



Windlesham Parish Council

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**MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL'S WINDLESHAM
VILLAGE COMMITTEE**
Held on Wednesday 9th February 2022 at 7.00pm at the Community Hub, Windlesham
Field of Remembrance

Councillors	
Goodman	A
Hansen-Hjul	P
Hardless	A
Stacey	P
Sturt	P

In the Chair: Councillor Sturt
In attendance: Joanna Whitfield – Interim Clerk
Tina Richardson – Windlesham Resident
Mr Clarke – Windlesham Resident

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

		Action
WVC/21/66	Apologies for absence Acceptable apologies for absence were received from Cllrs Hardless & Goodman.	
WVC/21/67	Declarations of Interest Cllr Hansen-Hjul declared an interest in item 11 on the agenda, stating that she is a trustee of Windlesham Field of Remembrance, who have applied for several grants. The Clerk advised that in light of Cllr Hansen-Hjuls position as a Trustee of Windlesham Field of Remembrance, and any perceived conflict of interest that could arise, in her opinion Cllr Hansen-Hjul had a pecuniary interest in the grant applications pertaining to the WFOR. The Committee were asked to decide how they wished to proceed, and it was agreed that in this instance Cllr Hansen-Hjul would not vote. With only two other Members present, the absence of Cllr Hansen-Hjuls vote would render the meeting inquorate. It was therefore agreed that a decision on all grants relating to WFOR would be deferred until the March meeting.	

WVC/21/68	Public question time Mr Clarke asked the Committee to explain why there appeared to be no progress with the Neighbourhood Plan review. Cllr Sturt explained that Council was taking advice on the correct procedure and that the terms of reference would be discussed at item 17 on the agenda.	
WVC/21/69	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	
WVC/21/70	Committee and Sub-Committee Minutes: The minutes of the Windlesham Village Committee meeting held on the 11 th November 2021, were approved and signed by Cllr Sturt.	Cllr Sturt
WVC/21/71	To consider planning applications and planning appeals received prior to this meeting:	

	Windlesham Applications	Type of application	Due date
22/0036/DTC	Lancewood London Road Windlesham Surrey GU20 6LE Application to seek discharge of condition Condition 3(Material) Condition 4 (Material) Condition 5 (Ecological Enhancements) Condition 7 (Landscape) of 21/0468/FFU Proposed replacement dwelling with integral garage following demolition of existing dwelling and outbuildings. Details to comply No Comment	<i>Details to Comply</i>	<i>18th February 2022</i>
22/0062/DTC	Water Dell, Westwood Road, Windlesham, Surrey, GU20 6LT Application to discharge conditions 7 and 8 (tree conditions) of planning permission reference 21/1131 for the erection of 6-bed detached two storey dwelling with roof accommodation and attached garage following demolition of the existing dwelling. Erection of 2.5m high wooden entrance gates, 2.4m high brick piers and 2m high wall following demolition of existing (part retrospective) Members raised concerns over the height of the brick piers, wall and entrance gates, and requested that SHBC ensure the whole development remains in keeping with the existing street scene. Members requested that SHBC ensure that all requirements of conditions 7 & 8 have been met.	<i>Details to Comply</i>	<i>25th February 2022</i>

WVC/21/72	<p>To receive reports from:</p> <p>a) Surrey County Council</p> <p>Nothing to report</p> <p>b) Surrey Heath Borough Council</p> <p>Nothing to report</p>	
WVC/21/73	<p>Payments for Approval</p> <p>a) Accounts for payment - The Clerk presented a list of retrospective expenditure transactions for approval, in the sum of £9,494.15.</p> <p>It was resolved the payments (Appendix A) in the total sum of £9,494.15 authorised and the Chairman signed the Expenditure Transactions Approval List.</p>	
WVC/21/74	<p>Committee Finances – Income & Expenditure</p> <p>Members were presented with an income and expenditure report for the month of January.</p> <p>Members noted the report.</p>	
WVC/21/75	<p>To consider grant applications</p> <p>Councillors considered the following grant applications and asked the Clerk to inform all successful applicants that any grants received are no automatically approved year on year and will be considered each year based on the information provided.</p> <p><u>Curley Park Rangers</u> – Request £3,500.00 for maintenance and line painting of football pitches.</p> <p>Members discussed the perceived benefit to Windlesham residents and Cllr Hansen-Hjul proposed, Cllr Stacey seconded and it was agreed unanimously not to contribute towards this grant.</p> <p><u>Windlesham Darby & Jones</u> – Request £800.00 for activities for the over 60's.</p> <p>Cllr Stacey proposed, Cllr Hansen-Hjul seconded and it was agreed unanimously to give a grant for the requested amount of £800.00</p>	

	<p><u>Rainbow Corner Windlesham Ltd</u> (under the umbrella of Windlesham Field of Remembrance)– Request £10,000 to enhance outdoor play provision.</p> <p>This item was deferred until the next meeting</p> <p><u>Windlesham Field of Remembrance</u> – Request £4,853.47 for replacement play equipment.</p> <p>This item was deferred until the next meeting</p> <p><u>Windlesham Field of Remembrance</u> – Request £2,000 to cover the annual cost of emptying the dog waste bins.</p> <p>This item was deferred until the next meeting</p>	
WVC/21/76	<p>Community Infrastructure Levy Grant Requests</p> <p>Councillors considered the following grant applications and asked the Clerk to inform all successful applicants that any grants received are no automatically approved year on year and will be considered each year based on the information provided.</p> <p><u>Windlesham Field of Remembrance</u> – Request £6,000 for the purchase of an automatic carpark barrier.</p> <p>This item was deferred until the next meeting</p> <p><u>Windlesham Field of Remembrance</u> – Request £575.00 to cover the cost of an acoustic assessment of the Lumley Hall.</p> <p>This item was deferred until the next meeting</p>	
WVC/21/77	<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>	
WVC/21/78	<p>Cemetery Fees and Charges</p> <p>Members were presented with a burial fees comparison chart comparing the fees and charges of WPC against other cemeteries in the local area.</p> <p>Members were asked to decide if they wished to</p> <ol style="list-style-type: none"> a) adopt recommended changes b) make amendments to the recommendations c) make no changes to the existing fee structure <p>Cllr Stacey proposed, Cllr Hansen-Hjul seconded, and it was agreed unanimously to either align all charges to Chobham Parish Council or retain the current charge, adopting whichever is greater. (see Appendix B)</p>	

<p>WVC/21/79</p>	<p>Cemetery Regulations</p> <p>Members were reminded that as part of the new committee structure the cemeteries became the responsibility of the respective village committees.</p> <p>In light of a number of requests for special dispensations to the cemetery regulations at Lightwater cemetery, the current regulations have been reviewed and updated.</p> <p>Members were asked to read the amended regulations provided, noting the changes and decide if they wished to:</p> <p style="padding-left: 40px;">a) adopt the changes as presented or b) amend the document.</p> <p>It was resolved not to change any of the regulations for Windlesham Cemetery.</p>	
<p>WVC/21/80</p>	<p>To Review Windlesham Cemetery Maintenance</p> <p>Members were reminded that at the September Committee meeting Members discussed the maintenance of the Cemetery and the disposal of grave spoil. Areas of particular concern were the old section of the cemetery, which had been designated a wildlife area during the summer months and more recently Cllr Hardless had raised concerns about the maintenance around the war graves.</p> <p>Members were asked to consider each point independently.</p> <p>1. <u>Designated Wildlife Area</u></p> <p>Members were reminded that over the course of the last two years Council has received a number of comments about the long grass in the wildlife area of the cemetery, which have been predominantly positive. Council has received praise from residents who are delighted to see Council actively supporting/protecting the wildlife. However, Council has also received a handful of complaints about the long grass and how unkempt it can appear.</p> <p><i>For information the initial decision to create a meadow was taken with the intention of protecting the fawns (minute ref: C/19/19)</i></p> <p>Considerations:</p> <ul style="list-style-type: none"> • Council announced a climate emergency and released a Climate Change Statement which states they will: <ul style="list-style-type: none"> “Support and encourage the planting of trees and wildflowers.” • The Interim Clerk has reviewed the current contract and believes that maintaining the old section year-round should be included with no additional charges. 	

	<p><u>Maintenance of War Graves</u> Cllr Hardless had raised concerns about the level of maintenance surrounding the war graves in the cemetery and requested that Members discuss an appropriate maintenance schedule.</p> <p>Members were asked to note that the Commonwealth War Grave Commission had been contacted and had provided guidance on the minimum standard of maintenance expected. Members were also asked to note that the maintenance of the headstones is the responsibility of the CWGC.</p> <p>Cllr Hansen-Hjul reported that she is has been in contact with the War Grave Commission regarding the grave being maintained by volunteers and is still awaiting a response. Therefore, this item was deferred until the March meeting.</p> <p><u>Windlesham Cemetery Maintenance Plan</u> Cllr Sturt provided the Interim Clerk with a cemetery maintenance plan which had been distributed to Members prior to the meeting.</p> <p>Members were asked to read and consider an action plan provided, giving particular consideration to how this project will be funded.</p> <p>Members resolved that the Interim Clerk would write to the owner of the leylandii hedge bordering the right hand side of the cemetery, and request that the hedge be topped to reduce the height.</p> <p>Members also agreed to obtain indicative costs for the work proposed in the maintenance plan and bring back to the next committee meeting.</p>	<p>Interim Clerk</p> <p>Committee Members</p>
<p>WVC/21/81</p>	<p>Queens Platinum Jubilee Beacon</p> <p>Members were reminded that at the Full Council EGM held on the 18th January 2022 Members resolved “unanimously for the Parish to purchase 3 beacons (one for each village) and that each village will allocate £3,000 from their village reserves to contribute towards a community led Platinum Jubilee Event.”</p> <p>Members were presented with a choice of two beacons (below) and presented with the full details associated with lighting the beacon.</p> <p><u>Beacon 1</u></p> <p>Beacon cost: £490 excl vat Requires: 2 x 13kg cannisters of propane gas – indicative cost per cannister incl. gas £85</p> <p>Total Indicative Cost Per Beacon: £660</p>	

	<p><u>Beacon 2</u></p> <p>Beacon cost: £490 excl vat Requires: 2 x 19kg cannisters of propane gas – indicative cost per cannister incl. gas £100</p> <p>Total Indicative Cost Per Beacon: £690</p> <p>Members were also informed that currently there is a nationwide shortage of gas bottles and at present neither Calor or Flogas would be able to supply WPC with any gas. They were also unable to confirm if the situation would improve before June. This has been an ongoing issue since summer 2020.</p> <p>At the Bagshot committee meeting, Cllr Gordon informed Members that as landlord of a local public house he was able to purchase gas bottles direct from BOC and would be happy to purchase 6 on behalf of the Council.</p> <ol style="list-style-type: none"> 1. Members were asked to consider if they wished to proceed with the purchase of Beacons and if so were they happy for Cllr Gordon to purchase the gas bottles and sell to the Council at cost price? 2. If Members wished to proceed with the purchase of Beacons, they were to decide: <ol style="list-style-type: none"> a) which Beacon they would like to purchase b) where they would like to hold the lighting ceremony <p>It was resolved that Cllr Stacey would approach St John the Baptist church and propose that the Windlesham Committee purchase a beacon to be donated to the Church, thereby enabling the church to take part in the national lighting ceremony on the 2nd June 2022.</p> <p>As per resolution (minute ref: C/21/120) at the Full Council held on the 18th January 2022, the beacon will be funded from the village reserve.</p>	<p>Cllr Stacey</p>
<p>WVC/21/82</p>	<p>Windlesham Neighbourhood Plan Working Group – To finalise terms of reference.</p> <p>At the Committee meeting held on the 13th October 2021 Cllr Hardless proposed, Cllr Hansen-Hjul seconded, and it was resolved that the Windlesham Neighbourhood Plan working party will be made up of the following members:</p> <ul style="list-style-type: none"> • 2 members of business community • All Windlesham Committee Councillors although it is anticipated that no more than 2 Councillors will attend at any one time. • Up to 2 community groups • 1 representative from the Traffic Management Working Party 	

	<ul style="list-style-type: none"> • 2 members of community <p>It was resolved that further work on the terms of reference was required and to defer this item until the March committee meeting.</p>	Committee Members
WVC/21/83	<p>Windlesham Traffic & Infrastructure Project Working Group – To finalise terms of reference.</p> <p>At the Committee meeting held on the 13th October 2021 Cllr Hardless proposed, Cllr Hansen-Hjul seconded, and it was resolved that the Traffic Management working party will be made up of the following members:</p> <ul style="list-style-type: none"> • 2 members of business community • All Windlesham Committee Councillors although it is anticipated that no more than 2 Councillors will attend at any one time. • Up to 2 community groups • 1 representative from the WNP Working Party • 2 members of community <p>Members were asked to finalise the terms of reference for this working party.</p> <p>It was resolved that further work on the terms of reference was required and to defer this item until the March committee meeting.</p>	Committee Members
WVC/21/84	<p>Provision of Additional Dog Waste Bins – Windlesham Committee 9th February 2022</p> <p>Cllr Hansen-Hujl has requested that 2 additional dog waste bins be provided at the A322 junction and one on Rectory Road where the footpath bounds the field.</p> <p>Considerations</p> <ul style="list-style-type: none"> • All dog waste can be disposed of in a general waste bin • Windlesham Parish Council does not own any land in the area, on which to site the dog waste bins. Therefore, permission would need to be sought from the landowner, Surrey County Council. • Indicative cost to purchase the dog waste bins are as follows: <ul style="list-style-type: none"> ○ 25 litre metal bin on a post and concreted into the ground £250 plus VAT each ○ 50 Litre metal bin on a post and concreted into the ground £350 plus VAT each • Indicative annual cost to empty once a week £90 per bin 	

	<ul style="list-style-type: none"> Any additions to the greenspace contract would need ratification at Full Council. <p>Members were asked to consider the information above and decide if they would like to proceed with obtaining Full Council ratification and permissions from Surrey Country Council.</p> <p>It was noted that footpaths are a County Council responsibility therefore it was agreed that Cllr Sturt would contact the ward County Councillor, Cllr Tear to find a resolution.</p>	Cllr Sturt
WVC/21/85	<p>Clerks Update</p> <p>Members were informed that SHBC had offered Members the opportunity to discuss the current greenspace contract.</p> <p>It was agreed that Members would consider the information they required, and a future meeting would be arranged.</p>	Committee Members & Interim Clerk
WVC/21/86	<p>Correspondence</p> <p>There was no correspondence.</p>	

There being no further business, the meeting closed at 20:30

Windlesham PL for Month No 10

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
30/11/2021	GM091-041	34	GLENDALE	GLEND	129.00	25.80	154.80	4005	500	129.00	ERECT MEMORIAL 3 X MEM PLAQUE
31/12/2021	170941	35	SHORTS	SHORT	15.50	3.10	18.60	4405	425	15.50	WIN CEM SKIP RENTAL
31/12/2021	INV-1281	36	NEIL CURTIS	NEIL	150.00	0.00	150.00	4005	500	150.00	ASHES INTERMENT
02/01/2022	1349	37	PURE GARDENS	PUREG	2,130.00	426.00	2,556.00	4060	500	2,130.00	GROUNDS MAINTENANCE DEC 21
TOTAL INVOICES					<u>2,424.50</u>	<u>454.90</u>	<u>2,879.40</u>			<u>2,424.50</u>	
VAT ANALYSISCODE E @ 0.00%					150.00	0.00	150.00				
VAT ANALYSISCODE S @ 20.00%					2,274.50	454.90	2,729.40				
TOTALS					<u>2,424.50</u>	<u>454.90</u>	<u>2,879.40</u>				

Windlesham PL for Month No 9

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
03/12/2021	1332	32	PURE GARDENS	PUREG	2,130.00	426.00	2,556.00	4165	510	2,130.00	CEM MAINTENANCE NOV 21
28/10/2021	INV-1220	33	NEIL CURTIS	NEIL	300.00	0.00	300.00	4005	500	300.00	ASHES INTERMENTS
TOTAL INVOICES					<u>2,430.00</u>	<u>426.00</u>	<u>2,856.00</u>			<u>2,430.00</u>	
VAT ANALYSISCODE E @ 0.00%					300.00	0.00	300.00				
VAT ANALYSISCODE S @ 20.00%					2,130.00	426.00	2,556.00				
TOTALS					<u>2,430.00</u>	<u>426.00</u>	<u>2,856.00</u>				

Windlesham PL for Month No 10

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
16/01/2022	1187	38	LIGHT ANGELS	LIGHTA	4,624.65	924.93	5,549.58	4915	550	4,624.65	Festive lights Dec 21
TOTAL INVOICES					<u>4,624.65</u>	<u>924.93</u>	<u>5,549.58</u>			<u>4,624.65</u>	
VAT ANALYSISCODE S @ 20.00%					4,624.65	924.93	5,549.58				
TOTALS					<u>4,624.65</u>	<u>924.93</u>	<u>5,549.58</u>				

Windlesham PL for Month No 8

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
30/11/2021	169135	31	SHORTS	SHORT	15.00	3.00	18.00	4405	535	15.00	SKIP RENTAL WINDLESHAM CEM
TOTAL INVOICES					15.00	3.00	18.00			15.00	
VAT ANALYSISCODE S @ 20.00%					15.00	3.00	18.00				
TOTALS					15.00	3.00	18.00				



WINDLESHAM PARISH COUNCIL CEMETERY FEES – WINDLESHAM CEMETERY

Effective From: 1st April 2022

		Non-Resident fees	Resident Fees <small>applies only to (a) applicants whom reside within the Windlesham Parish boundary (b) ex-residents of Windlesham Parish who have moved from the Parish to live in assisted care within the last 12 months.</small>
	Purchase of the Exclusive Right of Burial (50 years):		
1	Full sized grave plot for immediate use	£2,500	£890
2	Full sized grave plot for future use (when purchased at same time as #1)	£3,000	£1,100
3	Child sized grave plot (aged 0-16 years)	£600	No charge
4	Ashes grave plot (half sized grave plot)	£1000	£400
	Interments		
5	Coffin interment - first	£2,500	£1,088
6	Coffin interment - second	£1,500	£850
7	Coffin interment for a child	£300	No charge
	Ashes Interments		
8	Ashes interred in a grave or at memorial wall	£600	£280
	Memorials		
9	Permission for memorial at grave plot	£365	£250
10	Permission for additional inscription on existing memorial	£180	£125
11	Plaque at memorial wall (with or without ashes)	£75	£75
	Administration Charges		
12	Burial and grave register searches	£25 p/h	£25 p/h
13	Transfer of the Exclusive Right of Burial (if not part of a current funeral)	£150	£150

NB: Proof of residency will be required in the form of a driving licence or utility bill. A search of the electoral roll will also be done.