

Godstone Parish Council

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

Clerk to the Parish Council

S Endersby

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MINUTES

of the meeting of Godstone Parish Council held on
Monday 4 December 2023 at 7.30pm at St Stephens, South Godstone.

Members: Cllrs J Gardner, C White, C Farr (also Tandridge District Councillor and Surrey County Councillor), S Farr, I Smith, L Case, K Ward and C Edwards

Apologies:

Present: S Endersby (Clerk), Tandridge District Cllr M Crane, J Quincey, D Christmas, J Hale (GAA) and A Rabbetts (GNPC).

1. Questions from Members of the Public

1.1 J Hale, Godstone Allotment Association (GAA)

1.1.1 Confirmed that the letter updated with the amends discussed by council at the October 2023 meeting (Include annual review date and clause 9.3 be redrafted to refer changes to Allotment sizes to the Council.) had been accepted and the final draft of the letter had been accepted by the GAA.

1.1.2 Report of the boggy condition of the new parking area at the allotments, noting that it was appreciated that patience is required whilst the development is being completed.

The council acknowledged the information provided by J Hale.

1.2 J Quincey reported the R Smith had passed away.

The council acknowledged the information provided by J Quincey.

1.3 D Christmas

1.3.1 Raised his concerns about the relationship between residents at the Enterdent and the Parish Council

The Chairperson stated that he believed the council wanted a positive relationship with residents.

1.3.2 Raised the matter of a councillor visiting properties when delivering a letter on behalf of the Parish council and requesting email addresses. D Christmas reported on behalf of a resident that she had felt uncomfortable answering the door at the time of evening the visit has been.

The council acknowledged the information provided to them by D Christmas.

The council raised concerns about the number of parking areas created in areas of the Enterdent that are not authorised. It was further stated that it is not possible to gain parking rights by prescription. Council confirmed it would be happy to meet residents.

2. Apologies and reasons for absence

2.1 All councillors were present.

RESOLVED – The meeting was deemed quorate.

3. Declarations of Interest

3.1 It is noted that a Register of interests is published on Godstone Parish council website.

3.2 There were not statements made in relation to Pecuniary Interests for any items detailed on the agenda.

3.3 Councillors all signed registering attendance, where Pecuniary or Other Interests can be noted if applicable.

4. County and District Councillors – Brief report on matters affecting the Parish.

4.1 Surrey County Cllr C Farr

4.1.1 Acknowledged that the correspondence in relation to Surrey County Council (SCC) engaging in discussions with government on a Level 2 County Deal had been provided to council by the Clerk in the meeting notes. Press release issued by Surrey <https://news.surreycc.gov.uk/2023/11/22/a-county-deal-for-surrey/>.

Cllr C Farr reported that the County Deal being discussed would see SCC taking over the management of planning within the district. The 'Garden Village' could also be something SCC would look at further.

Level 2 County Deal does not give the authority overall control of finance.

Cllr C Farr stated he was not in favour of the Level 2 County Deal.

4.1.2 It was reported that the SCC precept is proposed to increase by 4%.

4.2 Tandridge District Cllr M Crane

4.2.1 Responded to the query raised as to whether tests of the public toilets are showing legionella. Cllr M Crane confirmed that he had met with senior TDC officers and TDC Deputy COO. A fully survey for refurbishment will be provided at the next meeting. The plan is still for the toilets to be refurbished (they have not been refurbished for 30 years) and opened in 2024. There are various factors that have disrupted the progress.

5. Minutes of the meeting held on 6 November 2023 and the Extraordinary Meeting held on 20 November 2023

5.1 Councillors reviewed the minutes of the Meeting held on 6 November 2023.

RESOLVED - Council by a majority approved the minutes of the meeting held on 6 November 2023 as an accurate record of the meeting and agreed that they be signed by the Chair.

Councillors C White and J Gardner did not vote as they had not attend the meeting.

5.2 Councillors reviewed the minutes of the Extraordinary Meeting held on 20 November 2023.

RESOLVED - Council by a majority approved the minutes of the meeting held on 20 November 2023 as an accurate record of the meeting and agreed that they be signed by the Chair.

Councillors C Farr and C Edward did not vote as they had not attend the Extraordinary meeting.

6. Neighbourhood Plan

The Chairman of the Godstone Parish Neighbourhood Plan Committee (GNPC) A Rabbetts provided an update to council.

6.1 The plan is close to being ready for Regulation 14¹ submission.

6.2 The rules have changed since the plan was started and it is now necessary to have a housing needs assessment.

6.3 The plan should be ready for publication and preparation for the referendum in March 2024 (Regulation 14).

6.4 Tandridge District Council (TDC) have to do the following assessments on plans, Environmental Assessment; and Habitat Rural Assessment. The plan will be submitted before Christmas 2023 to TDC for these assessments whilst the housing needs assessment is being prepared.

6.5 A Rabbetts confirmed he had emailed the Clerk at 7.20pm on 4 December, the most up-to-date version of the Neighbourhood Plan.

ACTION – 12/23 – 1a – Clerk to circulate the up-to-date version of the Neighbourhood Plan to council.

6.6 It was confirmed that there were Grant applications being made for any costs involved to be covered by funding that is available to the council. Grant application will be made for £4,100.

ACTION – 12/23 – 1b – Cllr C White to liaise and assist when necessary to complete the grant application.

¹[Neighbourhood Plan Regulation 14](#) is a legal requirement for a qualifying body (i.e. the Parish Council) to publicise and consult (publicise, in a manner that is likely to bring it to the attention of people who live, work or carry on business in the neighbourhood area) on a draft neighbourhood plan before submitting it to the local planning authority.

7. Reports

7.1 Clerks Report - Matters to bring to the Councils attention.

7.1.1 ACTION 10/23 – 8b completed and had contacted TDC Officer the matter of public toilets in Godstone to confirm council's position.

7.1.2 Inspection reports – Inspection reports should be sent to the Clerk. In addition to send the reports to the Clerk, councillors should put motions and recommendations forward for council to consider as Council has to agree costs and approve work.

7.1.3 Christmas Lights will be put up at the Bounty.

7.1.4 Green Space Committee were notified of the Grass cutting contractor sustaining an injury and had requested a copy of the accident report which had been received from contractor.

7.1.5 Your Fund Surrey application – 1 quote received and on the deadline of 18 December 2023 the application will be submitted (as agreed at the Extraordinary meeting of 20 November 2023) along with any other quotes received.

7.1.6 Christmas lights – In order that a power supply can be installed for 2024, the Clerk requested information from council as to a plan for where the power supply should be installed.

7.1.7 Bounty – Matter of separating the electricity supply – Council noted the following questions to be addressed by council for the Clerk to submit responses.

- i. Council noted that the solicitor has requested that council confirm timing of the works to separate the electricity supply from the Endeavour.

RESOLVED – Council agreed that the electricity supply is separated within 6 months of completion.

- ii. Council noted that the solicitor has requested that council confirm if a wayleave is required for the separation of the supply.

RESOLVED – Council confirmed that no wayleave is required for the separation of the supply.

ACTION – 12/23 – 2 – Clerk to provide 7.1.7 I and ii, responses to the Parish solicitor.

- 7.1.8 Grass contractor – The Clerk advised the council of the issues with leaf disposal raised by the Grass contractor. Council acknowledged the issues and discussed that a gated area with a suitable hardstanding surface could be prepared and provided for the disposal of leaves from council land (a budget would be needed for this) and this option should be considered or what else could be done, such as finding a new area at Tilburstow Hill for the disposal of leaves.

No specific instruction agreed by council or instructions of actions given.

7.2 Chairman's Report – (for noting) information only

- 7.2.1 Chairman received email sent on behalf of Blindley Heath Cricket Club to thank council for arranging for the potholes in the car park to be filled.

It was noted that the council would review the condition of the car park again in 2024 and would consider carrying out work again in 2024 if necessary and would need to consider ensuring that the appropriate provision is made.

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

- 7.3.1 Policing Your Community Event (attended by Cllrs I Smith and K Ward) – Present at the event were the Police and Crime Commissioner Lisa Townsend, Chief Constable Tim De Meyer and the local Borough Commander and the discussion was on policing in the district.

The Cllrs who attended questioned the lack of patrols and visibility of police in Godstone village. The statement of response was that there are a number of patrols in Godstone.

- 7.3.2 North Park Quarry Liaison Meeting on 8 November 2023 (attended by Cllr L Case) – Main concern reported was in relation to the water table levels rising, which then impacts work at the site. The year 2037 should be the end date of work at the site.

- 7.3.3 Preservation Society (attended by Cllr L Case) – The following was reported at the meeting:
 - i. TAG monitoring for speeding
 - ii. Monitoring of the number of lorries is being carried out.
 - iii. Air monitoring shows levels of pollutants have decreased with the increase in the number of electric vehicles.
 - iv. Hilly Fields and footpaths created were noted
 - v. Cllr L Case advised the Society that any issues with footpaths and road signs in the parish should be reported direct to SCC who are responsible for these areas.
 - vi. Report on volunteer activities.
The Clerk informed the council that no notification of activities had been received from the Society and informed the council of the stipulations of the insurers in relation to volunteer activities. Council noted the information provided by the Clerk. The enthusiasm and determination of the volunteers was stated.

7.4 Reports from Committees

- 7.4.1 Finance Committee Report – The following report was provided to council following the Finance Committee meeting of 29 November 2023:

- i. Committee completed the Finance Risk Assessment which is required annually.
- ii. Confirmed Charges and Fees for Burial Ground, Greens, Wayleaves. Allotment charges referred to Greenspace committee for consideration.
- iii. 1st draft of budget prepared, and next Finance meeting planned for Friday 10th December at 10.30am for a second review of the FY2024-25 budget.
- iv. Committee recommendation in relation to the auditor's recommendation about £500 emergency spend increasing (this is separate to the decision at the September council meeting and vote that Green Spaces Committee be permitted to authorise up to £1000 of spend on unplanned expenditure if circumstances demanded), it was clarified that this is for the Clerk not council committee.

The Finance Committee recommendation is that it is increased to £1000 as set out in the extract of Finance Regs below:

4. Budgetary control and authority to spend

4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit

of £1000. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

RESOLVED – Council unanimously accepted the recommendation of the Finance committee in relation to the increase from £500 to £1000 for the Clerk to authorise revenue expenditure as detailed in 4.5 of the Finance Regulations.

ACTION – 12/23 – 3 – Clerk to update Finance Regulations document.

7.4.2 Greenspaces Committee

7.4.2.1 Deferred matter of Committees proposal for council to consider reviewing the allocation of inspection responsibilities.

- i. Cllr L Case reported being sent messages which commented on Cllr I Smith's manor whilst undertaking inspections at the allotment and being the Parish councillor's representative for the allotments.
- ii. The matter that councillors are representatives of the council was noted.
- iii. The comments had been sent informally to Cllr L Case and no formal complaints had been received.
- iv. The Clerk stated understanding of why the council may consider dealing with concerns raised informally, reference was made to the councils [Complaints Procedure](#) and the guidance to refer matters to the monitoring officer at TDC if appropriate.
- v. Cllr L Case read out comments received from 12 people, names of people who had contacted Cllr Case were not read out or provided to council at the meeting, but Cllr L Case has a record.

A short summary of the comments; unrest has been created by Cllr I Smith's approach and included comments of a bullish approach, not listening to others and an authoritarian manor.

The GAA chairperson and other allotment holders in attendance at the meeting stated that they believed the comments read were a correct reflection/representation of people's feelings on the matter of Cllr I Smith's manor and conduct.

- vi. It was discussed that councillors allocated to areas was for the purpose of completing a monthly inspection report for areas, i.e. the Allotments. There are no further delegated responsibilities.
- vii. It was noted that previous motions put forward by Cllr I Smith suggested the desire to go beyond the current delegated responsibility.
- viii. Cllr I Smith was asked for comment. Cllr I Smith stated that he completes inspections, queries are directed to GAA Chair and Cllr Smith works to make things run smoother.
- ix. In relation to Cllr Smith's comment 'making things run smoother' Council referred back to vi. and that councillors, as individuals, don't have delegated responsibility to deal with or make decisions on individual issues.
- x. Council raised the matter of Cllr Smith knocking on resident's doors and request for email addresses. Cllr Smith responded that he had not been aware of the upset caused.
- xi. On request of an opinion from the Chairperson, the GAA Chair responded that issues had been raised at the September council meeting, but that things had settled down and that he would continue to refer to the most recent letter of agreement between the GAA and council on the agreement for the working relationship between the parties as guidance.

RESOLVED – Council agreed that the situation be reviewed again in 3 months' time when the suggestion to reallocate responsibilities could be reconsidered if the situation still demanded it.

RESOLVED – Council agreed that any complaints should be directed only to the Clerk, who would then inform council. Complaints or concerns should not be addressed to individual councillors.

7.4.2.2 Council noted that Cllr S Beagley did not currently have any area allocated to him.

RESOLVED – Council agreed that Cllr S Beagley take on the responsibility to inspect the Enterdent and Tilburstow Hill Common.

ACTION – 12/23 – 4 – Clerk to provide inspection checklist.

8. Motions Proposed by Councillors

8.1 Applying Standing order 4. D. XII, dissolve the Greenspace Committee.

(Proposed: Cllr I Smith; Seconded: Cllr J Gardner)

Cllr I Smith spoke in favour of his motion stating that he believes the committee creates an unnecessary additional layer of bureaucracy.

Comments in relation to timely updates were made. The Clerk responded that due to workload minutes for the Greenspace committee are still to be completed and circulated for the last meeting.

Cllr C Farr stated if Greenspaces was removed, would the same be considered for the Planning Committee? Cllr Farr stated that the Greenspace committee make reports and recommendations to the council, noting the recent tree issues.

Council considered the motion: Applying Standing order 4. D. XII, dissolve the Greenspace Committee.

Councillors in favour of the motion to dissolve the Greenspace Committee – Cllrs J Gardner, I Smith and K Ward
Councillors against the motion to dissolve the Greenspace Committee – Cllrs C Farr, S Farr, L Case, C Edwards, C White and S Beagley

Motion defeated.

RESOLVED – Council by a majority voted against the motion to dissolve the Greenspace Committee and it was confirmed that the Greenspace Committee would continue to exist.

9. Greens, Commons and Land – Matters to bring to the Councils attention in relation to areas of the Parish:

9.1 Tree Works

9.9.1 Council noted that written confirmation had now been received from Glebe house, confirming that permission would be granted. Clerk liaising with contractor and Glebe House to confirm date and number of days work. Contractors have stated work will be completed in February 2024.

9.9.2 Council noted confirmation of works to proceed had been sent to the two contractors, for work at Tilburstow Hill/Enterdent, and the Clerk is awaiting a confirmation of date for the works.

ACTION – 12/23 – 4 – Clerk to follow up with contractors to investigate if a date for works could yet be confirmed.

9.2 Godstone

9.2.1 Inspection report for Godstone area:

Godstone Green	Completed and handed to Clerk at meeting.
Greenview	Not provided.

9.2.2 Recommendations for issues that need to be addressed from the inspection reports put forward at meeting for council consideration:

- i. Two benches on Godstone Green in a bad state of repair. Cllr L Case stated that she was concerned that people may be injured by the benches in question. Council discussed if the benches should be repaired or removed.

RESOLVED – Council unanimously agreed that if the condition of the benches was of grave concern, they should be removed completely as soon as practicable to avoid anyone sustaining an injury.

9.2.3 As noted at the November council meeting Risk Assessments for Godstone Green and Greenview circulated to the councillor allocated to inspect the areas for review/comments. The Clerk confirmed to the meeting that no comments had been returned.

9.3 Godstone Playground

9.3.1 Inspection report for Playground area:

Playground	Completed and handed to Clerk at meeting.
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9.2.1 Recommendations for issues that need to be addressed from the inspection reports put forward at meeting for council consideration:

- i. Replacement seats for the roundabout still needs to be addressed. Issues with the original approach noted, such as cost for supply only, installation of seats and liabilities were noted. It was noted that there were funds available in the budget.

RESOLVED – Council unanimously agreed that the contractor who had installed the roundabout be issued with a Purchase Order to install replacement seats on the roundabout as per their quote from some months ago.

RESOLVED – Council unanimously agreed that CIL funds be used.

9.2.2 As noted at the November council meeting Risk Assessments for the Playground circulated to the councillor allocated to inspect the areas for review/comments. The Clerk confirmed to the meeting that no comments had been returned.

9.2.3 Playground independent external inspection report

- i. Council acknowledged that the report had been circulated to full council.
- ii. Council commented that considering the refurbishment work completed in late 2022 and early 2023, it was disappointing that there were still a number of points raised in the report.
- iii. Generally all items were reported as either very low risk or low risk.
- iv. Council noted that the Basketball post was of concern (stated as Moderate Risk).
- v. Council noted that although risks were stated a very low or low, with one moderate (see iv. Above) the council need to consider recommendations further and plan as is deemed appropriate to the findings of the report.
- vi. Gates of the Playground – It was noted that some work had already been undertaken to improve the gates, but due to the type of hinge it is not possible to tighten the hinge.
- vii. Council concluded that there were no high-risk matters that needed urgent attention, but further consideration to report should be given.

ACTION – 12/23 – 5a – Cllr J Gardner to visit basketball post to inspect condition reported.

ACTION – 12/23 – 5b – Cllr L Case to review annual playground inspection report and put a summary of considerations forward to council on addressing issues.

ACTION – 12/23 – 5c – Cllr J Gardner to visit playground gates.

9.4 Hilly Fields

9.4.1 Council noted that an inspection report had not been completed and sent to Parish Office.

Hilly Fields	No inspection report provided to Clerk
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9.4.2 It was noted that the Post and rail fence is not in great condition, but the council agreed that it did not intend to make any immediate plans to replace it.

9.5 Salisbury Road Allotments

9.5.1 **Inspection report for Allotments:**

Allotments	Inspection completed, but report to be sent to the Clerk.
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9.5.2 As per report at November meeting, updated Risk Assessments completed for Allotments, circulated to the councillor allocated (and GSA) to inspect the areas for review/comments. The Clerk confirmed to the meeting that no comments had been returned.

9.5.3 Allotment Agreement letter as amended as per Oct 2023 instructions (ACTION 10/23 – 16). Confirmation received from allotment Chairman of letter accepted by GAA (and advised verbally during the meeting).

ACTION – 12/23 – 6 – Clerk to send signed copy of the letter to the GAA following the proposed amends being agreed.

9.5.4 Unauthorised Vehicles parking on allotment land - GAA Chairman requested the council consider sending a letter to repeat offenders when contact details are known. Clerk requested confirmation from Council if they approved a letter being sent to person parking car.

It was noted that provision had been made in the budget for a post and chain for the car park to assist in preventing unauthorised parking in the car park.

The muddy condition of the car park was noted and that it may remain in a bad state for soe month whilst the buildings are being constructed.

RESOLVED – Council unanimously agreed that the Clerk write a very firm letter to the resident who is persistently parking their car at the allotment car Park.

ACTION – 12/23 – 7a – Clerk to send letter to resident who is parking without permission.

9.6 Tilburstow Hill and The Enterdent

9.6.1 **Inspection report for Tilburstow Hill and The Enterdent:**

Tilburstow Hill and The Enterdent	No inspection report provided to Clerk
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9.6.2 The following points were reported to council:

i. A tree had fallen at the Enterdent near to properties. Noted by council and that tree works are scheduled.

ii. The road had been closed for a day to clear fly tipping.

9.6.3 As per report at November meeting, updated Risk Assessments completed for Tilburstow Hill, circulated to the councillor allocated to inspect the areas for review/comments. The Clerk confirmed to the meeting that no comments returned. Noted new councillor taking on the area and information to be provided to him.

9.7 South Godstone

9.7.1 **Inspection report for South Godstone:**

South Godstone	No inspection report provided to Clerk
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9.7.2 It was reported that Cllr C White had received complaints that no member of the parish council had been representing the council at the Remembrance service at the South Godstone soldier memorial. Council noted that this had been discussed at the November meeting and it was unclear how ensuring representation at South Godstone had been missed.

9.8 Blindley Heath

9.8.1 **Inspection report for Blindley Heath:**

Blindley Heath	No inspection report provided to Clerk
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ACTION – 12/23 – 8 – Clerk to send inspection report to Cllr S Farr.

9.8.2 Council noted that a tree is down and across footpath. It was noted that it is possible the tree may be cleared by Surrey Wildlife Trust.

RESOLVED – Council unanimously agreed that the tree be cleared when it is possible to access and exact location confirmed.

ACTION – 12/23 – 9a – Cllr S Farr to obtain a 'What Three Words' location for the tree when possible.

ACTION – 12/23 – 9b – Clerk to arrange for tree to be cleared when a location information is available to provide to the contractor.

9.8.3 Report of cars parking in the passing place on one of the lanes nearest to the A22. It was reported that the ground is very wet and making a mess of the road, some areas are now not suitable for cars to drive on, cars having to reverse down the lane to the next available passing place. It was noted that it is not a parking area. Resident had requested that a sign be installed saying No Parking/Passing Place.

RESOLVED – Council unanimously agreed that the passing places had been created informally on the SSSI, no immediate actions agreed and no signage to be installed.

ACTION – 12/23 – 10 – Clerk to advise the resident who had reported the issue.

9.8.4 Cllr J Gardner raised the matter of the donated land from the Oldencraig development. Questioning if the land would be an asset to the council and concern about potential ongoing expense.

Cllr C Farr responded that as previously discussed by council, the area which is adjacent to the SSSI is considered an asset and additional protection to the SSSI (i.e. from flooding) and the area will include some waterways which would then be with the parishes care. There is no public footpath on the gifted land. The Eco surveys are only required for a set number of years after planning permission is granted. Potential in the future for community use was also noted.

10. Burial Ground, Exclusive Rights of Burial Applications and Memorial Applications

10.1 Litter at Burial Ground – Council noted that the issue had been included in the Parish magazine about the amount of rubbish and making the point that people should take rubbish home. When the noticeboard is repaired then a notice can also be included in the noticeboard.

10.2 Request for book headstone (Dimensions had been requested)

ACTION – 12/23 – 11 – Clerk to liaise with Stonemason to request application be made for consideration, including dimensions.

10.3 As per report at November meeting, updated Risk Assessments completed for Burial Grounds, circulated to the councillor allocated. The Clerk confirmed to the meeting that no comments returned.

10.4 Council noted that the maintenance contractor has confirmed work on noticeboard and benches will be completed Nov/Dec.

10.5 Council noted that the maintenance contractor has confirmed that the A Andrews bench is beyond repair and will remove bench. Clerk advised that some contact with associates, but no family members contact details to advise.

10.6 Path repairs Spec – To be prepared, but further information required.

ACTION – 12/23 – 12 – Cllrs J Gardner and K Ward to meet at burial ground to discuss the areas that require work to enable technical details of specification to be completed.

10.7 Collapsed Crypt – No correspondence has yet been possible with a grave owner (in old section and council does not hold any records).

Council noted the Health and Safety concerns of the area and noted that the Clerk had made some enquiries with the grave digger about how to repair/address the issue and the potential cost, to enable council to consider how to proceed.

ACTION – 12/23 – 14 – Clerk to follow up on initial enquiries about repair to crypt.

10.8 Fence repairs – Clerk confirmed that the maintenance contractor had confirmed that the fence was beyond repair and would need to be replaced rather than repaired. Maintenance contractor confirmed he could undertake the work if instructed.

RESOLVED – Council unanimously agreed that sections of fence that are dangerous or in bad state of repair should be removed. No further action would be taken to replace the fence.

ACTION – 12/23 – 15 – Clerk to liaise with contractor to have fence in disrepair removed.

10.9 Exclusive Rights – Clerk advised council on request made by a Felbridge Resident (7-year parishioner) requesting parishioner fee for new grave due to circumstances.

RESOLVED – Council considered the information provided to them and by a majority agreed that the 7-year parishioner rate applies. The council does not wish to set a precedent and the terms as set out in the fees sheet should be applied. The 2022-2023 fees to be held until the person is able to complete the purchase of rights.

Cllr C White abstained.

ACTION – 12/23 – 16 – Clerk to liaise with family.

10.9 Grass contractor – Leaf collection and idea to create compost area to dispose of leaves collected (this could also help with the weeds as people could use compost bins when they tend graves).

RESOLVED – Council considered the suggestion but did not wish to proceed at the moment with the suggestion.

10.10 Memorial Application – Phillips 474 – Additional Inscription – The application approved by the Clerk under delegated authority was noted by council.

11. Parish Office - The Bounty

11.1 Update on the application to the Public Works Loan Board for a Loan of £63k in relation to the purchase of the Parish office building The Bounty. Council noted the update that the Loan is now on second assessment stage with the Parish Borrowing at the Dept of Levelling Up (Third stage of process) and Clerk awaits an update after 30 November 2023.

11.2 Staffing update – Council noted that a suitable candidate had been found and that references were being sought. Clerk requested confirmation of employment contract and approval to issue.

RESOLVED – Council unanimously agreed that the Clerk proceed in issuing the contract (as seen by council) to the candidate for the position of Administration Assistant.

ACTION – 12/23 – 17 – Clerk to continue completing the recruitment process.

12 Finance and Audit Matters

12.1 Accounts for Payment - to approve **NOVEMBER** accounts for payment

GPC Ref.	Business	Invoice	Invoice Date	Payment For	Net amount	VAT	Invoice Total	
Salary Payments								
G1508-11	Salaries			NOV Salary	£ 1,991.37		£ 1,991.37	
	HMRC			NOV - NI and Income tax				
	NEST Pension			NOV - Pension contribution				
Direct Debits								
G1518	BT	M132-XU	17-Nov	Telephone and Internet	£56.22	£11.24	£67.46	
G1519	British Gas Lite	604	09/10/2023	Elec	£48.41	£2.42	£50.83	
Invoices for Payment								
G1491	HPS	6322	28-Oct	IT Support from April to October inclusive (6 months) with website hosting.	£452.10	£90.42	£542.52	
G1492	HPS	6323	28-Oct	Nine Office 365 Exchange online licences used by the Councillors.	£356.40	£71.28	£427.68	
G1506	Neat Gardens	4785	30-Nov	Grass Cutting and Leaf Clearance	£988.84		£988.84	
G1507	Cartridge Save	INVZCFVT3	22-Nov	Printer Cartridges	£261.57	£52.31	£313.88	
G1512	Crawley Fire Protection	210184	26-Nov	Fire Extinguisher Service	£44.00	£8.80	£52.80	
G1513	Play Inspection Company	65263	30-Nov	Outdoor Annual Inspection	£74.95	£14.99	£89.94	
G1514	S Endersby		04/12/2023	Expenses - Stamps, Calculator and Envelopes	£29.98		£29.98	
G1515	St Stephens			Dec Meeting Charge	£25.00		£25.00	
G1516	Downland Pest Control		06-Nov	Mole (PO90)	£300.00		£300.00	
G1517	Gardenwise	50528	30-Nov	Various (PO98 and PO99)	£135.00		£135.00	
*Salaries paid in accordance with 7. Payment of Salaries of the Parish Council Financial Regulations. **Employee/Employers total payment paid by GPC.					TOTAL	£4,763.84	£251.46	£5,015.30

RESOLVED – Council unanimously approved the payments listed, totalling £5015.30, which included Salary payments, and that the invoices be paid.

12.2 Bank Reconciliations – **SEPTEMBER** and **OCTOBER** – Circulated to council

RESOLVED – Council unanimously accepted the bank reconciliation reports provided and agreed that the be signed on behalf of council.

12.3 Accounts Reports for **SEPTEMBER (Month 6)** and **OCTOBER (Month 7)** – Income and Expenditure by Budget; Reserves Sheet and Summary of Funds and Balance Sheet, circulated to council.

RESOLVED – Council unanimously accepted the Accounts Reports for SEPTEMBER (Month 6) and OCTOBER (Month 7) provided and agreed that the be signed on behalf of council.

12.4 Internal Audit – Provided to council in advance of November council meeting.

RESOLVED – Council unanimously acknowledging receipt of the internal auditor's report and confirmed it had been received, reviewed and accepted.

Council noted that the internal auditors' reports have not been regularly published historically, Clerk noted councils' discussion at November meeting about publishing on the council website and confirmed that the council had already complied with the publication requirements for the auditors report from the AGAR being published on the council website.

RESOLVED – Council noting that the internal and external auditors report from the AGAR were already published on the council website, as per the requirements confirmed that the internal auditors interim report did not need to be published.

12.5 External Audit – Provided to council prior to the November meeting and already published on the website since receipt, as per the requirements.

RESOLVED – Council unanimously acknowledging receipt of external auditor's report for FY2022-23 and confirmed it had been received, reviewed and accepted.

13 Wayleaves – Reviews and updates

13.1 Tippywychett – Proposed Agreement - With reference to November meeting discussion, council had misunderstood information. As the Clerk had not been able to attend the November meeting, clarification on the status of the wayleave for the property was given to council and the agreement recirculated.

Some councillors requested clarification about how the fee had been agreed and it was noted that no surveyor had been appointed on the matter.

ACTION – 12/23 – 18 – Councillors to review the draft agreement for approval by full council.

- 13.2 Blossoms (historically Green Rooms) – Information on the details of the Wayleave circulated to council. Council, having become aware of a BBQ/smoker being used outside Blossoms reviewed the terms of the Wayleave agreement that is in place for the property. Wayleave is for access over the common land to the property and details expectations in relation to the paved area. The council is aware that historically there have been tables and chairs placed beyond the frontage of the property at times and have maintained a relaxed approach to support local business, even though this is not specifically covered in the wayleave agreement. The council is concerned that there seems to be activities (such as the BBQ/smoker) that are beyond what is reasonable as per the wayleave agreement and request that the tenant liaises with the Parish council first on activities outside the details of the Wayleave if on Parish land.

RESOLVED – Council unanimously agreed that the Clerk contact Blossoms stating the councils concerns and request.

ACTION – 12/23 – 19 – Clerk to contact Blossoms

14 **Correspondence** – Council noted correspondence circulated by email since the last meeting

Policing your community (Tandridge) - 6:30pm on 20th November at Marriott Hotel, Lingfield Racecourse	Circulated 17/11
Chair's Quiz nights – update on date - Quiz Night on 2 nd March 2023 at The ARC in Caterham.	
Surrey County Deal - Press release	Circulated 24/11
Statement on Devolution – From SALC	Circulated 24/11
Press release: The impact of a County Deal for Surrey	Circulated 27/11
Community Ownership Fund	Circulated 1/12

Cllr S Farr raised the publication of meeting notes, stating concerns that this was not appropriate. Clerk confirmed the auditors guidance on the recommendation to publish information in relation to meetings in order that the public have a reasonable understanding of what is to be discussed at meetings.

ACTION – 12/23 – 20 – Clerk to circulate information from auditors report on the matter.

15 **Matters for reporting or inclusion on future agendas**

- 15.1 The next meeting of the Parish Council is scheduled to be held on Monday 8 January 2023 at 7.30pm, at St Stephens.
15.2 Co-option policy update
15.3 Confirmation of Budget
15.4 Confirmation of Proposed Precept
15.5 Social media posting and use policy.

----- Meeting Closed -----

Signed
Chairperson

Date