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

Admin Assistant

2 February 2022 Telephone/Fax: 01883 744209

MINUTES

of the meeting of Godstone Parish Council held on

Monday 7 February 2022 at 7.30pm at St Stephens, South Godstone.

Members: Clirs J Gardner, L Case, C White, C Farr, S Farr and B Davis

Apologies: Cllrs D Stone, J Farnaby and M McLoughlin

District Cllr C Swann and A Rabbetts (Neighbourhood Plan Committee Chair),

In Attendance: District Cllr M Crane, S Endersby (Clerk), Residents of The Enterdent and Residents of

Salisbury Road

1. Questions from Members of the Public

1.1 Enterdent Residents – Noting the information detailed in minutes of previous meetings residents asked what the councils intentions at the Enterdent are? What is the situation for parking?

Council responded – Discussions have been ongoing as to how the council could consider legitimately providing a parking area at the Enterdent for residents, whilst protecting the area of common land and surrounding trees (where vehicles should not park) and ensuring that the parking does not gradually encroach further in to Tilburstow Hill common land area. The potential cost to remove the section currently used as unauthorised parking at the Enterdent was noted as being a considerable amount as just to make the required application to remove the area from the common would cost £4,900. The council noted its responsibility to ensure value for money for the whole parish and the considerable sums involved in this project, that would benefit a very small number of residents. The potential use of permits has been raised as part of the project, but the implementation and policing of permits would need to be taken into consideration.

Enterdent Residents – Concerns that the council consider any changes to parking, either being removed/reduced or for permit holders only could create the knock-on impact of creating parking issues elsewhere in the area, including people parking more dangerously on the very narrow Enterdent Road.

Council responded - It was confirmed that no action would be undertaken without speaking with residents of the Enterdent properties first.

ACTION – 2/22 – PF1 – Meeting with Enterdent residents and two councillors to be arranged at a suitable time and date in the future.

1.2 Salisbury Road Residents – Concerns raised about the access road to Salisbury Road allotments and the parking issues in the road.

Council responded – Noting the parking issues raised it was confirmed that the access road is owned by the owner of the garages, the Parish council has a right to pedestrian access and does not own the access road land, the pedestrian right of access runs next to No. 20 Salisbury Road. The pinch point next to the allotments (parish owned land) was noted in relation to the current proposed development. Neither properties adjacent to the access road have any right over it and could not install a gate, nor charge a fee to use the access road.

The Parish council started an application for an easement by prescription for vehicular and pedestrian access, this has been paused whilst the council correspond with the owner of the access road and garages about the council's request for vehicular access and a wayleave for water for the allotments. The Parish council are not able to assist with parking enforcement.

2. Apologies and reasons for absence

2.1 Apologies had been received from Cllrs D Stone, J Farnaby and M McLoughlin due to illness.

RESOLVED - Council noted the apologies, and the meeting was deemed quorate.

- 3. Declarations of Interest None
- 4. County and District Councillors Brief report on matters affecting the Parish
 - 4.1 Surrey County Councillor C Farr
 - 4.1.1 First 9 unitary authorities announced, but Surrey County Council (SCC) not included.

- 4.1.2 Reported that the Your Fund funding is actually a loan taken out by SCC that it will need to be repay at a cost of around £3m.
- 4.1.3 Highways Decisions in relation to highway repairs will no longer be dealt with by a committee and the committee will no longer be in charge of the repairs budget. The funding budget will now be split between SCC councillors and individual councillors will decide where repairs and their allocated highways budget will be spent.
- 4.1.4 SCC budget meeting scheduled.
- 4.2 Tandridge District Councillor M Crane
 - 4.2.1 Local Plan A response letter has been submitted to the inspector.
 - 4.2.2 Local Plan Junction 6 plans The proposal is unrealistic and the money involved in such a project and available is unrealistic.
 - 4.2.3 Tandridge District Council Budget meeting scheduled for 10 February 2022.
 - 4.2.4 AONB Submission sent and reported on the number of other submissions in the area.

Council thanked Cllr M Crane for his support in its own submission on the AONB consultation.

5. Minutes of the previous meetings held on 10 January 2021.

RESOLVED – Council unanimously agreed the minutes of the meeting held on 10 January 2021 were an accurate record of the meeting and that they be signed by the Chair.

6. Motions proposed by Councillors

6.1 I, Chris Farr, am proposing to re-stand as the independent candidate for the Tandridge District Council elections in May to fight the seat for Godstone Ward. I ask Godstone Parish Council if they are willing to endorse me in this and to allow use of land for the election period. I would be happy to answer questions on my manifesto at the meeting. (Proposed: Cllr C Farr and Seconded: Cllr J Gardner)

RESOLVED – Council, by a majority, agreed that Godstone Parish council endorse C Farr and allow C Farr to the use of parish land for banners for the election period.

Councillor C Farr abstained from voting.

7. Standing Orders - Review and Adoption

7.1 It was noted that the Standing orders had been circulated in advance of the meeting.

RESOLVED – Council unanimously agreed that the Standing orders be adopted.

8. Neighbourhood Plan - Update

- 8.1 The Neighbourhood Plan committee working group met on 18 January 2022
- 8.2 It is confirmed that there is not a lot more work to do before the council will need to appoint a consultant and the committee will provide recommendations on suitable consultants.

ACTION – 2/22 – 1 – Include Neighbourhood Plan on the next meeting agenda to consider the draft plan, recommendation of the Neighbourhood Plan Committee to move the next stage and appointment of a consultant to legalise the plan.

Clerk

9. Platinum Jubilee 2022 Plans - Update

- 9.1 The date for the event to take place was confirmed as Friday 3 June 2022
- 9.2 The final timings for the event to be confirmed.
- 9.3 The budget was noted as £2.5k and the majority of this money will be spent on entertainment.
- 9.4 A report of the proposed entertainment and logistics was provided.
- 9.5 Report confirmed local organisations involved and volunteers allocated to activities.
- 9.6 Insurance and Risk Assessment
 - 9.6.1 It was noted that the councils' insurers had sent a generic email to confirm that an event with under 500 attendees would be covered by the council's current insurance policy, if the council expected over 500 people to attend then it would be necessary to liaise with the insurance company to ensure the appropriate cover.
 - 9.6.2 Councillors considered the following in relation to the expectation of attendance figures:
 - i. Event falling during the school holiday May half term and a substantial number of people indicating they will be away on holiday.
 - ii. Not being widely advertised or publicised, just invites to people in the village of Godstone to attend if they wish.
 - iii. Possibility that people will attend other private arrangements or organised events on the day.

RESOLVED – Council unanimously agreed that it did not expect the event to attract more than 500 people at any one time.

ACTION – 2/22 – 2 – The clerk to confirm with the insurance company.

9.6.3 The requirement for the appropriate Risk assessments to be completed was noted and Cllr L Case confirmed this would be completed.

9.7 Events Notice and Road Closure applications – The necessary notices are being sought.

Clerk

9.8 Gifts to local children in each village from the Parish council to mark the celebration – The		
option of a mug for local children was considered but deemed too expensive. Further		
consideration to be given to a memento to mark the occasion.		
ACTION - 2/22 - 3 - Include Platinum Jubilee Celebration on the next meeting agenda, including if		
required, consideration for permission for vehicles to be parked on Godstone Green.	Clerk	
10. Playground Refurbishment – Update		
10.1 There was no report from the Greenspace committee meeting as a meeting had not taken		
place.		
10.2 Councillor C Farr, Chairman of the Greenspace committee, raised with council the need to		
agree a date to close the playground to carry out works (estimating a 3-month closure).		
10.3 The different elements of the project were discussed and the need to complete specifications		
to tender for the work (and compliance with Finance and Standing order regulations), issues		
such as the availability of equipment was considered for clarification.		
10.4 Services that can be offered by playground specialists.		
10.5 What specifications needed to include for different stages, i.e., Stage 1 - Groundworks -		
Removal of bunds, sand and concrete path; Stage 2 – Installation and Equipment - time frames		
as well as costs.		
10.6 Concerns were raised about the timeframes and progress made to date on the project since		
the last meeting and the likely hood of successfully completing the project in time for the jubilee	CF	and
weekend.	JG	
ACTION - 2/22 - 4a - Cllrs C Farr and J Gardner to meet to consider and prepare Stage 1 -		
Groundworks and prepare any associated drawings to support the specification.	LC	
ACTION – 2/22 – 4b – Cllr L Case to prepare the specification in relation to Stage 2 – Playground		
equipment (supply and details in relation to installation), including confirming timeframes. Initial contact		
with playground companies to be made as part of the process.		
10.7 Stage 3 – Playground surface noted as part of the project, but not specifically allocated at this		
stage.		
10.8 An Extraordinary meeting to discuss the project was proposed for Wednesday 23 February		
2022 at 6pm and the Chairman confirmed he would call the Extraordinary meeting.	JG	and
ACTION – 2/22 – 4b – Clerk to liaise with the Chairman to issue an Agenda for an Extraordinary	Clerk	
meeting on Wednesday 23 February 2022 at 6pm.		
10.9 The Clerk seeked clarification of whether the Your Fund application was to be progressed.		
RESOLVED – Councillors agreed that the Your Fund application for funding to be left 'Live', the		
expectation of receiving funding though was noted.		
11. Reports		
11 1 Indate on Actions – Undates on the Actions from JANIJARY meeting were reported:		

11.1 Update on Actions – Updates on the Actions from JANUARY meeting were reported:

ACTION – 1/22 – 7 – Clerk to liaise with TDC Cllr M Crane to assist in the preparation and submission of the Parish council response to the ANOB review by the deadline 31st January 2022.	Clerk	Complete and submitted
ACTION – 1/22 – 4 – Cllrs D Stone and M McLoughlin to contact GSA Chairman and liaise with cricket contact to arrange meeting noting the matters raised and detailed in minutes.	DS and MM	Meeting cancelled - D Stone to provide update
ACTION – 1/22 – 8 – Hilly Fields Fence - Outstanding action to get quote was amended to seeking a quote looking at what essential repair work was required to potentially reduce the amount required to be spent.	JG and Clerk	Outstanding
ACTION – 1/22 – 7a – Clerk to request footpath signage on Godstone Green to show where footpaths are and request that Bridleway signage be reinstated.	Clerk	Request submitted. SCC requested clarification 31 Jan, response sent.
ACTION – 1/22 – 4 – Cllr D Stone to liaise with Cllr L Case in relation to Jubilee celebrations in Godstone and to confirm what involvement other local organisations would like to have in the Jubilee celebrations.	DS and LC	Completed – Update at meeting
ACTION – 1/22 – 3 – The Preparation of Specifications for each specialist area of the project as detailed below be delegated to the Green Spaces Committee: a. Preliminaries – Investigate planning permission requirement. b. Stage 1 – Removal of current sand surface, removal of play equipment and associated Ground works to prepare for Stage 2. c. Stage 2 – Design and installation of new rubberised surface. d. Stage 3 – Design (including consideration of necessary Safety requirements) and installation of new or recycled playground equipment	Green Spaces	Update at meeting

ACTION – 1/22 – PF1 – Clerk to assist with insurers for volunteers. Clerk University Underwa				
11.2 Clerks Report - Matters to bring to the Councils attention, to include: 11.2.1 Admin Assistant Vacancy – Closing date 18 Feb RESOLVED – Council unanimously agreed that the recruitment process to appoint a new admin assistant be delegated to Cllr J Gardner and the Clerk. ACTION – 2/22 – 5 – Interview date to be arranged week com. 21 February. 11.2.2 Pavilion – It has been confirmed by the Godstone Clubs insurance company in an email that the Parish council are named as an interested party. 11.2.3 Electric Deal – New deal to be considered at the next council meeting. 11.2.4 DEFRA – Previous action to get a copy of the order stated in the Law of Property notice. DEFRA have replied and the copies they hold are to be sent to the Parish office.				
11.3 Chairman's Report – (for noting) information only 11.3.1 Preservation Society – Chairman has been invited to attend the preservation society meeting.				
 11.4 Reports (for noting) from representatives on outside bodies etc 11.4.1 Safer Streets Briefing - update on the outcomes of the project – Date 22nd February 2022. Cllrs D Stone, L Case and J Gardner available 11.4.2 Cllr L Case attended the Allotment Associations monthly meeting. 		ed as		

12. Finance Matters

12.1 Accounts for payment – **JANUARY** accounts for payment

GPC Ref.	Business	Invoice	Invoice Date	Payment For	Net amount	VAT	Invoice Total
Salary P	ayments						
G1163 -64	Salaries		28-Jan	JANUARY Salary			
G1165	HMRC		28-Jan	JANUARY NI & Income Tax - Employee/Employer Contribution	1497.99		1497.99
G1166	NEST Pension		28-Jan	JANUARY Pension - Employee/Employer Contribution			
Direct D	ebits						
G1167	British Gas Lite	2270832	9-Dec	Electricity	24.48	1.22	25.7
G1171	BT	M110FJ	17-Jan	Telephone and Internet	37.95	7.59	45.54
			Invoi	ces for Payment	1		
G1161	Neat Gardens	371	Dec-21	Leaf Clearance - Burial Ground (2nd)	575		575
G1162	Neat Gardens	370	Dec-21	Leaf Clearance - Godstone Green (2nd)	575		575
G1168	Stonemans Refund			Grave 592	465		465
G1169	S Endersby			Expenses - Diary and Large 2nd Stamps	12.67		12.67
G1170	St Stephens			February meeting donation	20		20
G1172	Crawley Fire Protection	209420	17-Jan	Annual Inspection of Fire Extinguishers	40	8	48
G1173	Crawley Fire Protection	209421	17-Jan	Replace expired Fire Extinguisher	81	16.2	97.2
G1174	Stonemans Refund			Grave 612	240		240
G1175	CPRE	375886	17-Jan	Annual Membership	36		36
*Salaries paid in accordance with 7. Payment of Salaries of the Parish Council Financial Regulations. **Employees/Employers total payment paid by GPC to NEST.			TOTAL	£3,605.09	£33.01	£3,638.10	

RESOLVED – Councillors unanimously approved the **JANUARY** payments list totalling £19388.68 on payment of salaries and two councillors countersigned all invoices.

ACTION – 2/22 – 6 – Clerk to arrange payments and liaise with the seconded signatory.

12.2 Accounting Statements - Summary Financial Report to **DECEMBER** - Bank Reconciliation; Income and expenditure; Restricted Funds (incl. CIL funds) and Designated Funds Summary.

Clerk and CW

RESOLVED - Councillors unanimously approved the Summary Financial Report to **DECEMBER**, noting the current funds, General Funds, Designated Funds and Restricted funds.

- 12.3 Refunds of overpayments Noted in the payments list.
- 12.4 Review of projects, funding and costs, future planning in line with 2022 Aims and Objectives.
 - 12.4.1 Council noted the agreed action to review all projects that the council would like to carry out, the current allocation of funds for projects and the necessity to review and reconsider the allocation of funds and agree the priority of projects.
 - 12.4.2 The matter of allocated funds to relay the church path to the war memorial was raised. It was noted that the church was now preparing to carry out works on other paths (as historically planned and discussed with the Parish council) and a quote to replace the path to the war memorial had been sought in conjunction with the other works to minimise disruption. It was further noted that due to a change in circumstances of Parish council projects the funds currently allocated as designated funds to the path works would be part of the overall review. Council expressed, if funding could not be sought from elsewhere, a willingness to review the situation mindful of the historic allocation of funds for the path works.

ACTION – 2/22 – 7 – Cllr L Case to liaise with the Friends of St Nicholas in relation to the change of circumstances and report an update of the situation to council at the next meeting.

ACTION – 2/22 – 8 – Review of project priorities and funding allocation to be delayed until after the extraordinary meeting.

LC

Full Council

13. Greens, Commons and Land, to include:

13.1 **Inspection Reports –** Noted as received:

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

13.2 Godstone

- 13.2.1 Consider Requests for Permission to Use Godstone Green:
 - i. Fair 22, 23, 24 April Annual Visiting Fair

RESOLVED - Councillors unanimously agreed that the Annual Fair be given permission to use Godstone Green on the dates specified.

ii. Wristband Fair – No dates provided and noted consents applicable.

RESOLVED - Councillors unanimously agreed that the request to use Godstone Green by the Wristband Fair be declined.

iii. Free Wheelin FEASTival – Noted information provided and consents applicable.

RESOLVED - Councillors unanimously agreed that the request to use Godstone Green by the Free Wheelin FEASTival be declined.

ACTION – 2/22 – 9 – Clerk to liaise with each organisation on decisions and notify football club.

- 13.2.2 Horse Riding
 - i. Correspondence

ii. Proposed Motion - In light of the letters from the Horse Society and the significant implications for Godstone common land and footpaths, I propose Godstone Parish Council acquires legal assistance in relation to points raised in correspondence relating to the unauthorised use and danger to children of the riding of horses on or near the public footpath. Thereby to obtain written advice as to stopping this. A sum of up to £1500 may be allocated for this work. (Proposed: Cllr C Farr and Seconded: Cllr J Gardner)

RESOLVED - Councillors unanimously agreed the motion as detailed (13.2.2 ii.), that further advice be sought in relation to horse riding on Godstone Green.

ACTION - 2/22 - 10 - Cllr C Farr to investigate a suitable advisor and the cost and update council.

- iii. It was noted that the council deemed this a separate matter to the annual one day permission granted to the Godstone Village Bank Holiday Fete and Donkey Derby.
- 13.2.3 <u>Cricket Square</u> Meeting was cancelled, Cllr D Stone informed that the contractors have pulled out due to other commitments and can't give a date when they could do the work. Another contractor believe it is a bigger job and quoted more than the original contractor.

Clerk

CF

The second contractor was also not able to do the work in the foreseeable future. The second issue is if the ECB will extend the time of the grant.	
 13.2.4 <u>Benches</u> – The matter of a suitable contractor for benches was noted. 13.3 Hilly fields – It was noted that the cutting of the Hilly Fields remained as an outstanding action and that access had not been possible when the cut had been attempted. A further attempt to cut the Hilly Fields would be arranged. 	
13.4.1 Potential purchase of the Bounty i. Correspondence from Godstone Scouts – Council noted correspondence circulated in relation to Godstone Scouts valuation report. ii. Councillors raised questions in relation to some details specified. iii. Proposed Motion – In relation to the potential purchase of the Bounty, for reasons of parishioner's value for money and public transparency, Godstone Parish Council obtain its own valuations for both purchase and rent amounts from a registered property valuer, who shall be decided upon at the meeting. A sum of up to £1500 will be allocated for this work. (Proposed: Cllr C Farr; Seconded: Cllr B Davis) RESOLVED - Councillors unanimously agreed the motion as detailed (13.4.1 ii.), that formal valuations for both purchase and rent amounts for the Bounty be sought from a registered property valuer. ACTION - 2/22 - 11 - Chairman to liaise as necessary with the Clerk to seek formal valuations for purchase and rental amounts of the Bounty from a registered property valuer.	
 13.5 Allotments 13.5.1 Easement/Access – Reported that awaiting a further response from property and landowner. Cllr J Gardner spoke to owner on 4 February 2022 to confirm details in relation to neighbouring properties to the access, but nothing further to report. 13.5.2 Clerk confirmed agreements for FY22-23 were being prepared noting additional points in agreements to include reserving the councils' rights in relation to number of chickens; differentiation between parishioners and non-parishioners; and the allotment association. 13.5.3 Shed request – Council considered the request for a shed from J Hale. RESOLVED - Councillors unanimously agreed permission for the shed. ACTION – 2/22 – 11 – Clerk to complete agreements and issue them and confirm permission for a shed is granted. 	
13.6 Tilburstow Hill/The Enterdent - No further discussion	
 13.7 South Godstone 13.7.1 Council noted that arrangements for celebrating the jubilee in South Godstone are being undertaken by the Sports Association who will provide a list of costs as part of its application to the Parish council for the £2.5k funds allocated to the village. RESOLVED - Councillors accepted the process proposed for allocating funds to South Godstone Jubilee celebrations. ACTION - 2/22 - 12 - Cllr C White to liaise with Clerk in relation to providing information of items requiring funding from the Parish council for South Godstone Jubilee celebrations. 	CW
13.8 Blindley Heath 13.8.1 It was reported that there have been cars/vans spotted in the car park on stilts again. ACTION – 2/22 – 13 – Cllrs S Farr and C Farr to use previously drafted letter to give notice on any vehicles left on stilts that the Parish council do not permit this.	SF and CF
 14. Burial Grounds and Memorials 14.1 Exclusive Rights of Burial Applications; Memorial Applications; and Bench Memorial Applications - None 14.2 War Memorials and Postengate Farm Memorial Site – No Discussion 14.3 Repair of Path to War Memorial – Noted discussion as detailed in 12.4.2 during the course of the meeting. 	

- **15. Correspondence –** Councillors noted the correspondence circulated by email since the last meeting:
 - i. Land at Godstone Quarry
 - ii. Public consultation, site at Byers Lane, South Godstone (Green Burial Ground)
 - iii. TLAG Local Plan update & Surrey Hills AONB boundary review
 - iv. Reference: ME-1118069 Surrey Highways: Tandridge Parking Review 2021/22
 - v. Watch the Tandridge community safety review Thursday 27 January
 - vi. The AONB is all about Greenways / Cycleways and the new hydrogen EV cell fuelled highways
 - vii. Tandridge District Council Local Plan -Council Update TED50 and Response to Inspector TED51

- viii. TLAG update
- ix. NALC EXECUTIVE'S BULLETIN

io. matters for reporting or inclusion on ratare agenda.	16.	Matters	for reporting of	r inclusion o	n future agendas
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16.1 No matters specified for inclusion on the next agenda.
16.2 The next meeting of the Parish Council is scheduled to be held on Monday 7 March 2022 at 7.30pm St Stephens Church Hall, South Godstone

	Meeting ended 10.15 pm	
Signed		Dated