report.</b></p>	
<b>C/24/190</b>	<p><b>Burial Matters</b></p> <p><b>Members noted the report presented.</b></p>	
	<b>There being no further business the meeting closed at 22:33</b>	

Top Level for Month No 10

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
10/01/2025	10005203836	738	CASTLE WATER	CASTL	7.14	0.00	7.14	4055	455	7.14	Water - Dec 24 Lightwater Pav
TOTAL INVOICES					7.14	0.00	7.14			7.14	
VAT ANALYSISCODE OTS @ 0.00%					7.14	0.00	7.14				
TOTALS					7.14	0.00	7.14				

Top Level for Month No 10				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
20/01/2025	1752	739	PERFECTION PEST	PERFPEST	260.00	0.00	260.00	4435	225	260.00	2 x visits re: mice control
TOTAL INVOICES					260.00	0.00	260.00			260.00	
VAT ANALYSISCODE OTS @ 0.00%					260.00	0.00	260.00				
TOTALS					260.00	0.00	260.00				



Top Level for Month No 10

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
10/10/2024	2797	740	SURREY ALC	SALC	60.00	12.00	72.00	4350	220	60.00	2 x SALC Annual Conf
20/01/2025	75015	741	PLAY INSPECTION CO	PLAYI	269.25	53.85	323.10	4220	310	107.70	Freemantle/School Lane inspect
								4220	410	53.85	Lightwater Rec inspection
								4220	510	107.70	Kings Lane/Windmill insp
TOTAL INVOICES					329.25	65.85	395.10			329.25	
VAT ANALYSISCODE S @ 20.00%					329.25	65.85	395.10				
TOTALS					329.25	65.85	395.10				

## Top Level for Month No 11

## 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
03/02/2025	13	742	ALL SAINTS CHURCH	ALLS	15.00	0.00	15.00	4950	325	5.55	Planning Meeting - 8 Jan 25
								4950	425	5.55	Planning Meeting - 8 Jan 25
								4950	525	3.90	Planning Meeting - 8 Jan 25
03/02/2025	0851	743	MULBERRY CO	MULBE	90.00	18.00	108.00	4500	330	15.00	6 x Code of Conduct training
								4500	430	30.00	6 x Code of Conduct training
								4500	530	45.00	6 x Code of Conduct training
04/02/2025	2040463	744	SURREY HEATH	SHBC01	8,556.32	1,711.27	10,267.59	4165	310	3,622.98	Greenspace maint - Feb 25
								4165	410	2,780.43	Greenspace maint - Feb 25
								4165	510	2,022.13	Greenspace maint - Feb 25
								4220	410	65.39	Playground insp - LW Rec
								4220	310	65.39	Playground insp - SLF
31/01/2025	2086	745	ZENTECH IT	FRE01	287.57	57.51	345.08	4440	225	247.57	Licences - 31 Jan 25 + support
								4425	225	40.00	Licences - 31 Jan 25 + support
05/02/2025	202503	746	ST ANNES PCC	ANNE	100.00	0.00	100.00	4950	325	18.50	Full Council - 21 Jan 25
								4950	425	18.50	Full Council - 21 Jan 25
								4950	525	13.00	Full Council - 21 Jan 25
								4950	425	50.00	LVC - 14 Jan 25
TOTAL INVOICES					9,048.89	1,786.78	10,835.67			9,048.89	
VAT ANALYSISCODE OTS @ 0.00%					115.00	0.00	115.00				
VAT ANALYSISCODE S @ 20.00%					8,933.89	1,786.78	10,720.67				
TOTALS					9,048.89	1,786.78	10,835.67				

Top Level for Month No 11

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
31/01/2025	11299	747	SURREY HILLS	SURREYH	2,074.00	400.00	2,474.00	4400	225	2,074.00	Reg of 3 x cemeteries (legal)
26/07/2024	388366	748	OCEAN FIRE	OCEAN	219.87	43.97	263.84	4435	225	219.87	Srvce of fire equip
07/02/2025	10005480609	749	CASTLE WATER	CASTL	7.14	0.00	7.14	4055	455	7.14	Water - Broadway Rd (1-31 Jan)
TOTAL INVOICES					2,301.01	443.97	2,744.98			2,301.01	
VAT ANALYSISCODE					OTS @ 0.00%	81.14	0.00	81.14			
VAT ANALYSISCODE					S @ 20.00%	2,219.87	443.97	2,663.84			
TOTALS					2,301.01	443.97	2,744.98				

## Top Level for Month No 11

## 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
13/02/2025	1046191	750	UK SAFETY MANAGEMENT	UK SAFETY	59.00	11.80	70.80	4525	235	59.00	PAT test - Bagshot Chapel
24/05/2024	4063A	751	NEIL CURTIS	NEIL	20.00	0.00	20.00	4005	400	20.00	Correction to inv4063
TOTAL INVOICES					79.00	11.80	90.80			79.00	
VAT ANALYSISCODE OTS @ 0.00%					20.00	0.00	20.00				
VAT ANALYSISCODE S @ 20.00%					59.00	11.80	70.80				
TOTALS					79.00	11.80	90.80				

## Top Level for Month No 11

## 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
13/02/2025	1046179	752	UK SAFETY MANAGEMENT	UK SAFETY	116.80	23.36	140.16	4435	225	116.80	PAT testing - office + chamber
TOTAL INVOICES					116.80	23.36	140.16			116.80	
VAT ANALYSISCODE S @ 20.00%					116.80	23.36	140.16				
TOTALS					116.80	23.36	140.16				



# **Windlesham Parish Council**

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The Council Offices  
The Avenue  
Lightwater

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GU18 5RG

## **MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL'S PLANNING COMMITTEE**

**Held on Tuesday 25th February at 6:30pm at St Anne's Church Centre, Church Road, Bagshot**

<b>Bagshot Cllrs</b>		<b>Lightwater Cllrs</b>		<b>Windlesham Cllrs</b>	
Willgoss	P	Turner	P	Marr	P
White	P	Stevens	P	Richardson	R
Du-Cann	P				

**In attendance:** Joanna Whitfield- Clerk to the Council  
**1 Member of the Public**

Cllr Stevens took the Chair

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

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		<b>Action</b>
<b>PLAN/24/88</b>	<b>Apologies for absence</b>  No apologies for absence.	
<b>PLAN/24/89</b>	<b>Declarations of interest</b>  None.	
<b>PLAN/24/90</b>	<b>Public question time</b>  There were no questions raised.	
<b>PLAN/24/91</b>	<b>Exclusion of the press and public</b>  No Exclusions to the press and public.	
<b>PLAN/24/92</b>	<b>To consider planning applications and planning appeals received prior to this meeting:</b>	

	Bagshot Applications	
25/0103/PMR	<p><b>Gloucester Hall , Gloucester Gardens, Bagshot, Surrey, GU19 5NU</b></p> <p>Variation of condition 4 (use) of application 18/0061 (which restricts the use of the premises to a sports therapy clinic/Pilates classes (formerly Use Class D1)) to permit a wider range of uses which would otherwise be permissible under use Class E(d) and E(e).</p> <p><b>Objection</b></p> <p><b>Members requested Surrey Heath Borough Council review the current planning conditions in relation to this development.</b></p> <p><b>Key Issues of concern:</b></p> <ul style="list-style-type: none"> <li>• <b>Environmental Health and Noise: The proposed development is likely to generate significant noise, which raises serious environmental health concerns.</b></li> <li>• <b>Lack of Parking: The application does not address the critical issue of parking provision. The current proposal fails to ensure adequate parking facilities.</b></li> </ul>	Relaxation/Mo dification
25/0067/DTC	<p><b>The Cedars, 2 High Street, Bagshot, Surrey, GU19 5AE</b></p> <p>Submission of details to comply with condition 7 (Fencing details) and 8 (Roof Insulation) attached to planning permission 24/0499/FFU for External alterations works to existing office building and car park, including replacement windows, new entrance gates, fenestration changes, erection of cycle store, conversion of existing garage to bin store.</p> <p><b>Members noted that the committee had considered this application at their meeting held on the 12<sup>th</sup> February where the following response was submitted: ‘Members noted the submission details and are content to leave it to SHBC to confirm that all the requirements are met.’</b></p>	Details to comply
24/1173/FFU	<p><b>Land South West Of 1-6, South Farm Lane, Bagshot, Surrey, GU19 5NT</b></p> <p>Change of use of land for the creation of 2 Gypsy/Traveller pitches comprising the siting of 2 mobile homes, 2 touring caravans, and the erection of 2 utility blocks (total).</p> <p><b>Objection</b></p> <p><b>Members resolved to object to the proposed development, citing concerns over its location within the Green Belt and the lack of adequate safety considerations. The National Planning Policy Framework (NPPF) states that inappropriate development in the Green Belt should not be approved except in very special circumstances, which have not been demonstrated in this case. Additionally, the site's location raises safety concerns that remain unresolved. Given these issues, Members have requested that the Surrey Heath Borough Council (SHBC) Ward Councillor refer the application to the SHBC Planning Committee for further scrutiny.</b></p>	FPA

25/0104/CES	<p><b>26 Green Lane Bagshot Surrey GU19 5NL</b> Creation of new vehicular access and associated engineering works to drop the kerb.</p> <p><b>No Objection</b></p>	Certificate Proposed Development
	<b>Lightwater Applications</b>	
25/0132/GPO	<p><b>Lightwater Country Park, The Avenue, Lightwater, Surrey, GU18 5RG</b> Prior approval for Installation of a solar canopy for renewable energy generation.</p> <p><b>No Objection</b></p>	Prior Approval Order
25/0150/DTC	<p><b>Land At Wilds And Wheatlands, The Folly, Lightwater, Surrey</b> Submission of details to comply with condition 4 (trees) attached to planning permission 24/1101/PMR for the erection of new entrance gates, boundary wall and fence.</p> <p><b>Members acknowledged the submission of relevant documentation, including the arboricultural report, and wish to express their agreement with the remarks made by the Tree Officer.</b></p>	Details to comply
25/0120/FFU	<p><b>29 Keswick Drive, Lightwater, Surrey, GU18 5XE</b> Erection of a single storey side extension and conversion of garage into habitable space.</p> <p><b>No Objection</b></p>	FPA
	<b>Windlesham Applications</b>	
25/0004/FFU	<p><b>The Camp, Westwood Road, Windlesham, Surrey, GU20 6LS</b> Retrospective application for the replacement and repositioning of single storey double garage.</p> <p><b>Members resolved NO OBJECTION with the following COMMENT:</b></p> <p><b>This is a retrospective application for the replacement of a double garage, destroyed by fire, by a smaller double garage slightly to the side of the original position. It is stated that the original garage formed part of a complex of outbuildings which also included a green house, log shed and tool shed. The greenhouse has also been replaced but does not seem to be included in this application.</b></p> <p><b>The Applicant has no plans or elevations diagrams for the previous buildings and no dimensions are given of the former garage or other structures. However, photographic evidence (of current and former buildings) and an aerial view have been supplied.</b></p>	FPA



	<p>The Applicant states that the footprint of the original collection of buildings was much larger than the new buildings and that the original double garage was much larger than its replacement.</p> <p>This is Green Belt land. The NPPF (December 2024) allows the replacement of a building provided it is in the same use and not materially larger than the one it replaces (Section 154(d)). The Regulation 19 Local Plan considers that an increase in volume of up to 15% will normally be considered acceptable (point 7.5).</p> <p>We rely on SHBC to make the necessary checks due to the unavailability of dimensions. However, the replacement garage is visibly smaller than the original. The new site is just to the side of the previous location and this repositioning seems to have no obvious impact on the openness of the Green Belt. Based on the evidence supplied, we feel that this application is acceptable.</p>	
25/0117/PMR	<p><b>Lavershot Hall, Flat 6 , London Road, Windlesham, Surrey, GU20 6LE</b></p> <p>Variation of condition 2 (approved plans) of application 24/0693/FFU To allow for minor fenestration changes and a modest increase in the size of the mansard.</p> <p><b>Members resolved OBJECTION for the following reasons:</b></p> <p>This property is situated in the Green Belt. Extensions to buildings in the Green Belt are not considered inappropriate provided they do not result in a disproportionate addition over and above the size of the original building (NPPF December 2024 Section 154 (c)). Increases of up to 30% are generally considered to be acceptable.</p> <p>Application 24/0693/FFU received consent for a mansard roof which would result in a 37.7% increase in floorspace and a 26.6% increase in volume. This new proposal would result in an increase in floorspace of 48.1% and a 32.75% increase in volume. In our view, this level of increase would result in a disproportionate addition, resulting in potential harm to the openness of the Green Belt.</p> <p>We also object to the replacement of two sets of windows with glazed doors, due to concerns of privacy for neighbours, particularly if they were to be used for access to the roof space.</p>	Relaxation/Mo dification
25/0119/FFU	<p><b>Field Number 9192, Highams Lane, Windlesham, Surrey</b></p> <p>Erection of four poly tunnels and installation of water tank.</p> <p><b>Members resolved: OBJECTION for the following reasons:</b></p> <p>The four polytunnels are very large, each measuring 14.63m long, 9.14m wide and 3.77m high. The CIL form confirms that they will result in new non-residential development covering an area of 535m<sup>2</sup>. The resulting scale and dominance (material considerations for planning purposes) are out of keeping with the area. The site is currently an open field within the Green Belt</p>	FPA

	<p>which, as is noted in the Design and Access Statement (point 2.1) is surrounded by woodland.</p> <p>The appearance and design (material planning considerations) are semi-industrial and would have a negative impact on the character (also a material planning consideration) of the rural Green Belt surroundings. As noted in the Design and Access Statement (point 2.1), the site forms part of the larger estate for the house known as Oakwood, described as a substantial detached three-storey dwelling.</p>	
25/0122/FFU	<p><b>18 Chertsey Road, Windlesham, Surrey, GU20 6EP</b> Proposed addition of dropped kerb.</p> <p><b>Members resolved to COMMENT as follows:</b> There are concerns regarding the safety aspects of dropping this kerb. Chertsey Road is a busy B-road (B386) and the property is located in the centre of Windlesham village on a very busy and frequently congested stretch of the road within the contraflow arrangements. In addition, any vehicle would need to reverse into the parking space or out onto the road as there is insufficient space to turn a vehicle in the front garden.</p>	FPA
25/0099/FFU	<p><b>2 Hillside Cottages, Broadway Road, Windlesham, Surrey, GU20 6BY</b> Erection of a first floor side extension, single storey rear link extension to existing outbuilding, conversion of existing outbuilding to habitable accommodation with single storey rear extension and associated works.</p> <p><b>Members resolved to COMMENT as follows:</b> This property is located within the Green Belt. An extension or alteration to a building within the Green Belt is not considered inappropriate provided it does not result in a disproportionate addition over and above the size of the original building.</p> <p>We have no objection to the first-floor side extension, which provides a modest enlargement to the third bedroom over the ground floor hall and cloakroom.</p> <p>The other proposed works entail the conversion of an existing outbuilding into habitable accommodation for use as a gym, shower room and store, the addition of a garden room at the rear of this outbuilding and the connection of the outbuilding to the main house by means of a family/breakfast area.</p> <p>We request that SHBC carry out calculations to ascertain the increase in volume and floorspace. We are unsure whether the existing outbuilding should be included in these calculations. Increases of up to 30% are normally considered to be acceptable.</p>	FPA

25/0091/FFU	<p><b>Half Moon, Church Road, Windlesham, Surrey, GU20 6BN</b> Erection of a retractable roof pergola structure with central glazed roof to replace the existing timber covered pergola and timber arbour to the rear beer garden terrace.</p> <p><b>Members resolved to COMMENT as follows:</b> <b>At the date of the WPC planning committee meeting, there are no comments from residents either for or against the application. As this is a significant application for a much-loved pub within the village, we ask that SHBC consider carefully any comments made by residents.</b></p> <p><b>The application would result in a significant increase in floorspace beneath the pergola structure, resulting in increased capacity for customers. Whilst we support local businesses and appreciate their contribution to the local economy, there are concerns that this could result in increased noise, especially late into the evening, and parked cars spilling out onto Church Road.</b></p> <p><b>This pub is situated within the Green Belt and a conservation area. The fields to the side and rear of the property are an intrinsically dark landscape and there is a concern that increased lighting could impact natural systems (in particular, nocturnal species). There are also residences nearby which could be affected. If approval is given, we ask that it should be subject to conditions regarding the timing of the lighting, particularly that it should be switched off at night.</b></p> <p><b>We feel that the appearance and design of the proposal are very functional and do not compliment the existing building, which is a building of interest with the conservation area.</b></p>	FPA
25/0056/FFU	<p><b>Woodhall Grange, Woodhall Lane, Sunningdale, Ascot, Surrey, SL5 9QW</b> Erection of single storey garage extension and demolition of additional garage.</p> <p><b>Members resolved NO OBJECTION with the following COMMENT:</b> <b>If approved, a condition should be applied to ensure the extended garage is not used as residential accommodation. It should be retained within the curtilage of the host dwelling and no separate curtilage should be created. At no time should the garage building be sold, sub-let or rented out independently from the main dwelling.</b></p>	FPA
25/0130/GPT	<p><b>Telephone Pole Chertsey Road Windlesham Surrey</b> Notification under Regulation 5 of the Electronic Communications Code Regulations 2017 for the erection of a wooden telecommunications pole (9 metre maximum height).</p> <p><b>Members resolved to COMMENT as follows:</b></p>	General Permitted Development Telecoms

	<b>WPC notes the notification of the replacement for this telecommunications pole.</b>	
24/0867/DTC	<p><b>Heathpark Wood, Heathpark Drive, Windlesham, Surrey</b>  Submission of details to comply with conditions 10 (land contamination), 11 (land contamination remediation scheme) and 14 (land contamination remediation monitoring and maintenance scheme) pursuant to outline planning permission 15/0590 allowed on appeal dated 26 July 2017.</p> <p><b>Members resolved to COMMENT as follows:</b>  <b>WPC has been given the opportunity to comment on these three conditions previously and has done so twice. We assume that these conditions have not yet been signed off by SHBC, although this is not completely clear to us.</b></p> <p><b>Over the last couple of months, a substantial haul road has been constructed on the SANG part of the site using waste materials, following the U1 exemption. The U1 certificate has been uploaded (MMP Appendix E) as part of this application.</b></p> <p><b>The U1 exemption allows designated waste materials to be used for certain purposes within the construction industry. Plastics are not included within the list of approved materials but are visibly present in significant quantities in the haul road. There is also a concern that other contaminants could be present which are not readily identifiable or visible to the naked eye.</b></p> <p><b>This is in contravention of the U1 certificate. The certificate states that for the operations to be exempt, they must be carried out without causing risk to water, air, soil, plants or animals or negatively affecting the countryside. Government Guidance issued by the Environment Agency also states that “you must make sure that your waste fits within the waste code and the description in the table.”</b></p> <p><b>We understand that the haul road will be removed when it is no longer needed. It must be ensured that this happens and that none of the material remains on the main part of the SANG site or is included within the noise bunds. There is a concern that in the meantime, soil and groundwater could potentially become irreversibly contaminated.</b></p> <p><b>From a planning perspective, we request that SHBC consider whether a further assessment is required, pursuant to Condition 10, to ascertain the nature and extent of the contamination which has been introduced on site, followed by any further action required pursuant to Conditions 10, 11 and 14. For the avoidance of doubt, we understand that both the area where the dwellings will be built and the SANG form part of the site (point 11 of the Appeal Decision dated 26 July 2017).</b></p>	Details to Comply

24/0630/DTC	<p><b>Heathpark Wood, Heathpark Drive, Windlesham, Surrey</b></p> <p>Submission of details to comply with conditions 6 (ground investigation), 8 (surface water management) and 19 (existing and proposed levels) pursuant to outline planning permission 15/0590 allowed on appeal dated 26 July 2017.</p> <p><b>Members resolved to COMMENT as follows:</b>  <b>The documents submitted relate to drainage on the site and are of a highly technical nature. We rely on the expertise of SHBC to ensure that they meet requirements.</b></p>	Details to Comply
25/0126/CEU	<p><b>Foal Meadow, Woodlands Lane, Windlesham, Surrey, GU20 6AT</b></p> <p>Certificate of lawfulness for the commencement of planning permission 19/2146 for erection of first side extension and part single part two storey front and side extension, following demolition of existing conservatory.</p> <p><b>Members resolved to COMMENT as follows:</b>  <b>A statutory declaration has been submitted by Mr Marcus Wainwaring, construction director, swearing that he witnessed the digging of a foundation trench at the property on 17 and 18 February 2023. Planning permission was granted on 19 February 2020, subject to a condition that works had to commence within 3 years. The Applicant submits that the digging of the trench constituted commencement of the works.</b>  <b>We request that SHBC is satisfied that a certificate of lawfulness can be issued. A site visit might be required to view the trench.</b></p>	Certificate of Existing Use

**There being no further business, the meeting closed at 19:10**



# **Windlesham Parish Council**

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## **MINUTES OF AN EXTRAORDINARY MEETING OF WINDLESHAM PARISH COUNCIL'S PLANNING COMMITTEE**

**Held on Wednesday 5<sup>th</sup> March 2025 at 12:30pm at Lightwater Library, Guildford Road,  
Lightwater**

<b>Bagshot Cllrs</b>		<b>Lightwater Cllrs</b>		<b>Windlesham Cllrs</b>	
Willgoss	P	Turner	P	Marr	P
White	P	Stevens	P	Richardson	R
Du-Cann	P				

**In attendance:** Sarah Wakefield- Assistant Clerk  
2 members of the public

Cllr Stevens took the Chair

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

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		<b>Action</b>
<b>PLAN/24/93</b>	<b>Apologies for absence</b>  No apologies for absence.	
<b>PLAN/24/94</b>	<b>Declarations of interest</b>  Cllr Stevens declared a non-pecuniary interest in the agenda item, as a family member's husband is employed at Seasons Restaurant.  Cllrs Turner and White also declared a non-pecuniary interest, having previously met with neighbours of the development to discuss matter related to the site.	
<b>PLAN/24/95</b>	<b>Public question time</b>  <u>Two Windlesham residents made the following comments:</u>	

	<p>The residents raised several concerns regarding the development. They highlighted that planning permission was not sought in 2019 when initially requested by SHBC. They had significant concerns about the development being located in the Green Belt. Traffic issues were also noted, with particular emphasis on the impact of large vehicles/lorries. The residents expressed frustration over planning breaches, stating that the developers have failed to follow through on promised improvements. Additionally, noise, traffic congestion, and odours from food vans have been immediate residents. They also mentioned that the development's proximity to the boundary fence has raised concerns for neighbouring properties, and there have been complaints regarding failure to adhere to opening hours and a general lack of compliance with regulations.</p>	
<b>PLAN/24/96</b>	<p><b>Exclusion of the press and public</b></p> <p>No Exclusions to the press and public.</p>	
<b>PLAN/24/97</b>	<b>To consider a planning appeal received prior to this meeting:</b>	

APP/D3640C/ C/24/3353946	<p><b>Lavershot Barns, London Road, Windlesham, Surrey, GU20 6LL</b></p> <p>Without planning permission the undertaking of unauthorised building, engineering operations, formation of hardstanding and erection of outbuildings in the appropriate positions as initiated at points A – K on the attached plans 1 &amp; 2.</p> <p><b>Windlesham Parish Council considered this appeal on 5th March 2025 and has resolved to submit the following comments:</b></p> <p><b>The Planning Committee has reviewed the documents relating to the enforcement notice issued by Surrey Heath Borough Council on 11th September 2024 and strongly believes the appeal should be rejected.</b></p> <p><b>The site has expanded from a small garden centre into a substantial development that would not have been granted permission had it followed the proper planning process. Allowing this development to remain would undermine the integrity of the planning system and set a dangerous precedent for future cases. Furthermore, all retrospective planning applications for the site have already been denied.</b></p> <p><b>Windlesham Parish Council previously objected to three retrospective planning applications for this site, citing the following concerns:</b></p>	Appeal

	<ul style="list-style-type: none"> <li>• <b>Overdevelopment of Green Belt land – The site is located within the Green Belt, which should be preserved and protected from inappropriate development.</b></li> <li>• <b>Noise and environmental disturbances – The development causes significant disruption to neighbouring properties both during the day and in the evening, negatively impacting residents' quality of life.</b></li> <li>• <b>Concerns over wastewater system</b></li> <li>• <b>Traffic and parking issues - The development has led to increased traffic congestion.</b></li> </ul> <p><b>Given these ongoing concerns and the clear breaches of planning regulations, it is essential that enforcement action is upheld.</b></p>	
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**There being no further business, the meeting closed at 12:49**





# **Windlesham Parish Council**

Joanna Whitfield  
Clerk to the Council  
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The Council Offices  
The Avenue  
Lightwater

Surrey

GU18 5RG

## **MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL'S PLANNING COMMITTEE**

**Held on Wednesday 12<sup>th</sup> March 2025 at 11:00am at All Saints' Church Hall, Broadway Way, Lightwater**

<b>Bagshot Cllrs</b>		<b>Lightwater Cllrs</b>		<b>Windlesham Cllrs</b>	
Willgoss	A	Turner	P	Marr	P
White	P	Stevens	P	Richardson	R
Du-Cann	P				

**In attendance:** Sarah Wakefield- Assistant Clerk  
4 representatives from UCB Windlesham

Cllr Stevens took the Chair

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

.....

		<b>Action</b>
<b>PLAN/24/93</b>	<b>Apologies for absence</b>  Apologies were received and accepted from Cllr Willgoss.	
<b>PLAN/24/94</b>	<b>Declarations of interest</b>  Cllr White declared a non-pecuniary interest in application 25/0166/FFU as the applicant is a fellow SHBC councillor.	
<b>PLAN/24/95</b>	<b>Public question time</b>  Four representatives from UCB provided a factual update on the construction at the UCB Windlesham site. They confirmed that a new timber structure is being built onsite to replace the original building, creating a sustainable, net-zero, and nature-connected facility. They also outlined the phased relocation to the new campus, beginning in August 2026 and reaching full occupancy by March 2027. During this period, up to 450 staff members will be onsite at a time, with over 600 parking bays available and shuttle buses operating from local train stations.	

<b>PLAN/24/96</b>	<b>Exclusion of the press and public</b>  No Exclusions to the press and public.	
<b>PLAN/24/97</b>	<b>To consider planning applications and planning appeals received prior to this meeting:</b>	

	<b>Bagshot Applications</b>	
25/0155/CES	<b>14 Broomsquires Road, Bagshot, Surrey, GU19 5NW</b> Certificate of lawfulness for the extension to existing dropped kerb.  <b>No objection.</b>	Certificate proposed Development
	<b>Lightwater Applications</b>	
25/0164/FFU	<b>151 Ambleside Road, Lightwater, Surrey, GU18 5UN</b> Erection of single storey rear extension and conversion of garage into habitable accommodation.  <b>No objection with the following comment:</b> <b>Members asked SHBC to ensure that that the increase in footprint is in line with the Local Planning Policy.</b>	FPA
25/0196/FFU	<b>37 Curley Hill Road, Lightwater, Surrey, GU18 5YQ</b> Hip to gable roof extension and conversion of loft to provide first floor habitable accommodation with front and rear dormers. Changes to fenestrations and existing rear roof with inclusion of roof lights.  <b>No objection.</b>	FPA
25/0206/DTC	<b>99 - 101 Guildford Road, Lightwater, Surrey, GU18 5SB</b> Submission of details to comply with condition 13 (Electric Vehicle charging) attached to planning permission 24/0136/FFU for Development of site to provide 21no. Dwellings with associated access, hardstanding, landscaping and parking.  <b>Members noted the submission and ask that SHBC officers make sure the details supplied meet the technical requirements of planning permission 24/0136 condition 13.</b>  <b>Members specifically requested SHBC confirm that the charging points are for private use only and are connected directly to individual properties on the development.</b>	Details to Comply
	<b>Windlesham Applications</b>	
25/0020/OUU	<b>Land South Of Beach House, Woodlands Lane, Windlesham, GU20 6AP</b> Outline application for the erection of 20 residential (Use Class C3) dwellings with new means of access off Broadley Green (all other	Outline

	<p>matters reserved). Demolition of existing dwelling at 1 Broadley Green.</p> <p><b>Objection</b> for the following reasons:</p> <p><b>Background</b>  Members note that several planning applications have been submitted for this site. Outline permission has already been granted for the demolition of 1 Broadley Green to build 20 age-restricted (55+) residential dwellings (22/0935/OOU). The current outline application includes a new access route from Broadley Green and maintains the same layout and scale as the previous approval. However, it <b>removes</b> the age restriction and proposes a 50/50 split between affordable and market housing.</p> <p><b>Green Belt Land-</b> The previous application argued that the development was not inappropriate in the Green Belt under the NPPF exception for limited affordable housing. However, this is not relied upon in the current application, likely due to the 50% market housing and removal of the age restriction. Instead, the applicant seeks to classify the site as grey belt land.</p> <p>Members disagree with this classification, as the site remains a field/paddock surrounded by trees and hedges, serving key Green Belt purposes: maintaining openness, preventing neighbouring settlements from merging and protecting the countryside (NPPF s43).</p> <p>Recent approvals in Windlesham, including Heathpark Wood (116 dwellings), The Ferns (7 houses), St Margaret's (9 houses), and Land East of St Margaret's (20 affordable units), have already urbanised the area. A major application for 154 retirement units at Snows Ride is also under consideration.</p> <p>With Green Belt land becoming increasingly valuable to the community and wildlife, reclassifying this site as grey belt would be inappropriate and undermine its purpose. Grey belt is defined (under its new definition) as not strongly contributing to purposes (a), (b) or (d) of NPPF para 143 (5 key purposes of Green Belt).</p> <p><b>Traffic-</b> The previous outline planning permission (22/0935/OOU) was granted based on the assumption that the 20 units would be occupied by 55+ residents, many of whom would likely be elderly and drive less frequently. The current proposal, however, removes the age restriction for both affordable and market housing, likely attracting a younger demographic who will make more frequent car journeys for work, social activities, and transporting children.</p> <p>The proposed new access route is expected to increase traffic in the Woodlands Lane area more than the previous plan. This area is already impacted by several recently approved developments. Additionally, once the SANG for the Heathpark Wood development is completed, parking issues are likely to arise in Broadley Green and Woodlands Lane, as the SANG will not have dedicated parking.</p>	
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	<p><b>Density-</b> The density of housing approved in the previous application was based on the premise that the dwellings would be occupied by residents in the 55+ bracket. We question whether this level of density would be suitable for families with children.</p> <p>We are concerned that the internal access road is a shared space for vehicles, cyclists and pedestrians (Transport Statement point 4.4.2). The absence of pavements could be dangerous for children playing and parents with prams. We feel that space should be allocated within the design for pavements, which could have an impact on the number of dwellings which could be built on the site.</p>	
25/0162/FFU	<p><b>Sunnyfield, Westwood Road, Windlesham, Surrey, GU20 6LT</b></p> <p>Erection of a two storey front/side extension forming a lift shaft and a replacement front porch with canopy.</p> <p><b>No objection.</b></p>	FPA
25/0166/FFU	<p><b>Vanya Cottage 1, Orchard Hill, Windlesham, Surrey, GU20 6DB</b></p> <p>Erection of raised decking to granny annexe. (Retrospective)</p> <p><b>Objection</b> for the following reasons: WPC objected to the original application for this annexe, highlighting issues of scale and dominance and expressing a concern that the building could have a negative effect on the residential amenity of neighbours, reducing light and impacting privacy (24/0056/FFU). Planning permission was granted but the annexe has been constructed with raised decking which was not part of the original approval. Several immediate neighbours have objected, citing loss of privacy and loss of light and commenting that people can see directly into their houses and gardens from the raised decking. WPC objects on the basis of loss of privacy, which is a material planning consideration and asks that SHBC gives due consideration to the comments of neighbours.</p>	FPA
25/0159/GPT	<p><b>Telephone Base Station, Broadway Road, Windlesham, Surrey</b></p> <p>Notification under Regulation 5 of the Electronic Communications Code Regulations 2017 for the removal of existing 3 no. antennas and installation of 3 no. proposed antennas, removal of 1 no. existing cabinet and installation of 1 no. proposed cabinet, ancillary works General</p> <p><b>Comment</b> as follows: WPC notes this notification and that it was decided on 5 March 2025, with SHBC raising no objections.</p>	Development Telecoms

**There being no further business, the meeting closed at 11:47**

PAYMENTS

Top Level for Month No 11				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
25/02/2025	5502415	757	VIKING	VIKIN	130.13	26.03	156.16	4435	225	130.13	Stationery - office use
TOTAL INVOICES					130.13	26.03	156.16			130.13	
VAT ANALYSISCODE S @ 20.00%					130.13	26.03	156.16				
TOTALS					130.13	26.03	156.16				

## 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
01/03/2025	2040530	755	SURREY HEATH	SHBC01	8,574.59	1,714.92	10,289.51	4165	310	3,622.98	Greenspace (March 25)
								4165	410	2,780.43	Greenspace (March 25)
								4165	510	2,022.12	Greenspace (March 25)
								4220	310	74.53	School Lane Field insp
								4220	410	74.53	L'water Rec inspection
01/03/2025	25	756	ALL SAINTS CHURCH	ALLS	15.00	0.00	15.00	4950	325	5.55	Planning Meet - 12 Feb 25
								4950	425	5.55	Planning Meet - 12 Feb 25
								4950	525	3.90	Planning Meet - 12 Feb 25

<b>TOTAL INVOICES</b>	<u>8,589.59</u>	<u>1,714.92</u>	<u>10,304.51</u>
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<u>8,589.59</u>
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VAT ANALYSISCODE	OTS	@ 0.00%	15.00	0.00	15.00
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VAT ANALYSISCODE	S	@ 20.00%	8,574.59	1,714.92	10,289.51
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<b>TOTALS</b>	<u>8,589.59</u>	<u>1,714.92</u>	<u>10,304.51</u>
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## Top Level for Month No 11

## 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
28/02/2025	28 FEB 25	758	SUZIE KIERNAN	SK - EXP	69.98	0.00	69.98	4435	225	69.98	Expenses (SK) to 28 Feb 25
28/02/2025	2134	759	ZENTECH IT	FRE01	489.86	97.97	587.83	4440	225	249.86	M365 licences = support
								4425	225	240.00	M365 licences = support
TOTAL INVOICES					559.84	97.97	657.81			559.84	
VAT ANALYSISCODE OTS @ 0.00%					69.98	0.00	69.98				
VAT ANALYSISCODE S @ 20.00%					489.86	97.97	587.83				
TOTALS					559.84	97.97	657.81				



## 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
05/03/2025	PROFORMA	760	DISPLAYKIT	DISPLAYKIT	410.00	82.00	492.00	4640	225	410.00	8 panel & pole baseline stand
05/03/2025	202506	761	ST ANNES PCC	ANNE	100.00	0.00	100.00	4950	325	50.00	BVC 4 Feb 25 room hire
								4950	325	18.50	FC 25 Feb 25 room hire
								4950	425	18.50	FC 25 Feb 25 room hire
								4950	525	13.00	FC 25 Feb 25 room hire
07/03/2025	241704	762	BRUNEL ENGRAVING	BRUN	91.66	18.33	109.99	4600	225	91.66	Paperweights + engraving x 5
<b>TOTAL INVOICES</b>					<b>601.66</b>	<b>100.33</b>	<b>701.99</b>			<b>601.66</b>	
VAT ANALYSISCODE OTS @ 0.00%					100.00	0.00	100.00				
VAT ANALYSISCODE S @ 20.00%					501.66	100.33	601.99				
<b>TOTALS</b>					<b>601.66</b>	<b>100.33</b>	<b>701.99</b>				

## 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
07/03/2025	10005832910	764	CASTLE WATER	CASTL	6.45	0.00	6.45	4055	455	6.45	Water 1-28 Feb 25
11/03/2025	126132	766	GD FIRE SECURITY	GDFIR	190.00	38.00	228.00	4455	225	190.00	Ann Maint - Intruder alarm
17/03/2025	253156-1	767	SLCC ENTERPRISES LTD	SLCC	475.00	0.00	475.00	4430	225	475.00	JW membership (2025-26)
TOTAL INVOICES					671.45	38.00	709.45			671.45	
VAT ANALYSISCODE OTS @ 0.00%					481.45	0.00	481.45				
VAT ANALYSISCODE S @ 20.00%					190.00	38.00	228.00				
TOTALS					671.45	38.00	709.45				

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
26/02/2025	11357	763	SURREY HILLS	SURREYH	1,500.00	300.00	1,800.00	4400	225	650.00	Legal re: CGR,
								399		-650.00	Legal re: CGR,
								6000	225	650.00	Legal re: CGR,
								4400	225	850.00	Legal re:MOU + Charitable Trus
TOTAL INVOICES					1,500.00	300.00	1,800.00			1,500.00	
VAT ANALYSISCODE S @ 20.00%					1,500.00	300.00	1,800.00				
TOTALS					1,500.00	300.00	1,800.00				

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
17/03/2025	2003001	768	POLARIS CONSULT	POLARIS	1,050.00	210.00	1,260.00	4165	310	451.50	Greenspace proct to March 25
								4165	410	346.50	Greenspace proct to March 25
								4165	510	252.00	Greenspace proct to March 25
TOTAL INVOICES					1,050.00	210.00	1,260.00			1,050.00	
VAT ANALYSISCODE S @ 20.00%					1,050.00	210.00	1,260.00				
TOTALS					1,050.00	210.00	1,260.00				

# Agenda Item 8 – Full Council Meeting 25 March 25 Budget Monitoring Report to 18 March 25

## 1. Income & Expenditure summary

The following table shows the total income and expenditure to 18 March 2025 as derived from the financial records of the Council.

		Opening 13 Feb 25	Current Period	Closing 18 Mar 25	Annual Budget	Variance
1000	Burial fees					
	- Bagshot	656	0	656	0	656
	- Lightwater	18,558	3,211	21,769	22,351	(582)
	- Windlesham	70,859	4,877	75,736	55,000	20,736
1030	Allotment fees	2,098	(145)	1,953	1,970	(17)
1076	Precept	505,201	0	505,201	505,201	0
1800	Other income	16,581	0	16,581	0	16,581
1900	Interest received	13,546	1,185	14,731	9,492	5,239
1950	CIL income	10,115	0	10,115	0	10,115
		637,614	9,128	646,742	594,014	52,728
	Total Expenditure	428,874	73,506	502,380	594,014	91,634
	<b>Net income/(expenditure)</b>	<b>208,740</b>	<b>9,128</b>	<b>144,362</b>	<b>0</b>	<b>144,362</b>
	Plus: Tfr from EMR	64,707	4,011	68,718	0	68,718
	Less: Tfr to EMR	(10,115)	0	(10,115)	0	(10,115)
	<b>Movement to/(from) General Reserve</b>	<b>263,332</b>	<b>13,139</b>	<b>202,965</b>	<b>0</b>	<b>202,965</b>

The schedule above shows an amount of £202,965 currently available for transfer to the General Reserve. The table below shows the breakdown of this amount.

Breakdown of movement to/(from) General Reserve					£
1	Surplus income vs initial budget projection				52,728
2	Cemetery EMR reflected in the budget but not spent and transferred to the village cemetery EMRs				75,000
3	Unspent funds to be transferred to various EMRs (see Actions Required below)				75,306
4	Other net (over)/underspends vs budget				(69)
					<b>202,965</b>

Revenue generation has exceeded expectations, notably in terms of burial fees but also in areas where we do not budget for income (CIL and grants). In terms of expenditure the net overspend against budget, whilst comprising a variety of over and underspends, is small once items that are to be taken to the EMRs are excluded. Further comments on significant expenditure overspends are shown under Appendix A.

Whilst there will be further movements in the period to the year end on 31 March 25 it is not envisaged that expenditure will be significant and as such the current position can be considered indicative of the year-end result. We have also advised that SHBC have approved a grant of £43,028 for Windmill Field playground which will affect income.

## 2. Actions Required

- (i) Councillors should note the levels of expenditure shown and the associated balance sheet approving the overspends shown;
- (ii) Members should approve the transfers of unspent funds to EMRs in accordance with the table below:

WPC - Proposed transfers to EMRs at 31 Mar 25					
Acct	CoCe		Amount	EMR	
4220	210	Playground repairs and renewals	£ 6,000	375	Playground repairs and renewals
4060	215	Maintenance (allotments)	£ 2,000	332	Allotments
4525	235	Bagshot Chapel Building costs	£ 9,900	330	Repairs and Maintenance
4100	305	War Memorial (Bagshot)	£ 4,050	331	War Memorials
4165	x10	Greenspace Contract	£ 16,286	396	Greenspace
4060	400	Maintenance (LW Cemetery)	£ 15,500	336	Lightwater Cemetery maintenance
4220	410	Playground repairs and renewals	£ 1,000	375	Playground repairs and renewals
4650	440	Grants (Lightwater)	£ 1,920	351	Lightwater grants
4905	455	Pavilion Capital Project	£ 14,300	340	Lightwater Pavilion and Rec
4100	550	War Memorial (Windlesham)	£ 450	331	War Memorials
4220	510	Playground repairs and renewals	£ 3,000	375	Playground repairs and renewals
4650	540	Grants (Windlesham)	£ 900	356	Windlesham grants
			£ 75,306		

- (iii) In order to allow the Clerk to make payments when they are required urgently Members should consider amendments to the Scheme of Delegation to allow the Clerk to spend from the EMRs shown below up to a limit of £3,000:
  - 330 EMR Repairs and Maintenance;
  - 331 EMR War Memorials ;
  - 370 EMR Council Office Repairs;
  - 375 EMR Playground Repairs and Renewals
  - 332 EMR Allotments
  - 396 EMR Greenspace
- (iv) Members should approve the transfer of the funds of £43,028 received from SHBC re: Windmill Field to EMR321 Windmill Field playground;
- (v) Members should note the estimated cost of works directly related to the CGR of £3,559 in the period to 18 March 25 and approve the transfer of this amount from EMR399 CGR costs to the General Reserve;

## 3. Commitments

As of 18 March 25 the Council held EMRs totalling of £826,807 with commitments of £405,622 identified and approved by the Full Council or individual Village Committees.

This leaves uncommitted amounts of £421,185. These uncommitted amounts are shown in the table below but include amounts held for cemeteries of £102k, £108k for Lightwater Pavilion and £64k for CIL and are shown in the table below.

**WINDLESHAM PARISH COUNCIL - EMR STATUS AS AT 18 March 2025**

	Account	Balance at 18 Mar 25	Committed Note	Adj balance 18 Mar 25	
	General Reserve (18 Mar 25)	314,144.00	(10,000.00)	304,144.00	Forecast net expenditure - 19-31 Mar 25
315	Capital Receipts	1,300.00		1,300.00	
320	EMR School Lane Play Equipment	35,742.54		35,742.54	
321	EMR Windmill Field playground	3,154.00	(3,154.00)	0.00	Windmill Field playground - £3,154; Note - £43,028 grant from SHBC pending
325	EMR Windlesham CIL	54,302.18	(50,920.00)	3,382.18	Windmill Field playground - £50,000; Speed surveys - £120; Cemetery hedges - £800 ;
330	EMR Repairs and Maintenance	26,047.38	(10,000.00)	16,047.38	Bagshot Chapel repairs
331	EMR War Memorials	1,376.00		1,376.00	
335	EMR Cemeteries	24,650.00		24,650.00	
336	EMR Lightwater Cemetery maintenance	37,750.00	(10,000.00)	27,750.00	Topographical survey of LW Cemetery
337	EMR Bagshot Cemetery maintenance	25,000.00		25,000.00	
338	EMR Windlesham Cemetery maintenance	25,000.00		25,000.00	
340	EMR Lightwater Pavilion & Rec	130,641.91	(22,499.00)	108,142.91	Legal advice re: Pavilion/FIT - £14,999; Removal of dedication - £4,000; Land transfer - £1,500; Additional legal questions arising - £2,000
345	EMR Bagshot Village	13,068.56	(4,200.00)	8,868.56	Phone box renovations - £4,000; Face painting at Frementle Road playground opening - £200;
346	EMR Bagshot grants	317.00		317.00	
350	EMR Lightwater Village	19,059.90	(18,300.00)	759.90	Cemetery funding - £18,300 (c/24/43)
351	EMR Lightwater grants	3,100.00	(1,500.00)	1,600.00	Lightwater Village sign - £500; Lightwater Community Cinema - £750; Lightwater Society - £250
355	EMR Windlesham Village	15,279.15	(5,000.00)	10,279.15	Planning consultant for Neighbourhood Plan
360	EMR Lightwater CIL	0.00		0.00	
365	EMR Elections	14,820.00		14,820.00	
370	EMR Council Office Repairs	1,500.00		1,500.00	
375	EMR Playarea Repairs & Renewals	15,000.00	(15,000.00)	0.00	Windmill Field playground - £15,000
377	EMR IT Equipment	517.01		517.01	
378	EMR Training	900.00		900.00	
380	EMR Bagshot CIL	300,258.59	(237,500.00)	62,758.59	Traffic & infrastructure - £100,000; Bagshot Chapel - £20,000; Gomer Road playground £17,500; Allotment purchase - £100,000;
390	EMR Civic Functions	1,143.87		1,143.87	
395	EMR Tree Works	38,828.49	(23,990.00)	14,838.49	Estimated cost of tree works to be taken from EMR - no provision in budget
399	EMR CGR costs	39,350.00	(3,559.00)	35,791.00	Direct CGR costs
	EMRs	826,806.58	(405,622.00)	421,184.58	
	Total Reserves	1,142,250.58	(415,622.00)	726,628.58	

#### 4. Virements

There are no virements required at this time.

## Appendix A

The following significant overspends against budget have been noted, the majority of which are offset by transfers from EMRs or from grant income received.

		Actual	Budget	Variance	Comments
4060	Maintenance	61,118	48,910	12,208	£6,950 re: topographical survey for LW Cem.; £3,040 re: Windlesham Memorial Testing and £5,448 re: noticeboards at Windlesham Cem.; £7,500 for Broadway Road lighting from Windlesham CIL
4195	Tree maint/surgery	10,911	-	10,911	Offset vs EMR395 Tree works as per budget
4220	Playground repair/renewal	30,463	16,000	14,463	Spend in Bagshot of £28,557 is offset by £13,500 from Bagshot CIL and £13,000 via an SHBC grant re: Freemantle Road. £6,000 is also to be moved to an EMR
4430	Licences and subscriptions	9,952	4,991	4,961	Includes £3,428 for Council Hive and CloudyIT products approved by Council on 26 November 25 ( C/24/123)
4650	Grants	13,661	11,000	2,661	Bagshot grants include £5,481 tfr from CIL and Village reserve. Lightwater and Windlesham underspends to be moved to EMRs
4930	Capital Projects - CIL	2,880	-	2,880	Speed survey - tfr from Windlesham CIL

Other variances have been detailed in previous reports which should be referred to for further information.



## Income &amp; Expenditure by Budget 18/03/2025

Month No: 12

## Account Code Report

	Actual Current Mnth	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
<b><u>Income</u></b>							
1000 Burial fees	4,147	98,161	77,351	(20,810)			126.9%
1030 Allotment Fees	(145)	1,953	1,970	18			99.1%
1076 Precept	0	505,201	505,201	0			100.0%
1800 Other Income	0	16,581	0	(16,581)			0.0%
1900 Interest Received	0	14,731	9,492	(5,239)			155.2%
1950 CIL Income	0	10,115	0	(10,115)			0.0%
<b>Total Income</b>	<b>4,002</b>	<b>646,742</b>	<b>594,014</b>	<b>(52,728)</b>			<b>108.9%</b>
<b><u>Overhead Expenditure</u></b>							
4005 Ashes interment	190	6,591	7,680	1,090		1,090	85.8%
4050 Rates	0	2,794	3,048	254		254	91.7%
4055 Pavilion Utilities	20	113	500	387		387	22.7%
4060 Maintenance	2	61,118	48,910	(12,208)		(12,208)	125.0%
4062 Cemetery maintenance - general	0	0	75,000	75,000		75,000	0.0%
4070 Allotment Refunds	0	0	100	100		100	0.0%
4100 War Memorial	0	150	5,210	5,060		5,060	2.9%
4105 Bagshot Clock	0	0	500	500		500	0.0%
4160 Greenspace Contingency	0	2,697	3,000	303		303	89.9%
4165 Greenspace Contract	(7,952)	103,714	120,000	16,286		16,286	86.4%
4185 Planting	0	5,873	5,863	(10)		(10)	100.2%
4190 Christmas Trees	0	5,745	5,745	0		0	100.0%
4195 Tree Maintenance/Surgery	0	10,911	0	(10,911)		(10,911)	0.0%
4220 Playground Repairs & Renewal	149	30,463	16,000	(14,463)		(14,463)	190.4%
4300 Salaries	8,798	105,860	105,681	(179)		(179)	100.2%
4340 Local Government Pension	2,601	31,060	32,515	1,455		1,455	95.5%
4345 HMRC Payroll	2,435	27,996	29,982	1,986		1,986	93.4%
4350 Training	130	1,378	2,000	622		622	68.9%
4400 Legal/HR/Recruitment Costs	1,500	4,071	5,000	929		929	81.4%
4410 Cleaner	0	0	750	750		750	0.0%
4415 Insurance	0	5,244	5,200	(44)		(44)	100.9%
4420 Finance System	0	3,229	2,073	(1,156)		(1,156)	155.8%
4425 External Finance Support	0	1,005	600	(405)		(405)	167.5%
4430 Licences & Subscription	925	9,952	4,991	(4,961)		(4,961)	199.4%
4435 Office Expenses	54	3,480	2,400	(1,080)		(1,080)	145.0%
4440 ICT Costs	0	2,788	6,557	3,769		3,769	42.5%
4445 Audit	0	70	1,620	1,550		1,550	4.3%
4455 Telecoms & Security	190	1,516	1,795	279		279	84.4%
4500 Cllr Allowances, Training & Ex	2,479	30,172	32,627	2,455		2,455	92.5%
4525 Bagshot Chapel Building Costs	0	407	10,240	9,833		9,833	4.0%
4550 Office Building Costs	0	6,055	7,804	1,749		1,749	77.6%

## Income &amp; Expenditure by Budget 18/03/2025

Month No: 12

## Account Code Report

	Actual Current Mnth	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
4555 HMLD Building Costs	0	8,232	7,946	(286)		(286)	103.6%
4600 Annual Meeting & Civic Costs	92	2,092	2,000	(92)		(92)	104.6%
4640 Marketing	410	1,018	4,000	2,982		2,982	25.5%
4650 Grants	0	13,661	11,000	(2,661)		(2,661)	124.2%
4905 Pavilion Capital Project	0	692	15,000	14,308		14,308	4.6%
4915 Festive Lights	0	7,995	7,176	(819)		(819)	111.4%
4930 Capital projects - CIL	2,880	2,880	0	(2,880)		(2,880)	0.0%
4950 Hall Hire	115	1,358	3,501	2,144		2,144	38.8%
<b>Total Overhead</b>	<b>15,017</b>	<b>502,380</b>	<b>594,014</b>	<b>91,634</b>	<b>0</b>	<b>91,634</b>	<b>84.6%</b>
<b>Total Income</b>	<b>4,002</b>	<b>646,742</b>	<b>594,014</b>	<b>(52,728)</b>			<b>108.9%</b>
<b>Total Expenditure</b>	<b>15,017</b>	<b>502,380</b>	<b>594,014</b>	<b>91,634</b>	<b>0</b>	<b>91,634</b>	<b>84.6%</b>
<b>Net Income over Expenditure</b>	<b>(11,015)</b>	<b>144,362</b>	<b>0</b>	<b>(144,362)</b>			
plus Transfer from EMR	3,530	68,718	0	(68,718)			
less Transfer to EMR	0	10,115	0	(10,115)			
<b>Movement to/(from) Gen Reserve</b>	<b>(7,485)</b>	<b>202,964</b>	<b>0</b>	<b>(202,964)</b>			

## Detailed Balance Sheet - Excluding Stock Movement

Month 12 Date 18/03/2025

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<u>Current Assets</u>		
100	Debtors	2,971
105	VAT Control A/c	9,052
200	Barclays Current Account	473,922
205	Santander Account	201,549
210	RBS Account	47,265
215	Skipton Account	67,628
225	Cambridge and Counties Account	232,063
230	Hampshire Trust Bank	65,984
235	Redwood Bank	66,271
245	Unity Bank current a/c	6,356
<b>Total Current Assets</b>		<b>1,173,060</b>
<u>Current Liabilities</u>		
500	Creditors	14,939
502	Lightwater PL	690
503	Windlesham PL	2,556
510	Accruals	12,625
<b>Total Current Liabilities</b>		<b>30,810</b>
<b>Net Current Assets</b>		<b>1,142,251</b>
<b>Total Assets less Current Liabilities</b>		<b>1,142,251</b>

Represented by :-

300	Current Year Fund	144,362
310	General Reserves	169,782
315	Capital Receipts	1,300
320	EMR School Lane Play Equipment	35,743
321	EMR Windmill Field playground	3,154
325	EMR Windlesham CIL	54,302
330	EMR Repairs and Maintenance	26,047
331	EMR War Memorials	1,376
335	EMR Cemeteries	24,650
336	EMR Lightwater Cemetery Maint.	37,750
337	EMR Bagshot Cemetery Maint.	25,000
338	EMR Windlesham Cemetery Maint.	25,000
340	EMR Lightwater Pavilion & Rec	130,642
345	EMR Bagshot Village	13,069
346	EMR Bagshot Grants	317
350	EMR Lightwater Village	19,060
351	EMR Lightwater Grants	3,100
355	EMR Windlesham Village	15,279
365	EMR Elections	14,820
370	EMR Council Office Repairs	1,500
375	EMR Playarea Repairs & Renewals	15,000
377	EMR IT Equipment	517
378	EMR Training	900
380	EMR Bagshot CIL	300,259
390	EMR Civic Functions	1,144
395	EMR Tree Works	38,828
399	EMR CGR costs	39,350

**Detailed Balance Sheet - Excluding Stock Movement**  
**Month 12 Date 18/03/2025**

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<u>A/c</u>	<u>Description</u>	<u>Actual</u>
	Total Equity	<u>1,142,251</u>

## Agenda Item 9 – Full Council 25 March 25

### Review of Bank Reconciliations

Members are asked to review the following bank reconciliations. Financial Regulations state that a member, other than the Chair, or authorized bank signatory, should sign off the reconciliations once reviewed. Below are the reconciliations for January and February 2025.

<b>Account</b>	<b>Acct type</b>	<b>Int. Rate</b>	<b>31 Jan 25</b>	<b>28 Feb 25</b>
Barclays Bank	Current	0.00%	527,841	501,093
Unity Bank	Current	0.00%	4,994	4,988
Santander Bank	Instant access	1.05%	201,193	201,549
RBS account	Instant access	1.36%	47,166	47,265
Unity Bank	Instant access	2.50%	-	-
Hampshire Trust *	Instant access	3.70%	65,984	65,984
Skipton BS *	Annual interest	3.10%	67,628	67,628
Cambridge & Counties	180 day notice	4.50%	231,281	232,063
Redwood Bank *	95 day notice	3.45%	66,271	66,271
<b>TOTAL</b>			<b>1,212,357</b>	<b>1,186,841</b>
<b>Account type</b>				
Current account			532,835	506,081
Instant access accounts			248,359	314,798
Medium term accounts			431,163	365,962
			<b>1,212,357</b>	<b>1,186,841</b>

\* - Annual interest only

**\*\*** Members are asked to note that to date the Clerk only has online access to the Barclays, Cambridge & Counties and Redwood bank accounts

### **Overall cash position**

Net assets held by the Council as at 17 March 25 is £1,173,003 – see attached balance sheet. Of this £828,757 is held in ear-marked reserves. Members are asked to note that the ear-marked balance has increased by £57,048 since 1 April 24 (£771,709.13).

Members are asked to note the above reconciliations and agree that either Cllr Malcaus Cooper or Cllr Jennings-Evans in the absence of Cllr Malcaus Cooper continue to sign off the above reconciliations.

Richard Midgley  
RFO 17 March 2025

## Detailed Balance Sheet - Excluding Stock Movement

Month 12 Date 17/03/2025

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<u>Current Assets</u>		
100	Debtors	4,555
105	VAT Control A/c	8,504
200	Barclays Current Account	490,018
205	Santander Account	201,549
210	RBS Account	47,265
215	Skipton Account	67,628
225	Cambridge and Counties Account	232,063
230	Hampshire Trust Bank	65,984
235	Redwood Bank	66,271
245	Unity Bank current a/c	4,988
<b>Total Current Assets</b>		<b>1,188,825</b>
<u>Current Liabilities</u>		
500	Creditors	11,170
502	Lightwater PL	500
503	Windlesham PL	2,556
510	Accruals	1,597
<b>Total Current Liabilities</b>		<b>15,822</b>
<b>Net Current Assets</b>		<b>1,173,003</b>
<b>Total Assets less Current Liabilities</b>		<b>1,173,003</b>

Represented by :-

300	Current Year Fund	175,114
310	General Reserves	169,132
315	Capital Receipts	1,300
320	EMR School Lane Play Equipment	35,743
321	EMR Windmill Field playground	3,154
325	EMR Windlesham CIL	54,302
330	EMR Repairs and Maintenance	26,047
331	EMR War Memorials	1,376
335	EMR Cemeteries	24,650
336	EMR Lightwater Cemetery Maint.	37,750
337	EMR Bagshot Cemetery Maint.	25,000
338	EMR Windlesham Cemetery Maint.	25,000
340	EMR Lightwater Pavilion & Rec	130,642
345	EMR Bagshot Village	13,069
346	EMR Bagshot Grants	317
350	EMR Lightwater Village	19,060
351	EMR Lightwater Grants	3,100
355	EMR Windlesham Village	15,279
365	EMR Elections	14,820
370	EMR Council Office Repairs	1,500
375	EMR Playarea Repairs & Renewals	15,000
377	EMR IT Equipment	517
378	EMR Training	900
380	EMR Bagshot CIL	300,259
390	EMR Civic Functions	1,144
395	EMR Tree Works	38,828
399	EMR CGR costs	40,000

**Windlesham Parish Council**  
**Detailed Balance Sheet - Excluding Stock Movement**  
**Month 12 Date 17/03/2025**

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<u>A/c</u>	<u>Description</u>	<u>Actual</u>
	Total Equity	<u>1,173,003</u>

## Item 10 - Members Allowances 2025-26- Full Council Meeting – 25 March 2025

### Action required

Council is asked to note Members Allowances for 2025-26 acknowledging that whilst the Council has set the allowance policy for all Members, individual Members may choose whether to receive the full allowance, partial allowance or not to receive the allowance at all.

### Background

Members will recall that at the Full Council meeting on 27 February 2024 it was agreed to have their allowances considered by the Independent Remunerations Panel, set up by Surrey Heath BC. This panel met to consider the 2024-25 Allowances but does not meet every year. In line with the Panel's conclusions the Members Allowances were raised to the current levels. A copy of the Panel's report was included in the Council Papers for that meeting.

At that meeting Council resolved the following: (Minute Ref: C/23/183)

- 1) The Parish agreed to pay up to 30% of the basic allowance of Surrey Heath Borough Council
- 2) The full 30% payment equates to £1,750 per Councillor per annum, subject to indexation. For 18 Councillors, this is a budget of £31,500.
- 3) The Parish Council agreed to pay a Chair's Allowance for should be £1,750.  
Indexation of allowances will be in accordance with the indexation applied to Borough Members allowances.

### 2025-26 Allowances

Please note that for 2025-26, SHBC agreed at their meeting held on the 19th February 2025 not to increase Members' Allowances therefore there is no change this year.



## Item 11 Windlesham Parish Council Investment Strategy

### Summary

The Council currently holds £1.187m cash in a variety of accounts. Under resolution C/24/176 (FC 25 Feb 25) it was resolved that the Clerk and RFO identify and implement the most advantageous investment options, ensuring highest return and flexibility, including the use of money market funds. Higher returns are generally an indication of higher risk so the Council will need to decide on an acceptable level of risk that they will accept in terms of investments.

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### Action Required

- a) To review and amend as necessary the Investment Strategy attached (Appendix A), last approved in February 2024.

*Please note: The strategy reflects a low appetite for risk with security of funds as the primary priority, liquidity as the secondary priority and to maximise income within the low-risk environment. Funds should be invested in sterling in UK financial institutions.*

- b) Members must decide whether to adopt recommendation 1 to move £400,000 from the Barclays current account to the Unity Bank instant access account or provide an alternative suggestion for the funds;
- c) Members must decide under recommendation 2 whether to close the Santander Bank account and transfer the funds to the Unity Bank instant access account, to leave the funds in place or provide an alternative option;
- d) Recommendation 3 recommends the closure of the RBS account and transfer of funds to the Unity Bank instant access account. Members must decide whether to accept recommendation 3, leave the funds where they are or provide an alternative option. If Members adopt recommendation 3 then the approval should state that:  
*'It is noted that Cllr White remains the only valid mandate holder on the RBS deposit account with the other two mandate holders no longer being with the Council. The Council resolve to close this account and transfer the funds in it to the Unity Bank Instant Access account' (noting account number and sort code).*
- e) Members must decide whether to approve recommendation 4, moving funds from the Hampshire Trust account to the Unity Bank instant access account, leave the funds in place or provide an alternative option;

- f) Members should decide whether to approve recommendation 5 to monitor the funds in the Skipton Building Society, Cambridge and Counties and Redwood Bank and consider alternatives based on interest rates available periodically when the investments mature;
  - g) Recommendation 6 covers the funds that would be in the Unity Bank easy access account should resolutions 1,2,3, and 4 be adopted. The council must then decide whether to accept the investment recommendations outlined or provide an alternative approach;
  - h) Pursuant to recommendation 6, the Council must consider whether the RFO and Clerk be given delegated authority to re-invest funds as they mature based on the appropriate cashflow and liquidity requirements;
  - i) Noting the points made in recommendation 7, Members should approve that the appropriate representatives of SHBC be contacted to discuss both their treasury operation and the relationship with their advisors to obtain more understanding of how a such relationship would work and what the potential returns could be.
- 

#### **RFO Recommendations**

- 1 Transfer £400,000 from the Barclays account to the Unity Bank instant access account;
- 2 Move all funds from Santander to a Unity Bank term deposit account to be determined based on cashflow requirements and close the account;
- 3 Move funds from the RBS account to the Unity Bank instant access account and close the account;
- 4 Move funds held by Hampshire Trust to the Unity Bank instant access account and close the account;
- 5 Monitor funds held in Skipton Building Society, Cambridge and Counties and Redwood Bank and consider alternatives based on interest rates available periodically.
- 6 If these recommendations are accepted the Unity Bank easy access account will have approximately £500k earning interest currently at 2.25% gross. Of this balance I would recommend that as an interim measure to the following Unity Bank accounts:
  - £150,000 be invested in a 6 month fixed term deposit currently paying 4.00% gross;
  - £150,000 be invested in a 90 day fixed term deposit currently paying 3.6% gross;
  - £50,000 be invested in a 30 day deposit currently paying 2.96% gross.

The remaining funds would then be available for immediate capital needs. This pattern of investment would ensure the best returns are available whilst ensuring that funds are available for immediate needs. Decisions on re-investment would be made by the Clerk

and RFO (per resolution C/24/176) and reported to the Council at each Full Council meeting.

The Clerk and RFO should be given delegated authority to re-invest funds as they mature based on the appropriate cashflow and liquidity requirements.

- 7 A suggestion was made at the previous Council meeting that money market funds be utilised as is the case at SHBC. In this case the investments are monitored by SHBC staff with advice from their retained advisors, the public sector treasury arm of Link Group. There would be fees incurred in this arrangement along with fees payable to a fund manager and potential transaction fees. Council should consider contacting the representatives of SHBC to discuss their treasury operation and their advisors to obtain more understanding of how a relationship would work and what the potential returns would be, noting the criteria outlined in the current investment strategy and the risk appetite of the Council. This would require money market investments to be:
- In £ sterling and placed with UK registered financial institutions. Wherever possible, these institutions will be covered by the depositor protection of the FSCS;
  - Where investments or deposits are made with financial institutions that are not covered by the FSCS depositor protection, the credit rating of the institution will be a minimum of 'A', and the credit ratings will be checked as least annually by the RFO.
  - Funds should be placed on the money market with reference to the Council's liquidity requirements and projected future spending.

The use of money markets does come at a cost both in terms of transaction and/or management fees and the additional costs of contracting advisors with expertise in the area. Given the level of funds that would be invested the return achieved would need to cover these costs as well as provide a further return on capital.

Risk should be low if these funds are used for short term liquidity management but they should be used as part of a range of options including fixed term deposits and Government bonds.

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## **Background to Recommendations**

Cash at Bank as of 28 February 2025 (see table overleaf)

Account	Acct type	Int. Rate	28 Feb 25
Barclays Bank	Current	0.00%	501,093
Unity Bank	Current	0.00%	4,988
Santander Bank	Instant access	1.05%	201,549
RBS account	Instant access	1.36%	47,265
Unity Bank	Instant access	2.50%	-
Hampshire Trust *	Instant access	3.70%	65,984
Skipton BS *	Annual interest	3.10%	67,628
Cambridge & Counties	180 day notice	4.50%	232,063
Redwood Bank *	95 day notice	3.45%	66,271
	TOTAL		1,186,841
<b>Account type</b>			
Current account			506,081
Instant access accounts			314,798
Medium term accounts			365,962
			1,186,841
* - Annual interest only			

## 1. Current status of accounts

### (i) Barclays current account

Resolution C/24/176 noted that all incoming funds be transferred to the Unity Bank current account. SHBC has been advised and the precept funds will be transferred to Unity Bank and invoice details have been amended to reflect Unity Bank details for payments. Direct debits and standing orders will be moved to the new bank in due course.

Of the funds held in the account a balance of £400,000 should be transferred in the interim to the Unity Bank instant access account currently earning interest at 2.25% gross. On closure of the Barclays account surplus funds should be transferred to the same account.

### (ii) Santander deposit account

The Santander account earns interest at 1.05%, currently the lowest of all our deposit accounts. This balance should be transferred to the Unity Bank instant access account as an interim measure pending re-investment at a more favourable rate. This will require resolution of the bank signatory position.

### (iii) RBS deposit account

Council has received notification from RBS that they will close this account as it is essentially dormant, receiving only monthly interest payments. I have ascertained that the mandate has been unchanged since 2012 and that the only remaining valid

mandate holder is Cllr. White. I have been advised that to regain access to the funds the Council should agree the following resolution:

'It is noted that Cllr White remains the only valid mandate holder on the RBS deposit account with the other two mandate holders no longer being with the Council. The Council resolve to close this account and transfer the funds in it to the Unity Bank Instant Access account (account number 20519355 sort code 60-83-01).'

A letter should be sent to the bank confirming the same signed by the Chair of the meeting and including a copy of the relevant minute.

**(iv) Skipton Building Society**

The deposit with the Skipton Building Society currently earns interest at 3.05% though this will reduce in March. As with the RBS account the signatories are out of date and need revising. My understanding is that this is in progress. At the present time the funds should remain in place pending the resolution of the signatories with consideration being given to moving the funds at the next available opportunity subject to interest rates available.

**(v) Cambridge & Counties**

The deposit held earns interest at 4.5% though this will reduce to 4.05% from 29 June 25 and 3.80% from 20 Sept 25. We are required to give 180 days notice to close the account so should retain the funds where they are at present but review options periodically.

**(vi) Hampshire Trust**

The funds held with Hampshire Trust are currently in an easy access account having been transferred in accordance with Council resolution C/24/176. These should be consolidated to the Unity Trust Bank easy access account.

**(vii) Redwood Bank**

Funds held in this account earn interest currently at 3.45% and have a 95 day notice of withdrawal. As with other banks we would expect this to reduce in the coming weeks and months. On this basis we should maintain the account but review options periodically.

## Appendix A

### **WINDLESHAM PARISH COUNCIL** **INVESTMENT STRATEGY – ADOPTED FEBRUARY 2024**

#### **1. Introduction**

- 1.1 The Local Government Act 2003 ('the Act') Section 12 provides a local authority with the power to invest:
  - (a) *For any purpose relevant to its functions under any enactment; or*
  - (b) *For the purpose of the prudent management of its financial affairs*
- 1.2 Section 15(1) of the Act requires a local authority to have regard to guidance issued by the Department for Levelling Up, Housing and Communities (DLUHC).
- 1.3 The Joint Panel on Accountability and Governance (JPAG) Practitioners' Guide states *'Arrangements need to be in place to ensure that the authority's funds are managed properly and that any amounts surplus to requirements is invested appropriately, in accordance with an approved strategy which needs to have regard to DLUHC's statutory Guidance on local government investments. If total investments are to exceed the threshold specified in DLUHC's statutory guidance at any time during a financial year, the authority needs to produce and approve an annual Investment Strategy in accordance with the DLUHC guidance.'*
- 1.4 The council acknowledges that the threshold within the DLUHC's statutory guidance is £100,000 and has therefore developed this Investment Strategy.

#### **2. Objectives**

- 2.1 The council's priorities are, in the following ranking order:
  - (a) The security of capital to minimise the risk of losses
  - (b) The liquidity of investments to meet the cash flow needs of the council
  - (c) Maximising income within the framework of the national economic situation
- 2.2 The council will aim to achieve a high rate of return on investments commensurate with adequate safeguards of security and liquidity.
- 2.3 The council will endeavour to maximise the depositor protection offered by the Financial Services Compensation Scheme (FCSC) or other deposit protection schemes available.

- 2.4 The council acknowledges that the FSCS offers 100% protection up to £85,000 *per financial institution* for small local authorities, which within the FSCS guidance are defined as '*local authorities with an annual budget of up to €500,000*' (approx. £421,000 March 2025). As the Council's budget exceeds this limit the deposits made are therefore not covered by the scheme.

### **3. Investments**

- 3.1 All investments and deposits will be in pounds sterling (£) and placed with UK registered financial institutions. Wherever possible, these institutions will be covered by the depositor protection of the FSCS.
- 3.2 Where investments or deposits are made with financial institutions that are not covered by the FSCS depositor protection, the credit rating of the institution will be a minimum of 'A', and the credit ratings will be checked as least annually by the RFO.
- 3.3 Where appropriate to do so, and to benefit from a higher rate of interest, an instant access deposit account may be used for any surplus funds needed for current expenditure. A daily 'feed' or 'sweep' facility may be set up between the instant access account and the council's primary current account if that is beneficial to the council's liquidity requirements.
- 3.4 Funds not needed for current expenditure (i.e., general or earmarked reserves) may be placed on longer term investments, taking into account the liquidity requirements of the council and the financial projections of the council's adopted business plan.
- 3.5 Longer term investments are defined as those with a maturity date exceeding 12 months. Long term investments are treated as assets within the definition outlined in the JPAG Practitioners' Guide.

### **4. Reporting and Review**

- 4.1 An annual report on the council's investments and deposits will be provided to the Finance Committee, prior to the council determining its budget and precept for the forthcoming financial year.
- 4.2 This policy will be reviewed and approved annually by council, taking into account any changes to guidance contained within legislation and the JPAG Practitioners' Guide.

Agenda Item 12—Review of effectiveness of internal audit  
Full Council March 2025

Background

"Governance and Accountability for Smaller Authorities in England" sets out the accounting and governance arrangements to be followed by all town and parish councils in England. Specific obligations around internal audit are set out within this guide.

Specifically, Councils are recommended to

"at least annually, carry out a review of the effectiveness of their overall internal audit arrangements.

This review ensures that the Council has met recommended best practice in managing internal audit.

Findings

I have reviewed the Council's current internal audit arrangements against the following areas of internal audit activity, as set out in Governance and Accountability.

- the scope of internal audit;
- independence;
- competence;
- relationships with the clerk and the authority; and
- audit planning and reporting

The results of this review are set out in the table below. I am satisfied that this review confirms that proper internal audit arrangements are in place.

Members are to note that at the January 2023 Full Council meeting, it was resolved unanimously to appoint Mulberry and Co for the financial year 23-24 and look to appointing a new auditor for the financial year 2024-25. A report was presented to the Full Council meeting on 23 January 2024 with the appointment of Mulberry & Co (Company A) for 2024-25 and 2025-26 confirmed under resolution C/23/160b.

R Midgley - RFO  
March 2025



Area of Review	Work completed	Findings	Conclusion
Scope of internal Audit	The annual internal audit review covers all areas required by the AGAR internal audit report. This is evidenced by the interim and final audit reports.	<p>Clear evidence is laid out by the auditor within their report to support the opinion for each control objective.</p> <p>Testing always includes transactions from the whole financial year and extensive financial statement review</p> <p>A two-stage audit process ensures that the Council has regular audit review and that all accounting periods are reviewed.</p> <p>Audits are properly timed to ensure statutory accounts are reviewed before submission to external audit.</p>	Satisfactory
Independence of Internal Audit	RFO confirms that Mulberry & Co is employed to carry out both the internal audit.	Mulberry & Co are members of the Association of Chartered Certified Accountants and as such have to follow strict professional rules and guidelines when it comes to professional ethics.	Satisfactory
Competence of Internal Audit	Mulberry & Co are experienced local government auditors, with over 80 town and parish council audits.	The RFO should ensure that the auditor assigned to Windlesham Parish Council holds the necessary competencies.	Satisfactory

Relationships with Clerk and the Authority	Mulberry & Co have previously worked with WPC; they have a good professional relations with the Clerk and Council	Auditor has access to councillors to report matters arising, as set out in financial regulations. Confirmed in engagement letter.	Satisfactory - strong professional relationship in place
Audit Planning	<ul style="list-style-type: none"> <li>- Audit appointment formally set out in engagement letter</li> <li>- Internal auditor has evidence of appropriate testing in place to support findings in annual internal audit report</li> </ul>	<p>Auditor properly appointed via engagement letter and approval at council process.</p> <p>Sufficient resources made available by the Council as part of budget setting process.</p>	Satisfactory - evidence is in place in audit reports.
Audit Reporting	Reporting carried out promptly after each of 2 visits. Report sets out testing to support each control objective in the AGAR.	The Council is satisfied that comprehensive reporting is carried out and appropriate recommendations for improvement are made.	Satisfactory, audit reports are timely and comprehensive.
Length of Appointment		There is no regulatory or best practice guidance in this area as long as the principles of competence and independence are maintained. Independence will be maintained with the auditor selected to audit WPC.	Satisfactory

## **Agenda Item 13 – Council Risk Assessment**

### **Full Council – 25 March 2025**

#### **Background**

It is a requirement of the Council's financial regulations that it should carry out an annual risk assessment. The purpose of this review is to ensure that the council resources are correctly directed at protecting the Council from risks that might prevent the Council from meeting its objectives.

It is also a key requirement of the external auditors that a risk assessment is carried out each financial year. They require a copy of the Council's annual risk assessment, approved at a Council meeting, to be sent to them as a working paper to support the financial statements at the year end.

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#### **Key Risks**

The risk assessment document has been completed after a review of the Council's business processes and meets the objectives of:

- Identifying the risk areas where the Council has further work to do;
- Providing a robust assessment of the risk and mitigating controls for presentation to the auditors.

A review of the current control environment identified 9 areas of medium risk and 1 area of high risk. However, there are mitigating controls that can be added to reduce this to 6 areas of medium risk. These areas should be kept under review.

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#### **Actions required**

- 1. Members are asked to note the nature of these risks. Whilst the majority of the risks are being managed by the Clerk and RFO it should be noted that member input is required for some of the risks identified.**
  - 2. Councillors are asked to review the risk assessment document attached and either:**
    - **approve the risk assessment.**
    - **identify any amendments or improvements to the risk assessment.**
  - 3. Members are requested to review the attached Risk Appetite Statement and assess whether it accurately represents the collective position of the Council**
-

## Work Completed

- An updated risk assessment for the Council has been completed and is attached for Councillors to consider.
- The document is prepared by:
  - Identifying the risks facing the Council and existing controls that are in place. A score is then allocated to the risk;
  - Identifying further controls that are not yet operating but which could be put in place by the Council. The impact of these controls can then be assessed and a reduced score applied to the risk.
- Risks can be identified against the colour-coded table at the front of the document to assess the severity of the risk.
- Changes made to the document have been listed in the table at the bottom of the document giving a record of amendments at each review of the document.
- In addition to the financial risk assessment the following risk assessments are in place:
  - Use of Lightwater Recreation Ground Risk assessment
  - Use of Bagshot Chapel
  - Lone Working
  - Office Health and Safety assessment

Richard Midgley  
RFO  
17 March 2025

& Joanna Whitfield  
Clerk to the Council

## WINDLESHAM PARISH COUNCIL

### RISK ASSESSMENT

	4 Very High	3 High	2 Medium	1 Low
<b>4 DISASTER</b> Significant service failure / total loss of public confidence / fatality / major financial crisis.	RED 16	RED 12	AMBER 8	GREEN 4
<b>3 MAJOR</b> Significant service disruption / serious public criticism / serious injury / large financial cost.	RED 12	RED 9	AMBER 6	GREEN 3
<b>2 NOTICEABLE</b> Some service delivery disruption / reduced public confidence / minor injury / unplanned financial cost.	AMBER 8	AMBER 6	GREEN 4	GREEN 2
<b>1 MINIMAL</b> Minor service delivery disruption / adverse public comment / no injury / low financial cost	GREEN 4	GREEN 3	GREEN 2	GREEN 1

#### Key

<u>Score</u>	<u>Colour</u>	<u>Action</u>
1 to 4	GREEN	Monitor
5 to 8	AMBER	Keep under review
9 to 16	RED	Need further mitigation or contingency plan

**Risk Register - Adopted December 2016**

**Reviews and amendments:** February 2018 C/17/183  
 January 2019 C/18/184  
 February 2020 C/19/204  
 March 2021 C/20/218  
 February 2022 C/21/156  
 January 2023 C/22/167  
 January 2024 C/23/161  
 March 2025

No	Area	Description	Control Measures in place	Responsibility	Assessment – with controls in place			Further Control Measures	Responsibility	Assessment – WITH controls in place		
					Likelihood	Impact	Score			Likelihood	Impact	Score
1	Business Continuity	Risk of Council not being able to continue its business due to an unexpected or tragic circumstance including flooding and fire	<p>The office has moved to using Office 365 and a hosted telephony system. Data is therefore backed up to the cloud and can be accessed from any PC/tablet/phone etc. using O365 log-ins.</p> <p>All accounting information is backed up to the servers of the software provider, RBS Rialtas.</p> <p>Anti-virus software has been maintained by Zentech IT since mid 2015-16</p> <p>Chairman and members informed</p> <p>Ability to work from anywhere with internet.</p> <p>Additional security</p>	Clerk	2	3	6	Telephone system needs moving to laptops to ensure access whilst away from the office.	Clerk	2	2	4

No	Area	Description	Control Measures in place	Responsibility	Assessment – with controls in place			Further Control Measures	Responsibility	Assessment – WITH controls in place		
					Likelihood	Impact	Score			Likelihood	Impact	Score
			measures have been implemented to lock down the router and prevent any security issues.  Fire and risk assessments in place and reviewed yearly with full Council.									
2	Precept	Government changes rules on precept setting	Campaign SALC and NALC Government have been requested to confirm precept limits prior to Parish setting budget.	Clerk	2	4	8	Council to accept the risk.		2	4	8
3	Precept	Inadequate precept setting. Precept not confirmed to SHBC on time or Members unable to reach an agreement.	Council starts budget planning in October for the following year. Annually in November. Council agrees precept at the full council meeting. In the event Members cannot reach and agreement Financial Regulations allow for a default position of a 5% increase.  Clerk/RFO receives notification from SHBC, Clerk/RFO submits precept demand in January	RFO Clerk	1	4	4			1	4	4
4	Financial	Inadequate records Financial irregularities	Council's Financial Regulations set out the requirements. These are based on the model NALC financial regulations, and are adequate for Council's requirements	RFO Clerk	1	3	3	Members to complete audits throughout the year	Clerk Council	1	3	3

No	Area	Description	Control Measures in place	Responsibility	Assessment – with controls in place			Further Control Measures	Responsibility	Assessment – WITH controls in place		
					Likelihood	Impact	Score			Likelihood	Impact	Score
			Committees review finances at quarterly meetings and Full Council review 10 x per year.  Financial Regulations are reviewed by full council yearly. New regulations released by NALC inform any changes.									
5	Financial	Bank and banking's leading to; Inadequate checks Bank mistakes Loss Charges	The Council has Financial Regulations that set out the requirements for banking, cheques and reconciliation of accounts.  Any errors in processing are discovered when the RFO reconciles the bank accounts monthly against the statement, Informing the bank immediately.  Reconcile bank accounts on a monthly basis and report the reconciliations to Full Council on a quarterly basis	RFO Clerk	1	3	3	Members complete audits throughout the year	Clerk Council	1	3	3
6	Financial	Inadequate funds to meet liabilities	Setting of precept as above Village committees and Full Council regularly review budget vs actuals Financial regulations manages the process	RFO Clerk	1	3	3	Members to complete audits throughout the year	Clerk and Council	1	3	3
7	Financial	Cash loss	Councils financial regulations in place Council does not accept cash.	RFO Clerk	1	3	3	Members to complete audits throughout the year	Clerk and Council	1	3	3



No	Area	Description	Control Measures in place	Responsibility	Assessment – with controls in place			Further Control Measures	Responsibility	Assessment – WITH controls in place		
					Likelihood	Impact	Score			Likelihood	Impact	Score
			Expenditure signed off by Full Council Internal auditor checks twice per year.									
8	Financial	Incorrect payments of tax/Nl Incorrect payment of salaries or allowances. Incorrect hours claimed for overtime	<p>All staff appointments and salaries approved by Full Council. Salaries reviewed and approved at full council by 1 April each financial year.</p> <p>Pay is processed by the Clerk using the in house payroll system and payments are made to staff, authorised by two authorised signatories, one of whom is a Councillor</p> <p>Tax and NI and pension payments are calculated using a payroll software programme and payments made to agencies as calculated. RTI in operation.</p> <p>All overtime hours recorded and time off or payment agreed with the Chairman.</p> <p>Personnel files are held by WPC. Committees and Full Council check all expenditure Internal audit checks twice a year.</p>	Clerk	1	3	3		Clerk	1	3	3
9	Financial	Invoices incorrectly paid	All invoice payments are checked by the Clerk, the RFO and 1 Cllr then signed by two	RFO Clerk	1	3	3	No Further Action		1	3	3

No	Area	Description	Control Measures in place	Responsibility	Assessment – with controls in place			Further Control Measures	Responsibility	Assessment – WITH controls in place		
					Likelihood	Impact	Score			Likelihood	Impact	Score
			<p>signatures, this includes cheques and electronic payments</p> <p>All invoices agreed and minuted at Full Council. All members have sight of invoices via retrospective payment approval list</p> <p>Invoices only paid when service has been received/items delivered</p> <p>Financial Regulations in place and reviewed yearly</p> <p>Internal audit reviews invoice process</p>									
10	Financial	Grants incorrectly awarded	<p>Grant procedure in place and reviewed yearly.</p> <p>All grants discussed and agreed at either Village Committee level or Full Council</p> <p>Precept includes grants</p>	RFO Clerk Members	1	3	3	No further action		1	3	3
11	Financial	Grants receivable	<p>Grants received come with conditions</p> <p>Grants held in a reserve account</p> <p>Procedures in place</p>	RFO Clerk	1	3	3	No further action		1	3	3
12	Financial	Annual returns incorrect or late	<p>Internal audit in place</p> <p>Annual return discussed and signed by Full Council</p> <p>External auditors review compliance</p>	RFO Clerk Members	1	3	3	No further action		1	3	3
13	Financial	Election costs not budgeted.	Precept budgets each year to build a reserve for a known election year.	Clerk	3	2	6	All those agreeing to stand need to be aware of their		2	2	4

No	Area	Description	Control Measures in place	Responsibility	Assessment – with controls in place			Further Control Measures	Responsibility	Assessment – WITH controls in place		
					Likelihood	Impact	Score			Likelihood	Impact	Score
			When by-elections occur, funds come from the existing budget or reserves. Council manages budget to accommodate costs.					responsibilities  Meetings held at SHBC for potential new Councillors to outline the requirements of Councillors.				
14	Financial	VAT not managed correctly	Financial regulations in place and a review of Procedures in place.  Financial system generates VAT requirements VAT return completed quarterly	RFO Clerk	1	3	3	Council to keep becoming VAT registered under review.	RFO Clerk Members	1	3	3
15	Financial	Collapse of the banks and money lost by the council.	All funds are held in UK banks. The Council is not covered under the FA Deposit Protection Scheme as the precept level exceeds EUR500,000 (or UK equivalent).  Long-term banks and investment arms used to invest money  Council reviews investment policy annually	RFO clerk	1	3	3	No further Action		1	3	3
16	Financial and management systems	Awarding contracts incorrectly	Financial Regulations in place. Reviewed yearly Three quotes to be sought for goods/works/services above £3000 in value. For between £400 and £3,000, the Clerk/RFO will strive to obtain 3 estimates. Full Council review and	Clerk	1	3	3		No further action	1	3	3

No	Area	Description	Control Measures in place	Responsibility	Assessment – with controls in place			Further Control Measures	Responsibility	Assessment – WITH controls in place		
					Likelihood	Impact	Score			Likelihood	Impact	Score
			agree awarding contract. If a problem is encountered with a contract, the Clerk will investigate the situation, check the quotation/tender, research the problem, and report it to the Council.									
17	Financial and management systems	Contracts with third parties not completed in line with the contract. Contractors not in possession of adequate liability insurance  Contractors not properly qualified to carry out work.  Councillors making decisions outside the agreed policy	Process in place as above. All new contracts monitored by Council. Contractors provided a copy of public liability insurance and risk assessment. Where possible references are taken up.  All decisions are in line with Standing Orders, Financial Regulations or Delegated Authority.	Clerk	2	3	6	No Further Action		2	3	6
18	Financial and management systems	Inadequate insurance.	Insurance reviewed yearly with insurance agent. Include public liability.  Full council discusses appropriate coverage.  Fidelity checks in place.	Clerk/RFO	1	3	3	No further action		1	3	3
19	Financial and management systems	Data Protection Policy not in place	Policy in place and reviewed yearly. Included in Standing orders. The Council is registered with the Information Commissioner's Office. GDPR compliance audit took place in May 2018 – GDPRinfo.com	Clerk	1	3	3	No further action		1	3	3

No	Area	Description	Control Measures in place	Responsibility	Assessment – with controls in place			Further Control Measures	Responsibility	Assessment – WITH controls in place		
					Likelihood	Impact	Score			Likelihood	Impact	Score
			appointed as DPO. All Sensitive information is held securely Council Policies are provided by an external consultant and reviewed annually.									
20	Financial and management systems	Freedom of information is not robust.	Council conforms to Data Protection standards. Responds to requests within time limits Policy is part of standing orders. Additionally, Council has engaged a consultant to assist with legal compliance.	Clerk	1	3	3	No further action		1	3	3
21	Financial and management systems	Information security fails, causing loss of data, and information is hijacked.	Information security Policy in place and reviewed yearly. PIN/access to systems only known by management and staff. Access changed on staff member leaving. Internal auditor to report on the system. Additional multi-factor authentication. System is tested periodically throughout the year. Data is backed up externally by IT provider.	Clerk	2	2	4	No Further Action.	Clerk/ Council	2	2	4
22	Assets	Damage and risk to the Street furniture, play equipment & open spaces	An asset register is kept up to date and a detailed review carried out every 3-5 years. Insurance is held at the appropriate level for all items. Regular checks made of all equipment by the greenspace contract	Clerk	1	3	3	No Further Action	Clerk	1	3	3

No	Area	Description	Control Measures in place	Responsibility	Assessment – with controls in place			Further Control Measures	Responsibility	Assessment – WITH controls in place		
					Likelihood	Impact	Score			Likelihood	Impact	Score
			<p>staff as part of the contract. Inspections recorded</p> <p>Monthly and Annual inspections carried out by a registered play inspection company. Review discussed and noted with relevant committee or Full Council.</p>									
23	Liabilities	Illegal activity on payments	<p>All activity and payments within the powers of the Council. Council holds the power of general competence All resolutions to be minuted. Council follows the financial regulations. Internal audit twice a year</p>	Clerk	1	3	3	Member audit review to be implemented	Clerk Council	1	3	3
24	Liabilities	Health& Safety of the Council buildings are not safe Risk of injury of employees, suppliers or members of the public	<p>Depot safety standards not acceptable, depot now closed. Building condition reports have been carried out and repairs are underway. Staff are made aware of safe working practices Council health and safety statement agreed at full council. Appropriate insurance reviewed annually and in place Health and safety procedures in place and reviewed yearly by Council Playground equipment inspected monthly and annually and the</p>	Clerk	2	3	6	<p>All new risks to be assessed immediately and agreed with appropriate action by Full Council. Alternatively, to amend the scheme of delegation to enable the Clerk to spend from EMR for emergency repairs,</p>	Clerk and Council	2	2	4

No	Area	Description	Control Measures in place	Responsibility	Assessment – with controls in place			Further Control Measures	Responsibility	Assessment – WITH controls in place		
					Likelihood	Impact	Score			Likelihood	Impact	Score
			relevant committee or Full Council receives a report, and agrees actions.									
25	Liabilities	Risk to third party, property or individuals.	All activity and payments within the powers of the Parish Council to be resolved and minuted at Full Parish Council Meetings.	Clerk	1	3	3	No further action		1	3	3
26	Liabilities	Non-compliance with employment law	Employment law adhered to. Council can access HR advice via Worknest and support from SALC All personnel files held on site	Clerk	1	3	3	No Further Action	Clerk/ Council	1	3	3
27	Liabilities	Breach of confidentiality	Members agree a code of conduct  Members reported if they contravene  Disciplinary procedure in place for Officers	Members	1	3	3	No further action		1	3	3
28	Liabilities	Potential attack on staff when working.	Lone Working policy is in place. Office door is locked if only one member of staff is present. Procedures in place when the public enter the building	Clerk and staff	1	4	4	No Further Action	Clerk/ members	1	4	4
29	Liabilities	Reputational/Operational and Financial Damage from misleading information being placed in the public domain. This could result in loss of public trust and confidence, damage	The council offers regular training and has clear governance procedures on social media and responsibilities. There is a social media policy in place which differentiates between personal and official opinions. There are clear	Clerk and Comms Officer	3	3	9	If liability is due to external influence, the Council should agree a comms strategy to correct misinformation	Clerk and Comms Officer	3	2	6

No	Area	Description	Control Measures in place	Responsibility	Assessment – with controls in place			Further Control Measures	Responsibility	Assessment – WITH controls in place		
					Likelihood	Impact	Score			Likelihood	Impact	Score
		relationships with stakeholders, increased workload for officers in damage control, internal conflict, disciplinary actions, and possible loss of funding opportunities due to damaged credibility.	procedures for handling breaches by councillors or staff, by way of referral to the Monitoring Officer or Disciplinary Procedure.									
30	Governance	No succession planning of management	<p>Training Program for new staff agreed on commencement. Staff changes in 2015/16 caused issues for Council.</p> <p>Training budget allows all staff to receive the appropriate training for the roles they need to carry out.</p> <p>Yearly appraisal to be completed on all staff and management.</p> <p>Clerk completed and passed CILCA January 2020 Assistant Clerk is studying for CILCA and would be well-placed to step into the Clerk role.</p> <p>Admin assistant is being trained in Cemeteries and operations roles</p> <p>A new appraisal system is in place, ensuring relevant training.</p> <p>The operations manual is in the process of being updated.</p>	Clerk and Chairman	2	3	6	<p>Financial contingency to cover the cost of temporary staff to be agreed</p> <p>Members to consider a resilience plan</p> <p>Members to consider a succession plan in the event the RFO were to leave.</p>	Clerk/Council	2	2	4
31		Incorrect or	Agenda agreed with the	Clerk	1	3	3	No further action		1	3	3



No	Area	Description	Control Measures in place	Responsibility	Assessment – with controls in place			Further Control Measures	Responsibility	Assessment – WITH controls in place		
					Likelihood	Impact	Score			Likelihood	Impact	Score
	Governance	inaccurate minutes of meetings	Chairman and issued a minimum of three working days before the meeting.  Agenda displayed for the public.  Meetings run in accordance with standing orders.  Draft minutes to be circulated to the Chairman for comment  Minutes approved by committee/full council and signed by the Chairman									
32	Governance	Members do not follow members interests code	Procedure in place Members informed yearly and the information updated Information held on file and on the Parish web site. Members informed at the start of each meeting Duty of responsibility with members.	Clerk/members	2	2	4	No Further Action	Clerk	2	2	4
33	Governance	Elections – new Councillors not properly inducted/trained; not signed acceptance of office forms; do not submit register of interests within 21 days of election  Members do not always follow the Good Councillor Code, the WPC Standing orders, and the code of conduct.	Induction training offered to Councillors  Induction pack put together by Council officers and provided to all Councillors  Acceptance forms signed at the May meeting, and all register of interests are to be submitted to the Clerk at the May meeting  Training is encouraged	Clerk/Members	2	2	4	No Further Action	Members	2	2	4

No	Area	Description	Control Measures in place	Responsibility	Assessment – with controls in place			Further Control Measures	Responsibility	Assessment – WITH controls in place		
					Likelihood	Impact	Score			Likelihood	Impact	Score
			<p>but mandatory attendance is not enforceable.</p> <p>Any Member breaking the code could be referred to the monitoring officer.</p> <p>Members' training budget increased for years in which an ordinary election fell</p> <p>SALC training available for all Councillors</p> <p>Clerk keeps a record of all training completed by members.</p>									
34	Governance	<p>Risk associated with the Local Government Reorganisation – Uncertainty in future governance structures could hinder effective management of contracts and services. Financial instability may also affect the viability of new contractual agreements. Collaboration with principal authority regarding asset and service transfer and a lack of inclusion in the planning process may result in misaligned priorities. Legal compliance where restructuring may result in new</p>	<p>The Clerk will actively stay abreast of the process and, where possible, participate to ensure that the interests of the parish are considered.</p> <p>All new contracts will contain relevant clauses to ensure minimal financial impact in the event of termination.</p> <p>Liaison with the principal authority is in progress regarding asset and service transfer.</p>	Clerk/RFO	3	2	6	Council to accept the risk		3	2	6

No	Area	Description	Control Measures in place	Responsibility	Assessment – with controls in place			Further Control Measures	Responsibility	Assessment – WITH controls in place		
					Likelihood	Impact	Score			Likelihood	Impact	Score
		regulatory requirements.										
35	Other operations issues	A pandemic stops or reduces the ability for the council to operate	<p>Government agrees to allow meetings to be held remotely if legislation permits</p> <p>Meetings can be held remotely so residents can view</p> <p>Questions are forwarded to the public prior to the meeting.</p> <p>Clerk will complete any separate risk assessments required to operate and comply. Members to sign off.</p> <p>All staff have computer equipment to operate remotely.</p> <p>The Clerk is responsible to interpret any requirements introduced by the Government and produce appropriate documentation.</p> <p>Members to follow the guidelines</p> <p>All records of actions required by members to be kept by the clerk</p> <p>When the pandemic is over, a task group to work with the clerk to identify how the Council coped, and the Council to agree on any future actions.</p>	Clerk/members	2	3	6	Telephone system needs updating and installing on laptops to allow unhindered functionality.		2	2	4

No	Area	Description	Control Measures in place	Responsibility	Assessment – with controls in place			Further Control Measures	Responsibility	Assessment – WITH controls in place		
					Likelihood	Impact	Score			Likelihood	Impact	Score
36	Council reputation	Resources insufficient to meet the council priorities	Council sets priorities each year  Annual revenue budget is planned and agreed by Council  The clerk is responsible to the full Council to deliver priorities.  Budget reviewed by full Council quarterly		1	3	3	Council to set a three-year budget as recommended by the auditor.	RFO	1	2	2

Date of amendment	Amendment Made
February 2018	Section 8 – All Officers running payroll must be given training in running software package Moved from “Further control measures” to “Control Measures in Place” as Clerk has attended relevant training
February 2018	Section 9 – Members to complete invoice checks throughout the year Moved from “Further control measures” to “Control Measures in Place” as all members have sight of content of invoices via the payment approval list
February 2018	Section 16 – All new service contracts to be monitored. Process to be agreed by Full Council. Moved from “Further control measures” to “Control Measures in Place”
February 2018	Section 18 – Clerk to confirm status with the commissioner – Council is ICO registered Deleted from “Further control measures” as listed under “Control Measures in Place” Added – New GDPR rules to come in May 2018. Clerk has attended basic training on this – THIS WILL REQUIRE FURTHER UPDATING
February 2018	Section 26 – Training budget should be reviewed to ensure all staff are fully

	<p>trained for roles they need to carry out.</p> <p>Yearly appraisal to be completed on all staff and management.</p> <p>Both statements moved from “Further control measures” to “Control Measures in Place”</p>
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Date of amendment	Suggested Amendment
January 2019	<p>Section 1 – Control measure removed – “All data is stored by officers on small server held at the Council office. This is backed up at least daily to server at Council’s IT Provider, Freedom IT. In event of disaster, clerk / officers to purchase new computer and log on to backed up data held at Freedom IT.”</p> <p>Replaced with – “ The office has moved to using Office365 and a hosted telephony system. Data is therefore backed up to the cloud and can be accessed from any PC/tablet/phone etc. using O365 log-ins. Remote access to the telephone system is now also possible. “</p> <p>Further control measure - “In early 2018 the office system is moving to Office 365 and a new hosted telephony system. This provides cloud-based back up and allows remote access by the Clerk to both the shared drive and telephone system.” REMOVED, as new systems now in place .</p>
January 2019	Section 4 – Amend from “To be re-reviewed January 2019 FC” to “To be re-reviewed February 2019 FC.”
January 2019	<p>Section 18 – Amended to include “GDPR compliance audit took place in May 2018 – GDPRinfo.com appointed as DPO.”</p> <p>“New GDPR rules to come in May 2018. Clerk has attended basic training on this.” – this has been REMOVED from Further Control Measures.</p>
January 2019	Section 26 - Added – “Clerk completed and passed CILCA April 2018” REMOVED from Further Control Measures – “Clerk to complete CILCA”

January 2019	NEW SECTION ADDED – SECTION 29 – RE: ELECTIONS
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Date of amendment	Suggested Amendment
February 2020	Section 1 – Further Control measure added: “December 2019 – Following an incident where the Council’s router was “hacked”, further security measures have been implemented to lock down the router and prevent any further security issues.”
February 2020	Section 4 – Further control measures added: Financial regulations reviewed March 2019. NALC released new Financial regulations in August 2019. These were adopted by Council in October 2019.
February 2020	Section 9 – Control Measures in place – “All invoices are checked by Clerk” has been amended to “All invoices are checked by Clerk and entered onto Omega by the Assistant Clerk.”
February 2020	Section 23 – Control measures in place – amended to include “Council holds the power of general competence”.
February 2020	Section 29 – Elections amended to take out the reference to the year 2019, so guidance is in place for any election taking place.

Date of amendment	Suggested Amendment
January 2021	Section 25 – Liabilities - Non-compliance with employment law Further control measures – Council to consider having independent personnel support. Added: “HR Support has been agreed by the Personnel Committee (January 2021). The scope of that support is still to be detailed”
January 2021	Section 26 – Governance – No succession planning of management Control measures in place – added “Assistant Clerk completed and passed CiLCA April 2020”
January 2021	Section 33 added

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Date of amendment	Suggested Amendment
January 2022	Section 3 – Precept - Members unable to reach agreement – Reference to Financial Regs added: “In the event Members cannot reach and agreement Financial Regulations allow for a default position of a 5% increase.”
January 2022	Section 4 – Inadequate records and financial irregularities– added “Committees review finances at monthly meetings and Full Council review 6 x per year.”
January 2022	Section 5 - Bank and banking’s leading to; Inadequate checks Bank mistakes. Loss Charges – amended “Reconcile bank accounts on a monthly basis and report the reconciliations to Full Council on a quarterly basis”
January 2022	Section 8 - Incorrect payments of tax/Nl Incorrect payment of salaries or allowances. Incorrect hours claimed for overtime – removed “The Clerk has attended CIPP payroll training” – amended - Personnel files are held by WPC Committees and Full Council check all expenditure Internal audit checks twice a year.
January 2022	Section 10 – Grants incorrectly awarded – amended “All grants discussed and agreed at either Village Committee level or Full Council”
January 2022	Section 26 – Non-compliance with employment law – amended “Employment law adhered to. Personnel service provided by HR Dept and support from SALC All personnel files held on site” – remove –“ HR Support has been agreed by the Personnel Committee (January 2021). The scope of that support is still to be detailed.”
January 2022	Section 32 - Elections – new Councillors not properly inducted/trained - amended to “Training is encouraged but mandatory”
January 2022	Section 33 - A pandemic stops or reduces the ability for council to operate - amended – “Government agrees to allow meetings to be held remotely if

	legislation permits”
January 2022	Section 34 - Resources insufficient to meet the council priorities – further controls amended – “Council to set a three-year budget as recommended by the auditor. Also council to agree to actions from the independent report.”
February 2022	Section 13 – Election Costs -control measures amended – “An asset register is kept up to date and a detailed review carried out every 3-5 years”
February 2022	Section 22 – Damage & Risk to Street Furniture – amended –“ An asset register is kept up to date and a detailed review carried out every 3-5 years”
February 2022	Section 24 – Liabilities – amended “All new risks to be assessed immediately and agreed with appropriate action by Full Council”
February 2022	Section 29 – Governance no succession planning of management – further control measures amended – “Operations Manual to be kept up to date and reviewed annually” “Members to consider a resilience plan”
February 2022	Section 32 – Governance code of conduct – Control measures amended – “Any Member breaking the code could be referred to the monitoring officer.”
January 2024	Section 15 – Financial funds on deposit – Control measures amended – “The Council is not covered under the FA Deposit Protection Scheme as the precept level exceeds EUR500,000 (or UK equivalent).”
March 2025	Section 1 – Business Continuity – The telephone system is almost end of life and needs review.
March 2025	Section 7 – Cash Loss – amended “Generally no cash is received, however as the Council does not allow this form of payment.”
March 2025	Section 20 - Financial and management systems – The Council has engaged a FOI consultant
March 2025	Section 21 – Information security fails – Addition of ‘ Data is backed up externally by IT provider.’
March 2025	Section 22 - Damage and risk to the Street furniture, play equipment & open spaces – Updated to reflect current practice
March 2025	Section 24 - Health& Safety of the Council buildings are not safe Risk of injury of employees, suppliers or members of the public – reworded regarding building condition reports
March 2025	Section 26 – Non-compliance of HR law amended - Employment law adhered to. Council can access HR advice via Worknest and support from SALC, All personnel files held on site
March 2025	Section 29 – Addition of risk- Reputational/Operational and Financial Damage from misleading information being placed in the public domain.



	This could result in loss of public trust and confidence, damage relationships with stakeholders, increased workload for officers in damage control, internal conflict, disciplinary actions, and possible loss of funding opportunities due to damaged credibility.
March 2025	<b>Section 30 - No succession planning of management</b> – updated to reflect current plan and consideration of individual succession plan for RFO.
March 2025	<b>Section 33 – Councillor training and registration of interest</b> – updated risk
	<b>Section 34 - Addition of risk</b> - Risk associated with the Local Government Reorganisation – Uncertainty in future governance structures could hinder effective management of contracts and services. Financial instability may also affect the viability of new contractual agreements. Collaboration with principal authority re asset and service transfer and a lack of inclusion in the planning process may result in misaligned priorities. Legal compliance where restructuring may result in new regulatory requirements.
March 2025	<b>Section 35 – Pandemic reduces the Council's ability to operate</b> -addition of soft phones installed on laptops to ensure continuity of service.

# Windlesham Parish Council Risk Appetite Statement

## 1. Introduction

Windlesham Parish Council (WPC) is committed to effective risk management as a fundamental part of its governance and operational processes. This Risk Appetite Statement defines the level of risk the Council is prepared to accept in pursuit of its strategic objectives, ensuring that:

- **Public funds** are managed responsibly and transparently.
- **Services** are delivered efficiently and effectively.
- **Community interests** are safeguarded at all times.

By adopting a structured approach to risk, WPC ensures that decision-making protects the Council's reputation, financial stability, and long-term sustainability.

## 2. Risk Appetite Overview

The Council acknowledges that risk cannot be entirely eliminated and that some level of risk-taking is necessary to support progress and community development. WPC adopts a moderate risk appetite, allowing for measured and well-managed risks where potential benefits outweigh downsides. However, strong safeguards remain in place for financial, operational, legal, and reputational risks.

## 3. Risk Categories & Appetite Levels

Risk Category	Risk Appetite	Rationale
Financial Stability	Low	<p>The Council prioritises financial discipline, budgetary control, and resilience. Investment and procurement decisions focus on long-term sustainability and strict compliance with financial regulations.</p> <p>The adopted investment strategy reflects a low appetite for risk with security of funds as the primary priority, liquidity as the secondary priority and to maximise income within the low-risk environment. Funds should be invested in £sterling in UK financial institutions.</p>
Operational Risks	Moderate	<p>Effective service delivery requires adaptability and innovation. The Council accepts moderate risks where operational improvements lead to greater efficiency and public benefit.</p>
Governance & Compliance	Very Low	<p>Full adherence to legal, and governance requirements is expected. WPC maintains a strict approach to non-compliance.</p>

Risk Category	Risk Appetite	Rationale
Reputational Risks	Low to Moderate	The Council prioritises transparency and public trust. While it carefully manages reputational risks, it remains open to innovation in community engagement and public relations.
Business Continuity & Resilience	Low	Ensuring uninterrupted service delivery is essential. The Council has a low risk tolerance for disruptions, implementing robust contingency planning and cybersecurity measures.
Strategic & Community Development	Moderate	WPC is prepared to take measured risks to support infrastructure projects, strategic initiatives, and community enhancements, provided they align with long-term sustainability goals.
Health & Safety	Very Low	The safety of staff, councillors, and residents is a top priority. WPC has zero tolerance for risks that could compromise health and safety standards.

#### 4. Risk Management Approach

##### 4.1 Monitoring & Review

- Risks are reviewed annually using the Council's Risk Matrix (Likelihood x Impact).
- Emerging risks are assessed continuously to ensure appropriate mitigation strategies.

##### 4.2 Mitigation & Controls

- **Red Risks (High to Very High):** Require immediate intervention and mitigation strategies.
- **Amber Risks (Medium):** These are actively managed with ongoing monitoring.
- **Green Risks (Low):** These are regularly reviewed but require minimal intervention.

##### 4.3 Decision-Making & Governance

- Risk exposure is a key consideration in all major decisions.
- High-risk proposals require Full Council approval before implementation.

#### 5. Conclusion

Windlesham Parish Council adopts a pragmatic and balanced approach to risk management, ensuring:

- **Financial prudence** and sustainability.
- **Legal compliance** and high ethical standards.
- **Service continuity** and operational efficiency.
- **Innovation and strategic growth** where appropriate.

By remaining transparent, accountable, and proactive, WPC safeguards the community's interests while embracing opportunities that contribute to long-term prosperity.

DRAFT

Agenda Item 14 – Fixed Asset register – review of inventory of land and assets  
Full Council 25 March 2025

The fixed asset register has been reviewed and is attached.

The balance of assets held is £407,097

Members should note that, as per our audit requirements, fixed assets can only be stated at original cost or proxy cost, never valuation. The replacement value column is for insurance purposes.

Members are asked to note the fixed asset register as attached.

Richard Midgley  
RFO  
19 March 25

Windlesham Parish Council - Register of Assets

Transaction #	Category	Asset details					Location details		
		Ref	Minute Reference	Date of acquisition	Description	Replacement Value	Original cost/value	Location	Present use or capacity
	Community Asset	28			phone box Bagshot	£	1.00	Bagshot	Community Asset
	Community Asset	29			Mr Atkins Memorial Bench	£709.00	£ 709.00	Windlesham	Community Asset
	Infrastructure Asset	95			Bench Yaverland Drive	£650.00	£ 650.00	Yaverland drive Bagshot	Installed
	Infrastructure Asset	96			8 new noticeboards	£13,424.00	£ 11,135.00	around the parishes	Installed
2751	Infrastructure Assets	101			Bollard	£600	£ 126.68	School Lane Field	Installed
2771	Machinery	102			Rake X4	£25.00	£ 23.98	HMLD	Ground staff
2849	Machinery	103			Wooden shoring (KILN DRIED REGULARISED TREATED WOOD X 6)	£120.00	£ 129.18	HMLD	Ground staff
2993	Infrastructure Asset	104			Remembrance Sunday polite signs x 3	£600	£ 135.00	HMLD	Storage
3024	Machinery	106			Grit Spreader	£900.00	£ 986.00	HMLD	Storage
3094	Infrastructure Asset	107			Heritage lights in Windlesham	£12,000.00	£ 8,972.04	Windlesham Village	Installed
3140	Infrastructure Asset	108			Stone block for QEII plaque	£250.00	£ 250.00	Lightwater Rec Ground	Installed
3187	Machinery	114			Tool box and mixed tools	£100.00	£ 149.99	HMLD	Not in use
	Office equip	124			Assistant Clerk PC	£450.00		Office	Office
	Office equip	125			Netgear Nighthawk Wifi extender	£130.00	£ 135.62	Chamber	provision of internet in Chamber
	Office equip	126			Panel heaters - Parish Office	£1,415.00	£ 1,415.00	office	office
	Office equip	127			new telephone system	£1,134.00	£ 1,134.00	officer	office
	Machinery	127			AED - Defib	£2,000.00	£2,000.00	Lightwater Square - public access	Emergency Assistance
	Community Asset				Bagshot VAS signs x2	£6,000	£4,640.00	Bagshot	Infrastructure Asset
	Community Asset				2 X benches WC Lees	£1,400	£1,053.00	WC Lees Windlesham	Community Asset
	Community Asset	002			Bagshot Cem Wall	£	1.00	Bagshot Cemetery	Community Asset
	Community Asset	003			Land at High Curley	£	1.00	High Curley	Community Asset
	Community Asset	005			Bagshot Cem gates	£	1.00	Bagshot Cemetery	Community Asset
	Community Asset	006			Lightwater Cem Wall	£	1.00	Lightwater Cemetery	Community Asset
	Community Asset	007			Lightwater Cemetery	£	1.00	Lightwater Cemetery	Community Asset
	Community Asset	008			Bagshot War Memorial	£75,000	£ 1.00	St Anne's Church	Community Asset
	Community Asset	009			Windlesham War Memorial	£35,000	£ 1.00	St John's Church	Community Asset
	Community Asset	010			Lightwater War Memorial	£20,000	£ 1.00	Lightwater Village	Community Asset
	Community Asset	011			Kings Lane Play Space	£	1.00	Kings Lane, Windlesham	Community Asset
	Community Asset	012			Windlesham Cem Wall	£	1.00	Windlesham Cemetery	Community Asset
	Community Asset	013			Riverside Avenue OS	£	1.00	Riverside Ave, Lightwater	Community Asset
	Community Asset	014			Mill Pond OS	£	1.00	Mill Pond, Windlesham	Community Asset
	Community Asset	015			Mill Pond to School Rd	£	1.00	Mill Pond, Windlesham	Community Asset
	Community Asset	016			Hawkes Leap OS	£	1.00	Hawkes Leap, Windlesham	Community Asset
	Community Asset	017			Bosman Drive OS	£	1.00	Bosman Drive, Windlesham	Community Asset
	Community Asset	018			Windlesham Cemetery	£	1.00	Windlesham Cemetery	Community Asset
	Community Asset	019			School Lane Field OS	£	1.00	School Lane, Bagshot	Community Asset
	Community Asset	020			School Lane bridge & boardwalk	£	1.00	School Lane, Bagshot	Community Asset
	Community Asset	021			Stirling memorial	£	1.00	Windlesham Cemetery	Community Asset
	Community Asset	022			Windlesham New Memorial wall	£8,000	£ 1.00	Windlesham Cemetery	Community Asset
	Community Asset	023			Lightwater Recreation Ground gate	£8,000	£ 1.00	Lightwater Recreation Ground	Community Asset
	Community Asset	024			Lightwater Recreation fencing	30,000	£ 1.00	Lightwater Recreation Ground	Community Asset
	Community Asset	025			Lightwater Cemetery gates	£2,000	£ 1.00	Lightwater Cemetery	Community Asset
	Land & Buildings	027			Bagshot Cemetery shed	£800.00	£ 599.00	Chapel Lane, Bagshot	Storage
	Land & Buildings	028			Council Office	£100,000.00	£ 16,035.00	The Avenue, Lightwater	Parish Offices
	Land & Buildings	029			Council Chamber	£100,000.00	£ 1.00	The Avenue, Lightwater	Parish Chamber
	Land & Buildings	030			Lightwater Pavilion	£250,000	£ 15,016.00	Broadway Rd, Lightwater	Recreational facility
	Land & Buildings	031			Lightwater Recreation Shed	£2,000	£ 1,284.00	Broadway Rd, Lightwater	Storage

Windlesham Parish Council - Register of Assets

Transaction #		Asset details					Location details		
		Ref	Minute Reference	Date of acquisition	Description	Replacement Value	Original cost/value	Location	Present use or capacity
	Land & Buildings	032			Bagshot Chapel		£ 1.00	Bagshot Cemetery	Heritage Day
	Land & Buildings	033			Hook Mill Lane Depot	£250,000	£ 30,449.00	Hook Mill Lane, Lightwater	Parish Depot
	Land & Buildings	034			Lightwater Cemetery shed	£1,000.00	£ 733.00	The Avenue, Lightwater	Storage
	Land & Buildings	035			Sitesafe 96	£3,554.00	£ 1,365.00	HML Depot	Not in use
	Land & Buildings	036			Sitesafe 66	£3,554.00	£ 1,155.00	Windlesham Cemetery, Church Road, Windlesham	Not in use
	Land & Buildings	037			Windlesham Cemetery Shed	£2,000	£ 7,595.00	Windlesham Cemetery, Church Road, Windlesham	Not in use
	Land & Buildings	038			Titan underground sewage tank		£ 3,434.00		
	Infrastructure Assets	039			Kings Lane Play Equip	£40,000.00	£ 35,000.00	Kings Lane Windlesham	Recreation
	Infrastructure Assets	040			WFOS Play Equip	£40,000	£ 9,400.00	Windmill Field, Windlesham	Recreation
	Infrastructure Assets	041			Freemantle Rd Play Equip	£30,000	£ 2,404.00	Freemantle Road, Bagshot	Recreation
	Infrastructure Assets	042	C/22/184d		Lightwater Rec Pla Equip	£45,000.00	£ 44,507.09	Broadway Road, Lightwater	Recreation
	Infrastructure Assets	043			SLF Play Equip	£70,000.00	£ 52,074.11	School Lane, Bagshot	Recreation
	Infrastructure Assets	044			SLF Play area	(included in 043 above)	£ 1.00	School Lane, Bagshot	Recreation
	Infrastructure Assets	045			SLF Combat cableway	(included in 043 above)	£ 1.00	School Lane, Bagshot	Recreation
	Infrastructure Assets	046			SLF gates		£ 266.00	School Lane, Bagshot	
	Infrastructure Assets	047			Bagshot Clock	£12,000.00	£ 8,011.00	High Street, Bagshot	
	Infrastructure Assets	048			Planters	£2,500.00	£ 1,456.00		
	Infrastructure Assets	049			Notice boards - 2 x wooden	£1678 (per unit)	£ 2,103.00	W Cem	Information
	Infrastructure Assets	050			Bench seats	£1,200.00	£ 997.00		Recreation
	Infrastructure Assets	051			Dog/litter bins	£2,500.00	£ 1,434.00	Various greenspace locations	
	Machinery	065a			HML depot sundry tools	£500.00	£ 500.00	HML Depot site safe	Not in use
	Machinery	074			Teleshoring grave shoring	£1,000.00	£ 726.00		Not in use
	Machinery	078			Stihl brushcutter (Old)	£550.00	£ 463.20	W Cem	Not in use
	Machinery	079			Honda self-propelled mower	£849.00	£ 588.00	W Cem	Not in use
	Machinery	080			W Shed sundry tools	£250.00	£ 250.00	W Cem	Not in use
	Office equip	081			B Chapel furniture	£3,500.00	£ 2,333.00	Bagshot Chapel	
	Office equip	082			Lightwater Pavilion furniture	£0	£ -	Lightwater pavilion	
	Office equip	084			Chamber sound system	£2,000.00	£ 1,976.00	Chamber	
	Office equip	085			Chamber furniture	£4,500.00	£ 2,997.00	Chamber	
	Office equip	086			Chain of office	£800.00	£ 836.00	With Chairman	
	Office equip	087			Office equip & furniture	£3,590.00	£ 2,275.00	Office	
	Office equip	088			Computer & office machines (1 PC, screens, laptop, printer)	£1,250.00	£ 3,292.00	Office	
	Machinery	089			Clarke FG3000 generator	£250.00	£ 215.00	W CEM	Not in use
	Infrastructure Assets	090			Bus Shelter	£11,150.00	£ 8,562.00	Updown Hill Windlesham	
	Infrastructure Assets	091			Hanging basket columns x 10	£10,000.00	£ 6,738.00	Bagshot and Windlesham Village Centre	Summer planting
2828	Infrastructure Asset	092			Glasdon Bin	£250.00	£ 232.88	HMLD	Installed
2855	Machinery	093			Tools - Shoring Equipment (Load lock cargobar x 12)	£420.00	£ 275.88	HMLD	Gravedigging
2864	Infrastructure Asset	094			Bench at Poplar Avenue	£650.00	£ 645.00	HMLD	Installed
2865	Machinery	095			Electrical Hedgecutter yx-STIHSE71-24	£205	£ 150.00	Windlesham Cem	Cem maintenance
2866	Machinery	096			Backpack blower br430 yx-stibr430	£618	£ 303.20	Windlesham Cem	Cem maintenance
	Community Asset	097			Bagshot Jubilee Lamp		£ 1.00	Bagshot Square	Community Asset
2942	Office equip	099			Fire safe	£921.00	£ 824.00	Office	Burial records
2956	Office equip	100			Projector - Epson EB-S11DL	£400.00	£ 269.25	Chamber	Planning
	Office equip	120			Kyocera Laser Printer	£2,148.90		Office	
	Office equip	121			HP Desk top - Clerks PC	£350.00	£ 275.00	Office	
	Office equip	122			Fujitsu Scan Snap	£570.00	£ 420.00	office	
	Machinery	123			Stihl brushcutter (new) s/n 181352802	£550.00	£ 550.00	W Cem	Not in use

Windlesham Parish Council - Register of Assets

Transaction #		Asset details					Location details		
		Ref	Minute Reference	Date of acquisition	Description	Replacement Value	Original cost/value	Location	Present use or capacity
	Office equip	128			Councillor iPads and keyboards	£13,482.00	£9,846.00	Councillors	
	Office equip	129			2 x HP Elite display screens refurbished	£228.00	£228.00	Office	
	Office equip	129			4 x HP Elite display screens	£1,048.00	£320.00	Office	
	Office equip	130			HP laptop Assistant Clerk	£300.00		Home	
	Office equip	131			HP laptop Cemeteries Administrator	£300.00		Home	
	Office equip	132			Office iPhone SE	£440.00	£440.00	Office	
	Office equip				Office laptop	£405.00		Office	
	Office equip				HP 800 G4 Core i5-8500t desktop computer	£329.00	£329.00	Office	
	Office equip				2 x HP E24 G5 FHD Monitor	£300.00	£290.00	Office	
	Office equip				HP Elitebook i7 and dock	£1,100.00	£929.00	The Clerk	
	Office equip				HP Elitebook i7 and dock	£1,100.00	£929.00	Assistant Clerk	
	Office equip				HP Elitebook i7 and dock	£1,100.00	£929.00	Cemetery Coordinator	
	Office equip				HP 850 G5 - Corei7-8650U, 32GB, 512GB SSD, 15.6", W10P (Refurb)	£550.00	£472.00	RFO	
	Office equip				Left hand corner cantilever desk	£250.00	£250.00	Office	
	Office equip				Epson WorkForce Pro WF-C5890DWF	£500.00	£399.00	Office	
	Office equip				office chair	£114.00	£114.00	Office	office
	Machinery				strimmer harnesses x2		£1.00		
	Machinery				Large wheel barrow		£1.00		
	Machinery				Ladders x3		£1.00		
	Machinery				hose and trolley		£1.00		
	Machinery				Petrol cans x4		£1.00		
					Kings Lane noticeboard	£1,704.00	£1,704.00	Windlesham shed	
	Infrastructure Assets				Lightwater outdoor gym	£13,000.00	£11,995.00	Kings Lane Playground Windlesham	Information
	Infrastructure Assets				Bagshot outdoor gym	£10,000.00	£9,999.00	Broadway Road, Lightwate	Recreation
	Infrastructure Asset				2 x new Glasdon waste bins	£500.00	£300.00	Bagshot cemetery	Installed
	Infrastructure Asset				Height restriction barrier	£3,000.00	£2,400.00	Lightwater rec	Installed
					Bagshot cemetery fence and gate NEW	£3,500	£2,130.00	Bagshot cemtery	Community Asset
					Windlesham cemtery gates and fence NEW	£4,500	£3,900.00	Windlesham cemtery	Community Asset
	Community Asset				Margaret Williams memorial bench	£500.00	£500.00	School Lane Field	Community Asset
	Community Asset				Silent Soldiers x 9 originally 12, 3 stolen	£2,100.00	£1,200.00	Various locations	Community Asset
	Community Asset				3 x litter bins at Lightwater Recreation ground	£750.00	£750.00	Lightwater Recreation Ground	Community Asset
					4 x VAS signs Lightwater	£12,000.00	£11,225.00		Infrastructure Asset
					Bagshot Chapel roof replacement	£15,000.00	£11,500	Chapel Lane, Bagshot	Infrastructure Asset
	Infrastructure Assets				Security bollards	£2,400	£2,357	Lightwater Recreation Ground	Infrastructure Asset
					Fixed assets as at 31 March 24 per AGAR	£1,312,963.90	£379,991.48		
	Land & Buildings		12 Aug 97		Allotment, Hook Mill Lane (Long term lease)	£100,000.00	£0.00	Hook Mill Lane, Lightwater	Allotment land
	Infrastructure Assets	BVC/22/016	20 Jun 24		Freemantle Road Playground, Bagshot	£26,500.00	£26,500.00	Freemantle Road, Bagshot	Infrastructure Asset
	Land & Buildings				School Lane Field recreational land and pond (4.5 acres)		£1.00	Bagshot	
	Land & Buildings				Lightwater Memorial Garden, All Saints Road, LW		£1.00	Lightwater	
	Land & Buildings				Woodland r/o Lightwater Cemetery		£1.00	Lightwater	
	Land & Buildings				Kings Lane play space		£1.00	Windlesham	
	Community Asset				Bagshot Cemetery,		£1.00	Chapel Lane, Bagshot	
	Infrastructure Assets		16 Sep 24		Depth marker, pond in Bagshot	£560.94	£560.94		
	Office equip				2x visitor chairs (office)	£40.00	£40.00	Council office	Office equip



Windlesham Parish Council - Register of Assets

Transaction #      Category

Asset details						Location details	
Ref	Minute Reference	Date of acquisition	Description	Replacement Value	Original cost/value	Location	Present use or capacity
Fixed assets as at 31 March 25 per AGAR				£1,440,064.84	£407,097.42		

### Item 15 - Summer Planting 2025 – Full Council

Six companies have been approached to provide a quote for the summer planting and hanging baskets around the villages. Unfortunately, of those six, only 2 were able to meet the specification. Of those, only one quote was received.

		Total	Breakdown by Village		
			Windlesham	Lightwater	Bagshot
Quote A		<b>£5,975</b>	1,923	2,160	1,892

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#### **Action**

**Members are asked to:**

- a) **Either approve the above quote**
  - or**
  - b) **Decide not to install hanging baskets this year**
- 

The summer planting specification is as follows:

#### **Windlesham**

<b>Plant with seasonal flowers &amp; Water</b>	<b>Location</b>
<b>2</b> x 750mm square black containers	Windlesham Centre, either side of bus stop
<b>15</b> x 450mm wire framed Hanging Baskets positioned on the basket trees	Windlesham Centre
<b>4</b> x 1100mm x 500mm Planters at the Gateways	Chertsey Road & Kennel Lane (outside Windlesham Field of Remembrance)

#### **Lightwater**

<b>Plant with seasonal flowers &amp; Water</b>	<b>Location</b>
<b>20</b> x 450mm wire framed Hanging baskets positioned on lamp posts (including replace broken bracket)	Guildford Road
<b>5</b> x 1000mm square planters	Village Centre

#### **Bagshot**

<b>Plant with seasonal flowers &amp; Water</b>	<b>Location</b>
<b>15</b> x 450mm wire framed Hanging Baskets positioned on basket trees	Bagshot High Street
<b>6</b> x 1200mm long x 340mm wide x 280mm barrier boxes	A30 opposite Miller & Carter steak house

<b>Water Only</b>	<b>Location</b>
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<b>4</b> x stone planters <b>1</b> x black tub <b>1</b> x Horse trough	Bagshot High Street  A30
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**Item 16 - VE Day Village Decorations**  
**Full Council 25<sup>th</sup> March 2025**

**Background**

In preparation for VE Day, each committee has set aside a budget to support celebrations, either through grant funding or decorations. The allocated budgets are as follows:

<b>Village</b>	<b>Allocated Budget (£)</b>
Bagshot	£5,000
Lightwater	£6,500
Windlesham	£6,500

During initial discussions, both Lightwater and Windlesham Committees indicated an interest in adorning the lamp columns in the village centres with flags. Bagshot did not wish to consider this therefore their budget was adjusted accordingly.

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**Action**

- 1. Members are asked to decide whether they wish to proceed with the installation of flags on the lamp columns at the centre of both Lightwater and Windlesham.**
  - 2. Members are asked to decide if they would like to approve a grant request from Bagshot Events to fund flags for Bagshot High Street shop fronts.**
- 

**Pricing for supply, installation, and removal of lamp column flags in Lightwater and Windlesham**

Quotes have been requested from the supplier who provided flags for the King's Coronation as follows. It should be noted that, due to Windlesham Parish Council's request to reuse the original flags, the prices are lower this year—particularly in Lightwater, where the flags were custom-made for the previous event.

**Windlesham**

Flags and bunting on 9 x lamp columns

**Cost: £1,125** (note 2023 cost £1,261)

Installation date: Mid-April

Removal date: Date to be specified by Councillors

**Lightwater**

11 x Union flags 'Windsor Style' with ribbon wrap, on 11 x lamp columns in Lightwater

**Cost: £2,178** (note 2023 cost £3,024)

Installation date: Mid-April

Removal date: Date to be specified by Councillors

**Consideration of a grant request for the purchase of flags for Bagshot High Street shop fronts.**

**Bagshot**

Grant request from Bagshot Events to fund shop front flags.

**Amount requested £608.34**

Completed application to follow

**Please note: the 50<sup>th</sup> Anniversary of VJ Day is on the 15<sup>th</sup> August 2025, therefore Cllrs may wish to consider leaving the flags in place until after this date.**

## **Item 17: Greenspace Procurement Update and Recommendation**

**Full Council 25<sup>th</sup> March 2025**

### **Background**

At the previous meeting, Council resolved to proceed with the procurement of greenspace services. However, several key developments since that decision require further consideration, particularly regarding procurement regulations and local government reorganisation.

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### **Action Required**

- **Members are asked to decide if they wish to:**
  - **Pause the procurement process until Autumn 2025, formally extending the current contract with SHBC until October 2027 via an initial 12 month extension with the option for a further extension of up to 12 months if required. This will provide the necessary continuity if delays occur during the reorganisation, for procurement and mobilisation to take place (please note that the procurement consultant has recommended that Members agree a minimum extension of 12 months (to October 2026) to allow sufficient time for procurement under the new regulations, and sufficient mobilisation to minimise any disruption to services).**
  - **Note that if the Council agrees to postpone the tendering process, the current Windlesham Cemetery Greenspace contract will be extended for a further 12 months in line with the extension option within the original contract.**

### **Recommendation**

Given the uncertainty surrounding future responsibilities, councillors with delegated authority recommend that the procurement process be paused until Autumn 2025. This would allow:

- Time to assess the impact of local government reorganisation.
  - Alignment with the new procurement regulations.
  - Service continuity under the extended SHBC contract.
  - A review of the Windlesham Cemetery contract and consideration of whether an extension of the contract is required.
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### **Key Updates**

The Procurement Act 2023 came into effect on 24th February 2025, and has introduced both new opportunities and challenges. While it provides greater flexibility in procurement approaches, it may also require additional time to fully understand and correctly implement the new processes.

## **Local Government Reorganisation & Service Transfers**

The accelerated timetable for the Local Government Reorganisation in Surrey has focused attention on the potential role of Town and Parish Councils, including the possibility of both asset and service transfers as part of the restructuring process.

Considering the final outcome of these changes may impact long-term service delivery responsibilities, both the Clerk and Cllrs with delegated authority consider it prudent to wait for greater clarity before committing to a long-term contract/ area specific contracts.

## **Continuation of Service Delivery**

To ensure uninterrupted service delivery whilst navigating the devolution process, Surrey Heath Borough Council (SHBC) has confirmed that they are willing to extend the current grounds maintenance contract with Windlesham Parish Council beyond October 2025. This follows SHBC's decision to extend its contract with the current contractor until October 2027. Please note that the 3-month termination period will remain in place.

This extension will provide the Council with more time to assess local government restructuring and avoid potential misalignment in procurement strategies.

## **Recent Developments & Additional Considerations**

Councillors with delegated authority have met to discuss the best way forward and have considered the implications of the Windlesham Cemetery contract, which has now exceeded its original contractual period and original extensions.

It has been noted that this contract will also need to be re-tendered. However, if the Council agrees to postpone the tendering process, the current contract will be extended for a further 12 months in line with the extension option within the original contract.

This will be the final extension possible under the existing contract before the contract value exceeds the procurement thresholds under which the contract was awarded.

Advice from the Council's external procurement consultant was sought to confirm that this is all in order.

**Item 18 - Motion from Cllr Wilson requesting a commitment to equality, inclusivity and a review of social media platforms**

Cllr Wilson has requested that the Council consider making the following commitment.

*This council,*

- (i) aims to ensure equal opportunities for all residents of the parish;
- (ii) values diversity;
- (iii) attempts to create inclusive environments where everyone feels safe, respected, and empowered to contribute;
- (iv) is appalled by the recent rise of extremism on some social media, creating fear in certain vulnerable groups, and
- (v) will, therefore, deactivate its Twitter/X account and remove all reference to it on the council's website.



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