



Windlesham Parish Council

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The Council Offices
 The Avenue
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 GU18 5RG

MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL
 Held on Tuesday 18th March 2026, at 7pm held at St Anne's Church Centre, 43
 Church Road, Bagshot

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

In attendance: Jo Whitfield –Clerk to the Council
 Mr Murphy – Resident
 Mr Burlinson – Resident
 Helen Hansen-Hjul - Resident
 Anita Gibbs - Resident

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

Cllr White was in the Chair

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

	<p>centralised structure could require longer meeting times for detailed review and debate during this period.</p> <p>The Clerk clarified that her understanding is that a locum Clerk will be appointed by Surrey Heath Borough Council to establish the new Windlesham Village Council, rather than to disaggregate the existing Parish Council. It was noted that this point would be debated under item 11 on the agenda.</p> <p>Q2 - Mr Murphy made a representation expressing dissatisfaction with the process described in the Background Paper for Item 10. He asserted that the 2019/20 Community Governance Review had been paused and effectively concluded through a political agreement reached between Surrey Heath Borough Council leaders and officers, and that this agreement had not been delivered.</p> <p>The representation stated that the Terms of Reference originally created to implement the agreement had been altered prior to the May 2023 election, resulting in a departure from the 'spirit and intent' of the agreement. Mr Murphy further contended that the working party established in June 2023 did not convene, leading ultimately to the CGR request made in March 2024.</p> <p>Concerns were raised regarding predetermination, with the resident noting that predetermination is not unlawful and that no supporting evidence had been provided for the legal advice referred to at the time, nor justification for restricting the participation of elected representatives. Mr Murphy also challenged the non-disclosure of unspecified independent legal advice from 2025, suggesting that client privilege belongs to the Council and asking Members to consider releasing both the advice and the invoice for the work.</p> <p>Mr Murphy asked Council to consider this request in the interests of openness and transparency, or to explain why disclosure could not be provided.</p> <p>The Chair advised Mr Murphy that this would be considered under item 10 on the agenda.</p>	
C/25/209	<p>Exclusion of the press and public.</p> <p>To agree items to be dealt with after the public, including the press, had been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960:</p> <p>C/25/202 Hook Mill Lane Depot Disposal C/25/203 To note the confidential report for the Full Council Meeting held on the 24th February 2026</p> <p>Members agreed that the above items should be discussed in the confidential part of the meeting.</p>	
C/25/210	<p>Full Council Minutes.</p> <p>Cllr Malcaus Cooper proposed, Cllr Stevens seconded, and it was unanimously resolved to approve the minutes of the Full Council</p>	Cllr White

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

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

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

	<p>At Members' request, the Clerk confirmed that, to the best of her recollection, Surrey Heath Borough Council had previously indicated that councillor-to-resident ratios were approximately:</p> <ul style="list-style-type: none"> • Windlesham: 1 councillor per 500 residents • Bagshot: 1 councillor per 700 residents • Lightwater: 1 councillor per 750 residents <p>The Clerk also confirmed that while the day-to-day accounting would be simplified, all earmarked reserves would remain as per current allocations.</p> <p>Cllr Wheeler queried why the Terms of Reference had not been provided. In response, Cllr Malcaus-Cooper explained that the motion sought approval for the revised committee structure and that, if approved, detailed Terms of Reference would subsequently be drafted and brought forward for Council approval.</p> <p>Cllr Wheeler proposed an amendment to the motion that the Council proceed with a hybrid structure, reverting to the previous committee arrangements with the addition of a Windlesham Village Committee.</p> <p>Cllr Malcaus Cooper did not accept the amendment.</p> <p>Cllr Malcaus Cooper proposed the original substantive motion, Cllr Willgoss seconded the motion, and a recorded vote was taken.</p> <p>Motion: With effect from 1 April 2026, Windlesham Parish Council reorganises its governance structure and adopts a unified thematic committee structure comprising:</p> <ul style="list-style-type: none"> • Finance & General Purposes Committee • Personnel Committee • Planning Committee • Civic Amenities & Recreation Committee • Communications Committee <p>Membership of each committee will consist of a total of 9 members, with a maximum of 3 representatives from each village. All other Councillors may act as nominated substitutes.</p> <table border="0" style="width: 100%;"> <tr> <td>Cllr Bakar</td> <td>In Favour</td> </tr> <tr> <td>Cllr Du Cann</td> <td>In Favour</td> </tr> <tr> <td>Cllr Gordon</td> <td>In Favour</td> </tr> <tr> <td>Cllr Willgoss</td> <td>In Favour</td> </tr> <tr> <td>Cllr White</td> <td>Abstention</td> </tr> <tr> <td>Cllr Harris</td> <td>In Favour</td> </tr> <tr> <td>Cllr R Jennings-Evans</td> <td>Abstention</td> </tr> <tr> <td>Cllr Malcaus Cooper</td> <td>In Favour</td> </tr> <tr> <td>Cllr Stevens</td> <td>Against</td> </tr> <tr> <td>Cllr D Jennings-Evans</td> <td>In Favour</td> </tr> <tr> <td>Cllr Lewis</td> <td>Against</td> </tr> <tr> <td>Cllr Marr</td> <td>Against</td> </tr> <tr> <td>Cllr Richardson</td> <td>Against</td> </tr> <tr> <td>Cllr Wheeler</td> <td>Against</td> </tr> </table>	Cllr Bakar	In Favour	Cllr Du Cann	In Favour	Cllr Gordon	In Favour	Cllr Willgoss	In Favour	Cllr White	Abstention	Cllr Harris	In Favour	Cllr R Jennings-Evans	Abstention	Cllr Malcaus Cooper	In Favour	Cllr Stevens	Against	Cllr D Jennings-Evans	In Favour	Cllr Lewis	Against	Cllr Marr	Against	Cllr Richardson	Against	Cllr Wheeler	Against	<p>The Clerk</p>
Cllr Bakar	In Favour																													
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Cllr Richardson	Against																													
Cllr Wheeler	Against																													

	The motion was carried with 7 in favour, 5 against and 2 abstentions	
C/25/217	<p>Windlesham Neighbourhood Plan – To consider a recommendation from Windlesham Village Committee to remove the Chair and Vice Chair from the working group</p> <p>Council considered a recommendation from Windlesham Village Committee to remove the Chair and Vice Chair of Council from the membership of the Windlesham Neighbourhood Plan Working Group.</p> <p>Members noted the previous resolution of Full Council on 27 June 2023, which established the Working Group and included the Chair and Vice Chair of Council, along with County and Borough Councillor representatives, within its membership. Council further noted that Windlesham Parish Council remains the qualifying body for neighbourhood planning until the Community Governance Review is concluded and a new council is established for the Neighbourhood Plan area.</p> <p>Council considered the Windlesham Committee’s recommendation, agreed unanimously at its meeting on 19 January 2026, which was intended to support local ownership of the Neighbourhood Plan and reflect its village-based focus, while noting that all authority to incur expenditure remains with Full Council.</p> <p>Following a healthy debate, Cllr R Jennings-Evans proposed an amendment to remove the Vice-Chair of Council and the Borough and County Councillors from the working party, on the basis that this would ensure the group was not overly weighted towards councillors.</p> <p>Subsequently, a further discussion took place, and it was resolved with 13 in favour, 1 against and 0 abstentions, to remove the Vice-Chair of Council only from the Windlesham Neighbourhood Plan Working Group</p>	
C/25/218	<p>Review and prioritisation of current workstreams</p> <p>Members noted the information presented. Particular attention was drawn to the scale, complexity and time-critical nature of Asset Transfers and greenspace contract procurement, and the need to manage these as dominant Priority 1 workstreams during 2026–27.</p> <p>Council noted the revised delivery timeline, including:</p> <ul style="list-style-type: none"> • immediate commencement of greenspace procurement to manage procurement lead-in times and protect service continuity; and • Asset Transfer work commencing in late May 2026 and completing by 1 April 2027. <p>Council further noted the stress-testing of the programme and the proposed mitigations to manage delivery risk within existing capacity constraints, including the potential need to flex non-time-critical workstreams.</p> <p>Cllr Wheeler raised concerns that a number of the identified priorities primarily benefited Bagshot and Lightwater as the continuing authority and did not</p>	

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

	<p>structured engagement with the successor unitary authorities</p> <p>b) agree that the Working Party's role will be to define a consistent set of priorities and messages for engagement, focusing on how the Parish Council can contribute local knowledge and community insight during and after the transition</p> <p>c) agree that the Working Party will operate within agreed parameters and report back to Council at defined intervals</p>	
C/25/220	<p>To consider summer planting for 2026</p> <p>Council considered a report on the provision of summer planting and hanging baskets across the villages for 2026. Members noted that six companies had been invited to quote, with one quotation received in the sum of £6,205, broken down by village.</p> <p>Members noted that the quoted costs marginally exceeded the approved 2026–27 budget provision for each village and that any small overspend would need to be met from the general reserve or in-year virements if the scheme were approved.</p> <p>Council considered the options of approving the quotation or not proceeding with hanging baskets for 2026.</p> <p>Cllr White proposed, Cllr R Jennings-Evans seconded, and it was resolved to approve quote A and to note that the minor overspend against the 2026–27 budget would be funded from the general reserve or by in-year virement.</p>	The Clerk
C/25/221	<p>Clerks update</p> <p>Nothing to report</p>	
C/25/222	<p>Correspondence</p> <p>Information Governance Members were informed that the Council had received a Subject Access Request and a Freedom of Information Request, which the Clerk is dealing with.</p> <p>Complaint Members were informed that the Council had received a complaint regarding an allotment plot reallocation.</p>	
C/25/223	<p>Exclusion of the press and public - To exclude members of the public, including the press, for consideration of items excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960</p> <p>C/25/224 Hook Mill Lane Depot Disposal C/25/225 To note the confidential report for the Full Council Meeting held on the 24th February 2026</p> <p>20:48 <i>The meeting was adjourned for a comfort break</i></p>	

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

Lightwater PL for Month No 12

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
02/03/2026	GRANT FEB26	L84	LIGHTWATER CONNECTED	LWCONNECT	500.00	0.00	500.00	4650	440	500.00	Grant - LW Village Fete 2026
TOTAL INVOICES					<u>500.00</u>	<u>0.00</u>	<u>500.00</u>			<u>500.00</u>	
VAT ANALYSIS CODE					OTS @ 0.00%	500.00	0.00	500.00			
TOTALS					<u>500.00</u>	<u>0.00</u>	<u>500.00</u>				

Windlesham PL for Month No 12

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
27/02/2026	GC092-246	W222	GLENDALE	GLEND	43.00	8.60	51.60	4060	500	43.00	Plaque - Wind Cem
27/02/2026	INV 2186	W221	PURE GARDENS	PUREG	2,130.00	426.00	2,556.00	4061	500	2,130.00	Monthly Grounds Maint Contract
06/03/2026	17331	W223	GUILDFORD FENCING	GUILDFEN	234.00	46.80	280.80	4220	510	234.00	Fencing Kings Lane Playground
TOTAL INVOICES					<u>2,407.00</u>	<u>481.40</u>	<u>2,888.40</u>			<u>2,407.00</u>	
VAT ANALYSIS CODE S @ 20.00%					2,407.00	481.40	2,888.40				
TOTALS					<u>2,407.00</u>	<u>481.40</u>	<u>2,888.40</u>				

Top Level for Month No 12

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
03/03/2026	QL208942-1	912	SLCC ENTERPRISES LTD	SLCC	140.00	28.00	168.00	4350	220	140.00	FILCA Course - JC
03/03/2026	QD208943-1	913	SLCC ENTERPRISES LTD	SLCC	140.00	28.00	168.00	4350	220	140.00	ILCA Course - JC
28/02/2026	INV 30	914	ALL SAINTS CHURCH	ALLS	15.00	0.00	15.00	4950	225	15.00	Planning meeting 11Feb
01/03/2026	INV 2668	916	ZENTECH IT	FRE01	350.78	70.15	420.93	4440	225	350.78	Monthly Support
01/03/2026	INV 0006310	915	VILLAGE LIFE	VILLAGELIF	59.00	11.80	70.80	4640	225	59.00	Advert/Article
05/03/2026	2042423	917	SURREY HEATH	SHBC01	8,925.21	1,785.04	10,710.25	4165	310	3,775.15	Monthly Ground Maint Contract
								4165	410	2,897.20	Monthly Ground Maint Contract
								4165	510	2,107.06	Monthly Ground Maint Contract
								4220	310	72.90	Playground Inspection
								4220	410	72.90	Playground Inspection
TOTAL INVOICES					<u>9,629.99</u>	<u>1,922.99</u>	<u>11,552.98</u>			<u>9,629.99</u>	
VAT ANALYSIS CODE S @ 20.00%					9,614.99	1,922.99	11,537.98				
VAT ANALYSIS CODE Z @ 0.00%					15.00	0.00	15.00				
TOTALS					<u>9,629.99</u>	<u>1,922.99</u>	<u>11,552.98</u>				



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MINUTES OF AN EXTRAORDINARY MEETING OF WINDLESHAM PARISH COUNCIL
Held on Tuesday 7th April 2026, at 6.30pm held at St Anne’s Church Centre, 43 Church Road, Bagshot

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

In attendance: Jo Whitfield –Clerk to the Council

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

Cllr Turner was in the Chair

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		Action
C/25/227	Apologies for absence Apologies for absence were received and accepted from Cllrs Marr, Wheeler, Lewis, Bakar, Harris and Wilson.	
C/25/228	Declarations of interest None	
C/25/229	Public Questions No members of the public were present	
C/25/230	Exclusion of the press and public. Members agreed that there were no 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.	
C/25/231	Establishment of a Complaints Panel under the Council’s Complaints Procedure	

	<p>Members were informed that a formal complaint had been received. As a result, it was necessary to establish a complaints panel in accordance with the Council's Complaints Procedure. The formation of this panel ensures that the matter will be considered formally and handled in line with established protocols.</p> <p>Members noted the formal complaint and resolved to appoint the following three councillors to a complaints panel:</p> <p>Cllr White Cllr Turner Cllr Hardless</p> <p>In the event an appeals panel is required, it was resolved to appoint</p> <p>Cllr Willgoss Cllr R Jennings-Evans or Cllr Stevens 1 Windlesham Councillor</p>	
	<p>There being no further business, the meeting closed at 18:39</p>	



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MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL’S PLANNING COMMITTEE

Held on Wednesday 11th March 2026 11:00am at All Saints’ Church Hall, Broadway Road, Lightwater.

Bagshot Cllrs		Lightwater Cllrs			Windlesham Cllrs	
White	A	Turner		A	Marr	P
Du-Cann	P	Stevens		P		

In attendance: Sarah Wakefield – Assistant Clerk

Cllr Stevens took the Chair

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

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PLAN/25/90	Apologies for absence Apologies were received from Cllr Turner and Cllr White.
PLAN/25/91	Declarations of interest No declarations of interest.
PLAN/25/92	Public question time No public questions.
PLAN/25/93	Exclusion of the press and public No Exclusions to the press and public.
PLAN/25/94	To consider planning applications and planning appeals received prior to this meeting:

	Bagshot Applications		
	No Applications		
	Lightwater Applications		
	No Applications		
	Windlesham Applications		
26/0145/DEM	<p>Ming, London Road, Windlesham, Surrey, GU20 6PG</p> <p>Application to determine if prior approval is required (under Class B, Part 11, of Schedule 2 of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)) for the demolition of the existing two storey building.</p> <p>Members resolved to COMMENT as follows: Planning permission has been granted twice for the development of this site, involving the demolition of this building and the construction of a block of flats and two 5-bedroom houses (23/0311/FFU and 24/0343/FFU). Both permissions have now lapsed, although we understand that the applicant was close to selling the site to a developer. The applicant now seeks to demolish the building, to avoid deterioration and vandalism and also because the applicant must pay Council Tax but has no use of or financial income from the site. SHBC is required to determine whether their prior approval is required for the method of demolition and the proposed restoration of the site.</p> <p>In our view, prior approval should be required. The level of detail provided in the Application Form is sparse. Due to the proximity to housing and the A30, comprehensive information should be provided relating to the proposed demolition, in particular regarding safety, access by demolition equipment and heavy lorries, working hours, and noise, vibration and dust management.</p> <p>The only information provided in relation to the restoration of the site is “Final site grading: After all debris is removed, the site is graded and levelled, leaving a clean, stable plot ready for new construction.” Again, this lacks detail. We are concerned that the site could become overgrown and unsightly or subject to incursions or fly tipping and we request that SHBC consider how this can be prevented.</p>	Demolition Consent	20 th March 2026

26/0162/FFU	<p>6 Woodlands Lane, Windlesham, Surrey, GU20 6AH Erection of a part single, part two storey rear extension, new entrance canopy, and fenestration changes</p> <p>NO OBJECTION</p>	FPA	26 th March 2026
26/0153/PMR	<p>Oakwood, Chertsey Road, Windlesham, Surrey, GU20 6HY Application under Section 73 of the Town and Country Planning Act to vary condition 2 (approved plans) and condition 3 (TPP) of planning permission 25/0979/FFU (Proposed alterations to driveway and car park).</p> <p>Members resolved NO OBJECTION subject to approval by SHBC's arboricultural officer.</p>	Relaxation/Modification	26 th March 2026
26/0126/NMA	<p>Building D Windlesham Campus London Road Windlesham Surrey GU20 6PP Application under S96a (non material amendment) to application ref: 25/0287/FFU to allow alterations to Building D.</p> <p>Members resolved NO OBJECTION with the following COMMENT: We understand the following to be the case: SHBC has provided pre-application advice at a meeting on 27 November 2025 and in writing on 22 January 2026, the advice was positive and a Section 96A application was advised to be appropriate. The proposed amendments will be located within the service yard, which is already characterised by plant and machinery and is hidden from view both within the Campus and from external views of the site. The most significant change appears to be the relocation of the Air Source Heat Pumps from the main roof to a raised deck in the service yard. We understand that the plant deck will be of similar height and massing to the adjacent buildings (we request that SHBC confirm the height) and of a character similar to the existing service yard. A Noise Impact Assessment Addendum by Arup dated 6 January 2026 confirms compliance with the noise limits secured under the original permission (25/0287/FFU). We have noted that the predicted total noise at the nearest residential NSR (NSR 1) appears to be the</p>	Non Material Amendment	11 th March 2026

	<p>maximum permitted level of 35 dB (LAr,Tr), as shown on the table on page 4.</p> <p>This Noise Impact Assessment Addendum is of a technical nature, and we rely on the expertise of SHBC to interpret it and ensure that the changes proposed by this application adhere to the agreed noise limits. We understand from the covering letter that Environmental Health have confirmed compliance, but this is not currently uploaded to the SHBC portal.</p>		
26/0150/NMA	<p>St Margarets Woodlands Lane Windlesham Surrey GU20 6AS</p> <p>Application for non-material amendment to application ref: 23/0581/FFU to alter rooflight above the ridge line and side and rear elevations eaves line.</p> <p>NO OBJECTION</p>	Non Material Amendment	19 th March 2026
26/0140/DTC	<p>Land East Of St Margarets Woodlands Lane Windlesham Surrey GU20 6AS</p> <p>Submission of details to comply with condition 14 (archaeological works) attached to permission 23/0080/FFU for Development of 20 affordable dwellings with new access from Woodlands Lane.</p> <p>Members resolved OBJECTION for the following reasons:</p> <p>The original Condition 14 provided that no development should take place until a programme of archaeological work had been implemented in accordance with a written scheme of investigation approved by SHBC. The stated reason was that “the site lies in an area of archaeological potential, particularly for, but not limited to, prehistoric remains”. Condition 14 was amended only last month, at the request of the applicant, in a decision on 6 February 2026 (26/0016/NMA). WPC objected to this application. Condition 4 of this new decision amended the trigger to Condition 14, allowing above ground works to take place prior to the implementation of the programme of archaeological works and written scheme of investigation. Consequently, most, if not all, the trees on this woodland site have been felled in recent days.</p> <p>It is unclear to us whether the applicant seeks to remove the new Condition 4 and dispense with all requirements in relation to archaeology, although this seems to us to be the case. This point should be clarified.</p>	Details to comply	19 th March 2026

	<p>Surrey County Council's Historic Environment Planning Team has submitted a response dated 9 March 2026, setting out arguments why Condition 14 should not be discharged. We support this position. The officer confirms that archaeological trial trenching was required in relation to the main Heathpark Wood site. They were not consulted on the applications or appeals for the neighbouring sites of St Margarets or The Ferns. However, they were consulted on an earlier application which covered both sites, which was withdrawn, and in relation to which they advised that an archaeological evaluation should be undertaken.</p> <p>It is argued that the presence of woodland is a constraint to the carrying out of archaeological investigation. This is no longer the case as the trees have been felled.</p>		
26/0166/DTC	<p>Land East Of St Margarets Woodlands Lane Windlesham Surrey GU20 6AS</p> <p>Submission of details to comply with condition 12 (surface water drainage) of planning 23/0080/FFU permission for the development of 20 affordable dwelling with new access from Woodlands Lane.</p> <p>Members resolved to COMMENT as follows: The information provided appears comprehensive but is of a technical nature and we rely on the expertise of SHBC to ensure that it meets the requirements of this condition. We have noted that the system relies on the discharge of surface water to a ditch at the site entrance on the southern boundary. However, we understand that this has been agreed with Surrey LLFA (the Flood Authority) as noted at cl 3.1.1 of the Drainage Statement.</p>	Details to Comply	26 th March 2026
26/0177/PMR	<p>Woodcote Lodge Snows Ride Windlesham Surrey GU20 6PE</p> <p>Application under Section 73 of the Town and Country Planning Act to vary condition 2 (approved plans and documents) of planning permission 25/0665/FFU (Erection of single storey side and rear extensions, a two storey rear/side extension, raising the ridge height of part of the existing roof, insertion of a dormer window in the rear roof slope, a basement extension and an entrance porch together with associated external alternations following demolition of existing side extension and front porch) to change sized of proposed basement.</p>	Relaxation/Modification	31 st March 2026

	<p>Members resolved NO OBJECTION with the following COMMENT:</p> <p>We understand the following to be the case: This is a Green Belt location. Increases in volume and floor space of up to 30% are generally considered to be proportionate additions. This proposal (to create a home cinema) will result in 93.8m³ additional volume and 40.8m² extra floorspace. Taking into account the already approved changes under permission 25/0665/FFU, we understand that the overall increase in volume will be 17.1% and floorspace 16.3%, which is well within the acceptable range.</p> <p>The basement would be entirely underground and not visible, thus not impacting the openness of the Green Belt.</p> <p>The proposed extra basement area would be the same size as the room above, so no additional excavations would be required out into the surrounding curtilage of the house.</p> <p>The Basement Planning Statement (cl 6.24) says that spoil extracted to create the basement will be removed by a fully licensed contractor. This should perhaps be conditioned or included in a Construction Method Statement, as suggested in the Planning Statement. It should not be left on site, potentially altering ground levels.</p>		
26/0178/FFU	<p>Rowena, School Lane, Windlesham, Surrey, GU20 6EY Erection of single storey rear/side extension.</p> <p>Members resolved NO OBJECTION with the following COMMENT:</p> <p>Due to the presence of mature trees in neighbouring gardens to the rear, this application should be considered by SHBC's arboricultural officer and any necessary tree protection measures implemented.</p> <p>School Lane is very narrow and there is therefore a need to ensure safe and unobstructed access during construction works. A condition might be appropriate to manage construction access, minimise construction noise and maintain clear access for residents during the works.</p>	FPA	1 st April 2026

26/0067/FFU	<p>18 Chertsey Road, Windlesham, Surrey, GU20 6EP</p> <p>Extension of existing driveway and dropped kerb with associated hardstanding.</p> <p>Members resolved to COMMENT as follows: There have been two previous recent applications for a dropped kerb in relation to this property, (one for permitted development, the other full planning permission) both of which were refused. WPC has previously objected and raised concerns about safety. WPC still has the same serious concerns regarding the safety aspects of dropping this kerb as stated before. This property is located on the B386 in the village centre on a busy and congested stretch of the road within the contraflow/traffic calming arrangements near to the shops. Vehicles would need to reverse into the parking spaces or out onto the road, which could be hazardous. The space seems tight for the parking of two vehicles, and it should be confirmed that it is adequate.</p>	FPA	2 nd April 2026
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There being no further business, the meeting closed at 11:18



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MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL’S PLANNING COMMITTEE

Held on Tuesday 24th March 2026 11:00am at Lightwater Library, Guildford Road, Lightwater.

Bagshot Cllrs		Lightwater Cllrs			Windlesham Cllrs	
White	P	Turner		A	Marr	P
Du-Cann	P	Stevens		P		

In attendance: Sarah Wakefield – Assistant Clerk

Cllr Stevens took the Chair

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

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PLAN/25/95	Apologies for absence Apologies were received from Cllr Turner.
PLAN/25/96	Declarations of interest No declarations of interest.
PLAN/25/97	Public question time No public questions.
PLAN/25/98	Exclusion of the press and public No Exclusions to the press and public.
PLAN/25/99	To consider planning applications and planning appeals received prior to this meeting:

	Bagshot Applications		
26/0159/FFU	<p>40 High Street, Bagshot, Surrey, GU19 5AZ Change of use of existing dry cleaners (class E) to hot food takeaway (suis generis).</p> <p>Members resolved OBJECTION for the following reasons:</p> <p>Highways and Parking- The proposed use as a hot food takeaway is likely to result in increased short-stay parking demand, delivery vehicles, and customer turnover in a highly constrained section of the High Street. The site benefits from only one on-site parking space, with double yellow lines directly outside the premises, which already limit parking and stopping opportunities. This raises concerns about unsafe parking, obstruction, and additional pressure on surrounding streets. The Council requests that Highways re-assess the application, including a site visit, to fully consider parking availability, access arrangements, and the cumulative impact on highway safety and the surrounding area.</p> <p>In addition, the presence of residential flats above the premises gives rise to concerns regarding odours associated with a hot food takeaway, which would adversely affect residential amenity.</p>	FPA	7 th April 2026
25/1293/NMA	<p>175 London Road, Bagshot, Surrey, GU19 5DH Non-material amendment to planning permission 19/0695/FFU (approved by appeal ref APP/D3640/W/21/3284097) to remove Condition 16 (reptile mitigation strategy) and allow for the amendment to agree details for Condition 19 (drainage) from before commencement to prior to development above slab level.</p> <p>Members resolved OBJECTION for the following reasons:</p> <p>The Parish Council maintains its objection to this application, reiterating the concerns previously raised by Windlesham Parish Council and discussed at the meeting held on 28 January 2026.</p>	Non-Material Amendment	13 th April 2026

	<p>The Council remains concerned that, despite not being recorded when a survey was undertaken, reptiles have historically been identified in this locality. The existing planning conditions relating to ecology and drainage are in place for a reason and must be fully adhered to.</p> <p>In addition, the Council considers that a drainage survey should be carried out prior to the commencement of any works. Once a concrete slab or similar permanent structure is installed, it will be significantly more difficult to properly assess drainage conditions or to rectify any underlying issues.</p>		
26/0212/CES	<p>4 Gatfield Court, Bagshot, Surrey, GU19 5FT Certificate of lawfulness for the proposed erection of a single storey rear extension with flue.</p> <p>NO OBJECTION</p>	Certificate Proposed Development	
	Lightwater Applications		
26/0221/FFU	<p>79 Ambleside Road, Lightwater, Surrey, GU18 5UH Retrospective change of use of existing detached garage (Class C3) to provide a dog grooming and cycle repairs/maintenance service (Sui Generis).</p> <p>NO OBJECTION</p>	FPA	14 th April 2026
26/0182/CES	<p>30A Ambleside Road, Lightwater, Surrey, GU18 5TA Certificate of lawfulness for the proposed replacement of ground floor roof to include parapet and roof light.</p> <p>NO OBJECTION</p>	Certificate Proposed Development	Not Available
26/0193/FFU	<p>7 Christie Close, Lightwater, Surrey, GU18 5UG Installation of a repurposed shipping container, externally clad in cedar timber and incorporating a biodiverse green roof, to provide a private gym ancillary and incidental to the use of the main dwelling house.</p> <p>Members resolved OBJECTION for the following reasons:</p>	FPA	10 th April 2026

	<p>The proposal represents an overdevelopment of a site that is already overdeveloped, with concerns that the remaining garden space may be inadequate to accommodate an additional structure of this nature without harming residential amenity.</p> <p>The Council is also concerned that the development would be detrimental to the character and appearance of the area. While reference is made to timber cladding and a green roof, the application fails to provide sufficient detail regarding the exact dimensions, scale and final appearance of the structure. In the absence of clear drawings and specifications, it is not possible to properly assess the visual impact of the proposal or its relationship to neighbouring properties.</p>		
	Windlesham Applications		
26/0192/FFU	<p>39 Chertsey Road, Windlesham, GU20 6EW Change of use of land from residential to play area for children's nursery.</p> <p>Members resolved NO OBJECTION with the following COMMENT: Planning permission was previously granted for what appears to be the same proposal, but it has lapsed (21/0002/FFU). If granted, the same conditions should apply as before, including those relating to the height of the acoustic fence (2 metres), the maximum number of children allowed to play at any one time (20), the hours of play (9.30-10.30, noon-1.00 and 2.30-4.30 on weekdays only) and no climbing frames permitted.</p>	FPA	8 th April 2026
26/0203/PMR	<p>Windlesham Campus, Sunninghill Road, Windlesham, Surrey, GU20 6PP Application under Section 73 of the Town and Country Planning Act to vary conditions 2 (plans), 4 (Biodiversity Net Gain and Ecological Environmental Management Plan) and 17 (landscaping) of application ref.21/1122/FFU granted 25 January 2022 to allow for a phased landscaping approach.</p> <p>Members resolved NO OBJECTION with the following COMMENT:</p>	Relaxation/Modification	9 th April 2026

	<p>We understand the following to be the case: SHBC has provided pre-application advice at a meeting on 9 May 2025 and in writing on 3 July 2025, the advice was positive and a Section 73 application was advised to be appropriate, on the basis that the proposed changes are not so significant as to be deemed material.</p> <p>The applicant seeks to phase the landscaping scheme and deliver it over multiple planting seasons, in line with the phased approach to occupying the various buildings, thus allowing the cost to be spread over a longer period. We have no objection in principle to this approach, provided the deferral period is not unreasonably long. We understand that the work will be carried out in three phases and that it should be completed at some point in 2028 (as set out in drawing ref APL-BDP-ZZ-00-DR-L-90252-P02).</p> <p>The proposed changes will deliver increased biodiversity of 8.07%, a slight uplift on the consented gain of 7.85%.</p> <p>The upper meadows will be retained as they currently exist due to the presence of an established badger sett. This seems an appropriate approach.</p>		
26/0031/DTC	<p>Land East Of St Margarets, Woodlands Lane, Windlesham, Surrey, GU20 6AS</p> <p>Submission of details to comply with condition conditions 6 (Construction Environmental Management Plan) & 10 (Construction Traffic Management Plan) of planning permission 23/0080/FFU for Development of 20 affordable dwellings with new access from Woodlands Lane.</p> <p>Members resolved to COMMENT as follows:</p> <p>WPC has recently submitted comments on this application, uploaded on 13 February 2026. The applicant has subsequently submitted a concise addendum to the CEMP, in letter format, dated 16 March 2026, on which WPC is invited to comment.</p> <p>The Addendum responds to recommendations made by Surrey Wildlife Trust in relation to the need for an updated ground level preliminary tree roost assessment in relation to bats. The Addendum confirms that a suitably qualified ecologist will undertake such an assessment of all trees with bat roost potential prior to any works that may affect them. The assessment would advise whether further surveys were required and provide recommendations to</p>	Details to comply	13 th April 2026

	<p>inform the Bat Mitigation Strategy. It states that the results will be submitted to SHBC for approval before any works proceed in areas where trees with bat roost potential may be impacted.</p> <p>It should be noted that most, if not all, the trees on site have already been felled in the last few weeks, prior to the date of this Addendum. It is possible that the assessment has already been carried out, but if not, we feel it would be impossible at this stage.</p>		
26/0187/CES	<p>Oakwood Chertsey Road Windlesham Surrey GU20 6HY</p> <p>Certificate of lawfulness for the proposed erection 2m high enclosure to form games court.</p> <p>NO OBJECTION</p>	Certificate Proposed Development	Not Available
26/0206/PIP	<p>Snows Ride, Hatton Hill, Windlesham, Surrey, GU20 6AD</p> <p>Permission in Principle for the development of land at Snows Ride, Hatton Hill for up to 2 dwellings.</p> <p>Members resolved OBJECTION for the following reasons:</p> <p>Green Belt: The proposal involves the demolition of the existing house and outbuildings and the construction of two substantial detached houses. This is a Green Belt location. Development in the Green Belt is inappropriate, damaging its openness, except in very special circumstances. Exceptions include the replacement of a building, provided the new building is in the same use and not materially larger than the one it replaces (cl 154(d) NPPF). The Type A house appears to be significantly larger than the one it will replace, although no calculations or floor plans of the existing house have been provided.</p> <p>The land to the rear on which the Type B house would be built appears to be previously undeveloped land, originally separate from the Snows Ride House site. It was the subject of a planning application for a terrace of 4 dwellings, which was refused (19/2218/FFU) for several reasons, including inappropriate development in the Green Belt with no very special circumstances. It was considered in the Officer's Report that the exception for limited infilling in villages did not apply.</p>	Planning in Principle	6 th April 2026

	<p>If the studio is to be treated as an independent dwelling, the Type B house is substantially larger and in a different location.</p> <p>Scale, dominance and privacy: The houses would have 4 floors, including a basement with swimming pool, gym and cinema, and 6 bedrooms with associated bathrooms. The Type A house (next to the road) has a detached 3-car garage and the Type B house to the rear has a 3-car garage attached to the main house. Both houses are substantial in terms of bulk, scale and dominance and are likely to have a negative impact on the privacy of neighbouring properties.</p> <p>Windlesham Neighbourhood Plan: The Windlesham Neighbourhood Plan (Policy WNP1.3) does not support this type of development. It supports planning applications for the replacement of large houses in large plots in the Green Belt with a small number of priority dwellings in a manner which ensures that the openness of the Green Belt is safeguarded.</p>		
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There being no further business, the meeting closed at 11:26



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MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL’S PLANNING COMMITTEE

Held on Wednesday 15th April 2026 11:00am at All Saints’ Church Hall, Broadway Road, Lightwater.

Bagshot Cllrs		Lightwater Cllrs			Windlesham Cllrs	
White	A	Turner		P	Marr	P
Du-Cann	P	Stevens		P		

In attendance: Sarah Wakefield – Assistant Clerk

Cllr Stevens took the Chair

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

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PLAN/25/100	Apologies for absence Apologies were received from Cllr White.
PLAN/25/101	Declarations of interest No declarations of interest.
PLAN/25/102	Public question time No Public Questions.
PLAN/25/103	Exclusion of the press and public No Exclusions to the press and public.
PLAN/25/104	To consider submitting a representation to the Bracknell Forest Biodiversity and Green Infrastructure SPD Consultation Members unanimously resolved not to submit a response to the consultation.

PLAN/25/105	To consider submitting a representation to the Bracknell Forest Planning Obligations SPD 2026 Consultation Members unanimously resolved not to submit a response to the consultation.
PLAN/25/106	To consider submitting a representation to the Bracknell Forest draft Masterplan Supplementary Planning Document Consultation Members unanimously resolved not to submit a response to the consultation.
PLAN/25/107	To consider planning applications and planning appeals received prior to this meeting:

	Bagshot Applications		
26/0249/FFU	<p>Casa Mia, Bridge Road, Bagshot, Surrey, GU19 5AT Creation of new vehicle access with dropped kerb, boundary treatment works and associated hard and soft landscaping. (Part retrospective)</p> <p>Members resolved to COMMENT as follows: Members re iterated their response from 25th June 2025 where they resolved no objection, subject to confirmation from the Highways Authority that the proposals, including the relocated boundary treatment and new vehicle access, do not adversely impact pedestrian or vehicular safety. Additionally, the Parish Council requests that particular attention can be given to sightlines and the safe manoeuvring of vehicles.</p>	FPA	5 th May 2026
26/0257/CES	<p>5 Connaught Road, Bagshot, Surrey, GU19 5EL Certificate of lawfulness for the proposed erection of a single storey rear extension</p> <p>NO OBJECTION</p>	CES	
	Lightwater Applications		
26/0233/FFU	<p>77 Grasmere Road, Lightwater, Surrey, GU18 5TL Erection of single storey rear and side extensions.</p> <p>NO OBJECTION</p>	FPA	21 st April 2026
26/0246/FFU	<p>59 Grasmere Road, Lightwater, Surrey, GU18 5TL</p>	FPA	21 st April 2026

	<p>Erection of single storey rear extension following demolition of existing, conversion of loft to habitable accommodation with front and rear dormers and creation of new access gates to rear boundary.</p> <p>NO OBJECTION</p>		
	Windlesham Applications		
26/0259/DTC	<p>Heathpark Wood, Heathpark Drive, Windlesham, Surrey</p> <p>Application to agree details within Clauses 3.2.3, 3.2.4 and 3.2.5 of Schedule 1 (affordable housing strategy) of S106 obligation relating to outline planning permission 15/0590 [for the erection of up to 140 dwellings and community facilities, with associated landscaping, open space, car parking and access from Woodlands Lane, and use of land to provide publicly accessible recreation space (SANG). (Details of access only to be agreed)]</p> <p>Members resolved to COMMENT as follows:</p> <p><u>Late agreement:</u> It is noted that these details should have been agreed prior to commencement of development, which is well under way. Cl 3.1 of Schedule 1 contains a covenant by the owners/developers “Not to cause or permit Commencement of Development of the Land until they have submitted to and received approval in writing from the Council to the Affordable Housing Strategy.”</p> <p><u>Insufficient detail:</u> As a general observation, and considering the significance of this matter, the information provided lacks detail, consisting of a two-page letter.</p> <p><u>Connection with Surrey Heath:</u> It is a concern that there does not appear to be a requirement for the households allocated either affordable rented or shared ownership units to either live or work in the Borough of Surrey Heath. For affordable rented units, it is stated that eligible households will comprise households living or working in the Borough of Surrey Heath but can include <u>any</u> households approved by SHBC’s housing needs department with a recognised housing need. No requirements are stated for the shared ownership units.</p> <p><u>Role of SHBC:</u> There is no mention of SHBC having any control or involvement as to who is allocated the shared ownership units, which</p>	Details to comply	21 st April 2026

	<p>we find concerning. The situation appears to be different for the affordable rented units, where there will be a 100% nomination agreement with SHBC.</p> <p>Income levels: No detail is provided as to qualifying income levels, which is described in loose terms as being not sufficient to afford decent and appropriate housing on the open market.</p> <p>Enforcement of identity criteria: No information is provided, as is required by clause 3.2.5, as to “the means by which occupancy shall be enforced” in terms of the identity of occupiers.</p>		
26/0234/PMR	<p>Oakwood, Chertsey Road, Windlesham, Surrey, GU20 6HY</p> <p>Application under Section 73 of the Town and Country Planning Act to vary conditions 2 (approved plans) 7 (arboricultural method statement) of planning permission 25/1137/FFU (Erection of an earth-sheltered structure and associated landscaping following demolition of existing pool house and swimming pool.) to make changes to car park.</p> <p>Members resolved to COMMENT as follows: It appears that this was an earlier description of this application. The words “to make changes to car park” have been replaced with “to reposition the development”. Our comments on the proposed repositioning of the development are set out under the item below, which has the same reference number.</p>	Relaxation/M odification	21 st April 2026
26/0234/PMR	<p>Oakwood , Chertsey Road, Windlesham, Surrey, GU20 6HY</p> <p>Application under Section 73 of the Town and Country Planning Act to vary conditions 2 (approved plans) and 7 (arboricultural method statement) of planning permission 25/1137/FFU (Erection of an earth-sheltered structure and associated landscaping following demolition of existing pool house and swimming pool.) to re position the development.</p> <p>Members resolved to COMMENT as follows: It appears that the proposal is for the development to be located a few metres away from the agreed position (as shown in proposed GF plan with site context). However, this will have an impact on several trees, and it is noted</p>	Relaxation/M odification	15 th April 2026

	<p>that the site is covered by a Tree Protection Order (TPO 3/98).</p> <p>There is a particular concern in relation to four oak trees (T1, T2, T3 and T13), which are all stated to be 6 metres tall and which it is proposed to transplant. We have no objection in principle to the new location of the development, subject to assessment of the proposal by SHBC's arboricultural officer, confirmation that it is possible to transplant these trees successfully and the methodology for doing so without damaging the trees.</p>		
26/0281/DTC	<p>Oakwood, Chertsey Road, Windlesham, Surrey, GU20 6HY</p> <p>Application under Section 73 of the Town and Country Planning Act to vary conditions 2 (approved plans) and 7 (arboricultural method statement) of planning permission</p> <p>Members resolved to COMMENT as follows: The Arboricultural Development report by Wood's Tree Consultancy dated 10.3.2026 appears to be comprehensive. However, WPC has the same concerns as in relation to application 26/0234/PMR. It is proposed to reposition the earth sheltered structure, which will have an impact on several trees. It is noted that the site is covered by a Tree Protection Order (TPO 3/98).</p> <p>There is a particular concern in relation to four oak trees (T1, T2, T3 and T13), which are all stated to be 6 metres tall and which it is proposed to transplant. A pencil cedar (T11) which is 9 metres tall might also need to be transplanted. We request that SHBC's arboricultural officer considers whether it will be possible to transplant these trees successfully and the methodology for doing so without damaging the trees.</p>	DTC	
26/0235/FFU	<p>The Windmill, London Road, Windlesham, Surrey, GU20 6PJ</p> <p>External alterations including new festoon and bollard lighting, timber gates and other associated works.</p> <p>Members resolved to COMMENT as follows: Lighting: The proposed lighting scheme includes new bollard lights between the car park and main entrance area, festoon lighting on posts in the rear patio and feature wall lights either side of the main and patio entrances. It is also proposed to replace the existing car park</p>	FPA	21 st April 2026

	<p>flood lights to LED where necessary and allow for new LED floodlights on and around the building (details in proposed external sketch scheme).</p> <p>We request that SHBC consider the number and lumens of the lights to ensure that they are reasonable to enable the running of the public house without causing unnecessary light pollution. This is a particular concern in relation to the floodlights. We suggest that there should be conditions regarding the timing of the lighting and that it should be switched off at night.</p> <p>Noise: We support local businesses, appreciate their contribution to the local economy and understand the need to attract customers and remain commercially viable. However, there are concerns that increased use of the outdoor space and patio area could lead to more customer noise, especially if it occurs late into the evening. There is a particular concern that music will be played on the patio (point 51 of the proposed external sketch scheme). Although the premises are situated on the A30, it is a Green Belt location with houses opposite. If this application is approved, we suggest that a Noise Management Plan should be required.</p>		
26/0166/DTC	<p>Land East Of St Margarets, Woodlands Lane, Windlesham, Surrey, GU20 6AS</p> <p>Submission of details to comply with condition 12 (surface water drainage) of planning permission 23/0080/FFU for the development of 20 affordable dwelling with new access from Woodlands Lane.</p> <p>Members resolved NO OBJECTION with the following COMMENT:</p> <p>WPC has previously commented on this application. In the intervening period, Surrey County Council, the Lead Local Flood Authority, initially responded stating that they were not satisfied that sufficient information had been provided to discharge all elements of Condition 12 (13.3.2026). However, following the provision of further documents, SCC have confirmed that they are now satisfied that Condition 12 can be discharged (26.3.2026). We therefore have no further comments and rely on SHBC/SCC to ensure that the proposed discharge of surface water to a ditch is a workable solution.</p>	Details to comply	22 nd April 2026

26/0202/FFU	<p>Keith Cottage, Chertsey Road, Windlesham, Surrey, GU20 6HT</p> <p>Erection of first floor extension, ground floor side extension and erection of a 2m acoustic boundary fence. Widening of existing access with new gate and addition of pergola.</p> <p>Members resolved to COMMENT as follows: Extensions to properties within the Green Belt are not deemed to be inappropriate provided over and above the size of the original building. Increases of up to 30% are generally considered acceptable. This property has previously been extended with the addition of a ground floor kitchen and breakfast room. This proposal involves a ground floor side extension (utility room), a first-floor side/rear extension (ensuite bathroom) and a rear pergola. We request that SHBC carry out calculations to establish the proposed increase in floorspace and volume, taking into account the existing extension, to ensure that the additions would not be disproportionate.</p> <p>There is very little information provided in relation to the pergola. In the application form, it is described as “a glazed veranda to rear to cover doors and only sitting on posts”. However, it is fairly sizeable, being 4m, deep and 5.176m wide. We suggest that further information is obtained regarding the appearance, design and materials of the pergola and whether it will have enclosed glazed walls.</p> <p>As the property is located on the busy B386, we feel that the widening of the entrance and installation of acoustic fencing along the Chertsey Road border would be reasonable. However, the fencing should sit behind the existing hedging to preserve the verdant appearance of the streetscape, and the retention of the hedging should be conditioned. We request that SHBC’s arboricultural officer review this application.</p>	FPA	29 th April 2026

26/0274/FFU	12 Windle Close, Windlesham, Surrey, GU20 6DY Erection of first floor side/rear extension. NO OBJECTION	FPA	
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There being no further business, the meeting closed at 11:22



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MINUTES OF WINDLESHAM PARISH COUNCIL'S WINDLESHAM VILLAGE COMMITTEE
Held on Monday 19th January 2026 at 7:00pm at The Hub, Windlesham Field of
Remembrance, Kennel Lane, Windlesham

Councillors	
Hardless	A
Lewis	P
Marr	P
Richardson	P
Wheeler	P

In attendance: Sarah Wakefield – Assistant Clerk

Clr Richard Tear- Surrey County Council Councillor
 Tony Murphy- Windlesham Resident
 Terry Baker- Windlesham Resident
 Anita Gibbs- Windlesham Resident

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

Clr Wheeler took the Chair

		Action
WVC/25/38	Apologies for absence Apologies were received from Clr Hardless.	
WVC/25/39	Declarations of Interest All members disclosed a non-pecuniary interest in item WVC/25/49, and it was also confirmed that all members had completed a dispensation request in relation to the item.	
WVC/25/40	Public question time Tony Murphy- Windlesham Resident read out a question regarding the Strategic Plan Review.	

	<p>Mr Murphy stated regarding the Strategic Plan review (Item 11) that the plan, from 2022, still omits Windlesham from the parish map and contains no reference to democracy, despite this being a core purpose of parish councils. He also highlighted that the plan includes major projects, such as the Lightwater Pavilion, which received only 2.06% support in consultation, raising concerns about whether the Plan reflects genuine community priorities.</p> <p>He also noted that the document uses many corporate-style terms (“strategic,” “vision,” “mission statement,” “key priorities”) but does not acknowledge that the fundamental role of Parish Councils is democratic representation, particularly for rural or semi-rural communities like Windlesham. He stated that objectives should arise from public engagement and be measurable and time-bound; however, the Plan appears to lack meaningful consultation and relies only on internal monitoring and review. So, is this just about WPC marking its own homework?</p> <p>Cllr Wheeler thanked Mr Murphy for his question and requested a copy so the committee had time to consider it and respond to it in full.</p> <p>Cllr Richard Tear read out a statement from a Windlesham resident, Mr Bullen who noted that there had been changes within the Government Planning and Infrastructure Group, which he wished to have highlighted.</p> <p>It is to be noted that this question pertains to the recent amended Government Planning & Infrastructure Act 2025, which into force on 18th December 2025.</p> <p>A Public Question was received from a WPC Councillor questioning the accuracy of comments made on social media regarding the Windlesham Neighbourhood Plan (WNP) Review.</p> <p>Cllr Wheeler noted the contents of the letter and also noted that the current Neighbourhood Plan remains in force until 2028 and is presently undergoing an update through the WNP Review process. She also confirmed that the WNP Review Working Group includes members from outside Windlesham village, and that any concerns or complaints about another Councillor should be raised at Full Council or referred to the Monitoring Officer at SHBC.</p>	
<p>WVC/25/41</p>	<p>Exclusion of the press and public.</p> <p>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:</p> <p>No Exclusions to the Press and Public.</p>	

<p>WVC/25/42</p>	<p>Committee and Sub-Committee Minutes:</p> <p>The minutes of the previous Village Committee meeting held on the 17th September 2025 were approved and signed by Cllr Wheeler.</p>	<p>Cllr Wheeler</p>
<p>WVC/25/43</p>	<p>Payments for Approval</p> <p>The Assistant Clerk presented a list of retrospective expenditure transactions for approval, in the sum of £8,277.00.</p> <p>It was resolved the payments the total sum of £8,277.00 be authorised, and the Chair signed the Expenditure Transactions Approval List.</p>	<p>Cllr Wheeler</p>

<p>WVC/25/44</p>	<p>Committee Finances- Income & Expenditure Report</p> <p>Cllr Richardson noted that the burial income was at 59.4% of budget received and questioned if this was normal for this point in the year. It was confirmed the figures were a bit down, but historically burial income does pick up in the first few months of the year.</p> <p>Members noted the rest of the report.</p>	
<p>WVC/25/45</p>	<p>Windlesham Cemetery-</p> <p>a) Cemetery Regulations Review</p> <p>Members reviewed three clauses for discussion on the Windlesham Cemetery Regulations.</p> <p><u>Resident rate for former parish residents who have moved into care or nursing homes for no more than 24 months-</u></p> <p>It was noted that at the September 2025 Committee meeting, Members unanimously agreed that the resident rate would apply to former parish residents who have moved into care or nursing homes, provided they have lived outside the Parish for no more than 24 months.</p> <p>Members unanimously resolved that the Windlesham Cemetery Regulations will be updated accordingly, and the April 2026 Cemetery price list will be amended to reflect this change.</p> <p><u>Requests for resident fees for former Parish residents who have lived outside the Parish for more than 24 months at the time of death to be considered on a case-by-case basis-</u></p>	

	<p>Members unanimously resolved not to add a clause into the cemetery regulations allowing former Parish residents who have lived outside the Parish for more than 24 months at the time of death to be considered on a case-by-case basis.</p> <p>Members requested that the clause is revisited by the committee in 12 months' time.</p> <p><u>Planting and plot maintenance-</u></p> <p>It was noted that at the September 2025 committee meeting, it was resolved to:</p> <ul style="list-style-type: none"> • Retain maximum planting height at 3ft, aligning with permitted headstone height. • Restrict planting to small shrubs, flowers and bulbs (no trees permitted). • Include provision for removal of brambles, grasses, and weeds, following procedures under the Local Authorities' Cemeteries Order 1977 (LACO). • Approve all suggested wording and grammar corrections. <p>b) To consider a Grave Buy-Back scheme</p> <p>Members were asked to decide whether they wished to:</p> <ul style="list-style-type: none"> • Adopt the Buy-Back Policy as drafted or propose amendments. <p>Members reviewed the draft Buy-Back Policy and unanimously approved it, subject to additional wording to include a brief justification highlighting the need to preserve grave plots in Windlesham Cemetery due to limited remaining space.</p> <ul style="list-style-type: none"> • Approve initial promotion of the scheme through parish noticeboards, social media, and printed materials (e.g., newsletters, village magazines). <p>Members unanimously resolved that once the additional wording had been added to the policy, an initial promotion of the scheme through parish noticeboards, social media and the local village magazine could be progressed.</p> <ul style="list-style-type: none"> • Implement a phased approach to the scheme, beginning with the extension section, noting that the Clerk will need to plan how this work fits into the 2026 workstream. <p>Members unanimously resolved that the 180 listed reserved grave plots should first be reviewed to confirm that each plot remains suitable. It was proposed that this review be carried out by Members during the spring.</p> <p>It was also agreed that the next stages, verifying ownership and contacting grave owners, would be time-consuming, and the</p>	<p>Assistant Clerk</p> <p>Communications Officer</p> <p>All Members of Committee</p>
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Clerk would therefore need to assess whether this work could be incorporated into the 2026 workstream.

- Determine the funding arrangements for the repurchase of unused plots.

Funding arrangements for the repurchase of unused plots were not discussed at the meeting and therefore will need to be considered at a future meeting.

c) Cemetery Fees

Members reviewed information pertaining to the cemetery fees and asked whether they wished to revisit the Windlesham Cemetery fees and charges.

Members resolved with 3 in favour and 1 abstention to not increase the fees at Windlesham Cemetery for the council financial year 2026/27.

It is to be noted that following a resolution made at the Windlesham Committee meeting in September 2025, the criteria for resident fees will also include former residents of the Parish who have been accommodated in a care or nursing home outside the Parish within 24 months prior to the date of death.

d) Cemetery Drainage

Members reviewed a report for the Groundwater Risk Assessment which was carried out in December 2025 and were asked to decide on the next steps:

- Whether to commence with a 12-month groundwater monitoring programme to confirm seasonal fluctuations. The engineer suggested this may be prudent to complete some longer-term seasonal monitoring of groundwater-

Members unanimously agreed not to proceed with a 12-month programme of groundwater monitoring. They did, however, question how a future decision to implement such monitoring would be made, including whether it could be incorporated into the Cemetery Co-ordinator's workstream and whether this would require consideration by the Clerk or Personnel Committee.

- Whether to obtain quotes for a detailed topographical survey, required to progress any detailed drainage design for the cemetery and/or obtain quotes for drainage improvement works-

Members unanimously agreed to seek quotes to remove the pathway in the old section of the cemetery and replace it with grass, to be brought back to a future committee meeting.

Members also agreed that quotes for a detailed topographical survey were obtained and brought back to a future meeting as suggested in the report.

Assistant Clerk

Assistant Clerk

Members also asked the Assistant Clerk to seek clarification from the drainage engineer who carried out the assessment on whether this option would effectively alleviate the surface-water flooding issue in the area. They further requested confirmation on whether a topographical survey would be required before removing the pathway, and whether this option carries a risk of displacing the surface-water problem from one location to another.

The Chair suspended standing orders to allow Cllr Tear to speak.

e) Historical Memorials

Members were asked to consider two quotes provided for the renovation of four historical memorials and a small repair to an additional memorial, noting that in accordance with the Council's Financial Regulations, a third quote was required.

Members unanimously resolved to proceed with the restoration of the four memorials, including cleaning using a gentle steam process. However, they agreed to take a cautious approach by beginning with the Clark tomb and progressing with the remaining memorials only once they are satisfied that the work has been completed to an acceptable standard.

Members also agreed to delegate authority to the Clerk, in consultation with the Chair and Cllr Richardson, to obtain a third quote and to appoint a contractor based on best value and/or overall suitability.

It was further agreed that the work will be funded from the Windlesham Cemetery Maintenance budget line.

f) War Memorial – Update

The Assistant Clerk provided an update on the renovation of the Windlesham War Memorial. She confirmed that, in line with a previous Full Council decision, a contractor's quote for the works had been selected. Members reviewed the quote and confirmed that they were satisfied with it.

The Assistant Clerk also advised that, as the memorial is Grade II listed, planning permission is required from SHBC. Officers are currently preparing the necessary submission to obtain the required approvals.

Finally, members requested that the Chair of the British Legion be updated on the pending works.

Clerk, Chair &
Cllr
Richardson

	<p>Members unanimously agreed to recommend to Full Council that the £13,656.79 currently held in CIL be reserved for Windlesham traffic and infrastructure projects only.</p> <p>Members also noted their intention to allocate a further £200,000 in CIL funding to traffic and infrastructure projects once the expected contributions are received.</p> <p>Members also agreed to work with the Communications Officer to prepare information boards about the project for display at the upcoming Annual Parish Meeting in March.</p>	
<p>WVC/25/47</p>	<p>Windlesham Neighbourhood Plan Review-</p> <p>Cllr Marr provided an update on the Windlesham Neighbourhood Plan Review. She confirmed that the Planning Consultant has recommended a detailed review of all existing policies within the original WNP before undertaking public consultation. She also noted a further recommendation to consider commissioning a Housing Needs Survey. Members also commented on the new NPPF and discussed whether this would affect the plan.</p> <p>Members unanimously resolved to seek further information on the Housing Needs Survey and instructed the Assistant Clerk to obtain details on the cost, benefits and potential advantages and disadvantages of commissioning one.</p> <p>Additionally, Members unanimously agreed to put forward a recommendation to Full Council to remove the Chair and Vice-Chair of Council from the membership of the Windlesham Neighbourhood Plan Working Group, in order to encourage a stronger sense of local ownership—reflecting that the work is village-based rather than parish-wide.</p> <p>Members also agreed to work with the Communications Officer to prepare information boards about the project for display at the upcoming Annual Parish Meeting in March.</p>	<p>Assistant Clerk</p>
<p>WVC/25/48</p>	<p>Strategic Plan Review</p> <p>Members were initially asked at the September Full Council meeting to review the Draft Strategic Plan, and it was resolved that each village committee should read through the document and submit comments or proposed amendments.</p> <p>Members stated that, although it was clear a significant amount of work had gone into the plan and that it provided a good starting</p>	

	<p>point, they did not feel they had been involved in its development. Before reviewing the plan as a committee, Members requested that the Clerk provide further clarity through an informal meeting. Following this, Members indicated they would require one month to consider and review the document.</p>	
<p>WVC/25/49</p>	<p>Grants - To consider grant requests from The Over 60s Lunch Club, Windlesham Club & Theatre, Windlesham Darby & Joan</p> <p><u>The Over 60s Lunch Club</u></p> <p>Members reviewed a grant request for £700 from The Over 60s Lunch Club to help keep the cost of meals as low as possible for members.</p> <p>Members unanimously resolved to grant The Over 60s Lunch Club £500 for the above purpose.</p> <p>Members noted that the organisation had been granted £500 in September 2025 and also sought clarity over numbers of members from each village using the club.</p> <p><u>Windlesham Darby & Joan</u></p> <p>Members reviewed a grant request for £800-£1,000 from Windlesham Darby & Joan to support the groups coach outings, tea afternoons and annual Xmas lunch.</p> <p>Members unanimously resolved to grant the Windlesham Darby and Joan £1,000 for the above purpose.</p> <p><u>Windlesham Club & Theatre (WCT)/Windlesham Drama Group (WDG)</u></p> <p>At the September 2025 committee meeting, members deferred a decision on a CIL funding application from WCT/WDG for £40,000 to upgrade and replace, where required existing Audio/Visual equipment and necessary supporting infrastructure systems as they sought clarity whether it qualified under the grant policy.</p> <p>Members were updated that as the Windlesham Club & Theatre is a not-for-profit organisation it does qualify under the grant policy.</p> <p>Members unanimously resolved that they were unable to award a grant of £40,000 to the Windlesham Club & Theatre/Windlesham Drama Group, as there were insufficient funds available in the CIL and grant budgets.</p>	

	<p>However, Members agreed that if the organisation identified a specific piece of equipment that would support the project or another project they are undertaking, they would be willing to consider another grant application at the March meeting, subject to there being remaining funds in the grant budget.</p>	
WVC/25/34	<p>Clerks Update</p> <p>The Assistant Clerk provided the following updates:</p> <p><u>Tree overhanging War Memorial</u> Following Remembrance Sunday, the Vicar raised concerns about a Yew tree with several low-hanging branches. A quote has been obtained for the work, with the cost to shorten and trim the longer branches set at £210 + VAT. As the tree is located within a conservation area and the works are not considered essential (the tree is not posing any immediate danger), an application has been submitted to the SHBC Tree Officer. We are currently awaiting their approval before proceeding.</p> <p><u>Noticeboard at Cemetery</u> The roadside noticeboard at the cemetery is becoming increasingly difficult to open during wet weather. Advice is currently being sought from the original contractor. In addition, we are exploring the option of installing a magnetic board inside the noticeboard to make adding and removing notices easier.</p> <p><u>Large Historical Memorial</u> Last year, a large historic memorial in Windlesham Cemetery was removed for restoration and cleaning. It is due to be returned to the cemetery in the coming weeks. The 4 x wooden posts will be removed once the memorial is back in situ.</p>	
WVC/25/35	<p>Correspondence</p> <p>No correspondence.</p>	
WVC/25/36	<p>Exclusion of the press and public- To exclude members of the public, including the press, For consideration of items excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960.</p>	

There being no further business, the meeting closed at 21:27



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

Held on Tuesday 3rd February 2026 at 7:00pm at St Anne's Church Centre, Church Road, Bagshot

Councillors	
Bakar	P
Du Cann	P
Gordon	P
White	P
Willgoss	P
Wilson	A

In attendance: Sarah Wakefield– Assistant Clerk
 John Batters- Resident

Cllr Willgoss took the Chair

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

		Action
BVC/25/32	Apologies for Absence Apologies for absence were received from Cllr Wilson.	
BVC/25/33	Declarations of Interest No declarations of interest.	
BVC/25/34	Public question time The following question was received from Clare Davies, Bagshot Resident and was read out at the meeting: "Some time ago now a small road sweeper got stuck on the footpath along Chapel Lane causing damage to the flexible surface. This must have been frustrating for the private owners of this footpath and it was hoped that the contractors would have repaired the path to the same standard. The holes were filled with tarmac to allow safe access but the path has since been blocked off and pedestrians are having to walk in the road including children, the elderly and anyone with mobility	

	<p>aids.</p> <p>As this path is managed by the management company for the new Woodside development I don't imagine SCC can provide any further information.</p> <p>Would WPC be able to provide any intervention, either to the Local Authority or to the Management company directly to seek clarity on plans for reopening the path, if at all?</p> <p>Is there a dialogue to be had around adopting this footpath for local residents that will make sure the root protection materials for the path are respected and it's maintained well into the future?"</p> <p>Cllr White confirmed that she has investigated this matter, and both SCC and SHBC have confirmed that the footpath is not their responsibility, and therefore responsibility lies with the management company.</p> <p>Members requested that the committee issue a letter to the management company, with a copy sent to SHBC, stating that the management company is responsible for the maintenance of the footpath and requesting that they take the necessary action.</p>	Assistant Clerk
BVC/25/35	<p>Exclusion of the press and public</p> <p>There were no exclusions to the press and public.</p>	
BVC/25/36	<p>Committee and Sub-Committee Minutes</p> <p>The minutes of the Bagshot Village Committee meetings held on the 11th November 2025 were approved and signed by Cllr Willgoss.</p>	Cllr Willgoss
BVC/25/37	<p>Payment lists for approval</p> <p>The Assistant Clerk presented a list of retrospective expenditure transactions for approval, in the sum of £115.50.</p> <p>It was resolved payments to the total sum of £115.50 be authorised, and the Chair signed the Expenditure Transactions Approval List.</p>	Cllr Willgoss
BVC/25/38	<p>Committee finances – Income & Expenditure Report</p> <p>Members were presented with an income and expenditure report up until the 27th January 2026.</p> <p>Members noted the report.</p>	

<p>BVC/25/39</p>	<p>Bagshot Cemetery</p> <p>a) Cemetery Fees and Charges Review</p> <p>Members were presented with the number of burials and a price comparison with other cemeteries and were asked to decide if they wish to increase/amend any of the charges.</p> <p>Members reviewed the presented documents and decided not to implement a fee increase for the financial year 2026/27.</p> <p>b) Cemetery drainage and pathways</p> <p>An update on the project was presented to the committee. It was noted that two quotations had been received with a third being sought in line with financial regulations.</p> <p>Members unanimously resolved to delegate authority to the Clerk in conjunction with the Chair and vice chair to seek a third quote and appoint a contractor based on value and/or suitability. Members also unanimously resolved to increase the budget for the project (to include the services of a grave digger, if required) from £20,000 to £25,000.</p> <p>Members noted that they had previously decided to fund the works from the Bagshot Cemetery Earmarked Reserve (EMR), and should additional funds be required, these are to be drawn from the £20,000 already committed from the Bagshot CIL.</p>	<p>Clerk, Chair & vice-chair</p>
<p>BVC/25/40</p>	<p>School Lane Field- To discuss the maintenance of School Lane field Pond</p> <p>Members were informed that three quotes were received following the revised specification. The Clerk, Chair and Vice Chair reviewed all submissions and shortlisted two that were considered the most suitable. One quote proposed approximately five days of work, while the second, although more expensive, set out a more thorough two-week maintenance programme. Members agreed that the pond does require comprehensive maintenance but were also keen to avoid unnecessary ecological disturbance.</p> <p>It was therefore decided to re-engage with a nature-based organisation (as per minute ref: BVC/23/77), who will visit the site and provide independent management recommendations. Members were informed that a site visit will take place next week, after which the Clerk, Chair and Vice Chair will revisit the quotes in light of the ecological advice received.</p> <p>In the meantime, due to the number of trees surrounding the pond, a tree surgeon has been asked to provide a quote to address any trees that are dead, diseased or dying within the main pond area. A quote for this work has been received, and it has been deemed sensible to also discuss this work with the nature-based organisation.</p>	

	<p>Members were asked to note the proposed course of action and to decide whether they wished to increase the budget from £10,000 to £20,000 to reflect the additional maintenance likely to be required around the pond, and to determine how the extra £10,000 should be funded.</p> <p>Members noted and agreed with the proposed course of action. Cllr Willgoss proposed, Cllr Du Cann seconded and it was unanimously resolved to increase the budget for the maintenance work to the pond to £20,000, with the additional funds to be taken from the Bagshot Village Reserve.</p>	
BVC/25/41	<p>Christmas 2026</p> <p>Members were asked to consider whether the Parish Council wishes to seek quotes for the provision and installation of shop-front Christmas trees along Bagshot High Street for Christmas 2026.</p> <p>Members unanimously resolved to seek quotes for the provision and installation of 67 x shop-front Christmas trees with lights along Bagshot High Street for Christmas 2026.</p>	
BVC/25/42	<p>Strategic Plan Review</p> <p>At the September 2025 Full Council meeting, it was resolved that each village committee should review the Strategic Plan at their next committee meeting and provide comments or proposed amendments.</p> <p>Members were asked to review the attached draft and provide comments or amendments.</p> <p>Members commented that they felt the document was very thorough, well thought out and well produced, and they did not identify any amendments they wished to make. However, they did acknowledge that the document may need to be updated depending on the outcome of the CGR.</p>	
BVC/25/42	<p>Grants</p> <p>Members reviewed a Grant Application from the Bagshot Good Companions, requesting funds to help fund monthly meetings and outings run by the organisation.</p> <p>Members unanimously resolved to grant the Bagshot Good Companions £500 to help fund monthly meetings and outings run by the organisation.</p>	

	<p>Members reviewed a Grant Application from Curley Park Rangers Football Club, requesting funds to help with the cost of pitch maintenance.</p> <p>Members unanimously resolved to grant Curley Park Rangers Football Club £3,000 to fund pitch maintenance.</p>	
BVC/25/43	<p>Clerks Update</p> <p>The Assistant Clerk gave the following updates:</p> <p><u>Bagshot Traffic Scheme</u></p> <p>The designs for the proposed traffic scheme in Bagshot Village have now been drafted by SCC Highways. Residents will be updated on the next steps once the plans are finalised. It should be noted that the scheme will be part-funded by £50,000 from the Bagshot CIL. A further £50,000 from Bagshot CIL has also been allocated to deliver a raised table on Bagshot High Street, which will form part of later works.</p> <p><u>Cherry Trees in Bagshot Cemetery</u></p> <p>The cherry trees in Bagshot Cemetery have now been planted. A two-year watering programme will begin in late spring to support their establishment.</p> <p><u>School Lane Field Pathway Improvements</u></p> <p>The planning application for the pathway at School Lane Field has been submitted to SHBC, and we expect to receive a decision by early March 2026. Subject to approval, the work has been provisionally scheduled with the contractor for April 2026.</p> <p><u>Lifebuoy at School Lane Field Pond</u></p> <p>One of the lifebuoyes at the School Lane Field pond has been stolen again. A replacement has been ordered and will be installed as soon as possible. The second lifebuoy remains in place.</p> <p>The Police have confirmed that the location will be added to the PCSO's daily patrols.</p>	
BVC/24/44	<p>Correspondence</p> <p>No Correspondence.</p>	
BVC/24/45	<p>Exclusion of the press and public - To exclude members of the public, including the press, For consideration of items excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960.</p> <p>No exclusions to the press and public.</p>	

There being no further business, the meeting closed at 19:57



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MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL'S LIGHTWATER VILLAGE COMMITTEE
Held on Tuesday 10th February 2026 at 7:00pm at Lightwater Library, Guildford Road, Lightwater

Councillors	
Harris	P
Hartshorn	P
R Jennings-Evans	P
D Jennings-Evans	P
Malcaus Cooper	P
Stevens	P
Turner	P

In attendance: Sarah Wakefield- Assistant Clerk
Joanna Whitfield- Clerk to the Council
Windsor Rackham- Resident
Peter Hurford- Resident

Cllr Hartshorn took the Chair

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

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		Action
LVC/25/50	Apologies for absence No apologies for absence.	
LVC/25/51	Declarations of Interest Cllr R. Jennings-Evans declared a non-pecuniary interest in Item 15 on the agenda, as one of the applicants, Lightwater Connected has received grants from her in her capacity as Surrey County Councillor. Cllr Malcaus Cooper declared a non-pecuniary interest in the Lightwater Society grant under Item 15, as she is the applicant and the Chair of the group. She confirmed that she would not vote when this grant application is considered.	

	<p>Cllr Harris declared a non-pecuniary interest in the Lightwater Society grant under Item 15, as he is the Treasurer of the group. He confirmed that he would not vote when this grant application is considered.</p> <p>Cllr Turner declared a non-pecuniary interest in Item 15 on the agenda, in his capacity as the Council's appointed representative for Lightwater Connected.</p>	
LVC/25/52	<p>Public question time</p> <p>Peter Hurford, Lightwater Resident, posed the following question:</p> <p>"I understand the WPC Clerk is satisfied that the pre-requisites for the employment of LVIS to maintain the War Memorial and War Memorial Gardens have been met. Given that LVIS is willing to undertake this, would the WPC Lightwater Committee now consider LVIS for this undertaking?"</p> <p>Members confirmed that Mr Hurford's question would be addressed under agenda Item 10.</p>	
LVC/25/53	<p>Exclusion of the press and public.</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>LVC/25/68 To approve confidential reports from 13th October 2025 and 12th December 2025</p> <p>LVC/25/69 Cemetery Hedge</p> <p>LVC/25/70 Hook Mill Lane</p>	
LVC/25/54	<p>Committee and Sub-Committee Minutes: To confirm and sign the open minutes of the previous Village Committee meeting held on the 13th October 2025 and 12th December 2025.</p> <p>The minutes of the Lightwater Village Committee meeting held on 13th October 2025 and 12th December 2025 were approved and signed by Cllr Hartshorn.</p>	Cllr Hartshorn
LVC/25/55	<p>Payments for approval</p> <p>The Assistant Clerk presented a list of retrospective expenditure transactions for approval, in the sum of £1,324.40.</p> <p>It was resolved that the payments, in the total sum of £1,324.40 be authorised, and the Chair signed the Expenditure Transactions Approval List.</p>	Cllr Hartshorn
LVC/25/56	<p>Committee finances- Income and Expenditure Report</p> <p>Members noted the report.</p>	

LVC/25/57

Lightwater Cemetery

a. To review cemetery fees and charges

Members reviewed the information provided regarding the cemetery fees and charges and determined whether they wish to revisit the charges and propose a recommendation to Full Council for approval.

Cllr Turner proposed, Cllr Hartshorn seconded and it was unanimously resolved to increase all Lightwater Cemetery fees and charges in line with CPI/Inflation.

Additionally, members discussed future cemetery planning and improving the appearance of the existing cemetery.

Members unanimously resolved to delegate authority to the Clerk to seeks quotes from cemetery planners to establish what options are possible should the cemetery be extended beyond its current boundary.

Additionally, Members agreed to form a working party to visit other cemeteries, gather ideas and report back to the Committee.

Members noted that a local garden centre has agreed to donate plants, which can be used to enhance the soft landscaping within the cemetery. It was also reported that the spoil around the perimeter of the cemetery will be removed. In addition, Members were informed that the Cemetery Coordinator has been working with contractors to arrange for the cemetery pathways to be sprayed and to ensure that the cemetery is maintained to a neat and tidy standard.

b. Cemetery Fencing

Members were reminded that it had been resolved at a past meeting to progress with new fencing at Lightwater Cemetery once the Land Registry document for the cemetery had been received.

Members were informed that the Land Registry process was taking longer than anticipated and hence there had been a delay in delivering the project.

Members were requested to consider:

- A. Whether to reaffirm the April 2025 resolution i.e. continue waiting for the Land Registry documentation before any further action is taken.
or
- B. Whether to revise the approach due to ongoing delays, and either:
 - Instruct the surveyor now to undertake boundary superimposition and on-site marking, followed by fencing installation.
 - or
 - Begin fence work immediately.

Cllr Harris proposed, Cllr R. Jennings seconded, and it was unanimously resolved not to wait for the Land Registry and instead to instruct the surveyor to set out the boundaries using the plans submitted to Land Registry. They further resolved to proceed with the fencing,

**Assistant
Clerk/
Cemetery Co
Ordinator**

All Members

	<p>acknowledging that Quotations 1(b) and 2 would now need to be updated. Members also agreed to delegate authority to the Clerk, in conjunction with the Chair and Vice Chair, to seek revised quotations from the contractors, approve the preferred quotation, approve any reasonable cost increase, and appoint the contractor.</p>	<p>Clerk, Chair & vice chair</p>
<p>LVC/25/58</p>	<p>Replacement of AED (defibrillator) Cabinet</p> <p>Members were given an update regarding the replacement of the AED cabinet housed on the side of the Debra shop building and were asked to decide whether they wish to:</p> <ol style="list-style-type: none"> 1. Proceed with the purchase of the heated AED cabinet, based on the quotations received. 2. Delegate authority to the Clerk, in conjunction with the Chair and Vice-Chair, to: <ul style="list-style-type: none"> o Appoint a suitably qualified electrician to carry out the works, subject to the landlord's approval of the electrical assessment and installation method; and o Finalise a written agreement with the landlord regarding electricity supply and repayment arrangements. 3. Members were also asked to decide how to fund the purchase of the heated cabinet, electrical works and electrical supply re payments. <p>Cllr R. Jennings-Evans proposed, Cllr D. Jennings-Evans seconded, and Members unanimously resolved to proceed with the purchase of a locked heated AED cabinet and to proceed with all 3 steps above to be funded from the Lightwater Village Reserve. Authority for all these steps was delegated to the clerk, chair and vice chair.</p>	<p>Clerk, chair and vice chair</p>
<p>LVC/25/59</p>	<p>Lightwater war Memorial, Memorial Gardens and Planters</p> <p>Members were asked to consider the ongoing maintenance of the Lightwater War Memorial, memorial Gardens and 5 large planters.</p> <ul style="list-style-type: none"> • Two quotes were presented to the committee which included the planting and maintenance (to include watering) of the requested sites- <p><u>Quote 1:</u> a) Planting, 3 x per year- War memorial & gardens = £1,455 Watering- War memorial & gardens = £3,360 (based on 1 x visit/per week April-Sept)</p> <p><u>Quote 1:</u> b) Planting, once per year- 5 x Troughs = £450 Watering- 5 x Troughs = £2,400 (based on 1 x visit/week April-Sept)</p> <p>Overall total = £7,665</p> <p><u>Quote 2:</u> Planting, 3 x per year- war memorial and gardens Planting, 1 x per year 5 x Troughs</p>	

	<p>Maintenance- monthly maintenance to weed and turn over soil</p> <p>Watering- 3 x per week April-Sept</p> <p>Overall total = £5,040 (£420/month)</p> <ul style="list-style-type: none"> • Additionally, members were advised that a local garden centre has offered to provide Spring planting for the war memorial and gardens, however the variety and quantities were unknown. • Members were also provided with initial costings from a potential contractor for delivering the summer planting and watering across the villages. This would include watering the war memorials, gardens, and five troughs, with the option to add the planting of the five planters if incorporated into the hanging basket contract. It was noted that this contract remains subject to Full Council approval. <p><i>Members agreed to suspend stranding orders to allow a member of the public to speak.</i></p> <p>Members discussed the presented quotes and available options.</p> <p>Additionally, following the submission of a public question, Members discussed whether to reconsider a previous decision to engage the volunteer group L-VIS to maintain the War Memorial and gardens. After discussion, three Members were in support of the proposal, while four Members were opposed.</p> <p>Therefore, members moved on to review the quotes presented and options available.</p> <p>Cllr Malcaus Copper proposed, Cllr Hartshorn seconded, and it was agreed with 6 in favour and 1 abstention to proceed with Quote 2.</p>	
<p>LVC/25/60</p>	<p>Traffic and Infrastructure- Update</p> <p>Cllr Turner provided a brief update from the Traffic and Infrastructure Working Group. He confirmed that a second meeting had taken place, during which discussions covered the A322, the roadworks being carried out by Skanska and the Collingwood College home-to-school transport arrangements.</p>	
<p>LVC/25/61</p>	<p>To discuss Sponsorship Signs for the village planters</p> <p>Members were presented with alternative wording for the sponsorship signs as suggested by Cllr Stevens.</p> <p>Members were asked to consider and decide:</p> <ol style="list-style-type: none"> 1. Whether to retain the previously approved wording (“Planters sponsored and maintained by Windlesham Parish Council”), or 2. Whether to adopt the proposed inspirational quotes, replacing the sponsorship line, 	

	<p>or</p> <p>3. Whether to include both, for example:</p> <ul style="list-style-type: none"> o Inspirational quote o Followed by: "Sponsored and maintained by Windlesham Parish Council." <p>Members unanimously resolved to proceed with the stickers using all the quotes (one per sticker) followed by "Sponsored and maintained by Windlesham Parish Council".</p>	<p>Assistant Clerk</p>
<p>LVC/25/62</p>	<p>Flags for Lightwater Village</p> <p>Members were asked to consider and agree the following:</p> <ol style="list-style-type: none"> 1. To approve the purchase and installation of new flags for Lightwater Village for summer 2026, to be funded from the £5,000 allocated in the 2026/27 budget. 2. To determine the preferred flag style for 2026, choosing either: <ul style="list-style-type: none"> o Union Jack flags (as displayed last year), <p>or</p> <ul style="list-style-type: none"> o An alternative design 3. To determine the dates for installation and removal of the flags, noting that VE Day in 2026 falls on Friday 8th May and VJ Day on 15th August. 4. To delegate authority to the Clerk to obtain formal quotations for the chosen flag style, and to approve the final supplier under delegated authority provided that all quotations fall within the agreed budget. <p>Members unanimously resolved to seek quotations for Union Jack flags as well as an alternative design. Authority was delegated to the Clerk, in conjunction with the Chair and Vice Chair, to agree the preferred design and arrangement of the flags (for example, alternating designs along the High Street or a single design), to obtain formal quotations for the chosen style and to approve the final supplier, provided all quotations fall within the agreed budget.</p> <p>Members further agreed that the flags should be installed in line with the VE Day commemoration on 18 May 2026.</p>	<p>Clerk, Chair and vice chair</p>
<p>LVC/25/63</p>	<p>Hook Mill Lane Depot Fencing</p> <p>Members were informed that 73 metres of chain-link fencing was required to be replaced at Hook Mill Lane Depot and presented with 3 quotes.</p> <p>Members were asked to consider and agree the following:</p> <ol style="list-style-type: none"> 1. To determine which quotation to proceed with for the delivery of the required works. 	

	<p>2. If Contractor C is selected, to delegate authority to the Clerk to obtain quotations for the removal and disposal of the green waste generated during the works, and to instruct a contractor accordingly.</p> <p>3. To agree how the works will be funded.</p> <p><i>Cllr Turner left the meeting 20:35</i></p> <p>Members unanimously resolved to proceed with Quote B, with the funds to be taken from the Lightwater Village Reserve.</p> <p><i>Cllr Turner returned to the meeting 20:37</i></p>	
<p>LVC/25/64</p>	<p>Grant Applications</p> <p>The committee considered the following grant requests:</p> <p><u>Lightwater Connected (L-VIS)</u>- Grant requested to fund a wooden bench to be on placed on SCC owned land.</p> <p>Members noted that the grant application for the bench had been withdrawn.</p> <p><u>Lightwater Connected (L-VIS)</u>- Grant requested to employ a contractor to cut back overgrowth on a SCC owned roundabout.</p> <p>As Lightwater Connected had been unable to obtain a cultivation licence from Surrey County Council and therefore would be unable to undertake the proposed work, Members unanimously resolved to refuse the grant application,</p> <p><i>Members unanimously resolved to suspend standing orders to allow a member of the public to speak. He clarified that Lightwater Connected works as an umbrella organisation, which provides resources (e.g. website) to smaller groups such as L-VIS, the Lightwater Fete.</i></p> <p>The Clerk clarified that, in this case, each grant application must be submitted by the organisation holding the relevant insurance — in this instance, Lightwater Connected.</p> <p>Members expressed their support for Lightwater Connected and requested that the organisation submit a single grant application setting out all proposed projects and associated costs. This approach will ensure that the correct supporting documentation can be provided and assessed appropriately. It was noted that the grant application forms and policy would be reviewed to accommodate this arrangement.</p> <p>The committee reviewed a grant application from Lightwater Connected, requesting £500 towards the running of the Lightwater Village Fete 2026.</p> <p>Members unanimously resolved to grant Lightwater Connected £500 to be used for the above purposes.</p> <p>The committee reviewed a grant application from a Lightwater Scout requesting £500 financial support to attend the World Scout Jamboree in Poland in 2027.</p>	

	<p>Cllr Harris proposed, Cllr Malcaus-Cooper seconded, and it was resolved, with 5 votes in favour and 2 against, to pledge £500 to the Scout, conditional upon him raising the remainder of the required funds. Members confirmed that the money will be released once it is confirmed the amount has been secured.</p> <p>Additionally, Members requested that the scout be asked whether he would be willing to take part in communications relating to the event, including the possibility of being interviewed for a social media feature.</p> <p>The committee reviewed a grant application form Lightwater Society requesting £5,000 towards funding for their Summer 2026 Music Festival.</p> <p>Members unanimously resolved to suspend the Lightwater Committee grant policy to allow a grant application over £1,000 be considered.</p> <p>Cllr Hartshorn proposed, Cllr D. Jennings-Evans seconded, and Members unanimously resolved to grant the Lightwater Society £5,000 to be used for the purpose of funding the Summer 2026 Music Festival.</p>	
<p>LVC/25/65</p>	<p>Clerks Update</p> <p><u>Markers for Reserved Grave Plots</u></p> <p>Following the October 2025 Committee meeting, the markers for the reserved plots in the cemetery were ordered. The stonemasons have confirmed that they will be available for delivery by the end of February.</p> <p><u>Lightwater Square Tree</u></p> <p>It was confirmed that work to a tree in Lightwater Square will be progressed by SCC contractors, hopefully bringing a resolution to the situation.</p> <p><u>New bench</u></p> <p>Members were advised that one of the cemetery benches is in a poor condition and requires replacement. A new bench, including a concrete base, will be installed.</p>	
<p>LVC/25/66</p>	<p>Correspondence</p> <p>No correspondence.</p>	
<p>LVC/25/67</p>	<p>Exclusion to 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 Meeting) Act 1960:</p> <p>LVC/25/68 To approve confidential reports from 13th October 2025 and 12th December 2025</p> <p>LVC/25/69 Cemetery Hedge</p> <p>LVC/25/70 Hook Mill Lane</p>	
<p>LVC/25/68</p>	<p>To approve the confidential reports from 1st April and 1st July 2025</p>	

	It was unanimously resolved to approve the confidential reports from the 13th October 2025 and 12th December 2025 meetings as a correct record.	
LVC/25/69	Cemetery Hedge Members resolved to carry out the actions as detailed in the confidential report.	
LVC/25/70	Hook Mill Lane Members resolved to carry out the actions as detailed in the confidential report.	

There being no further business, the meeting closed at 21:13



Windlesham Parish Council

Joanna Whitfield
 Clerk to the Council
 Tel: 01276 471675
 Email: clerk@windleshampc.gov.uk
 Website: 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 20th April 2026 at 6:30pm at Lightwater Library, 83A Guildford Road,
 Lightwater, GU18 5SB

Bagshot Cllrs		Lightwater Cllrs		Windlesham Cllrs	
White	P	Turner	P	Richardson	A
Du Cann	P	R Jennings-Evans	A	Wheeler	P
		D Jennings-Evans	S		

In attendance: Joanna Whitfield –Clerk to the Council

Cllr Turner took the Chair

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

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		Action
PER/25/43	Apologies for absence Apologies for absence were received from Cllr Richardson and R Jennings-Evans	
PER/25/44	Declarations of interest None	
PER/25/45	Public question time None	
PER/25/46	Exclusion of the press and public. Agreed that the following items be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960: PER/25/50 To approve as a correct record the confidential resolution reports for the Personnel Committee held on 13 th January 2026 PER/25/51 To review staffing considerations resulting from the recent CGR	

	<p>PER/25/52 Staffing - To consider contractual matters PER/25/53 Staff Annual Reviews.</p> <p>It was resolved that the above items would be discussed in the confidential part of the meeting.</p>	
PER/25/47	<p>Grievance Policy for review</p> <p>Members noted that at the Full Council meeting held in January 2026 (minute reference C/25/162), Council resolved to adopt the Grievance Policy, with the further resolution that the Personnel Committee would review a query raised regarding the definition of the investigator referred to at section 4 of the policy (“Investigation”).</p> <p>Members were reminded that section 4 refers to the appointment of an investigator, but does not explicitly define whether this role should be undertaken by:</p> <ul style="list-style-type: none"> • a councillor or a committee/sub-committee of the Council; or • an external, independent investigator. <p>It was noted that while the absence of an explicit definition does not invalidate the policy, additional clarification may assist in ensuring consistency, transparency, and good practice should the policy be invoked in future.</p> <p>Following consideration, it was resolved that the policy remain unchanged.</p>	
PER/25/48	<p>Clerks Update</p> <p>The Clerk reported that the new Responsible Financial Officer (RFO) has settled in and is progressing well.</p>	
PER/25/49	<p>Exclusion of the press and public. Agreed that the following items be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960:</p>	
	CONFIDENTIAL	
PER/25/50	<p>To approve as a correct record the confidential resolution reports for the Personnel Committee held on 13th January 2026.</p> <p>It was resolved unanimously to approve the confidential resolution reports for the Personnel Committee held on 13th January 2025, as presented.</p>	
PER/25/51	<p>Staffing - To review staffing considerations resulting from the recent CGR</p> <p>Members considered the confidential report and supporting papers regarding a revised staffing</p>	

	<p>Members resolved:</p> <ol style="list-style-type: none"> 1. To note the information set out in the report; 2. To note that appropriate HR advice would be sought where necessary. 3. That current staffing levels will be maintained through 2026-2027, and matters will be reviewed when the CGR order has been drafted, and there is more clarity on possible asset and service transfers. 	
PER/25/52	<p>Staff Contracts</p> <p>Members noted actions taken following the January Personnel Committee resolution and considered the future staffing arrangements for the Operations and Cemeteries functions. The Committee agreed that, in light of the Community Governance Review outcome, the previously proposed staffing expansion was no longer necessary.</p> <p>Members resolved:</p> <ol style="list-style-type: none"> 1. To note the actions taken following the January Personnel Committee resolution; 2. To approve the proposal to combine the Operations Coordinator and Cemeteries Coordinator functions into a single permanent post of 30 hours per week, in place of the previously proposed staffing increases; and 3. To approve the use of necessary overtime within existing budgets until 30 March 2027, pending disaggregation. 	
PER/25/53	<p>Staff Annual Reviews</p> <p>Members reviewed and noted the completed appraisals. In particular, Members noted that any performance-related pay increases would be paid in line with the employment contract.</p> <p>It was resolved to approve all contractual pay rises based on satisfactory performance.</p>	

There being no further business, the meeting closed at 18:52

PAYMENTS

Payment List - 14th April 2026

Purchase Ledger List

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

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01-Apr-26	Inv MEM257921-1	SLCC - JW Membership renewal	502.00	0.00	502.00	Membership renewal - JW
			15743.62	2314.19	18057.81	

Bagshot PL for Month No 12

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
03/03/2026	INV 13967	B147	SWT	SURREYWILD	410.00	82.00	492.00	4170	310	410.00	Pond - Site visit and report
								345		-410.00	Pond - Site visit and report
								6000	310	410.00	Pond - Site visit and report
22/03/2026	INV 3127	B148	GREENLANDS	GREE	180.00	36.00	216.00	4160	300	180.00	Bin Replacement - School Lane
								345		-180.00	Bin Replacement - School Lane
								6000	300	180.00	Bin Replacement - School Lane
TOTAL INVOICES					<u>590.00</u>	<u>118.00</u>	<u>708.00</u>			<u>590.00</u>	
VAT ANALYSIS CODE S @ 20.00%					590.00	118.00	708.00				
TOTALS					<u>590.00</u>	<u>118.00</u>	<u>708.00</u>				

Lightwater PL for Month No 12

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
06/03/2026	INV 6529	L85	NEIL CURTIS	NEIL	190.00	0.00	190.00	4005	400	190.00	Ashes Internment 4Mar
16/03/2026	INV I14443	L87	ZOO SIGNS	ZOOSI	128.30	25.66	153.96	4185	410	128.30	Planting Stickers
								350		-128.30	Planting Stickers
								6000	410	128.30	Planting Stickers
17/03/2026	GRANT	L86	LIGHTWATER SOCIETY	LIGHTSOC	5,000.00	0.00	5,000.00	4640	440	4,292.19	Grant
								351		-4,292.19	Grant
								6000	440	4,292.19	Grant
								4640	440	707.81	Grant
15/03/2026	INV 3126	L88	GREENLANDS	GREE	5,840.00	1,168.00	7,008.00	4555	435	5,840.00	HML Fencing
								350		-5,840.00	HML Fencing
								6000	435	5,840.00	HML Fencing
TOTAL INVOICES					<u>11,158.30</u>	<u>1,193.66</u>	<u>12,351.96</u>			<u>11,158.30</u>	
VAT ANALYSIS CODE S @ 20.00%					5,968.30	1,193.66	7,161.96				
VAT ANALYSIS CODE Z @ 0.00%					5,190.00	0.00	5,190.00				
TOTALS					<u>11,158.30</u>	<u>1,193.66</u>	<u>12,351.96</u>				

Top Level for Month No 12

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
09/03/2026	INV 202607	918	ST ANNES PCC	ANNE	132.00	0.00	132.00	4950	325	66.00	Hall hire -Bagshot meet 3Feb
								4950	225	66.00	Hall hire - Full Council 24Feb
16/03/2026	INV 108858	919	PRINT	PRINT	295.00	0.00	295.00	4600	225	295.00	Printing for APM
23/03/2026	INV BK225590-1	920	SLCC ENTERPRISES LTD	SLCC	715.00	93.00	808.00	4350	220	715.00	Conference - J Whitfield
23/03/2026	BK225591-1	921	SLCC ENTERPRISES LTD	SLCC	815.00	113.00	928.00	4350	220	815.00	Conference - Wakefield
TOTAL INVOICES					<u>1,957.00</u>	<u>206.00</u>	<u>2,163.00</u>			<u>1,957.00</u>	
			VAT ANALYSIS CODE	E @ 0.00%	295.00	0.00	295.00				
			VAT ANALYSIS CODE	OTS @ 0.00%	500.00	0.00	500.00				
			VAT ANALYSIS CODE	S @ 20.00%	1,030.00	206.00	1,236.00				
			VAT ANALYSIS CODE	Z @ 0.00%	132.00	0.00	132.00				
TOTALS					<u>1,957.00</u>	<u>206.00</u>	<u>2,163.00</u>				

Top Level for Month No 12

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
20/03/2026	INV 6584	922	NEIL CURTIS	NEIL	570.00	0.00	570.00	4005	500	380.00	Ashes Internments
								4005	400	190.00	Ashes Internment
18/03/2026	INV 4274	924	NP TREE MANAGEMENT	NPTREE	260.00	52.00	312.00	4220	310	260.00	Tree lifting around playground
09/03/2026	INV 128172	925	GD FIRE SECURITY	GDFIR	205.20	41.04	246.24	4455	225	205.20	Annual Intruder Alarm Maint
27/03/2026	INV 21688	923	VISION ICT	VISIO	145.00	29.00	174.00	4440	225	145.00	Website MOT
TOTAL INVOICES					<u>1,180.20</u>	<u>122.04</u>	<u>1,302.24</u>			<u>1,180.20</u>	
VAT ANALYSIS CODE S @ 20.00%					610.20	122.04	732.24				
VAT ANALYSIS CODE Z @ 0.00%					570.00	0.00	570.00				
TOTALS					<u>1,180.20</u>	<u>122.04</u>	<u>1,302.24</u>				

Windlesham PL for Month No 12

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
28/02/2026	INV 11181	W224	ONE CALL	ONECA	68.70	13.74	82.44	4062	500	68.70	Tap Replacement -Feb26
31/01/2026	11156	W225	ONE CALL	ONECA	49.50	9.90	59.40	4062	500	49.50	Tap isolation Jan26
TOTAL INVOICES					<u>118.20</u>	<u>23.64</u>	<u>141.84</u>			<u>118.20</u>	
VAT ANALYSIS CODE S @ 20.00%					118.20	23.64	141.84				
TOTALS					<u>118.20</u>	<u>23.64</u>	<u>141.84</u>				

Windlesham PL for Month No 12

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
27/03/2026	INV6618	W226	NEIL CURTIS	NEIL	190.00	0.00	190.00	4005	500	190.00	Ashes Internment
TOTAL INVOICES					<u>190.00</u>	<u>0.00</u>	<u>190.00</u>			<u>190.00</u>	
VAT ANALYSIS CODE Z @ 0.00%					190.00	0.00	190.00				
TOTALS					<u>190.00</u>	<u>0.00</u>	<u>190.00</u>				

Agenda Item 8a – Full Council Meeting 28 April
26 Budget Monitoring Report to 31 March 26

Purpose of Report

This report presents the final revenue outturn, Income & Expenditure summary, and Balance Sheet for the financial year ended 31 March 2026, together with an overview of earmarked reserves (EMRs) and associated commitments. It enables the Council to approve the year-end financial position and note approved overspends.

Members are asked to:

- 1. Note the revenue outturn for the year ended 31 March 2026.**
- 2. Approve the final Income & Expenditure account showing a surplus of £1,027.**
- 3. Approve the Balance Sheet as at 31 March 2026.**
- 4. Approve the overspends identified, noting that these were funded from EMRs or external income.**
- 5. Note the level of earmarked reserves and associated commitments.**
- 6. Approve a £3,510 spend from the Tree Maintenance EMR to carry out necessary tree work at School Lane Field pond. Noting the current EMR stands at £38,500.**

1. Income & Expenditure summary

The following table shows the total income and expenditure to 31 March 2026 as derived from the financial records of the Council.

		Actual	Budget	Variance
Income Detail				
1000	Burial fees	65,153	72,085	(6,932)
1030	Allotment fees	2,140	2,020	120
1076	Precept	551,061	551,061	0
1800	Other income	5,770	0	5,770
1900	Interest received	25,727	19,179	6,548
1950	CIL income	51,961	0	51,961
Total income		701,812	644,345	57,467
Total expenditure		700,785	644,345	(56,440)
Net Income		1,027	0	1,027
Plus: Transfer from EMR		226,894		226,894
Less: Transfer to EMR		68,273		68,273
Movement to (from) Gen Reserve		159,648		159,648

The schedule above shows that an overall amount of £1027 of income over expenditure.

Revenue generation has exceeded expectations, notably in areas where we do not budget for income (CIL income and Other Income). The breakdown of Other Income is £1000 for a grant received for a memorial bench and £4770 for an insurance claim (to cover costs incurred), so no net financial gain. Interest received was higher due to stable interest rates on bank accounts and the retention of

reserves pending delivery of projects. Burial Income was below budget, but remains demand-led and difficult to forecast or influence.

In terms of expenditure, the net overspend of £56,440 against budget is comprised of a variety of over and underspends. Expenditure on projects (eg Allotment purchase & Playground renewal) was covered by EMRs, which had previously been agreed during the year. A summary of the Income & Expenditure for the year is attached, together with the Balance Sheet. The following significant overspends against budget have been noted, the majority of which are offset by transfers from EMRs or from grant income received:

4010	Allotment Purchase	100,000	0	(100,000)	One Off Expense - fully supported by EMR
4105	Bagshot Clock	785	0	(785)	Repair work - fully supported by EMR
4220	Playground repair/renewals	67,700	21,320	(46,380)	Overspend due to Windmill Field Playground replacement which was supported by EMR for £63441. Without this replacement, Budget is underspent as no significant repairs were required.
4380	Elections	10,029	0	(10,029)	Supported by EMR/ Accrual from previous year - No spend from Gen Res
4400	Legal/Recruitment/HR costs	12,840	4,500	(8,340)	Includes Legal fees for Allotment purchase & other legal advice for CGR/Unitary Council transition. CGR cost of £840 from EMR
4430	Licences & subscriptions	7,429	4,977	(2,452)	Overspend predominantly caused by the purchase of licences for Council Hive £1997 and Gov Ass IT programs £360 not budgeted for but agreed to spend mid-year. View in conjunction with ICT costs (£1327 underspend) and Telecoms underspend (£1538) as some costs realigned
4555	HMLD building costs	12,509	7,414	(5,095)	Budget was for Rates & Utilities. New fencing to secure property £5840 - unplanned necessity
4650	Grants	45,975	15,683	(30,292)	Grants awarded by individual Village Committees. Some projects supported by EMRs totalling £31792 (£27500 Bagshot and £4292 Lightwater). Without EMR items, budget spend would be under budget by £1500

Balance Sheet Position 31 March 2026

Total Current Assets

Item	£
Total Current Assets	1,175,928
Total Current Liabilities	(3,979)
Net Assets	1,171,949

Reserves are represented by :

General Reserves	330,697
Earmarked Reserves	840,225
Current Year Surplus	1,027
Total	1,171,949

2. Commitments

As of 31 March 26 the Council held EMRs totalling £840,225.59, of which £250,455.79 is committed having been identified and approved by Full Council or Village Committees. Invoices have been sent to SHBC for CIL monies due of £23,388 and when received, will be committed for CIL funded projects. This leaves uncommitted amounts of £589,769.48. Please see attached.

WINDLESHAM PARISH COUNCIL - EMR STATUS AS AT 31 March 26

Account	Opening	Transfers	Committed	Adj balance	Reason for commitments	Budget	Expected Receipts
	balance					Decision	
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			
325 EMR Windlesham CIL	54,302.18	(40,645.39)	(13,656.79)	0.00	13626.79 Traffic & Infrastructure project	WVC/25/46	£15234 received Apr26
330 EMR Repairs and Maintenance	35,997.38			35,997.38		Budget discussion	
331 EMR War Memorials	4,976.00	11,899.00		16,875.00			
332 EMR Allotments	2,000.00			2,000.00			
335 EMR Cemeteries	24,650.00	(24,650.00)		0.00	£13,860 Transfer to EMR for Asset Transferred in 26/27 Budget. £5k to Playground Repairs & Renewals EMR £5k transfer to Windlesham Cemetery EMR for memorial restoration		
336 EMR Lightwater Cemetery maintenance	53,250.00	10,454.92	(18,300.00)	45,404.92	Cemetery fencing - £18,300.	C/24/43	
337 EMR Bagshot Cemetery maintenance	25,000.00	(5,589.16)	0.00	19,410.84			
338 EMR Windlesham Cemetery maintenance	21,418.00	29,913.00	0.00	51,331.00	Cemetery drainage - £5,615 - Completed and paid for from Budget line, not EMR. Year end TFR unused budget to EMR so net balance the same.	WVC/25/10	
339 EMR Lightwater Cem Consultant	-	5,000.00		5,000.00			
340 EMR Lightwater Pavilion & Rec	143,391.91	(20,789.17)	(22,499.00)	100,103.74	Legal advice re: Pavilion/FIT - £14,999; Removal of dedication - £4,000; Land transfer - £1,500; Additional legal questions arising - £2,000	LVC/23/46; LVC/23/59	
345 EMR Bagshot Village	13,068.56	31,958.33		45,026.89			
346 EMR Bagshot grants	317.00	6,134.00		6,451.00			
350 EMR Lightwater Village	19,059.90	(10,403.17)		8,656.73			
351 EMR Lightwater grants	5,020.00	(5,020.00)		0.00			
355 EMR Windlesham Village	15,279.15	710.00	(3,500.00)	12,489.15	£3,500 balance of £5,000 re: Planning consultant for Neighbourhood Plan,	WVC/23/20	
356 EMR Windlesham grants	900.00	4,627.00		5,527.00			
357 EMR Windlesham Neighbour	-	5,000.00		5,000.00			
360 EMR Lightwater CIL	-	18,626.00		18,626.00			£8154 received Apr26
365 EMR Elections	14,820.00	(14,820.00)		0.00			
370 EMR Council Office Repairs	1,500.00			1,500.00			
375 EMR Playarea Repairs & Renewals	25,550.00	18,700.00		44,250.00			
377 EMR IT Equipment	517.01			517.01			
378 EMR Training	900.00			900.00			
380 EMR Bagshot CIL	300,258.59	(94,241.67)	(182,000.00)	24,016.92	Traffic & infrastructure - £140,000; Bagshot Chapel - £20,000; Pathway around School Lane Field - £22,000 Cemetery Drainage - If required	Various	
390 EMR Civic Functions	1,143.87	(125.00)		1,018.87			
395 EMR Tree Works	38,508.49		(10,000.00)	28,508.49	£10k for in year costs 26-27	Budget discussion	
396 EMR Greenspace	16,285.00			16,285.00			
397 EMR Greenspace Procure Consultant	-	9,520.00		9,520.00			
399 EMR CGR costs	35,791.00	(840.00)	(500.00)	34,451.00	C/25/194 to cover initial legal advice on operational requirements of the disaggregation anticipated (£500) no limit agreed		
EMR Asset Transfers		13,860.00		13,860.00			
EMRs	<u>937,128.58</u>	<u>(96,903.31)</u>	<u>(250,455.79)</u>	<u>589,769.48</u>			
Adjust for CIL Invoiced but not received until April 26		23,388.00	(23,388.00)	0.00			
	<u>937,128.58</u>	<u>(73,515.31)</u>	<u>(273,843.79)</u>	<u>589,769.48</u>			

Detailed Balance Sheet - Excluding Stock Movement

Month 12 Date 31March26

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<u>Current Assets</u>		
100	Debtors	25,021
105	VAT Control A/c	15,516
110	Prepayments	1,530
200	Barclays Current Account	42,119
205	Santander Account	203,737
215	Skipton Account	69,675
225	Cambridge and Counties Account	241,992
230	Hampshire Trust Bank	71,210
235	Redwood Bank	71,074
245	Unity Bank current a/c	85,886
250	Unity Bank deposit a/c	348,168
Total Current Assets		1,175,928
<u>Current Liabilities</u>		
510	Accruals	3,729
566	Damage Deposits	250
Total Current Liabilities		3,979
Net Current Assets		1,171,949
Total Assets less Current Liabilities		1,171,949

Represented by :-

300	Current Year Fund	1,027
310	General Reserves	330,697
315	Capital Receipts	1,300
320	EMR School Lane Play Equipment	35,743
325	EMR Windlesham CIL	13,657
330	EMR Repairs and Maintenance	35,997
331	EMR War Memorials	16,876
332	EMR Allotments	2,000
336	EMR Lightwater Cemetery Maint.	63,705
337	EMR Bagshot Cemetery Maint.	19,411
338	EMR Windlesham Cemetery Maint.	51,331
339	EMR Lightwater Cem Consult	5,000
340	EMR Lightwater Pavilion & Rec	122,603
345	EMR Bagshot Village	45,027
346	EMR Bagshot Grants	6,451
350	EMR Lightwater Village	8,657
355	EMR Windlesham Village	15,989
356	EMR Windlesham Grants	5,527
357	EMR Windlesham NeighPlan	5,000
360	EMR Lightwater CIL	18,626
370	EMR Council Office Repairs	1,500
375	EMR Playarea Repairs & Renewals	44,250
377	EMR IT Equipment	517
378	EMR Training	900
380	EMR Bagshot CIL	206,017
390	EMR Civic Functions	1,019
395	EMR Tree Works	38,508
396	EMR Greenspace	16,285
397	EMR Greenspace Procure Consult	9,520

Detailed Balance Sheet - Excluding Stock Movement

Month 12 Date 31March26

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
399	EMR CGR costs	34,951	
400	EMR Asset Transfer	13,860	
	Total Equity	<u> </u>	<u>1,171,949</u>

Income & Expenditure by Budget 16/04/2026

Month No: 12

Account Code Report

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
<u>Income</u>							
1000 Burial fees	99,683	65,153	72,086	6,933			90.4%
1030 Allotment Fees	1,953	2,140	2,020	(120)			105.9%
1076 Precept	505,201	551,061	551,060	(1)			100.0%
1800 Other Income	59,528	5,770	0	(5,770)			0.0%
1900 Interest Received	21,100	25,727	19,179	(6,548)			134.1%
1950 CIL Income	10,115	51,961	0	(51,961)			0.0%
Total Income	697,580	701,812	644,345	(57,467)			108.9%
<u>Overhead Expenditure</u>							
4005 Ashes interment	6,971	5,700	8,820	3,120		3,120	64.6%
4010 Allotment purchase	0	100,000	0	(100,000)		(100,000)	0.0%
4050 Rates	2,794	2,794	2,934	140		140	95.2%
4055 Lightwater Pavilion Utilites	106	280	420	140		140	66.8%
4060 Maintenance	66,856	10,799	15,516	4,717		4,717	69.6%
4061 Cemetery maintenance - grounds	0	26,180	26,327	147		147	99.4%
4062 Cemetery maintenance - general	0	5,580	25,000	19,420		19,420	22.3%
4070 Allotment Refunds	0	0	100	100		100	0.0%
4100 War Memorial	1,500	1,724	13,624	11,900		11,900	12.7%
4105 Bagshot Clock	0	785	0	(785)		(785)	0.0%
4160 Greenspace Contingency	3,534	2,674	3,000	326		326	89.1%
4165 Greenspace Contract	103,714	85,351	111,308	25,957		25,957	76.7%
4170 Environmental costs	0	410	10,000	9,590		9,590	4.1%
4185 Planting	5,873	6,103	5,789	(314)		(314)	105.4%
4190 Christmas Trees	5,745	820	9,000	8,180		8,180	9.1%
4195 Tree Maintenance/Surgery	11,231	7,235	10,000	2,765		2,765	72.4%
4220 Playground Repairs & Renewal	30,463	67,700	21,320	(46,380)		(46,380)	317.5%
4300 Salaries	105,860	144,872	149,885	5,013		5,013	96.7%
4340 Local Government Pension	31,060	24,913	26,538	1,625		1,625	93.9%
4345 HMRC Payroll	27,996	18,040	17,938	(102)		(102)	100.6%
4350 Training	1,378	3,017	6,100	3,083		3,083	49.5%
4380 Elections	6,000	10,029	0	(10,029)		(10,029)	0.0%
4400 Legal/HR/Recruitment Costs	4,071	12,840	4,500	(8,340)		(8,340)	285.3%
4403 Consultant costs	3,500	480	20,000	19,520		19,520	2.4%
4410 Cleaner	0	166	750	584		584	22.1%
4415 Insurance	5,244	5,456	5,244	(212)		(212)	104.0%
4420 Finance System	3,229	3,366	3,476	110		110	96.8%
4425 External Finance Support	1,085	0	600	600		600	0.0%
4430 Licences & Subscription	9,477	7,429	4,977	(2,452)		(2,452)	149.3%
4435 Office Expenses	3,691	2,008	3,500	1,492		1,492	57.4%
4440 ICT Costs	3,038	4,893	6,220	1,327		1,327	78.7%

Income & Expenditure by Budget 16/04/2026

Month No: 12

Account Code Report

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
4445 Audit	1,825	44	1,575	1,531		1,531	2.8%
4455 Telecoms & Security	1,652	2,761	4,299	1,538		1,538	64.2%
4500 Cllr Allowances, Training & Ex	30,172	30,111	32,989	2,878		2,878	91.3%
4525 Bagshot Chapel Building Costs	432	187	280	93		93	67.0%
4550 Office Building Costs	6,566	6,477	7,073	596		596	91.6%
4555 HMLD Building Costs	8,258	12,509	7,414	(5,095)		(5,095)	168.7%
4556 HML Depot Sales Costs	0	331	0	(331)		(331)	0.0%
4600 Annual Meeting & Civic Costs	2,092	(182)	1,117	1,299		1,299	(16.3%)
4640 Communications	1,018	3,077	8,500	5,423		5,423	36.2%
4650 Grants	13,661	45,975	15,683	(30,292)		(30,292)	293.1%
4905 Lightwater Pavilion & Rec	2,206	18,739	18,739	1		1	100.0%
4915 Festive Lights	7,995	7,807	12,140	4,333		4,333	64.3%
4930 Capital projects - CIL	2,880	0	0	0		0	0.0%
4940 VE Day/Village enhancements	0	9,809	18,000	8,191		8,191	54.5%
4950 Hall Hire	1,373	1,496	3,650	2,154		2,154	41.0%
Total Overhead	524,547	700,785	644,345	(56,440)	0	(56,440)	108.8%
Total Income	697,580	701,812	644,345	(57,467)			108.9%
Total Expenditure	524,547	700,785	644,345	(56,440)	0	(56,440)	108.8%
Net Income over Expenditure	173,033	1,027	0	(1,027)			
plus Transfer from EMR	72,620	226,894	0	(226,894)			
less Transfer to EMR	53,143	68,273	0	(68,273)			
Movement to/(from) Gen Reserve	192,510	159,648	0	(159,648)			

Item 8b - Banking Arrangements update
Full Council Meeting 28 April 2026

This report provides an update on the progress made to banking mandates and authorised signatories across all Windlesham Parish Council accounts, alongside a review of current investment arrangements. It sets out the actions completed to date, identifies outstanding matters with specific banks, and seeks approval to give notice on certain deposit accounts to improve accessibility, flexibility, and interest returns.

Council is asked to:

- **Note the progress made to update banking mandates and signatories.**
- **Note the outstanding actions with Skipton and Santander.**
- **Approve the issuing of notice to Cambridge & Counties Bank and Redwood Bank to enable funds to be relocated to more accessible accounts.**
- **Note the transfer of precept funds to interest-earning deposit accounts.**
- **Note that further recommendations on alternative accounts will be brought back to Council once options have been assessed.**

Update

All banks holding WPC accounts have been contacted to update signatories.

Signatories are to be Clerk, RFO, Chair and at least one Councillor. All accounts operate a "Two to sign mandate".

The following banks have updated the mandates:

- Barclays
- Cambridge and Counties
- Hampshire Trust
- Redwood
- Unity Trust Bank (Current and Deposit accounts)

Outstanding:

- Skipton – have acknowledged mandate change application and are following their due diligence process before implementing the changes (they need to attempt to contact previous signatories directly)
- Santander – paperwork taken to a branch on 27 March 26 where it was scanned to the appropriate department. No response so this was followed up in branch on 18th April and awaiting a response. Spoke to the branch Manager who confirmed that the Business Banking Department have not actioned the request or even written to acknowledge receipt. He has resubmitted the forms and lodged a complaint. This is diarised to follow up.

Review of Min ref C/24/201 – Council’s Investments for 2025-26

From the meeting in March 2025, this item listed several actions to be carried out regarding the accounts held at the various banks. Some of the actions have not taken place, partly impacted by the accessibility issues due to signatory updates being required to proceed.

Given the change in structure of the Council in 2027, it is appropriate to ensure that funds held are accessible, secure and earning a beneficial interest rate which means that some of the previous resolutions are now not so suitable eg. Longer term fixed deposits.

Two of the Council’s accounts have notice periods for withdrawals/transfers:

- Cambridge & Counties – 180 days’ notice
- Redwood – 95 days’ notice

It is recommended that:

- Notice is given immediately to the Cambridge & Counties and Redwood accounts.
- Funds are subsequently moved to shorter-notice or instant-access accounts offering improved flexibility and competitive interest rates.
- The RFO will identify suitable modern account options and report back to Council.

This approach aligns with Resolution C/24/176, which authorises the Clerk and RFO to make Reinvestment decisions based on cashflow and liquidity requirements and report decisions to the Council.

Precept receipt

Council is advised that the first tranche of the 2026/27 precept has been received.

- Following agreement between the Clerk and Chair, surplus funds were transferred from the Unity Trust Current Account to the Unity Trust Deposit Account, allowing the Council to earn interest on balances not immediately required.
- Retaining the funds in the current account would have earned no interest.
- Based on current rates, this transfer is expected to generate approximately £1,500 in additional interest income.
- Funds will be moved back to the current account periodically as required to support expenditure.

All funds remain within Unity Trust Bank, ensuring continuity, security, and additional interest income

Agenda Item 9 – Year-end Internal Audit Report

Full Council 28 April 2026

Attached is the year-end internal audit report completed by Andy Beams on 21st April 2026.

Internal Audit – Summary of recommendations

Audit Point	Internal Audit Findings	Council comments
O. DIGITAL AND DATA COMPLIANCE	The council last completed a data audit in 2018, and I recommend that the council ensures this is completed regularly to comply with GDPR regulations.	The Council's current GDPR advisor has indicated that a full audit will cost in the region of £500; therefore, the Clerk will progress under delegated authority.

Mulberry & Co have confirmed that the accounting statements and AGAR (audit return) are all correct and ready to be approved and submitted for external audit.

Action required:

Councillors are asked to agree any actions highlighted in the internal auditors report and approve the year-end Internal Audit report's content.



Mrs J Whitfield
Windlesham Parish Council
Council Office
The Avenue
Lightwater
Surrey
GU18 5RG

21 April 2026

Dear Jo

Re: Windlesham Parish Council
Internal Audit Report for Financial Year Ended 31 March 2026

Executive summary

Following completion of our final internal audit on 21 April 2026, we are pleased to enclose our report for your review and presentation to the council. The audit was conducted in accordance with current professional standards and guidelines, employing a risk-based approach to our testing. While not all transactions were examined, our sample testing, where appropriate, covered the financial year to date.

Some assertions, as noted in this report, were tested at the interim internal audit completed during the financial year and the council should review all internal audit reports for the year before completing the Annual Governance Statement.

The structure of this report aligns with the assertions set out in the Annual Internal Auditor Report section of the published Annual Governance and Accountability Return (AGAR). Each section begins with a summary of the assertion being assessed, followed by details of the testing undertaken, which was guided by the audit plan previously shared with the council. A copy of the audit plan is available upon request. The report concludes with our opinion on whether each assertion has been met as of the date of the audit. **Any recommendations for action are highlighted in bold and summarised in the table at the end of the report.**

Our testing did not identify any procedural errors requiring reporting to the external auditor at this time, nor did we observe any material weaknesses in internal controls that would pose a risk to public funds. In fact, the processes and procedures together with our own built-in compensating controls are robust, strictly followed and in many respects a model of good practice.

We are pleased to report that overall, the systems and procedures currently in place are appropriate and effective. While this report may include recommendations for improvement, these should not be viewed as indicators of significant deficiencies. Rather, they are intended to support the continued development of what is, in our view, a well-managed and robust governance framework.

I have completed the Annual Internal Audit Report page of the AGAR and provided this to the council for onward submission to the External Auditor.

Regulation

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. In addition to this, a smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to “undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.”

Internal auditing is an independent, objective assurance activity designed to improve an organisation’s operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.

The primary purpose of internal audit is to assess and report to the authority on the effectiveness of its financial systems and other internal controls, including the operational procedures that support its activities.

The internal audit function involves testing and evaluating whether the authority’s internal control framework is both adequate and functioning effectively. Internal audit reports should be made available to all Members, providing a basis for informed decision making when considering the authority’s approval of the Annual Governance Statement.

Independence and competence

Your audit was conducted by Andy Beams of Mulberry Local Authority Services Ltd, who has over 36 years’ experience in the financial sector with the last 16 years specialising in local government.

Your auditor is independent from the management of the financial controls and procedures of the council and has no conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

Engagement Letter and inherent risk assessment

An engagement letter was previously issued to the council covering the 2025/26 internal audit assignment, which includes the scope and plan of works and fee structure. Copies of this document are available on request from anna@mulberrylas.co.uk

In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the AGAR.

It is our opinion that the inherent risk of error or misstatement within the council’s financial systems is low. The internal control environment is considered reliable, and as such, substantive testing of individual transactions is not deemed necessary at this stage.

Audit testing will therefore consist of walk-through testing on a selection of sample data, covering the period under review within the current council year. This approach is designed to confirm that key controls are operating effectively throughout the financial period.

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INTRODUCTION

The audit was conducted on site with the Clerk, who also acts as the council's Responsible Financial Officer (RFO). The Clerk had prepared the information advised in advance of the visit, and overall, I have the impression that accounting records are neatly maintained and easily accessible.

Other information was reviewed through discussion with the Clerk and a review of the council website www.windleshampc.gov.uk

UPDATES ON RECOMMENDATIONS FROM INTERIM AUDIT

Internal Audit – Summary of recommendations

Audit Point	Interim Audit Findings	Council comments
<p>B. FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS</p>	<p>The councillors also sign a statement that they are happy to receive information electronically, although I recommend this is amended to state <i>“As per Schedule 12 of the Local Government Act 1972, I consent to the receipt of all council meeting papers by electronic methods. I understand I may withdraw this consent at any time.”</i></p> <p>I note that the Website Accessibility Statement refers to compliance with WCAG 2.1 AA. This should be updated to reflect the compliance level compared to the current standard WCAG 2.2 AA to meet the requirements of Governance Assertion 10.</p> <p>I note the council also has an adopted Scheme of Delegation to support the Financial Regulations, although this is not published on the council website and I recommend that it is added for full transparency.</p> <p>I note that the current payment process needs only one councillor to authorise the payments online, which still meets the requirements for dual authentication, and I recommend that FR 7.6 is amended to reflect this.</p>	<p>This has been amended.</p> <p>This has been amended.</p> <p>This is now on the website.</p> <p>These have been updated and will be reviewed at the next interim audit.</p>

A. BOOKS OF ACCOUNT

Internal audit requirement

Appropriate accounting records have been kept properly during the year.

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report.

CONCLUSION

I am satisfied this control objective has been met.

B. FINANCE REGULATIONS, GOVERNANCE AND PAYMENTS

Internal audit requirement

This authority complied with its Finance Regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report. Updates on the recommendations from the interim audit are included in the table on page 4 of this report.

CONCLUSION

I am satisfied this control objective has been met.

C. RISK MANAGEMENT AND INSURANCE

Internal audit requirement

This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report.

We discussed assertion 8 on the Annual Governance Statement and whether this had any impact on the council.

“We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.”

The Clerk confirmed that they were not aware of any event having a financial impact that was not included in the accounting statements.

CONCLUSION

I am satisfied this control objective has been met.

D. BUDGET, PRECEPT AND RESERVES

Internal audit requirement

The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report.

Budget

The Clerk/RFO produces regular detailed budget reports from the accounting software. The year-end budget report shows income reported as 108.9% of budget and expenditure at 108.8%. There is no evidence to suggest that the budget has not been accurately set and carefully monitored throughout the year.

There is evidence within the minutes of meetings that councillors regularly receive budget reports for review, providing them with sufficient financial information to make informed decisions.

Precept

The council set a precept of £551,061 for 2025/26. With a tax base of 8,439.8, this equates to a band D equivalent of £65.29 (compared to the average in England of £92.92).

I was able to confirm that the precept amount recorded in the accounts is correct, and equals the amount recorded in box 2 of the Accounting Statements.

The Clerk confirmed that the 2026/27 budget and precept were approved by the council at the meeting held in November 2025 (minute ref C/25/148).

Reserves

The Smaller Authorities Proper Practices Panel (SAPPP) Practitioner's guide provides updated guidance on the appropriate level of general reserves that councils should retain as below:

5.33 The general reserve of an authority comprises its cash flow and contingency funds to cover unexpected inflation, unforeseen events and unusual circumstances.

5.34 The generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure.

5.35 The reason for the wide range is to cater for the large variation in activity level between individual authorities. The smaller the authority, the closer the figure may be to 12 months expenditure, the larger the authority, the nearer to 3 months. In practice, any authority with income and expenditure in excess of £200,000 should plan towards 3 months equivalent general reserve.

5.36 *In all of this it is important that each authority adopt, as a general reserve policy, the level appropriate to their size, situation, risks and plan their budget so as to ensure that the adopted level is maintained. Consideration of the minimum level of reserves requires not only consideration of level of income and expenditure but also the risks to that income.*

5.37 *Authorities with significant self-generated income (other than the precept or levy) should take into account situations that may lead to a loss in revenue as well as increased costs and adapt their general reserve accordingly.*

At the year-end, the council held circa £1,171,949 in reserves, split between categories as below:

- Unrestricted EMR £564,882
- Restricted EMR £275,343
- General Reserves £331,724

I checked the purpose of these earmarked reserves with the Clerk and am satisfied they are all for legitimate future planned projects of the council.

The general reserve balance is which is within the recommended range as detailed in the Practitioner’s Guide.

CONCLUSION

I am satisfied this control objective has been met.

E. INCOME

Internal audit requirement

Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report.

CONCLUSION

I am satisfied this control objective has been met.

F. PETTY CASH

Internal audit requirement

Petty cash payments were properly supported by receipts; all petty cash expenditure was approved and VAT appropriately accounted for.

CONCLUSION

The council has no petty cash and the testing for this internal control objective is not applicable.

G. PAYROLL

Internal audit requirement

Salaries to employees and allowances to members were paid in accordance with the authority's approvals, and PAYE and NI requirements were properly applied.

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report.

I reviewed the figure included in box 4 (staff costs) on the Accounting Statements and was able to confirm from the accounting software that in accordance with the guidance contained in the Smaller Authorities Proper Practices Panel (SAPPP) Practitioner's guide this includes only salary payments, HMRC payments and pension contributions.

CONCLUSION

I am satisfied this control objective has been met.

H. ASSETS AND INVESTMENTS

Internal audit requirement

Asset and investments registers were complete and accurate and properly maintained.

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report.

I confirmed the asset register total matches that included in box 9 (total fixed assets plus long term investments and assets) on the Accounting Statements and was able to trace the changes to the previous year's total against the asset register.

The council has no long-term investments.

The council has no borrowing through the PWLB.

CONCLUSION

I am satisfied this control objective has been met.

I. BANK AND CASH**Internal audit requirement**

Periodic bank account reconciliations were properly carried out during the year.

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report.

I reviewed the year-end bank reconciliation for all accounts and was able to confirm the balances on 31 March 2026 to the bank statements and found no errors. I was able to confirm the total bank balances to the figure included in the Accountings Statements on the AGAR.

CONCLUSION

I am satisfied this control objective has been met.

J. YEAR END ACCOUNTS**Internal audit requirement**

Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), supported by an adequate audit trail from underlying records and, where appropriate, debtors and creditors were properly recorded.

Audit findings

The council is reminded that at its meeting to sign the Annual Governance and Accountability Return (AGAR), it should complete the steps in the following order:

- **Review and consider the Annual Internal Audit Report**
- **Complete Section 1 – Annual Governance Statement**
- **Complete Section 2 – Accounting Statements**

Section 1 – Annual Governance Statement

Based on the internal audit findings, I recommend using the table below as the basis for that discussion.

	Annual Governance Statement	<i>'Yes', means that this authority</i>	Suggested response based on evidence
1	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	YES – accounts follow latest Accounts and Audit Regulations and practitioners guide recommendations.
2	We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	YES – there is regular reporting of financial transactions and accounting summaries, offering the opportunity for scrutiny.
3	We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	YES – the Clerk advises the council in respect of its legal powers.
4	We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	YES – the requirements and timescales for 202/25 year-end were followed.
5	We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	YES – the council has a risk management scheme and appropriate external insurance.
6	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	YES – the council has appointed an independent and competent internal auditor.
7	We took appropriate action on all matters raised in reports from internal and external audit.	<i>responded to matters brought to its attention by internal and external audit.</i>	YES – matters raised in internal and external audit reports have been addressed.

8	We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and. Where appropriate, have included them in the accounting statements.	<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	YES – no matters were raised during the internal audit visits.
9	Trust funds including charitable – In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/asset(s), including financial reporting and, if required, independent examination or audit.	<i>has met all its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>	YES – the council has met its responsibilities as a trustee
10	We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so</i>	YES – the council has met the requirements of Governance Assertion 10

Section 2 – Accounting Statements

AGAR box number		2024/25	2025/26	Internal Auditor notes
1	Balances brought forward	997,889	1,170,922	Agrees to 2024/25 carry forward (box 7)
2	Precept or rates and levies	505,201	551,061	Figure confirmed to central precept record
3	Total other receipts	192,379	150,751	Agrees to underlying accounting records
4	Staff costs	164,916	187,825	Agrees to underlying accounting records. Includes only expenditure allowed as staff costs (see section G)
5	Loan interest/capital repayments	0	0	Council has no borrowing
6	All other payments	359,631	512,960	Agrees to underlying accounting records
7	Balances carried forward	1,170,922	1,171,949	Casts correctly and agrees to balance sheet
8	Total value of cash and short- term investments	1,182,927	1,133,861	Agrees to bank reconciliation for all accounts
9	Total fixed assets plus long- term investments and assets	407,098	559,354	Matches asset register total and changes from previous year have been traced
10	Total borrowings	0	0	Council has no borrowing
11	Do the figures in the accounting statements above exclude any trust transactions	Yes	Yes	Yes – trust transactions are excluded from the stated figures

Audit findings

The year-end accounts have been correctly prepared on an income and expenditure basis with the box 7 and 8 reconciliation completed. This shows total year-end debtors of £42,067 and year-end creditors of £3,979, with a full breakdown of the individual debtors and creditors provided.

The AGAR correctly casts and cross casts and last year's comparatives match the figures submitted for 2024/25 and published on the council website.

The variance analysis has been completed and, in my opinion, provides sufficient financial and narrative information to explain the variances to the External Auditor

CONCLUSION

I am satisfied this control objective has been met.

K. LIMITED ASSURANCE REVIEW**Internal audit requirement**

IF the authority certified itself as exempt from a limited assurance review in the previous year, it met the exemption criteria and correctly declared itself exempt.

CONCLUSION

The council did not certify itself exempt from a limited assurance review in the previous year and the testing for this internal control objective is not applicable.

L: PUBLICATION OF INFORMATION**Internal audit requirement**

The authority publishes information on a free to access website/webpage, up to date at the time of the internal audit in accordance with relevant legislation

Audit findings

All councils are required to follow The Accounts and Audit Regulations which include the following requirements:

- 13(1)** An authority must publish (which must include publication on that authority's website)
- (a) the Statement of Accounts together with any certificate or opinion entered by the local auditor in accordance with section 20(2) of the Act; and
 - (b) the Annual Governance Statement approved in accordance with regulation 6(3)
- 13(2)** Where documents are published under paragraph (1), the authority must
- (a) keep copies of those documents for purchase by any person on payment of a reasonable sum; and
 - (b) ensure that those documents remain available for public access for a period of not less than five years beginning with the date on which those documents were first published in accordance with that paragraph.

I was able to confirm that pages 4 (Annual Governance Statement), 5 (Accounting Statements) and 6 (External Auditor's Report and Certificate) of the AGARs are available for review on the council website for the previous five financial years.

Confirm that the council is compliant with the relevant transparency code

For councils with a turnover over £25,000, it is recommended best practice to follow the Local Government Transparency Code 2015, but not a statutory requirement and therefore not subject to verification during the internal audit.

CONCLUSION

I am satisfied this control objective has been met.

M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS**Internal audit requirement**

The authority, during the previous year, correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.

Audit findings

Inspection – key dates	2024/25 Actual	2025/26 Proposed
Date AGAR signed by council	29 April 2025	28 April 2026
Date inspection notice issued	2 June 2025	2 June 2026
Inspection period begins	3 June 2025	3 June 2026
Inspection period ends	14 July 2025	4 June 2026
Correct length (30 working days)	Yes	Yes
Common period included (first 10 working days of July)	Yes	Yes

I am satisfied the requirements of this control objective were met for 2024/25, and assertion 4 on the Annual Governance Statement can therefore be signed yes by the council.

I reviewed the proposed dates for the Exercise of Public Rights for the 2025/26 AGAR and confirm that these are in accordance with the requirements of the Accounts and Audit Regulations.

CONCLUSION

I am satisfied this control objective has been met.

N: PUBLICATION REQUIREMENTS**Internal audit requirement**

The authority complied with the publication requirements for the prior year AGAR.

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website / webpage.

Before 1 July 2025 authorities must publish:

- *Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited*
- *Section 1 - Annual Governance Statement 2024/25, approved and signed, page 4*
- *Section 2 - Accounting Statements 2024/25, approved and signed, page 5*

Not later than 30 September 2025 authorities must publish:

- *Notice of conclusion of audit*
- *Section 3 - External Auditor Report and Certificate*
- *Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review.*

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report.

CONCLUSION

I am satisfied this control objective has been met.

O. DIGITAL AND DATA COMPLIANCE**Internal audit requirement**

The authority has complied with laws, regulations and proper practices relating to digital and data compliance.

Audit findings

The Smaller Authorities Proper Practices Panel (SAPPP) Practitioner's Guide (March 2025) contains guidance on the new Governance Assertion included on the 2025/26 AGAR which relates to this internal control objective.

Website

I was able to confirm that the council website contains a Privacy Notice and a Website Accessibility Statement. The Website Accessibility Statement correctly references partial compliance with the Web Content Accessibility Guidelines (WCAG) 2.2 AA and was last updated in March 2026.

The council has an IT Policy in place which was last reviewed and approved by the council at the meeting held in November 2025 (minute ref C/25/145).

Email management and GDPR

It was noted the council has a generic email address on a domain owned by the council and has established common email addresses for all councillors. This is recommended because it gives a natural segregation between work and personal lives, making it clear beyond doubt in what capacity a councillor is acting. In addition to this it gives control to the council, adds a degree of professionalism and in the event of a FOI request limits access to personal computers.

The council last completed a data audit in 2018, and I recommend the council ensures this is completed regularly to comply with GDPR regulations.

CONCLUSION

I am satisfied this control objective has been met.

P. TRUSTEESHIP

Internal audit requirement

Trust funds (including charitable) – The council met its responsibilities as a trustee.

Audit findings

During the year, the council has reviewed the position regarding the trust Lightwater Recreation Ground Trust. While the trust was deregistered in 2008, following some advice on the council's status as a trustee, it has been confirmed that the council is the sole trustee and should therefore answer the Governance Assertion question as 'Yes'.

There are no financial transactions for the trust, and the council can also therefore answer 'Yes' to question 11 on the Accounting Statement.

CONCLUSION

I am satisfied this control objective has been met.

Achievement of control assertions at final internal audit date

Based on the tests conducted during the interim audit, our conclusions on the achievement of the internal control objectives to date are summarised in the table below.

	INTERNAL CONTROL OBJECTIVE	YES	NO	NOT COVERED
A	Appropriate accounting records have been properly kept throughout the financial year	✓		
B	This authority complied with its Finance Regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for	✓		
C	This authority assesses the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these	✓		
D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for	✓		
F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for			✓
G	Salaries to employees and allowances to members were paid in accordance with the authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H	Asset and investments registers were complete and accurate and properly maintained.	✓		
I	Periodic bank account reconciliations were properly carried out during the year.	✓		
J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), supported by an adequate audit trail from underlying records and, where appropriate, debtors and creditors were properly recorded.	✓		
K	If the authority certified itself as exempt from a limited assurance review in the previous year, it met the exemption criteria and correctly declared itself exempt.			✓
L	The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M	The authority, during the previous year correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations.	✓		
N	The authority complied with the publication requirements for prior year AGAR.	✓		
O	The authority has complied with laws, regulations and proper practices relating to digital and data compliance	✓		
P	Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		

Should you have any queries please contact me directly on andy@mulberrylas.co.uk

Yours sincerely



Andy Beams

Director, Mulberry Local Authority Services Ltd

Internal Audit – Summary of recommendations

Audit Point	Internal Audit Findings	Council comments
O. DIGITAL AND DATA COMPLIANCE	The council last completed a data audit in 2018, and I recommend the council ensures this is completed regularly to comply with GDPR regulations.	

Agenda Item 10 - Annual Return for the year ended 2025-2026
Full Council 28 April 2026
Annual Governance Statement

1. Background

- i. Councillors are responsible for ensuring there is a sound system of internal control in place at the Council, including the preparation of the accounting statements. This duty is discharged by completion of an annual governance statement, which must be signed by the Chair and Clerk of the Council, on behalf of all members of the Council.
- ii. A copy of the annual governance statement is attached. In order to complete, Councillors must ensure that they have complied with the control assertions set out in the model annual governance statement.
- iii. The purpose of this paper is to set out how the Council has complied with the control assertions, and to provide evidence to enable the Chair of the Council to sign off the annual governance statement.

2. Actions

- i. Councillors are asked to review the Annual Governance Statement for 2025-26, and the review of control assertions, comments on the accounting statement and the audit findings at section 2 of this paper.
- ii. It is recommended that the Chair of the Council and the Clerk sign the annual governance statement. This can then be included in the Annual Return submission.

3. Review of Control Assertions

	Control assertion	'Yes' means that this authority	Response based on evidence
1	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	YES – accounts follow latest Accounts and Audit Regulations and practitioners guide recommendations.
2	We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	YES – there is regular reporting of financial transactions and accounting summaries, offering the opportunity for scrutiny.

3	We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	YES – the Clerk advises the council in respect of its legal powers.
4	We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	YES – the requirements and timescales for 2024/25 year-end were followed.
5	We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	YES – the council has a risk management scheme and appropriate external insurance.
6	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	YES – the council has appointed an independent and competent internal auditor.
7	We took appropriate action on all matters raised in reports from internal and external audit.	<i>responded to matters brought to its attention by internal and external audit.</i>	YES – matters raised in internal and external audit reports have been addressed.
8	We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and. Where appropriate, have included them in the accounting statements.	<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	YES – no matters were raised during the internal audit visits.
9	Trust funds including charitable – In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/asset(s), including financial reporting and, if required, independent examination or audit.	<i>has met all its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>	YES – the council has met its responsibilities as a trustee

Section 2 – Accounting Statements

Section 2 – Accounting Statements AGAR box number		2024/2025	2025/2026	Internal Auditor notes
1	Balances brought forward	997,889	1,170,922	Agrees to 2023/24 carry forward (box 7)
2	Precept or rates and levies	505,201	551,061	Figure confirmed to central precept record
3	Total other receipts	192,379	150,751	Agrees to underlying accounting records
4	Staff costs	164,916	187,825	Agrees to underlying accounting records. Includes only expenditure allowed as staff costs (see section G)
5	Loan interest/capital repayments	0	0	Council has no borrowing
6	All other payments	359,631	512,960	Agrees to underlying accounting records
7	Balances carried forward	1,170,922	1,171,949	Casts correctly and agrees to balance sheet
8	Total value of cash and short-term investments	1,182,927	1,133,861	Agrees to bank reconciliation for all accounts
9	Total fixed assets plus long-term investments and assets	407,098	559,354	Matches asset register total and changes from previous year have been traced
10	Total borrowings	0	0	Council has no borrowing
11	Do the figures in the accounting statements above exclude any trust transactions?	Yes	Yes	YES – trust transactions are excluded from the stated figures

Audit findings

The year-end accounts have been correctly prepared on an income and expenditure basis, with the box 7 and 8 reconciliation completed.

This shows year-end debtors of £42,067 and year-end creditors of £3,979, with a full breakdown of the individual debtors and creditors provided.

The AGAR correctly casts and cross-casts, and last year's comparatives match the figures submitted for 2024/25 and published on the council website.

The variance analysis has been completed and, in my opinion, provides sufficient financial and narrative information to explain the variances to the External Auditor.

Agenda Item 11 – Annual Return (AGAR) for year ended 31 March 2026
Full Council 28 April 2026

1. Accounting Requirements

- 1.1 The Parish Council is required to complete an Annual Return (AGAR) each year. The Full Council is then required to agree and sign off the annual accounting statements for the Annual Return. Documentation must be forwarded to the external auditor by 1 July 2026.
- 1.2 An Annual Return and financial statements have been prepared and have been subject to internal audit review with the figures contained in the financial statements checked.
- 1.3 The purpose of this paper is to provide a narrative to the statutory financial statements in conjunction with the Budget Monitoring reports submitted to this meeting and those of 18 March 2026.

2. Financial Statements

Year end financial report as at 31 March 26

- 2.1 The Income and Expenditure account for 2025-26 shows a year-end surplus of £159,648 after movements to and from EMRs consistent with the financial position shown in the Council's statutory accounts. Excluding EMR transfers, the net income over expenditure was £1,027. The budget for 2025-26 was balanced (income=expenditure), hence the result is significantly better than Budgeted after project expenditure was supported by the EMRs.
- 2.2 Income was over budget of £57,467, which was (see table below) due mainly to income lines which cannot be budgeted for.
- 2.3 Following approval at the Full Council meeting on 18 March 2026 (C/25/213) amounts totalling £61,718 were transferred from the general reserves to EMRs.
- 2.4 Total income in the year was £701,812 vs a budget of £644,345. The variance comprises the following amounts:

		Actual	Budget	Variance	Narrative
Income Detail					
1000	Burial fees	65,153	72,086	(6,933)	Reflects level of usage during the year. Bagshot +£435; Lightwater - £18,106; Windlesham +£46,612
1030	Allotment fees	2,140	2,020	120	Reflects current allotment holders
1076	Precept	551,061	551,061	0	Precept set and approved by Council
1800	Other income	5,770	0	5,770	Grants received in respect of: Memorial Bench £1,000; Insurance claim £4770
1900	Interest received	25,727	19,179	6,548	Reflects level of cash held and interest rates achieved. It was anticipated that funds would be used on projects during the year but not all were completed hence cash levels remained high. Interest rates stayed stable
1950	CIL income	51,961	0	51,961	CIL received £28573; CIL invoiced awaiting payment £23388 Council policy is not to budget for CIL but take straight to an EMR when received
Total income		<u>701,812</u>	<u>644,345</u>	<u>57,467</u>	

2.5 Expenditure was £700,785 (reducing to £473,891 after transfers from EMRs) leading to an underspend of £170,454. However, as noted above £61,718 of this was accounted for by transfers of underspent amounts to EMRs. Details of the variances against the budget are reflected in the Budget Monitoring Report. The General Reserve increased compared to last year, due in part to an increase in Debtors (CIL invoiced) and lower Accruals than the 2024/25 year-end.

2.6 The level of reserves held by the Council remains high pending expenditure on agreed projects, with the level of reserves held over the past three years shown below:

	2023-24	2024-25	2025-26
General Reserve	£226,180	£223,794	£331,724
Ear marked reserves	£771,709	£937,129	£840,225
Total reserves	<u>£997,889</u>	<u>£1,170,923</u>	<u>£1,171,949</u>

The total Reserves held has increased by the small Income v Expenditure surplus for the year, meaning the Reserves figure remains constant. The balance between General and Earmarked Reserves has changed mainly due to the EMRs used to support the Allotment Purchase and the Playground renewal. Earmarked Reserves total of £840,225, of which £275,342 is restricted to specific purposes (Capital Receipts, School Lane Play Equipment and CIL EMRs).

The General Reserve as at 31 Mar 26 represents 53% of the precept level (net revenue expenditure for 2026-27). After considering the decision by Council to

have a deficit budget of £37,933 for 2026-27, General Reserves represents 49.8% of the revenue expenditure. The internal auditors advise that the level of the general reserve should be held at between 3 and 12 months of net revenue expenditure. Larger authorities, with income and expenditure in excess of £20,000, should plan towards 3 months equivalent general reserve. The Council currently has the equivalent of around 6 months equivalent and is within the recommended range.

3. Actions

- 3.1 Members are asked to review and note the contents of the AGAR and supporting financial statements and agree that the AGAR can be signed by the RFO and by the Chair of the Council.**

Annual Internal Audit Report 2025/26

Windlesham Parish Council

www.windleshampc.gov.uk

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")</i>			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2024/25 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✓		
P. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		

NO PETT; CAS

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

15/12/2025 21/04/2026

A Beams , Mulberry LAS Ltd

Signature of person who carried out the internal audit



Date

21/04/2026

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 2 – Accounting Statements 2025/26 for

Windlesham Parish Council

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	997,889	1,170,922	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	505,201	551,061	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	192,379	150,751	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	164,916	187,825	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	359,631	512,960	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,170,922	1,171,949	Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,182,927	1,133,861	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	407,098	559,354	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
For Local Councils Only			
	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.



Date

21/04/2026

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chair of the meeting where the Accounting Statements were approved

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

Windlesham Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		Yes* means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	✓		<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	✓		<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

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Item 12 - Community Infrastructure Levy

Full Council 28th April 2026

Community Infrastructure Levy is a charge that can be levied by local authorities on new development in their area. Surrey Heath Borough Council collects this levy, and where developments are within the Parish Council area, a percentage of that levy is passed on to the Council.

For any developments in Lightwater or Bagshot, 15% of the levy is passed on to the Parish Council. For any developments in Windlesham, 25% of the levy is passed on to the Parish Council, as Windlesham has a "made" Neighbourhood Plan.

The levy can be used to support the development of the parish council's area by funding the provision, improvement, replacement, operation or maintenance of infrastructure; or anything else that is concerned with addressing the demands that development places on the area.

The Council has agreed to spend CIL funds in the village to which the CIL payments relate. The levy has a 5-year expiry, so funds cannot be accumulated on a long-term basis. CIL payments are made to the Council twice annually in April and October.

Below are details of the CIL paid and spent in each village to April 25. Please note that during this period Windlesham received £15,234 (19/0749/PMR) and Lightwater £8,154 (24/0136/FFU) CIL payments were due between October 25 and April 26. The next receipt falls due in October 2026.

Windlesham	WINDLESHAM							
	Planning refs/spend explanation	Receipts	Date Received	Expenditure	Minute Ref:	Date of Expenditure	Expiry Date	Balance
	15/0754 and 15/0065	£2,292.00	01 October 2015	£2,213.17			01 October 2020	0.00
	15/0216 and 15/0117	£20,531.25	01 April 2016	£20,531.25			01 April 2021	0.00
	16/1114	£11,418.00	01 October 2017				01 October 2022	0.00
	Windlesham Cemetery Hedges March 24 - £78.83 of a total £200			£200.00		26 March 2024		

	3 x Cemetery Noticeboards (50% deposit)			£2,700.00		20 May 2024		
	Broadway Road Lights			£7,500		10 September 2024		
	Fences & posts - Bosman Drive			£200		16 June 2024		
	Windelsham Cemetery mapping			£48		02 July 2024		
	15/0118 and 16/1087	£9,754.08	01 October 2018				01 October 2023	0.00
	3 x Cemetery Noticeboards (Final 50%)			£2,700.00				
	Surrey CC: 18 x Speed Surveys in Windlesham			£2,880.00		01 June 2025		
	Allotment purchase			£33,333.33		01 August 2025		
	16/0031	£5,610.00	01 April 2019				01 April 2026	0.00
	17/1132	£16,246.70	01 April 2020				01 April 2026	0.00
		3502.57						
	20/0494/FFU Windlesham Garden Centre, London Road, Windlesham	2,292.00	01 October 2022				01 October 2027	0.00
	Planning Ref 22/0587/FFU, Reef House, Snows Ride, Windlesham	21,628.00	01 April 2023				01 April 2028	3,709.79

	Windmill Field playground			£17,259.06		01 July 2025		
	23/0880/FFU - Wood Hall, Woodhall Lane, Sunningdale	9,947.00	01 October 2025				01 October 1930	9,947.00
	19/0749/PMR = Windlesham House, Kennel Lane	15,234.00	01 April 2026				01 April 2031	15,234.00
	Traffic & Infrastructure COMMITTED NOT YET SPENT			£13,657	Feb Full Council			
Totals:		£118,455.60		£103,221.60			28,890.79	Unspent
							£15,234.00	Available CIL accounting for committed funds
Lightwater								
	Planning refs/spend explanation	Receipts	Date Received	Expenditure	Minute Ref:	Date of Expenditure	Balance	Expiry Date
	15/0991 and 15/0153	£8,190.60	01 October 2016	£8,190.60			£0.00	01 October 2021
	17/0868	£16,671.75	01 October 2018	£16,671.40			£0.00	01 October 2023
	Minor adjustment to balance CIL (J95)	-£0.35	12 October 2023	£0.35				

	19/2258/PMR – Minor material amendment to 19/0202	£24,281.00	01 October 2022				£0.00	01 October 2026
	Lightwater Playground			£24,281.00	C/22/184d	Jun-23	£0.00	
	23/0402/FFU - 36, Curly Hill Road, Lightwater	£18,626.00	01 October 2025				£18,626.00	01 October 2030
	Paper adj to balance EMR value	£0.35	(March 26)					
	24/0136/FFU - 99- 101, Guildford Road, Lightwater	£8,154.00	01 April 2026				£8,154.00	01 April 2031
							£0.00	
Totals:		£75,923.35		£49,143.35			£26,780.00	Unspent
							£26,780.00	Available CIL accounting for committed funds
Bagshot								
	Planning refs/spend explanation	Receipts	Date Received	Expenditure	Minute Ref:	Date of Expenditure	Balance	Expiry Date
	17/0745	£29,574.06	01/04/2019				£0.00	01/04/2024
	17/0475	£20,408.78	01 October 2019				£0.00	01/10/2024
	17/0889 and 18/0667	£119,829.04	01 April 2021				£0.00	01/04/2026
	18/0499	£7,475.00	01 October 2021				£0.00	01/10/2026

	Traffic & Infrastructure COMMITTED NOT YET SPENT			£140,000.00	BVC/23/17 + Second decision Feb 24 £40k - AWAITING INVOICE FROM SCC			
	Bagshot Chapel COMMITTED NOT YET SPENT			£20,000.00	NOV FULL COUNCIL BUDGET			
	School Lane Field Pathway			£22,000.00	Bagshot committee			
					TOTAL	£0.00		
Totals:		£389,171.81		365154.89			£206,016.92	UNSPENT
							£24,016.92	Available CIL accounting for committed funds

April 26

The Clerk,
Windlesham Parish Council.
Council Offices,
The Avenue,
Lightwater
GU18 5RG

8th, April 2026.

Dear Jo,

Please find following a motion from 3 Windlesham Councillors for the April 2026 Full Council Meeting calling back a decision made by Full Council in March 2026.

***Motion from Cllrs Wheeler, Lewis and Richardson requesting that Full Council reconsider the decision to reorganise its governance structure with effect from 1 April 2026.**

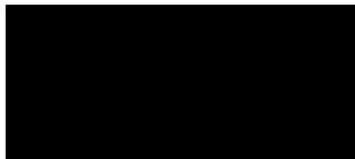
Cllr Wheeler



Date :

15/04/2026

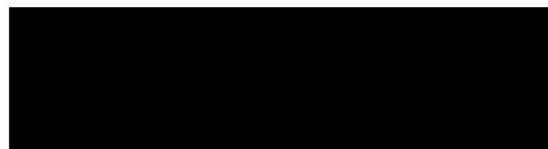
Cllr Lewis



Date :

14/4/2026

Cllr Richardson



Date :

14/4/2026.

Agenda Item 14 – To appoint members to committees
Full Council 28th April 2026

At the Full Council meeting held on the 18th March 2026, Members resolved that, with effect from 1 April 2026, Windlesham Parish Council would reorganise its governance structure and adopt a unified thematic committee structure comprising:

- Finance & General Purposes Committee
- Personnel Committee
- Planning Committee
- Civic Amenities & Recreation Committee
- Communications Committee

Listed above are the committees of the Council to be appointed for the year 2026-27. Membership of the committee will consist of a total of 9 members, with a maximum of 3 representatives from each village. All other Councillors may act as nominated substitutes.

Chairs and Vice-Chairs of Committees will be voted on at the first meeting of that committee.

Terms of reference for all committees are attached and will need to be agreed by Full Council and noted by each committee at their first meetings.

Action

Members are asked to:

1. Agree the Membership of the Committees listed below:

- a) **Finance & General Purposes Committee**
- b) **Personnel Committee**
- c) **Planning Committee**
- d) **Civic Amenities & Recreation Committee**
- e) **Communications Committee**

2. Review the attached terms of reference and either:

- **Adopt as presented**

Or

- **Amend and adopt**

Windlesham Parish Council

Finance & General Purpose Committee – Terms of Reference 2026-2027

The role of the Finance & General Purpose Committee is to ensure the smooth management of the Council's finances.

1. Membership of the committee will consist of a total of 9 members, with a maximum of 3 representatives from each village. All other Councillors may act as nominated substitutes.
2. The Chairman and Vice-Chairman, if not nominated members of the committee, may attend as ex-officio members.
3. Membership of the committee will be determined at the Full Council meeting held on the 28th April 2026 and at the Annual Meeting of the Council thereafter. Casual vacancies shall be filled from the membership of the Full Council.
4. Non-members of the Council may not be members of the committee.

FUNCTIONS:

The committee shall:

- a) Operate in accordance with Local Government Law and in accordance with the Council's Standing Orders and Financial Regulations.
- b) Provide advice & guidance, as required, to the Chairs of all other committees and working parties on all aspects of financial management.
- c) A working party comprising the Chairs of all Committees will develop and put forward recommendations on the annual budget. These recommendations will be considered by the Finance Committee, which will make final recommendations to Full Council for approval.
- d) Develop, maintain and monitor the policy on the management of reserves.
- e) Monitor purchasing decisions to ensure a value for money approach on all aspects of Council activity in accordance with Financial Regulations.
- f) Monitor financial performance against budgets and agree virements for resolution by Full Council.
- g) Make recommendations to the Council on the implications of applying for a Public Works Loan.
- h) Review the investment strategies of the Council and advise accordingly.
- i) The committee shall have spending powers to a maximum of £5000 per agenda item, for that class of expenditure in the approved budget. The committee shall make recommendations to full Council on all expenditure in excess of this sum.
- j) Appoint sub-committees or working parties to undertake any specific project work as required.
- k) Undertake project work outside of the above remit as directed by Full Council.
- l) Review the Terms of Reference annually and make recommendations to Full Council.

The Chairman of the Committee shall:

- a) Agree the minutes of the Finance and General Purposes Committee at Full Council meetings, subject to approval.

April 2026

Windlesham Parish Council

Civic, Amenities & Recreation Committee – Terms of Reference 2026-2027

The role of the Civic, Amenities & Recreation Committee is the effective provision of civic, amenity and recreational services to the Parish of Windlesham.

1. Membership of the committee will consist of a total of 9 members, with a maximum of 3 representatives from each village. All other Councillors may act as nominated substitutes. Non-members of the Council may be members of the committee.
2. The Chairman and Vice-Chairman of Council, if not nominated members of the committee, may attend as ex-officio members.
3. Membership of the committee will be determined at the Full Council meeting held on the 28th April 2026 and at the Annual Meeting of the Council thereafter. Casual vacancies shall be filled from the membership of the Full Council.

FUNCTIONS:

The committee shall:

- a) Operate in accordance with Local Government Law and in accordance with the Council's Standing Orders and Financial Regulations.
- b) Appoint sub-committees or working parties to undertake any specific project work as required.
- c) Delegate to the Proper Officer, or a Councillor in conjunction with the Proper Officer, to undertake any specific project work as required.
- d) Undertake project work relating to amenities and recreation.
- e) The committee shall have spending powers to a maximum of £15000 per agenda item, for that class of expenditure in the approved budget. The committee shall make recommendations to the Full Council on all expenditure in excess of this sum.
- f) Work with other authorities to maintain the public footpaths within the Parish.
- g) Represent the Council to other statutory authorities on matters relating to highways, street furniture, public transport, postal services, public utilities, street and footway lighting, public rights of way, preservation of trees, historic buildings, grounds maintenance issues, conservation areas, and land drainage.
- h) Manage and maintain the provision of bus shelters, seats, village signs, notice boards and other street furniture owned by the Council.
- i) Consider and determine applications for grants in accordance with the Council's approved grants policy, and award grants within the budget allocated by Full Council
- j) Recommend the purchasing of all significant fixed assets necessary to support the maintenance of Parish-owned premises and land.
- k) Liaise with sporting organisations with regard to the prioritising of sporting and recreational facilities within the parish.
- l) Represent the Council in matters relating to the police or delegate to the Proper Officer.

m) The Terms of Reference shall be reviewed annually.

The Chairman shall:

n) Agree the minutes of the Civic Amenities and Recreation Committee at Full Council meetings, subject to approval.

DRAFT

Windlesham Parish Council

Personnel Committee – Terms of Reference 2026-2027

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

1. Membership of the committee will consist of a **maximum of 9 members, consisting of a maximum of 3 representatives from each village.** To ensure that each village remains adequately represented in the event of a member's absence, any nominated substitute must be a member of the same village committee as the original appointed representative. Non-members of the Council may be appointed to serve on the Committee in an advisory capacity. Such appointments shall be made by recommendation to Full Council and confirmed by a majority vote of the Council.
2. The Chairman and Vice-Chairman of Council, if not nominated members of the committee, may attend as ex-officio members.
3. 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

- a) 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 interviewing, as per the recruitment policy. This would consist of the Chairman, or Vice Chair of Personnel, and a nominated member from each village committee.

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

Communications Committee – Terms of Reference 2026-2027

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

Membership of the committee will consist of a maximum of 9 members, consisting of a maximum of 3 representatives from each village. To ensure that each village remains adequately represented in the event of a member's absence, any nominated substitute must be a member of the same village committee as the original appointed representative. 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 25 this committee will have a budget of £8,500 as agreed in the Full Council budget.
- 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 to the minutes of the Communications Committee at Full Council meetings, subject to approval.

Windlesham Parish Council

Planning Committee – Terms of Reference 2026-2027

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.

1. Membership of the committee will consist of a maximum of 9 members, consisting of a maximum of 3 representatives from each village. To ensure that each village remains adequately represented in the event of a member's absence, any nominated substitute must be a member of the same village committee as the original appointed representative.
2. The Chairman and Vice-Chairman of the Council, if not nominated members of the committee, may attend as ex-officio members.
3. 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.
4. Non-members of the Council may be non-voting members of the committee.

FUNCTIONS:

The committee shall:

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

Item 15 - To approve amendments to the Scheme of Delegation and working party terms of reference
Full Council 28th April 2026

At its meeting on the 18th March 2023, Council resolved that, with effect from 1 April 2026, Windlesham Parish Council would reorganise its governance arrangements and adopt a unified thematic committee structure.

Scheme of Delegation and Working Party Terms of Reference

As a consequence of the new committee structure, minor amendments have been required to:

- the Scheme of Delegation, and
- the Terms of Reference for Working Parties

These changes are administrative, ensuring that responsibilities, delegated authorities and reporting lines accurately reflect the revised governance structure. No substantive change to Council policy or reserved powers is proposed.

The updated documents are attached to this report for Members' consideration.

Additional Amendments

To support the timely delivery of works and services, it is proposed that the Scheme of Delegation be amended to permit the Clerk to authorise expenditure of up to £3,000 from any unrestricted reserve, where required. This change is intended to minimise delays in commissioning necessary work, particularly where timing or operational considerations make it impractical to await a full council or committee decision. All such expenditure would remain subject to the Financial Regulations, recorded appropriately, and reported to Members to ensure transparency and a clear audit trail.

All changes are highlighted in the attached document.

Action

Council is asked to:

Review the updated Scheme of Delegation and Working Party Terms of Reference, as attached and either adopt as presented or amend and adopt the documents.

SCHEME OF DELEGATION

ADOPTED ? 2026

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 virements
- 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 Finance & General Purposes Committee

- 2.1.1** Operate in accordance with Local Government Law and in accordance with the Council's Standing Orders and Financial Regulations.
- 2.1.2** Provide advice & guidance, as required, to the Chairs of all other committees and working parties on all aspects of financial management.
- 2.1.3** A working party comprising the Chairs of all Committees will develop and put forward recommendations on the annual budget. These recommendations will be considered by the Finance Committee, which will make final recommendations to Full Council for approval.
- 2.1.4** Develop, maintain and monitor the policy on the management of reserves.
- 2.1.5** Monitor purchasing decisions to ensure a value for money approach on all aspects of Council activity in accordance with Financial Regulations.
- 2.1.6** Monitor financial performance against budgets and agree virements for resolution by Full Council.
- 2.1.7** Make recommendations to the Council on the implications of applying for a Public Works Loan.
- 2.1.8** Review the investment strategies of the Council and advise accordingly.
- 2.1.9** The committee shall have spending powers to a maximum of £5000 per agenda item, for that class of expenditure in the approved budget. The committee shall make recommendations to full Council on all expenditure in excess of this sum.
- 2.1.10** Appoint sub-committees or working parties to undertake any specific project work as required.
- 2.1.11** Undertake project work outside of the above remit as directed by Full Council.
- 2.1.12** Review the Terms of Reference annually and make recommendations to Full Council.

2.2 Civic Amenities & Recreation Committee

- 2.2.1** Operate in accordance with Local Government Law and in accordance with the Council's Standing Orders and Financial Regulations.
- 2.2.2** Appoint sub-committees or working parties to undertake any specific project work as required.
- 2.2.3** Delegate to the Proper Officer, or a Councillor in conjunction with the Proper Officer, to undertake any specific project work as required.

- 2.2.4 Undertake project work relating to amenities and recreation.
- 2.2.5 The committee shall have spending powers to a maximum of £15000 per agenda item, for that class of expenditure in the approved budget. The committee shall make recommendations to the Full Council on all expenditure in excess of this sum.
- 2.2.6 Work with other authorities to maintain the public footpaths within the Parish.
- 2.2.7 Represent the Council to other statutory authorities on matters relating to highways, street furniture, public transport, postal services, public utilities, street and footway lighting, public rights of way, preservation of trees, historic buildings, grounds maintenance issues, conservation areas, and land drainage.
- 2.2.8 Manage and maintain the provision of bus shelters, seats, village signs, notice boards and other street furniture owned by the Council.
- 2.2.9 Consider and determine applications for grants in accordance with the Council's approved grants policy, and award grants within the budget allocated by Full Council
- 2.2.10 Recommend the purchasing of all significant fixed assets necessary to support the maintenance of Parish-owned premises and land.
- 2.2.11 Liaise with sporting organisations with regard to the prioritising of sporting and recreational facilities within the parish.
- 2.2.12 Represent the Council in matters relating to the police or delegate to the Proper Officer.
- 2.2.13 The Terms of Reference shall be reviewed annually.

2.3 Personnel Committee

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

- 2.3.1 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.
- 2.3.2 All personnel matters not delegated to officers or Sub-Committees.
- 2.3.3 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.
- 2.3.4 Review employee's remuneration and make recommendations thereon to the Council
- 2.3.5 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.
- 2.3.6 Review the staffing structures in conjunction with the Clerk to ensure they are sufficient to deliver the aims of The Council.

- 2.3.7 Ensure an appropriate Appraisal system is in place and monitor the effectiveness of the system.
- 2.3.8 Provide appropriately trained Members to conduct the Appraisal(s) of the Parish Clerk.
- 2.3.9 Set appropriate SMART objectives for the Parish Clerk based on the aims and priorities of The Council.
- 2.3.10 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.
- 2.3.11 Make appropriate recommendations to The Council where an identified training need would exceed the allocated funding.
- 2.3.12 Develop, implement, and review Employment related Policies using appropriate employment law
- 2.3.13 Manage the Council's compliance with Employment legislation.
- 2.3.14 Manage Disciplinary and Grievance procedures in accordance with appropriate council policy and processes and review them as necessary.
- 2.3.15 Where necessary recommend appropriate actions to The Council.
- 2.3.16 If required appoint an appeals panel drawn from Members of the Personnel Committee or from an external body as appropriate to the circumstances.
- 2.3.17 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
- 2.3.18 Authorise permission for staff to accept secondary employment.
- 2.3.19 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.
- 2.3.20 Authorise up to the upper level of the agreed salary scale banding for any new employee, subject to budget availability.

2.4 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:

- 2.4.1 Consider and resolve all staff grievances unable to be dealt with by Officers in accordance with Grievance Policy.
- 2.4.2 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.
- 2.4.3 Consider and deal with all staff disciplinary matters unable to be dealt with by Officers in accordance with Disciplinary policy.
- 2.4.4 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.

2.5 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:

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

2.6 Planning Committee

- 2.6.1** Operate in accordance with Local Government Law and in accordance with the Council's Standing Orders and Financial Regulations.
- 2.6.2** Appoint sub-committees or working parties to undertake any specific project work as required.
- 2.6.3** 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.
- 2.6.4** Consider and make representations on planning applications.
- 2.6.5** Make representations on planning appeals notified to the Parish Council and attend public inquiries if considered necessary.
- 2.6.6** Represent the Council upon all matters relating to local authority development plans.
- 2.6.7** To recommend all matters in relation to street naming to Full Council.
- 2.6.8** Manage the Neighbourhood Planning and Village Design Statement processes.
- 2.6.9** Develop and maintain a list of Community Assets for nomination to SHBC.
- 2.6.10** Manage the Planning budget (if any) and vice, where necessary, between budget lines held and managed by the committee.
- 2.6.11** Undertake project work outside of the above remit as directed by Full Council.
- 2.6.12** Review the Terms of Reference annually and make recommendations to Full Council.
- 2.6.13 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 **all unrestricted EMRs, listed below, up to a limit of £3,000, with or without a budget.**

- 315 Capital Receipts;

- 320 EMR School Lane Field Play Equipment;

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Deleted: 331 EMR War Memorials

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- 325 EMR Windlesham CIL;
- 360 EMR Lightwater CIL
- 380 EMR Bagshot CIL

3.1.16 Incur expenditure in an emergency up to £3,000, whether budgeted or not.

3.1.17 The Clerk shall have delegated authority to add and remove the RFO post holder from any bank mandates in the event of personnel changes.

3.1.18 Deal with matters specifically delegated by Council or Committee.

3.1.19 Deal with dispensation requests from Members under the Code of Conduct.

3.1.20 Take all decisions relating to the training of Councillors & staff.

3.1.21 Appoint all employees in accordance with the Council's staff structure.

3.1.22 Authorise minor non-fiscal adjustments to contracts of employment and job descriptions to meet the needs of the Council.

3.1.23 Appoint casual/temporary members of staff as needed to meet the business needs of the Council and within existing budgets.

3.1.24 Authorise additional hours of work for existing staff on a temporary basis to support the business needs of the Council.

3.1.25 Deal with all disciplinary matters and hearings in accordance with the Council's Disciplinary Policy.

3.1.26 Enter into settlement agreements with employees up to a maximum of two months' salary where this is the prudent option for the Council.

3.1.27 Authorised to issue press releases/social media on any Council activity exercised in accordance with Council policy.

3.1.28 Overall responsibility for Health & Safety across all Council owned sites.

3.1.29 Overseeing Council transparency, access to information and data use and storage, including day to day management of Council's website.

3.1.30 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.

3.1.31 Authorise expenditure on necessary legal advice up to the approved budget of £5,000 in line with Financial Regulations.

3.1.32 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:

	Delegated Responsibility	Responsible in the Clerk's Absence
a.	The responsibilities and duties of the role of Proper Officer as set out within law and Council policies.	

Deleted: 370 EMR Council Office Repairs

Deleted: 375 EMR Playground Repairs and Renewals

Deleted: 332 EMR Allotments

Deleted: - 396 EMR Greenspace¶
 - 395 EMR Tree Maintenance¶
 - 345 EMR Bagshot Village – for all spend associated with insurance requirements at School Lane Field Pond.

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b.	Issue all statutory notifications.	Assistant Clerk
c.	Receive Declarations of Acceptance of Office.	
d.	Receive and record notices disclosing pecuniary interests.	Assistant Clerk
e.	Receive and retain documents and plans.	Assistant Clerk
f.	Hold the Council's Seal and apply it to documents as approved.	Assistant Clerk
g.	Sign notices or other documents on behalf of the Council.	
h.	Receive copies of By-laws made by principal authority.	Assistant Clerk
i.	Certify copies of By-laws made by the Council.	
j.	Sign summons to attend meetings.	
k.	Ensure compliance with Standing Orders.	Assistant Clerk (advise only)
l.	Manage all Parish Council staff, either directly or indirectly.	
m.	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
n.	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
o.	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
p.	Incur expenditure in an emergency up to £5,000 whether budgeted or not.	Responsible Financial Officer
q.	Act on behalf of the Council in an urgent situation and report back to the Council as soon as practical.	Assistant Clerk
r.	Deal with dispensation requests from Members under the Code of Conduct.	Assistant Clerk
s.	Deal with matters specifically delegated by Council or Committee.	Assistant Clerk

t.	Appoint casual / temporary members of staff as needed to meet the business needs of the Council and within existing budgets.	
u.	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
v.	Deal with all disciplinary matters and hearings in accordance with the Council's Disciplinary Policy, including suspending employees as deemed necessary.	
y	Authorised to issue press releases on any Council activity exercised in accordance with Council policy.	Assistant Clerk
z	Overall responsibility for Health & Safety across all Council owned sites.	Assistant Clerk
aa	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



Windlesham Neighbourhood Plan Working Group Terms of Reference.

Group Type	Working Party in conjunction with the Clerk, reporting to Full Council.
Purpose of the group	<p>The Windlesham Neighbourhood Plan (WNP) provides the adopted planning policy guidance for Windlesham Village. Surrey Heath Borough Council adopted the WNP as part of its Local Plan in June 2019.</p> <p>Subsequently, the Surrey Heath Local Plan is being revised which could replace the Core Strategy, and numerous policies have changed in the National Planning Policy Framework and National Model Design Code. Additionally, some evidence underpinning the policies in the NDP is less robust now because circumstances have changed or there is new evidence. Therefore, the Windlesham Neighbourhood Plan may need to be updated to accord with these current policies.</p>
Membership	<p>The membership of this working group is determined through appointment by the Windlesham Village Councillors, acting under the delegated authority of the Windlesham Parish Council (minute ref: C/23/87b). Nominations for membership were received by the committee, which then conducted a vote to appoint the following members:</p> <p>2 members of the business community All Windlesham Village Councillors, although it is anticipated that no more than 2 Councillors will attend at any one time.</p> <p>Chair of Council</p> <p>Borough and County Representatives.</p> <p>Up to 2 community groups 1 from the Windlesham Traffic Management Working Group Up to 10 members of the community</p> <p>To ensure the group is effective and remains on task as determined by these terms of reference, the Village committee elected Cllr Marr as Chair of the Working Group.</p>
Terms of Reference	<p>Specific Purposes; Monitor the effectiveness of the WNP Policies and assess the need for modifications to the existing neighbourhood plan.</p> <ol style="list-style-type: none"> 1. Stage 1: Assess the needs for modifications to the plan <ol style="list-style-type: none"> i. Part A: Screening against Local Plan Part 2 and NPPF 2023 ii. Part B: Considering evidence, other changes and monitoring 2. Stage 2: Identify the type of review <p>Following periodic presentation of the evidence gathered above, the qualifying body (the Parish Council) will then consider if there is sufficient evidence to warrant initiating the statutory process.</p>

	<p>3. Stage 3: Undertake the review</p> <p>The working party is to carry out the above process in accordance with the Parish Council Neighbourhood Plan Review toolkit.</p>
Reporting to	The Full Council.
Delegated Powers	The working group has no decision-making powers or powers to spend. The working group will report to Full Council.
Quorum	Three group members plus one Windlesham Village Councillor acting as Chair.
Budget	The working group has no power to spend and must report back to Full Council.
Frequency of Meetings	As required.
Transparency	The Clerk will be notified of all meeting dates in advance and notes outlining all meeting discussions or a recording/transcript of the meeting will be supplied to the Clerk.
Date of Formation;	29 th November 2023 (Amended 28 th April 2026)
Agreed End Date	



Windlesham Traffic & Infrastructure Project Working Group Terms of Reference

Group Type	Working Party in conjunction with the Clerk and reporting to the Civic Amenities Committee
Purpose	To review proposed solutions, alongside expected impacts from proposed Developments in and around the Village, identifying viable options which can mitigate traffic speed and improve road safety for all users in Windlesham Village whilst enhancing and sustaining our shops, charities and businesses for the benefit of the Windlesham Residents.
Membership	Community Groups – 2 representatives from any of the below: <ul style="list-style-type: none"> • All Windlesham Village Councillors, with 1 nominated Windlesham Village Councillor to act as Chair of the Working Group • 2 members of Business community • 2 Community Groups • 1 representative from the WNP Working Party • 2+ members of Village Community
Terms Of Reference	The remit of the Working Party will be: <ol style="list-style-type: none"> 1. To work with SCC Highways to consult with Residents on viable proposals, gathering data for mitigation: - <ul style="list-style-type: none"> • Intro of 20mph zones within the Village • Reduction of speed by 10mph in other areas • Speed Surveys to include Broadway Road; Woodlands Lane; Chertsey Road; Heath Park Drive; Updown Hill; School Road/Snows Ride; Church Road 2. Review and report feedback to the Civic Amenities Committee <ul style="list-style-type: none"> • Speed Surveys • Consultation • Safety consideration of pedestrians, cyclists, horse riders • HGVs use within Village
Delegated Powers	The Councillor representative selected as Chair of this Working Party, or their nominated substitute, will report back to the Civic Amenities Committee at key stages of this Project. The Working Group will have no decision-making powers, or powers to spend.
Quorum	Two group members, plus one Civic Amenities Committee Councillor, acting as Chair
Budget	There is no budget associated with this Project, any recommendations that have associated costs must be referred to the Civic Amenities Committee at the earliest opportunity and will only be approved subject to available funds.
Frequency of Meetings	As required
Transparency	Will be achieved by ensuring all meeting dates are notified in advance to the Clerk of WPC and all notes of discussions or transcript/recording of meetings held by this Working Group will be submitted to the WPC Clerk for audit purposes to be retained in parish records.
Date of Formation	5 th September 2023 (WVC) Amended 28th April 2027
Agreed End Date	

Lightwater Traffic & Infrastructure Project Working Group Terms of Reference.

<p>Group Type</p>	<p>Working Party in conjunction with the Clerk and reporting to the Civic Amenities Committee.</p> <p>The working party has been established in response to growing concerns within Lightwater regarding transport and infrastructure issues, including increasing traffic volumes, speeding, parking pressures, and the village’s proximity to the M3 and Junction 3. While it is acknowledged that currently Lightwater Village has no Community Infrastructure funds for highways or infrastructure projects, and that responsibility for these matters primarily lies with other statutory authorities, the Council recognises the importance of engaging with residents and representing their views. The scope and purpose of this engagement are set out below.</p>
<p>Purpose</p>	<p>To identify and prioritise issues relating to traffic and infrastructure, and lobby relevant authorities. Additionally, to work with relevant authorities to review solutions, taking into account expect impacts from proposed developments in and around the village, identifying viable options which can mitigate traffic speed and improve road safety for all road users in Lightwater village whilst enhancing and sustaining the shops and businesses for the benefit of the Lightwater residents.</p>
<p>Membership</p>	<p>Community groups – 2 representatives from any of the below</p> <ul style="list-style-type: none"> • 2 members of business community • All Lightwater Village councillors, with 1 nominated Lightwater village councillor to act as chair of the working group. • Up to 2 Lightwater community groups • Up to 10 members of the community.
<p>Terms of Reference</p>	<p>The remit of the working party will be:</p> <ul style="list-style-type: none"> • Engage and Lobby Authorities Represent the views of the Council and the community by engaging with and lobbying relevant authorities, such as National Highways, Surrey County Council Highways (or any successor Unitary Authority), and Surrey Heath Borough Council, to support the implementation of traffic management solutions and infrastructure improvements within Lightwater Village. • Assess Impact and Evidence Gathering Monitor and evaluate the effects of regional and national infrastructure, including the M3 and Junction 3, on the Lightwater community. Gather up-to-date data and evidence in collaboration with the appropriate highways authority to support interventions such as traffic calming

	<p>measures and an HGV restriction, with consideration for all road users, including pedestrians and cyclists.</p> <ul style="list-style-type: none"> • Community Engagement and Consultation If appropriate, conduct resident surveys to inform the evidence base and identify local concerns. Share feedback from such consultations with the relevant agencies and report outcomes to the Lightwater Village Committee. • Policy Representation and Advocacy Prepare evidence-based submissions, including written correspondence, public statements, and responses to consultations or planning forums, to advocate for traffic safety, congestion mitigation, and improved connectivity in and around the village. • Funding Opportunities Research and identify relevant funding streams to support any proposed infrastructure projects or feasibility studies. • Neighbouring Villages If appropriate, contact and work with similar bodies in neighbouring communities both inside and outside of the Parish to identify common issues, as some aspects may require integrated solutions.
Delegated Powers	The councillor representative selected as Chair of this working party, or their nominated substitute, will report back to the Civic Amenities Committee at key stages of this project. The Working Group will have no decision-making powers or the power to spend.
Quorum	Three group members plus one Lightwater Village councillor acting as Chair.
Budget	There is no budget associated with this project; any recommendations that have associated costs must be referred to the Civic Amenities Committee at the earliest opportunity and will only be approved subject to available funds.
Frequency of Meetings	As required
Transparency	Will be achieved by ensuring all meeting dates are notified in advance to the Clerk of WPC, and all notes of discussions or a transcript/recording of meetings held by this working group will be submitted to the WPC clerk for audit purposes to be retained in the parish records
Date of Formation;	1 st July 2025 (Amended 28th April 2026)
Agreed End Date	30 th April 2027

**Agenda Item 16 - Full Council and Committee Meeting dates – 2026-27 -
Proposed Schedule Full Council 28th April 2026**

Action

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

Full Council meetings

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

19th May 2026– Annual Council Meeting Election of Chairman etc

30th June 2026 – **Only if required.**

28th July 2026

29th September 2026 – Sign off External Audit before the 30th Sept

27th October 2026 – Budget and Precept

24th November 2026 – Budget and Precept to be completed (**please note this clashes with SHBC Audit and Standards Committee.**)

19th January 2027 – Precept demand (**please note this clash with SHBC Executive**)

23rd February 2027

23rd March 2027 – Year end Accounts (**please note this clash with SHBC Audit and Standards Committee.**)

27th April 2027

18th May 2027 – Next municipal year Annual Council Meeting Election of Chairman etc

Planning Committee meetings

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

13th May 2026 - Start time: 11 am

27th May 2026 – Start time: 11 am

10th June 2026 - Start time 11 am

30th June 2026 - Start time 6:30pm

15th July 2026 - Start time: 11 am

28th July 2026- Start time: 6:30pm

12th August 2026 - Start time: 11 am

2nd September 2026 - Start time: 11 am

16th September 2026 - Start time: 11 am if necessary

29th September 2026 - Start time: 6:30pm

21st October 2026 - Start time: 11 am

11th November 2026 - Start time: 11 am

24th November 2026 - Start time: 6:30pm (**please note this clashes with SHBC Audit and Standards Committee.**)

16th December 2026 - Start time: 11 am

13th January 2027 - Start time: 11 am

26th January 2027 - Start time 11 am

10th February 2027 - Start time: 11 am

23rd February 2027 - Start time: 6:30pm

10th March 2027 - Start time: 11am

23rd March 2027 - Start time: 6:30pm (**please note this clashes with SHBC Audit and Standards Committee.** 7th April 2027 - Start time: 11am

27th April 2027 - Start time: 6:30pm

Personnel Committee

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

23rd June 2026

6th October 2026

12th January 2027

16th March 2027

Start time: 6.30pm

Finance Committee

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

23rd June 2026

6th October 2026

12th January 2027

16th March 2027

Start time: 7.30pm

Communications Committee

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

11th May 2026

27th July 2026

9th November 2026

8th February 2027

Start time: 6.30pm

Civic Amenities & Recreation Committee

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

11th May 2026

27th July 2026

9th November 2026

8th February 2027

Start time: 7.30pm

Budget Setting Meetings

- 8th September 2026 – Chairs of each Committee to meet informally to discuss budget requirements.
- 13th October 2026 – Chair of Committees to meet to discuss Council budget for the 2nd time.
- Budget to be discussed at the October Full Council meeting
- 4th November 2026 – Chair of Committees to meet to discuss Council budget for the final time.
- Budget to be agreed at the November Full Council meeting.

Annual Parish Meeting & Awards

21st April 2027 – Start time: 7pm

Item 17 – Unitary Engagement Working Parties: Update, Next Steps and Engagement Arrangements

Full Council 28th April 2026

Purpose of Report

To update Members following the resolution of Full Council on 18th March 2026 to establish two time-limited Unitary Engagement Working Parties, to set out the next steps required once local priorities are agreed, and to seek Members' agreement to nominate Councillors as engagement leads to support clear, coordinated liaison with the new West Surrey Unitary Authority.

Background

At its meeting on 18th March 2026, Full Council resolved to establish two time-limited Working Parties to lead structured engagement with the new West Surrey Unitary Authority:

- **Windlesham Unitary Engagement Working Party; and**
- **Bagshot & Lightwater Unitary Engagement Working Party.**

The Working Parties were established to identify and agree locally focused priorities for engagement and to articulate clearly how a Parish Council can add value by managing local detail, thereby enabling the unitary authority to operate effectively at scale. Terms of Reference for both Working Parties are attached.

Both Working Parties are advisory in nature, have no delegated decision-making or spending powers, and report back to Full Council with recommendations and updates.

Action

Members are asked to:

- 1. Consider and agree the priority areas for engagement with the successor unitary authority for each Working Party, and that future engagement with the new West Surrey Unitary Authority should be based on these priorities only.**
 - 2. Nominate Councillors to act as engagement leads, operating within agreed priorities, with no delegated decision-making authority, and reporting back through the relevant Working Party and Full Council.**
-

Work undertaken to date

Since their establishment, the Working Parties have met to:

- develop a small number of clear, focused priorities to guide future engagement.

Agreed priority areas for engagement

Windlesham Working Party – Proposed priorities

- 1. Infrastructure & Greenspace & Cemetery** - This priority would focus on local infrastructure, protection of greenspace where strong local knowledge is essential, and Windlesham Cemetery
- 2. Adherence to the existing and emerging Windlesham Neighbourhood Plan** - This priority focuses on ensuring that the unitary authority continues to recognise and apply locally agreed planning policy.
- 3. A firm commitment from the unitary that they will be mindful of the special nature of the village** - This priority acts as the principle underpinning all engagement rather than a single service area.
- 4.

Bagshot & Lightwater Working Party – Proposed priorities

- 1. Assets & Services** - This priority would focus on local assets and service delivery where parish-level involvement, delegation, or partnership could add value during and after vesting.
- 2. Highways & Planning** - This priority would address issues where strong local knowledge is essential and where clear engagement routes with the unitary authority are required.
- 3. Community Provision** - This priority would focus on protecting and strengthening community-level provision and ensuring local needs remain visible within a larger authority.

Once agreed by Full Council, these priorities will form the basis for all engagement with the successor unitary authority.

Next steps for engagement with the unitary authority

Following agreement of priorities, the next phase will move from internal identification to external engagement. It is proposed that engagement should be:

- focused on the Council-agreed priorities only;
- coordinated to avoid duplication or conflicting messages;
- proportionate and mindful of officer capacity; and
- aligned with existing cross-parish and Neighbourhood Area Committee engagement arrangements as they come on board.

Engagement at this stage will focus on early dialogue, relationship-building and information-sharing, rather than negotiation of detailed service arrangements.

Nomination of Councillors as engagement leads

To support effective and coordinated engagement, Members are asked to consider nominating a small number of Councillors to act as engagement leads for liaison with the successor unitary authority.

These roles would:

- act as named points of contact for engagement, aligned to the agreed priorities;
- operate within the framework of the relevant Unitary Engagement Working Party;
- have no delegated decision-making authority; and
- report back to the Working Party and Full Council as required.

This approach is intended to provide clarity for the unitary authority, ensure consistency of messaging, reduce the risk of fragmented engagement, and support efficient use of Member and officer time.

Role of Members and Working Parties

Once priorities and engagement leads are agreed:

- Members should use the agreed priorities as the basis for any engagement with unitary members or officers.
- Engagement leads will coordinate liaison activity on behalf of the Council, supported by the Clerk.
- The Working Parties will continue to act as the focal point for Member input and bring updates or recommendations back to Full Council where required.

Individual engagement outside this framework should be avoided to reduce duplication and the risk of informal or inconsistent messaging.

Review and reporting

The Working Parties will report back to Full Council or the relevant committee:

- once priority areas are formally agreed; and
- at key stages where Member direction or endorsement is required.

The Working Parties will conclude once their purpose has been fulfilled or no later than their agreed end date, unless Full Council resolves otherwise.

Bagshot & Lightwater Unitary Engagement Working Party

Group Type	Working Party in conjunction with the Clerk and reporting to Full Council.
Purpose of the group	To lead a structured, coordinated approach to engagement with the new West Surrey Unitary Authority; to identify and agree the Parish Council's priority areas for collaboration; and to articulate clearly how the Parish Council can add value during the transition and post-vesting arrangements
Membership	All Bagshot and Lightwater Councillors
Terms of Reference	<p>Specific Purposes;</p> <ul style="list-style-type: none"> • Identify and agree the Parish Council's priority areas for collaboration with the successor authority. • Develop a clear and consistent set of priorities and messages for external engagement. • Demonstrate how the Parish Council can add value at a local level, complementing the unitary authority's strategic role. • Ensure engagement is coordinated, proportionate, and aligned with agreed Council priorities. • Act as the focal point for Member input to reduce duplication or conflicting messages. • Bring recommendations and updates back to Full Council at agreed intervals
Reporting to	Full Council
Delegated Powers	The working group has no decision-making powers or powers to spend.
Quorum	2 members from each village
Budget	The working group has no power to spend and must report back to the Full Council.
Frequency of Meetings	As required.
Transparency	The Clerk will be notified of all meeting dates in advance and notes outlining all meeting discussions or a recording/transcript of the meeting will be supplied to the Clerk.
Date of Formation;	18 th March 2026
Agreed End Date	30 th April 2027

Windlesham Unitary Engagement Working Party

Group Type	Working Party in conjunction with the Clerk and reporting to Full Council.
Purpose of the group	To lead a structured, coordinated approach to engagement with the new West Surrey Unitary Authority; to identify and agree the Windlesham Village priority areas for collaboration; and to articulate clearly how the new Parish Council could add value post-vesting arrangements
Membership	All Windlesham Councillors
Terms of Reference	<p>Specific Purposes;</p> <ul style="list-style-type: none"> • Identify and agree Windlesham Villages' priority areas for collaboration with the successor authority. • Develop a clear and consistent set of priorities and messages for external engagement. • Demonstrate how the new Parish Council could add value at a local level, complementing the unitary authority's strategic role. • Ensure engagement is coordinated, proportionate, and aligned with the establishment of a new Parish Council. • Act as the focal point for Member input to reduce duplication or conflicting messages. • Bring recommendations and updates back to Full Council at agreed intervals
Reporting to	Full Council
Delegated Powers	The working group has no decision-making powers or powers to spend.
Quorum	3 members
Budget	The working group has no power to spend and must report back to the Full Council.
Frequency of Meetings	As required.
Transparency	The Clerk will be notified of all meeting dates in advance and notes outlining all meeting discussions or a recording/transcript of the meeting will be supplied to the Clerk.
Date of Formation;	18 th March 2026
Agreed End Date	30 th April 2027

Item 18 – Hook Mill Lane Sale update
Full Council 28th April 2026

Members will recall that the Council has previously resolved to market and dispose of the land at Hook Mill Lane, Lightwater, supported by an independent professional valuation and the appointment of a land agent. In compliance with relevant statutory requirements, a Notice of Intent to Market was published prior to the land being formally marketed.

The proposed disposal is being undertaken in accordance with the Council's fiduciary obligations, with the aim of securing the best consideration and ensuring that the process is transparent, proportionate, and defensible.

Current Position

Marketing activity has now commenced, with interested parties being given the opportunity to view the site and obtain relevant information to inform potential bids. The Council's appointed agent has coordinated access to the site and is managing the enquiry process.

Public Open Days

Two open site visit sessions were held to allow interested parties to view the land:

- **15 April 2026**, between **9.30 am and 11.30 am**
- **21 April 2026**, between **9.00 am and 11.00 am**
- **1 additional date may be scheduled before the end of May**

These sessions were intended to provide transparency in the marketing process and to ensure that potential bidders had a reasonable opportunity to inspect the site prior to submitting an offer.

Call for Bids

Following the completion of the open days, the Council's appointed land agent will formally invite bids for the land.

Action

Members are asked to note the update on the sale process for the Hook Mill Lane depot, including the open days held.

Members are also asked to appoint three councillors to be present when the bids are received, with all bids being reported back to the May Full Council, and authority to accept or reject any bid remaining with the Full Council.

Governance and Confidentiality

Any offers received will be treated as commercially confidential and reported to Members in accordance with the Council's Standing Orders and access to information rules. A further report will be brought to a Council meeting once the bid deadline has passed.

Item 19 – Community Governance Review Update

Full Council 28th April 2026

Community Governance Review (CGR) Update

Purpose of the Report

To update Members on ongoing officer liaison with Surrey Heath Borough Council (SHBC) in relation to the disaggregation of Windlesham Parish Council arising from the Community Governance Review (CGR), and to clarify the respective roles of SHBC and the Parish Council in this process.

Background

Following SHBC's decision to progress the disaggregation of Windlesham Parish Council through the Community Governance Review, responsibility for the legal and administrative arrangements, including the division of assets and liabilities, rests with SHBC.

Action

Members are asked to note the update below and the current position regarding the implementation of the Community Governance Review and the ongoing liaison with Surrey Heath Borough Council.

Current Position

The Clerk has been in liaison with the Chief Executive of Surrey Heath Borough Council, along with SHBC's Head of Legal Services and Democratic Services Manager, to seek clarification on the practical implications of the disaggregation for the Parish Council.

SHBC has confirmed that it is still awaiting further advice on the detailed arrangements for the division of the parish council. Until that advice is received, the precise approach or timescales for implementation cannot be confirmed.

While SHBC has statutory responsibility for implementing the outcomes of the CGR, it has acknowledged that the process will require officer time and input from Windlesham Parish Council, particularly in relation to records and operational matters.

The CGR Reorganisation Order is currently expected before the summer recess. Once the Order is written, SHBC will be able to confirm the formal course of action and implementation requirements.

Role of Windlesham Parish Council

It is important to note that Windlesham Parish Council does not have decision-making authority over how the disaggregation is implemented. That responsibility rests with Surrey Heath Borough Council as the principal authority.

However, the Parish Council should be willing to work constructively and in partnership with SHBC to support an orderly and proportionate implementation process, in the interests of all communities affected by the reorganisation.

Next Steps

Once SHBC is able to provide a definitive approach and timetable, Members will be fully informed, and further reports will be brought to Council as appropriate.

Item 21 – To consider greenspace maintenance provision for Windlesham Cemetery and the wider parish

Full Council 28th April 2026

Purpose of the Report

The purpose of this report is to seek Council approval to appoint an external procurement consultant to support the Council's greenspace and cemetery maintenance procurement activities. The appointment would provide specialist capacity and professional assurance that procurement activity is compliant with legislation, proportionate to contract value, and appropriately structured in light of:

- ongoing local government reorganisation (LGR);
- the Community Governance Review (CGR); and
- anticipated changes to assets, responsibilities and governance arrangements from April 2027.

Action

Council is asked to review the papers presented and, subject to being satisfied with the proposed scope, costs and programme, approve the appointment of the original procurement consultant to undertake the:

- **Windlesham Cemetery Maintenance RFQ process, in accordance with the refreshed quotation.**
- **Lightwater & Bagshot Grounds Maintenance Procurement Strategy**

Background and Context

Members have previously been advised that greenspace and cemetery maintenance procurement represents a complex and higher-risk workstream, particularly when considered alongside:

- the transition to new unitary authorities;
- the disaggregation of the parish council from 1 April 2027;
- the need to avoid making long-term or binding decisions on behalf of future authorities; and
- the requirement to ensure continuity of service and adequate lead-in time for compliant procurement and mobilisation.

In mid-2024, the Council appointed a procurement consultant to provide specialist advice in relation to future grounds maintenance procurement. Initial market engagement and options appraisals were undertaken; however, the procurement was paused while Surrey Heath Borough Council considered potential changes affecting the Parish.

At a further meeting with this consultant in April 2026, the Clerk confirmed that the review was almost concluded and that the Council wished to proceed with procurement activity to bring current arrangements back into compliance and to plan robustly for future service provision. Those discussions included two linked but distinct requirements:

- an urgent, short-term procurement exercise for Windlesham cemetery grounds maintenance; and
- preparatory strategy work and future procurement planning for grounds maintenance beyond April 2027.

Cemetery Maintenance (Short-Term Requirement)

The grounds maintenance of Windlesham cemeteries is currently delivered through a contract originally awarded in October 2020 for an initial two-year term, with an approximate value of £26,000 per annum. While the opportunity was advertised on Contracts Finder at the time, no Contract Award Notice was published, and the arrangement has subsequently exceeded both its original term and anticipated value.

As a result, the Council is exposed to ongoing procurement compliance risk unless replacement arrangements are put in place.

Professional advice from the consultant confirms that:

- a short-term replacement contract is appropriate pending future governance changes;
- a simple three-quote Request for Quotation (RFQ) exercise would be sufficient and compliant with the Council's Standing Orders;
- an interim contract of approximately 18 months to two years would provide service continuity while future arrangements for the successor councils are developed.

Grounds Maintenance Beyond 2027 (Strategic Requirement)

The existing borough-managed grounds maintenance contract expires in October 2027. From 1 April 2027, governance arrangements will change, with:

- a new parish council established for Windlesham village; and
- Bagshot and Lightwater continuing together as a single parish council (referred to for procurement purposes as the Bagshot & Lightwater Parish Council).

Based on information currently available:

- the estimated annual value of grounds maintenance for Bagshot and Lightwater is approximately £100,000; and
- this may increase by a further c. £100,000 per annum should additional asset transfers (such as playgrounds, greenspaces and verges) proceed.

Members are advised that:

- the anticipated contract value will trigger open market tendering requirements;

- notices will be required via both Contracts Finder and Find a Tender;
- several procurement models are available, including a single-user contract, a contract with optional access for the future Windlesham Village Council, or a framework-style arrangement allowing separate call-off by each authority; and
- a documented, high-level procurement strategy is required before proceeding, in order to manage risk, ensure transparency and support informed member decision-making.

Any future procurement approach will need to balance flexibility for successor councils with the clear principle that no council should be bound into arrangements on behalf of another.

Proposed Appointment of a Procurement Consultant

It is proposed that the Council appoint a suitably qualified procurement consultant with local government experience to provide specialist support across both the short-term and strategic requirements outlined above. The consultant's role would be to support and advise the Council; any decisions on procurement approach or contract award would remain entirely with Members.

The appointment would support:

- delivery of a compliant short-term RFQ exercise for cemetery maintenance;
- preparation of a high-level procurement strategy for future grounds maintenance arrangements;
- mitigation of procurement, governance and legal risk during a period of significant organisational change; and
- reduction of pressure on officer capacity.

The indicative scope and costs set out below are based on a quotation provided by the original consultant, first appointed in 2024 and refreshed following discussions in April 2026. Three additional quotations were sought; however, one consultant declined to quote, and no responses were received from the remaining two.

Scope of Services and Quote to carry out the work

Windlesham Cemetery Maintenance RFQ – Indicative Scope

Using the previously issued RFQ documentation from the 2020 exercise, the consultant would:

- make necessary updates to the specification, pricing schedule and invitation to quote documentation;
- identify and engage suitable local suppliers, including the incumbent (with contact details provided by the Council);
- issue the RFQ and manage supplier communications;
- receive and review quotations submitted;
- produce a concise evaluation summary and recommendation;

- support appointment of the preferred supplier; and
- publish the Contract Award Notice on Contracts Finder (with the consultant acting as an authorised user on the Council's account).

Optional support could also be provided to develop high-level service-level agreements (SLAs) and key performance indicators (KPIs) to support ongoing contract management, should the Council consider this helpful.

Indicative Programme:

- Council instruction to proceed – May
- RFQ documentation prepared and finalised – mid-May
- RFQ issued – three-week response period
- Evaluation and recommendation – June
- Appointment and mobilisation – July, for a 1 August commencement

Indicative Cost:

- Estimated 2–3 consultancy days
- Previously agreed day rate: £525 per day
- Indicative total fee: **£1,050 to £1,575 plus VAT**

These assumptions are based on a maximum of three suppliers invited to quote, limited clarification queries, a straightforward price and quality evaluation, and remote delivery.

Grounds Maintenance Procurement Strategy – Indicative Scope

In addition, the consultant has proposed preparing a short, high-level procurement strategy to inform member discussions before commencing a full tender exercise. This strategy would:

- set out the key considerations arising from LGR, CGR and potential asset transfers;
- describe the available procurement and contractual options;
- summarise the advantages and disadvantages of each approach;
- identify indicative timescales and dependencies; and
- provide a clear baseline to support subsequent procurement activity.

This work would be advisory and preparatory only and would not commit the Council to any particular procurement route or contractual model.

Indicative Cost:

- Estimated 1–2 consultancy days

- Indicative cost: **up to £1,050 plus VAT**
-

Financial and Risk Considerations

The indicative costs outlined above represent a limited and time-bound consultancy commitment. Members are asked to note that:

- the cost of specialist advice is modest when set against the value, complexity and risk profile of the contracts concerned;
- continued procurement non-compliance exposes the Council to financial, reputational and audit risk;
- external procurement expertise supports transparency, value for money and defensible decision-making; and
- additional capacity is appropriate given the exceptional workload associated with reorganisation and transition planning.

Any expenditure would be met from existing budgets or earmarked reserves, subject to Council approval and in accordance with the Council's Financial Regulations.

Item 22 - Clerks Update
Full Council 28th April 2026

- **War memorials:** All required planning documentation has been submitted. Surrey Heath Borough Council is taking advice from the Surrey County Council heritage consultant, and it is anticipated that the outcome will be communicated by the first week of May.
- **Asset Mapping:** Existing assets for Lightwater and Bagshot have been mapped on the Parish Online system. Mapping of Windlesham assets is in progress.
- **SHBC assets:** Once current assets have been mapped, all proposed asset transfers will be assessed and mapped.
- **Windlesham Cemetery drainage:** Quotes have been requested and will be reported to the Civic Amenities and Recreation Ground Committee.
- **Windlesham Cemetery memorial repairs:** Quotes have been obtained and a contractor appointed to carry out works to the Clarke Tomb, in accordance with the resolution of the Windlesham Village Committee.
- **School Lane Field path replacement and extension:** Works are scheduled to commence on 12 May.
- **Neighbourhood policing:** A meeting has been held with the new Neighbourhood Specialist Officer for the six villages to discuss partnership working and approaches to tackling anti-social behaviour.
- **School Lane Field remedial tree works:** Quotes have been obtained, and a contractor will be appointed under delegated authority to carry out the works following the bird nesting season.
- **Lightwater Fete:** The Operations Coordinator has been liaising with Lightwater Connected (Lightwater Fete Committee) and the Safety Advisory Group to support the event proceeding as planned.
- **Lightwater flags:** Quotes have been obtained, and the necessary permission is awaited from Surrey County Council.
- **Lightwater Cemetery Fencing** – Officers are currently progressing work on the Lightwater Cemetery fencing project and are awaiting the surveyor who undertook the topographical survey to overlay the Land Registry information and confirm the site boundary. Progress has been slower than anticipated due to the surveyor's existing workload, and officers will continue to monitor and follow up on this matter.

- **Bagshot Cemetery Drainage** – Officers have obtained three quotations for the proposed drainage works at Bagshot Cemetery. As the quotations exceed the relevant financial limits previously resolved, the matter will be referred to the Civic Amenities and Recreation Committee for consideration and a formal resolution.
- **Unauthorised Swing at Bosman Drive Greenspace** – Following a report on the 14th of April 26 from a councillor regarding an unauthorised swing installed at Bosman Drive, the swing was removed by the 15th April 2026.

This action was taken on safety and liability grounds. Councillors may wish to note recent news coverage, in a BBC article dated 22 April, which reported that an inquest had heard that a 12-year-old girl was killed by a falling tree branch while playing on a rope swing, which should have been removed by the Council. This highlights the serious risks associated with unauthorised play equipment and the responsibilities placed on landowners.

Thank you to the councillor who raised this matter. Please continue to report any similar issues so they can be addressed promptly.