

Godstone Parish Council

(incorporating the Villages of Godstone, South Godstone and Blindley Heath)

Clerk to the Parish Council

Mrs S Endersby

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Minutes of the meeting of Godstone Parish Council held on
Monday 4 December 2017 at 7.30pm at Parish Rooms, St Stephens, South Godstone

Members: Cllrs J Gardner, M McLoughlin, C White, M Gillman, B Davis, B Hubery and C Farr
Apologies: Cllr R Johnson and Tandridge District Councillor N Childs.
Absent: Cllr K Knox
In attendance: S Endersby (Clerk)
Open Forum: A Rabbetts, P Brown, G Lean.

1. Questions from Members of the Public

1.1 P Brown, Godstone

- i. Is the Parish council aware of the Waste Management Plan consultation? Councillors noted that the council had discussed this at previous meetings.

ACTION – 12/2017 – PF1 – Clerk to recirculate link to consultation to councillors.

- ii. Reported fly tipping at the Enterdent

ACTION – 12/2017 – PF2 – Clerk to report fly tipping to Tandridge District Council (TDC).

1.2 G Lean, Blindley Heath

- i. Reported that TDC will be publishing the brownfield site register soon. Councillors noted this information.
- ii. Requested an update on the Garden Village. Councillors responded that this would be covered by item 8 of the agenda.

1.3 A Rabbetts, Godstone

- i. Reported that the Godstone Village Association were consulted by Surrey County Council (SCC) in relation to Franks application to quarry sand and asked if the Parish Council had been consulted.

ACTION – 12/2017 – PF3 – Clerk to contact SCC to enquire about the consultation and ask why the Parish Council was not made aware.

2. County and District Councillors

- 2.1 There were no Tandridge District Councillors or Surrey County Councillor in attendance and therefore no update received.
- 2.2 Councillors noted apologies from Councillor N Childs.

3. Apologies and reasons for absence

- 3.1 There were apologies received from Councillor R Johnson and unanimously accepted by the Parish Council.
- 3.2 Apologies were not received from Councillor K Knox and the council deemed that he be marked as absent.
- 3.3 Councillors confirmed that Councillor K Knox had failed to attend or send apologies over the last six months of Parish council meetings and has been marked absent for the last 6 months.

RESOLVED – Councillors unanimously agreed, with reference to point 1.23 of the Parish council's standing orders, that Councillors therefore deemed Councillor K Knox to have resigned and that the Parish council will take the required steps to fill the vacant position.

ACTION – 12/2017 – 1 – Clerk to take the necessary steps to advertise the vacancy of a Parish Councillor for the North Ward – Godstone Village and liaise with Tandridge District Council (TDC) as necessary.

4. Declarations of Interest

- 4.1 Councillors noted the declaration of interest by C Farr in relation to item 7.5.

5. Minutes of the previous meetings held on Monday 6 November 2017 were reviewed.

RESOLVED - Councillors unanimously agreed that the minutes were an accurate record of the meeting and that they be signed by the Chairman.

6. Neighbourhood Plan Committee

- 6.1 Councillors noted the following report from Councillor B Davis on the Neighbourhood Plan Committee.
- 6.2 Questionnaire - The committee is proposing to circulate the questionnaire to all residence of Godstone Parish. Any duplication in the questionnaire from the various groups was eliminated. A small group was set up to editing and reviewing the questionnaire, so it is ready for printing and circulation, with a proposal to have the final draft of the questionnaire for the committee meeting on Wednesday 13 December 2017.

6.3 Grant - Councillor C White continues to work on the submission of a grant application, which is not holding up the plan, however the committee will need to call up some of the agreed funds from the Parish council for the printing of the questionnaire.

6.4 Other Neighbourhood Plans - TDC has so far only agreed one Neighbourhood plan, Woldingham and have rejected Caterham's Plan. As far as other local Parishes are concerned, Burstow and Smallfield have just finished their survey; Lingfield seem to have stalled; Tandridge Village have completed survey but like us took time out for local Plan; and Crowhurst seem to have done their questions and are holding a public meeting on 2 December for final comments.

6.5 Councillors noted that the Godstone Neighbourhood plan is not recorded on the TDC website, but that it has been approved by TDC 36 weeks ago.

7. Motions and matters proposed for discussion by Councillors

7.1 CIL

i. Councillors noted the current monitoring sheet circulated to them for information.

ii. Councillors questioned if some of the CIL money should have been paid by now, with discussion about the potential delay or changes to CIL payments.

RESOLVED – CIL to be reviewed regularly at Planning Committee meetings to ensure the Parish received CIL money owed to it and the Clerk to liaise with M Nagaluf at TDC quarterly to confirm expected CIL payments.

ACTION – 12/2017 – 2 – Clerk to include CIL on planning committee agendas.

7.2 Councillors considered the installation of barriers to limit the height of vehicles using the Parish council carparks:

Car Park	Decision
Godstone Bletchingley Road/Hilly Fields	Height barrier being installed.
Godstone Pond, opposite White Hart Barn	No height barrier to be installed.
Godstone, near Doctors Surgery	No height barrier to be installed.
Blindley Heath, common and cricket ground	Height barrier to be installed, proposed by Councillor C Farr and seconded by Councillor M Gillman.

RESOLVED – Councillors agreed that the installation of a height barrier would be considered further on the completion of the following actions:

ACTION – 12/2017 – 3 – Clerk to investigate the costs of a height barrier and installation.

ACTION – 12/2017 – 4 – Clerk to contact the Cricket club to consult them on their opinion.

7.3 Councillors considered if the Parish council should discuss with neighbouring Parish councils about ways of potentially working together to oppose the draft local plan, with Councillors to lead on the matter and make the initial contact and report back on the level of interest and options for co-operation, noting that the National Planning Policy Framework (NPPF) requires TDC to show to the inspector there is public support for their proposals. Parish councils are a key gauge for public support and by Parish councils working both individually and together this will emphasise the level of local opposition to the draft local plan.

ACTION – 12/2017 – 5 – Clerk in liaison with Councillor Farr to send a standard letter to surrounding Parish Councils.

7.4 Councillors considered the proposal, including a drafted letter, that the Parish council make representation to TDC following the latest government budget statement conflicts with the current TDC Local Plan.

RESOLVED – Letter to be sent by the Clerk on behalf of the Parish Council to make representation to TDC following the latest budget.

ACTION – 12/2017 – 6 – Clerk to send letter to TDC following the latest budget to Louise Round, Chief Executive TDC and Martin Fisher, Leader of the Council, with copies to TDC councillors, S Gyimah MP and local newspapers.

RESOLVED – Letter to be sent by the Clerk on behalf of the Parish Council to make representation to S Gyimah MP following the latest budget.

ACTION – 12/2017 – 7 – Clerk to send letter to S Gyimah MP following the latest budget, including a request for a response.

7.5 Councillors invited Councillor C Farr to present on the principles that he will stand for in the May 2018 Tandridge District Council election and considered whether the Parish council would and could endorse him as a candidate.

It was confirmed that the Parish Council had sought guidance and that the council may endorse a candidate, but not fund them in any way.

RESOLVED – Councillors, excluding Councillor C Farr, unanimously agreed that they would endorse Councillor C Farr as a candidate for the Tandridge District Council elections in 2018.

8. Tandridge District Local Plan and Garden Village

8.1 Councillors noted the receipt of the report on the Garden Village consultation which had taken place between the 14th August and 9th October 2017, the report gives no indication on the balance between comments for and against and uses the word 'some'.

8.2 Councillors noted that they believe residents have a right to know the numbers for and against, but that the timing was not yet appropriate for the Parish Council to formally write to TDC asking for the breakdown of those comments for and those against.

9. Reports

9.1 Actions taken – Actions detailed in the minutes of the meeting held on 6 November 2017 had either been discharged, were included as part of the meeting, or are detailed below to ensure they are followed up:

ACTION 11/2017 – PF1 – Clerk to send letter about parking near the café on behalf of the council to SCC.	
ACTION 11/2017 – PF2 – Clerk to investigate how historic donation from GVA for poppies was used.	
ACTION 11/2017 – 1 – Parish council and Councillor Thorn to work to report issues to SCC Highways team and photos of broken signage to be used where possible.	
ACTION 11/2017 – 4 – Photos of state of signage to be gathered by councillors for submitting to Surrey County Council (SCC).	
ACTION 11/2017 – 5 – Clerk to refer issue and Parishinor to SCC in relation to Advertising Banners.	
ACTION 11/2017 – 7 – Clerk to write letter confirming the extension of the grass cutting and maintenance agreement for one year and schedule for plans to review the agreement in August 2018 for an agreement to be agreed and signed by January 2019.	
ACTION 11/2017 – 9 – Clerk to circulate report on network training day.	
ACTION 11/2017 – 10 – Clerk to update the publication scheme for presentation and approval at the next meeting.	
ACTION 11/2017 – 26 – Clerk to inform the Parishinor about Greenview Parking being on common land.	
ACTION 11/2017 – 27 – Councillor C Farr to check the ground around the pond again following the completion of the work.	
ACTION 11/2017 – 29 – Clerk to report the dip in the road to SCC Highways.	
ACTION 11/2017 – 31 – Clerk to request a test run using an Access Database before any further discussion or commitment to the change.	
ACTION 10/2017 – 29 – Councillor McLoughlin to meet with the school Caretaker about the hedge between the green and the school.	
ACTION 7/2017 – PF4 – Councillor M McLoughlin will write to Councillors R Thorn and N Childs following a final review and summary of the survey being completed.	
ACTION 7/2017 – 04 – Clerk in liaison with Councillor M McLoughlin to ensure that results of the HGV Survey are shared with the volunteers.	
ACTION 7/2017 – 22 – Councillor M McLoughlin and Councillor B Hubery to carry out joint inspection at Tillburstow Hill.	
ACTION - Apr-17: Put a notice board on the car park site to keep parishioners informed of the work taking place.	
ACTION 6/2017 - 3: NPC Terms of Reference - Cllr Gillman to send comments to Cllr White.	
ACTION: Cllr Gillman to review the BCP. Emergency Plans to cover each village are to be included as part to the BCP. (Clerk has sent these to Cllr M Gillman)	
ACTION 10/2017 – 18 – Chairman to continue following up about Data with AirSensa.	
ACTION 10/2017 – 21 – Clerk to work with Pear to complete mapping the allotments.	
ACTION 9/2017 – 15 – i. Letter to allotment holders to ensure they have their compost bins etc. on their own allotments and unused containers and other unsightly and unused items like corrugated iron sheets should be removed. ii. Place for a car park to be reviewed following information from garage owner iii. Wayleave for a water pipe iv. Allotment holder agreements ready for April 2018	Outstanding
ACTION 9/2017 – 18 – Clerk to draft Terms and Conditions for organisations using the green for free.	
ACTION 6/2017 – 39: Clerk to inform Parishinor of the council's position in relation to garden plots being common land and not for sale.	
ACTION 10/2017 – 35 – Clerk to carry out the following actions: i. Investigate if the tree is protected and speak with grave digger about impact on location of tree in relation to graves; ii. It was noted that a shingle drainage system could be invested in. Investigate water table by test holes during the winter.	

9.2 Clerks Report – Councillors noted the following items raised by the Clerk;

- i. Request from Gardening Club (PC64) to send a leaflet with allotment agreements next year about gardening club, Councillors had no objections to this request;
ACTION – 12/2017 – 8 – Clerk to liaise with the Gardening Club.
- ii. Disabled Parking;
ACTION – 12/2017 – 9 – Clerk to respond to letter
- iii. IT update – Councillors noted the current stage of development of the Website;
- iv. Policy and document review tracker - Councillors noted the preparation of the tracker document to ensure the Parish is complying with its obligations;
- v. HGV Survey – Councillors noted that there had been a call from volunteers that helped carry out the survey asking for the results and an update on what is happening following the survey (P75);
ACTION – 12/2017 – 10 – Clerk to inform volunteers that Councillor M McLoughlin continues to champion this area of concern and the conclusion of the survey.

- vi. Christmas Lights donations received – Councillors noted the donations received so far and that these are detailed on the Parish website and that the Parish office had called each contributor to thank them;
- vii. Fair – Dates received for April 2018 – Pull on Tuesday 10 April 2018, open Friday 13, Saturday 14 and Sunday 15 April 2018 and pull off Monday 16 April 2018 – councillors noted and agreed the dates;

ACTION – 12/2017 – 11 – Clerk to confirm that the dates are agreed and send paperwork to Fair organisers following the Parish Finance meeting to ensure 2018 fees are included in the letter.

ACTION – 12/2017 – 12 – Clerk to inform Football Club of fair dates and write in the diary.

- viii. Air monitoring in South Godstone and Blindley Heath (P74) – Councillors noted that a parishioner had contacted the Parish office requesting information about how to go about arranging an Air monitor in South Godstone and Blindley Heath, to provide evidence about the impact of the Garden Village along with a request from Councillor N Childs for the matter to be raised about the community being able to request funding from the Parish council. It was noted that there had been no application for a grant to fund any air monitor and this was not the point of the discussion today;

RESOLVED - Councillors, noting the experience of the council in relation to the process, requirement, suitability of locations and types of monitors, confirmed that they would provide any support they could and back the proposal.

- ix. GDPR - General Data Protection Regulation Compliance Training – Councillors noted the clerks request to attend this training on Tuesday 30th January 2018 at a cost per delegate of £48.00 + VAT.

RESOLVED – Councillors unanimously agreed that the Clerk attend.

- x. Councillor noted the update provided from the organisation SSALC on GDPR -
 - GDPR is ‘work in progress’ scheduled to take effect from 25th May 2018, however the Bill is still passing through Parliament and realistically there could be some change in date if Parliamentary time is not available;
 - For very sound reasons of independence the Clerk cannot be the Data Protection Officer and it will be necessary for the Council – as Data Controller – to appoint someone with the appropriate skills and knowledge to act in that capacity;
 - SSALC is in discussion with firms offering a complete service to help prepare, but with a cost;
 - The organisation NALC has pointed out to Government that the cost of this exercise to the Sector could amount to £50m over the next 4 to 5 years. Ministers have been asked to come up with financial support for small councils;
 - In the absence of templates or any step by step guidance notes published by NALC, SSALC have asked Surrey Hills Solicitors to consider producing a pack available to member councils.
- xi. Speed Sign – Continue to liaise with the appropriate people to arrange for the sign to be mounted to the lamp post.

9.3 Chairman’s Report – (for noting) information only

- i. The Chairman reported that the first draft of the car park specification has been drafted.
- ii. Greenview Path – Councillor Gardner had been liaising with the Parishioners of Greenview and updated councillors about the work the parishioners were intending to carry out on the path. It had been noted that there was a small section of path that would not be included in this work. Councillor B Hubery proposed that an amount up to £500 be agreed to ensure that the section of path is completed in line with the work to the path in front of Greenview. Councillor M Gillman seconded the proposal.

RESOLVED – Councillors unanimously agreed that an amount up to £500 could be spent on completing re-surfacing/repair work on the section of path at the end of the path near the new Hilly Fields car park.

ACTION – 12/2017 – 12a – Clerk to liaise with Councillor Gardner and the parishioners in relation to the Greenview path as necessary.

- iii. It was noted that the four houses between Greenview and the Hilly Fields car park site do not currently pay wayleaves to ensure access across the common.

9.4 Reports (for noting) from representatives on outside bodies etc

- i. GACC – Councillors noted the report from Councillor M Gillman who attended the AGM, noting it was not well supported compared to previous years and about 20 members have not renewed their subscription. Only issues of interest were the ongoing discussions on flight path noise levels and air quality issues, which are to be followed as both these topics are evolving.
- ii. TDC Planning Committee – Councillors noted Councillor C Farr had attended.

10. Current Planning issues

10.1 District Council Planning Decisions – Councillors noted the information detailed below:

<u>2017/1990/NH</u>	Erection of single storey rear extension measuring 4 metres deep with a maximum height of 3 metres and an eaves height of 2.386 metres. (Notification of a Larger Home Extension)	<u>83 Oaklands, South Godstone RH9 8HX</u>	Larger homes extension – Prior approval not required
<u>2017/1597/Cond1</u>	Details pursuant to conditions 3,4,7, & 10	<u>Land Adjacent to Godstone Station, Eastbourne Road, South Godstone RH9 8JB</u>	Approval of details

<u>2017/1910</u>	Demolition of existing garage/porch. Erection of part single/part two storey front and side extension.	<u>31 Oaklands, South Godstone RH9 8HX</u>	Approved
<u>2017/1834</u>	Formation of vehicular crossover.	<u>58 Latham Park, South Godstone RH9 8ER</u>	Approved
<u>2017/2287/NH</u>	Erection of single storey rear extension measuring 6 metres deep, with a maximum height of 3.1 metres and an eaves height of 2.8 metres. (Notification of a Proposed Larger Home Extension)	<u>1 Tylers Green Cottages, Godstone Hill, Godstone RH9 8DJ</u>	Larger homes extension – Prior approval not required
<u>2017/2117/TCA</u>	Fell 1x Sycamore and 1x Robinia; crown lift 1x Hornbeam to approx 7 metres above ground level and reduce lateral growth by 2-3 metres; lightly tip prune 1x Yew round the crown; lightly reduce 2x Yew.	<u>Godstone Place, High Street, Godstone null</u>	Approved
<u>2017/2115</u>	Removal of existing chimney stack. Erection of replacement chimney stack.	<u>The Bay House, Church Lane, Godstone RH9 8BW</u>	Approved
<u>2017/2017</u>	Erection of single storey side and rear extensions incorporating balcony over and first floor side extension. Erection of new roof to existing front projection, open porch to front elevation, front infill extension and detached garage. (Amended Plans)	<u>Buttons Mead, Tandridge Lane, Lingfield RH7 6LW</u>	Approved
<u>2017/2001</u>	Erection of single storey side extension.	<u>Oak End, Carlton Road, South Godstone RH9 8LE</u>	Approved

10.2 Current Planning Lists and applications – Councillors considered the planning applications detailed:

2017/2262	Taylor's Hill, Eastbourne Road, Godstone RH9 8EH	Stationing of temporary portacabins to relocate existing offices, sales and service area from main building during construction works	No Objection
2017/2354	3 Catlin Gardens, Godstone RH9 8NT	Erection of single storey extension to south elevation. (Certificate of Lawfulness for a Proposed Use or Development)	No Comment

10.3 Update from the last Planning Committee of 20 November 2017

- i. Councillors noted the draft minutes of the Planning Committee held on of 20 November 2017 had been circulated with meeting papers for their reference.
- ii. It was noted that at the planning meeting it was agreed that mid-month Planning meeting should ensure that as many planning applications are referred to the committee to limit the planning applications discussed at the main council meeting.

10.4 Any other current planning matters, including Appeal

- i. Salisbury Road Allotments - Garages redevelopment - Councillors noted the email from parishioner R Draper, Godstone which drew attention to the comments from SCC Highways regarding the redevelopment of the garages at the Salisbury Road which states that SCC believe the garage owner has purchased some of the allotment land and additionally have based their decision on the parking being adequate and suggesting the parking for the allotments could be used by the people living in the new houses or visitors to the house.
It was noted that the Clerk has confirmed by email that the developer has not purchased any of the allotment land.
Councillors stated that the allotments will not be sold and reiterated that the last correspondence to the Salisbury Road Garages owner, which requested a wayleave or easement for the supply of water had been shared in during the public forum of the meeting held on Monday 6 November 2017.

ACTION – 12/2017 – 13 – Clerk to reply to R Draper.

10.5 Licensing Applications

- i. Notice of Licensing Sub-Committee Hearing - White Hart on Bay Pond – Councillors noted the letter in relation to the Licensing hearing on 18 December 2017.

ACTION – 12/2017 – 14 – Councillor M Gillman to draft a statement to be read on behalf of Godstone Parish Council setting out concerns and objections within the specified criteria. Councillor C Farr to attend the hearing on behalf of the council.

11. Finance

- 11.1. Accounts for payment - Councillors reviewed the **NOVEMBER** accounts for payment –

Godstone Parish Ref.	Business	Invoice	Invoice Date	Payment For	Net Invoice amount	VAT	Invoice Total
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GP196	HPS	4950	31-Oct	IT Support from 01/07/17 to 30/09/2017. 3 months @ £65/mth	£195.00	£39.00	£234.00
GP197	HPS	4951	31-Oct	Renewal of Office 365 Bus Premium. 2 licences from 09/10/2017 to 08/10/2018 £9.40/mth	£225.60	£45.12	£270.72
GP198	S Endersby			Expenses	£35.74	£0.94	£36.68
GP199	BT Telecom**	M060 YA		Telephone and Internet	£52.66	£10.53	£63.19
GP201	Gardenwise Godstone Ltd			Godstone Green & Greenview - £400. Burial Grounds front and Ashes £100			£500.00
GP202	Gardenwise Estate Management Ltd			Maintenance			£1,818.00
GP203/4/5	Salary payments			3 Employees			£1,615.99
GP206	Nest			Pension			£129.76
GP207	HMRC			NI and Income Tax Monthly payment – For Period 6 Nov – 5 Dec			£352.51
GP208	Fairalls	04286750	16-Oct	Park Bench	£57.33	£11.46	£68.79
GP209	Fairalls	04287205	20-Oct	Park Bench	£4.32	£0.86	£5.18
GP210	Fairalls	04147025	20-Oct	Park Bench	£30.18	£6.04	£36.22
GP211	SSALC	11471	08-Nov	Budget Planning	£120.00	£24.00	£144.00
GP212	Godstone Village School	Paid as agreed at Nov Meeting		Grant awarded - £3226			£3,226.00
GP213	Crawley Fire Protection	207658	15-Nov	Safety Inspection	£35.00	£7.00	£42.00
GP214	EON**	H1524B3ED2	19-Nov	Electricity	£35.67	£1.78	£37.45
GP215	A J Younger	632	21-Nov	Architectural Services	£1,500.00	£300.00	£1,800.00
GP216	Burnett	Cheque 4888 - Paid as agreed at Nov Meeting	23-Nov	Allotment compensation			£130.00
GP218	Bounty Rent - Standing Order			S/O Qtr 1			£625.00
GP219	Bounty Rent - Standing Order			S/O Qtr 2			£625.00
GP220	Bounty Rent - Standing Order			S/O Qtr 3			£625.00
GP221	Bounty Rent - Standing Order			S/O Qtr 4			£625.00
GP222	S Endersby			Expenses			£28.00
GP223	The F A Bartlett Tree Expert Co	37558474-0	24-Nov	Salisbury Rd Allotment tree felling	£800.00	£160.00	£960.00
TOTAL:							£13,998.49

*Salaries have been paid in accordance with 7.2 of the Financial Regulations.

**Direct Debits

RESOLVED - Councillors approved the payments list totalling £13,998.49 on payment of salaries for payment and two councillors countersigned all invoices.

ACTION – 12/2017 – 15 – Clerk to arrange the payment of the November invoices.

11.2. Summary Financial Report to **OCTOBER** – Councillors received and reviewed the Budget, including spend against budget

i. Accounting records for **OCTOBER** were available at the meeting for examination and included the bank statement, bank reconciliation, pension contribution, salary sheet, monies received and designated and restricted funds balance sheet.

RESOLVED – Councillors unanimously approved the accounting records for October and agreed that the summary to be signed and dated by the Chair.

ii. Monies Received – Councillors noted money received in October 2017, detailed below:

Wayleaves	1308.59
Garden Plots	123.05
	1431.64

iii. Difference of 15% in budget lines that need reporting – Differences in budget lines was included on the budget Summary Sheet provided for review.

iv. Councillors noted **Receipts** – Rents received currently under expected, but large BT wayleave paid in November and Wayleaves/Garden Plot rents being monitored.

v. Councillors noted **Payments** - Salaries and are likely to go over budget and rent is over budget.

- It was noted that Rent included legal fees in relation to the Bounty lease; and

- In relation to salaries it was noted that there are a number of matters being dealt with by the Parish and that this was a reasonable explanation for the salary payments.

RESOLVED – Councillors acknowledged the information in relation to salaries and rent expenditure provided and it was duly noted and considered. It was agreed that there should not be a virement.

vi. Councillors noted the proposed **Virement** of £3k from General reserve fund to ensure that the £3k agreed budget for potential legal fees is allocated and accounted for correctly.

RESOLVED – Councillors unanimously approved the virement detailed in 11.2 vi.

11.3 Grant Applications

11.3.1 Councillors noted the update from the Clerk on Grants to date:

i. Grants awarded and paid during this financial year total £3591.98.

ii. Grants awarded but not paid total £500 awarded to Wheeling Wheels (with £1000 now also held for Wheeling Wheels)

iii. Clerk has been contacted by St Stephens School and Godstone Bowls Club who have requested Grants application forms.

iv. There were no grant applications to consider.

11.4 Auditors

11.4.1 External Auditors

i. Councillors noted that the new external Auditors appointed for 2017-2022 are PKF LITTLEJOHN LLP.

ii. Councillors present confirmed that there were no conflicts of interest by the appointment of PKF Little John as External Auditors.

ACTION – 12/2017 – 16 – Clerk to confirm with Councillor R Johnson that there is no conflict of interest by the appointment of PKF Little John.

11.4.2 Internal – Interim Audit Report

i. Councillors noted that the Full Internal Audit Report had been circulated to all councillors.

ii. Councillors noted the Internal Audit Year Ended 31st March 2018 - Interim Audit – Summary of Recommendations and action taken so far, detailed below, which would be presented for further scrutiny to the Finance Committee:

A. <u>Books of Account</u>	
i. Recommend a review of the formula for consistency	Complete - Corrected
ii. Recommended to the Clerk that it would be sensible to carry out a brief audit against the requirements of the Code to ensure that the Council is fully compliant for when the law changes; and	Transparency Code – Noted law changing next year – work towards areas of the TC already and will continue to.
iii. Signposted Crowborough Town Council as a good site to review.	Noted and intend to review as part of the Website work taking place.
B. <u>Financial Regulations & Payments</u>	
i. It was noted the set on the web site were an older version again - Recommend these are replaced as soon as possible.	URGENT ACTION REQUIRED - <i>Finance regs need to be reviewed using the model 2016 version and then align to the PC.</i> Corrected website to correct current PC version.
ii. Recommend on next review the tender thresholds are aligned.	ACTION REQUIRED <i>Amend the standing orders to match the Financial regulations in terms of monetary limits for contracts, one says 50,000 and on says 10,000.</i>
iii. Financial regulations need to be updated to allow online payments.	URGENT ACTION REQUIRED - <i>Finance Reg – Currently do not allow online payments. – URGENT – deadline by March</i>
iv. Reminded the clerk to use the contacts finder when this	ACTION REQUIRED - <i>Potentially include in Finance Regs</i>

threshold is breached.	about https://www.gov.uk/contracts-finder and add a note to the tender file.
C. Risk Management & Insurance	
i. Asset cover appears adequate; however, money cover appears low (£150,000) and should be reviewed at next renewal.	ACTION REQUIRED – On next renewal increase Fidelity cover from £150,000 in comparison to the potential amount in the bank. Noted to use Asset register as a working document to review our insurance policy on renewal.
D. Budget, Precept & Reserves	
i. The Council was able to demonstrate that budget monitoring reporting to members is completed on a monthly basis. Reporting is comprehensive, and is minuted, although the minutes could be more descriptive.	Noted – Notes put in place to ensure this.
ii. Salaries and Rent will exceed budget and need to be discussed at council vis virements. I recommend the agendas have a regular item to discuss budgets.	Noted – Notes put in place to ensure report this and ensure monitored more effectively in the future.
iv. Councils general reserves are in accordance with regulation.	Noted – No action.
H. Assets and investments	
i. Recommend that overtime the following is added to the register.	
• Insurance value – to show if an item is incurred and appropriately insured	Noted – Column added to action
• Condition	Noted – Column added to action
• Last physically seen/vouched.	Noted – Column added to action

iii. It was noted that the Finance Committee would report any necessary matters back to the Full Parish council meeting following the review of matters raised by the internal audit.

11.5 Finance Committee meeting – Councillors noted that a finance committee meeting is scheduled to take place on Friday 8 December 2017 at 9.30 at the Bounty.

12. Greens, Commons and Land - To receive updates, inspection reports from Members' areas of responsibility and consider any recommendations:

12.2 Allotments

- i. It was reported that the work to clear the tress is complete
- ii. Councillors discussed the condition of the new allotment plots and the need to rotavate them so they are in a workable condition

ACTION – 12/2017 – 17 – Clerk to liaise with Councillor B Davis on the investigation of hiring a 3-ton excavator for the parish contractor to rotavate the allotment plots and a potential route around the allotment to avoid further disruption.

ACTION – 12/2017 – 18 – Clerk to liaise with the Parish contractor to clear around the green house.

12.3 Godstone, South Godstone and Godstone Green, to include, but not limited to:

12.3.1 Councillors considered the placement of posts on the green opposite the café to stop inconsiderate parking

ACTION – 12/2017 – 19 – Clerk to investigate arrangements for purchasing and installing 4 posts on the green opposite the Deli Forge café and a replacement post for Greenview and the sign there.

12.3.2 Playground Repairs and replacement equipment

- i. Repairs - Councillors noted that work continues to gather quotes in relation to the repairs of the embankment slide ramp, noting the issues with varying responses to the request in relation to the work and providing a quote.

REF: Repairs to an Embankment Slide in Godstone Children's Playground

Ref: 45	Site visit 28 Nov quote not yet received.
Ref: 46	Pending
Ref: 47	£4,150.00
Ref: 48	As for a quote, ideally, we would want to remove the surface ramp to reveal what the supporting structure is like before committing to a quote.

RESOLVED – Councillors unanimously agreed that due to the issues with arranging the repairs and the concerns about the work needing to be carried out as soon as practicable that the Clerk liaise with the councils contractors to carry out this work as part of the maintenance contract.

ACTION – 12/2017 – 19a – Clerk to instruct the contractor to repair the embankment slide ramp and liaise with the Chairman as necessary.

- ii. Replacement Equipment - Councillors considered the options available, noting the restrictions of only one supplier in England of the Richter Spielgerate playground equipment installed, in relation to replacement of equipment and the ongoing maintenance of the playground:

Option A TOTAL - £2362.66 which includes a new nest swing and the neediest items to be replaced.

Option B TOTAL - £1974.36 which includes a refurbished nest swing and the neediest items to be replaced.

Option C TOTAL - £2645.26 Option A plus items that are less in need of replacing.

RESOLVED – Councillors, by a majority vote, agreed that Option C be implemented.

ACTION – 12/2017 – 20 – Clerk to instruct the contractor to carry out the work to replace equipment.

12.3.3 Noticeboards – Councillors considered the options presented to them:

i. Carpark (Opposite the White Barn)

Ref:	A4 Sheets	Material	Bays	Price ex VAT
1	10	Manmade Timber	Single	£1262.12
2	8	Oak	Double	£1400.00
3	8	Manmade Timber	Single	INC VAT £1304.00 (inc posts @ £267)

RESOLVED – Councillors resolved that option 2 be purchased and installed on the green next to the carpark (Opposite the White Barn)

ii. Baptist Church

Ref:	A4 Sheets	Material	Bays	Price ex VAT
4	6 per side	Manmade Timber	Double Sided	£1622.97
5	8	Oak	Double Sided	£2700.00
6				

RESOLVED – Councillors resolved that they no longer wished to install a noticeboard at the Baptist Church.

iii. Allotment

Ref:	A4 Sheets	Material	Bays	Price ex VAT
7	2	Aluminium	Single	£200
8	9	Aluminium	Single	£288 (inc post kit)
9	2	Aluminium	Single	£61.89
10	6	Aluminium	Single	£122.50

RESOLVED – Councillors resolved that option 8 be purchased and installed at the allotments

iv. Playground - Pics As above

Ref:	A4 Sheets	Material	Bays	Price ex VAT
11	2	Aluminium	Single	£200
12	9	Aluminium	Single	£288 (inc post kit)
13	2	Aluminium	Single	£61.89
14	6	Aluminium	Single	£122.50

RESOLVED – Councillors resolved that option 12 be purchased and installed at the playground.

ACTION – 12/2017 – 21 – Clerk to ensure noticeboards are purchased in line with the resolutions detailed.

12.3.4 Councillors considered the request for a regular pitch from food companies (PC86 and PC87) in the car parks on Godstone Green, noting the number of requests recently received.

RESOLVED – Councillors unanimously agreed that the request be declined and that the Parish councils overall rule on such requests is that the Parish council does not want takeaway food outlet vehicles in the village car parks.

ACTION – 12/2017 – 20 – Clerk to inform business who have made requests to park food outlets vehicles in the parish car parks.

12.3.5 Lady Day Letters to Enterdent – Councillors noted that a letter had been sent in March 2017 and that it was not necessary to send another.

12.4 Hilly Fields

12.4.1 Councillors noted the report of burglary at a property on high street, with burglars getting access through allotments.

12.5 Blindley Heath, to include, but not limited to:

12.5.1 Footpath between Ray Lane and Hare Lane – Councillors noted the narrowing of the footpath and that the matter had been reported to SCC Highways.

12.5.2 Footpath 251 – Councillors noted the correspondence from SCC in relation to the potential request to redirect the path and a query in relation to a portion of land. Councillors reviewed the maps provided.

ACTION – 12/2017 – 21 – Councillors B Hubery and C Farr to visit the area near Footpath 251 and liaise with the Clerk as necessary.

12.5.3 Double yellow lines extension – Councillors noted and supported the request to extend yellow lines on Cottenham's Road.

ACTION – 12/2017 – 22 – Clerk to log the request to extend the yellow lines on Cottenham's Road with SCC.

12.6 Tilburstow Hill Common

12.6.1 Knotweed – Councillors noted the distance of the knotweed from the parishioner's property, approx. 100m, who had reported the issue and a approx. 150m from other properties at the Enterdent.

ACTION – 12/2017 – 23 – Knotweed to continue to be monitored.

13. Burial Grounds

13.1 Applications for Exclusive Rights of Burial (EROB) – Councillors noted and ratified the applications for Exclusive Rights of Burial:
Curry – Plot 595 (7-year parishioners)

Curry – Plot 596 (7-year parishioners)

ACTION – 12/2017 – 24 – Clerk to complete the EROB papers.

13.2 Applications for consent to erect Memorials

13.2.1 Smith (490) – Memorial – Councillors noted the report and recommendation from Councillor M McLoughlin in relation to the memorial application which is outside the stated regulation size.

RESOLVED – Councillors unanimously agreed that taking the evidence provided in the report, that on this occasion the memorial be approved, but it should be noted that the burial ground regulations should continue to be applied by the clerk when memorial applications are received and that this is not considered as a change to the regulations or as setting a new precedent.

ACTION – 12/2017 – 25 – Clerk to inform Stonemason in relation to memorial application SMITH (490).

13.2.2 Eccles (522) - Councillors noted and ratified the application for additional wording to a current memorial which had been confirmed by the Clerk 30 Nov 2017.

13.3 War Memorials

13.3.1 Consider proposals for the commemoration plans for 2018

i. Councillors agreed that this be deferred to the next meeting.

ii. It was noted that Councillors M McLoughlin and R Johnson would make up the working party liaising with other community groups and working on the Parish council's plans.

13.4 Postengate Farm Memorial Site

13.5 Planning for the future – It was noted that land drainage and long term remain a matter for the Parish in the future and would be addressed as soon as practicable.

14 Correspondence

14.1 Councillors noted the following correspondence which had been circulated by email:

Resources Committee Agenda on the 9th November 2017.

Edenbridge officially dropped

Press release: Land west of Edenbridge removed from further consideration in the preparation of Local Plan

TVA -16 November Network Lunch

FW: Despatch - Planning Policy Committee Agenda

Tandridge Housing Committee Agenda 21st November 2017

FW: Despatch 15 November 2017 - Planning Committee Agenda 23rd November 2017 and Delegated Action list 9 – 15th November 2017

Air Quality on A25

FW: Tandridge Green Belt - Letter from Parishinor to Mr S Gyimah MP

Get Surrey – Article on Mole Valley

Agenda for Tandridge Local Committee, Friday, 8 December 2017, 10.15 am

Tandridge Council Agenda 7th December 2017 (incl. Garden Village)

ANNUAL PARISH ASSEMBLY - WEDNESDAY 6TH DECEMBER – POSTPONED

15 Matters for reporting or inclusion on future agendas

15.1 The next meeting of the Parish Council will be held at 7.30 pm on Monday 8 January 2018 at the Oasis Café, Godstone Baptist Church, Godstone.

15.2 Consider proposals for the commemoration plans for 2018

Part 2 – No Items for discussion.

----- Meeting closed at 10.30pm -----

Signed _____
Chairman

Date