

# Godstone Parish Council

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

## Clerk to the Parish Council

S Endersby

## Admin Assistant

L Case (Mat Cover)

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## Minutes

of the Virtual Meeting of Godstone Parish Council held on  
**Monday 3 August 2020 at 7.30pm by Zoom** Video conference call

**Members:** Cllrs B Davis, J Farnaby, J Gardner, D Stone, S Farr, C White, C Farr, M McLoughlin

**Apologies:**

**Absent:** Cllr R Johnson

**In attendance:** District Cllr C Swann, S Endersby (Clerk) and L Case (Admin)

**Open Forum:** F Pavely, L Case and M Stuart-Menteth

### 1. Questions from Members of the Public

- 1.1 F Pavely, Godstone – Raised the direction of the cycling sign on Bay Pond Path.  
Cllr C Farr stated that with Surrey County Council (SCC) potential changes proposed, Bay Pond Path may become a cycle path.

**ACTION 8/2020 – PF1** – Cllr C Farr to check if Bay Pond Path to become a cycle path.

- 1.2 M Stuart-Menteth, Godstone – Report the clearance of Ragwort at the Hilly Field.  
1.3 L Case, Godstone – Reported concerns about circumstances at the Rabies Heath Road entrance to farmland.

**ACTION 8/2020 – PF2** – Cllr J Gardner to visit the site.

### 2. Apologies and reasons for absence

- 2.1 It was noted that Councillor R Johnson was absent from the meeting and no apologies had been received by the clerk. The requirement for a parish councillor to attend a meeting within a 6-month period, which remains as a condition during the current Covid-19 circumstances, as per clause 11. a) I of the Parish councils standing orders, was noted. Councillor R Johnson has not attended a full Parish council meeting since 2 March 2020.

**RESOLVED** – Councillors unanimously agreed that the meeting was quorate.

### 3. Declarations of Interest

- 3.1 Councillor C Farr - In relation to item 7.1 and any subsequent items related to planning at this time, or in the future until rescinded, we would like the following to be noted. That as a member of Tandridge's Planning committee I am NOT expressing any concluded view on any possible or actual application prior to a meeting of the TDC Planning committee, and I will NOT have a pre-determined view prior to any meeting that may cause me not to be able to take part in the decision-making process
- 3.2 Councillor C White - In relation to item 7.1 and any subsequent items related to planning at this time, or in the future until rescinded, we would like the following to be noted for each of us. That as a member of Tandridge's Planning committee I am NOT expressing any concluded view on any possible or actual application prior to a meeting of the TDC Planning committee, and I will NOT have a pre-determined view prior to any meeting that may cause me not to be able to take part in the decision-making process

### 4. County and District Councillors – Brief report on matters affecting the Parish, to include:

- 4.1 Unitary Authority – Following information published [Surrey Live](#), what are the implications of this for District and Parish (Proposer: Cllr B Davis ; Cllr J Farnaby)
- 4.2 District Councillor C Swann
- 4.2.1 Unitary Authority - Noting item 4.1 Cllr C Swann confirmed that Tandridge District Council (TDC) Leaders were speaking with Surrey County Council (SCC) and that there is an info sharing meeting scheduled for September, which Parish councils will be invited too. The date and time to be confirmed. Cllr C Swann will follow up with information on this matter to the Parish after the meeting has taken place.
- 4.2.2 Local Plan – TDC have stated that they will reply to the [Inspector led clarification questions \(July 2020\)](#), [ID15](#) and [ID14](#) by the end of August 2020. It is possible that a potential

Planning Policy meeting week com. 24 August 2020 may indicate TDC's response to the Inspector.

4.3 District Councillor C Farr

4.3.1 Reported that SCC have purchased a building in East Surrey and still have County Hall.

4.4 Councillor B Davis stated that it was very disappointing that the Parish councils found out about the plans for a Unitary Authority via Surrey Live.

4.5 A [news story](#) about development and Greenbelt being protected was noted, although it would be possible for TDC to apply to remove land from the greenbelt. It was noted that the MPPS would offer some protection.

**5. Minutes of the previous meeting held on Monday 6 July 2020**

5.1 Minutes of the meeting held on Monday 6 July 2020 were considered

**RESOLVED** – Minutes of the meeting held on Monday 6 July 2020 were agreed as an accurate record of the meeting and should be signed by the Chair.

**ACTION 8/20 – 1** – Clerk to liaise with the Chair for the minutes of 6 July 2020 to be signed with a 'wet signature'.

**6. Neighbourhood plan Update**

6.1 A Rabbetts reported that there has been no further work carried out since the Godstone Parish Neighbourhood emerging plan was submitted to TDC, before the inspection of the Local Plan started. This was an important step as the emerging plan should have been made available to the inspector. Once the inspector dealing with the Local Plan produces his report it can then be reviewed how to proceed with the Godstone Parish Neighbourhood Plan. The TDC consultant who is working with Godstone Parish on its Neighbourhood Plan has been communicating, but discussions have been disrupted by Covid-19

**7. Motions proposed for discussion by Councillors**

7.1 Does the parish council feel that we should have a limited social media site to enable an additional level of communication to parishioners (Proposer: Cllr B Davis; Seconder: Cllr J Farnaby)

**RESOLVED** – Councillors unanimously agreed that the Parish council should have limited access to a social media site to expand the channels for communication with parishioners.

**ACTION 8/20 – 1** – Clerk to recirculate the web briefing previously circulated for councillor's information and examples of what/how other Parish councils use social media to be circulated.

7.2 Does the Parish council feel there is a need for a new crematorium in Tandridge District? (Proposer: Cllr B Davis; Seconder: Cllr J Farnaby)

7.2.1 The motion was considered, and it was noted that the motion was to discuss the principal of a new crematorium in the District rather than any specific planning applications.

*Councillors C Farr and S Farr abstained from voting.*

**RESOLVED** – Councillors in consider of the motion detailed in 7.2, by a majority, agreed in favour of the conclusion that there was a need for a new crematorium in Tandridge District.

7.3 Update on the status of the Local Plan Inspection, including any updates from Tandridge District Council, local organisations and interested parties. Do Godstone Parish Council need or want to carry out any further actions following any updates of information. (Proposer: Cllr B Davis; Seconder: Cllr J Farnaby)

7.3.1 It was noted that due to all parties awaiting a response to the OSN figure as detailed in 4.2.2.

**RESOLVED** – Councillors unanimously agreed that until the response to the inspector's letter as detailed in 4.2.2 was published, it was not possible for the Parish council to consider the motion detailed in 7.3 further.

**8. Reports**

**8.1 Action updates or action taken – to be ratified (if any)**

8.1.2 Correspondence with the Fair following request to use Godstone Green

**RESOLVED** – Councillors ratified the decision taken by email to decline the request from the Fair due to Covid-19 regulations.

8.1.3 Response to Open Space Strategy Communication from Tandridge District Council (TDC)

**RESOLVED** – Councillors ratified the response to the Open Space Strategy Communication which was prepared, circulated by email for information and then submitted on 31 July 2020 due to the deadline and short notice imposed by TDC.

8.1.4 Grass Carp – It was noted that Grass carp had not been purchased and the action was closed.

8.1.5 Update on other outstanding actions to be carried out in September – Proposal noted and accepted.

**8.2 Clerks Report**

8.2.1 Annual Leave – Noted

8.2.2 Christmas lights donations from local businesses

**RESOLVED** – In consideration of the pressure on local businesses during the Covid-19 pandemic, it was unanimously agreed that the council would not write to request a donation/contribution for this year financial year.

8.2.3 Local Government Association (LGA) Consultation - Draft Model Member Code of Conduct – Noted feedback should be sent via TDC and to be completed by 17 August 2020.

**ACTION 8/20 – 2** – Clerk to recirculate LGA Consultation on a draft Model Member Code of Conduct

8.2.4 [Open Space Strategy](#) – The Clerks' comments on the Open Space strategy document emailed to Parishes:

- i. Playground Refurbishment Programme - Like TDC, would be sensible for the Parish
- ii. Litter bins - Report talks about the Community Services Committee considering a bin replacement programme, the matter of litter comes up a lot from parishioners across the villages and litter picking is heavily reliant on volunteers
- iii. Grants should be applied for to support projects to care for the open spaces and work with local community groups, something for the Parish to look at more often
- iv. Income Generation, page 14, encouraging local sports organisations to apply for Grants

Where sites such as playing fields and pavilions are leased to organisations such as sports associations, those organisations should share in the responsibility for the upkeep of land and buildings. The total costs of providing services (e.g grounds maintenance, building statutory compliance and maintenance/repair) should be available and transparent so the parties can reach agreement on rights and responsibilities from an informed position.

Sports associations and community groups should be encouraged to take responsibility for the facilities they use and to think about how they can operate in a financially and environmentally sustainable way. For example, by hiring the use of facilities when they are

8.2.5 Key for maintenance Contractor

**RESOLVED** – Councillors unanimously agreed that the current maintenance contractor be provided with a key for the Godstone Green gate by Pond Tail surgery.

**8.3 Chairman's Report – (for noting) information only**

8.3.1 Old Hilly Fields Allotment site - Prepared for final rubbish removal as required by the lease agreement.

**ACTION 8/20 – 2** – Cllr J Gardner to email pictures of cleared site for parish and landowners files.

8.3.2 Zebra Crossing in Godstone nr. Forge Café – Condition noted.

**ACTION 8/20 – 3** – Clerk to submit report to SCC. Cllr C Farr to forward pictures to Cllr C Swann who had previously taken the matter up SCC and would follow up again.

**8.4 Reports (for noting) from representatives on outside bodies etc**

8.4.1 Cattle Grazing – Cllr C Farr confirmed that J and P Mills, sole graziers on Blindley Heath Common have put Dexter cows on to the SSSI to graze.

**8.5 Inspection Reports – Confirmation of reports received**

**ACTION 8/20 – 4** – Clerk to confirm with IT consultant if it is possible for Councillors to have access to certain files, such as the inspection reports.

## **9. Council Policies and Risk Assessments**

9.1 Policies for adoption

9.1.1 Health and Safety Policy

- i. The Health and Safety policy had been circulated to councillors in advance of the meeting
- ii. Councillor B Davis proposed the policy be adopted; Councillors D Stone seconded the proposal.

**RESOLVED** – Councillors unanimously agreed that the Health and Safety Policy be adopted by the Parish council.

9.1.2 Risk Assessment Policy – *circulated*

- i. The Risk Assessment policy had been circulated to councillors in advance of the meeting
- ii. Councillor B Davis proposed the policy be adopted; Councillors D Stone seconded the proposal.

**RESOLVED** – Councillors unanimously agreed that the Risk Assessment Policy be adopted by the Parish council.

**ACTION 8/20 – 5** – Clerk to provide copies of the Health and Safety Policy and Risk Assessment Policy to employees and confirm received by signature.

9.1.3 Terms and Conditions – Updated to strengthen Risk Assessment requirement. Councillors noted that the Clerk has updated the generic letter sent to different organisations and community groups when they use the Green to strengthen the Risk Assessment requirement.

## 9.2 Risk Assessments

- 9.2.1 Playground Risk Assessment - Prepared by the Clerk and circulated in advance of the meeting.
- i. Councillors noted the completed Risk Assessment and a discussion on employees of the Parish council preparing Risk Assessments took place.
  - ii. The consensus of councillors was that Risk Assessments are a specialist area and that Parish council staff should not be preparing them.
  - iii. The need for Parish council Risk Assessments was also discussed and questioned.
  - iv. The Clerk disagreed with the overall opinion that Risk Assessments should not be prepared and reported that there has always been Risk Assessment's on file for the Parish council; previously there has been a requirement for a risk assessment to be provided to insurers following an insurance claims; the preparation of Risk Assessments is necessary by the Parish Council as an organisation; and Risk Assessment are undertaken using a pragmatic approach.
- 9.2.2 The Parish office are working together to update the Parish council Risk assessments and the plan was that drafts would be circulated as soon as practicable.

**ACTION 8/20 – 5** – Clerk to provide a list of the areas that she proposes to prepare/review Risk Assessments for.

**ACTION 8/20 – 5a** – Clerk to confirm which councillor should complete the Godstone Green Inspection.

## 10. Current Planning issues

10.1 Planning Committee report from Monday 20 July 2020 – Noted

10.2 Councillors noted the time of the planning committee meetings was being reviewed by the committee and noted the following details as per the Committees Terms of Reference:

- 10.2.1 The committee must hold 6 ordinary meetings up until the date of the next annual meeting of the Council.
- 10.2.2 Other meetings may be arranged if circumstances require and other than in respect of the ordinary meetings a committee, can determine the number and time of its meetings;
- 10.2.3 The committee will hold its meetings at The Bounty, unless due to circumstances this is not possible, and meetings can be held between 10am – 10pm, Monday – Friday.

## 11. Finance Matters

11.1 Accounts for payment - to approve **JULY** accounts for payment:

GPC Ref.	Business	Invoice	Invoice Date	Payment For	Net amount	VAT	Invoice Total	
<b>Direct Debits</b>								
G850	BT	M092	17-7-2020	Telephone and Internet	50.5	10.1	60.6	
G863	Nest Pension			JULY**	130.66		130.66	
G866	British Gas Lite	951482	1-Aug	Electricity Bill	14	0.7	14.7	
<b>Invoices for Payment</b>								
G848	Mulberry & Co	50028	5-Feb	Training - End of year finances	210	42	252	
G849	Neatgardens	222	21-07-20	Grass Cutting	£1,863.01		£1,863.01	
G857	Motion Skips	M3075	Proforma	Skip for Hilly Fields	260	52	312	
G858-861	Salaries			JULY Salary Payments - Inc Mat cover				
G862	HMRC			NI and Income Tax - June	346.89	0	346.89	
G864	S Endersby			Expenses JULY	17.69	0	17.69	
G865	Village Maintenance	JULY	31-Jul	Maintenance Jobs	200	0	200	
*Salaries paid in accordance with 7. Payment of Salaries of the Parish Council Financial Regulations. **Employees/Employers total payment paid by GPC to NEST.					<b>TOTAL</b>	<b>£195.16</b>	<b>£10.80</b>	<b>£4,874.14</b>

**RESOLVED** – It was acknowledged that the payment summary for **JULY** and copy invoices had been circulated by email. The accounts for payment list totalling £4874.14 on payment of salaries was unanimously approved.

**ACTION – 8/20 – 6** – Clerk to pay invoices and arrangements to be made for two councillors to countersign all invoices working around the current COVID 19 restrictions as soon as practicable.

11.2 Summary Financial Report to **JUNE** receive and review

11.2.1 The Summary Financial Report to **JUNE**; including income and expenditure, Restricted Funds Summary (including CIL funds), and the Designated Funds Summary

**RESOLVED** – The Summary Financial Report to **JUNE** had been circulated. Councillors unanimously approved the Summary Financial Report and agreed that the **JUNE** bank reconciliation summary sheet be signed on behalf of the Parish council and the pages of the bank statement be initialled.

**ACTION 8/20 – 7** – Arrangements to be made for a councillor to sign the Summary Financial Reports for **JUNE** working around the current COVID 19 restrictions as soon as practicable.

11.3 **Grants** - Councillors considered the following grants applications against the Terms and Conditions for awarding grants, noting that the Current amount remaining in the grants budget was £4250.00:

11.3.1 Hygiene Bank – Grant application requesting funds of £300

**RESOLVED** – Councillors unanimously agreed that the full grant amount requested of 300 be paid to the Godstone Hygiene Bank.

11.3.2 Blindley Heath Cricket club – Grant application requesting funds of £2944.22

**RESOLVED** – Councillors unanimously agreed that the grant application be declined and respectfully no funds by way of a grant be awarded to Blindley Heath Cricket club.

**ACTION 8/20 – 8** – Clerk to liaise with organisations on decisions reached and make payments as applicable.

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

12.1 Signage proposals for across parish areas (Proposer: Cllr C Farr; Seconder: TBC).

12.1.1 This item was postponed to the September 2020 meeting.

12.1.2 It was noted that business signage is still repeatedly being left on the Green when there is no permission granted to do this.

**ACTION 8/20 – 8** – Parish office to liaise with bridal shop to reiterate that business signage is not permitted on the Green and must be removed.

12.2 **Godstone**

12.2.1 Godstone, including

a) Playground and COVID-19 – Included in the meetings papers were:

- i. The emailed report (21 July 2020) which included draft specification
- ii. Review of July 2020 government updated guidance on playgrounds ([Update advice](#))
- iii. September External contractors Inspection, as reported to Council October 2019
- iv. Draft specification prepared by the Clerk for playground works



Spec Playground  
Repairs (July2020).doc

**RESOLVED** - Councillors unanimously agreed that a discussion in relation to the Playground take place within PART 2 of the meeting.

12.2.2 Tree guards – Councillors noted there maybe benefit in looking in the future at protecting young trees, perhaps by tree guards. It was further noted that additional advice from the TDC tree officer had been given to the parish office about the planting of new trees to help them. No formal request or details received yet from the Preservation Society.

12.2.3 Football Club – Councillors discussed the following matters

- i. Goal Posts removal out of the football season had not taken place.
- ii. Goal Mouths, request from the football club to the parish council for work to be carried out to improve the condition of them. Noting encouraging grant applications to appropriate organisations by the football club to fund such works which are the clubs responsibility.
- iii. It was noted that no details of the current PL insurance had yet been received by the Clerk, nor confirmation about complying with T&C's, including Risk Assessments being completed.

**RESOLVED** - Councillors unanimously agreed that there should be no further organised football on Godstone Green until the condition of the goal mouths was improved to the satisfaction of the Parish council, and until satisfactory Public Liability insurance information had been provided by the football club. Furthermore the Council requires a meeting with the football club and Cllrs C Farr, D Stone and J Gardner representing the Parish council, to address the actions of the football club and discuss the necessary requirements to ensure permission for football on Godstone Green.

**ACTION 8/20 – 9** – Clerk to inform Godstone Football club that the Parish council request a meeting.



#### 12.2.4 Hilly fields

##### i. Repairing of fence

- a. The condition of the fence was noted using pictures provided.
- b. Councillors noted the funds included of £500 in the budget for the Hilly Fields.



- c. Councillors discussed that there appeared to be a need to consider the replacement of the entire fence as it is approaching the end of its life.
- d. CIL funds could be used on a project to replace the fencing.

**RESOLVED** - Councillors unanimously agreed the following action plan: 1. Clerk to ask the maintenance contractor to carry out remedial work; and 2. Investigation in to replacing the whole cleft chestnut fencing to be carried out.

**ACTION 8/20 – 10** – Clerk to liaise with maintenance contractor and Cllr J Gardner for information on replacement fencing costs.

##### ii. Clearance of vegetation

- a. Councillors noted that volunteers had cleared ragwort.
- b. The Clerk confirmed that the Preservation Society's request for a bonfire on the Hilly Fields (to dispose of the green waste) had been noted with a holding email stating that the district's current policy on bonfires was to actively discourage them due to the respiratory symptoms of COVID-19.
- c. Councillors acknowledged that the current guidelines on bonfires should be followed.

12.2.5 Hilly Fields old allotment site – It was noted that arrangements for the final clearance of the site were being co-ordinated and residents near the access being contacted.

**ACTION 8/20 – 11** – The Preservation society to be contacted to arrange for the Parish maintenance contractor to clear the Ragwort at the same time as the allotment site.

#### 12.3 Bounty and Allotments

**ACTION 8/20 – 12** – The construction of a new compost area at the allotments to be followed up.

#### 12.4 Tilburstow Hill/The Enterdent

12.4.1 Stile near White House – Councillors noted the report by a resident of damage to private fence. Councillors noted the responsibility of the Parish council as landowners for the stile, '*...responsibility of the landowner...to keep in good order for public use.*' (Source: SCC). Noting the priority to make sure it is safe councillors received a report, following an inspection by Cllr D Stone of the stile, that it does not appear unsafe nor in need of repair.

**RESOLVED** - Councillors unanimously agreed no action to be taken.

**ACTION 8/20 – 13** – The Clerk to contact the resident to inform them of the council decision.

12.4.2 Vegetation along the Enterdent Road – Councillors noted that on inspection by Cllr D Stone the area seemed to have been cut/cleared. No further action.

#### 12.5 South Godstone

12.5.1 Bus Stop - It was noted that instructions for work had been given to maintenance contractor.

#### 12.6 Blindley Heath

12.6.1 Stile on SSSI nr. White lodge (footpath 254 or s53) - It was noted that due to safety concerns, instructions had been issued immediately for maintenance to be completed.

**RESOLVED** - Councillors unanimously ratified the action to carry out immediate works on the stile.

12.6.2 Cricket Club - Councillors noted the new secretary and the following matters which had been raised, Car park surface condition, Entrance Gate and request for new benches

**RESOLVED** - Councillors unanimously confirmed the following on the matters raised:

- a. Car park surface condition – No works planned
- b. Entrance Gate - No plan to replace the current gate
- c. New benches – Request for new benches was declined.

**ACTION 8/20 – 14** – The Clerk to liaise with the Cricket club.

Cllr J Farnby, on confirmation in advance, left the meeting.

12.6.3 SGN works – Councillors noted that Cllr C Farr had contacted the Clerk to report that unknown works were being carried out. The Clerk contacted and liaise with MEDCU working on behalf of SGN to ensure consent was obtained from Natural England (NE). It

was further noted that the Clerk had stated in the correspondence that, the grave layby area on GPC land, which had been commandeered during the works must be returned to a condition acceptable to the Parish council on completion of works. NE have now confirmed consent for the works.

- 12.6.4 Lingfield Nursery Works - 8500134406, RH7 6LJ, Lingfield Nursery School (Banks Farm) - Pole on Blindley Heath – It was reported by the Clerk that the information from NE is that there will be some conditions on the Assent notice and there is a meeting scheduled to discuss the planned works.

### 13. Burial Grounds and Memorials

13.1 Burial Ground and Churchyard - consider any matters arising

- 13.1.1 Water butt – An offer from the community to monitor the water butt had been received. Councillors accepted the offer with thanks.

**ACTION 8/20 – 15** – Clerk to liaise and send thank to the volunteers.

- 13.1.2 Bench – Report from Cllr D Stone about the condition of a bench at the burial ground.

**ACTION 8/20 – 16** – Clerk to liaise with maintenance contractor.

13.1 Applications for Exclusive Rights of Burial – None reported

13.2 Applications for consent to erect Memorials – None reported

13.3 War Memorials and Postengate Farm Memorial Site

- 13.3.1 It was reported that the local community group, Café Connect, had considered the situation of the War memorial and the required repairs and had offered to donate the funds to pay for the works required. Councillors accepted the offer with thanks.

**ACTION 8/20 – 17** – Clerk to liaise with the Café Connect community group.

**14. Correspondence** – Councillors noted the following emails which had been circulated since the last meeting and written correspondence they were informed of:

- i. Letter from Local Plan Inspector - 6 July 2020 Examination of the Tandridge District Council Our Local Plan: 2033
- ii. Tandridge District Council Local Plan - Inspector Letter ID/14 - ONS Housing Projections Update
- iii. SSALC Webinars
- iv. FW: Press release: Cause for optimism on boundary extension for Surrey Hills
- v. TDC - Local Government Association Consultation on a draft Model Member Code of Conduct
- vi. Playground - FW: 😊 CORONAVIRUS — INFORMATION FOR PARISH AND TOWN COUNCILS
- vii. SSALC webinar recording and slides
- viii. FW: Community Transport Networking Event - on Zoom this [Thursdaylaura@cfsurrey.org.uk](mailto:Thursdaylaura@cfsurrey.org.uk)
- ix. FW: News: Filming in Caterham, Lingfield, Oxted and Warlingham
- x. CAGNE
- xi. Pond complaint letter

### 15. Matters for reporting or inclusion on future agendas

15.1 Confirmation of plan and choice of replacement tree for the dead tree removed from the Green.

15.2 The next meeting of the Parish Council will be held at 7.30 pm on Monday 7 September 2020 by ZOOM Conference call

**Part 2 – RESOLVED** – Councillors passed a resolution that pursuant to Section 1 part 2 of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the next section of the meeting, during the consideration of any business on the grounds that it is likely if the public were to remain, there would be a disclosure of exempt information.

----- Meeting ended 10.25pm -----

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Chairman

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Date