

Godstone Parish Council

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

Clerk to the Parish Council

Mrs S Endersby

Admin Assistant

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Minutes

of the Meeting of Godstone Parish Council held on
Monday 2 July 2018 at 7.30pm at St Stephens Church, South Godstone, RH9 8EY

- Members:** Cllrs J Gardner, C Farr, R Johnson, B Davis, C White, J Farnaby, M Gillman, Cllr D Stone and.
- Apologies:** Cllr M McLoughlin
- In attendance:** Mrs S Endersby
- Open Forum:** K O'Sullivan, J Morgan, J Edwards, L Case, G Lean, P Brown, S Clark

1. Questions from Members of the Public

1.1 K O'Sullivan, Godstone – Statement in relation to the issues of accessibility of the village for parishioners with mobility issues and the impact of peoples parking on certain roads.

ACTION – 7/2018 – PF1 – Clerk to write to Surrey County Council on the matter of accessibility of the village.

1.2 J Morgan, South Godstone – What is the Parish Council doing, and what can be done about objecting to the Garden Village in South Godstone.

1.3 J Edwards, South Godstone – Stated very against the Garden Village, although appreciates the need for an amount of development within an area, just very concerned about the development being condensed into one place.

Parish Council Responded – It is on the Agenda for the Parish Council to discuss and members of the public are welcome to listen. The Parish council stated that it shared the parishioners concerns as is against the Garden Community in South Godstone. It was reiterated that it is important that people write again to respond to the next consultation even if they have responded to the previous consultation.

It was acknowledged by those present and the Parish council of the need to raise the level of information to people to ensure people really realise what the impact of the Garden Village will be, the scale of it and what will be lost.

1.4 L Case, Godstone

i. Requested and update on the new car park – Councillors responded that work continues to take place to ensure that work starts as soon as possible.

ii. Fete access to the Green – Councillors confirmed that it will be ensured that there is access on to the Green for the fete following the installation of posts to protect the Green.

1.5 G Lean, TLAG – Raised concerns about the mechanics of the consultation process and the necessity to object to specific paragraphs as an example.

1.6 P Brown, Godstone – Will there be a public meeting in relation to the Garden Village.

Parish Council Responded – The Parish council is taking legal advice and so can not currently inform parishioners of the Parish councils case at a public meeting.

1.7 S Clark, South Godstone – Informed the meeting that she will be holding a silent protest outside the Tandridge District Council offices against the Garden Village and Local Plan on 3 July 2018 at 6.30pm.

2. County and District Councillors

2.1 Apologies from Councillor N Childs.

3. Apologies and reasons for absence

3.1 Apologies were received from Councillor M McLoughlin due to prior personal commitments.

3.2 Councillors accepted the apologies and the meeting was confirmed as quorate.

4. Declarations of Interest - None

5. Minutes of the previous meeting

5.1 Councillors considered the minutes of the meetings held on Monday 14 May 2018 and Monday 4 June 2018.

RESOLVED – Councillors agreed that the minutes of the meeting held on 14 May 2018 and Monday 4 June 2018 were an accurate record of the meetings and should be signed by the Chairman.

6. Neighbourhood Plan Committee

6.1 Councillor B Davis reported that work continues to enter the Survey data and that this should be completed by August and then work on producing the plan will start.

6.2 There was a 35% return of the surveys.

6.3 A grant has been applied for to contribute towards the costs to produce the Neighbourhood Plan.

7. Motions proposed for discussion by Councillors and any business which the Chairman deems Urgent

7.1 Consider points in relation to any future Traveller incursions – Councillors discussed the practicalities of having an action plan to deal with future incursions.

RESOLVED – Councillors agreed that councillors could attempt to formalise a plan to deal with future incursions drawing from the most recent experience of the Parish councillors involved.

Action 7/2018 – Councillors C Farr, B Davis and J Gardner to formalise a proposed plan.

7.2 Councillor D Stone - Member of the council to act as Police liaison

RESOLVED – Councillors unanimously agreed that Councillor D Stone be appointed as the member for Police liaison.

7.3 Committees structure

7.3.1 Councillors considered the proposal by Councillor B Davis that the Parish Council set up several committees to make the Parish council more efficient.

7.3.2 Councillors noted the Clerks guidance report detailing information on committees.

ACTION – 7/2018 – 2 – Councillor M Gillman to draft a committee structure and draft terms of reference for consideration by the full council.

8. Tandridge District Local Plan and Garden Village

8.1 Councillors noted the Tandridge District Council (TDC) Planning Committee meeting is to be held on 3 July 2018.

8.2 The publication of the Area Action Plan (AAP) which is referred to in the Local Plan is still to be published.

8.3 Councillor C White requested that Councillor C Farr, as the Tandridge District Councillor, remind Councillor K Jecks at the Planning Committee meeting of the statement he made that he would not support the Local Plan without a direct train line link being included in it.

8.4 Councillors noted that as part of the Local Plan TDC can show developable land, not necessarily demonstrating that it is deliverable.

9. Reports

9.1 Action taken – to be ratified (if any)

i. It was noted that now the new Admin person is in post all outstanding actions will be reviewed and the action list brought up to date at the next meeting.

9.2 Clerks Report

9.2.1 Shredder – The Clerk requested agreement that a replacement shredder can be replaced. The prices ranges were reported to the meeting.

RESOLVED – Councillors unanimously agreed that a replacement shredder be purchased.

9.2.2 Football Pitches – An enquiry has been received about how much it costs to hire the football pitches on Godstone Green. Councillors discussed that the council do not hire out the football pitches.

ACTION – 7/2018 – 3 – Clerk to refer to the South Godstone Sports Association and the agreement for Godstone and the football pitches to establish the arrangement.

9.2.3 Signage on the playground fence

ACTION – 7/2018 – 4 – Clerk to remove the signage.

9.2.4 Inspection list reminder

9.2.5 Contractor contract prep for renewal for Jan 2019 – It was noted that preparations for the tender for the contract should be started ready for next year.

ACTION – 7/2018 – 5 – Clerk to liaise with Councillor M McLoughlin to prepare papers to support a tender document next year, i.e. confirm that the council has a definitive understanding of all the tasks carried out by the contractor.

9.2.6 Accessibility of the village to blue badge holders by public footpath – Councillors noted that this had been covered during the Public Forum.

9.2.7 Late request on GODSTONE GREEN - RIGHT OF WAY 126 - PATHWAY BETWEEN IVY MILL LANE & THE GREEN – Bikeability – Councillors noted this request.

9.2.8 Panda Nursery – Request to put a banner on the green advertising the nursery. Councillors considered the request.

RESOLVED – Due to the nursery being a commercial organisation Councillors declined the request.

ACTION – 7/2018 – 6 – Clerk to inform Nursery.

9.2.9 Playground – pinch points on swing seat post – Councillors noted the report. It was decided that it would continue to be monitored and await the report from the Playground Inspection Company which takes place annually in September.

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

9.3.1 The Chairman thanked Councillors B Davis and C Farr for their assistance and work in relation to dealing with the Traveller Incursion.

9.3.2 It was proposed that a letter of thanks be sent to the contractors Cherrimans and Fullers for the work carried out on the project.

RESOLVED – Councillors agreed a letter of thanks be sent.

ACTION – 7/2018 – 6a – Clerk to write to the contractors who have worked on the project ‘Defence of the Green’

9.4 Reports (for noting) from representatives on outside bodies

9.4.1 No items reported.

10. Current Planning issues

10.1 Report from the Planning Committee held on 25 June 2018

10.1.1 Councillors noted the Salisbury Road Garages planning application 2017/2157 had been discussed at the Planning Committee as the application has been resubmitted.

10.1.2 Councillors noted the committee’s recommendation that a leaflet to the Parish to communicate points on the Local Plan be considered by the Parish council.

RESOLVED – Councillors unanimously agreed that it was important to communicate with the Parish about the Local Plan and a leaflet should be drafted for consideration and the following actions and costs were agreed:

- i. Councillors C Farr and J Farnaby liaise and draft a leaflet;
- ii. Councillor C Farr to circulate the final draft of the leaflet by email to seek agreement that the document drafted is agreed for printing; and
- iii. The leaflet be printed and the budget agreed that the Parish council will pay be up to £200.

11. Finance

11.1. Accounts for payment - to approve **JUNE** accounts for payment

Ref.	Business	Invoice	Payment For	Net Invoice amount	VAT	Invoice Total
GP339	S Endersby		Expenses - Magnets, Key cutting and Frames	£39.96		£39.96
GP340	C Aldous	2018	Hilly Fields Rent - Paid as per Lease - Ratify	£340.00		£340.00
GP341	Caterham Valley PC	GDPR/ 008	2x attendees at GDPR Training	£40.00		£40.00
GP342	The Sheriffs Office	237040	Traveller Incursion - Attendance to Evict	£295.00	£59.00	£354.00
GP343	The Sheriffs Office	237302	Traveller Incursion - Attendance to the Green	£190.00	£38.00	£228.00
GP344	D Harman		Materials for Memorials - Ratify	£660.00	£132.00	£792.00
GP345	Fairalls	04309361	Maintenance supplies	£39.89	£7.98	£47.87
GP346	Gardenwise Estate Maintenance Ltd	05-888	Maintenance	£1,098.00		£1,098.00
GP347	Gardenwise Godstone Ltd	05-6555	Grass Cutting	£2,380.00		£2,380.00
GP348-50	Salaries		x 3 employees	£1,369.92		£1,369.92
GP351	HMRC		NI and Income Tax	£279.19		£279.19
GP352	Nest Pensions		Pension	£123.80		£123.80
GP353	BT*		Telephone and Internet	£57.08	£11.41	£68.49
GP354	EON*		Electricity	£23.67	£1.18	£24.85
				£6,936.51	£249.57	£7,186.08

* Salaries have been paid in accordance with 7. Payment of Salaries of the Parish Council Financial Regulations.

**Direct Debits

RESOLVED - Councillors approve the payments list totalling £7186.08 on payment of salaries and two councillors countersigned all invoices.

11.2. Summary Financial Report to **APRIL**

11.2.1 Councillors received and reviewed the **APRIL** summary, noting the papers available at the meeting included the bank statement, bank reconciliation, spend against budget, pension contribution, salary sheet.

RESOLVED – Councillors unanimously agreed that the Chairman sign the bank reconciliation summary sheet and initial the pages of the bank statement.

11.2.2 Summary of General, Designated and Restricted Fund – Councillors noted the report emailed by the Clerk and detailed for discussion as 11.4 of the Agenda.

11.2.3 Monies received – Councillors noted the monies received for **APRIL**

Allotment Plot	439.14
Precept	27,841.50
Burial	400.00
Donated Bench Installation costs payment	90.87

CIL	383.30
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11.3. Summary Financial Report to **MAY**

11.3.1 Councillors received and reviewed the **MAY** summary, noting the papers available at the meeting included the bank statement, bank reconciliation, spend against budget, pension contribution, salary sheet.

RESOLVED – Councillors unanimously agreed that the Chairman sign the bank reconciliation summary sheet and initial the pages of the bank statement.

11.3.2 Monies received – Councillors noted the monies received for - **MAY**

Fair	900.00
Allotment/Enterdent Rents	327.44
Burials	1,791.00

11.4. Restricted Funds Summary, Designated Funds Summary and Virements

11.4.1 Finance Summary – Councillors noted the report from the Clerk

- i. The budget agreed at the December 2017 Parish council meeting and subsequently revised at the January 2018 meeting considered the accumulated figure known at the time of preparing the budget.
- ii. The budget must be prepared in November/December so that the precept amount can be submitted by the Parish council to Tandridge District Council.
- iii. As at the 31 March 2018 the final carry forward figure was £152,425.29 so subsequently using this carry forward figure and the budget agreed in January 2018 means, subject to variances on income from Burial ground and CIL which is never confirmed amounts of income, the Parish Council would effectively be -£20k.

11.4.2 The Clerk confirmed that she had liaised with the Chairman of the Finance committee and had emailed a report. A summary of the report for consideration by the Parish Council:

- i. **Virements for the Parish Council to consider:**
 - (a) £10k from Car park funds could be reallocated, on consideration of the estimated fees for the construction costs of the car park provided; and
 - (b) £16k from the designated Playground funds could be reallocated
- ii. **Management of Funds to be considered by the Parish council:**
 - (a) General Office running costs
 - (b) Second half of the precept payment of £27,841.50 will be paid in September.
 - (c) The CIL bi-annual payment in September is an unknown amount.
 - (d) Legal funds budgeted are £30k, but only a portion is currently a designated fund.
 - (e) £1115.74 CIL Money could be used for the Car Park as it meets the criteria.
 - (f) Potential income for Green Defence from donations from Parishioners.
 - (g) General recommendation is that the General Fund is 50% of the precept figure.
 - (h) A grant application for the Neighbourhood Plan committee will be submitted for this financial year.

iii. **Summary**

(a) The Parish Council has immediate funds to pay for the posts for the defence of the Green

11.4.3 Councillors considered the report and the recommendations included in it

RESOLVED – Councillors unanimously agreed the following actions:

- i. The amount of £1115.74 remaining CIL money be allocated to the Car Park project.
- ii. £10k from Car park project allocated funds be a virement and allocated to the Designated Legal fees
- iii. £16k currently Designated Playground be a virement and allocated as £8k to General Fund; and £8k to Godstone Green Defence.

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

12.1 Allotments – Councillors noted the report received from Councillor B Davis with the following points to consider:

12.1.1 Bonfires on allotments – Review of conditions - Bonfires will be allowed subject to the following conditions:

What you can burn - You can burn untreated wood waste or pruning's from your site in a metal brazier at any time of the year; you can have open bonfires on the designated area between 1 November and 1 April; Please make sure you - Keep bonfires to a reasonable size; only have them during clear dry weather; only have them when there is little wind; don't cause a nuisance to households or highways with smoke; never leave them unattended; and If you have a bonfire that breaches the allotment rules, you'll receive a bonfire nuisance notice. If you commit the same offence again, we will end your tenancy

What you can't burn - You mustn't burn materials that create toxic fumes and pollution, including: plastic, tyres, painted or treated wood, chipboard, MDF, carpet; You must dispose of these items at a recycling centre. Burning these materials can lead to us ending your tenancy; and You mustn't bring pruning's or any other material onto the site from elsewhere to burn, this can also result in us ending your tenancy.

RESOLVED – Councillors unanimously agreed the recommendation in relation to Bonfires on allotments.

ACTION – 7/2018 – 7– Clerk to prepare a sign for the allotment noticeboard in relation to Bonfires.

12.1.2 Sheds on allotments - Review of Proposal to consider Sheds -

Criteria - Apply to GPC to erect a shed on a plot that measures up to two metres by 2.5 metres, and not more than 2.2 metres tall; should this request be granted then plot holder would pay a £30 deposit to the council to cover removal expenses; at the end of your Tenancy the deposit would be returned if plot holder dismantles the shed; sheds should be placed on a sand and slab foundation, concrete bases are not allowed; if a shed is leaning or collapsing on a plot then a shed notice would be issued to either remove the shed or make it safe.

RESOLVED – Councillors unanimously agreed that allotment holders could make requests to the Clerk to have sheds on allotments and that the colour and material of the sheds would also need to be considered.

ACTION – 7/2018 – 8– Clerk to prepare a sign for the allotment noticeboard in relation to shed applications.

12.1.3 Allotment Waste –

- i. Councillors noted the report of a new rubbish pile accumulating at the allotment site.
- ii. Councillors noted that the following points made that should be reiterated to allotment holders: Waste created on allotments should be: Composted in a purpose made composter; removed from site; burned as prescribed by the section on Bonfires; and dumping of rubbish on surrounding land will be treated extremely seriously and will result in the Parish ending an allotment tenancy and possibly a prosecution for fly tipping.
- iii. The following further points were considered; if waste is dumped on the allotment site the cost of clearing the waste could be shared between all allotment holders as a special payment in addition to the hire fee for the allotment; and should carpet be banned as weed control and geotextile be used.

RESOLVED – Councillors agreed that the situation in relation of the dumping of waste should be reviewed as a priority at the end of the season.

ACTION – 7/2018 – 9– Clerk to note for the provision of water on the Allotment for Finance Committee to be considered when setting the budget for 2018-2019.

ACTION – 7/2018 – 10– Clerk to investigate purchasing metal number markers for plots

12.2 Godstone, South Godstone and Godstone Green

12.2.1 Village Speed Sign - GG - Execution of Minor Works Agreement - Road Speed sign - PSU4000.2272 Bletchingley Rd VAS

- i. Councillors noted receipt by email of the agreement in advance of the meeting.
- ii. Councillors noted the details referred to by the Clerk in relation to potential costs that may occur with reference to: Physical Site Conditions; Additional or Unforeseen Works; Matters Excluded from the Estimate; and 2.1 Limit of Liability – Parish Council as the Customer agreeing to indemnify the contractor in relation to claims from a 3rd party.
- iii. Payment required in advance of works for £973.30 + VAT.

RESOLVED – Councillors unanimously agreed that the Minor Works agreement - Road Speed sign - PSU4000.2272 Bletchingley Rd VAS be signed, in accordance of the Parish councils standing orders 14.1 and 14.2; and the necessary payment be made in advance of the work being completed as detailed in the agreement.

ACTION – 7/2018 – 11 – Clerk to make the necessary arrangements in relation to the Minor Works Agreement - Road Speed sign - PSU4000.2272 Bletchingley Rd VAS.

12.2.2 Car Park Update

- i. Councillors noted that the Contractors and Architects required insurance documents have been received by the Clerk noting that the Public Liability insurance cover for JPS is £5million; and for A Younger £2million.
- ii. Drawing required for the S278 is currently being completed and the S278 will be applied for as soon as practicable.

12.2.3 Defence of the Green

- i. Donation for water from pavilion – No water was used from the Pavilion in the end.
- ii. Funding requests for the Posts – Councillors acknowledged the following criteria should be adhered to on any funds received as donations towards the new posts: Any donations paid into the Parish council account, will then be parish council money with conditions for expenditure that must be met, it should be appropriately ringfenced and all expenditure decisions must be approved by full council and processed in line with Parish Council financial regulations.

RESOLVED – Parish Councillors unanimously agreed that the Parish Council ask for donations in the Parish magazine for any amount that a parishioner may wish to donate. There will be no plaques or sponsorship of a specific post.

- iii. Funding of Gates – Report received from Councillor B Davis – The working group (Councillor J Gardner, C Farr and B Davis) are awaiting all quotes for gates and will then review which is the most competitive and appropriate contractor to place the order with.

With the current information and noting a decrease on previous estimates because of better gate prices and a different solution suggested for at least one gate cost estimate for the protection of Godstone Green and Blindley common are revised as follows:

90 sleepers @ £36.35 per sleeper	£3,271
176 holes with concrete @ £25 per hole	£4,400
4 temporary holes est. @ £15per hole	£60
Machine for 1 day to spread soil est.	£300
2 metal gates and posts at est. @ £1500 per gate	£3,000
4 holes for gate posts est. @ £80 per hole	£320
4 bollards and sockets quote replacing one gate	£550
4 holes and concrete for sockets est. @ £50 per hole	£200
2 bollards at the gate by doctors surgery, bollards FOC	£100
Sundry work at Blindley Heath including moving gate from Godstone Green; new posts; sleepers and digging bunds est.	£1000
Total	£13,201
Contingency of 10%	£1,320
Grand total (all excluding VAT)	£14,521

Costs may change a when the gate quotes are reviewed, hence the 10% contingency. The initial budget agreed was £8,000 for posts, to date spend committed is £8,031. Another £6,521 will be needed to complete the work in Godstone and Blindley Heath.

- iv. Godstone Green is now as effectively protected against further incursions as possible, but until the gates are installed to replace the temporary posts it will not be possible for the Fair to visit and it will be extremely difficult to hold the fete at the end of August, it is therefore urgent that we consider the additional spend and propose the following motion be considered under 5.4 of the Parish's Standing Order – the Parish Council are asked to increase the budget for the protection of Godstone Green and Blindley Cricket pitch area against incursions from £8k up to a total of £15k.

RESOLVED – Parish Councillors unanimously agreed that the budget for the defence of the Green and Blindley Heath Common be increased from £8k to £15k

- v. It was noted that the line of posts near the car park were installed as they were due to the posts around the car park are not strong enough.

12.2.4 Councillors noted that the maintenance contractor has been asked to replace the damaged posts by the car park.

12.3 Hilly Fields – No matters raised.

12.4 Blindley Heath

12.4.1 Defence of the Common – Covered during the course of the meeting.

12.4.2 Trees

ACTION – 7/2018 – 12 – Clerk to liaise with Councillor C Farr to discuss certain trees in Blindley Heath with Surrey Wildlife Trust (SWT).

12.4.3 Blindley Heath Liaison Group – points noted from the minutes of the last liaison group meeting:
i. Higher Level Stewardship (HLS) – The new Scheme will need to be applied for in April 2019 for the August 2019 deadline. The Scheme will be live in January 2020, but payments will not be received until mid-2020. This will mean a gap in payments. The Trust intend to meet Natural England in July 2018 to check that all the requirements of the current HLS have been met.

RESOLVED – Councillors unanimously agreed that the Parish Council would expect SWT to claim the HLS on its behalf.

ii. Volunteer recruitment – A SWT officer intends to be at the Godstone Fete with a stand.

iii. Date of Next Meeting - Likely to be October and it was agreed that 2019 would be a suitable time to gather Parish Councillors and other parties to celebrate the end of the existing HLS.

12.5 Tilburstow Hill Common

12.5.1 Encroaching vegetation at The Enterdent

ACTION – 7/2018 – 13 – Councillors D Stone and M McLoughlin will cover encroaching vegetation at the Enterdent when they carry out the monthly inspection report.

13. Burial Grounds

13.1 Applications for Exclusive Rights of Burial – None Received.

13.2 Applications for consent to erect Memorials - CURZON Desk-top tablet

- 13.2.1 The tablet is butted up to the headstone and are usually made of the same material as the headstone so that they match. The size 18" x 18" is the normal size and would give an inscription face of 18" x 12", ample for the inscription of 2 burial of ashes.
- 13.2.2 Councillors considered the request as desk top tablets are not covered by the current Burial ground regulations.

RESOLVED – Councillors unanimously agreed that the request for a desk top tablet be agreed on this occasion, but it should be stated that this was not setting a precedent.

13.3 War Memorials and Commemoration plans for 2018

- 13.3.1 Councillors noted that Councillor R Johnson would ensure that locations for the statues are confirmed.
- 13.3.2 Councillor R Johnson reported that a grant application would be completed for the request for funds towards a lunch event to mark the commemorations in 2018.

13.4 Postengate Farm Memorial Site – Councillors noted the site was reported as tidy.

14. Correspondence

14.1 Councillors noted the following correspondence had been circulated by email:

- i. News: Open letter from Keith Jecks, Chair of the Planning Policy Committee
- ii. Have your say – new consultations live as part of the Surrey Transport Plan – closing 26 August 2018
- iii. Protection of the Green - Town End Recreation Ground
- iv. Agenda for Tandridge Local Committee - Item 10 A25 Godstone Road
- iv. INVITATION to SCC Leader Vision for Surrey by 2030 session - 13 July 9.30am District Council Offices
- v. Housing Committee Agenda 21.6.18
- vi. Community Services Agenda 26th June 2018
- vii. News: Open letter from Keith Jecks, Chair of the Planning Policy Committee
- viii. Planning Committee Agenda 28th June 2018
- ix. Delegated Action List 2. 20th June 2018
- x. citizenAID helps residents Be Prepared, Not Scared with a free event at Oxted School
- xi. News: Draft Local Plan to be debated at next week’s Planning Policy Committee
- xii. Open Letter

14.2 Councillors requested that the RH9 publication is contacted to send the Parish Councils opinion for publication.

ACTION – 7/2018 – 14 – Clerk to contact RH9.

15. Matters for reporting or inclusion on future agendas

15.1 The next meeting of the Parish Council will be held at 7.30 pm on Monday 13 August 2018 at St Stephens Church, South Godstone.

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 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 11pm -----

Chairman

Date

Part Two

Godstone Parish Council - South Godstone Garden Village and Tandridge Local Plan – Ian Ellis at Southern Planning – Note fees and timing of fees.