

Godstone Parish Council

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

Clerk to the Parish Council

S Endersby

Admin Assistant

The Bounty
Godstone Green
Godstone, Surrey
RH9 8DY

Telephone/Fax: 01883 744209

MINUTES

Of the meeting of Godstone Parish Council to be held on
Monday 7 March 2022 at 7.30pm at St Stephens, South Godstone.

Members: Cllrs J Gardner, D Stone, C White, C Farr, S Farr, B Davis, J Farnaby, Cllr L Case and M McLoughlin
Apologies: Tandridge District Cllr M Crane and A Rabbetts (Neighbourhood Plan Committee Chair)
In Attendance: District Cllr C Swann, S Endersby (Clerk), J Hale (Allotment Association)

1. Questions from Members of the Public

1.1 Allotment Association Chairman raised the following matters:

1.1.1 Security and access to the allotments, noting the amount of dog fouling that seems to occur on the allotments and the path that runs between the allotments (north point) and the Salisbury Road houses.

ACTION PF3/22 – 1a – Cllr C Farr to confirm landownership of overgrown path at the north of the allotments.

ACTION PF3/22 – 1b – Dependent on strip of and ownership details, Clerk to write to Salisbury Road house's which gardens back on to the allotments, requesting that the area is cleared.

ACTION PF3/22 – 1c – Fence line to be reinstated.

RESOLVED – Council unanimously agreed that a sign stating access for allotment holders only be installed

Godstone Parish Council Allotments

Access for plot holders only

Enquires contact: clerk@godstone-pc.gov.uk

01883 744209

ACTION PF3/22 – 2 – Clerk to liaise with Allotment Association to arrange the sign.

1.1.2 Association membership – Request to ask people to join

ACTION PF3/22 – 3 – Clerk to enquire if membership to the association can be made obligatory.

1.1.3 Request that the use of Carpets be banned and detailed in the allotment agreement.

RESOLVED – Council unanimously supported the proposal to ban carpets from being used at the allotments.

ACTION PF3/22 – 4 – Noting that work preparing allotment agreements had already been undertaken by the Clerk, the clerk was asked to find away to incorporate the amendment banning carpets.

1.2 Representative of Godstone Residents in relation to Planning Application 2017/2652

1.2.1 Noted the historical objection by the Parish council and TDC refusal of the planning application.

1.2.2 Reports that the site is being cleared and concerns that the site will be developed without planning permission.

1.2.3 Historic enforcement notices for the site were noted, including in relation to the pipeline that runs under the site.

Council Response – The council sympathised with the concerns of the local residents, but it was noted that other authorities would need to implement enforcement notices/action in relation to the site.

2. Apologies and reasons for absence

2.1 All Parish councillors were present.

RESOLVED – The meeting was deemed quorate and began.

2.2 Apologies were noted from Tandridge District Cllr M Crane and A Rabbetts (Neighbourhood Plan Committee Chair)

3. Declarations of Interest

3.1 There were no Declarations of Interest stated.

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

4.1 *Surrey County Councillor C Farr – Reported extreme frustration of the Huggetts Crossing installation being removed from the SCC highways jobs list.*

4.2 There was a discussion about concerns as to how Highway's funding is spent, and funds being spent badly.

5. **Minutes** of the previous meetings held on 7 February 2022.

RESOLVED – Council, by a majority, agreed the minutes of the meeting held on 7 February 2022 were an accurate record of the meeting and that they be signed by the Chair.

Cllrs D Stone, J Farnaby and M McLoughlin did not vote as they had not been present at the meeting.

<p>6. Neighbourhood Plan – Consider the draft plan, recommendation of the Neighbourhood Plan Committee to move the next stage and appointment of a consultant to legalise the plan.</p> <p>6.1 Council noted that the Draft Neighbourhood Plan document had been circulated for councillors review in advance of the meeting. Two printed copies of the Neighbourhood Plan have been provided by the committee and are available for councillors to view at the Bounty.</p> <p>MOTION - Approve the completed Draft Neighbourhood plan; Agree to submit the plan to a suitable consultant for verification; Agree a sum of up to £3,000 for the consultant's work; and sincerely thank A Rabbetts and the small team for their work on this extremely important issue. (Proposed: Cllr B Davis; Seconded: Cllr J Gardner)</p> <p>RESOLVED – Council unanimously approved the Draft Neighbourhood plan and unanimously agreed that a consultant be recommended to review and legalise the Draft Neighbourhood plan so it can be submitted to the next stage and public consultation with a sum of £3k being allocated for consultancy fees.</p> <p>6.2 The Parish council also wanted to pass on its sincere thanks to the small team and all of those who have worked so hard in creating the Neighbourhood Plan for Godstone Parish, the council are extremely grateful to everyone who has contributed from the community on such an important matter.</p> <p>6.3 The Neighbourhood Committee and Parish council also wish to record the contribution of Bill Archer in developing the plan, who sadly passed away in April 2021.</p> <p>ACTION 3/22 – 1 – Clerk to liaise with Neighbourhood Committee Chairman as necessary to establish next steps to appoint the required consultant.</p>	<p>Clerk/A R</p>
<p>7. Projects, Funding allocations and costs</p> <p>MOTION - Complete a review of all projects, both current undertakings and matters identified as necessary for consideration by the Parish council; revise priorities of projects if deemed necessary; and agree the list of projects for FY22-23. Confirm the required allocation of funds for prioritised projects as part of the review and approve any virements required to ensure funds are allocated appropriately to achieve projects agreed. (Proposed: Cllr J Gardner; Seconded: TBC)</p> <p>RESOLVED – For item 7, the Council resolved that pursuant to Section 1 part 2 of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the meeting during the consideration of any business on the grounds that it is likely if the public were to remain, there would be a disclosure of exempt information.</p>	
<p>8. Playground Refurbishment – Update</p> <p>8.1 Initial conversations with playground specialists have provided useful information for consideration.</p> <p>8.2 Some early examples suggest the proposed budget required and discussed is achievable.</p> <p>8.3 It was noted that the age range of users needed careful consideration.</p> <p>8.4 A specification for the Tender process needs to be prepared.</p> <p>8.5 Clarification on final budget allocation would assist planning.</p> <p>8.6 Investigation of other funding options that have previously supported the village, but not currently available.</p> <p>ACTION 3/22 – 2a – Working group to arrange site visits of other playgrounds.</p> <p>ACTION 3/22 – 2b – Establish largest group of users by age.</p> <p>ACTION 3/22 – 2c – Working group to meet to consider specification and consultation, also dependent on budget allocation.</p>	<p>LC, BD, JG and Clerk</p>
<p>9. Bounty - Update in relation to the agreed action to seek formal valuations for purchase and rental amounts of the Bounty from a registered property valuer.</p> <p>MOTION - Agree an offer purchase price to formally offer 1st Godstone Scout group for the purchase of the Bounty. (Proposed: Cllr J Gardner; Seconded: Cllr C White)</p> <p>RESOLVED – For item 9, the Council resolved that pursuant to Section 1 part 2 of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the meeting during the consideration of any business on the grounds that it is likely if the public were to remain, there would be a disclosure of exempt information.</p>	

10. Platinum Jubilee 2022 Plans 10.1 Community committee group will be meeting again at the end of the month. 10.2 Insurance company notified about attendance numbers expected and event taking place. 10.3 Clerk recommends that insurance company are notified about the fire show performer. 10.4 Confirmed that a risk assessment has been prepared. 10.5 It was noted that the PL certificates of performers required so that the events notice application to Tandridge District Council can be made. ACTION 3/22 – 3 – Clerk to contact insurance company to provide information on fire show performer.								Clerk
11. Reports 11.1 Clerks Report - Matters to bring to the Councils attention, to include: 11.1.1 Tree Survey – Request for council to consider the schedule for next survey discussed. ACTION 3/22 – 4 – Clerk to circulate last tree survey to clarify areas covered. 11.1.2 Maintenance Contract – Noted due to end in July 2022. 11.1.3 Admin Vacancy – Noted issues RESOLVED – Council unanimously agreed that the vacancy be readvertised. 11.1.4 Office Electricity deal renewal RESOLVED – Noting the current volatile situation in relation to electricity prices, Council unanimously agreed that it be delegated to the Clerk to achieve the best deal available as soon as practicable. ACTION 3/22 – 5 – Clerk to arrange and accept new electricity deal. 11.1.5 Insurance Cover information in relation to volunteers – The council insurance does cover volunteer activities, council does not have to name volunteers on its policy, but any work that volunteers carry out should be under the direction/supervision of the Council and should be carrying out normal activities of the Council. 11.2 Chairman's Report – (for noting) information only 11.2.1 The removal of Graffiti on Church Lane – The location of the graffiti was confirmed as a wall on Bay Pond Path. 11.3 Reports (for noting) from representatives on outside bodies etc 11.3.1 Allotment Association meeting – Cllrs B Davis and L Case attended. 11.3.2 Safer Streets – Cllr D Stone attended 11.3.3 Rail Forum – Cllr C White to attend.								Clerk Clerk Clerk
12. Finance Matters 12.1 Accounts for payment – FEBRUARY accounts for payment								
GPC Ref.	Business	Invoice	Invoice Date	Payment For	Net amount	VAT	Invoice Total	
Salary Payments								
G1163-64	Salaries			FEBUARY Salary	1357.24		1357.24	
G1165	HMRC			FEBUARY NI & Income Tax - Employee/Employer Contribution				
G1166	NEST Pension			FEBUARY Pension - Employee/Employer Contribution				
Direct Debits								
G1182	British Gas Lite	2500147	09-Feb	Electricity	42.14	2.11	44.25	
G1181	BT	M111-J5	17-Feb	Telephone and Internet	37.95	7.59	45.54	
Invoices for Payment								
G1183	S Endersby			Expenses - Meeting Notebook	5	0	5	
G1184	Surrey Playing Field		15-Feb	Membership	10		10	
G1185	Magician	2021003 1	23-Feb	Jubilee - Deposit	100	0	100	
G1186	Coolburn Village	14801	28-Feb	Service and then Repair defect found	438.16	87.63	525.79	
G1176	Maintenance	12	03-Mar	Clearing Storm damage	30		30	
*Salaries paid in accordance with 7. Payment of Salaries of the Parish Council Financial					TOTAL	£2,020.49	£97.33	£2,117.82

Regulations. **Employees/Employers total payment paid by GPC to NEST.

RESOLVED - Councillors approved the payments list totalling £2117.82 for payment.

12.2 Accounting Statements - Summary Financial Report to **JANUARY** – The Bank Reconciliation; Income and expenditure; Restricted Funds (incl. CIL funds) and Designated Funds Summary was provided to the council.

RESOLVED - Councillors approved the Summary Financial Report to **JANUARY** and agreed it should be signed.

13. Greens, Commons and Land, to include:

13.1 Inspection Reports – Provided to the Clerk.

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

13.1.1 Specific reference was made to the concern in relation to a seriously eroded post on Godstone Green due to concerns that it may fall.

ACTION 3/22 – 6 – Clerk to report damaged street furniture to Surrey County Council Highways.

13.2 Godstone

13.3 Defibrillator at the Bowls Club – Council noted the request for a donation towards funds for a defibrillator at the Pavilion and that the Clerk had provided information to the club about grants available.

RESOLVED - Councillors unanimously agreed that the council would not make a donation at this current time.

ACTION 3/22 – 7 – Clerk to inform Bowls Club of decision.

13.4 Request from Evening Godstone WI to Plant a Tree for the Jubilee

13.4.1 Council noted the request and that this included payment by the group for the tree and the planting. The request included the placement of a small plaque to state when it was planted and why.

13.4.2 The Clerk referred to information in relation to insurance consideration in relation to this matter.

COUNCIL RESPONSE - Councillors noted the request but postponed making a decision as they wish to establish if other community groups may want to make the same request. The suggestion from council is that there be one tree specifically planted to commemorate the jubilee.

ACTION 3/22 – 7 – Clerk to liaise with the WI group in relation to the discussion and provide information to council in relation to insurance implications.

13.5 **Hilly fields** – It was noted that an area of fencing has fallen over. The Hilly Fields fence was included in the project review.

13.6 Allotments

13.7 Tilburstow Hill/The Enterdent

13.7.1 Council noted correspondence from TDC requesting trees be cut back to ensure recycling and rubbish vehicles access is not obstructed.

ACTION 3/22 – 8 – Clerk to request a meeting between TDC and Cllrs D Stone and M McLoughlin.

13.8 **South Godstone** – No issues reported.

13.9 **Blindley Heath** – Update on location of Swans given.

Clerk

Clerk

Clerk

Clerk

14. Burial Grounds and Memorials

14.1 Exclusive Rights of Burial Applications; Memorial Applications; and Bench Memorial Applications - None

15. Correspondence – Councillors noted the following correspondence circulated by email since the last meeting:

15.1 Gatwick to reopen its South Terminal

15.2 GLEAM - An opportunity to end the use of green lanes by recreational motor vehicles in Surrey Hills Area of Outstanding Natural Beauty

15.3 Tandridge District Council Local Plan - Inspector Response ID/20 to Council TED51

15.4 Tandridge District Council Local Plan - Council Initial Response to Inspectors ID/20

15.5 NALC newsletter – including articles on:

15.6 Section 137 expenditure limit - [Government confirms Section 137 expenditure limit for 2022/23 - News \(nalc.gov.uk\)](#)

15.7 NALC online event recordings are free - [NALC makes online event recordings free - News](#)

15.8 NALC responds to Levelling Up white paper - [NALC responds to Levelling Up white paper - News](#)

15.9 Surrey Tree Summit 2022

15.10 Levelling up event - NALC ONLINE EVENTS

15.11 Graffiti clean up

15.12 Reference: ME-1138764 - Surrey Highways: TRO Various Roads in Copthorne and Godstone

16. Matters for reporting or inclusion on future agendas

- 16.1 Update the Parish Councils Code of Conduct (Last adopted 2017)
- 16.2 Policies Review – Data Protection (reference DPO)
- 16.3 Consider arrangements to remove tree saplings growing in the wall of the wagon pond as requested by the Preservation Society which included the offer of a donation to complete the task.
- 16.4 Arrangements for the Annual Parish Meeting on 30 May 2022.
- 16.5 The next meeting of the Parish Council is scheduled to be held on Monday 4 April 2022 at 7.30pm St Stephens Church Hall, South Godstone

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

Signed

Dated