



Windlesham Parish Council

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

Held on Wednesday 10th January 2023 at 7:30pm at the Lightwater Library, 83A Guildford Road, Lightwater

Councillors	
Barnett	P
Galliford	P
Turner	P
Harris	P
Hartshorn	P
Jennings-Evans	A
Malcaus Cooper	P

In attendance: Sarah Wakefield- Assistant Clerk
Joanna Whitfield – Clerk to the Council
Cllr Willgoss
Mrs Ratnam- member of the public
Mr Ratnam- member of the public

Cllr Harris in the Chair

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

		Action
LVC/22/42	Apologies for absence Apologies from Cllr Jenning-Evans were received and accepted.	
LVC/22/43	Declarations of Interest It is to be noted that at the start of discussion on agenda item 9 d) request from a local school to use the recreation ground for a mini-festival, Cllrs Harris and Malcaus Cooper declared a non-pecuniary interest as Treasurer and Chair of The Briars Association, at this point it was also noted that the group had also enquired with the Briars regarding availability for the same event.	

	<p>At the start of discussion on agenda item 9 d) request from a local group to use the recreation ground for the Coronation Event, Cllr Malcaus Cooper declared a non-pecuniary interest as the organiser of the event.</p> <p>At the start of discussion on agenda item 12- Grants Cllrs Malcaus Cooper, Galliford and Turner declared a non-pecuniary interest as they are members of Lightwater Society. It is to be noted that these councillors also abstained from voting.</p>	
LVC/22/44	<p>Public question time</p> <p>Mr and Mrs Ratnam posed a question- Is the Facebook page biased towards certain individuals and is there anything the Parish Council can do to help?</p> <p>The Clerk clarified that the WPC Facebook page and the Lightwater Community Facebook page are completely separate pages, and the Parish Council do not have any jurisdiction over external groups or their media pages. It was suggested that any issues should be reported directly to the admins of the Facebook group in question.</p> <p><i>19:40 the Clerk left the meeting.</i></p>	
LVC/22/45	<p>Exclusion of the press and public.</p> <p>There were no Exclusions to the press & public.</p>	
LVC/22/46	<p>Committee and Sub-Committee Minutes:</p> <p>The minutes of the Lightwater Village Committee meeting held on the 19th October 2022 were approved and signed by Cllr Harris.</p>	Cllr Harris
LVC/22/47	<p>Payments for approval</p> <p>Payments to the value of £13,955 were approved and signed by Cllr Harris.</p>	Cllr Harris
LVC/22/48	<p>Committee finances – Income & Expenditure</p> <p>Members were presented with an income and expenditure report up until the 6th January 2023.</p> <p>Members noted the report.</p>	
LVC/22/49	<p>Project Updates</p> <p>Members were presented with a spreadsheet detailing the progression of all projects to ensure that they are fully appraised of current project status.</p> <p><u>Signage for Lightwater</u>- The Committee were shown draft drawings of a 'Welcome to Lightwater' sign which had been put together by a member of the Lightwater Society. It was suggested that this be followed up by Cllr Jennings-Evans who had been looking into funding for the project. Positioning of the signs and relevant permissions from landowners were also discussed.</p>	

	<p><u>Footprint plans for the Pavilion</u>- Cllr Harris confirmed he would produce the footprint drawings for review at the next Lightwater Committee meeting.</p> <p>All other projects were noted.</p>	
<p>LVC/22/50</p>	<p>Lightwater Recreation Ground</p> <p>a) <u>Pavilion project update - Electrics</u></p> <p>Members were reminded that due to a continued need from local groups to access electricity during community events, the cost and feasibility of providing safe outdoor electrical sockets on the pavilion building has been investigated.</p> <p>Three contractors visited the Pavilion and provided the following quotations:</p> <p>Quote/contractor A- £3,495 ex VAT (Quote 1) Quote/contractor B- £1,574.85 ex VAT (Quote 2) Quote/contractor C- £965.00 ex VAT (Quote 3)</p> <p>Members were asked to decide:</p> <p>a) if they would like to go ahead with the electrical work</p> <p>It was resolved to proceed with the electrical work and select one of the quotes presented.</p> <p>b) to select one of the quotes presented.</p> <p>Members voted for the quotes in order of preference-</p> <p>First preference- Quote 1/Contractor A- 1 votes in favour Quote 2/Contractor B- 3 votes in favour Quote 3/Contractor C- 1 votes in favour</p> <p>It was resolved the electrical work would be awarded to contractor B, subject to them having the required £10 million public liability insurance in place.</p> <p>Second preference- Quote 1/Contractor A- 3 votes in favour Quote 2/Contractor B- 0 votes in favour Quote 3/Contractor C- 2 votes in favour</p> <p>Third preference- Quote 3/Contractor C</p> <p>It was resolved that should contractor B not have the required level of insurance in place, the electrical work would be awarded in order of second and third preference, again dependent on them producing the necessary insurances.</p> <p>c) to consider how the work will be funded. (For reference, Members were informed that the current Pavilion project budget (excluding transfers from the EMR for the Outdoor Gym) stands at £7,593.</p>	

	<p>It was resolved to fund the work from the Pavilion project budget.</p> <p>b) <u>Lightwater Playground Tender</u></p> <p>Members were reminded that at the Lightwater Committee Meeting in October 2022 it was agreed to put out a tender for a new playground at Lightwater Recreation Ground.</p> <p>Members were presented with a copy of the tender and informed that the tender is now live and will close on the 20th January 2023.</p> <p>Members were also reminded that at the October meeting it was resolved to set a budget of between £30k-£40k and presented with financial information regarding the funding of this project.</p> <p>Members were asked to-</p> <ul style="list-style-type: none"> nominate a councillor to open the tenders alongside the Clerk (as per standing order 18d v). NB. Tenders will need to be opened and collated before review by Councillors. <p>It was resolved that Cllr Galliford and/or Cllr Turner would open the tenders alongside the Clerk and Assistant Clerk.</p> <p>It was agreed the tenders would be opened at the Council Offices w/c Monday 30th January 2023.</p> <p>It was also resolved to extend the tender submission deadline to the 27th January 2023 to allow all contractors more time to answer the tender.</p> <ul style="list-style-type: none"> agree a date to call an EGM to consider the tenders. <p>It was resolved to give delegated authority to Cllr Malcaus Cooper, Cllr Harris and Cllr Turner in conjunction with the Clerk and/or the Assistant Clerk to evaluate the tenders ahead of an EGM and it was agreed the results of the evaluation will be presented at an EGM.</p> <p>A suggested date and time of 21st February at 6pm was put forward for the EGM. The Assistant Clerk will investigate hall availability and circulate alternative dates if required.</p> <ul style="list-style-type: none"> decide where they would like to host the public consultation of the 3 chosen playground design. <p>It was resolved to hold a consultation in two locations. It was agreed that subject to availability the preferred venues were All Saints Church Hall and the Lightwater Leisure Centre. The Assistant Clerk will make enquiries at both venues and seek alternatives if necessary.</p>	<p>Cllr Galliford/Cllr Turner & Clerk and /or Assistant Clerk</p> <p>Cllr Malcaus Cooper, Cllr Harris & Clerk/ Assistant Clerk</p> <p>Assistant Clerk</p>
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	<p>It was suggested that the public consultation would be held 2 weeks after the agreed date for the EGM.</p> <ul style="list-style-type: none"> formally resolve how this project will be funded <p>It was resolved to fund from the following budgets/EMR's:</p> <p>£11,900 from Playground maintenance 2022-23 £24,281 from the Lightwater CIL EMR The remainder to be funded from the Lightwater Village reserve.</p> <p>Members discussed the importance of letting residents know the committees plans for the redevelopment of the recreation ground and it was agreed that Cllr Malcaus Cooper would take the lead in communications and write an article for publication in The Roundabout magazine. In line with the adopted media and communications policy a draft of the article will be approved by the Clerk).</p> <p>c) <u>Possible fee structure for the hire of Lightwater Recreation Ground</u></p> <p>Members were asked if they would like to charge some users to use the recreation ground for commercial use and if they would like to put a fee structure in place.</p> <p>Members resolved to charge commercial operators to use the Recreation Ground, pending a review of the fee structure.</p> <p>Members agreed not to charge not for-profit groups for the use of the ground.</p> <p>Fees are to be determined subject to a review of the Surrey Heath Bourgh Council and Windlesham Field of Remembrance fee/permit structure. It was also agreed that no discounted fees will apply regardless of residency.</p> <p>d) <u>Requests from local groups for the use of the recreation Ground</u></p> <p><u>Lightwater Scouts Firework Event 2023</u> 1st Lightwater Scouts applied to the use of the field behind All Saints' Church for the annual bonfire and fireworks on the 4th November 2023.</p> <p>Members were presented with the Scouts 2023 Risk Assessment and asked if they would like to grant the use of the Recreation Ground for the above use.</p> <p>Members agreed in principle that permission would be granted to the Scouts for the use of the field, for their firework event on the 4th</p>	<p>Cllr Malcaus Cooper</p> <p>Assistant Clerk</p>
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November 2023. Members requested more details on crowd control, security procedures, maximum capacity, and parking around the event. The group will also be asked to adhere to new terms of use, which will be drawn up and approved in February 2023.

Lightwater Village School Parents Association- Mini-Festival 22nd April 2023

The Parents Association at Lightwater Village School have requested the use of the Recreation Ground on the 22nd April 2023 to hold a mini music festival, showcasing local musical talent to raise funds for Lightwater Village School.

Members were informed that to date, only insurance documents had been received and officers awaiting a risk assessment and more details (timings, number of attendees).

Members were asked to decide if they would like to grant the group the use of the Recreation Ground, pending an acceptable risk assessment and further details being provided.

The Lightwater Village School PA have also enquired with the Briars Association regarding availability for the same event and therefore Cllr Harris declared a non-pecuniary interest as Treasurer of the Briars Association and Cllr Malcaus Copper declared a non-pecuniary interest as Chair of The Briars Association.

Members agreed in principle to allow the group, use of the field on the 22nd April 2023, pending the organisers agreement to adhere to the new terms of use, which will be drawn up and approved in February 2023.

Lightwater Fete- Saturday 20th May 2023

The organisers of the Lightwater Fete have requested the use of the Recreation Ground on the 20th May 2023 to hold the annual Lightwater Village Fete.

Members agreed in principle to allow the group the use of the field on the 20th May 2023, pending the organisers agreement to adhere to the new terms of use, which will be drawn up and approved in February 2023.

Lightwater Connected/Lightwater Society- Coronation Celebrations Monday 8th May 2023

The organisers of the Coronation Celebration event have requested the use of the Recreation Ground on the 8th May 2023 to hold the event.

Cllr Malcaus Cooper declared a non-pecuniary interest as the organiser of the event.

All Committee members

	<p>Members agreed in principle to allow the group the use of the field on the 8th May 2023, pending the organisers agreement to adhere to the new terms of use, which will be drawn up and approved in February 2023.</p> <p>It was also agreed that a working group consisting of all Lightwater Councillors is formed to draw up draft terms of use for the recreation ground. The draft terms of use will be brought back to the next Lightwater Committee meeting for approval.</p>	
LVC/22/51	<p>Lightwater Cemetery</p> <p>a) <u>Spoil removal arrangements</u></p> <p>Members were informed that currently, spoil from burials at Lightwater Cemetery is deposited in areas around the back of the cemetery which is becoming unsightly.</p> <p>Members were asked to consider the information below to help improve the overall look of the cemetery-</p> <p>Option A - To have all spoil removed offsite</p> <p>Members were asked to note that the cost of spoil removal is £190 per grave and a designated area will still be required to retain a small amount of spoil to top up graves when needed.</p> <p>Members were informed that if they decided to implement option A they would also need to decide:</p> <ul style="list-style-type: none"> • if they wished for this cost to be passed on to the families in addition to the grave digging costs. <p>and</p> <ul style="list-style-type: none"> • where they would like to store a small amount of spoil to top up the graves. <p>Option B- Deposit spoil in one designated area in the cemetery</p> <p>Members were asked to decide which area of the cemetery they would like the spoil to be deposited in.</p> <p>It was resolved unanimously to proceed with Option A.</p> <p>It was also agreed that the current area behind the laurels at the back of the cemetery will be used to store spoil for grave top ups.</p> <p>b) <u>Lightwater Connected volunteer work in the Cemetery</u></p> <p>Members were made aware that Councillors and officers had been in contact with volunteers from Lightwater Connected/L-VIS to discuss how they could help improve the overall appearance of the cemetery.</p>	

The Clerk provided details of work which is undertaken by our contractors and it was suggested that L-VIS could assist with the following tasks-

- Winter and Summer planting
- Water and weed additional planting
- Maintain any additional planters

Members were asked to note that a grant application has been received (for discussion under agenda item 12) to cover the cost of new wooden tubs and associated planting, new plants and associated tidying.

Going forward Members were asked to delegate authority to the Clerk in conjunction with the Chair and Vice-Chair of the Committee, to grant permission to Lightwater Connected to carry out any further voluntary projects within the cemetery on a case by case basis. Should additional funding be required the request will be brought before the Committee.

Cllrs Malcaus Copper, Galliford and Turner declared a non-pecuniary interest as members of Lightwater Society and did not vote.

It was resolved to delegate authority to the Clerk in conjunction with the Chair and Vice-Chair of the Committee, to grant permission to Lightwater Connected to carry out any further voluntary projects within the cemetery on a case-by-case basis.

c) Letters to Heaven

Members were asked to consider a 'letters to heaven' initiative, where a post box or similar is installed in the cemetery so that family members can deposit letters containing personal messages to loved ones they have lost.

Members were informed that the letters would be emptied periodically and archived at the Parish offices.

Members were also provided with the following anticipated costs:

- box and fixing post - £300-£500,
- sign explaining the initiative - £300
- installation costs - £200.

Members were asked to decide

- a) if they would like to adopt this initiative
- b) to agree a budget and how the project will be funded. Please note that an overall budget of approximately £1,000 is suggested, which could be funded from the cemetery maintenance budget.
- c) to delegate authority to the clerk in conjunction with the Chair and Vice-Chair of the Committee to progress.

	<p>Members made a recommended that a decision regarding the Letters to heaven should be deferred to a Full Council meeting, so the decision is not made in isolation for each cemetery.</p> <p><u>Memorial testing in the Cemetery-</u></p> <p>The Assistant Clerk advised members that memorial testing at Lightwater Cemetery will take place from 4th to 6th April 2023 and the cost of the testing is £1,650.</p> <p>Members resolved to fund the testing from the Cemetery maintenance budget.</p>	
LVC/22/52	<p>To discuss a request for an extra AED Defibrillator to be placed at M3 end of village</p> <p>Members were informed a Lightwater resident has approached Council to consider grant funding an AED to be placed at the motorway end of the village.</p> <p>Members were asked to consider:</p> <ol style="list-style-type: none"> 1. <ol style="list-style-type: none"> a. Supporting a grant application from a resident led group for the purchase of an AED to be sited as close as possible to the A322/M3 junction. b. To agree the amount to be granted c. To agree that this will be funded either from the available grant budget (currently £4,975) or the village reserve. <p>Or alternatively</p> <ol style="list-style-type: none"> 2. To consider Council purchasing an AED to be sited on the side of the Council Chamber, thereby being accessible to the public using the cemetery and situated at the M3 end of the village. <p>Members resolved that a grant request would be considered subject to the proposed AED location meeting the NHS grid criteria regarding the minimum distance required between each AED.</p>	
LVC/22/53	<p>Grant Applications</p> <p>Councillors considered the following grant applications.</p> <p>Members were informed there is £4975 available in the grant budget.</p> <p>Cllrs Malcaus Cooper, Galliford and Turner declared a non-pecuniary interest as they are members of Lightwater Society and did not vote.</p> <p><u>Lightwater Connected</u> - Requested £400 to purchase planters and plants for the Lightwater Cemetery.</p> <p>Members voted unanimously to grant the £400 for the above purposes.</p>	

	<p><u>Lightwater Connected-</u> Requested £2,350 towards expenses (admin. costs, newsletter publication, group insurances, phone, computer software) incurred from 1st April 2023 to 31st March 2024</p> <p>Members voted unanimously to grant the £2350 for the above purposes.</p> <p><u>Lightwater Connected-</u> requested £4,000 towards a Coronation Event to be held on the 8th May 2023</p> <p>Members voted unanimously to grant the £4000 for the above purposes.</p> <p>It was resolved to fund all grants from the grant budget, noting that this would result in an overspend on the committee budget line. Therefore, the committee agreed to make a recommendation to Full Council to vire the remaining funds (£7,593) in the Pavilion budget line to the Lightwater grant budget.</p>	
LVC/22/54	<p>Clerks Update</p> <p>The Assistant Clerk informed members that Cllr Jenning-Evans has stepped down from the Planning Committee and it has been suggested that another Lightwater Councillor takes her place. This will be considered and agreed at the next Full Council meeting.</p>	
LVC/22/55	<p>Correspondence</p> <p>It was noted that the next Lightwater Committee meeting on the 4th April coincided with the School Easter holidays. Members therefore decided to move the meeting with a new date to be agreed via a doodle poll.</p>	

There being no further business, the meeting closed at 21:38

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
11/08/2022	22477	31	FRESH AIR FITNESS	FRESHAIR	5,977.50	1,195.50	7,173.00	4905	455	5,977.50	LW OUTDOOR GYM 1ST
								340		-5,977.50	LW OUTDOOR GYM 1ST
								6000	455	5,977.50	LW OUTDOOR GYM 1ST
TOTAL INVOICES					<u>5,977.50</u>	<u>1,195.50</u>	<u>7,173.00</u>			<u>5,977.50</u>	
VAT ANALYSIS CODE S @ 20.00%					5,977.50	1,195.50	7,173.00				
TOTALS					<u>5,977.50</u>	<u>1,195.50</u>	<u>7,173.00</u>				

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
14/12/2022	22827	32	FRESH AIR FITNESS	FRESHAIR	5,977.50	1,195.50	7,173.00	4905	455	5,977.50	LW Outdoor Gym 2nd Installment
								340		-5,977.50	LW Outdoor Gym 2nd Installment
								6000	455	5,977.50	LW Outdoor Gym 2nd Installment
TOTAL INVOICES					<u>5,977.50</u>	<u>1,195.50</u>	<u>7,173.00</u>			<u>5,977.50</u>	
VAT ANALYSIS CODE S @ 20.00%					5,977.50	1,195.50	7,173.00				
TOTALS					<u>5,977.50</u>	<u>1,195.50</u>	<u>7,173.00</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
01/12/2022	CCTVGRANT	30	ALL SAINTS CHURCH	ALLS	2,000.00	0.00	2,000.00	4650	440	2,000.00	CCTV GRANT
TOTAL INVOICES					<u>2,000.00</u>	<u>0.00</u>	<u>2,000.00</u>			<u>2,000.00</u>	
VAT ANALYSISCODE OTS @ 0.00%					2,000.00	0.00	2,000.00				
TOTALS					<u>2,000.00</u>	<u>0.00</u>	<u>2,000.00</u>				