



Windlesham Parish Council

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

Held on Tuesday 1st February 2022 at 7.00pm at St Annes Church Centre, 43 Church Road, Bagshot

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

In the Chair: Councillor Willgoss
In attendance: Jo Whitfield – Interim Clerk to the Council
 Darren Cooke -Earlswood Management Group
 Roy Kirkham – Earlswood Management Group

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

		Action
BVC/21/67	<p>Apologies for absence</p> <p>Acceptable apologies for absence were received from Cllr Willgoss.</p> <p>In the absence of Cllr Willgoss in Chair the Vice-Chair, Cllr Du Cann chaired the meeting.</p>	
BVC/21/68	<p>Declarations of Interest</p> <p>Cllr White declared a non-pecuniary interest in item 14 on the agenda. Stating that she is the Parish Council representative at the BPFa who had applied for a grant.</p>	
BVC/21/69	<p>Public question time</p> <p>Q: Darren Cooke asked if it would be possible for SHBC assist with parking issues at the Earlswood Park estate.</p> <p>A: Cllr White explained that yellow lines could not be painted on private roads, however once the roads are adopted by Surrey County Council, it may be possible. Cllr White will raise the issue with the parking task force.</p>	Cllr White

	<p>Q: Darren Cooke asked if there were any other funding sources from SHBC.</p> <p>A: Cllrs White and Gordon outlined the funding streams that might be available, highlighting the Ward Councillors Community fund and SHBC Community Infrastructure Levy funding.</p>	
BVC/21/70	<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>	
BVC/21/71	<p>Committee and Sub-Committee Minutes:</p> <p>The minutes of the Bagshot Village Committee meeting held on the 2nd November 2021 were approved and signed by Cllr Du Cann.</p>	

BVC/21/72	<p>To receive reports from:</p> <p style="text-align: center;">a) Surrey Heath Borough Council</p> <p>Cllr White informed Members that the parking review had been heard at the Executive and the parking in Camberley and the rural carparks will increase. Additionally free parking will be reduced to 1 hour. Cllr White also informed Members that this decision has been called in to the performance and scrutiny committee.</p> <p>Cllr Gordon informed Members that the Heathpark Woods reserved matters and St Margarets/the Ferns planning application, will be heard next week at planning.</p>	
BVC/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 £3,737.47.</p> <p>It was resolved the payments (Annex A) in the total sum of £3,737.47 be authorised and the Chairman signed the Expenditure Transactions Approval List.</p>	Cllr Du Cann
BVC/21/74	<p>Committee finances – Income & Expenditure</p> <p>Members were presented with an income and expenditure report up until the 24th January 2022.</p> <p>Members noted the report.</p>	
BVC/21/75	<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>Cllr White informed Members that the project to install a defibrillator in the telephone box on Church Road is on-going.</p> <p>Cllr Manley reported that the having made several attempts to progress the Bagshot Station adoption, South Western Railway bureaucracy has meant that this project has come to a standstill and is unlikely to progress.</p> <p>All other projects were noted.</p>	
<p>BVC/21/76</p>	<p>Community Infrastructure Levy – To consider future projects</p> <p>a) School Lane Field Playground replacement / Refurbishment</p> <p>At the October committee meeting Members indicated that they wished to investigate the possibility of replacing some or all of School Lane Field play equipment.</p> <p>Cllr Gordon had obtained an indicative quote which was in the region of £150,000. Members were reminded that Financial Regulation 11b will apply.</p> <p><i>Financial Regulation 11b states that for procurement of a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations, which requires councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts.</i></p> <p>Members were provided with a copy of the latest ROSPA report for existing equipment and asked to consider the information provided and decide if they wish to:</p> <ul style="list-style-type: none"> • Commit CIL funding to replace some or all of the playground equipment on site and if so to set a maximum budget. <p>Or</p> <ul style="list-style-type: none"> • Use CIL funding to refurbish the existing equipment and possibly add to the equipment available. <p>It was resolved that a budget of £50k would be allocated to update the School Lane Field area. 3 quotes will be sought to</p> <ul style="list-style-type: none"> • provide an outside gym • refurbish some of the older equipment. 	<p>Cllr Gordon & Interim Clerk</p>

- **purchase some sensory play equipment**

It was also resolved that this project will be funded from both CIL funding and the School Lane Field earmarked reserve.

b) Allbrook Close Play Area

At the Bagshot Committee meeting held on 2nd November 2021, the committee resolved to grant £25,000 of the village CIL fund to Earlswood Management Group for the replacement of Allbrook play area (minute ref: BVC/21/51) and requested a full application be made in writing, along with supporting documentation.

The above decision was ratified at the Full Council meeting held on the 30th November 2021 (minute ref: C/21/103).

Members were asked to review the full grant application and supporting documentation provided (including the quote) and consider the proposed conditions of receipt.

Please note: To date the Earlswood Park Management Group have only obtained one quote. It was recommended that Council have sight of at least three quotes prior to making any payments.

PROPOSED CONDITIONS OF RECEIPT

Organisations receiving a community infrastructure grant will be subject to the following:

- The receiving organisation will not be eligible to apply for any other additional funding, including Community Pride grants, in support of the community infrastructure project during the financial year in which the donation is received.
- It is a mandatory requirement that ALL grants are publicly recognised through publicity/marketing material or a documented public acknowledgement of Windlesham Parish Council. Logos specifically for this purpose will be provided to recipient organisations. Failure to do so will result in the receiving organisation being excluded from any subsequent Parish Council funding for a twelve-month period.
- Any infrastructure projects receiving a grant over £10,000 must also acknowledge the Parish Council grant by way of a permanent plaque/sign acknowledging the Parish Council's donation. Failure to meet this requirement will result in the receiving organisation being excluded from any subsequent Parish Council funding for a twelve-month period.

	<ul style="list-style-type: none"> • Payments up to the agreed sum of £25,000 will be staged and payable to Earlswood Management Group upon presentation of the contractor's invoice only. <p>Cllr white proposed, Cllr Gordon seconded and it was agreed unanimously to adopt the above conditions of receipt. It was also resolved that the Interim Clerk will liaise with the Earlswood Management Group to ensure that 3 quotes are sought prior to funding being committed to the project.</p> <p>There were no additional projects brought forward.</p>	Interim Clerk																
BVC/21/77	<p>School Lane Field Picnic Bench Replacement – To discuss</p> <p>Members were reminded that at the end of October 2021 one of the picnic benches at School Lane field was subject to an arson attack.</p> <p>Members were asked to consider if they wished to replace the bench like for like or consider a more robust concrete bench and the following indicative pricing was provided.</p> <p>a) A like for like replacement</p> <table border="1" data-bbox="368 1025 1251 1093"> <thead> <tr> <th></th> <th>Qty</th> <th>Unit Price</th> <th>Total Price</th> </tr> </thead> <tbody> <tr> <td>Clifton™ Picnic Table (Slats: Timberpol® Material, Fixing: Ground fixing kit with tamper-resistant cover caps, Supplied as:: Fully assembled)</td> <td>1</td> <td>£911.48</td> <td>£911.48</td> </tr> </tbody> </table> <p>All prices will be held firm until the 31st October 2021, after which date a price increase will be implemented.</p> <p>Delivery to be confirmed upon receipt of order.</p> <p>Please refer to the Conditions of Sale.</p> <table border="1" data-bbox="1082 1115 1241 1227"> <tbody> <tr> <td>Sub Total</td> <td>£911.48</td> </tr> <tr> <td>Carriage</td> <td>£0.00</td> </tr> <tr> <td>Total Tax</td> <td>£182.30</td> </tr> <tr> <td>Total</td> <td>£1,093.78</td> </tr> </tbody> </table> <p>Plus installation costs which it is anticipated will be approximately £300 depending on where the bench will be sited.</p> <p>b) A concrete equivalent replacement</p> <p>No formal quotes have been obtained however indicative costs are in the region of £2k-£2.5k</p> <p>Cllr Gordon informed Members that a local business, had a number of picnic benches that were surplus to their requirements and offered to sell 2-3 benches to the Committee for a nominal fee.</p> <p>It was 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 a local business in Bagshot. The benches are to be secured to the ground either by means of ground fixings or concrete.</p>		Qty	Unit Price	Total Price	Clifton™ Picnic Table (Slats: Timberpol® Material, Fixing: Ground fixing kit with tamper-resistant cover caps, Supplied as:: Fully assembled)	1	£911.48	£911.48	Sub Total	£911.48	Carriage	£0.00	Total Tax	£182.30	Total	£1,093.78	Interim Clerk
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BVC/21/78	<p>Queens Platinum Jubilee Beacon</p> <p>At the Full Council EGM held on the 18th January 2022 Members resolved “unanimously for the Parish to purchase 3 Jubilee beacons (one for each village).”</p>																	

	<p>Members were presented with a choice of two beacons and associated costs as detailed below.</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 any gas bottles. They were also unable to confirm if the situation would improve before June. This has been an ongoing issue since summer 2020</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> <ol style="list-style-type: none"> 1. Members were asked to consider if they wish to proceed with the purchase of Beacons knowing that there is a high chance the gas required to light them will be unavailable. 2. If Members wish to proceed with the purchase of Beacons, they are 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>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> <p>It was resolved that the Bagshot 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.</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>Interim Clerk & Cllr Gordon</p>
<p>BVC/21/79</p>	<p>Clerks Update</p>	

	The Interim Clerk informed Members that the new Committee Administrator will be joining the Council on Tuesday the 8 th February 2022.	
BVC/21/80	<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 not automatically approved year on year and will be considered each year based on the information provided.</p> <p><u>Bagshot Playing Fields Association</u> – Request £950.00 for annual hedge cutting and tree maintenance inspection.</p> <p>It was resolved to give a grant for the requested amount of £950.00</p> <p><u>Curley Park Rangers</u> – Request £3,500.00 for maintenance and line painting of football pitches.</p> <p>It was resolved that the Bagshot Committee would fund the balance of the grant requested following decisions from the Lightwater and Windlesham Committees. The committee agreed that, if necessary, the Bagshot Committee would fund the entire amount of £3,500.00.</p>	<p>Interim Clerk</p> <p>Interim Clerk</p>
BVC/21/81	<p>Community Pride Funding – Change of use request</p> <p>Background Members were reminded that in March 2020 a grant of £1,000 was given to St Anne’s Church for the Covid-19 pandemic response within the community. WPC were not the only contributors and in total £4,200 was raised.</p> <p>Current Status Members were updated on the current position of the fund which highlighted a residual balance of £3,700 being held in a restricted fund which is unlikely to be required to support the original Covid objectives. It is therefore proposed that the funds could now be used for the benefit of the people of Bagshot.</p> <p>The proposals are as follows: 1. Support to people of Bagshot who are in material distress and serious need. 2. Maintenance of St Anne’s Parish Hall which was established for the benefit of the people of Bagshot. (Note that under the original Trust Deed for the Parish Hall, St Anne’s PCC is responsible for management of the Hall, including all associated liabilities. However, St Anne’s Church gains no financial benefit, and the Parish Hall finances are managed separately as a Restricted Fund.)</p> <p>St Anne’s are now seeking the views of the Parish Council as a significant donor.</p> <p>The fund would need to remain a Restricted Fund of St Anne’s Church but, if the proposal is supported in principle, then there would</p>	

	<p>be a broader discussion on the criteria for the use of the fund and also the mechanism of accountability, which St Anne's would expect to discuss with interested parties such as members of Windlesham Parish Council.</p> <p>Members were asked to consider the above and decide if they agree for the monies to be used in line with the above proposals.</p> <p>Cllr White proposed, Cllr Bakar seconded, and it was agreed unanimously that the money remain with St Anne's Church and is used for either of the proposed projects.</p>	
BVC/21/82	<p>Correspondence</p> <p>There was no correspondence.</p>	

There being no further business, the meeting closed at 20:00.

Bagshot 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	XMAS BIG BASH	20	BAGSHOT BUSINESS ASS	BAGBA	750.00	0.00	750.00	4650	340	750.00	Xmas Big Bash Event Grant
30/11/2021	4832	21	H A TRIM	HATRI	700.00	140.00	840.00	4915	350	700.00	DECORATIVE XMAS TREES
30/11/2021	XMASTREEDELIVE22		BAGSHOT BUSINESS ASS	BAGBA	110.00	0.00	110.00	4915	350	110.00	DELIVERY EXPENSE XMAS TREES
TOTAL INVOICES					<u>1,560.00</u>	<u>140.00</u>	<u>1,700.00</u>			<u>1,560.00</u>	
VAT ANALYSISCODE OTS @ 0.00%					860.00	0.00	860.00				
VAT ANALYSISCODE S @ 20.00%					700.00	140.00	840.00				
TOTALS					<u>1,560.00</u>	<u>140.00</u>	<u>1,700.00</u>				

Bagshot 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	1185	23	LIGHT ANGELS	LIGHTA	2,177.47	435.49	2,612.96	4915	350	2,177.47	FESTIVE LIGHTS DEC 2021
TOTAL INVOICES					<u>2,177.47</u>	<u>435.49</u>	<u>2,612.96</u>			<u>2,177.47</u>	
VAT ANALYSISCODE S @ 20.00%					2,177.47	435.49	2,612.96				
TOTALS					<u>2,177.47</u>	<u>435.49</u>	<u>2,612.96</u>				