

Godstone Parish Council

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

Clerk to the Parish Council

S Endersby

Admin Assistant

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MINUTES

for the **Annual meeting** of Godstone Parish Council held on
Monday 13 May 2024 at 7.30pm at St Stephens, South Godstone

Members: Cllrs J Gardner, C White (also Tandridge District Councillor), C Farr (also Surrey County Councillor and Tandridge District Councillor), S Farr, C Edwards, S Beagley and L Case.
Present: Tandridge District Cllr M Crane, S Endersby (Clerk) and F Jolliffe.

2023-24 Chairperson Cllr J Gardner opened the meeting.

1. Election of the Chairman of the Council and Vice-Chairman

- 1.1 Nominations for Chairperson to be proposed and seconded by councillors.
Cllr S Beagley was proposed as Chairperson for 2024 – 2025.
Proposer: Cllr C Farr; Seconded: Cllr C Edwards

RESOLVED – Council unanimously approved the appointment of Cllr S Beagley as the Chairperson.
Cllr S Beagley Declared acceptance of the appointment.

ACTION – 5/24 – 1 – Cllr S Beagley to sign the Chairperson Declaration of Acceptance form.

Cllr S Beagley, newly appointed Chairperson presided at the meeting from this moment on.

- 1.2 Nominations for Vice-Chairperson to be proposed and seconded by councillors.
Cllr L Case was proposed as Vice Chairperson for 2024 – 2025.
Proposer: Cllr C Farr; Seconded: Cllr C Edwards

RESOLVED – Council unanimously approved the appointment of Cllr L Case as the vice Chairperson.
Cllr L Case Declared acceptance of the appointment.

It was noted that the Vice Chairperson does not have the same obligation to complete a Declaration of Acceptance, no further action required.

2. Questions from Members of the Public

- 2.1 F Jolliffe – Reported damage and concern on the impact on the condition of the road/track and SSSI caused by large vehicles using the access track. Enquired if the council would check the use of the track permitted (and any wayleave) to the adjacent property Heathview. Stated that there had also been damage to a wall of property caused by the large vehicles coming along the access.

ACTION – 5/24 – 2 – Council requested that the Clerk investigate any agreements in place and access rights that may apply and report information to council. A response to then be provided to the resident.

3. Apologies and reasons for absence

- 3.1 Resignations and Casual Vacancies – Council noted that Cllrs I Smith and K Ward have both resigned and the required [notice](#) has been issued. If there is not request for a by-election by 17 May 2024 then the next step will be to request applications to fill the vacancy by co-option.
3.2 Apologies – There were no apologies, and the meeting was quorate.

4. Declarations of Interest

- 4.1 [Register of Interests](#) are published on Godstone Parish Council website
4.2 There were no statements of Pecuniary Interest or Other Interest stated by any councillors.

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

- 5.1 Tandridge District Councillor M Crane
5.1.1 Confirmed survey work had started on the Godstone Public toilets and he continues to chase for the work to be completed as soon as possible.
5.2 Tandridge District Councillor C Farr
5.2.1 Confirmed the correspondence reported by the Clerk that Tandridge District Council (TDC) has resolved to withdraw its draft Local Plan, "Our Local Plan 2033" at its meeting on 18 April 2024. This follows from the Examination concluding that the Draft Local Plan was unsound and could not be adopted. The Draft Local Plan will not form part of the Tandridge District Development Plan. The full withdrawal notice is available on TDC website here: [Withdrawn Local Plan - Tandridge District Council](#) . Information will be archived.

- 5.2.2 Confirmed that a new Local Plan is required and will be started. TDC are currently planning how to proceed with a new Local Plan.
- 5.2.3 Acknowledged the Election results with Cllrs C Farr; C White; and M Crane being elected as Godstone Ward District councillors. Cllrs S Farr and L Case are also District Councillors for other wards. Cllr S Farr is Chairman of the Council for FY 2024-2025.

5.3 Surrey County Councillor C Farr

- 5.3.1 Surrey County Council (SCC) are currently £4m over budget.
- 5.3.2 The new Chief Executive will be focusing on addressing the County finances.
- 5.3.3 SCC Annual General Meeting is week com. 20 May 2024.
- 5.3.4 SCC elections will be in May 2025.
- 5.3.5 Surrey's Police and Crime Commissioner L Townsend was re-elected at May 2024 elections for a second term.

6. Minutes of the previous meeting held on Monday 8 April 2023

- 6.1 Council considered the minutes that had been circulated.
 - 6.1.1 Cllr C Farr queried information on discussions in relation to the discussion that took place on the new car park and the Christmas lights.

RESOLVED – Council unanimously agreed to postpone the signing the April minutes to the next meeting.

ACTION – 5/24 – 3 – Clerk to liaise with Admin assistant who had taken the minutes in her absence to clarify inclusion of the points raised in the minutes.

7. Godstone Quarry – Planning Application 2022/1523 - s106 Agreement

- 7.1 Review of correspondence provided to council in relation to the s106 Agreement (Summary of Correspondence attached again for council with meeting papers)
 - 7.1.1 TDC and Ashill – Council noted the summary email (sent by C Thurlow (CT) of TDC) following meeting with CT at TDC on 23 April 2024 which discussed the draft S106 agreement.

RESOLVED – Council confirmed the summary of points detailed (summary attached in Appendix A) were a correct record of points discussed.

RESOLVED – Council acknowledge that responses to the discussion points had been returned by S Forman, on behalf of Ashill, and no points of clarification or concern were raised.

- 7.1.2 Parish Solicitor
 - i. Council noted the email of 15 April 2024 detailing points raised by the solicitor acting on behalf of the Parish council (abbreviated text, Appendix B). It was further noted that the solicitor has made it clear (by email 19 April 2024) that the Parish Council's liability was strictly limited to the provisions set out in the 7th Schedule relevant to the Car Park and therefore none of the remaining provisions of the Agreement can be enforced against the Parish Council.
 - ii. Clerk reported further correspondence circulated on 13 May 2024 with summary, this included changes proposed to the s106 agreement made by Parish council solicitor.
 - iii. Clerk confirmed that it was clearly stated to Parish solicitor that the council did not want to be liable for any costs and a summary of points were had been provided to council (Appendix C).

RESOLVED – Council acknowledged receipt of the information and matters raised as a summary of points detailed attached in Appendix B.

- iv. Clerk reported further correspondence received late on 13 May 2024 and not yet circulated to council.

- 7.1.3 Review by Cllrs J Gardner and S Beagley as delegated to them following meeting of 22 April 2024 - s106 document with comments following meeting provided.

RESOLVED – Council acknowledged receipt of the draft with comments.

- 7.1.4 A query was raised in relation to knotweed on the development site, but it was confirmed that knotweed was not present on the Parish land section.
- 7.1.5 It was noted that the residents neighbouring the site had sent further correspondence on the issues previously raised.

7.2 Consideration of acceptance of the final draft and approval to sign on behalf of Parish Council

- 7.2.1 Council considered all the information provided, including the full draft s106 (Clean Draft as at 13 Apr 24 and then 13 May 2024). It was noted that there had been some further correspondence between the Ashill and Parish council solicitor, that had not yet been circulated as they had been received very recently.
- 7.2.2 It was noted that the s106 needed to be signed in order that the next documents required, that covered more details, could be prepared for councils' approval.
- 7.2.3 Council discussed the Electric vehicles (EV) charging points and the proposal that an operator will be appointed to manage them. It was acknowledged that there were variations of opinion on what needs to be clarified and the approach taken, but a consensus that council needs to consider further how the appointment of the contractor and management of the EV points may impact council, for example the council are likely to have to deal with them at some point if there are

issues. It was noted that council would not want to incur costs due to the installation of the EV points. It was noted that the EV charging points will be dealt with by the detailed specification which council will be asked to approve (as per the s106 agreement Sch 7 Clause 1.1), so council will have an opportunity to review the matter before works start.

RESOLVED – Council, resolved to proceed to signing the final draft of the s106 agreement, on confirmation that the solicitor, acting on behalf of the Parish council, is satisfied with the final updates to the agreement that had been inserted and that there was not further material changes.

ACTION – 5/24 – 4 – Clerk to liaise with solicitor and complete any arrangements for the signing of the s106 agreement.

8 Blindley Heath

8.1 Typpywychett - Tandridge Lane, Lingfield, Surrey, RH7 6LL

8.1.1 Information emailed to Councillors on 26 April 2024, which along with final proposed draft of a Deed of Easement included a brief explanation of amendments and a summary of the property owners position following the points raised by the council (as detailed in minutes of the April 2024 meeting, item 11.1)

8.1.2 Council considered the circulated Deed of Easement and correspondence.

8.1.3 Council requested that the option of a 5 yearly review of the maintenance charge could be included into the agreement.

ACTION – 5/24 – 5a – Clerk to liaise with solicitor to request the possibility of a review of the maintenance charge

RESOLVED – Council resolved to proceed to signing the Deed of Easement, with its preference being that an option for a 5 yearly review of the maintenance charge be included.

RESOLVED – Council resolved that if the request for the inclusion of the option to review the maintenance charge was not accepted, the decision to sign the Deed of Easement should not be hindered any further and that the agreement should be signed.

ACTION – 5/24 – 5b – Clerk to liaise with solicitor to sign the Deed of Easement in relation to Typpywychett.

8.2 Martyns Platt

8.2.1 Resident has contacted Parish office as TDC's contractor are no longer offering a refuse collection service to the property. Tandridge have informed the resident that as landowner the Parish Council has not maintained the vehicle access and contractor states it is unsafe for the vehicles.

8.2.2 Council noted that the residents wish to address the issue promptly due to health and safety impact of no collections and to establish what will be done regarding the access.

8.2.3 It was reported that the property does not pay a wayleave for access to the property, it's deeds confirm the right to access to the property.

8.2.4 It was noted that the neighbouring property was also dealing with the same issue.

8.2.5 It was noted that the area is after the end of the tarmacked track, as the track forks off to the right.

8.2.6 It was discussed that in recent months there had been an increase in vehicles using the track compared to previous years (including the unauthorised activities in the area with very large vehicles).

8.2.7 Council acknowledged that there was no clear or easy solution to this issue, including the additional implications that the area is part of the SSSI.

8.2.8 Council acknowledged that the issue was causing considerable problems for residents and efforts to find a solution would be made.

ACTION – 5/24 – 6a – Clerk to gather any paperwork that may assist in establishing who is responsible for maintenance of this section of the track.

ACTION – 5/24 – 6b – Clerk to liaise with residents to see if they would be willing to contribute to costs.

ACTION – 5/24 – 6c – Cllrs C Farr, S Farr, L Case to contact TDC to see if there were any temporary measures put in place to support residents.

ACTION – 5/24 – 6d – Clerk to contact Surrey Wildlife Trust and Natural England to advise them of the issue that the council are trying to address in advance of any consent being requested that might be required when an solution on how to proceed is established and agreed.

ACTION – 5/24 – 6e – Clerk to maintain contact with resident and other property effected when appropriate.

9 Committees

9.1 Review of delegation arrangements to committees and sub-committees

9.1.1 Committees – Finance; Planning; Neighbourhood Plan and Greenspaces Committee

i. Finance Committee

RESOLVED - Council unanimously approved the following powers be delegated to the Finance Committee:

12. On behalf of the full Council the Finance Committee will:

12.1 Review and agree annually, and effect any changes required:

12.1.1 All fees and charges made by the Council.

12.1.2 Salaries of all employees and motor mileage rates.

12.1.3 Chairman's Allowance

12.1.4 Asset Register and Parish Council Insurance cover.

12.2 Agree budget and precept for the following year for recommendation to the Parish Council meeting in

January.

- 12.3 Review and agree annually the Financial Risk Assessment and monitor effectiveness of the system of internal control for recommendation to the Parish Council.
- 12.4 Review and agree annually the Financial Regulations for recommendation to the Parish Council.
- 12.5 Monitor budget spend and agree any virement.
- 12.6 Consider and agree action upon any Internal/External Audit recommendations.
- 12.7 The Committee is authorised to pay accounts outstanding for the current financial year, including staff salaries and consider applications for grants to local organisations and pay if budget permits.
- 12.8 Deal with any other financial matters, as delegated to the committee by the Parish Council.
13. The Council has delegated responsibility to the Finance Committee for items 12.1, 12.5, 12.6, 12.7 and 12.8.

ii. Planning Committee

RESOLVED - Council unanimously approved the following powers be delegated to the Planning Committee:

13. On behalf of the full Council the Planning Committee will:
 - 13.1 To consider and agree comments on planning applications, documents and related consultations and submitted by Surrey County Council and Tandridge District Council;
 - 13.2 Consider and agree comments on any other consultations which may impact directly or indirectly on the Parish;
 - 13.3 Confirm comments to be submitted to the planning authority on behalf of the council; and
 - 13.4 Acknowledge applications for Certificate of Lawfulness and Tree Works applications on behalf of the Parish council. The committee only need note such applications as the council accepts the decision of the District councils planning or tree officer, whichever is applicable. Any contentious applications that are of concern to the committee should be raised with the full council or 13.3 of these Terms of Reference be applied.
14. The Council has delegated responsibility to the Planning Committee for item 13.3.

iii. Neighbourhood Plan Committee

RESOLVED - Council unanimously agreed that no powers be delegated to the Neighbourhood Plan Committee but confirmed that it continues to have responsibility for the preparation of a Neighbourhood Plan for the Parish.

iv. Greenspace Committee

RESOLVED - Council unanimously approved the following powers be delegated to the Greenspace Committee:

6. On behalf of the full Council the Greenspaces Committee will:
 - 6.1 Manage all of the land owned or under the control of Godstone Parish Council (GPC)
 - 6.2 Investigate the use of any land that may be considered unauthorised and to propose remediation required to the Full Parish Council
 - 6.3 That management decisions agreed, and if required ratified by GPC, are correctly instigated and completed to the satisfaction of the full parish council
 - 6.4 Discuss with residents and interested parties to ensure GPC ownership of the land is not impaired in anyway. Any discussion to be reported in writing to the clerk for noting
 - 6.5 Consider, suggest and agree any proposals for the separation of land to prevent unauthorised usage with fencing, hedging or other method as required or deemed appropriate
 - 6.6 As a result, from either a tree survey or a reported problem to look at timely remedial work together with any other work highlighted as a long-term project
 - 6.7 Review GPC owned land adjoining any public highway with a long-term possibility of Bunding, or any other measure thought appropriate to prevent fly tipping, illegal access or unwanted activity, whilst ensuring legal footpaths and bridleways are correctly maintained and marked, ensuring they may be used safely.
 - 6.8 Every second year, starting in 2020, prior to the APM to visually review the condition of all trees whose crown covers a public area or highway, and should there be a concern to arrange for an individual survey or works to be carried out.
 - 6.9 Maintain a continuous single list (keeping historical data) by having the date, location, a description including work carried out, those items requiring completion or any awaiting investigation or reporting.

9.1.2 Sub Committees - Greenspaces Sub Committee

RESOLVED - Council unanimously agreed to dissolve the Greenspace Sub Committee as a Standing committee, until such time in the future that may be required.

9.1.3 Non-Standing Committees - Staff Appeals; Staff Grievance and Disciplinary

RESOLVED - Councillors unanimously agreed that if it is deemed necessary for a non-standing committee to meet, the membership of the committees will be agreed by the Parish council at the time on confirmation of who was available, noting that a member cannot serve on both non-standing committees detailed; 9.1.3. i and 9.1.3. ii; and this would be considered at the time if it is necessary to appoint members.

ACTION – 5/24 – 7 – Clerk to update information on the Parish council website accordingly in relation to Delegated responsibilities of committees.

9.2 Review of the Terms of Reference for committees - Finance; Planning; Neighbourhood Plan and Greenspaces Committee

i. Finance Committee

RESOLVED - Council unanimously agreed the Terms of Reference, as per the document provided (*Terms of Reference FY2023-24*), for the Finance Committee and agreed that they be adopted for FY2024-25.

ii. Planning Committee

RESOLVED - Council unanimously agreed the Terms of Reference, as per the document provided (*Terms of Reference FY2023-24*), for the Planning Committee and agreed that they be adopted for FY2024-25.

iii. Neighbourhood Plan Committee

RESOLVED - Council unanimously agreed the [Terms of Reference](#), as per the document provided (*Terms of Reference FY2023-24*), for the Neighbourhood Plan Committee and agreed that they be adopted for FY2024-25.

iv. Greenspace Committee

RESOLVED - Council unanimously agreed the Terms of Reference, as per the document provided (*Terms of Reference FY2023-24*), for the Greenspace Committee and agreed that they be adopted for FY2024-25.

ACTION – 5/24 – 8 – Clerk to update information on the Parish council website accordingly in relation to Terms of Reference of committees.

9.3 **Appointment of members to existing committees and appointment of each committee Chairperson - Finance; Planning; Neighbourhood Plan and Greenspaces Committee**

i. Finance Committee

RESOLVED - Council unanimously agreed the following councillors would be members of the Finance Committee; Cllr C White, Cllr C Farr, Cllr S Farr, 1st new co-opted Cllr and 2nd new co-opted Cllr.

RESOLVED - Council unanimously agreed that Cllr C White would be the Chairperson of the Finance Committee.

ii. Planning Committee

RESOLVED - Council unanimously agreed the following councillors would be members of the Planning Committee; Cllr L Case, Cllr J Gardner, Cllr C Edward, Cllr S Beagley and 1st new co-opted Cllr.

RESOLVED - Council unanimously agreed that Cllr J Gardner would be the Chairperson of the Planning Committee.

iii. Neighbourhood Plan Committee

RESOLVED - Council unanimously agreed the following Cllr C White would be the council member of the Neighbourhood Plan Committee.

RESOLVED - Council unanimously agreed that Alex Rabbetts continue to be a non-elected member and the Chairperson of the Neighbourhood Plan Committee.

iv. Greenspace Committee

RESOLVED - Council unanimously agreed the following councillors would be members of the Greenspaces Committee; Cllr L Case, Cllr S Beagley, Cllr C Farr, Cllr S Farr and 2nd new co-opted Cllr.

RESOLVED - Council unanimously agreed that Cllr C Farr would be the Chairperson of the Greenspaces Committee.

Council noted that the Greenspace Committee can appoint a sub-committee and members in the future if necessary.

ACTION – 5/24 – 8 – Clerk to update information on the Parish council website accordingly in relation to Members and Chairperson of each committee.

9.4 **Appointment of any new committees in accordance with standing order 4**

RESOLVED - Council unanimously agreed that there are no new committees proposed for appointment.

10 **Annual Matters to Review**

10.1 **Review and adoption of standing orders** - Council considered the current standing orders provided with meeting papers.

RESOLVED - Council unanimously approved the Standing Orders as drafted and agreed they be re-adopted.

10.2 **Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses**

RESOLVED - Council reviewed the arrangements as detailed below and unanimously agreed the decisions per item as detailed in the 'Conclusion of Review' column.

Contract	Contract Period	Conclusion of Review
Grass cutting	Extension agreed January 2023 Up to 31 January 2026	No change proposed or action required.
Maintenance	No contract. Agreed hourly rate with maintenance person.	No change proposed or action required.
Auditor Internal	Appointed annually on receipt of Letter of appointment with fees details	No change proposed or action required.
Blindley Heath SSSI Management Agreement	25 years from 1 January 2012	No change proposed or action required.
Solicitors	Decided matter-by-matter and dependent on specialist area required	No change proposed or action required.
Tree	No contracted tree specialist	No change proposed or

Contractor		action required.																		
Godstone Allotment Association	Letter of confirmation of the working relationship between Godstone Parish Council and Godstone Allotment Association – 4 February 2024. Annual review 4 February 2025.	No change proposed or action required.																		
IT Support and Maintenance	Appointed in 2016, no record of a contractual agreement following Tender process. Contract period not specified. September 2021 review and clarification of services undertaken.	No change proposed or action required. Council noted the slight increase of costs.																		
	<table border="1"> <thead> <tr> <th>Item</th> <th>Annual Charge</th> </tr> </thead> <tbody> <tr> <td>IT support</td> <td>Monthly support Monthly £66.55</td> </tr> <tr> <td>Councillor email accounts</td> <td>Microsoft 365 Exchange email licences - Annual Currently nine (9) active users registered*. £36 £39.60 Per licence</td> </tr> <tr> <td>Microsoft 365 Office</td> <td>Two (2) Microsoft 365 Business Standard licences for office software and email accounts* £225.60 £227.20 (£123.60 each)</td> </tr> <tr> <td>Back up facility</td> <td>Cloud base storage Annual Included in Microsoft 365 Office Licences</td> </tr> <tr> <td>Website</td> <td>DNS registration for 1 year - godstonepc.org.uk £11.50 £12.12</td> </tr> <tr> <td>Website</td> <td>DNS registration** for 2 years - godstonepc.gov.uk Annual Biennial £120.50 £124.37</td> </tr> <tr> <td>Website</td> <td>Managed Website Hosting Monthly £8.80</td> </tr> <tr> <td>Online Security</td> <td>Anti Virus Renewal - Managed and remote monitored Anti-Virus for the Office PCs £23.65 £37.18 per office PC</td> </tr> </tbody> </table> <p><small>*Licences are per active user – they can re-allocated to users dynamically throughout the licence period, with the in-active ones archived **To be noted that .gov.uk domains have a different registration process and are charged at a higher rate than standard .co.uk and .com domains. These additional costs are outside of council or IT consultant's control.</small></p>	Item	Annual Charge	IT support	Monthly support Monthly £66.55	Councillor email accounts	Microsoft 365 Exchange email licences - Annual Currently nine (9) active users registered*. £36 £39.60 Per licence	Microsoft 365 Office	Two (2) Microsoft 365 Business Standard licences for office software and email accounts* £225.60 £227.20 (£123.60 each)	Back up facility	Cloud base storage Annual Included in Microsoft 365 Office Licences	Website	DNS registration for 1 year - godstonepc.org.uk £11.50 £12.12	Website	DNS registration** for 2 years - godstonepc.gov.uk Annual Biennial £120.50 £124.37	Website	Managed Website Hosting Monthly £8.80	Online Security	Anti Virus Renewal - Managed and remote monitored Anti-Virus for the Office PCs £23.65 £37.18 per office PC	
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10.3 Review of delegation arrangements to staff, not-for-profit bodies and other local authorities

RESOLVED - Council reviewed the arrangements as detailed below and unanimously agreed the decisions per item as detailed in the 'Conclusion of Review' column.

Area	Delegated Arrangement	Conclusion of Review
Burial Ground	Delegation to review and approve memorial applications within the Burial Ground Regulations.	Delegation of responsibility to Clerk Approved.
Burial Ground	Delegation to issue Exclusive Right of Burial Grants.	Delegation of responsibility to Clerk Approved.
Burial Ground	Delegation to confirm Funeral Arrangements, including requests outside regulations, i.e. for Saturday funerals.	Delegation of responsibility to Clerk Approved.
Office	Delegation to arrange the payment of Salaries	Delegation of responsibility to Clerk Approved.
Blindley Heath SSSI	Management of the Blindley Heath SSSI, as per the contract agreement.	Delegation of responsibility to Surrey Wildlife Trust Approved.
Allotments	As per letter 'Working relationship between GPC and GAA' 4 February 2024.	Delegation of responsibility as per agreement.

10.4 Review of representation on or work with external bodies and arrangements for reporting back

RESOLVED - Council unanimously agreed that the Councillors, as specified below, would be the Councils representatives to attend the meetings of the external bodies detailed. Councillors to provide an update to council on matters raised at meetings and any matters that require a decision on behalf of the Parish council to be brought to the attention of full council.

External Body	Councillor
Godstone Preservation Society	Cllr L Case
Surrey Rail Forum	Cllr C White
Blindley Heath Management Committee	Cllr S Farr (noting Cllr C Farr was the TDC representative).
Gatwick Area Committee	One of new co-opted Cllrs
Redhill Aerodrome Consultative Committee (RACC)	Cllr C Farr
Godstone Village Association	Cllr L Case
TLAG	Cllr C Farr
OLRG	Cllr C Farr
North Park Farm Quarry	Cllr L Case

10.5 Confirmation of arrangements for insurance cover in respect of all insurable risks

10.5.1 Noted that confirmation of arrangements for insurance remains delegated to the Finance committee

10.5.2 Noted current arrangement is a 3-year deal from 1 October 2022.

10.5.3 A renewal review to take place around May 2025 ready for the 1 October 2025 renewal.

10.6 Review of the Council's and/or staff subscriptions to other bodies

RESOLVED - Council unanimously agreed to the payment of subscriptions for membership of the organisations detailed below:

External Body	Cost 2023-24	
Institute of Cemetery and Crematorium Management (ICCM)	£100.00	
Surrey Association of Local Councils Ltd (SALC)	£1631.17	£1993.55
National Association of Local Councils (NALC)	£362.38	

11 Annual Review of Policies

11.1 Review of the Council's complaints procedure

RESOLVED - Council unanimously approved the councils Complaints Procedure (as per the FY2023-24 version provided) and that it be re-adopted.

11.2 Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation

RESOLVED - Council unanimously approved the councils policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (as per the FY2023-24 versions provided) and that the FOI publication scheme and the Data Protection Policy be re-adopted.

ACTION – 5/24 – 9 – Clerk to advise council if there are any changes during the year that would affect the policies and require that they be reviewed.

11.3 Review of the Council's policy for dealing with the press/media (incl. Social Media)

11.3.1 Social Media – Council noted the NALC Guidelines on Social media provided in advance of the meeting and considered text to be inserted into the Press and Media Policy.

RESOLVED - Council unanimously approved the 'Social Media text' for insertion in into the Press and Media Policy:

"Councillors/council staff must not post disparaging or defamatory statements about the council or its stakeholders; they should make it clear in social media postings that they are speaking on their own behalf (unless they are posting as part of their job role); They must not post comments about sensitive community topics, such as planning applications. If they see content on social media that disparages or reflects poorly on the council, they should refrain from replying, but instead refer this to the Clerk or Chair of the council. They must not post anything that could be considered discriminatory against, or bullying or harassment of, an individual. Most councils will stipulate that these rules apply as much to personal social media as they do to the council's accounts."

11.3.2 Press and Media policy

RESOLVED - Council unanimously agreed that the councils Press and Media Policy be updated to the Press, Media and Social Media Policy.

ACTION – 5/24 – 10 – Clerk to update the Press and Media Policy with changes agreed.

RESOLVED - Council unanimously approved the councils Press, Media and Social Media Policy (as per the FY2023-24 Press and Media Policy with the 'Social Media text' inserted) and that it be adopted.

11.4 **Review of the Council's employment policies and procedures** – Council note the outstanding action from May 2023 meeting, **ACTION 5-23 – 7** – Meeting to be arranged for the review of employment policies detailed and noted that now the Parish office is fully staffed, the office will attempt to complete Action in relation to a review of the councils employment policies.

12 Finance Matters

12.1 **Annual Review and adoption of Financial Regulations** – Council noted that NALC had circulated a new Model Financial Regulations on 3 May, which had been provided to council in advance of the meeting, but that the template document needed to be prepared for use for Godstone Parish Council.

ACTION – 5/24 – 11a – Clerk to prepare the new model Finance regulations making the necessary amendments to the template to complete the document for Godstone Parish Council.

ACTION – 5/24 – 11b – Council to consider the new Finance regulations for adoption when the new document has been prepared for councils' consideration.

12.2 **Annual Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence** - Council noted that it cannot spend any funds under the general power of competence (Clerk would need to complete CiLCA training in order to).

12.3 **Review of inventory of land and other assets including buildings and office equipment** – Council acknowledged that a copy of the current asset register had been provided to council in advance of the meeting. It was confirmed that the register had been updated to include the Parish office and the Air Quality monitor removed.

12.4 Grants and CIL

12.4.1 **Grants** – Council noted that there is no provision for providing grants included in the FY2024-25 budget and the [website](#) currently refers anyone wishing to apply for a grant to contact the Clerk, for council to review any ad hoc grant applications.

RESOLVED - Council unanimously agreed that the council position on Grant applications remain that council will consider any applications on receipt aware that there is no budget allocated to award grants.

12.4.2 **CIL**

- i. Council noted that the [Community Infrastructure Levy \(CIL\) Report](#) (FY2023-24) had been submitted to Tandridge District Council and is published on Parish council website.
- ii. Council reviewed CIL funds currently allocated to specific projects:

Project: New Path on Godstone Green	
Description: Completion of work to lay an additional section of path from the current path to the playground to improve accessibility following successful Section 38 application.	
Planned Expenditure:	£2,379.28
Project: Blindley Heath Car Park	
Description: Installation of height barrier to car park and work to repair the surface of the car park	
Planned Expenditure:	£2,500.00
Project: Blindley Heath Land adjacent to SSSI and Oldencraig Mews	
Description: Future Ecology Maintenance Annual survey on land being donated to Parish.	
Planned Expenditure:	£840.00
Total	7719.28

RESOLVED - Council unanimously agreed that all allocations remained relevant, and no changes be made.

12.5 **Accounts for payment - to approve APRIL accounts for payment**

GPC Ref.	Business	Invoice	Invoice Date	Payment For	Net amount	VAT	Invoice Total
Salary Payments							
G1582-86	Salaries	April Salary			2,598.79		2,598.79
	HMRC	April - NI and Income tax					
	NEST Pension	April - Pension contribution					
Direct Debits							
G1575	British Gas	7338457	09/04/24	Electricity	97.28	4.86	102.14
G1593	British Gas Lite	7606365	09/05/24	Electricity	70.85	3.54	74.39
G1579	BT	M137GJ	17/04/24	Telephone and Internet	52.37	10.47	62.84
Invoices for Payment							
G1574	MPC Pest Control		02/04/24	Mole control Burial Ground	250		250
G1576	Saunders	3189	10/04/24	2nd phase of tree works	4250	850	5100
G1577	Groundworks UK	NPG-13717	08/04/24	Return of unused Grant funds	980		980
G1578	ICCM	4477/2024/25	01/04/24	Corporate membership Cemetery Management	100		100
G1580	Mulberry	INV0017	17-Apr	End of Year shut down support	261.9	52.38	314.28
G1581	Southern Tree Care	024/0419	19-Apr	Felling of Tree opposite the Forge Café	650		650
G1587	Neat Gardens	48654	23/04/24	Leaf Clearance (2nd of 2023)	1095		1095
G1588	South East Forestry & Tree Services	INV-0908	01/05/24	Tree works Godstone Green & Burial Ground	5850	1190	7040
G1589	Mulberry		30/04/2024	Internal Audit - AGAR	165.1	33.02	198.12
G1590	Fairalls		30/04/24	Materials for the Plaque	8.78	1.76	10.54
G1591	Fairalls		30/04/24	Materials for the Horse Sign	36.15	7.23	43.38
G1592	Coolburn		07/05/24	Service and Maintenance	135	27	162
G1594	S Endersby			Expenses	66.95		66.95
G1595	Gardenwise	50540	12/05/24	Various maintenance	450		450
G1596	Fairalls	27664	09/05/24	Materials for playground	56.77	11.35	68.12

*Salaries paid in accordance with 7. Payment of Salaries of the Parish Council Financial Regulations. **Employee/Employers total payment paid by GPC.

TOTAL	£17,174.94	£2,191.61	£19,366.55
	£11,324.94	£1001.61	£12,326.55

RESOLVED - Council unanimously agreed that invoice amount ref: G1588 be challenged due to the emergency work the council completed following long delays to the agreed work being completed.

RESOLVED - Council unanimously approved the payment list detailed as amended above, totalling £12,326.55.

ACTION – 5/24 – 12a – Clerk to liaise with contractor in relation to invoice G1588 and request that the cost incurred for emergency tree works incurred due to the delays be taken off the invoice.

ACTION – 5/24 – 12b – Clerk to liaise with the second signatory councillor to pay the invoices approved for payment.

12.6 **Rialtas Invoice** – Council noted the update from the Clerk that Rialtas advised on 8 November 2023, after Clerk specifically asking for information following previous issues with costs quoted and then what is invoiced (with reference made to issues in the email), the Total Annual Cost would be £1100 (ex VAT). There was no reference to planned price increases. On querying the invoice, Rialtas responded that an email communication was sent on 28 November 2024 about price increase from 01/04/2024 (only 20 days after confirmation sought with them).

RESOLVED – Noting the amount of time (therefore cost) in dealing with Rialtas invoices historically, Council, reluctantly, agreed that the invoice ref: G1573, presented at the April meeting, totalling £1,450.80, be paid.

ACTION – 5/24 – 14 – Clerk to pay Rialtas invoice and follow up by email to strongly state the council's dissatisfaction with the most recent issue of quotes not matching invoices.

12.7 **Accounting Statements - Summary Financial Report and end of year review**

12.7.1 **Summary Financial Report to JANUARY and FEBRUARY** – Council acknowledged the finance papers had been circulated prior to the April meeting.

RESOLVED – Council unanimously approved the Bank Reconciliation up to **31 January 2024 (Month 10)**.

RESOLVED – Council unanimously approved the Accounts Reports (Income and Expenditure by Budget; Reserves Sheet, Balance Sheet and Summary of Funds available) up to **31 January 2024 (Month 10)**

RESOLVED – Council unanimously approved the Bank Reconciliation up to **29 February 2024 (Month 11)**.

RESOLVED – Council unanimously approved the Accounts Reports (Income and Expenditure by Budget; Reserves Sheet, Balance Sheet and Summary of Funds available) up to **29 February 2024 (Month 11)**.

12.7.2 **Summary Financial Report to MARCH receive and end of year review** - Council acknowledged the finance papers had been circulated in advance of the meeting.

RESOLVED – Council unanimously approved the Bank Reconciliation up to **31 March 2024 (Month 12)**.

RESOLVED – Council unanimously approved the Accounts Reports (Income and Expenditure by Budget; Reserves Sheet, Balance Sheet and Summary of Funds available) up to **31 March 2024 (Month 12)**.

ACTION – 5/24 – 15 – All necessary signatures required on finance reports to be completed.

12.8 **Final Internal Audit for FY2023-24** - Council acknowledged receipt of the report circulated in advance of the meeting.

RESOLVED – Council unanimously accepted the Final Internal Audit report for FY2023-24 and the comments summarised for action.

Reserves	Audit Report noted there are earmarked reserves that are near completion/completed and could be reallocated in the current 24/25 year.	CIL allocations discussed during this meeting.
Publication	Audit Report noted the link to the model publication scheme on the website needs to be repaired.	Repaired.

12.9 **Transparency Obligations** – Council acknowledged the information provided, that at the FY2023-24 year end, council expenditure was in excess of £200,000 and as such the council is now required to follow the Local Government Transparency Code 2015. The Clerk confirmed that she is currently working to ensure the required information is published. Details provided to council of information published and to be completed, detailed below:

<u>Information to be published quarterly</u>	
FY2023-24 Expenditure over 500 Qtrs 1-4	Completed
Government Procurement Card Transactions - N/a	Note to be added to website
Procurement Invitations - Tender Exceeding £5000	Report to be completed
<u>Information to be published annually</u>	
Local authority land - Asset Information	Completed
Social housing assets - N/a	Note to be added to website
Grants to voluntary, community and social enterprise organisations	Note to be added to website
Organisation chart - Pay Multiple and Organisation Chart	Completed
Trade union facility time – N/a	Note to be added to website
Parking account – N/a	Note to be added to website
Senior salaries – N/a	Note to be added to website
Constitution	Clerk to clarify
Pay multiple- Pay Multiple and Organisation Chart	Completed
Fraud (information on counter fraud work)	Clerk to note on website no data

<u>Information to be published once</u>	
Waste contracts - Council does not have a waste contract	Note to be added to website

12.10 Annual Governance and Accountability Return (AGAR)

12.10.1 **Approve Section 1, Annual Governance Statement** - Council reviewed Section 1, Annual Governance Statement and noted the recommendations included in the Internal Auditors report that 'Based on the internal audit finding I recommend using the [table below] as the basis for that discussion.', which stated 1-8 could be answered as yes. Item 9 is not applicable to Godstone Parish council.

RESOLVED – Council unanimously approved [Section 1, Annual Governance Statement](#) for FY2023-24 and agreed it be signed.

ACTION – 5/24 – 16a – All necessary signatures required on Section 1, Annual Governance Statement for FY2023-24 to be completed and published on the council website.

12.10.2 **Approve Section 2, Accounting Statements** - Council reviewed Section 2, Accounting Statement noting:

- The Accounting Statement year ending 31 March 2023 is being restated on the Accounting Statement for year ending 31 March 2024 as the council moved from Receipt and Payments to Income and Expenditure accounting method. A letter detailing restated figures was provided to council in advance of the meeting.
- Information included in the Internal Auditors report 'The year-end accounts have been correctly prepared on an income and expenditure basis with the correct box 7 and 8 reconciliation.....verified items on the reconciliation to underlying schedules and third party evidence.....The AGAR has been properly restated to income and expenditure and the council has prepared a summary of changes for the external auditor.'

RESOLVED – Council unanimously approved [Section 2, Accounting Statements](#) for FY2023-24 and agreed it be signed.

ACTION – 5/24 – 16b – All necessary signatures required on Section 2, Accounting Statement for FY2023-24 to be completed and published on the council website.

13 Meetings 2024 – 2025 – Council considered the proposed schedule for the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council:

Meeting Date	Meeting	Venue
Monday 3 June 2024	Parish Council Meeting	St Stephens, South Godstone
Monday 1 July 2024	Parish Council Meeting	St Stephens, South Godstone
Monday 5 August 2024	Parish Council Meeting	St Stephens, South Godstone
Monday 2 September 2024	Parish Council Meeting	St Stephens, South Godstone
Monday 7 October 2024	Parish Council Meeting	St Stephens, South Godstone
Monday 4 November 2024	Parish Council Meeting	St Stephens, South Godstone
Monday 2 December 2024	Parish Council Meeting	St Stephens, South Godstone
Monday 6 January 2025	Parish Council Meeting	St Stephens, South Godstone
Monday 3 February 2025	Parish Council Meeting	St Stephens, South Godstone
Monday 3 March 2025	Parish Council Meeting	St Stephens, South Godstone
Monday 7 April 2025	Parish Council Meeting	St Stephens, South Godstone
Monday 12 May 2025	Parish Council Annual Meeting	St Stephens, South Godstone

Annual Parish Meeting 19 May 2025 (Requirement is for meeting to take place between 1 March and 1 June)	Refreshments from 7pm for a 7.30pm start.	St Stephens, South Godstone
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RESOLVED – Council unanimously approved the proposed schedule of ordinary meetings of the council.

ACTION – 5/24 – 17 – Meeting schedule to be completed and published on the council website.

14 Appointments of areas of inspection responsibilities

AREA	To be agreed at meeting
Allotment site	Cllr S Beagley for Quarterly inspections.
Godstone Burial Grounds	Cllrs L Case and S Beagley for monthly inspections.
Hilly Fields	Cllr J Gardner for monthly inspections.
Blindley Heath Common	Cllrs S Farr and C Farr for monthly inspections.
Greenview, Godstone Green	Cllr J Gardner for monthly inspections.
Godstone Green	Cllr L Case for monthly inspections.
Godstone Playground	Cllr L Case for monthly inspections.

The Enterdent and Tilburstow Common	Cllr S Beagley for monthly inspections.
South Godstone (including Postengate)	Cllr C Edwards for monthly inspections.
Insurance renewal	<i>Delegated to the Finance Committee</i>
Website	<i>Clerk</i>
Newsletter	<i>Clerk prepares details and circulates to Council</i>
Fair/Circus Liaison	Cllr L Case and 1 newly co-opted councillor.

RESOLVED – Council unanimously approved the appointments for inspection responsibilities as detailed above.

15 Reports

15.1 Clerks Report - Matters to bring to the Councils attention.

15.1.1 Bikeability Level 2 cycle training for Godstone Village School – Council considered the request for the permission sought for the Bikeability Cycle Training (SCC), for instructors and riders to use the path through the green.

Date of Event: w/c 3 June (Mon-Thurs) **Size of Groups:** 13 pupils & 4 instructors
Number of Groups: Four groups **Times:** 9-10:25am 2 groups & 10:50am-12:15 2 groups

RESOLVED – Council unanimously agreed that permission be granted for Bikeability Cycle Training to use the path through the green, noting that permission being granted does not set a precedent for future years and that it should be made clear that cycling on a footpath is normally prohibited and that permission has been granted for the safety of the children.

ACTION – 5/24 – 18 – Clerk to liaise with organiser, providing details of the Terms and Conditions and confirming Public Liability Insurance is held.

15.1.2 Staff matters

i. Council noted the office cleaner is retiring and will finish at the end of May 2024.

RESOLVED – Council unanimously agreed that a retirement gift be purchased with sincere thanks to be passed on.

RESOLVED – Council unanimously agreed that a period of 6 months be given to review the level of demand for the position before proceeding with any recruitment plans.

ACTION – 5/24 – 19 – Clerk to arrange the retirement gift.

ii. Admin Assistant – Council noted the report from the Clerk of the very positive start made by the new admin assistant and the tremendous job she is already doing. It was reported that there can be a very slight fluctuation in hours worked by the admin assistant and the situation was considered.

RESOLVED – Council unanimously agreed that the contracted hours should remain as they are, but the odd additional hours will be accepted. The situation will be monitored if workload begins to demand excessive additional hours.

ACTION – 5/24 – 19 – Clerk to liaise with Cllr C White to review the positions remuneration and revert to council.

15.1.3 SALC update- Council note information provided by the Clerk following a SALC update on Community Emergency and Resilience Plans, noting there are no obligations on Parish councils and that the obligation falls to TDC and SCC, but that the Parish may find it something they wish to consider in the future. [Prepare for emergencies - Surrey County Council \(surreycc.gov.uk\)](https://www.surreycc.gov.uk).

ACTION – 5/24 – 20 – Council to consider Community Emergency and Resilience Plans in the future.

15.1.4 Trees and Tree Works

i. Information of additional tree works for council to consider (previously provided in April 2024 meeting papers) was provided to council. Council noted that the Clerk has requested a quote from contractor for the works listed to assist council discussion.

Tag No.	Inspection Date	Species	Qty	Defect	Recommended work	Timescale
0552	02.03.24	Sycamore	1	Leaning and root movement	Fell	3 months
0555	02.03.24	Sycamore	1	Leaning	Fell	3 months
0557	02.03.24	Sycamore	3	Dead wood	Remove dead wood over road	3 months
0556	02.03.24	Oak	1	Bank degrading	Reduce by 30%	3 months
0558	02.03.24	Sycamore	1	Decay at base	Fell	3 months
0559	02.03.24	Sycamore	1	Decay at base	Fell	3 months
0560	02.03.24	Beech	1	Excessive weight over road	Reduce by 30%	3 months
0561	02.03.24	Beech	1	Excessive weight	Fell	3 months
0562	02.03.24	Beech	1	Major decay	Fell	3 months
0563	02.03.24	Oak	1	N/A	N/A	N/A
0564	02.03.24	Hazel 3 stools	1		Coppice	6 months

ii. Council also noted that the Clerk enquired as to how Council wishes to proceed in relation to the Blindley Heath tree survey findings now other prioritised tree works have taken place.

iii. Council consider if more regular review of trees by a Contractor during FY2024-25 and/or annually should be considered following the large survey project undertaken (with majority of works being completed), creating an excellent foundation for ongoing reviews. Firstly, to ensure that all tree work have been completed as required, to manage tree works in a more regular pattern and potentially keep work required as smaller regular instructions and therefore more manageable and to also ensure the parish records are updated on the condition of the trees more regularly providing a better record.

RESOLVED – Council unanimously agreed that the review of Blindley Heath Common/SSSI works be reviewed by the Greenspace committee and any recommendations to be reported to council for consideration.

ACTION – 5/24 – 21a – Clerk to ensure Blindley Heath Tree Survey is on the agenda of the next Greenspace meeting.

RESOLVED – Council unanimously agreed that regular annual reviews be investigated for council to consider further.

ACTION – 5/24 – 21b – Clerk to enquire about cost to extend original Tree Survey work contracted, to provide annual tree reviews for council to review and consider.

15.1.5 Christmas Lights

- i. Council noted the action of the April meeting to submit the block plan and the report from the Clerk of email correspondence from Cllr C Farr, after April meeting, withdrawing from working on this project.
- ii. Clerk request that council confirm how it wishes to proceed and noted potential options: Review previous Specs for pat testing and send to contractors and [apply for licence](#) to SCC; complete planning application that has been started and submit updated Block plan; complete planning application but with alternative approach.
- iii. Funds allocated to the project were provided to council, Earmarked reserves £5k and budget allocated £8k.
- iv. No action historically proposed to approach UKPN on cost but estimate works could be several thousands if there is a lot of digging and varying surfaces involved.

RESOLVED – Council agreed the following actions:

ACTION – 5/24 – 22a – Cllr J Gardner to liaise with UKPN to establish a suitable place for a cabinet to be installed.

ACTION – 5/24 – 22b – Planning application to be completed and block plan to be submitted (taking into account any recommendations by UKPN for location).

ACTION – 5/24 – 22c – Enquire with contractors about PAT testing, testing lights work and turning lights on as per spec prepared in 2023 as to costs for works.

ACTION – 5/24 – 22d – Start application to SCC for a licence to attach to street lamps to power Christmas lights, noting efforts to obtain PAT tests.

- v. There was a discussion as to the inclusion of CCTV as part of the planning application to date and establishing what the appetite of both council and parishioners was for CCTV. There were opposing and varying opinions on CCTV being installed in the village, but general agreement that there would be value in more discussion on CCTV in the future.

ACTION – 5/24 – 22e – Council to consider CCTV in the future and consider how to engage with local residents to establish if it should be something the council focuses on.

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

15.2.2 **Neighbourhood Plan** - The departing chairperson raised the email received from the Neighbourhood Plan Committee (NPC) Chairperson. A summary of the points raised in the email are detailed:

- NPC Chairperson had hoped to report at the Annual Parish Meeting that the plans would be moving to Regulation 14 (public consultation), this will not be possible.
- The plan is ready, including various reports (that became requirements since starting the plan).
- The plan cannot be published until it has been screened by Tandridge District Council.
- The plan requires TDC to complete SEA (Strategic Environmental Assessment) and HRA (Habitat Regulations Assessment) (normally a two-day process followed by a five week period when statutory bodies have an opportunity to comment.)
- Draft plan sent to Tandridge District Council last year by consultant supporting Parish.
- It is understood that TDC have not started screening the plan yet.
- As the screening has not yet started even if screening were to start today, timescale would be July before the plan would get to Regulation 14 and could be published.
- Request for assistance from TDC councillors to apply pressure on TDC to get the screening of Godstone Neighbourhood Plan started and finished.
- Plan has taken 7 years so far.

Council noted the points raised, the length of time taken to date and delays.

RESOLVED – Council unanimously agreed that a letter be sent to TDC on behalf the Parish council in relation to concerns raised in the NPC Chairpersons email. Letter should be sent to Taryn Pearson-Rose, Deputy Chief Executive.

ACTION – 5/24 – 23 – Clerk to draft and send letter to TDC in relation to the Neighbourhood Plan and request that ever effort is made for screening to start.

15.3 Reports (for noting) from representatives on outside bodies etc.

15.3.1 **BHLG** – It was noted that Cllrs S Farr and C Farr had given an update at the April meeting.

ACTION – 5/24 – 24a – Clerk to check what was proposed in relation to kissing gates and potential replacement.

ACTION – 5/24 – 24b – Clerk to check information/query on Blackberry Barn (also referred to as the Roundabout) as the condition of track had been raised as to who is responsible and permissions.

16 Motions from Council

16.1 Dealing with ineffectual contractors (Proposed by Council at last meeting)

16.1.1 Council noted recent issues with some contractors and delays that had been incurred, despite Clerk follow ups. It was noted that in some circumstances an annual jobs list for completion each year could assist ensure seasonal impacts could be reduced and that proactive allocation of works rather than reactive works, could be worth considering.

16.1.2 Clerk reported new system put in place to assist in review of issued work instructions.

RESOLVED – Council unanimously agreed that there would be value in both the Finance and Greenspace committees considering an annual works list to be contracted out.

ACTION – 5/24 – 25a – Clerk to include matter for discussion at the next Greenspace/Finance Committee meetings.

ACTION – 5/24 – 25b – Clerk to prepare an update on outstanding works for council as often as is practical and also chase contractors again where there is outstanding works to be completed.

17. Greens, Commons and Land, to include:

17.1 Godstone, including Hilly Fields

17.1.1 Southview – Council noted the information provided by the resident in relation to their intentions for scaffolding and skip (during August) to replace the properties entire roof, it is proposed that the skip will need to be at the front of the property during works (a section of Godstone Green).

RESOLVED – Council unanimously agreed that they accepted the necessity to have scaffolding and a skip and had no objections to this taking place on the section of the Green that it will impact, noting that permission being granted does not set a precedent.

ACTION – 5/24 – 26 – Clerk to liaise with resident and provide the standard Terms and Conditions when activity is taking place on Godstone Green, with the additional requests that the skip is kept covered when practical and overnight and the area is left clean and tidy during and after the skip being on the grass.

17.1.2 Wagon Pond – Council noted that a parishioner visited office to encourage council to put Barley Straw in the Wagon pond. There was no action proposed by the council.

17.1.3 Godstone Football Club – Council noted that the club had asked the Clerk for full contact details of the grass cutting contractor and cut schedule. Council discussed the request and felt strongly that the obligation to look after the contractor and the works that are carried out by them is for the council to undertake.

RESOLVED – Council unanimously agreed that the council did not want any details of the contractor shared and that if there are any issues or matters the club need to raise about the grass cutting, that they direct them to council via the Clerk at the Parish office and the council/clerk will help as quickly and as promptly as circumstances allow.

ACTION – 5/24 – 27 – Clerk to liaise Football Club on council declining the request for contractor contact details.

17.1.4 Concern for condition of tree on Green – Council noted that there was some debate about on of the newer small trees on the green and its condition, clarification on if it was a donated memorial tree is underway.

ACTION – 5/24 – 28 – Clerk to confirm to council if tree is a memorial tree in order that council consider the next action to be taken if the tree is dead.

17.1.5 Additional Works – It was put to council that there were pipework improvement for the Bounty office and a request by a parishioner to address the gully drains at the edge of the path (which create wet areas)

RESOLVED – Council unanimously agreed that any pipework improvements be completed during the installation of the path on Godstone.

RESOLVED – Council unanimously agreed that the contract to lay the path be extended to include work to improve the gully drains at the edge of the path on Godstone Green.

ACTION – 5/24 – 29a – Clerk to liaise with contractors and provide a purchase order to add the works agreed above.

17.1.6 Hilly Fields – It was noted the requests by a parishioner for Hilly Fields to be cut continue and that the parishioner has taken matters further by requesting support from local contractors to complete a cut. The council noted that following the new car park being completed there will be value in the parish council reviewing the cutting arrangements and the option of walking strips could be considered in the future.

RESOLVED – Council unanimously agreed that the decision not to cut Hilly Fields still stands and that no permission has been or is given for a parishioner to arrange for the area to be cut.

ACTION – 5/24 – 29b – Clerk to notify the parishioner that no permission has been given for volunteers or contractors to cut the Hilly Field.

17.2 **Salisbury Road Allotments** – Council noted that the action in relation to asbestos found had been completed, with materials removed above ground. It was noted that without a survey it is hard to establish what is below ground. GAA have been advised not to dig the area. Clerk to update Risk assessment. No further action was proposed by council.

ACTION – 5/24 – 30 – Clerk to update/check Risk assessment in relation to asbestos and hazardous materials.

17.3 Tilburstow Hill/The Enterdent

17.3.1 Council noted that the matter of Knotweed spreading at the Enterdent had been reported to Cllr J Gardner by a resident on behalf of several residents.

17.3.2 The Clerk reported that she had been in contact with the property owner of the commercial yard, Taylors Yard, who had historically ensured areas of Tilburstow Hill Common were sprayed to manage the knotweed. It was confirmed that treatment is still carried out by the property owner as a gesture of goodwill, with no acceptance of liability of any sort. The last occasion being 18 April 2024.

ACTION – 5/24 – 31a – Clerk to liaise with the commercial property owner to request if the area of concern raised could be addressed as part of the goodwill spraying.

ACTION – 5/24 – 31b – Clerk to liaise with the resident to confirm the area of concern raised and to report what spraying has been carried out.

17.3.3 Fly tipping reported by Cllr S Beagley

ACTION – 5/24 – 32 – Clerk to liaise with Cllr to report fly tip.

17.4 South Godstone

ACTION – 5/24 – 33 – Clerk to check with grass cutting contractor when the two agreed cuts will be completed on the land surrounding the water trough.

17.5 Blindley Heath

17.5.1 Council noted unauthorised activity being monitored in the area.

17.5.2 Council noted that there had been plans to scatter wild seeds in certain areas of the common. With the more recent cutting arrangement working well, council requested the scattering of wild seeds be revisited.

ACTION – 5/24 – 34 – Clerk to check contract details and liaise with contractor on wildflower areas on Blindley Heath Common.

18. Burial Grounds and Memorials

18.1 Exclusive Rights of Burial Applications; Memorial Applications; and Bench Memorial Applications

18.1.1 Council noted the Memorial approved for grave 463 by delegated authority.

18.2 D-Day 80-year anniversary 6 June 2024 – Council noted that an enquiry had been made if any celebrations were being arranged by the Parish council. Council confirmed that there were no plans being made by the parish council for any events.

ACTION – 5/24 – 35 – Clerk to advise person who made enquiry.

18.3 Weeds – Council noted the complaint about the number of weeds in certain areas of the burial ground, some of which encroaches over graves.

RESOLVED – Council unanimously agreed that the weeds be strimmed.

ACTION – 5/24 – 36 – Clerk to request contractor strims the weeds.

19. Correspondence – Council noted the correspondence received by email since the last meeting:

19.1 Gatwick Norther Runway DCO - proposed discussion 22nd May (inviting selected Parish Councils (those under the Gatwick flight path) and respective Ward Councillors for an in-person conversation about the Gatwick Northern Runway proposals (the Development Consent Order – DCO)

19.2 Statement of persons nominated for the district, parish and Surrey Police and Crime Commissioner elections.

19.3 REMINDER & UPDATED AGENDA: Invitation to SALC Councillors Forum

19.4 Draft Parish April 2024 CIL Payments

19.5 National Highways correspondence - NEAR stakeholder letter

19.6 Tandridge District Council has resolved to withdraw its draft Local Plan

20. Matters for reporting or inclusion on future Agendas

Part 2 – None

----- Meeting ended 10.05pm -----

Chairperson

Print Name

Date

APPENDIX A

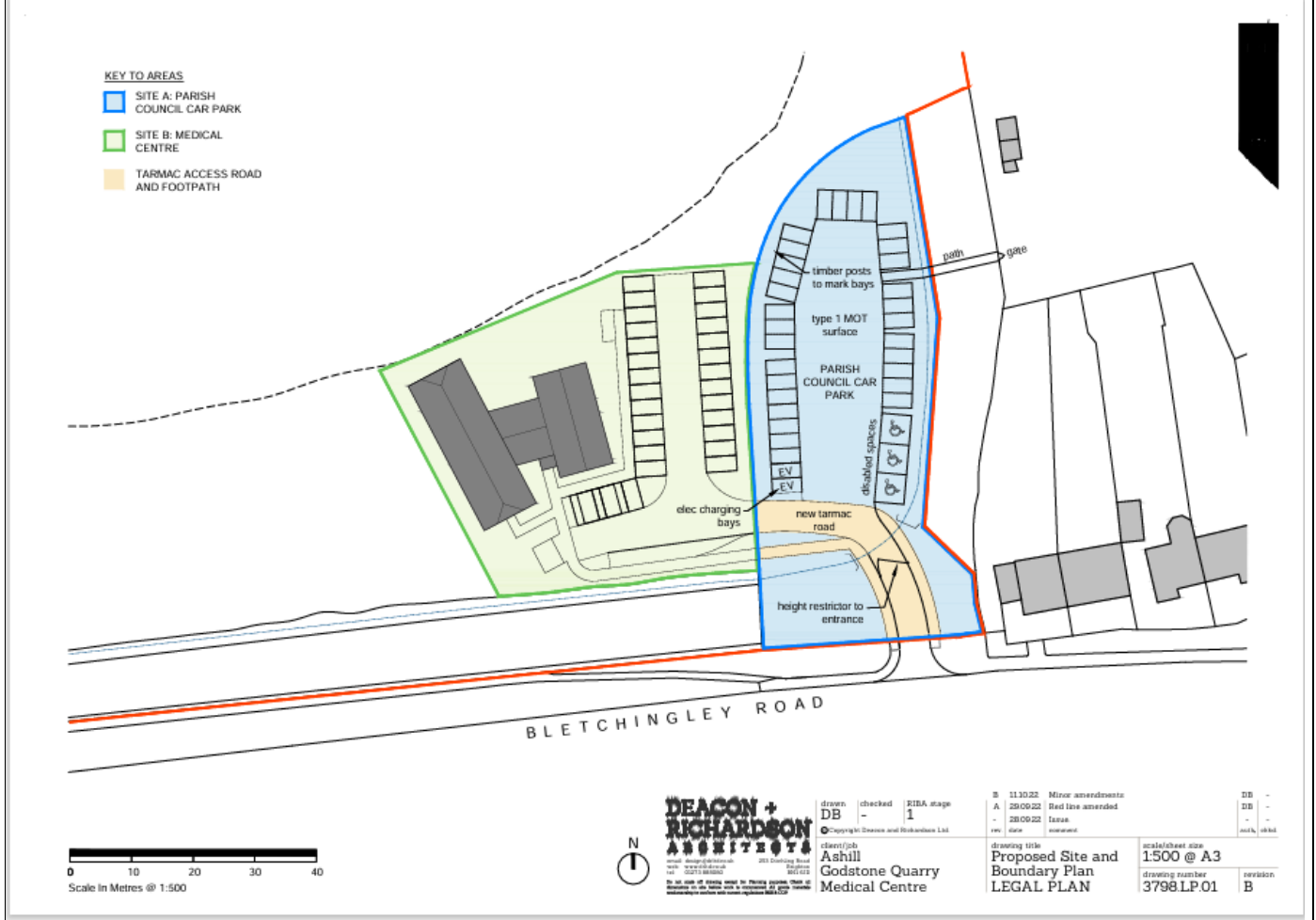
Item	Summary (CT)	Ashill response (SF)
Matter 1	Two number EV charging points in Parish Council (PC) car park; PC want clarification on maintenance and replacement; costs and management; going forward and where any electrical connection to them will come from	Charging Points will be maintained and managed by an operator who will charge users for charging. There will be no ongoing liability for the PC. The operator can be agreed through the Detailed Specification.
Matter 2	Barrier “height restrictor to entrance” positioned as proposed on Plan would stop a vehicle i.e. ambulance getting close to doctor’s surgery; propose reposition height restrictor to the entrance to PC car park; will a gate need to be provided at the entrance to the doctor’s surgery to restrict vehicular access?	This can be addressed through the detailed specification and the obligation will be confirmed in the s106.
Matter 3	Path from PC car park (east side) and gate are outside the planning application site; together with a bridge across stream around east side of PC land are part of agreed works with the developer; need to be provided for by way of a works agreement or financial contribution from developer; question if works outside red line planning application boundary need a separate planning permission?	Works can be agreed through the Detailed Specification and undertaken via the works licence.
Matter 4	Tarmac road to PC car park/doctor’s surgery crosses stream running through PC land; stream will need to be culverted with 150mm protective concrete slab above culvert; works not specified in the s106 draft and require agreement with statutory body responsible for stream; PC as landowner may have to be a signatory to any such agreement.	Culvert taken into account as part of scheme development. Stream/drain and whole drainage strategy has been discussed with SCC as Lead Local Flood Authority. These points can be clarified through the detailed specification.
Matter 5	Major utility services in land that new access to park/surgery will cross; have SCC as highway authority taken full account of these services in the specification for the S278 agreement?	Ashill fully aware of these utilities and are budgeted for. The s278 can’t commence until planning permission granted.
Matter 6	Concerns timescales for PC agreement to various provisions in Seventh Schedule of s106 agreement are too short.	Noted – suggested extended to 30 working days.
Matter 7	Address for PC should be parish office.	Noted.

APPENDIX B

Please note some details may have changed following review of the points raised below

Ref:	Summary
1	Parish Council (PC) required to be a party to Section 106 Agreement as freehold Owner of part of Site, title number SY623922. Relevant official copy entries provided. Requirement for detailed plans noted. Definition of Development includes, new development including Doctor’s Surgery and Parish Car Park. The definition of Parish Car Park refers to 32 car parking spaces, 3 disabled car parking spaces and two electric charging points. The Parish Car Park will be laid out to provide access to the highway to the Doctor’s Surgery.
2	Added a specific exclusion, clause 7.12, to make clear that the provisions of the Agreement cannot be enforced against the Parish Council (as landowner) save for the specific Parish Council covenants, which are set out at in the seventh Schedule (Parish Council Car Park).
3	Under the provisions of the Seventh Schedule, prior to commencement of development the Owners are required to submit the Parish Car Park Detailed Specification to the Parish Council and the District Council. The Owner shall commence construction of the Parish Car Park within three months of the approval or deemed approval of the Parish Car Park Detailed Specification. The Owner is under an obligation not to occupy more than 25 Dwellings comprising the Development unless and until the Parish Car Park is Practically Completed. Therefore, there is real incentive upon the Owner to complete the Parish Car Park as otherwise they won’t be able to occupy the whole of the Development. This would therefore appear to be to your advantage.
4	Please note the Parish Car Park Specification is further defined as being “a detailed specification for the laying out of the Parish Car Park, pursuant to a Memorandum of Understanding at Annex 3”. Your original email referred to the Memorandum of Understanding and I refer to this separately.

- 5 The Parish Council covenants with the District Council and the Owner to approve the Parish Car Park Detailed Specification in accordance with the Parish Car Park terms or otherwise provide the reasonable representations regarding the terms of the Parish Car Park Detailed Specification within 20 Working Days of receipt of the Parish Car Park Specification. The Parish Car Park terms are defined as “the terms on which the Parish Car Park will be delivered and associated plan showing the layout and the specification for the Parish Car Park annexed to the Deed at Annex 3.” I am not sure whether this plan yet has been provided, I assume it still has to be agreed? – The first point you need to consider is whether 20 Working Days is going to be sufficient for the Parish to approve the Parish Car Park Detailed Specification. I suspect more time and a more realistic timeline will be required. I do not know how you define “reasonable representations” either and please see my comments below.
- 6 If the Parish Council fails to provide “reasonable representation” within 20 Working Days after receipt of the Parish Car Park Detailed Specification or fails to approve the Parish Car Park Specification within 20 Working Days then the Parish Car Park Detailed Specification shall be deemed to have been approved. To my mind these provisions seem unreasonable and restrictive. Firstly, who determines whether any representations you make are going to be reasonable? As above, I am sure that 20 Working Days is also not going to be enough.
- 7 The process is said to be repeated until such time as the Parish Council approves the Parish Car Park Specification or the Parish Car Park Specification is deemed to be approved. I think the wording needs to be expanded upon, so that the Owner is also required to act reasonably (if you are) and also must pay due regard to any representations that you make.
- 8 i. If you go down to Annex 3, this includes the Memorandum of Understanding and the Parish Car Park Terms. As mentioned, you referred to this in your original email so I assume that this is agreed but I would just briefly summarise as follows:
- The construction of a new Parish Car Park comprising 32 car parking spaces plus three disabled spaces (two electric vehicle charging points will be provided), the layout of the car park is set out on [Plan], according to a detailed specifications to be agreed. I am assuming therefore that the layout of the car park and the relevant detailed plan will be agreed as part of this process.



- 8 ii. Maintenance of the fence between the car park and the health centre will be the responsibility of the Doctors Surgery – how will this be enforced?
- 8 iii. A footbridge to be provided over the culvert on the eastern boundary to the Hilly Fields (as shown marked “path” on the attached plan). Which attached plan is this referring to – do you have a plan at this stage?
- 8 iv. The Parish Council grants permission for any pre-commencement works to be carried out i.e., archaeological trenches.

8 v.	The Parish Council will also grant a licence for all and their contractors to enter onto the site to construct the car park to the agreed specification.
8 vi.	A deed of easement will also be granted by the Parish Council, allowing a full right of access and rights to lay services across the Site for the benefit of the land located to the west of the car park.
8 vii.	The Parish Council is also to enter into a Service Agreement for the statutory undertakings and agreements with the Highways Authority if required for the construction and adoption of the accessway as a public highway – I am assuming this will be at the Owner's cost?
9	The Parish Council further covenants at paragraph 3 of the Sixth Schedule to enter into any Works Agreement with the Owner and to agree the terms of the Works Agreement with the Owner and/or successor in title (both parties acting reasonably). In addition, the Parish Council must, within 10 Working Days of being provided with the agreed Works Agreement, complete the Works Agreement. Again, is this enough time? Again, I think this should include a specific indemnity in your favour from the Owner to meet any reasonable professional costs incurred by the Parish Council, and also to make it clear that you will have no liability under the Works Agreement, and this will all be at the risk of the Owner.
10	To be clear, a Works Agreement is an Agreement for Works for the Parish Car Park and easements for access and services to the Doctors Surgery that will be entered into between the Parish Council and the Owner and will include the terms of the Parish Car Park terms (referred to in Annexure 3). There will be a further obligation for the Parish Council to enter into Service Agreements with statutory undertakers and agreements with Highways Authority if required for the construction and adoption of the accessway as public highway. It seems therefore that all of these provisions are interlinked and go back to the basic obligations (summarised above) and referred to at Annex 3. To my mind therefore it appears there may be a Deed of Easement that you will need to enter into, as well as possibly a Section 38/Section 278 Highways Agreement and/or possibly separate Adoption Agreements and/or easements with various statutory undertakers.
11	The obligation to enter into Section 38 and/or Section 278 Agreements is specifically also referenced at paragraph 4.1 of the Sixth Schedule which refers to the obligation to enter into a Highways Agreement. It appears this may be necessary for the construction of the accessway to the Doctors Surgery and Parish Car Park from the Public Highway and adoption of the said accessway as public highway, if so required. It may also include the Highway Improvement Works in general in accordance with the drawing numbers referred to at paragraph 4.2 of the Schedule which have been submitted with the Planning Application. Have you seen these drawings as again I have not been provided with them? A section 38 Agreement is an agreement which effectively transfers the liabilities for a piece of land to the relevant Highways Authority. A Section 278 Agreement is an agreement that is required where works are required upon the existing highway.
	My main observation - there is quite a lot of detail still to agree and it's not altogether clear what happens if you can't agree that detail. It could be worth considering a separate Agreement between the Parish Council and landowner (and the developer) to enter into the deed of easement (and agree the basic terms of the easement now).

APPENDIX C

Focused on 7th and 9th Schedules which are relevant to the Parish Council Car Park.

- A lot of details have been parked to be covered by the Works Agreement and the Parish Car Park Detailed Specification, i.e. points raised at the meeting with CT and Deed of Easement.
- The Works agreement will cover a lot of details, including the Deed of Easement that is required. This document has not been prepared and as per the current s106 draft we will have 30 days to review it and approve or raise any questions.
- Parish Car Park Detailed Specification, this document has not been prepared yet, this will follow the s106 agreement.
- Council needs to be clear that for the Parish Car Park Detailed Specification, when received, Parish council will have 30 working days to review it and approve or raise any questions.
- Costs and what must be covered by them, not Parish council, detailed in Sch 7, clause 1.4.
- Schedule 7, clause 1.5 has been added by Parish solicitor and makes sure any matters we may raise on the Parish Car Park Detailed Specification have to be listened.
- 7.12 of the s106 makes clear that the council's liability is strictly limited to provisions of Schedule 7 and nothing else can be enforced against Parish council.
- The latest drawing draft Parish aware of (3798.LP.01 Rev B), which shows incorrect details, i.e. position of height barrier, provided.
- No drawing number/revision specifically detailed in Sch 9, point 2 which refers to the 'Plan'.