

Godstone Parish Council

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

Clerk to the Parish Council

Mrs S Endersby

Admin Assistant
M-A Parsons

The Bounty
Godstone Green
Godstone, Surrey
RH9 8DY
Telephone/Fax: 01883 744209

Minutes of the meeting of Godstone Parish Council held on Monday 2 October 2017 at 7.30pm at Parish Rooms, St Stephens, South Godstone

Members: Cllrs J Gardner, M McLoughlin, C White and M Gillman.
Apologies: Cllrs B Davis, B Hubery and R Johnson
Absent: Cllr K Knox
In attendance: S Endersby (Clerk)
Open Forum: Tandridge District Councillors N Childs, Mrs C Kettlewell, F Pavely, H Windsor and A Rabbetts.

1. Questions from Members of the Public

- 1.1 Mrs C Kettlewell, Blindley Heath – Property Developers Canvassing
- Are the Parish councillors aware of the cold calling by property developers, on Blindley Heath Residents, which includes parishioners being asked to sign papers, which pits communities against one another.
 - Can the Parish council investigate and make a complaint? Councillors responded that Godstone Parish Council (GPC) would consider if a formal letter should be sent to TDC.
 - Request that Tandridge District Council (TDC) disregard signatures made in this way
 - Have the Parish councillors seen the Bonnar Allen leaflet being distributed.
- 1.2 A Rabbetts, Godstone – Garden Village Consultation – Stated that people are getting frustrated about how TDC are handling the whole issue and the consultation.
- 1.3 F Pavely, Godstone – Garden Village Consultation – Stated her concern that the concerns and interests of parishioners are not being represented by those elected to do so.
- 1.4 H Windsor, Bletchingley/CPRE – Garden Village Consultation – Stated her concern about the tactics of developers and reported that Nutfield Conservation Society have sent a complaint letter to L Round, Chief Executive, TDC about developers.
- 1.5 Discussion between councillors and members of the public in attendance at the meeting, included:
- It was believed that TDC should only take information from the formal consultation.
 - Councillors questioned what due diligence TDC are carrying out to confirm if land is available.
 - It was noted and accepted that land cost does impact housing development.
 - Councillor J Gardner reported that at the Parish Assembly Edenbridge stated that it was not interested in the Garden Village Plan.

ACTION 10/2017 – PF1 – Councillors asked that Councillor N Childs communicates to TDC how developers are behaving.

ACTION 10/2017 – PF2 – Councillors asked that the Clerk send Councillor N Childs the letter of response from Piers Mason.

ACTION 10/2017 – PF3 – Councillors asked that Councillor N Childs asks if any submission from a developer, i.e. with a list of parishioner's signatures, is treated as one response in the same way the Parish Council is counted as one response.

RESOLVED – Councillors agreed that the Parish council should write to TDC raising the concerns in relation to developer's behaviour.

ACTION 10/2017 – PF4 – Councillors asked that Councillor N Childs asks if any submission from a developer, i.e. with a list of parishioner's signatures, is treated as one response in the same way the Parish Council is counted as one response.

2. County and District Councillors

- 2.1 Tandridge District Councillor – R Thorn
- Councillors noted that Councillor Thorn had sent apologies.
- 2.2 Tandridge District Councillor – Nick Childs
- Bonnar Allen Leaflets – Reported that he had written a complaint to the Chairman of TDC Planning Committee about the leaflets being distributed and the threats of land locking being made.

3. Apologies and reasons for absence.

- 3.1 Apologies and reasons were received and accepted from Councillors B Davis, B Hubery and R Johnson.
3.3 Apologies were not received from Councillor K Knox and the council deemed that he be marked as absent.

4. Declarations of Interest

4.1 Councillor J Gardner – Item 10.2 – Application 2017/1769

5. Minutes of the previous meetings held on Monday 4 September 2017 were confirmed as an accurate record of the meeting and signed by the Chairman.

6. Neighbourhood Plan Committee

6.1 Councillor B Davis is on holiday and so no report submitted.

6.2 It was noted that work on the questionnaire continues to take place.

7. Motions and matters proposed for discussion by Councillors

7.1 Footpath maintenance

i. It was noted that this matter was raised as a discussion point at the Parish Council Assembly and the short fall in Surrey County Council budget.

RESOLVED - Councillors agreed that an item to consider an amount to be included within the Parish Council's budget for future care of the footpaths should be considered and agreed at the Finance Committee meeting in December.

ACTION 10/2017 – 1 – Clerk to include 'agree budget for footpath maintenance for all three villages' on the Finance committee meeting preparation paper.

7.2 Consider the funding of professional advice up to £3k to assist the Parish council's response to the Local Plan – Item overlooked during meeting.

ACTION 10/2017 – 2 – Clerk to include on the next meeting's agenda.

8. Tandridge District Local Plan and Garden Village

8.1 Councillors considered Godstone Parish Council's formal response to the Tandridge District Council Local Plan: Garden Villages Consultation, which was circulated in draft format in advance of the meeting. All email correspondence between councillors in advance of the meeting had been noted and acknowledged. Councillors thanked Councillor M Gillman for his work on this matter.

RESOLVED - Councillors unanimously agreed the response, as drafted and presented at the meeting be accepted as the Parish council's formal response to the consultation.

ACTION 10/2017 – 3 – Clerk to ensure that the formal response of the Parish council is submitted to the appropriate email address and a copy of the letter is also hand delivered. Letter to be uploaded on to the Parish website.

8.2 Councillors noted the correspondence copied to the Clerk confirming parishioners who have written to Tandridge District Council (TDC) to date.

8.3 Councillors noted the following issue raised by a Parishinor; under planning law, is there a legal challenge that the Garden Village consultation only provides people with options to pick a site, no option to oppose the whole proposal. It was noted that the Parish Council are concerned on this issue too and that it is covered by GPC's formal response to the consultation.

9. Reports

9.1 Action taken – to be ratified (if any)

i. Councillors discussed the papers prepared in relation to the planning application seeking the discharge of conditions to permission TA/2015/1790 for the new car park in Godstone, noting the application has been submitted to TDC.

RESOLVED - Councillors unanimously agreed to ratify the submission of papers to discharge the conditions of planning application TA/2015/1790, as detailed in an email from the Clerk to all councillors on 13 September 2017.

ii. Ratify Press Release

RESOLVED - Councillors unanimously agreed to ratify the Press Release of GPC as per email and phone poll of councillors by the Clerk on 13 September 2017 and Councillor M Gillman on Sunday 10 September, it was noted that a majority of councillors agreed confirmation.

iii. All actions detailed in the minutes of the meeting held on 4 September 2017 had either been discharged, were included as part of the meeting, or are detailed below to ensure they are followed up:

ACTION 9/2017 – 04 – Councillor M Gillman to write a letter of response to S Gyimah MP and liaise with the Clerk. A statement confirming the publication of correspondence should be included in the letter. Correspondence to be uploaded on to Website following letter being sent.	
ACTION 9/2017 – 10 – Clerk to make arrangements for signage at the allotments.	
ACTION 9/2017 – 14 – Clerk to circulate minutes from the allotment holders meeting when complete.	
ACTION 9/2017 – 18 – Clerk to draft Terms and Conditions for organisations using the green for free.	

ACTION 8/2017 – 08 – The Clerk to write to local businesses and suppliers about Christmas lights.	
ACTION 8/2017 – 02 – Clerk to follow up on the notice board to be erected near the Baptist Church, Godstone and make enquiries about the cost of a double-sided notice board for the Car Park opposite the White Hart.	
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 6/2017 – 44: Clerk to arrange a performance reviews as required.	
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 another joint inspection at Tillburstow Hill and report recommended actions to the Council.	

iv. Ongoing Actions to be followed up from previous meetings:

ACTION 9/2017 – 07 – Clerk to liaise with contractor to establish potential work involved and costs. White Hart Barn – Chairman sign.	Contractor notified – request to WHB for meeting on Mon 2 October.
ACTION 9/2017 – 09 – Clerk to enquire about signage for the toilets with SCC and TDC. Information about the closet toilets to be included on noticeboards.	Contact made with TDC and SCC – 26 Sept
ACTION 9/2017 – 17 – Clerk instruct the contractor to carry out the repairs to the damaged bench and inform Fete committee of conclusion.	Contractor instructed
ACTION 9/2017 – 18 – Clerk to liaise with contractor, school and Councillor McLoughlin to arrange a site visit of the hedge.	Contractor meeting on 25 Sept
ACTION 8/2017 – 32 – A White of the GVA to liaise with the Clerk in relation to the concerns raised with Airsensa.	Contacted A White 26 Sept.
ACTION 6/2017 – PF1: <u>Linden Fields Play area, Godstone - TDC Councillors to visit residents and Parish Council to be kept informed via the Clerk.</u>	Await update from TDC cllrs. Remove item from actions.
ACTION 8/2017 – 30 – Clerk to liaise with Rev P O'Connell in relation to the Cherry Trees.	Followed up – pending
ACTION - Apr-17: Put a notice board on the car park site to keep parishioners informed of the work taking place.	Location TBC. Request Cllr visits with Clerk.
ACTION - Apr-17: Clerk to follow up the street lights information provided by Councillor Johnson and submit online.	Followed up – pending
ACTION 6/2017 – 8: In conjunction with the Clerk, Cllr B Hubery to liaise with the Baptist Church in relation to a new noticeboard.	Pending
ACTION 6/2017 – 35: Clerk to inform Parishinor of acceptance of offer to pay from refurbishment of bench and liaise with Parish contractor to establish costs before any work takes place.	Followed up – pending
ACTION 7/2017 – PF1 – Clerk to send the reference number on if possible in relation to railing reported to SCC.	Ref. not found prior to matters being logged – closed.
ACTION 7/2017 – 05 – Clerk to liaise with the owner to arrange the appropriate agreement documentation as soon as possible. Maynards - Wayleave	Pending response from owner

9.2 Clerks Report

- i. Plans to mark 100-year anniversary of the end of world war 1 in 2018 – Councillors considered how to mark the anniversary
RESOLVED - Councillors unanimously agreed that the Parish Council should mark the anniversary in some way, for example planting a tree and plaque in each village.
ACTION 10/2017 – 4 – Clerk to ensure that marking the Anniversary is included on the Finance Committee Agenda so that a budget can be agreed.
- ii. GVS and Remembrance Day - Councillors noted that Councillor R Johnson has been speaking with the school about children being included in future Remembrance days.
- iii. Parking in front of Godstone Club - Councillors noted the report received by the Clerk again of issues with parking in front of Godstone Club and the impact on the pathway of parking on the kerbs (PC46). It was noted that cost of enforcement of any parking restrictions implemented would be high and not cost effective. It is hoped that the new car park will offer relief to this issue.
- iv. Request for bowlers to park on the green on match days (PC45).
RESOLVED - Councillors unanimously agreed that the Parish Council does not grant permission for bowlers to park on the green on match days.

ACTION 10/2017 – 5 – Clerk to inform Bowls member of decision.

v. Metal Detecting - Permission request received for someone to metal detect on Parish Land (PC47).

RESOLVED - Councillors unanimously agreed that the Parish Council does not grant permission for someone to metal detect on Parish Land.

ACTION 10/2017 – 6 – Clerk to inform person who made enquiry about metal detecting.

vi. Casual vacancy – Councillors noted that notice for a councillor for Godstone Parish, South Ward (Blindley Heath) has been published and put on noticeboards. Any written requests for a by-election should be sent to The Chief Executive, TDC and will need to be received on or before 12 October 2017.

RESOLVED - Councillors unanimously agreed that if there is not a by-election then the Clerk should advertise the vacancy by way of the Parish Magazine and any other reasonable means.

ACTION 10/2017 – 7 – Clerk to make necessary arrangements to advertise Councillor Vacancy following the appropriate deadlines passing.

vii. Resignation of J Faulkner – Councillors noted the resignation and considered its implications and action points. The Councillors stated their thanks and appreciation of the part John Faulkner played whilst serving as a Parish councillor.

ACTION 10/2017 – 8 – Clerk to send a letter of thanks.

viii. Planning committee – Councillors noted that due to attendance issues and resignations it was necessary to change the membership of the Planning Committee.

RESOLVED – Councillors agreed that Councillor B Hubery and R Johnson should be appointed to the planning committee and Councillor K Knox removed from the committee. Councillors noted that this was a necessary measure until the issues are resolved, noting the advice of the clerk in relation to Committee Membership.

ACTION 10/2017 – 9 – Clerk to update email group for Planning Meeting Correspondence.

i. Memorial tree and burial of Dog ashes (PC40) – Councillors considered the request.

RESOLVED - Councillors unanimously agreed that the Parish Council does not grant permission for a memorial tree and burial of dog ashes on Godstone Green.

ACTION 10/2017 – 10 – Clerk to inform Parishinor who made enquiry about a memorial tree and burial of dog ashes on Godstone Green.

ii. Website update – Councillors noted the update given by the Clerk that work is still taking place on the Website and a review will be taking place to establish the next steps as soon as practicable.

iii. Hilly Fields – Councillors considered the request received to burn waste at the Hilly Fields site, the council does not want to set any kind of precedent and wants to avoid issues that have arisen in the past

RESOLVED - Councillors unanimously agreed that the Parish Council does not grant permission for anyone to burn waste on Hilly Fields.

ACTION 10/2017 – 10 – Clerk to inform Parishinor who made enquiry about burning waste on Hilly Fields.

iv. Playground Sand – Councillors acknowledged the donation of Sand from Sibelco for the children's play area.

ACTION 10/2017 – 11 – Clerk to write a letter of thanks to Sibelco for Play area sand.

v. Preparing for the General Data Protection Regulation (GDPR) - May 2018. Councillors noted the guidance circulated with meeting papers.

ACTION 10/2017 – 12 – Clerk to prepare a report on General Data Protection Regulation for Parish Council to consider.

vi. Donations to St Stephens and Godstone Baptist Church – Councillors considered the information presented by the Clerk of previous donations and payment records for hall hire.

RESOLVED - Councillors unanimously agreed that the Parish Council make donations for the use of the church halls for the Parish Council meetings. To Godstone Baptist Church, Godstone a donation of £100 to be made. To St Stephens, South Godstone a donation of £300.

ACTION 10/2017 – 13 – Clerk to arrange payment of a donation to Godstone Baptist Church and liaise with Councillor White in relation to confirming the wish to make a donation to St Stephens Church.

vii. Christmas Lights – Councillors discussed the installation of new tree Christmas lights in South Godstone.

ACTION 10/2017 – 14 – Councillor White to consider potential options for a new tree to be lit in South Godstone with Christmas lights.

viii. Offer of refurbishing bench – Councillors noted that the Parishinor who had offered to pay for the refurbishment on the bench had stated that changing the plaque on it.

RESOLVED - Councillors unanimously agreed that this could not happen and that this is not how the original offer of paying of the refurbishment had been interpreted. If the Parishinor wished to withdraw the offer then the Parish Council agreed that the contractor should be instructed to carry out the work in line with the maintenance contract.

ACTION 10/2017 – 15 – Clerk to contact the Parishinor in relation to the refurbishment of the bench by the pond to explain that the original plaque must remain.

ix. Preservation Society – Councillor noted the request for a representative of the Parish council to attend the meetings and address points raised in relation to the clearance of the pond.

x. Conker tree – fallen branch. The next meeting is to be held on Thursday 19 October 2017.

xi. White Hart Barn (WHB) – Chairman’s plaque – Councillors noted the update following investigation in relation to removing the Chairman’s board and relocating the board to the Bounty.

RESOLVED - Councillors unanimously agreed that they did not now wish to make a proposal to the WHB committee to make a request to relocate the board.

ACTION 10/2017 – 16 – Clerk to contact the WHB contact in relation to the Chairman’s Board. Councillor M Gillman to supply contact details of someone who may be able to update the board.

xii. CIL meeting – Councillors noted the attendance of Councillors M Gillman and C White along with the Clerk, to a meeting with TDC in relation to CIL money due to the Parish Council and the systems in place. It was noted that records in relation to CIL money received should be kept ensuring that the appropriate reporting of expenditure of the funds could be prepared and published in line with statutory obligations.

ACTION 10/2017 – 16a – Any outstanding actions to write letters on CIL are to be closed as the issue is resolved.

xiii. Electrician completed work – Councillors noted that the work had been carried out to address items raised in the Electrical Installation Condition Report (EICR) report.

ACTION 10/2017 – 17 – Clerk to contact the contractor who completed the work for a completion certificate to ensure that a record of the work completed is on file.

xiv. September Motion – 7.3 Re: Contribution of £2k to TDC for highways ground maintenance service levels – Councillors considered revisiting the motion following receipt of CIL money.

RESOLVED – Councillors unanimously agreed that although there had been a change in circumstances, they did not want to reconsider the Motion.

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

i. Update on AirSensa – Councillors noted that the Chairman had contacted the company director, but that the Chairman would follow this issue of no data being captured again.

ACTION 10/2017 – 18 – Chairman to continue following up about Data with AirSensa.

Parish Council Assembly – Councillors noted that the Chair had attended and an update on the following:

- that the request for contributions to TDC for highways ground maintenance service levels had been discussed;
- Tandridge Waste Contract is being reviewed; and
- Parking enforcement contract has been awarded to Reigate and Banstead.

SSALC – Chairman’s Networking Day – Councillors noted the Chairman attendance at this event.

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

i. Councillors noted the attendance at the various consultation road shows by several Parish Councillors.

ii. Councillors noted the attendance by Councillor M Gillman at the Blindley Heath Residents Committee Meeting.

10. Current Planning issues

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

Number	Description	Address	Decision
2017/1697/NH	Erection of single storey rear extension measuring 5 metres deep, with a maximum height of 4 metres and an eaves height of 2.41 metres. (Notification of a Proposed Larger Home Extension)	1 Dewlands, Godstone RH9 8BS	Prior approval refused
2017/1594	Demolition of existing garage. Erection of part single/part two storey front, side and rear extension. Removal of door to front elevation an installation of first floor Juliet balcony to rear elevation. Erection of raised patio with balustrade to rear elevation (Amended Description).	50 Salisbury Road, Godstone RH9 8AB	Approved
2017/1578	Variation of condition 2 of planning application TA/2016/1188 to allow for the repositioning of the front of the building and the connection from the existing building to the new area.	Cornerfield Farm, Byers Lane, South Godstone RH9 8JL	Approved
2017/1564	Erection of single storey rear extension.	18 Easter Way, South Godstone RH9 8HQ	Approved
2017/1528/TCA	T1 Silver Maple - Fell	9 Ivy Mill Lane, Godstone RH9 8NH	Approved
2017/1497	Erection of single storey extension and dormer to north elevation in association with conversion of loft space to habitable accommodation. Formation of roof light to north elevation and two roof lights to south elevation. (Certificate of Lawfulness for a Proposed Use or Development)	117 Lagham Road, South Godstone RH9 8HF	Certificate of Lawfulness (proposed use or development) granted

2017/1483	Erection of single storey front extension and ramp access to property. Installation of door and window to side elevation.	115 Lagham Road, South Godstone RH9 8HF	Approved
2017/1440	Demolition of existing linked garages and erection of new double garage to provide ancillary commercial storage.	44 to 46 High Street, Godstone RH9 8LW	Approved
2017/1372	Formation of new access & erection of 5-bar entrance gate.	Gaysland Farm, Tandridge Lane, Lingfield RH7 6LW	Approved

10.2 Current Planning Lists and applications

i. Councillors reviewed the Planning Applications detailed on the

2017/1910	31 Oaklands, South Godstone RH9 8HX	Demolition of existing garage/porch. Erection of part single/part two storey front and side extension.	No Comment
2017/1769	44 to 46 High Street, Godstone RH9 8LW	Proposed extension and alterations to car park	No Objection
2017/1369	Plum Cake Cottage, Godstone Green, Godstone RH9 8DZ	Variation of condition 12 of planning application 2014/1684 to allow for alterations to external lighting.	No Objection

10.3 Any other current planning matters, including Appeal

i. Note and accept recommendations detailed in the draft minutes of the Planning committee meeting on Monday 18 September (circulated with meeting papers)

11. Finance

11.1. Accounts for payment - to approve **SEPTEMBER** accounts for payment

Godstone Parish Ref.	Business	Invoice	Invoice Date	Payment For	Breakdown	Net Invoice amount	VAT	Invoice Total
GP150	Bren Davis			Wood for allotment markers		£12.50	£2.50	£15.00
GP151	1st Godstone Scouts	1701	5 Sep	Buildings Insurance				£168.54
GP152	Sarah Endersby		06-Sep	Expenses	Drainage clearance	£216.67	£43.33	£263.92
GP153	Royal British Legion		06-Sep	Poppy Appeal	Donation - Reported and agreed at September meeting			£50.00
GP154	OnetoOne	217412	30-Jun	Printer toners (Colour printer)		£273.07	£54.61	£327.68
GP155	OnetoOne	217913	25-Jul	Printer toner	Credit note for Invoice details below.	£55.45	£11.09	£66.54
GP155Credit	OnetoOne	SCRN043638	06-Sep	Printer toner		-£55.45	£11.09	-£66.54
GP156	OnetoOne	INV217381	30-Jun	Stationery	Credit note for Invoice details below.	£13.50	£2.70	£16.20
GP156Credit	OnetoOne	SCRN043636	06-Sep	Stationery		-£13.50	-£2.70	-£16.20
GP157	Fairalls	04280621	22-Aug	Maintenance supplies - Car Park		£59.11	£11.82	£70.93
GP158	Fairalls -	04281622	01-Sep	Maintenance - Allotments	QUERYING if JF Expense for paint for allotment	£5.92	£1.18	£7.10

					markers.			
GP159	Fairalls	04281452	31-Aug	Maintenance - benches		£41.50	£8.30	£49.80
GP160	SES Business Water**	Bill no. 31	07-Sep	Water				£19.61
GP161	BDO	1653159	13-Sep	External Auditors		£430.00	£86.00	£516.00
GP162	Aspect Planning	469	28-Sep	Planning Consultants				£615.17
GP163	Gardenwise			Grass Cutting	GG & G/view - £400, BGx2 - £700, B/H - £400, BGMx2 - £260, BGF&Ax2 - £200 and BGOx2 - £300			£2260.00
GP164	Gardenwise			Maintenance				£1242.00
GP165, 6, 7	Employees*			Salary payments				£1513.07
GP168	NEST			Pension				£124.87
GP169	BT Telecom**	MO58 OK	17-Sep	Telephone and Internet		£52.66	£10.53	£63.19
GP170	EON**	H14E8E7FA9	20-Sep	Electricity		£22.88	£1.14	£24.02
GP171	Play Inspection Company	27777	27-Sep	Inspection		£65.00	£13.00	£78.00
GP172	GES Electrical Services	228	28-Sep	Work following EICR				£197.74
GP173	A Silver-Setchfield		26-Sep	Planning Drawings	landscape Planting			£350.00
TOTAL:								£7,956.64

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

**Direct Debits

Councillors resolved to approve the payments list totalling £7,956.64 on payment of salaries and two councillors countersigned all invoices.

11.2. Summary Financial Report to **AUGUST** receive and note.

- i. A copy of the accounting records for **AUGUST** was 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.

Monies Received - August 2017

VAT refund (for period 1 April 2017 to 31 June 2017)	1009.36
Godstone Green	900
Burial Ground	178.00
	<u>2,087.36</u>

RESOLVED – Councillors unanimously resolved that the summary sheet be signed and dated by the Chair.

- ii. Councillors noted the HMRC payment to be submitted during October for Quarter 2 NI and Income Tax -

Period 4 -6	£1179.69
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RESOLVED – Councillors unanimously approved that this payment be made by the deadline.

- iii. CIL – councillors noted the payment received from TDC as per email circulated to all councillors.

iv. Natural England Grant Payments – Councillors noted the correspondence in relation to future Grant payments.

ACTION 10/2017 – 19 – Clerk to ensure Surrey Wildlife Trust receive a copy of the information.

v. Pension contributions – Councillors noted the correspondence in relation to minimum pension contributions and noted that the Parish council already complies.

vi. Grants – Request for applications to be made to be included in Parish Magazine, RH9 magazine and any other suitable publications.

ACTION 10/2017 – 19a – Clerk to publicise request for Grant applications in suitable publications.

11.3. External Auditor

i. Councillors confirmed receipt of the conclusion of External Audit by the External Auditors BDO.

RESOLVED – Councillors unanimously approved and accepted, as the smaller authority “Godstone Parish Council”, the conclusion certificate of the External Audit of the External Auditors “BDO”.

ii. Councillors noted that the External Auditors will be new auditors next year.

11.4. Internal Auditor

i. Councillors confirmed receipt of Internal Auditor, Mulberry’s, letter of Engagement and considered the letter.

RESOLVED – Councillors unanimously approved the appointment of Mulberry’s as the Parish Councils Internal Auditor and agreed that the letter of Engagement be signed.

ACTION 10/2017 – 20 – Clerk to arrange the signature of the Engagement Letter.

12. Greens, Commons and Land

12.1 Allotments

i. Draft map of allotment - Councillors noted the draft map prepared by Pear Technology which was circulated with meeting papers.

ACTION 10/2017 – 21 – Clerk to work with Pear to complete the project of mapping the allotments.

ii. Allotment holder – Councillors noted the response from the allotment holder in relation to the removal of the shed which raised issues in relation to the disruption of works.

RESOLVED – Councillors unanimously agreed that the allotment holder be given compensation for plants lost during clearance as had always been agreed in advance of the works.

RESOLVED – Councillors unanimously agreed that the Parish council’s contractor should be asked to move the shed. If the shed disintegrates when it is moved then the Parish council to arrange a suitable replacement.

ACTION 10/2017 – 22 – Clerk to contact allotment holder in relation to compensation and the decision about moving the shed. Clerk to liaise with contractor to try and move the shed.

iii. Public Liability (PL) Insurance for allotments – Clarification was sought on this matter and the Clerk has spoken with Came and Company. Councillors noted that it had been confirmed that the Parish Council’s PL insurance covers the council as the land owners, but that it is sensible to recommend that the Allotment holders have their own PL insurance, which is quite covered within household insurance.

ACTION 10/2017 – 23 – Clerk to ensure that a note in relation to PL Insurance is included in the allotment holder’s agreement next year.

iv. Review of **ACTION 9/2017 – 15** –

Purchase sign to state no dumping of rubbish and rules	Outstanding
Get quotes to fell the trees	Meetings arranged
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.	Outstanding
Place for a car park to be reviewed following information from garage owner	Outstanding
Wayleave to put a water pipe to be reviewed following information from garage owner	Outstanding
Update the Terms & Conditions for Allotment holders lease ready for April 2018.	Outstanding
Contractor to clear new green waste rubbish pile by garages to prevent further dumping of waste	Completed
Inform relevant allotment holder that shed must be removed as now within a new allotment plot	Email sent – complete
Discuss with contractors spraying the new areas to clear weeds growing.	Completed
Contractor to make wooden stakes with numbers to identify allotments.	Completed
Confirm a price for planting hedging plants along the west of the allotments.	£500 (incl. 60m stretch with canes and tree guards and hedges plants will be 100mm high

	when planted. Labour to be charged at normal contractor contract rate.
RESOLVED – Councillors unanimously agreed that the contractor be instructed to carry out the work.	
ACTION 10/2017 – 24 – Clerk to instruct contractor to carry out work at allotments to plant a hedge.	
Agree a price per m ² for annual lease at Finance committee in December, dependent on if we are providing water and other services.	Completed - Included on Finance Committee meeting preparation notes.

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

- i. Playground barrier update – Councillors noted that work has been carried out to repair the boundary fence of the play area. The final element, railings, will be completed when the railings arrive.
- ii. Playground Inspection Report
 - Councillors noted the report prepared by the clerk Playground ‘*Condition and Report Tracker following Inspection Report*’. Clerks report includes items to consider, track and agree actions.
 - It was noted that all areas of the Inspection report were stated as Very Low Risk or Low Risk.
 - Clerk has noted in Finance Committee meeting notes that consideration should be given to budgeting for future replacement/repair of playground items over the next few years.
 - Councillors noted concern in relation to the large basket swing.

ACTION 10/2017 – 25 – Clerk to liaise with Councillor M McLoughlin to consider points noted in the *Condition and Report Tracker following Inspection Report*, particularly the concerns in relation to the replacement of the basket swing seat, during a site visit and update the Parish Council at the next meeting.

- iii. Playground Inspection – Councillors considered the order to book next year’s annual inspection to be completed in September 2018 at a cost of £65.00 + VAT = Total £78.00.

RESOLVED – Councillors unanimously agreed that the order to book next year’s annual inspection be confirmed with the specialist contractor.

ACTION 10/2017 – 26 – Clerk to email back to confirm booking of September 2018 annual inspection.

- iv. New Car Park update – Councillors noted that the application to discharge the conditions of the planning application has been lodged with Tandridge District Council and that a response can take up to 8 weeks.

ACTION 10/2017 – 27 – Clerk and Chairman liaising to prepare the specification for the tender to build the new car park.

- xv. Speed Sign – Councillors noted that the Clerk has been liaising with A White to arrange the installation of the speed sign. An application for the provision of a temporary attachment to street lighting prepared.

ACTION 10/2017 – 28 – Clerk to contact Ultralite contractors (who attach the Parish Christmas lights to lamp posts) to enquire as to whether they can carry out this work.

- xvi. School Hedge – Councillors noted the clerk has had a brief conversation with Contractor in relation to the management of this hedge historically and moving forwards and that the clerk believes the work that has taken place so far is above and beyond the original instructions of the Parish council.

ACTION 10/2017 – 29 – Councillor McLoughlin to meet with the school Caretaker.

12.3 Hilly Fields – Councillors noted the request from a Parishinor to use the Hilly Fields to burn rubbish.

RESOLVED – Councillors unanimously agreed that they categorically did not give permission to use the Hilly Fields for bonfires, particularly considering historic issues and not wanting to set such a precedent.

ACTION 10/2017 – 30 – Clerk to email the Parishinor who made the request for a bonfire at Hilly Fields.

12.4 Blindley Heath

- i. Work on clearing pond and bung – Councillors noted that work would take place on 10 October 2017.
- ii. Footpath diversion - Footpath No.272 (Godstone) – Councillors noted that a meeting had taken place.

RESOLVED – Councillors unanimously agreed that the reasons of the council’s objections had been addressed and on these conditions being met, the Parish council withdrew the objection.

ACTION 10/2017 – 31 – Clerk to email the Surrey County Council Countryside Access Office to confirm withdrawal of the objection on the understanding and reassurance that the concerns had been addressed.

- iii. Footpaths for consideration – The condition of Green Lane Footpath

ACTION 10/2017 – 32 – Clerk to ask contractor to visit footpath and discuss work required.

12.5 Tilburstow Hill Common

- i. Update on Japanese Knotweed – Councillors noted the update that the site had been inspected and there is Japanese Knotweed on Parish land, noting there is a large sandbank between the area of knotweed and the closest properties garden.

ACTION 10/2017 – 33 – Clerk to email the Parishinor who has contacted the Parish office in relation to this matter to request clear details of where it is affecting his property.

13. Burial Grounds

13.1 Applications for Exclusive Rights of Burial (EROB)

- i. Confirmation of process in relation to applications for EROB between council meetings – It was confirmed that if a request is made for an EROB between council meetings with a funeral to take place before the next council meeting, due to necessary turnaround time the Clerk is correct to confirm EROB and then report to the Parish council at the next meeting.
 - ii. Applications – Councillors noted the following applications made for EROB:
 Boot (Linsell) – 586 (2nd of 4 non-parishioner spaces which can be granted in one financial year).
 Howlett – 587
 Harrison-Lyons - 588
- 13.2 Applications for consent to erect Memorials - None
- 13.3 War Memorials – Councillors noted the update from the Clerk and Councillor M McLoughlin about the workmanship of the work that has been carried out on the memorial at St Nicholas, Godstone.
- ACTION 10/2017 – 34** – Clerk to email Stonecrest about some of the workmanship and finishing the job.
- 13.4 Postengate Farm Memorial Site – Councillor M McLoughlin confirmed he had recently visited the site and there were no concerns to report.
- 13.5 Planning for the future – Councillors considered the following items in relation to planning for the future of the burial ground:
- i. GPS systems at the burial ground
 - ii. Tree on the burial ground
 - iii. Testing the water levels (could plots be for 3?)

ACTION 10/2017 – 35 – Clerk to carry out the following actions:

GPS systems at the burial ground	Investigate practicality of GPS systems at the Burial Ground
Tree on the burial ground	Investigate if the tree is protected and speak with grave digger about impact on location of tree in relation to graves.
Testing the water levels	It was noted that a shingle drainage system could be invested in. Investigate water table by test holes during the winter.

14 Correspondence

- i. Councillors noted the correspondence that had been circulated to them by emails since the last meeting:
 - Tandridge District Council's planned destruction of catchment area above Ray Brook / Eden Brook flood defences in Blindley Heath RH7
 - Monthly Crime Stats
 - Press Release: New parking enforcement provider for the Council's car parks
 - Garden village consultation - developer's websites
 - A22 - diversion signage
 - IMPORTANT News From GACC
 - The Silent Solider
 - Invitation - Free conference on Conservation Areas
 - Housing Committee Agenda 14th September 2017
 - Snapshot: Constituency Round-up (Case Ref: ZA39268)
 - Agenda for Tandridge Local Committee, Friday, 22 September 2017, 10.15 am
 - Despatch - 11th September 2017
 - Parish Assembly - Wednesday 27th September 2017 at 6PM
 - FW: Despatch 13 September 2017 - Planning Policy Committee Agenda 21st September 2017 and Delegated Action List 6 – 13.9.17
 - Council and Parishes - update on our plans for Surrey's Community Recycling Centres
 - Affordable Housing on Knights Garden Centre
 - Press release: Council owned property investment company makes first purchase
 - Press release: Government consults on the way housing need is calculated
 - East Surrey Dial a Ride invite to Annual General Meeting on 25 October 2017
 - Supplement: Supplementary Agenda and Papers to the agenda for Tandridge Local Committee, Friday, 22 September 2017, 10.15 am
 - FW: Our Local Plan Newsletter update: Garden Villages Consultation
 - S&SPC slides and notes on Public Meeting - TDC Consultation - Redhill Aerodrome proposed garden village
 - Opposition to Garden Village
 - Friends of GVA - Speaker at Village Open meeting
 - Edenbridge TC - Letter to TDC about not being part of consultation.
 - Consultation on Pay and Conserve: Proposed Car Park Charging on Surrey County Council's Countryside Estate
 - Millwood Designer Homes Ltd – RE: Land lying to the north of Green View, Godstone (SY623922)
- RESOLVED** – Councillors unanimously confirmed that this land is not for sale by the Parish Council.
- Decision sheet for Tandridge Local Committee, Friday, 22 September 2017, 10.15 am
 - New Chairman for GACC
 - Garden Village Consultation Edenbridge Town Council response

- OLRG 21 Local Plan - deadline 9 October

15 Matters for reporting or inclusion on future agendas

- i. The next meeting of the Parish Council will be held at 7.30 pm on Monday 6 November 2017 at the Parish Rooms, St Stephens, South Godstone.

PART TWO

RESOLVED – Councillors resolved that pursuant to Section 1 part 2 of the Public Bodies (Admission to Meetings) Act 1960, that the public be excluded from the meeting during the consideration of the next item of business on the grounds that it is likely if the public were to remain, there would be a disclosure of exempt information and the public were excluded from the meeting whilst the Parish Council discuss item 16 of the Agenda.

16. Staffing – See Part 2.

----- Meeting closed at 10.15pm -----

Signed _____
Chairman

Date