



Windlesham Parish Council

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

Held on Tuesday 7th September 2021 at 7.00pm at St Annes Church Centre, 43 Church Road, Bagshot

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

In the Chair: Councillor Willgoss
In attendance: Jo Whitfield – Interim Clerk to the Council
 Mrs June Green – Bagshot Resident
 Mr Darren Cooke – Bagshot Resident
 Ms Gemma Emery – Bagshot Resident
 Mr Ray Kirk – Bagshot Resident

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

		Action
BVC/21/15	Apologies for absence Acceptable apologies for absence were received from Cllr Manley.	
BVC/21/16	Declarations of Interest No Declarations of Interest were made.	
BVC/21/17	Public question time Q: Mrs Green emailed the following question. To request the Bagshot Committee to give consideration to a native tree planting scheme in the village to mark the Queen's Platinum Jubilee next year, either as one Jubilee Copse if sufficient land can be found or individual trees, either singly or in groups depending on space available. Groups in the village could be asked to contribute towards the cost of a tree (or part thereof depending on price/finance available) in return for a plaque by the tree marking their contribution. This idea was floated on the Bagshot Community Facebook page a few months ago and received a great deal of support from the public (although not one comment from a Bagshot Parish Councillor). As we	

	<p>are home to a member of the Royal Family I feel the village should make some acknowledgement of the Jubilee.</p> <p>A: Cllr White informed Mrs Green that various groups in the village were discussing how the occasion could be marked and assured her that the Parish Council will investigate the possibility of planting a Jubilee Copse on the Sangs at Earlswood park.</p> <p>Q: The directors of Earlswood Park management company, which is managed by residents, attended the meeting and requested that the Committee consider contributing some of the Bagshot CIL money towards the refurbishment of the 2 play areas on Earlswood park. Darren Cooke explained that when these play parks were handed over to residents no funding for maintenance was provided therefore the play areas are now require updating. SHBC were approached for CIL funding, however they were informed that because they were situated in a Parished area they were not eligible and to approach the Parish Council.</p> <p>A: Cllr White and Cllr Gordon informed Mr Cooke that they have already been in contact with SHBC and that they will continue to follow this up, with the intention of working in partnership with the Borough Council and the Earlswood Park management company to find a solution. Members agreed to respond to the group by the end of October.</p>	<p>Cllr White</p> <p>Cllr White & Cllr Gordon</p>
BVC/21/18	<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>There were no items to be discussed</p>	
BVC/21/19	<p>Committee and Sub-Committee Minutes:</p> <p>The minutes of the Bagshot Village Committee meeting held on the 6th July 2021, were approved and signed by Cllr Willgoss.</p>	Cllr Willgoss
BVC/21/20	<p>To consider planning applications and planning appeals received prior to this meeting:</p>	

	Bagshot Applications	Type
21/0821/FFU	<p>23 Allbrook Close, Bagshot, Camberley, Surrey, GU19 5BW Retention of outbuilding for use as gym and store (retrospective). Full Planning Application</p> <p>Members requested that a condition be put in place, which stipulates that this can never be used for habitable accommodation.</p>	<i>FPA</i>

SU/21/0415/ PCM	<p>Land at Bagshot Highways Depot, 2 London Road, Bagshot, Surrey GU19 5HW</p> <p>Details of the sampling of potable water supplies pursuant to Condition 15 of plan</p> <p>No Objection</p>	
21/0866/FFU	<p>133 London Road, Bagshot, Surrey, GU19 5DH</p> <p>Demolition of existing garage to side of dwelling. Erection of double storey side extension on site of garage, to provide a new garage with first floor bedroom and bathroom above. Ground floor rear/side extension to create larger kitchen/diner. New front porch. Replace existing windows. Full Planning Application</p> <p>Members raised concerns about parking during the construction phase, therefore requested that a condition be put in place to stop construction traffic parking on the London Road or the lane.</p>	<i>FPA</i>
21/0894/PC M	<p>Highway Depot, Surrey Heath District Transportation Office, 2 London Road, Bagshot, Surrey, GU19 5HN</p> <p>Consultation Surrey County Details of the sampling of potable water supplies pursuant to Condition 15 of planning permission ref: SU/21/0415/PCM dated 13 July 2021. Consultation (County Matters)</p> <p>No Objection</p>	Consultation (County Matters)
20/0750/FFU	<p>30 Manor Way, Bagshot, Surrey, GU19 5JZ</p> <p>Erection of a single story rear extension following demolition of existing conservatory. Full Planning Application</p> <p>No Objection</p>	<i>FPA</i>
21/0638/FFU	<p>7 Chantry Road, Bagshot, Surrey, GU19 5DB</p> <p>Erection of a first floor side extension, a two storey side and rear extension, an enclosed porch to the front and a replacement pitched roof to the existing front projection. Full Planning Application</p> <p>No Objection</p>	<i>FPA</i>
21/0887/DTC	<p>Bagshot Manor, 1 Green Lane, Bagshot, Surrey, GU19 5FP</p> <p>Application for the approval of details reserved by Conditions 6 (landscaping) and 10 (car electric charging points) of planning permission 20/0012/FFU relating to the erection of 5 dwellings comprising 4 x 3 bed semi-detached and 1 x 4 bed detached with landscaping and parking. Details to comply</p> <p>No Objection</p>	

21/0889/FFU	<p>175 Yaverland Drive, Bagshot, Surrey, GU19 5DY Erection of a front porch. Full Planning Application</p> <p>No Objection</p>	FPA
21/0910/DTC	<p>Woodside Cottage, Chapel Lane, Bagshot, Surrey Application for the approval of details reserved by Condition 22 (travel pack information) of planning permission APP/D3640/W/3248476 [SU/19/0235] (relating to the development of 44 dwellings comprising 7 no two bedroom, 9 no three bedroom and 16 no four bedroom two storey homes and 7 no one bedroom and 5 no two bedroom flats within a three storey building along with access, parking/garaging, and landscaping, following the demolition of existing dwelling and associated outbuildings)</p> <p>Members noted that the time required to walk from Chapel Lane to Collingwood School is approximately 15 minutes not the 39 minutes stated in the travel plan.</p>	DTC

BVC/21/21	<p>To receive reports from:</p> <p>a) Surrey County Council;</p> <p>The Interim Clerk reported that Cllr Tear had sent his apologies and confirmed that due to the summer break there was nothing of significance to report.</p> <p>b) Surrey Heath Borough Council</p> <p><u>Freedom of the Borough Parade</u> Cllr White reported that the Freedom of the Borough Parade is being held on Sunday 12th of September in Camberley. It was agreed that the Parish Council will promote the event on their Facebook page.</p> <p><u>63a The Hight Street Bagshot</u> Cllr White informed Members that SHBC are currently in discussions with Bagshot Society regarding the management of a community hub at 63a High Street, Bagshot.</p> <p><u>Surrey Heath Housing</u> Cllr Gordon reported that Surrey Heath Housing are now helping a number of Afghan refugees.</p> <p><u>Old Dean Food Store</u> Cllr Gordon reported that the numbers using the Old Dean food store has increased, with more people from Bagshot now using it. Collections have also increased, and a free breakfast is now available on Sunday mornings.</p>	Interim Clerk
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	<p>It was suggested that the Office Administrator could email the Parish Council allotment holders and inform them that any excess produce would be gratefully received by this group.</p>	<p>Office Admin</p>										
<p>BVC/21/22</p>	<p>Payments for approval</p> <p>Members were presented with a retrospective list of payments that were paid under delegated authority as per minute ref: C/21/55 resolved at the Full Council EGM held on the 11th August 2021</p> <p>a) Accounts for payment - The Clerk presented a retrospective list of payments that were paid under delegated authority as per minute ref: C/21/55 resolved at the Full Council EGM held on the 11th August 2021, in the sum of £250.00 and explained the individual items.</p> <p>It was resolved the payments (Annex A) in the total sum of £250.00 would be retrospectively authorised and the Chairman will sign the Expenditure Transactions Approval List.</p>	<p>Cllr Willgoss</p>										
<p>BVC/21/23</p>	<p>Committee finances – overview</p> <p>The Interim Clerk provided the Committee with a broad overview of their finances and provided an Income and Expenditure report from the Council’s RBS finance system.</p> <p>Members were asked to note that following the restructure of the Council, a large number of budget lines remain “top level” lines so although the budget has been apportioned to the committees on the agreed percentage split basis, the responsibility and decision-making power for those lines remains with Full Council.</p> <p>The budget lines which the committee has discretion over are broadly as follows:</p> <ul style="list-style-type: none"> • Playground repairs and renewals • Greenspace contingency • Grants – section 137 and open spaces maintenance grants <p>Members were also presented with the current Bagshot reserve status, which is as follows:</p> <table data-bbox="379 1496 1206 1727" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Account</th> <th style="text-align: right;">Closing Balance</th> </tr> </thead> <tbody> <tr> <td>EMR School Lane Play Equipment</td> <td style="text-align: right;">£52,402.44</td> </tr> <tr> <td>EMR Bagshot Village</td> <td style="text-align: right;">£21,381.00</td> </tr> <tr> <td>EMR Bagshot CIL</td> <td style="text-align: right;">£169,811.87</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">£243,595.31</td> </tr> </tbody> </table> <p>Members were asked to note the following:</p> <ul style="list-style-type: none"> • The School Lane play equipment fund is ringfenced for the replacement of play equipment when required – it is not for use for the wider field. • The Village reserve figure has taken into account the Bagshot proportion of additional recruitment budget needed (as agreed at Full Council) but has NOT taken into account the cost of the 	Account	Closing Balance	EMR School Lane Play Equipment	£52,402.44	EMR Bagshot Village	£21,381.00	EMR Bagshot CIL	£169,811.87	Total	£243,595.31	
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	<p>Councillors IT equipment yet. This is likely to be in the region of £3,500 which will be funded from this reserve.</p> <ul style="list-style-type: none"> The CIL reserve is free to be spent as the Committee wishes. CIL does have some restrictions – the attached information may be helpful. <p>Members noted the report.</p>	
BVC/21/24	<p>Project Updates</p> <p>Members were presented with a spreadsheet detailing the progression of all projects to ensure that are fully appraised of current project status.</p> <p>Noted</p>	
BVC/21/25	<p>Bagshot High Street - To consider the refurbishment of the bollards & bins</p> <p>Members were reminded that at the January Full Council meeting it was 'resolved to seek further quotes for the refurbishment of the lamp, along with the addition of quotes for the painting of the bollards in Bagshot High Street.'(Minute Ref: C/20/167)</p> <p>With the requirement that any contractor carrying out this work will need to be chapter 8 trained and comply with the New Roads and Street Works Act 1991 and Traffic Management Act 2004, a limited number of contractors provided any feedback and only one quote was received.</p> <p>Members were informed that due to the move to the new committee structure and the delay in implementing the new structure, the quote provided is now outdated. The Interim Clerk has requested a new quote but to date nothing has been forthcoming.</p> <p>Members were provided with the original quote for indicative pricing and asked to discuss in principle if they wished to proceed should a suitable quote be provided.</p> <p>IMPORTANT NOTE: Members were made aware that there is currently no budget for this work. If Members are minded to proceed, they will need to make a resolution to fund the work from the Bagshot Village Reserves.</p> <p>It was resolved that because the street furniture is owned by SCC, Cllr Gordon will contact the SCC County Councillor, Cllr Tear, regarding the bollard and bins current maintenance schedule. It was also agreed that Cllr Gordon will investigate the possibility with Cllr Tear of installing additional bollards in strategic positions on the High Street.</p> <p>Additionally, Cllr Willgoss agreed to attend the next area committee meeting on October 21st 2021 and raise this issue.</p>	Cllr Gordon & Cllr Willgoss
BVC/21/26	<p>Grant Funding – To consider a grant funding scheme for 2021-22</p>	

	<p>At the July Village Committee meeting it was resolved that the Committee wished to offer a grant scheme for this financial year and would consider a grant policy that reflected funds available.</p> <p>Members were presented with a draft grant and asked to review it's contents.</p> <p>Members were also reminded that the budgets have been set as follows for the year 2021-22:</p> <table border="0"> <tr> <td>General grants</td> <td>£9,100</td> </tr> <tr> <td>Open spaces</td> <td>£4,900</td> </tr> <tr> <td>Total</td> <td>£14,000</td> </tr> </table> <p>If Members were to adopt all proposals as presented in the draft policy the breakdown of the grants budget would be as follows:</p> <table border="0"> <tr> <td>General Grants</td> <td>£5,350</td> </tr> <tr> <td>Community Pride Grants</td> <td>£3,000</td> </tr> <tr> <td>Village Events Grants</td> <td>£ 750</td> </tr> <tr> <td>Open Spaces Grants</td> <td>£4,900</td> </tr> </table> <p>To assist Members in their decision, a year-on-year table of grants awarded to date was provided.</p> <p>Members are asked to review the policy, noting in particular all highlighted areas and decide to either:</p> <ul style="list-style-type: none"> a) Adopt the policy as presented <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> b) Amend and adopt the policy <p>Cllr Gordon proposed, Cllr Willgoss seconded, and it was agreed to adopt the policy as presented.</p>	General grants	£9,100	Open spaces	£4,900	Total	£14,000	General Grants	£5,350	Community Pride Grants	£3,000	Village Events Grants	£ 750	Open Spaces Grants	£4,900	Interim Clerk
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BVC/21/27	<p>Health and Wellbeing Initiative – Tackling Loneliness within the Community</p> <p>Members were informed that as part of work to improve health and wellbeing Councils across the country are installing new signage on public benches to help break down the barriers of social isolation and get people talking.</p> <p>The 'Happy to Chat' benches feature a simple sign which reads 'Sit here if you don't mind someone stopping to say hello' and are designed to help combat loneliness and encourage community interaction.</p> <p>Members were provided with the following:</p> <p>Indicative pricing for 8" x 6" metal signs and were asked to note:</p> <ul style="list-style-type: none"> a) Should all 3 villages wish to install signs the cost of artwork will be split equally between the villages. 															

- b) option 1 signs are not as robust and over time the printing may wear off.
- c) Prices quoted are for one sign, if each village required 2 signs and shared the cost of artwork, the cost to each village would be as follows:
 - a. Option 1: £44.20 per village
 - b. Option 2: £204.50 per village

Re : Price guide - Bench Signs

Item	Qty	Pack	Description	Unit Price
A	1	Unit(s)	ARTWORK price guide to design a simple easy to read sign - along the lines of the image sent over	£67.50
B	1	Unit(s)	OPTION ONE - PRINTED PANEL (STANDARD VINYL AND DIBOND) Full colour digitally printed graphics applied to 3mm DiBond - this can be face fixed or adhered in place - price per panel - approx 200 x 150mm (please note we do have a minimum order charge of £35+ VAT) Supply only	£10.85
C	1	Unit(s)	OPTION TWO - ANOPRINTED ALI PANEL Full colour Anoprinted panel (this is printed all the way through so won't wear out - this can be face fixed or adhered in place - price per panel - approx 200 x 150mm Supply only	£91.00

Considerations

- This project will need to be funded from the Village Reserve which currently stands at £21,381.00
- If any of the benches identified as suitable are not owned by the Parish Council, relevant permissions will need to be sought.

Members were asked to decide if they would like to implement this initiative within their community and if so to:

- a) Identify benches that they believe to be situated in a suitable area. (Note: if the Parish Council do not own the bench permissions will need to be sought).
- b) Approve artwork for signage
- c) Decide if they wish to opt for option 1 or 2 above
- d) Resolve to fund this project from their village reserve agreeing to suspend Financial Regulations and delegate authority for the Interim Clerk to pay 50% of the cost upon order to be reported to Council retrospectively.

It was resolved to conduct a survey to establish if residents are support this initiative.

Interim Clerk

BVC/21/28

Correspondence

- CGR Order

Noted

BVC/21/29

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:

	There were no items to be discussed.	
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There being no further business, the meeting closed at 20:39.

Bagshot PL for Month No 5

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
03/08/2021	8827-B	10	FOREST GARDEN	FORE	250.00	50.00	300.00	4195	310	250.00	Sch Lane Trees balance inv8827
TOTAL INVOICES					<u>250.00</u>	<u>50.00</u>	<u>300.00</u>			<u>250.00</u>	
VAT ANALYSISCODE S @ 20.00%					250.00	50.00	300.00				
TOTALS					<u>250.00</u>	<u>50.00</u>	<u>300.00</u>				