

Godstone Parish Council

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

Clerk to the Parish Council

S Endersby

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MINUTES

of the meeting of Godstone Parish Council held on
Monday 7 November 2022 at 7.30pm at St Stephens, South Godstone.

Members: Cllrs J Gardner, D Stone, M McLoughlin, S Farr, C White, J Farnaby, L Case and C Farr
(Cllr C Farr also as Tandridge District and Surrey County Councillor)

Apologies: Cllr B Davis and Tandridge District Council (TDC) Councillor C Swann

In Attendance: S Endersby (Clerk) and Cllr M Crane

1. Questions from Members of the Public

S Clark – Fibre broadband Scheme – Update on positive progress. Noted residents only pay ISP's for broadband, all digging/installation work is paid for by government funding. There is a presentation at South Godstone Sports Association on Sunday 20 November at 11.30am and 2.30pm. It was reported that Godstone village more complicated and awaiting government decision. All residents interested are advised to contact their resident associations.

South Godstone Residents Association – It was reported that C White had stepped down as Chairman of the Residents association after a long association with the group. M Crane was appointed as the new Chairman of the Association.

2. Apologies and reasons for absence

2.2 Apologies were noted from Cllr B Davis due to personal commitment and TDC Cllr Charlotte Swan due to other commitments.

RESOLVED – Council noted the apologies receive 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 Cllr C Farr – Surrey County Council (SCC) Matters

- 4.1.1 It was reported that the current financial report for SCC states the county is currently £30m overspent, but it is expected that the over spend will have been turned around by the end of the financial year.
- 4.1.2 County Deal – The County deal is still proceeding. Stated concerns about what SCC want from the deal and if it will be level two intermediate or level two plus.
- 4.1.3 Road Drain issues raised with Cllr C Farr. Cllr C Farr confirmed that road drains are the responsibility of SCC and issues should be reported via the available reporting methods. It was confirmed that TDC look after gullies.

5. Minutes of the previous meeting held on Monday 3 October 2022 and the Extraordinary meeting held on 26 September 2022

5.1 Councillors reviewed the minutes of the meeting held on 3 October 2022.

RESOLVED - Councillors unanimously approved the minutes of the meeting held on 3 October 2022 as an accurate record of the meeting and agreed that they be signed by the Chairman.

5.2 Councillors reviewed the minutes of the extraordinary meetings held on 26 September 2022.

RESOLVED - Councillors unanimously approved the minutes of the extraordinary meeting held on 26 September 2022 as an accurate record of the meeting and agreed that they be signed by the Chairman.

6 Finance Matters

6.1 Accounts for Payment - to approve **OCTOBER** accounts for payment

GPC Ref.	Business	Invoice	Invoice Date	Payment For	Net amount	VAT	Invoice Total
Salary Payments							
G1303-04	Salaries			Oct Salary	1,436.26		1,436.26
G1305	HMRC			Oct NI & Income Tax**			

G1306	NEST Pension			Oct Pension**				
Direct Debits								
G1309	British Gas Lite	3569216	10/9/2022	Electricity	31.86	1.59	33.45	
G1310	BT	M119 ES	10/17/2022	Telephone and Internet	42.14	8.42	50.56	
Invoices for Payment								
G1299	Poppy Appeal			Wreaths	83.33	16.67	100	
G1300	Exalls	1046		emailed and paid	19000	3800	22800	
G1301	Neat Gardens	378	Aug-22	Grass cutting	1863.01		1863.01	
G1302	Streeter Marshall	Statement		Additional Search funds	172.78	0	172.78	
G1307	S Endersby			Stamps and Toilet roll	13.83		13.83	
G1308	Neat Gardens	287	Sep-22	Grass cutting	1918.01	0	1918.01	
G1311	St Stephens Church			Meeting hall donation - NOVEMBER	20		20	
G1312	Exalls	1049	4-Nov	Groundworks on Playground	10000	2000	12000	
*Salaries paid in accordance with 7. Payment of Salaries of the Parish Council Financial Regulations. **Employee/Employers total payment paid by GPC.					TOTAL	£34,581.22	£5,826.68	£40,407.90

RESOLVED – Noting the payment summary for **OCTOBER** and invoices, circulated to all councillors in advance of the meeting, the total invoices due for £40,407.90 were unanimously approved.

ACTION 11/22 – 1 – Clerk to arrange payment of invoices.

6.1.1 Payment plan for works on Playground – Noting the potential for invoices mid-month in relation to project work.

RESOLVED – Council agreed that invoices received as per the quote and within budgeted amount be paid on receipt if received before the next meeting with invoices detailed on the next meeting payments summary.

6.2 Account Statements – **AUGUST** and **SEPTEMBER** - Bank Reconciliation, Income and expenditure, Restricted and Designated Funds Summary (incl. CIL) and allocations of funds to projects.

RESOLVED – Council approved the account statements for **AUGUST** and **SEPTEMBER** which included the bank reconciliation, income and expenditure summary and the Reserves breakdown and agreed the bank reconciliation be signed on behalf of the council for each month.

6.3 CIL funds allocations – Consider and agree any virements if applicable.

6.3.1 Council noted email from Clerk of 12 October 2022 in relation to playground project spend to date. All CIL funds allocated to the Playground are now used.

6.3.2 Council reviewed the allocation of CIL funds (noting deadlines and criteria for spend)

CIL - Hilly Fields Car Park	6,758.07
CIL - Blindley Heath Donated Land	840.00
CIL - Project - Path on the Green CIL FUNDS	3,000.00
CIL - Project - Blindley Heath Barrier/Car Park Works	4,500.00

RESOLVED – Council unanimously agreed the following virement:

From	Amount	To
CIL - Hilly Fields Car Park	6,758.07	Playground Restricted fund
Playground Designated fund	6,758.07	General Fund

6.3.3 Council noted the CIL payment received in October for £4757.34.

6.4 Finance Committee – Confirmed meeting date was Friday 25 November at 9.30am at the Bounty.

7 Reports

7.3 Clerks Report - Matters to bring to the Councils attention

7.3.1 Christmas lights –

- Quote – To check and switch on the existing lighting in trees £750 plus vat (includes two call outs in the event of failure during the season and switch off at the end of season).
- This does not include illuminating new tree at South Godstone.
- Budgeted amount £700.
- Donation letters could be sent to local businesses.

RESOLVED – Council unanimously agreed that the quote be accepted and that letters be sent to local businesses inviting contributions.

ACTION 11/22 – 2 – Clerk to confirm contractor. New tree at South Godstone to be followed up.

7.3.2 Suggestion received about a light up Godstone Event.

ACTION 11/22 – 3 – Clerk to approach local resident, but no specific plan to be arranged by the council.

- 7.3.3 Coronation weekend
- i. Saturday 6 May, will be under the umbrella of the current Council. In an election year councillors retire on the fourth day after election (Elections to be held on Thursday 4 May 2023) as there will be a Public Holiday on 8 May 2023, this could affect timings and the date for holding the Annual Meeting.
 - ii. Coronation event – Council considered an event

ACTION 11/22 – 4 – All members to consider/gage local feeling for event. Currently no plans proposed.

- 7.3.4 Thanks to Cllr L Case for volunteering help with Wayleave letters.
- 7.3.5 Budget is going to be prepared and reviewed at the Finance committee meeting. Council noted projects/matters requiring funding should be put forward asap.
- 7.3.6 Maintenance contract – clarification sought on correspondence, this should be to confirm rate agreed by letter, not a contractual agreement.
- 7.3.7 3-4 Southview draft agreement

RESOLVED – Council unanimously agreed that rights granted to the current owner, be granted to the new owner.

7.4 Chairman's Report – (for noting) information only – No items raised.

7.5 Reports (for noting) from representatives on outside bodies etc

- 7.5.1 Preservation Society (Cllr D Stone) – Matter of Hilly Fields cut and leaf collections raised and noted.
- 7.5.2 Sibelco (Cllr D Stone) – Meeting taking place on 9 November 2022.
- 7.5.3 Railway Group (Cllr C White) – It was reported that the group are trying, but struggling to appoint a new chairperson.
- 7.5.4 Cllr J Farnaby reported that he had met with Claire Coutinho MP for a visit to the Sgt Fennimore memorial.

7.6 Reports from Committees

- 7.6.1 Greenspaces Committee – Report from meeting held on 25 October 2022
- i. No minutes circulated
 - ii. Main priority is to address signage about horses not to be on Godstone Green.
 - iii. Committee considering future priorities.

7.7 Reports on Actions and matters from the previous meeting in regard to:

- 7.7.1 The Bounty Purchase – Meeting between Council and Scouts took place and update on councils position provided. Believe a compromise will be sought from Scouts.

ACTION 11/22 – 5 – Clerk to contact Scouts as no correspondence since meeting. Cllrs C White, J Gardner and C Farr to continue as working group and report to council when appropriate.

- 7.7.2 Accounts system – Some initial quotes received were provided to council. Clerk and Cllr S Farr updated council on demonstrations to date and positive progress and expectations for accounting system. Further work being undertaken and final recommendation will be provided as soon as practicable.

7.7.3 Ashill – Memorandum of Understanding (MoU)

- i. Council discussed the correspondence circulated on 17 October detailing points for agreement/discussion before proceeding to sign the MoU
- ii. Council noted certain points in relation to the matter; Ashill not owning the land, potential of missing out on the car park and committing the council by way of the MoU.
- iii. It was noted of local concerns in relation to the water levels.
- iv. It was noted that Cllrs C Farr and C White would abstain from any decision or involvement in relation to the MoU.
- v. Caution to ensure that the MoU remains unbinding.
- vi. Reviewed details of drawings which need to be cleared up. The location of the height barrier was deemed to need more thought.

RESOLVED – Council unanimously agreed that legal advice be sought before proceeding further.

ACTION 11/22 – 6 – Clerk to contact solicitor to establish cost for them to review the MoU.

- 7.7.4 Grass cutting contract – Report from working group circulated with meeting papers, it was noted that the final financial agreement has not yet been finalised and the working group remain in discussions with the contractor about extending the current contract. The discussions are being mindful of the costs and increases both for the contractor and the council in relation to the contract that need to be considered.

ACTION 11/22 – 7 – Cllr C Farr to liaise with Clerk to circulate an updated proposal of figures to the working group and the group to continue to liaise with the contractor to confirm any amendments to the contract and the price structure going forward.

ACTION 11/22 – 8 – Clerk to confirm that the final cut available as per the current contractual agreement be carried out as soon as practicable with the weather.

7.7.5 Tree survey

- i. Council considered the information and quotes provided (Copy of Spec provided to contractors included with papers) - C Quote - £2872 and M Quote - £5700, noting the variation of the amounts quoted. Council wish to ensure that the quotes cover the details of the specification of works.

ii. Clerk confirmed by email that C Quote – 195296 was for all areas of the parish as per spec.
ACTION 11/22 – 9 – Clerk to ask for quote to be resubmitted with the correct title to confirm the specification has been clearly understood.

7.7.6 Jubilee Tree – Cllr D Stone has been liaising with organisations and has visited the tree supplier. Confirmed it will go in a gap along Ivy Mill Lane side of the Green around November and the area will be checked for services before proceeding. It was noted that a plaque is proposed to mark the 'Jubilee Tree'.

9. Greens, Commons and Land, to include:

9.1 Inspection Reports

9.1.1 Bounty

i. Drainpipes need clearing at the Bounty.

ACTION 11/22 – 10 – Clerk to ask maintenance person to clear drain pipes.

ii. Reported tree to school which is touching roof.

ACTION 11/22 – 11 – Clerk to ask maintenance person to cut branches near roof on liaising with school on approach.

9.2 Godstone

9.2.1 Playground Refurbishment – Work going well considering impact of weather and working group pleased with progress. Missing fence panel being sorted.

9.2.2 Road repairs – HF and Pond tail CP – It was noted that instruction given to contractor and awaiting suitable weather conditions.

9.2.3 Response to GSA letter – request of a meeting on a Monday or Tuesday evening requested)

9.2.4 Playground annual inspection - Order 82233 - Order acknowledgement relating to rolling repeat order to carry out an Annual inspection on play equipment.

RESOLVED – Council unanimously agreed the order for the 2023 playground external inspection.

9.2.5 Football Club

i. Goal Posts – It was noted that the football club are addressing the damaged goal post.

ii. Contractor insurance – Reported that the PL certificate has run out for the contractor that cuts the football pitches and the Clerk is awaiting an updated certificate.

RESOLVED – Council unanimously agreed that the contractor should not continue to be permitted to cut the grass until the appropriate insurance details have been provided.

ACTION 11/22 – 11a – Clerk to liaise with football clubs to advise them.

9.2.6 Council noted email correspondence received asking if the council will be opposing the Ashill Development.

9.2.7 Application for access across parish land for the purpose of tree care in an adjacent property.

RESOLVED – Council unanimously agreed it had no objection to granting permission for the applicant to go on parish council land for the task of tree maintenance, on the following conditions:

i. If applicable, the appropriate permissions are sought for work to the trees.

ii. That you please take great care whilst carrying out the work and that work you do is done at your own risk, or appoint a suitably qualified tree surgeon.

iii. That you take care crossing any section of the Parish land to gain access and you do so at your own risk.

iv. Please consider any risks in relation to this task are carefully considered and any necessary precautions are taken.

v. No waste is to be left on Council land.

ACTION 11/22 – 11b – Clerk to liaise with applicant.

9.3 Hilly Fields

9.4 Salisbury Road Allotments

9.4.1 Bonfire - Organised bonfire took place, noting permitted in Allotment Agreements. It was noted that a member of council normally attends if available. It was further noted that allotment holders are advised to hold Public Liability Insurance for their plots.

9.4.2 No further update from the developer of the old garages site since Cllrs J Gardner and B Davis met with the representative on behalf of the council.

9.5 Tilburstow Hill/The Enterdent

9.5.1 Small Claims update – Review of balance and update provided to resident confirmed.

9.5.2 Cutting of hedge along track – Cllr M McLoughlin confirmed he met with the resident who had asked for it to be cut back.

RESOLVED – No plans to cut the hedge were agreed, but council agreed to continue monitoring the area and reconsider the matter in Spring 2023.

9.6 South Godstone

9.6.1 Request for a tree to be donated.

ACTION 11/22 – 11c – Cllr L Case confirmed she was able to assist with this request.

9.7 Blindley Heath

9.7.1 Wayleave – Martyns Platt

i. Update on requests to rent land outside the property.

RESOLVED – Council unanimously agreed that a document be prepared to reflect the exact same permissions of previous owner to rent the small area of land in front of the property.

ACTION 11/22 – 12a – Clerk to prepare documents for land to be rented.

ii. Permissions sought for access through the locked gate to assist with replacement of cesspit.

ACTION 11/22 – 12b – Noting the general consensus to agree access via the gate for work on the Cesspit, Cllr C Farr to provide recommendations on conditions to permission to full council.

iii. Discussion of filling potholes – Property owner advised to liaise with SWT and NE to confirm appropriate method.

iv. Meeting and summary of requests in relation to the property

ACTION 11/22 – 12c – Cllr C Farr to provide written report to full council following recent visit with Cllr S Farr on matters discussed.

9.7.2 Wayleave – Roundabout

ACTION 11/22 – 12d – Clerk to write to property owner to raise matter of unauthorised work and requirement to seek permission.

10. Burial Grounds and Memorials

b. Exclusive Rights of Burial (EROB) Applications; Memorial Applications; Surrender requests and Bench Memorial Applications

i. Noted as approved under delegated authority of the Clerk: 442 – Additional inscription; 369 – New memorial; 614 – New memorial with urns

ii. Memorial Inscription for consideration by Council (noting all other details within regulations) for grave 611. During the discussion it was noted that the council appreciated the sentiment and humour of the inscription proposed and the families wish to carry out the wishes of the deceased.

RESOLVED – Council had reservations about the suitability of the inscription and by a unanimous vote it was agreed that regretfully permission for the proposed wording to be included on the memorial was declined.

c. War Memorial – Review of the condition/lean of the memorial.

ACTION 11/22 – 14 – Cllr C Farr to review the current and historic measurements of the memorial to monitor. If further support deemed necessary Clerk to liaise with the War Graves Commission.

11. Correspondence – Councillors noted the following correspondence:

11.1 Tandridge District Council - Boundary Review - Parish Briefing

11.2 Rural/Market Town Group - Godstone Surrey

11.3 Countryside Code campaign & Symposium

11.4 Neighbourhood Plan Grant – Follow up from organisation that granted funds to establish use of funds due to time period

ACTION 11/22 – 15 – Cllr C White to be sent information to confirm who has been instructed to work on the Neighbourhood plan.

12. Matters for reporting or inclusion on future agendas

12.1 The next meeting of the Parish Council is scheduled to be held on Monday 5 December 2022 at 7.30pm St Stephens Church Hall, South Godstone.

Part 2 – None

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

Chairman

Dated