



Windlesham Parish Council

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

Held on Tuesday 4th February 2025 at 7:00pm at St Anne's Church Centre, Church Road, Bagshot

Councillors	
Bakar	P
Du Cann	P
Gordon	P
Hills	R
White	P
Willgoss	P

In attendance: Sarah Wakefield– Assistant Clerk

Cllr Willgoss took the Chair

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

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		Action
BVC/24/38	Apologies for Absence No Apologies for absence were received.	
BVC/24/39	Declarations of Interest There were no Declarations of Interest.	
BVC/24/40	Public question time No Public Questions.	
BVC/24/41	Exclusion of the press and public There were no exclusions to the press and public.	
BVC/24/42	Committee and Sub-Committee Minutes The minutes of the Bagshot Village Committee meetings held on the 12 th November 2024 were approved and signed by Cllr Willgoss.	Cllr Willgoss

BVC/24/43	Payment lists for approval The Assistant Clerk presented a list of retrospective expenditure transactions for approval, in the sum of £563.45. It was resolved payments to the total sum of £563.45 be authorised, and the Chair signed the Expenditure Transactions Approval List.	Cllr Willgoss
BVC/24/44	Committee finances – Income & Expenditure Report Members were presented with an income and expenditure report up until the 27th January 2025. Members noted the report.	
BVC/24/45	Bagshot Cemetery- To discuss Cemetery Improvements Members had identified several areas in the cemetery needing attention and agreed to further investigate or obtain quotes for the necessary improvements. Members were asked to review the updates in the papers and asked to make the necessary decisions. Members noted the following updates: • Repair and reinstatement of the crosses on the memorials which are close to the chapel: The Assistant Clerk informed members that she is seeking quotes from stonemasons. • Repair or replace broken tiles in the chapel entrance (obtain quotes): The Assistant Clerk informed members that she is seeking quotes for the broken tiles and also for the repair of some brickwork around the entrance to the Chapel, but so far, no quotes have been received. Reinstate the pathways in the cemetery: The Assistant Clerk reported that she has sought quotes from 3 contractors to reinstate the pathways in Bagshot Cemetery and hopes to bring indicative pricing to the meeting. • Remove the green plastic grass and replace with an industrial mat: The Assistant Clerk updated members that the plastic grass matting has been removed and replaced with new matting. It was also reported that new safety matting has also been installed in front of the chapel entrance. • New carpet in the Chapel: The Assistant Clerk reported she has contacted a local carpet fitting company for quotes and will arrange a site visit in the future. Members were also advised that the drainage works in the cemetery were still ongoing, with delays arising due to the need to obtain permission from the Ministry of Justice for excavation near graves.	

	Members made the following decisions: <u>Removal of large dead Yew tree and tidy up of other shrubs in the cemetery:</u> Members were presented with a quote and informed that the Assistant Clerk was expecting a further quote to be submitted by an alternative contractor. Members unanimously resolved to delegate authority to the Clerk in conjunction with the Chair and Vice chair to review the quotes and appoint a contractor based on price and/or suitability. It was noted it had already been agreed to set a budget of up to £1,500 and for the work to be funded from the Bagshot Cemetery EMR. <u>New memorial wall refurbishment:</u> The Assistant Clerk reported that she has obtained a quote from a contractor for the renovation of the new memorial wall. It was noted that in accordance with Financial Regulations, three quotes are required, and the Assistant Clerk has contacted two additional contractors to obtain the necessary quotes. Members reviewed the presented quote and unanimously resolved to delegate authority to the Clerk in conjunction with the Chair and Vice Chair to seek additional quotes and award on suitability and/or price. Members also agreed to set a budget of up to £5,000 for the work, to be funded from the Bagshot Cemetery EMR. <u>Plant two new Cherry trees on the Chapel Lane side:</u> The Assistant Clerk reported that she has sought 3 quotes for the planting and watering of two Cherry tree in Bagshot Cemetery. Members noted that the trees will require 2 years of maintenance and watering to ensure that they survive. The Assistant Clerk reported that she had found it challenging to find a contractor who would quote for the maintenance and watering. Members were presented with one quote for the supply, maintenance and watering of 2 x Cherry Trees and unanimously resolved to proceed with the quote if the Assistant Clerk was unable to find an alternative contractor which offered a comparable watering package. Delegated authority was given to the Clerk in conjunction with the Chair and Vice chair to view any additional quote and award on suitability and/or price. It was noted that at the previous committee meeting, a budget of £2,000 had been agreed with funds to be taken from the Bagshot Cemetery EMR. <u>Wildflower Area:</u> After some discussion, members agreed to reinstate the area as a grassed area, subject to a review of the biodiversity policy.	Clerk, Chair & Vice-chair Clerk, Chair & Vice-chair Clerk, Chair & Vice-chair
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BVC/24/46	School Lane Field- to discuss the maintenance of School Lane Field Pond and improvements to the pathways and drainage Members noted the update in the meeting papers regarding potential approaches for maintaining the pond at School Lane Field. Following Wayne Purdon's site visit, members unanimously agreed that if he recommends a valve system, he should proceed with its design, and pricing should be obtained accordingly. The Assistant Clerk reported that she was in the process of obtaining quotes for a porous path around the pond and field and would provide an update on costs at a future meeting.	
BVC/24/47	Bagshot Conservation Area- Conservation Area Appraisal Members noted that the last appraisal of the Bagshot Conservation Area was conducted by SHBC in 2015. Cllr Willgoss requested that the committee consider formally requesting SHBC to undertake a new appraisal. The committee was asked to decide whether they wished to request the Clerk to contact SHBC to propose a review of the Conservation Area Appraisal for Bagshot. Members unanimously resolved to request that the Clerk contacts SHBC to propose a review of the Conservation Area Appraisal for Bagshot.	Clerk
BVC/24/48	Grants- to discuss grant applications from Curley Park Rangers Football Club and Bagshot Cricket Club <u>To consider a Grant Application from Bagshot Good Companions</u> Members reviewed a grant application from Bagshot Good Companions, requesting £500 to help fund the groups outings and events. Members unanimously resolved to grant the full amount of £500 to the Bagshot Good Companions for the above purposes. The grant is to be funded from the Bagshot Grant budget. <u>To consider a Grant Application from Curley Park Rangers Football Club</u> Members reviewed a grant application from Curley Park Rangers, requesting £2,323 to help fund their annual fund pitch maintenance. Members unanimously resolved to grant the full amount of £2,323 to the Curley Park Rangers Football Club for the above purposes. As the grant budget is insufficient, members agreed	

	to allocate £1,842 from the Bagshot Grant Budget and £481 from the Bagshot Village Reserve. <u>To consider a CIL funding application from Bagshot Cricket Club</u> Members reviewed a CIL funding application from Bagshot Cricket Club to help fund new outdoor training net facilities. Members were asked to confirm if they wish to grant Bagshot Cricket Club the requested £10,000 for the outlined purposes. Members unanimously resolved to fund £5,000 from the Bagshot CIL. Members also agreed to consider a further application in the future if the club was unable to raise the necessary funds, provided they could demonstrate that they had explored other funding options, such as from SHBC or SCC.	
BVC/24/35	Clerks update No updates.	
BVC/24/36	Correspondence The Assistant Clerk read out an update from Cllr Richard Tear with regards the Bagshot Traffic and Infrastructure scheme. Cllr Tear confirmed that the designs for the traffic scheme in Bagshot Village were complete and that he was waiting for SCC Highways to provide further updates.	
BVC/24/37	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. No exclusions to the press and public.	

There being no further business, the meeting closed at 19:47