

Godstone Parish Council

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

Clerk to the Parish Council

S Endersby

Admin Assistant

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MINUTES

of Godstone Parish Council held on **Monday 4 July 2022 at 7.30pm at St Stephens, South Godstone.**

Members: Cllrs J Gardner, D Stone, J Farnaby, S Farr, C White, B Davis and L Case
Apologies: Cllr M McLoughlin, District Councillors M Crane, C Swann and County, District and Parish Councillor C Farr
In Attendance: S Endersby (Clerk) and Godstone and South Godstone Residents

1. Questions from Members of the Public

1.1 S Clark, South Godstone – Reported on the progress of the South Godstone Residents on fibre broadband for the village, cable will be installed to all properties, free of charge, by the end of next year.
Council Response – S Clark was congratulated on the progress to fibre made for South Godstone. It was noted that for it to be viable in Godstone, at least 500 properties would be needed to pursue.

1.2 B Jeffries, Godstone – What are the plans on recycling at Lambs Business Park, as rumours are that lorries will go down the Enterdent Road. Would there have to be any consultation?
Council Response – The council do not know what the plans are, nor of Surrey County Council's (SCC) plans.

Action 7/22 – PF1 – Ask SCC Councillor C Farr about what notifications on changes to highways would residents get.

Action 7/22 – PF2 – Ask Tandridge District Council (TDC) about the volume of use by heavy and high vehicles, including Biffa.

1.3 B Jeffries, Godstone – Reported that the hedge along the track at the Enterdent is overgrown, the bank on the Enterdent Road opposite the track is overgrown and the site lines are impacted by the vegetation. Could the cutting of this vegetation be planned?
Council Response – Council noted the information.

1.4 A Rabbetts, Chairman of Neighbourhood Plan Committee – Reported that a consultant had been found who could work on the next stage of the process for the Godstone Neighbourhood Plan, and he was awaiting a fee to be confirmed to provide to council.

Council noted:

- i. A total of £3k was allocated between designated and restricted funds for work on the Neighbourhood Plan.
- ii. The consultant might be the last expense but will need to confirm who pays for the referendum.
- iii. Cllr B Davis raised [TED56 – Local Plan](#), which documents TDC delays and questioned the value of the document.
- iv. Discussed the Area Action Plan for the Garden Village and asked:
 - What does it mean for the Parish? The Parish council are concerned.
 - Concern about the lack of meaningful correspondence to update the Parish council.
 - Feeling is that TDC are waiting for the plan to be thrown out by the Inspector.
 - Feeling is that TDC does not want to throw the plan out itself.
 - Officers and Councillors who put plan together aren't necessarily still at TDC.
 - No overall control at TDC currently, which has changed since the beginning of the plan being prepared.

2. Apologies and reasons for absence

2.1 Apologies were received from Cllrs C Farr (due to illness) and M McLoughlin (due to a prior personal commitment).

RESOLVED – Council noted the apologies, 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 Emailed updates were provided by Cllr C Farr:

4.1.1 Tandridge District Council (TDC) Update - A recommendation which came out of a recent TDC committee is to the effect that it would be beneficial if those parishes that are carrying out a Neighbourhood Plan proceed at full pace to get them in place. Also, that councils with conservation areas proceed with a review.

4.1.2 Surrey County Council (SCC) Update –

- i. Specific to Godstone Parish council Cllr C Farr has been told of the resurfacing of Tilburstow Hill Road from Lambs business park down to Anglefield corner, but Cllr C Farr is also discussing the junction with the A22 for other works.
- ii. In general SCC are continuing with their "County deal" on which it appears there may be a decision by mid-2023, but currently still awaiting full details. As per the briefing at TDC, Surrey Leader Tim Oliver is still talking to the Districts and Boroughs, it's not yet known what form Parish briefings will take. For anyone who has read the deal papers it seems the SCC intention, at this time, is for a tier 2 agreement, but given the extra finance available for those counties going to tier 3 this may change, or perhaps something in between will be arranged.

5. Minutes of the previous meeting held on Monday 6 June 2022

5.1 Councillors reviewed the minutes of the meeting held on Monday 6 June 2022.

RESOLVED - Councillors unanimously approved the minutes of the meeting held on 6 June 2022 as an accurate record of the meeting and agreed that they be signed by the Chairman.

6. Motion(s) proposed by Councillors

6.1 FAO Tandridge District Councillors (Godstone Ward) Godstone parish council have become increasingly concerned about the new unplanned building and building conversion work that has taken place and continues to take place at Flower Farm Godstone. It is also our understanding that a number of farm buildings are now being used by businesses without the necessary change of use having been obtained. We would therefore ask you as district councillors representing Godstone Parish to investigate this on behalf of Godstone Parish Council and if there are irregularities then we would ask that you address these with the appropriate departments in Tandridge District council
(Proposer: Cllr B Davis; Seconder: TBC)

Due to no District Councillors being present at the meeting, Councillor B Davis proposed that his motion is not debated and be withdrawn, this was accepted by Chairman and the meeting.

It was noted that the Head of Planning at TDC has put a stop notice on the works at Flower Farm, Godstone, and that TDC is investigating other buildings that have been constructed.

The council stated that it would like to encourage small local businesses.

It was questioned what drainage the farm has.

7. Committees – Greenspace Committee

7.1 Review of delegation arrangement and the terms of reference

7.1.1 The delegation arrangements for the Greenspaces Committee was postponed to September 2022.

7.1.2 Concerns were noted in relation to how regularly the committee had met during 2021/2022 and that a regular set day and time should be recommended to ensure the committee meetings take place successfully.

7.1.3 It was further noted that there were concerns that there is too much delegated to the committee (referring to previous delegated authority detailed in previous Terms of Reference.) and what the committee could commit the council too. It was commented on that the delegated responsibilities need to be looked at carefully and made clearer.

Action 7/22 – 1 – Delegation arrangements for the Greenspaces committee to be reviewed at September 2022 meeting.

8. Finance Matters

8.1 Accounts for Payment - to approve **JUNE** accounts for payment

8.1.1 The Clerk requested confirmation of the Playground items (G1231 and G1243) be paid out of the restricted CIL funds allocated to the Playground.

8.1.2 G1242 and a portion of G1250 to be paid by a donation as per memorial benches T&C's – Noted by council.

GPC Ref.	Business	Invoice	Invoice Date	Payment For	Net amount	VAT	Invoice Total
Salary Payments							
G1245-6	Salaries			JUNE Salary	1,561.67		1,561.67
G1247	HMRC			JUNE NI & Income Tax**			
G1248	NEST Pension			JUNE Pension**			
Direct Debits							
G1230	British Gas Lite	3002019	9-Jun	Electricity	35.85	1.79	37.64

G1249	BT	M115ZA	17-Jun	Telephone and Internet	42.14	8.42	50.56
Invoices for Payment							
G1231	Safeplay	20962	5/11/2022	Timber Probe Inspection	400	80	480
G1232	Outdoor Sound Company			PA system for the Jubilee	450.00		450
G1233	Neat Gardens	Dec-00	May-22		1918.01		1918.01
G1234	Godstone Dance Academy	MCP021	7-Jun	Grant donation for outfits (Jubilee)	£150		150
G1235	Ricks Castles	5315	24-May-22	Carpet for Jubilee Performance	220		220
G1236	One to One	10714	6/14/2022	Printer Toners	175.68	35.15	210.82
G1237	One to One	10728	15-Jun	Paper and clips	30.12	6.02	36.14
G1238	Streeter Marshall	Client letter	5/1/2022	Money Advance for Scouts legal fees	1500	300	1800
G1240	Fairalls	573528	5/16/2022	Drain Cover	79.83	15.97	95.8
G1241	Fairalls	666774	6/10/2022	Pavilion Key	11.76	2.35	14.11
G1242	Fairalls	667968	6/14/2022	Bench fixings	4.71	0.94	5.65
G1243	Safeplay	21264	6/28/2022	Embankment Slide and Swing	2,588.75	517.75	3106.5
G1244	St Stephens	As per hire		June and July Meetings	40		40
G1250	Village Maintenance		30-Jun	Benches Fixing and Repairs	80		80
G1251	Neat Gardens	375	Jun-22	June Grass cuts	2174.35		2174.35
G1252	Stella and Fly			Jubilee Godstone Green	200.00		200.00
G1253	Sing it out Choir			Jubilee Godstone Green	150.00		150.00
G1254	Taekwondo Group			Jubilee Godstone Green	150.00		150.00
G1255	L Case			Cherry Picker for Aerial photo	100.00		100.00

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

**Employee/Employers total payment paid by GPC.

TOTAL **£12,062.87** **£968.39** **£13,031.25**

RESOLVED – Noting the payment summary for **JUNE** and invoices, circulated to all councillors in advance of the meeting, the total invoices due for £13,031.25 were unanimously approved and council agreed that G1231 and G1243 be paid from restricted CIL funds allocated to the Playground.

ACTION 7/22 – 2 – Clerk to arrange payment of invoices.

8.2 Accounts for Payment – Arrangements to approve **JULY** accounts for payment.

RESOLVED – Council agreed that an extraordinary meeting be called to confirm and approved payment of July invoices as there is no meeting arranged for August.

ACTION 7/22 – 3 – Clerk to liaise with Chairman to call extraordinary meeting.

8.3 Account Statements – **APRIL** and **MAY**

8.3.1 Review of Income and expenditure, Restricted and Designated Funds Summary (incl. CIL) and allocations of funds to projects.

- i. It was noted that the amount shown in reserves for the Hilly Field Car Park Project, is the UKPN refund, as the UKPN invoice was paid from CIL funds, this amount refunded should be returned to CIL reserves.
- ii. Clerk requested clarification of where the amount of £840 for the donated land at Blindley Heath Ecological Survey should be allocated from.

RESOLVED – Council requested that the Finance committee:

- Review and scrutinise the Income and expenditure, Restricted and Designated Funds Summary (incl. CIL) and allocations of funds to projects.

- Have more regular meetings, every two months suggested on agreement of a regular agreed day and time of the week to assist planning.

ACTION 7/22 – 4 – Finance committee to meet as directed and to allocate any funds discussed i.e. £840 for donated land and include the return of an annual amount for long term financial planning for Burial Ground.

8.3.2 **APRIL** and **MAY** - Bank Reconciliation

RESOLVED – Council agreed that the bank reconciliation be signed.

9. Playground Refurbishment – Update

- 9.1 **Council noted the** report of broken glass in the sand on 3 July 2022 by voicemail to office. The message confirmed that what was found had been cleared but could potentially be more that was not spotted. Clerk confirmed another check of the area had been done on 4 July 2022 and no glass found.
- 9.2 It was noted that the tender deadline is 6 July 2022 and that the working group will meet with the Clerk to open the Tenders.

ACTION 7/22 – 5 – Playground working group to call an Extraordinary meeting for council to consider its recommendation and council to approve plans to proceed.

10. Purchase of the Parish Council office ‘The Bounty’ – Update and confirm next steps – The following notes are provided for councillor’s information:

- 10.1 The expectation for council to pay Scouts legal fees was noted after being following up.
- 10.2 Clerk reported information following initial review of draft papers by SALC for the PWLB loan and information from a call with another Parish council in relation to PWLB loans. It was noted during this discussion that CIL funds could not be used for the purchase.
- 10.3 Noted correspondence with solicitor.
- 10.4 Information in relation to a PWLB Loan had been provided by the Clerk in order that the council could consider the motion detailed on the Agenda with the details required for the loan application.
- 10.4.1 **Note 1 - Fixed Rate Loans** - Estimated Repayment Costs as per [Fixed Rate Loans - Estimated Repayment Costs \(dmo.gov.uk\)](#) on 27 June 2022 for fixed rate loans repayable by the annuity and EIP (equal instalments of principal) methods based on the rates currently in force

Amount of Advance: 100,000.00							
Period	Annuity			EIP			
	Rate	½ Yearly	Total	Rate	Initial ½ Yearly	Reduces by	Total
(years)	%	Cost (£)	Cost (£)	%	Costs (£)	each ½ year (£)	Cost (£)
Over 25 not over 25½	3.63	3,022.87	154,166.37	3.58	3,750.78	35.10	146,540.00

- 10.4.2 **Note 2 – Report on estimated forecast of potential costs Renting v’s Purchasing** - Lease potential future costs applying 2021-26 increase amount and Loan fixed costs for comparison.
- 10.4.3 **Note 3 - Precept Information** – Percentage of 2.43% (estimated as £1645.74) more for a loan repayment above the current rental commitment. Loan repayment would be fixed and after one precept increase, no further increase for the purposes of covering the loan repayment to the end of the loan term would be required. Lease agreement has a quinquennial review clause for rent, it is estimated that there could potentially be 4 precept rises until the end of the lease agreement to cover increases in rent.
- 10.5 Council considered the following:

MOTION - Seek the approval of the Secretary of State for Levelling Up, Housing and Communities to apply for a Public Works Loan Board (PWLB) loan of £100,000 over the borrowing term of Over 25years (not over 25½ years) for the purchase of the Bounty (Parish Office). The ½ yearly* annual loan repayments will come to around £3,022.87, applying the annuity method of repayment.
(Proposer: Cllr J Gardner; Seconder: TBC)

*½ yearly – Inserted, noted as a typing correction to motion (Ref: Note 1 information)

An amendment to the original motion was proposed by Councillor C White to reduce the Loan amount applied for from £100,000 to £80,000:

AMENDED MOTION - Seek the approval of the Secretary of State for Levelling Up, Housing and Communities to apply for a Public Works Loan Board (PWLB) loan of £80,000 over the borrowing term of Over 25years (not over 25½ years) for the purchase of the Bounty (Parish Office). The annual loan repayments will come to around £[figure to be confirmed], applying the annuity method of repayment.
(Proposer: Cllr C White; Seconder: Cllr J Gardner)

The Clerk stated that the information provided had been based on a loan of £100,000 and that due to the allocation of council funds to different projects (designated funds) that she would recommend the councils financial ability to reduce the loan amount and use more reserves should be considered further. The Clerk stated reservations about the council’s ability to use reserves without it effecting other projects.

Council considered the amended motion.

Members resolve to agree to seek the approval of the Secretary of State for Levelling Up, Housing and Communities to apply for a Public Works Loan Board (PWLb) loan of £80,000 over the borrowing term of Over 25years (not over 25½ years) for the purchase of the Bounty (Parish Office). The annual loan repayments will come to around £ [figure to be confirmed as was not available during the meeting], applying the annuity method of repayment.

Members resolve it is not intended to increase the council tax precept for the purpose of the loan repayments.

Council noted **ACTION 7/22 – 4.**

11. Reports

11.1 Clerks Report - Matters to bring to the Councils attention

11.1.1 Admin Assistant and advertising of Role

RESOLVED – Council agreed that due to the duration of the vacancy being unfilled the cost of using an agency should be investigated, and an amount of funding should be allocated to fill the vacancy.

ACTION 7/22 – 6 – Job description circulated to Cllrs C White and L Case and GVA to circulate again.

11.1.2 Insurance - current policy is due on 1st October and the renewal invitation will be issued on the basis of the existing cover, usually around 4-6 weeks ahead of renewal – noted for September meeting.

11.1.3 South Nutfield – Burial ground advertising in Godstone Parish mag

ACTION 7/22 – 7 – Clerk to respond that Council request that South Nutfield do not advertise in Godstone Parish magazine.

11.1.4 Request from Fete Committee to transport skip across the green to the Committee shed (will not be left on Parish land)

RESOLVED – Council agreed that Fete committee be given permission to arrange for a skip to cross parish land. Standard Terms and Conditions setting out expectations of care to be taken to be provided to Fete Committee.

ACTION 7/22 – 8 – Clerk to liaise with Fete Committee.

11.1.5 Greenrooms – Request to carry out maintenance of area by new Leasee.

RESOLVED – Council stated that no permission to carry out maintenance would be granted. Terms of Wayleave to be followed

ACTION 7/22 – 9 – Clerk to liaise with new Greenrooms Leasee and check and refer to terms of Wayleave.

11.2 Chairman’s Report – (for noting) information only

11.2.1 Surrey ALC: Chairman's forum was held on Wednesday 22nd June 2022 @ at 7pm. The Chairman reported he did not attend on this occasion.

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

11.3.1 Jubilee Tree – Efforts and discussions with local organisations to arrange a tree to commemorate the Platinum Jubilee were noted and the estimated cost was £600 for an appropriate sized tree to be delivered. It was noted that there may be a tree that needs replacing, but final position to be considered carefully.

RESOLVED – Council agreed that it would consider topping up funds if it was necessary to ensure the tree is planted.

11.4 Cllr B Davis attended the Godstone Allotment Association meeting.

11.5 Cllr D Stone is to attend the Godstone Preservation Society meeting next week.

11.6 Cllrs S Farr and C Farr to attend Blindley Heath Liaison Group thank you lunch for retiring Graziers.

12. Greens, Commons and Land, to include:

12.1 Across Parish Matters

12.1.1 Tree Survey – Confirmation of Draft spec and instruction to proceed – The council noted the draft specification prepared and there were a small number of amendments proposed.

12.1.2 Concerns about a tree opposite Coughlan’s Bakery were raised and it was noted that a survey would cover the inspection of this tree.

RESOLVED – Council agreed that on the inclusion of the amendments suggested, the tree survey specification be sent out to suitably qualified Arboriculture specialist for quotes.

12.1.3 Maintenance contract: Moving forward, Contract tender, renewal or extension – Council noted issues of the variation of tasks and skills demanded/required of maintenance tasks that arise.

RESOLVED – Council agreed that the consideration of a contractor(s) for the future was required, including consideration of a preferred supplier list

ACTION 7/22 – 9 – Clerk to prepare list of various tasks regular and irregular and potential contractors to be considered.

12.1.4 Grass cutting contract - Moving forward, Contract renewal or extension and consideration of issues brought to the attention of Council by the contractor.

ACTION 7/22 – 10 – Clerk to arrange a meeting with the Grass Contractor and Cllrs J Gardner, L Case and S Farr or C Farr to attend.

12.2 Inspection Reports – Provided to Clerk at the meeting:

Godstone Green	√	Greenview/ Hilly Fields	√	Bounty	
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Playground		Blindley Heath		Tilburstow Hill	
Burial Ground		South Godstone		Allotments	

12.3 Godstone

12.3.1 Car Parks and Road conditions – Council noted reports on condition of section of road between Greenview and the Hare & Hounds cottages and a new hole in the two Godstone Parish car parks.

RESOLVED – Council agreed to investigate arrangements to carry out the appropriate repairs to the surfaces and aim to get the repairs done.

ACTION 7/22 – 11 – Clerk to investigate purchasing Colas Colpatch and prepare specification to find a maintenance person to carry out a repair to the three areas.

12.3.2 Flower Farm – Licence Hearing - Wednesday 13 July at 6pm - Parish council considered ensuring it was represented at the hearing and requirement to return confirmation by 5 July.

It was noted that a request for comment had been made by Surrey Live.

RESOLVED – Council agreed that the Clerk along with Cllrs B Davis and J Farnaby attend the hearing on behalf of the council.

ACTION 7/22 – 12 – Clerk to confirm representatives attending hearing to TDC.

12.3.3 Boules Memorial - Followed up on progress on 17 May 2022, no responses to date. It was noted for transparency that the council holds no funds for the Boules Memorial that was proposed, and the council had been working with the person who had contacted the council with the proposal.

RESOLVED – Council requested clarification on finalising plans for the Memorial.

ACTION 7/22 – 13 – Clerk to make further attempts for an update on the Boules Memorial plans. Area to be topped up with 'grit' reserves when possible.

12.3.4 School Sports day – Council noted changes to format and no issues were raised.

12.4 **Hilly Fields** – It was reported that the Field was very dry.

12.5 Salisbury Road Allotments

12.5.1 Fencing and signage - Cost information was provided to council to complete the works.

RESOLVED – Council resolved that the required materials be purchased by the Parish Council for the fence repair and Godstone Allotment Association volunteers had permission to reinstate the fence on behalf of the Parish council, on the condition that work was carried out under the supervision of the council (council representative to be on site during works) for insurance purposes. Risk assessments advised for best practice.

RESOLVED – Council resolved that the request to install signage at the allotment was approved, noting the sign would be within the boundaries so as not to require planning permission.

RESOLVED – Noting the current budget allocation for the Allotments, the Council resolved that funds available for fencing and signage be increased from £300 to £400 to cover the costs of works.

ACTION 7/22 – 14 – Clerk to make arrangements for materials and confirm permissions.

12.5.2 Development of Garages – It was reported that the representative of the Garages owner was aware and positive about the councils desire to arrange water for the allotments if the site was developed.

12.5.3 Allotment Association Membership

RESOLVED – Council resolved that in future Allotment Agreements to stipulate automatic membership to Godstone Allotment Association.

12.5.4 Painting of yellow lines on Salisbury Road was noted.

12.6 Tilburstow Hill/The Enterdent

12.6.1 Knotweed and Hedges – Information in relation to the spray treatment of Knotweed was provided to the council.

RESOLVED – Council resolved that the area around the unauthorised parking area be treated by its licensed contractor as per the quote provided.

12.6.2 Godstone - Footpath 140 - Leaning tree - Ref IC32066 – Not on our land – Council noted the matter is now closed.

12.7 South Godstone

12.7.1 South East Communities Rail Partnership – Invitation for stations, noting flowers proposed for South Godstone.

12.7.2 A reminder that an action to clean the bus stop had been agreed but not completed was noted.

ACTION 7/22 – 15 – Clerk to issue PO number and instruction to maintenance contractor.

12.8 Blindley Heath

12.8.1 Update on gifted land – It was noted that the £840 agreed at a previous meeting still needs to be allocated within this year's spend/designated funds.

13. Burial Grounds and Memorials

13.1 Weeds around old tree stump in old section. Council noted quote provided by licensed contractor for Herbicide Treatment of pathways and weeds around the cut down tree.

RESOLVED – Council resolved that no action be taken for the moment.

13.2 Exclusive Rights of Burial Applications; Memorial Applications; and Bench Memorial Applications

13.2.1 Memorial Applications – The following applications were noted as approved under the Clerks delegated authority: Additional inscriptions - Plots 121 Hinkley; 400 Arnold; and Skinner 547

13.2.2 Surrender of burial plot - The following application to surrender plot was noted, plot 566 Jackson. Council noted surrender payment to be paid by council.

RESOLVED – Council resolved that the application to surrender plot 566 be accepted and permission was granted for the Clerk to make the appropriate payment to the current grantee on the surrender of the plot.

ACTION 7/22 – 16 – Clerk to carry out required actions in relation to the surrender of plot 566.

13.2.3 Wreath for Remembrance Sunday 2022

RESOLVED – Council resolved that an appropriate donation be made for 4 wreaths for Remembrance Sunday 2022.

ACTION 7/22 – 17 – Clerk to liaise with RBL contact for wreaths.

13.2.4 Donation for Bench repair and Tree branches – Council confirmed that on completion of the bench repairs the remaining donated funds be used to trim the tree branches over the bench, on confirmation suitable amount of funds remained.

14. Correspondence – Council acknowledged the following correspondence circulated by email to all councillors since the last meeting:

- 14.1 News: Council granted injunction to stop unauthorised parking at Oxted site
- 14.2 Reference: ME-50015759 - Surrey Highways: TRO Tilburstow Hill (D395) South Godstone
- 14.3 Surrey Highways Ref: 2223142 - THE GREEN, GODSTONE (Table and Chairs outside Godstone Club)
- 14.4 Letter from Godstone Parish Council RE: OBJECTION to Flower Farm Application to Vary Premises Licence (June 2022)
- 14.5 Temporary Closure of Public Footpath 138 Godstone – Extension
- 14.6 FW: Tandridge District Council Local Plan - Council Update to Inspector TED 56 and LDS 2022

15. Matters for reporting or inclusion on future agendas

- 15.1 Review of the Council’s employment policies and procedures
- 15.2 The next meeting of the Parish Council is scheduled to be held on Monday 5 September 2022 at 7.30pm St Stephens Church Hall, South Godstone.

Part 2 – None

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

Chairman

Dated