

Godstone Parish Council

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

Clerk to the Parish Council

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26 March 2019

DUE TO ELECTIONS ON 2 MAY COUNCILLORS ARE REMINDED THAT PURDAH APPLIES

NOTES

for the Meeting of Godstone Parish Council to be held on
Monday 1 April 2019 at 7.30pm at St Stephens Church, South Godstone, RH9 8EY

1. Questions from Members of the Public

2. County and District Councillors

- 2.1 C Farr – Information on TDC open space charging / community events review when TDC have agreed the following definition of 'not for profit' events in the context of charging events on its own land be adopted:

"Not for profit events will be classed as those where a significant proportion of the revenue generated through the event is directed to running the event again in the future and/or to local causes and/or local groups. This will be demonstrated by the submission, on request, of accounts for a previous event, or in the case of new events, through proposed cash flow. In making a decision as to whether an event is 'not for profit' the Council will take account of the scale of the event and its sustainability without a degree of commercialisation." ;

3. Apologies and reasons for absence – Councillors R Johnson and M Gillman

4. Declarations of Interest

5. Minutes of the previous meeting held on 4 March 2019.

6. Neighbourhood Plan Committee

7. Motions proposed for discussion by Councillors and any business which the Chairman deems Urgent (Standing orders 5.4)

7.1 Should Godstone Parish Council abandon the project of a new village car park - Proposed by Cllr J Gardner (seconded Cllr B Davis) (Motion - Postponed from 3 March 2019 meeting).

7.2 Should Godstone Parish council invite Gavin Stevens to attend a Parish council meeting to explain the current thinking on the reorganisation of the police in Surrey and to hear the concerns of Godstone parishioners on the crime in the parish, the police attitude to illegal traveller parking and the lack of visible policing including never seeing a police representative at parish council meetings - Proposed by Cllr B Davis (seconded Cllr R Johnson)

8. Tandridge District Local Plan and Garden Village

9. Parish Annual meeting – Confirm date scheduled, format and nominations for community awards

9.1 Scheduled for 20 May 2019 – Confirm suitability of date (due to elections) and consider and agree format. (Meeting has to be held between 1 March and 1 June).

9.2 Nominations for community awards please.

10. Reports

9.1 Action taken – to review and ratify as applicable

9.1.1 Approve the updated Standing Orders - Final draft of Standing orders circulated – Specific points to note:

- General Power of Competence;
- 8a. for resolution not being reversed.
- Planning committee text,
- 11 a. i. limit of £1000 that payment does not need a resolution,

- New - management of information (GDPR, FOI – 21 and 22)
 - Handling staff matters as per previous SO and not in SSALC Model
- 9.1.2 Outstanding Actions
- 9.1.3 Code of Conduct

9.2 Clerks Report

- 9.2.1 Management and care of Trees
- Managing the process when a tree issue is reported
- 9.2.2 Litter Pick
- invest in a long handled net
 - suggest Dog poo bin located Southern side of pond,
- 9.2.3 Confirm dates for 2019-2020 meetings
- 9.2.4 Closure of track to North of the Cottages - track to the north side of the cottages for one day on Michaelmas – 29th September to uphold the rights of Godstone Parish Council as the landowner.
- 9.2.5 Duck house on the pond is looking very sad and needs some work.
- 9.2.6 Definition of 'not for profit' events –in the context of charging events on Parish owned land – Does the PC want to adopt a definition for Godstone Parish Council
- 9.2.7 125th Anniversary of Parish Councils – Parish councils were created by the Local Government Act 1894, the first meeting of Godstone Parish Council was on 17 January 1895, which means the 125th anniversary of the first meeting of Godstone Parish Council will be on 17 January 2020

- 9.3 Chairman's Report – (for noting) information only
- 9.4 Reports (for noting) from representatives on outside bodies

11. Current Planning issues

- 10.1 Street Name Proposal – Planning Application TA/2016/1098 – Bannisters Croft; or Bannister Way
- 10.2 Planning Applications – Report from the Planning Committee of meeting held on 25 March 2019
- 10.3 Applications requiring consideration by the Planning Committee:

2019/493	Oakmead, Tilburstow Hill Road, South Godstone, RH9 8LB	Two Storey side extension
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10.4 Appeal 2018/2333 - Appeal 1 Notification - 10 St Johns Meadow, Blindley Heath RH7 6JU – Erection of detached 3-bedroom dwelling

12. Finance

- 12.1. Accounts for payment - to approve **MARCH** accounts for payment

TO BE CIRCULATED ASAP

ADDRESS ISSUE OF DISCREPANCY FROM LAST MONTH – Ref: Contractor invoice- Summary Financial Report to JANAURY still to be agreed and signed.

- 12.2. Summary Financial Report to **FEBRUARY** receive and review Budget, including spend against budget

TO BE CIRCULATED ASAP

- 12.3. Restricted Funds Summary, Designated Funds Summary and Virements

TO BE CIRCULATED ASAP

- 12.4. Grant Applications

- 12.5. AGAR – Preparation for the End of year

12.5.1 [Schedule of dates in relation to the AGAR](#) - Due to the Elections being held on 2 May the following schedule is proposed

- | | |
|--------------------|---|
| 31 March 2019 | End of financial year |
| 1 April – 28 April | Clerk to prepare AGAR |
| 29 April 2019 | Internal Auditor visiting to complete Annual Internal Audit Report for AGAR |
| 2 May 2019 | <i>Elections</i> |
| 10 May 2019 | Circulate AGAR to all councillors as required by proposed Standing orders to allow 5 days (in advance) of meeting of final approval |
| 13 May 2019 | <i>Parish Council Annual Meeting (which agrees Committees members)</i> |
| 28 May 2019 | Finance Committee meeting – 10.30am at The Bounty?? to complete 9.2.5.2 (1) |
| 3 June 2019 | Full Parish Council meeting – to complete 9.2.5.2 (2) |
| 10 June 2019 | Deadline for External Auditor to have received AGAR (1 July 2019) |
| 30 June 2019 | Standing Orders deadline for final approval of AGAR |

12.5.2 Signing and approval order that must be followed for the AGAR –

1. **Review and approve Section 1** - Annual Governance Statement - approve the Annual Governance Statement **by resolution** - *The Annual Governance Statement must be approved prior to the Accounting Statements, either at separate meetings or in the same meeting but with the correct order of business on the agenda and this must be evidenced by the meeting minute references and/or dates.*
2. **Review and approve Section 2** - Accounting Statements –
 - i. RFO must sign and date ‘Section 2 - Accounting statements 2018/19’ of the AGAR Part 3 before it is presented to the smaller authority
 - ii. Parish Council – approval of the Accounting Statements - the smaller authority must, in the following order:
 - (a) consider the Accounting Statements by the members meeting as a whole;
 - (b) approve the Accounting Statements **by resolution**; and
 - (c) ensure the Accounting Statements are signed and dated by the person presiding at the meeting at which that approval is given.
3. Action you are required to take at the conclusion of the review:
 - i. Prepare a “Notice of conclusion of audit” about rights of inspection, a statutory requirement
 - ii. Publish the “Notice” along with the certified AGAR (Sections 1, 2 & 3) before 30 September, including publication on the website
 - iii. Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
 - iv. Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

12.6. Risk Management Review - Reviewed at the Finance Committee meeting held on 11 December 2018 – As per External Auditors instruction the councils Risk Assessment **must be reviewed by the Full Parish Council.**

FINANCIAL RISK ASSESSMENT – 2018-2019

Subject	Risk Identified	H/M/L	Control	Review
Petty Cash	Loss through theft / dishonesty	L	N/a – no longer have petty cash	N/a
Expenses	Loss through fraudulent claims	L	Covered in Financial Regulations. Each Expense claim reviewed by two councillors at each meeting and agreed by the full Parish council.	Annually
Income - Cheques Received	Loss through theft / dishonesty / misplacement	L	Cheques paid into bank at the very least weekly. See Office Procedures	Annually
Income - Cash	Loss through theft / dishonesty	L	All Cash is paid into the bank at the very least monthly. See office Procedure	Annually
Financial Records / Standing Orders	Yes - adequate	L	Financial Regulations in place	Review when necessary
Bank and banking	Errors by Bank	L	See Financial Regulations. Monthly Bank reconciliations undertaken; available at Council meetings	Annually
Reporting and Auditing	Compliance	L	Council should regularly audit internally to comply with Fidelity Guarantee	Bi-Annually
Salaries	Incorrect Payments	L	Monthly meeting; Calculated in accordance with HMR7C regulations. Annual Returns submitted within timescale. Councillor’s review; Internal Audit Review	Annually
Original Documentation, Minutes etc	Loss by theft/fire	L	Stored in 30minute Fire Proof Cabinet	Annually
Computer Files	Loss	L	Computer backed up by at least weekly. One (monthly) back up stored off site and one stored in 30minute Fire Proof Cabinet.	Annually
Insurance Cover	As per policy	L	Reviewed by Full Parish Council.	Annually

13. Greens, Commons and Land - To receive updates and consider any recommendations:

12.1 Inspection Reports

12.1.1 Trees – Various across the villages - **PART TWO - QUOTES FOR WORKS ON TREES, TO PROTECT COMMERCIALY SENSITIVE INFORMATION**

1. **Tree Blindley Heath Common (not SSSI)** – See picture
2. **Blindley Heath (SSSI)** – cracked willows on the SSSI site – see picture - on Northern part of SSSI very close by buildings and which now appear quite dangerous.
3. **Enterdent** (trees overhanging the road) – See picture
4. **Ivy Mill Lane side of Green** – remaining stump cleared, and tree removed.
5. **Opposite the Priory** – Concern about dead tree – awaiting Tree Survey report
6. **Strimming** – Concern about the damage being caused to the trees by strimming of the grass around the bases

12.2 Allotments

- 12.2.1 Report following the Allotment holders meeting held on 18 March 2019 and consider any matters arising from the meeting, to include, but not limited to:
 - i. Councillors to review the wording of clauses 5.3 and 5.4 of the allotment tenancy agreement.

5.3 *All refuse emanating from allotment cultivation that is not compostable must be disposed of offsite.*

5.4 *Dumping of rubbish on the allotment garden land will be treated extremely seriously and will result in the Council ending an allotment tenancy and possibly a prosecution for fly tipping.*

12.2.2 Clearance of Hilly Fields

12.2.3 Application to keep chickens – around 3-4 chickens, no cockerel and allotment 2

12.3 Godstone and Godstone Green; to include:

- 12.3.1 Tree Hazard Godstone Green –Surrey County Council letter - Ref:164355/CTC - Tree #390132622 Clerk has Contacted insurers
- 12.3.2 Public Footpath 602
- 12.3.3 Godstone Village Fete – Saturday 24 August, Sunday 25 August and Monday 26 August 2019 - Request for permission.
- 12.3.4 Fair request to change the dates to pull on to Godstone Green on Monday 13th May and then open on 17th 18th & 19th May.
- 12.3.4 GVS
 - i. Nuisance issues at GVS
 - ii. Note of name change information
- 12.3.5 Litter around the west side of the triangle when rubbish bags are left out, would the Parish council write a letter to all residents asking them to consider how/when they put their rubbish out?

12.4 South Godstone

12.5 Hilly Fields

12.6 Blindley Heath; to include:

- 12.6.1 Natural England Letter - sent to BT in relation to Work carried out on the SSSI at Blindley Heath - to explain the SSSI assent procedure
- 12.6.2 Mirror on the common
- 12.6.3 **Sign for the SSSI site – check sign**

12.7 Tilburstow Hill Common and The Enterdent

- 12.7.1 Clearing of Trees at the top of Tillburstow Hill

14. Burial Grounds

Burial Ground – Property title

13.1 Applications for Exclusive Rights of Burial

- i. Transfer of EROB – Plot 169 – Jennings

13.2 Applications for consent to erect Memorials

13.2.1 Memorial Applications:

- i. LYONS – Plot 588 – Approved
- ii. JENNINGS – Plot 169 – Approved
- iii. **WEATHERLY – Plot 87 – Approved**
- iii. **BRETT – Plot 593 - Approved**

13.2.2 If a stone is replaced like for like, what is the charge? (ref: PC161)

13.3 War Memorials and Memorial Benches

SPARKS



13.4 Posterngate Farm Memorial Site

15. Correspondence

Reference: ME-634206 - Surrey Highways: TRO Various Roads in Tandridge No.2

FW: Press Release: Resident prosecuted for planning breach and fined £650

Important changes to concessionary bus travel

FW: New Surrey Police Headquarters and operational base site purchased in Leatherhead

Surrey ALC Bulletin – Weekly

[Minutes for Tandridge Local Committee, Friday, 1 March 2019, 10.15 am](#)

16. Matters for reporting or inclusion on future agendas

Part 2 – To consider passing 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.

The next meeting of the Parish Council will be held at 7.30 pm on **Monday 13 May 2019**
at **St Stephens Church, South Godstone**