

Item 4- To note the Committee's Terms of Reference

The Terms of Reference (attached) were approved and adopted at the Full Council meeting on the 20th May 2025.

Members are asked to note the Terms of Reference.

Windlesham Parish Council

1. ARRANGEMENTS FOR DISCHARGE OF FUNCTIONS BY THE COUNCIL TO COMMITTEES

Subject to the appointment of the Bagshot Committee, Lightwater Committee, Windlesham Committee, Planning Committee, Communications Committee and Personnel/Staffing Committee as the Council's Standing Committees at the Annual Full Meeting of the Council, the following Terms of Reference and Delegated Functions are discharged to those Committees with the exception of the statutory and reserved duties listed below:

- a. Power to issue the Annual Precept;*
- b. The determination of borrowing limits;*
- c. Duty to consider an Auditor's Report;*
- d. Appointment of Committees and Members to serve on those Committees;*
- e. Fixing of Dates & Times of Council/Committee meetings;*
- f. Co-option of a Member to serve on the Council;*
- g. Delegation of Council Functions to Committees, and any other Functions that may be reserved by the Council including those duties indicated in the Standing Committees that will be referred up to Council.*

2. INTRODUCTION

2.1 This document sets out the manner in which Windlesham Parish Council has delegated its powers.

2.2 The legal basis of the delegation conferred by the Document is contained in the following provisions of the Local Government Act 1972:

"S. 101 Arrangements for discharge of function by local authorities

(1) Subject to any express provision contained in this Act or any Act passed after this Act, a local authority may arrange for the discharge of any of their functions:

(a) by a Committee, a sub-committee or an officer of the authority, or

(b) by any other local authority

(2) Whereby virtue of this section any functions of a local authority may be discharged by a committee of theirs, then, unless the local authority otherwise direct, the committee arrange for the discharge of any of those functions of a local authority and whereby virtue of this section any functions of a local authority may be discharged by a sub- committee of the authority, then, unless the local authority or the committee otherwise direct, the sub-committee may arrange for the discharge of any of those functions by an officer of the authority.

(4) Any arrangements made by a local authority or committee under this section for the discharge of any functions by a committee, sub- committee, officer or local authority shall not prevent the authority or committee by whom the arrangements are made from exercising those functions.

(5) Two or more local authorities may discharge any of their functions jointly and, where arrangements are in force for them to do so, they may also arrange for the discharge of those functions by a joint committee of theirs or by an officer of one of them and

subsection (2) above shall apply in relation to those functions as it applies in relation to the functions of the individual authorities.

(6) A local authority's functions with respect to issuing a precept for a rate or borrowing money shall be discharged only by the authority."

2.3 It is desirable that in the interests of certainty in decision making and to avoid lengthy discussions in Council meetings, Standing Orders should discourage, so far as is legally possible, action being taken by the Council after the matter has been 'decided' by a Committee, or Sub-committee. If the Council feel, however, that action is necessary then normally it should refer the matter back to the Committee concerned.

2.4 The intention of the delegation scheme is that the Council should act with all reasonable speed. Decisions should be taken at the most suitable level and that officers are given power over the day-to-day administration of the Council.

3. THE 3 VILLAGES COMMITTEES - BAGSHOT/LIGHTWATER/WINDLESHAM (Committees appointed by Full Council)

3.1 Membership of the Committee

a. The Committee shall comprise of members, co-opted or elected at term or mid-term via a casual vacancy, of the village the committee is named after. i.e. Lightwater members will be members of the Lightwater Committee, Bagshot members will be members of the Bagshot Committee and Windlesham Members will be members of the Windlesham Committee. All other Councillors may act as nominated substitutes.

b. Subject Matter Experts, whether from within or outside of Council may be invited to attend the meetings in a non-voting capacity.

c. Any changes in membership of the Committee after the Annual Full Meeting of the Council shall be subject to approval at the next Full Council Meeting.

d. The quorum of the Committee shall be a third of the Committee or three of its members, whichever is the greatest.

e. Chairman of the Committee

i. The Committee shall elect its own Chairman at the first meeting of the Committee following the Annual Meeting of the Council.

f. The Committee may elect a Vice-Chairman for the same term of office as the Chairman of the village committee.

g. Minutes of Committee Meetings

h. Meeting minutes shall be taken by a member of staff.

i. The minutes of each meeting of the Committee shall be made available for scrutiny at the next meeting of Full Council.

4. POWERS OF THE COMMITTEE

The Lightwater Committee shall be granted full delegated powers to deal with the following functions of the Council:

- a. Upon renewal of an existing Contract, tendering and procuring Contracts for its area. Full Council, as the legal entity, will sign off all contracts, subject to correct tendering process being followed and demonstration that the Committee can meet the expenditure.
- b. Burial Ground regulations and fees.
- i. The Committee shall ensure that its policies, regulations and fees as outlined in 4b above are reviewed annually.
- ii. *The Committee shall consider and make rulings in respect of complaints or queries regarding regulations and fees as outlined in 4.b above.*
- iii. The Committees shall extend resident-reduced fees to all residents of the parish in perpetuity
 - c. Spending its budget
 - d. Awarding Grants
 - e. Engaging and participating in Community events
 - f. Agree an annual budget to present to Full Council in the October Budget meeting
 - g. By means of a working party review planning applications within the village area and make recommendations to the planning committee or Full Council.
 - h. By means of a working party, make written representations for approval by the planning committee for submission to Planning Appeals or Hearings, if required.
 - i. To receive reports on Planning Decisions if supplied by the relevant planning authority
 - j. To receive and if necessary by means of a working party make recommendations to the planning committee, on the following: (a) Local Plans, (b) County Structure Plans, (c) Local Transport Plan, (d) Planning Strategy Documents/Planning Guidance, (e) Surrey Heath Borough Council Local Plan (Core Strategy Development Plan), etc
 - k. To comment on transportation and highways matters including public footpaths, bus services, traffic orders, traffic calming, street lighting, street cleansing, litter/litter bins, bus shelters, highway maintenance, highway schemes, etc.,
 - l. To receive and if necessary comment on information Reports submitted by the County Councillor for the Ward relating to any matters affecting the Village of Lightwater.
 - m. To receive and if necessary comment on environmental Issues including Air Quality Management Areas, Recycling facilities/initiatives, Monitoring Noise and other traffic pollution concerns, Health & Safety Risk Assessments/Reports,
 - n. Applications for Grant aid falling within the purview of the Committee. Full Council, as the legal entity, will sign off all grant aid applications, subject to the Committee demonstrating it can meet all the obligations required of the grant awarding body
 - o. To authorise, in advance, Members' attendances at Conferences/Seminars or other Meetings falling within the purview of the Committee,
 - p. To contribute to the Full Council's newsletter
 - q. To consider and accept tenders/quotations for works/equipment etc. falling within approved estimates, otherwise, the matter to be referred to Full Council for approval (this is if the cost of a project exceeds the estimate or is greater than the delegated committee's power and providing the village committee has the funds to do so) if a supplementary budget is required.

- r. To incur expenditure on the budgeted and approved estimates for the current financial year on all budget headings that fall solely to that village, up to the respective amounts detailed in such estimates.
- s. To make recommendations to Full Council for any new capital schemes, including estimates for such schemes, for inclusion in the draft budgets for the next financial year and also items for inclusion in the draft revenue budgets.
 - t. Decisions by committee that are to be considered by Full Council in order to meet statutory and legal requirements under due diligence and good governance arrangements are solely for endorsement. Council may ask questions and seek clarity but shall not unpick decisions made by committee.
 - u. Should Council or Councillors feel that a decision made is not in the best interest of Council, this decision will be able to be called in. (Call in procedure to be linked to standing orders)

5. RESPONSIBILITIES AND AREAS OF OPERATION OF THE COMMITTEE

- a. The Chairman of the Committee or, in the absence of the Chairman, the Vice-Chairman or, should a Vice-Chairman not be elected or present, another member of the Committee shall discuss the Committee's rulings with the public or the press when so required.
- b. The Committee shall ensure that any decisions or rulings which might be considered controversial or may result in adverse publicity for the Council are referred to the Proper Officer of the Council and or the Council as appropriate at the earliest opportunity and by means of extraordinary meetings if need be.
- c. The Committee shall ensure that the Responsible Financial Officer is informed of any decisions or rulings which have financial implications.

6.FINANCES

- a. Subject to 1, 2 and 3 above the Lightwater Committee shall be responsible for managing its budget.
- b. The Committee budget shall be accrued by the precept generated in that village (SHBC base rate calculations apply) and any income generated by the village (if applicable).
- c. All Council wide costs will be shared by the village committees on the percentage basis detailed in appendix A. All village specific expenditure will be met by each village committee as detailed in appendix A.
- d. Subject to Financial Regulations the spending limit of each village committee shall be no more than £15,000 per single item.

May 2025

APPENDIX A

PRECEPT

The Council Precept for the 2025-26 year is £551,060

SHBC no longer provide a percentage breakdown by village of the precept; therefore, after shared costs, the 2024-25 percentages have been applied.

BAGSHOT: 37%

LIGHTWATER: 37%

WINDLESHAM: 26%

TOP LEVEL COSTS

All top-level (Council-wide) costs will be considered a top level cost and will not be split between the village committees on the percentage basis stated above. Top level costs are the following:

- Staff cost centre 220 – Salaries, Pension, HMRC & Training
- Administration cost centre 225
- Allotments cost centre 215
- Council office and chamber cost centre 235
- Bagshot chapel cost centre 235
- High Curley SSSI
- Trees -all expenditure from EMR

ASSET MANAGEMENT

All assets are to be managed by individual village committees apart from Bagshot Chapel, High Curley and the Council Office and Chamber. All income derived from village-based assets (cemeteries income or by the sale of an asset) will be retained by that village committee. Hook Mill Lane – in the event of the sale of this asset, the proceeds will be allocated to the Lightwater Village Committee.

Village committees will be responsible for the costs and management of the following assets:

- Bagshot – cemetery, war memorial, School Lane Field, Freemantle Road play area, Jubilee lamp, Bagshot clock, all street furniture owned by WPC in Bagshot
- Lightwater – cemetery, Lightwater pavilion, Lightwater recreation ground and play area, Hook Mill Lane depot, Lightwater war memorial and all street furniture owned by WPC in Lightwater
- Windlesham – cemetery, war memorial, Windmill Field play area, Kings Lane play area

GREENSPACE CONTRACT BREAKDOWN

Total grass + vegetation in the 3 villages = 55,364m² (figure provided by SHBC contract manager)

Lightwater = 33%

Bagshot = 43%

Windlesham = 24%

These percentages are to be applied to the budgeted cost of the Greenspace contract in any given year.

Please note the greenspace contract does not include the maintenance of Windlesham cemetery. If at any point in the future this were to be added into a wider greenspace contract, this would affect the percentage breakdown listed.

COUNCILLOR COSTS

Councillor costs (allowances, training budget and expenses) will be based on the number of committee seats and costs split according – Bagshot 6/18, Lightwater 7/18 and Windlesham 5/18.

Committee Name	Frequency of meetings
Full Council	x 10 meetings annually
Personnel	Quarterly (as current committee x4)
Planning	2 x per month except December where there will be 1 meeting.
Communications	x 4 Quarterly
Bagshot	x 4 Quarterly
Lightwater	x 4 Quarterly
Windlesham	x 4 Quarterly
TOTAL MEETINGS	53 MEETINGS PER YEAR

This only addresses the number of meetings and not their duration.



Windlesham Parish Council

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**MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL'S LIGHTWATER
VILLAGE COMMITTEE**
**Held on Tuesday 1st April 2025 at 7:00 pm at Lightwater Library, Guildford Road,
Lightwater**

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

In attendance: Sarah Wakefield- Assistant Clerk
Deborah Schultz- Lightwater Resident

Cllr R. Jennings-Evans in Chair

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

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		Action
LVC/24/55	Apologies for absence Apologies for absence were received and accepted from Cllr Stevens.	
LVC/24/56	Declarations of Interest Cllr Turner declared a non-pecuniary interest in item 12 as he is a member of The Lightwater Society. Cllr Harris declared a non-pecuniary interest in item 12 as he is the interim treasurer of The Lightwater Society and the treasurer of the Briars Community Association. Cllr Malcaus Cooper declared a non-pecuniary interest in item 12 as she is the Chairman of The Lightwater Society and Chairman of the Briars Community Association.	

LVC/24/57	<p>Public question time</p> <p>Deborah Schultz, Lightwater Resident made raised the following concerns regarding road traffic coming through Lightwater Village-</p> <ul style="list-style-type: none"> • Heavy lorries through Guildford Road turning down All Saints Road: Ms Schultz felt that this is an accident waiting to happen and that there should be a lorry ban through Lightwater Village like Bagshot and Windlesham. • Speed of traffic through Lightwater Village and why are there no speed limit signs?: Ms Schultz is concerned that traffic just speeds over the speed bumps. Ambleside Road has numerous speed limit and VAS signs but there is nothing in Lightwater Village centre. She also raised concern regarding elderly people in the village who regularly struggle to cross the village roads due to the speed of the traffic. • Parking on the pavement and on double yellow lines: Concerns were raised regarding parking outside the chemist, the Cook shop, and the charity shop, with vehicles reversing across the pavement, posing a potential hazard to pedestrians. It was also highlighted that cars parking on double yellow lines and the pavement at the square needs enforcement. <p>Cllr R. Jennings-Evans thanked Ms.Schultz for her comments, and in summary members responded with the following comments:</p> <ul style="list-style-type: none"> • Parking & Traffic: Parking enforcement is managed by SHBC, and concerns can be raised with them. Speed surveys have been conducted in the past, with mitigation measures near the school discussed. • HGV Ban: It could be explored whether Lightwater Village meets the criteria for an HGV ban. • Development traffic: HGVs from the Heathpark Woods development will pass through Lightwater as per the traffic plan for the development. • CIL Payments: Lightwater does not receive Community Infrastructure Levy (CIL) payments. Cllr Turner confirmed that the new affordable housing development in Lightwater will also not generate CIL contributions. • Parking Ownership: It was noted some village shop owners own the land outside their premises, allowing for customer parking. • Lightwater Village Sign: Cllr Malcaus Cooper commented that The Lightwater Society are looking into the possibility of a Lightwater Village Sign which they hope will encourage people to slow down as they enter the village. <p>Cllr Malcaus Copper read out the following questions from Lightwater resident, Nicky Upton-</p> <ol style="list-style-type: none"> 1. Why doesn't Lightwater have any signage investment? The other villages seem to have it so why doesn't Lightwater? 2. What efforts are being made to address parking in the village, reduce noise from the A322, and slow down traffic on the bypass, which is often used as a racetrack outside of peak hours? <p>Cllr R Jennings-Evans thanked Mrs Upton for her questions. She stated that traffic issues on the bypass fall under the responsibility of the Police. She also</p>	
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	<p>noted that the bypass does not currently meet the necessary criteria for the installation of an average speed camera.</p> <p>Members requested that a letter be sent to the Police to raise concerns about vehicle speeds through the village, including on Village Road, as well as excessive speeds on the Lightwater bypass outside of peak hours.</p> <p>It was confirmed that The Lightwater Society are working with their SCC Councillor, R Jennings-Evans to approve a suitable design for a Lightwater Village sign.</p>	Assistant Clerk
LVC/24/58	<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> <p>LVC/24/70- Hook Mill Lane</p> <p>LVC/24/71- Cemetery Hedge</p>	
LVC/24/59	<p>Committee and Sub-Committee Minutes:</p> <p>The following amendments were agreed and incorporated into the minutes of the Lightwater Village Committee meeting held on 14 January 2025 and were subsequently approved and signed by Cllr R. Jennings-Evans.</p> <p>LVC/24/49- 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 appropriate insurance, training and risk assessments in place. In the meantime, members agreed that Glendale would continue with the ongoing maintenance of the areas.</p>	Cllr R. Jennings-Evans
LVC/24/60	<p>Payments for approval</p> <p>The Assistant Clerk presented a list of retrospective expenditure transactions for approval, in the sum of £910.00.</p> <p>It was resolved the payments the total sum of £910.00 be authorised, and the Chair signed the Expenditure Transactions Approval List.</p>	Cllr R. Jennings-Evans
LVC/24/61	<p>Committee finances – Income & Expenditure</p> <p>Members were presented with an income and expenditure report up until the 24th March 2025.</p> <p>Cllr Harris requested clarification on whether the allotment fees (budget line 1030) should be displayed at the top level. It was noted that this would be clarified with the RFO.</p> <p>Members noted the rest of the report.</p>	RFO
LVC/24/62	Grant Policy	

	<p>Members reviewed the draft Grant Policy for 2025/26 and resolved to adopt after the following amendments had been made:</p> <p>How to apply for a grant: Grants between £500-£1000- as well as an application form and a copy of their constitution, applicants will now be required to submit copies of their last financial year end accounts.</p> <p>Conditions of Receipt: All grants must be publicly acknowledged through appropriate publicity, marketing materials, or a formal public statement recognising Windlesham Parish Council's support. Organisations receiving a grant are expected to work in partnership with the Council to develop and deliver a joint press release following the award of the grant. We also request that the WPC logo be included on all publicity materials or documentation issued by the grant recipient.</p> <p>It was emphasised that the monitoring process should be applied to all grants over £1,000. To ensure consistent oversight, the monitoring of grants will be added to the LVC meeting agenda under Grants, allowing for quarterly reviews.</p> <p>Members resolved that plaques or stickers reading "Planters sponsored and maintained by Windlesham Parish Council" will be placed on all planters maintained by WPC in the village.</p>	Assistant Clerk
LVC/24/63	<p>Lightwater Cemetery</p> <p>a) Update on Topographical Survey and fencing</p> <p>Members were informed that the deed title from the Land Registry is still pending, preventing progress on the next steps agreed upon at the last committee meeting-</p> <p>A. Request the surveyor to superimpose the title deed boundary onto the survey to identify any discrepancies.</p> <p>B. Have the surveyor mark out the boundary.</p> <p>C. Proceed with fencing once the boundary is marked.</p> <p>D. Expedite the registration process without waiting for the fencing to be completed.</p> <p>Members unanimously resolved to wait until the Land Registry had been received before proceeding with the next steps. They also agreed to delegate authority to the Clerk in conjunction with the Chair and vice-chair to proceed with one of the fencing quotes if these steps are completed before the next meeting.</p> <p>b) Woodland Burials and scattering of ashes</p> <p>Members reviewed information provided regarding the potential to offer woodland burials and scattering of ashes in the proposed extension section of Lightwater Cemetery.</p>	Clerk, Chair & vice chair

	<p>Members were asked to consider whether to proceed with exploratory work to assess the feasibility of designating a section of the cemetery extension to woodland burials and the scattering of ashes. This would include conducting relevant site surveys to evaluate site suitability and environmental impact.</p> <p>Members unanimously agreed to explore the feasibility of designating a section of the cemetery extension for woodland burials and the scattering of ashes. This includes obtaining quotes where necessary for site surveys, assessing suitability and evaluating the environmental impact.</p> <p>c) Ashes Half Plots</p> <p>The Assistant Clerk informed members that with only two half ashes plots available, members may wish to consider a location for further half plots.</p> <p>Members were asked to decide whether to instruct the Assistant Clerk to further investigate the suitability of this area for half plots, or to explore alternative locations for this purpose.</p> <p>Members unanimously resolved to instruct the Assistant Clerk to further assess the suitability of the area for half plots. If deemed suitable, the area will be designated for this purpose.</p> <p>d) Consideration of measures to mark reserved burial plots</p> <p>Members were presented with a number of different options for marking reserved burial plots to gather their input on the most suitable method within the cemetery.</p> <p>An example of an engraved plaque was viewed at the meeting.</p> <p>Cllr Harris suggested that to prevent any markers from being moved, concrete markers could be used, anchored at a depth into the ground.</p> <p>Members unanimously resolved to recommend to Full Council the implementation of a Parish-wide system for marking reserved burial plots, allowing each committee to determine the style of markers used in their respective cemeteries.</p> <p>Members unanimously resolved to defer making a decision on the style of plot markers, requesting that quotes for plaques and concrete markers be brought back to the next committee meeting for consideration.</p>	<p>Assistant Clerk & Cemetery Co-ordinator</p> <p>Assistant Clerk & Cemetery Co-ordinator</p> <p>Assistant Clerk</p>
LVC/24/64	<p>Lightwater Recreation Ground-</p> <p>Members were asked to review a request from 1st Lightwater Scouts for the use of Lightwater Recreation Ground for the annual bonfire and fireworks display.</p>	

	<p>Members were asked to decide if they would like to grant the use of the Recreation Ground for the above use.</p> <p>Members unanimously resolved to grant the use of the Recreation Ground to the Scouts for their annual bonfire and firework display.</p> <p>Members also agreed to ask the event organiser to include a more robust fire safety plan in their risk assessment, particularly regarding the fire after the event. Members felt that simply cordoning off the fire to prevent access was insufficient to ensure safety and have asked that the fire is completely out before being left unattended.</p> <p>Members also requested that the Assistant Clerk seeks quotes for hard standing at the site the bonfire sits on, to be brought back to the next committee meeting.</p>	Assistant Clerk
LVC/24/65	<p>Traffic & Infrastructure- to consider the formation of a Lightwater Traffic & Infrastructure Working Group-</p> <p>Members were asked to decide if there is any merit in forming a Lightwater Traffic and Infrastructure working party to involve community engagement.</p> <p>Members unanimously agreed to establish a Traffic & Infrastructure Working Group, with the intention of drafting Terms of Reference for the group. These will be presented at the next committee meeting for approval and to determine the next steps.</p>	
LVC/24/66	<p>Grants-</p> <p>Members were asked to consider a grant application from The Lightwater Society requesting £500 to contribute towards the society's expanding programme of events, including the Fayre in the Square.</p> <p>Members unanimously resolved to grant £500 to The Lightwater Society for the above purposes.</p> <p>Members were asked to consider a grant application from The Briars Community Association requesting £2,000 to contribute towards the installation of a hearing loop system at the Briars Community Centre.</p> <p>Members unanimously resolved to grant £2,000 to The Briars Community Association for the above purposes.</p> <p>Members were asked to consider a grant application from The Lightwater Society requesting £5,985 to help fund a VE Day community event in Lightwater Village.</p> <p>Members unanimously resolved to grant £5,985 to The Lightwater Society for the above purposes. They agreed that it be funded as follows- £4,322 from the VE Day budget line and £1,663 from the Lightwater grant budget.</p>	
LVC/24/67	<p>Clerks Update-</p> <p>The Assistant Clerk provided an update on the following items:</p>	

	<p><u>War memorial planting</u></p> <p>The tidy up of the war memorial and war memorial gardens has been completed to a high standard. Due to the risk of frost, the contractor will begin planting the bedding around the base of the memorial in the coming weeks, ensuring the timing is optimal for the plants.</p> <p>Cllr Malcaus Cooper noted that The Lightwater Society would like to Plant a tree in commemoration of VE80. She confirmed this would be brought forward as a proposal to a future meeting.</p> <p><u>Lightwater Pavilion</u></p> <p>At the March 2025 Full Council meeting, a Memorandum of Agreement, prepared by an appointed solicitor, was approved for signing by the Clerk to the Council. It was also agreed that all Lightwater Committee councillors will act as the committee overseeing the trust. Once the agreement has been finalised and the Trust Committee's Terms of Reference are approved by Full Council, a Trust Committee meeting will be scheduled.</p>	
LVC/24/68	<p>Correspondence-</p> <p>No Correspondence.</p> <p><i>Cllr D Jennings-Evans left the meeting 20:50</i></p> <p><i>Cllr D Jennings Evans rejoined the meeting 20:53</i></p>	
LVC/24/69	<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> <p>LVC/24/70- Hook Mill Lane</p> <p>LVC/24/71- Cemetery Hedge</p>	
LVC/24/70	<p>Hook Mill Lane- to discuss next steps</p> <p>Members were presented with a report from a planning consultant, along with documents previously submitted to Full Council, including legal advice and asked to consider the next steps.</p> <p>Members were also asked if they would prefer to defer making any further decisions until the impact of devolution, and the potential transfer of assets to the parish council, is clearer.</p> <p>Members unanimously resolved to proceed with the next steps to market the site, while acknowledging that potential changes due to devolution may impact the process. However, members agreed to continue and not delay progress and to proceed with the next steps as outlined in the confidential report.</p>	
LVC/24/71	Cemetery Hedge	

	<p>Members were asked to decide to consider next steps regarding a section of hedge in the cemetery.</p> <p>Members noted the update from the solicitor and agreed to carry out the actions as detailed in the confidential report.</p>	
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There being no further business, the meeting closed at 21:14

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				

Item 9 – Income and Expenditure Report as at 24 June 2025 Lightwater Village (Cost centres 400-455)

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 24 June 25.

Lightwater VC Income & Expenditure 2025-26			
	Year to date 24 Jun 25	Annual Budget	Variance
Income Detail			
1000 Burial fees	198	14,122	(13,924)
1076 Precept	53,012	106,024	(53,012)
1800 Other income			0
1950 CIL income			0
Total income	53,210	120,146	(66,936)
Expenditure Detail			
4005 Ashes internment	0	1,764	1,764
4050 Rates	229	799	570
4060 Maintenance	172	1,300	1,128
4062 Cemetery maint - general	0	10,000	10,000
4100 War Memorial	574	4,541	3,967
4160 Greenspace contingency	0	1,000	1,000
4165 Greenspace contract	8,341	39,616	31,275
4185 Planting	0	1,852	1,852
4190 Christmas trees	(1,839)	3,000	4,839
4220 Playground repair/renewals	210	2,010	1,800
4350 Training	45	700	655
4403 Consultant costs	0	5,000	5,000
4500 Cllr allowances, training and exp	3,127	14,000	10,873
4650 Grants	2,500	5,000	2,500
4915 Festive Lights Capital project	(1,493)	4,930	6,423
4940 VE Day celebrations	5,985	6,500	515
4950 Hall hire	19	300	281
4555 HMLD Building Costs	1,973	7,414	5,441
4055 Pavilion Utilities	68	420	352
4905 Pavilion Capital Project	0	10,000	10,000
Total expenditure	19,911	120,146	100,235
Total Income	53,210	120,146	(66,936)
Total Expenditure	(19,911)	(120,146)	100,235
Net income/(expenditure)	33,299	0	33,299
Plus: Transfer from EMR	574		574
Less: Transfer to EMR	10,000		10,000
Movement to/(from) General Reserve	23,873	0	23,873

Precept income covers 50% of the precept, the remaining 50% is due on 1 September.
Burial income is limited in the ytd whilst there has been no CIL or other income to date.

Expenditure

Expenditure in the year to date is £19,911 against a total budget of £120,146. Of the budget amount £10,000 relates to the Cemetery EMR and has been transferred to that EMR from the general reserve. Any expenditure incurred will therefore be offset by a transfer from the EMR.

Other significant variances are reflected in the table below along with a brief comment on the spend.

		Year to date 10 Jun 25	Annual Budget	Variance	
4005	Ashes internment	0	1,764	1,764	No costs in the ytd
4062	Cemetery maint - general	0	10,000	10,000	No expenditure anticipated but the full amount has been transferred to the Lightwater Cemetery EMR from the general reserve
4165	Greenspace contract	8,341	39,616	31,275	Greenspace contract costs for Apr-Jun at a cost of £2,780.43pcm
4100	War Memorial	574	4,541	3,967	Tidying up War Memorial/plants
4403	Consultant costs	0	5,000	2,500	No costs in the ytd
4500	Cllr allowances and training	3,127	14,000	10,873	Cllr allowances for Apr 25 - Jun 25
4650	Grants	2,500	5,000	2,500	£500 re: Lightwater Society Fayre in the Square (LVC/24/66); £2,000 re: Briars Centre hearing loop (LVC/24/66)
4940	VE Day celebrations	5,985	6,500	515	Lightwater Society VE Day event - £1,663 + £4,322 (LVC/24/66)
	Pavilion Capital Project	0	10,000		No costs in the ytd
4190	Christmas trees	(1,839)	3,000	4,839	Year end accruals - invoice awaited
4915	Festive lights	(1,493)	4,930	6,423	Year end accruals - invoice awaited
		<u>17,195</u>	<u>104,351</u>	<u>74,656</u>	
	Other items	2,716	15,795	25,579	
	Total expenditure	<u>19,911</u>	<u>120,146</u>	<u>100,235</u>	

Detailed Income & Expenditure by Budget Heading 24/06/2025

Month No: 3

Committee Report

	Actual Current Mth	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	0	198	14,122	13,924			1.4%	
Lightwater Cemetery :- Income	0	198	14,122	13,924			1.4%	0
4005 Ashes interment	0	0	1,764	1,764		1,764	0.0%	
4050 Rates	76	229	799	570		570	28.7%	
4060 Maintenance	172	172	1,300	1,128		1,128	13.2%	
4062 Cemetery maintenance - general	0	0	10,000	10,000		10,000	0.0%	
Lightwater Cemetery :- Indirect Expenditure	248	401	13,863	13,462	0	13,462	2.9%	0
Net Income over Expenditure	(248)	(203)	259	462				
<u>405 Lightwater Heritage</u>								
4100 War Memorial	574	574	4,541	3,967		3,967	12.6%	574
Lightwater Heritage :- Indirect Expenditure	574	574	4,541	3,967	0	3,967	12.6%	574
Net Expenditure	(574)	(574)	(4,541)	(3,967)				
6000 plus Transfer from EMR	574	574	0	(574)				
Movement to/(from) Gen Reserve	0	0	(4,541)	(4,541)				
<u>410 Lightwater Grounds Maintenance</u>								
4160 Greenspace Contingency	0	0	1,000	1,000		1,000	0.0%	
4165 Greenspace Contract	2,780	8,341	39,616	31,275		31,275	21.1%	
4185 Planting	0	0	1,852	1,852		1,852	0.0%	
4190 Christmas Trees	0	(1,839)	3,000	4,839		4,839	(61.3%)	
4220 Playground Repairs & Renewal	70	210	2,010	1,800		1,800	10.4%	
Lightwater Grounds Maintenance :- Indirect Expenditure	2,850	6,712	47,478	40,766	0	40,766	14.1%	0
Net Expenditure	(2,850)	(6,712)	(47,478)	(40,766)				
<u>425 Lightwater Administration</u>								
1076 Precept	0	53,012	106,024	53,012			50.0%	10,000
Lightwater Administration :- Income	0	53,012	106,024	53,012			50.0%	10,000
4403 Consultant costs	0	0	5,000	5,000		5,000	0.0%	
4950 Hall Hire	0	19	300	282		282	6.2%	
Lightwater Administration :- Indirect Expenditure	0	19	5,300	5,282	0	5,282	0.3%	0
Net Income over Expenditure	0	52,994	100,724	47,730				
6001 less Transfer to EMR	0	10,000	0	(10,000)				
Movement to/(from) Gen Reserve	0	42,994	100,724	57,730				

Detailed Income & Expenditure by Budget Heading 24/06/2025

Month No: 3

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>430 Lightwater Councillors</u>								
4350 Training	0	45	700	655		655	6.4%	
4500 Cllr Allowances, Training & Ex	1,021	3,127	14,000	10,873		10,873	22.3%	
Lightwater Councillors :- Indirect Expenditure	1,021	3,172	14,700	11,528	0	11,528	21.6%	0
Net Expenditure	(1,021)	(3,172)	(14,700)	(11,528)				
<u>435 Lightwater Council Buildings</u>								
4555 HMLD Building Costs	678	1,973	7,414	5,441		5,441	26.6%	
Lightwater Council Buildings :- Indirect Expenditure	678	1,973	7,414	5,441	0	5,441	26.6%	0
Net Expenditure	(678)	(1,973)	(7,414)	(5,441)				
<u>440 Lightwater Grants</u>								
4650 Grants	(1,663)	2,500	5,000	2,500		2,500	50.0%	
Lightwater Grants :- Indirect Expenditure	(1,663)	2,500	5,000	2,500	0	2,500	50.0%	0
Net Expenditure	1,663	(2,500)	(5,000)	(2,500)				
<u>450 Lightwater Capital Projects</u>								
4915 Festive Lights	178	(1,493)	4,930	6,423		6,423	(30.3%)	
4940 VE Celebrations	1,663	5,985	6,500	515		515	92.1%	
Lightwater Capital Projects :- Indirect Expenditure	1,841	4,492	11,430	6,938	0	6,938	39.3%	0
Net Expenditure	(1,841)	(4,492)	(11,430)	(6,938)				
<u>455 Lightwater Pavilion</u>								
4055 Pavilion Utilites	27	68	420	352		352	16.2%	
4905 Pavilion Capital Project	0	0	10,000	10,000		10,000	0.0%	
Lightwater Pavilion :- Indirect Expenditure	27	68	10,420	10,352	0	10,352	0.7%	0
Net Expenditure	(27)	(68)	(10,420)	(10,352)				
Lightwater :- Income	0	53,210	120,146	66,936			44.3%	
Expenditure	5,577	19,912	120,146	100,234	0	100,234	16.6%	
Net Income over Expenditure	(5,577)	33,298	0	(33,298)				
plus Transfer from EMR	574	574	0	(574)				
less Transfer to EMR	0	10,000	0	(10,000)				
Movement to/(from) Gen Reserve	(5,003)	23,873	0	(23,873)				

Detailed Income & Expenditure by Budget Heading 24/06/2025

Month No: 3

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	0	53,210	120,146	66,936			44.3%	
Expenditure	5,577	19,912	120,146	100,234	0	100,234	16.6%	
Net Income over Expenditure	(5,577)	33,298	0	(33,298)				
plus Transfer from EMR	574	574	0	(574)				
less Transfer to EMR	0	10,000	0	(10,000)				
Movement to/(from) Gen Reserve	(5,003)	23,873	0	(23,873)				

Item 9- Committee Finances

AED Expenditure

As members will be aware, the Lightwater AED required a replacement battery. Acting under delegated authority, the Clerk has arranged for the purchase of the necessary battery at a cost of £235. This expenditure will be met from the Greenspace contingency budget.

Decision:

Members are asked to approve a virement from the Lightwater Village EMR to the Greenspace Contingency to cover the spend.

Item 10- Lightwater Cemetery

a) Consideration of appropriate options for marking reserved grave plots in Lightwater Cemetery

Background:

Currently, there is no consistent or official method of marking reserved burial plots. It was resolved at the April 2025 Full council meeting that a Parish-wide system for marking reserved burials plots should be implemented, with each committee determining the style of markers used in their respective cemeteries.

Additionally, members requested at the April 2025 Lightwater Village Committee meeting, quotes for plaques and concrete markers be brought back to the next committee meeting for consideration.

Options for Consideration:

Option 1: Wooden Cross/Markers

- **Description:** Small wooden stakes or crosses.

- **Pros:**

- Markers are Low cost
- Easy to install o Biodegradable

- **Cons:**

- Short lifespan (weather deterioration)
- May require frequent replacement
- Less formal appearance
- Maintaining the area around the wooden cross/markers could be challenging

Option 2: Metal Plaques

- Description: Durable metal plaque engraved with Windlesham Parish Council logo, sits flush to ground and secured with ground staples.

- **Pros:**

- Neat and uniform
- Quick to implement

- **Cons:**

- Higher cost per unit
- Can wear away or be displaced

Option 3: Stone Markers

- Description: Small, engraved stone slabs raised off the ground.

• Pros:

- Consistent with traditional cemetery aesthetics

• Cons:

- Highest initial cost
- May require professional installation if secured to the ground
- Maintaining the area around the stones would be challenging

Financial Implications:

Indicative pricing has been obtained from suppliers or memorial stone companies. Estimated costs per unit:

- Wooden Cross: £40-£55/cross (Quote 1)
- Wooden Marker: £25/pack of 25 (Quote 2)
- Metal Plaque: £30-£45/plaque based on order of 10 units (Quotes 3, 4 & 5)
- Stone Marker: £100/stone based on order of 10 units (Quote 6)

Brookwood Cemetery:

Brookwood Cemetery use a basic system to reservations. They use a wooden stake which has had the top sprayed orange and a metal plate screwed to it with a grave/reservation number.



Decisions:

Members are asked to:

- 1. Discuss the presented options.**
- 2. Consider any additional options suggested by members.**

- 3. Decide on a preferred method for marking reserved grave plots.**
- 4. 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.**

Quote 1- Wooden Crosses

Plain Wooden Crosses

Plain Wooden Crosses

Ideal for use with a plaque

The carpenters in our workshops also make wooden crosses which you can purchase without any engraving. We make crosses to any size, but we have listed the standard sizes below, and they can all be left untreated, oiled, varnished or painted.

We do make a whole range of engraved plaques which we can attach to the crosses. Other possibilities are cast bronze or full colour anodised aluminium plaques.


Cross Size	Maximum Plaque Size	Cost
Small	190 x 30mm	£40
Medium	215 x 40mm	£47
Large	290 x 50mm	£53
X-Large	430 x 75mm	£68
XX-Large	430 x 75mm	£89



Buy Now

We can also make blank corian crosses to order. **Just contact us.**

QUOTE 2- Wooden Quote



Wooden Marking Out Stake

Top quality economical softwood stakes for general survey projects and setting out on construction sites.

[More info >](#) Part Number: 024043

OPTION:


QUANTITY:

-

1

+

ADD TO CART


 **PayPal** Pay in 3 interest-free payments on purchases from £30-£2,000. [Learn more](#)


OUR PRICE

£25.50 (inc VAT)


£21.25 (ex VAT)

Pack of 25

 **IN STOCK**



FREE DELIVERY ON
ORDERS OVER £50.00
UK MAINLAND ONLY



NEXT DAY DELIVERY
ON PRE-3PM ORDERS

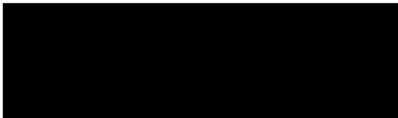
**NHS, SCHOOLS
& GOV. ENTITIES**

Instant 30 days accounts
available



Windlesham Parish Council
The Council Offices
The Avenue
Lightwater
GU18 5RG

Quote 3



Cust Tel Number 01276 471675

Works Order No: 4697
Date: 20/05/2025
Cust Order No:
Acc Ref: MISC01
Despatch Date:

Qty	Product Code	Product Description	Unit Price	Net Price	VAT Amount
10.00	S1	Supply and laser engrave brass anodised aluminium plaques - 150mm x 150mm As per customers instructions	45.00	450.00	90.00
0.00	LEADTIME	CURRENT LEAD TIME 7 WORKING DAYS FROM PAYMENT	0.00	0.00	0.00
0.00	MINORDERCHARGE	OUR MINIMUM ORDER CHARGE IS £30	0.00	0.00	0.00
0.00	M	This price is based on quantity stated - if smaller quantities are required please ask us to re-quote	0.00	0.00	
0.00	PAYMENTWITHORDER	Full payment required with order We are unable to accept a card payment for totals exceeding £200 - bank transfer only please	0.00	0.00	0.00
1.00	BANKDETAILS	Sort Code: 52-41-56 A/C No: 48167975 Boundstone UK Ltd	0.00	0.00	0.00
0.00	CARRIAGECHARGE	CARRIAGE CHARGE - NOT INCLUDED	0.00	0.00	0.00
0.00	QUOTEVALIDITY	QUOTATION VALID FOR 3 MONTHS FROM DATE OF ISSUE	0.00	0.00	0.00

Drg No:	Total Net Amount		450.00
Iss No:	Carriage		0.00
File Name:	Total VAT 20%		90.00
File Location:	Order Total		540.00
Material:			
Material Size:			
Fixing Type:	Holes:	Self Adhesive:	



DATE:19/05/2025
EXPIRATION DATE 03/07/2025

Windlesham Parish Council
Windlesham Parish Council
The Council Offices
The Avenue
Lightwater
Surrey
GU18 5RG

Quote 4

QUOTE REFERENCE: **54909/1**

Dear Lucy

Thank you for your enquiry, please find your quotation detailed below:

Description	QTY	DISC	Unit Price	Total Price
Artwork / Logo Origination / Set up (one-off charge)	1	0.00%	£30.00	£30.00
Stainless Steel Nameplate 150 x 150 x 1.5mm 316 Grade, DP1 finish, etched as instructions, black infill, 4 x fixing holes and screws	10	0.00%	£44.50	£445.00
Parcelforce UK (Mainland) Carrier Delivery (Std Insurance)	1	0.00%	£13.95	£13.95

Total (ex. VAT)	£488.95
VAT	£97.79
Total (inc. VAT)	£586.74

PRODUCTION LEAD TIME: Unless stated in the quotation above, we endeavour to despatch all orders within 3 to 5 working days. This time frame is from customers approval of artwork or payment (if artwork is not supplied). This is subject to stock availability and the size of your order.

FASTRACK: Fast track is an optional service that reduces the production lead time to 1-3 working days.

Thank you for the opportunity to provide a quotation, I hope that this is of interest to you and I look forward to receiving your feedback.

This quotation is valid only until the expiry date given and is subject to our standard [terms and conditions](#).

Yours sincerely,

[Redacted Signature]

[Redacted Address]

[Redacted Stamp]

Quote 5



To whom it may concern,

Please find enclosed a couple of quotes for both Aluminium composite and Stainless steel plaques. I have also included a brief summary comparing the two materials alongside some samples to allow you to see and get a feel for the materials before deciding. These sample have been based off of sample wording and a sample image of your logo, if you wish to move forward I would require a high resolution image for the logo in order to achieve the best result possible.

Kind regards,



Summary for Ground-Level Cemetery Plaque

	Stainless Steel	Aluminium Composite
Lifespan (outdoors)	20–30+ years	5 years approximately (less if unprotected)
Durability under mowers/trimmer's	Excellent	Moderate — edges can be damaged
Weather resistance	Excellent	Good, but weaker at edges
Appearance over time	Very stable	May show wear or fading
Weight / Handling	Heavy	Light

Recommendation:

For permanent, ground-level placement in a cemetery, stainless steel is the best long-term choice. It will resist corrosion, mower damage, and weather with minimal maintenance. Aluminium composite is fine for short- to medium-term signage, but it may deteriorate faster in cemetery conditions

*Physical estimate to match verbal estimate given

February 2025

ESTIMATE

Address

Windlesham Parish Council
The Council Office
The Avenue
Lightwater
GU18 5RG

Date:

06/06/2025

DESCRIPTION	AMOUNT
Supply of an Aluminium Composite plaque 150mm x 150mm x 3mm. To include up to 50 characters and 1 logo	£30.96

Quantity: x1
TOTAL: £30.96

*Please note the customer must supply a high-resolution version of any logo or design to be used. By submitting this artwork, the customer confirms it is correct and suitable for use. We cannot be held responsible for engraving results where artwork is low quality, pixelated, or not prepared for laser etching. Providing artwork constitutes acceptance of these terms.

Terms & Conditions

Estimate Validity: This estimate is valid for 30 days from the date of issue and is subject to change thereafter.

Design Approval: All designs, artwork, and layouts must be approved in writing before production begins. Final approval confirms client responsibility for all content, spelling, layout, and sizing.

Material Disclaimer: While every effort is made to ensure quality etching, laser results may vary depending on the material chosen. We are not liable for inconsistencies or damage occurring post delivery.

Client-Supplied Materials: Materials provided by the client are used at their own risk. We are not responsible for loss or damage during the etching process.

Turnaround Time: Estimated turnaround time begins after design approval and receipt of all necessary materials. Turnaround is subject to change based on current production volume.

Payment Terms: Payment is due upon completion unless otherwise agreed. For larger or custom orders, a deposit or upfront payment may be required to cover material costs before production begins. This ensures materials can be secured and work scheduled accordingly.

Cancellations: Orders cancelled after design approval may be subject to charges for time, materials, and partial work completed.

Returns & Refunds: Due to the custom nature of laser etching, returns and refunds are not accepted unless the product is defective due to our error.

Copyright: By submitting artwork or content, the client confirms they have the legal right to use and reproduce it. We assume no responsibility for copyright infringement.



ESTIMATE

Address

Windlesham Parish Council
The Council Office
The Avenue
Lightwater
GU18 5RG

Date:

06/06/2025

DESCRIPTION**AMOUNT**

Supply of a Stainless Steel plaque 150mm x 150mm x 3mm. To
include up to 50 characters and 1 logo

£39.73

Quantity:

x1

TOTAL:

£39.73

*Please note the customer must supply a high-resolution version of any logo or design to be used. By submitting this artwork, the customer confirms it is correct and suitable for use. We cannot be held responsible for engraving results where artwork is low quality, pixelated, or not prepared for laser etching. Providing artwork constitutes acceptance of these terms.

Terms & Conditions

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Cancellations: Orders cancelled after design approval may be subject to charges for time, materials, and partial work completed.

Returns & Refunds: Due to the custom nature of laser etching, returns and refunds are not accepted unless the product is defective due to our error.

Copyright: By submitting artwork or content, the client confirms they have the legal right to use and reproduce it. We assume no responsibility for copyright infringement.

Quote 6

Our Ref : Q36666 / ZA

Ms S Wakefield
Windlesham Parish Council
The Council Offices
The Avenue
Lightwater
GU18 5RG

20/05/2025

Dear Ms Wakefield

Re: The Late Grave Markers - Windlesham Cemetery Grave No. N/A

Thank you for your recent memorial enquiry, the details of which are set out on the enclosed estimate.

If you wish to accept our estimate then please sign the estimate form and return it to us, together with a deposit in the sum of £628.00.

Before you sign the estimate form please check that all the details shown are correct, as we cannot accept liability for errors once the work has been completed in accordance with the details on the estimate.

Should there be an error on the estimate or you wish to change the details shown, then please let us know so that we can send you a revised copy. Upon receipt of the above, we will forward our confirmation of your order, showing the deposit paid and the balance outstanding.

Assuring you of our best attention.

Yours sincerely,

A black rectangular box redacting the signature of the sender.

Enc.

Name: Ms Sarah Wakefield Address: Windlesham Parish Council The Council Offices The Avenue Lightwater Tel: Wk-01276 471675		Estimate No : 36666 / ZA Estimate Date : 19/05/2025 Memorial to : Grave Markers			
Cem/Chyd : Windlesham Cemetery		Grave No. : N/A			
<u>Memorial Details:</u> Memorial Type : Grave Markers x 10 Material : Black Granite Finish : Polished apart from base Headstone : 6" high x 4" wide x 3" deep, 3" up from bottom cut down 1.25" Ornamentation : Base : Kerbs : Posts : Vase : Container : Interior : Other : Lettering Style : Roman Lettering Finish : sandblast and enamel paint (To be confirmed)			Inscription to read: (note - unless otherwise agreed and confirmed in writing, the size, layout & style will be left to the judgement of the craftsman in charge). <p style="text-align: center;">{Cut in 1" high letters on each marker}</p> <p style="text-align: center;">R</p>		
<u>Description of work:</u> To supply and deliver to Parish Office 10 all polished black granite grave markers as specified To be delivered next time we are working in the Cemetery.			<u>Costs</u> <p style="text-align: right;">£1,020.00</p> <p style="text-align: right;">£26.30</p>		
I/we have read & understood the conditions of sale overleaf. I/we agree & confirm the details stated on this order by virtue of being the grave/memorial owner, or having their permission, authorise you to carry out the above work Signed.....Dated.....		Sub Total Plus VAT @ 20% Burial Authority Fees Total Deposit required		£1,046.30 £209.26 £0.00 £1,255.56 £628.00	

Item 11- Lightwater Recreation Ground- to discuss a deposit return following an event

Background

Following the recent hire of Lightwater Recreation Ground, damage was subsequently identified to both the bollards and the maintenance access gate.

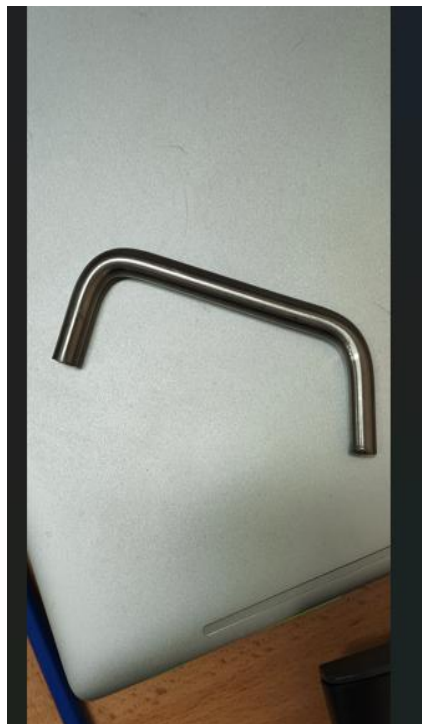
In accordance with standard booking terms, the hirer paid a £500 damage deposit. As part of the hire process, a pre-event site inspection was conducted jointly by Council officers and the hirer, during which the bollards and gate had no visible signs of damage.

Following the event, a post-event inspection, carried out in by a Council officer and hirer documented damage to both the bollards and the gate. While no indication was found that this damage existed prior to the event the hirer has not accepted liability for the damage to the gate.

In light of these findings, the Council is now required to determine whether to retain all or part of the damage deposit to cover the cost of the necessary repairs.

The following damage was recorded:

- **Damage to a metal bollard**- evident damage to the top of the bollard and the handle has come detached.



- **Damage to the maintenance access gate-** damage to the hinges.



The damage and total cost of remedial work is currently being assessed, and it is hoped indicative costings will be available for the meeting.

Decision:

Members are asked to consider and determine one of the following options:

1. **Retain the full £500 damage deposit and issue an additional invoice to the hirer should the total cost of repairs exceed the deposit amount.**
2. **Retain a portion of the deposit, based on the confirmed cost of repairs once obtained.**
3. **Return the full £500 deposit to the hirer and absorb all repair costs within the Council's existing maintenance budget.**

Item 12- 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.

To include:

- Planting seasonal flowers and bedding plants appropriate for the time of year
- General maintenance of flower beds and borders surrounding the War Memorial
- Works to the wider Memorial Gardens if required
- Labour and material costs associated with the above

This allocation would be used only if required, based on the condition of the site in the autumn, and works would be undertaken by a suitable contractor.

Financial Implications

The proposed budget of £1,000 would be drawn from the Lightwater Village Reserve.

This is a one-off allocation for the 2025 Remembrance period and ensures flexibility to respond quickly if planting and remedial works are needed.

Decision

Members are asked if they wish to approve the allocation of up to £1,000 to be taken from the Lightwater Village Reserve towards the planting and maintenance of the War Memorial and Memorial Gardens, should such work be required in preparation for Remembrance Sunday in November 2025.

Members are also asked to decide if they wish to delegate authority to the Clerk to seek quotes and instruct a contractor based on cost and/or suitability.

Item 13- Lightwater Traffic and Infrastructure

Background

At the April 2025 Lightwater Village Committee meeting, members unanimously agreed to establish a Traffic & Infrastructure Working Group, with the intention of drafting Terms of Reference.

Decision Required

Members are asked to review the attached draft Terms of Reference (Document A) 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 are asked to decide whether to proceed with a public call for representatives to join the Traffic & Infrastructure Working Group. If approved, it is recommended that delegated authority be granted to the Clerk, in conjunction with the Communications Officer, to prepare and issue appropriate publicity materials, including a poster and supporting communications.

LightwaterTraffic & Infrastructure Project Working Group Terms of Reference.

Group Type	Working Party in conjunction with the Clerk and reporting to the Lightwater Village Committee.
Purpose	To review solutions, alongside expected impacts from proposed Developments in and around the village, identifying viable options which can mitigate traffic speed and improve road safety for all road users in Lightwater village whilst enhancing and sustaining the shops and businesses for the benefit of the Lightwater residents.
Membership	<p>Community groups – 2 representatives from any of the below</p> <ul style="list-style-type: none"> • 2 members of business community • All Lightwater Village councillors, with 1 nominated Lightwater village councillor to act as chair of the working group. • Up to 2 community groups • 2 members of community.
Terms of Reference	<p>The remit of the working party will be:</p> <ol style="list-style-type: none"> 1. To work alongside SCC Highways to- <ul style="list-style-type: none"> • Gather up to date information and evidence which demonstrates support for traffic calming measures and a HGV ban through the village , reflecting the needs of all road users not just vehicular. Consideration must be given to the safety of pedestrians, cyclists, etc. • If necessary, conduct a resident survey on evidence gathered, document concerns and comments. Members to note that wording will need to be checked with SCC • Share feedback from resident survey with SCC representative for Lightwater and SCC Highways design team, highlighting any specific concerns/ opportunities to improve traffic 2. To review and report feedback from the consultation to Lightwater village committee.
Delegated Powers	The councillor representative selected as chair of this working party, or their nominated substitute will report back to the Lightwater committee at key stages of this project. The Working group will have no decision-making powers or powers to spend.
Quorum	Three group members plus one Lightwater Village Committee councillor acting as Chair.

Budget	There is no budget associated with this project, any recommendations that have associated costs must be referred to the Lightwater Village Committee at the earliest opportunity and will only be approved subject to available funds.
Frequency of Meetings	As required
Transparency	Will be achieved by ensuring all meeting dates are notified in advance to the Clerk of WPC and all notes of discussions or a transcript/recording of meetings held by this working group will be submitted to the WPC clerk for audit purposes to be retained in the parish records
Date of Formation;	
Agreed End Date	

Item 15- 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.