

# Godstone Parish Council

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

## Clerk to the Parish Council

S Endersby

## Admin Assistant

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## MINUTES

of Godstone Parish Council held on **Monday 6 June 2022 at 7.30pm at St Stephens, South Godstone.**

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

**Apologies:** Cllrs J Farnaby

**In Attendance:** Tandridge District Cllrs M Crane, S Endersby (Clerk), Godstone Residents

### 1. Questions from Members of the Public

There was a significant number of Godstone Residents who attended the meeting in relation to Flower Farms application to vary its premises licence. A summary is detailed of the points reported and raised with the council by residents of their concerns in relation to the application:

- The endurance of noise disturbance under the current licence and the impact on the village
- The regular weekend events that cause amplified noise late into the evening
- The excessive level of amplified noise which is heard late into the evening
- Noise disturbance which prevents people being able to enjoy their own homes and gardens peacefully, particularly during the summer months when people want to be able to open their windows.
- A report of people attending the events breaking into the garden of an adjacent property
- Litter being thrown into adjacent gardens
- The disturbance and impact on Children's wellbeing in the homes of families being disturbed
- Concerns about safety and the compliance with Fire regulations, for example in relation to the chicken barn and the safety of people attending events in the barn building.
- Belief that the current licence conditions are being broken
- Action taken to date, i.e., noise diaries and complaints of noise disturbance sent to David Bryant, Environmental Services at Tandridge District Council (TDC)
- No evidence of enforcement by TDC in relation to noise disturbance complaints.
- Concerns about the lack of awareness of the licensing officer in relation to complaints raised historically with TDC in relation to the premises activities under its current licence
- The increased impact on residents' lives if the variation of the licence is approved
- Wish to ensure concerns on the variation of the licence are acknowledged and considered.
- Response and lack of empathy of owner when residents raise concerns with venue via telephone or visiting the premises.
- Disregard for planning applications for the development of buildings on the site, noting this was not directly relevant to the licence variation application, but demonstrated a concern for disregard to rules and regulations and responsibility to comply.
- General willingness to tolerate the odd one or two irregular annual events, but that the variation for the licence to be for every day of the week throughout the year is excessive and off concern to the regular impact on the lives of those that are within the surrounding areas to the premises.
- Residents have lived for many years in Godstone predating the changes to create an entertainment venue at Flower Farm which has historically been a farm and farm shop in the village.

Council noted:

- Not the first time that Flower Farm and its activities have come to the attention of the Parish council (July 2020 and June 2021).
- The Parish council are keen advocates of local business, but equally would not want to see the success and ambition of one business be to the detriment of the village and the wellbeing of a greater sum of residents.
- Importance that this matter goes to the licensing committee for consideration.

The Chairman brought item 11.2.2 forward for the council's consideration (Decision noted 11.2.2).

### 2. Apologies and reasons for absence

2.1 Apologies were received from Cllrs J Farnaby (due to illness) and S Farr (due to illness).

**RESOLVED** – Council noted the apologies, and the meeting was deemed quorate.

**3. Declarations of Interest – None stated**

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

4.1 District Councillors participated in the public forum discussion in relation to the licence variation for Flower Farm.

**5. Minutes of the previous meeting held on Monday 9 May 2022**

5.1 Councillors reviewed the minutes of the meeting held on Monday 9 May 2022.

**RESOLVED** - Councillors unanimously approved the minutes of the meeting held on 9 May 2022 as an accurate record of the meeting.

**6. Committees – Greenspace Committee**

6.1 Review of delegation arrangements

**RESOLVED** – Council agreed to postpone the discussion of the delegation arrangements to the Greenspace Committee to the next meeting.

6.2 Review of the terms of reference

**RESOLVED** – Council agreed to postpone the discussion on the Greenspace Committee Terms of Reference to the next meeting.

**ACTION 6/2022 – 1a** – Clerk to include the Greenspace Committee Delegation arrangements and Terms of Reference on the next weeks agenda.

**7. Finance Matters**

7.1 AGAR and Inspection rights – The Clerk confirmed that the AGAR had been submitted to the External Auditor and the unaudited AGAR and details about Inspections rights were published on the website, [AGAR \(Annual Governance and Accountability Return\) \(godstone-pc.gov.uk\)](http://godstone-pc.gov.uk)

7.2 Accounts for Payment - to approve **MAY** accounts for payment

GPC Ref.	Business	Invoice	Invoice Date	Payment For	Net amount	VAT	Invoice Total
<b>Salary Payments</b>							
G1221-22	Salaries		MAY	Salary	1,539.86		1,539.86
G1223	HMRC			NI & Income Tax**			
G1224	NEST			Pension**			
<b>Direct Debits</b>							
G1213	British Gas Lite	2867972	09/05/2022	Electricity	46.84	2.34	49.18
G1219	BT	M114 VO	17/05/2022	Telephone and Internet	42.14	8.42	50.56
<b>Invoices for Payment</b>							
G1214	S Endersby			Expenses	8.16		8.16
G1215	ICCM	4477/2022/23	01-Apr	Membership	95.00		95.00
G1216	Streeter Marshall	Client Letter	16-May	Money Advance for Local Searches	600.00		600.00
G1217	Fairalls	65551	07-May	Hazard Warning Tape	5.49	1.10	6.59
G1218	Enroute	90859	18-May	Jubilee Invite Printing	193.00	38.60	231.60
G1220	Madgwicks		18-May	Tree works	625.00	125.00	750.00
G1225	A Younger	767/P057	31-May	Playground Drawing	500.00	100.00	600.00
G1226	1st Godstone Scouts	Ref: Lease		Standing Order for Qtr Rent	625.00		625.00
G1227	RCD Band		04-Jun	Band - Jubilee	250.00		250.00
G1228	Punch and Judy			Godstone Green Jubilee	250.00		250.00

G1229	Sth Godstone Sports Assoc.	1033	06-Jun	Jubilee Celebrations	2946		2946
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\*Salaries paid in accordance with 7. Payment of Salaries of the Parish Council Financial Regulations.

\*\*Employee/Employers total payment paid by GPC.

<b>TOTAL</b>	<b>£7,726.4</b>	<b>£275.4</b>	<b>£8,001.9</b>
	<b>9</b>	<b>6</b>	<b>5</b>

7.2.1 Cllr C Farr requested clarification invoice ref: G1225 in relation to the instruction of the work. It was confirmed that the matter had been discussed at the previous full council meeting.

**RESOLVED** – Noting the payment summary for **MAY** and invoices, circulated to all councillors in advance of the meeting, the total invoices due for £8001.95 were unanimously approved.

**ACTION 6/22 – 2** – Clerk to arrange payment of invoices.

## 8. Playground Refurbishment

8.1 Cllr J Gardner reported that the Tender specification was almost complete and awaiting some final drawings.

8.2 It was noted that the draft specification had been circulated to full council in May 2022 as part of the working groups report to council. It was noted that no issues had been raised that needed to be addressed.

8.3 It was acknowledged that once the remaining drawings had been completed the tender document would be distributed and published on contracts finder.

**ACTION 6/22 – 3** – Clerk to distribute and publish Tender on receipt of final details from working group.

## 9. Purchase of the Parish Council office 'The Bounty' – Update and confirm next steps

9.1 Valuation Report – Clerk confirmed that the surveyor instructed by the council had visited the property and that the report is expected around week com 20 June.

9.2 Solicitors

9.2.1 The approval to forward funds was noted in 7.2.

9.2.2 Details of the Client Letter in relation to the requirement of all councillors ID being required was noted. Cllr C Farr stated he would not comply with the request detailed in the Solicitors client care letter. Some other councillors expressed reservations about the request.

**ACTION 6/22 – 4** – Clerk to liaise with Solicitor to confirm if it was possible to proceed without all councillors providing ID as detailed as a requirement in the client care letter.

9.3 PWLB and Consultation

9.3.1 The clerk confirmed that the first stage of the PWLB application form was underway.

9.3.2 A summary of the different methods of consultation via various means was noted: Parish Magazine, Website, Parish Assembly meeting and noticeboards. Consultation statement included a link to an online questionnaire. Currently no concerns or questions had been raised via the Parish office. Noting that there were no specific guidelines or instructions in relation to consultation the council accepted the level of consultation.

9.3.3 A summary of costs being tracked was provided to the council:

Fee Item	Details	Totals
Agreed Sale Price		£100,000
Surveyors Fees	£1,150 plus VAT	£1,150
Legal Fees (Council)	£2,500-£2,950 estimate plus VAT	£2,950
Solicitors Money Laundering Search fees	£5.50 + VAT and £10 + VAT fee per councillors	£140
Certification of documents*	£5 per document (3 per councillor required)	£135
Solicitors Search fees	£550 estimate as per letter - £600 on account requested	£600
Land Registry Fees	£40 as per solicitors' letter	£40
PWLB Fee	For Fixed rate loans 35p for every £1,000 or part of £1,000	£35
Update electrical supply	UKPN (pre dug by other contractor) estimate £1,352	
Update electrical supply	UKPN (dig carried out by UKPN) estimate £3,318	£3,318
Bounty purchase legal fees (Scouts)	Amount last confirmed by email (30 March) as £1,500	£1,500

**£109,868**

Current Designated Funds	£1,500
PWLB - Proposed Loan application amount	£100,000
Fees to be covered out of reserves (currently not designated)	£8,368

**Total to be covered by Loan** **£100,000**

**Total to be covered by Designated Funds/Reserves** **£9,868**

*\* This cost would be applicable if councillors do not visit the Streeter Marshall offices in person to provide ID for the money laundering ID check required (page 3 of solicitor's letter)*

#### 9.3.4 Consideration of allocation of reserves as designated funds:

- i. Noting that at the meeting in May the council agreed that transaction costs should come out of reserve funds, rather than as part of the loan amount
- ii. That as at 31 March 2022 there was £15,759.97 available funds in General Reserve (after the precept reserve and earmarked funds were considered).
- iii. There will be some adjustment to the £15,759 figure i.e. after the Jubilee budget was increased, but that it was not deemed unreasonable that transaction costs could be met out of available reserves.

**RESOLVED** – Council agreed that an additional £8,368 of funds from General reserves be allocated as designated funds for the transaction for the costs associated with the transaction.

9.3.5 Future repair costs were noted for future budget consideration, but it was noted that the terms of the lease meant that the cost would be borne by the council regardless of whether the building was rented or owned.

**ACTION 6/22- 5** – Clerk to provide a current draft of the application as soon as practicable to council and the current borrowing rate; check current borrowing rate and liaise with Scouts to reclarify the council paying the Scouts legal fees.

## 10. Reports

### 10.1 Clerks Report - Matters to bring to the Councils attention

#### 10.1.1 Accident(s) for reporting:

- i. Fall to ground after using bench due to uneven surface of base – Noting the location description, there were two benches where base uneven. Contractor had been instructed immediately on bench where concrete base broken. Second bench included in report (10.1.2) where grass surface has worn away and dips.
- ii. Contractor whilst cutting Green – Damage to manhole, temporary solution due to Jubilee celebration on Green. Permanent repair to be completed.  
Council noted the details provided in relation to the incidents.

#### 10.1.2 Bench Report and costs – A summary following a review of the benches on Godstone Green had been circulated, this included fixing the bench

**RESOLVED** – Council approved the 2<sup>nd</sup> quotation detailed for £1020 (labour and materials) on the condition that hardwood is used rather than sawn soft wood. Council to provide hard wood if necessary.

**ACTION 6/22 - 6** – Clerk to instruct nominated contractor to complete bench works.

#### 10.1.3 Godstone Club table and chairs – Noted concern about how dangerous the placement of the table and chairs on the road is, complaints received at Parish office and that matter has been reported to SCC.

#### 10.1.4 [Community Infrastructure Levy \(CIL\) Report \(godstone-pc.gov.uk\)](http://godstone-pc.gov.uk) - submitted the CIL annual report to TDC as required annually - Noted

#### 10.1.5 Next month - The Summary Financial Report to **APRIL** will be provided at the same time as **MAY** - Noted

### 10.2 Chairman's Report – (for noting) information only

#### 10.2.1 Jubilee Celebrations – Thanks and congratulations to all of those involved in the organising of the Jubilee events on behalf or supported by the Parish council, including councillors and community members.

**ACTION 6/22 - 7** – Clerk to include in the Parish magazine.

### 10.3 Reports (for noting) from representatives on outside bodies etc

#### 11.3.1 Redhill Aerodrome Consultative Committee scheduled – Cllr C Farr will attend

#### 11.3.2 Railway Forum scheduled – Cllr C White will attend

## 11. Greens, Commons and Land, to include:

### 11.1 Inspection Reports

#### 11.2 Godstone

#### 11.2.1 Proposed telecommunications installation - Highway Depot, Oxted Road, Godstone, Surrey, RH9 8BP (NGR: 535431, 151959) (Our Ref: CTIL\_304475 00) – Noted with no objections raised.

#### 11.2.2 [Application for variation in premises licence - Flower Farm \(tandridge.gov.uk\)](http://tandridge.gov.uk)

**RESOLVED** – Council, by a majority, objected to the application for a variation in the licence.

Cllrs C Farr and C White abstained due to TDC committee commitments.

**ACTION 6/2022 – 8** – Clerk to prepare a letter, in consultation with Cllr M McLoughlin, on behalf of the Council and submit by the deadline.

11.2.3 Playground Swing – Vandalised and one chain cut. It was noted that a replacement chain has been organised to ensure the swing is returned to use promptly.

11.2.4 Request in relation to Godstone Green – Councillors considered request for birthday celebration –

**RESOLVED** - The council did not feel that would be appropriate to grant permission for a party marquee or gazebo on the Green, due to insurance liabilities, setting a precedent and the potential disturbance to other users.

11.2.5 Godstone - Footpath 140 - Leaning tree - Ref IC32066 – Noted report.

**ACTION 6/2022 – 9** – Clerk to make arrangement for tree to be removed on confirmation of the definite location of the tree.

11.2.6 Pavilion – The condition of the pavilion was raised

**ACTION 6/2022 – 10** – Clerk to check details of the lease and if there is a breach. Cllr D Stone is meeting with the football club and can raise the matter. Letter of concern to be drafted.

### 11.3 Hilly Fields – No matters raised.

#### 11.4 Salisbury Road Allotments

11.4.1 Noted the Allotment Association's willingness to volunteer to do jobs such as fencing and signage.

11.4.2 No further progress on the easement over the track to the allotments.

11.4.3 Rent for areas used to keep bees

**RESOLVED** – Council agreed that the bees are in an area unsuitable as an allotment and that a £5 charge was acceptable.

**ACTION 6/2022 – 11** - Clerk to inform beekeeper.

#### 11.5 Tilburstow Hill/The Enterdent

11.5.1 Knotweed – Council noted the correspondence from Parishioner. Council are aware of Government guidance.

**ACTION 6/2022 – 12** - Clerk to arrange for council contractor to spray the area at cost of up to £150.

11.5.2 Air Vents query – Council noted query, no reason for concern and historical. There are also vents on adjacent land not owned by council.

#### 11.6 South Godstone

11.6.1 Grass at Postengate Memorial

**ACTION 6/2022 – 13** – Cllr M McLoughlin to liaise with Cllr J Farnaby on length of grass and volunteers that tidy the area.

#### 11.7 Blindley Heath

11.7.1 Update on gifted land – An update was provided that the Ecology Survey required is part of the developments planning conditions for the land over the next 3 years (£2,400 over three years). If Land is gifted council would need to carry out the survey for 3 years and then after the expiry of this requirement would then decide, so the commitment to this cost is no greater than 3 years.

**RESOLVED** – Council agreed that in order to comply with the survey requirements for the donated land a commitment to pay the cost of £800 per year for the next 3 years on receipt of the land was approved.

**ACTION 6/2022 – 14** – Cllr C Farr to confirm agreement with appropriate parties.

11.7.2 BH Liaison Group Report – Noted.

i. A concern was noted about the future of the single payment in future years and that farming on the land is a criteria of the payment.

ii. Acknowledged that new Graziers are being sought.

11.7.3 Sightlines from track immediately to the South of the bridge over Ray Brook onto the A22 – It was noted that there is currently permission from NE for certain property owners to cut the area back for sightlines. SWT have recently cut back the area. There was no proposal made by council for an annual cutting plan or provision.

**ACTION 6/2022 – 15** – Clerk to clarify if it is a SCC's highway verge.

11.7.4 Wayleaves – Lyndale and Tuppywychett. The clerk had written to the properties and both had responded. Concern Wayleave templates are not up to date for new agreements. Options of Wayleave agreements to be provided to the properties.

**ACTION 6/2022 – 16** – Clerk to write to properties about different Wayleave agreements and liaise with Cllr C Farr who will help provide an updated template.

## 12. Burial Grounds and Memorials

12.1 Exclusive Rights of Burial Applications; Memorial Applications; and Bench Memorial Applications - None

12.2 Moles at the church – Council noted issue and impact on mole hills.

**RESOLVED** – Council agreed that the issue of moles should be dealt with and up to £200 could be spent on instructing a contractor to deal with them.

**ACTION 6/2022 – 17** – Clerk to seek quotes and arrange a contractor within the budget set.

12.3 Weeds – The area of weeds at the church was noted

**ACTION 6/2022 – 18** – Clerk to enquire with council contractor about cost to trim or spray.

**13. Correspondence** – Councillors noted the following correspondence since the last meeting:

20.1 Tandridge District Council Local Plan - Council Response to Inspectors ID/20 & ID/21

20.2 News release: Political balance and committee membership of Tandridge District Council

20.3 Pondtail newsletter

**14. Matters for reporting or inclusion on future agendas**

14.1 Review of the Council's employment policies and procedures

14.2 Review of Standing orders amend to model as noted in May 2022.

14.3 The next meeting of the Parish Council is scheduled to be held on Monday 4 July 2022 at 7.30pm  
St Stephens Church Hall, South Godstone.

14.4 At the conclusion of the meeting it was noted that the admin assistant role remained vacant.

**RESOLVED** – Council agreed that the position should be advertised in a suitable publication, such as the RH9 magazine to continue to try and fill the position.

**ACTION 6/2022 – 19** – Clerk to inquire about advertising vacancy.

**Part 2 – None**

----- Meeting ended 10.00pm -----

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Chairman

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Dated

### Summary of Actions

**ACTION 6/2022 – 1a** – Clerk to include the Greenspace Committee Delegation arrangements and Terms of Reference on the next weeks agenda.

**ACTION 6/22 – 2** – Clerk to arrange payment of invoices.

**ACTION 6/22 – 3** – Clerk to distribute and publish Tender on receipt of final details from working group.

**ACTION 6/22 – 4** – Clerk to liaise with Solicitor to confirm if it was possible to proceed without all councillors providing ID as detailed as a requirement in the client care letter.

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