



Windlesham Parish Council

Joanna Whitfield
Clerk to the Council
Tel: 01276 471675
Email: clerk@windleshampc.gov.uk
Website: www.windleshampc.gov.uk

The Council Offices
The Avenue
Lightwater
Surrey
GU18 5RG

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

Held on Tuesday 1st July at 7:15 pm at Lightwater Library, Guildford Road, Lightwater

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

In attendance: Joanna Whitfield- Clerk to the Council
Windsor Rackham – Lightwater Connected
Richard Storer – Lightwater Connected
Deborah Shiltz – Lightwater Resident

Cllr R. Jennings-Evans, outgoing Chair

Cllr Hartshorn took the Chair

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

.....

		Action
LVC/25/01	To appoint a Chair and Vice Chairman of the Committee for the ensuing year The outgoing Chairman of Lightwater Village Committee, Cllr Jennings-Evans, welcomed everyone to the meeting and asked for nominations for Chair of the Committee. Cllr Turner proposed, Cllr R Jennings Evans seconded, and it was unanimously agreed to appoint Cllr Hartshorn as Chairman. Cllr Malcaus Cooper proposed, Cllr Harris seconded, and it was unanimously agreed to appoint Cllr D Jennings-Evans as Vice Chairman.	
LVC/25/02	Apologies for absence No apologies for absence.	

LVC/25/03	Declarations of Interest Cllr R Jennings-Evans declared a non-pecuniary interest on item 13 due to her position as a Surrey County Councillor. Cllr Malcaus Cooper and Cllr Harris each declared a non-pecuniary interest in Item 11 on the agenda, in their capacity as members of the Lightwater Society and Trustees of the Briars Centre. Cllr Turner also declared a non-pecuniary interest in the same item, as the Council's appointed representative to Lightwater Connected.	
LVC/25/04	To note the Committee's Terms of Reference Members noted the Committee's Terms of Reference.	
LVC/25/05	Public question time No Public Questions.	
LVC/25/06	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/25/18- Cemetery Hedge It was agreed that the above item would be discussed during the confidential part of the meeting. It was further noted that any discussions that may involve the naming of individuals would also be moved into the confidential session to ensure appropriate handling of sensitive information.	
LVC/25/07	Committee and Sub-Committee Minutes: The minutes of the Lightwater Village Committee meeting held on 1st April 2025 were approved and signed by Cllr Hartshorn.	
LVC/25/08	Payments for approval The Clerk presented a list of retrospective expenditure transactions for approval, in the sum of £752.51. It was resolved that the payments, in the total sum of £752.51 be authorised, and the Chair signed the Expenditure Transactions Approval List.	
LVC/25/09	Committee finances – Income & Expenditure Members were presented with an income and expenditure report up until the 24 th June 2025. Members queried a discrepancy in the variance figures for budget line 4403/425 between the Income and Expenditure report and the accompanying narrative. The Clerk will seek clarification from the Responsible Financial Officer (RFO). Members otherwise noted the report. It was also agreed that the duplication in the accompanying	RFO

	narrative was unnecessary and that a concise explanation of the Income and Expenditure report would be sufficient in the future.	
LVC/25/10	AED Expenditure Members were informed that the Lightwater AED required a replacement battery. Acting under delegated authority, the Clerk had arranged for the purchase of the necessary battery at a cost of £235. This expenditure will be met from the Greenspace contingency budget. Members resolved a virement from the Lightwater Village EMR to the Greenspace Contingency to cover this spend.	RFO
LVC/25/11	Lightwater Cemetery a) Consideration of measures to mark reserved burial plots. Members were presented with different options and quotes for marking reserved burial plots in Lightwater Cemetery. Members were asked to discuss the presented options, consider any additional options, and decide on their preferred method for marking reserved grave plots. Members were also asked to decide if they wished to delegate authority to the Clerk to obtain additional quotes for the preferred option and either present them at a future meeting for consideration or proceed with appointing a supplier based on suitability and/or cost. Members resolved, with six in favour and one against, to delegate authority to the Clerk, in consultation with the Chair and Vice Chair, to fully cost stone markers and explore whether ground fixings will be necessary. Authority was also delegated to determine how plot markers for existing plots will be funded. It was agreed that, moving forward, the cost of plot markers will be met by the holder of the Exclusive Rights of Burial. Once a solution has been agreed, the cemetery price list will be updated accordingly to reflect this decision.	Clerk, Chair, and Vice Chair
LVC/25/12	Lightwater Recreation Ground- To discuss post-event inspection findings and damage deposit Members were informed that following the recent hire of the Lightwater Recreation Ground, damage was identified to both the bollards and maintenance access gates. In light of this, members are now required to determine whether to retain all or part of the damage deposit to cover the necessary repairs. Members resolved that the hirer would be expected to meet the cost of the damaged bollard only, and the remaining deposit would be returned.	Operations Coordinator
LVC/25/13	War memorial planting- To discuss planting options for Remembrance Sunday In preparation for Remembrance Sunday 2025, members are asked to decide if they wish to approve the allocation of up to £1,000 towards the planting and maintenance of flower beds surrounding the War Memorial and within the Memorial Gardens, should it be required. Members also discussed the possibility of volunteers maintaining this area subject to compliance with all insurance and health and safety requirements.	

	It was resolved to approve the allocation of up to £1,000 for planting, and to cover watering if necessary. This will be funded from the Lightwater Village Reserve. The Clerk will also liaise with Lightwater Connected regarding the potential for LVIS volunteers to maintain the area, subject to all necessary insurance and health and safety compliance. Should compliance not be confirmed by the end of July, the Clerk is granted delegated authority to appoint a contractor to undertake the work.	Clerk
LVC/25/14	Traffic & Infrastructure- To agree the Terms of Reference for a new Working Party and to discuss next steps At the April 2025 Lightwater Village Committee meeting, members unanimously agreed to establish a Traffic & Infrastructure Working Group. Members were asked to review the attached draft Terms of Reference and determine one of the following: • Approve the draft Terms of Reference as presented; • Reject the draft Terms of Reference; or • Propose amendments to the draft Terms of Reference for further consideration. In addition, members were asked to decide whether to proceed with a public call for representatives to join the Traffic & Infrastructure Working Group, delegating authority to the Clerk, in conjunction with the Communications Officer, to prepare and issue appropriate publicity materials, including a poster and supporting communications. Members noted the limitations imposed on them due to the lack of available funds however recognised that it was extremely important that they listen to their residents and establish a group to lobby relevant authorities. Members resolved to delegate authority to the Clerk to revise the Terms of Reference to include lobbying of relevant authorities in support of the implementation of traffic management solutions and infrastructure improvements. It was further resolved that Cllr Turner will chair the Working Party and lead on issuing a call to action to the community, inviting expressions of interest from those wishing to participate. The revised Terms of Reference will specify the membership structure. Subject to applications not exceeding the agreed membership limits, all eligible applicants will be accepted onto the group without further ratification. In the event that applications exceed the permitted numbers, the final membership will be determined by the Lightwater Village Committee at its next meeting.	Clerk Cllr Turner
LVC/25/15	Grant Applications It was noted that Lightwater Connected had submitted a grant application, which had not been included in the agenda; therefore, it will be reviewed at the next Full Council meeting.	
LVC/25/16	Clerks Update Lightwater Cemetery Land Registry	

	The solicitor has advised that the Land Registry is likely to take several months to process the cemetery application. Unfortunately, the installation of the new cemetery fencing cannot proceed until the registration is complete. Woodland Burials It was resolved at the April 2025 meeting to explore the feasibility of designating a section of the cemetery extension for woodland burials and the scattering of ashes. Investigations are still ongoing with woodland burial experts. Ashes Half Plots It was resolved at the April 2025 meeting to instruct the Assistant Clerk to further assess the suitability of an identified area for half plots. The gravedigging contractor has been instructed to assess the area when they are next in the cemetery. Hard standing at Lightwater Recreation Ground. At the last meeting, members requested that quotes be obtained for the installation of hard standing at the site used for the Scouts' Bonfire. The office is currently in the process of sourcing a suitable solution. Members noted that there were no updates for the Hook Mill Lane site or the sponsorship signs for the village planters.	
LVC/25/17	Correspondence No Correspondence.	
LVC/25/18	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/25/18- Cemetery Hedge	
LVC/25/19	Cemetery Hedge Members were asked to decide on the next steps regarding a section of the hedge in the cemetery. It was resolved to carry out the actions as detailed in the confidential report.	Clerk

There being no further business, the meeting closed at 20:45

Lightwater PL for Month No 3

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
23/05/2025	2028	70	PURE GARDENS	PUREG	574.36	114.87	689.23	4100	405	574.36	LW War Memorial tidy up/plants
								355		-574.36	LW War Memorial tidy up/plants
								6000	405	574.36	LW War Memorial tidy up/plants
TOTAL INVOICES					574.36	114.87	689.23			574.36	
VAT ANALYSIS CODE S @ 20.00%					574.36	114.87	689.23				
TOTALS					574.36	114.87	689.23				

Lightwater PL for Month No 3

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
30/05/2025	2960699	71	SSE BUSINESS	SSE	178.15	8.91	187.06	4915	450	178.15	LW Xmas lights elec 2024-5
TOTAL INVOICES					178.15	8.91	187.06			178.15	
VAT ANALYSISCODE F @ 5.00%					178.15	8.91	187.06				
TOTALS					178.15	8.91	187.06				