

# Godstone Parish Council

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

## Clerk to the Parish Council

S Endersby

## Admin Assistant

L Case (Mat Cover)

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## Minutes

of the virtual meeting of Godstone Parish Council held on **Monday 1 February 2021 at 7.30pm** by video call

**Members:** Cllrs J Gardner, C White, B Davis, D Stone, C Farr, L Case and M McLoughlin

**Apologies:** Cllrs S Farr and J Farnaby

**In Attendance:** S Endersby (Clerk)

### 1. Questions from Members of the Public

- 1.1 Resident of Godstone, about the damage to grass on Greenview – Will the Parish Council be sending a letter to residents about the illegal parking on Greenview?

Noting the motion detailed on the agenda, item 6.2, the council discussed the issue of unauthorised parking of vehicles on Greenview (adjacent to the A25), damage to the grass, causing rutting and therefore issues for grass cutting during the cutting season, as well as concern for services underneath the surface potentially being damaged by large vehicles.

### 2. Apologies and reasons for absence

- 2.1 Apologies were received from Cllr S Farr due to being unwell and Cllr J Farnaby due to work commitments.

**RESOLVED** – Councillors noted the apologies received and 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 No matters effecting the Parish reported.

### 5. Minutes of the previous meeting

- 5.1 Councillors consider the minutes of the previous meeting held on Monday 4 January 2021

**RESOLVED** – Councillors unanimously agreed that the minutes were an accurate record of the meeting held on 4 January 2021.

**ACTION 2/21 – 1** – Clerk to liaise with the Chairman to arrange for the minutes of the meeting held on 4 January 2021 to be signed.

### 6. Motions proposed for discussion by Councillors

#### 6.1 Allotment Fees

- 6.1.1 Councillors considered the following motion - Godstone Parish Council increase FY21-22 allotment rental fees by 10% for FY22-23 and give advance notice that in 2022-23, rental costs will increase. If the increase is agreed, the fees would see an average Salisbury Road allotment charged at around £50 per annum (£1.00 per week). To achieve this the per 25 sqm rate would need to increase from £7.71 to about £15. By considering now, it would give Allotment holders 14 months' notice and allow them to decide if they want to continue renting a plot. (Proposer: Cllr B Davis; Seconder: Cllr D Stone)

**RESOLVED** – Councillors unanimously agreed that the FY21-22 allotment rental fees be increased by 10% for FY22-23 and allotment holders be given advance notice that in 2022-23, rental costs will increase.

#### 6.1.2 Councillors considered the following motion -

- i. Consider having a higher non parishioner rate, like the burial ground fee structure. (Proposer: Cllr B Davis; Seconder: TBC).
- ii. The motion was amended to – Allotment plots not to be rented to non-parishioners in the future. (Proposer: Cllr B Davis; Seconder: Cllr D Stone).

**RESOLVED** – Councillors unanimously agreed that the Allotment plots should not be rented to non-parishioners in the future.

#### 6.2 Green view – Whatever the outcome of the investigation in to how the damage to the grass on Greenview occurred in January 2021, Councillors considered the following motions -

- 6.2.1 Move the two existing signs (Law of Property Act 1925 and Cars Prohibited), in the Greenview area and install the signs, parallel to the A25 on Greenview and ensure they are readable. (Proposers: Cllr B Davis; Seconder: Cllr J Farnaby)
- 6.2.2
  - i. Leave existing signs (Law of Property Act 1925 and Cars Prohibited) in the Greenview area.
  - ii. Install new signs on posts, parallel to the A25 stating no parking at any time on Greenview.

iii. Replace word for word the Law of Property Act 1925 signage, with sign(s) being produced as agreed by full council for Greenview and any other areas of the parish deemed necessary, i.e., Blindley Heath Common and Tilburstow Hill/Enterdent.

(Proposers: Cllr C Farr; Seconder: Cllr B Davis)

**RESOLVED** – Councillors unanimously agreed that motion 6.2.2 be approved as the actions to be taken.

6.2.3 The following further action was considered; send a letter to Greenview residents reminding/informing them that vehicles are not permitted to park on common land, a thank you letter to residents who had addressed the damage caused.

**RESOLVED** – Councillors unanimously agreed that a letter be sent to all Greenview residents.

**ACTION 2/21 – 1a** – Clerk to arrange for the actions detailed, 6.2.2. ii. 6.2.2. iii and 6.2.3, to be completed.

6.2.4 It was proposed that posts laying unused in Blindley Heath be moved to Greenview.

**RESOLVED** – Councillors unanimously agreed that the posts be moved from Blindley Heath to Greenview.

**ACTION 2/21 – 2** – Clerk to arrange signage and posts to be moved (Noting quote received was £10 per board printed on ACM board).

## 7. Reports

7.1 Clerks Report, to include, but not limited to:

7.1.1 Covid response community and Parish update meeting attended

7.1.2 Admin Assistant (Mat Leave) – PART 2

7.1.3 ID cards – Noted as something the councillors felt was worthwhile having.

**ACTION 2/21 – 3** – Clerk to arrange an example of an ID card for Councillors.

7.1.4 Tandridge District Council (TDC) Statutory Authority Notices – Noted the discussion to ensure that comments are recorded by TDC when they are sent by the Parish council and uploaded to TDC

7.1.5 Zoom invoices and Expenses Audit - It was noted that a review had been completed.

7.1.6 SSALC – Changes to the SSALC arrangement noted.

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

7.2.1 Attended the SSALC presentation which included a presentation by Your Fund Surrey but was disrupted by bad sound quality.

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

7.3.1 Cllr C White to attend the Railway Forum on 2 February 2021.

7.3.2 Cllr D Stone to attend the Preservation Society meeting wk. com. 8 February 2021.

7.3.3 Cllr C Farr and C White both attended a meeting in relation to HGV's that C Coutinho MP spoke at and reported that the questions raised in the virtual chat were not addressed.

7.3.4 Inspection Reports, the following specific areas of concerns were raised, noted and actions agreed:

i. Leaves at the Burial Ground – Discussed with contractor and delayed due to Covid.

ii. Car Park holes in need of repair.

**ACTION 2/21 – 4** – Clerk to liaise with Cllr J Gardner to get quotes for repairs to the car park surface.

iii. Posts in bad state of repair and need removing.

**ACTION 2/21 – 5** – Clerk to liaise with maintenance contractor to remove damaged posts on the Green and any other posts that have been noted for future removal.

iv. Telephone Box work remaining work is progressing.

## 8. Current Planning issues

8.1 Planning Committee report from 20 January 2021 noted.

## 9. Finance Matters

9.1 Accounts for payment – Councillors considered the **JANUARY** accounts for payment, detailed below, noting all invoice information had been circulated by email to all councillors:

GPC Ref.	Business	Invoice	Invoice Date	Payment For	Net amount	VAT	Invoice Total
<b>Direct Debits</b>							
G973	BT	MO98	17/01/2021	Telephone and Internet	49.15	9.83	58.98
G970	British Gas Lite	1296901	01/09/2021	Electricity Bill	51.47	2.57	54.04
G981	NEST			Pension – JANUARY**			
<b>Invoices for Payment</b>							
G967	Fairalls	486321	01/10/2021	Supplies for repairs located at Blindley Heath	3.94	0.79	4.73
G968	Surrey Playing Fields Association			Affiliation Fee	25		25
G969	S Endersby			Expenses (Zoom 30/11/2020)	14.39		14.39
G971	ICCM	12923	13/01/2021	Training - Cemetery Management and Compliance	135	27	162

G972	Merlin Lighting	1230	07/12/2020	Additional lights	500	100	600	
G974	L Case			Expenses	40		40	
G975	Fairalls	483308	21/12/2020	Maintenance supplies for South Godstone Bus Shelter	7.97	1.59	9.56	
G976	Fairalls	484246	01/04/2021	Maintenance supplies for repair of seat on Godstone Green	15.83	3.17	19	
G977-979	Salaries			January Salaries				
G980	HMRC			January Salaries – NI and Income Tax				
G983	GB Electrical	25-Jan-21	25/01/2021	Replacement external light	140		140	
G982	Village Maintenance	01/01/2021	31/01/2021	Maintenance jobs	520		520	
*Salaries paid in accordance with 'Payment of Salaries' of the Parish Council Financial Regulations. **Employees/Employers total payment paid by GPC to NEST.					<b>TOTAL</b>	<b>£3,827.38</b>	<b>£144.95</b>	<b>£3,972.33</b>

**RESOLVED** – Councillors unanimously approved the payments detailed, totalling £3972.33, for payment.

**ACTION 2/21 – 6** – 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 Accounting Statements - Summary Financial Report to **DECEMBER** receive and review, Bank Reconciliation; Income and expenditure; Restricted Funds (incl. CIL funds) and Designated Funds Summary

**RESOLVED** – Councillors unanimously approved the Summary Financial Report for **DECEMBER**.

**ACTION 2/21 – 7** – Clerk to arrange for the Summary Financial sheets for December to be signed on behalf of the Parish council and the pages of the bank statement be initialled, working around the current COVID 19 restrictions as soon as practicable.

9.3 Grants

9.3.1 Update on trying to make contact on outstanding Grant payments – It was noted that the Clerk has contacted organisations in relation to grant payments delayed due to Covid19.

9.3.2 EAF request – Councillors noted the Godstone Baptist Church Grant application for £250, circulated 28 Jan 2021.

**RESOLVED** – Councillors unanimously approved the request for a £250 grant from the Emergency Assistance Fund (EAF) to Godstone Baptist Church.

**ACTION 2/21 – 7** – Clerk to arrange payment of the EAF grant.

## 10. Greens, Commons and Land

10.1 **Grass cutting contract** - Amendment Agreement for signature, circulated on 21 Jan 2021 and reattached with meeting papers.

**RESOLVED** – Councillors unanimously approved the Grass cutting contract amendment agreement and agreed it be signed on behalf of Godstone Parish Council.

### 10.2 Godstone

#### 10.2.1 Car Park

i. JCT contract update of a 5% uplift due to the continued delay.

**RESOLVED** – Councillors unanimously accepted the 5% uplift reported.

ii. Report from the Finance Committee noted in relation to the financing of the car park and the review and monitoring undertaken during January by the committee, including the implication of the 5% uplift in January 2021. The committee will meet more regularly when the project starts to monitor finances.

iii. Confirmed with SCC the start date of 15 March 2021, an inspection has been scheduled before the project starts.

10.2.2 Playground – Your Fund Surrey – Noted that the idea has been 'pinned to the map'.

10.2.3 Greenview Damage to grass – discussed during the earlier section of the meeting.

10.2.4 Damaged seat on Godstone Green – Noted the repair issue.

**RESOLVED** – Councillors unanimously agreed that the bench be completely removed.

**ACTION 2/21 – 8** – Clerk to liaise with maintenance contractor to remove bench.

10.3 **Hilly fields** – No discussion

### 10.4 Bounty and Allotments

10.4.1 Number signs – Noted the confirmation following the last meeting of cost v's budget made an allowance of £250 of predicted spend for the allotments to the end of the year so this figure would cover the £168 - number required would be 42 and Jim mentioned that he could produce them at £4.00 each, which amounts to £168.00.

10.4.2 Noted that the heating is not working correctly, and every effort is being made to resolve without incurring the cost of an engineer.

10.4.3 It was proposed that the allotment noticeboard be moved from the allotments to outside the Bounty.

**RESOLVED** – Councillors unanimously agreed that the allotment noticeboard be moved from the allotments to outside the Bounty.

**ACTION 2/21 – 8** – Clerk to liaise with maintenance contractor to arrange for the noticeboard to be moved.

#### 10.5 Tilburstow Hill/The Enterdent

10.5 Fly tipping – The area is suffering from repeat and serious fly tipping, it was proposed that ways to try and create ways to prevent fly tipping be discussed at the next meeting, such as installing bollards or making the road one way to try and address the issue.

**ACTION 2/21 – 9** – Cllr C Farr to investigate options and liaise with Clerk as necessary.

#### 10.6 South Godstone

10.7 Bus stop repairs completed.

10.8 New Christmas Tree proposed, using the supply from St Stephens.

**ACTION 2/21 – 10** – Clerk to liaise with church and Cllr C White.

#### 10.9 Blindley Heath

10.9.1 Removal of trees (Pheasants Rise) – Parish council note request on relating to Parish land but cannot grant permission.

**ACTION 2/21 – 11** – Clerk to liaise with parishioner to ensure an application is made to TDC and Natural England about the removal of any trees and notifying Surrey Wildlife Trust for information.

10.9.2 Blindley Heath Cricket Club, it was noted that these issues had been raised previously:

- i. Benches – Benches within the boundary are cricket clubs. The Parish councils' position on new benches on the common land did not change, no new benches would be installed.
- ii. Car Park – It was noted that the Parish council want to arrange for the installation of a height barrier to the car park (at the same time as the Godstone Car park works) to ensure that any repair/resurfacing work to the Blindley Heath car park is then protected from being damaged by large vehicles that currently use the car park.

**ACTION 2/21 – 12** – Clerk to reply to Cricket club.

### 11. Burial Grounds and Memorials

11.1 Applications for Exclusive Rights of Burial

11.1.1 Clerk currently liaising on 6 EROB enquiries – noted.

11.2 Memorials

11.2.1 Benches

**ACTION 2/21 – 13** - Clerk to request maintenance contractor carry out maintenance of benches in the spring.

11.3 War Memorials and Postengate Farm Memorial Site

**ACTION 2/21 – 12** – Clerk to request maintenance contractor carry out work to tidy the area (using Three Words App to assist in pinpointing the area requiring work).

11.4 Land next to the burial ground

**ACTION 2/21 – 12** – Cllr M McLoughlin to make initial enquiry only on behalf of Parish council, before the matter is considered further.

### 12. Correspondence - Councillors noted the following correspondence had been circulated by email since the last meeting:

- i. Surrey partners working together to deal with dramatic rise in Covid-19 - updated release with the latest figures
- ii. Watch the Tandridge Crime Summit - Thursday 28 January
- iii. A22 closed for urgent tree works
- iv. Covid-19 mobile testing unit returns to Oxted 10-15 January
- v. London Green Belt Council (LGBC)
- vi. Statement about Pond Tail Surgery on behalf of the CCG
- vii. Further updated Statement about Pond Tail surgery
- viii. NALC OPEN LETTER TO ALL COUNCILLORS
- ix. GATCOM Updates and Newsletter January 2021
- x. Pond Tail Surgery future GP Services 19 January 2021
- xi. SSALC Newsletter
- xii. Parish Council meetings and policing input
- xiii. TDC - 22.1.21 - Covid Response weekly update
- xiv. Correspondence from Bletchingley PC - Pondtail Surgery Future
- xv. NALC - CHIEF EXECUTIVE'S BULLETIN

xvi. Citizens Advice Bureau's (Caterham and Warlingham) AGM - Friday 29th January 2021 at 7.30pm - Guest speaker Claire Coutinho MP

xvii. Blindley Heath Cricket Club

**13. Matters for reporting or inclusion on future agendas**

The following items were noted for discussion on future agendas:

13.1 Addressing Fly tipping on the Enterdent Road

13.2 Trees at the burial ground

13.3 How many chickens should be allowed at the allotments?

13.4 The next meeting of the Parish Council will be held at the next meeting of the Parish Council will be held at 7.30 pm on Monday 1 March 2021 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 9.50pm -----

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Chairman

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Dated