

Godstone Parish Council

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

Clerk to the Parish Council

S Endersby

Admin Assistant

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MINUTES

of the Annual meeting of Godstone Parish Council held on
Monday 9 May 2022 at 7.30pm at St Stephens, South Godstone.

Members: Cllrs J Gardner, D Stone, C Farr, S Farr, C White, J Farnaby and M McLoughlin
Apologies: Cllrs B Davis and L Case
In Attendance: Tandridge District Cllrs M Crane and S Swann, S Endersby (Clerk)

1. Questions from Members of the Public - None

2. Apologies and reasons for absence

2.1 Apologies had been received from Cllrs B Davis and L Case due to prior personal commitments.

RESOLVED - Councillors noted the apologies and the meeting was deemed quorate.

3. Declarations of Interest – None stated.

4. Election of the Chairman of the Council and Vice-Chairman

4.1 Cllr J Gardner was proposed as Chairman (Proposed by Cllr C Farr; Seconded by Cllr S Farr).

RESOLVED - Councillor J Gardner was unanimously appointed as Chairman of the Parish council and Declaration of acceptance of office was completed by the Chairman.

4.2 Cllr B Davis was proposed as Vice Chairman (Proposed by Cllr D Stone; Seconded by Cllr J Farnaby).

RESOLVED - Councillor B Davis was unanimously appointed as Vice Chairman of the Parish council.

ACTION – APM 05/22 – 1 Declaration of acceptance of office to be completed by the Vice Chairman as soon as practicable.

5. Consent to summons by email to attend meetings.

5.1 Councillors to confirm that they accept and consent to summons to meetings by email.

RESOLVED - Councillors confirmed acceptance and give consent to be summoned to meetings by email.

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

6.1 Councillor C Farr

6.1.1 Enforcement notice on the 'Gatwick Parking' site noted with TDC taking the enforcement matter to court.

6.1.2 Noted May Election results

6.1.3 Reported article in RH8 publication in relation to the Boundary Commission and potential impact/changes to local elections.

7. Minutes of the previous meeting held on Monday 4 April 2022

7.1 Councillors reviewed the minutes of the meeting held on Monday 4 April 2022.

RESOLVED - Councillors unanimously approved the minutes of the meeting held on 4 April 2022 as an accurate record of the meeting.

8. Committees

8.1 Review of delegation arrangements to committees and sub-committees

8.1.1 Committees

i. Finance Committee

RESOLVED - Councillors unanimously approved the following powers be delegated to the Finance Committee:

1 Review and agree annually, and effect any changes required:

1.1.1 All fees and charges made by the Council.

1.1.2 Salaries of all employees and motor mileage rates.

1.1.3 Chairman's Allowance

1.1.4 Asset Register and Parish Council Insurance cover.

2 Agree budget and precept for the following year for recommendation to the Parish Council meeting in January.

- 3 Review and agree annually the Financial Risk Assessment and monitor effectiveness of the system of internal control for recommendation to the Parish Council.
- 4 Review and agree annually the Financial Regulations for recommendation to the Parish Council.
- 5 Monitor budget spend and agree any virement.
- 6 Consider and agree action upon any Internal/External Audit recommendations.
- 7 The Committee is authorised to pay accounts outstanding for the current financial year, including staff salaries and ~~consider applications for grants to local organisations and pay if budget permits.~~

ii. Planning Committee

RESOLVED - Councillors unanimously approved the following powers be delegated to the Planning Committee:

1. To consider and agree comments on planning applications, documents and related consultations and submitted by Surrey County Council and Tandridge District Council;
2. Consider and agree comments on any other consultations which may impact directly or indirectly on the Parish;
3. Confirm comments to be submitted to the planning authority on behalf of the council
4. Acknowledge applications for Certificate of Lawfulness and Tree Works applications on behalf of the Parish council. The committee only need note such applications as the council accepts the decision of the District councils planning or tree officer, whichever is applicable. Any contentious applications that are of concern to the committee should be raised with the full council or 13.3 of these Terms of Reference be applied.

iii. Neighbourhood Plan Committee

RESOLVED - Councillors unanimously agreed that no powers be delegated to the Neighbourhood Plan Committee.

iv. Greenspaces Committee – Councillors noted the current delegated responsibilities:

1. Manage all of the land owned or under the control of Godstone Parish Council (GPC)
2. Investigate the use of any land that may be considered unauthorised and to propose remediation required to the Full Parish Council
3. That management decisions agreed, and if required ratified by GPC, are correctly instigated and completed to the satisfaction of the full parish council.
4. Discuss with residents and interested parties to ensure GPC ownership of the land is not impaired in anyway. Any discussion to be reported in writing to the clerk for noting.
5. Consider, suggest and agree any proposals for the separation of land to prevent unauthorised usage with fencing, hedging or other method as required or deemed appropriate.
6. As a result, from either a tree survey or a reported problem to look at timely remedial work together with any other work highlighted as a long-term project.
7. Review GPC owned land adjoining any public highway with a long-term possibility of Bunding, or any other measure thought appropriate to prevent fly tipping, illegal access or unwanted activity, whilst ensuring legal footpaths and bridleways are correctly maintained and marked, ensuring they may be used safely.
8. Every second year, starting in 2020, prior to the APM to visually review the condition of all trees whose crown covers a public area or highway, and should there be a concern to arrange for an individual survey or works to be carried out.
9. Maintain a continuous single list (keeping historical data) by having the date, location, a description including work carried out, those items requiring completion or any awaiting investigation or reporting.

ACTION 5/22 – 1 – Council to review the delegated responsibilities at the next meeting of the council.

8.1.2 Sub Committees

- i. Greenspaces Sub Committee – It was noted that there are no powers currently delegated to the Greenspaces Sub Committee and no changes made.

8.1.3 Non-Standing Committees

- i. Staff Appeals Committee (Constituted with 3 Members)
- ii. Staff Grievance and Disciplinary (Constituted with 4 Members)

RESOLVED - Councillors unanimously agreed that if it is deemed necessary for a non-standing committee to meet, the membership of the committees will be agreed by the Parish council at the time on confirmation of who was available, noting that a member cannot serve on both non-standing committees detailed; 8.1.3. i and 8.1.3. ii; and this would be considered at the time if it is necessary to appoint members.

8.2 Review of the terms of reference for committees

8.2.1 Finance Committee

RESOLVED - Councillors unanimously approved the Terms of Reference of the Finance Committee.

8.2.2 Planning Committee

RESOLVED - Councillors unanimously approved the Terms of Reference of the Planning Committee.

8.2.3 Neighbourhood Plan Committee

RESOLVED - Councillors unanimously approved the Terms of Reference of the Neighbourhood Plan Committee.

8.2.4 Greenspaces Committee

RESOLVED - Councillors unanimously approved the Terms of Reference of the Greenspaces Committee, whilst

noting that the delegated responsibilities detailed are to be reconfirmed.

ACTION 5/22 – 2a- Terms of Reference details to be update on Parish Council website.

ACTION 5/22 – 2b- Greenspace committee Terms of Reference to be updated on Parish Council website following confirmation of the delegated responsibilities.

8.3 Appointment of members to existing committees and committees Chairman

8.3.1 Finance Committee

RESOLVED - Councillors unanimously agreed the membership and chairperson for the Finance Committee:

Members: Cllrs C White, C Farr, S Farr, D Stone and B Davis

Chairperson: Cllr C White

8.3.2 Planning Committee

RESOLVED - Councillors unanimously agreed the membership and chairperson for the Planning Committee:

Members: Cllrs J Gardner, C Farr, B Davis, S Farr, M McLoughlin, D Stone and J Farnaby.

Chairperson: Cllr J Gardner

8.3.3 Neighbourhood Plan Committee

RESOLVED - Councillors unanimously agreed the elected members appointed to the Neighbourhood Plan Committee as representatives of the Parish Council alongside unelected community members of the committee:

Elected members: Cllrs C Farr, B Davis, C White and J Farnaby.

Chairperson: A Rabbetts

8.3.4 Greenspaces Committee

ACTION 5/22 – 3 – Membership of the Greenspace committee to be appraised at the next meeting.

8.4 Appointment of any new committees in accordance with standing order 4 – No new committees appointed.

9. Annual Matters to Review

9.1 Review and adoption of standing orders

9.1.1 Councillors noted there has been a change to the NALC model standing orders and details had been provided to highlight the changes. The update applies to 18: FINANCIAL CONTROLS AND PROCUREMENT, clauses C, F and G.

RESOLVED - Councillors unanimously agreed the review of the standing orders be postponed to a future meeting.

ACTION 5/22 – 4 – Clerk to include Standing orders at future meeting and recirculate the changes for information.

9.2 Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses

RESOLVED – On reviewing the current contractual agreements, councillors unanimously agreed the following actions as detailed in the ‘Conclusion of Review’:

Contract	Contract Period	Conclusion of Review
Grass cutting	Up to 31 January 2023	Review September 2022
Maintenance	Two years from 15 July 2020	Review
IT	Appointed in 2016, no record of a contractual agreement following Tender process. Contract period not specified.	Noted and continue with contractor. Send prepared letter to confirm arrangements.
Auditor - Internal	Appointed annually on receipt of Letter of appointment with fees details	Approved
Blindley Heath SSSI Management Agreement	25 years from 1 January 2012	Noted and confirmed that the Liaison Group meetings still take place.
Solicitors	Decide matter-by-matter and dependent on specialist area required	Reconfirmed.
Tree Contractor	No contracted tree specialist	Noted.

9.3 Review of delegation arrangements to staff and other local authorities

RESOLVED – Councillors unanimously agreed the following delegation arrangements to staff and other authorities, as detailed in the ‘Conclusion of Review’:

Staff member or Authority	Delegated Arrangement	Conclusion of Review
Clerk	Delegation to review memorial applications and issuing of Exclusive Right of Burial Grants.	Approved
Clerk	Delegation to arrange the payment of Salaries	Approved
Surrey Wildlife Trust (SWT)	Management of the Blindley Heath SSSI	Noted as per the contract agreement.

9.4 Review of representation on or work with external bodies and arrangements for reporting back

RESOLVED - Councillors unanimously agreed the following members to represent the council at the organisations as detailed:

External Body	Councillor
Surrey County Association of Parish and Town Councils	No specific allocation.

Godstone Preservation Society	Cllr D Stone
White Hart Barn Committee	Cllr J Gardner
Surrey Rail Forum	Cllr C White
Blindley Heath Management Committee	Cllr S Farr
Godstone United Charities	Cllr L Case
Gatwick Area Committee	Cllrs C Farr and D Stone
Redhill Aerodrome Consultative Committee (RACC)	Cllr C Farr
Godstone Village Association	Cllr J Gardner
TLAG	Cllr C Farr
OLRG	Cllr C Farr
North Park Farm Quarry	Cllrs B Davis and Cllr D Stone

9.5 Confirmation of arrangements for insurance cover in respect of all insurable risks – It was noted that the Insurance renewal is due 1 October 2022 and the 3-year deal will end. This matter is delegated to the Finance committee.

9.6 Review of the Council's and/or staff subscriptions to other bodies

Institute of Cemetery and Crematorium Management (ICCM)	Approved
Surrey Association of Local Councils Ltd (SALC) and National Association of Local Councils (NALC)	Approved and Invoice agreed for FY2022-23 at the council meeting on April 2022.

10. Annual Review of Policies

10.1 Review of the Council's complaints procedure

RESOLVED – Councillors unanimously readopted the complaints procedure

10.2 Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation

10.2.1 Council noted the current Publication Scheme FOI and Data Protection Policy in place and that there had been no changes to the NALC model policies to consider.

10.2.2 Council noted that there is no obligation for the Parish council to have a Data Protection Officer, there remains a reference to the '*Data Protection Officer (DPO) is [TO BE CONFIRMED]*', in the Data Protection Policy. It was noted that the Clerk cannot be the DPO as the Clerk is the Data Controller and cannot hold both roles.

RESOLVED – Councillors unanimously readopted the Publication Scheme FOI

ACTION 5/22 – 5a – Data Protection policy reference to the DPO to be reviewed and addressed.

10.3 Review of the Council's policy for dealing with the press/media.

RESOLVED – Councillors unanimously readopted the policy Media and Communications policy.

ACTION 5/22 – 5b – Parish office to update review dates of approved policies and update the parish website.

10.4 Review of the Council's employment policies and procedures

10.4.1 Council noted this area requires review and the summary of potential policies and access to SALC and NALC guidance. The substantial and overwhelming number of policies that could be adopted was discussed.

Policy			
Annual leave	Equality and diversity	Lone working	Recruitment
Anti-bullying	Expenses	Maternity leave	Risk
Data protection	Flexible working	Member officer relations protocol	Sickness
Disciplinary and	Grievance policy	paternity leave	social media
Email and internet usage	Health and safety policy	Pay policy	Staff expenses
Emergency/dependants	Homeworking	Performance management	Training and
Equal opportunities	Information technology	Poor performance	Whistleblowing

RESOLVED – Councillors unanimously agreed that employment policies should be reviewed, but that it would need to be broken down into stages due to the workload and priority of policies to be agreed.

ACTION 5/22 – 5c – Clerk to propose a plan and priority for review of employment policies as soon as possible.

11. Finance Matters

11.1 Annual Review and adoption of Financial Regulations - Council noted these were adopted in January 2022 and no review of changes proposed.

11.2 Annual Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence – Council noted there is no expenditure.

11.3 Review of inventory of land and other assets including buildings and office equipment - Council noted the current inventory circulated with the meeting papers. No changes proposed.

11.4 Accounts for payment - to approve **APRIL** accounts for payment:

GPC Ref.	Business	Invoice	Invoice Date	Payment For	Net amount	VAT	Invoice Total
Salary Payments							
G1201-2	Salaries			APRIL Salary	1833.38		1833.38

G1203	HMRC			APRIL NI & Income Tax**				
G1204	NEST Pension			APRIL Pension**				
Direct Debits								
G1209	BT	M113 R1	17-Apr-22	Telephone and Internet	42.14	8.42	50.56	
G1210	British Gas Lite	2742324	09-Apr	Electricity	32.23	1.61	33.84	
Invoices for Payment								
G1198	Neat Gardens	8874	05-Apr	Cutting at Enterdent (sight lines)	172		172	
G1199	HMRC			Outstanding Amount noted during Audit	79.81		79.81	
G1200	Mulberry	19238	26-Apr	Final Internal Audit FY21-22	145.65	29.13	174.78	
G1205	L Case		06-May	Expenses (Ref: GVA/Jubilee)	93		£93.00	
G1206	Magician	20220001	03-May	Jubilee Act	250	0	250	
G1207	Fire man	LH20220603	06-May	Jubilee Act	269	0	269	
G1208	Neat Gardens	350	06-May	Grass cutting	1838.04 1898.01		1838.04 1898.01	
G1211	Village Maintenance	07-May	07-May	Maintenance – Wagon Pond	50	0	50	
G1212	St Stephens Church		09-May	Donations for March/April and 2 May meetings	80		80	
*Salaries paid in accordance with 7. Payment of Salaries of the Parish Council Financial Regulations.					TOTAL	£4,885.22	£39.16	£4,924.38
**Employee/Employers total payment paid by GPC.						£4945.22		£4984.38

11.4.1 Following the checks carried out by council, a correction to the total was made for invoice G1208 due to typo.

RESOLVED – Noting the payment summary for **APRIL** and invoices, circulated to all councillors in advance of the meeting, the total invoices due for £4984.38 were unanimously approved.

ACTION 5/22 – 6 – Clerk to pay invoices.

11.5 Accounting Statements - Summary Financial Report to **FEBRUARY** receive and review - Circulated in advance of the meeting

11.5.1 Income and expenditure

11.5.2 Restricted Funds (incl. CIL funds) and Designated Funds Summary

RESOLVED – Councillors unanimously approved the Summary Financial Report for **FEBRUARY** and agreed it be signed by a councillor on behalf of the council.

11.6 Accounting Statements - Summary Financial Report to **MARCH** receive and review - Circulated in advance of the meeting

11.6.1 Bank Reconciliation and Income and expenditure

11.6.2 Restricted Funds (incl. CIL funds) and Designated Funds Summary

11.6.3 Summary of Funds available

RESOLVED – Councillors unanimously approved the Summary Financial Report for **MARCH** and agreed it be signed by a councillor on behalf of the council.

11.7 Grants – It was noted that there is no specific allocation of funds for 2022 – 2023, other than for donations to be made monthly for the use of St Stephens Church Hall.

RESOLVED – Councillors unanimously agreed that Grant applications would be considered on receipt.

11.8 Final Internal Audit for FY2021-22 – Report circulated in advance of the meeting.

RESOLVED – Councillors unanimously accepted the Final Internal Audit for FY2021-22 – Report.

11.9 Annual Governance and Accountability Return (AGAR) - Section 1 and Section 2 - Circulated in advance of the meeting.

i. The statements were noted and the recommendation provided in the Final Internal Audit report in relation to AGAR Section 1 was acknowledged.

ii. The accounting figures were noted and the recommendation provided in the Final Internal Audit report in relation to AGAR Section 2 was acknowledged.

13.9.1 Annual Governance Statement (AGS) – Section 1 - Review of effectiveness of internal controls:

a. Considered the findings of the review by the members meeting as a whole; and

b. Approve the Annual Governance Statement by resolution *in advance* of approving the Accounting Statements.

RESOLVED – Councillors unanimously approved the Annual Governance Statement – Section 1 and agreed it be signed by the Chairman on behalf of the council (the person presiding at the meeting at which approval was given).

13.9.2 Accounting Statements – Section 2

- a. Considered the Accounting Statements by the members meeting as a whole.
- b. Approve the Accounting Statements by resolution; and
- c. Ensure the Accounting Statements are signed and dated.

RESOLVED – Councillors unanimously approved the Accounting Statements – Section 2 and agreed it be signed by the Chairman on behalf of the council (the person presiding at the meeting at which approval was given)

12. Meetings 2019 -2020

RESOLVED – Councillors unanimously approved the dates and times of ordinary meetings of the Council up to and including the next annual meeting of the Council and detailed below, with a request for the venue to be alternated between the villages

Meeting Date	Meeting	Venue
Monday 6 June 2022	Parish Council Meeting	St Stephens, South Godstone
Monday 4 July 2022	Parish Council Meeting	St Stephens, South Godstone
Monday 5 September 2022	Parish Council Meeting	St Stephens, South Godstone
Monday 3 October 2022	Parish Council Meeting	St Stephens, South Godstone - TBC
Monday 7 November 2022	Parish Council Meeting	St Stephens, South Godstone - TBC
Monday 5 December 2022	Parish Council Meeting	St Stephens, South Godstone - TBC
Monday 9 January 2023	Parish Council Meeting	St Stephens, South Godstone - TBC
Monday 6 February 2023	Parish Council Meeting	St Stephens, South Godstone - TBC
Monday 6 March 2023	Parish Council Meeting	St Stephens, South Godstone - TBC
Monday 3 April 2023	Parish Council Meeting	St Stephens, South Godstone - TBC
Monday 8 May 2023	Parish Council Annual Meeting	St Stephens, South Godstone - TBC

Annual Parish Meeting

22 May 2023 (Requirement is for meeting to take place between 1 March and 1 June)	Refreshments from 7pm for a 7.30pm start.	St Stephens, South Godstone
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ACTION 5/22 – 6 – Clerk to publish dates and arrange a variation of venues to alternate between the three villages.

13. Appointments of areas of responsibility

RESOLVED – Councillors unanimously agreed the following allocations of areas of responsibility:

AREA	Agreed at meeting
Allotment site	Cllrs B Davis and L Case
Godstone Burial Grounds	Cllrs D Stone and M McLoughlin
Hilly Fields	Cllr J Gardner
Blindley Heath Common	Cllrs C Farr and S Farr
Godstone Green: Greenview	Cllr J Gardner
Godstone Green and Playground	Cllrs M McLoughlin and L Case
The Enterdent and Tilburstow Common	Cllrs D Stone and M McLoughlin
South Godstone (including Postengate)	Cllr J Farnaby
Maintenance contractor overseer	Cllrs C Farr, M McLoughlin and J Farnaby
Insurance renewal	Delegated to the Finance Committee
Website	Cllr J Farnaby and the Clerk
Newsletter	Clerk prepares details and circulates to Council
Fair Liaison	Cllrs B Davis and L Case

14. Motion(s) proposed by Councillors:

14.1 Godstone Parish council actively assist the formation and running of a Godstone Speed Watch group with particular attention to High Street Godstone, provided there are enough residents willing to be involved. (Proposer: Cllr C Farr; Seconder: Cllr S Farr)

14.4.1 Council discussed there would be no cost to council; need at least 6 volunteers; cover Godstone Hill and other sites as agreed with Surrey Police; Cllr C Farr and other councillors be involved as well as local residents; process to be followed in reporting vehicles that speed.

RESOLVED – Councillors unanimously agreed the motion Godstone Parish council actively assist the formation and running of a Godstone Speed Watch group.

ACTION 5/22 – 7 – Cllr C Farr to lead actively assisting the formation and running of a Speed Watch group.

15. Playground Refurbishment – Update

15.1 It was noted that Cllrs B Davis and L Case were not present, but that a report had been circulated from the working group.

15.2 It was noted that the Timber report findings were expected and would be circulated. The working group were not satisfied with the long-term suitability of the basket swing in the playground (noting finger entrapments) and it was proposed that this should be replaced.

In the working group report the recommendation to carry out an urgent repair to the Embankment Slide was noted. Due to the urgency council considered the following cost for works and noted comparison of previous repair for smaller left-hand side of slide and material cost increases since this work was completed in June 2021.

ITEM	REMEDIAL ACTION	SUBTOTAL
Embankment Slide damaged Timbers	Remove the existing timbers beside the mound slide, supply and install new timbers	£1,945.00
	Remove the decaying timber sleeper and replace with new.	£480.00
TOTAL (*ALL PRICES EXCLUSIVE OF VAT)		£2425.00

RESOLVED – Councillors unanimously approved the repair to the embankment slide to ensure it be carried out as soon as practicable.

ACTION 5/22 – 8 – Clerk to liaise with contractor.

16. Purchase of the Parish Council office ‘The Bounty’ – Update and confirm next steps

16.1 Community Use Clause - Following the discussion of the previous meeting the Clerk confirmed with the Scouts that the transaction will proceed with no condition in relation to community use being included in the formal contractual agreement and the correspondence had been circulated to council.

RESOLVED – Noting the clarification on community use, councillors unanimously agreed that they were satisfied that the transaction could proceed.

16.2 Valuation - Registered property valuer Redbook Valuation and approve fees of £1,150 + VAT

RESOLVED – Councillors unanimously agreed that the Registered property valuer be appointed and the quote in respect of fees of £1,150 + VAT be accepted.

ACTION 5/22 – 9a – Clerk to instruct valuation to proceed.

16.3 Solicitor and Legal Fees - Appoint a Solicitors and confirm fees (details of quotes circulated to councillors)

Quote 1 - Estimate legal fees in the region of £3770 - £4350 plus VAT.

Quote 2 - Estimate legal fees in the region of £2,500 to £2,950 plus VAT.

ACTION 5/22 – 9b – Clerk to confirm 3 solicitor quote sought and is no more competitive.

RESOLVED – Subject to the third quote being confirmed as no more competitive, Councillors unanimously agreed that the Solicitor be appointed and quote 2 in respect of fees of £2,500 to £2,950 + VAT be accepted.

ACTION 5/22 – 9c – Clerk to instruct solicitor to proceed on completion of action 9b.

16.4 PWLB, Consultation and Transaction Costs

16.4.1 Transactions Costs

RESOLVED – Councillors unanimously agreed that any related costs for the transaction should be paid from earmarked reserves to purchase the capital item rather than being added to the loan amount.

16.4.2 PWLB application/Consultation

- i. Council discussed what form the consultation will take noting Legal topic note circulated (Item 24. (e)) that no specific requirements are set out and the council are to determine what is suitable.
- ii. Draft consultation notice circulated
- iii. Notice included in April Parish mag article and noted on website and suggestion to include at Annual Parish Meeting)

RESOLVED – Councillors unanimously agreed that in addition to being published on Agendas and discussed at the Parish Council meetings, which are open to the public, the consultation would also include the following actions:

- i. Notice included in Parish mag article
- ii. Details published on website
- iii. Information to be included at Annual Parish assembly Meeting on 30 May 2022.

ACTION 5/22 – 9d – Clerk to complete consultation as approved, noting some had already been actioned.

17. Platinum Jubilee 2022 Plans – Update

17.1 Summary of South Godstone cost information as requested:

Toilets	£230
D J for afternoon	£250
Two bands for the evening	£700
Punch & Judy	£400
3 funfair rides and two bouncy castles	£1000
TOTAL	£2580

17.2 South Godstone and Godstone Committee representatives requested that the council consider further funds be put towards the celebrations.

RESOLVED – Councillors unanimously agreed that the allocation of funds be increased by £1k from General reserves to bring the designated amount to £6k in total (from previous £5k agreed) and this be split equally between Godstone and South Godstone organising committees (£3k each).

17.3 Tree for the Jubilee (to be planted in the Autumn) – An update was provided by Cllr D Stone in relation to research undertaken (established Hornbeam tree recommended), estimated cost (£260 + VAT for established tree with root ball) and an update on the discussion to date with organisations (only WI, Godstone Club and Trustees confirmed to date).

ACTION 5/22 – 10 – Cllr D Stone to liaise with WI group following their enquiry and then get formal confirmation from remaining organisations.

18. Reports

18.1 Clerks Report - Matters brought to the Councils attention:

18.1.1 Placement of Table and Chairs on the public highway outside Godstone Club – Reported to SCC.

18.1.2 Florist van request to trade in car park.

RESOLVED – Councillors unanimously declined the request due to the lack of parking and impact on parking if this request was permitted.

ACTION 5/22 – 11 – Clerk to advise business who made enquiry.

18.1.3 Grass cutting on Godstone Green – It was noted that due to growth of Green that if cut left on current schedule (for Jubilee) on 30 May, there will be a lot of cuttings left on the surface. No concerns raised and Clerk to liaise with Cllrs L Case and D Stone if closer cut required nearer the time.

18.1.4 Tree on Green with a dead branch

RESOLVED – Councillors unanimously agreed that tree on Godstone Green work be added to work list.

ACTION 5/22 – 12 – Clerk to liaise with contractor.

18.1.5 Annual Parish Meeting on 30 May 2022

i. Nominations for community award were discussed and agreed.

ii. Agenda circulated with meeting papers was noted with no changes proposed.

18.1.6 Fairs comments in relation to fee increases for the use of the Green were noted and referred to the Finance Committee.

18.1.7 Barrier information for Blindley Heath provided to Cllr C Farr.

18.1.8 Confirmation that the Finance sheets had been reviewed and recirculated, following the query of the last meeting, to all councillors.

18.1.9 Clerk request for Confirmation on: Allocation of funds for tree survey and associated works (action to investigate Tree Survey); End of year action to allocate unspent income from Burial Ground to restricted long term fund for future care.

	Amount
Payments (lower than estimated income allowed in budget of £14k)	£11,978.43
Clerks time – Not charged specifically against burial ground.	£0.00
Maintenance Costs	£7110.03
Difference remaining between amount earned and amount spent	£4868.40
5% of profit amount	£243.42

ACTION 5/22 – 14 – Delegated to Finance committee.

18.1.10 Approval of virements – Virements completed to update the reserves sheet as per councils' instructions following review at March meeting:

Amount	From**	Item/ Fund	Action	To**	Item/ Fund
£1k	D	Horse Pond	Return to	G	
£2k	D	Burial Ground Long-term fund	Return to	G	
£28,334.22	G		Allocate to	D	Playground project
£1.5k	G		Allocate to	D	Horses on the Green
£1k	G		Allocate to	D	Defence of Godstone Green
£1,546.07	G		Allocate to	D	N/hood Plan
£2k	R	Burial Ground Path	Return to	R	2019 CIL
£6,072.92	R	2021 CIL	Allocate to	R	Playground project
£12,714.88	R	2020 CIL	Allocate to	R	Playground project
£14,565.34	R	2019 CIL	Allocate to	R	Playground project
£1,195	R	2019 CIL	Allocate to	R	Blindley Heath Car Park Barrier
£500	R	Fete Grant	Allocate to	R	Restoration of wooden village sign
£1.5k	G		Allocate to	R	Bounty purchase - associated costs.

** D = Designated Fund; G = General Fund; R = Restricted Fund

ACTION 5/22 – 15 – Review of virements delegated to Finance committee.

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

18.2.1 Report of branch falling from the tree

ACTION 5/22 – 16 – Survey should be prioritised due to the falling branch and particular attention to the tree where the branch fell.

18.2.2 Admin Vacancy remains open.

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

18.3.1 Rail Forum (Cllr C White) – Reported points raised in relation to Graffiti and accessibility work being undertaken.

19. Greens, Commons and Land, to include:

19.1 **Inspection Reports**

Godstone Green		Greenview		Bounty	√	Blindley Heath	
Playground		Hilly Fields		Tilburstow Hill	√	Allotments	
Burial Ground		South Godstone	√				

19.2 **Godstone, including Hilly Fields and Salisbury Road Allotments**

19.2.1 Council noted the response/objections from residents in relation to access across the allotments and the Clerks subsequent request for information of the property deeds stating right of way across allotments. No information on formal right in deeds received at the time of the meeting.

19.2.2 Request for Bonfire on Hilly Fields noted

ACTION 5/22 – 17 – Cllr J Gardner to discuss request further and establish need.

19.3 Tilburstow Hill/The Enterdent

20.3.1 Confirmation of Tree Works, noting that no planning application required as not in conservation area or TPO's on the trees in question.

RESOLVED – Councillors unanimously agreed that this work proceed as per the quote for £550 and should include the tree on Godstone Green (dangerous branch) and the tree across the Bridleway at Tilburstow Hill.

19.4 South Godstone

ACTION 5/22 – 18 – Clerk to request that maintenance contractor clean the bus stop on the North bound side of road next to alley.

19.5 Blindley Heath

19.5.1 Update on gifted land and agree legal arrangements and fees - Cllr C Farr provided an update in relation to the donation of land to the Parish council (of the area adjacent to what was Oldencraig), this included:

- i. Proposed survey required for 3 years on land and cost split 60% (council share = £840)/40% (housing association)
- ii. Estimate area is 2 acres
- iii. Propose to call it the Jubilee Meadow
- iv. Offers a positive protection area near the SSSI and the opportunity to use the area for something positive such as a nature area for the community.
- v. Survey is believed to be an obligation which is part of the planning application permission
- vi. Proposed council pay its own legal fees (£1500 currently allocated) and potentially use recently appointed solicitor for the matter

RESOLVED – Councillors accepted the gifted land in principal, with further information on the long term commitments to be provided before final confirmation of arrangements being formally signed.

ACTION 5/22 – 18 – All councillors to visit the site. Cllr C Farr to clarify details of obligations of surveys and long-term commitments past the 3 years discussed and asked that information to be copied to Parish office (Clerk email address) as no correspondence has been provided to the Parish office.

19.5.2 Resignation of Graziers and Liaison Meeting Friday 13 May at 10am – Noted by council and that is is hoped that a potential replacement has been found.

20. Burial Grounds and Memorials

20.1 Exclusive Rights of Burial Applications; Memorial Applications; and Bench Memorial Applications - None

20.2 Donation in for the Repair of Bench – (Bench that goes around the tree in the burial ground)

RESOLVED – Councillors unanimously agreed that the bench be repaired (as per agreed quote of £300) on receipt of the donation kindly offered for the work.

ACTION 5/22 – 19 – Clerk to confirm acceptance of donation with thanks and confirm work to repair bench.

21. Correspondence

21.1 Draft Parish April 2022 CIL Payments for checking

21.2 Buttonsmead planning application TA2022/359/N – It was noted by Council that this planning application requires a full planning application as the status of Agricultural land has been removed. It is no longer considered as agricultural land, it is considered an equestrian centre.

21.3 Unauthorised political posters in Parish bus stop

22. Matters for reporting or inclusion on future agendas

24.1 Update the Parish Councils Code of Conduct (Last adopted 2017)

ACTION 5/22 – 20 – Cllr C Farr to circulate a copy of TDC code for this exercise.

24.2 The next meeting of the Parish Council is scheduled to be held on Monday 6 June 2022 at 7.30pm St Stephens Church Hall, South Godstone.

24.3 The Annual Parish meeting is to be held on Monday 30 May 2022, refreshments from 7pm for a 7.30pm start at St Stephens Church Hall, South Godstone.

Part 2 – None

----- Meeting ended 10.00pm -----

Chairman

Dated