



Windlesham Parish Council

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The Council Offices
The Avenue
Lightwater
Surrey
GU18 5RG

8th January 2025

To: Cllrs Harris, Hartshorn, Jennings-Evans, Jennings-Evans, Malcaus Cooper, Stevens and Turner

You are hereby summoned to attend a meeting of the Lightwater Committee to be held at St Anne's Church Centre, Church Road, Bagshot on **Tuesday 14th January 2025 at 7:30pm** to act upon the under-mentioned business.

Yours sincerely

**Joanna Whitfield
Clerk to the Council**

MEETING INFORMATION

Members of the public are invited to attend this meeting or alternatively, if you wish to submit any questions or comment on any of the items on this agenda without attending, please email clerk@windleshampc.gov.uk by midday on Tuesday 14th January 2025. Please note that submissions for public participation will be read aloud at the meeting, along with the name of the person submitting the comment. If you do not wish your name to be made public at the meeting you must specify this to the Clerk in writing at the time of submission.

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AGENDA

- 1. Apologies for Absence**
- 2. Declarations of interest:** Members to declare any interest, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any requests from members for dispensations that accord with the Localism Act 2011 S33(b-e)
- 3. Public question time**
- 4. Exclusion of the press and public.** To agree any items to be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960.
- 5. Committee and Sub-Committee Minutes:** To confirm and sign the open minutes of the previous Village Committee meeting held on the 8th October 2024.
- 6. Payments for approval**
- 7. Committee finances – Income and Expenditure Report**

8. Lightwater Cemetery

- a) To review cemetery fees and charges
- b) To review a Topographical Survey and fencing

9. Lightwater Recreation Ground- To discuss two requests for the use of the Recreation Ground

10. War memorial planting- To discuss planting options at the war memorial

11. Grant Applications- To consider a grant application from the Lightwater Fete Committee

12. Clerks Update

13. Correspondence

CONFIDENTIAL

14. 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.

15. Lightwater Pavilion



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

Held on Tuesday 8th October 2024 at 7:00pm at St Anne's Church Centre, Church Road, Bagshot

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

In attendance: Sarah Wakefield- Assistant Clerk
Cllr Andrew Willgoss- Bagshot Village Councillor

Cllr R. Jennings-Evans in Chair

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

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		Action
LVC/24/22	Apologies for absence No apologies for absence.	
LVC/24/23	Declarations of Interest No declarations of interest.	
LVC/24/24	Public question time No public questions.	
LVC/24/25	Exclusion of the press and public.	

	<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> <p>LVC/24/37- To approve previous confidential resolutions</p> <p>LVC/24/38- Lightwater Pavilion</p> <p>LVC/24/39- Section of hedge/fence at Lightwater Cemetery</p> <p>It was also agreed that if discussions under items 10 and 11 touched on valuations, they would move into the confidential session at that point.</p>	
LVC/24/26	<p>Committee and Sub-Committee Minutes:</p> <p>The minutes of the Lightwater Village Committee meeting held on the 2nd July 2024 & 17th July 2024 were approved and signed by Cllr R Jennings-Evans.</p>	Cllr R Jennings-Evans
LVC/24/27	<p>Payments for approval</p> <p>The Assistant Clerk presented a list of retrospective expenditure transactions for approval, in the sum of £97.65.</p> <p>It was resolved the payments the total sum of £97.65 be authorised, and the Chair signed the Expenditure Transactions Approval List.</p>	Cllr R Jennings-Evans
LVC/24/28	<p>Committee finances – Income & Expenditure</p> <p>Members were presented with an income and expenditure report up until the 26th September 2024.</p> <p>Members raised concerns about the level of burial income, and it was agreed to discuss this in detail under item 8 of the agenda.</p> <p>Members noted the report.</p>	
LVC/24/29	<p>Lightwater Cemetery</p> <p>a) To review fencing costs</p> <p>Members were presented with 3 quotes to replace the chestnut pale fencing which asked to decide whether they wish to proceed with any of the presented quotes.</p> <p>Members agreed that the fencing work should take place after the topographical survey has been completed. It was unanimously resolved that if the survey is not completed before the next LVC meeting, the item will be deferred to that meeting. However, if the survey is completed beforehand, delegated authority is given to the Clerk, in conjunction with the Chair and Vice-Chair, to appoint one of the three contractors, provided the following points are clarified:</p> <p>1. Would the contractors who provided quotes 2 and 3 be willing to increase their public liability insurance to £10 million if awarded the contract?</p>	Clerk, Chair, vice-chair

	<p>2. What is the specified distance between each post? 3. Does the quoted cost include the removal and disposal of the old fencing?</p> <p>Members also agreed to allocate up to a maximum of £18,501 for the fencing.</p> <p>b) To Review cemetery fees and charges</p> <p>The Committee were asked to review the fees and charges for Lightwater Cemetery and to make a recommendation to Full Council for ratification. The breakdown of income from burials and interments between August 2023 and September 2024 was reviewed by members. Additionally, a price comparison of local cemeteries was also provided. Members were asked to review all the provided information and asked to decide if they wish to increase/amend any of the charges.</p> <p>Members unanimously agreed to defer the decision on cemetery fees and charges. They requested that the RFO provide a profit and loss analysis for the cemetery, including the costs of cemetery maintenance and the cemetery coordinator's salary for the past two years.</p> <p>It was also discussed that an EGM may be required to ensure a decision could be made before the finalisation of next year's budget.</p>	RFO
LVC/24/30	<p>Parking Charges- to discuss the proposed parking charges at Lightwater Country Park</p> <p>Members were requested to review the Surrey Heath Borough Council Parking Strategy and asked to determine whether they would like to submit any representation to SHBC regarding the proposed introduction of parking charges at Lightwater Country Park.</p> <p>Members unanimously resolved to write a letter to SHBC expressing their concerns about the proposed introduction of car parking charges at Lightwater Country Park. They agreed to oppose the charges and include the following concerns and suggestions in the letter:</p> <ul style="list-style-type: none"> • A request for full consultation on the matter. • Concerns about increased congestion in nearby areas, particularly Clearsprings, The Avenue, and Badger Drive. • A request to consider a parish-wide permit system, or at least free access for Lightwater residents, to their local amenity, or provide two hours of free parking. • The need for controlled parking in local roads, with the costs to be covered by SHBC. • Concerns about the potential impact on school safety. • Concerns about the potential impact on the functioning of Lightwater Cemetery. 	
LVC/24/31	<p>Hook Mill Lane- to discuss the intent to market of Hook Mill Lane</p> <p>Members were asked to consider information and options provided</p>	

	<p>regarding the marketing of the land at Hook Mill Lane and decide the most suitable course of action to ensure the best outcome for the community.</p> <p>Members unanimously resolved to engage a planning consultant, delegating authority to the Clerk in conjunction with the Chair and Vice-Chair to seek and appoint a suitable consultant.</p> <p>They also resolved to approve a spend of up to £10,000 from the Pavilion Capital Project budget line to fund this engagement. Should quotes exceed the £10,000, members further delegated authority to the Clerk, in conjunction with the Chair and Vice-Chair, to authorise a spend up to £15,000.</p>	<p>Clerk, Chair and vice-chair</p>
<p>LVC/24/32</p>	<p>Allotment- to agree allotment funding</p> <p>Members were reminded that at the September Full Council meeting, Cllr Malcaus Cooper proposed, Cllr D Jennings-Evans seconded, and it was resolved unanimously that the Council will purchase the allotments which will be funded equally between the 3 village committees.</p> <p>Members were asked to confirm that during the current Council term, a sum as reported in the Full Council confidential report will be transferred from the Lightwater Village Committee funds to an earmarked reserve designated for Bagshot Village projects. Members were also asked to decide their method of funding.</p> <p>Members unanimously resolved to transfer a sum as reported in the Full Council confidential report from Lightwater Village funds to an earmarked reserve designated for Bagshot Village projects.</p> <p>Members also unanimously resolved to allocate funding by applying an equal reduction across all uncommitted Lightwater reserves as of 24th September 2024, resulting in a 27.73% reduction to each reserve.</p> <p>The Committee reaffirmed their commitment to providing the funds as soon as they are needed.</p>	
<p>LVC/24/33</p>	<p>Bin provision on Curley Hill Road</p> <p>Members were reminded of a request by a resident to provide a new bin on Curley Hill Road. Members noted that the requested location of the bin was not in the ownership of WPC or SHBC.</p> <p>Members were also informed that SHBC would not facilitate a bin collection in this area due to the absence of other bin collections in this location.</p> <p>Members were asked to confirm whether they wished to continue exploring options for bin provision in this area.</p> <p>Since the requested bin is not located on WPC land and SHBC has been reluctant to facilitate a collection in this area, members unanimously resolved not to pursue further exploration of bin provision for this location.</p>	

LVC/24/34	<p>Clerks Update</p> <p><u>Topographical Survey of Lightwater Country Park</u></p> <p>A specification for a topographical survey of the cemetery was agreed upon at the last meeting and sent to several surveyors, resulting in three quotes. In line with the resolution, the quotes have been shared with the Chair, Vice Chair, and Cllr Harris, who has expertise in this area. The assistant Clerk is awaiting feedback from these members.</p> <p><u>Volunteers working on Parish owned land</u></p> <p>Cllr Turner has received correspondence from LVIS (Lightwater Society) regarding their work on Parish owned land. The Clerk has also spoken with the group, who expressed interest in continuing their work on the land. The council is currently awaiting the group's insurance details, which will enable an assessment of the activities the volunteers will be covered for.</p> <p><u>Lime Trees in Lightwater Recreation Ground</u></p> <p>In response to a resident's concerns about falling branches from several Lime trees overhanging the pathway at the back of the field, four of the trees will be dead wooded in the coming weeks. The remaining trees on the Recreation Ground will be included in the Parish-wide tree survey, and any necessary action will be taken based on the survey results.</p>	
LVC/24/35	<p>Correspondence</p> <p>No correspondence.</p>	
LVC/24/36	<p>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.</p>	
LVC/24/37	<p>To approve previous confidential resolutions</p> <p>Previous confidential minutes from 2nd July 2024 were approved.</p>	
LVC/24/38	<p>Lightwater Pavilion Project</p> <p>Members were presented with correspondence from the appointed solicitors in response to queries presented to her by the Clerk.</p> <p>It has been suggested a follow up call with the solicitor is arranged and members were asked to decide which 3 councillors would like to attend the call with the Clerk and the solicitor. Members were also asked to consider if there were any additional questions that they would like to have addressed during the call.</p> <p>Members unanimously resolved that the Chair, vice-chair, Cllr Turner and Cllr Malcaus Cooper attend the call with the solicitor. It was also agreed that if the solicitor stipulates only 3 councillors attend, Cllr Malcaus Cooper substitutes for anyone who can not make the meeting.</p>	<p>Clerk, chair, vice-chair, Cllr Turner &</p>

	Cllr Turner suggested that, following the call with the solicitor, a roadmap and timeline be created. He expressed his willingness to work with the Clerk to draft this timeline.	Cllr Malcaus Cooper
LVC/24/39	<p>To discuss a section of hedge at Lightwater Cemetery</p> <p>Members were presented with a letter prepared by an appointed solicitor.</p> <p>Members unanimously resolved to send the letter as presented. They also agreed to issue a separate letter from the Parish Council regarding other access issues into the cemetery.</p>	Assistant Clerk

There being no further business, the meeting closed at 20:33

Lightwater PL for Month No 7

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
08/10/2024	1449	58	LIGHT ANGELS	LIGHTA	150.00	0.00	150.00	4915	450	150.00	Xmas light power check
TOTAL INVOICES					<u>150.00</u>	<u>0.00</u>	<u>150.00</u>			<u>150.00</u>	
VAT ANALYSISCODE OTS @ 0.00%					150.00	0.00	150.00				
TOTALS					<u>150.00</u>	<u>0.00</u>	<u>150.00</u>				

Lightwater PL for Month No 7

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
08/10/2024	1449A	59	LIGHT ANGELS	LIGHTA	150.00	30.00	180.00	4915	450	150.00	Power checks - Xmas lights
TOTAL INVOICES					<u>150.00</u>	<u>30.00</u>	<u>180.00</u>			<u>150.00</u>	
VAT ANALYSISCODE S @ 20.00%					150.00	30.00	180.00				
TOTALS					<u>150.00</u>	<u>30.00</u>	<u>180.00</u>				

Lightwater 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
17/11/2024	4762	60	NEIL CURTIS	NEIL	190.00	0.00	190.00	4005	400	190.00	Intern - Greaves
TOTAL INVOICES					<u>190.00</u>	<u>0.00</u>	<u>190.00</u>			<u>190.00</u>	
VAT ANALYSISCODE OTS @ 0.00%					190.00	0.00	190.00				
TOTALS					<u>190.00</u>	<u>0.00</u>	<u>190.00</u>				

Lightwater PL for Month No 9

Order by Invoices Entered

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description	
								A/C	Centre	Amount		
03/12/2024	923232	61	INTERSECT SURVEYS	INTERSECT	6,950.00	1,390.00	8,340.00	4060	400	6,950.00	Topographical survey - LW Cem	
								336		-6,950.00	Topographical survey - LW Cem	
								6000	400	6,950.00	Topographical survey - LW Cem	
TOTAL INVOICES					<u>6,950.00</u>	<u>1,390.00</u>	<u>8,340.00</u>			<u>6,950.00</u>		
VAT ANALYSIS CODE S @ 20.00%					6,950.00	1,390.00	8,340.00					
TOTALS					<u>6,950.00</u>	<u>1,390.00</u>	<u>8,340.00</u>					

Item 8 - Committee Finances- An Income & Expenditure report prepared by the Council's Responsible Financial Officer

INCOME AND EXPENDITURE REPORT AS AT 8 January 2025
LIGHTWATER VILLAGE (Cost centres 400-450)

The schedule below reflects the Income and Expenditure report for Lightwater Village (extracted from the Windlesham Parish Council Income and Expenditure report) and covers the period to 8 January 2025. Reference should be made to the 'Actual Year to Date' column as this reflects total income/expenditure in the period starting 1 April 24 with the 'Current Annual' reflecting the Annual Budget.

Councillors should note that the accounting records for 2024-25 reflect the Top Level costs separately with the individual village accounts reflecting only those items over which the village has separate control. (Greenspace costs are included despite these being on a central contract as the intention is to re-tender which may result in individual village contracts).

Income

Income for the village is derived from the following sources:

	Actual YTD	Budget Full Year
	£	- £
- Burial fees	17,881	22,351
- Precept	97,290	97,290
- Interest received	4,589	3,512
- CIL income (see note below)	0	0

Income is budgeted as an annual total but is received periodically over the year, notably the Precept which is paid in two tranches. The first tranche was received on 1 April 24 with the second tranche received on 28 June 24. Interest received arises from the balances held on deposit by the Council details of which are received in the early part of the following month. The level of interest received reflects the level of cash balances held by the Council.

CIL income is also received periodically but is not budgeted for and is transferred to an EMR as and when received for use within the village. Lightwater currently has no CIL reserves.

Expenditure

Total expenditure for the period 1 April 24 to 8 January 25 is £50,740 against a total budget of £133,071. For the period 1 April 24 to 8 January 25 the following points should be noted:

		Actual YTD £		Budget Full Year - £
-	400/4060	Maintenance – Cemetery	7,608	(1) 16,300
-	400/4062	Cemetery maintenance - EMR	0	(2) 25,000
-	410/4165	Greenspace contract	26,728	(3) 46,800
-	410/4185	Planting	2,049	(4) 2,117
-	430/4500	Councillor allowances and training	9,136	(5) 12,688
-	440/4650	Grants	580	(6) 3,000
-	405/4100	Lightwater War Memorial	50	(7) 610
-	410/4160	Greenspace contingency	117	(8) 1,000
-	455/4905	Pavilion Capital Project	692	(9) 15,000
			<u>46,960</u>	<u>122,515</u>
		Other items	<u>3,780</u>	<u>10,556</u>
			<u>50,740</u>	<u>133,071</u>

- (1) The Cemetery maintenance budget includes £5k for a cemetery survey, £5k for work on the fence to the rear and £5k for work on the hedge at the front of the cemetery. In the year to date £6,950 has been spent on a topographical survey of the site along with miscellaneous costs of £658. Work on the fence and the hedge remains outstanding.
- (2) The Cemetery maintenance – EMR covers an amount agreed during the budget process that would be allocated to a specified EMR to cover future maintenance of the cemetery. No expenditure on this cost element is currently anticipated rather the amount will be transferred to the EMR along with similar amounts for Bagshot and Windlesham.
- (3) The Greenspace contract currently covers the three villages and, as noted above, has been split to reflect the possibility that the contract will be split after the re-tendering process. The budget reflected an increase to cover inflationary pressures and general increases in greenspace costs anticipated (based on the same contract terms) plus an element (£10,000) for employing a procurement consultant. This was discussed at the March Full Council meeting (C/23/217). The charge in the year to date reflects six months costs at the revised monthly rate of £2,598.53, Lightwater currently absorbing 33% of the total cost, plus an element of the consultants charges as and when they fall due.
- (4) Planting covers an annual charge for the planting of various floral items in the village and the maintenance of them, This was contracted to a company called 'Wildflowers' and was paid in June 24.
- (5) The budget for Councillors' Allowances is based on the rates in place at the time of the budget. In the February 24 Full Council meeting it was resolved to increase the individual allowance to £1,750pa (C/23/183) from £1,661.40pa. This will lead to an annual cost of £12,250 with any surplus over budget being taken from the general reserve. The additional payment to the Chairman that was agreed in the February 24 meeting has not been actioned to date. Based on the current position the LVC should show an underspend of a little under £500 in the full year.

- (6) The grants budget stands at £3,000 though includes a credit in respect of the closing accrual of £1,250. Details of the grants made are shown in the table below and show an unspent amount of £2,420 for the year to date.

		Lightwater
Budget for the year		£3,000
Reversal of year end accruals:		
- Lightwater Community Cinema	LVC23/43	(£1,000)
- Lightwater Connected grant for fete	LVC23/43	(£250)
Grants awarded in 2024-25:		
- Lightwater Library Assoc, re: induction loop installation	LVC/24/27	£930
- Lightwater Community Cinema	LVC/24/16	£750
- Surrey Heath Neighbourhood Watch	C/24/67	£150
Grant expenditure per I&E		£580
Committed for 2024-25		
Total grant expenditure		£580
Available budget		£2,420

- (7) No expenditure has been incurred in the year to date on the War Memorial save a charge of £50 for a Remembrance Day wreath. A budget of £500 is included for re-lettering and it is currently anticipated that the budget will be spent in the period.
- (8) Costs of £117 have been incurred and posted to the Greenspace contingency. This covers the costs of the Tommy soldiers and poppies for Remembrance Day.
- (9) The Pavilion Capital Project budget covers the next steps in the development of a plan and preliminary works for the Lightwater Pavilion. Expenditure in the year relates to the legal advice on the status of the Charitable Trust under which the Pavilion is held. Until this issue is resolved there is little the LVC can do to move the project forward.

Detailed Income & Expenditure by Budget Heading 08/01/2024

Month No: 10

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Lightwater								
<u>400 Lightwater Cemetery</u>								
1000 Burial fees	16,476	17,881	22,351	4,470			80.0%	
Lightwater Cemetery :- Income	16,476	17,881	22,351	4,470			80.0%	0
4005 Ashes interment	1,430	1,335	1,527	192		192	87.4%	
4050 Rates	761	685	830	145		145	82.5%	
4060 Maintenance	4,230	7,608	16,300	8,692		8,692	46.7%	6,950
4062 Cemetery maintenance - EMR	0	0	25,000	25,000		25,000	0.0%	
Lightwater Cemetery :- Indirect Expenditure	6,421	9,628	43,657	34,029	0	34,029	22.1%	6,950
Net Income over Expenditure	10,055	8,253	(21,306)	(29,559)				
6000 plus Transfer from EMR	1,940	6,950	0	(6,950)				
Movement to/(from) Gen Reserve	11,995	15,203	(21,306)	(36,509)				
<u>405 Lightwater Heritage</u>								
4100 War Memorial	183	50	610	560		560	8.2%	
Lightwater Heritage :- Indirect Expenditure	183	50	610	560	0	560	8.2%	0
Net Expenditure	(183)	(50)	(610)	(560)				
<u>410 Lightwater Grounds Maintenance</u>								
4160 Greenspace Contingency	3,245	117	1,000	883		883	11.7%	
4165 Greenspace Contract	36,723	26,728	46,800	20,072		20,072	57.1%	
4185 Planting	1,941	2,049	2,117	68		68	96.8%	
4190 Christmas Trees	1,711	0	1,839	1,839		1,839	0.0%	
4195 Tree Maintenance/Surgery	12,204	0	0	0		0	0.0%	
4220 Playground Repairs & Renewal	45,611	654	2,200	1,546		1,546	29.7%	
4420 Finance System	0	0	0	0		0	0.0%	
Lightwater Grounds Maintenance :- Indirect Expenditure	101,436	29,547	53,956	24,409	0	24,409	54.8%	0
Net Expenditure	(101,436)	(29,547)	(53,956)	(24,409)				
6000 plus Transfer from EMR	43,972	0	0	0				
Movement to/(from) Gen Reserve	(57,464)	(29,547)	(53,956)	(24,409)				
<u>415 Lightwater Allotments</u>								
1030 Allotment Fees	660	0	729	729			0.0%	
Lightwater Allotments :- Income	660	0	729	729			0.0%	0

Detailed Income & Expenditure by Budget Heading 08/01/2024

Month No: 10

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4060 Maintenance	300	0	0	0		0	0.0%	
4070 Allotment Refunds	4	0	0	0		0	0.0%	
Lightwater Allotments :- Indirect Expenditure	304	0	0	0	0	0		0
Net Income over Expenditure	356	0	729	729				
<u>420 Lightwater Staffing</u>								
4300 Salaries	35,320	0	0	0		0	0.0%	
4340 Local Government Pension	10,439	0	0	0		0	0.0%	
4345 HMRC Payroll	9,345	0	0	0		0	0.0%	
4350 Training	543	0	0	0		0	0.0%	
Lightwater Staffing :- Indirect Expenditure	55,647	0	0	0	0	0		0
Net Expenditure	(55,647)	0	0	0				
<u>425 Lightwater Administration</u>								
1076 Precept	132,161	97,290	97,290	0			100.0%	
1800 Other Income	557	0	0	0			0.0%	
1900 Interest Received	6,091	4,589	3,512	(1,077)			130.7%	
Lightwater Administration :- Income	138,808	101,879	100,802	(1,077)			101.1%	0
4380 Elections	1,933	0	0	0		0	0.0%	
4400 Legal/HR/Recruitment Costs	1,951	0	0	0		0	0.0%	
4415 Insurance	1,761	0	0	0		0	0.0%	
4420 Finance System	492	0	0	0		0	0.0%	
4425 External Finance Support	159	0	0	0		0	0.0%	
4430 Licences & Subscription	1,545	0	0	0		0	0.0%	
4435 Office Expenses	789	0	0	0		0	0.0%	
4440 ICT Costs	3,588	0	0	0		0	0.0%	
4445 Audit	587	0	0	0		0	0.0%	
4455 Telecoms & Security	658	0	0	0		0	0.0%	
4550 Office Building Costs	145	0	0	0		0	0.0%	
4555 HMLD Building Costs	15	0	0	0		0	0.0%	
4600 Annual Meeting & Civic Costs	919	0	0	0		0	0.0%	
4950 Hall Hire	480	340	1,268	928		928	26.8%	
Lightwater Administration :- Indirect Expenditure	15,020	340	1,268	928	0	928	26.8%	0
Net Income over Expenditure	123,788	101,539	99,534	(2,005)				
6000 plus Transfer from EMR	3,117	0	0	0				
Movement to/(from) Gen Reserve	126,905	101,539	99,534	(2,005)				

Detailed Income & Expenditure by Budget Heading 08/01/2024

Month No: 10

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>430 Lightwater Councillors</u>								
4500 Cllr Allowances, Training & Ex	11,434	9,136	12,688	3,552		3,552	72.0%	
Lightwater Councillors :- Indirect Expenditure	11,434	9,136	12,688	3,552	0	3,552	72.0%	0
Net Expenditure	(11,434)	(9,136)	(12,688)	(3,552)				
<u>435 Lightwater Council Buildings</u>								
4060 Maintenance	2,714	0	0	0		0	0.0%	
4525 Bagshot Chapel Building Costs	1,017	0	0	0		0	0.0%	
4550 Office Building Costs	2,528	0	0	0		0	0.0%	
4555 HMLD Building Costs	2,635	0	0	0		0	0.0%	
Lightwater Council Buildings :- Indirect Expenditure	8,892	0	0	0	0	0		0
Net Expenditure	(8,892)	0	0	0				
<u>440 Lightwater Grants</u>								
4650 Grants	4,900	580	3,000	2,420	1,250	1,170	61.0%	
Lightwater Grants :- Indirect Expenditure	4,900	580	3,000	2,420	1,250	1,170	61.0%	0
Net Expenditure	(4,900)	(580)	(3,000)	(2,420)				
<u>450 Lightwater Capital Projects</u>								
4915 Festive Lights	4,498	721	2,392	1,671		1,671	30.1%	
Lightwater Capital Projects :- Indirect Expenditure	4,498	721	2,392	1,671	0	1,671	30.1%	0
Net Expenditure	(4,498)	(721)	(2,392)	(1,671)				
<u>455 Lightwater Pavilion</u>								
4055 Pavilion Utilites	50	47	500	453		453	9.3%	
4905 Pavilion Capital Project	0	692	15,000	14,308		14,308	4.6%	
Lightwater Pavilion :- Indirect Expenditure	50	739	15,500	14,761	0	14,761	4.8%	0
Net Expenditure	(50)	(739)	(15,500)	(14,761)				
<u>456 Windlesham field of Remembranc</u>								
1040 Field of Remembrance Income	402	0	0	0			0.0%	
Windlesham field of Remembranc :- Income	402	0	0	0				0
Net Income	402	0	0	0				
Lightwater :- Income	156,346	119,760	123,882	4,122			96.7%	
Expenditure	208,784	50,740	133,071	82,331	1,250	81,081	39.1%	
Net Income over Expenditure	(52,438)	69,020	(9,189)	(78,209)				
plus Transfer from EMR	49,029	6,950	0	(6,950)				

Detailed Income & Expenditure by Budget Heading 08/01/2024

Month No: 10

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	(3,409)	75,970	(9,189)	(85,159)				
Grand Totals:- Income	156,346	119,760	123,882	4,122			96.7%	
Expenditure	208,784	50,740	133,071	82,331	1,250	81,081	39.1%	
Net Income over Expenditure	(52,438)	69,020	(9,189)	(78,209)				
plus Transfer from EMR	49,029	6,950	0	(6,950)				
Movement to/(from) Gen Reserve	(3,409)	75,970	(9,189)	(85,159)				

Item 8- Lightwater Cemetery

a) To review cemetery fees and charges

At the October 2024 Committee meeting, members agreed to defer the decision on Lightwater Cemetery Fees and Charges. They requested that the RFO provide a Profit and Loss statement to help them make a more informed decision.

Members are asked to review the attached documents

Document 1- Current Price list

Document 2- Price Comparison with local cemeteries

Document 3- Burial data between April 2022 – December 2024, including burial trends over this period

Document 4- Average Burial Income between April 2022- December 2024

Document 5- Number of new plots remaining, based on usage over the last 2.5 years

Document 6- Profit and loss report between April 2022 and September 2024

Members are requested to review the information and determine whether they wish to revisit the charges and propose a recommendation to Full Council for approval.



WINDLESHAM PARISH COUNCIL **LIGHTWATER CEMETERY FEES**

Effective From: July 2023

	Non-Resident fees	Resident Fees applies only to the deceased whom resided within the Windlesham Parish boundary.
Purchase of the Exclusive Right of Burial (50 years):		
Full sized grave plot for immediate use	£2,145	£891
Full sized grave plot for future use (when purchased at same time as #1)	£2,145	£891
Full sized double side by side plot for immediate use	£5,720	£2,376
Conversion of two existing single plots to one double side by side plot (please note all plots will be required to have the same number of years of Exclusive Right of Burial and may incur additional costs).	£1,430	£594
Child sized grave plot (aged 0-16 years)	No charge	No charge
Ashes grave plot (half sized grave plot)	£996	£416
Interments		
Coffin at double depth	£2,279	£1,197
Coffin at single depth (and re-opening for a 2 nd burial)	£1,586	£800
Coffin interment for a child	£330	No charge
Ashes Interments		
Ashes interred in a grave or at memorial wall	£594	£253
Memorials		
Permission for memorial at grave plot	£220	£220
Permission for additional inscription on existing memorial	£110	£110
Plaque at memorial wall (with or without ashes)	£83	£83
Administration Charges		
Burial and grave register searches	£28 p/h	£28 p/h
Transfer of the Exclusive Right of Burial (if not part of a current funeral)	£165	£165

NB: Proof of residency will be required in the form of a driving licence or utility bill. A search of the electoral roll will also be done.

DOCUMENT 2- Price Comparison with Local Cemeteries

Grave Plots

Plot Size	Fee type	WPC Price (Deed of Grant 50 years)	Average	Chobham Parish Council (Deed of Grant 50 years)	Sunninghill & Ascot Parish Council (Deed of grant 99 years)	Sunningdale Parish Council (deed of grant 99 years)	Yateley Town Council (Deed of grant 100 years)
Full	Resident	£891	£954	£1,000.00	£800.00	£950.00	£1065.00
Full	Non- Resident	£2,145	£2374	£2,800.00	£1,600.00	£1,900.00	£3,195.00
Full for future use	Resident	£1891		Not available	Not available		Not available
Plot Size	Fee type	WPC Price (Deed of Grant 50 years)	Average	Chobham Parish Council (Deed of Grant 50 years)	Sunninghill & Ascot Parish Council (Deed of grant 99 years)	Sunningdale Parish Council (deed of grant 99 years)	Yateley Town Council (Deed of grant 100 years)
Full for future use	Non- Resident	£2,145		Not available	Not available	£1,200.00	Not available

Ashes Grave Plot (Half Sized)	Resident	£416.00	£551.25	£450.00	£400.00	£375.00	£980.00
Ashes Grave Plot (Half Sized)	Non-Resident	£996.00	£1442.50	£1,200.00	£800.00	£750.00	£2,940.00
Child (0-16 years)	Resident	£0.00	£	£0.00	£0.00	0-16 years £0.00	(Combined fee for Deed of Grant and Burial) Family not charged 0-18 years £1598.00 – claimed from Childrens Funeral Fund (CFF)
Child (ages 0-16 years)	Non Resident	£0.00	£	£636.00	£20.00	0-16 years £0.00	(Combined fee for Deed of Grant and Burial) Family not charged 0-18 years £1598.00 – claimed from Childrens Funeral Fund (CFF)

Interment Fees

Type of Interment	Fee type	WPC Price (April 2019)- Excludes digging of graves for full burials	Average	Chobham Parish Council (April 2023)- Excludes grave digging	Sunninghill & Ascot Parish Council (April 2023)- Excludes grave digging	Yateley Town Council (April 2023) Excludes grave digging	Sunningdale Parish Council (April 2023) removing grave digging fees	Sunningdale Parish Council (April 2023) Includes grave digging
Coffin at double depth	Resident	£1,197.00	£819.60	£1000.00	£200.00	£1,598.00	£375.00	£925.00
	Non Resident	£2,279.00	£2,217.25	£2,800	£400.00	£4,794.00	£875.00	£1,425.00
Coffin at single depth	Resident	£800.00	£514.50 excl grave diging	£950.00	£200.00	£533.00	£375.00	£925.00
	Non Resident	£1,586.00	£1131.00 excl grave diging	£1,650.00	£400.00	£1,599.00	£875.00	£1,425.00
Child o-16 Interment	Resident	£0.00	£		£0.00	(Combined fee for Deed of Grant and Burial) Family not charged o-18 years £1598.00 – claimed from Childrens Funeral Fund (CFF)		£58.00
	Non Resident	£330.00	£		£0.00	(Combined fee for Deed of Grant and Burial) Family not charged o-18 years £1598.00 – claimed from Childrens Funeral Fund (CFF)		£58.00

Ashes in a full size grave	Resident	£253.00 incl grave digging	£269.25 excl grave digigng	£325.00	£100.00	£357.00	£295.00	£475.00
	Non Resident	£594.00 incl grave digging	£413.00 excl grave digigng	£675.00	£200.00	£1,071.00	£670.00	£850.00
Ashes in a half size grave	Resident	£253.00 incl grave digging	£236.70 excl grave digging	£325.00	£100.00	N/A	£285.00	£475.00
	Non Resident	£594.00 incl grave digging	£512.00 excl grave digging	£675.00	£200.00	N/A	£660.00	£850.00
Ashes Interred at memorial wall or version of	Resident	£253.00 incl grave digging				(Includes Deed of Grant) 1 st interment £980.00 2 nd interment £357.00		
	Non Resident	£594.00 incl grave digging				(Includes Deed of Grant) 1 st interment £2,940.00 2 nd Interment £1,071.00		
Ashes re-open	Resident	£253.00 incl grave digging						
	Non Resident	£594.00 incl grave digging						

Memorials Fees	Fee type	WPC Price	Average	Chobham Parish Council (April 2021)	Sunninghill & Ascot Parish Council (April 2021)	Sunningdale Parish Council (April 2021)	Yateley Town Council (April 2021)
Permission for memorial at grave plot	Resident	£220.0	£191.50	£280.00	£100.00	£120.00	£266.00
Permission for memorial at grave plot	Non Resident	£220.00	£409.50	£400.00	£200.00	£240.00	£798.00
Permission for additional inscription	Resident	£110.00	£75.75	£140.00	£40.00	£40.00	£83.00
Permission for additional inscription	Non Resident	£110.00	£152.25	£200.00	£80.00	£80.00	£249.00
Plaque at memorial wall (with or without ashes)	Resident	£83.00					(Stone slab in Memorial Garden) £134.00
Plaque at memorial wall (with or without ashes)	Non Resident	£83.00					(Stone slab in Memorial Garden) £402.00

Administration Charges

Administration	Fee type	WPC Price	Chobham Parish Council (April 2021)	Sunninghill & Ascot Parish Council (April 2021)	Sunningdale Parish Council (April 2021)	Yateley Town Council (April 2021)
Burial and grave register searches	Resident	29.00/hour		£50.00	£30.00	
Burial and grave register searches	Non-Resident	30.00/hour		£100.00	£60.00	
Transfer of Exclusive Right of Burial (if not part of a current funeral)	Resident	£173.00	£150.00	£50.00	£50.00	£134.00
Transfer of Exclusive Right of Burial (if not part of a current funeral)	Non-Resident	£180.00		£100.00	£50.00	£134.00
Exhumation of remains - Licence from Ministry of Justice	Resident					£134.00
Exhumation of remains - Licence from Ministry of Justice	Non-resident					£134.00

Document 3

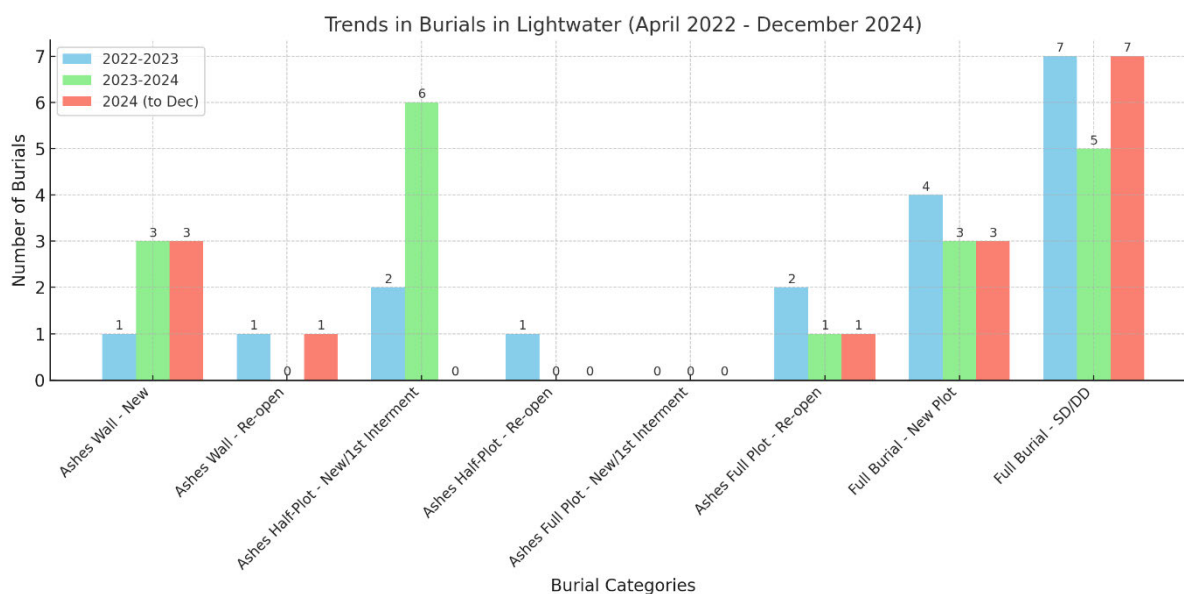
Number of new plots, burials and ashes interments- April 2022- December 2024

Burials in Lightwater between April 2022 - March 2023			
	Resident	Non-Resident	Total
Ashes wall - New	1		1
Ashes wall - Re-open		1	1
Ashes half-- New Plot		1	1
Ashes half-plot – 1 st Interment		1	1
Ashes half-plot - Re-open		1	1
Ashes full-plot – New Plot			
Ashes full plot – 1 st Interment			
Ashes full plot - Re-open		2	2
Full Burial New plot	3	1	4
Full burial new- 1 st interment	2		2
Full burial - 2nd	2	3	5

Burials in Lightwater between April 2023 -March 2024			
	Resident	Non-Resident	Total
Ashes wall - New	3		3
Ashes wall - Re-open			
Ashes half-plot - New		3	3
Ashes half-plot- 1st Interment		3	3
Ashes half-plot - Re-open			
Ashes full plot - New			
Ashes fullplot- 1st Interment			
Ashes full plot - Re-open	1	1	1
Full Burial New plot	2	1	3
Full burial new - DD		2	2
Full burial - SD	2	1	3

Burials in Lightwater between April 2024 - December 2024			
	Resident	Non-Resident	Total
Ashes wall - New	2	1	3
Ashes wall - Re-open	1		1
Ashes half-plot - New			
Ashes half-plot- 1st interment			
Ashes half-plot - Re-open			
Ashes full plot - New			
Ashes half plot- 1st interment			
Ashes full plot - Re-open	1		1
Full Burial New plot	3		3
Full burial - DD	4		4
Full burial - SD	3		3

Trends in Burials



Resident vs. Non-Resident Usage: Higher number of resident burials in second half of 2024 compared to previous years.

Ashes Wall and Half-Plot: Showed variability in demand, with ashes half-plots seeing reduced activity in 2024.

Full Burials: Remained steady with increased resident use in the second half of 2024.

New vs. Re-open: New plots dominate the demand, but re-openings continue at a low, consistent rate.

Document 4

Income between April 2022 – December 2024

Average Plot purchase Income between April 2022 – December 2024 (2.5 years)

	Total	Number of Plots purchased Resident	Resident Average Number of Plots purchased per Annum	Resident Average Income per Annum	Non-Resident Number of Plots purchased Non-Resident	Non-Resident Average Number of Plots purchased per Annum	Non-Resident Average Income per Annum
Ashes at the Wall	7	6	2.4	0	1	0.4	0
Half Plots - New	4	0	0.0	0	4	1.6	£1,593.60
Full Plots – New	10	8	3.2	£2,851.20	2	0.8	£1,716.00
	23	14		£2,851.20	7		£3,309.60

Average Interment Income between Apr 2022 – Dec 2024

Interment Income	Resident - Total Number of Interments	Resident Average Number of Interments per Annum up to and including Dec 2024	Resident Average Income per Annum	Non-Resident Total Number of Interments	Non-Resident Average Number of Interments per Annum	Non-Resident Average Income per Annum
Ashes wall - New	6	2.4	£607.20	1	0.4	£237.60
Ashes wall - Re-open	1	0.4	£101.20	1	0.4	£237.60
Ashes Half Plot - New	0	0.0	£0	4	1.6	£950.40
Ashes Half Plot - Re-open	0	0.0	£0	1	0.4	£237.60
Ashes Full Plot - New	0	0.0	£0	0	0.0	£0
Ashes Full Plot - Re-open	1	0.4	£101.20	3	1.2	£712.80
Full Burial - New	6	2.4	£2,872.80	2	0.8	£1,823.20
Full Burial - Re-open	7	2.8	£2,240.00	4	1.6	£2,537.60
	Total Income		£5,922.40			£6,736.80

Document 5

Number of New Plots Remaining

- **Ashes at the Wall:**
 - **Remaining Plots:** 31
 - **Availability Estimate:** Approximately 11 years of plots available, based on usage over the last 2.5 years.
- **Half Plots:**
 - **Remaining Plots:** 3
 - **Availability Estimate:** Less than 2 years of plots available, based on usage over the last 2.5 years.
- **Full Burial Plots:**
 - **Remaining Plots:** Approximately 50
 - **Availability Estimate:** Around 12.5 years of plots available, based on usage over the last 2.5 years.

Document 6
Lightwater Cemetery P&L
1 April 2022 to 30 September 2024

Background

At the meeting of the Lightwater Village Committee on 8 October 24 the Cemetery fees and charges were discussed. It was resolved to request the RFO to prepare a profit and loss analysis of the cemetery for the previous two years (LVC/24/29).

The results are shown below but Councillors should note that the figures contain estimates and so should not be viewed as definitive. For consistency the method used for these estimates mirrored that used for the calculations made for the Windlesham Parish Council prepared previously.

Results

Lightwater Cemetery P&L					
			31 Mar 23	31 Mar 24	30 Sep 24
Income					
1000	Burial Fees	1	16,671	16,476	8,585
Expenditure					
4005	Ashes Internment	1	680	1,430	740
4050	Rates	1	1,272	761	457
4060	Maintenance		1,442	4,230	347
	Direct costs		3,394	6,421	1,544
	Greenspace costs - Lightwater Cemetery element	2	11,682	12,500	7,896
	Cemetery Co-ordinator	3	3,207	3,436	1,508
	Staff costs (excl Cem Co-ordinator)	4	4,895	6,516	3,525
	Office administration cost (est)	5	1,598	2,253	1,039
	Tree works applicable to cemeteries	6	2,888	2,034	977
	Memorial testinmg/repairs	7	0	4,490	0
	Indirect costs		24,270	31,229	14,944
	Surplus/(deficit)		(10,993)	(21,174)	(7,903)
Notes:					
1	Taken directly from the accounting system for the relevant periods				
2	Taken from the previous calculation for WPC Cemeteries				
3	Actual/estimated total cost of employment split in ratio of revenue per cemetery				
4	Estimated at 5% of total cost of employment for non-Cemetary Co-ordinator				
5	Allocation of total office costs (cost centre 225/425) - £39,629 at 15%				
6	Based on 50% of total costs allocated by equally by cemetery (total costs in year £31,935)				
7	Based on actual costs invoiced, excludes future costs				

Item 8- Lightwater Cemetery

b) Topographical Survey and fencing quotes

Fencing

Past Resolution

At the October 2024 meeting, members agreed that the fencing work should take place after the topographical survey has been completed. It was also resolved that if the survey is not completed before the next LVC meeting, the item will be deferred to that meeting. However, if the survey is completed beforehand, delegated authority is given to the Clerk, in conjunction with the Chair and Vice-Chair, to appoint one of the three contractors, provided the following points are clarified:

1. Would the contractors who provided quotes 2 and 3 be willing to increase their public liability insurance to £10 million if awarded the contract?
2. What is the specified distance between each post?
3. Does the quoted cost include the removal and disposal of the old fencing?

The requested information has been provided by each contractor and an updated summary of the quotes can be found below:

Quote 1-

Take down and take away existing fencing

In regard to tree and bush cutbacks, if it is remedial no additional charge, however any large trees/ bushes would need further discussion.

Chestnut Paling- 3 wire at 1.22 in height at 6ft intervals

To use 63mm diameter stakes/ posts **£14,092.00 EX VAT**

To use 75mm diameter stakes/ posts **£14,686.00 EX VAT**

Public Liability Insurance - £10 million

Quote 2-

Take down and take away existing chestnut paling posts and cut back bushes and trees to clear fence line.

Supply and fix 410m x 1.2m high chestnut paling and posts on 1.8m x 100-125 peeled and pointed half round stakes driven into ground at approx. 3m centres.

£18,390.00 EX VAT

Public Liability Insurance- Increased to £10 Million

Quote 3-

All timber used to manufacture the support posts, struts and anchor posts are (Jakcure® treated softwood guaranteed for 25 years)

- To use 75mm diameter stakes/posts at 2.7m intervals.
- Four strands per row for extra strength
- 2.0mm wire strands used to assemble chestnut fencing

Materials and labour Quoted for: Left, Back and right boundary.

£18,501.00 EX VAT

Public Liability Insurance- £1 million (although would consider increasing if awarded contract).

Members are asked to review the quotes and decide which quote they would like to proceed with, noting that the contractor who provided Quote 2 has increased their Public Liability insurance to £10 million.

Topographical Survey

The Topographical Survey of the cemetery was completed in December and the survey and tree schedule was circulated to members. Following the survey, Cllr Harris has suggested the following next steps:

- 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.

Please be advised that we are currently awaiting the return of the deed title from the Land Registry.

Members are asked to confirm if they would like to proceed with the next steps as outlined above once the deed title has returned from Land Registry. Members are also asked to confirm how they would like to fund any additional work to identify any boundary discrepancies and if they wish to delegate authority to the Clerk in conjunction with the Chair and Vice chair to seek quotes for the work.

Item 9- Lightwater Recreation Ground

To discuss two requests to use Lightwater Recreation Ground on Saturday 10th May 2025 & Saturday 21st June 2025

The committee have received two requests to use Lightwater Recreation Ground to host events.

The Lightwater Society have requested to use the Recreation Ground for a VE event on Saturday 10th May 2025.

The Lightwater Fete Committee (part of Lightwater Connected) have requested to use the Recreation Ground to host the Lightwater Village Fete on Saturday 21st June 2025. It is expected the event would take place from 12:00 until 16:30, with access required from the morning of that day.

Both organisations have submitted insurance documents and will be contacted to complete all the necessary event paperwork should their requests be approved.

Members are requested to review both proposals and determine whether to approve the use of the field for the purposes outlined above.

Item 10- War Memorial Planting- To discuss planting and maintenance options at the War Memorial and War Memorial gardens

Maintenance and Planting Options for the War Memorial Bedding

Members are asked to consider the following options for the maintenance and planting of the bedding around the War Memorial and maintenance of the War Memorial gardens:

1. **Retain Existing Planting:** Request Glendale to tidy up the current bedding plants around the war memorial, maintaining the existing planting where possible. Glendale to continue to maintain the War Memorial Gardens.
2. **Prepare for Replanting:** Request Glendale to remove all bedding plants around the war memorial, leaving the area ready for new planting in the spring. Glendale to continue to maintain the War Memorial Gardens.
3. **Alternative Contractor:** Review the quotes provided by an alternative contractor for maintaining the planting (attached), which include options for one-off work as well as ongoing ground maintenance. Please note that if members wish to consider engaging a contractor for an extended period, three quotes will be required in accordance with procurement guidelines.

Funding options:

Greenspace contingency: £883.00

Lightwater Village Reserve: £13,774.00

Members are asked to decide whether to proceed with any of the proposed options. Additionally, members are requested to determine how to fund any additional maintenance and/or planting costs.

Fencing around the War Memorial gardens

A resident has raised concerns regarding the low fencing around the War Memorial gardens, citing health and safety risks due to its height and the sharp metal points on the chain link.

Members are requested to consider whether they wish to explore alternative fencing options to address these concerns.

9th January 2025

Windlesham Parish Council

Quotation – Lightwater War Memorial and Memorial Garden Areas



Quotation A – One off making shipshape both areas

Scope of Work

Activities

Grass cutting
Flower bed weeding and cultivating soil
Shrub cutting back and shaping
Painting Posts
Supply and new winter plants
Re-define grass edges

Plants

Regarding the winter plants (colours and type) and where they planted (existing, pots, beds etc), this is something that is down to personal taste. We can supply any plants at cost, but would ideally like to agree this with the council first. e.g Cyclamen shown below



Cost of Work

For one off activities listed above.

Labour	£400
Plants	TBA

The prices exclude VAT which will be charged at 20%.

[REDACTED]

[REDACTED]



Quotation B – Grounds Maintenance

Scope of Work

Activities

	<u>Mar to Nov (Rem Sunday)</u>	<u>Nov to Feb</u>
Grass Cutting	Weekly	
Leaf Blowing		Every 2 weeks
Bed weeding	Weekly	
Prune Shrubs	Weekly	
Litter Clearing	Weekly	Every 2 weeks
Bin Emptying	Weekly	Every 2 weeks

Remove all waste from site

Cost of Work

If you would like to discuss we can increase or decrease the frequency of visits shown above and adjust the cost accordingly.

Maintenance (monthly)

£490

The prices exclude VAT which will be charged at 20%.

If you would like to undertake this work or discuss in more detail, please do not hesitate to contact me as detailed below.

Yours sincerely





Item 11- Grant Applications

Members are asked to consider the following grant application:

Lightwater Fete Committee (part of Lightwater Connected) have requested £500 to cover arena events for the annual Lightwater Fete.

Members are asked to consider the grant application and decide if they would like to award the for the above purposes.



WINDLESHAM PARISH COUNCIL
APPLICATION FORM
GRANT UNDER £500
Please complete all details in **BLOCK CAPITALS**

Please Indicate which village fund you wish to apply to:

Bagshot

Lightwater

Windlesham

Name of Organisation/Group	LIGHTWATER FETE COMMITTEE
Contact Name	RICHARD STORER
Position within the organisation/group	CHAIRMAN
Telephone number	07802 614399
Address of organisation/group	[REDACTED]
Postcode	[REDACTED]
Email address	[REDACTED]
For what purpose/project is the grant requested? What is the evidence/need for the purpose/project?	To cover arena events to be booked for the Lightwater Fete on June 21st 2025. Increasing cost of hiring events is a serious challenge in our attempt to keep offering the village an annual event of high quality & free entry.
Total cost of purpose/project	£ 1500
Amount of grant requested:	£ 500

Statement of understanding: I have read and understood Windlesham Parish Council's Grant Awarding Policy and if our application is successful, we agree to abide by the conditions:

Signed. [REDACTED]

Name... RICHARD STORER

Position in organisation... CHAIRMAN, LIGHTWATER FETE COMMITTEE

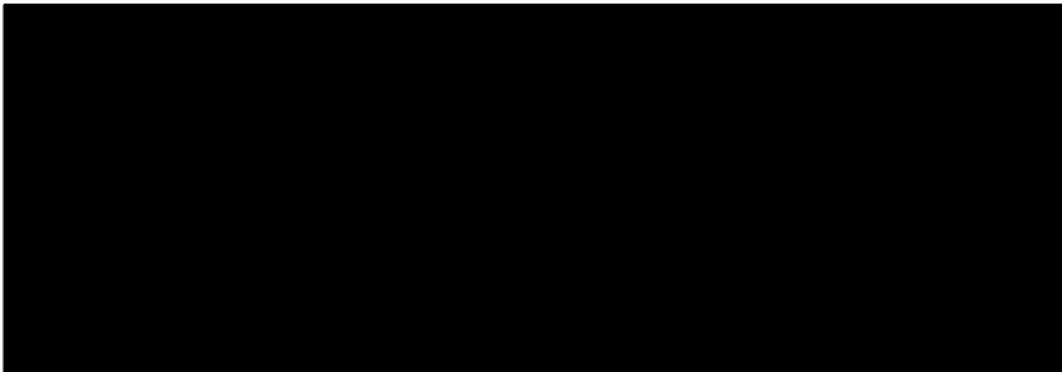
Date..... 8th January 2025

NB. If your bid is successful you will need a nominated bank account to receive the funds. If you have any queries please contact clerk@windleshampc.gov.uk.

The completed form should be returned to The Clerk to Windlesham Parish Council,
The Council Office, The Avenue, Lightwater, GU18 5RG or to one of the Parish Councillors.

For official use

Date Received	
Date of Council meeting	
Council decision	Fund / Fund in part / Reject
Amount to be funded	£
Date of notification of decision	
Minute number	



Item 12- Clerks Update

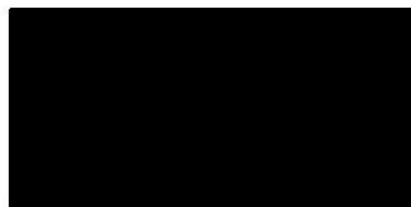
1) Proposed Parking Charges at Lightwater Country Park

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) Hook Mill Lane

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 in the coming week, and their appraisal will be shared with members upon receipt.

The Council Offices
The Avenue,
Lightwater, GU18 5RG



Dear Joanna Whitfield,

RE: Rare Mature blue cedar trees in Lightwater cemetery.

I gather that some woodland in Lightwater Country Park is going to be felled to make way for new graves. I spoke to a surveyor who was measuring with theodolites, the area to be felled. I perfectly understand that more space is needed.

I have a request- in amongst the trees to be felled are two beautiful mature Blue Cedar trees. Please can you leave these two trees standing. They are easy to spot at the front of the treeline, one on each side of the central pathway, with short grey-green/silver needles. They are perfectly symmetrical halfway on either side of the main central path. It is unusual to have blue cedars and particularly ones so mature that they are only ever seen in stately homes, or arboretums. The only other ones I have seen in the area are at the entrance of Prince Edward's home on the Bagshot end of the A30. There is already a president for trees in among the graves here. You already have several mature trees in the active part of the cemetery. These blue cedars are evergreen, so there will be no extra work to pick up the leaves in Autumn. It would be a crime to cut down such lovely specimens. Their presence adds a wonderful feeling of peace and tranquillity to the visitors to the cemetery. They would be perfectly acceptable to stand in the new area of the graveyard and would enhance the beauty between the new graves and the edge of the forest.

I would like to talk about the species of mosses, lichens, insects and small mammals that are solely dependent upon this particular tree and unable to live on any of the other outlying Scots pine trees: but I fear no one will care about that. (You may know that one mature English oak tree supports and sustains over 2,000 different species.) It has been proved that replacing a mature tree with a new young one is disastrous for those who rely upon the specialist ecosystem that takes years to evolve. New trees are no replacement in terms of habitat. These blue cedars should be considered ecosystems in their own right. Please protect them.

I wonder if the families of the current deceased grave dwellers have been consulted about this. I don't think most of them know that this is about to happen. I am a carer for a relative and do not have the time to raise a petition to save these two trees. However, I would be prepared to be contacted or interviewed to discuss further the points I have made.

Thank you for your kind consideration. I look forward to hearing from you.

