

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 2 October 2023 at 7.30pm at St Stephens, South Godstone.

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

1. **Questions from Members of the Public** - None
2. **Apologies and reasons for absence**
 - 2.1 Apologies were noted from Cllr K Ward due to feeling unwell.
RESOLVED – The meeting was deemed quorate.
3. **Declarations of Interest** – None stated.
4. **County and District Councillors** – Brief report on matters affecting the Parish
 - 4.1 Cllr C Farr (Tandridge District Councillor) - Reported that the local plan is on its way out. There have been two options provided to Tandridge District Council (TDC) by the Inspector, 1st option is that TDC choose to withdraw the Local Plan or the 2nd option is that TDC ask the Inspector to turn down the plan and selecting this option would mean that a report of reasons as to why the Local Plan was not approved would be prepared by the Inspector and sent to TDC. It was noted as part of Cllr C Farr's report that it is expected that TDC will select option 2, but this decision is yet to be ratified by full council. There would be a cost to TDC in relation to option 2 as the Inspector would have to be paid to prepare the report (estimate is around £10k). So effectively there is no/will be no Garden Village. In terms of preparing a new Local Plan TDC is awaiting updates from government to establish how they will need to proceed.

The Godstone Neighbourhood Plan will not be affected by the TDC Local plan, and should be continuing to completion.

ACTION 10/23 – 1 – Clerk to follow up on status on Neighbourhood Plan.

5. **Minutes** of the previous meeting held on Monday 7 September 2023 and the Extraordinary meeting 11 August 2023.
 - 5.1 Councillors reviewed the minutes of the meeting held on Monday 7 September 2023.
RESOLVED - Council unanimously approved the minutes of the meeting held on 7 September 2023 as an accurate record of the meeting and agreed that they be signed by the Chair.
 - 5.2 Councillors reviewed the minutes of the meeting held on Monday 11 August 2023.
RESOLVED - Council unanimously approved the minutes of the meeting held on 11 August 2023 as an accurate record of the meeting and agreed that they be signed by the Chair.**ACTION 10/23 – 2 – Clerk to upload the minutes to the Council website.**

6. Reports

- 6.1 Clerks Report - Matters to bring to the Councils attention
 - 6.1.1 Discussed action required to check if planning permission is required for the new section of path. It was believed that it was quite possible that planning permission would be required.

ACTION 10/23 – 3 – Clerk to confirm and start planning permission if applicable.

- 6.1.2 As per an action from the previous month the Clerk reported budget for tree care that remains is £1530 for tree care across parish. It was noted that £5850+Vat for Burial Ground and Godstone Green works was approved at the previous meeting which had prompted this action. It was noted that there are areas in the budget that a virement of funds in the budget could be completed, i.e. election costs now the final bill has been received. It was noted that the survey costs, which were planned in FY22-23 were invoiced in FY23-24, hence why the budget that remains is lower than expected.
- 6.1.3 Insurance – As requested at the last meeting, the Clerk reported back to confirm that the insurance policy is the second year of a three-year deal and that the playground equipment value was checked and a suitable amount.

- 6.1.4 Councillor Vacancy – Noted that the deadline for applications to be considered for co-option is 13 October 2023 and the Co-option will be included on the Agenda for the November meeting. Candidates will be invited and the process will follow the council's co-option policy.

ACTION 10/23 – 4 – Clerk to make the necessary arrangements for Co-option to proceed at the November meeting.

- 6.1.5 BT Contract – Council noted that the current deal comes to an end on 11 November 2023 and considered the two options quoted; Fibre+Line+Calls- £45.95 Exc VAT per month (24-month contract); or Fibre+Line - £39.95 Exc VAT per month (24-month contract). It was noted that the Clerk makes a limited number of outgoing calls, and it would be pay as you go per call on the second deal.

RESOLVED - Council unanimously agreed that the Fibre+Line - £39.95 24-month contract with pay as you go calls be selected.

ACTION 10/23 – 5 – Clerk to confirm decision to BT.

- 6.2 Chairman's Report – (for noting) information only – Noting to report that is not covered by the Agenda.
6.3 Reports (for noting) from representatives on outside bodies etc
6.4 Reports from Committees
6.4.1 Greenspace Committee – Working group due to meet on Enterdent tree works project had not met. It was noted that the tree quote for large machinery work at the Enterdent had been provided to Cllrs of the Greenspace committee.

ACTION 10/23 – 6a – Greenspace working group to meet on Friday 6 October 2023 at 10.30am @ The Bounty.

ACTION 10/23 – 6b – Greenspace Committee meeting to be arranged for Monday 9 October 2023 at 10.30am @ The Bounty.

- 6.4.2 Planning Committee – The committee had met 27 September and draft minutes had been circulated, with a query from the Clerk on one application. Cllr C Edwards confirmed a response had been sent on the query.

7. Christmas lights

- 7.1 Council discussed the situation in relation to Christmas lights in Godstone and South Godstone. SCC licence stipulates that PAT test certificates are a requirement, the contractor of 2022 never provided the certificates, never responded following multiple attempts to follow the matter up and the contractors invoice was not paid by the council as they did not receive all of the services agreed.
7.2 The Clerk confirmed that an application for a licence to attach festive lighting to SCC lampposts had still been made for 2024, even though the previous years licence had stipulated that no licence would be issued with out PAT test certificates. Blindley Heath Christmas lights are not effected as it is the councils own supply lamp column.
7.3 As per the action agreed following the last meeting when it was noted there had been no responses to the specification sent to suitably qualified contractors other than to state no quote would be sent, Cllr I Smith had assisted the Clerk in following up with the companies contacted.
7.4 Council considered the quotes provided, one covering the specification as provided (£2,136.00 All prices are plus VAT), and one providing just the cost of attendance to report on condition of lights (£525), but not a formal and complete response to the specification. It was noted that the latter was the previous contractor, who did not recall working for the council. Full details of the quotes/costs below had been circulated with meeting papers.
7.5 The Clerk muted engaging with the community to detail the issues faced with the Christmas lights and see if there is a local appetite to come up with an alternative solution to making the village feel festive.
7.6 Cllr L Case stated that an application for a grant could be made to the fete committee to assist in funding Christmas lights.
7.7 Council discussed that if groups or people in the community required funds to enable them to participate then a way to support this should be agreed at the next council meeting.

RESOLVED - Council unanimously agreed that they had no faith in the previous contractor and they did not wish to proceed with that contractor.

RESOLVED - Council unanimously agreed that finding an alternative solution should be how council proceeded for Christmas 2024 whilst still planning a supply independent of SCC and owned by the Parish Council to ensure Christmas lights for years to come.

ACTION 10/23 – 7a – Clerk to prepare and send a letter to the community (letter to businesses; letter to local organisations and letter to Parishioners) setting out the issues and asking for the community to come together to find a solution. Requests for donations to still be put to businesses for future investment in Christmas lights.

ACTION 10/23 – 7b – Clerk to contact Fete Committee about Grant.

ACTION 10/23 – 7c – Cllr C White to send details of potential light supplier.

ACTION 10/23 – 7d – Clerk to include Christmas lights and potential funding to the Agenda of the next meeting.

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

8.1 Godstone

8.1.1 Public Toilets and proposal made by Tandridge District Council for consideration

- a) Council noted the information circulated to council by email on 13 September 2023 with a summary of points on the TDC approaching Parish council to request the Parish's involvement in a project to replace the toilets in Godstone.

- The advice that TDC are getting from its contractor is that refurbishment of the existing building is not feasible
 - As refurbishment is not feasible, TDC are looking at a new modular system
 - TDC are proposing that they pay for a new modular toilet system (estimated cost £92-£112k)
 - The costs variation is either £92,000 (to install on the park) or £112,000 (the existing location).
 - The recommendation is that a single cubicle would be sufficient for Godstone
 - The accessibility of the toilets is one of the factors being considered during the process and if it is possible to improve the accessibility.
 - TDC are considering the site of the new toilets, either:
 - i. at the current site
 - ii. slightly closer to the road in front of the current site
 - iii. slightly to the side of the current site nearer the telephone kiosk
 - iv. Or on Godstone Green near the playground
- Noting that different sites will have different issues to address, i.e. groundworks, location of links to services etc.
- Tandridge are proposing that it would pay for installation if the Parish would then take over responsibility for ongoing cleaning and maintenance.
 - The TDC officer was not able to provide an estimate on ongoing cleaning and maintenance costs on the initial call, but the Clerk raised the question as information that would be useful to the Parish.
 - The toilets could either be free to use or a charge applied (the decision on this will need to be made by the Parish and District councillors).
 - The TDC officer would be happy to have a meeting with Parish council to answer any question.
- b) A statement was read by Cllr C Farr in relation to Legionella bacteria testing that has been undertaken by two contractors on behalf of TDC. Test had been positive and kept the toilets closed, however the most recent test on 22 September 2023 showed no detection of Legionnaires. A further test will be completed to ensure a second test shows no detection of Legionnaires and Cllr C Farr will be provided with an update from the TDC officer dealing with the matter.
 - c) The new situation in relation to Legionnaires now not being detected may enable the toilets to reopen.
 - d) The council discussed that in light of this information what would it mean for the proposal from TDC. Council still felt there was value to improving the toilet facilities for the long term future.
 - e) Council noted that the portion of land where the toilets currently are is a splintered area in terms of ownership by different authorities.
 - f) Council noted concerns of the suitability of a modular system and some of the example designs within the Conservation area.

RESOLVED – Councils unanimously agreed that the preference would be to have the current toilet facility refurbished to secure its long-term future, and the current building be refurbished rather than a modular system being installed.

RESOLVED – Councils unanimously agreed that the location should not be changed.

RESOLVED – Councils unanimously agreed that at this time the Parish council did not want to commit to taking on the ongoing cleaning and maintenance responsibility and costs for the toilets.

ACTION 10/23 – 8a – Council to await an update on the second test for Legionnaires.

ACTION 10/23 – 8b – Clerk to liaise with TDC Officer who had made initial contact on the matter to confirm the position.

8.1.2 Playground

- i. Roundabout Fencing - Council noted the email circulated on 15 September 2023 following the Clerk and Chairman attending the Playground to inspect the Heras fencing around the roundabout. It was reported that the damaged to the Heras fencing made the fencing very dangerous and it was felt it had been more dangerous to leave the fencing in place than open the roundabout without the seats.



- ii. Roundabout Seats - Pictures showing damage done whilst closed circulated and meeting notes confirmed that the contractor removed them following onsite discussion during attendance to complete entrapment repair. The damaged seats have been returned on 26 September 2023 as requested and Cllr J Gardner now has them.

ACTION 10/23 – 9 – Councillor J Gardner to consider how to proceed with installing replacement seats on the Roundabout.

- iii. Playground inspections – Information on inspection packages from external providers was provided to council.

ACTION 10/23 – 10 – Further investigation into options of external playground inspection providers for council to consider further.

- iv. Annual inspection report from current Playground inspection company will have been completed in September 2023 and awaiting report.
- v. Gates to Playground – The Gates have been removed and adjustments made so that the finger clearance to the closing post is safer.
- vi. Signage – Outstanding Action to improve signage.

ACTION 10/23 – 11 – Cllr L Case to propose wording and signage options for the Playground as previously agreed.

8.1.3 Football Club

- i. Council noted that the Godstone Football Club Chairman had now contacted the Clerk by email to confirm the Club wishes to use the football pitches on the Green for the 2023-24 football season (expected usage detailed: *“1 game per week (however there are 2 games in a week both on a Saturday only twice in the season So mostly just one game per week)”*).
- ii. Council noted that the Godstone Football Club Chairman’s email also included asking for permission for training on the Green whilst the light evenings allow up until the 24 September 2023.
- iii. Concerns about ensuring the area does not suffer from overuse remained for some councillors.
- iv. The standard T&C’s drafted had been circulated to council in preparation for final details to be confirmed.

RESOLVED – Council unanimously agreed that the Football Club be permitted, as per the historical permission, to use the football pitch on Godstone Green, generally for once a week on a Saturday, and that the Terms and Conditions prepared be issued.

RESOLVED – Council unanimously agreed that the request for training on the Green was no longer applicable and that no reference to use for training need be included in the T&C’s for the current season.

ACTION 10/23 – 12 – Clerk to finalise the T&C’s to be sent to the football club.

- 8.1.4 GSA Pavilion – Council noted the request for full scaffolding and Heras fencing to be used by the contractors repairing the roof as per email from K Ward as GSA Chairman. Council discussed the recent issues with Heras fencing in the Playground and the criminal damage caused and there were very serious reservations about the use of scaffolding and Heras fencing. Council considered using scaffolding could be a potential serious risk to people that may choose to climb the scaffolding and cause criminal damage. The vulnerability of the building during this time was also considered a factor, including risk of arson. Security guards/supervision of the site was muted.

RESOLVED – Council unanimously supported the work being completed on the pavilion, but noting the very serious reservations about the use of scaffolding/Heras fencing, it was proposed that permission be agreed if a moveable tower (constructed and used each day of the works and locked away when the contractors leaves site) or Cherry picker is used.

ACTION 10/23 – 14 – Clerk to liaise with K Ward, GSA Chairman.

- 8.1.5 Human Circus – Council noted the organiser requested:

- i. To arrive week earlier than originally proposed – new dates would be Sunday PM 14th July until Sunday PM 21st 2024.
- ii. Request to operate a silent generator on Sunday 14 July until 12pm midnight.
- iii. Circus noting the fee estimate confirm if Wednesday and Thursday will be operations as dependent on uptake of shows.

RESOLVED – Council unanimously agreed that the new dates were approved, a silent generator can be used and don’t object to final operational days being confirmed nearer the dates.

ACTION 10/23 – 15 – Clerk to liaise with Circus organiser and update Football club on change of dates.

- 8.1.6 Holes on the Green – Clerk reported that some considerable holes have appeared on the Green and due to Health and Safety concerns the contractor has been asked to fill them. Accounts of dog owners allowing dogs to dig have been confirmed and Clerk proposes a note in the Parish magazine to raise the issue and request that dog owners supervise their dogs at all times.

RESOLVED – Council noted and accepted the instruction to fill holes and agreed that the issue be included in the Parish magazine.

- 8.2 Hilly Fields – Cllr J Gardner reported the recent request to cut the Hilly Fields and that as per councils instruction, no cutting had been completed.

8.3 Salisbury Road Allotments

A written proposal was tabled by Cllr I Smith at the meeting. It was questioned whilst this was the case when a meeting between the Godstone Allotment Association (GAA) and the council had taken place to resolve the issues. In summary the written proposal requested that the current proposed update to the agreement between the GAA and Council go a step further and propose that the GAA also be able to terminate plot holders agreements if

allotment holders broke terms of the agreement. Cllr I Smith also stated that the draft letter had not been formally voted by members of the GAA to accept the proposed changes to the working relationship between the parties.

- 8.3.1 Updated letter confirming proposed updated arrangement between GAA and Council
- i. Council noted that following the meeting of the GAA with the Council representatives a new draft letter confirming the arrangements between the parties had been circulated with meeting papers for Council to confirm as correct and approve for signing.
 - ii. The Clerk had notification from the GAA Chair that the draft letter had been accepted by GAA at its meeting on 26 September 2023
 - iii. Council considered the letter as drafted.
 - iv. A more regular review of the letter and arrangement was discussed.
 - v. Council agreed that there was an issue with the drafting in relation to:

'9.3 Changes to Allotment sizes - The GAA is permitted to authorise the merging or dividing of allotment plots but must inform the Clerk to ensure Parish records are up to date and the appropriate charges invoiced. The dividing of allotments to less than 40m² will not be permitted.'

Councillors who attended the meeting reported that although there had been some discussion in relation to specific issues of merging/dividing allotment plots during the meeting, it was not their recollection that the GAA would be permitted to authorise the merging or dividing of plots and that this should continue to be referred to councils Green Spaces committee for a decision. Council discussed the concerns and potential issues if allotment plots could be merged/divided without seeking approval from council.

RESOLVED – Council agreed that the letter be amended to:

- include an annual review date of May each year, to enable a review of how well the arrangement is working.
- The clause 9.3 be redrafted to refer changes to Allotment sizes to the Council.

ACTION 10/23 – 16 – Clerk to redraft the agreed sections of the Letter between the GAA and council confirming the agreement between the parties and liaise with the GAA on the changes council has requested.

- 8.3.2 Details of new GAA Committee had been provided to council:
- | | | | |
|------------|---------|-----------------|---------|
| Chair: | J Hale | Vice Chair: | S Zizek |
| Secretary: | K Prime | Seed Secretary: | D Prime |
| Treasurer: | J King | | |

- 8.3.3 The ownership of the road to the allotments was raised, including future responsibility for the maintenance. Various parties/properties have a right of way across the roadway. It was assumed that the ownership of the road way would be part of the sale agreement for the new bungalows.

8.4 Tilburstow Hill and The Enterdent

- 8.4.1 14 Enterdent – Follow up correspondence in relation to the driveway and boundaries had been received, but not read in detail. Council confirmed that the last 4m to the roadside belongs to the council.

ACTION 10/23 – 17 – Correspondence to be reviewed and position on the boundary.

8.5 South Godstone

- 8.5.1 South Godstone Sports Association will be holding a MacMillan coffee morning that all councillors were invited to attend.

8.6 Blindley Heath – No specific matters raised.

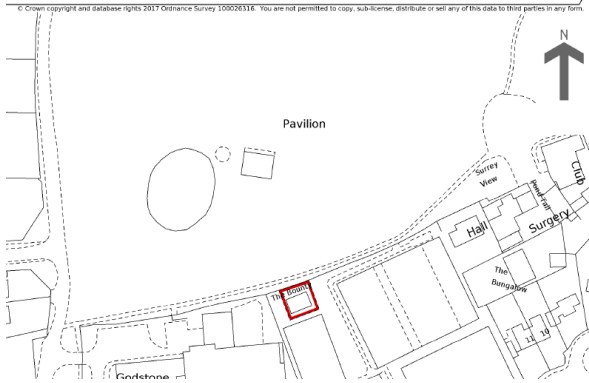
- 8.7 It was noted the Remembrance day is next month and poppies need to be put up. It was confirmed that wreaths for Remembrance day had been ordered.

ACTION 10/23 – 18 – Cllrs and Clerk to work together to put poppies up in the villages.

9 Parish Office - The Bounty

9.1 Matters in relation to the Purchase of the office building

- 9.1.1 Land Registry – Confirmation of details checked on request from Council and information from the Map Search Snapshot showing the full extent of the land to be purchased from the Seller was provided. Solicitor has measured with scale rule the boundaries the property from the plans which making allowances for the measurements on such a scale appears to be close enough to 40ft x 40ft as shown on the original transfer.



RESOLVED – Council unanimously accepted the information and had no further questions or issues in relation to the Land Registry details.

9.1.2 Confirmation of Loan Application Papers, including Business Case

- i. Draft papers had been provided to council on 13 September 2023, including the Business Case, Parish Guidance notes, cover letter to SALC and the application for borrowing form.
- ii. A further update had been provided on 20 September 2023 in relation to section 'Value and purpose of all funds, capital/revenue reserves and balances currently held' of the application form.
- iii. The Business Case, updated to include details to cover the 'Value and purpose of all funds, capital/revenue reserves and balances currently held' had been provided.

RESOLVED – Council unanimously agreed that it was satisfied that budget information had been provided in order that council could consider the application.

RESOLVED – Council unanimously agreed that the 'Summary of the Value and Purpose of all Funds' for the application accurately sets out the council's financial position and the information approved for inclusion.

RESOLVED – Council unanimously agreed that the 'Business Case' to support the application accurately sets out the circumstances and case for the purchase of the parish office and it be approved for inclusion with the application for a Public Works Loan Board (PWLB) loan.

RESOLVED – Council unanimously approved the 'Application Form for Borrowing Approval for Parish Councils' for the application for borrowing approval.

RESOLVED – Council unanimously agreed that it undertakes to notify the Department for Communities and Local Government (DCLG), as soon as reasonably practicable, in the event; of not exercising the approval, or it finds that the original amount requested is greater than the actual borrowing need.

RESOLVED – Council unanimously agreed that it was satisfied with all papers prepared for the Application for Borrowing Approval following the resolution of the Council at the meeting of 11 August 2023,

'to seek the approval of the Secretary of State for Levelling Up, Housing and Communities to apply for a Public Works Loan Board (PWLB) loan of £63,000 over the borrowing term of Over 25years (not over 25½ years) for the purchase of The Bounty (the Parish Office). The annual loan repayments will come to around £4,684, applying the annuity method of repayment'

and council unanimously continues to agree with the decision of 11 August 2023 and the application for the PWLB Loan be sent to SALC for borrowing approval.

ACTION 10/23 – 19a – Clerk to submit the Application for Borrowing approval and supporting documentation to SALC.

- 9.1.3 Sale agreement – Council noted that the Clerk has requested the up to date sale agreement from solicitor. Noting that the separation of the Electrical Supply to be arranged by the Council (which is to be covered in the sale agreement) had been reconfirmed to the solicitor. It was noted that Cllr J Gardner had resurrected enquiries with the appropriate utility company to plan the works and would liaise with the Scouts to ensure all details are clear on the arrangements.

ACTION 10/23 – 19b – Clerk to contact solicitor for final Sale Agreement.

- 9.1.4 Indemnity Policies in relation to the Purchase – Council noted the indemnity policies and the details in relation to them, including the importance that all parties in the transaction advise of any material facts

which is likely to influence the assessment and acceptance of the risk proposed for the indemnity policy and failure to do so could invalidate the policies.

9.1.4.1 Chancel Repair (potential liability) (Fully assignable) Limit of Indemnity: £100,000.00
Premium: £54.64 STL Reference No.: ST/996948

- The current use of the Property will continue
- The Title to the Property contains no reference to a chancel repair liability and the current owner is not aware of a chancel repair liability applying
- There have been no chancel repair demands received or made and no enquiries exchanged with the church authorities relating to the chancel repair liability

RESOLVED – Council unanimously agreed that Chancel Repair Indemnity Policy be purchased as part of the legal arrangements purchasing the Bounty.

9.1.4.2 Freehold Restrictive Covenant(s) Limit of Indemnity: £100,000.00
Premium: £85.44 STL Reference No.: ST/996948

- The Property has been used for its current use and has remained unaltered for at least the last 12 months and this use will continue
- No enquiries have been exchanged, nor objections received from any third party who it is believed may have the benefit of the freehold restrictive covenants
- The proposed Insured was not a party to the deed containing the freehold restrictive covenants

RESOLVED – Council unanimously agreed that Freehold Restrictive Covenant(s) Indemnity Policy be purchased as part of the legal arrangements purchasing the Bounty.

9.1.4.3 Search Validation (existing property) Limit of Indemnity: £100,000.00
Premium: £42.32 STL Reference No.: ST/996948

- The current use of the Property will continue
- Cover is required for official searches of the Local Authority Land Charges, Water Service Company in accordance with Forms LLC1, CON 29 (O) and (R), CON29(DW) and/or Cheshire Salt Search or other mining/minerals report suitable to the area where the Property is located which have previously been obtained but are now out of date and are no more than 2 years old at the date of purchase of the indemnity policy
- You are not aware of anything relating to the Property (including any information provided by third parties involved in the purchase of the Property), that may give rise to an adverse entry appearing in a search
- Enquiries before contract will be completed before exchange of contracts and/or completion

RESOLVED – Council unanimously agreed that Search Validation (existing property) Indemnity Policy be purchased as part of the legal arrangements purchasing the Bounty.

ACTION 10/23 – 19c – Clerk to liaise with solicitor in relation to the Indemnity policies as part of the legal arrangements purchasing the Bounty.

9.2 Staffing – Update on Agencies and Applications

9.2.1 Council noted the information from Recruitment Agencies, including fees and information on £hourly rate which confirmed the hourly rate being offered was appropriate for the role.

9.2.2 It was noted that 4 people have been in touch with Clerk, 2 have sent a letter of application and their CV. It was noted by council that the hourly rate is not necessarily high enough for some people showing an interest in the role.

9.2.3 The council discussed the potential to consider trial periods (for the benefit of both candidates and council) and the standard probationary period as part of the process.

RESOLVED – Council unanimously agreed that the Clerk proceed with telephone interviews with applicants.

RESOLVED – Council unanimously confirmed that it would be prepared to consider a review of the hourly rate if necessary after a successful trial/probationary period.

ACTION 10/23 – 20 – Clerk to liaise with candidates by telephone initially in relation to the admin role and request support from a councillor if the Clerk considers that an interview should take place.

10 Finance and Audit Matters

10.1 Accounts for Payment - to approve **SEPTEMBER** accounts for payment:

It was noted that invoice G1477 had been received from Rialtas for payment, but that the Clerk was not satisfied that the invoice amount matched the quotation and a query had been raised with the supplier. Payment of this invoice was removed from the payment list and was not considered.

GPC Ref.	Business	Invoice	Invoice Date	Payment For	Net amount	VAT	Invoice Total
Salary Payments							

G1482-85	Salaries			SEPT Salary (5wk mth)				
	HMRC			SEPT - NI and Income tax	£		£	
	NEST Pension			SEPT - Pension contribution	2,337.60		2,337.60	
Direct Debits								
G1487	BT	M130-P9	17-Sep	Telephone and Internet	£	£	£	
					49.22	9.84	59.06	
G1488	British Gas	5561956	09/08/23	Electricity (4/8 - 4/9)	£	£	£	
					30.49	1.52	32.01	
Invoices for Payment								
G1475	St Stephens			July (missed payment) for meeting room	£		£	
					20.00		20.00	
G1476	St Stephens			October meeting	£		£	
					25.00		25.00	
G1477	Rialtas	31047	20/09/23	Accounts system	£	£	£	
					2,829.16	565.83	3,394.99	
G1478	SALC	2627	12/09/23	Annual Conference	£	£	£	
					20.00	4.00	24.00	
G1479	Godstone Scouts			Buildings Insurance	£		£	
					233.67		233.67	
G1480	ICO		16-Sep	Data Protection Renewal Fee	£		£	
					40.00		40.00	
G1481	Pear Technology	139276	25-Sep	Mapping Tech support and Updates	£	£	£	
					240.00	48.00	288.00	
G1486	Exalls	1110	02/10/23	Hera Fencing - Final invoice	£	£	£	
					112.86	22.57	135.43	
G1489	Cherrimans		22-Sep	Repairs to Car Park	£		£	
					750.00		750.00	
*Salaries paid in accordance with 7. Payment of Salaries of the Parish Council Financial Regulations.					TOTAL	£3,858.84	£85.93	£3,944.77
**Employee/Employers total payment paid.								

RESOLVED – Council unanimously approved the payments list totalling £3,944.77.

ACTION 10/23 – 21 – Clerk to liaise with Cllr C White as second signatory and arrange the payment of invoices.

Accounts for Payment In relation to the Purchase of the Parish office The Bounty - to approve payment:

GPC Ref.	All payments will be coordinated with Streeter Marshall – Solicitors acting on behalf of the Parish Council		Payment For	Net amount	VAT	Invoice Total
G1470		Indemnity policy	Chancel repair liability	£ 24.64		£ 24.64
G1471		Indemnity policy	Restrictive covenant	£ 55.44		£ 55.44
G1472		Indemnity policy	Search validation	£ 42.32		£ 42.32
G1473		Deposit	Deposit - 10% of sale price	£ 9,300.00		£ 9,300.00
G1474		Balance	£30,700 from Reserves			
G1474		Balance	£63,000 from Reserves until PWLB Loan received	£ 83,700.00		£ 83,700.00
TOTAL				£93,122.40	£0.00	£93,122.40

RESOLVED – Council unanimously approved the payments totalling £93,122.40 and that they be paid at the appropriate time in order that the transaction to purchase the Parish office 'The Bounty' may proceed to completion.

ACTION 10/23 – 21 – Clerk to liaise with Cllr C White as second signatory and arrange the payment of invoices.

ACTION 10/23 – 22 – Clerk to cancel the Rent standing order at the appropriate time.

8.1 Bank Reconciliations for **JULY (Month 4) and August (Month 5)**

RESOLVED – Council unanimously approved the bank reconciliation for July and August and that the be signed on behalf of the council.

8.2 Accounts Reports for **JULY (Month 4) and August (Month 5)** – Income and expenditure, Reserves, Restricted and Designated Funds Summary (incl. CIL).

8.2.1 It was noted as per the email correspondence, the correction to the Reserves during month 6, to an error spotted after month 5 closed had been addressed.

8.2.2 Summary of Funds provided up to 31 August 2023 to confirm financial position.

RESOLVED – Council acknowledged receipt of the accounts reports for **JULY (Month 4) and August (Month 5)** and unanimously accepted and approved the reports for signing on behalf of council.

8.3 Confirmation of Internal Auditor and Terms of Engagement

- 8.3.1 Council noted the Pricing structure for 2023-24, for FY2023/24 there is an increase to hourly rate to £65 per hour (previously £60 per hour).
- 8.3.2 Council noted the 3-year agreement for the provision of internal audit services available, the £65 rate will be fixed for the three-year period if taken up.
- 8.3.3 Other benefits of being an internal audit client of Mulberry & Co were noted, including Year-round internal audit support and advice from assigned internal auditor; updates throughout the year of key changes to proper practices; ongoing financial and governance support from their dedicated Local Authority team members, discounted rates on the range of councillor and officer training courses; provision of locum support *; and provision of dedicated reviews of councils policies and procedures*.
* Additional costs apply

RESOLVED – Council unanimously approved the appointment of Mulberry&Co as the councils internal auditors and to sign to a three-year agreement.

ACTION 10/23 – 23 – Clerk to accept engagement letter on behalf of Council confirming the Audit Arrangement.

8.4 CIL funds

- 8.4.1 Noting two recent invoices, G1489 and G1467, Council considered allocating CIL funds to cover these costs for works to the car park resurfacing at Blindley Heath and opposite Pondtail Surgery in Godstone. It was noted that Blindley Heath has designated funds for height barrier and surface works, that could be used for works or returned to general reserves.

RESOLVED – Council unanimously approved the use of the CIL funds held to cover the costs of the car park works as per invoices G1489 and G1467. Designated funds allocated to Blindley Heath to remain as a designated fund at this time.

ACTION 10/23 – 24 – Clerk to complete the necessary transactions to ensure CIL funds are used for the car park works.

9 Wayleaves – Reviews and updates

- 9.1 Tippywychett – Proposed Agreement Circulated with meeting papers.

ACTION 10/23 – 25 – Councillors to have more time to review the terms before making a decision.

- 9.2 Sale of 2 Elmshade Cottages – Council considered the request to permit vehicular access to the new owners or the property.

RESOLVED – Council unanimously agreed that the new owners of the property 2 Elmshade Cottages be granted vehicular access by way of a wayleave agreement.

ACTION 10/23 – 25 – Council to confirm the draft paperwork it wishes to proceed with to document and confirm the arrangement.

10 Burial Grounds and Memorials

- 10.1 Tree Works Access – Councillors noted the information about access for tree works and that a letter had been drafted and circulated to council for discussion and instruction on if to proceed with making request for access.

RESOLVED – Council unanimously agreed that a request for access be made, the letter be altered to state that the Council (not the contractor) will indemnify the owners and the letter be sent to Glebe House.

ACTION 10/23 – 26 – Cllr L Case to make initial contact with Glebe House owners and then the letter to be sent.

- 10.2 Exclusive Rights of Burial Applications and Memorial Applications

- 10.2.1 Council noted the following Memorial applications approved within the regulations by the Clerk under delegated authority.

- i. Roche – Additional inscription
- ii. Potter – Additional inscription

- 10.2.2 Council noted a request for cremation tablet placed at the foot of a grave which falls outside the burial ground regulations.

RESOLVED – Council unanimously agreed that permission be granted for the cremation tablet, but that it must be on the following conditions; that the owner of the grave accepts any risks in relation to it potentially being at greater risk of damage than a standard permitted memorial due to its positioning and proximity to the ground; and that the tablet should be of a suitable size and remain within the boundaries of the grave.

ACTION 10/23 – 27 – Clerk to liaise with Stonemason in relation to request for cremation tablet.

11 Correspondence – Council noted the following correspondence had been circulated by email since the last meeting:

- 11.1 Eastbourne Road (A22) Blindley Heath Pedex Crossing Proposal
- 11.2 TRO- Brickhouse Lane (D373) Lingfield and Church Lane (C72) Godstone
- 11.3 SALC AGM and Conference 19th October 2023 BOOK NOW – PLEASE FORWARD TO YOUR COUNCILLORS
- 11.4 Reminder - All Member briefing -Working with Health
- 11.5 Quiz Night - Chairman Cllr Chris Botten

ACTION 10/23 – 28 – Clerk to reply to invite confirming that Cllrs L Case, J Gardner, C Edwards, K Ward, I Smith and S Farr will attend the event.

11.6 Airspace Change Proposal Consultation for 21 RNAV ACP ACP-2019-86 – REMINDER – Council noted that this information was in relation to Biggin Hill.

12 Matters for reporting or inclusion on future agendas

12.1 The next meeting of the Parish Council is scheduled to be held on Monday 6 November 2023 at 7.30pm, at St Stephens Church, South Godstone.

Part 2 – None

----- Meeting ended 9.50pm -----

Chairperson

Dated