

Godstone Parish Council

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

Clerk to the Parish Council

S Endersby

The Bountey
Godstone Green
Godstone, Surrey, RH9 8DY

Telephone/Fax: 01883 744209

MINUTES

of the meeting of Godstone Parish Council held on
Monday 6 March 2023 at 7.30pm at St Stephens, South Godstone.

Members: Cllrs J Gardner, C White, L Case, M McLoughlin, J Farnaby S Farr, and C Farr (Cllr C Farr also as Tandridge District and Surrey County Councillor)
Apologies: Cllrs D Stone, Cllr B Davis and Tandridge District Council (TDC) Councillor C Swann
In Attendance: Cllr M Crane
Virtual Attendance: S Endersby (Clerk)

As published on the Agenda the meeting was informed that the meeting will be recorded.

1. Questions from Members of the Public

1.1 It was reported that upgrade of broadband services had been fully approved, and details published in the Parish magazine.

1.2 The issue of the disruption caused by HGV traffic in the village was raised.

Response – The council are aware of the issues and fully sympathise. Historically council and local organisations have looked at the issue, but there were difficulties in trying to reduce HGV traffic and the impact. It was noted that SCC and TDC Cllrs had also looked in to addressing the issues and Surrey County Council (SCC) highways response to letters confirms understanding of issues, but no enforcement options available. The local MP does not appear to engage on the issue and would also be up against the same problems. Cllr C Farr's request for a speed sign was declined by SCC. Requests for a 'No HGV' sign should be made to SCC. Permissions attached to HGV licences are a factor that impacts what objections can be raised and there was no evidence to suggest that HGVs are breaking the rules of licences.

Cllr M McLoughlin is happy to liaise with villagers on the matter to see if there is a way forward.

Cllr J Farnaby to provide a Highways contact that may be able to offer assistance.

2. Apologies and reasons for absence

2.1 Apologies have been sent from Cllr D Stone (due to family commitments) and Cllr B Davis (due to prior personal commitments).

2.2 It was noted that the Clerk attended the meeting remotely, which is permitted, as for health reasons she is currently not able to attend public meetings in person.

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

3. Declarations of Interest

3.1 Cllrs C Farr and C White declared an interest in item 6.1.

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

4.1 Cllr C Farr reported the following item(s):

4.1.1 Information about changes in relation to on-street parking and enforcement is provided via the link [Changes to parking in Surrey from 1 April 2023 - Surrey County Council \(surreycc.gov.uk\)](https://www.surreycc.gov.uk/news/changes-to-parking-in-surrey-from-1-april-2023), it was noted the service has returned to being dealt with by Surrey County Council

5. Minutes of the previous meeting held on Monday 6 February 2023

5.1 Councillors reviewed the minutes of the meeting held on 6 February 2023.

RESOLVED - Councillors unanimously approved the minutes of the meeting held on 6 February 2023 as an accurate record of the meeting and agreed that they be signed by the Chair.

6. Motions

6.1 Consider permission being granted for candidates to put banners on Parish land for the local Elections
(Proposer: Cllr C White; Seconder Cllr S Farr)

RESOLVED – Council unanimously agreed that permission be granted for candidates to put banners on Parish land for the local elections.

It was reported that Cllr C Swann will be standing as a district council candidate in the Lingfield ward and Cllr C White in Godstone ward.

- 6.2 Regarding the recent invasion of moles in the Churchyard (causing damage to grave areas, risk to headstones and emotional distress to relatives), would the Parish Council consider providing funds to manage the mole presence, in the Churchyard of St Nicholas Church.

(Proposer: Cllr L Case; Seconder Cllrs S Farr and John Farnaby)

It was stated that the council would be willing to consider contributing once information on cost was available for consideration. It was suggested that the church would/could also contribute.

ACTION 3/23 – 1 – Clerk to investigate costs for consideration at the next meeting.

7. Godstone Sports Association, Sports Pavilion and Godstone Football Club

RESOLVED – Council unanimously agreed 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 item 7, on the grounds that it is likely if the public were to remain, there would be a disclosure of exempt information.

8. Reports

8.1 Clerks Report - Matters to bring to the Councils attention.

8.1.1 Service of Air conditioning unit - Service and Maintenance checks, but excluding repairs, consumables and spare parts - £135.00 (excluding VAT), payable in advance.

ACTION 3/23 – 2 – Clerk to proceed and book a service for the office air conditioning unit.

8.1.2 It was noted that the Clerk checked the Playground sign following the recent reported accident and it does state children should be supervised.

8.1.3 Planning Meeting convened for 8 March 2023 at 7.30pm – the Clerk reported that following the publication of the committee agenda with the 3 clear days' notice required, apologies had been received from 5 councillors and a further 2 councillors could not attend at the time published. With 7 councillors unable to attend the meeting as per the published agenda there would not be a quorum.

ACTION 3/23 – 3 – Clerk to cancel planning meeting and reschedule.

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

8.2.1 The Jubilee Tree will be planted week commencing 21 March 2023.

8.2.2 Attended webinar on the proposed extension of the AONB and that the mapping provided had been difficult to understand.

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

8.3.1 Confirmation of BHLG meeting – Thursday 23 March 2023 at 2pm. Council noted the scheduled meeting.

8.3.2 Godstone Allotment Association (GAA) meeting – It was reported that GAA had asked that a suitable way be found for details of all plot holders to be made available to them. As all plot holders will automatically become members, GAA felt contact details are necessary to assist the Association to run efficiently.

During the discussion the council discussed its obligation in relation to Data Protection and strongly stated that it could not just pass peoples personal details on to the Association without seeking permission of the plot holder.

RESOLVED – Council unanimously agreed that a suitable form/format attached to the Allotment Agreement to enable plot holders to provide and confirm contact details can be provided to the GAA.

ACTION 3/23 – 4 – Clerk to update the Allotment Agreement to assist in providing contact details to the GAA.

8.4 Reports from Committees

8.4.1 Greenspaces Committee

i. It was noted that minutes of the meeting are to be circulated.

ACTION 3/23 – 5a – Greenspaces committee meeting minutes to be circulated.

ii. The committee discussed the disturbance to the drain near the Endeavour and the condition of the area.

ACTION 3/23 – 5b – A suitable way to tidy the area to be investigated.

8.5 Reports on Actions and matters from the previous meeting

8.5.1 Grass cutting contract – The Clerk confirmed she had managed to speak to the contractor who stated he believed he had returned papers and submitted invoice, Clerk advised papers had not been received at the Parish office and that Clerk is still awaiting them. The importance of concluding the paperwork was noted with unanimous agreement.

ACTION 3/23 – 6 – Clerk to continue following up to ensure the paperwork is completed for Parish records. Cllr M McLoughlin to assist in contacting the contractor.

8.5.2 Tree Survey – Commenced 18 February 2023. Noted by council.

8.5.3 Tree Works on Ray Lane – Consider report provided and recommendation of work.

Report: There is a mix of Ash Oak and Hawthorne trees along both sides of the highway which in general are in good health, there are a few trees that have minor dead wood in the canopy. The problem with the trees is that the sides branches are too low over the road (minimum clearance is 5m to allow for double decker buses and high sided vehicles to pass under). During visit witnessed two buses pass under the branches and branches were scraping the tops, it's possible that the bus company reported this to SCC.

Recommendation: Cut back all the trees both sides along Ray Lane to a minimum height of 6m.

Cost: To cut back all the trees both sides along Ray Lane to a minimum height of 6m and removing all the rubbish - £675+vat. Contractor would liaise with SCC as required to carry out work.

RESOLVED – Council unanimously agreed that the work be completed as soon as practicable.

ACTION 3/23 – 7 – Clerk to seek necessary permission from Natural England and confirm instruction to proceed with appointed contractor.

9. Finance Matters

9.1 Accounts for Payment - to approve **FEBRUARY** accounts for payment.

GPC Ref.	Business	Invoice	Invoice Date	Payment For	Net amount	VAT	Invoice Total
Salary Payments							
G1366-69	Salaries			FEB Salary			
G1368	HMRC			FEB NI & Income Tax**	£1,559.72		£1,559.72
G1369	NEST Pension			FEB Pension**			
Direct Debits							
G1364	BT	M123WR	Feb-23	Telephone and Internet	£42.14	£8.42	£50.56
G1365	British Gas	4124487	Feb-23	Electricity	£157.22	£7.86	£165.08
Invoices for Payment							
G1363	One Promotions	270068	9-Feb	New Flag	£62.95	£12.59	£75.54
G1366	Surrey Playing Fields Association	2022/2023	25-Feb-23	Annual Affiliation Fee	£10.00		£10.00
G1370	St Stephens Church		February	Donation for Hall (FEB) meeting	£20.00		£20.00
G1371	Gardenwise	50518	5-Mar	Maintenance - Various	£150.00		£150.00
G1373	S Endersby			Stamps (Large 2nd)	£11.55		£11.55
G1374	Exalls	1064	23-Feb	Heras Fencing hire, erecting and dismantling	£263.80	£52.76	£316.56
G1375	Fairall	744500	18-Feb	Macadam Drive Repair	£75.28	£15.06	£90.34
G1376	Fairall	740243	4-Feb	Macadam Drive Repair	£75.28	£15.06	£90.34
G1377	Fairall	740749	6-Feb	Macadam Drive Repair	£37.64	£7.53	£45.17
G1378	N Power	IN06352371	22-Feb	Unmetered Supply - Christmas Lights	£0.00	£0.00	£0.00
G1379	SES Business Water	42	24-Feb	Field Supply - Blindley Heath	£15.91		£15.91
G1380	N Power	IN06388081	3-Mar	Unmetered Supply - Christmas Lights	£217.82	£10.89	£228.71

*Salaries paid in accordance with 7. Payment of Salaries of the Parish Council Financial Regulations.

TOTAL **£2,699.31** **£130.17** **£2,829.48**

**Employee/Employers total payment paid by GPC.

RESOLVED – Council unanimously agreed to approve the payments list totalling £2829.48, on payment of salaries.

ACTION 3/23 – 8 – Clerk to arrange payment of invoices.

9.2 Account Statements – Bank Reconciliation, Income and expenditure, Restricted and Designated Funds Summary (incl. CIL) and allocations of funds to projects.

9.2.1 For **DECEMBER** (up to 30 December 2022) – Circulated 22 February

RESOLVED – Council unanimously approved the Accounts statements for DECEMBER.

9.2.2 For **JANUARY** (up to 31 January 2022) - Circulated 22 February

RESOLVED – Council unanimously approved the Accounts statements for JANUARY.

10. Greens, Commons and Land, to include:

9.1 Inspection Reports

9.2 Purchase of Bounty

9.2.1 No further correspondence from Scouts to update council with.

9.2.2 Council noted Clerks information in consideration of potential amount of back rent (subject to market review). Noting majority of funds allocated as Designated funds in relation to the purchase of the Bounty will have to cover costs incurred even if sale does not proceed – other than the amount allowed for update of electrical supply est. £3318.

		As per Scout Rent Review letter March 2021	Actually Paid since June 2021		
2021	Jun - Aug	800	650		
2021	Sept - Nov	1100	650		
21-22	Dec - Feb	1100	650		
2022	Mar - May	1100	650		
2022	Jun - Aug	1110	650		
2022	Sept - Nov	1100	650		
22-23	Dec - Feb	1100	650		
2023	Mar - May	1100	650	Potential back rent to be paid	
		8510	5200	3310	

ACTION 3/23 – 9 – Clerk/Council to monitor.

9.3 Godstone

- 9.3.1 Request for a Circus to visit Godstone Green in 2024 – Council considered request from James Richards Circus; a small family orientated all human circus wanting to visit Godstone Green mid-July 2024. Big top measures 23m in diameter. All insurance documentation would be provided.

RESOLVED – Council unanimously agreed that they would be willing to approve the use of Godstone Green, but required details of how many days the circus would visit to finalise the approval and confirmation of details and charge.

ACTION 3/23 – 10 – Clerk to contact circus.

- 9.3.2 Jubilee Tree and wording for Plaque for jubilee tree – Council considered the wording:

‘A hornbeam tree planted in commemoration of Queen Elizabeth II and her Platinum Jubilee in 2022.

Made possible by the support of Godstone Evening WI, Godstone Village Association, Godstone Club, COG Lions, Preservation Society, Godstone Gardeners’ Club and Godstone Parish Council.’

Council noted the length of wording and that it could be abbreviated to *‘A hornbeam tree planted in commemoration of Queen Elizabeth II and her Platinum Jubilee in 2022, made possible by the generosity and support of local Godstone organisations.’*

ACTION 3/23 – 10 – Clerk to seek quotes for plaque (to be paid for from remaining funds donated). No specific preference for size and type of plaque stated.

ACTION 3/23 – 11 – Small event to mark the unveiling of the plaque and the planting of the tree to be arranged.

- 9.3.3 Section 38 application – Council considered all applicable papers prepared and circulated in relation to the Section 38 application required for the proposal for a new section of path on Godstone Green

RESOLVED – Council unanimously agreed the following:

- i. The completed S38 application form for submission (noting that that any of the application papers may be copied to anyone who asks to see them)
- ii. The letter to consultees and the details of consultees to be written to.
- iii. An application to apply for a copy of the Commons map and Register required for the application (£25)
- iv. The public notice be advertised for the fee of £590.72+Vat as required for the application.
- v. The remaining actions required in relation to the application and detailed below be completed:

ACTION	NOTES
Enclose a map (2 copies) that meets the requirements of Section J of the Notes.	To be completed using map showing route of path at Feb meeting.
Enclose a copy of the commons register in respect of this common.	Apply for copies of the commons map and register for a charge of £25 per entry.
Complete and enclose a copy of the health and safety questionnaire	To be completed.
Advertise the proposal in one local newspaper	Confirm public notice booking.
Post a copy of the notice at the main entry points to the common	Notice drafted, Clerk to post when all elements ready
Send a copy of the notice to all those listed at Section I	Notice drafted, Clerk to send letters when all elements ready
Place a copy of the notice, map and application at the inspection point	This will be the Bounty when all paperwork completed.
Enclose the letter confirming that the advertising requirements have been met.	Letter drafted, Clerk to post when all elements ready.

ACTION 3/23 – 12 – Clerk to complete the S38 Application.

9.3.4 Bench Repairs

- a. Council noted the summary circulated (Email 15 February) as requested detailing the money set aside for benches and reconfirmation of costs. Restricted funds held for the care of benches £2256, total for works £1800.37.
- b. Council noted the question from contractor – Does council want hardwood oiled when he carries out the work, £160 for labour and materials (oil).

RESOLVED – Council unanimously agreed that they did not want the wood oiled.

ACTION 3/23 – 14 – Clerk to liaise with contractor carrying out work on benches.

9.4 Hilly Fields – It was noted that council do not believe the Hilly Fields currently need cutting.

9.5 Salisbury Road Allotments

- 9.5.1 Update in relation to adjacent garages (noting receipt of planning application 2022/1492 included on the Planning Committee agenda of 8 March 2023) – Council noted the planning application and

stated that the council's allotment site would benefit from the development by way of a car park, vehicle access and a water supply. Council noted the cancellation of the planning meeting and the comments deadline on the planning application.

RESOLVED – Council unanimously agreed that they had no comments on the planning application.

ACTION 3/23 – 15 – Clerk to submit initial comments, but the requirement to publish the application on a planning committee agenda was noted and the planning committee meeting would be rearranged as soon as practicable.

9.6 Tilburstow Hill/The Enterdent

9.4.1 Knotweed – An update on the action to check for knotweed was raised. It was reported that there were no concerns to report following several recent visits to the area.

9.7 South Godstone

9.5.1 The replacement of the bus stop that had been damaged beyond repair and removed was raised, noting replacement costs and potential development plans that could impact the bus stop.

RESOLVED – Council unanimously agreed not to replace the bus stop for the moment and the situation be monitored.

9.5.2 Council noted the Invite to the Consultation Event on the Redevelopment of the form RSPCA centre, Eastbourne Road, South Godstone on Saturday 11 March 2023 at 1.30pm – 4.30pm.

9.8 Blindley Heath

9.8.1 Rotational Grazing – Council noted request received and it was noted that the council awaits information from Surrey Wildlife Trust and Natural England in relation to the proposal before considering the matter further.

9.8.2 It was noted that a letter of response in relation to works on the track to Roundabout had been sent.

9.8.3 It was noted that a request for a more detailed location in relation to the blockage (Ray Brook near Clacks) had been sent to the resident before raising the matter with the Environment Agency.

9.8.4 It was noted that there is an action outstanding to write a generic letter to all properties on the SSSI in relation to being aware of complying with conditions associated with the site being SSSI.

9.8.5 It was reported that there was evidence that there had been unauthorised cutting of trees on the SSSI and the movement of large caravans. TDC Councillors had been liaising with the TDC enforcement officer on the wider issue.

9.8.6 It was noted that the gate key had not been returned by the Martyns Platt property owners.

ACTION 3/23 – 16 – Clerk to follow up to request the return of the key.

11. Wayleave – Reviews and updates

11.1 Scouts Openreach Services to the Endeavour – Council acknowledged the email update and document attachment sent on 20 February. Following the letter of conditions issued by the council, it was noted that Openreach had not replied by letter but had added the conditions in the wayleave agreement under the heading Special Conditions. It was noted In the Special conditions '1.1 a-c of the confirmed letter' is referred to, but the letter was not attached to the agreement.

RESOLVED – Council unanimously:

- i. Accepted the conditions being included in the Wayleave document.
- ii. That council is satisfied that this confirms Openreach commitment to comply to conditions set by the council.
- iii. That the payment will be a one-off payment for the Wayleave.
- iv. That the Wayleave be signed on behalf of the Parish Council.

ACTION 3/23 – 17 – Clerk to complete the execution of the document and return to Openreach.

11.2 Southview – It was noted that the signed wayleave document returned had been amended and that the applicant stated was not a person, but a company detailed as 360 Response Limited.

RESOLVED – Council unanimously confirmed that they accepted this amend and that the Wayleave agreement be signed on behalf of the Parish Council.

ACTION 3/23 – 18 – Clerk to complete the execution of the Southview document.

11.3 Tippywychett - Council considered the proposed wording for consent for access over the common land to the property known as Tippywychett and the current annual charge for Blindley Heath Wayleaves is £26.28 from 1 October 2022 and then £27.60 from 1 October 2023.

As from the **[Date]** the Parish Council consented to the application subject to the following conditions: -

- 1 No new track or roadway will be constructed. All other permits, which may be required, shall be obtained by the Applicants.
- 2 This permit may be terminated by either party subject to six months' notice being given in writing. The Parish Council undertakes not to use this right in an arbitrary manner.
- 3 The common land will in no way be obstructed or damaged or the free and full use of the common land by the public be prevented or limited in any way or manner.
- 4 The access is for private use only and may be used by commercial or tradesmen's vehicles only when delivering and or collecting from the property.
- 5 No work or alteration to be carried out to the surface of the track without the prior consent of the Parish Council and the surface of the common will be re-instated to the full satisfaction of the Parish Council. No costs in respect of any such work will fall upon the Parish Council.
- 6 The Godstone Parish Council will be fully and effectively indemnified against all claims arising from this consent.
- 7 The permit is not transferable, and a change of occupancy or ownership will be notified in writing to the Parish Council.

8 The current annual rent is [£XX], and due on the 1st day of October in each year, but with the first payment being due on the signing of this agreement by the applicants. The Parish Council reserves the right to increase the annual rent provided that at least three months' notice is given in writing to the applicants.

RESOLVED – Council unanimously approved wording for the Tippywychett wayleave and annual charge of £27.60.
ACTION 3/23 – 19 – Clerk to prepare and send the document to the solicitor.

12. Burial Grounds and Memorials

12.1 Exclusive Rights of Burial Applications and Memorial Applications – None reported.

12.2 Consideration of request from family in relation to burial of ashes – Clerk explained the circumstances of the family's request.

RESOLVED – Council unanimously approved the request on the following conditions:

1. That the interment of the ashes can be carried out without disturbing the previous burial in the plot.
2. The ashes are interred at a suitable depth so they would not be disturbed by a future burial.
3. No surrounding graves are disturbed.
4. The ashes are interred within the boundary of the allocated grave space.
5. The ashes are interred at the foot of the grave and council are advised of position for parish records.
6. The required Notice of Internment and payment of the applicable fee is submitted to the council.
7. If there is deemed to be any risk to a burial or ashes being disturbed, then the appropriate application should be made for the lawful authority to disturb the ashes or burial in the grave.

ACTION 3/23 – 20 – Clerk to respond to family and the grave digger to be advised of the decision and conditions.

12.3 Spraying Weeds – It was noted that it was not the right time of year to spray weeds, but that the area still needed attention.

ACTION 3/23 – 21 – Clerk to continue following the request to the contractor to arrange for the spraying at the appropriate time.

13. Correspondence – Council noted the following correspondence circulated by email since the last meeting:

13.1 Parking Enforcement and Environmental Maintenance

13.2 Natural England (NE) - Proposed extension to the Surrey Hills Area of Outstanding Natural Beauty.

Council noted that NE is currently considering whether to vary the boundary of the Surrey Hills AONB and the next step is for a statutory consultation on the proposed extension with Surrey County Council. NE has decided that it should be extended to other stakeholders i.e., Parish councils and the public.

- Consultation will start on March 7th for a 14-week period ending on June 13th.
- Parish Council representative invited to informal consultation meeting.
- Maps and detailed technical information will be available which show a proposed new boundary.
- More information about the Surrey Hills AONB via the link: [Surrey Hills National Landscape](#)

ACTION 3/23 – 22 – Chairman to attend 10:30-12:30, 13th March at Woodhatch Place, Reigate

13.3 North Tandridge Locality Workshop - Community and Parish

13.4 NALC February Chief Executive's bulletin

13.5 Update from Surrey Police on recent events

13.6 TDC - Reducing planning applications backlog – 27 February to 3 March

13.7 Surrey Hills Boundary Review Briefing Webinar on Statutory consultation available to attend on:

[1st March, 14.00 – 15.00; 2nd March, 19.00 – 20.00; 3rd March, 10.00 - 11.00; 4th March, 10.00 – 11.00](#)

13.8 NAEL CHIEF EXECUTIVE'S BULLETIN

13.9 GODSTONE HILL (A22) GODSTONE TEMPORARY PROHIBITION OF TRAFFIC NOTICE 2023

13.10 GVA Village meeting - Wednesday 15 MARCH 2023 - WHITE HART BARN -7.30 pm for 7.45pm

14. Matters for reporting or inclusion on future agendas.

14.1 Postponed motions to be included on the agenda of the next meeting.

14.2 The next meeting of the Parish Council is scheduled to be held on Monday 3 April 2023 at 7.30pm St Stephens Church Hall, South Godstone.

Part Two

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

Chairman

Dated