

Godstone Parish Council

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

Clerk to the Parish Council
S Endersby

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29 April 2020

PLEASE NOTE THAT DUE TO COVID 19 RESTRICTIONS THIS MEETING WILL NOT BE HELD AT ST STEPHENS CHURCH, SOUTH GODSTONE, PLEASE DO NOT TRAVEL TO ATTEND THIS MEETING

AGENDA

for the virtual meeting of Godstone Parish Council to be held on
Monday 4 May 2020 at 7.30pm

Zoom Meeting Code: 886-0827-2904

Please contact the Clerk for the meeting password if you wish to join this meeting

Guidelines on how the meeting will be conducted:

- Members to raise a hand indicating they wish to speak;
- Clerk or Vice Chair to assist by listing those wishing to speak;
- Councillors only to speak when invited by the Chairman;
- Councillors to indicate when they have finished speaking to avoid interruptions (other than by the Chairman);
- Chairman to confirm that everyone has had the opportunity to speak if they wish before moving on;
- Chairman to sum up the discussions to confirm the nature of the decision being sought; and
- Chairman to confirm the decision taken to ensure everyone is clear what the council has agreed.

Noting the public and press right to be present and have an opportunity to ask questions or make statements

1. Questions from Members of the Public

(Member of the public will be asked at the start of the video call if they wish to speak or they can contact the Clerk in advance of the meeting to confirm they wish to speak.)

T/Detective Inspector Karen Hughes, Borough Commander, Tandridge Safer Neighbourhood Team will be joining our Parish meeting to be available to speak with parishioners and the councillors following the recent tragic incident in Godstone.

2. Apologies and reasons for absence *(Verbal roll call of Councillors in attendance)*

3. Declarations of Interest

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

5. Minutes of the meetings held on Monday 3 February 2020 and Monday 2 March 2020, 4 April 2020 (meeting notes only not minutes due to Covid19).

6. Motions proposed for discussion by Councillors

6.1 Motions proposed by Councillor C Farr on 17 March 2020:

- 6.1.1 That Godstone Parish Council announce there will be no more council meetings held until 7 September 2020;
- 6.1.2 All decisions regarding appointments made at the May 2019 Annual meeting be time extended until May 2021 and not subject to review;
- 6.1.3 That the clerk, in email correspondence, be authorised to make day to day decisions in agreement with the Chair and Vice-chair as appropriate.
- 6.1.4 That comments on planning applications be submitted by ward councillors for members of planning to confirm agreement before being submitted by the clerk or admin assistant.
- 6.1.5 That the Annual meeting due before the end of May be postponed until September;

- 6.1.6 Standard items on monthly meetings such as finance or other reports be sent to the clerk for circulation to all members.

7. Reports

7.1 Actions

- 7.1.1 Action taken - to be ratified if required or any appropriate updates

7.2 Clerks Report, to include:

7.2.1 Maintenance Tender

7.2.2 Matters arising due to Covid19

- 7.2.2.1 The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 No.392 – Information prepared by Lawyers in Local Government (LLG) and the Association of Democratic Services Officers (ADSO) for the purpose of assisting authorities and highlighting changes (see Appendix A to the Agenda)

- i. No Requirement to Hold an Annual Meeting;
- ii. Access to Information;
- iii. Remote Access to Meetings;
- iv. Members in Remote Attendance;
- v. Remote Attendance by Members of the Public;
- vi. Remote Voting;
- vii. Members excluded from the meeting

7.2.3 2020-2021 Meeting dates

7.3 Chairman's Report (for noting) information only

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

8. Planning Committee

- 8.1 Update following the Virtual Planning Committee meeting held on Friday 1 May 2020.

9. Finance Matters

9.1 Accounts for payment - to approve **APRIL** accounts for payment

9.2 Summary Financial Report to **MARCH** review:

9.2.1 Income and expenditure, including End of FY2019-2020 summary

9.2.2 Restricted Funds Summary including CIL funds, Designated Funds Summary and Virements

9.3 CIL

9.3.1 FY2020-2021 first CIL Payment

9.3.2 FY2019-2020 spend report

10. Matters effecting the Parish Villages:

10.1 Godstone

10.1.1 Godstone

- i. Donkey Derby – 29, 30 and Monday 31 August 2020

10.1.2 Bounty and Allotments

- i. Request for written consent to keep chickens as per Allotment Agreement

10.1.3 Tilburstow Hill/The Enterdent

10.2 South Godstone

10.3 Blindley Heath

10.3.1 Lingfield Nursery - Deed of Variation and Licence to Assign – Agreement for signing

11. Burial Ground

11.1 Burial ground during Covid 19

11.2 Applications for Exclusive Rights of Burial or for transfer of Exclusive Rights of Burial

11.3 Applications for consent to erect Memorials

11.4 War Memorials and Posterngate Farm Memorial Site

12. Correspondence

13. Matters for reporting or inclusion on future agendas

The next virtual meeting of the Parish Council will be held at **7.30 pm** on **Monday 1 June 2020**

Appendix A

1A No Requirement to Hold an Annual Meeting

The requirement to hold an Annual Meeting is to be disregarded and, prior to 7th May 2021, an Annual Meeting of Council may only take place:

- (a) where called by the Chair; or
- (b) following a resolution calling for an Annual Meeting being passed at an ordinary or extraordinary meeting of Council.

2A Access to Information

For all purposes of the Constitution, the terms “notice”, “summons”, “agenda”, “report”, “written record” and “background papers” when referred to as being a document that is:

- (a) “open to inspection” shall include for these and all other purposes as being published on the website of the council; and
- (b) to be published, posted or made available at offices of the Authority shall include publication on the website of the Authority.

3A Remote Access to Meetings

(a) For all purposes of the Constitution the term “meeting” is not limited in meaning to a meeting of persons all of whom, or any of whom, are present in the same place, for which purposes any reference to:

(i) “place” is to be interpreted as where a meeting is held, or to be held, includes reference to more than one place including electronic, digital or virtual locations such as internet locations, web addresses or conference call telephone numbers: and

(ii) “open to the public” includes access to the meeting being through remote means including (but not limited to) video conferencing, live webcast, and live interactive streaming and where a meeting is accessible to the public through such remote means the meeting is open to the public whether or not members of the public are able to attend the meeting in person; and

(b) If the Chair is made aware that the meeting is not accessible to the public through remote means, due to any technological or other failure of provision, then the Chair shall adjourn the meeting immediately. If the provision of access through remote means cannot be restored within a reasonable period, then the remaining business will be considered at a time and date fixed by the Chair. If he or she does not fix a date, the remaining business will be considered at the next ordinary meeting.

4A Members in Remote Attendance

(a) A Member in remote attendance is present and attends the meeting, including for the purposes of the meeting’s quorum, if at any time all three of the following conditions are satisfied, those conditions being that the Member in remote attendance is able at that time:

(i) to hear, and where practicable see, and be so heard and, where practicable, be seen by, the other Members in attendance.

(ii) to hear, and where practicable see, and be so heard and, where practicable, be seen by, any members of the public entitled to attend the meeting in order to exercise a right to speak at the meeting; and

(iii) to be so heard and, where practicable, be seen by any other members of the public attending the meeting.

(b) A Member in remote attendance will be deemed to have left the meeting where, at any point in time during the meeting, any of the conditions for remote attendance contained in (a) above are not met. In such circumstance the Chair may, as they deem appropriate;

(i) adjourn the meeting for a short period to permit the conditions for remote attendance of a Member contained in (a) above to be re-established;

(ii) count the number of Members in attendance for the purposes of the quorum; or

(iii) continue to transact the remaining business of the meeting in the absence of the Member in remote attendance.

5A Remote Attendance by Members of the Public

(a) A member of the public entitled to attend the meeting in order to exercise a right to speak at the meeting is in remote attendance at any time if all three of the following conditions are satisfied, those conditions being that the member of the public in remote attendance is able at that time:

(i) to hear, and where practicable see, and be so heard and, where practicable, be seen by, Members in attendance;

(ii) to hear, and where practicable see, and be so heard and, where practicable, be seen by, any other members of the public entitled to attend the meeting in order to exercise a right to speak at the meeting; and

(iii) to be so heard and, where practicable, be seen by any other members of the public attending the meeting.

(b) A member of the public in remote attendance will be deemed to have left the meeting where, at any point in time during the meeting, any of the conditions for remote attendance contained in Standing Order 5A(a) above are not met. In such circumstance the Chair may, as he or she deems appropriate:

(i) adjourn the meeting for a short period to permit the conditions for remote attendance contained in Standing Order 5A(a) above to be re-established;

(ii) suspend consideration of the item of business in relation to the member of public's attendance until such time as a following item of business on the agenda has been transacted and the conditions for the member of the public's remote attendance have been re-established or, on confirmation that this cannot be done, before the end of the meeting, whichever is the earliest; or

(iii) continue to transact the remaining business of the meeting in the absence of the member of the public in remote attendance.

6A Remote Voting

Unless a recorded vote is demanded, [which may be confirmed by the requisite number of Members confirming the demand verbally when requested by the Chair,] the Chair will take the vote ...

(a) [,by use of the electronic voting system[s] for Remote Voting and voting in the Chamber or where an electronic voting system is not working correctly or unavailable ...];

(b) by the affirmation of the meeting if there is no dissent [by assent]; or

(c) the Chair will take the vote by roll-call and the number of votes for or against the motion or amendment or abstaining from voting will be recorded.

7A Members excluded from the meeting

Where a Member is required to leave the meeting, the means of remote attendance and access is to be severed whilst any discussion or vote takes place in respect of the item or items of business which the member or co-opted member may not participate.