



Windlesham Parish Council

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

Held on Tuesday 8th February 2022 at 7.00pm at the Community Hub, Windlesham Field of Remembrance

Councillors	
Barnett	PA
Galliford	A
Halovsky-Yu	A
Harris	P
Hartshorn	P
Jennings-Evans	A
Malcaus Cooper	P

In the Chair: Councillor Harris
In attendance: Jo Whitfield – Interim Clerk to the Council

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

		Action
LVC/21/48	Apologies for absence Acceptable apologies were received from Cllrs Galliford, Halovsky-Yu and Jennings-Evans	
LVC/21/49	Declarations of Interest No Declarations of Interest were made. Cllr Malcaus Cooper declared a non-pecuniary interest in agenda item 6. Declaring that she has had previous contact with the owner of ATV Go Karts over 12mths ago on an unrelated matter.	
LVC/21/50	Public question time No public were in attendance	
LVC/21/51	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 exclusions to be made.	

LVC/21/52	Committee and Sub-Committee Minutes: The minutes of the Lightwater Village Committee meeting held on the 12 th October 2021, were approved and signed by Cllr Harris.	Cllr Harris
LVC/21/53	To consider planning applications and planning appeals received prior to this meeting:	

21/1384/FFU	6 Ridgeway Close, Lightwater, Surrey, GU18 5XU Erection of a two storey rear extension, raising the roof to provide first floor accommodation including four dormer windows and two roof lights, erection of front entrance gates with pillars, and alteration to the external materials. Full Planning Application No Objection	FPA
21/1180/FFU	ATV Go Karts Ltd Blackstroud Lane East Lightwater Surrey GU18 5XR Demolition of 3 existing buildings for 3 replacement buildings for B8 use. Full Planning Application No Objection	FPA

LVC/21/54	To receive reports from: a) Surrey Heath Borough Council Cllr Galliford submitted the following written report to the Committee: <u>SHBC</u> The Borough precept will be set at the Full Council meeting on Wednesday 23 rd February. As always the meeting will be live streamed on the Surrey Heath You Tube channel. Staff pay award discussions are in progress. <u>Parking</u> The suggested increase in parking fees across the Borough has been called in and will be discussed at an extra Performance and Finance Committee meeting on Thursday 17 th February. In essence it doesn't affect Lightwater as there is no Borough parking in the village. However, please note, if subsidies continue, residents are effectively paying for them through our Council tax contributions. <u>Climate Policy</u> A meeting is scheduled for the 9 th February 2022 with the Climate Officer, the Director for Environment & Community and Cllr. David Mansfield to talk about the next steps in implementing the climate policy.	
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	<p><u>Esso Pipeline</u> Work has now commenced on Turf Hill. Clearance of shrubbery and smaller trees has taken place alongside the surveying and marking of the route boundary. The Borough does not have the capacity to be on site when pipe laying commences in March.</p> <p><u>Villages within the Borough</u> At a monthly meeting with the CEO I once again discussed the hierarchy between Parish and Borough and how we can further address that so that the Parished areas of Surrey Heath feels more included.</p> <p><u>Traffic & Disability Issues</u> Following the Lightwater Society meeting on 29th January, two groups are interested in lobbying Borough around traffic and disability access issues. Cllr Galliford has already followed up with these residents and will be taking their concerns forward.</p> <p><u>Grants</u> Cllr Galliford reported that she has allocated her Borough Community grant to the new Briars Youth Club, Lightwater Connected and funding for the Jubilee Celebrations.</p> <p><u>Cross Party Working</u> In a show of unity with the Parish Council and to emphasise cross party working Cllr Malcaus Cooper and Cllr Galliford visited the Hope bench in Lightwater Country Park together. The bench was provided free by Netflix.</p>	
LVC/21/55	<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 £2,969.84.</p> <p>It was resolved the payments (Appendix A) in the total sum of £2,969.84 be authorised and the Chairman signed the Expenditure Transactions Approval List.</p>	Cllr Harris
LVC/21/56	<p>Committee finances – overview</p> <p>Members were presented with an income and expenditure report up until the 27th January 2022.</p> <p>Members noted the report.</p>	
LVC/21/57	<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> <p><i>19:20 Cllr Barnett joined the meeting</i></p>	

<p>LVC/21/58</p>	<p>Lightwater Pavilion & Playground Project</p> <p><u>Lightwater Pavilion</u></p> <p>Members were reminded that at the Committee meeting held on the 14th September 2021, Members resolved: <i>That In order to make any real progress a suitable alternative piece of land needs to be identified to complete a land swap. Members discussed various options within Lightwater, and Cllr Jennings-Evans agreed to investigate further and report back to the next Committee meeting.</i> <i>In addition, the Committee agreed that the Interim Clerk should ascertain costs for appointing an appropriate lawyer, with charity experience, to review the Fields in Trust guidance. It was suggested an initial conversation be held with Ian Davison (via SALC).</i></p> <p>Update</p> <p>Since the last meeting the Interim Clerk has contacted two legal advisers, recommended by SALC and both estimated that an initial assessment to review the current arrangements with Fields in Trust, as well as review the proposal of a land transfer will take approximately 2 hours and cost £500 plus VAT.</p> <p>Members were asked to decide if they wished to instruct either of the legal advisers to carry out an initial assessment and to stipulate exactly what is required.</p> <p>It was resolved to instruct Wellers Law Group to carry out 6 hours work to:</p> <ul style="list-style-type: none"> • Review all the information that the Parish Council currently holds for the Lightwater Recreation Ground and to advise on the proposed Fields in Trust land transfer process. In particular to clarify who the landowner will be after the transfer. • To confirm if following the land transfer the Parish Council will need to set up a new charity to manage the land or if the Parish Council can simply re-dedicate the land to Fields in Trust without the need for charitable status or charitable objectives. • To investigate the historical ownership of the field, establishing the ownership timeline from its inception to date and to ensure that links with all previous associated charities have been severed. In particular the Committee would like advice on the current legal status of the field. <p>Members requested that the Interim Clerk endeavours to obtain this information before the next scheduled committee meeting.</p> <p>It was also resolved to cap the spend required to obtain the above advice at £2000.</p>	<p>Interim Clerk</p>
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	<p><u>Lightwater Playground Condition Update</u></p> <p>Members were informed that the last annual Rospa inspection was carried out in July 2021 and whilst most risks were considered either low or very low, the multi-play equipment was flagged as a moderate risk and will require some work. Please were provided the full report prior to the meeting.</p> <p>It was recommended that all findings with a moderate risk are rectified in line with the recommended actions on the report.</p> <p>It was resolved that the Interim Clerk in conjunction with Cllr Malcaus Cooper will obtain quotes for all recommended actions within the report, delegating authority to the Interim Clerk to proceed with the best value for money quotes with the available playground maintenance budget. Should the quotes exceed the current budget this item will be brought back to the Committee for review.</p> <p>It was also resolved that the Interim Clerk in conjunction with Cllr Malcaus Cooper will obtain quotes for the installation of an outdoor gym for review at the March meeting with the intention of the equipment being installed before the end of March 2022.</p>	<p>Interim Clerk Cllr Malcaus Cooper</p> <p>Interim Clerk Cllr Malcaus Cooper</p>
<p>LVC/21/59</p>	<p>Lightwater Recreation Ground – Anti-social Behaviour</p> <p>Members were made aware that the Interim Clerk had received communication from the local PCSO regarding anti-social behaviour at the recreation ground.</p> <p>The PCSO's have been monitoring this area and have also carried out some local enquires with the residents and reports have been received, stipulating that the bench on the right-hand side of the recreation ground, which backs onto houses in Meadowbank Road, is a cause for anti-social behaviour.</p> <p>The PCSO contacted WPC to suggest the removal or relocation of the bench.</p> <p>Since receiving notification of the above reports, the PCSO's have stepped up patrols of this area and no further complaints have been received since the end of November.</p> <p>Members were asked to consider the following options</p> <ol style="list-style-type: none"> 1. Remove the bench entirely <ul style="list-style-type: none"> ○ This could affect all resident's enjoyment of the field. 2. Re-locate the bench <ul style="list-style-type: none"> ○ There is already a bench the other side of the field and other fence lines also back on to residential areas. 3. Cllr Malcaus Cooper requested that CCTV be considered for this area. 4. Leave the bench in situ and monitor the situation 	

It was resolved to monitor the situation and review if the anti-social behaviour continues to be a problem.

LVC/21/60

To discuss litter bin provision at Lightwater recreation and Riverside Avenue

Members were notified of an email received by the Clerk, regarding litter bin provision at Lightwater recreation ground and Riverside Avenue.

The request was for all open top bins at the recreation ground to be replaced with closed top bins and to install a bin at the end of Riverside Avenue.

Current provision at Lightwater Recreation

- 6 open litter bins
- 1 dog poo bin

Current provision at Riverside Avenue

Members were provided with an image that indicated the parish owned verges and informed that at present there are no litter bins

The following indicative costs of closed top bins were also presented.

Closed bin options and indicative costs

	Size	Indicative Cost per bin	Indicative installation cost per bin	Total cost per bin	Total indicative cost for 6 bins
Statesman Bin	110 litres	£303.34	£170	£473.34	£2,840.04
Heritage Dome	115 litres	£247.75	£170	£417.75	£2,506.50
Rubbermaid Ranger	132 litres	£254.95	£170	£424.95	£2,549.70

Funding

Members were asked to note that there was no specific budget line for Lightwater recreation ground however Members could consider funding from the Lightwater portion of the greenspace contingency budget.

Action

Members were asked to consider the above request and the associated costs and decide if they wish to:

- replace all 6 bins at Lightwater recreation ground
- install a new bin at the end of Riverside Avenue

It was resolved to remove all old bins to replace with 3 new heritage dome bins. With the new bins being situated 1 at each entrance to the field and 1 in the playground. The removal, purchase and installation of the bins is to be funded from the greenspace contingency budget.

Interim Clerk

	<p>It was also resolved not to install at bin at Riverside Avenue.</p>	
<p>LVC/21/61</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> <ol style="list-style-type: none"> a) adopt the changes as presented or b) amend the document. <p>It was resolved to adopt the cemetery regulations presented with the following amendments:</p> <ul style="list-style-type: none"> • 2k - Cemetery Admission – remove the wording ‘artificial flowers’ • 3b - Fees – For Lightwater only, remove the reference to previous residents now accommodated in care/nursing homes. • 5c - Interments – the outline of a double side by side grave space will be a maximum of 7ft x 8ft. • 6l - Memorials – The size of a memorial on a double plot shall not exceed 3ft height from ground level and must be within the plot boundaries. <p><u>Fees to convert two single plots to one double plot</u></p> <p>Members will also recall that at the October Committee meeting it was resolved to amend the Lightwater cemetery regulations to allow the conversion of two single plots into one double plot. The caveats agreed were:</p> <p>If a request to convert two single plots into a double plot is received, the applicant will need to</p> <ol style="list-style-type: none"> a. purchase the exclusive rights on the land between the two existing plots. and b. if necessary, extend the existing exclusive rights of burial as determined on the deeds of grant to ensure that the rights on both plots expire simultaneously. <p>Members were asked to agree a fee for the purchase of the rights over the land between plots.</p>	<p>Cemeteries Administrator</p>

	<p>It was resolved that the fee to purchase the exclusive rights of burial on the land between plots be set at 2/3rd of cost of a full-size plot.</p>	
<p>LVC/21/62</p>	<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> <ul 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>It was resolved that the fees and charges for Lightwater Cemetery will be as follows:</p> <p>Purchase of plots – Adopt recommendations as presented and add the purchase of exclusive rights of burial for land between plots if required for a double side by side plot as resolved at minute ref: LVC/21/61</p> <p>Interments – Retain current fees</p> <p>Residents in assisted care – Remove this option for both purchase of plots and interments.</p> <p>Memorial Fees – Retain current fees</p> <p>Administration Charges – Retain current charges.</p> <p>New price list is attached in Appendix B</p>	<p>Interim Clerk</p>
<p>LVC/21/63</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:</p>	

2 x 19kg cannisters of propane gas – indicative cost per cannister incl. gas £100

Total Indicative Cost Per Beacon: £690

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.

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.

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:
 - a) which Beacon they would like to purchase
 - b) where they would like to hold the lighting ceremony

It was resolved that the Lightwater Committee will purchase 1 black jubilee beacon (Beacon 2 above) from the 21CC group and Cllr Gordon will supply the gas cannisters at cost. A mechanism to secure the beacon will be explored in due course.

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.

Additionally, it was resolved that the location for the lighting ceremony will be agreed at a later date.

Interim Clerk

LVC/21/64

Grant Applications

Members were presented with a summary of the Lightwater grant budgets and all grant applications received for consideration along with all supporting documentation.

	Budget	Granted	Remaining budget
Section 137	£5,600	£2,767	£2,833
Soldier Bench		£1,133	-£1,133
Total	£5,600	£1,133	£1,700

	Granted	
Soldier Bench	£1,133	Approved last financial year.
Lightwater United	£2,500	Approved minute ref: C/21/186. To be referred to Full Council.

Lightwater Improvement Project	£100	Community Pride
Valley End Hampers	£167	Community Pride

2021-2022 Grant Requested

Applicant	Grant Requested	Purpose	Previous Year Grant
Curley Park Rangers FC	£3,500 across all three villages. Members to consider if they wish to contribute to this total	Maintenance and lining of the pitches across the Parish	£3,500

Members were asked to consider if they wish to grant Curley Park Rangers any of the remaining Community Pride funds.

It was resolved to defer a decision on the Curley Park Rangers Grant until the March meeting.

It was also resolved that the allocation of the Lightwater United Grant approved last financial year be reviewed and the cost be borne by all three committees or alternative for Full Council to approve a virement from an alternative budget line.

Community Pride Grants

Cllr Malcaus Cooper submitted the following Councillor Community Pride grant application:

Applicant: Lightwater Village Improvement Society
 Purpose: Grant to replace 4 rotten planters at the Memorial Gardens, Lightwater.
 Supporting Councillor: Cllr Malcaus Cooper
 Value: £124.00

It was resolved to grant the full amount of £124 requested.

Full Council

Interim Clerk

LVC/21/65

Request for use of Lightwater Recreation Ground – Lightwater Fete

Members were informed that Windlesham Parish Council had received a request to use the Lightwater Recreation ground for the village fete organisers.

Historically permission has always been granted, however following confirmation from our insurance company, permission should not be granted without sight of the Fete organisers public liability insurance.

	<p>The interim Clerk has been assured that the matter is in hand and that the event will be under the umbrella of Lightwater Connected.</p> <p>Members were asked to make an in-principle decision as to whether they wish to grant permission pending sight of appropriate insurance cover.</p> <p>It was resolved that subject to sight of satisfactory insurance cover and a comprehensive risk assessment permission to use the site would be granted.</p>	Interim Clerk
LVC/21/66	<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>	
LVC/21/67	<p>Correspondence</p> <p>Members were notified that the Parish Council had been approached by the Lightwater Library Associated about the possibility of becoming the custodian trustee of the library. This proposal will be brought to a future Full Council meeting.</p>	
LVC/21/68	<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> <p>There was no confidential business for discussion.</p>	

There being no further business, the meeting closed at 21:45.

APPENDIX A

11:00

PURCHASE DAYBOOK

User: JW

Lightwater 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	WINTER PLANTING1		LIGHTWATER VILLAGE	HSHEN	100.00	0.00	100.00	4650	440	100.00	Winter Planting Grant
TOTAL INVOICES					<u>100.00</u>	<u>0.00</u>	<u>100.00</u>			<u>100.00</u>	
VAT ANALYSISCODE OTS @ 0.00%					100.00	0.00	100.00				
TOTALS					<u>100.00</u>	<u>0.00</u>	<u>100.00</u>				

Lightwater 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
31/12/2021	AMAZONDEC21	12	AMAZON	AMAZ	38.78	7.76	46.54	4190	410	38.78	Christmas tree items
TOTAL INVOICES					38.78	7.76	46.54			38.78	
VAT ANALYSISCODE S @ 20.00%					38.78	7.76	46.54				
TOTALS					38.78	7.76	46.54				

Lightwater 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	1186	13	LIGHT ANGELS	LIGHTA	2,831.06	566.21	3,397.27	4915	450	2,831.06	FESTIVE LIGHTS DEC 2021
TOTAL INVOICES					<u>2,831.06</u>	<u>566.21</u>	<u>3,397.27</u>			<u>2,831.06</u>	
VAT ANALYSISCODE S @ 20.00%					2,831.06	566.21	3,397.27				
TOTALS					<u>2,831.06</u>	<u>566.21</u>	<u>3,397.27</u>				



APPENDIX B

WINDLESHAM PARISH COUNCIL **LIGHTWATER CEMETERY FEES**

Effective From: 1st April 2022

	Non-Resident fees	Resident Fees applies only to applicants whom reside within the Windlesham Parish boundary.
Purchase of the Exclusive Right of Burial (50 years):		
Full sized grave plot for immediate use	£1,950	£810
Full sized grave plot for future use (when purchased at same time as #1)	£1,950	£810
Full sized double side by side plot for immediate use	£5,200	£2,160
Conversion of two existing single plots to one double side by side plot (please note all plots will be required to have the same number of years of Exclusive Right of Burial and may incur additional costs).	£1,300	£540
Child sized grave plot (aged 0-16 years)	No charge	No charge
Ashes grave plot (half sized grave plot)	£905	£378
Interments		
Coffin at double depth	£2,072	£1,088
Coffin at single depth (and re-opening for a 2 nd burial)	£1,442	£727
Coffin interment for a child	£300	No charge
Ashes Interments		
Ashes interred in a grave or at memorial wall	£540	£230
Memorials		
Permission for memorial at grave plot	£200	£200
Permission for additional inscription on existing memorial	£100	£100
Plaque at memorial wall (with or without ashes)	£75	£75
Administration Charges		
Burial and grave register searches	£25 p/h	£25 p/h
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.