

**Minutes of Parish Council Meeting of Godstone Parish Council
held on Monday 9 January 2017 at Oasis Café, Godstone Baptist Church, Godstone at 7.30 pm**

Members: Cllrs B Davis, J Gardner, M Gillman, K Knox, R Johnson, J Faulkner, B Hubery and C White.

In attendance: Mrs S Endersby

Open Forum: Surrey County Councillor Mrs H Windsor, Tandridge District Councillor Mr N Childs; Rose Thorn and Eileen Blake.

4. Questions from Members of the Public – There were no questions from the public.

5. County and District Councillors

Councillor Rose Thorn, Tandridge District Councillor

Streetlife - Cllr Thorn asked if the Parish Councillors were aware of a user referred to as 'DAPS' on Streetlife who appears to have been speaking on behalf of Godstone Parish Council. Councillors responded that they did not know who DAPS is and the Parish Council does not publish statements on any social media sites. The Parish Councillors confirmed that a response to the Tandridge District Council (TDC) Local Plan had been prepared and submitted by Godstone Parish Council.

Councillor Eileen Blake, Tandridge District Councillor

Londis shop and post office parking issues - Cllr Blake raised the concerns of a local shop keeper in relation to unreasonable parking outside the shop which was felt impacted on trade and certainly disrupted deliveries to the shop and what support the Parish Council could offer. Parish Councillors responded that they appreciated the concerns raised, but that the bay outside the shop has no parking restrictions on it and this would have to be referred to Surrey County Council (SCC). The Parish Councillors had no issues with the parking bay outside the shop having time restrictions imposed on it, but how can it be enforced successfully, knowing the level of parking patrols made by Reigate and Banstead Parking enforcement is inadequate, apart from the shopkeeper referring people parking unreasonably to a restriction sign. The matter was referred to Cllr Windsor who stated that unfortunately financial pressures for SCC are likely to make it difficult to arrange for signage to be put up. Councillors all acknowledged the value of the shop and post office to the community and that it would be a great loss to the village if it were to close.

ACTION: A motion was proposed for consideration at the next Parish Council meeting. Would Godstone Parish Council pay for signage to be installed by Surrey County Council outside the village Londis shop and post office. This motion to be in consultation with Councillor Windsor ensuring that such a proposal is possible, the price involved and the application of a traffic order.

Councillor Nick Childs, Tandridge District Councillor

Parking Enforcement Agreement - Cllr Childs raised that the Reigate and Banstead Parking Enforcement Agreement was ending and that a review would be taking place. Cllr Childs stated that the dissatisfaction of parking enforcement in Godstone would be feedback to the panel reviewing the Parking Enforcement Agreement.

Formans Institute – Cllr Childs was asked if there had been any decision made in relation to the Planning Application made by the Formans Institute. No decision. Contacting the charities commission and TDC revoking licence were discussed in relation to the continued frustrations in relation to the Formans Institute.

Councillor Helena Windsor, Surrey County Councillor

Yellow lines on Triangle by Godstone Pond - Cllr Windsor reported that the yellow lines on the triangle should be double yellow, but as there are none there now this situation will be rectified.

Fence, Oxted Road Bus Shelter – Cllr Windsor reported that this has now been repaired.

HGV, violation of licence restrictions – Cllr Windsor reported that there is still a strong feeling that HGV lorries are violating their licence restrictions and that people should continue reporting them and Cllr Windsor will send details of where reports should be sent.

Bay Pond Barrier and light by Youth Centre – Cllr Windsor reported these had been repaired. Parish Councillors commented about the quality of repair to the barrier was raised as not acceptable.

Neighbourhood Plan – Cllr Windsor reported that Councillor Michael Sidney would be a willing volunteer to participate in Godstone Parish Councils Neighbourhood Plan.

Anglefield Corner – Cllr Windsor was asked about a site meeting at Anglefield Corner. Cllr Windsor will follow this matter up with the Road Safety department.

1. **Apologies and reasons for absence** - M McLoughlin was absent from the meeting.

2. **Declarations of Interest** - There were no declarations of interest.

3. **Minutes**

3.1 Minutes of the previous meeting held 5 December 2016 were discussed, noting a small change had been made to the original minutes sent out by the clerk. It was acknowledged that this was done following a request for clarification by councillors of point 10.8 and the Action resulting. The minutes were amended to state 'with the process of producing a plan' at the end of point 10.8 and the Action extended to include 'and contact TDC with notification of GPCs intent to produce a Neighbourhood Plan.'

3.2 Seven councillors voted that the minutes were a correct record of the meeting and that they be signed by the Chairman. Councillor Gillman voted against the minutes being signed and Councillor Knox did not vote as he had not been at the meeting.

3.3 With a majority vote the minutes were signed by the Chairman.

4. **Questions from Members of the Public** – See above.

5. **County and District Councillors** – See above.

6. **Matters Arising**

HGV's – It was noted that parishioner Mr P Sharp had been in to the Parish office and contacted Cllr Windsor in relation to the issue of the number of HGV's driving through the village. The Clerk had been in contact with Cllr McLoughlin to inform him that Mr P Sharp would be willing to participate in a traffic survey.

7. **Website**

7.1 Councillors were updated on work that has taken place on the website and that it had been possible to publish this meeting's agenda. There is still work to take place, but progress has been made.

7.2 Councillors raised the change of email address for the parish and it was confirmed that this was being managed by the IT support contractor HPS.

8. **Standing Orders**

It was reported that a meeting had not taken place to finalised the draft standing orders were points for discussion had been raised so it was agreed that the matter be postponed to the February meeting giving the working group an opportunity to finalise the Standing orders before circulating for agreement.

9. **Neighbourhood Plan**

9.1 It was reported to councillors that the Acting Clerk had sent Godstone Parish Council application for designation of a Neighbourhood Area on 21 December 2016.

9.2 The application had been Acknowledged by email on 30 December 2016 by Piers Mason stating: his intention to advertise the request for designation in the Surrey Mirror on the 12th of January and that the consultation will run for 6 weeks from that date ending at 5pm on the 23rd of February. He did not anticipate any problems and provided there are no objections that cannot be resolved he should be able to approve the designation very soon thereafter.

9.3 The next required action by the Parish Council is to establish an advisory committee or sub-committee under section [102\(4\) of the Local Government Act 1972](#) and appoint local people (who need not be parish councillors) to those bodies. It was discussed and proposed that the most appropriate committee would be an advisory committee.

9.4 Parish Councillors noted the implications of an advisory committee under section [102\(4\) of the Local Government Act 1972](#). Noting that members of such committees would have voting rights under section [13\(3\), \(4\)\(e\) or \(4\)\(h\) of the Local Government and Housing Act 1989](#) and that the terms of reference for the steering group should be published and the minutes of meetings made available to the public.

9.5 Councillors unanimously agreed that a Neighbourhood Plan Advisory Committee (NAPC) be created and appoint local people, who will not all be parish councillors.

9.6 Councillors proposed that Cllr Davis be the lead councillor on this matter for reporting at Parish Council meetings and Cllr McLoughlin and White will also be on the NAPC.

9.7 The following **ACTIONS** were deemed the next appropriate steps to take:

- i. Call a meeting of the NAPC inviting those volunteers who have put their names forward;
- ii. Cllr Davis to liaise with volunteers and make arrangements for a meeting;
- iii. Agree a set of officers at the meeting and report this at the next Parish council meeting;
- iv. Agree a constitution at the meeting and report this at the next Parish council meeting; and
- v. All Parish Councillors to be invited to attend the meeting.

9.8 The Parish Council unanimously agreed that the cost of the first meeting would be covered by the Parish Council.

ACTION: Cllr Davis and White to liaise to secure a suitable venue for a meeting on a Monday evening.

9.9 Councillors discussed if the volunteers on the committee would be required to complete a Declaration of Interest form. It was understood that the NAPC would not be bound by the Parish Council Standing Orders.

ACTION: It should be clarified if the volunteers should sign a Declaration of Interest form.

9.10 The NAPC will be required to report the Parish Council at certain times when a decision is required, examples but not an exhaustive list, at the Pre-submission stage, Submission stage, before the Independent Examination stage and the Referendum stage.

9.11 It was acknowledged that the Parish Council website could be used to publish the necessary papers in relation to the NAPC.

10. Noticeboard on Godstone Green

10.1 Councillors were asked to consider the resiting of the Parish Noticeboard or an additional noticeboard on Godstone Green.

10.2 Councillors discussed that it would be a good idea to have a noticeboard at the north end of the village, but discussed that the Parish Council would need to ensure that they had the right to put a noticeboard on the land.

10.3 It was discussed that the noticeboard could perhaps be two sided so that the Parish Council had a locked section for displaying the statutory notices and papers and then on the other side a noticeboard that the community could use for notices. On the public notice board a sign would need to clearly state that the community is welcome to use the noticeboard, but that any notices deemed in appropriate by the Parish Council would be removed.

ACTION: Cllr White to make enquiries about the costs of notice boards.

10.4 Councillors acknowledged that work is still taking place to install the new noticeboard in Blindley Heath, with the final location still to be agreed.

11. Code of Conduct and Interest Declarations

11.1 Councillor Hubery reported that he had reviewed the Code of Conduct as published on the Parish Council's website.

11.2 Councillor Hubery recommended that there were no changes required and the Parish Council agree to adopt the Code of Conduct.

11.3 Councillor reflected if there had been any issues that had prompted a need to review the Code of Conduct and deemed there had not.

11.4 Councillors unanimously agreed to adopt the Code of Conduct and Interest Declarations document.

12. Length of Meetings

12.1 Councillors were asked to consider that meetings are most productive when they are kept within a two-hour timeframe.

12.2 Councillors had a short debate that sometimes extending a meeting is more productive than arranging an extraordinary meeting to cover matters that remain on the agenda.

12.3 It was discussed that the public participation in the meeting was welcomed, but could be time managed more efficiently.

13. Grants

Due to Councillor McLoughlin, not being at the meeting it was agreed that this motion, to approve the proposal presented at the November meeting, be carried forward to the February Parish Meeting.

ACTION: Clerk to include Grants motion on the February agenda.

14. Reports

14.1 Action taken – to be ratified (if any) – No Discussion

14.2 Clerks Report

- i. Oxted Road bus shelter – Update from Cllr Windsor had informed the councillors that the fence on the back edge of the pavement has been repaired.
- ii. Bay Pond Barrier – This work has been completed, but concerns around the work that has been done were raised and noted.
ACTION: Cllr Gardner to look at the barrier and the Clerk to follow up with Surrey County Council
- iii. Hare and Hounds – Map of ownership reviewed and it was reported that the brewery owns a strip of land 6ft wide and the parish owns the two grass areas with benches and then there is an area of unregistered land. In the agreement between the brewery and the Parish Council it states that the brewery should keep tidy and clean areas that belong to the parish. It does not seem that the maintenance of the car park is the Parish Councils responsibility. It was noted that the pub ownership may be changing.
ACTION: Cllr Gardner and Clerk to liaise in relation to potentially registering the unregistered land and investigate further.
- iv. Office hours – Councillors acknowledged the clarification that from January the office will be open to the Public from 9.30-12.30 on Monday, Wednesday, and Friday. Councillors agreed that they would telephone on Tuesday's and Thursday's to arrange to visit the office.
- v. Training – Councillors noted that Anne Bott is visiting on 26 January 2017 for an introduction. Councillors agreed the request to book Year End finance & meeting procedures training on Thursday 23rd February 2017 at £75 for the full day.

14.3 Chairman's Report – (for noting) information only – No discussion as matters were dealt with in the main body of the meeting.

14.4 Reports (for noting) from representatives on outside bodies etc. – No discussion.

14.5 Reports (for noting) from Members' areas of responsibility

- i. Redhill Aerodrome - Cllr Hubery reported that he had attended a meeting in relation to the redevelopment of Redhill Aerodrome and will continue to when they occur. The plans presented demonstrated and impressive scheme is being considered. The initial plan is to build a road to link the site to the M23 motorway.
- ii. Telephone cable obstructions (Blindley Heath) – It was reported that a single telephone line serving 3 properties (White Lodge Cottage, Oaklands, Pheasant Rise) is dangerously stretched by 2 tree branches. This cable is on the heath ground on the right-hand side (west) of the lane facing Nestledown Kennels and opposite Martyn's Platt. The cable runs from the boundary of Pheasant Rise across the road. There is then also a cable serving the community at RH7 6LG and runs from A22 across the lane towards Stanton Hall, approx. 10 metres from the entrance to A22. The resident who has reported this stated that BT had explained that it was the landowner's responsibility.

Cllr Hubery and Faulkner have carried out a site visit following the resident's email. The Parish Council were referred to The Telecommunications Code, which states that *'Where a tree obstructs or interferes with apparatus the company can require the tree to be felled or trimmed. If it is not, the company can do the work itself but must do so in a proper and workmanlike manner. Where the owner or occupier does the work, he can claim for the cost incurred and any other losses.'*

ACTION: Clerk to write to BT asking for a copy of the Wayleave agreement which states the Parish council's obligation; stating that the parish council believes it is BT's responsibility; that the council is not able to protect the cables; and a request for a site meeting.

15. Current Planning issues

15.1 Tandridge Local Plan

- i. Councillors noted that the response to TDC about the Local Plan had been submitted within the deadline and circulated for information to F Pavely, K Black, M Underwood, Cllr Childs, Cllr Windsor, Cllr Thorn, Cllr Fisher, Cllr Wren, Cllr Davis, Sam Gyimah MP, Alex Rabbetts (GVA) and Cllr Wren and Oxted and Limpsfield Residents Group.

15.2 District Council Planning Decisions - Councillors noted that the planning decisions listed below:

2016/2050	Erection of part single/part two storey side extension.	1 Winders Hill Cottages, Quarry Road, Godstone RH9 8DQ	Approved
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2016/1929	Creation of a compound relating to motorway improvement works. (Certificate of Lawfulness for a Proposed use or development)	Site Accommodation, M25 Junction 5 to 7 Managed Motorway Improvement Works Junction 6 Godstone Compound, Rooks Nest, Godstone RH9 8BY	Certificate of Lawfulness (proposed use or development) granted
2016/1925/TPO	1 x Hornbeam - Fell and replace	3 Treetops, South Godstone RH9 8HZ	Approved
2016/1922	Erection of single storey side/rear extension.	33 Woodlands Drive, South Godstone RH9 8HU	Approved

15.3 Current Planning Lists and applications – Councillors discussed the planning applications listed below listed below

2016/2193	25 Court Road, Godstone RH9 8BT	No comment or objection
2016/2194	Links Farm, Tilburstow Hill Road, South Godstone, RH9 8LB	No comment or objection – Neighbours comments acknowledged.
2016/2185	Land North of Godstone Railway Station, Eastbourne Road, South Godstone RH9 8JB	Comment – Providing there is vehicular access maintained to the Station there is no overall objection to this application.
2016/2142	Marle House, Eastbourne Road, South Godstone RH9 8JQ	No comment or objection – Neighbours comments acknowledged.
2016/2217	Hunters Hill Cottage, Eastbourne Road, Blindley Heath RH7 6JX	No comment or objection
2016/2237	11 High Street, Godstone RH9 8LS	No comment or objection
2016/2267	Karsten House, Carlton Road, South Godstone RH9 8LD	No comment or objection
2016/2313	8 Tylers Close, Godstone RH9 8AN	No comment or objection
2016/2309	3 Hillview, Oxted Road, Godstone RH9 8BP	No comment or objection
2016/2329	Surrey Assembly Hall, Brickhouse Lane, South Godstone RH9 8JW	Objection – Due to traffic congestion and feel original restrictions remain adequate and necessary.

- 15.4 Any other current planning matters, including Appeal
- Councillors noted that there was an Appeal – APP/M3645/C/16/3159904. There was no further discussion.
 - Councillors were informed that there have been planning applications and due to comment deadlines, there is a requirement to hold a planning committee meeting.
ACTION: Planning Committee meeting to be held on Monday 23 January 2017 at 7.30pm at The Bounty. Clerk to circulate and publish the committee agenda.

16. Finance

16.1. Accounts for payment - to approve the **DECEMBER** accounts for payment -

	<u>Payment for:</u>	<u>Break down</u>	<u>Total Payable:</u>
Staff Salaries	Staff Salaries for December		1783.16
Mulberry & Co	Interim Internal Audit		263.22
PAC Handyman	Blindley Heath Noticeboard		£1080.00
Biggin Hill News	Job Advert		97.20
Gardenwise	Maintenance Contract		720.00
SSALC	Planning Course – Cllr Knox		66.00
Airtech	Air Conditioning - Renewal - One Year's Preventative Maintenance and Service Agreement Plan		232.76
Ultralite	Christmas lights Invoice 1813		1722.00
R May	Building Maintenance		340.00
NI and Tax	Oct 2016 – Dec 2016 for 3 employees		876.16
TOTAL:			7179.50

- The invoices presented were reviewed in line with the statement above.
- Councillors resolved to approve the payments list totalling £7179.50 and the invoices were countersigned by two councillors.

16.2. Report from the Finance Committee meeting

- i. The Finance Committee chair reported that the budget had been agreed at the Finance Committee meeting held on 14 December 2016. It was noted that some areas had been increased in the budget, for example the burial ground as work is being carried out. The budget was set to ensure that there was not too much carry forward in line with the auditor's advice.
- 16.2 The Councillors unanimously approved the budget as recommended by the Finance Committee and it was confirmed that there was no change to the precept for 2017/2018. The precept for 2017/2018 will be set at £53,683.00.
ACTION: Clerk to return the precept confirmation request letter to TDC by 19 January 2017.
- 16.3. Internal Audit Report – Councillors discussed the points raised by the auditor:
- i. Finance regulations and Standing orders to be reviewed and agreed by 31 March 2016 **COMMENTS:** Noted and this is being actioned.
- ii. Back up papers, the meeting Notes, should be on website and circulated with Agenda, i.e. Planning committee should note a link to plans and back up papers i.e. Agenda item on Neighbourhood plan should be a report included in the notes.
COMMENTS: Councillors did not agree with this recommendation and felt that if the Agenda is prepared appropriately this is sufficient information for people and that the notes for the meeting remain a supporting paper for councillors only.
- iii. How does the Parish Council check spend against the budget when payments authorised? How will we ensure that payments will not take the council over budget and what will happen if it is going to take us over budget and what action needs to be taken.
COMMENTS: Discussed and noted that the monthly balance sheet shared at Parish meetings ensures that the council monitors the budget when authorising payments.
- iv. Discussed that no matter how small a council is they should have adopted policies and procedures covering the following at the very least: Grievance, Disciplinary, Complaints, Email, social media, Data Protection, Retention of documents; and in addition, depending upon a council's responsibilities: Health & Safety and Risk Assessment.
COMMENTS: Noted and these policies are in place.
- v. Financial Risk Assessment – Review the council Financial and business Risk Assessment (loss of petty cash, fraudulent invoices, loss of office, business risk – business continuity plan, loss of records).
COMMENTS: Noted these are in place other than Business Continuity
ACTION: Clerk to prepare a brief Business Continuity Plan for the Parish Council to include the office and staff.
- vi. Initial every page when signing the minutes as well as signing and dating the last page.
COMMENTS: Noted and this is now being actioned.
- vii. General reserves were discussed and it was estimated that there would be £80k of general reserves.
COMMENTS: Noted.
- viii. Asset Register – make sure the fixed asset register is updated following the office refurbishment and new IT equipment.
COMMENTS: Noted and this is to be actioned. The councillors discussed what level the Asset Register should capitalise at. Councillors agreed that items over £100 should be included on the Asset Register and depreciated.
ACTION: Clerk to update the Asset Register, liaising with Cllr White and then report back to the Parish Council.
- 16.4. Summary Financial Report to 30 November 2016 receive and note.
- i. Councillors received the Summary Financial Report to 30 November 2016 and unanimously agreed that it should be signed and dated by the Chair.
- ii. A copy of the accounting records for November, including the bank statement, incorporating the bank reconciliation were made available at the meeting for examination.
- 16.5. Salaries
Councillors noted that the December salaries have been paid in accordance with 7.2 of the Financial Regulations.
- 16.6. Direct Debits
Councillors noted that the following Direct Debit payments have been made:
- i. E.ON. Office Electricity to 14 November 2016 – 21 December 2016 - £51.80
- ii. BT - Telephone and Broadband for the period - 1 December 2016 – 31 December 2016 - £61.64
- 16.7. Monies Received - Total Monies Received since last meeting
Councillors noted that the following monies had been received:

- i. Burials - £178
- ii. Memorial - £0
- iii. Wayleave - £623.57
- iv. Legacy - D Houghton - £500 (cheque)
- v. VAT Refund - £1286.40

16.8. Contractor – Amendment letters for maintenance and Grass cutting

- i. The contractor amendment letters for maintenance and grass cutting had been circulated to councillors in advance of the meeting.
- ii. Councillors requested that reference be made to the Contractors responsibilities to have Public Liability Insurance and that it is maintained and at the appropriate financial level.

17. Greens, Commons and Land

17.1 Salsbury Road Site Clearance

- i. A request to Fullers for Public Liability Insurance certificate has been made.
- ii. Cllr Gardner reported that he had liaised with Fuller Grab Hire to commence work in February.
- iii. Cllr Garner reported the email correspondence from E. Caldicott in relation drainage of the site adjacent to the allotment.
ACTION: Clerk to email the allotment holders to confirm when the work will be taking place and reconfirm that any damage to allotment sites will be rectified on completion of the work.

17.2 Allotments (Hilly Fields and Salisbury Road) - Receive report and consider any recommendations

- i. Salisbury Road - It was noted that the planned parking space allocation for the allotment site look reasonable.
- ii. Hilly Fields – Cllr Gardner has a meeting with the Allotment site owner C Aldous on 19 January 2017 in relation to the hedges at the allotment. It was noted that the Parish council should clear the site at the end of the lease.

17.3 Godstone Green - Receive report and consider any recommendations

- i. Manhole Cover - Councillors discussed the manhole cover by the tennis club which has been covered by a metal sheet for some time. There are no immediate issues with it or concerns over safety, but it was felt that it would be worthwhile looking at it.
ACTION: Cllr Gardner and McLoughlin to visit manhole.
- ii. Playground – The Solicitors have not comeback with a copy of any contractual agreements in relation to the playground. Councillors agreed that regardless of where responsibility for the materials used on the original design, it was still necessary to focus on getting the playground timber surround repaired. It was discussed that the playground remains in operation and that there is no obvious danger to children. Councillors discussed what the best solution would be when replacing the sleepers and importing better materials i.e. clay soil, for banking. Work should be considered nearer spring when the weather is more suitable.
ACTION: Clerk to ask Architect for a copy of contract as the Parish Council have a duty to follow up as a public body.
ACTION: Contractors to be investigated to carry out the repair work.
- iii. Dog Bin – It was clarified that if a dog bin is fitted by Greenview it would be cleared by TDC. The previous quote for Blindley Heath was £179 +VAT. Councillors agreed that a request would be made for to TDC for the installation of a dog bin. If they were not prepared to install a dog bin then the Parish council unanimously agreed to pay for a dog bin to be installed at Greenview.
ACTION: Clerk to arrange for the installation of dog bin at Greenview and follow up for an update on the instillation of a dog bin at Cottenhams which has already been requested.
- iv. Hedge between Green and GVS – Councillors acknowledged the request by Godstone School, that the hedge be cut down to enable more light into children's' playground and deal with the ivy growing around all the trees that needs to be cut back as it could start to 'choke' the trees. The previous Clerk had checked plans which show that the hedge is on Council land. Councillors agreed that the hedge could be trimmed and tidied up.
ACTION: Clerk to instruct Gardenwise to tidy and trim the hedge.
- v. Fair – Councillors acknowledged the request to agree following dates and times for the Fair on Godstone Green. The request for the Fair to arrive on 18 April 2017, open Friday 21 April 6-10 pm; 22 April 2-10 pm; 23 April 2-7 pm; and pull off Monday after noon, was unanimously agreed.
ACTION: Clerk to confirm agreement.
- vi. Path at Greenview – There was a point raised in relation to the path that has been cleared of encroaching grass on the path at Greenview and the state the path is now in.
ACTION: Cllr Davis to inquire who carried out this work.

- 17.4 Hilly Fields - Receive report and consider any recommendations
- i. Car Park - Councillors received an update on the planned car park, the Parish Council is waiting for tree contractors to confirm clearance of the site. The urgency of this was noted.
ACTION: It was unanimously agreed that Cllr Gardner and Councillor Hubery be authorised to agree the award of work to the appropriate tree contractor due to the timing issues of birds nesting creating urgency to the work being completed.
- 17.5 Blindley Heath - Receive report and consider any recommendations
- i. Cottenham's Street Light - It was raised that there is a street light out of service near Cottenham's and was detailed on Cllr Faulkner's inspection checklist report.
ACTION: Clerk to report street light out of service with Surrey County Council.
ACTION: Councillors Inspection reports to be included in the meeting notes for meetings and councillors reminded of their responsibility to carry out inspection reports.
- ii. Christmas Tree lights (BH Cricket Club) – Councillors review the request to agree fee of £125.00 to Blindley Heath Cricket Club towards electricity for Christmas Tree lights. Councillors challenged the amount, stating it seemed rather high for the period that the Christmas lights were on and using power from the Cricket Club.
ACTION: Clerk and Cllr White to liaise with Cricket Club to enquire about the amount billed and request more information or a breakdown as to how the amount of £125.00 was reached.
- iii. Grant Request (BH Cricket Club) – A request from Blindley Heath Cricket club has been made that they be considered for a £400 grant towards the replacement of 10 oak posts at the Common in 2017, with cost evidence included in the application. Councillors unanimously approved the Grant request.
ACTION: Clerk to inform Cricket Club of approval of Grant.
- 17.6 Tilburstow Hill Common - Receive report and consider any recommendations
A specification for tree works has been sent and followed up to arrange the clearance of certain trees at Tilburstow Hill Common. It was unanimously agreed that Cllr Gardner and Councillor Hubery be authorised to agree the award of work to the appropriate tree contractor due to the timing issues of birds nesting and the urgency for the work being completed.

18. Burial Grounds

- 18.1 Applications for Exclusive Rights of Burial (ERB)
- i. The application for an ERB for Mr Brazil, grave number 490, was unanimously approved.
- ii. The application for and ERB for Mr G Smale, grave number 443, was unanimously approved.
- 18.2 Applications for consent to erect Memorials – None received.
- 18.3 Consider motion that Parish Councillors formally delegate to the Parish Clerk approval of inscriptions on memorials.
- i. MOTION Proposed: *'That Parish Councillors formally delegate to the Parish Clerk, for an initial period of 1 year, the approval of all inscriptions on memorials. The clerk should bring to the attention of Parish Councillors any novel or contentious inscription that there is cause to object to'*
- ii. Councillors unanimously agreed the motion.
- 18.4 War Memorials – Receive an update on cleaning - Update to be carried forward to the February meeting.
- 18.5 Footpath Extension - It was reported that work has started on the extension of the footpath at the burial ground.
- 18.6 Resiting of previous Bench from Postengate Farm Memorial Site – It was reported that Cllr Hubery had spoken to TDC in relation to the resiting of the bench at Hunters Chase play area. It has been confirmed by Andy Packham at TDC that the bench can be resited at Hunters Chase play area and the Parish Council is now just awaiting written confirmation.
ACTION: Clerk to follow up to ensure written confirmation of authorisation to resite bench.

19. Correspondence - To note

- 19.1 E-mail Correspondence - Councillors noted the e-mail Correspondence which had been sent to them since the last meeting:
- i. Planning Policy Committee Agenda for the meeting to be held on the 13th December 2016;
- ii. TAGA25 Traffic Survey Results;
- iii. Press Release: Tandridge Business Event;
- iv. Reports crimes and incidents for December 2016; and
- v. Tandridge Business Event
- 19.2 Letter Correspondence - Councillors noted the letter Correspondence which had been sent from the Parish office since the last meeting:

Letter to L Creed	Re. Christmas lights
Sarah Thompson - Alex Jones Funeral Directors	(Di) Ref: A request to amend the inscription (adding additional inscription) on the Memorial of Plot 485.
M Fuller, JPS, Cherrimans and Marshalls	Award of contract in relation to the clearance work at Salisbury Road
M Fuller, JPS and Cherrimans. (No letter sent to Exells as they did not wish to quote)	Award of contract in relation to the path extension work at Burial Ground
Account Signatory application for Online Business Banking	Signed by three signatories
Lloyds Bank - Internet Banking application	Form from online application for SE to have Internet banking access.
Piers Mason, Chief Planning Officer, TDC	Application for designation of a Neighbourhood Area

19.1 Correspondence received - Councillors noted the correspondence received at the Parish office since the last meeting:

Letter from Fiona Knight	Setting out how Cricket money should be spent that was left by Dickie Houghton.
Cheque from Fiona Knight	Cricket money - all invoices and planned spend must be on cricket and signed off by the Parish Council and Digby Christmas (with a signatory as evidence)
Lloyds Bank - confirmation of signatory access	
AirTech	Air Conditioning - Renewal - One year's Preventative Maintenance and Service Agreement Plan
The Pensions Regulator	Automatic Enrolment Duties -Acknowledgement of declaration of compliance
TDC - Precept letter	Action required - need to return form by 19 January 2016
The Pension Regulator	Acknowledgement of declaration of compliance
Valuation Office Agency	Changes to property valuation – Rateable Value £4,050

20. Matters for reporting or inclusion on future agendas

'Would Godstone Parish Council pay for signage to be installed by Surrey County Council outside the village Londis shop and post office.'

Part 2 – 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 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.

21. Staffing Matters – PART 2 minutes

----- END OF MEETING -----

Signed
Chairman

Date:2017