

# Godstone Parish Council

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

## Clerk to the Parish Council

Mrs S Endersby

Admin Assistant  
Mrs E Cross

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## Minutes

of the Meeting of Godstone Parish Council held on

**Monday 3 February 2020 at 7.30pm at St Stephens Church, South Godstone, RH9 8EY**

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

**Apologies:** Cllrs R Johnson, M McLoughlin and Tandridge District Councillor C Swann

**In attendance:** S Endersby (Clerk)

**Open Forum:** T Andrews, D Andrews, A Feeseey, D Shiner and A Rivers.

### 1. Questions from Members of the Public

1.1 A Feeseey, D Shiner and A Rivers, Oxted Parish Councillors – Attending to visit another Parish Council.

1.2 T Andrews and D Andrews, Representing Godstone Club, Godstone – Request to use a section of the Green and close part of Club Road for VE day celebrations on 8th May 2020, midday-6pm.

**SUMMARY** – The Parish council agreed in principal to the use of the Green but requested a final plan be submitted before a final decision would be confirmed.

**ACTION PF2/2020 – 1** – T Andrews to send Parish councillors a final proposal of layout of activities.

### 2. Apologies and reasons for absence

2.1 The Clerk reported apologies Councillor R Johnson due to prior personal commitments and Councillor M McLoughlin due to sickness.

**RESOLVED** - Councillors noted the apologies and the meeting was deemed quorate.

2.2 Apologies were received from Tandridge District Councillor C Swann.

### 3. Declarations of Interest

3.1 There were no Declarations of Interest on any matters on the Agenda.

### 4. County and District Councillors

4.1 District Councillor C Farr – Tandridge District Council (TDC) are carrying out a review of governance, in consultation with the Local Government Association, to consider what could and/or should be addressed by TDC moving forwards.

4.2 Councillor B Davis asked if the TDC Director of Place was dismissed. Cllr C Farr did not know.

### 5. Minutes of the meetings held on Monday 6 January 2020.

5.1 Councillors considered the minutes of the previous meetings held on Monday 6 January 2020 which had been circulated to councillors in advance of the meeting.

**RESOLVED** – Councillors unanimously agreed that the minutes of the meeting held on Monday 6 January 2020 were an accurate record of the meetings and should be signed by the Chairman.

### 6. Motions proposed for discussion by Councillors

6.1 Councillors considered the motion 'Request to consider the endorsement of a Tandridge District Councillor Candidate Mike Crane' (Proposer: C Farr; Seconder: J Farnaby)

6.1.1 Councillors noted the closing date for nominations for the May 2020 election is in March 2020.

**RESOLVED** – Councillors unanimously agreed that the Parish council endorsed the Candidate Mike Crane and that he could place election banners on Parish land.

6.2 Councillors considered the motion 'Godstone Parish Council should request a meeting with Claire Coutinho Member of Parliament for East Surrey to discuss local issues, (i) Increase of heavy goods vehicles as a result of the proposed planning permission to extend Mercers South Quarry; (ii) The local plan with its many flaws including, destroying Green belt land, building on a floodplain highlighted by the recent flooding and collapse of the railway track and Road and Rail issues; (iii) Surrey County Council waste plan; (iv) The lack of effective Policing in the parish; and (v) The Home Office consultation on Strengthening police powers to tackle unauthorised encampments consultation' (Proposer: B Davis; Seconder: C White)

6.2.1 Councillors noted that Claire Coutinho MP had asked for more information on matter 6.2 (i)

**RESOLVED** – Councillors unanimously agreed the Parish council invite Claire Coutinho MP to meet with them.

**ACTION 2/2020 – 1** – Clerk to liaise with the office of Claire Coutinho MP to make the request to meet.

## 7. Reports

### 7.1 Actions

#### 7.1.1 Review of Actions from the previous meeting

- 7.1.1.1 Drafted Response to the Consultation: Strengthening police powers to tackle unauthorised encampments drafted response to be agreed for submission – Councillors noted the report circulated setting out the proposed responses for submission.

**RESOLVED** – Councillors unanimously approved the responses prepared for the consultation “Strengthening police powers to tackle unauthorised encampments” for submission on behalf of Godstone Parish Council.

**ACTION 2/2020 – 2** – Clerk to submit responses on behalf of the Parish council to the consultation “Strengthening police powers to tackle unauthorised encampments”

#### 7.1.2 Action taken - to be ratified if required or any appropriate updates

- 7.1.2.1 Ratify appointment of Maternity Leave Cover as delegated to working group – PART TWO
- 7.1.2.2 Telephone Box – It was noted that there were currently no volunteers to paint the telephone box before repairs are carried out.

**ACTION 2/2020 – 3** – Clerk to check with Hare and Hounds if money raised will cover painting and perspex and report back to the Parish council before proceeding.

### 7.2 Clerks Report

#### 7.2.1 Request for annual leave on 17, 19 and 21 February

**RESOLVED** – Clerks annual leave agreed, Parish councillors may help to cover the office hours for telephone calls.

#### 7.2.2 Speedwatch operations – Councillors noted the training dates on offer 7th April 2020 (12:30–3pm) and 8th April 2020 (6.30-9pm) at Guildford Sea Cadets

**ACTION 2/2020 – 4** – Councillors to use contact details circulated to book a space to attend if they wish

#### 7.2.3 Local concern about increase in HGV traffic (Case Ref: CC99) – Response to Claire Coutinho – Noted during item 6.2.

#### 7.2.4 Greenspaces Schedule of meetings

**ACTION 2/2020 – 5** – Clerk to prepare a schedule of meetings and circulate.

#### 7.2.5 End of Year Finance Training available for £70 + VAT on 25<sup>th</sup> February 2020

**RESOLVED** – Clerk to attend End of Year Finance Training and the three councillors if they wish.

**ACTION 2/2020 – 6** – Clerk to book places for End of Year Finance Training

#### 7.2.6 Email addresses update from Cllrs

**SUMMARY** – Councillors still having teething problems should contact the Parish IT support consultant for support.

#### 7.2.7 Action taken to deal with fallen tree across Tilburstow Hill Road after Storm Brendon noted.

- 7.2.7.1 It was noted that the Clerk requested better confirmation on what the agreed action plan is to deal with emergency circumstances in the future and if she was not in the office.

**SUMMARY** – Councillor C Farr advised that Tandridge District Council (TDC) have an emergency plan in place that Parishioners could be referred to out of Parish council office hours.

**ACTION 2/2020 – 6a** – Clerk to make emergency contact details available to parishioners where possible.

#### 7.2.8 Contractors carrying out work for organisations which have access to Godstone Green - Clerk reported her concerns in relation to work on the Green, especially during school drop off and pick up times during term time.

**RESOLVED** - Councillors unanimously agreed that a letter be sent to organisations requesting that if any contractors are completing works that require them to have access to Godstone Green, the Clerk should be advised, and PL insurance confirmed.

**ACTION 2/2020 – 7** – Clerk to write to Godstone Green gate keyholders to set out requirements when contractors will be working on the Green.

#### 7.2.9 Request a review of priority of projects – Clerk proposed that projects are prioritised to ensure that Councillors are satisfied and there is clarity about what the Clerks prioritisation should be for tasks

**ACTION 2/2020 – 8** – Clerk to develop list and Councillors to monitor to try and manage council aims/projects

#### 7.2.10 Renewal of godstonepc.org.uk, previous website address, recommended by IT consultants for just one more year.

**RESOLVED** - Councillors by a majority agreed that godstonepc.org.uk be renewed for one more year.

Councillor B Davis voted against.

### 7.3 Chairman's Report – No matters reported

### 7.4 Reports (for noting) from representatives on outside bodies

- 7.4.1 CIL presentation (TDC) – (Cllr J Farnaby and Clerk) Summary provided for the Parish Councillors:
  - i. TDC – Infrastructure Development Plan (IDP), please read page 61 on Godstone
  - ii. 5 priority areas (agreed by TDC members) for matters to be included within the IDP (an Officer operational document) – Flooding; Health; Education; Regeneration; and Highways
  - iii. S106 and CIL can now be used together
  - iv. TDC are now obliged to publish how CIL is spent (Parishes already report this)
  - v. Liability if changes to a build mean a refund could potentially be required of CIL, recommendation is to keep an amount of CIL funds for this potential scenario
  - vi. Parish support to keep an eye on commencement of projects. CIL Planning applications being monitored for commencement are going to be circulated to Parish Councils

- vii. Create dialogue between authorities/neighbouring parishes/to ensure IDP includes wanted items. Projects need to be on IDP to be able to get any CIL funding.
- viii. Bidding system for CIL projects is being reviewed, TDC requesting alternative ideas
- ix. Suggesting projects can help support TDC's justification to increases to the charge rate.
- x. Suggested that Parish consider creating its own IDP and areas of priority for CIL.

**ACTION 2/2020 – 9** – Clerk to liaise with TDC about a roundabout at Anglefield corner as a project for the Parish.

- xi. Awaiting timetable of work with TDC, but identifying projects was noted as June.
- xii. Page 8-9 of the TDC IDP very helpful to confirm what Infrastructure is, parishes have a little more flexibility and it can be used on maintenance for example (need to consider Revenue/Capital spend of CIL, TDC tied to Capital spend)

## 2 Definition of Infrastructure

There is a range of different types of infrastructure which are often provided by various organisations and funded through different mechanisms. As such it is helpful to establish how infrastructure can be defined.

There are three main types of infrastructure and these are physical, social and green/blue infrastructure.

- Physical infrastructure includes transport, energy, utilities, water and waste provision.
- Social infrastructure includes community services such as health, education, emergency services and leisure such as sports and recreation.
- Green/Blue infrastructure is a connected network of multifunctional greenspace, both urban and rural, that delivers a wide range of environmental, social and economic benefits, including promoting ecosystem services and improving quality of life. The Blue infrastructure is a subset of Green Infrastructure and relates specifically to bodies of water, including rivers, streams, brooks and ponds.

The Planning Act 2008 (as amended) sets out a list of the infrastructure that can be funded through the Community Infrastructure Levy, however, items not on this do not necessarily fall outside the definition of infrastructure. Section 216(1) and (2) provides:

### 216 Application

- (1) Subject to sections 216A(1), 216B(2) and 219(5), CIL regulations must require the authority that charges CIL to apply it, or cause it to be applied, to supporting development by funding the provision, improvement, replacement, operation or maintenance of infrastructure.
- (2) In this section (except subsection (3)) and sections 216A(2) and 216B(2) "infrastructure" includes –
  - (a) roads and other transport facilities,
  - (b) flood defences,
  - (c) schools and other educational facilities,
  - (d) medical facilities,
  - (e) sporting and recreational facilities, and
  - (f) open spaces.

### 7.5 Inspection Reports

7.5.1 Burial Ground – Tree across path; branch down, damaged fence, path needs clearing (extended section); pile of rubbish needs burning; compost bins overflowing.

**ACTION 2/2020 – 10** – Cllr D Stone to visit Burial Ground and liaise with Clerk.

## 8. Planning Committee

8.1 Report from the Planning Committee meeting held on 27 January 2020 – Clerk confirmed comments submitted to TDC

## 9. Finance Matters

### 9.1 Accounts for payment - to approve **JANUARY** accounts for payment

GPC Ref.	Business	Invoice	Invoice Date	Payment For	Net amount	VAT	Invoice Total
<b>Direct Debits</b>							
G738	British Gas Lite	665355	01/02/2020	Electricity Bill	£42.24	£2.11	£44.35
G724	British Gas Lite	631158	01.01.2020	Electricity Bill	£40.05	£2.00	£42.05
G740	BT	MO86 V3	17/01/2020	Telephone and Internet	£49.40	£9.88	£59.28
G736	NEST			Pension - JAN Salary	£135.99		£135.99
<b>Invoices for Payment</b>							
G723	Surrey County Council**	9500218279	09.01.2020	Car Park Watercourse Consent	£100.00		£100.00
G725	onetoone office	SINV00002730	10.01.2020	Office Supplies	£105.48	£21.10	£126.58
G727	Surrey County Council**	9500218616	13/01/2020	S278 - Additional Commuted Sums and Deposit	£10,300.12	£0.00	£10,300.12
G728	Cherrimans		03/02/2020	Works on Mile Marker	£220.00		£220.00
G729	Cherrimans		03/02/2020	Emergency Tree Work	£110.00		£110.00
G731	Blindley Heath Cricket Club **			Electricity for Lights	£125.00		£125.00
G732-34				Salaries			
G735	HMRC			NI and National Insurance - JAN Salary	£283.94		£283.94
G737	Sarah Endersby			Expenses - Recorded delivery	£1.90		£1.90
G739	Madgwicks		01/02/2020	Tree Works - Tilburstow Hill	£4,550.00	£910	£5,460.00
G741	Surrey Playing Fields		28/01/2020	Affiliation Fee for 2019/2020	£10.00	£0.00	£10.00

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

**TOTAL £17,911.18 £945.09 £18,856.27**

**RESOLVED** – Councillors unanimously approved the payments list detailed (9.1), totalling **£18,856.27** on payment of salaries, and two councillors countersigned all invoices.

It was noted that G723, G727 and G731 spend had been agreed at the January meeting.

**ACTION 1/20 – 10** – Clerk to arrange payment of invoices detailed.

### 9.2 Summary Financial Report to **DECEMBER** review:

- 9.2.1 Income and expenditure – Councillors noted the information available at the meeting for the Summary Financial Report to **DECEMBER** which included the bank statement, bank reconciliation (statement date 31 December 2019) and spend against budget
- 9.2.2 The Reserves summary was provided and included a breakdown to show General funds available, Restricted Funds (Inc. CIL funds) and Designated Funds allocated.
- 9.2.3 Councillors noted the budget items highlighted in red (overspent against the full year budget) and amber (overspent against the pro rata amount) on the R&P Accounts Balance Sheet:
  - i. Greens and Commons – Split of areas within the category showing overspend by specific area and the remaining underspent maintenance budget.
  - ii. Blindley Heath SSSI (SWT) – Paid as lump sum hence showing as amber.
  - iii. Maintenance/Office Equipment – Replacement of equipment
  - iv. Allotments – No plans for large projects
  - v. Burial Ground – Spend on maintenance and Grass cutting has already been investigated and addressed by the council, seasonal impact also noted.
  - vi. Fees for Professional Services – Designated funds noted.
  - vii. Blindley Heath (GPC Management Obligations) – Fallen/dangerous trees dealt with

**RESOLVED** – Councillors acknowledged that there were areas to monitor closely as the end of the financial year approaches. On considering the information provided were satisfied no further action was currently required.

- 1.1.1 The Reserves summary was provided and included a breakdown to show General funds available, Restricted Funds (Inc. CIL funds) and Designated Funds allocated.

### 9.3 Finance Regulations Update

#### 9.3.1 Business Expenses Card (Type of card)

**ACTION 1/20 – 11** – Clerk to investigate obtaining a Debit card in order to pay for expenses.

#### 9.3.2 Finance Regulations - Need updating

**ACTION 1/20 – 12** – Payment method for expenses to be addressed in regulations when they are next updated.

### 10. Matters effecting the Parish Villages; the following matters were noted:

#### 10.1 Godstone

##### 10.1.1 Godstone Village

###### 10.1.1.1 New Car Park

- a. Works Permit Application – Clerk has prepared, and it is ready to go;
- b. Safety Audit – Parish council need to return information to SCC, liaising with Architect; and
- c. Drainage – Parish council need to return information to SCC, liaising with Contractor

**ACTION 1/20 – 14** – Clerk to continue liaising with the different parties to address the matters detailed 2.1.1.1 a-c

###### 10.1.1.2 Goalmouths and football club maintenance (including of the pitch)

**ACTION 1/20 – 15** – Clerk to prepare a letter for councillors to review at the next meeting in relation to the football club needing to address the condition of the goal mouths.

**ACTION 1/20 – 16** – Clerk to contact contractor(s) in relation to addressing the moss on the green.

###### 10.1.1.3 Website & Noticeboards Information Section

**RESOLVED** – Councillors agreed the following for Godstone Green and use of public space be added to the website and noticeboards, *'Organised or pay for events are notifiable to the Clerk (two weeks in advance) and permission will only be given where a copy of an applicable certificate of Public Liability insurance is sent with the request'*

**ACTION 1/20 – 17** – Clerk to update website/notice boards/Parish Mag in relation to the use of the Green.

###### 10.1.1.4 Cricket this year – Clerk not received contact information and if games will be taking place.

###### 10.1.1.5 Bulky waste dates 25 April 2020 and 5 September 2020 – confirmed with TDC.

**ACTION 1/20 – 18** – Clerk to ask TDC why there is not bulky waste in South Godstone

###### 10.1.1.6 Godstone Club –VE day celebrations (Friday 8 May 2020) discussed earlier in the meeting

###### 10.1.1.7 Hare and Hounds – Request for use of the Green on Friday 8th May for annual charity match

**RESOLVED** – Councillors agreed that more information was needed for both 2.1.1.6 and 2.1.1.7 requests and that they were for the same day. Matter to be reviewed and considered again at the next meeting.

**ACTION 1/20 – 18** – Clerk to liaise with organisations to establish more detailed plans.

##### 10.1.2 Bounty and Allotments

###### 10.1.2.1 Request from a non-parishioner to rent an allotment plot.

**RESOLVED** – Councillors, noting that there are 7 unrented plots, agreed that the non-parishioners request to rent a plot be approved.

**ACTION 1/20 – 19** – Clerk to respond to non-parishioner allotment request.

##### 10.1.3 Tilburstow Hill/The Enterdent

###### 10.1.3.1 Brook Bank

**RESOLVED** – Councillors accepted the proposal to settle amounts outstanding from 2011.

**RESOLVED** – Councillors noted the clarification on parking sought and it was agreed that the property owner should refer to the current wayleave arrangement.

**ACTION 1/20 – 20** – Clerk to liaise with Brook Bank property owner to confirm total owed.

###### 10.1.3.2 Proposal by Cllr B Davis to arrange a meeting with Enterdent residents about area consistently used to park vehicles

**RESOLVED** – Councillors agreed that a meeting with Enterdent residents be arranged for March, to discuss the process to potentially formalise the area currently used by residents to park.

**ACTION 1/20 – 21** – Clerk to arrange meeting as soon as practicable around March with Enterdent Residents.

**ACTION 1/20 – 21a** – Clerk to circulate the form that would need to be completed.

###### 10.1.3.3 Tree at Enterdent – Confirmation of location of small tree across the path requested

**ACTION 1/20 – 22** – Cllr D Stone to confirm grid reference points for small fallen tree

###### 10.1.3.4 Tree at Enterdent – Councillors notified of Tree surgeons concern about a tree near the top of the Enterdent Road and advice to arrange works to cut down within 6months-1 year.

**ACTION 1/20 – 23** – Tree near top of Enterdent Road – Clerk to await quote from tree contractor and diarise to monitor.

###### 10.1.3.5 Request for people to take logs that have been cut from Tilburstow Hill

**RESOLVED** – Councillors declined the request to remove the cut logs.

**ACTION 1/20 – 24** – Clerk to respond to logs request.

###### 10.1.3.6 Evidence of Vehicles driving on the Enterdent (Report from Cllrs J Gardner and B Davis)

- i. Councillors noted the report given including the location of where protection is needed;
- ii. Recommendation to consider suitable protection on a section;
- iii. The rest of land adjacent to the road was judged to be inaccessible to cars;
- iv. Bridle path should have sufficient room for a horse to access and leave the common; and
- v. Need to reinstate the "tank trap"; and
- vi. Recommendation to make enquiries with contractors for works at a minimum cost for councillors to confirm the proposed course of action and discuss any expenditure necessary.

Motion proposed: To contact contractors about cost of carrying out the work (Proposed by : Cllr D Stone, Seconded by: Cllr J Farnaby)

**RESOLVED** – Councillors, by a majority, approved contractors being contacted to complete protection works on the roadside area along the Enterdent road deemed vulnerable.

Councillors C Farr and S Farr voted against the proposal; all other councillors were in favour.

**10.2** South Godstone

2.2.1 Cllr J Farnaby reported that the collapsed pavement on the main road had been reported to SCC.

**10.3** Blindley Heath

10.3.1 Blindley Heath Cricket Club – Councillors noted that plans for cricket nets are to be submitted and a request to meet with a parish councillor to discuss plans. Councillors noted the consideration required of placing structures on common land.

10.3.2 Lingfield Nursery/UKPN Works – Councillors noted request for consent for works on the SSSI and that it is a matter for Natural England (NE) due to the SSSI status and Clerk has submitted application on information provided.

**ACTION 1/20 – 25** – Clerk to continue liaising with all parties as necessary.

10.3.3 Lingfield Nursery/Oil Tanker and Bins – Report – Concern over the location of the oil tank and if bins are on SSSI land.

**ACTION 1/20 – 26** – Clerk to contact Nursery to request clarification.

10.3.4 Blindley Heath Liaison – Noted meeting on Wednesday 12 February 2020.

10.3.5 Footpath 250a – Councillors noted stile is broken, makeshift stile and horses on the footpath. Clerk has reported this to SCC.

10.3.6 Letter from SCC to TDC in relation to the Maynards development reported.

**ACTION 1/20 – 27** – Clerk to send letter that the Parish have not been contacted.

**11. Burial Ground**

**11.1** Matters effecting the Parish Burial Ground and the old section of Churchyard

**11.2** Applications for Exclusive Rights of Burial (EROB) – None, some Transfers of EROB have taken place.

**11.3** Applications for consent to erect Memorials

**11.4** War Memorials and Posterngate Farm Memorial Site

11.4.1 St Nicholas' war memorial – Clerk reported that the Parish Asset Register states memorial is not the Parish Council's.

**ACTION 1/20 – 28** – Clerk to discuss with Rev. P O'Connell

11.4.2 VE Day – 8<sup>th</sup> May – It was noted that the Parish council do not have plans for an event.

11.4.3 Battle of Britain – 15<sup>th</sup> September – Noted to consider during the year.

**ACTION 1/20 – 29** – Note Battle of Britain anniversary is on 15<sup>th</sup> September 2020, consider later in the year.

**12. Correspondence** – Councillors noted the following correspondence was circulated by email since the last meeting:

**12.1** Surrey Waste Local Plan - Proposed Main Modifications Consultation Notification Letter

**12.2** CAB - AGM Invitation

**12.3** SCC Consultations on Applications 2019/0189 and 2019/0188 (Nutfield Parish Council)

**12.4** Surrey Waste Local Plan - Proposed Main Modifications Consultation Notification Letter

**12.5** Tree corridors linking Blindly Heath / South Godstone

**12.6** Invitation to attend Roundtable meeting regarding Gatwick Northern Runway Project - 6th February 2020 (Cllr Rep only)

**12.7** \*\*Surrey ALC Bulletin\*\*.Invitation- Sustainable Showcase

**12.8** February Surrey Matters newsletter 2020

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

**13.1** The next meeting of the Parish Council will be at 7.30 pm on Monday 2 March 2020 at St Stephens Church, South Godstone.

**14. Staff Matters – Maternity Leave Cover – PART TWO**

----- Meeting ended 10.30pm -----

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Chairman

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Date