

Godstone Parish Council

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

Clerk to the Parish Council

S Endersby

Admin Assistant

W Dennis

The Bounty
Godstone Green
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MINUTES

of the meeting of Godstone Parish Council held on
Monday 4 March 2024 at 7.30pm at St Stephens, South Godstone.

Members: Cllrs J Gardner (Chairperson), C White, C Farr (also Surrey County Councillor and Tandridge District Councillor), S Farr, I Smith and C Edwards
Apologies: Cllrs L Case and K Ward
Present: Tandridge District Cllr M Crane, S Endersby (Clerk), Chairman of GAA and I Davis.

It was confirmed that the Clerk would record the meeting.

1. Questions from Members of the Public

- 1.1 J Hale, Chairman of Godstone Allotment Association (GAA) – Set out a number of points in a timeline:
- i. - Allotment Newsletter of Jan 2021 – Parish council setting out desire to set up an Allotment Association.
- August 2021 an allotment association set up.
- An individual allotment holder attended the April 2023 Parish councils meeting stating that he believed the allotment association should be disbanded.
- May 2023, the allotment holder (who had attended in April 2023), following election as a Parish councillor was then appointed as the Councillor to complete the allotment inspections.
 - ii. The Chairman of the GAA read a statement as agreed at the GAA meeting (of those present 17 members voted in favour of statement and 1 person abstained) of 27 February 2024:

“With regret the GAA have had no alternative but to hold a discussion at our monthly meeting on Tuesday 27 February 2024 regarding the nominated councillor - Cllr Smith – for the Salisbury Road allotments. The GAA have lost all confidence with being able to liaise and work constructively with Cllr Smith. The relationship has unfortunately broken down due to his approach and tone in dealing with matters. It was proposed and agreed by the majority of members present....that a new councillor be allocated to work with the GAA and respectfully ask that the GPC give this proposal serious consideration when allocating this role at the start of the new financial year.”

Cllr J Gardner, acknowledged the statement made and that there remains bad feeling that needs to be addressed. Noting [Godstone PC Standing Orders](#) 3 – a and b, Cllr J Gardner confirmed that the council would consider the matter and would provide a written response to the GAA on the matter.

TDC Cllr M Crane made a statement as the ward councillor of allotment holders, commenting his exhaustion of hearing about the allotments and matters raised and that others councillors could step up and the matter needs to be sorted.

ACTION – 3/24 – 1 – Council to consider the statement and instruct the Clerk on the written response to be sent.

- 1.2 It was noted that the development of the garages adjacent to the Salisbury road allotments had restarted and it was noted that the GAA had sent through a draft plan for water tanks to be circulated to council. It was reconfirmed that the council would cover the costs of the water troughs.

ACTION – 3/24 – 2 – Clerk to circulate the proposed water trough plans to council.

- 1.3 I Davis, Allotment holder (plot 31) – Confirmed that he was attending the meeting to put his case forward in relation to the letter received from the Clerk in relation to his compost plot which stated that the Parish council requests that he comply with condition 5.2 of the tenancy agreement and clear the compost area. (5.2 Tenants shall ensure any tenant owned compost bin is within the tenant's allotment plot boundary and does not obstruct pathways). I Davis, does not believe that the regulations quoted in the letter are relevant and wishes to appeal the decision. I Davis tabled a diagram of the area where the compost area is. I Davis referred to the amount of time he had had the allotment which had always had the compost area with it and there had been no issues historically. The new allotments have only been in situ around 6 years.

Cllr J Gardner, acknowledged the appeal made by I Davis. Noting [Godstone PC Standing Orders 3 – a and b](#), Cllr J Gardner confirmed that the council would consider the matter and would provide a written response to I Davis on the matter within 10 days of the meeting.

ACTION – 3/24 – 3 – Council to consider the appeal from I Davis and instruct the Clerk on the written response to be sent.

2. Apologies and reasons for absence

2.1 There were apologies from Cllrs K Ward (due to illness) and L Case (due to family commitments).

RESOLVED – Councillors noted the apologies received and the meeting was deemed quorate.

3. Declarations of Interest

3.1 It was noted that I regard to item 8, Cllr S Beagley did not have a pecuniary interest in the matter, but declared that he is the Chairman of the 1st Godstone Scouts.

3.2 A [Register of interests](#) is published on Godstone Parish council website.

3.3 Councillors all signed registering attendance, where Pecuniary or Other Interests can be noted if applicable.

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

4.1 Surrey County Councillor C Farr – No matters to report.

4.2 Tandridge District Councillor C Farr - No matters to report.

4.3 Tandridge District Councillor M Crane

4.3.1 Noted the confirmation of the refurbishment of the Godstone Public toilets.

4.3.2 Ashill Planning Application (2022/1523) was discussed at the [Tandridge District Council Planning Committee](#) and the application was approved subject to conditions and finalising the Section 106 agreement with a number of provisions stated (A-H) to make sure that all matters are fully secured and the application be referred to the Secretary of State under the terms of the Town and Country Planning (Consultation) (England) Direction 2021.

Cllr J Gardner reported his attendance at the meeting to speak in favour of the application as per the decision reached at the Extraordinary Meeting 29 January 2024.

Council noted the importance of the s106 agreement being well drafted, the role of Ashill and the company that will develop the site is Surrey Downs Estates Limited. It was also confirmed that the parish council will seek legal advice on the s106 agreement at no cost to the parish council.

5. Minutes of the meeting held on Extraordinary Meeting 29 January 2024 and Monday 5 February 2024

5.1 Minutes of the meeting held on Extraordinary Meeting held on 29 January 2024

RESOLVED – Councillors who had been present at the meeting agreed that the minutes were an accurate record of the meeting held on 29 January 2024 and that they be signed by the Chairperson.

Voted: Cllrs J Gardner, I Smith and S Beagley

Abstained: Cllrs C White, C Edwards, S Farr and C Farr

Not present to vote: Cllrs L Case and K Ward

5.2 Minutes of the meeting held on full council Meeting held on Monday 5 February 2024

RESOLVED – Councillors unanimously approved the minutes as an accurate record of the meeting held on 5 February 2024 and that they be signed by the Chairperson.

6. Neighbourhood Plan – Update

6.1 Cllr C White reported that he had participated in a virtual meeting with A Rabbetts and AECOM in relation to the housing needs assessment.

6.2 Neighbourhood Plan (NP) Committee chairperson had provided the following update to the Clerk - Godstone NP has been submitted to TDC for screening (noting that it's not completely finished as the group are finalising evidence gathering and also NPPF conformity needs updating to latest version, but it is in a good enough place to undertake the screening.) Sadly, it doesn't look like we'll get the housing needs assessment back from AECOM until April. That is the thing that is holding us back from going to Regulation 14.

7. Village car park within Planning application 2022/1523

7.1 Draft S106 Agreement in relation to car park and confirmation of solicitors to act on behalf of Godstone Parish Council – Council acknowledged that a draft s106 agreement had been provided to the council and circulated (circulated to council 9 February 2024), there have been subsequent emails and updated documents, as Ashill solicitor and TDC are liaising on the draft.

7.2 Council to confirm which solicitors they wish to instruct to act on behalf of GPC:

Solicitors Contacted	Responses
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Option 1 (Ref: TR)	S106 Agreement £1,500 plus VAT; Licence £ 850.00 plus VAT; Deed of Easement £850.00 plus VAT; Plus disbursements & Land Registration fees if required to register the deed of easement.
Option 2 (Ref: TWM)	Section 106 Agreement £1,700 plus VAT and disbursements; if a separate deed of easement is required will confirm separately, but would allow £2000 plus VAT.
Option 3 (Ref: SL)	£1700 fixed fee estimate; would need to confirm some details i.e. if includes Licence and Deed of Easement.
Option 4 (Ref: GS)	Rough estimate £2,500 - £3,000 plus VAT and expenses
Option 5 (Ref: BS)	No quote provided.

Having considered the quotes provided, it was proposed that Option 2 be approved as the solicitors to be appointed to represent the Parish councils interests in relation to the s106 agreement for planning application 2022/1523. (Proposed: Cllr C Farr; Seconded: Cllr S Farr)

RESOLVED – Councillors unanimously agreed that Option 2 (Ref: TWM) be appointed to represent the Parish councils in relation to confirming the s106 agreement.

ACTION – 3/24 – 4 – Clerk to liaise with the solicitor to confirm appointment and next steps.

7.3 Chairpersons Update on Tandridge District Council Planning Committee meeting – Ref: Planning application 2022/1523 – Reported by Cllr J Gardner during item 4.3.2 when Cllr M Crane spoke.

It was noted that the planning application will not be confirmed as approved on Tandridge District Council until the s106 was confirmed and signed. It was further noted that the consensus at the meeting was that attendees were generally in favour of the development.

8. Reports

8.1 Clerks Report

8.1.1 Matters to bring to the Councils attention.

- i. Clerks annual Leave noted (8-10th April). Apologies given for the April meeting and W Dennis will be asked to cover the meeting.
- ii. Minute book – Case of securing papers in minute folders raised. No change to councils decision.
- iii. Offer of tree saplings was reported to council. Council were informed that the saplings cannot be used to fulfil its obligation to replace trees that are removed as they are too small. No appetite from council to accept gifted saplings.
- iv. [Martyn's law Consultation](#) – Terrorism (Protection of Premises) Bill – It was noted that it would be good practice for the council to carefully consider if the proposed obligations of the legislation applied to Godstone Green (as it applies to land as well as buildings). It was noted that one of the criteria is ‘... *conditions for premises are that their capacity is 100 or more individuals.*’. Council noted that the annual fete and annual fair should be considered.

RESOLVED – Councillors unanimously agreed that if there are conditions that will apply to anyone holding an event on the Green that a condition of use would be that the appropriate thought is given to the Terrorism (Protection of Premises) Bill and any requirements should be considered and adhered to by the organisers.

ACTION – 3/24 – 4 – Clerk to double checked if Godstone Green meets the specified conditions and to liaise with the Fete Committee and Fair organisers if applicable.

- v. Send pictures for ID badges – Clerk encouraged councillors to send in photos for ID badges to be provided to them.
- vi. Training available (NALC - nimble-elearning.com) – Clerk reported a useful training resource in case it was of interest to councillors.
- vii. Human Circus (July 2024) – Clerk reported that the organiser has sent the required Public Liability along with a completed Risk Assessments in preparation of the Human Circus visiting the Green.

8.1.2 Plans and Objectives – Clerk raised that the Plans and Objectives of the council had not been reviewed for a number of years and should council consider publishing a Business Statement in relation to the years plans based on the agreed budget. It could be published on the website.

ACTION – 3/24 – 5 – Clerk to review and prepare a draft for consideration.

8.1.3 Inspection reports – The Clerk reported the new approach to completing the monthly inspection reports to assist in tracking matters raised, decisions taken, work in progress and completed. It was noted that updating the approach was still in the early stages, but was a positive step forward in trying to manage matters raised by inspections. The Clerk directed council to the report circulated with the meeting papers, which details inspections completed and matters raised.

8.1.4 Annual Parish Meeting Arrangements.

- i. Date of meeting – It was noted that the meeting date should change as the 27 May 2024 is a bank holiday. Council noted the Requirement is for meeting to take place between 1 March and 1 June

RESOLVED – Councillors unanimously agreed that the meeting date be moved to 20 or 22 May subject to hall availability.

Annual Parish Meeting 27 May 2024 (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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- ii. Request nominations for awards - Noted.

ACTION – 3/24 – 6 – Cllrs to notify Clerk of nominations they wish to make.

- iii. Notify Clerk of items for the agenda - Noted.
- iv. Confirm refreshments – Cllr J Gardner kindly confirmed that he would plan for refreshments.

8.1.5 Update on Actions from Previous meetings. Council noted that an update was provided in Appendix A, of actions that remained to be completed.

The Clerk raised the deadline on Surrey Rights of Way Improvement Plan (10 March 2024) – Action – 1/24 – 2a – Cllr C Farr to send responses on the Surrey Rights of Way Improvement Plan survey to Clerk. Cllr C Farr confirmed that responses would be provided within the deadline.

8.2 Chairman’s Report – (for noting) information only.

8.2.1 Tilburstow Hill – New area for grass cuttings – Cllr J Gardner confirmed that the area had been prepared and all that remained was clarification on a suitable location for the gate to be confirmed by the contractor. Council stated its appreciation of the work completed by Cllr Gardner.

ACTION – 3/24 – 7 – Clerk to liaise with the contractor to confirm positioning of entrance gate.

8.2.2 Café Connect Donation – Cllr J Gardner confirmed attendance and acknowledgement and thanks to Café Connect for the donation given towards Christmas lights.

8.2.3 Cllr J Gardner reported his attendance at the [Tandridge District Council Planning Committee](#) in relation to the Ashill Planning Application (2022/1523) as discussed earlier.

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

8.3.1 Railway Forum – Cllr C White – Reported attendance and that network rail are investigating the possibility of installing a lift at Godstone Station.

8.4 Reports from Committees

8.4.1 Planning Committee - Minutes of 14 February 2024 meeting and confirmation of next meeting date 13 March 2024

- i. The committee drew the councils attention to application 2024/54 - Godstone Highway Depot, Oxted Road, Godstone, Surrey, RH9 8BP and the previous and current concerns about environmental problems with the salt/ rain run-off effecting local waterways and wildlife.

It was confirmed that Surrey Wildlife Trust are actively reviewing this application.

8.4.2 Greenspace Committee - Next meeting proposed and issues to be addressed at next meeting in relation to the Christmas Lights.

It was noted by council that the Greenspaces Committee need to address Christmas lights planning application – which requires a block plan to be submitted and the charge of £146 to be paid (£700 in the Christmas light budget for the current year and not used).

ACTION – 3/24 – 8a – Clerk to rearrange the meeting date to 13 March 2024 @ 10.30am to ensure the meeting will be quorate.

ACTION – 3/24 – 8b – Clerk to resend last sets of minutes to Cllr J Gardner.

ACTION – 3/24 – 8c – Clerk to resend the planning application details to Cllr C Farr to enable C Farr to prepare the Scaled block plan required detailing the position of the development within the car park.

9 Bounty - Update on status of transaction and payments/costs

9.1 Confirmation that action as delegated completed and purchase papers signed and returned to solicitors – Council acknowledged that the purchase papers had been completed as delegated.

9.2 Draft financial statements - Council acknowledged the statement provided in relation to the transaction.

GPC Ref:	Business	Payment For	Net amount	VAT	Invoice Total
G1550a	Streeter Marshall - Financial Statement	Amount required to Complete	£93,000.00		£93,000.00

G1550b	Streeter Marshall - Financial Statement - Scouts Legal Fess	(£1k paid – remaining £500 refunded by Chq 26 April – so now needs to be paid)	£500.00	£100.00	£600.00
G1550c	Streeter Marshall - Financial Statement	Proposed Final Fees	£2,000	£400.00	£2,400.00
G1550d	Streeter Marshall - Financial Statement	Other Completion costs	£301.20		£301.20
			£95,801.20	£500.00	£96,301.20

9.3 Solicitors fees

9.3.1 Council noted that there are additional cost since the matter has been resurrected as per information provided by email to councillors from the Clerk.

RESOLVED – Councillors unanimously agreed to confirm acceptance of final fees of £2k.

ACTION – 3/24 – 9 – Clerk to liaise with solicitors and arrange payment.

9.3.2 Scouts Fees – Ref: G1550b, it was further noted that funds were refunded when the transaction reached stalemate, it has confirmed that this was the final portion of Scouts fees not paid. Remaining portion of Scouts fees the Council agreed to cover needs to be paid.

RESOLVED – Councillors unanimously agreed to make the payment G1550b of £500+ VAT to cover remaining amount of fees that council agreed to cover.

ACTION – 3/24 – 10 – Clerk to liaise with solicitors and arrange payment.

10 Greens, Commons and Land – Matters to bring to the Councils attention in relation to areas of the Parish:

10.1 Godstone

10.1.1 Horse Sign quotes for consideration – Council noted the information and quotes provided in relation to signage.

RESOLVED – Councillors unanimously agreed that two signs, aluminium; 60cm x 40cm; with image, at a cost of up to £60 per sign be ordered. One sign to be on a post at the school end of the path (facing road) and one on the gate by doctors surgery (Facing car park).



ACTION – 3/24 – 11 – Clerk to order sign and arrange installation of signage.

10.1.2 Matters for reporting and a summary inspection reports current matters logged.

ii. Request to reattach the pontoon on the pond – Council noted request.

RESOLVED – Councillors unanimously agreed that moving and anchoring the pontoon was not an immediate priority and no action be taken at this time.

iii. New Path – Noting the grant has been received it was noted that the contractor now needs to be appointed. The following quotes had been received: Ref: C - £5256; Ref: S - £5560 + VAT; Ref: E - £8325 + VAT and Ref: J - £9971 + VAT

RESOLVED – Councillors unanimously agreed to appoint contractor Ref: C at a cost of £5256.

ACTION – 3/24 – 12a – Clerk to issue New Path purchase order and work to proceed at a suitable time for conditions on the green.

ACTION – 3/24 – 12b – Clerk to check spec with Cllr J Gardner to confirm attachment to the current path. Cllr J Gardner and Clerk to liaise as necessary with contractor in relation to clarifying this point.

10.2 Godstone Playground

10.2.1 Godstone Playground – Review of matters following External Safety Report – It was noted that an updated summary of points was provided to the council and progress made on recommendations, including points that are being clarified such as knowing what the regulations are in relation to certain recommendations. The considerable cost of purchasing a copy of the regulations was reported.

ACTION – 3/24 – 14 – Clerk to check if regulations are available via RoSPA membership.

10.2.2 Matters for reporting and a summary inspection reports current matters logged.

i. Addressing the side of the embankment slide

ACTION – 3/24 – 15 – Clerk to purchase grass seed and spread on embankment area outside playground.

10.3 Hilly Fields

10.3.1 Matters for reporting.

- i. Clerk reported information received informally that someone had fallen over on the track.
- ii. Council noted that the track to Hilly Fields and the potholes in it have been discussed historically and Jan 2023 instructions given to fill holes (PO69), on checking it appears that this was not completed, and contractor wanted to meet with Chairperson due to concern it is on a slope and how successful the repair would be.
- iii. It was noted that the Chairperson had visited the area again on 4 March 2024 and noted that there were still potholes, but they were not huge.
- iv. Council discussed if the Hare and Hounds maintains any of the car park area.

RESOLVED – Council agreed that no immediate action be taken, but the potholes should be monitored for deterioration. It was agreed that a potential future objective be to relay the track to the Hilly Fields.

ACTION – 3/24 – 16 – Cllr that inspects Greenview to monitor potholes on the track to the Hilly Fields.

10.4 Salisbury Road Allotments

10.4.1 Review and confirmation of the Allotment Holders Tenancy agreement for 1 April 2024-25

- i. The drafted agreement had been circulated to council with track changes.
- ii. Particular reference to note the addition of *'and vehicles are parked at the owners own risk'* was highlighted to council.

ACTION – 3/24 – 17a – Council instructed the Clerk to amend the Tenancy agreement, item 11.4, to state 'must have PL insurance'.

RESOLVED – On completion of Action – 3/24 – 17a, council unanimously approved the tenancy agreement.

ACTION – 3/24 – 17b – Clerk to arrange for the tenancy agreements to be sent out with invoices for the new growing season.

10.4.2 Update from Godstone Allotment Association – Report provided to council, for information only.

10.4.3 Request for a noticeboard – Council noted that a noticeboard for the allotments has been requested by the GAA and if the council will facilitate getting one installed.

ACTION – 3/24 – 18 – Clerk to get prices for a noticeboard (glazed with perspex).

10.4.4 Parking area

- i. Clerk confirmed that a letter had been sent to the property who it is believed is using the car park and they have acknowledged the letter and noted the request.
- ii. Council noted the GAA request to have a reference to parking included in the Tenancy Agreement.

10.4.5 Matters for reporting and a summary inspection reports current matters logged.

- i. Water Tanks – It was noted that water could be provided to the allotments if there is livestock on the allotments.
- ii. Council discussed needing to ensure that the appropriate documentation is in place in relation to the wayleave for the use of the roadway; the water supply; wayleave over the corner of the allotments for the houses.
- iii. It was confirmed that the houses would own the roadway on completion of the development.

ACTION – 3/24 – 18 – Clerk/Chairperson to follow up and ensure that documentation is prepared and completed for the wayleave at the Salisbury Road allotment site.

10.4.6 Review of working relationship as per December 2023 meeting

10.5 Tilburstow Hill and The Enterdent

10.5.1 Tree works, tree reports and Compromised Trees

- i. Council noted some of the approved works will be completed Wednesday 6th March and finish 7th March at Enterdent.

ACTION – 3/24 – 19 – Clerk to provide the most recent report on trees not included on the original tree survey to council.

- ii. Council noted that work completed on compromised trees on Tilburstow Hill Common. As the trees could not be reached by the machines to be removed completely, limbs on the roadside were removed so that all weight was on the side of the common and if trees fell, due to the weight, they would fall into the woodland and away from the road.

- iii. Resistor test £175 = VAT per tree, and cost reduces as trees are added.

ACTION – 3/24 – 20 – Clerk to check how many trees this now applies to.

10.5.2 Matters for reporting and a summary inspection reports current matters logged.

- i. Email from 14 Enterdent in response to confirmation of permission – Noted by Council and that permission has been confirmed due to their concerns.
- ii. Thanks, noted for Cllr J Gardner clearing of the area. It has already been recommended that Matt visit site to check entrance is suitable.

ACTION – 3/24 – 21 – Clerk to follow up with contractor on entrance.

10.6 South Godstone

10.6.1 Matters for reporting

- i. Footpaths near the station – The footpaths are often very wet near the station and seems to correlate to the work completed after the bank slide and the work that was carried out to get the rail line operational again.

RESOLVED – Council supported a letter being written to Network Rail (or other relevant bodies) to raise the issue to improve the condition for pedestrians. The letter is delegated to be agreed between the Clerk and Cllr C Edwards.

ACTION – 3/24 – 22 – Clerk to prepare letter, supported by photos from Cllr C Edwards.

- ii. Council noted the recent vehicle fire near the councils bus stop.

ACTION – 3/24 – 23 – Cllr C White to visit the bus stop and check for any damage the fire may have caused.

10.7 Blindley Heath

- 10.7.1 BHCC – New Benches – Noting that BHCC had met councillors last year and it was agreed that BHCC could purchase benches to place round the ground on their site, information on the proposed benches shared with council to confirm there is no objection. Proposed choice - [Southampton bench](#). Wood is proposed option with brass engraved plaque on each seat in memory of club members. Site of the seats was agreed when discussed with the councillors last summer, one on west side of ground the other southeast side.

RESOLVED – Council confirmed they had no objection to the proposed benches, but noted a colour preference of darker brown to fit in with other benches.

ACTION – 3/24 – 24 – Clerk to liaise with BHCC to confirm acceptance of proposed benches.

10.7.2 Matters for reporting.

- i. Condition of the Car park

RESOLVED – Council confirmed a desire to plan for works on the car park in the future.

- ii. Second tree down (Location Ref: 586913; 144559 (TQ3691344559). Damage to nearby fence not significant.

RESOLVED – Council confirmed work be carried out to remove the tree from the across the path.

ACTION – 3/24 – 25 – Clerk to issue a Purchase Order to chop tree and leave wood neatly on site. Request check to fence is completed at same time.

11 **Burial Ground and Exclusive Rights of Burial Applications and Memorial Applications**

It was confirmed that a new memorial was approved (Grave 616) within delegated powers.

11.1 Update on completion of approved works – Council noted the following:

- i. Benches /noticeboard – Clerk spoken with contract and weather is an issue, will be completed as soon as it can be.
- ii. Fence – Action sitting with Clerk to send PO.

11.2 Crypt - confirmation of approval for work to proceed – An additional new quote was provided to council.

RESOLVED – Council by a majority approved the quote for the work.

Cllr S Beagley abstained due to providing the quote.

ACTION – 3/24 – 26 – Clerk to issue a Purchase Order for Crypt work.

- 11.1 Moles – Council noted the quotes provided (Ref: A - £300 for 12 visits; Ref: M £250 for normally 4-5 visits, but a flat rate until they are all gone; and (Ref: AL £150 for 3 visits, and then £10 per mole.)

RESOLVED – Council unanimously approved quote Ref: M for the work on reclarification of terms for the price or quote Ref: A if Terms of quote Ref: M not suitable.

ACTION – 3/24 – 27 – Clerk to issue a Purchase Order for mole eradication on clarification of Terms of quote Ref: M.

- 11.2 Path works specification – Council noted that the specification for works had been prepared and provided to council and Clerk would send out unless council had comments/amends on the spec.

ACTION – 3/24 – 28 – Clerk, Cllrs J Gardner and S Beagley to check if power bara needed/suitable. Check if 20mm base coat detailed.

12 **Wayleaves – Reviews and updates**

- 12.1 Tippywychett - Consideration of solicitors' report

- i. Information for meeting in relation to Tippywychett, Tandridge Lane was emailed on 12 February 2024 to council.
- ii. Council discussed requesting that the one-off amount agreed be increased to £2k and then potentially a proposal of an annual payment, a suggested amount being about £200.
- iii. There were also still comments in relation to the length of the agreement and limiting it to 999 years.

ACTION – 3/24 – 29 – Clerk - Council asked for Clerk to recirculate the papers and comments from our solicitor.

13 Finance, Audit and Policy Matters

12.1 Accounts for Payment - to approve **FEBRUARY** accounts for payment

12.2 Finance Papers up to **30 November 2023 (Month 8)** - Finance papers for Month 8 – circulated on 17 January

12.2.1 Bank Reconciliations

RESOLVED – Council unanimously approved the Bank Reconciliation up to **30 November 2023 (Month 8)**

12.2.2 Accounts Reports – Income and Expenditure by Budget; Reserves Sheet, Balance Sheet and Summary of Funds available.

RESOLVED – Council unanimously approved the Accounts Reports up to **30 November 2023 (Month 8)**

12.3 Finance Papers up to **31 December 2023 (Month 9)** - Finance papers for Month 9 – circulated 28 Feb 2024.

12.3.1 Bank Reconciliations

RESOLVED – Council unanimously approved the Bank Reconciliation up to **31 December 2023 (Month 9)**

12.3.2 Accounts Reports – Income and Expenditure by Budget; Reserves Sheet, Balance Sheet and Summary of Funds available.

RESOLVED – Council unanimously approved the Accounts Reports up to **31 December 2023 (Month 9)**

12.4 Internal Auditor Engagement letter – for approval – End of Year support. The letter had been provided to council with meeting papers.

RESOLVED – Council unanimously approved the End of Year Support spend.

ACTION – 3/24 – 30 – Clerk to confirm date and booking of support.

12.5 Grant Applications – Update on applications made and potential Grants available

12.5.1 Noting the application made to the Star Community fund council noted the potential to apply to the Gatwick Fund for the Basketball Hoop.

RESOLVED – Council unanimously approved the Clerk apply for grants when the opportunities arise.

12.6 Code of Conduct

12.6.1 Code of Conduct Policy – Updated version from the LGA for approval and adoption – Council noted the version of the updated policy provided in advance of the meeting.

RESOLVED – Council unanimously agreed to postpone a decision on updating updated Code of Conduct until a review of an alternative draft was considered.

ACTION – 3/24 – 31 – Cllr C Farr to circulate the TDC Code of Conduct for council to consider it as a draft, instead of the LGA version.

12.6.2 Code of Conduct Training – Council noted the information from the Clerk that the Monitoring officer is willing and able to attend to carry out training and support council on the Code of Conduct if it considered useful.

13 Correspondence

13.2 Correspondence sent since last meeting – Council noted the following correspondence circulated since the last meeting.

Item	Circulated
Surrey County Council EV Update	7/2
Article in relation to attacks on Swans	7/2
News: TDC Council tax increase of 2.99% for 2024/2025	9/2
Press release: Godstone toilets to undergo a revamp	19/2
Martyn's law Consultation	19/2
TDC Press release: Have your say about the draft new Corporate Plan 2024-2028	19/2
Martyn's law Consultation - Terrorism (Protection of Premises) Bill	21/2

TDC Press release: Have your say about the draft new Corporate Plan 2024-2028	21/2
NALC EVENTS	21/2
NALC NEWSLETTER	21/2
Your Fund Surrey- Small Community Projects - Successful application-YF255- New Path on Godstone Green to Playground sponsored by County Councillor Chris Farr	27/2
South Tandridge Health and Wellbeing Neighbourhood Meeting Tuesday 12th March 2024 from 2pm until 3.30pm	1/3
TDC Agenda for Planning Committee, Thursday, 7th March, 2024, 7.30 pm	1/3

14 Matters for reporting or inclusion on future agendas

14.1 The next meeting of the Parish Council is scheduled to be held on Monday 8 April 2024 at 7.30pm, at St Stephens.

Part 2 – None

----- Meeting ended -----

Signed: _____
Chairperson

Dated: _____

Appendix A

Some items may be mid completion so have not been removed. All actions completed have not been detailed.

If councillors have completed actions I will remove from list.

ACTION – 12/23 – 9b – Clerk to arrange for tree to be cleared when location (BH) information is available to provide to the contractor.

ACTION – 12/23 – 15 – Clerk to liaise with contractor to have fence (BG) in disrepair removed.

Action – 1/24 – 1 – Clerk to get a quoted price from a contractor to cut the Hilly Field.

Action – 1/24 – 2b – Clerk to circulate responses on the Surrey Rights of Way Improvement Plan survey to full council and submit response on behalf of Parish council.

Action – 1/24 – 5c – Clerk to liaise with insurance company to confirm acceptance of the quote at the appropriate time during the exchange and completion process.

Action – 1/24 – 9 –

1. Clerk to prepare letter to Volunteers regarding reasonable expectations of leaf-clearing work, particularly on the Green.
2. Clerk to include communication to Residents of the Enterdent regarding fly-tipping at earliest opportunity
3. Consider online notices for future grass-cutting/ leaf-clearing or waste removal dates
4. Review signage as necessary for the burial grounds and/ or other areas.

Action – 1/24 – 12b – Clerk to prepare a purchase order to confirm instructions to install the plaque (to be cemented in) with the maintenance contractor.

Action – 1/24 – 20 – Clerk to send polite letter explaining that the charging point should not be on the tree.

Action – 1/24 – 23 – Clerk to ask a contractor to raise branches.

Action – 1/24 – 25 – Clerk to update document with stipulations proposed (Martyns Platt), confirm historic rent paid and liaise with property owner.

Action – 1/24 – 2a – Cllr C Farr to send responses on the Surrey Rights of Way Improvement Plan survey to Clerk.

Action – 1/24 – 3 – Cllr C Farr to draft a proposal in relation the Parish council offering land for the purpose of biodiversity for full council to consider.

Action – 1/24 – 12a – Cllr I Smith to continue contacting people about a small ceremony to mark the plaque being installed, including previous councillors involved with the initiative.

Action – 1/24 – 18 – Location of footpath sign to be confirmed using WhatThreeWords in order that it can be reported to SCC by the Clerk.

Action – 1/24 – 19 – Council to monitor the condition of BH car park.

ACTION – 2/24 – 4 – Cllr C Farr to provide a copy/template of the TDC Social Media Policy for the council to consider and assist in better guidance to all councillors on the use of social media.

ACTION – 2/24 – 7a – Parish office to send a general reminder letter to all keyholders in relation to expectations when the gates are used.

ACTION – 2/24 – 7b – Parish office to purchase a spare padlock from Fairalls and retain in office for use if necessary.

ACTION – 2/24 – 11a – Clerk to check with Admin Assistant about regular attendance at Planning meetings.

ACTION – 2/24 – 11b – Following action 11a, if applicable, Clerk to check which councillor may attend the planning training.

ACTION – 2/24 – 13 – Clerk to contact contractor for assistance (heating office).

ACTION – 2/24 – 16 – Cllr J Gardner to arrange for a dowel to be inserted in the holes to close the hole entrapment.

ACTION – 2/24 – 16b – Cllr S Beagley to visit equipment to see if there is any value in repainting metal or removing it whilst the funding to replace is confirmed.

ACTION – 2/24 – 17 – Clerk to apply new charge when the 2023-24 growing season tenancy agreements are sent.

ACTION – 2/24 – 17a – Cllr I Smith to circulate correspondence from A Rabbetts on progress.

ACTION – 2/24 – 18a – Clerk to liaise with the person who made the Memorial Bench request.

ACTION – 2/24 – 18b – Clerk to include a list of approved benches (to be agreed by council) in the Terms and Conditions provided when a memorial application is made.

ACTION – 2/24 – 22a – Clerk to arrange for contractor to clean the bus stop.

ACTION – 2/24 – 22b – Cllr C White to investigate a new bus stop for the South Bound side, potentially via an advertising company.

ACTION – 2/24 – 26 – Cllrs S Beagley and K Ward to visit the burial ground to look at the tree(s).

