



Windlesham Parish Council

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**MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL'S LIGHTWATER
VILLAGE COMMITTEE**
**Held on Tuesday 14th January 2025 at 7:30pm at St Anne's Church Centre, Church
Road, Bagshot**

Councillors	
Harris	P
Hartshorn	A
R Jennings-Evans	P
D Jennings-Evans	P
Malcaus Cooper	A
Stevens	P
Turner	P

In attendance: Sarah Wakefield- Assistant Clerk
Pam Newman- Lightwater Resident

Cllr R. Jennings-Evans in Chair

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

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		Action
LVC/24/40	Apologies for absence Apologies for absence were received and accepted from Cllrs Malcaus Cooper and Hartshorn.	
LVC/24/41	Declarations of Interest Cllr Turner declared a non-pecuniary interest in items 9 and 10 as he is the Council representative and a member of Lightwater Society. Cllr Harris declared a non-pecuniary interest in items 9 and 10 as he is a member of Lightwater Society.	
LVC/24/42	Public question time	

	No public questions.	
LVC/24/43	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: LVC/24/54- Lightwater Pavilion	
LVC/24/44	Committee and Sub-Committee Minutes: The minutes of the Lightwater Village Committee meeting held on the 8 th October 2024 were approved and signed by Cllr R Jennings-Evans.	Cllr R. Jennings-Evans
LVC/24/45	Payments for approval The Assistant Clerk presented a list of retrospective expenditure transactions for approval, in the sum of £7,440.00. It was resolved the payments the total sum of £7,440.00 be authorised, and the Chair signed the Expenditure Transactions Approval List.	Cllr R. Jennings-Evans
LVC/24/46	Committee finances – Income & Expenditure Members were presented with an income and expenditure report up until the 8 th January 2025. Members noted the report.	
LVC/24/47	Lightwater Cemetery a) To review cemetery fees and charges The Committee were asked to review the fees and charges for Lightwater Cemetery and to make a recommendation to Full Council for ratification. Members unanimously agreed to increase all fees and charges by 2.5%, aligned with the Retail Price Index (RPI) as of December 2024, since the January 2025 figure was unavailable at the time of calculation. b) To review a Topographical Survey and fencing <u>Fencing</u> Members were reminded of the fencing quotes which had already been reviewed at the last committee meeting. Members were asked to review the quotes again and decide which quote they would like to proceed with. Cllr R Jennings Evans proposed, Cllr Harris seconded, and it was unanimously agreed to proceed with quote 2, provided it included the use of a minimum of 3 support wires. If quote 2 cannot meet this requirement, members agreed to proceed with quote 1.b. <u>Topographical Survey</u>	

	Members were reminded that the topographical survey of the cemetery was completed in December 2024. Members were asked to confirm if they would like to proceed with the following next steps once the deed title had returned from Land registry- A. Request the surveyor to superimpose the title deed boundary onto the survey to identify any discrepancies. B. Have the surveyor mark out the boundary. C. Proceed with fencing once the boundary is marked. D. Expedite the registration process without waiting for the fencing to be completed. Members unanimously agreed to proceed with the next steps (A, B, C, and D) as outlined above. It was also agreed to request a quote from the surveyor who conducted the topographical survey for the completion of these steps. Delegated authority was given to the Clerk, in conjunction with the Chair and Vice Chair, to review the surveyor's quote to ensure it aligns with the brief. Additionally, members approved a budget of up to £1,000 for the work, to be funded from the Cemetery Earmarked Reserve (EMR).	Clerk, Chair & Vice-chair
LVC/24/48	Lightwater Recreation ground- to discuss two requests for the use of the Recreation Ground. Members reviewed two requests to use the Lightwater Recreation ground in 2025: Lightwater Society requested to use the Recreation Ground for a VE Day event on Saturday 10th May 2025. The Lightwater Fete Committee requested the use of the Recreation Ground to host the Lightwater Village Fete on either Saturdays 21st or 28th June 2025. Members unanimously resolved to approve the use of the field for the purposes outlined above, subject to all the necessary event paperwork being completed to the Council's satisfaction.	
LVC/24/49	War memorial planting- to discuss planting options at the war memorial and the war memorial gardens Members were asked to consider the options outlined in the meeting papers for maintenance and planting of the bedding around the war memorial and maintenance within the war memorial gardens: Members unanimously resolved to proceed with Quotation A from the alternative contractor for a one-off planting and maintenance project around the war memorial and within the war memorial gardens. It was agreed that the contractor, in conjunction with the Clerk, would select the plants at their discretion. Members agreed a spend up to £1000 to be funded from the Lightwater Village Reserve. Members also agreed that the Clerk could initiate discussions with L-Vis regarding the continued maintenance of both areas. It was emphasised that any volunteer group working on parish land must have the	Clerk Clerk

	appropriate insurance, training and risk assessments in place. In the meantime, members agreed that Glendale would continue with the ongoing maintenance of the areas.	
LVC/24/50	Grant Applications- Members were asked to consider a grant application from the Lightwater Fete Committee (part of Lightwater Connected), requesting £500 to cover arena events for the annual Lightwater Fete. Members were asked to consider the grant application and decide if they would like to award a grant for the above purposes. Members unanimously resolved to award the Lightwater Fete Committee (part of Lightwater Connected) £500 for the above purposes.	
LVC/24/51	Clerks Update- The Assistant Clerk provided the following update: 1) <u>Proposed Parking Charges at Lightwater Country Park</u> As resolved at the last committee meeting, a letter was sent to the leader of SHBC to express concerns about the proposed introduction of car parking charges at Lightwater Country Park. A response to the letter was received and forwarded to members of the committee. 2) <u>Hook Mill Lane</u> As resolved at the last committee meeting, a planning consultant has been appointed to assess the planning limitations and potential of the site. The consultant is scheduled to visit the site next week and their appraisal will be shared with members upon receipt.	
LVC/24/52	Correspondence- Members discussed correspondence from a Lightwater resident expressing concerns about the Blue Cedar trees in Lightwater Cemetery. Members confirmed that they would like to reassure the resident that any proposed works in the cemetery will be carefully considered, and there is no intention to remove any specimen trees.	
LVC/24/53	Exclusion to 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 Meeting) Act 1960.	
LVC/24/54	Lightwater Pavilion Project- Members were reminded of a call held in December, attended by the Clerk, agreed members, and the appointed solicitor, to address queries regarding the management of the trust. Following the call, the Clerk circulated a recording to all members for reference.	

	It was confirmed in the meeting that the Council's Auditor had provided the Clerk with an effective approach for the future management of the trust. The Clerk is currently awaiting a response from the solicitor to confirm her agreement with the proposed approach. Members agreed that establishing a Lightwater Pavilion working party would be beneficial to discuss next steps once the trust's management approach has been finalised.	
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There being no further business, the meeting closed at 20:27