



Windlesham Parish Council

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The Council Offices
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GU18 5RG

MINUTES OF AN EXTRAORDINARY MEETING OF WINDLESHAM PARISH COUNCIL Held on Tuesday 8th April 2025, at 7.30pm held at St Anne's Church Centre, 43 Church Road, Bagshot

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

In attendance: Jo Whitfield –Clerk to the Council
1 x Member of public
George Gilbert – Windlesham Resident

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/24/216	Apologies for absence Apologies for absence were received and accepted from Cllrs Hardless and Gordon.	
C/24/217	Declarations of interest Cllr Malcaus Cooper declared a non-pecuniary interest in item 9 on the agenda, stating her position as both a director and the Vice-Chair of the Surrey Association of Local Councils (SALC). Cllr R Jennings-Evans declared a non-pecuniary interest in item 9 on the agenda, noting her position as a County Councillor.	
C/24/218	Public Questions The Chair noted that two representations had been submitted. However, both exceeded the 150 word limit as set out in the Council's Standing Orders. Despite this, the submissions were circulated to all Councillors in advance of	

	the meeting for their consideration. It was agreed that these representations would be addressed under the correspondence section of the agenda. Mr George Gilbert raised a question regarding the proposed community building at Heathpark Wood, enquiring who it is primarily intended to serve – new residents from the development or the existing surrounding community. He sought clarification on the expected users, particularly in relation to the geographical focus of the facility. Cllr Alan Stevens responded by asking Mr Gilbert for his own view on who the building should be for. Mr Gilbert suggested that, if given a preference, those residents living closest to the site might prefer the building not to be constructed at all. Alternatively, he noted that a more practical facility, such as a nursery or a doctor’s surgery, may be more appropriate and better received. He also expressed concern about the lack of parking provision associated with the proposal. Cllr Richardson clarified that, as identified in the planning documents, the building is intended for the use of residents in the immediate vicinity.																																	
C/24/219	Exclusion of the press and public. Cllr Harris proposed, Cllr Willgoss seconded that item 15 be moved into the open part of the meeting. The Clerk advised that item 15 contained personal data and, therefore, should remain confidential. A recorded vote was requested. <table> <tr><td>Cllr Turner</td><td>Against</td></tr> <tr><td>Cllr R Jennings-Evans</td><td>Against</td></tr> <tr><td>Cllr D Jennings-Evans</td><td>Against</td></tr> <tr><td>Cllr Bakar</td><td>Against</td></tr> <tr><td>Cllr Du Cann</td><td>Against</td></tr> <tr><td>Cllr Willgoss</td><td>In Favour</td></tr> <tr><td>Cllr White</td><td>Against</td></tr> <tr><td>Cllr Malcaus Cooper</td><td>Against</td></tr> <tr><td>Cllr Harris</td><td>In Favour</td></tr> <tr><td>Cllr Harsthorn</td><td>Against</td></tr> <tr><td>Cllr Richardson</td><td>Against</td></tr> <tr><td>Cllr Lewis</td><td>Against</td></tr> <tr><td>Cllr Marr</td><td>Against</td></tr> <tr><td>Cllr Wheeler</td><td>Against</td></tr> <tr><td>Cllr Stevens</td><td>Against</td></tr> <tr><td>Cllr Wilson</td><td>Against</td></tr> </table> The motion was defeated 14 against 2 in favour, and 0 abstentions Members resolved that the following items be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960: C/24/230 Code of Conduct Matters	Cllr Turner	Against	Cllr R Jennings-Evans	Against	Cllr D Jennings-Evans	Against	Cllr Bakar	Against	Cllr Du Cann	Against	Cllr Willgoss	In Favour	Cllr White	Against	Cllr Malcaus Cooper	Against	Cllr Harris	In Favour	Cllr Harsthorn	Against	Cllr Richardson	Against	Cllr Lewis	Against	Cllr Marr	Against	Cllr Wheeler	Against	Cllr Stevens	Against	Cllr Wilson	Against	
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C/24/220	To consider Personnel Committee recommendations																																	

	The Chair of the Personnel Committee informed Members that following satisfactory staff appraisals, the contractual performance related pay increments had all been agreed. Members were then asked to consider the following recommendations: Recommendation 1: The Personnel Committee had considered the staff element of an operational review concerning cemetery matters and was satisfied with how the matter had been handled. However, it was recommended to the Full Council that a standard operating procedure be established for all cemeteries, which should include the implementation of physical markers to assist in the identification of reserved grave plots. Members agreed to investigate options available and bring them back to a future meeting. Recommendation 2: Members resolved to recommend to the Full Council that Windlesham Parish Council fund the Clerk’s enrolment on the SLCC Community Governance Programme, leading to qualifications at Level 5 (Foundation Degree) and possibly Level 6 (BA Honours). It was also recommended that this be funded from the General Reserve. This item was deferred. Recommendation 3: It was resolved to recommend to the Full Council that the Council approve the Clerk’s attendance at both the SLCC National Conference and Practitioners Conference, approving a spend of up to £1600 (inclusive of accommodation and travel) for both conferences to be funded from the General Reserve. A recorded vote was taken. <table><tr><td>Cllr Turner</td><td>In Favour</td></tr><tr><td>Cllr R Jennings-Evans</td><td>In Favour</td></tr><tr><td>Cllr D Jennings-Evans</td><td>In Favour</td></tr><tr><td>Cllr Bakar</td><td>In Favour</td></tr><tr><td>Cllr Du Cann</td><td>In Favour</td></tr><tr><td>Cllr Willgoss</td><td>In Favour</td></tr><tr><td>Cllr White</td><td>In Favour</td></tr><tr><td>Cllr Malcaus Cooper</td><td>In Favour</td></tr><tr><td>Cllr Harris</td><td>In Favour</td></tr><tr><td>Cllr Harsthorn</td><td>In Favour</td></tr><tr><td>Cllr Richardson</td><td>Against</td></tr><tr><td>Cllr Lewis</td><td>Abstention</td></tr><tr><td>Cllr Marr</td><td>In Favour</td></tr><tr><td>Cllr Wheeler</td><td>Against</td></tr><tr><td>Cllr Stevens</td><td>Against</td></tr><tr><td>Cllr Wilson</td><td>Against</td></tr></table>	Cllr Turner	In Favour	Cllr R Jennings-Evans	In Favour	Cllr D Jennings-Evans	In Favour	Cllr Bakar	In Favour	Cllr Du Cann	In Favour	Cllr Willgoss	In Favour	Cllr White	In Favour	Cllr Malcaus Cooper	In Favour	Cllr Harris	In Favour	Cllr Harsthorn	In Favour	Cllr Richardson	Against	Cllr Lewis	Abstention	Cllr Marr	In Favour	Cllr Wheeler	Against	Cllr Stevens	Against	Cllr Wilson	Against	
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	It was resolved, with 11 in favour, 4 against, and 1 abstention, to approve the Clerk’s attendance at both the SLCC National Conference and the Practitioners’ Conference. Council further resolved to approve expenditure of up to £1,600 to cover the cost of both conferences, to be funded from the General Reserve.																																	
C/24/221	Annual Parish Meeting Members were asked to consider the information presented, including a representation from a member of the public and agree on the agenda. Following some discussion around the purpose of the meeting and the merit of including an item on Local Government Reorganisation and the Devolution Process. Cllr Wilson proposed, Cllr Wheeler seconded, that item 5 on the agenda be removed. A recorded vote was taken. <table><tr><td>Cllr Turner</td><td>Against</td></tr><tr><td>Cllr R Jennings-Evans</td><td>Against</td></tr><tr><td>Cllr D Jennings-Evans</td><td>Against</td></tr><tr><td>Cllr Bakar</td><td>Against</td></tr><tr><td>Cllr Du Cann</td><td>Against</td></tr><tr><td>Cllr Willgoss</td><td>Against</td></tr><tr><td>Cllr White</td><td>Against</td></tr><tr><td>Cllr Malcaus Cooper</td><td>Abstention</td></tr><tr><td>Cllr Harris</td><td>Against</td></tr><tr><td>Cllr Harsthorpe</td><td>Against</td></tr><tr><td>Cllr Richardson</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 Wheeler</td><td>In Favour</td></tr><tr><td>Cllr Stevens</td><td>In Favour</td></tr><tr><td>Cllr Wilson</td><td>In Favour</td></tr></table> Cllr Wilson's proposal was defeated with 4 in favour, 11 against, 1 abstention. Following the vote to remove item 5 being defeated, it was agreed that the APM agenda would follow the format presented, with 50% of the meeting being dedicated to the open forum.	Cllr Turner	Against	Cllr R Jennings-Evans	Against	Cllr D Jennings-Evans	Against	Cllr Bakar	Against	Cllr Du Cann	Against	Cllr Willgoss	Against	Cllr White	Against	Cllr Malcaus Cooper	Abstention	Cllr Harris	Against	Cllr Harsthorpe	Against	Cllr Richardson	In Favour	Cllr Lewis	Against	Cllr Marr	Against	Cllr Wheeler	In Favour	Cllr Stevens	In Favour	Cllr Wilson	In Favour	Clerk
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C/24/222	To review the proposed consultation document regarding the adoption of Heathpark Wood Members were asked to consider the proposed consultation presented and determine whether to proceed in its current form or propose amendments. Concerns were raised over the projected running costs of the proposed community building. Cllr Harris expressed the view that the estimates may be artificially high, while Cllr Lewis noted that they appeared to be broadly in line with comparable community facilities in the local area. In light of these																																	

	differing views, Members requested that the Responsible Financial Officer undertake a detailed review of the figures. A proposal was made that the consultation should be revised with the aim of gathering qualitative feedback, including free text responses, to more accurately reflect residents' preferences. It was further recommended that respondents be asked to indicate which part of the parish they reside in— North Windlesham, South Windlesham, Lightwater, or Bagshot—to support more granular geographic analysis. Cllr Wheeler suggested that, should the Council ultimately decide not to adopt the building, the consultation should present alternative options for the site’s use. The Clerk advised caution, highlighting that including such options may unintentionally raise public expectations that the Council is unable to fulfil, noting that the purpose of the consultation is specifically to determine whether residents support the Parish Council taking on ownership and management of the building. Cllr Harris proposed, and Cllr Hartshorn seconded, that authority be delegated to the Clerk to progress the matters above in consultation with the Chairs of the Village Committees. It was further agreed that the Clerk will contact Persimmon Homes to request an extension to the current deadline beyond June, by which the Council must confirm whether it wishes to assume responsibility for the building. A recorded vote was taken. <table> <tr><td>Cllr Turner</td><td>In Favour</td></tr> <tr><td>Cllr R Jennings-Evans</td><td>In Favour</td></tr> <tr><td>Cllr D Jennings-Evans</td><td>In Favour</td></tr> <tr><td>Cllr Bakar</td><td>In Favour</td></tr> <tr><td>Cllr Du Cann</td><td>In Favour</td></tr> <tr><td>Cllr Willgoss</td><td>In Favour</td></tr> <tr><td>Cllr White</td><td>In Favour</td></tr> <tr><td>Cllr Malcaus Cooper</td><td>In Favour</td></tr> <tr><td>Cllr Harris</td><td>In Favour</td></tr> <tr><td>Cllr Harsthorn</td><td>In Favour</td></tr> <tr><td>Cllr Richardson</td><td>In Favour</td></tr> <tr><td>Cllr Lewis</td><td>In Favour</td></tr> <tr><td>Cllr Marr</td><td>In Favour</td></tr> <tr><td>Cllr Wheeler</td><td>In Favour</td></tr> <tr><td>Cllr Stevens</td><td>In Favour</td></tr> <tr><td>Cllr Wilson</td><td>Against</td></tr> </table> The proposal was carried, with 15 votes in favour and 1 against. <i>20:50 All public and press present left the meeting.</i>	Cllr Turner	In Favour	Cllr R Jennings-Evans	In Favour	Cllr D Jennings-Evans	In Favour	Cllr Bakar	In Favour	Cllr Du Cann	In Favour	Cllr Willgoss	In Favour	Cllr White	In Favour	Cllr Malcaus Cooper	In Favour	Cllr Harris	In Favour	Cllr Harsthorn	In Favour	Cllr Richardson	In Favour	Cllr Lewis	In Favour	Cllr Marr	In Favour	Cllr Wheeler	In Favour	Cllr Stevens	In Favour	Cllr Wilson	Against	Clerk
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C/24/223	War Memorial Repairs Members were presented with the condition surveys of the parish war memorials, which identified a number of maintenance and conservation																																	

	issues requiring remedial work to preserve the memorials. Members were also presented with quotes for the remedial work. Members were informed that the works are considered necessary to maintain these heritage assets, and were therefore asked to: 1. Note that the Clerk and Cemetery Coordinator will endeavour to obtain two further quotes to ensure value for money. 2. Approve expenditure up to £13,520 to be funded from the budget lines and EMR outlined below 3. Delegate authority to the Clerk and Cemetery Coordinator to award the contract to the most appropriate contractor within the approved budget Cllr Harris proposed, Cllr Malcaus Cooper seconded and it was resolved with 15 in favour and 1 against to delegate authority to the Clerk and Cemetery Coordinator to endeavour to obtain two further quotes, and award the contract to the best value contractor, approving a budget up to £15K to be funded from the village war memorial budget lines and if necessary any shortfall from the EMR. It was also resolved that the Cemetery Coordinator will investigate the possibility of installing separate inscription plaques at each memorial.	Clerk & Cemeteries Coordinator Cemeteries Coordinator
C/24/224	Motion from Cllr Malcaus Cooper: Request for Council to Consider Lobbying SALC on the Role of Town and Parish Councils in Unitary Authority Structures and Localism Members were asked to consider whether Windlesham Parish Council should formally lobby The Surrey Association of Local Councils (SALC) to act on the following points: 1. Seek a firm commitment from SALC that it will lobby for town and parish councils to be retained and for their statutory functions to be fully recognised and integrated within any future unitary governance structure. 2. Request that SALC calls for central government to reaffirm parish and town councils as the first tier of local government, ensuring they remain central to community decision-making, service provision, and grassroots initiatives. 3. Encourage SALC to advocate for stronger devolution of powers, funding, and influence to parish and town councils, enabling them to meet the needs of their communities effectively. 4. Ask SALC to coordinate efforts with local MPs and relevant government departments to champion the role of parish and town councils in shaping and delivering services responsive to community priorities.	

	Cllr Malcaus Cooper proposed, Cllr Willgoss seconded that the Council will call upon SALC to actively lobby Surrey County Council, the 11 borough and district councils, any future unitary authority (post-vesting), and central government to ensure the recognition, retention, and empowerment of parish and town councils as fundamental elements of local governance. Cllr Wheeler proposed the following amendment The Council will call upon SALC to actively lobby Surrey County Council, the 11 borough and district councils, any future unitary authority (post-vesting), and central government to ensure the recognition, retention, and empowerment of parish and town councils as fundamental elements of local governance. Additionally, the Council will also write directly to both Surrey County Council and the Surrey Heath Borough Council, requesting that they also lobby to ensure the recognition, retention, and empowerment of parish and town councils as fundamental elements of local governance. Cllr Malcaus Cooper accepted the amendment, and a recorded vote was taken. <table> <tr> <td>Cllr Turner</td> <td>In Favour</td> </tr> <tr> <td>Cllr R Jennings-Evans</td> <td>Abstention</td> </tr> <tr> <td>Cllr D Jennings-Evans</td> <td>In Favour</td> </tr> <tr> <td>Cllr Bakar</td> <td>In Favour</td> </tr> <tr> <td>Cllr Du Cann</td> <td>In Favour</td> </tr> <tr> <td>Cllr Willgoss</td> <td>In Favour</td> </tr> <tr> <td>Cllr White</td> <td>In Favour</td> </tr> <tr> <td>Cllr Malcaus Cooper</td> <td>In Favour</td> </tr> <tr> <td>Cllr Harris</td> <td>In Favour</td> </tr> <tr> <td>Cllr Harsthorn</td> <td>In Favour</td> </tr> <tr> <td>Cllr Richardson</td> <td>In Favour</td> </tr> <tr> <td>Cllr Lewis</td> <td>In Favour</td> </tr> <tr> <td>Cllr Marr</td> <td>In Favour</td> </tr> <tr> <td>Cllr Wheeler</td> <td>In Favour</td> </tr> <tr> <td>Cllr Stevens</td> <td>In Favour</td> </tr> <tr> <td>Cllr Wilson</td> <td>In Favour</td> </tr> </table> The motion was carried with 15 in favour and 1 abstention.	Cllr Turner	In Favour	Cllr R Jennings-Evans	Abstention	Cllr D Jennings-Evans	In Favour	Cllr Bakar	In Favour	Cllr Du Cann	In Favour	Cllr Willgoss	In Favour	Cllr White	In Favour	Cllr Malcaus Cooper	In Favour	Cllr Harris	In Favour	Cllr Harsthorn	In Favour	Cllr Richardson	In Favour	Cllr Lewis	In Favour	Cllr Marr	In Favour	Cllr Wheeler	In Favour	Cllr Stevens	In Favour	Cllr Wilson	In Favour	Clerk
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C/24/225	Councillor Code of Conduct Training & Councillor Charter Members were asked to review the documentation provided, which included a quote from an external provider for the delivery of Councillor Code of Conduct training. This proposal followed a recommendation from the Monitoring Officer. Following a discussion, Members were invited to determine whether to proceed with the proposed training and how, if approved, the associated costs should be funded.																																	

	Members were also asked to consider and approve the Councillor Charter presented as part of the report. It was noted that six Members had signed the Councillor Charter. No further Members were minded to sign. Members voted on whether to proceed with the proposed training, as recommended by the Monitoring Officer. The proposal was defeated with 12 against, 4 in favour, and 0 abstentions, and it was resolved <u>not</u> to proceed with the proposed training. As Members were unable to reach a consensus on whether to approve the Councillor Charter or agree on an amendment to the proposal, it was resolved that the item be withdrawn from further consideration.	
C/24/226	Strategic Plan Review Members were presented with a strategic plan update, outlining the status of both core objectives and key priorities. The Clerk reported that: <u>Core Objectives</u> 47 objectives are green (completed/delivered regularly or meeting statutory requirement) 5 objectives are amber (in progress) 0 objectives are red (not started or are on hold). <u>Strategic Priorities 2022-2027</u> 19 priorities are green (completed/delivered regularly or meeting statutory requirement) 16 priorities are amber (in progress) 1 priority is red (not started or is on hold). Members were also asked to acknowledge that, in addition to the projects outlined in the strategic plan, several other initiatives have required significant time and resources. These projects, while not formally listed in the strategic plan, have demanded time, effort, and focus, impacting overall workload and priorities. As part of the review, members were asked to consider: • How current resources are being allocated and whether they remain aligned with strategic objectives. • Whether the existing priorities continue to reflect common goals and community needs. • If adjustments to the strategic priorities are required to better respond to changing circumstances and emerging challenges. • The potential impact of local government reorganisation and devolution, including whether the Council is sufficiently prepared to take on additional responsibilities, services, or assets that may be passed down from principal authorities. Consideration should be given to governance capacity, financial planning, and community expectations in this context.	

	Members were encouraged to reflect on whether current commitments are achievable within available resources or if refinements are necessary to enhance overall impact. <i>21:35 Cllr D Jennings-Evans left the meeting</i> <i>21:43 Cllr D Jennings-Evans rejoined the meeting</i> Cllr R Jennings-Evans proposed, Cllr White seconded, and it was resolved with 13 in favour, 1 against and 2 abstentions to approve the strategic plan as presented. <i>21:45 It was agreed with 12 in favour and 4 against to suspend standing orders to extend the meeting until 10.30 pm</i> <i>21:45 The meeting was adjourned for a comfort break</i> <i>21:47 The meeting was reconvened</i>	
C/24/227	To Review Terms of Reference for the Lightwater Recreation Ground Trust Committee Members were asked to review the draft Terms of Reference for the proposed Lightwater Recreation Ground Trust Committee and consider approving them for adoption or provide comments if further amendments are required. It was resolved with 11 in favour, 3 against and 2 abstentions to revise the terms of reference, clarifying that the committee will consist of all Lightwater Councillors, and the spending authority of the Committee will be limited to £15k.	Clerk
C/24/228	Correspondence The Clerk reported that the Council had received the following correspondence: An invitation for the Chair of Council to open the Lightwater Fete A resident representation regarding the Annual Parish Meeting A resident representation regarding the Heathpark Wood Community Building Cllr Wheeler reported that Windlesham Councillors had received correspondence, which had also been received by the Clerk, concerning the alleged conduct of a councillor, specifically in relation to the inappropriate use of privileged information. Neither the Council nor the Clerk disclosed any personal data or information that would have identified individuals during the meeting. However, the councillor in question voluntarily identified themselves during the public session.	
C/24/229	Exclusion of the press and public. Agreed that the following items be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960:	

	C/24/230 Code of Conduct Matters	
C/24/230	Code of Conduct Matters. Members acknowledged the information presented and reaffirmed their previous decision, as recorded under Minute Reference C/24/225, in which they resolved not to proceed with the proposed training recommended by the Monitoring Officer.	
	There being no further business, the meeting closed at 22:30	