

Godstone Parish Council

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

Clerk to the Parish Council

S Endersby

Admin Assistant

L Case (Mat Cover)

The Bounty
Godstone Green
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MINUTES

of the Virtual Meeting of Godstone Parish Council held on
Monday 7 September 2020 at 7.30pm by Zoom Video conference call

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

Apologies:

In attendance: District Cllr C Swann, S Endersby (Clerk)

Open Forum: F Pavely, A Rabbetts and L Case

1. Questions from Members of the Public

1.1 F Pavely, Godstone – Raised the issue of the volume of HGV traffic that comes through Godstone Village. The following discussion points were noted:

- i. Reigate Hills is currently closed, and Mercers is open 10 hours a day, 6 days a week
- ii. Residents have written to SCC Cllr R Thorn
- iii. SCC Cllr R Thorn voted to approve an application(s) by Mercers debated at the SCC Planning meeting on Thursday 3 September 2020 which would increase HGV traffic.
- iv. At the SCC planning meeting detailed above objections were noted by SCC from the Godstone Village Association (GVA), Godstone Parish Council and the Godstone Preservation Society.
- v. Cllr C Swann confirmed she had written to Cllr R Thorn on a number of occasions about the issue of HGV traffic.
- vi. It was reported that correspondence has been written between Cllr R Thorn and C Coutinho MP with no effect.
- vii. It was acknowledged that it is very difficult to know how to address the issue and concerns.
- viii. A Rabbetts of the GVA confirmed that the GVA had campaigned historically that Godstone is the only village on the A25 between Guilford and Sevenoaks with no traffic calming measures in place.

2. Apologies and reasons for absence

2.1 It was noted that the Clerk had received a letter of resignation from Councillor R Johnson and there was now a vacancy for Godstone North Ward.

2.2 No apologies had been received.

RESOLVED – Councillors unanimously agreed that the meeting was quorate.

3. Declarations of Interest - None

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

4.1 Unitary Authority - Local Government Reorganisation Correspondence received

4.1.1 Surrey County Council (SCC) letter to Secretary of State

4.1.2 Tandridge District Council (TDC) letter to Secretary of State

4.1.3 Surrey Leaders Group (SLG) letter to Secretary of State

RESOLVED – Councillors noted the correspondence received in relation to the proposed local government reorganisation and agreed that it be published on the Parish council website under Public Information for parishioner's information.

ACTION – 9/20 – 1 – Clerk to ensure Unitary Authority correspondence is available on the parish council website.

4.1.4 The Parish councils discussed what the Parish council's opinion on the proposal was, whilst noting that the only formal application is that Surrey County Council become a unitary authority; Tandridge District Council (TDC) are against the proposal as it is set out; and the size of the proposed unitary is unprecedented.

RESOLVED – Councillors unanimously agreed that they were against the unitary authority as it is proposed as the Parish council has serious reservations about the accountability of the Unitary authority proposed.

ACTION – 9/20 – 2 – Clerk to include information in the Parish council article in the Parish magazine; Councillors to write letters as individuals to MP; and Councillors to visit [RASSU](#).

5. Minutes of the previous meeting held on Monday 3 August 2020

5.1 The minutes had not been circulated due to the Clerk having been on annual leave and would be presented at the next Parish council meeting.

6. Motions proposed for discussion by Councillors

6.1 The government body Natural England have agreed to review the boundary of the Surrey Hills AONB (Area of Outstanding Natural Beauty), [Boundary Review](#). A petition has been started, encouraging Natural England to adopt the Surrey Hills AONB consultant's recommendations and designate the proposed areas as AONB. It is proposed that Godstone Parish Council support this petition and fill in the petition in a supportive way. (Proposed: Cllr B Davis; Seconder: Cllr C Farr)

6.1.1 Councillors noted information included from Cllr B Davis, in the meeting papers following his review of the Boundary Review documents and the [Recommended additional areas](#) shown as blue hatched lines are areas recommended to be added to the AONB. This information stated that it was understood that this would mean that parts of the Garden Village site at South Godstone would fall into the AONB and by being included in the AONB it would make it harder to justify these areas being released for development. The review may also potentially protect other parts of the district too. Information about a [petition](#), encouraging Natural England to adopt their consultant's recommendations and designate these areas as AONB was also included.

6.1.2 It was noted that this report needed to be clarified to confirm that the AONB does not come within 10 miles of the Garden Village proposals.

6.1.3 It was noted that Tilburstow Hill Common does fall within the mapped area.

RESOLVED – Councillors, noting the information available at the meeting, unanimously approved to support of the petition in relation to the boundary review as detailed in 6.1.

ACTION – 9/20 – 3 – Clerk to register the Parish Councils support of the petition in relation to the boundary review.

7. Reports

7.1 [Action updates or action taken](#) – to be ratified (if any)

7.1.1 Playground Action Plan - It was noted that the playground action plan proposal, being prepared by Cllr C Farr, will be submitted to full council shortly.

ACTION – 9/20 – 4 – Cllr J Gardner to provide Cllr C Farr information in relation to the fencing.

- i. Following some initial early stage discussions on the playground, the following details were summarised as a general consensus and a record of the draft aims, in the meeting papers to council, although no formal decisions have been taken:
 - a. Area/Size – Use the current area with the outer mounds removed/flattened, approx. 480sqm.
 - b. Surface - Soft play surface around each piece of equipment and possibly grass (artificial or real) as a second material for remaining areas.
 - c. Gates – For gates that close automatically to stop animals trespassing.
 - d. Fencing – Research into costs for fencing like the existing around the whole play area.
 - e. Equipment – Dependent on the amount of equipment that could fit in to the area and research across suppliers being carried out, some equipment options discussed would provide equipment for younger children. Currently there is not a final specification of equipment.
 - f. Costs/Funding - Clearing the site and surfaces to be factored in. Investigation in to match or CIL funding from TDC and looking at what funding the Parish could contribute to be investigated.
 - g. There are currently no plans for CCTV or lighting to be included in the proposal.
- ii. Reference to the relevant British Standards for Playgrounds, BS EN 1176 [current publication](#) and a summary of how the regulations work is set out on the [ROSPA](#) website had been included in the meeting notes.

7.1.2 Football Club – It was noted that a copy of the PL insurance has been received.

ACTION – 9/20 – 5 – Cllr D Stone to continue liaising with the Godstone Club and the linked Sports Association, including establishing Cricket Public Liability Insurance details.

7.2 [Clerks Report](#), to include:

7.2.1 Councillor Vacancy – It was noted that a copy of the proposed required notice of a vacancy has been sent to the Electoral Services Manager for required confirmation before it is published. The potential cost if a by election was called was noted to be around £5k-£6k for the Parish to pay.

ACTION – 9/20 – 6 – Clerk to advertise required notice and send a thank you letter to R Johnson.

7.2.2 Remembrance Day 2020 – Noting the impact of Covid-19, it was discussed that Remembrance Day be marked as deemed appropriate in November.

RESOLVED – Councillors agreed that at the very least a wreath be laid in each village, at the war/solider memorials, on behalf of the Parish Council.

ACTION – 9/20 – 7 – Cllr D Stone (Godstone), Cllr J Farnaby (South Godstone) and Cllr S Farr (Blindley Heath), to ensure the wreath is laid in each village.

7.2.3 Christmas Lights – The Parish office is following up with a contractor who has been found to replace the previous contractor who gave notice that they are not able to provide a service this year.

7.2.4 SSALC Surrey Networking meeting – The Clerk included a written report about the following matters that had been raised:

- i. Unitary Authority
 - a. Report from Mel Usher, [LGR report](#), raised as a useful read about services that maybe be shared out (Page 9, 8.5.4)
 - b. 1/3 of Surrey has parishes
 - c. SSALC welcome feedback on the issue and are working on behalf of Parishes to feedback and have input
 - d. See also [NALC - Local Government Reorganisation](#)
- ii. SSALC AGM 24 September 2020 – Leader of SCC will be guest speaker
- iii. Virtual/Hybrid Meetings
 - a. Virtual meetings can continue until May 2021
 - b. Would need to complete a Risk Assessment to return to face to face meetings
 - c. Currently would have to justify a return to physical meetings
 - d. Hybrid meetings discussed and the future
 - e. How to deal with co-option on a virtual call

Virtual v's Physical Meetings – Following the written report in meeting papers of item 7.2.4 iii. There was a discussion about the type of meetings held by the Parish council. Reference was made to information stated on the NALC website, with reference to the checklist. There was no detailed review of the checklist referred to. After a show of hands, it was established that all councillors wished to have physical meetings again and move away from virtual meetings. However, the Clerk raised an objection following the discussion by councillors as she felt the discussion was not in the spirit of the advice included in her report. The expectation would be that the Clerk would need to be present, physically or virtually at the meeting. The Clerk was not necessarily comfortable with the proposed physical meeting without time for consideration and the practicalities of a hybrid meeting also needed to be considered.

RESOLVED – Councillors, noting the Clerks concerns, unanimously concluded that further consideration should be given to physical meetings and the matter should be discussed at the next full council meeting, that would remain as a virtual meeting in October.

ACTION – 9/20 – 8 – Clerk to provide information on the NALC Checklist for consideration at the October meeting.

- iv. Government Planning Consultation - [Consultation to reform the planning system](#)
 - a. Reported that ACRE had prepared information [Questions ACRE have on the governments planning proposals](#)
 - b. Concern is that the proposed planning changes will mitigate against affordable housing in rural areas.
 - c. SSALC are preparing a webinar on the subject
 - d. NALC have produced a briefing paper [Planning for the future white paper August 2020](#)
- v. Code of Conduct
 - a. NALC briefing paper [LGA draft code of conduct](#)
 - b. Recommendation of reintroduction of sanctions.

7.2.5 Grass cutting – It was noted that a discussion paper had been received from contractor that requires review.

7.2.5 **ACTION – 9/20 – 9** – Clerk to review information received and confirm details to councillors to then discuss next steps. Pond Signage – Further information about the type and size of signage about the 'Wagon' pond was requested. Liaising with the Preservation Society was muted.

ACTION – 9/20 – 10 – L Case and Cllr M McLoughlin to liaise and put together a proposal for full councils' consideration.

7.3 [Chairman's Report](#) – (for noting) information only

7.3.1 It was noted that the Chairman's would attend the Local Government Reorganisation Seminar, via zoom at 1.45pm – 6.00pm on 15 September 2020.

7.4 [Reports \(for noting\) from representatives on outside bodies etc](#)

7.4.1 Parish council representative for Preservation Society - Cllr D Stone confirmed he would like to replace R Johnson as the parish council representative at the Preservation society meetings.

RESOLVED – Councillors unanimously accepted Cllr D Stone as the parish council representative for the Preservation Society.

7.4.2 Gatwick Area Conservation Campaign (GACC), join membership (Proposed: Cllr C Farr; Seconder: Cllr B Davis)

RESOLVED – Councillors unanimously agreed that the Parish council pay the appropriate membership fee to join GACC.

ACTION – 9/20 – 11 – Clerk to make necessary arrangements to join GACC.

7.5 [Inspection Reports](#) – Confirmation of reports received and any urgent matters arising

ACTION – 9/20 – 12 – L Case to send out report reminders again.

8. Current Planning issues

8.1 Planning Committee report from Monday 17 August 2020

ACTION – 9/20 – 13 – Clerk to check minutes of the planning meeting on 17 August had been circulated.

8.2 Planning Consultations: Ministry of Housing, Communities and Local Government consultations on reform of the planning system. The following links to papers were noted.

- 8.2.1 [Changes to the current planning system](#)
- 8.2.2 [Planning for the future](#)
- 8.2.3 [Transparency and competition: a call for evidence on data on land control](#)
- 8.2.4 The scale of the consultations was noted along with the request to respond to NALC on this very important issue by emailing policycomms@nalc.gov.uk.
- 8.2.5 The individual deadlines for each consultation, included for information were noted:
- [Changes to the current planning system](#) - NALC deadline for responses 17 September
 - [Planning for the future](#) - the planning white paper - NALC deadline for responses 15 October
 - [Transparency and competition: a call for evidence on data on land control](#) - NALC deadline for responses 16 October
- 8.2.6 Clerk drew councillor's attention to item 7.2.4 iv. included in her written report in relation to this matter.

RESOLVED – Councillors unanimously agreed that councillors with opinions or concerns on the consultations to raise and confirm concerns.

8.3 Planning Application Consultation/Notification for SCC Ref 2020/0097Mercers South Quarry, Bletchingley Road, Nutfield, Surrey RH1 4EU – The following proposal details were noted: Prior approval of the detailed proposals for the siting, design and external appearance of the replacement security building, falling within Schedule 2, Part 17, Class B of the Town and Country Planning (General Permitted Development) (England) Order 2015, pursuant to planning permission ref: TA/2019/34 dated 6 June 2019 Please find attached a copy of our formal consultation/notification letter. The application documents and plans are available to [view](#) from SCC website.

RESOLVED – Councillors confirmed there were no comments they wished to submit on this application.

9 Finance Matters

9.2 Accounts for payment - to approve **AUGUST** accounts for payment

GPC Ref.	Business	Invoice	Invoice Date	Payment For	Net amount	VAT	Invoice Total	
Direct Debits								
G871	BT	M093 OK	17-08-20	Telephone and Internet	49.15	9.83	58.98	
G878	Nest Pension			Pension AUGUST**				
G879	British Gas Lite	951482	01-Aug	Electricity Bill	14	0.7	14.7	
Invoices for Payment								
G869	Scouts	2001	06/08/20	Bounty Buildings Insurance	194.6		194.6	
G870	One to One	4970	17/08/20	Printer toner and stationery	72.71	14.54	87.25	
G872	Neat Gardens	232	26/08/20	Grass cutting	1,863.01	0	1,863.01	
G873-76	Salaries			AUGUST Salary Payments - Inc Mat cover				
G877	HMRC			NI and Income Tax - AUGUST				
G880	S Endersby			Expenses - Zoom	11.99	2.4	14.39	
G882	Fairalls	4390969	08-Jul	Cable ties for Poppies & Cycling signs	8.61	1.73	10.34	
G883	Village Maintenance	3	06/09/20	Maintenance works - see time sheet for breakdown	270		270	
G884	Fairalls	4216005	22-Jul	Circular bench repair on Godstone Green - materials	17.16	3.43	20.59	
G885	Fairalls	4393471	31-Jul	Materials B/Heath Stile Repair	33.07	6.61	39.68	
*Salaries paid in accordance with 7. Payment of Salaries of the Parish Council Financial Regulations. **Employees/Employer's total payment paid by GPC to NEST.					TOTAL	£383.38	£20.57	£4,459.12

RESOLVED – It was acknowledged that the payment summary for **AUGUST** and copy invoices, apart from the Fairalls invoices missed in error, had been circulated by email. The accounts for payment list totalling **£4459.12** on payment of salaries was unanimously approved.

ACTION – 9/20 – 14 – Clerk to pay invoices (and circulate copies of the Fairalls invoices) and arrangements to be made for two councillors to countersign all invoices working around the current COVID 19 restrictions as soon as practicable.

9.3 Summary Financial Report to **JULY** receive and review – It was noted that the financial reports and supporting papers had not been circulated, due to impact of Clerks annual leave.

ACTION – 9/20 – 15 – The Clerk to circulate the Summary Financial Report to **JULY**, including:

9.3.6 Income and expenditure; and

9.3.7 Restricted Funds Summary including CIL funds, Designated Funds Summary and Virements as soon as practicable.

9.4 Insurance

9.4.1 Insurance details had been circulated to Parish councillors on 28 August and the following information was noted

- i. The cost of the FY19-20 policy was £812.45.
- ii. FY20-21 is second year of a 3-year long term agreement, as agreed on renewal in 2019-2020.
- iii. The proposed cost for FY2020-2021 is for £828.07.
- iv. There have been no material changes that needed to be notified since last year.
- v. Information was included in meeting information about 'Taking Reasonable Care' expected by the Insurance company and details of Making Risk Management Simple that was also available.

RESOLVED – Councillors unanimously approved the appointment of Zurich Insurance Plc and agreed that the invoice be paid by the Clerk.

ACTION – 9/20 – 16 – The Clerk to arrange payment and confirmation of the Insurance policy.

9.5 Local Authority Emergency Assistance Grant for Food and Essential Supplies

- 9.5.1 Email correspondence from TDC in relation to the Local Authority Emergency Assistance Grant for Food and Essential Supplies was noted and is summarised. The Parish has been allocated £1500 and this additional funding is intended to help support those struggling to afford food and other essentials over the coming months due to COVID-19. The government anticipates that most of the funding will be spent within 12 weeks of receipt of the funding.
- 9.5.2 The Clerk prepared and submitted an application and a confirmation of award of Grant has not yet been confirmed by TDC.
- 9.5.3 Clerk stated local organisations she has liaised with so far to establish potential need for support
- 9.5.4 Due to the potential urgency of making grants to people in need of support councillors considered dealing with making grants.

RESOLVED – Councillors unanimously agreed that if the parish council is awarded Emergency Assistance Grant funds by TDC then the Clerk will email councillors about applications to the Parish council for grant awards to be considered and approved by email due to the circumstances. Clerk to contact organisations to establish a deadline that applications will be considered by and the criteria that apply.

ACTION – 9/20 – 17 – The Clerk to liaise as necessary in relation to the Emergency Assistance Funds and ensure the appropriate audit trails and records are kept.

9.6 Internet Banking – Following the resignation of R Johnson and new councillor signatory for internet banking was required.

RESOLVED – Councillors accepted Councillor S Farr's as the additional Internet Banking registered Councillor.

ACTION – 9/20 – 18 – The Clerk to liaise with Cllr S Farr to make the necessary arrangements.

9.7 Internal Audit –

9.7.1 Mulberry Letter of Engagement –

- i. Councillors noted the receipt of the auditors Letter of Engagement.
- ii. The auditor's hourly rate of £60 +VAT for the 2020/21 council year is the same as the 2019/20 rate and £0.45p per mile for travel expenditure.
- iii. It was noted that it should be considered continuing with the same auditor, councillors discussed the impact of Covid-19 and that there were no issues with the service provided by the auditors.

RESOLVED – Councillors unanimously approved the appointment of Mulberry and Co as the Parish Councils Internal Auditors for FY2020-2021 and that the Clerk should sign and return the Letter of Engagement.

ACTION – 9/20 – 18 – The Clerk to complete the online acceptance of the Mulberry and Co Letter of Engagement.

9.7.2 Interim audit – Councillors noted that the interim audit will be remote and guidelines for a remote audit, due to continuing pandemic, have been supplied.

ACTION – 9/20 – 19 – The Clerk to review the list of requested papers from the auditor and prepare the necessary information for submission to the Auditor.

10 Greens, Commons and Land - Received updates and considered recommendations.

10.5 Godstone

- 10.5.1 Business Signage on Godstone Green – It was noted that business signage does still occasionally appear on the green without permission and will be monitored.
- 10.5.2 Car park
 - i. The clerk reported that there are further requests from SCC following the submission of the work permit for work to start on the highway, the clerk is liaising with the contractor to address and this includes additional requirements due to Covid-19.
 - ii. The proposed start day for work is Monday 28 September 2020.
 - iii. It was reported that on contacting the Archaeologists to inform them work was due to start, due to the time lapse they had shut the work file. Clerk requested update on costs from the Archaeology consultant. Councillors agreed that no further action other than confirmation of the updated fees.
- 10.5.3 Telephone Kiosk - Update
 - i. £24.84 remains ringfenced as restricted funds from the donation from the local community

- ii. Colour and amount of paint required (2.5 litres) to complete the redecoration. Price of paint, Red (Code: 539) 2.5l £38.10+Vat and pink undercoat (Code: 454) 2.5l £54.96+Vat.
- iii. After using remaining restricted funds of £24.84 additional sum of monies £68.22 will need to be made available to complete the redecoration.
- iv. Volunteer has agreed to paint the telephone box, so at the moment costs are for materials only.
- v. There are no specific allocated funds for the telephone kiosk in the council budget plan, funds are available in the general maintenance category or Godstone Green.

Greens and Commons	Actual to date	2020/21 Budget
Maintenance Contract	0.00	2000
Godstone Green	1370.09	10000

RESOLVED – Councillors unanimously approved the additional funds of £68.22 for materials required for the volunteer to be able to complete the painting of the telephone kiosk.

ACTION – 9/20 – 20 – Parish office to liaise to make the necessary arrangements.

10.5.4 Pond signage – Councillors were asked for more details on the proposed size and style of information noticeboard.

ACTION – 9/20 – 21 – Cllr M McLoughlin to liaise with L Case to put together a proposal for consideration by the full council.

10.5.5 Bay Pond Path - Cyclists and signage – Reports of parishioners concerns about cyclists on the Bay pond footpath, which have previously been notified to SCC.

ACTION – 9/20 – 22 – Concerns about cyclists using the path to be passed to SCC as not Parish land.

10.5.6 Weeds along Ivy Mill Lane section of the Green – Councillors noted the state of the area.

ACTION – 9/20 – 23 – Clerk to recheck grass cutting contract to see if this area is included in it and if it isn't then Clerk to make arrangements with the maintenance contractor.

10.6 Hilly fields, to include:

10.6.1 Repairing of fence remains outstanding

ACTION – 9/20 – 23 – Clerk to liaise with Cllr J Gardner to investigate cost of entire replacement fence and remedial work with maintenance contractor.

10.7 Bounty and Allotments

10.7.1 **Bounty** – Potential infestation

ACTION – 9/20 – 24 – Clerk to liaise with maintenance contractor to address.

10.8 Tilburstow Hill/The Enterdent

10.8.1 Issues raised from Cllr D Stones inspection report are being addressed.

10.8.2 There was a short discussion about increasing the bunds to protect the land

10.9 South Godstone, to include:

10.9.1 Correspondence - Surrey Highways Reference: 1483749 - BYERS LANE, SOUTH GODSTONE – Councillors note the parishioner's correspondence with SCC Highways about concerns.

10.9.2 Bus Stop – Maintenance work on bus stop – Councillors requested a risk assessment from the maintenance contractor before this work was undertaken. Clerk confirmed that it is a requirement of the maintenance contract to carry out the appropriate risk assessments before each job undertaken and contractor has already specifically been reminded in relation to this job.

ACTION – 9/20 – 24 – Clerk to reiterate the request for a Risk Assessment with a request for confirmation in writing.

10.10 Blindley Heath, to include:

10.10.1 Cricket Club – Further correspondence, including pictures, in relation to the condition of the car park.

i. Councillors noted the correspondence circulated.

ii. It was reiterated that there was no planned works on the car park, and this would not be considered further until the matter of potentially installing a height restriction barrier was revisited in the future.

iii. Cllr C Farr reported that he had not received any reports from other regular users of the common in relation to the car park.

iv. It was noted that conceivably there maybe a hazard, but that there were concerns about damage caused by current users to the area.

v. A query was raised about the historic agreements of the benches already on the common.

10.10.2 Lingfield Nursery Works – Wayleave proposed from South Eastern Power Networks for signature

i. Councillors noted that the proposed wayleave had been circulated in advance of the meeting and that it was for a utility provider.

RESOLVED – Councillors unanimously approved the proposed wayleave and agreed that the Clerk sign the wayleave on behalf of the Parish council.

ACTION – 9/20 – 25 – Clerk to sign and return a copy of the wayleave to South Eastern Power Networks.

11 Burial Grounds and Memorials

11.1 Burial Ground and Churchyard - consider any matters arising

11.1.1 Report of damage to a grave 431 – Councillors noted the email correspondence in relation to damage to a grave surround and the investigation carried out by the Parish office.

RESOLVED – Councillors unanimously agreed that there was no further action that could be taken.

ACTION – 9/20 – 25 – Clerk to write to the family with sincere apologies for the distress caused and to assure them that an investigation has taken place, but also politely including information that the Burial Grounds Regulations do ask that no grave space is enclosed, and edging is not permitted.

11.2 Applications for Exclusive Rights of Burial (EROB)

11.1.1 Deed of Surrender Plot 316 – Councillors noted the request allowed under 5.10 of the burial ground regulations, that an owner can surrender an EROB if the grave has not been used for burial, on completion of a Deed of Surrender. The surrender value for plot 316 is £108.9, as the original purchase price was £121 less 10% for administration costs of £12.10.

RESOLVED – Councillors unanimously agreed that they had no objection to the Surrender request for plot 316.

ACTION – 9/20 – 26 – Clerk to make the necessary arrangements for the surrender of plot 316.

11.3 Applications for consent to erect Memorials

11.3.1 Plaque request on the circular bench – councillors noted the request

ACTION – 9/20 – 27 – Clerk to make enquiries about the ownership of the bench.

11.3.2 Councillors noted that repairs to a bench in the burial ground had been confirmed with the maintenance contractor to be completed next week.

11.3 War Memorials and Postengate Farm Memorial Site

12 Correspondence – Councillors noted the correspondence circulated by email since the last meeting:

- ii. FW: Communication from Simon Clarke MP (Public meetings and attendance at meetings)
- iii. IMPORTANT CORRESPONDENCE: Local Government Reorganisation
- iv. Correspondence - Surrey Highways Reference: 1483749 - BYERS LANE, SOUTH GODSTONE
- v. FW: Update from Gatwick Airport
- vi. FW: Local Authority Emergency Assistance Grant for Food and Essential Supplies
- vii. FW: Pond Tail Surgery

ACTION – 9/20 – 28 – Cllr D Stone to enquire about current status of partners at the surgery.

- viii. FW: Gatwick announces significant companywide restructure plans
- ix. Article on Local Government Reorganisation CHIEF EXECUTIVE'S BULLETIN
- x. FW: Making Risk Management Simple

13 Matters for reporting or inclusion on future agendas

13.1 Discussion about face to face meetings going forward

13.2 The next meeting of the Parish Council will be held at 7.30 pm on Monday 5 October 2020 by ZOOM Conference call

Part 2 – None.

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

Chairman

Date