



### **Windlesham Parish Council**

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

**Held on Tuesday 1<sup>st</sup> March 2022 at 7.00pm at St Annes Church Centre, 43 Church Road, Bagshot**

<b>Councillors</b>	
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  
1 x Member of the Public

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

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		<b>Action</b>
<b>BVC/21/83</b>	<b>Apologies for absence</b>  Acceptable apologies for absence were received from Cllr Manley.	
<b>BVC/21/84</b>	<b>Declarations of Interest</b>  No Declarations of Interest were made.	
<b>BVC/21/85</b>	<b>Public question time</b>  A Bagshot resident attended the meeting and requested that the Committee assist with a personal matter. Cllr White explained that it was not within the remit of the Parish Council and directed them to Citizens Advice. It was also suggested that they may wish to contact their local MP, Michael Gove.	
<b>BVC/21/86</b>	<b>Exclusion of the press and public.</b>  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/21/102 - Community reception awards – To discuss nominations	

<b>BVC/21/87</b>	<b>Committee and Sub-Committee Minutes:</b> The minutes of the Bagshot Village Committee meeting held on the 1 <sup>st</sup> February 2022 <b>were approved</b> and <b>signed by Cllr Du Cann.</b>	<b>Cllr Du Cann</b>
<b>BVC/21/88</b>	<b>Planning Applications</b> – to consider and make appropriate representations in relation to the planning applications in Lightwater listed below:	

22/0074/PCM	<b>Highway Depot, Surrey Heath District Transportation Office, 2 London Road, Bagshot, Surrey, GU19 5HN,</b> Consultation Surrey County Details of changes to external alterations and temporary change of use of existing office and store building to a body storage facility and office space, with associated parking, landscaping, hoarding and associated infrastructure. Consultation (County Matters)  <b>No Objection</b>	Consultation (County Matters)

<b>BVC/21/89</b>	<b>To receive reports from:</b>  a) <b>Surrey Heath Borough Council</b>  Cllr White reported that the local plan had been presented to the Executive and will now go out to consultation.	
<b>BVC/21/90</b>	<b>Payments for approval</b> a) <b>Accounts for payment</b> - The Clerk presented a list of retrospective expenditure transactions for approval, in the sum of £1,100.  <b>It was resolved the payments (Appendix A) in the total sum of £1,100 be authorised and the Chairman signed the Expenditure Transactions Approval List.</b>	<b>Cllr Willgoss</b>
<b>BVC/21/91</b>	<b>Committee finances – Income &amp; Expenditure</b> Members were presented with an income and expenditure report up until the 22 <sup>nd</sup> February 2022.  <b>Members noted the report.</b>	
<b>BVC/21/92</b>	<b>Project Updates</b> Members were presented with a spreadsheet detailing the progression of all projects to ensure that are fully appraised of current project status.  <b>All projects were noted.</b>	

<p><b>BVC/21/93</b></p>	<p><b>Community Infrastructure Levy – To consider future projects</b></p> <p><b>a) School Lane Field Playground replacement / Refurbishment</b></p> <p>Members were reminded that at the committee meeting held on the 1<sup>st</sup> February 2022, it was resolved that the Interim Clerk in conjunction with Cllr Gordon would seek 3 quotes to refurbish the playground in line with the following:</p> <ul style="list-style-type: none"> <li>• provide an outside gym</li> <li>• refurbish some of the older equipment.</li> <li>• purchase some sensory play equipment</li> </ul> <p>Due to the value of the above work, in line with Standing Order 11b, Council must go out to tender and ensure that the tender is placed on the Contracts Finder website.</p> <p><b>It was resolved that the Clerk in conjunction with Cllr Gordon will draw up the tender papers and publish on the contract’s finder website.</b></p>	<p><b>Cllr Gordon &amp; Interim Clerk</b></p>
<p><b>BVC/21/94</b></p>	<p><b>To discuss the proposed Queens Platinum Jubilee beacon lighting event</b></p> <p>Members were reminded that at the EGM held on the 18th January Council resolved to hold Jubilee Beacon Lighting Events in each village.</p> <p>Having contacted the insurers and the SHBC event team, the Interim Clerk outlined all the requirements that would need to be met prior to any event going ahead.</p> <p>Members were reminded that the office is working beyond capacity at present and if these events were to go ahead, Councillors would need to volunteer to assist with the organisation of the event.</p> <p>Members were asked to set up a working party to assist with the organisation of the event and nominate a lead Councillor to take responsibility for compliance on the day.</p> <p><b>It was resolved that Bagshot Committee will not hold a beacon lighting event and instead will promote ‘Light up your village for the Queen’ encouraging residents to gather on their doorsteps as with ‘Clap for Carers’ and shine torches into the night sky to mark the time Beacons will be lit across the country.</b></p> <p><b>The committee will work alongside local business to both participate in and promote the idea.</b></p>	<p><b>Councillors</b></p>
<p><b>BVC/21/95</b></p>	<p><b>Freemantle Playground Condition Report – To discuss</b></p> <p>Members were presented with a copy of the last annual Rospa inspection which was carried out in July 2021. At the time all risks were considered either low or very low.</p>	

	<p>Members were reminded that as part of the current greenspace contract the contractors carry out monthly inspections on all play areas and have not notified us of any areas of concern since the above report was completed.</p> <p>Members were asked to consider seeking quotes to refurbish Freemantle Road playground to ensure no further deterioration of play equipment and surfacing.</p> <p><b>It was resolved to refurbish the Freemantle Road playground, and to include it in the tender process agreed for the School Lane Field play area</b></p>	<p><b>Interim Clerk &amp; Cllr Gordon</b></p>
<p><b>BVC/21/96</b></p>	<p><b>Bagshot Cemetery</b></p> <p>a) <b>To review Bagshot cemetery regulations</b></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>Members were asked to read the regulations provided, noting any changes and decide if they wished to</p> <p>a) adopt the changes as presented</p> <p>or</p> <p>b) amend the document.</p> <p><b>It was resolved not to change any of the regulations for Bagshot Cemetery</b></p> <p>b) <b>To review cemetery fees and charges</b></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> <p>a) adopt recommended changes  b) make amendments to the recommendations  c) make no changes to the existing fee structure</p> <p><b>It was resolved that the fees and charges for Bagshot Cemetery will mirror those of Lightwater Cemetery and will be as follows (see new price list in Appendix B):</b></p> <p><b>Interments – Retain current fees</b>  <b>Residents in assisted care – Remove this option</b>  <b>Memorial Fees – Retain current fees</b>  <b>Administration Charges – Retain current charges.</b></p>	

BVC/21/97	<p><b>School Lane Field Bench Replacement – Update</b></p> <p>Members were reminded that at the Bagshot Committee meeting held on the 1st of February 2022 Councillors ‘resolved and agreed unanimously that as a temporary measure the Committee would purchase 2-3 picnic benches at a nominal price of £1 per bench, from one of the local businesses. The benches are to be secured to the ground either by means of ground fixings or concrete’ (minute ref: BVC/21/78).</p> <p>Following confirmation that the cost to secure the benches in concrete will be in the region £250 per bench. <b>It was resolved that the benches will not be secured using concrete and an alternative method of fixing will be explored.</b></p>	
BVC/21/98	<p><b>Clerks Update</b></p> <p>Nothing to report.</p>	
BVC/21/99	<p><b>To consider grant applications</b></p> <p>Councillors considered the following grant applications and asked the Clerk to inform all successful applicants that any grants received are <b>not</b> automatically approved year on year and will be considered each year based on the information provided.</p> <p><u>Windle Valley Fundraisers</u> – Request £240.00 to contribute towards the cost of the Easter Bunny Float. Two applications were presented one for £120 as a general grant and one Community Pride grant. for £120</p> <p><b>It was resolved to grant both requests for the total amount of £240.00</b></p>	Interim Clerk
BVC/21/100	<p><b>Correspondence</b></p> <p>There was no correspondence.</p>	
BVC/21/101	<p><b>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.</b></p>	
BVC/21/102	<p><b>Community Reception Awards– To discuss nominations</b></p> <p>As per the decision at Full Council held on the 22<sup>nd</sup> February 2022, Members are asked to present their nominations to the Committee for discussion.</p> <p><b>It was agreed to give community awards to the individuals and groups outlined in the confidential papers.</b></p>	

There being no further business, the meeting closed at 21:00.

## Bagshot PL for Month No 11

## 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
07/02/2022	202202	24	ST ANNES PCC	ANNE	50.00	0.00	50.00	4950	325	50.00	HALL HIRE 1ST FEB 22
<b>TOTAL INVOICES</b>					<u>50.00</u>	<u>0.00</u>	<u>50.00</u>			<u>50.00</u>	
VAT ANALYSISCODE OTS @ 0.00%					50.00	0.00	50.00				
<b>TOTALS</b>					<u>50.00</u>	<u>0.00</u>	<u>50.00</u>				

Bagshot PL for Month No 11

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
09/12/2021	202104	25	ST ANNES PCC	ANNE	50.00	0.00	50.00	4950	325	50.00	HALL HIRE BVC 7TH DEC 21
10/01/2022	CREDIT INV20210426		ST ANNES PCC	ANNE	-50.00	0.00	-50.00	4950	325	-50.00	CREDIT INVOICE 202104
04/11/2021	INV 202103	27	ST ANNES PCC	ANNE	50.00	0.00	50.00	4950	325	50.00	HALL HIRE BVC 2ND NOV 21
08/02/2022	OSMG FEB 22	28	BPFA	BAGS	950.00	0.00	950.00	4200	340	950.00	OSMG HEDGE CUTTING GRANT
TOTAL INVOICES					<u>1,000.00</u>	<u>0.00</u>	<u>1,000.00</u>			<u>1,000.00</u>	
VAT ANALYSISCODE					OTS @ 0.00%	1,000.00	0.00	1,000.00			
TOTALS					<u>1,000.00</u>	<u>0.00</u>	<u>1,000.00</u>				

Bagshot PL for Month No 11

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
24/01/2022	202201	29	ST ANNES PCC	ANNE	50.00	0.00	50.00	4950	325	50.00	HALL HIRE 18TH JAN 22
TOTAL INVOICES					50.00	0.00	50.00			50.00	
VAT ANALYSISCODE OTS @ 0.00%					50.00	0.00	50.00				
TOTALS					50.00	0.00	50.00				





**WINDLESHAM PARISH COUNCIL BAGSHOT CEMETERY FEES**

**Effective From: 1<sup>st</sup> April 2022**

	<b>Non-Resident fees</b>	<b>Resident Fees</b> applies only to applicants whom reside within the Windlesham Parish boundary.
<b>Interments</b>		
Coffin re-opening for a 2 <sup>nd</sup> burial	£1,442	£727
<b>Ashes Interments</b>		
Ashes interred in a grave or at memorial wall	£540	£230
<b>Memorials</b>		
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
<b>Administration Charges</b>		
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.