

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
Godstone, Surrey
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NOTES

For the Virtual Meeting of Godstone Parish Council to be held on
Monday 7 December 2020 at 7.30pm by **Zoom** Video conference call

Members: Cllrs J Gardner, M McLoughlin, C White, B Davis, S Farr, D Stone and C Farr
Apologies: Cllr J Farnaby
Absent: None
In Attendance: S Endersby (Clerk), R Bourne, L Case, D Christmas

1. Questions from Members of the Public

- 1.1 Godstone Resident – Were the council aware that some of the Christmas lights are on 24 hours a day.
Parish Council – Thanked the resident for the report and confirmed they were aware and that they were liaising with the contractor to address the issue.

2. Apologies and reasons for absence

- 2.1 Apologies were received from Councillor J Farnaby due to personal commitments.

RESOLVED – The apologies were noted, and the meeting was deemed quorate.

3. Declarations of Interest - None

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

- 4.1 It was noted that the County Councillor was not in attendance.
4.2 District Councillor C Farr – Nothing currently to report.

5. Minutes of the previous meeting held on Monday 2 November 2020

RESOLVED – Councillors agreed by a majority vote that the minutes were an accurate record of the meeting held on Monday 2 November 2020 and that they be signed by the Chair.

It was noted that Cllr B Davis abstained from voting on the minutes of the previous meeting due to not attending the meeting.

6. Councillor Vacancy to be filled by co-option

- 6.1 It was noted that the process in relation to the co-option of a councillor had been circulated for information in advance of the meeting.
6.2 The Clerk confirmed there had been four (4) applications by candidates wishing to stand for co-option and the Confidential applications had been circulated to Councillors in advance of the meeting, as required.
6.3 The Clerk confirmed the four candidates to be considered. All candidates had been sent details of the meeting being held to attend.
i. David Pigram
ii. Ron Bourne
iii. Louise Case
iv. Digby Christmas
6.4 It was confirmed that each candidate was eligible for consideration.
6.5 It was noted that advice had been taken in relation to L Case standing as a candidate whilst covering maternity leave at the Parish office.

RESOLVED – Councillors unanimously agreed that all candidates introduce themselves and be considered for co-option.

The meeting was adjourned, and each candidate invited to introduce themselves and given 5 minutes to speak. It was noted that D Pigram was not in attendance to speak.

The meeting was readjourned.

RESOLVED – Councillors resolved to that pursuant to Section 1 part 2 of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the next part of the meeting during the consideration of the candidates standing for co-option.

All members of the public were asked to leave the Zoom Call and re-enter the meeting code so they would be held in the virtual waiting room. Once councillors had concluded the Part 2 of the meeting, members of the public would be readmitted.

Part Two of the meeting took place and on conclusion of the Part Two section, the members of the public were admitted back into the Zoom meeting from the 'virtual waiting room' by the Clerk.

6.6 All Candidates were thanked for putting themselves forward.

6.7 The Chairman declared the successful candidate was L Case and that she was duly elected.

6.8 Due to the meeting being a virtual meeting the Clerk would liaise with L case to sign the Declaration of Acceptance of Office and L Case was invited to take her seat immediately.

ACTION 12/20 – 1 – Clerk to liaise with L Case to sign the Declaration of Acceptance of Office; notify Electoral Services of the appointment; and arrange for L Case to complete their 'Registration of Interests' within 28 days of being elected and forward this information to the Monitoring officer at Tandridge District Council.

7. Reports

7.1 Clerks Report

- 7.1.1 **Burial Ground – Request to attend training on** Cemetery management and compliance £135.00 and Granting, exercising and transferring Exclusive Rights of Burial (EROB) £135.00.

RESOLVED – Noting the budget Councillors unanimously agreed that the Clerk attend these two training sessions.

7.2 Chairman's Report – (for noting) information only – No matters raised.

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

7.3.1 Cllr D Stone – Preservation Society

- i. Reported attendance at the Preservation Society meeting with the Claire Coutinho MP for East Surrey and invited her to attend a Parish meeting.
- ii. Condition of Needlesbank raised and it was confirmed that Needlesbank is not Parish land and that issues should be reported via Surrey County Council.

8. Current Planning issues

8.1 Planning Committee report from 18 November 2020 was noted.

8.2 Notices Under Section 31(6) Highways Act 1980 - [The new deposit is for: Highways Statement for: Land at Buttonsmead Farm, Tandridge Lane, Lingfield](#), was noted.

9. Finance Matters

9.1 Accounts for payment - to approve **NOVEMBER** accounts for payment – It was noted that invoice information had been circulated in advance of the meeting by the Parish office, but due to circumstance the FINAL confirmation and cover sheet would be emailed by the Clerk on Tuesday 8 December 2020.

ACTION 12/20 – 2 – Clerk to circulate and arrange payment of invoices.

9.2 Emergency Assistance Funds - Consideration of Grant Application received

RESOLVED – Noting the details of the Grant application, Councillors unanimously agreed to a grant of £250 be paid to the local organisation that had applied to support parishioners.

ACTION 12/20 – 3 – Clerk to liaise with local organisation and pay Grant.

9.3 AGAR - Financial Year 2019-2020 - External Auditor - Report and conclusion

9.3.1 Councillors noted the External Auditor Report, which is the final section of the Annual Governance and Accountability Return (AGAR) for the Financial Year 2019-2020 had been returned and circulated.

9.4 Interim Internal Audit – Financial Year 2020-2021 – Report and Recommendations

9.4.1 Councillors noted the Interim Internal Audit for FY2020-21 had been received and circulated.

9.5 Finance Committee Report

9.5.1 It was noted that the most current bank rec had been provided to the committee in advance of the meeting.

9.5.2 Recommendations and items raised for consideration, to include:

- i. Grants – Due to Covid-19 severely disrupting life in March the two grants detailed below were not paid. Noting the Grants had remained accounted for in the budget line as needing to be paid, the Committee propose that the grants still be paid.

St Catherine's	Other	March 2020 meeting	£500
Air Ambulance	Other	March 2020 meeting	£250

RESOLVED – Councillors unanimously accepted the recommendation of the Finance Committee and the local organisations be contacted to arrange payments of the grants as agreed in March 2020.

- ii. Grass cutting Contract – Addendum

	CONTRACTED AREA	MINI MUM CUT S	PRICE PER CUT Not inc VAT	TOTAL ANNUAL PRICE BASED ON MINIMUM
<u>1</u>	Area G1 – Godstone Green (Cut, <u>Mulch</u> & strim including Bunds)	7 8	£532.67	£3728.69 £4261.36
<u>2</u>	Area G1a – Godstone Green (Cut and collect & strim including Bunds) One off in August date TBC by Officer	1	£532.67	£532.67
<u>3</u>	Area G2 – St Nicholas Churchyard (Cut and collect & strim)	7	£722.67	£5058.69
<u>4</u>	Area G3 – South Godstone triangles (Cut & strim around Horse trough and Monument)	7	£75	£525
<u>5</u>	Area G4 – Blindley Heath Common (Cut, <u>Mulch</u> & strim including Bunds)	7 8	£532.67	£3728.69 £4261.36
<u>6</u>	<u>Area G1b – The Bounty Garden Maintenance</u>	<u>7</u>	<u>£55</u>	<u>£385.00</u>
<u>7</u>	<u>Area G5 – War Memorial, St John's Blindley Heath</u>	<u>1</u>	<u>£75</u>	<u>£75</u>
<u>8</u>	<u>Area G1 – Godstone Green (Leaf Litter)</u>	<u>2</u>	<u>£575</u>	<u>£1150</u>
<u>9</u>	<u>Area G2 – St Nicholas Churchyard (Leaf Litter)</u>	<u>2</u>	<u>£575</u>	<u>£1150</u>
<u>10</u>	<u>Area G2 – St Nicholas Churchyard (perennial flower collection)</u>	<u>1</u>	<u>£311.34</u>	<u>£311.34</u>
<u>11</u>	<u>Area G1 – Godstone Green Herbicide Treatment (Bunds)</u>	<u>2</u>	<u>£55</u>	<u>£110</u>
<u>12</u>	<u>Area G2 – St Nicholas Churchyard Herbicide Treatment (Pathways-ground gutters)</u>	<u>2</u>	<u>£100</u>	<u>£200</u>

Amendments proposed were highlighted as tracked changes below:

RESOLVED – Councillors agreed that Items 1-9 were approved. Items 10-12 to be confirmed.

Councillors noted and discussed the following areas raised by the Finance committee as part of their report and the following was noted:

- iii. Playground Management Plan – There was no long-term plan agreed for the playground and that the Car Park project needed to be finished before embarking on a potentially larger project on the playground. It was proposed that a small allowance for repairing/replacing large equipment in the more immediate future be included in the budget.

- iv. Hilly Fields Fence – Due to other commitments, the long term replacement of the whole fence would not be addressed in FY2021-22.
- v. Tilburstow Hill Management Plan – There was no long-term plan agreed, this area was noted as a major policy decision and the Parish council currently have to concentrate on other priority areas.
- vi. New Car Park – This project remained as a priority to get it to completion.
- vii. Wayleaves - There was no long-term plan agreed for carrying out a Wayleave review.

9.5.2 Virements agreed and reported by the Finance Committee:

- i. £3.5k of CIL funds allocated to the Hilly Fields Car Park Project
- ii. £3.5k of designated funds currently allocated to the Hilly Fields Car Park Project be returned to general reserves
- iii. £1.5k (FY2020-21 budgeted amount) in relation to potential donated land be designated within FY2020-21
- iv. £1k (FY2020-21 budgeted amount) in relation to long term care of the Godstone Horse pond be designated within FY2020-21
- v. CIL funds be allocated to the funding improvements to the Blindley Heath Car Park, amount to be confirmed.

RESOLVED – Councillors agreed the virements detailed in 9.5.2 i-iv.

ACTION 12/20 – 4 – Finance Committee to review this item for confirmation.

9.5.3 Draft Budget – Current Draft noted in the minutes of the Finance Committee provided. The final draft Budget was not being proposed at this meeting.

9.5.4 Precept for the year 1 April 2021 - 31 March 2022 – The Finance committee did not make a formal recommendation.

ACTION 12/20 – 5 – Draft Budget and proposed Precept for the FY2021-22 to be presented at the January 2021 council meeting.

10. Greens, Commons and Land

10.1 Godstone

- 10.1.1 Minor tree works and Mulch – Proposal to remove dead wood from the tree on the far left of Godstone Green looking from The Bounty and cover the base of seven young trees with bio mulch. £285+VAT to be reviewed in spring.

ACTION 12/20 – 6 – Information of Countryfile initiative to be circulated.

- 10.1.2 Godstone Green Grass - Condition of the grass on Godstone Green – ref request at October meeting. This item was not discussed.
- 10.1.3 Needlesbank – Noted during the earlier part of the meeting as not Parish land.
- 10.1.4 New Boule memorial proposal – The condition of the Boule pitch was noted as being poor.
- 10.1.5 Godstone Village Sign – Needs a new post to return the sign and there is currently budget available to complete this. Estimate £80 for a suitable post and then the cost of the maintenance contractor installing the post and sign.

ACTION 12/20 – 7 – Maintenance contractor to be contacted about work to return the Godstone Village Sign, in liaison with Cllr J Gardner.

10.2 Hilly fields

10.3 Bounty and Allotments

- 10.3.1 Number of holders that can keep chickens to be established.
- 10.3.2 Proposed to modify Allotment agreements to distinguish eligibility for parishioners and non-parishioners

ACTION 12/20 – 7 - Proposed to modify Allotment agreements to address items detailed in 10.3.1-10.3.2

- 10.3.3 Number signs for the allotments – Cllr J Gardner to provide examples. Noting potential cost of around £250, which is currently available in the budget.
- 10.3.4 Bounty – External light needs replacing as a priority due to Health and Safety and security.

ACTION 12/20 – 8 – External light bulb replacement to be arranged at estimated cost of £50.

10.4 Tilburstow Hill/The Enterdent – No discussions

10.5 South Godstone – No discussions

10.6 Blindley Heath

- 10.6.1** Payment of funds for Christmas lights - Request for £125 for Blindley Heath Cricket Club towards the Christmas lights. Clerk has requested copy of bill.

ACTION 12/20 – 9 – Street light next to Cricket Club/Car park still not working, Christmas light contractor to be contacted again to ask that this be checked.

- 10.6.2 Blindley Heath layby area following SGN works (Managed by Medcu) – It was confirmed that this area had been checked and had been returned to a good state of repair.

11. Burial Grounds and Memorials

- 11.1 Applications for Exclusive Rights of Burial - None
- 11.2 Memorials - None
- 11.3 War Memorials and Postengate Farm Memorial Site

12. Correspondence

- 12.1 Reference: ME-899990 - Surrey Highways: TRO A22 Godstone Bypass, Godstone
- 12.2 News: Report suspicious activity and behaviour to tackle terrorism
- 12.3 Reference: ME-902522 - Surrey Highways: TRO Latham Road (D481) South Godstone

13. Matters for reporting or inclusion on future agendas

- 13.1 Draft Budget for FY2021-22.
- 13.2 Precept for FY2021-22
- 13.3 The next meeting of the Parish Council will be held at 7.30 pm on Monday 4 January 2021 by ZOOM Conference call.

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

Chairman

Dated