

Godstone Parish Council

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

Clerk to the Parish Council

S Endersby

The Bounty
Godstone Green
Godstone, Surrey, RH9 8DY

Telephone/Fax: 01883 744209

MINUTES

of the meeting of Godstone Parish Council held on
Monday 3 April 2023 at 7.30pm at St Stephens, South Godstone.

Members:	Cllrs J Gardner, B Davis, J Farnaby, D Stone C White, M McLoughlin, S Farr, C Farr (TDC and SCC Councillor) and L Case
Apologies:	
In Attendance:	P Garrett (Godstone Football Club), K Ward (Godstone Club), A Rabbetts (Neighbourhood Plan Committee); Cllr M Crane (TDC District Councillor) and Cllr C Swann (TDC District Councillor)
Virtual Attendance:	S Endersby (Clerk)

As published on the Agenda the meeting was informed that the meeting will be recorded.

It was noted by all at the meeting that the Pre-Election Period applies due to the local elections on 4 May 2023.

1. Questions from Members of the Public

1.1 I Smith, Allotment Holder – Stated his personal position was that the Godstone Allotment Association (GAA) should be disbanded as it is no further forward with things he feels should be achieved. Sharing of allotment holder's details with the Association was raised.

Cllr B Davis - Stated that he felt the position was being overstated and that there had been good progress since the forming of the Allotment Association.

Council - Stated that it was not prepared to share people's personal information without people's permission.

ACTION – 4-23 – 1 – A meeting with members representing the council and the GAA to be arranged by the Clerk.

1.2 P Garrett, Godstone Football Club

- Attending meeting to collect key for toilets at the back of the pavilion (so they can be opened when games are being played). Council confirmed they had no objection to a copy being taken. Keys to be returned to the council as soon as possible.
- Internal toilet has been fixed.
- Issues with the showers continue and causing major problems.
- P Garrett and K Ward confirmed that J Crofts will remain in post as Chairperson of GSA until a replacement can be found or the Annual meeting takes place.
- Requested that when inspections are carried out that a GSA/football club representative is present.

Council raised

- Cancellation of the meeting with the Godstone Sports Association raised.
- It was raised that the GSA bank account balance is not provided to the GSA committee as it had been in the past. It was further noted that the GVA raised funds for the GSA which is still held. It was noted that the GSA do not currently have a treasurer or secretary.
- Parish council needs to have a reliable contact to liaise if and when necessary.
- Stated that the pavilion is owned by the council and the GSA lease it from the council.
- Condition of roof raised, there are holes in the roof.
- Update of Trustees is also needed from GSA.

2. Apologies and reasons for absence

2.1 All councillors were present.

RESOLVED – The meeting was deemed quorate.

3. Declarations of Interest

3.1 None stated.

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

4.1 C Farr

4.1.1 Referred to the email circulated to council by the Clerk on 3 April 23 about maintenance and parking changes in Surrey, back under Surrey control. Cllr Farr advised that parking enforcement will increase.

4.1.2 SCC Your Fund has been relaunched.

4.2 Cllr M Crane

4.2.1 Raised the importance of returning a response to NE on the ANOB consultation and happy to support Parish in doing this.

ACTION 4/23 - Cllr M Crane to liaise with Clerk to circulate a draft response for the Parish to consider.

4.2.2 Godstone Toilets Closure – Cllr Crane stated that he continues to chase TDC on the matter of the toilets and is also keeping the GVA updated.

4.3 Cllr C Swann

4.3.1 Cllr Swann reiterated that the review being carried out by TDC on toilets is separate to them being closed to be fixed. It was noted that there are a number of issues (Legionella, spare parts etc.) that are keeping the toilets closed.

4.3.2 Cllr Swann confirmed that she would be stepping down as a District Councillor for Godstone and standing in Lingfield instead.

5. Minutes of the previous meeting held on Monday 6 March 2023

5.1 Councillors reviewed the minutes of the meeting held on 6 March 2023.

RESOLVED - Councillors unanimously approved the minutes of the meeting held on 6 March 2023 as an accurate record of the meeting and agreed that they be signed by the Chair.

6. Neighbourhood Plan (NP)

6.1 NP Invoice – Clerk contacted A Rabbetts to confirm the invoice reflected the work carried out. Invoice provided in payment list.

6.2 Clerk provided Council with breakdown of costs provided at the February meeting and reported that Groundworks have made grant payment on 10 March for £3750.00, so after invoice is paid it will leave £250 of funds for the printing.

6.3 A Rabbetts reported the following:

6.3.1 Money has been used to work with the consultant and design team (it will be 6-8 weeks until the work produced will be provided to the committee).

6.3.2 Mapping in the plan has moved forward.

6.3.3 The consultant has suggested that the number of policies be cut down and make some small amendments to other policies.

6.3.4 Still moving towards the Parish having a NP, but things are taking along time when liaising with Tandridge District Council (TDC). There is now a new officer in place at TDC.

6.4 As per consultants correspondence, council required to complete the end of year grant form.

ACTION – 4-23 – 2 – Cllr C White and A Rabbett to liaise to ensure end of year Grant form is completed.

7. Motions postponed from the previous meeting

RESOLVED - That pursuant to Section 1 part 2 of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the meeting during the consideration of any business (Item 7 only) on the grounds that it is likely if the public were to remain, there would be a disclosure of exempt information.

Item 7 postponed to the end of the meeting.

7.1 **MOTION:** Godstone Parish Council consideration of intentions in relation to the Sports Pavilion on Godstone Green:

7.1.1 Consider giving notice to the Godstone Sports Association to rescind the present lease owing to non-compliance of ongoing maintenance projects to the building, both internal and external. These issues were raised in July 2022 and have been discussed on repeated occasions over the past seven months and previous years.

(Proposer: Cllr L Case; Seconder Cllr J Farnaby)

7.1.2 Consider the preparation of a plan on how to maximise the use of the Sports Pavilion, as an asset for the benefit of all Godstone parishioners.

(Proposer: Cllr L Case; Seconder Cllr J Farnaby)

7.1.3 Consider the preparation of a plan for ways of generating an income from the Sports Pavilion to be self-financing for future maintenance issues.

(Proposer: Cllr L Case; Seconder Cllr J Farnaby)

8. Annual Parish Meeting

8.1 Reminder that the Annual Parish meeting is Monday 22 May 2023.

8.2 Request for Annual award nominations.

8.3 Request if there were Agenda items council felt should be included. No specific items raised.

ACTION – 4-23 – 3 – Cllrs to email Clerk candidates for the Annual Award nominations.

ACTION – 4-23 – 3a – Clerk to make arrangements as per previous years.

9. Reports

9.1 Clerks Report - Matters to bring to the Councils attention, to include:

9.1.1 Updated Privacy Statement – Draft was circulated with meeting papers and it was noted that the template from ICO used as the base to create the Parish document.

ACTION – 4-23 – 4 – Clerk to ensure that 1month time scale to respond to Right of Access requests is included in the draft.

RESOLVED – On confirmation of Action – 4-23 – 4, council unanimously approved the Privacy Statement and agreed that it be adopted.

9.1.2 Coronation Celebration – Council considered the request received from St Nicholas and Godstone Baptist Church to hold a joint service on Godstone Green with a small marquee on 7 May 2023 at about 5pm – final details TBC. It was confirmed that as a church event, the churches Public Liability would cover the event.

RESOLVED – Council unanimously approved the request for a Coronation Celebration to be held on Godstone Green.

ACTION – 4-23 – 4a – Clerk to liaise with Church contacts to confirm permission.

9.1.3 GSA – Council noted that it was disappointing the meeting had been cancelled and thanked the Clerk for the information prepared for the meeting.

Councillor Case reported the phone call from P Garrett, the tone and content of the call were noted, including the points raised of accusations that the council didn't own the building and that the football club wished to attend any inspection undertaken by the council. Council reiterated that the building is owned by the council, the lease with the GSA (not direct with the football club), as landlord the council has a right to complete inspections, it is not specified in the lease that the football club be in attendance. Concerns on the condition of the outside fabric of the building were noted.

No actions agreed on confirming new football season arrangements.

ACTION – 4-23 – 4b – Attempt to rearrange the meeting.

9.1.4 Arrival of the Fair – Clerk requested support to receive Fair on arrival.

ACTION – 4-23 – 5 – Cllrs B Davis and L Case to support and meet fair with keys on arrival if necessary.

9.1.5 Grass around the Playground – Clerk reported the Contractors response on request for confirmation of schedule to complete remaining work on removing hardcore left on surface in areas and reseeding.

ACTION – 4-23 – 6 – Cllr J Gardner to follow up with contractor.

9.1.6 Key holders – There has been a recent occasion when a contractor was completing work on the Green for an organisation without the parish being advised or sent the contractors PL insurance, which is a requirement of keyholders having a key for access (Ref March 2020 letter to keyholders).

ACTION – 4-23 – 7 – Clerk to recirculate a refresher to all keyholders of the terms of having a key and the importance to provide PL insurance in certain circumstances.

9.1.7 Parish Council Annual Meeting 15 May 2023 – St Stephens not available. Baptist Church/Formans to be investigated (Sports Association and Youth Centre not available).

ACTION – 4-23 – 8 – Noting timeframe delegated to Clerk to make final arrangements to ensure there is a venue for the meeting.

9.1.8 Path – Request to carry out work on path opposite the Forge Café to raise the levels to prevent laying water. Quote of £900 provided and confirmation that Preservation Society would pay invoice.

RESOLVED – Council unanimously approved the request for work on path opposite the Forge Café.

ACTION – 4-23 – 9 – Clerk to confirm permission and requirement for Public Liability insurance etc.

9.1.9 Godstone Football – Council noted that Godstone Raw Skills will now become Godstone FC Under 18's. The goal posts have been removed on pitch 1.

9.1.10 Trustee of Master Park – Correspondence on the Playground requesting a conversation on works undertaken.

ACTION – 4-23 – 9 – Cllrs L Case and B Davis confirmed they were happy to speak with Trustee.

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

9.2.1 Report on attendance at Surrey Hills Area of Outstanding Natural Beauty Boundary Review information event.

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

9.3.1 Summary of Blindley Heath Liaison Group meeting (attended by Cllrs C Farr and S Farr)

i. It was noted that there would be no cows grazed on the SSSI this year due to precautionary restriction of movement of cattle by SWT due to the abundance of TB this year.

ii. The meeting noted and discussed the request to graze Alpaca's.

9.3.2 Allotments (attended by Cllrs L Case) – It was reported that the issue of sharing Data raised during the public session, had already been addressed. Clerk confirmed that she has been liaising with Cllr L Case and an email sent to the Chairman of the GAA on the matter.

9.4 Reports from Committees – No discussion.

9.5 Update on Actions from the previous meeting

9.5.1 Grass Cutting Contract – It was noted that the Clerk had now managed to speak in person to contractor.

9.5.2 Jubilee Tree – Tree has been planted. Action remains to sort plaque.

- 9.5.3 Human Circus – Request one week in Mid-July 2024 - Arriving Sunday PM, erect big top Monday; performances Wednesday to Sunday. Pull down big top and all equipment is offsite the same evening (Sunday).

RESOLVED – Council unanimously approved the Human Circus to use Godstone Green for one week in Mid-July 2024.

ACTION – 4-23 – 10 – Clerk to liaise with contact, confirm the size of the big top and confirm the rate to be charged (Annual fair rate to be applied).

10. Finance Matters

10.1 Accounts for Payment - to approve **MARCH** accounts for payment

GPC Ref.	Business	Invoice	Invoice Date	Payment For	Net amount	VAT	Invoice Total	
Salary Payments								
G1389-90	Salaries			MAR Salary (5wks)	£2,164.44		£2,164.44	
G1391	HMRC			MAR NI & Income Tax**				
G1392	NEST			MAR Pension**				
Direct Debits								
G1395	BT	M124 &D	3/17/2023	Telephone and Internet	£42.14	£8.42	£50.56	
G1381	British Gas	4292834	3/9/2023	Electricity	£48.46	£2.42	£50.88	
Invoices for Payment								
G1382	S Endersby		2/21/2023	Stamps - 16 x 2nd standard	£10.88		£10.88	
G1383	Willerby Landscapes	SL025359	3/21/2023	Supply of Hornbeam Tree	£435.00	£87.00	£522.00	
G1384	Reach Publishing			Public Notice	£590.72	£118.14	£708.86	
G1385	HPS	6187	3/27/2023	Renewal of the domain godstonepc.org.uk for 1 year	£12.12	£2.42	£14.54	
G1386	HPS	6188	3/27/2023	IT support and website hosting for the quarter January to March 2023	£226.05	£45.21	£271.26	
G1387	HPS	6189	3/27/2023	Renewal of the domain godstone-pc.gov.uk for 2 years.	£124.37	£24.87	£149.24	
G1388	Alison Eardley	AEC0280	3/27/2023	GPC Neighbourhood Plan Consultant	£3,500.00	£700.00	£4,200.00	
G1393	Scout Rent			Qtr payment	£625.00		£625.00	
G1394	John Burke (JEM)	2042023	4/2/2023	Bench Repairs	£680.00		£680.00	
*Salaries paid in accordance with 7. Payment of Salaries of the Parish Council Financial Regulations. **Employee/Employers total payment paid by GPC.					TOTAL	£8,459.18	£988.48	£9,447.66

RESOLVED – Council unanimously approved the payments list totalling £9447.66.

ACTION – 4-23 – 11 – Clerk to arrange the payment of invoices and liaise with Cllr C White as second signatory.

10.2 Account Statements for **FEBRUARY**– Bank Reconciliation, Income and expenditure, Restricted and Designated Funds Summary (incl. CIL) and allocations of funds to projects. It was noted that the papers had not been circulated.

ACTION – 4-23 – 12 – Review of Account Statements for **FEBRUARY** postponed to the next meeting.

11. Greens, Commons and Land, to include:

11.1 Inspection Reports – No discussion.

11.2 Tree Survey

11.2.1 Council noted that the report is expected any day.

11.2.2 Tree Works on Ray Lane – Council noted that the application to NE was completed, and permission granted. Date of works scheduled 19 April 2023.

11.3 Purchase of Bounty

11.3.1 Correspondence of 8 March 2023 circulated noting points made to council on the Parish councils' valuation, which Scouts believe adversely affected the valuation. The areas covered:

- i. Boundary of the property
- ii. Right of access
- iii. Installation/construction of kitchen toilet area

Scouts also note the rental comparison in the parish valuation.

Scouts state desire to move forward but feel that the price agreed at the outset is what they need to achieve to satisfy commitment to the charity commission or implement a rent review to the level indicated.

- 11.3.2 Council considered the situation and options, noting the following:
- Questioned the amount of area around the Bounty stated.
 - Noted its responsibility to consider the valuation completed and the responsibility to the parish and using public funds.
 - Reviewing the business case
 - Covenants, concerns and varying levels of concern.
 - Discuss price or take rent to arbitration.
 - Arrange another face to face meeting?

ACTION – 4-23 – 14 – Clerk to check correspondence to date (i.e. did offer get declined?)

Cllr C White left the meeting as he felt unwell.

11.4 Godstone

- 11.4.1 Update on Section 38 application – Noted progress (letters to consultees sent). Awaiting evidence of public notice to complete application. Draft specification will need to be prepared.

ACTION – 4-23 – 15 – Clerk to continue completing actions as required to complete the application.

11.4.2 Fete Request to use Godstone Green

RESOLVED – Council unanimously approved the request from the Godstone Fete Committee to use Godstone Green for the annual Bank Holiday Fair and Donkey Derby. No charge to be applied.

ACTION – 4-23 – 16 – Clerk to liaise with Fete Committee to confirm permission and standard conditions that apply.

11.4.3 Bench Repairs

- Request from Scouts - Sand and refinish Tony Hamer memorial bench. Family aware and support request.

RESOLVED – Council unanimously approved the request from Scouts to refurbish bench with the appropriate supervision of Scouts a requirement.

ACTION – 4-23 – 17 – Clerk to liaise with Scout contact to confirm permission and standard conditions that apply.

- Update from Contractor - Work has started on benches on Godstone Green. Contractor has reported 3 more benches that need attention.

- Bench No 5 (original list) - Back support of the bench has now split. Enough wood left over to do this. Additional cost £40
- Bench by the car park (directly opposite the Godstone Club) - 1 slat is broken and needs to be replaced. Enough wood left for this. Additional cost £40
- Bench by Large Oak Tree (opposite tennis courts) - Seat and back support all broken, full replacement. Not enough wood left over to complete entire bench. Contractor can advise measurements and quantities of wood required. Additional cost £180.

RESOLVED – Council unanimously approved the work detailed, 11.4.3.ii a, b and c.

ACTION – 4-23 – 18a – Clerk to liaise with contractor to establish extra wood required and that work can proceed.

ACTION – 4-23 – 18b – Clerk to prepare specification for Blindley Heath benches (including carved commemoration benches). Wood required to be added to new order.

11.4.4 Sports Day Request - Godstone Village School request to hold sports day on the Green on:

- Friday 7th July - Practice Sports Day
- Tuesday 11th July - Nursery Sports Day - AM
- Wednesday 12th July - Sports Day - Reception to Year 6
- Thursday 14th July - Nursery Sports Day - AM
- Monday 17th July - Reserve Sports Day

RESOLVED – Council unanimously approved the request from Godstone Village School to hold sports day on the Green on the dates requested.

ACTION – 4-23 – 19 – Clerk to confirm permission and standard conditions that apply. Clerk will liaise on when grass is due to be mowed so assist school schedule marking of lines.

11.4.5 Ashill Memorandum of Understanding – Draft circulated with meeting papers and considered.

RESOLVED – Council agreed, by a majority, that a clause should be drafted for inclusion to confirm the time frame of the construction of the car park. In order that the council would be willing to proceed and sign the MoU, the clause should state a condition that the car park be constructed at the start of the construction and before the houses. Clause to be approved by email and provided to Ashill.

ACTION – 4-23 – 20 – Clerk to circulate draft clause for consideration.

Councillors C Farr and S Farr abstained from voting.

- 11.4.6 Water Meter – Council noted request from K Ward on behalf of Godstone Trust, 'Could the Parish take on the payments for the water meter that services what was the cricket square, along with a standpipe facility, to my knowledge now only used by the Annual fair. If not, Trust will contact supplier and ask that it be removed/capped, as the trust have been for a very long time, the bearer of a cost that is not recoverable.'

RESOLVED – Council are not averse to taking on the water meter but wish to clarify if it is an individual water supply and meter and what the annual cost is.

ACTION – 4-23 – 21 – Clerk to add transfer of Water Meter to the Agenda for the rearranged meeting with the GSA.

11.5 Hilly Fields – No discussion.

11.6 Salisbury Road Allotments

- 11.6.1 Flowers on the Allotments – Request for a tenant to grow some flowers.

RESOLVED – Council unanimously approved allotment holder(s) being allowed to grow flowers on sections of allotments as long as it is not for commercial purposes and clause 2.2 of the allotment agreement applies.

ACTION – 4-23 – 22 – Clerk to liaise with GAA to confirm position.

11.6.2 Request from Association to review Allotment Agreement - Meeting notes reported the request from GAA Chairman to see 2023/24 agreement before it was sent out so it could be discussed with GAA members. Notes detailed request received after work to prepare agreements was already underway and Clerks response (asking about points of concern; noting historical arrangements and discussing expectations of both parties going forward on matters such as this; and confirmation request will be reported to council). Information on allotment management was provided.

Council noted that it had been agreed to hold a meeting and there was no discussion on the council's formal position.

11.7 Tilburstow Hill/The Enterdent

11.7.1 The condition of the bank near White Cottage, The Enterdent was discussed, with concerns about the slippage of the bank noted. Council questioned what action could be undertaken. It was noted that the tree survey report would/could impact discussion and the potential decisions.

11.8 South Godstone

11.8.1 Council noted the consultation Event on the Redevelopment of the RSPCA centre in South Godstone. Reservations about the concerns of the highway situation for the site were raised.

11.9 Blindley Heath

11.9.1 Blindley Heath Cricket Club

i. Reported cars left in car park - Mercedes (status SORN) and Vauxhall (status SORN).

ACTION – 4-23 – 23 – Clerk to write to DVLA requesting ownership details to enable the council to write to the owners.

ii. Request made for meeting to discuss responsibilities and car park - Item missed.

11.9.2 Little Mead tree clearance

ACTION – 4-23 – 24 – Clerk to follow up with contractor as work not completed.

12. Wayleave – Reviews and updates

12.1 Tippywychett – Details of letter of 27 March 2023 provided to council noting statement for response by 17 April, otherwise owners intend to make application for registration of rights by prescription. Council discussed the roadway and questioned when it was laid.

RESOLVED – Council unanimously agreed that the council would be willing to grant an easement for a premium (council to agree final amount, but nothing lower than £1.5k would be considered), conditions attached that council legal costs to be covered by property owner.

ACTION – 4-23 – 25 – Clerk to request that owners propose premium amount and update council for final approval at the next meeting.

12.2 Banks Farm Variation of Deed – Council noted details of the Banks Farm Second Variation of Deed were circulated on 6 March to enable council to make an informed decision.

RESOLVED – Council unanimously agreed that Banks Farm Variation of Deed be signed on behalf of the Parish council.

ACTION – 4-23 – 26 – Clerk to arrange signature of Variation of Deed.

13. Burial Grounds and Memorials

13.1 Exclusive Rights of Burial Applications and Memorial Applications – Council noted the following applications dealt with under the Clerks delegated authority:

13.1.1 Barnard 459 - Transfer of EROB completed and Memorial application approved.

13.1.2 Baldwin 550 – EROB issued.

13.1.3 Garner 611 – Memorial approved.

13.2 Consideration of eradication of moles – Council considered costs estimate (£60 to set the traps and £25 per mole caught or fixed price 12 visits at £25 each)

RESOLVED – Council unanimously agreed that a mole contractor be appointed with an amount of £300 approved.

ACTION – 4-23 – 27 – Clerk to liaise with contractor and confirm arrangement for works.

13.3 Consideration of a Saturday funeral

RESOLVED – Council unanimously agreed that a Saturday funeral be permitted and that any future requests for weekend funerals be dealt with by the Clerk under delegated responsibilities.

ACTION – 4-23 – 28 – Clerk to confirm confirmation to funeral director.

13.4 Correspondence in relation to the condition of the burial ground, i.e. leaves and branch debris on paths and in general need of a sweep and tidy.

RESOLVED – Council unanimously agreed 3 hours (@ £25 per hour) maintenance time for work to tidy up areas raised.

ACTION – 4-23 – 29 – Clerk to liaise with contractor and issue a purchase order for the work.

14. Correspondence – Councillors noted the correspondence circulated by email since the last meeting:

i. Surrey Hills Area of Outstanding Natural Beauty Boundary Review – Deadline 13 June 2023 - Consultation on proposal to extend the boundary of the Surrey Hills Area of Outstanding Natural Beauty.

Respond to consultation by completing on-line response form (at <https://consult.defra.gov.uk/landscape-heritage-and-geodiversity-team/surrey-hills-boundary-variation>).

- ii. Invite to the Consultation Event on the Redevelopment of the RSPCA centre in South Godstone
- iii. Your Fund Surrey - open for applications!
- iv. Carbon Literacy Project Webinar
- v. SALC Community Infrastructure Levy Survey - Councils views invited
- vi. Gas Network Upgrade - Bletchingley Road Godstone
- vii. Ashill Land - Godstone Quarry – Newsletter
- viii. CBRE - Land At Former Godstone Quarry – TDC ref. 2022/1523

15. Matters for reporting or inclusion on future agendas

15.1 The Annual meeting of the Parish Council is scheduled to be held on Monday 15 May 2023 at 7.30pm, please check agenda for venue.

PART TWO discussion of Item 7.

----- Meeting ended 10.30pm -----

Chairperson

Dated