



# Windlesham Parish Council

Joanna Whitfield  
Clerk to the Council  
Email: [clerk@windleshampc.gov.uk](mailto:clerk@windleshampc.gov.uk)  
Website: [www.windleshampc.gov.uk](http://www.windleshampc.gov.uk)  
Telephone: 01276 471675

The Council Offices  
The Avenue  
Lightwater  
Surrey  
GU18 5RG

15<sup>th</sup> May 2025

You are hereby summoned to attend the Annual Meeting of the Windlesham Parish Council to be held at the St Annes Church Centre, 45 Church Road, Bagshot on **Tuesday 20<sup>th</sup> May 2025 at 7.00pm** 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 alternatively, if you wish to submit any questions or comments 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, 20<sup>th</sup> May 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

## AGENDA

1. To elect the **Chairman of the Council** for the ensuing year and to
  - a) Receive the Chairman's Declaration of Acceptance of Office
  - b) Chairman to assume the Chair
2. To elect the **Vice-Chairman of the Council** and to receive the Vice Chairman's Declaration of Acceptance of Office.
3. The Chairman to open the meeting and to report **apologies for absence**.
4. **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).
5. **Public Question Time:** In accordance with Standing Orders a period not exceeding 20 minutes will be allowed for public participation.

- 6. 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.
- 7. Council Minutes:** To approve as a correct record, the open minutes of the previous meetings held on 29<sup>th</sup> April 2025
- 8. 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:
- a. Planning Committee 29<sup>th</sup> April 2025
  - b. Personnel Committee 8<sup>th</sup> April 2025 – please note that recommendations were considered at the Full Council held on 8<sup>th</sup> April
  - c. To note the open minutes of the recent village committee and sub-committee meetings:
    - Bagshot Committee – 6<sup>th</sup> May 2025.
    - Windlesham Committee – 28<sup>th</sup> April 2025

Note: The above Minutes have been ratified at the relevant Village Committee meetings.

- d. To note the minutes of the recent Annual Parish Meeting.

## **Governance**

- 9. Committees, Scheme of Delegation and Terms of Reference:**
- a. To appoint members to committees set up under the new committee system
  - b. To consider the appointment of any new committees
  - c. To review delegation arrangements, including the scheme of delegation and terms of reference for existing Committees and Sub-Committees
- 10. To note the continuation of the agreed Committee working parties**
- 11. Setting the dates, times, and place of ordinary meetings of the Full Council and committees for the year ahead**
- 12. Review of representation on or work with outside organisations**
- 13. Review of Standing Orders**
- 14. Review of Financial Regulations**
- 15. Land and Assets**

- a. **Review of inventory of land and assets, including buildings and office equipment**
  - b. **To consider the potential transfer of assets from higher tiers of local government**
- 16. Review and confirmation of arrangements for insurance cover in respect of all insured risks.**
- 17. Review of Council policies**
- 18. GDPR – Re-appointment of Data Protection Officer**
- 19. To Review and Approve Options for Replacement of the Office Telephone System**

#### **Finance**

- 20. Accounts for payment**
- 21. Budget Monitoring Report**
- 22. Grants-** To consider a grant request from the Bagshot Society

#### **Consultations, Updates & Correspondence**

- 23. To consider a request for the Chair of the Parish Council to formally open the Lightwater Fete.**
- 24. Correspondence**

#### **CONFIDENTIAL**

- 25. 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.**
- 26. Allotment Contract Update**
- 27. To approve as a correct record the confidential resolution reports for the Full Council held on the 29<sup>th</sup> April 2025.**



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### MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL

Held on Tuesday 29<sup>th</sup> April 2025, at 7.15pm held at St Anne's Church Centre, 43 Church Road, Bagshot

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

**In attendance:** Jo Whitfield –Clerk to the Council  
Tim Dodds – Lightwater Resident

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

Cllr White was in the Chair

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		Action
<b>C/24/231</b>	<b>Apologies for absence</b>  Apologies for absence were received and accepted from Cllrs Hardless, Turner, Gordon and Wheeler	
<b>C/24/232</b>	<b>Declarations of interest</b>  <b>Cllr Lewis declared a non-pecuniary interest item 15 on the agenda noting that she had liaised with residents on the matter.</b>  <b>Cllr R Jennings-Evans declared a non-pecuniary interest in item 16 on the agenda due to her position as a County Councillor</b>  <b>Cllr Malcaus Cooper declared a non-pecuniary interest in item 16 on the agenda, arising from her role as a director of the Surrey Association of Local Councils. This organisation is actively collaborating with various tiers of local government on matters relating to Local Government Reorganisation.</b>  <b>Cllr Wilson – declared a non-pecuniary interest in item 22 on the agenda.</b>	

C/24/233	<p><b>Public Questions</b></p> <p>A resident enquired whether the Greyspot grenade range was still operational, noting that the signage had recently been removed. Cllr Harris shared his personal understanding regarding the historical and current use of the site.</p> <p>Cllr White added that, should further information become available, the Council would ensure the resident is informed.</p>	
C/24/234	<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/24/242      Burial Matters</p> <p>C/24/243      To approve as a correct record the confidential resolution reports for February and March 2025</p> <p><b>Members resolved that all matters detailed above would remain in the confidential part of the meeting.</b></p>	
C/24/235	<p><b>Full Council Minutes</b></p> <ul style="list-style-type: none"> <li>The minutes of the Full Council meetings held on 25<sup>th</sup> March 2025 and 8<sup>th</sup> April 2025 <b>were approved and</b> signed by Cllr White</li> </ul> <p>Prior to the meeting Cllr Wheeler had requested an amendment to the minutes of the meeting held on the 8<sup>th</sup> April 2025. Cllr Wheeler was not in attendance at the meeting.</p> <p><b>Cllr Malcaus Cooper proposed, Cllr R Jennings-Evans seconded, and it was unanimously resolved to approve the minutes of the Full Council meeting held on the 25<sup>th</sup> March 2025 and the original unamended minutes of the meeting held on the 8<sup>th</sup> April 2025.</b></p>	Cllr White
C/24/236	<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 25<sup>th</sup> March 2025, and 8<sup>th</sup> April 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 and considered the recommendations therein:</p> <ul style="list-style-type: none"> <li>The Windlesham Committee meeting was held on the 12<sup>th</sup> March 2025.</li> <li>The Lightwater Committee minutes of the meeting held on the 1<sup>st</sup> April 2025 and recommendations therein: <ul style="list-style-type: none"> <li>Members unanimously resolved to recommend to Full Council the implementation of a Parish-wide system for marking reserved burial plots, allowing each committee to</li> </ul> </li> </ul>	Cllr Stevens

	<p>determine the style of markers used in their respective cemeteries.</p> <p>The Windlesham Committee expressed concerns that village committees should retain the option not to use grave markers. However, other Members favoured a unified approach, noting that it would help simplify operational processes and reduce the potential for error.</p> <p><b>Cllr Hartshorn proposed, Cllr Willgoss seconded, and a recorded vote was taken on whether to approve and adopt the recommendation.</b></p> <p>F=In Favour      AG = Against      A=Abstention</p> <table><tr><th>Bagshot Cllrs</th><th></th><th>Lightwater Cllrs</th><th></th><th>Windlesham Cllrs</th><th></th></tr><tr><td>Bakar</td><td>F</td><td>Harris</td><td>F</td><td>Lewis</td><td>AG</td></tr><tr><td>Du Cann</td><td>F</td><td>Hartshorn</td><td>F</td><td>Marr</td><td>AG</td></tr><tr><td>Wilson</td><td>AG</td><td>R Jennings-Evans</td><td>F</td><td>Richardson</td><td>AG</td></tr><tr><td>Willgoss</td><td>F</td><td>Malcaus Cooper</td><td>F</td><td></td><td></td></tr><tr><td>White</td><td>F</td><td>Stevens</td><td>F</td><td></td><td></td></tr><tr><td></td><td></td><td>D Jennings-Evans</td><td>F</td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> <p><b>The motion was carried with 10 in favour, 4 against and 0 abstentions.</b></p>	Bagshot Cllrs		Lightwater Cllrs		Windlesham Cllrs		Bakar	F	Harris	F	Lewis	AG	Du Cann	F	Hartshorn	F	Marr	AG	Wilson	AG	R Jennings-Evans	F	Richardson	AG	Willgoss	F	Malcaus Cooper	F			White	F	Stevens	F					D Jennings-Evans	F									<p><b>Cemeteries Coordinator &amp; Assistant Clerk</b></p>
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C/24/237	<p><b>Accounts for payment</b></p> <p>The Clerk presented a list of expenditure transactions for retrospective approval, in the sum of £17,572.28 and explained the individual items.</p> <p><b>It was resolved the payments (Appendix A) in the total sum of £17,572.28 be authorised and the Chairman of the meeting signed the Expenditure Transactions Approval List.</b></p>																																																	
C/24/238	<p><b>Budget Monitoring Report</b></p> <p>Members were presented with a 2024-25 outturn report summarising the income and expenditure and outlining any overspends, transfers or virements for approval, along with the year-end position.</p> <p>Cllr Richardson requested a meeting with the RFO to better understand the finances.</p> <p><b>Councillors noted the Actual vs Budget report as of 31<sup>st</sup> March 2025 along with the corresponding Balance Sheet and Income and Expenditure reports, approving the overspends shown.</b></p> <p><b>Cllrs also resolved to confirm the transfer of funds to Bagshot Committee EMR’s once payment of the allotments is made.</b></p>	<p><b>Clerk</b></p> <p><b>RFO</b></p>																																																

	<p><b>Members noted that the Lightwater Committee will fund this through a percentage reduction in all the Lightwater specific EMR's.</b></p> <p><b>Members noted that the Windlesham Committee will fund this from existing CIL monies.</b></p>	
<b>C/24/239</b>	<p><b>Year-end Internal Audit Report 2024-25 – to review and approve.</b></p> <p>Council was presented with the year-end internal audit report noting that there were no advisory comments.</p> <p>Cllr R Jennings-Evans, and Cllr Malcaus Cooper thanked the staff noting the auditors comment 'that the budget has been accurately set and carefully monitored throughout the year,' and noting that there were no advisory comments regarding the level or reserves held.</p> <p><b>It was resolved unanimously to approve the internal audit report</b></p>	
<b>C/24/240</b>	<p><b>Annual Return (AGAR) – to review, approve, and sign off the Annual Governance Statement for 2024-25</b></p> <p>The Annual Governance Statement was presented to Council and it <b>was unanimously resolved to approve the Annual Governance Statement and permission was given for the Chair of the meeting, Cllr White and the Clerk to sign the document.</b></p>	<b>Cllr White &amp; Chair of meeting</b>
<b>C/24/241</b>	<p><b>Annual Return (AGAR) – to review, approve, and sign off Accounting Statements for 2024-25</b></p> <p>Councillors were presented with and read the Accounting Statements for 2024-25 and it was <b>unanimously resolved to approve the Accounting Statements and permission was given for the Chair of the meeting, Cllr White to sign the annual accounting statements for the annual return 2024-25.</b></p>	<b>Cllr White</b>
<b>C/24/242</b>	<p><b>Community Infrastructure Levy Receipts</b></p> <p>Members were presented with a report detailing all CIL income and expenditure.</p> <p><b>Members noted that there had been no CIL payments between October 24 and April 25, as well as any expiry dates falling within 2025.</b></p>	
<b>C/24/243</b>	<p><b>To review Standing Orders</b></p> <p>Councillors were reminded that the Council last reviewed and approved Standing Orders on the 25th February 2025. However, since then, the following changes have been made to the model NALC template for Standing Orders.</p> <p><u>Updates to Standing Orders</u></p>	

	<ul style="list-style-type: none"> <li>• Standing Order 15 - Updated to better reflect Code of Conduct requirements. 15.a-d have been removed.</li> <li>• Standing Order 19.a.v, 19.c, 19.d and 19.f - To meet the new Procurement Legislation and to ensure consistency with NALC's Model Financial Regulations.</li> </ul> <p>Members were asked to read the amended Standing Orders, approve amendments, and adopt the document as presented.</p> <p><b>It was resolved unanimously to adopt Standing Orders as presented.</b></p>	
<b>C/24/244</b>	<p><b>To review Financial Regulations</b></p> <p>Councillors were reminded that the Council last reviewed and approved Financial Regulations on the 25<sup>th</sup> February 2025. However, since then, the following changes have been made to the model NALC template. Regulations 5.4, 5.7 and 5.11 due to the Procurement Act 2023 and The Procurement Regulation 2024, which came into force in February.</p> <p>Members were asked to read the amended Financial Regulations and approve amendments, and adopt the document as presented.</p> <p><b>It was resolved unanimously to adopt Financial Regulations as presented.</b></p>	
<b>C/24/245</b>	<p><b>To consider undertaking an early-stage public consultation to assess initial levels of community support and help inform the Council's strategic approach to potential community asset transfer opportunities.</b></p> <p><b>Background</b> Members were reminded that at the February Full Council meeting, a resolution was passed, authorising the Clerk to initiate exploratory discussions with the Chief Executive of Surrey Heath Borough Council and relevant officers at Surrey County Council. These discussions were intended to examine potential opportunities for the devolution of services and the transfer of community assets, where appropriate, with a view to enhancing local decision-making and promoting long-term sustainability.</p> <p>In support of this work, Members were asked to consider the circulation of a public consultation survey. The purpose of the survey is to gather residents' views on the potential future role of Windlesham Parish Council in the delivery of local services and the management of community assets, particularly in the context of the ongoing reorganisation of local government across Surrey.</p> <p><b>Proposal</b> It is proposed that the Parish Council launch a community survey to:</p>	



1. Gauge early public sentiment regarding the potential for the Parish Council to assume responsibility for local services and assets.
2. Identify priorities among residents relating to service delivery, asset management, and community engagement.
3. Assess capacity and appetite for more localised governance in future scenarios of devolved authority.

The feedback can be used to inform strategic planning and the Council's long-term service and asset management considerations.

**Members requested that the consultation clearly state that, at this stage, the Parish Council has not been informed which, if any, assets may be offered for transfer. The purpose of the survey is to gauge residents' views in principle on the potential for retaining assets under local control.**

#### **Action**

Members were asked to read the draft survey attached and consider:

1. Approving the public consultation survey and its distribution through appropriate channels.

**Cllr Harris proposed, Cllr Malcaus Cooper seconded, that Council approve the consultation survey and its distribution. A recorded vote was taken.**

F=In Favour      AG = Against      A=Abstention

<b>Bagshot Cllrs</b>		<b>Lightwater Cllrs</b>		<b>Windlesham Cllrs</b>	
Bakar	F	Harris	F	Lewis	AB
Du Cann	F	Hartshorn	F	Marr	AG
Wilson	AG	R Jennings-Evans	F	Richardson	AG
Willgoss	F	Malcaus Cooper	F		
White	F	Stevens	F		
		D Jennings-Evans	F		

**The motion was carried with 10 in favour 3 against and 1 abstention.**

2. Delegating authority to the Clerk to finalise the survey format and accompanying materials.

**Cllr Malcaus Cooper proposed, Cllr Willgoss seconded to delegate authority to the Clerk to finalise the survey format and accompanying materials. A recorded vote was taken.**

**The Clerk**

**The Clerk**

	<div>F=In Favour    AG = Against    A=Abstention</div> <table><tr><th>Bagshot Cllrs</th><th></th><th>Lightwater Cllrs</th><th></th><th>Windlesham Cllrs</th><th></th></tr><tr><td>Bakar</td><td>F</td><td>Harris</td><td>F</td><td>Lewis</td><td>AB</td></tr><tr><td>Du Cann</td><td>F</td><td>Hartshorn</td><td>F</td><td>Marr</td><td>AG</td></tr><tr><td>Wilson</td><td>AG</td><td>R Jennings-Evans</td><td>F</td><td>Richardson</td><td>AG</td></tr><tr><td>Willgoss</td><td>F</td><td>Malcaus Cooper</td><td>F</td><td></td><td></td></tr><tr><td>White</td><td>F</td><td>Stevens</td><td>F</td><td></td><td></td></tr><tr><td></td><td></td><td>D Jennings-Evans</td><td>F</td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> <div>The motion was carried with 10 in favour 4 against and 0 abstentions.</div>	Bagshot Cllrs		Lightwater Cllrs		Windlesham Cllrs		Bakar	F	Harris	F	Lewis	AB	Du Cann	F	Hartshorn	F	Marr	AG	Wilson	AG	R Jennings-Evans	F	Richardson	AG	Willgoss	F	Malcaus Cooper	F			White	F	Stevens	F					D Jennings-Evans	F									The Clerk
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C/24/246	<div>To consider Local Government Reorganisation and Devolution Training.</div> <p>Members were asked to consider hosting a bespoke training session on Local Government Reorganisation (LGR) and Devolution, in collaboration with the Surrey Association of Local Councils (SALC) and training partner Mulberry LAS. The purpose of this initiative is to strengthen governance and strategic insight across parish councils within Surrey Heath in light of evolving devolution frameworks.</p> <p>Members were asked to review the information provided and decide if they wish to:</p> <div><div>1. Approve the proposal to host the joint LGR and Devolution training session.</div><div>2. Approve expenditure of up to £500, and identify how this will be funded.</div><div>3. Instruct the Clerk to coordinate with SALC and partner councils to finalise logistics.</div></div> <div>Cllr Harris proposed, Cllr DuCann seconded that all 3 points be considered as one and a recorded vote was taken.</div> <div>F=In Favour    AG = Against    A=Abstention</div> <table><tr><th>Bagshot Cllrs</th><th></th><th>Lightwater Cllrs</th><th></th><th>Windlesham Cllrs</th><th></th></tr><tr><td>Bakar</td><td>F</td><td>Harris</td><td>F</td><td>Lewis</td><td>F</td></tr><tr><td>Du Cann</td><td>F</td><td>Hartshorn</td><td>F</td><td>Marr</td><td>F</td></tr><tr><td>Wilson</td><td>AG</td><td>R Jennings-Evans</td><td>F</td><td>Richardson</td><td>F</td></tr><tr><td>Willgoss</td><td>F</td><td>Malcaus Cooper</td><td>F</td><td></td><td></td></tr><tr><td>White</td><td>F</td><td>Stevens</td><td>F</td><td></td><td></td></tr><tr><td></td><td></td><td>D Jennings-Evans</td><td>F</td><td></td><td></td></tr></table>	Bagshot Cllrs		Lightwater Cllrs		Windlesham Cllrs		Bakar	F	Harris	F	Lewis	F	Du Cann	F	Hartshorn	F	Marr	F	Wilson	AG	R Jennings-Evans	F	Richardson	F	Willgoss	F	Malcaus Cooper	F			White	F	Stevens	F					D Jennings-Evans	F			The Clerk						
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	<b>The motion was carried with 13 in favour 1 against and 0 abstentions.</b>																																																	
<b>C/24/247</b>	<p><b>Festive Lights and Christmas Tree Tender Process – 2025</b></p> <p>Members were informed that the Festive Lights and Christmas Tree tender is now live and were asked to</p> <p>1. Confirm which councillor(s) will be present with the Proper Officer at the opening of the tenders.</p> <p><b>It was resolved unanimously that the Chair or a delegate from each village committee, plus the Chair and Vice Chair of Council will be present at the opening of the tenders.</b></p> <p>2. Determine the preferred approach for evaluating the tenders:</p> <ul style="list-style-type: none"><li>o Full Council,</li><li>o Village Committees (requiring EGMs),</li><li>o or Delegated to the Clerk, Chair and Vice Chair of each Committee (requiring suspension of Standing Orders).</li></ul> <p>3. Resolve any necessary motions regarding suspension of Standing Orders if Option C is preferred.</p> <p><b>Cllr R Jennings-Evans proposed, Cllr Harris seconded to suspend Standing Orders and delegate the evaluation of the tenders to the Clerk in conjunction with the Chair and Vice-Chair of each committee. A recorded vote was taken.</b></p> <p>F=In Favour    AG = Against    A=Abstention</p> <table><tr><th>Bagshot Cllrs</th><th></th><th>Lightwater Cllrs</th><th></th><th>Windlesham Cllrs</th><th></th></tr><tr><td>Bakar</td><td>F</td><td>Harris</td><td>F</td><td>Lewis</td><td>F</td></tr><tr><td>Du Cann</td><td>F</td><td>Hartshorn</td><td>F</td><td>Marr</td><td>F</td></tr><tr><td>Wilson</td><td>AG</td><td>R Jennings-Evans</td><td>F</td><td>Richardson</td><td>F</td></tr><tr><td>Willgoss</td><td>F</td><td>Malcaus Cooper</td><td>F</td><td></td><td></td></tr><tr><td>White</td><td>F</td><td>Stevens</td><td>F</td><td></td><td></td></tr><tr><td></td><td></td><td>D Jennings-Evans</td><td>F</td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> <p><b>The motion was carried with 13 in favour 1 against and 0 abstentions.</b></p>	Bagshot Cllrs		Lightwater Cllrs		Windlesham Cllrs		Bakar	F	Harris	F	Lewis	F	Du Cann	F	Hartshorn	F	Marr	F	Wilson	AG	R Jennings-Evans	F	Richardson	F	Willgoss	F	Malcaus Cooper	F			White	F	Stevens	F					D Jennings-Evans	F									<p>Clerk</p> <p>Clerk</p>
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<b>C/24/248</b>	<p><b>Outside Organisations –</b> To receive reports from representatives of outside organisations.</p> <p>Cllr White reported that the James Butler Alms houses have both a resident and trustee vacancy. If anybody within the parish would like to be a trustee, please contact Cllr white or the Clerk of the alms houses.</p>																																																	

	<p>Cllr R Jennings-Evans reported that the Briars are working with the SHBC tree wardens on a four-month project concerning woodlands preservation awareness.</p> <p>Cllr Malcaus Cooper reported that the Lightwater Society is organising a VE Day event being held on Saturday the 10<sup>th</sup> May 2025</p>	
<b>C/24/249</b>	<p><b>Clerks Update</b></p> <p>The Clerk updated members on the following items:</p> <p><b>Local Government Reorganisation</b> The Clerk reported that both she and the Chair of the Council had attended the Stakeholders Meeting at Surrey Heath Borough Council concerning Local Government Reorganisation (LGR). The meeting served as a valuable opportunity for stakeholders to contribute to the ongoing process. Attendees were advised that they would be kept informed of developments, with the potential for further stakeholder meetings to be held in due course.</p> <p><b>Chairman's Community Reception</b> – invitations have been distributed, and award nominees notified. Cllr White has taken the lead on organising the catering and Cllr Malcaus Cooper is coordinating the floral arrangements.</p> <p><b>Annual Parish Meeting</b> The Clerk and the Communications Officer are currently preparing the Annual Report and collating information for the presentation on Local Government Reorganisation for the upcoming Annual Parish Meeting. The meeting agenda will be published before the end of April in accordance with statutory requirements.</p> <p><b>SHBC Asset Transfer</b> The Clerk recently met with the Interim Contracts &amp; Greenspace Manager and the Strategic Director/Head of Service at Surrey Heath Borough Council to discuss the potential transfer of greenspace assets. The meeting was productive and encouraging, with both parties expressing a shared commitment to collaboratively progressing these opportunities. As a next step, a follow-up meeting has been to collectively explore the possibilities of asset transfers across the borough.</p> <p><b>Allotment Purchase Update</b> Progress continues on the purchase of the allotment site. The Council's solicitor is reviewing the overage clause to ensure it is appropriately worded. Subject to legal assurance, we expect the exchange of contracts to proceed shortly.</p> <p><b>Freedom of Information Request</b> Members are advised that officers have been managing another Freedom of Information request, which has required significant time and has unavoidably diverted resources from other ongoing projects.</p>	
<b>C/24/250</b>	<b>Correspondence</b>	

	The Clerk informed Members that 4 items of correspondence had been received and shared with Councillors where appropriate.	
<b>C/24/251</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/24/241      Burial Matters</p> <p>C/24/242      To approve as a correct record the confidential resolution reports for February and March 2025</p>	
<b>C/24/252</b>	<p><b>Burial Matters</b></p> <p><b>Members noted the report presented and agreed to carry out the actions as detailed in the confidential report.</b></p>	<b>Clerk</b>
<b>C/24/253</b>	<p><b>To approve as a correct record the confidential resolution reports for February and March.</b></p> <p><b>It was unanimously resolved to approve the confidential reports from the February and March 2025 meetings as a correct record.</b></p>	
	<b>There being no further business the meeting closed at 20:35</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
23/03/2025	3903	770	NP TREE MANAGEMENT	NPTREE	320.00	64.00	384.00	4195	210	320.00	Remove branch - Wind Vill Sch
								395		-320.00	Remove branch - Wind Vill Sch
								6000	210	320.00	Remove branch - Wind Vill Sch
24/03/2025	241203-1	772	JANE HUDSON	JANEHUDSON	1,514.00	0.00	1,514.00	4905	455	1,514.00	HML appraisal for planning app
TOTAL INVOICES					1,834.00	64.00	1,898.00			1,834.00	
VAT ANALYSISCODE OTS @ 0.00%					1,514.00	0.00	1,514.00				
VAT ANALYSISCODE S @ 20.00%					320.00	64.00	384.00				
TOTALS					1,834.00	64.00	1,898.00				

## 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
31/03/2025	45	773	ALL SAINTS CHURCH	ALLS	15.00	0.00	15.00	4950	325	5.55	Planning Meeting - 12 Mar 25
								4950	425	5.55	Planning Meeting - 12 Mar 25
								4950	525	3.90	Planning Meeting - 12 Mar 25
TOTAL INVOICES					15.00	0.00	15.00			15.00	
VAT ANALYSISCODE OTS @ 0.00%					15.00	0.00	15.00				
TOTALS					15.00	0.00	15.00				

## 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
28/03/2025	10551	774	OPTICHROME	OPTI	93.32	18.66	111.98	4435	225	93.32	Replace lock on office key saf
TOTAL INVOICES					93.32	18.66	111.98			93.32	
VAT ANALYSIS CODE S @ 20.00%					93.32	18.66	111.98				
TOTALS					93.32	18.66	111.98				



## 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
31/03/2025	2177	777	ZENTECH IT	FRE01	329.86	65.97	395.83	4440	225	249.86	m'soft 365 lic/support -Mar 25
								4425	225	80.00	m'soft 365 lic/support -Mar 25
TOTAL INVOICES					329.86	65.97	395.83			329.86	
VAT ANALYSISCODE S @ 20.00%					329.86	65.97	395.83				
TOTALS					329.86	65.97	395.83				

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
25/01/2025	0125	780	NALC	NALC	65.00	13.00	78.00	4500	430	65.00	NALC Power Shift 2025 - AT
TOTAL INVOICES					65.00	13.00	78.00			65.00	
VAT ANALYSISCODE S @ 20.00%					65.00	13.00	78.00				
TOTALS					65.00	13.00	78.00				

## Top Level for Month No 1

## 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
01/04/2025	2912	776	SURREY ALC	SALC	2,996.50	0.00	2,996.50	4430	225	2,996.50	SALC/NALC subscription
02/04/2025	2040757	778	SURREY HEATH	SHBC01	8,565.46	1,713.09	10,278.55	4165	310	3,622.98	Greenspace/playg insp - Apr 25
								4165	410	2,780.43	Greenspace/playg insp - Apr 25
								4165	510	2,022.13	Greenspace/playg insp - Apr 25
								4220	310	69.96	Greenspace/playg insp - Apr 25
								4220	410	69.96	Greenspace/playg insp - Apr 25
01/04/2025	32977	779	RIALTAS BUSINESS	REALTAS	3,366.00	673.20	4,039.20	4420	225	3,366.00	Annual Rialtas subs/maint
07/04/2025	202508	781	ST ANNES PCC	ANNE	50.00	0.00	50.00	4950	325	18.50	Full Council - 25 Mar 25
								4950	425	18.50	Full Council - 25 Mar 25
								4950	525	13.00	Full Council - 25 Mar 25
01/04/2025	4361	782	ICCM	ICCM	100.00	0.00	100.00	4430	225	100.00	ICCM subscription - 2025/6
<b>TOTAL INVOICES</b>					<u>15,077.96</u>	<u>2,386.29</u>	<u>17,464.25</u>			<u>15,077.96</u>	
VAT ANALYSISCODE OTS @ 0.00%					3,146.50	0.00	3,146.50				
VAT ANALYSISCODE S @ 20.00%					11,931.46	2,386.29	14,317.75				
<b>TOTALS</b>					<u>15,077.96</u>	<u>2,386.29</u>	<u>17,464.25</u>				

## Top Level for Month No 1

## Order by Invoices Entered

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
09/04/2025	10006142332	783	CASTLE WATER	CASTL	7.14	0.00	7.14	4055	455	7.14	Pavilion Water - 1-31 Mar 25
09/04/2025	106863	784	PRINT	PRINT	150.00	0.00	150.00	4640	225	150.00	210 X A5 8 page newsletter
TOTAL INVOICES					157.14	0.00	157.14			157.14	
VAT ANALYSIS CODE OTS @ 0.00%					157.14	0.00	157.14				
TOTALS					157.14	0.00	157.14				



## **Windlesham Parish Council**

Joanna Whitfield  
Clerk to the Council  
Tel: 01276 471675

Email: [clerk@windleshampc.gov.uk](mailto:clerk@windleshampc.gov.uk)  
Website: [www.windleshampc.gov.uk](http://www.windleshampc.gov.uk)

The Council Offices  
The Avenue  
Lightwater

Surrey

GU18 5RG

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

**Held on Tuesday 29<sup>th</sup> April 2025 at 6.30pm at St Annes Church Centre, 45 Church Road, Bagshot**

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

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

Cllr Stevens took the Chair

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

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<b>PLAN/24/108</b>	<b>Apologies for absence</b>  Apologies were received and accepted from Cllr Turner
<b>PLAN/24/109</b>	<b>Declarations of interest</b>  All Councillors present declared a non-pecuniary interest in planning application 25/0287/FFU noting that the developer provided a factual update on the construction at the UCB Windlesham site at the planning meeting held on the 12 <sup>th</sup> March 2025. Prior to the meeting the developer had been informed that Members would not discuss any future planning applications.  All Councillors present declared a non-pecuniary interest in planning application 25/0387/FFU noting that these premises were previously managed by a serving Councillor.  All Councillors present declared a non-pecuniary interest in planning application 25/0345/FFU noting that it is a property owned by a member of staff.
<b>PLAN/24/110</b>	<b>Public question time</b> The applicant of planning application 25/0365/FFU explained to Members that this was the fourth submission of this application which has been revised in consultation with their neighbours.

<b>PLAN/24/111</b>	<b>Exclusion of the press and public</b>  No Exclusions to the press and public.
<b>PLAN/24/112</b>	<b>To consider planning applications and planning appeals received prior to this meeting:</b>

	<b>Windlesham Application moved up the agenda due to applicant being in attendance.</b>		
25/0365/FFU	<b>Cherry Tree Cottage, School Lane, Windlesham, Surrey, GU20 6EY</b> Erection of a part single part two storey rear/side extension.  <b>NO OBJECTION</b>  Members resolved no objection in view of the fact that the neighbours are now happy with the revised plans.	FPA	2 <sup>nd</sup> May 2025
	<b>Bagshot Applications</b>		
25/0387/FFU	<b>42 High Street, Bagshot, Surrey, GU19 5AZ</b> Erection of new freestanding pergola and creation of new doorway within existing opening.  <b>NO OBJECTION</b>	FPA	7 <sup>th</sup> May 2025
25/0373/FFU	<b>12 Drayhorse Drive, Bagshot, Surrey, GU19 5RF</b> Erection of a single storey rear extension following demolition of existing conservatory, new front porch and fenestration changes.  <b>NO OBJECTION</b>	FPA	2 <sup>nd</sup> May 2025
25/0380/GPT	<b>Telecommunication Base Station, At Bagshot ATE, Guildford Road, Bagshot, Surrey</b> Notification under Regulation 5 of the Electronic Communications Code Regulations 2017 for the installation of 3 no. antenna and ancillary radio equipment onto new support poles at existing rooftop site, 1 no. GPS module onto new gantry pole, 1 no. replacement equipment cabinet at rooftop level, and ancillary development thereto.  <b>NO OBJECTION</b>	GPT	No Available
	<b>Lightwater Applications</b>		
25/0336/FFU	<b>7 Barnett Lane, Lightwater, Surrey, GU18 5LE</b> Erection of a single storey link extension following demolition of existing side extension and erection of new front porch.	FPA	1st May 2025

	<b>NO OBJECTION</b>		
25/0357/FFU	<b>3 Junction Road, Lightwater, Surrey, GU18 5TQ</b> Increase to height of existing detached garage and attachment to host dwelling, changes to fenestration and change of use of garage to ancillary residential.  <b>NO OBJECTION</b>	FPA	6 <sup>th</sup> May 2025
25/0297/PMR	<b>99 - 101 Guildford Road, Lightwater, Surrey, GU18 5SB</b> Application to amended condition 2 (plan numbers) and condition 22 (Building Regulations) of application 24/0136/FFU to alter the wording of the condition. Changes to housing tenure mix to deliver 100% affordable housing  <b>COMMENT</b>  <b>It was resolved that this is a very technical amendment to the conditions associated with the application and Members rely on the expertise of the SHBC officers to ensure that the contents are acceptable.</b>	Relaxation /Modification	15 <sup>th</sup> May 2025
25/0420/NMA	<b>17 Turnville Close, Lightwater, Surrey, GU18 5UA</b> Non-material amendment to planning permission 22/0610/FFU to allow for the external redning, cladding to be altered.  <b>OBJECTION</b>  <b>Members resolved to object based on the proposals not being in keeping with the street scene.</b>	Non Material Amendment	20 <sup>th</sup> May 2025
	<b>Windlesham Applications</b>		
25/0345/FFU	<b>52 Poplar Avenue, Windlesham, Surrey, GU20 6PW</b> Erection of a front porch, part single part two storey rear and two storey front/side extensions following demolition of existing. Erection of detached outbuilding. Alterations to external materials and fenestration.  <b>NO OBJECTION</b>  Members resolved no objection to the alterations to the house itself. However, agreed to make the following <b>COMMENT</b> in relation to the new outbuilding:  This is a large outbuilding (6m x 7m), comprising a games area, gym and bathroom. The height of the building does not seem to be stated. We request that SHBC is satisfied that it will not impact the right to light of neighbouring properties, particularly to the rear. If approved, a condition should be applied to ensure that the outbuilding is not used as residential accommodation. It should be retained within the curtilage of the host dwelling	FPA	1 <sup>st</sup> May 2025

	and no separate curtilage should be created. At no time should the outbuilding be sold, sub-let or rented out independently from the main dwelling.		
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. Amendment: Please see contamination assessment rec'd 08.04.2025</p> <p>Members resolved to <b>COMMENT</b> as follows:  A Contamination Assessment Report dated April 2025 prepared by GW Ground &amp; Water has been submitted since WPC's previous comments of 26 March 2025.  The Report states that site works were undertaken on 12 March 2025 comprising the machine excavation of 10 trial pits. Their locations are shown on Figure 3 (page 23). It appears that two further trial pits were planned (TP08 and TP11) but it is noted in the Report that it was not possible to excavate them due to the construction of the acoustic bunds (point 3.1).  WPC has previously commented a concern that contaminants (notably plastics) have been imported onto the site to construct the haul road, which runs alongside the acoustic bunds, and that soil and groundwater in that area could become contaminated.  We have been unable to determine from Figure 3 whether, and to what extent, the trial pits marry up with the locations of the haul road and acoustic bunds and are concerned that no sampling was undertaken at locations TP08 and TP11.  We rely on SHBC's expertise in the interpretation of the technical analysis within the Report.</p>	Details to Comply	22 <sup>nd</sup> April 2025 (extension requested)
24/1199/DTC	<p><b>Heathpark Wood, Heathpark Drive, Windlesham, Surrey</b>  Submission of details pursuant to Condition 12 of outline planning permission 15/0590 relating to details of ground contamination remediation. Amendment: Please see Contamination Assessment rec'd 08.04.2025.</p> <p>Members resolved to <b>COMMENT</b> as follows:  A Contamination Assessment Report dated April 2025 prepared by GW Ground &amp; Water has been submitted since WPC's previous comments of 26 March 2025.  The Report states that site works were undertaken on 12 March 2025 comprising the machine excavation of 10 trial pits. Their locations are shown on Figure 3 (page 23). It appears that two further trial pits were planned (TP08 and TP11) but it is noted in the Report that it was not possible to</p>	Details to Comply	22 <sup>nd</sup> April 2025 (extension requested)



	<p>excavate them due to the construction of the acoustic bunds (point 3.1).</p> <p>WPC has previously commented a concern that contaminants (notably plastics) have been imported onto the site to construct the haul road, which runs alongside the acoustic bunds.</p> <p>We have been unable to determine from Figure 3 whether, and to what extent, the trial pits marry up with the locations of the haul road and acoustic bunds and are concerned that no sampling was undertaken at locations TP08 and TP11.</p> <p>We rely on SHBC's expertise in the interpretation of the technical analysis within the Report.</p>		
25/0360/FFU	<p><b>4 Mill Pond Road, Windlesham, Surrey, GU20 6JT</b></p> <p>First floor extension over garage.</p> <p><b>NO OBJECTION</b></p> <p>Members resolved no objection with the following <b>COMMENT</b>: This first-floor extension involves the creation of an additional bedroom and ensuite bathroom above the garage. It will affect the appearance of the front of the property and be visible from the road, therefore all materials (tiles and bricks) and the style of the windows should match the existing ones, as appearance and design and impact on the character of the area are material planning considerations.</p>	FPA	6 <sup>th</sup> May 2025
25/0358/FFU	<p><b>5 Kings Lane, Windlesham, Surrey, GU20 6HR</b></p> <p>Erection of part one part two storey front, flank and rear extensions to dwellinghouse</p> <p><b>NO OBJECTION</b></p> <p><b>Members resolved no objection</b> with the following <b>COMMENT</b>:</p> <p>The proposed works will alter the appearance of the front of the property and be visible from the road. All materials (tiles and bricks) and the style of the windows should match the existing ones, as appearance and design and impact on the character of the area are material planning considerations.</p>	FPA	12 <sup>th</sup> May 2025
25/0393/FFU	<p><b>Matthews Corner Garage, Matthews Corner, Church Road, Windlesham, Surrey, GU20 6BH</b></p> <p>Erection of 6 no. dwellings in the form of 2 no. two storey terraced buildings (comprising 3 no. 2 bed and 3 no. 3 beds), associated parking and landscaping, following demolition of the existing buildings on site (Existing dwelling of Shanklin to be retained).</p> <p><b>OBJECTION</b></p> <p>Members resolved to object for the following reasons:</p>	FPA	12 <sup>th</sup> May 2025

	<p><u>Density:</u> The proposal is for two blocks of three houses (each a terrace) with associated parking. This exceeds the established density and ratio of building footprint to open space development in the surrounding area, contrary to Policy WNP2.1 of the Windlesham Neighbourhood Plan, and constitutes overdevelopment of the site.</p> <p>There is an associated concern, probably arising from density, of the frontage of one of the housing groups being very close to Kennel Lane itself, with the front doors opening onto a hedge. They should ideally be set back further from the road.</p> <p><u>Style and separation:</u> The cramped nature of the proposal would not maintain the style and separation between buildings of the surrounding area, contravening Policy WNP2.1 of the Windlesham Neighbourhood Plan.</p> <p><u>Conservation area:</u> The site is in the Green Belt and the Church Road Conservation Area of Windlesham. It is situated close to Walnut Tree Farm, a Grade 2 listed property, and also to several listed “Buildings of Importance” along Church Road and Kennel Lane.</p> <p>The purpose of the Conservation Area designation is to help to retain the existing character and prevent unsympathetic alterations to the area, which would harm its setting. When the Windlesham Neighbourhood Plan was created, it is recorded in the Plan itself that 98% of respondents to the consultation felt that the conservation areas in Windlesham make a very important contribution to the nature and character of the village. If not developed sympathetically, this could detract from and diminish the entire character of the Church Road Conservation Area.</p> <p><u>Parking:</u> There is a concern that the development could lead to increased parking near the junction between Church Road and Kennel Lane, forcing traffic onto the wrong side of the road close to a blind bend on Church Road. Visibility is already poor at this junction due to bends in Kennel Lane.</p> <p><u>Contamination:</u> If this site is to be developed, great care will need to be taken to ensure that any potential risks posed by contaminants are eliminated. The Site Investigation Report dated July 2017 mentions hydrocarbon, lead and asbestos contamination and buried tanks/structures associated with the former fuel filling station.</p> <p><u>Trees and hedgerows:</u> If permission is granted, there should be a condition that all existing trees and hedgerows are retained, with provision for further planting as is proposed. In our view, a less dense and more sympathetic development could be acceptable, provided it accorded with planning legislation relating to the Green Belt, the Conservation Area and the policies of the Windlesham Neighbourhood Plan.</p>		
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25/0395/FFU	<p><b>63 Chertsey Road, Windlesham, Surrey, GU20 6HE</b> Erection of part single two storey rear/side extensions, erection of new front porch and conversion of loft with rear dormer.</p> <p><b>OBJECTION</b></p> <p><b>Members resolved to object</b> for the following reasons:</p> <p>This application is for a sizeable two-storey rear extension for the full width of the house (5m x 14.284m) and a two-storey side extension. In addition, the loft will be converted into habitable accommodation with the addition of a rear dormer. This application is more acceptable than the previous one, which was withdrawn (24/0296/FFU), due to the differing treatment of the loft space. However, there are still concerns of scale and dominance, and also the privacy of the rear neighbours, which are material considerations for planning purposes.</p> <p>In addition, the proposal does not comply with Policy WNP2.1 of the Windlesham Neighbourhood Plan, which stipulates that extensions of existing dwellings should “maintain the general scale of development in the surrounding area without creating any overbearing presence.”</p>	FPA	13 <sup>th</sup> May 2025
25/0287/FFU	<p><b>Building D, Windlesham Campus, London Road, Windlesham Surrey</b> Partial demolition and alterations to existing building and construction of two storey building with rooftop plant, together construction of with ancillary structures and installation of landscaping to service yard.</p> <p><b>NO OBJECTION</b></p> <p>Members resolved no objection, with the following <b>COMMENT</b>:</p> <p>We understand the following to be the case: The applicant has sought pre-application advice from SHBC, who have stated that they view the demolition and redevelopment of Building D as acceptable (Application Form and Planning Statement)). Due to the poor condition and thermal performance, and also irregular structure of the building (which restricts the building for laboratory use), the applicant has determined that it is economically unviable to retain the existing building (Planning Statement point 2.2.4). The proposal will, in the main, replicate the footprint of the existing building, with small increases constituting proportionate additions (Planning Statement point 7.2.8).</p>	FPA	1 <sup>st</sup> May 2025

	This proposal will not result in an intensification of use of the site or any additional employees comparative to the original 2022 planning consent (Planning Statement point 7.11.2).		
25/0273/FFU	<p><b>Highview, Broadway Road, Windlesham, Surrey, GU20 6BZ</b> Erection of single storey rear orangery, following demolition of existing conservatory and extension of existing patio.</p> <p><b>NO OBJECTION</b></p> <p>Members resolved no objection, with the following <b>COMMENT:</b> We understand this to be a resubmission of a previous application (21/0869/FFU), which has lapsed as more than 3 years have passed since the date of the decision.</p>	FPA	20 <sup>th</sup> May 2025
25/0421/NMA	<p><b>Heathpark Wood, Heathpark Drive, Windlesham, Surrey</b> Application for non-material amendment to conditions 1, 2, 3, 4, 5, 8 and 14 of reserved matters approval 20/0318/RRM (as amended by 24/0688/NMA) for site layout amendments and corresponding changes to hard and soft landscaping drawings and thematic layout drawings to reflect revisions to elevations and internal layout and adjustments to boundaries of some of the houses within house types Sherwood [Plots 12, 22, 23, 36, 49, 52, 62, 63, 69, 70 and 111], Whiteleaf [Plots 47 and 65] and FOGs (Flats over garages) [Plots 83 and 84] and readjustment of building footprint for FOGs [Plots 83 and 84].</p> <p>Members agreed to <b>COMMENT</b> as follows: We understand that these amendments relate to the provision of external doors to the utility rooms of the Sherwood houses (with some associated realignment of boundary walls/fences), the omission of garage doors from the FOG units and the use of cottage style doors for the Whiteleaf houses. Numerous detailed plans have been submitted, and we rely on the expertise of SHBC to ensure that the proposed amendments are as stated in the Application Form.</p>	Non Material Amendment	20 <sup>th</sup> May 2025
25/0411/FFU	<p><b>7 Caldwell Road, Windlesham, Surrey, GU20 6JJ</b> Erection of detached outbuilding to the rear.</p> <p><b>NO OBJECTION</b></p> <p>Members resolved no objection, with the following <b>COMMENT:</b> If approved, a condition should be applied to ensure that the outbuilding 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 outbuilding be sold, sub-let or rented out independently from the main dwelling.</p>	FPA	20 <sup>th</sup> May 2025

25/0329/PMR	<p><b>Shadow Moss Woodhall Lane Sunningdale Ascot Surrey SL5 9QW</b></p> <p>Application to vary condition 2 (plan numbers) of 22/0598/FFU to increase the size of the replacement dwelling with two storey side projections</p> <p>Members agreed to <b>COMMENT</b> as follows:  Planning permission was granted for the replacement of the original house with an enlarged 5-bedroom dwelling in 2022 (22/0598/FFU). There was a subsequent application in 2024 (24/0971/FFU) for side extensions to create a dwelling considerably larger than the one previously approved. WPC objected to this application, which has not yet been decided. We have found this application difficult to interpret. We understand from the response by the Tree Officer dated 22 April 2025 that it relates to the variation of planning drawings arising from the proposal to increase the size of the dwelling with side extensions.  WPC's objection to application 24/0971/FFU remains in place. However, we support the Tree Officer in their role to protect the trees on site and rely on their expertise in this respect.</p>	Relaxation /Modification	8 <sup>th</sup> May 2025

**There being no further business, the meeting closed at 19:03**



### Windlesham Parish Council

Joanna Whitfield  
Clerk to the Council  
Tel: 01276 471675  
Email: [clerk@windleshampc.gov.uk](mailto:clerk@windleshampc.gov.uk)  
Website: [www.windleshampc.gov.uk](http://www.windleshampc.gov.uk)

The Council Offices  
The Avenue  
Lightwater  
Surrey  
GU18 5RG

### MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL'S PERSONNEL COMMITTEE

Held on Tuesday 8<sup>th</sup> April 2025 at 6:30pm at St Annes Church Centre, 45 Church Road, Bagshot, GU19 5EQ

Bagshot Cllrs		Lightwater Cllrs		Windlesham Cllrs	
White	P	Turner	P		
Du Cann	-	Jennings-Evans	P		
		Malcaus-Cooper	P		
		D Jennings-Evans	P		

**In attendance:** Joanna Whitfield –Clerk to the Council

Cllr Jennings-Evans took the Chair

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

		Action
PER/24/36	<b>Apologies for absence</b>  No apologies for absence were received, however, Cllr Du Cann's absence was noted.	
PER/24/37	<b>Declarations of interest</b>  None	
PER/24/38	<b>Public question time</b>  There were no questions raised.	
PER/24/39	<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:  PER/22/42      To approve as a correct record the confidential resolution report from the Personnel Committee meeting held on the 14 <sup>th</sup> January 2025.	

	<p>PER/22/43 To consider staffing implications following an operational review</p> <p>PER/22/44a Staff Annual Reviews</p> <p>PER/22/44b Flexible Working Review</p> <p><b>It was resolved that the above items would be discussed in the confidential part of the meeting.</b></p>	
	<p><b>Strategic Review of Staffing Structure</b></p> <p>In the interest of resilience planning and an ambition to enhance operational efficiency and community service, members discussed the merit of possible changes to the current staffing structure.</p> <p>This included consideration of current and future needs in areas such as greenspace management, project delivery, community engagement, and administration. This is particularly important in light of the current Local Government Reorganisation timetable. Members were asked to review</p> <p><b>It was resolved to delegate authority to the Clerk in conjunction with Cllr R Jennings-Evans, Malcaus Cooper, and Turner to prepare a scoping report outlining options, resource implications, and timelines for any proposed reorganisation.</b></p>	
PER/24/40	Clerks Update	
PER/24/41	<p><b>Exclusion of the press and public.</b></p> <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>	
	<b>CONFIDENTIAL</b>	
PER/24/42	<p><b>To approve as a correct record the confidential resolution report from the Personnel Committee meeting held on the 14th of January 2025</b></p> <p><b>It was resolved to approve the report as presented</b></p>	
PER/24/43	<p><b>To consider staffing implications following an operational review</b></p> <p>Members reviewed the information provided and thanked the staff for their full cooperation and transparency.</p> <p><b>It was resolved that the Personnel Committee was satisfied with how the matter had been handled and recommended to Full Council that a standard operating procedure be established for all cemeteries. This should include the implementation of physical markers to assist in the identification of reserved grave plots.</b></p>	

<p><b>PER/24/44a</b></p>	<p><b>Staffing Matters Staff Annual Reviews</b></p> <p>Members were presented with a report containing all staff annual reviews.</p> <p><b>Action for Councillors</b></p> <ol style="list-style-type: none"> <li>1. Members were to review and note the completed appraisals. In particular, Members noted that if performance was deemed satisfactory or above, a scale point progression was contractually automatic. Also that any increase would be backdated to 1<sup>st</sup> April 2025, as per the employment contract.</li> </ol> <p><b>APPROVED</b></p> <ol style="list-style-type: none"> <li>2. If any member of staff's performance was deemed unsatisfactory, the appraisal should specify where performance has fallen short, and the Members will need to implement any necessary training/support. Members were asked to note that all staff achieved a satisfactory performance review</li> </ol> <p><b>N/A</b></p> <ol style="list-style-type: none"> <li>3. To consider the following recommendations discussed during the Clerk's appraisal. <ol style="list-style-type: none"> <li>a. <b>Recommendation 1:</b> Windlesham Parish Council funds the Clerk's enrolment on the <i>SLCC Community Governance Programme</i>, leading to qualifications at Level 5 (Foundation Degree) and possibly Level 6 (BA Honours).</li> </ol> <p><b>Members resolved to recommend to the Full Council that Windlesham Parish Council fund the Clerk's enrolment on the <i>SLCC Community Governance Programme</i>, leading to qualifications at Level 5 (Foundation Degree) and possibly Level 6 (BA Honours). It is also recommended that the Council agree in principle that some study time will be paid. The amount of paid study time will be agreed upon at a future meeting. Finally, it was recommended that this be funded from the General Reserve.</b></p> <ol style="list-style-type: none"> <li>b. <b>Recommendation 2:</b> Council to fund the Clerk's attendance at both the SLCC National Conference Practitioners Conference.</li> </ol> <p><b>It was resolved to recommend to the Full Council that the Council approve the Clerk's attendance at both the SLCC National Conference and Practitioners Conference, approving a spend of up to £1600 for both conferences to be funded from the General Reserve.</b></p> </li> </ol>	
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<b>PER/24/44b</b>	<b>Flexible Working Review</b>  <b>Members reviewed the information presented and resolved the action as detailed in the confidential report.</b>	
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**There being no further business, the meeting closed at 19:22.**



### **Windlesham Parish Council**

Joanna Whitfield  
Clerk to the Council  
Tel: 01276 471675  
Email: [clerk@windleshampc.gov.uk](mailto:clerk@windleshampc.gov.uk)  
Website: [www.windleshampc.gov.uk](http://www.windleshampc.gov.uk)

The Council Offices  
The Avenue  
Lightwater  
Surrey  
GU18 5RG

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

**Held on Wednesday 7<sup>th</sup> May 2025 at 7:00pm at St Anne's Church Centre, Church Road, Bagshot**

<b>Councillors</b>	
Bakar	P
Du Cann	P
Gordon	P
Hills	R
White	A
Willgoss	P
Wilson	A

**In attendance:** Sarah Wakefield– Assistant Clerk

Cllr Willgoss took the Chair

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

		<b>Action</b>
<b>BVC/24/52</b>	<b>Apologies for Absence</b>  Apologies for absence were received and accepted from Cllr White & Cllr Wilson.	
<b>BVC/24/53</b>	<b>Declarations of Interest</b>  There were no Declarations of Interest.	
<b>BVC/24/54</b>	<b>Public question time</b>  No Public Questions.	
<b>BVC/24/55</b>	<b>Exclusion of the press and public</b>  There were no exclusions to the press and public.	
<b>BVC/24/56</b>	<b>Committee and Sub-Committee Minutes</b>	

	The minutes of the Bagshot Village Committee meetings held on the 4 <sup>th</sup> February 2025 <b>were approved and signed by Cllr Willgoss.</b>	<b>Cllr Willgoss</b>
<b>BVC/24/57</b>	<b>Payment lists for approval</b> The Assistant Clerk presented a list of retrospective expenditure transactions for approval, in the sum of £14,233.68. <b>It was resolved payments to the total sum of £14,233.68 be authorised, and the Chair signed the Expenditure Transactions Approval List.</b>	<b>Cllr Willgoss</b>
<b>BVC/24/58</b>	<b>Committee finances – Income &amp; Expenditure Report</b> Members were presented with an income and expenditure report up until the 28 <sup>th</sup> April 2025. <b>Members noted the report.</b>	
<b>BVC/24/59</b>	<b>Bagshot Cemetery-</b> To discuss Cemetery Improvements. <u><b>New memorial wall refurbishment</b></u> Members noted that four contractors were approached to quote for the refurbishment of the new memorial wall in Bagshot Cemetery, however only two responded with quotes. <b>Members reviewed the quotations and unanimously resolved to proceed with the contractor who submitted Quote 2. They further agreed to request a revised quotation based on the use of ‘Long Rake Spar 20–50mm Flamingo Pebbles’ in place of standard gravel. A budget of up to £5,000 was approved for the project, to be funded from the Bagshot Cemetery EMR.</b>  <u><b>Plant two new Cherry Trees</b></u> Members were presented with two quotes for the supply, planting, maintenance and watering of two Cherry Trees to be sited in Bagshot Cemetery. <b>Members unanimously resolved to proceed with quote 2, funding from the Bagshot Cemetery EMR.</b>  <u><b>Reinstate Cemetery Pathway</b></u> Members noted the update in the papers regarding the planned drainage works in the cemetery and stressed that they would like the work completed as soon as possible.	

	<p>Members also requested that the new proposed pathway in the cemetery should match the footprint of the existing pathway and that it should not complete a full loop.</p> <p>The Assistant Clerk was tasked to seek quotes for the pathway to be brought back to a future meeting.</p>	<b>Assistant Clerk</b>
<b>BVC/24/60</b>	<p><b>School Lane Field-</b> to discuss the maintenance of School Lane Field Pond and improvements to the pathways and drainage.</p> <p><u>School Lane Field Pond</u></p> <p>Members noted the update in the papers regarding School Lane Field Pond. It was also noted that the SHBC Drainage Engineer is due to visit the site to design a new outfall structure to allow easier maintenance of the pond.</p> <p><u>School Lane Field Pathway</u></p> <p>Members reviewed a quote for replacing the existing pathway at School Lane Field and agreed that both the proposed work and the type of path specified were suitable.</p> <p><b>Members unanimously resolved to delegate authority to the Clerk, in conjunction with the Chair and Vice Chair, to obtain two additional quotes for the pathway and appoint a contractor based on best value and/or suitability. Authority was also granted to select the path colour. Members further resolved to allocate a budget of up to £22,500 for the project, to be funded from the Bagshot CIL.</b></p>	<b>Clerk, Chair &amp; Vice chair</b>
<b>BVC/24/61</b>	<p><b>Grants-</b> to agree the Grant Policy for 2025/26.</p> <p>Members were presented with the draft Bagshot Grant Policy for 2025/26.</p> <p><b>Members unanimously resolved to approve to adopt the grant policy as presented.</b></p>	
<b>BVC/24/62</b>	<p><b>Clerks update</b></p> <p><u>Bagshot Conservation Area</u></p> <p>At the last committee meeting, members agreed to write to SHBC to request the review of the Conservation Area Appraisal for Bagshot. A letter has been sent, and we are awaiting a response.</p>	
<b>BVC/24/63</b>	<b>Correspondence</b>	
<b>BVC/24/64</b>	<b>Exclusion of the press and public - To exclude members of the public, including the press, For consideration of items excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960.</b>	

	No exclusions to the press and public.	
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**There being no further business, the meeting closed at 19:43**



### **Windlesham Parish Council**

Joanna Whitfield  
Clerk to the Council  
Tel: 01276 471675  
Email: [clerk@windleshampc.gov.uk](mailto:clerk@windleshampc.gov.uk)  
Website: [www.windleshampc.gov.uk](http://www.windleshampc.gov.uk)

The Council Offices  
The Avenue  
Lightwater  
Surrey  
GU18 5RG

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

**Held on Monday 28th April 2025 at 1:00pm at Lightwater Library, Guildford Road,  
Lightwater**

<b>Councillors</b>	
Hardless	A
Lewis	P
Marr	P
McGrath	R
Richardson	P
Wheeler	PA

**In attendance:** Sarah Wakefield – Assistant Clerk

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

Cllr Lewis took the Chair

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		<b>Action</b>
<b>WVC/24/79</b>	<b>Apologies for absence</b>  Apologies for absence were received and accepted from Cllr Hardless.	
<b>WVC/24/80</b>	<b>Declarations of Interest</b>  No declarations of interest.	
<b>WVC/24/81</b>	<b>Public question time</b>  No public questions.	
<b>WVC/24/82</b>	<b>Exclusion of the press and public.</b>  To agree any 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.  No exclusions to the press and public.	

	<i>Cllr Wheeler joined the meeting at 13:05.</i>	
<b>WVC/24/83</b>	<p><b>Windmill Field Playground replacement</b></p> <p>Members requested a quote for the addition of a Communication Board to the agreed Windmill Field Playground design.</p> <p>Members were asked to:</p> <ol style="list-style-type: none"> <li>1. Confirm whether they wish to add the Communication Board to the playground design.</li> </ol> <p><b>Members unanimously resolved to add the Communications Board as presented in the quote.</b></p> <ol style="list-style-type: none"> <li>2. Choose between the fence-mounted or freestanding option.</li> </ol> <p><b>Members unanimously resolved to choose the freestanding option, requesting that the playground company advise the best position in the playground for it.</b></p> <ol style="list-style-type: none"> <li>3. Agree on the funding source for the additional cost.</li> </ol> <p><b>Members unanimously resolved to fund the additional cost from the Windlesham CIL.</b></p>	

<b>WVC/24/84</b>	<p><b>Windlesham Cemetery Drainage</b></p> <p>Members were asked to review two quotations and one accompanying reference regarding a proposed Groundwater Risk Assessment at Windlesham Cemetery, and to decide whether they wished to proceed with either quote. The Assistant Clerk informed members that only one contractor had supplied a reference, although the second contractor had indicated that one would be forthcoming. It was also noted that the Council had previously engaged one of the contractors to carry out drainage assessments at Bagshot cemetery.</p> <p>Members expressed concern that the recent period of dry weather may not provide optimal conditions for carrying out the groundwater assessment at this time.</p> <p><b>Following discussion, members unanimously resolved to defer a final decision until the following information has been received:</b></p> <ol style="list-style-type: none"> <li>1. References for both contractors.</li> <li>2. Clarification that the report provides a solution to any findings.</li> <li>3. Establish the quality of the previous drainage assessment carried out by one of the contractors in Bagshot Cemetery.</li> </ol>	<b>Assistant Clerk</b>
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	<p><b>4. Additionally, Cllr Wheeler proposed that the SHBC Drainage Engineer be contacted to explore whether SHBC would be willing to provide a quote for the work or, alternatively, offer professional advice on the matter.</b></p>	
<b>WVC/24/85</b>	<p><b>Windlesham Cemetery Wildflowers</b></p> <p>Members were asked to consider the sowing of wildflowers in the cemetery.</p> <p>Members were informed and noted that if they wished to sow wildflower seeds in the cemetery, the initiative must be covered under the Council's Public Liability insurance. In addition, it was noted that a formal risk assessment would be essential to ensure the activity is carried out safely and in compliance with health and safety regulations.</p> <p><b>Members unanimously resolved not to proceed with the planting of wildflower seeds in Windlesham Cemetery. Instead, they agreed to leave the two areas identified in the oldest section of the cemetery unmown to promote natural re-wilding, as was done last year.</b></p> <p><b>Rather than erecting wooden posts to mark these areas, members requested that a notice be placed on the cemetery noticeboard to inform residents of the re-wilding initiative.</b></p> <p><b>Additionally, members asked that the potential planting of daffodil bulbs in the cemetery be added to the agenda for the next committee meeting. In the meantime, councillors agreed to carry out an informal walk around the cemetery to identify suitable planting areas.</b></p> <p><i>13:33 Cllr Wheeler left the meeting.</i></p> <p><i>13:38 Cllr Wheeler re-joined the meeting.</i></p>	<p><b>All Committee members</b></p>
<b>WVC/24/86</b>	<p><b>Exclusion of the press and public- To exclude members of the public, including the press, For consideration of items excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960.</b></p> <p>No exclusions to the press and public.</p>	

**There being no further business, the meeting closed at 13:41**



# **WINDLESHAM PARISH COUNCIL**

## **ANNUAL PARISH MEETING**

**Held on**

**Tuesday 13<sup>th</sup> May 2025 at 7.00pm**

**at**

**The Briars Centre, Briar Avenue, Lightwater, GU18 5RB**

### **1. Chairman's Welcome and Introductions**

Cllr Turner extended a warm welcome to everyone attending the meeting and provided a brief overview of the format and essential housekeeping information.

### **2. To appoint a Clerk for the meeting**

Cllr Turner proposed, Katia Malcaus Cooper seconded, and it was agreed unanimously to appoint Jo Whitfield, Clerk to the Council, to Clerk the meeting.

### **3. Minutes of the previous meeting**

It was resolved by a majority to approve the minutes of the previous meeting held on 19th March 2024 as a correct record. The Chairman duly signed these.

### **4. Chairman's Report**

The Chairman of the Parish Council, Cllr Turner, gave an overview of actions taken as a result of last year's APM and the Council's objectives and current priorities. Residents were provided with the latest Strategic Plan update, the Annual Report, and the latest newsletter, which outlined the Council's work and accomplishments over the previous twelve months.

Cllr Turner highlighted matters for public engagement and, in particular, the current consultations on the potential adoption of the Heathpark Community Building and the possibility of asset transfers as a result of the upcoming Local Government Reorganisation.

Cllr Turner also reminded those present that members of the public are encouraged to attend the formal Council meetings to stay informed about local matters such as planning applications, community services, and council spending. Attending these meetings offers residents a chance to hear discussions first-hand, voice their concerns, and contribute to decisions that shape the future of the parish. It is also an important way to hold councillors accountable and ensure transparency in how the council operates.

Following this, the Chairman introduced Windlesham Parish Council's Responsible Financial Officer, who delivered a presentation on the Council's financial matters. This encompassed details regarding the 2025-26 budget, the existing earmarked reserves, and insights into the 2025-26 precept increase.

The RFO's presentation offered a clear and structured overview of the Council's financial position, supported by detailed graphs and grouped breakdowns of key areas of income and expenditure. He also highlighted that the Council holds substantial earmarked reserves, with the most significant allocations designated for the Community Infrastructure Levy (CIL), cemetery maintenance, and the Lightwater Pavilion, among other commitments. Examples of planned CIL-funded projects include the acquisition of allotment land, traffic improvement schemes, enhancements to local playgrounds, and further community grant awards. Comprehensive figures and allocation details are available on the Parish Council's website.

### **Questions from Electors**

**Question: Why had Lightwater not received any Community Infrastructure Levy (CIL) funding?**

**Answer:**

In response, both the RFO and the Chair provided a brief explanation of how CIL operates, clarifying that funds are generated from qualifying developments within each specific area. As there have been no significant new developments in Lightwater in recent years, no CIL contributions have been triggered for that village.

### **5. Local Government Reorganisation and the Devolution Process**

Cllr Malcaus Cooper, in her capacity as a Director and Vice Chair of Surrey Association of Local Councils (SALC), gave a brief presentation on the upcoming Local Government Reorganisation.

### **Questions from Electors**

**Question 1:**

If Surrey is divided into two unitary authorities, will a separate mayor be appointed for each, or would there be a different governance structure in place?

**Answer:**

Cllr Malcaus Cooper explained that if a formal combined authority were to be established, a single directly elected mayor would serve as the strategic leader for all unitary authorities within that combined area.

**Question 2:**

If Surrey Heath Borough Council were grouped with Woking and Spelthorne under a combined authority or reorganisation, could there be a risk that Windlesham Parish Council's reserves might be diverted to help address those councils' significant debts?

**Answer:**

Cllr Malcaus Cooper explained that while it is within the power of the borough council to conduct a Community Governance Review (CGR) to assess local governance arrangements—including the potential disbanding of a parish council, which could see the transfer of its assets to the Borough or Unitary Council - it is considered unlikely. In the current context of wider local government reorganisation, such a scenario is possible but not probable.

**Question 3:**

If the Parish Council assumes responsibility for additional services, is funding from higher-tier authorities transferred to support this?

**Answer:**

Cllr Malcaus Cooper explained that while some borough councils operate a double taxation policy, where funding will follow the transfer of services, Surrey Heath Borough Council does not currently have such a policy in place. Although there may be discussions around funding in the event that additional services are devolved, experience to date suggests that no direct funding has been passed down to parish councils when this has occurred.

**Question 4:**

How does this tie in with the Community Governance Review (CGR) that has been requested to remove Windlesham Village from the existing Parish Council?

**Answer:**

Both the Chairman and Cllr Malcaus Cooper explained that Surrey Heath Borough Council has currently chosen to defer any decision on the outstanding CGR request until either September or three months after the publication of the Government's Communities White Paper, whichever occurs first. They also noted that, in light of potential Local Government Reorganisation (LGR), SHBC will need to consider how any proposed changes to local governance arrangements, including those affecting parish councils, align with the emerging regional and structural reforms.

## **6. Open Forum for electors to discuss issues important to their communities**

**Electors present had the** opportunity to discuss community affairs, identifying matters that are important to the whole parish community

**Policing**

The community policing team was present at the meeting, and at this point in the agenda, attendees were given the opportunity to raise any concerns or issues directly with the officers.

### **1. Question - Shoplifting:**

There has been an increase in shoplifting in the village, and concern was raised that some incidents may be going unreported, due to the onerous systems. What can the police do to help, and are there ways to improve the reporting and investigation process?

**Answer:**

The police acknowledged the growing concern around shoplifting and recognised that underreporting remains a significant issue. They explained that while they do respond to reports, internal processes and evidence, particularly around accessing evidence like CCTV, can be a barrier to effective investigation. Officers noted that they were investigating a more streamlined, centralised reporting system could help, ideally one that allows incidents to be reported once and simultaneously notifies the police, area

managers, and other relevant parties. They also noted that resource limitations remain a major challenge, but improving coordination and efficiency in how reports are made and followed up could lead to better outcomes.

## **2. Question – Speeding Traffic and Safety:**

Given ongoing concerns about the volume of traffic and speeding through the villages, are the police planning to introduce any new initiatives to address these issues?

Several attendees also raised concerns about the vulnerability of pedestrians in areas affected by speeding traffic, describing the situation as "an accident waiting to happen." Particular emphasis was placed on the risks posed by heavy goods vehicles servicing nearby construction sites, which were seen to exacerbate safety issues in residential areas.

Specific concerns were also expressed about the Lightwater Bypass, where high speeds, poor visibility in certain stretches, and a lack of safe pedestrian crossing points were described as creating a particularly hazardous environment. The danger to both residents and road users was noted, with calls for urgent attention to improve safety along this route.

Cllr Valerie White also requested that the police team engage with Surrey County Council (SCC) to review their policy on repeater signage. She highlighted that in some areas—particularly along the A30 in Bagshot, the absence of repeater signs may be contributing to ongoing speeding issues. The current SCC policy is that in areas with street lighting (excluding motorways), a 30 mph speed limit is assumed unless otherwise indicated, and therefore, repeater signs will not be installed.

### **Answer:**

The police confirmed that traffic volume and speeding remain key concerns across the parish. Building on last year's work with the Road Safety Partnership, they are continuing to address these issues. Residents may have already seen PCSO John Adams active in the area as part of ongoing monitoring efforts. However, further work is still required in key hotspots, including the A30 in Bagshot, Red Road in Lightwater, and Broadway Road, Thorndown Lane, and Chertsey Road in Windlesham. The police committed to maintaining a visible presence and to continuing targeted enforcement in problem areas.

Additionally, the Chairman reminded attendees that the Bagshot and Windlesham Village Committees have established working parties to explore potential mitigation measures for these issues. The Lightwater Village Committee is also expected to consider setting up a similar group in due course.

## **3. Question – Burglaries**

Is it true that burglary rates have increased in Lightwater recently?

### **Answer:**

It was confirmed that burglary incidents in Lightwater have risen, reflecting a broader upward trend seen across the South East. The police noted that such increases can be seasonal, often peaking during darker months. They are encouraging residents to take proactive measures to deter crime, essentially working to ensure their property

appears to be the "least desirable house on the street" for potential burglars. This includes practical steps such as improving lighting, securing entry points, and using visible deterrents.

#### **4. Question – Youth and Anti-Social Behaviour**

Young people are sometimes perceived as a problem in the community, congregating, acting mischievously, and causing concern. This often seems more a result of boredom than any malicious intent. Can the PCSOs and the Parish Council work together to engage with them proactively, to see a positive solution?

##### **Answer:**

The police acknowledged that while some behaviour may appear disruptive, it's often not borne out of malicious intent. They agreed that a joint effort between the Police and the Parish Council to engage with young people could help build trust, provide guidance, and reduce low-level issues by addressing the root causes.

*20:40 The meeting was adjourned for a short comfort break.*

*20:55 The meeting reconvened*

#### **5. Lightwater Pavilion**

**Question: Why has the regeneration of the Lightwater Pavilion not been progressed?**

##### **Answer:**

Lightwater Councillors present explained that, although progress may not be immediately visible, significant work has been taking place behind the scenes to establish the appropriate governance structure required to manage the trust effectively and ensure a sustainable way forward. Members have visited the Normandy building to explore potential options for the site, and while no formal decisions have been made at this stage, councillors remain fully committed to delivering this important project for the community.

#### **6. Affordable Housing and Community Infrastructure Levy (CIL)**

**Question: Why does affordable housing not attract funding through the Community Infrastructure Levy (CIL)?**

**Answer:** Affordable housing is exempt from the Community Infrastructure Levy (CIL) under national legislation. This exemption is designed to support the delivery of much-needed affordable homes by reducing development costs for housing providers.

#### **7. Closure of Swift Lane CRC**

**Question: What has been the impact on residents following the closure of the Swift Lane Community Recycling Centre, and how have people found managing their household waste and recycling since the site shut?**

**Response:** The closure of the Swift Lane Community Recycling Centre was discussed, with several attendees noting a perceived increase in fly-tipping in the area since its closure. One resident expressed concern about the changes, highlighting the difficulty in

accessing and using the Wilton Road CRC as an alternative. However, another attendee commented that they were satisfied with the current arrangements and had not experienced any issues using the alternative site.

## **8. Community Transport**

**Question:** Several years ago, Surrey County Council proposed a community transport scheme. Has this ever materialised?

**Answer:**

While the community transport scheme proposed by Surrey County Council has been implemented in some form, it has not extended to serve the villages where it is most needed. As a result, residents in those areas continue to face challenges with local transport access.

## **9. Voluntary Organisations**

The Chair of Lightwater Connected requested that the Parish Council keep them involved in community initiatives where appropriate.

**The meeting closed at 21.15.**

**Agenda Item 9 – To appoint members to committees**  
**Full Council 20<sup>th</sup> May 2025**

Listed below are the committees of the Council to be appointed to for the year 2025-26. Ward members will sit on their own village committees and Personnel, Planning and Communications should consist of a maximum of 6 members - 2 representatives per village.

Chairs and Vice-Chairs of Committees will be voted at the first meeting of that committee, after the Annual Full Council meeting.

Terms of reference for the village committees, Planning, Communications and Personnel committees are attached and will need to be agreed by Full Council and noted by each committee at their first meetings.

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**Action**

- 1. Members are asked to agree Membership to the Committees listed below:**
  - a) Bagshot Village Committee
  - b) Lightwater Village Committee
  - c) Windlesham Village Committee
  - d) Personnel Committee
  - e) Planning Committee
  - f) Communications Committee
  - g) Lightwater Recreation Ground Trust
- 2. Appointment of any new committees, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to any new committees.**
- 3. Review of delegation arrangements, including the scheme of delegation and terms reference to existing committees and sub-committees. (See attached, noting amendments in yellow.) Please also note that the tax base percentages stipulated in the village committee terms of reference are from 2024/25. SHBC have confirmed that they are no longer able to provide this information, therefore, percentage split is not based on the most up-to-date information.**

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**Bagshot Village Committee**

Cllr Bakar  
Cllr Du Cann  
Cllr Gordon  
Cllr Wilson  
Cllr White  
Cllr Willgoss

**Lightwater Village Committee**

Cllr Turner  
Cllr Harris  
Cllr Hartshorn  
Cllr Malcaus Cooper  
Cllr R Jennings-Evans  
Cllr D Jennings-Evans  
Cllr Stevens

**Windlesham Village Committee**

Cllr Hardless  
Cllr Richardson  
Cllr Lewis  
Cllr Wheeler  
Cllr Marr

**Personnel, Planning and Communications Committees**

To be decided at the May Full Council meeting.

# Windlesham Parish Council

## ARRANGEMENTS FOR DISCHARGE OF FUNCTIONS BY THE COUNCIL TO VILLAGE COMMITTEES

Subject to the appointment of the Bagshot Committee, Lightwater Committee, Windlesham Committee, Planning Committee, Communications Committee and Personnel/Staffing Committee as the Council's Standing Committees at the Annual Full Meeting of the Council, the following Terms of Reference and Delegated Functions are discharged to those Committees with the exception of the statutory and reserved duties listed below:

- a. Power to issue the Annual Precept;*
- b. The determination of borrowing limits;*
- c. Duty to consider an Auditor's Report;*
- d. Appointment of Committees and Members to serve on those Committees;*
- e. Fixing of Dates & Times of Council/Committee meetings;*
- f. Co-option of a Member to serve on the Council;*
- g. Delegation of Council Functions to Committees, and any other Functions that may be reserved by the Council including those duties indicated in the Standing Committees that will be referred up to Council.*

### 1. INTRODUCTION

2.1 This document sets out the manner in which Windlesham Parish Council has delegated its powers.

2.2 The legal basis of the delegation conferred by the Document is contained in the following provisions of the Local Government Act 1972:

"S. 101 Arrangements for discharge of function by local authorities

(1) Subject to any express provision contained in this Act or any Act passed after this Act, a local authority may arrange for the discharge of any of their functions:

(a) by a Committee, a sub-committee or an officer of the authority, or

(b) by any other local authority

(2) Whereby virtue of this section any functions of a local authority may be discharged by a committee of theirs, then, unless the local authority otherwise direct, the committee arrange for the discharge of any of those functions of a local authority and whereby virtue of this section any functions of a local authority may be discharged by a sub- committee of the authority, then, unless the local authority or the committee otherwise direct, the sub-committee may arrange for the discharge of any of those functions by an officer of the authority.

(4) Any arrangements made by a local authority or committee under this section for the discharge of any functions by a committee, sub- committee, officer or local authority shall not prevent the authority or committee by whom the arrangements are made from exercising those functions.

(5) Two or more local authorities may discharge any of their functions jointly and, where arrangements are in force for them to do so, they may also arrange for the discharge of those functions by a joint committee of theirs or by an officer of one of them and subsection (2) above shall apply in relation to those functions as it applies in relation



to the functions of the individual authorities.

(6) A local authority's functions with respect to issuing a precept for a rate or borrowing money shall be discharged only by the authority."

2.3 It is desirable that in the interests of certainty in decision making and to avoid lengthy discussions in Council meetings, Standing Orders should discourage, so far as is legally possible, action being taken by the Council after the matter has been 'decided' by a Committee, or Sub-committee. If the Council feel, however, that action is necessary then normally it should refer the matter back to the Committee concerned.

2.4 The intention of the delegation scheme is that the Council should act with all reasonable speed. Decisions should be taken at the most suitable level and that officers are given power over the day-to-day administration of the Council.

## **2. THE 3 VILLAGES COMMITTEES - BAGSHOT/LIGHTWATER/WINDLESHAM (Committees appointed by Full Council)**

### **2.1 Membership of the Committee**

- a. The Committee shall comprise of members, co-opted or elected at term or mid-term via a casual vacancy, of the village the committee is named after. i.e. Lightwater members will be members of the Lightwater Committee, Bagshot members will be members of the Bagshot Committee and Windlesham Members will be members of the Windlesham Committee. All other Councillors may act as nominated substitutes.
- b. Subject Matter Experts, whether from within or outside of Council may be invited to attend the meetings in a non-voting capacity.
- c. Any changes in membership of the Committee after the Annual Full Meeting of the Council shall be subject to approval at the next Full Council Meeting.
- d. The quorum of the Committee shall be a third of the Committee or three of its members, whichever is the greatest.
- e. Chairman of the Committee
  - i. The Committee shall elect its own Chairman at the first meeting of the Committee following the Annual Meeting of the Council.
- f. The Committee may elect a Vice-Chairman for the same term of office as the Chairman of the village committee.
- g. Minutes of Committee Meetings
- h. Meeting minutes shall be taken by a member of staff.
- i. The minutes of each meeting of the Committee shall be made available for scrutiny at the next meeting of Full Council.

### 3. POWERS OF THE COMMITTEE

The [*relevant village*] Committee shall be granted full delegated powers to deal with the following functions of the Council:

- a. Upon renewal of an existing Contract, tendering and procuring Contracts for its area. Full Council, as the legal entity, will sign off all contracts, subject to correct tendering process being followed and demonstration that the Committee can meet the expenditure.
- b. Burial Ground regulations and fees.
- i. The Committee shall ensure that its policies, regulations and fees as outlined in 4b above are reviewed annually.
- ii. The Committee shall consider and make rulings in respect of complaints or queries regarding regulations and fees as outlined in 4.b above.
- iii. The Committees shall extend resident-reduced fees to all residents of the parish in perpetuity
  - c. Spending its budget
  - d. Awarding Grants
  - e. Engaging and participating in Community events
  - f. Agree an annual budget to present to Full Council in the October Budget meeting
  - g. By means of a working party review planning applications within the village area and make recommendations to the planning committee or Full Council.
  - h. By means of a working party, make written representations for approval by the planning committee for submission to Planning Appeals or Hearings, if required.
  - i. To receive reports on Planning Decisions if supplied by the relevant planning authority
  - j. To receive and if necessary by means of a working party make recommendations to the planning committee, on the following: (a) Local Plans, (b) County Structure Plans, (c) Local Transport Plan, (d) Planning Strategy Documents/Planning Guidance, (e) Surrey Heath Borough Council Local Plan (Core Strategy Development Plan), etc
  - k. To comment on transportation and highways matters including public footpaths, bus services, traffic orders, traffic calming, street lighting, street cleansing, litter/litter bins, bus shelters, highway maintenance, highway schemes, etc.,
  - l. To receive and if necessary comment on information Reports submitted by the County Councillor for the Ward relating to any matters affecting the Village of the [*relevant village*].
  - m. To receive and if necessary comment on environmental Issues including Air Quality Management Areas, Recycling facilities/initiatives, Monitoring Noise and other traffic pollution concerns, Health & Safety Risk Assessments/Reports,
  - n. Applications for Grant aid falling within the purview of the Committee. Full Council, as the legal entity, will sign off all grant aid applications, subject to the Committee demonstrating it can meet all the obligations required of the grant awarding body
  - o. To authorise, in advance, Members' attendances at Conferences/Seminars or other Meetings falling within the purview of the Committee,
  - p. To contribute to the Full Council's newsletter
  - q. To consider and accept tenders/quotations for works/equipment etc. falling within approved estimates, otherwise, the matter to be referred to Full Council for approval (this is if the cost of a project exceeds the estimate or is greater than the delegated committee's power and providing the village committee has the funds to do so) if a supplementary budget is required.
  - r. To incur expenditure on the budgeted and approved estimates for the current financial year on all budget headings that fall solely to that village, up to the respective amounts detailed in such estimates.

- s. To make recommendations to Full Council for any new capital schemes, including estimates for such schemes, for inclusion in the draft budgets for the next financial year and also items for inclusion in the draft revenue budgets.
- t. Decisions by committee that are to be considered by Full Council in order to meet statutory and legal requirements under due diligence and good governance arrangements are solely for endorsement. Council may ask questions and seek clarity but shall not unpick decisions made by committee.
- u. Should Council or Councillors feel that a decision made is not in the best interest of Council, this decision will be able to be called in. (Call in procedure to be linked to standing orders)

#### **4. RESPONSIBILITIES AND AREAS OF OPERATION OF THE COMMITTEE**

- a. The Chairman of the Committee or, in the absence of the Chairman, the Vice-Chairman or, should a Vice-Chairman not be elected or present, another member of the Committee shall discuss the Committee's rulings with the public or the press when so required.
- b. The Committee shall ensure that any decisions or rulings which might be considered controversial or may result in adverse publicity for the Council are referred to the Proper Officer of the Council and or the Council as appropriate at the earliest opportunity and by means of extraordinary meetings if need be.
- c. The Committee shall ensure that the Responsible Financial Officer is informed of any decisions or rulings which have financial implications.

#### **6.FINANCES**

- a. Subject to 1, 2 and 3 above the [relevant village] Committee shall be responsible for managing its budget.
- b. The Committee budget shall be accrued by the precept generated in that village (SHBC base rate calculations apply) and any income generated by the village (if applicable).
- c. All Council wide costs will be shared by the village committees on the percentage basis detailed in appendix A. All village specific expenditure will be met by each village committee as detailed in appendix A.
- d. Subject to Financial Regulations the spending limit of each village committee shall be no more than £15,000 per single item.

May 2025

## APPENDIX A

### PRECEPT

The Council Precept for the 2025-26 year is £505,201.

Precept by Village with North Windlesham part of Windlesham (figures supplied by SHBC)

BAGSHOT: £186,924	This equates to 37% of the value of precept
LIGHTWATER: £186,924	This equates to 37% of the value of precept
WINDLESHAM: £131,353	This equates to 26% of the value of precept

### TOP LEVEL COSTS

All top-level (Council-wide) costs will be considered a top-level cost and will not be split between the village committees on the percentage basis stated above. Top level costs are the following:

- Staff cost centre 220 – Salaries, Pension, HMRC & Training
- Administration cost centre 225
- Allotments cost centre 215
- Council office and chamber cost centre 235
- Bagshot chapel cost centre 235
- High Curley SSSI
- Trees -all expenditure from EMR

### ASSET MANAGEMENT

All assets are to be managed by individual village committees apart from Bagshot Chapel, High Curley and the Council Office and Chamber. All income derived from village-based assets (cemeteries income or by the sale of an asset) will be retained by that village committee. Hook Mill Lane – in the event of the sale of this asset, the proceeds will be allocated to the Lightwater Village Committee.

Village committees will be responsible for the costs and management of the following assets:

- Bagshot – cemetery, war memorial, School Lane Field, Freemantle Road play area, Jubilee lamp, Bagshot clock, all street furniture owned by WPC in Bagshot
- Lightwater – cemetery, Lightwater pavilion, Lightwater recreation ground and play area, Hook Mill Lane depot, Lightwater war memorial and all street furniture owned by WPC in Lightwater
- Windlesham – cemetery, war memorial, Windmill Field play area, Kings Lane play area

### GREENSPACE CONTRACT BREAKDOWN

Total grass + vegetation in the 3 villages = 55,364m<sup>2</sup> (figure provided by SHBC contract manager)

Lightwater = 33%  
Bagshot = 43%  
Windlesham = 24%

These percentages are to be applied to the budgeted cost of the Greenspace contract in any given year.

Please note the greenspace contract does not include the maintenance of Windlesham cemetery. If at any point in the future this were to be added into a wider greenspace contract, this would affect the percentage breakdown listed.

## COUNCILLOR COSTS

Councillor costs (allowances, training budget and expenses) will be based on the number of committee seats and costs split according – Bagshot 6/18, Lightwater 7/18 and Windlesham 5/18.

Committee Name	Frequency of meetings
Full Council	x 10 meetings annually
Personnel	Quarterly (as current committee x4)
Planning	2 x per month except December where there will be 1 meeting.
Communications	x 4 Quarterly
Lightwater Recreation Ground Trust	X 1 Annually as a minimum
Bagshot	x 4 Quarterly
Lightwater	x 4 Quarterly
Windlesham	x 4 Quarterly
TOTAL MEETINGS	54 MEETINGS PER YEAR

This only addresses the number of meetings and not their duration.

# Windlesham Parish Council

## Personnel Committee – Terms of Reference

The role of the Personnel Committee is to consider all matters relating to the appointment and management of Council staff.

Membership of the committee will consist of a maximum of 6 members, consisting of 2 representatives from each village. All other Councillors may act as nominated substitutes. Non-members of the Council may be members of the committee.

1. The Chairman and Vice-Chairman of Council, if not nominated members of the committee, may attend as ex-officio members.
2. Membership of the committee will be determined at the Annual Meeting of the Council and casual vacancies shall be filled from the membership of Full Council.

### **FUNCTIONS:**

The Personnel Committee will have the following duties and shall be empowered, within the current structure, to:

#### **Re: Recruitment**

- ⇒ Have full delegated authority to recruit in accordance with operational need, subject to budget availability and to oversee the full employment process for all positions. To delegate responsibility to the Parish Clerk or to an interview panel as they consider appropriate.
- b) Appoint a panel/sub-committee of Councillors to be responsible for the recruitment (to include interviewing), as per the recruitment policy. This would consist of the Chairman, Vice Chair of Council, Chairman of Personnel, Vice Chairman of Personnel and at least one other nominated Councillor, ensuring that membership included at least one representative from each village.

#### **Re: Staff**

- c) Provide support to and management of the Parish Clerk. Monitor and manage hours of working, home working, annual/flexi/compassionate/time off in lieu leave and absences and sick leave and delegate authority for the day-to-day management of the Clerk to the Chairman of Council in conjunction with the Chairman of Personnel.
- d) Review employee's remuneration and make recommendations thereon to the Council.
- e) Review Conditions of Employment, Contracts of Employment and Job Descriptions as appropriate to ensure they meet the needs of the Council and comply with relevant legislation and established good practice.
- f) Review the staffing structures in conjunction with the Clerk to ensure they are sufficient to deliver the aims of The Council.
- g) Ensure an appropriate Appraisal system is in place and monitor the effectiveness of the system.
- h) Provide appropriately trained Members to conduct the Appraisal(s) of the Parish Clerk.
- i) Set appropriate SMART objectives for the Parish Clerk based on the aims and priorities of The Council.
- j) In conjunction with the Clerk, ensure appropriate arrangements are in place to support staff development and training and to ensure that such training is in line with the allocated funds.
- k) Make appropriate recommendations to The Council where an identified training need would exceed the allocated funding.

#### **Re: Policies and legislation**

- l) Develop, implement, and review Employment related Policies using appropriate employment law
- m) Manage the Council's compliance with Employment legislation.
- n) Manage Disciplinary and Grievance procedures in accordance with appropriate council policy and processes and review them as necessary, including considerations of workplace culture and behaviour.
- o) Where necessary recommend appropriate actions to The Council.
- p) If required appoint an appeals panel drawn from Members of the Personnel Committee or from an external body as appropriate to the circumstances.

**Re: External Support**

- q) Give authority and award contracts to HR Services (current retained HR advice provider) and Surrey ALC and or any appropriate body/company to conduct necessary reviews and make recommendations to the committee

**Delegated Spending Authority**

In order to undertake its functions, the Personnel Committee is authorised to spend to the following limits:

- 1) Up to £10,000 in recruitment costs (advertising, external support etc) per recruitment campaign, allocated from the HR and legal fees budget when such expenditure is agreed by a resolution of the committee.
- 2) To the upper level of the agreed salary scale banding for any new employee, subject to budget availability.
- 3) All expenditure requirements in excess of the authorised limit to be agreed in advance of expenditure commitment by resolution of the Council.

**The Chairman shall:**

- a) Agree the minutes of the Personnel Committee at Full Council meetings subject to approval.

# Windlesham Parish Council

## Planning Committee – Terms of Reference

The role of the Planning Committee is to ensure that Windlesham Parish Council makes full representations on all planning matters that affect the Parish of Windlesham.

3. Membership of the committee will consist of a total of 6 members, with 2 representative from each village. All other Councillors may act as nominated substitutes.
4. The Chairman and Vice-Chairman of the Council, if not nominated members of the committee, may attend as ex-officio members.
5. Membership of the committee will be determined at the Annual Meeting of the Council and casual vacancies shall be filled from the membership of Full Council.
6. Non-members of the Council may be non-voting members of the committee.

### **FUNCTIONS:**

#### **The committee shall:**

- b) Operate in accordance with Local Government Law and in accordance with the Council's Standing Orders and Financial Regulations.
- c) Appoint sub-committees or working parties to undertake any specific project work as required.
- d) The committee shall have spending powers to a maximum of £500. The committee shall make recommendations to Full Council on all expenditure in excess of this sum.
- e) Consider and make representations on planning applications.
- f) Make representations on planning appeals notified to the Parish Council and attend public inquiries if considered necessary.
- g) Represent the Council upon all matters relating to local authority development plans.
- h) To recommend all matters in relation to street naming to Full Council.
- i) Manage the Neighbourhood Planning and Village Design Statement processes.
- j) Develop and maintain a list of Community Assets for nomination to SHBC.
- k) Manage the Planning budget (if any) and vire, where necessary, between budget lines held and managed by the committee.
- l) Undertake project work outside of the above remit as directed by Full Council.
- m) Review the Terms of Reference annually and make recommendations to Full Council.

#### **The Chairman of the Committee shall:**

- a) Agree the minutes of the Planning Committee at each Full Council meeting, subject to approval.



# Windlesham Parish Council

## Communications Committee – Terms of Reference

The role of the Communications Committee is to consider all external Council communications.

Membership of the committee will consist of a maximum of 6 members, 2 representatives from each village. All other Councillors may act as nominated substitutes. Non-members of the Council may be non-voting members of the committee.

Membership of the committee will be determined at the Annual Meeting of the Council and casual vacancies shall be filled from the membership of Full Council.

### FUNCTIONS:

The Communications Committee will have the following duties and shall be empowered, within the current structure, to:

- Develop and implement a communications strategy, based on the current media policy.
- Create and update a consistent corporate identity to be used in Parish Council communications.
- To prepare a draft budget for consideration at the Budget meetings in Sept/Oct each year.
- Liaise with local organisations with regard to communications.
- To make use of a full range of media opportunities to promote Windlesham Parish Council, including social media.
- Any other communications issues as requested by Full Council.

### Delegated Spending Authority

In order to undertake its functions, the Communications Committee is authorised to spend to the following limits:

- With effect from 1st April 24 this committee will have a budget as agreed in the budget set by Full Council for the relevant year.
- All expenditure requirements in excess of the authorised limit to be agreed in advance of expenditure commitment by resolution of the Council.

### The Chairman shall:

- Agree the minutes of the Communications Committee at Full Council meetings subject to approval.

Windlesham Parish Council  
Lightwater Recreation Ground Trust Committee – Terms of Reference

The role of the Lightwater Recreation Trust Committee is to oversee the management and maintenance of the Lightwater Playing Fields and Recreation Ground in accordance with the obligations and functions set out in the Memorandum of Agreement between the Trustee and the Council.

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Membership of the committee will consist of all Lightwater Village Councillors as agreed by Full Council (minute ref: C/24/211. All other Councillors may act as nominated substitutes. Non-members of the Council may be members of the committee.

7. The Chairman and Vice-Chairman of Council, if not nominated members of the committee, may attend as ex-officio members.
8. Membership of the committee will be determined at the Annual Meeting of the Council, and casual vacancies shall be filled from the membership of Full Council.

**FUNCTIONS:**

The Lightwater Recreation Trust Committee will have the following duties and shall be empowered, within the current structure, to:

**a. Governance & Oversight**

- Ensure the obligations and activities detailed in the Memorandum of Agreement are being fulfilled effectively by the Council.
- Review and recommend for approval the annual budget and accounts associated with the Recreation Ground.
- Receive and review annual income and expenditure reports and recommend to Full Council the use of any surplus or resolution of shortfall as outlined in the Agreement.

**b. Facilities Management**

- Monitor the management of events, concessions, licences, bookings, and usage of the Recreation Ground.
- Ensure that maintenance standards for land, buildings, and facilities (as defined in the Agreement schedule) are upheld.
- Review safety inspection records, especially for the children's play area and outdoor gym, and ensure compliance with relevant legislation.

**c. Financial Management**

- Oversee the financial arrangements, including income received and expenses incurred, ensuring transparency and adherence to the Charities Act 2011 and the Accounts and Audit Regulations 2015.
- Ensure insurance provisions are in place and regularly reviewed.

**d. Strategic Development**

- Make recommendations on the long-term development and sustainability of the Recreation Ground.
- Seek and consider opportunities for improvement, grant funding or community engagement relating to the Trust land.

#### e. Legal & Statutory Compliance

- Ensure compliance with the terms of the Memorandum of Agreement and all relevant statutory duties, including:
  - Charities Act 2011
  - Local Government Acts
  - Health & Safety obligations
  - Data Protection and Freedom of Information

#### Delegated Authority

The Trust Committee shall have delegated authority to:

- Authorise expenditure within budget allocations to a maximum of £15,000, for maintenance and operations of the Recreation Ground.
- Commission or instruct work necessary to fulfil obligations under the Agreement, within budget and policy framework.
- Make recommendations to Full Council on any matter outside its delegated financial limits.

#### The Chairman shall:

Agree to the minutes of the **Lightwater Recreation Trust Committee** at Full Council meetings, subject to approval.

## **Scheme of Delegation**

The power to delegate functions is set out in the Local Government Act 1972 s 101. The intention of the delegation scheme is **to allow the Council to act with all reasonable speed**. Decisions should be taken at the most suitable level.

The Parish Council scheme of delegation is an essential policy to enable the Parish Council to function efficiently and effectively. Without this every decision would have to be taken by the Full Council. Decision making powers are given to both Committees and officers to enable the Council to react to circumstances and operate effectively.

Powers cannot be legally delegated to individual Councillors or Working Parties.

Working parties are ordinarily established to investigate and or review a particular matter then report back to the relevant committee or Full Council with its findings which may include recommendations.

### **Contents List**

#### **Full Council Functions**

The following matters are to be dealt with by the Full Council:

- 1.1** Approval of Budget and setting the Precept.
- 1.2** Reviewing all budget requests from committees
- 1.3** Approval of the Annual Return and Audit of Accounts.
- 1.4** Agreeing how the budget will be split by village
- 1.5** Review budget performance throughout the year and agree any variations
- 1.6** Authorisation of any borrowing.
- 1.7** Adopting or changing all policies including Standing Orders, Financial Regulations and the Scheme of Delegation.
- 1.8** Making of Orders under any statutory powers.
- 1.9** Making, amending or revoking By-laws.
- 1.10** Appointment of Standing Committees.
- 1.11** Appointing Parish Council representatives to outside bodies.
- 1.12** All other matters which must, by law, be reserved to the Full Council
- 1.13** Approval of the Risk management strategy
- 1.14** Agreeing any actions of the internal and external auditors.
- 1.15** Planning applications and appeals in conjunction with the village committees
- 1.16** Recruitment and Appointment of Parish Clerk

## **2 Delegation to Committees**

The following matters are delegated to the Parish Council's Committees to make decisions on behalf of the Parish Council. Committees are delegated plenary decision making powers in respect of matters delegated. They must be exercised in accordance with the law, the Parish Council's Standing Orders and Financial Regulations and any approved policy framework and budget.

Full Council may at any time, following resolution, revoke any delegated authority.

Committees may decide not to exercise delegated responsibilities and may instead make a recommendation to Full Council. Similarly, where a Committee has no delegated power to make a decision it makes a recommendation to Full Council.

## **2.1 All Village Committees**

- 2.1.1** Creation and Appointment to Working Groups.
- 2.1.2** Appointment of non-Councillor members to Working Groups where they bring additional expertise or knowledge, subject to confidentiality arrangements consistent with those required of Councillors.
- 2.1.3** Committees can only spend to the budget level set
- 2.1.4** Upon renewal of an existing Contract, tendering and procuring Contracts for its area. Full Council, as the legal entity, will sign off all contracts, subject to correct tendering process being followed and demonstration that the Committee can meet the expenditure.
- 2.1.5** Burial Ground regulations and fees.
  - 2.1.5.1** The Committee shall ensure that its policies, regulations and fees as outlined in 4b above are reviewed annually.
  - 2.1.5.2** The Committee shall consider and make rulings in respect of complaints or queries regarding regulations and fees as outlined in 4.b above.
  - 2.1.5.3** The Committees shall extend resident-reduced fees to all residents of the parish in perpetuity
- 2.1.6** Spending its budget
- 2.1.7** Awarding Grants
- 2.1.8** Engaging and participating in Community events
- 2.1.9** Agree an annual budget to present to Full Council in the October Budget meeting
- 2.1.10** By means of a working party review planning applications within the village area and make recommendations to the planning committee or Full Council.
- 2.1.11** By means of a working party, make written representations for approval by the planning committee for submission to Planning Appeals or Hearings, if required.
- 2.1.12** To receive reports on Planning Decisions if supplied by the relevant planning authority
- 2.1.13** To receive and if necessary by means of a working party make recommendations to the planning committee, on the following: (a) Local Plans, (b) County Structure Plans, (c) Local Transport Plan, (d) Planning Strategy Documents/Planning Guidance, (e) Surrey Heath Borough Council Local Plan (Core Strategy Development Plan), etc
- 2.1.14** To comment on transportation and highways matters including public footpaths, bus services, traffic orders, traffic calming, street lighting, street cleansing, litter/litter bins, bus shelters, highway maintenance, highway schemes, etc.,
- 2.1.15** To receive and if necessary, comment on information Reports submitted by the County Councillor for the Ward relating to any matters affecting the Village of Windlesham

- 2.1.16** To receive and if necessary, comment on environmental Issues including Air Quality Management Areas, Recycling facilities/initiatives, Monitoring Noise and other traffic pollution concerns, Health & Safety Risk Assessments/Reports,
- 2.1.17** Applications for Grant aid falling within the purview of the Committee. Full Council, as the legal entity, will sign off all grant aid applications, subject to the Committee demonstrating it can meet all the obligations required of the grant awarding body
- 2.1.18** To authorise, in advance, Members' attendances at Conferences/Seminars or other Meetings falling within the purview of the Committee.
- 2.1.19** To contribute to a Full Council's newsletter
- 2.1.20** To consider and accept tenders/quotations for works/equipment etc. falling within approved estimates, otherwise, the matter to be referred to Full Council for approval (this is if the cost of a project exceeds the estimate or is greater than the delegated committee's power and providing the village committee has the funds to do so) if a supplementary budget is required.
- 2.1.21** To incur expenditure on the budgeted and approved estimates for the current financial year on all budget headings up to the respective amounts detailed in such estimates.
- 2.1.22** To make recommendations to Full Council for any new capital schemes, including estimates for such schemes, for inclusion in the draft budgets for the next financial year and also items for inclusion in the draft revenue budgets.

## **2.2 Personnel Committee**

### **All matters (except for creating Council Policy) relating to:**

- 2.2.1** Recruitment in accordance with operational need, subject to budget availability and to oversee the full employment process for all positions. To delegate responsibility to the Parish Clerk or to an interview panel as they consider appropriate.
- 2.2.2** All personnel matters not delegated to officers or Sub-Committees.
- 2.2.3** Provide support to and management of the Parish Clerk. Monitor and manage hours of working, home working, annual/flexi/compassionate/time off in lieu leave and absences and sick leave and delegate authority for the day-to-day management of the Clerk to the Chairman of Council in conjunction with the Chairman of Personnel.
- 2.2.4** Review employee's remuneration and make recommendations thereon to the Council
- 2.2.5** Review Conditions of Employment, Contracts of Employment and Job Descriptions as appropriate to ensure they meet the needs of the Council and comply with relevant legislation and established good practice.
- 2.2.6** Review the staffing structures in conjunction with the Clerk to ensure they are sufficient to deliver the aims of The Council.
- 2.2.7** Ensure an appropriate Appraisal system is in place and monitor the effectiveness of the system.
- 2.2.8** Provide appropriately trained Members to conduct the Appraisal(s) of the Parish Clerk.

- 2.2.9** Set appropriate SMART objectives for the Parish Clerk based on the aims and priorities of The Council.
- 2.2.10** In conjunction with the Clerk, ensure appropriate arrangements are in place to support staff development and training and to ensure that such training is in line with the allocated funds.
- 2.2.11** Make appropriate recommendations to The Council where an identified training need would exceed the allocated funding.
- 2.2.12** Develop, implement, and review Employment related Policies using appropriate employment law
- 2.2.13** Manage the Council's compliance with Employment legislation.
- 2.2.14** Manage Disciplinary and Grievance procedures in accordance with appropriate council policy and processes and review them as necessary.
- 2.2.15** Where necessary recommend appropriate actions to The Council.
- 2.2.16** If required appoint an appeals panel drawn from Members of the Personnel Committee or from an external body as appropriate to the circumstances.
- 2.2.17** Give authority and award contracts to HR Services (current retained HR advice provider) and Surrey ALC and or any appropriate body/company to conduct necessary reviews and make recommendations to the committee
- 2.2.18** Authorise permission for staff to accept secondary employment.
- 2.2.19** Authorise up to £10,000 in recruitment costs (advertising, external support etc) per recruitment campaign, allocated from the HR and legal fees budget when such expenditure is agreed by a resolution of the committee.
- 2.2.20** Authorise up to the upper level of the agreed salary scale banding for any new employee, subject to budget availability.

## **2.3 Grievance/Disciplinary Sub-Committee**

### **Sub- committee to be agreed by Personnel.**

**All matters (except for creating Council Policy or matters felt to be relevant for Full Council) relating to:**

- 2.3.1** Consider and resolve all staff grievances unable to be dealt with by Officers in accordance with Grievance Policy.
- 2.3.2** Agree financial resolutions of grievances within budget or if it is higher or an unbudgeted expenditure, this will have to be authorised by Full Council.
- 2.3.3** Consider and deal with all staff disciplinary matters unable to be dealt with by Officers in accordance with Disciplinary policy.
- 2.3.4** Consider and deal with all potential disciplinary matters relating to the Parish Clerk including the commissioning of external advisors and/or investigation in accordance with the provisions of the Council's complaints and disciplinary procedures.

## **2.4 Appeals Committee - appeals will be heard by a panel of three members of the personnel committee who have not previously been involved in the case**

Note: the Committee cannot consider an appeal against a decision taken by the Full Council. Committee to be appointed/agreed by Council

**All matters (except for creating Council Policy or matters felt to be relevant for Full Council) relating to:**

- 2.4.1** Consider and resolve all staff appeals concerning grievance or disciplinary matters.
- 2.4.2** Consider and resolve all Freedom of Information Act appeals.
- 2.4.3** Consider and resolve appeals to decisions relating to a complaint, where this is unable to be dealt with by Officers.
- 2.4.4** Consider all appeals against decisions where this is available within a policy.

**2.5 Planning Committee**

- 2.5.1** Operate in accordance with Local Government Law and in accordance with the Council's Standing Orders and Financial Regulations.
- 2.5.2** Appoint sub-committees or working parties to undertake any specific project work as required.
- 2.5.3** The committee shall have spending powers to a maximum of £500. The committee shall make recommendations to Full Council on all expenditure in excess of this sum.
- 2.5.4** Consider and make representations on planning applications.
- 2.5.5** Make representations on planning appeals notified to the Parish Council and attend public inquiries if considered necessary.
- 2.5.6** Represent the Council upon all matters relating to local authority development plans.
- 2.5.7** To recommend all matters in relation to street naming to Full Council.
- 2.5.8** Manage the Neighbourhood Planning and Village Design Statement processes.
- 2.5.9** Develop and maintain a list of Community Assets for nomination to SHBC.
- 2.5.10** Manage the Planning budget (if any) and vire, where necessary, between budget lines held and managed by the committee.
- 2.5.11** Undertake project work outside of the above remit as directed by Full Council.
- 2.5.12** Review the Terms of Reference annually and make recommendations to Full Council.
- 2.5.13 The Chairman of the Committee shall:**
  - Agree the minutes of the Planning Committee at each Full Council meeting, subject to approval.

**3 Delegation to Officers**



The following matters are delegated to the Parish Council's Officers to make decisions on behalf of the Parish Council. These decisions must be exercised in accordance with the law, the Parish Council's Standing Orders and Financial Regulations and any approved policy framework and budget.

Full Council may at any time, following resolution, revoke any delegated authority.

Officers may decide not to exercise delegated responsibilities and may instead make a recommendation to a committee or Full Council. Similarly, where Officers have no delegated power to make a decision, they report the matter to Committee or Full Council for a decision. There may also be occasions when Council have delegated authority to Officers in conjunction with the Chair and or Vice Chair

### **3.1 Parish Clerk**

The Parish Clerk shall be the Proper Officer of the Parish Council as defined in law.

- 3.1.1** Issue all statutory notifications
- 3.1.2** Receive Declarations of Acceptance of Office
- 3.1.3** Receive and record notices disclosing pecuniary interests
- 3.1.4** Receive and retain documents and plans.
- 3.1.5** Sign summons to attend meetings
- 3.1.6** Sign notices or other documents on behalf of the Council.
- 3.1.7** Receive copies of By-laws made by principal authority.
- 3.1.8** Certify copies of By-laws made by the Council.
- 3.1.9** Ensure compliance with Standing Orders
- 3.1.10** Manage all Parish Council staff, either directly or indirectly.
- 3.1.11** Responsible for the overall management of all budgets in accordance with Council policies.
- 3.1.12** Act on behalf of the Council in an urgent situation and report back to the Council as soon as practical.
- 3.1.13** Authorise expenditure on revenue items up to the amounts included for that class of expenditure in the approved budget, up to £2,500 and in conjunction with the Chair of the Council or Chair of the appropriate committee, for any items between £2,500 and £5,000 excluding VAT.
- 3.1.14** Authorise expenditure for legal advice for Full Council and all committees, up to £2,500 or £5,000 in conjunction with the Chair of the Council or Chair of the appropriate committee, for that class of expenditure (Legal & HR) in the approved budget.
- 3.1.15** Authorise expenditure on revenue items from the EMRs shown below up to a limit of £3,000, with or without a budget:
  - 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
  - 395 EMR Tree Maintenance

- 3.1.16** Incur expenditure in an emergency up to £3,000 whether budgeted or not.
- 3.1.17** Deal with matters specifically delegated by Council or Committee.
- 3.1.18** Deal with dispensation requests from Members under the Code of Conduct.
- 3.1.19** Take all decisions relating to the training of Councillors & staff.
- 3.1.20** Appoint all employees in accordance with the Council's staff structure.
- 3.1.21** Authorise minor non-fiscal adjustments to contracts of employment and job descriptions to meet the needs of the Council.
- 3.1.22** Appoint casual/temporary members of staff as needed to meet the business needs of the Council and within existing budgets.
- 3.1.23** Authorise additional hours of work for existing staff on a temporary basis to support the business needs of the Council.
- 3.1.24** Deal with all disciplinary matters and hearings in accordance with the Council's Disciplinary Policy.
- 3.1.25** Enter into settlement agreements with employees up to a maximum of two months' salary where this is the prudent option for the Council.
- 3.1.26** Authorised to issue press releases/social media on any Council activity exercised in accordance with Council policy.
- 3.1.27** Overall responsibility for Health & Safety across all Council owned sites.
- 3.1.28** Overseeing Council transparency, access to information and data use and storage, including day to day management of Council's website.
- 3.1.29** Manage the provision of Council services, buildings, land and resources, including authorising expenditure on routine repairs and maintenance up to the approved budget up to £5,000 in line with Financial Regulations.
- 3.1.30** Authorise expenditure on necessary legal advice up to the approved budget of £5,000 in line with Financial Regulations.
- 3.1.31** Action any delegated actions agreed by Council
- 3.2** See the table below for delegated responsibilities and the individuals to cover these in the absence of the Parish Clerk:

	<b>Delegated Responsibility</b>	<b>Responsible in the Clerk's Absence</b>
<b>a.</b>	The responsibilities and duties of the role of Proper Officer as set out within law and Council policies.	
<b>b.</b>	Issue all statutory notifications.	Assistant Clerk
<b>c.</b>	Receive Declarations of Acceptance of Office.	
<b>d.</b>	Receive and record notices disclosing pecuniary interests.	Assistant Clerk

<b>e.</b>	Receive and retain documents and plans.	Assistant Clerk
<b>f.</b>	Hold the Council's Seal and apply it to documents as approved.	Assistant Clerk
<b>g.</b>	Sign notices or other documents on behalf of the Council.	
<b>h.</b>	Receive copies of By-laws made by principal authority.	Assistant Clerk
<b>i.</b>	Certify copies of By-laws made by the Council.	
<b>j.</b>	Sign summons to attend meetings.	
<b>k.</b>	Ensure compliance with Standing Orders.	Assistant Clerk (advise only)
<b>l.</b>	Manage all Parish Council staff, either directly or indirectly.	
<b>m.</b>	Manage the provision of Council services, buildings, land and resources, including authorising expenditure on routine repairs and maintenance up to the approved budget up to £5,000 in line with Financial Regulations.	Assistant Clerk in conjunction with RFO
<b>n</b>	Authorise expenditure on necessary legal advice up to the approved budget of £5,000 in line with Financial Regulations.	Assistant Clerk in conjunction with RFO
<b>o.</b>	Authorise expenditure on revenue items up to the amounts included for that class of expenditure in the approved budget up to £5,000 in line with Financial Regulations.	Assistant Clerk in conjunction with RFO
<b>p.</b>	Incur expenditure in an emergency up to £5,000 whether budgeted or not.	Responsible Financial Officer
<b>q.</b>	Act on behalf of the Council in an urgent situation and report back to the Council as soon as practical.	Assistant Clerk
<b>r.</b>	Deal with dispensation requests from Members under the Code of Conduct.	Assistant Clerk
<b>s.</b>	Deal with matters specifically delegated by Council or Committee.	Assistant Clerk
<b>t.</b>	Appoint casual / temporary members of staff as needed to meet the business needs of the Council and within existing budgets.	
<b>u.</b>	Authorise additional hours of work for existing staff on a temporary basis to support the business needs of the Council.	Assistant Clerk in conjunction with the Chair of Council

<b>v.</b>	Deal with all disciplinary matters and hearings in accordance with the Council's Disciplinary Policy, including suspending employees as deemed necessary.	
<b>y</b>	Authorised to issue press releases on any Council activity exercised in accordance with Council policy.	Assistant Clerk
<b>z</b>	Overall responsibility for Health & Safety across all Council owned sites.	Assistant Clerk
<b>aa</b>	Matters specifically delegated within Council policies.	(broadly speaking) Personnel Policies – Assistant Clerk Civic/Freedom of Information/Consultation Policies – Assistant Clerk

### **3.1 Assistant Parish Clerk**

- 3.1.1** Those responsibilities delegated in the absence of the Parish Clerk at the table referred to in 3.2.
- 3.1.2** Dealing with and resolving complaints received by the Council (except those regarding the actions or conduct of Councillors or Council employees), in accordance with the Complaints Procedure.
- 3.1.3** Authorised to issue press releases on any Parish Council activity exercised in accordance with Parish Council policy, save for press releases felt to be controversial or regarding a specific campaign, for example, which will be signed off by the Proper Officer.
- 3.1.4** Day to day management of Civic functions for the Council.
- 3.1.5** Day to day management of the Council's website and social media activities.
- 3.1.6** Day to day management of employees within section.
- 3.1.7** Authorising expenditure within budgeted levels in areas of responsibility and those delegated by Parish Clerk.
- 3.1.8** Matters specifically delegated by Council or Committee.

### **3.2 Responsible Financial Officer**

- 3.2.1** Those responsibilities delegated in the absence of the Parish Clerk at the table referred to in 3.1.2.
- 3.2.2** Proper administration of the Council's financial affairs.
- 3.2.3** Report to External Auditor matters under Local Government Finance Act 1988 s114.
- 3.2.4** Ensure compliance with Financial Regulations.
- 3.2.5** Ensure compliance with all financial procedures.

- 3.2.6** Determine accounting policies, records and control systems.
- 3.2.7** Manage risk management of the Council.
- 3.2.8** Day to day management of employees within section.
- 3.2.9** Matters specifically delegated by Council or Committee.
- 3.2.10** The Council shall delegate authority for payment of invoices to the RFO, who shall prepare a schedule of payments, forming part of the Agenda for the Meeting and, together with the relevant invoices, retrospectively present the schedule to the relevant village committee or at a meeting of Full Council.
- 3.2.11** Arrange and manage the Council's insurance arrangements.
- 3.2.12** Management of Council salaries in accordance with contracts of employment.
- 3.2.13** Payroll
- 3.2.14** Incur expenditure in an emergency up to £3,000 whether budgeted or not.
- 3.2.15** Responsible for the overall management of all budgets in accordance with Council policies.
- 3.2.16** Matters specifically delegated within Council financial policies

### **3.3 Operations Coordinator**

- 3.3.1** Day to day management of burials in accordance with legal requirements and cemetery regulations
- 3.3.2** To review all memorial applications, giving approval when in line with the current cemetery regulations
- 3.3.3** Day to day implementation of health and safety measures, making recommendations to the Clerk when additional requirements are identified.
- 3.3.4** Day to day asset management
- 3.3.5** Day to day greenspace contract monitoring
- 3.3.6** Day to day playground maintenance in accordance with monthly/annual inspection findings

### **3.4 Cemeteries & Allotment Coordinator**

- 3.4.1** Day to day management of burials in accordance with legal requirements and cemetery regulations
- 3.4.2** To review all memorial applications, giving approval when in line with the current cemetery regulations
- 3.4.3** Day to day management of the Allotments
- 3.4.4** Day to day implementation of health and safety measures within the Cemeteries & Allotments, making recommendations to the Clerk when additional requirements are identified.

#### **3.4.5** Day to day greenspace contract monitoring at Windlesham Cemetery

**Agenda Item 10 – To note continuation of the agreed Committee working parties**  
**Full Council 20<sup>th</sup> May 2025**

Members are to note the continuation of the active working parties below, noting the attached terms of reference:

**Windlesham Traffic & Infrastructure Working Party**

**Windlesham Neighbourhood Plan**

**Bagshot Traffic & Infrastructure Working Party**

**CGR Working Party – if SHBC accept the request**

## **Agenda Item 11 - Full Council and Committee Meeting dates – 2025-26 - Proposed Schedule**

### **Full Council 20<sup>th</sup> May 2025**

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#### **Action**

**Members are asked to review the proposed schedule of meetings and either confirm the suggested dates and times or propose suitable alternatives.**

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#### **Full Council meetings**

To be held 10 times per year on the following dates.

20<sup>th</sup> May 2025 – Annual Council Meeting Election of Chairman etc

24<sup>th</sup> June 2025 – **Only if required.**

29<sup>th</sup> July 2025

23<sup>rd</sup> September 2025 – Sign off External Audit before the 30<sup>th</sup> Sept **(please note this clash with SHBC Audit and Standards Committee)**

28<sup>th</sup> October 2025 – Budget and Precept

25<sup>th</sup> November 2025 – Budget and Precept to be completed **(please note this clashes with SHBC Audit and Standards Committee.)**

20<sup>th</sup> January 2026 – Precept demand **(please note this clash with SHBC Executive)**

24<sup>th</sup> February 2026

24<sup>th</sup> March 2026 – Year end Accounts **(please note this clash with SHBC Audit and Standards Committee.**

28<sup>th</sup> April 2026

19<sup>th</sup> May 2026 – Next municipal year Annual Council Meeting Election of Chairman etc **(please note this clashes with SHBC Executive)**

Start time: 7.15pm

#### **Planning Committee meetings**

To be held 24 times per year on the following dates.

20<sup>th</sup> May 2025 - Start time: 6:30pm

10<sup>th</sup> June 2025 - Start time 11am

24<sup>th</sup> June 2025 - Start time 6:30pm

15<sup>th</sup> July 2025 - Start time: 11am

29<sup>th</sup> July 2025- Start time: 6:30pm

12<sup>th</sup> August 2025 - Start time: 11am

2<sup>nd</sup> September 2025 - Start time: 11am

23<sup>rd</sup> September 2025 - Start time: 6:30pm **(please note this clashes with SHBC Audit and Standards Committee.)**

14<sup>th</sup> October 2025 - Start time: 11am

28<sup>th</sup> October 2025 - Start time: 6:30pm

11<sup>th</sup> November 2025 - Start time: 11am

25<sup>th</sup> November 2025 - Start time: 6:30pm **(please note this clashes with SHBC Audit and Standards Committee.**

19<sup>th</sup> December 2025 - Start time: 11am

9<sup>th</sup> January 2026 - Start time: 11am

28<sup>th</sup> January 2026 - Start time: 11am

11<sup>th</sup> February 2026 - Start time: 11am

24<sup>th</sup> February 2026 - Start time: 6:30pm



11<sup>th</sup> March 2026 - Start time: 11am

24<sup>th</sup> March 2026 - Start time: 6:30pm **(please note this clashes with SHBC Audit and Standards Committee.**

15<sup>th</sup> April 2026 - Start time: 11am

28<sup>th</sup> April 2026 - Start time: 6:30pm

19<sup>th</sup> May 2026 - Start time: 6:30pm **(please note this clashes with SHBC Executive)**

### **Personnel Committee**

To be held 4 times per year on the following dates.

8<sup>th</sup> July 2025

14<sup>th</sup> October 2025 **(please note this clashes with SHBC Executive)**

13<sup>th</sup> January 2026 **(please note this clashes with SHBC External Partnership Select Committee)**

14<sup>th</sup> April 2026

Start time: 6.30pm

### **Communications Committee**

To be held 4 times per year on the following dates.

8<sup>th</sup> July 2025

14<sup>th</sup> October 2025 **(please note this clashes with SHBC Executive)**

13<sup>th</sup> January 2026 **(please note this clashes with SHBC External Partnership Select Committee)**

14<sup>th</sup> April 2026

Start time: 7.30pm

### **Budget Setting Meetings**

- W/C 15<sup>th</sup> September 2025 - Committees to meet informally to discuss village budget requirements.
- 30<sup>th</sup> September 2025 – Chair of Committees to meet to discuss overall Council budget for the 1<sup>st</sup> time.
- 15<sup>th</sup> October 2025 – Chair of Committees to meet to discuss overall Council budget for the 2<sup>nd</sup> time.
- Budget to be discussed at October Full Council meeting
- 12<sup>th</sup> November 2025 – Chair of Committees to meet to discuss overall Council budget for the final time.
- Budget to be agreed at the November Full Council meeting.

### **Annual Parish Meeting**

17<sup>th</sup> March 2026 7pm

### **Community Reception**

25<sup>th</sup> April 2026 3pm-5pm

### **Village Committee Meetings**

#### **Lightwater Committee:**

To be held 4 times per year on the following dates:

1<sup>st</sup> July 2025

7<sup>th</sup> October 2025 (**please note this clashes with SHBC External Partnership Select Committee**)  
15<sup>th</sup> January 2026  
14<sup>th</sup> April 2026

Start time: 7.30pm

**Bagshot Committee:**

To be held 4 times per year on the following dates:

22<sup>nd</sup> July 2025  
11<sup>th</sup> November 2025  
3<sup>rd</sup> February 2026  
5<sup>th</sup> May 2026

Start time: 7.00pm

**Windlesham Committee:**

To be held 4 times per year on the following dates:

3<sup>rd</sup> June 2025  
9<sup>th</sup> September 2025  
2<sup>nd</sup> December 2025 (**please note this clashes with SHBC Executive**)  
3<sup>rd</sup> March 2026

Start time: 7.00pm

**Agenda Item 12 – Council representation on outside organisations**  
**Full Council 20<sup>th</sup> May 2025**

Historically, the Parish Council have had Councillors attend meetings of various local outside organisations. Some of these associations are as a result of a previous grant policy, some are long-standing arrangements. Below is the list from last year.

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**Action**

**Members are to consider whether they wish to act as the Parish Council representative or if Members would like all Cllr appointments to be dissolved and re-appointed. Those highlighted will need new appointments.**

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**APPOINTMENTS 25/26**

Bagshot

Bagshot Playing Fields Association	Cllr White
Bagshot Society	Cllr Willgoss
St Anne's Hall Management Committee	Cllr Du Cann

Lightwater

Briars' Centre Management Committee	Representatives no longer required.
Lightwater Connected	Cllr Malcaus Cooper.
Lightwater Society	Cllrs Malcaus Cooper & Turner

Windlesham

Windlesham Field of Remembrance	Cllr Lewis
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General

Chobham Common Liaison Group	<b>VACANCY</b>
Surrey County Association of Parish & Town Councils	Cllr Malcaus Cooper

**LONGER TERM APPOINTMENTS WITH A 4 YEAR TERM**

**Valley End Institute – VACANCY – A representative is required**

**WC Lees Resthouses – VACANCY – A representative is required**

**WC Lees Sick Poor Fund – VACANCY – A representative is required & Helen-Hansen-Hjul was appointed until 2027**

		Term	Until
Windlesham United Charities (5 appointees)	Mrs J Ward	4 years	Jan 2024
	Mrs R Hutchinson	4 years	Jan 2024
	Mrs D Winterton	4 years	May 2025
	Mr J Winterton	4 years	Dec 2022
	Mrs V White	4 years	Nov 2027

**JW**  
**Clerk to the Council**  
**May 2025**

**Agenda Item 13 – Standing Orders**  
**Full Council 20<sup>th</sup> May 2025**

It is a requirement that Standing Orders are reviewed regularly.

**a) Standing Orders**

Councillors last reviewed and approved Standing Orders in April 2025 and since when there have been no updates.

Link to adopted document: [Standing Orders ADOPTED APIRL 25.pdf](#)

**Action required:**

**Members are asked to reaffirm the adoption of Standing Orders.**

**JW**  
**Clerk to the Council**  
**May 2025**

**Agenda Item 14 – Financial Regulations**  
**Full Council 20<sup>th</sup> May 2025**

It is a requirement that Financial Regulations are reviewed regularly.

Councillors last reviewed and approved Financial Regulations in April 2025 since when there have been no updates.

Link to adopted document: [Financial regulations 2025- ADOPTED APRIL 25.pdf](#)

**Action required:**

**Members are asked to reaffirm the adoption of Financial Regulations.**

**JW**  
**Clerk to the Council**  
**May 2025**

Agenda Item 15 – Fixed Asset register – review of inventory of land and assets  
Full Council 20<sup>th</sup> May 2025

The fixed asset register was reviewed as part of the year end accounts. Please see attached.

The balance of assets held as per the current register is £407,098.42

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 provided.

JW  
Clerk  
May 2025

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 - Defiib	£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



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
	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
	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	Windlesham	Not in use
	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 Plaq 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

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
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
	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	Windlesham shed	
					Kings Lane noticeboard	£1,704.00	£1,704.00	Kings Lane Playground Windlesham	Information
	Infrastructure Assets				Lightwater outdoor gym	£13,000.00	£ 11,995.00	Broadway Road, Lightwate	Recreation
	Infrastructure Assets				Bagshot outdoor gym	£10,000.00	£ 9,999.00		
	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 cemetery	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

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
	Infrastructure Assets				Bagshot Chapel roof replacement	£15,000.00	£11,500	Chapel Lane, Bagshot	Infrastructure Asset
					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
	Infrastructure Assets				Bench outside Vickerys, Guildford Road Lightwater	£500.00	£1.00		
					Fixed assets as at 31 March 25 per AGAR	£1,440,564.84	£407,098.42		

## **Item 15b - Update on SHBC Asset Transfers and Consultation on Public Opinion**

In support of this early-stage engagement, the Council is asked to consider, in principle, whether it would be open to the idea of accepting responsibility for assets and services such as those listed below, subject to future detailed negotiations, due diligence, and full financial appraisal.

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### **Action:**

#### **Members are asked to:**

- 1. Note the update on preliminary discussions with SHBC.**
  - 2. Note that a public consultation is currently underway to inform the Council's future decision-making.**
  - 3. Indicate, in principle, whether the Council is open to considering the transfer of services such as open spaces, play areas, and public toilets, pending further detail and full evaluation.**
- 

### **Background:**

The Parish Clerk has recently met with officers from Surrey Heath Borough Council (SHBC) to begin early discussions on the potential for future transfers of public assets and services to Windlesham Parish Council.

SHBC has provided an initial asset register, detailing various holdings including:  
Please note that the asset register was circulated to all Councillors earlier in the month.

- Highway verges and landscaped open spaces
- Play areas and recreational grounds
- Public toilets and other community-used infrastructure

These early discussions aim to explore how such transfers could enable more locally responsive service delivery and management.

### **Current Consultation:**

Windlesham Parish Council is currently undertaking a consultation with residents to gauge public opinion on whether the Council should consider taking on responsibility for such assets and associated services.

Please note that this consultation is intended solely as an initial measure to understand residents' views. At this time, SHBC has not formally offered any specific assets for transfer, nor has any decision been made by the Parish Council.

### **Next Steps:**

1. Continue Public Consultation – Outcomes will be compiled and reported to Council.
2. Clerk to Maintain Dialogue with SHBC – Monitoring for any formal transfer proposals.

**Agenda Item 16 – Council Insurance Cover**  
**Full Council 20<sup>th</sup> May 2025**

Councillors are asked to note that the Council's insurance was renewed in September 2024. It was agreed that the Council would enter into a 3-year long term ending on 30<sup>th</sup> September 2027 (minute ref: C/24/61).

Please note that Members are able to review the policy schedule on the Councillor SharePoint site.

**JW**  
**Clerk to the Council**  
**May 2025**

**Agenda Item 17 – Council Policies**  
**Full Council 20<sup>th</sup> May 2025**

Members are reminded that the Council should review all policies annually unless legislation requires changes to be made sooner. At the Full Council meetings held in July and October 2024 Council policies were reviewed and adopted.

**Members are asked to consider if they wish to appoint a policy review working party for 2025-26.**

**JW**  
**Clerk to the Council**  
**May 2025**

## **Agenda Item 18 - GDPR – re-appointment of Data Protection Officer**

### **Background**

With the introduction of GDPR regulations, the Council had a full audit of its information processes carried out by an external company. Council also agreed to appoint a Data Protection Officer – this meant we had in place an external, independent person who could deal with any requests for data under the regulations.

The regulations have since altered, and there is no specific requirement for a Parish Council to appoint a Data Protection Officer; it is discretionary. However, I would recommend that Councillors consider continuing to have an appointed Data Protection Officer, as this would be deemed best practice for a Council of this size.

The renewal is due in June with an estimated cost between £350-£400 (no VAT) for the year. For reference, the cost for 24-25 was £350. For this fee, they will act as our nominated Data Protection Officer, dealing with any data access requests and providing guidance where necessary in relation to GDPR compliance. They also review our data policies on an annual basis and can provide training if required. If further audits are required, they would be at an agreed additional cost.

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### **Action**

**Members are asked to consider if they would like to** re-appoint the current consultant as the Council's Data Protection Officer for the next 12 months, approving a spend of up to £400.

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### **Funding**

Members are to note that this cost was budgeted for as part of the annual budget setting process for 2025-26.

**JW**

**Clerk to the Council**

**May 2025**

### **Item 19: Office Telephone System upgrade**

The current office phone system is now outdated and increasingly unreliable. To future-proof our communications and align with the national move away from traditional landlines ahead of the digital switchover, it is proposed that the Council consider upgrading its systems.

Suppliers have been contacted to provide quotes for replacing the existing Horizon system with a modern setup that includes laptop-based calling capabilities and headsets.

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#### **Action**

**Four quotations have been received from different suppliers for the replacement of the office telephone system.**

**Members are invited to consider whether they wish to proceed with an upgrade, and if so, to select a preferred supplier from the options provided.**

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#### **Summary of Current Cost vs Quoted Costs**

To assist in the decision-making process, a high-level summary has been prepared outlining the Council's current telephony costs, alongside a comparative overview of the four proposals received. Full details for each provider are available for further review below.

##### **Current Monthly Costs**

Item	Price (Excl. VAT)	Qty	Total
Business Line	£14.32	1	£14.32
PSTN- Care level 3	£6.73	1	£6.73
FTTC 8/20 SP Advance	£42.93	1	£42.93
Horizon Premium User License	£12.27	3	£36.81
			<b>£100.79</b>

##### **Overall Summary of Quoted Costs**

Supplier	One-Time Cost (Hardware + Labour)	Monthly Cost (Broadband Type)	36-Month Total Cost
Supplier 1	£475.00	SOGEA 80/20: £128.85	SOGEA 80/20: <b>£5,113.60</b>
		FTTP 550/75: £138.85	FTTP 550/75: <b>£5,473.60</b>
		FTTP 1000/115: £143.85	FTTP 1000/115: <b>£5,653.60</b>



Supplier 2	£845.00	SOGEA 80/20: £122.00	SOGEA 80/20: <b>£5,237.00</b>
		FTTP 550/75: £129.00	FTTP 550/75: <b>£5,489.00</b>
		FTTP 1000/115: £133.00	FTTP 1000/115: <b>£5,633.00</b>
Supplier 3	£1,526.30	£120.50 (SOGEA 80/20)	<b>£5,869.30</b>
Supplier 4	£1,395.00	£121.00 (Virgin Media FTTP 600 mbps)	<b>£5,751.00</b>

\* Please note that the broadband quote supplier 4 is based on a 24-month contract, and it is anticipated that costs will increase in the third year.

**In summary**, suppliers 1 and 2 offer the best overall value to the Council based on cost comparisons. Suppliers 1 & 4, however, have the added benefit of an established relationship with the Council and a proven track record of delivering reliable service. It should also be noted that Suppliers 2, 3 and 4 would require a one to two-week crossover period during installation, potentially resulting in dual running costs while both the current and new systems are in use.

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## **Funding**

Members are asked to note that provision for this expenditure was included in the approved budget, and sufficient funds are available to support the proposed upgrade.

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## **Detailed Quotes**

### **Supplier 1- price based on a 36-month contract**

#### Monthly Costs

Item		Price (Excl. VAT)	Qty	Total
Broadband Options	SOGEA 80/20 Business Fibre Broadband	£55.00	1	£55.00
	FTTP 550/75 mbps	£65.00		£65.00
	FTTP 1000/115 mbps	£70.00		£70.00
Horizon Licenses		£12.27	5	£61.35
Webex Soft Client		£2.50	5	£12.50
In hours support & assistance		Included	-	-

Horizon phone call features to include: Call Transfer, Call Waiting, Call Forwarding, Call History, Music on Hold, Voicemail, Voicemail to Email	Included	-	-
<b>Total with SOGEA 80/20 Business Fibre Broadband</b>			<b>£128.85/month</b>
<b>Total with FTTP 550/75 mbps</b>			<b>£138.85/month</b>
<b>Total with FTTP 1000/115 mbps</b>			<b>£143.85/month</b>

#### One off costs

Item	Price (Excl. VAT)	Qty	Total
Hardware			
Jabra Evolve 65 Mono Bluetooth Headset	£50.00	5	£250.00
12 month warranty	Included	5	-
Poly C3210 Mono USB Headset	£45.00	5	£225.00
12 month warranty	Included	5	-
			<b>£475.00</b>

#### **Supplier 2 – price based on a 36-month contract**

##### Monthly Costs

Item	Price (Excl. VAT)	Qty	Total
Broadband options	SOGEA 80/20 mbps Business Fibre Broadband	1	£32.00
	FTTP 550/75 mbps		£39.00
	FTTP 1000/115 mbps		£43.00
VoIP System Rental (includes all below)	Included in package	-	£90.00/month
5 x VoIP User Licences	Included	5	-

5 x VoIP Soft Phone Licence PC App	Included	5	-
5 x VoIP Soft Phone Licence Mobile App	Included	5	-
SIP Channel Phone Line Rental – Unlimited UK Landline & UK Mobile Calls	Included	-	-
Features Included: Call Transfer, Call Waiting, Call Forwarding, Call History, Music on Hold, Voicemail, Voicemail to Email, Phonebook Directory, Call Recording, Mobile & PC Softphone Apps	-	-	-
Premium Connectivity Package: Managed Install, Premium Support, High-Spec TP-Link Router, Bandwidth Assessment & Proactive Fault Management	Included	-	-
Phone System Support & Maintenance	Included	-	-
Dedicated Intouch Account Manager (Windlesham Parish Council)	Included	-	-
<b>Total with SOGEA 80/20 mbps Business Fibre Broadband</b>			<b>£122.00/month</b>
<b>Total with FTTP 550/75 mbps</b>			<b>£129.00/month</b>
<b>Total with FTTP 1000/115 mbps</b>			<b>£133.00/month</b>

#### One-off costs

Item	Price (Excl. VAT)	Qty	Subtotal
Hardware			
Jabra Evolve 65 Mono Bluetooth	£109.00	5	£545.00
Poly 5220 Wired Headset	£60.00	5	£300.00
Labour			
Full System Setup, Installation & Staff Training	FOC	1	£0.00

Number Porting (Keep Existing Numbers)	FOC	1	£0.00
			<b>£845.00</b>

### Supplier 3

#### Annual/monthly Costs

Line Item	Price (Excl. VAT)	Qty	Ext. Price
Microsoft Teams Phone with Calling Plan (country zone 1 – UK/Canada)	£157.00 (annual) (equivalent to £13.10/month)	5.00	<b>£785.00 annual (equivalent to £65.50/month)</b>
SOGEA 80/20 Business Fibre Broadband	£55.00	1.00	<b>£55.00/month</b>
			<b>£120.50 /month</b>

#### One-off costs

Labour	Price (Excl. VAT)	Qty	Ext. Price
Microsoft Teams Telephone Setup: System Setup: - Acquisition of number(s) - Setup of phone line - Applying licences - Telephony Architecture Call - Building of call queues - Voicemail setup - Customised hold music (if required)	£650.00	0.50	£325.00
Microsoft Teams Phone Voice Training: - 1 hour virtual training session (recording provided) - Transfer/hold - Update/change greeting message - Setup on additional devices	£650.00	0.25	£162.50
Porting Number: - Acquisition of existing numbers - Unlimited amount	£50.00	1.00	£50.00

per port - Management of port process - Redeployment of ported number			
Hardware			
Jabra Evolve2 65 Wireless PC Headset.	£132.77	5.00	£663.85
Poly Blackwire 5220 Wired Headset	£64.99	5.00	£324.95
			<b>£1,526.30</b>

#### Supplier 4- based on a 24-month contract

##### Annual/monthly Costs

Line Item	Price (Excl. VAT)	Qty	Ext. Price
Virgin Media FTTP 600 mbps	£41.00	1.00	£41.00
Direct Routing for Teams + Support	£8.00	5.00	£40.00
M365 Teams Phone Standard (Monthly)	£9.12	5.00	£45.60
			<b>£121.00 /month</b>

##### One-off cost

Item	Price (Excl. VAT)	Qty	Subtotal
Hardware			
*Jabra Evolve 65 Wireless PC Headset	£120.00	5	£600.00
*Poly Blackwire 5220 Wired Headset	£49.00	5	£245.00
Labour			
Number Migration (Single DD)	£50.00	1	£50.00
Setup, Project Management, Training	£500.00	1	£500.00
			<b>£1,395.00</b>

\* This supplier does not provide headsets as part of their package, so the Council would need to purchase these separately. However, indicative prices for headsets have been included for comparison purposes.

PAYMENTS

## Top Level for Month No 1

## 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
28/04/2025	221253-1	788	SLCC ENTERPRISES LTD	SLCC	30.00	6.00	36.00	4350	220	30.00	Tfr of Assets - JW (8/7)
28/04/2025	221254--1	789	SLCC ENTERPRISES LTD	SLCC	30.00	6.00	36.00	4350	220	30.00	Strategic Vision - JW (27/5)
28/04/2025	221255-1	790	SLCC ENTERPRISES LTD	SLCC	30.00	6.00	36.00	4350	220	30.00	Powerful Conf crse - JW (3/7)
28/04/2025	221256-1	791	SLCC ENTERPRISES LTD	SLCC	180.00	36.00	216.00	4350	220	180.00	Leadership Skills (4 part) JW
26/04/2025	COSTCO	792	WHITE	WHITE	259.85	0.99	260.84	4600	225	259.85	Supplies for APM
27/04/2025	221252-1	793	SLCC ENTERPRISES LTD	SLCC	792.00	79.20	871.20	4350	220	792.00	National Conf 2025 - JW
<b>TOTAL INVOICES</b>					<u>1,321.85</u>	<u>134.19</u>	<u>1,456.04</u>			<u>1,321.85</u>	
VAT ANALYSISCODE OTS @ 0.00%					650.86	0.00	650.86				
VAT ANALYSISCODE S @ 20.00%					670.99	134.19	805.18				
<b>TOTALS</b>					<u>1,321.85</u>	<u>134.19</u>	<u>1,456.04</u>				

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PURCHASE DAYBOOK

User: 6993.R.MIDGLEY

Top Level for Month No 1

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
30/04/2025	202512	794	ST ANNES PCC	ANNE	150.00	0.00	150.00	4950	225	150.00	8,15,29 April meetings
TOTAL INVOICES					150.00	0.00	150.00			150.00	
VAT ANALYSISCODE OTS @ 0.00%					150.00	0.00	150.00				
TOTALS					150.00	0.00	150.00				



07/05/2025

Windlesham Parish Council

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PURCHASE DAYBOOK

User: 6993.R.MIDGLEY

Top Level for Month No 2

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
01/05/2025	2040885	795	SURREY HEATH	SHBC01	8,565.46	1,713.09	10,278.55	4165	310	3,622.98	Greenspace - May 25
								4165	410	2,780.43	Greenspace - May 25
								4165	510	2,022.13	Greenspace - May 25
								4220	310	69.96	Playground insp - School Lane
								4220	410	69.96	Playground insp - LW Rec
01/05/2025	60	796	ALL SAINTS CHURCH	ALLS	75.00	0.00	75.00	4950	225	75.00	Planning & FC meet - 9th, 26th
30/04/2025	2221	797	ZENTECH IT	FRE01	289.71	57.94	347.65	4440	225	289.71	365 subs and support - May 25
TOTAL INVOICES					8,930.17	1,771.03	10,701.20			8,930.17	
VAT ANALYSISCODE					OTS @ 0.00%	75.00	0.00	75.00			
VAT ANALYSISCODE					S @ 20.00%	8,855.17	1,771.03	10,626.20			
TOTALS					8,930.17	1,771.03	10,701.20				

Agenda Item 21 – Full Council Meeting 20 May 25  
Budget Monitoring Report to 12 May 25

**1. Actions Required**

- Councillors should note the levels of income and expenditure shown and the associated balance sheet noting the figures as shown.

**2. Income & Expenditure summary**

The following table shows the total income and expenditure to 12 May 2025 as derived from the financial records of the Council.

		Period to		
		12 May 25	Annual Budget	Variance
1000	Burial fees			
	- Bagshot	0	1,079	(5,885)
	- Lightwater	0	14,122	14,122
	- Windlesham	6,964	56,885	56,885
1030	Allotment fees	0	2,020	2,020
1076	Precept	275,531	551,060	275,529
1800	Other income	0	0	0
1900	Interest received	844	19,179	18,335
1950	CIL income	0	0	0
		283,339	644,345	361,006
	Total Expenditure	57,411	644,345	586,934
	Net income/(expenditure)	225,928	0	(225,928)
	Plus: Tfr from EMR	18,245	0	(18,245)
	Less: Tfr to EMR	38,700	0	(38,700)
	Movement to/(from) General Reserve	205,473	0	(205,473)

The main element of income received is from the first 50% of the precept, the second 50% being due on 1 September 25. Of the precept funds received a total of £38,700 was transferred to the EMRs as per the budget schedule

- £13,700 transfer to EMR375 re: Playground Repairs and Renewals;
- £15,000 transfer to EMR338 re: Windlesham Cemetery maintenance;
- £10,000 transfer to EMR336 re: Lightwater Cemetery maintenance.

Cemetery income has been received in respect of Windlesham Cemetery though not as yet in the year to date for Lightwater and Bagshot. Allotment income will be invoiced in August whilst no budget is made for CIL or other income due to the uncertain nature of

it. Interest income accrues over the year either on a monthly basis or an annual basis depending on the account type.

In terms of expenditure spend in the year to date is limited primarily to the anticipated monthly costs – the greenspace contract, Windlesham Cemetery maintenance, salaries and councillor allowances which together cover £37,152 of costs

		Actual	Budget	Variance	Comments
4165	Greenspace contract	16,851	120,047	103,196	Contract costs for April and May 25
4300+	Salaries/pension/HMRC	14,786	194,361	179,575	Salary payments for April 25
4420	Finance system	3,366	3,476	110	Annual subscription for the Rialtas
4430	Licences and subscriptions	3,572	4,977	1,405	Includes £2,996.50 NALC/SALC subscription
4500	Cllr allowances	2,765	33,250	30,485	Allowances for April 25
4650	Grants	21,663	15,683	(5,980)	See Appendix A
4940	VE Day celebrations	6,506	18,000	11,494	See Appendix A
				0	
4190	Christmas trees	(5,745)	9,000	14,745	Accrual reversal re: 2024 Xmas trees pending invoicing
4380	Elections	(6,000)	0	6,000	Accrual for election costs (Bagshot
4195	Festive Lights	(5,283)	12,140	17,423	Accrual reversal re: 2024 festive lights pending invoicing
		52,481	410,934	358,453	
	Other items	4,931	233,411	228,480	
	Total expenditure	57,412	644,345	586,933	

Grants and VE Day celebration costs are detailed in Appendix A.

### 3. *Commitments*

As of 31 March 25 the Council held EMRs totalling of £957,584 with commitments of £395,926 identified and approved by the Full Council or individual Village Committees. This leaves uncommitted amounts of £561,657. These various amounts are shown in the table below.

WINDLESHAM PARISH COUNCIL - EMR STATUS AS AT 12 May 2025					
	Account	Balance at 12 May 25	Committed	Adj balance 12 May 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	46,182.00	(46,182.00)	0.00	Windmill Field playground - £46,182
325	EMR Windlesham CIL	54,302.18	(16,755.00)	37,547.18	Windmill Field playground - £15,835; Speed surveys - £120; Cemetery hedges - £800 ;
330	EMR Repairs and Maintenance	35,997.38	(10,000.00)	25,997.38	Bagshot Chapel repairs
331	EMR War Memorials	4,976.00		4,976.00	
332	EMR Allotments	2,000.00		2,000.00	
335	EMR Cemeteries	24,030.00		24,030.00	
336	EMR Lightwater Cemetery maintenance	63,250.00	(10,000.00)	53,250.00	Topographical survey of LW Cemetery
337	EMR Bagshot Cemetery maintenance	25,000.00		25,000.00	
338	EMR Windlesham Cemetery maintenance	36,418.00		36,418.00	
340	EMR Lightwater Pavilion & Rec	143,391.91	(22,499.00)	120,892.91	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	5,020.00	(1,500.00)	3,520.00	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
356	EMR Windlesham grants	900.00		900.00	
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	39,250.00		39,250.00	
377	EMR IT Equipment	517.01		517.01	
378	EMR Training	900.00		900.00	
380	EMR Bagshot CIL	282,758.59	(237,500.00)	45,258.59	Traffic & infrastructure - £100,000; Bagshot Chapel - £20,000; Gomer Road playground £17,500; Allotment purchase - £100,000;
390	EMR Civic Functions	1,018.57		1,018.57	
395	EMR Tree Works	38,508.49	(23,990.00)	14,518.49	Estimated cost of tree works to be taken from EMR - no provision in budget
396	EMR Greenspace	16,285.00		16,285.00	
399	EMR CGR costs	35,791.00		35,791.00	Direct CGR costs
	EMRs	957,583.28	(395,926.00)	561,657.28	

Councillors are reminded that in accordance with minute reference C/24/99 from the October 24 Full Council meeting a transfer of £33,000 to the Bagshot CIL EMR was agreed by each of the Lightwater and Windlesham Village Committees to cover the payment for the allotments. It is proposed to transfer this from EMR325 Windlesham CIL and Lightwater EMRs once the payment is made.

## Appendix A

Grants and payments in respect of VE Day are shown in the table below.

		Bagshot	Lightwater	Windlesham	Total
<b>Budget for the year</b>					
4650 - Grants		£5,683	£5,000	£5,000	£15,683
4940 - VE Day Celebrations		£5,000	£6,500	£6,500	£18,000
		£10,683	£11,500	£11,500	£33,683
<b>Grants awarded in 2025-26:</b>					
RBL re: VE Day Celebrations	WVC/24/71			£1,600	£1,600
Bagshot Events - VE Day flags	C/24/206		£584		£584
Lightwater Society re: events incl Fayre in the Square	LVC/24/66		£500		£500
Briars Centre re: installation of hearing loop	LVC/24/66		£2,000		£2,000
Lightwater Society re: VE Day community event	LVC/24/66		£1,663		£1,663
Lightwater Society re: VE Day community event	LVC/24/66		£4,322		£4,322
Gomer Road playground	BVC/23/08	£2,500			£2,500
Gomer Road playground	BVC/24/34	£15,000			£15,000
<b>Total grant expenditure</b>		£17,500	£9,069	£1,600	£28,169
<b>Movements from EMRs</b>					
Gomer Road playground	BVC/23/08	(£2,500)			(£2,500)
Gomer Road playground	BVC/24/34	(£15,000)			(£15,000)
		(£17,500)	£0	£0	(£17,500)
<b>Available budget</b>		£0	(£9,069)	(£1,600)	(£10,669)

## Income &amp; Expenditure by Budget 12/05/2025

Month No: 2

## 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	1,040	6,964	72,086	65,122			9.7%
1030 Allotment Fees	0	0	2,020	2,020			0.0%
1076 Precept	0	275,531	551,060	275,530			50.0%
1900 Interest Received	0	844	19,179	18,335			4.4%
<b>Total Income</b>	<b>1,040</b>	<b>283,339</b>	<b>644,345</b>	<b>361,006</b>			<b>44.0%</b>
<b><u>Overhead Expenditure</u></b>							
4005 Ashes interment	0	570	8,820	8,250		8,250	6.5%
4050 Rates	0	274	2,934	2,660		2,660	9.4%
4055 Pavilion Utilites	0	20	420	400		400	4.7%
4060 Maintenance	0	24	15,516	15,492		15,492	0.2%
4061 Cemetery maintenance - grounds	2,130	2,750	26,327	23,577		23,577	10.4%
4062 Cemetery maintenance - general	0	0	25,000	25,000		25,000	0.0%
4070 Allotment Refunds	0	0	100	100		100	0.0%
4100 War Memorial	0	0	13,624	13,624		13,624	0.0%
4160 Greenspace Contingency	0	(280)	3,000	3,280		3,280	(9.3%)
4165 Greenspace Contract	8,426	16,851	120,047	103,196		103,196	14.0%
4170 Environmental costs	0	0	10,000	10,000		10,000	0.0%
4185 Planting	0	0	5,789	5,789		5,789	0.0%
4190 Christmas Trees	0	(5,745)	9,000	14,745		14,745	(63.8%)
4195 Tree Maintenance/Surgery	0	1,215	10,000	8,785		8,785	12.2%
4220 Playground Repairs & Renewal	140	280	21,320	21,040		21,040	1.3%
4300 Salaries	0	11,378	149,885	138,507		138,507	7.6%
4340 Local Government Pension	0	2,014	26,538	24,524		24,524	7.6%
4345 HMRC Payroll	0	1,394	17,938	16,544		16,544	7.8%
4350 Training	0	1,062	6,100	5,038		5,038	17.4%
4380 Elections	0	(6,000)	0	6,000		6,000	0.0%
4400 Legal/HR/Recruitment Costs	0	0	4,500	4,500		4,500	0.0%
4403 Consultant costs	0	0	20,000	20,000		20,000	0.0%
4410 Cleaner	0	0	750	750		750	0.0%
4415 Insurance	0	0	5,244	5,244		5,244	0.0%
4420 Finance System	0	3,366	3,476	110		110	96.8%
4425 External Finance Support	0	0	600	600		600	0.0%
4430 Licences & Subscription	0	3,572	4,977	1,406		1,406	71.8%
4435 Office Expenses	0	(21)	3,500	3,521		3,521	(0.6%)
4440 ICT Costs	290	290	6,220	5,930		5,930	4.7%
4445 Audit	0	(1,609)	1,575	3,184		3,184	(102.1%)
4455 Telecoms & Security	0	103	4,299	4,196		4,196	2.4%
4500 Cllr Allowances, Training & Ex	0	2,765	33,250	30,485		30,485	8.3%
4525 Bagshot Chapel Building Costs	0	1	280	279		279	0.5%

## Income &amp; Expenditure by Budget 12/05/2025

Month No: 2

## Account Code Report

	Actual Current Mnth	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
4550 Office Building Costs	0	391	7,073	6,682		6,682	5.5%
4555 HMLD Building Costs	0	647	7,414	6,767		6,767	8.7%
4600 Annual Meeting & Civic Costs	0	(1,212)	856	2,068		2,068	(141.5%)
4640 Marketing	0	150	8,500	8,350		8,350	1.8%
4650 Grants	2,500	21,663	15,683	(5,980)		(5,980)	138.1%
4905 Pavilion Capital Project	0	0	10,000	10,000		10,000	0.0%
4915 Festive Lights	0	(5,283)	12,140	17,423		17,423	(43.5%)
4940 VE Celebrations	0	6,506	18,000	11,494		11,494	36.1%
4950 Hall Hire	75	275	3,650	3,375		3,375	7.5%
<b>Total Overhead</b>	<b>13,560</b>	<b>57,412</b>	<b>644,345</b>	<b>586,933</b>	<b>0</b>	<b>586,933</b>	<b>8.9%</b>
<b>Total Income</b>	<b>1,040</b>	<b>283,339</b>	<b>644,345</b>	<b>361,006</b>			<b>44.0%</b>
<b>Total Expenditure</b>	<b>13,560</b>	<b>57,412</b>	<b>644,345</b>	<b>586,933</b>	<b>0</b>	<b>586,933</b>	<b>8.9%</b>
<b>Net Income over Expenditure</b>	<b>(12,520)</b>	<b>225,927</b>	<b>0</b>	<b>(225,927)</b>			
plus Transfer from EMR	2,500	18,245	0	(18,245)			
less Transfer to EMR	0	38,700	0	(38,700)			
<b>Movement to/(from) Gen Reserve</b>	<b>(10,020)</b>	<b>205,472</b>	<b>0</b>	<b>(205,472)</b>			

## Detailed Balance Sheet - Excluding Stock Movement

Month 1 Date 12/05/2025

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<u>Current Assets</u>		
100	Debtors	3,564
105	VAT Control A/c	2,994
200	Barclays Current Account	55,002
205	Santander Account	201,711
210	RBS Account	47,315
215	Skipton Account	67,628
225	Cambridge and Counties Account	233,777
230	Hampshire Trust Bank	68,796
235	Redwood Bank	68,748
245	Unity Bank current a/c	277,252
250	Unity Bank deposit a/c	400,000
<b>Total Current Assets</b>		<b>1,426,785</b>
<u>Current Liabilities</u>		
500	Creditors	1,606
501	Bagshot PL	15,000
503	Windlesham PL	810
<b>Total Current Liabilities</b>		<b>17,416</b>
<b>Net Current Assets</b>		<b>1,409,369</b>
<b>Total Assets less Current Liabilities</b>		<b>1,409,369</b>

Represented by :-

300	Current Year Fund	238,447
310	General Reserves	210,839
315	Capital Receipts	1,300
320	EMR School Lane Play Equipment	35,743
321	EMR Windmill Field playground	46,182
325	EMR Windlesham CIL	54,302
330	EMR Repairs and Maintenance	35,997
331	EMR War Memorials	4,976
332	EMR Allotments	2,000
335	EMR Cemeteries	24,030
336	EMR Lightwater Cemetery Maint.	63,250
337	EMR Bagshot Cemetery Maint.	25,000
338	EMR Windlesham Cemetery Maint.	36,418
340	EMR Lightwater Pavilion & Rec	143,392
345	EMR Bagshot Village	13,069
346	EMR Bagshot Grants	317
350	EMR Lightwater Village	19,060
351	EMR Lightwater Grants	5,020
355	EMR Windlesham Village	15,279
356	EMR Windlesham Grants	900
365	EMR Elections	14,820
370	EMR Council Office Repairs	1,500
375	EMR Playarea Repairs & Renewals	39,250
377	EMR IT Equipment	517
378	EMR Training	900
380	EMR Bagshot CIL	285,259
390	EMR Civic Functions	1,019
395	EMR Tree Works	38,508



**Detailed Balance Sheet - Excluding Stock Movement****Month 1 Date 12/05/2025**

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<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
396	EMR Greenspace	16,285	
399	EMR CGR costs	35,791	
	<b>Total Equity</b>		<b>1,409,369</b>

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## **Item 22- Grants**

### **To consider a Grant Application from the Bagshot Society**

#### **Summary:**

Windlesham Parish Council has received a grant application from the Bagshot Society requesting financial support for two initiatives. The application has been escalated directly to Full Council due to the time-sensitive nature of the planting schedule.

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#### **Action:**

**Members are invited to consider the details of the grant application and determine whether they wish to approve the request in full, in part, or not at all.**

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#### **Details of Grant Request:**

The Bagshot Society seeks funding to support the following:

##### **1. *“Meet the Councillors” Events – Late 2025 & January 2026***

These events allow residents to question a panel made up of Parish, Borough, and County Councillors representing Bagshot. The Society notes that it waives its usual £5.00 non-member attendance fee for these events to encourage broad public engagement.

Please note that historically, Councillors have either obtained venues for Councillor surgeries for free, publicised their attendance at a coffee shop for drop-in sessions or funded from their allowance.

#### **Estimated Costs:**

- Venue Hire: 2 sessions at £50.00 each = £100.00
  - Printing and Publicity (forms, notices, lamination): 2 x £10.00 = £20.00
- Sub-total: £120.00**

##### **2. *Village Planters – Summer and Winter Planting***

Funding is also requested to support planting and maintenance of the three planters located in The Square, as well as the historic horse trough on Church Road.

#### **Estimated Costs:**

- Seasonal Planting (Summer & Winter): 2 seasons at £80.00 = £160.00
- Sub-total: £160.00**

**Total Grant Requested: £280.00**

Please see the grant application and constitution attached, noting that at present Bagshot Committee has sufficient grant budget to cover this cost.



# WINDLESHAM PARISH COUNCIL

## GRANT APPLICATION FORM GRANTS

Please complete all details in BLOCK CAPITALS

Please Indicate which village fund you wish to apply to:

Bagshot ☒

Lightwater ☐

Windlesham ☐

Name of Organisation	<b>The Bagshot Society</b>
Registered Charity Number (if applicable)	N / A
Contact Name	[REDACTED]
Position in organisation	Treasurer
Telephone number	[REDACTED]
Address of organisation	[REDACTED] The Bagshot Society [REDACTED] [REDACTED]
Postcode	[REDACTED]
Email address	[REDACTED]
For what purpose/project is the grant requested? What is the evidence/need for the purpose/project?	<p>The Society is a non-political and inclusive organisation for the public benefit of the village of Bagshot. The Society holds events of public service for the participation / interest of all people of the village and the wider community.</p> <p>Grant requests are to defray expenses for::</p> <p>a. Host “<b>Meet the Councillors</b>” events in late 2025 &amp; January 2026. A panel of all the Bagshot councillors (Parish, Borough &amp; County) are questioned by attendees on policy &amp; problems in the village.</p> <p><b>Venue hire</b> 2 x £50.00</p> <p><b>Publicity</b> - Printing, laminating &amp; Forms &amp; notices required at event 2 x £10.00</p> <p>(Note the Society waives the usual non-members £5.00 per head entrance fee for these events)</p> <p>b. “<b>Planters</b>” - For plants etc to maintain the 3 planters (in the Square) &amp; the horse trough (Church Road) for Summer &amp; Winter planting. 2 x £80.00</p>
Total cost of purpose/project	£ 280.00
Amount of grant requested:	£ 280.00

Total number of users of your organisation	48
Number of your users resident in Windlesham Parish who will directly benefit from the grant	All Bagshot Villagers
Where expenditure is for maintenance or refurbishment of a community building or land please specify the number of years left on the lease	N/A

**Supporting documentation to be submitted with the grant application:**

A copy of the written constitution **X**

**I confirm that the above organisation has read and will conform with Windlesham Parish Council's Equality and Diversity Policy.**

Yes **X** No ☐

**Statement of understanding: I have read and understood Windlesham Parish Council's Grant Awarding Policy and if our organisation's application is successful we agree to abide by the conditions:**

Signed



Name



Position in organisation *Treasurer*

Date *12 May 2025*

NB. If your bid is successful, you will need a bank account in the name of your organisation. If you have any queries, please contact [clerk@windleshampc.gov.uk](mailto:clerk@windleshampc.gov.uk).

The completed form should be returned to The Clerk to Windlesham Parish Council,  
The Council Office, The Avenue, Lightwater, GU18 5RG or to one of the Parish Councillors.

**For official use**

Date Received	
Date of Council meeting	
Council decision	Fund / Fund in part / Reject
Amount to be funded	£
Date of notification of decision	
Minute number	

# **THE BAGSHOT SOCIETY CONSTITUTION**

## **1 NAME**

The society's name is The Bagshot Society

## **2 THE PURPOSES OF THE SOCIETY ARE :-**

The Society is established as a non-political and inclusive organisation for the public benefit of the village of Bagshot, with the purposes of promoting civic responsibility, conserving the local heritage, natural and built environment.

Promote the welfare of the villagers by fostering good communications and constructive relationships with the relevant local and national authorities.

- (1) Stimulate interest and involvement in village affairs, being a focus for debate and campaigns on matters affecting the village.
- (2) Be the focus for the promotion of the heritage, prosperity and future of Bagshot.
- (3) Provide a forum for public debate on major matters affecting the village.
- (4) Formulate constructive views on all matters which affect residents and village life, including planning. Where appropriate, carrying out consultation with interested parties.
- (5) Develop constructive relationships with County, Borough and Parish councils, councillors, government agencies and departments on matters affecting the village.
- (6) Promote, nurture, support and help coordinate local groups and organisations as well as organisations with a similar purpose outside the village.
- (7) Organising occasional social and educational events for the benefit of villagers.

## **3 COMMITTEE AND OFFICERS**

The society shall be managed by a committee comprising four 'officers' – Chairman, Vice Chairman, Secretary & Treasurer - and up to 8 ordinary members who are appointed at the Annual General Meeting (AGM).

## **4 CARRYING OUT THE PURPOSES**

In order to carry out the society's purposes, the committee have the power to:

- (1) Raise funds, receive grants and donations
- (2) Apply funds to carry out the work of the society.
- (3) Co-operate with and support charities and organisations with similar purposes
- (4) Do anything which is lawful and necessary to achieve the purposes

## **5 MEMBERSHIP**

- (1) The society shall have a membership. Anyone who supports the work of the society and are aged 18 or over, can apply to become a member of the society in their own right.

Membership is renewed annually and the committee will maintain an up-to-date membership list.

- (2) Membership fees will be charged to cover the costs of running the society and these will be reviewed and agreed annually at the AGM.
- (3) Membership may be for an individual or all adults in the household and changes to membership categories will be agreed at the AGM
- (4) The committee may remove a person's membership if they believe it is in the best interests of the society. The member has the right to be heard by the committee before the decision is made and can be accompanied by a friend.

## **6 ANNUAL GENERAL MEETING - AGM**

- (1) The AGM must be held every year, with 14 days notice given so far as possible to all members. The displaying of posters in a number of prominent positions around the village, e-mail and verbal notification will be accepted as appropriate means to achieve this notification.

Minutes must be kept of the AGM.

- (2) There must be at least 15 members present at the AGM.

- (3) Every member has one vote.
- (4) The officers shall present the annual report and accounts and these will be agreed at the AGM.
- (5) Members shall elect 4 Officers (Chairman, Vice Chairman, Secretary and Treasurer) and up to 8 committee members to serve for the next year.

They will retire at the next AGM but may stand for re-election.

- (6) Any member may stand for election as a committee member.

## **7 MEETINGS**

- (1) There must be at least

- 3 committee meetings and
- 2 meetings open to all members of the society

each year.

- (2) At least 1 officer and 3 committee members must be present at committee meetings to be able to take decisions.

Minutes shall be kept for every meeting.

- (3) If any committee member has a conflict of interest they must declare it and leave the meeting while this matter is being discussed or decided.

- (4) The committee may make reasonable additional rules to help run the society. These rules must not conflict with this constitution or the law.

## **8 MONEY AND PROPERTY**

- (1) Money and property must only be used for the society's purposes.

- (2) The committee must keep accounts.

The most recent annual accounts can be seen by anybody on request.

- (3) Committee members cannot receive any money or property from the charity, except to refund reasonable out of pocket expenses.

- (4) Money must be held in the society's bank account

- (5) Cheques must be signed by 2 committee members who are unrelated, and one of whom must be an officer.

- (6) Single user access to on-line banking is authorised, subject to a minimal or zero withdrawal / payment limit.

- (7) No expenditure above £50 may be incurred without the agreement of a majority of the committee.

## **9 GENERAL MEETINGS**

If the committee consider it is necessary to change the constitution, or wind up the society, they must call a General Meeting so that the membership can make the decision.

A General Meeting must also be called if the committee receives a written request from the majority of members.

All members must be given 14 days notice and told the reason for the meeting.

All decisions require a simple majority.

Minutes must be kept of any meeting.

- (1) **Winding up** - any money or property remaining after payment of debts must be given to a charity with similar purposes to the society, or to a charity that will use it to the benefit of needy Bagshot residents.

- (2) **Changes to the Constitution** - can be made at AGMs or General Meetings.

- (3) [clause not used]

- (4) The officers may also call a General Meeting to consult the membership

## **10 ADOPTION OF THIS CONSTITUTION**

This constitution was adopted at the AGM held on 8 September 2021 and replaces the constitution adopted on 19 September 2019