

Godstone Parish Council

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

Clerk to the Parish Council

Mrs S Endersby

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MINUTES

of the Meeting of Godstone Parish Council held on
Monday 2 December 2019 at 7.30pm at St Stephens Church, South Godstone, RH9 8EY

Members: Cllrs B Davis, J Farnaby, J Gardner, D Stone, S Farr and C Farr
Apologies: Cllrs R Johnson, M McLoughlin, C White and Tandridge District Councillor C Swann
In attendance: S Endersby (Clerk)
Open Forum: A Rabbetts and a Group of Blindley Heath Residents

The meeting was reminded that Purdah applies due to the General Election.

1. Questions from Members of the Public

1.1 Group of Blindley Heath Residents – The residents spoke to the Parish Councillors about planning application 2019/1963

1.1.1 What is the Parish council's view of the application?

Parish Council Response – Parish Councillors will be discussing the application during this meeting and welcome information about the potential impact of the development on local residents.

1.1.2 Are the Parish council aware of the current issues in the area?

Parish Council Response – Parishioners invited to give information about the issues in the area.

Parishioners Comments – The following issues currently affect the houses in the surrounding area to the proposed development:

- i. Surface water flooding that occurs in the area and made worse as ditches not cleared regularly (including one ditch on land owned by Maynard's);
- ii. Issues with main drains and sewage flooding one of the adjacent properties; and
- iii. Concerns about accountability to deal with and address current issues which would only be made worse by any development.

1.1.3 What is the Parish councils view on the access detailed in the Planning application?

Parishioners and Councillors discussed the access and the following was noted:

- i. Concern about the size of the access;
- ii. The proposed access and the site lines for vehicles leaving the proposed access is a concern due to its proximity to the traffic lights which is extremely close to the junction;
- iii. It was noted that there has been a fatality at this junction;
- iv. Due to the application detailing 50 houses, this could lead to an additional 100 cars using the infrastructure/access and at a section of a B road with a 40mph speed limit; and
- v. It was noted that it would be a requirement that Surrey County Council Highways comment on the access and site lines of the application.

1.1.4 Parishioners and Councillors discussed that the application is currently in relation to access only but does detail 50 dwellings for the plot.

1.1.5 The area the proposed development would be on is Greenbelt.

1.1.6 Will the application go to the Tandridge District Council (TDC) Planning committee?

Parish Council Response – Planning applications don't always go to the Planning committee due to officer having delegated responsibility but would if a District Councillor requested it did.

2. Apologies and reasons for absence - RJ and CW

2.1 Apologies were received from Councillor M McLoughlin due to illness and Councillors R Johnson and C White due to other personal commitments.

RESOLVED – Councillors unanimously accepted the apologies and the meeting was deemed quorate.

2.2 Apologies were received from District Councillor C Swann.

3. Declarations of Interest

3.1 It was noted that Item 11.5.3 was in relation to considering and setting of the Precept and that all Councillors declared an interest.

3.2 In consideration of the Precept for the year 1 April 2020-31 March 2021, Dispensation was granted to each Member of the Council to enable them to vote on the setting of the authority's Council Tax precept for 2020/21. These dispensations had been granted on the grounds that the transaction of

business would have been impeded given the number of Councillors who would otherwise be prohibited from participating in this item of business.

4. County and District Councillors

4.1 Councillors C Farr – Nothing to report

4.2 Councillors noted that a response had been received on 2 December 2019 to the letter sent to Councillor T Elias and had been circulated to all councillors. It was noted that due to the late circulation not all Parish councillors had seen the letter.

5. Minutes of the previous meetings held on Monday 4 November 2019 and the Extraordinary Meeting held on 18 November 2019.

5.1 Minutes of the previous meetings held on Monday 4 November 2019 were not complete and would be circulated as a priority. Councillors discussed the delay in circulating the minutes and a number of factors during November were noted including work load and the Clerk being poorly.

ACTION 12/2019 – 1 – Clerk to complete and circulate Minutes of meeting on Monday 4 November 2019 as a priority.

5.2 Minutes of the previous meetings held on Extraordinary meeting held on Monday 4 November 2019

RESOLVED – Councillors unanimously agreed that the minutes of the Extraordinary meeting held on Monday 4 November 2019 were an accurate record of the meetings and should be signed by the Chairman.

6. Neighbourhood Plan Committee

6.1 There was no update to report to the Parish council from the Neighbourhood Plan Committee.

7. Tandridge District Local Plan and Garden Village

7.1 There had been additional questions from the Inspector during the final week of the Inspection.

7.2 The Inspector had clearer stated his aim was not to include or remove sites from the Local Plan.

7.3 The Inspectors comments will not be until the New Year.

7.4 It was reported that the Inspector had asked TDC to note lots of Major changes that would need addressing.

7.5 Representatives from Chaldon were in attendance at some days of the Inspection hearings.

7.6 The general election should have no impact on the Local Plan Inspection as the inspection has been completed, as is required, under the Town and Country Planning (Local Planning) (England) Regulations 2012 framework.

7.7 The impact of the M25 Motorway Junction 6 discussions were noted, including TDC responses.

7.8 It was noted that there was a new developer present in relation to South Godstone represented at the Inspection.

7.9 It was noted that the use by Compulsory Purchase Orders (TPO's) by TDC to deliver the Garden Village was discussed repeatedly during the inspection. The huge issues in relation to financing and completing TPO's was noted.

8. Motions proposed for discussion by Councillors and any business which the Chairman deems Urgent (Standing orders 5.4) - No motions received by the Clerk from any Councillor.

8.1 No urgent matters raised.

9. Reports

9.1 Actions

9.1.1 Review of Actions from the last meeting

ACTION 12/2019 – 2 – Review of Actions at the meeting in January to take place.

9.1.2 Action taken - to be ratified if required or any appropriate updates - No discussion

9.2 Clerks Report

9.2.1 Parish office at Christmas – It was noted that the Clerk would be taking Annual leave and the Admin assistant would be covering on 27 December 2019.

9.2.2 Maternity Cover – It was noted that the Parish council article in the Parish magazine included an advert about the position and the December magazine had now been published.

9.2.3 Fair

9.2.3.1 It was noted that a letter had been received on 2 December 2019 with a request for a fair to be held on Godstone Green, request was for the fair to arrive 11 May – 17 May 2020 and open to the public on 15, 16 and 17 May 2020.

9.2.3.2 The Clerk confirmed that the stipulation in relation to live animals as prizes (i.e. fish) had been included in an updated Terms and Conditions letter.

RESOLVED – Councillors unanimously agreed that the fair be allowed to use the Green and that the fair can arrive on 11 May and open to the public on 15, 16 and 17 May 2020. It was also stated that the Clerk must ensure that it is reiterated that no live animals can be given as prizes.

9.2.3.3 Request put forward a proposal to address the management of access via the bollards during the fairs time on the Green. Councillors agreed they were willing to consider a proposal to manage the access on to the green during the fair.

ACTION 12/2019 – 3 – Clerk to liaise with the fair to confirm approval of the dates and to arrange for the fair organiser to meet with a parish council representative.

9.2.4 Snow Angels

9.2.4.1 The Clerk reported that she had been contacted by TDC asking for the contact details of the village snow angels.

9.2.4.2 It was noted that the Parish council does not lead the Snow Angel initiative.

ACTION 12/2019 – 3 – Clerk to investigate if details of Snow Angels are held in the office and respond to TDC.

9.2.5 Gritting planning for path on Green and car park - It was noted that the Parish council maintenance contractor used to carry out gritting on areas of Parish land and the maintenance contract is to be tendered.

ACTION 12/2019 – 4 – A plan of action to be considered for gritting the agreed Parish areas if required. Clerk to check if the grit bin has rock salt in it.

9.2.6 Email addresses – The Clerk asked councillors to confirm when the new email addresses were functioning so emails can be sent to the correct address.

9.2.7 Maintenance Contract Tender

9.2.7.1 Councillors noted the requirement to address the maintenance contract

9.2.7.2 The Clerk stated that no emailed comments had been received on the schedule of works document for the maintenance contract that had been circulated a raised a number of times and that had been an action for councillors to review and raise any concerns.

9.2.7.3 Councillors discussed the Grass contract working group continue to now deal with the maintenance contract.

RESOLVED – Councillors unanimously agreed that the working group continue and deal with the maintenance contract.

ACTION 12/2019 – 5 – Clerk to arrange a meeting with working group and prepare a maintenance tender.

9.3 **Chairman's Report** (for noting) information only

9.3.1 The chairman confirmed he had visited the old Hilly Fields allotment site to address the remaining waste pile.

ACTION 12/2019 – 6 – Clerk to ensure that quotes for waste carriers are followed up by the Admin assistant and liaise with the Chairman. Report to council at next meeting.

9.3.2 The chairman reported that a local contractor had put their name forward for the potential maintenance contract.

ACTION 12/2019 – 7 – Clerk to include the contractor on the contact list for when the tender document is circulated.

9.3.3 Reported that he is aware that there is a new Sport Association Committee.

9.4 **Reports** (for noting) **from representatives on outside bodies**

9.4.1 Councillor J Gardner – Attended the Godstone Fete Beneficiary Presentation evening on behalf of the Parish Council.

9.4.2 Councillor J Gardner – Attended the Candidates Forum held at the White Hart Barn.

9.4.3 Councillor D Stone – Attended the Surrey Hills (AONB) Forum and provided councillors with information that had been provided.

i. Godstone is on the outskirts of the AONB.

ii. Comments made by the organiser in relation to the Garden Village had been disappointing

9.4.4 Councillors D Stone and B Davis – Attended the Sibelco community meeting. It was reported that it was a useful meeting to remain informed of local activities on the Sibelco site.

9.5 **Inspection Reports**

9.5.1 It was noted that the Admin assistant had circulated an update about the frequency of the inspection reports being completed. The meeting acknowledged the relevance and importance of the inspection reports being completed.

10. Current Planning issues

10.1 Report from the Planning Committee held on 18 November 2019 – It was noted that draft minutes had been circulated

10.2 Planning Application Consultation/Notification for SCC Ref 2019/0133Land at Kings Farm, Tillburstow Hill Road, South Godstone, Surrey RH9 8LB – It was acknowledged that comments had been submitted for this application due to the deadline of 7 days imposed. It was noted that the application had been included on the agenda to ensure parishioners had an opportunity to speak with the Parish council.

10.3 Planning Applications to consider:

2019/1963	Land of North Ray Lane, Blindley Heath	50 No. new dwellings, including 40% affordable units, associated infrastructure, garages, realm and private gardens
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10.3.1 Councillors considered application 2019/1963, including the information and comments of the Parishioners during the public forum.

10.3.2 It was noted that the site is extremely close to the SSSI site and the council would have concerns about the impact of the water level of such development.

10.3.3 It was noted that further investigation into the ownership of the access land would be necessary and the historic payments of Wayleaves of Maynards to the Parish council.

RESOLVED – Councillors unanimously agreed that the council **OBEJCT** to the application and submit the following comments: Concern in relation to the ownership of the access and that the visibility splay goes across common land; the safety of the site lines for the access, particularly noting its proximity to the traffic lights; concerns about the area being prone to flooding already; issues with foul drainage that an adjacent property already has; and the water table effect on the SSSI site.

10.4 Councillors considered the planning application that has a deadline before the next Planning committee meeting:

2019/ 1866	16 Dumville Drive, Godstone RH9 8NY	Conversion of roofspace to habitable use to include a rear dormer and 2 x front rooflights (Application for a Certificate of Lawful Development for a Proposed Development)
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10.4.1 It was noted that it had not been published on the Agenda due to timing.

10.4.2 Councillors noted that the general policy for applications for a Certificate of Lawful Development was to accept the decision of the TDC planning officer.

RESOLVED – Councillors unanimously agreed that **NO COMMENT** be submitted and confirm the Parish council accept the decision of the TDC planning officer.

ACTION 12/2019 – 8 – Clerk to submit comments on the planning applications to TDC and ensure application 2019/1866 is published on the next appropriate agenda.

11. Finance Matters

11.1 **Accounts for payment** - to approve **NOVEMBER** accounts for payment – Councillors considered the invoice presented for payment:

GPC Ref.	Business	Invoice	Invoice Date	Payment For	Net amount	VAT	Invoice Total	
Direct Debits								
G697	BT	M084 NH	17-Nov	Telephone and Internet	49.15	9.83	58.98	
G705	NEST			Pension - NOV Salary	141.82		141.82	
Invoices for Payment								
G689	Mulberry & Co	5679		Interim Internal Audit	189.75	37.95	227.7	
G690	Fairalls	4366773	08-Oct	Hilly Field	3.49	0.7	4.19	
G691	Fairalls	4368790	25-Oct	Basketball Post	24.26	4.86	29.12	
G692	Fairalls	4368981	28-Oct	Car Park	19.56	3.91	23.47	
G694	Southern Planning Practice	18199	31-Oct	Professional Fees of I Ellis (Local Plan)	2554.72	510.94	3065.66	
G695	UK Power Networks	3.5E+09	11-Sep	Car Park Project - Diversion of existing high voltage underground mains cables (Ratify)	8405.74	1681.15	10,086.89	
G696	S Endersby		18-Nov	Expenses - More stamps, diary and Poppy cable ties	24.13		24.13	
G698	R.Exall & Sons Ltd	901	20-Nov	Re-surfacing path opposite Forge Café in conjunction with Preservation Soc. work	700	140	840	
G699	Crawley Fire Protection	208595	19-Nov	Fire Extinguisher Service	39	7.8	46.8	
G701-03	Salary Payments			3 x employees	XXX		XXX	
G704	HMRC			NI and National Insurance - NOV Salary	312.24		312.24	
*Salaries paid in accordance with 7. Payment of Salaries of the Parish Council Financial Regulations.					Total Payments	14,311.79	2397.14	16,708.93

RESOLVED - Councillors unanimously approved the payments list totalling £16,708.93 on payment of salaries and two councillors countersigned all invoices.

ACTION 12/2019 – 9 – Clerk to arrange the payment of invoices.

11.2 **Summary Financial Report** - to **OCTOBER** receive and review, including income - Councillors noted the information available at the meeting for the Summary Financial Report to **OCTOBER** which included the bank statement, bank reconciliation (statement date 1 November 2019), spend against budget and Reserves summary.

RESOLVED – Councillors unanimously approved the Summary Financial Report and agreed that the Chairman sign the **OCTOBER** bank reconciliation summary sheet and initial the pages of the bank statement.

11.3 Restricted Funds - Summary including CIL funds, Designated Funds Summary and Virements

11.3.1 Councillors noted the information reviewed during item 11.2 which included the Reserves summary

11.3.2 Councillors discussed the reallocation of CIL funds to the Car Park Project

RESOLVED – Councillors unanimously agreed that £14k of CIL funds be allocated to the Car Park Project and £14k from the Car Park Project be returned to General Funds.

ACTION 12/2019 – 10 – Clerk to effect transfer of funds.

11.4 External and Internal Audit

11.4.1 External Audit – Acceptance of Audit for 2018-2019 and consider any recommendations.

11.4.1.1 Councillors noted that the External Audit report had been circulated by email to all councillors in August 2019.

11.4.1.2 It was reported that the External Auditors report 2018/2019 reports that on External auditors review of the Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in the External auditors opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matter have come to the External auditors attention giving cause for concern that relevant legislation and regulatory requirements have not be met.

11.4.1.3 It was further reported that the External auditors report on ‘*Other matters not affecting our opinion which we draw to the attention of the Authority*’ was stated as NONE.

RESOLVED – Councillors unanimously accepted the External auditors report and that the AGAR for 2018/19 has been concluded.

11.4.2 **Internal Audit Report** – Mid Year Review

11.4.2.1 It was noted that the Internal Auditors report had been circulated on Tuesday 26 Nov 2019 to all Parish Councillors.

ACTION 12/2019 – 11 – Clerk to ensure matters raised in the report are addressed and give an update at the next Parish council meeting.

11.4.2.2 The following additional points were reported by the Clerk:

- i. The RBS accounting system that could be used to provide a more instant current funds figure for when the council are considering spending decisions and would also cover potential changes to VAT becoming digitalised.

ACTION 12/2019 – 12a – Clerk to find out cost of RBS.

- ii. Importance of a contingency plan to cover the Clerk if it suddenly became necessary.

ACTION 12/2019 – 12b – Clerk to continue putting together an emergency handover information pack.

- iii. Transparency Code – It was noted that there is no statutory obligation, but it is considered good practice. The council currently complete some reports for the Transparency Code.
 - a. Recommendation would be to publish the asset register on the website for land and buildings as it must be published for the code.

RESOLVED – Councillors unanimously agreed that the website be updated to state that ‘*A copy of the asset register is available upon request from the Clerk*’, but the actual register not be published.

ACTION 12/2019 – 12c – Clerk to update website on asset register.

- b. Organisational chart
- c. Pay multiple

ACTION 12/2019 – 12d – Clerk to get up to date with the Transparency code publication for Q1 and Q2, prepare an organisation chart and pay multiple information sheet for review before publication.

- iv. GDPR
 - a. Recommendation to use council email addresses, noting the implications of a data breach investigation.

ACTION 12/2019 – 12e – Councillors to confirm with Clerk that new councillor email addresses are being used.

- b. Noted that the Parish council are still not required to appoint a Data Protection Officer (DPO), but if it did it could not be the Clerk as the Clerk is the Data Controller.
- c. Without a DPO the Parish council are responsible for ensuring the Data protection Policy and Privacy Policy are kept up to date.
- v. Minutes – The following was noted:
 - a. Part Two discussions can take place, but there should be no part 2 minutes, an appropriate brief note of the discussion should be included in the minutes and if required a confidential note prepared for council reference and records.
 - b. Committee meeting minutes must be published within 28 days of a meeting and clearly stating they are draft until the committee approve them.
- vi. Financial Regulations – As the Parish council were already aware there is a new draft of Financial Regulations published in 2019. It was established that there were no material changes to the regulations.

ACTION 12/2019 – 12f – Councillors to consider the updated financial regulations at the next possible opportunity, including amending the regulations to reflect that expense claims may have been paid for using a credit or debit card.

ACTION 12/2019 – 12g – Clerk to investigate having a business card to pay for expenses.

- vii. Members Allowance Scheme – Recommend having a written scheme so that councillors are clear what they can reasonably claim, even if no councillor currently makes claims it is still clear for any person considering being a councillor in the future.

ACTION 12/2019 – 12h – Clerk to investigate/prepare a Members Allowance Scheme draft.

- viii. General Power of Competence – It was reiterated that as the Clerk does not have the required qualification to spend council funds under the General Powers of Competence, the Parish council are obliged to only spend funds within the listed powers that Parish councils can spend public money.
- ix. Section 137 – It was noted the type of spending under section 137 and that there is a specified amount per parishioner that can be spent

ACTION 12/2019 – 12i – Clerk to check Section 137 amount per parishioner figure in January 2019.

- x. Risk Assessment Policy – In addition to the financial risk assessment that the council has, it would be good practice to have additional risk assessment to cover other areas i.e. trees, ponds, playgrounds.

ACTION 12/2019 – 12j – Councillors to liaise with Clerk and consider additional Risk Assessments.

- xi. Councillors noted the recommendation for the council to have a 3-year budget plan or Business plan at the very least.

ACTION 12/2019 – 12k – Councillors to liaise with Clerk and consider 3-year budget plan or business plan.

- xii. NJC Payment salary scales (SCP) was noted for guidance.
- xiii. Asset register – Check Original cost and Est Value being different.

ACTION 12/2019 – 12l – Clerk to investigate the difference on the asset register between the original cost and Est value following updates being made to the register.

- xiv. Lloyds – Noted that a list of council direct debit payments should be approved annually.

ACTION 12/2019 – 12m – Clerk to ensure this is included at the May Parish council annual meeting.

- xv. Potential support available to the Clerk and Parish Council from Mr A Beam. It was noted that provision for training/support had been included in the budget.

ACTION 12/2019 – 12n – Clerk to keep a record of matters that arise where support/training would be beneficial for training to be agreed and arranged.

11.5 Report and Recommendations from the Finance Committee

11.5.1 Councillors consider the report and recommendations from the Finance Committee:

11.5.1.1 Risk Assessment - Committee Recommendation - Approve the current version of the Financial Risk Assessment document with no changes proposed:

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

RESOLVED – Councillors unanimously agreed to accept the Finance committee recommendation and the Financial Risk Assessment was approved.

ACTION 12/2019 – 13 – Financial Risk Assessment – Clerk to update council records and website.

11.5.1.2 Financial Regulations - Committee Recommendation - The updated Financial regulations be approved at the next Parish Council meeting including amending the regulations to reflect that expense claims may have been paid for using a credit or debit card. ACTION 12/2019 – 12f and 12g were noted.

11.5.1.3 Burial Ground - Committee Recommendation – Considering the need to plan to look after the closed section once the Parish section is full and income drops and investigating new burial space, an amount of the income from the Parish burial ground should be allocated as a designated fund for future expansion and maintenance costs. It was noted that some of the Clerks time has to be spent managing burial records and applications in relation to the burial ground.

RESOLVED – Councillors unanimously agreed to accept the Finance committee recommendation that a portion of income from the open section of the burial ground be allocated to a burial ground designated fund. For 2019-2020 it was agreed that two thousand pounds (£2k) be allocated to the designated fund and then be reviewed annually.

ACTION 12/2019 – 14 – Burial Ground Designated Fund – Clerk to effect transfer of funds.

11.5.1.4 Trees (Across Parish Survey) - Committee Recommendation – The next tree survey be scheduled for 2021-2022.

It was reported that trees are included on the inspection checklists and that trees in different areas create different levels of risk.

RESOLVED – Councillors unanimously agreed to accept the Finance committee recommendation that the next tree survey be scheduled and budgeted for in the financial year 2021-2022.

ACTION 12/2019 – 15 – Trees (Across Parish Survey) – Clerk note next tree survey 2020-21 for Finance committee budget meeting in November/December 2020.

ACTION 12/2019 – 15a – Trees (Across Parish Survey) – Clerk to include information in the Parish magazine and website asking parishioners to report concerns about trees and to prepare a policy note confirming the Parish councils view of level of tree risk by area:

- i. Trees in areas of higher pedestrian traffic are considered higher risk than those within areas of very low foot traffic; and
- ii. Trees near areas of vehicular traffic that could impact the highway considered higher risk than those within areas away from road traffic.

11.5.1.5 SSALC Subscription – Committee Recommendation – Approve the subscription to SSALC for 2020-2021 at a cost of £1825.98

RESOLVED – Councillors unanimously agreed to accept the Finance committee recommendation to subscribe to SSALC for 2020-2021 at a cost of £1825.98.

ACTION 12/2019 – 16 – SSALC Subscription – Clerk to arrange payment for the subscription to SSALC for 2020-2021 when the invoice is received and recirculate log in details for councillors to use SSALC website as they are entitled too.

11.5.1.6 Annual review of staff salaries, hourly paid wages and hours and Allowance

Part 2 – Passed a resolution that pursuant to Section 1 part 2 of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from this part of the meeting during the consideration of item 11.5.1.6 on the grounds that it is likely if the public were to remain, there would be a disclosure of exempt information.

RESOLVED – Councillors unanimously agreed to accept the Finance committee recommendation on the staff salary review.

ACTION 12/2019 – 17 – Staff Salary Review – Clerk to write to staff as applicable.

11.5.1.7 Virements of CIL funds - Committee Recommendation – Approve virements:

- a) £3k of CIL funds be allocated as a designated fund towards completing the new Path on Godstone Green to the Playground;
- b) £2k of CIL funds be allocated as a designated fund towards providing funding towards the relaying of the path at St Nicholas;
- c) £2k of CIL funds be allocated as a designated fund towards maintenance costs for the playground on Godstone Green;

RESOLVED – Councillors unanimously agreed to accept the Finance committee recommendation for Virements of CIL funds as set out in 11.5.1.7 a) – c).

ACTION 12/2019 – 18 – Virements of CIL funds – Clerk to effect transfer of funds.

11.5.2 **Review and consider proposed Budget Plan for 2020-2021** (detailed in Appendix A)

11.5.2.1 Budget Plan for 2020-2021 - Committee Recommendation – Approve the budget plan

RESOLVED – Councillors unanimously agreed to accept the Finance committee recommendation and approved the budget plan as detailed in Appendix A for the financial year 2020-2021.

ACTION 12/2019 – 18 – Budget Plan for 2020-2021 – Clerk to prepare the appropriate finance sheets using the budget as detailed in Appendix A for the financial year 2020-2021.

11.5.3 **Consider the Recommended Precept for approval**

11.5.3.1 Precept for Financial year 2020-21 - Committee Recommendation – Approve the precept amount of Sixty-four thousand, six hundred and fifty-five pounds (£64,655) for Financial year 2020-2021.

11.5.3.2 The Parish council noted the following information:

Current Year 2019-20		Next Year 2020-21	<i>Increase</i>
£60,425	Precept	£64,655	7.00%
2,491.8	Tax Base	2,491.8	0.00%
£24.25	Band D	£25.95	7.00%
Band D increase per £1,000 precept rise			£0.40

*Tax base is the total number of properties in the Parish area, 2020-21 figure yet to be confirmed by TDC

RESOLVED – Councillors unanimously agreed to accept the Finance committee recommendation and approved the Precept amount of Sixty-four thousand, six hundred and fifty-five pounds (£64,655) for the Financial year ending 31 March 2021.

ACTION 12/2019 – 18 – Precept for Financial year 2020-2021 – Clerk to prepare the appropriate form for submission to TDC to confirm the precept amount for the Financial year ending 31 March 2021.

12. Greenspaces Committee (Greens, Commons and Land) – Updates and consider any recommendations:

12.1 Report - from Greenspaces **SUB** Committee meeting on 8 November 2019 and 12 November 2019

12.1.1 Receive updates and consider recommendations and proposals in relation to Wayleaves reviewed, to include but not limited to:

- i. Brook Bank – Greenspaces Sub-Committee Recommendation - Write a letter, noting issues discussed with owner this year in relation to parking area created and note that as there have been no wayleave payments received for a number of years, including the current year, terms of the wayleave must be adhered to otherwise a caution will be sent to the Land Registry in relation to the issues of non-payment and breaking wayleave terms.

RESOLVED – Councillors unanimously agreed to accept the Greenspaces Sub-Committee recommendation and approved writing a letter to the owner of Brook Bank.

- ii. Lingfield Nursery – Update – It was noted that following the recommendation discussed and agreed at the Extraordinary meeting of Godstone Parish Council held on Monday 18 November 2019 the Parish Councils Solicitor had provided on the day of this meeting an updated Deed of Variation including the terms as agreed and minuted at the Extraordinary meeting.

RESOLVED – Councillors unanimously agreed that the Solicitor be informed to proceed in preparing the Deed of Variation for signing, noting for the avoidance of any doubt the Parish council want the maps with the coloured lines referred to in the Deed of Variation attached to the Deed of Variation when it is prepared for signing.

ACTION 12/2019 – 19 – Clerk to liaise with the Parish councils' solicitors to confirm instructions.

- iii. Maynards - Greenspaces Sub-Committee Recommendation – To instruct a solicitor to review the file and prepare a wayleave to ensure only current occupiers of the one property can cross common land for domestic enjoyment.

It was noted that Councillor C Farr and the Clerk had reviewed the file and the matter had potential complications highlighted by historic correspondence. It was reported that it was felt further investigation was required before instructing a solicitor to act on behalf of the Parish council.

ACTION 12/2019 – 20 – Clerk to liaise with Councillor C Farr in relation to research in relation to the matter of Maynards.

13. Matters effecting the Parish Villages:

13.1 Godstone (including the Bounty an Allotments), to include but not limited to:

13.1.1 Village Car Park Project – It was reported that the Clerk has contacted SCC to update and confirm information for the S278 and Road Safety Audit to be completed in preparation.

13.1.2 Condition of the car park near pond tail surgery

13.1.2.1 Councillors discussed the condition of the car park and that the most sensible time of year to carry out repairs would be in the spring of next year around May 2020. Repairs would be to plain of the damaged/patched top surface and relay.

13.1.2.2 Councillors noted that there had been patch repairs to sections of the car park, it was further noted that due to being patched the life of the repairs is potentially shorter term.

13.1.2.3 There is still one section in need of repair in the main car park turning section. Councillors felt this dip was particularly urgent and were conscious of those using the car park to visit the doctor's surgery.

RESOLVED - Councillors unanimously agreed that consideration for the relaying of a substantial section of the car park be reconsidered next year in around May.

ACTION 12/2019 – 20 – Clerk to ensure review of the car park repairs is included in 2020.

RESOLVED – Councillors unanimously agreed that if the area in need of repair is urgent, under (Standing Order 11.1 a) an instruction in such an emergency can be given to a contractor by the Clerk to arrange for the repair without delay to ensure the safety of the car park area for users.

ACTION 12/2019 – 21 – Clerk to liaise to make the necessary repairs to the car park.

13.1.3 Tree - Replacement of tree opposite the Priory

13.1.3.1 Councillors noted previously provided quotes for the supply of the tree only, which ranged from £160+VAT - £183+VAT, delivery costs varied and machinery and contractor to plant the tree would be required.

13.1.3.2 Councillors noted that advice had been sought from the TDC tree officer as to a recommended/suitable contractor to supply and plant the tree and the following quotation was provided: £585 +VAT for supply and installation of the tree.

RESOLVED – Councillors unanimously agreed that the quote of £585 provided value for money and that the contractor be instructed to deliver and plant the tree.

ACTION 12/2019 – 21 – Clerk to confirm instructions with the contractor to supply and plant the replacement tree.

13.1.4 Insurance Claim – Car crash on to the Green – Councillors noted that the Clerk had spoken with the insurance company about the excess being paid by the Parish council and the insurers confirmed that they would endeavour to recover the £250 excess for the Parish council from the responsible third party, and will keep council informed, but warned this can take months or years.

13.1.5 Grass cutting – Councillors noted that the Clerk will prepare the contract (based on the tender document).

ACTION 12/2019 – 22 – Clerk and Working Group to liaise and meet with contractor to finalise contract completion and confirm final details, i.e. keys, start date, date of first cut, PO numbers/instructions required.

13.1.6 Leaves on the Green

ACTION 12/2019 – 23 – Clerk to contact Grass cutting contractor to confirm cost of collecting the leaves on Godstone Green and confirm where they can be disposed. Liaise with council as necessary.

13.1.7 Ivy Mill Lane – State of grass bank between posts – Councillors noted the condition of the grass, impacted by the current weather conditions, and agreed that no action be taken at this current time.

13.1.8 Playground – climbing posts

13.1.8.1 Councillors noted that the Playground annual report stated that the climbing posts are a moderate risk and have a estimated life expectancy of 1-3 years.

13.1.8.2 Noting some initial investigations to remove the posts the council considered the cost to remove posts would be £1200 + VAT.

13.1.8.3 Councillors noted the Clerk could not advise on ROSPA requirements for the playground as this was a specialist area.

13.1.8.4 Councillors considered the obligations of the Parish council to maintain the playground and the safety of it for users.

RESOLVED – Councillors unanimously agreed that no action be taken to remove the climbing posts in the playground.

13.2 **Tillburstow Hill/The Enterdent**

13.2.1 Tillburstow Hill Tree works - Consider further tree works proposed

13.2.1.1 Councillors noted that work highlighted by the tree survey had already been approved at £2500 +VAT and plus road traffic management.

13.2.1.2 Councillors noted that Councillor C Farr had met with the contractor to discuss additional trees for cutting where there is concern about trees near the highway as agreed at the November 2019 meeting.

13.2.1.3 To complete additional tree works at Tillburstow Hill on seven trees identified during the meeting that need reducing or cutting back would be £950+VAT for the Labour.

13.2.1.4 If this work is carried out at the same time as the tree survey work already agreed cost for the road traffic management lights for two days would be £1100+VAT.

RESOLVED – Councillors unanimously agreed that work on 7 additional trees was approved and should be carried out.

RESOLVED – Councillors unanimously approved traffic management costs for works detailed in 13.2.1.1 and 13.2.1.3.

ACTION 12/2019 – 24 – Clerk to contact tree surgeon to confirm additional work is approved.

13.2.2 Brook Bank – It was noted that this matter had been addressed earlier in the meeting.

13.3 **South Godstone** – No matters raised.

13.4 **Blindley Heath**

13.4.1 Lingfield Nursery School - Wayleave Agreement – Addressed earlier in the meeting.

13.4.2 J Collard Memorial Tree – It was noted that reports had been received by the Clerk to inform the council that the memorial tree had disappeared. The Clerk confirmed that she had not been contacted by a member of the family.

RESOLVED – Councillors unanimously agreed that the Parish council are not obliged to replace the tree and there was no further action agreed. If the family contact the Clerk requesting to replace the tree this should be brought to the attention of the councillors.

13.5 **Monitoring of Maintenance Requirements** – It was noted that a list of tasks would be collated:

ACTION 12/2019 – 25 – Maintenance list:

i. 2 posts in the south eastern section of the car park (CF)

- ii. 1 post on ivy mill lane opposite the priory (CF)

14. Burial Ground

14.1 Update following meeting with representatives of St Nicholas Church in relation to the maintenance and grass cutting at the Burial Ground and Churchyard

14.1.1 It was discussed that the number of agreed cuts at the burial ground and old section of the churchyard will be restricted to seven (7) within the new contractual arrangement;

14.1.2 It was noted that this would mean in real terms that the number of cuts would be reduce in comparison to historic levels of number of cuts;

14.1.3 The Parish council will consider additional cuts, but they should be requested via the Clerk;

14.1.4 The obligations of caring for a closed burial ground were discussed;

14.1.5 The potential of support from volunteers was discussed;

14.1.6 The potential to have a wild meadow section in the burial ground was discussed; and

ACTION 12/2019 – 26 – Clerk to provide a map of proposed area for wild seeds.

14.1.7 The desire to maintain good communication between the Parish council and the church to address any issues that arise during the coming years.

14.2 Regulations

ACTION 12/2019 – 27 – Cllr D Stone to review the current regulations to ensure they are fit for purpose.

14.3 **Applications for Exclusive Rights of Burial** - None

14.4 **Applications for consent to erect Memorials** – The Clerk reported the following applications had been approved:

14.4.1 KATELEY – Plot 222

14.4.2 WILSHIN – Plot 591

14.5 War Memorials and Posterngate Farm Memorial Site

14.5.1 War Memorial at St Nicholas

ACTION 12/2019 – 28 – Cllr C Farr to review the lean of the war memorial and report by email to the Clerk for it to be recorded for monitoring purposes.

14.5.2 Commemoration Anniversaries - Councillors noted the following anniversaries in 2020

14.5.2.1 Battle of Britain 80year anniversary September 2020

14.5.2.2 75-year anniversary for VE day May 2020

ACTION 12/2019 – 29 – Clerk to ensure memorials are tidy for anniversary celebrations.

15. Correspondence – Councillors noted the following correspondence received by email since the last meeting:

- i. North Park Quarry - Exhibition for Proposed Extension
- ii. General Election Resources
- iii. FW: Surrey County Council - highway services survey
- iv. FW: Funding Fair 28 November 2019
- v. Tandridge District Council Local Plan Newsletter 01.11.2019
- vi. Better Local Communications and Engagement on Robin Road
- vii. Tandridge District Council Local Plan Newsletter 08.11.2019
- viii. Looking after Trees - Death of an infant

Councillors noted valuable points of information included in this email:

- a. Reasonable inspection regime would be no less than every two years
- b. Need for regular inspections at different times of year.
- c. Be proactive and have a robust tree management system

These points had been addressed and minuted, item 11.5.1.4.

- ix. Tandridge District Council Local Plan Newsletter 22.11.2019
- x. Consultation: Strengthening police powers to tackle unauthorised encampments

RESOLVED – Due to the format of the consultation, councillors unanimously agreed that Councillors D Stone and B Davis complete a robust response on behalf of the Parish council for the Consultation.

- xi. Agenda for Tandridge Local Committee, Friday, 6 December 2019, 10.15 am
- xii. **Surrey ALC Bulletin**

16. Matters for reporting or inclusion on future agendas

16.1 Approval of the BOUNTY Rent Standing Order

ACTION 12/2019 – 29 – Clerk to include the approval of the Bounty (Parish office) rent standing order for next meeting.

16.2 The next meeting of the Parish Council will be held at 7.30 pm on Monday 6 January 2019 at St Stephens Church, South Godstone.

----- Meeting ended 10.40pm -----

Chairman

Date

**APPENDIX A
BUDGET PLAN – 2020/2021**

	Actual to date (as at 1 NOV 2019)	2019/20 Budget	2020-2021 DRAFT BUDGET	Reserves - Designated or Restricted Funds
Receipts				
Precept	60426.00	60,425	64,655	
CIL	50,602	2,000	2,000	28,098
Burial Grounds	8335.70	14,000	14,000	
Greens and Commons	215.00	1,000	1,000	
Rents	2210.42	5,000	5,000	
Bank Interest, Donations & Grants	0.00			
Memorial Benches	300.00			
Christmas Lights	0.00	500	500	
VAT Refunds	428.23			
Neighbourhood Plan	0.00	2,000	-	1,750
Monies held for Local organisations	0.00			
Godstone Green Defence - Donations from Pa	0.00			
Donation for Tree Works	250.00			-
TOTAL	122767.63	84925.00	87155.00	29848.46
Payments				
Administration				
Salaries and Clerks Expenses	13547.86	25,000	25,000	
Rent/Rates/Insurance	2262.05	4,500	4,500	
Heating/Lighting/Telephone/Postage etc	1075.28	2,200	2,200	
Training Councillors and Staff	210.00	500	700	
Maintenance/Office Equipment	3515.20	4,000	5,000	
Audit/Allowances/Sundries	2473.16	4,000	4,000	
Total Administration	23083.55	40,200	41,400	-
Burial Grounds	10248.22	8,500	10,500	
Greens and Commons				
Maintenance Contract	149.35	12000	2000	
Godstone Green	12742.18	5900	10000	
South Godstone	257.85	300	300	
Blindley Heath Common - Not SSSI	3400.00	3000	4000	
Hilly Fields (not allotment site)	68.72	500	500	0
Tilburstow Hill Common	1468.25	1000	3000	
Total Greens and Commons	18086.35	22700.00	19800.00	0.00
Allotments	789.42	1,000	1,000	
Tree Survey/Tree works	4150.00	10,000	10,000	
Notice boards and bus shelters	722.09	1,000	1,000	
Grants and Donations	3720.13	5,000	5,000	
CIL	-			
Hilly Fields Car Park	8512.00	-	-	62,206
Hilly Fields Car Park - CIL Funds				22,504
Children's Playground	0.00	-		1,543
Blindley Heath - SSSI - SWT	2170.03	2,200	2,200	
Blindley Heath – GPC Management obligation	2218.72	500	500	
Blindley Heath Donated Land			1,500	
Christmas Lights	0.00	500	500	1,148
Memorial Benches	31.53		-	481
Neighbourhood Plan	227.33	2,500	2,500	506
Hilly Fields	0.00			
Ponds	0.00	500	1000	268
War Memorials	166.20	1000	1000	
Donation for Tree Works (Enterdent)	0.00			
Monies held for Local organisations	0.00			-
Projects - Path on the green		3000		-
Projects - Path at the burial ground		2,000		-
Fees for Professional Services (Local Plan Consultation - Inspection Stage)	17371.24	19,000	1,000	8,000
VAT for Reclaim	6249.10			
Wayleaves project			2,000	
TOTAL PAYMENTS	97745.91	119600.00	100900.00	73,670.97
Surplus/Deficit	25021.72	-34675.00	-13745.00	
Accumulated fund brought forward	125,830	152,425		
Accumulated fund carried forward	150,852	117,750		