

# Godstone Parish Council

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

## Clerk to the Parish Council

Mrs S Endersby

Admin Assistant  
Mrs E Cross

8 May 2019

The Bounty  
Godstone Green  
Godstone, Surrey  
RH9 8DY  
Telephone/Fax: 01883 744209

## AGENDA

Members are summoned to the Annual Meeting of Godstone Parish Council to be held on  
**Monday 13 May 2019 at 7.30pm at St Stephens Church, South Godstone, RH9 8EY**

Sarah Endersby  
Mrs S Endersby - Clerk to Godstone Parish Council

The public and press have a right and are cordially invited to be present and an opportunity will be given to ask questions or make statements.

### 1. Questions from Members of the Public

### 2. Election of the Chairman of the Council and Vice-Chairman

### 3. Acceptance of Office

- 3.1 Delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date.
- 3.2 Summons to attend Meetings - Consent to summons by email

### 4. Apologies and reasons for absence

### 5. Declarations of Interest

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

### 7. Minutes of the previous meeting held on Monday 8 April 2019

### 8. Committees

- 8.1 Review of delegation arrangements to committees and sub-committees
  - 8.1.1 Committees
    - i. Finance Committee
    - ii. Planning Committee
    - iii. Neighbourhood Plan Committee
  - 8.1.2 Sub Committees – None currently
  - 8.1.3 Non-Standing Committees
    - i. Staff Appeals Committee (Constituted with 3 Members)
    - ii. Staff Grievance and Disciplinary (Constituted with 4 Members)
- 8.2 Review of the terms of reference for committees
  - 8.2.1 Finance Committee
  - 8.2.2 Planning Committee
  - 8.2.3 Neighbourhood Plan Committee
- 8.3 Appointment of members to existing committees and Chairman
  - 8.3.1 Finance Committee
  - 8.3.2 Planning Committee
  - 8.3.3 Neighbourhood Plan Committee
- 8.4 Appointment of any new committees in accordance with standing order 4

### 9. Annual Matters to Review

- 9.1 Review and adoption of standing orders
- 9.2 Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses
- 9.3 Review of delegation arrangements to staff and other local authorities
- 9.4 Review of representation on or work with external bodies and arrangements for reporting back
- 9.5 Confirmation of arrangements for insurance cover in respect of all insurable risks
- 9.6 Review of the Council's and/or staff subscriptions to other bodies

### 10. Annual Review of Policies

- 10.1 Review of the Council's complaints procedure
- 10.2 Review of the Council's policies, procedures and practices in respect of its obligations under freedom of

- information and data protection legislation
- 10.3 Review of the Council's policy for dealing with the press/media
- 10.4 Review of the Council's employment policies and procedures

## **11. Finance Matters**

- 11.1 Annual Review and adoption of financial regulations
- 11.2 Annual Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence
- 11.3 Review of inventory of land and other assets including buildings and office equipment
- 11.4 Internal Audit – Report and authorisation to accept report
- 11.5 Accounts for payment - to approve **APRIL** accounts for payment
- 11.6 Summary Financial Report to **MARCH** receive and review
- 11.7 Grants and Grant Application Form Review

## **12. Meetings 2019 -2020**

- 12.1 Determine the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council

## **13. Obligations following of an Election Year**

- 13.1 Arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future

## **14. Appointments of areas of responsibility**

## **15. Neighbourhood Plan Committee**

## **16. Tandrige District Local Plan and Garden Village**

## **17. Reports**

- 17.1 Action taken – to be ratified (if any)
- 17.2 Clerks Report
- 17.3 Chairman's Report – (for noting) information only
- 17.4 Reports (for noting) from representatives on outside bodies etc

## **18. Current Planning issues**

- 18.1 Consultations in relation to Lawful Development Certificates for a Proposed Use or Development
- 18.2 Update from the meeting which considered planning applications on 29 April 2019

## **19. Greens, Commons and Land - To receive updates, inspection reports from Members' areas of responsibility and consider any recommendations:**

- 19.1 Tree Works following Tree Survey (incl. Burial Ground) – Consideration of quotes received
- 19.2 Allotments
- 19.3 Godstone, South Godstone and Godstone Green
- 19.4 Hilly Fields
- 19.5 Blindley Heath
- 19.6 Tilburstow Hill Common

## **20. Burial Grounds**

- 20.1 Applications for Exclusive Rights of Burial
- 20.2 Applications for consent to erect Memorials
- 20.3 War Memorials and Postengate Farm Memorial Site

## **21. Correspondence**

## **22. Matters for reporting or inclusion on future agendas**

- 22.1 Consider amending the financial regulations to state '*For work formally approved by the Parish council up to a value of £5000 provided 2 councillors confirm the work has been carried out satisfactorily and it is within the agreed budget the clerk has delegated authority to pay the invoice on receipt without further action by councillors. The invoice will be included in the monthly statement of accounts for noting purposes*'

**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 Annual Parish meeting will be held at **7.30 pm on Monday 20 May 2019 at St Stephens Church, South Godstone**

The next meeting of the Parish Council will be held at **7.30 pm on Monday 3 June 2019 at St Stephens Church, South Godstone**