

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 virtual meeting of Godstone Parish Council held on
Monday 5 OCTOBER 2020 at 7.30pm by Zoom Video conference call

Members: Cllrs B Davis, J Farnaby, J Gardner, D Stone, S Farr, C White, C Farr and M McLoughlin
Apologies: District Cllr C Swann
In attendance: S Endersby (Clerk)
Open Forum: Members of the public were present.

1. Questions from Members of the Public

- 1.1 Report that the murder trial would take place on 12 October 2020.
- 1.2 Issues with traffic in Ivy Mill Lane raised. Council stated that highway matters are managed by Surrey County Council.
- 1.3 Post near car park reported is rotten.

ACTION 8/20 – PF1 – Removal of post to be added to maintenance schedule.

- 1.4 Godstone Village Association's AGM is being delayed until 2021 due to the pandemic.

2. Apologies and reasons for absence

- 2.1 Tandridge District Councillor C Swann sent apologies.
- 2.2 It was confirmed that all Parish councillors were present and there were no apologies to report

RESOLVED – The meeting was deemed quorate.

3. Declarations of Interest - None

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

- 4.1 Tandridge District Councillor C Farr – No specific matters to report
- 4.2 Tandridge District Councillor C Swann – Emailed a brief update that the unitary proposal is now not proceeding at this time and this means there will be both District and County elections next May. A unitary proposal in some sort of format after the elections is likely though.

5. Minutes of the previous meeting held on Monday 3 August 2020 and 7 September 2020

5.1 Minutes of the meeting held on Monday 3 August 2020 and 7 September 2020

RESOLVED – Minutes of the meeting held on Monday 3 August 2020 were agreed as an accurate record of the meeting and should be signed by the Chair.

5.2 Minutes of the meeting held on Monday 7 September 2020

RESOLVED – Minutes of the meeting held on Monday 7 September 2020 were agreed as an accurate record of the meeting and should be signed by the Chair.

ACTION 8/20 – 1 – Clerk to liaise with the Chair for the minutes of 3 August 2020 and 7 September 2020 to be signed with a 'wet signature'.

6. Motions proposed for discussion by Councillors

6.1 Review of proposed amendments to the Godstone Parish Council Finance Committee Terms of Reference (ToR) and membership (Proposer: Cllr C Farr; Seconder: Cllr D Stone)

- 6.1.1 The proposed amendments, which had been circulated in advance of the meeting, were discussed.
- 6.1.2 The Clerk recommended that a committee has an odd number of members for voting purposes.
- 6.1.3 It was noted that an amendment to the proposed amends of the ToR be made and item 7 state '*The full Parish council will appoint no less than five members to the Committee.*'

RESOLVED – Councillors unanimously approved the motion (6.1), as amended (6.1.3) to change the Finance Committee's Terms of Reference.

- 6.1.4 Membership of the Committee was reviewed, and consideration was given if two councillors from the same household served on a committee, it was confirmed by the Clerk that this was not illegal.

RESOLVED – Councillors unanimously approved Councillors C Farr and B Davis joining the committee in addition to the current committee members.

ACTION 8/20 – 2 – Clerk to update the Parish website and records.

6.2 Noting the provision made in finance regulation 4.1, in consideration of when urgent works, due to Health and Safety, arise, the clerk may, in agreement with two councillors, authorise a contractor to carry out tree works up to a value of £1000 excluding VAT without a requirement of obtaining quotes or going to tender. (Proposer: Cllr C Farr; Seconder: Cllr D Stone)

RESOLVED – Councillors unanimously approved the motion detailed in 6.2.

6.3 Godstone Parish Council to consider a preferred contractor for arboriculture work in order that they can act swiftly to respond to issues of Health and Safety. (Proposer: Cllr C Farr; Seconder: Cllr D Stone)

RESOLVED – Councillors unanimously approved the motion detailed in 6.3, with the stipulation that this be reviewed at least annually.

7. Reports

7.1 Action updates or action taken – to be ratified (if any)

7.1.1 Emergency Assistance Fund (EAF) Grants

RESOLVED – Councillors unanimously ratified the approval of the proposal to:

- i. award funds from the EAF Grant to Godstone Hygiene bank of £250;
- ii. award funds from the EAF Grant to St Stephens School, South Godstone of £300,

as per the conditions that the funds awarded are used as set out in the criteria detailed in the application form completed on behalf of the organisations.

ACTION 8/20 – 3 – Clerk to confirm if grants can only be awarded specifically within the Parish.

7.2 Clerks Report

7.2.1 Councillor Vacancy update – Confirmed that the appropriate notice had been advertised as required and 12 October 2020 is the response deadline.

https://godstone-pc.gov.uk/images/Notice_of_Vacancy_August_2020_Godstone_North_Ward.pdf

ACTION 8/20 – 4 – Clerk to confirm on 13 October 2020 if a request for a bi-election has been received.

7.2.2 Christmas Lights update - Tree Lights Report (Commercially Sensitive)

RESOLVED – Noting the restricted funds available in reserves for Christmas lights, Councillors unanimously agreed the update of Christmas lights.

ACTION 8/20 – 5 – Clerk to confirm instructions to appointed contractor.

7.2.3 NALC Checklist for physical meetings had been circulated to councillors.

7.2.4 Mid-year Internal Audit - Initial papers requested from Auditors prepared and sent and councillors provided with information provided to the Internal auditor.

7.2.5 Tandridge District Council (TDC) Press release: Have your say on the district's open spaces

RESOLVED – Noting the council had already submitted a consultation comment document no further comments to be submitted.

ACTION 8/20 – 6 – Councillors to submit personal comments as individuals if they wish.

7.2.6 Historic signage on the Green (corner of Ivy Mill Lane) – Noted that the signage had been in a bad condition and there was no proposal for it to be replaced as no statutory basis for it on Parish land.

7.2.7 Scattering of Ashes

RESOLVED – The council, considering the individual request agreed that the family could scatter ashes on Godstone Green, with the stipulation that this was not setting a precedent and that any individual requests should be considered by the Parish council on a case by case basis.

ACTION 8/20 – 7 – Clerk to liaise with the family and confirm stipulations on consideration of location and other guidance recommended when scattering ashes.

7.2.8 Training request - Data Protection Workshop (Zoom £30 29 Oct 20 - 09:30 to 12:30)

RESOLVED – Councillors unanimously agreed that the Clerk could attend the Data Protection Workshop.

ACTION 8/20 – 8 – Clerk to book training.

7.2.9 Social Media – It was noted that the Parish Council's Instagram account had been created @godstoneparishcouncil

7.2.10 Clerks Manual - <https://www.slcc.co.uk/product/1079/>

RESOLVED – Councillors unanimously approved the purchase of the Clerks Manual.

ACTION 8/20 – 9 – Clerk to purchase Clerks Manual publication.

7.2.11 Playground – It was reported that signage in relation to the playground being closed had been taken down by the public and orange soft fencing had also been pulled down and created more of a hazard than a barrier so had been removed.

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

7.3 Report on TDC Unitary meeting, noting no conclusive decision or advice, but general conclusion was the concern over one large unitary authority.

7.4 Reports (for noting) from representatives on outside bodies

7.4.1 Gatwick Forum (Cllr C Farr) – Gatwick working to get airport back to capacity.

7.5 Inspection Reports – Confirmation of reports received and any urgent matters arising

7.5.1 No matters to raise from the specific area reports completed by councillors.

8. Current Planning issues

8.1 Planning Committee report from 28 September 2020

8.1.1 Noted that minutes to be circulated as soon as practicable

8.1.2 Planning committee meetings to be on Wednesday's at 7pm in future when they are arranged.

8.2 Planning White paper Consultation - With potentially far reaching changes for Planning SSALC briefing will provide the opportunity for a better understanding of the implications.

ACTION 8/20 – 10 – Cllr C Farr to attend the free SSALC briefing on Thursday 8th October 2020 at 2pm on Zoom and a link to a recording will be circulated to all member councils following the briefing.

8.3 Councillors attention was drawn to the submission of a planning application for the Laghman in South Godstone, 2020/1342

9. Finance Matters

9.1 Accounts for payment – Councillors considered the **SEPTEMBER** accounts for payment, noting the summary sheet and scanned copies of all invoices had been provided by email in advance:

GPC Ref.	Business	Invoice	Invoice Date	Payment For	Net amount	VAT	Invoice Total	
Direct Debits								
G887	SES Business water	37	21-Aug-20	Field Supply B/Heath	-3.44		-3.44	
G911	ICO		10/28/20	DP Renewal Fee	35		35	
G905	Nest Pension		September	Pension **				
G898	BT	M094	17-Sep-20	Telephone and Internet	49.15	9.83	58.98	
G895	British Gas Lite	1019513	9/9/2020	Electricity Bill	17.51	0.88	18.39	
Invoices for Payment								
G886	Zurich	5014624 82	8/18/2020	Parish Council PL and EL Insurance	828.07		828.07	
G888	Fairalls	4395927	26-08-2020	M/supplies Allotment Ref:PO12-G845	24.18	4.84	29.02	
G889	Fairalls	4396099	27-08-2020	M/supplies Allotment Ref:PO12-G845	6.04	1.21	7.25	
G892	Mulberry & Co	6337	5/6/2020	End of Year Audit	120	24	144	
G893	Hygiene Bank	Grant		Emergency Assistance	250		250	
G894	St Stephens School	Grant		Emergency Assistance	300		300	
G897	Poppies			Donation - Wreaths/large poppies	£95.00		95	
G899	Pear Technology	128023	22-9-2020	Tech support/Updates to 30/9/2021	225	45	270	
G900-3	Salaries		September	Salary Payments				
G904	HMRC		September	NI and Income Tax				
G907	S Endersby		9/30/2020	Expenses (Cleaning products & Magnets)	13.6		13.6	
G908	L Case		9/30/2020	Expenses (Kiosk Paint & Paper towels)	50.19		50.19	
G909	CPRE			Membership fee	36		36	
G910	Play Inspection Company	43238	9/30/2020	Annual Playground Inspection	65	13	78	
G896	Neat Gardens	241	10/1/2020	Grass Cutting	1863.01		1863.01	
*Salaries paid in accordance with 7. Payment of Salaries of the Parish Council Financial Regulations. **Employees/Employees total payment paid by GPC to NEST.					TOTAL	£2,106.42	£13.00	£4,985.33

RESOLVED –The accounts for payment list totalling £4985.33 on payment of salaries was unanimously approved.

ACTION – 10/20 – 11 – Clerk to pay invoices and arrangements to be made for two councillors to countersign all invoices working around the current COVID 19 restrictions as soon as practicable.

9.2 Summary Financial Report for **JULY** and **AUGUST** – circulated in advance of the meeting

9.2.1 Review of the Summary Financial Report to **JULY**, which included summaries on Income and Expenditure; Restricted Funds (incl. CIL funds) and a Designated Funds Summary

RESOLVED – Councillors unanimously approved the Summary Financial Report to **JULY**.

9.2.2 Review of the Summary Financial Report to **AUGUST**, which included summaries on Income and Expenditure; Restricted Funds (incl. CIL funds) and a Designated Funds Summary

RESOLVED – Councillors unanimously approved the Summary Financial Report to **AUGUST**.

ACTION 10/20 – 12 – Arrangements to be made for a councillor to sign the Summary Financial Reports for **JULY** and **AUGUST**, working around the current COVID 19 restrictions as soon as practicable.

9.3 Finance Regulations Update – Circulated

RESOLVED – Councillors unanimously agreed that the review of the Finance Regulations be referred to the Finance Committee.

ACTION 10/20 – 13 – Clerk to ensure Finance Regulations are included on the Finance Committee Agenda.

10. Greens, Commons and Land - Received updates and considered recommendations

10.1 Godstone, to include:

10.1.1 Car park

- i. Letter to Surrey County Council (SCC) – Works Permit Application Covid Compliant Contractor.

RESOLVED – Councillors unanimously ratified the letter for submission to SCC to support the works permit application.

- ii. Car Park Works Insurance – Clerk confirmed that contact had been made with the councils insurers to notify them of planned works. Insurance company confirmed no further action required other than to ensure contractor has PL Insurance.

- iii. JCT Contract – Draft prepared, but delayed due to other matters arising on the car park.

10.1.2 ME-886460 Surrey Highways: [Tandridge Parking Review 2020](#) and [Statement of Reasons](#)

RESOLVED – Councillors unanimously agreed that there were no contentious proposals in the parking review effecting the Parish and no comments necessary.

10.1.3 Playground

- i. Annual External Safety Inspection had been received and Circulated to councillors. Overall rating specifically noted.

- ii. Update on plans – No detailed update on proposal for funding. It was noted that a CIL funding application to TDC could take 2-3 months and match funding is still available and might be a shorter process.

- iii. It was noted as reported in the Clerks report, members of the public are ignoring and removing signage and barriers closing the playground.

- iv. Concerns that council is obliged to ensure the playground is safe and removal of signage increases concerns.

- v. Council debated if it wanted to open the playground and could it be opened taking Covid implications into consideration.

The following proposal was put forward for consideration by Cllr M McLoughlin (Proposer) Cllr C White (Seconder):

The playground on Godstone Green be opened following the implementation of:

- a. A weekly cleaning arrangement to clean equipment;
- b. Covid notices setting out guidelines of use being put in place;
- c. Short term repairs deemed necessary to keep the playground safe, referring to the Annual External Safety Inspection be considered and implemented; and
- d. In addition to immediate plans to enable the playground to be opened, the Parish council to plan for the playground's future by preparing a proposal to Tandridge District council to try to obtain a grant for longer term improvements.

RESOLVED – The proposal that the playground be opened as soon as practicable was agreed.

Councillors in favour of the proposal: Cllrs J Gardner (Original and casting vote), M McLoughlin, C White and J Farnaby
Councillors abstaining from voting: Cllrs C Farr, S Farr, B Davis and D Stone.

It was further noted that the current designated funds available to cover costs in relation to the playground is £1442.

RESOLVED – Councillors agreed that expenditure should exceed this amount.

ACTION 10/20 – 14 – Clerk, in consultation with Cllrs when required, to investigate costs, practicalities of arrangements and support the investigation of grant application proposed.

10.1.4 Boules Memorial – Report following meeting circulated. It was noted that:

- i. The final text to be engraved is still to be confirmed
- ii. Responsibility for maintenance to be confirmed
- iii. The expectation of the Boule committee that the surrounding timbers around the Boules pitch would last another 20 years, was not accepted by the council.

ACTION 10/20 – 14a – Clerk to send a letter to summarise the meeting discussion and surrounding timbers.

10.1.5 Telephone Kiosk – Work complete, with thanks stated for community effort and support.

10.1.6 Pavilion Clock (Parish Asset Millennium Clock) - Age Concern Godstone request to get the clock working and proposal to cover entire cost.

ACTION 10/20 – 15 – Clerk to liaise with local organisation and discuss the councils concern that it would be a waste of money due to historic knowledge of the clock.

10.1.7 Greenview Grass – Concern that residents are cutting the grass.

10.1.8 Weeds along west side of Green – Unsightly and need dealing with.

ACTION 10/20 – 16 – Clerk to contact grass contractor to raise west side of green being part of the grass cutting contract and ensuring prompt cutting of Greenview grass to ensure residents don't cut grass.

10.1.9 Concern about parking on common land in Godstone raised.

ACTION 8/20 – 16a – Letter to be sent to property to request that parking on common land is stopped.

10.1.10 Condition of Goal Mouths – Concern about condition raised, noted that maintenance is football club's responsibility.

10.2 Hilly fields

10.2.1 Condition of fence at the Hilly Fields

ACTION 10/20 – 17 – Clerk to prepare correspondence about fence along the back of Greenview properties

10.3 Bounty and Allotments

10.3.1 Allotment numbers

ACTION 10/20 – 18 – Cllr J Gardner to investigate potential signage.

10.3.2 Allotment condition

ACTION 10/20 – 19 – Clerk to give notice on allotment discussed.

10.4 Tilburstow Hill/The Enterdent

10.4.1 Tree Letter from Surrey County Council Highways Ref: 178826 – Noted that Clerk has sent response to confirm matter is being dealt with.

RESOLVED – Councillors agreed that the work to remove the trees across the highway be completed.

ACTION 10/20 – 20 – Clerk to confirm instruction to contractor.

10.5 South Godstone

10.6 Blindley Heath

10.6.1 Tree near Little Mead – Clerk reported that due to concerns about impact on resident the work was high priority and instructions had been confirmed by the Clerk with the contractor, reference email to councillors 2 October 2020 and Finance Regulations, 4. Budgetary Control and Authority to Spend, 4.1. Expenditure on revenue items

RESOLVED – Councillors ratified the work to trim trees on the section of SSSI discussed at Blindley Heath.

11. Burial Grounds and Memorials

11.1 Burial Ground and Churchyard - consider any matters arising

11.1.1 Surrender of Plot

RESOLVED – Councillors agreed the request be completed.

ACTION 10/20 – 21 – Clerk to liaise with family to complete the surrender of a burial plot.

11.2 Applications for Exclusive Rights of Burial (EROB)

11.2.1 Thomas 610

RESOLVED – Councillors accepted the application for EROB completed by the Clerk under delegated authority.

11.3 Applications for consent to erect Memorials

11.3.1 Kitchener 513

11.3.2 Robinson 601

11.3.3 Johnson (Plaque on bench). Noted that following confirmation it is a parish bench.

11.3.4 Stacey 480

RESOLVED – Councillors accepted the applications for memorials completed by the Clerk under delegated authority.

11.4 War Memorials and Postengate Farm Memorial Site – No discussion.

12 Correspondence – The following correspondence had been circulated since the last meeting by email:

12.1 News: Spelthorne added to government watchlist - update 3pm

12.2 Article from the Guildford Dragon news on the Surrey unitary bid

12.3 Reference: ME-886460 - Surrey Highways: Tandridge Parking Review 2020

12.4 Surrey ALC Ltd - Notice of the Annual General Meeting 2020 – Noting Guest Speaker Tim Oliver, SCC.

12.5 NALC - CHIEF EXECUTIVE'S BULLETIN

12.6 Press release: Have your say on the district's open spaces

12.7 Remembrance Day events

12.8 MHCLG / NALC Right to Contest Snapshot Online Survey

13. Matters for reporting or inclusion on future agendas

13.1 Condition of the grass on Godstone Green

13.2 The next meeting of the Parish Council will be held at 7.30 pm on Monday 2 November 2020 by ZOOM Conference call

Part 2 – RESOLVED - Councillors passed a resolution 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 on the grounds that it is likely if the public were to remain, there would be a disclosure of exempt information.

----- Meeting ended -----

Chairman

Date