

Godstone Parish Council

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

Clerk to the Parish Council

S Endersby

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MINUTES

of the meeting of Godstone Parish Council held on
Monday 3 October 2022 at 7.30pm at St Stephens, South Godstone.

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

1. Questions from Members of the Public - None

2. Apologies and reasons for absence

2.1 All members were present, and the meeting was quorate.

3. Declarations of Interest - None

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

4.1 Cllr C Farr (SCC matters)

4.1.1 Surrey County Council continue to review carbon neutral solutions.

4.2 Tandridge District Council matters

4.2.1 Cllr C Farr reported there is a planning meeting on Thursday which will consider Divers Cove.

4.2.2 Council noted Flower Farm activities raised by council quieter now they have moved indoors due to the season.

4.2.3 Council discussed the amount of advertising left on lamp posts.

5. Minutes of the previous meeting held on Monday 5 September 2022 and the extraordinary meeting held on 5 August 2022.

5.1 Councillors reviewed the minutes of the meeting held on Monday 5 September 2022.

RESOLVED - Councillors unanimously approved the minutes of the meeting held on 5 September 2022 as an accurate record of the meeting and agreed that they be signed by the Chairman.

5.2 Councillors reviewed the minutes of the extraordinary meetings held on 5 August 2022.

RESOLVED - Councillors unanimously approved the minutes of the extraordinary meeting held on 5 August 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 Consider the Memorandum of Understanding (MoU), proposed by Ashill Land Limited for approval and signing on behalf of Godstone Parish Council. The Memorandum of Understanding is in relation to a car park on Parish land adjacent to Three Elms, Bletchingley Road, Godstone as part of the planning application for development of the adjacent site, for approval and signing on behalf of Godstone Parish Council.

(Proposed: Cllr B Davis; Seconder: Cllr J Farnaby)

6.1.1 Councillors confirmed receipt of the Memorandum of Understanding in advance of the meeting.

6.1.2 Councillor J Farnaby seconded the motion.

6.1.3 Councillors discussed the implications of signing the MoU and considered the councils obligations to Parishioners.

6.1.4 The following matters were noted:

i. Noting the clause that states 'detailed specification to be agreed', the council stated it would wish to discuss a small number of the finer details, for example, the location of the disabled spaces, electric charge points, car park surface suitability for accessibility i.e. suitable surface around disabled spaces.

ii. The vehicle entrance is stated as tarmac, a variation to the original permeable surface, the entrance to the car park shown also needs to be shown as the exit. Is it intended that this entrance/exit will be used by pedestrian as well as vehicles?

- iii. The councils' original plans included a pedestrian path from the car park to the Hilly Fields, would this still be possible?
- iv. The council had concerns about the clause that states, '*All parties to offer assistance and support to each other, wherever necessary, to achieve the granting of the planning permission for the comprehensive development which will deliver the car park for the Parish Council.*' and that they could not agree to the clause as it is currently drafted and until they have had full site of the final and submitted planning application.
- v. The council requests that a clause be included stating that the GPC are not responsible if something goes wrong, and that GPC are not responsible for any costs incurred in such circumstances.
- vi. It needs to be stated that the appropriate confirmation of insurance cover will need to be provided to GPC before any works commence on the site.

The council considered the motion as published for the meeting:

6.1 ORIGINAL MOTION - Consider the Memorandum of Understanding, proposed by Ashill Land Limited for approval and signing on behalf of Godstone Parish Council. The Memorandum of Understanding is in relation to a car park on Parish land adjacent to Three Elms, Bletchingley Road, Godstone as part of the planning application for development of the adjacent site.

(Proposed: Cllr B Davis; Seconder: Cllr J Farnaby)

An amendment to the original motion was proposed to ensure that the following conditions were noted as requirements before the Memorandum of Understanding could be signed by the Parish Council:

- the Parish Council be provided with the Full planning application submission that permission is being sought for,
- Additional clause stating that the Parish Council are not responsible in the event that something goes wrong, including not being accountable for any costs incurred in such circumstances
- Acknowledgment that evidence of suitable insurance will be provided to the Council.

6.1 (a) AMENDED MOTION - Consider the Memorandum of Understanding (in relation to a car park on Parish land adjacent to Three Elms, Bletchingley Road, Godstone as part of the planning application for development of the adjacent site), proposed by Ashill Land Limited for approval and signing on behalf of Godstone Parish Council, on the understanding that the following conditions are met:

- the Parish Council be provided with the Full planning application submission that permission is being sought for,
- Additional clause stating that the Parish Council are not responsible in the event that something goes wrong, including not being accountable for any costs incurred in such circumstances is included
- Acknowledgment that evidence of suitable insurance will be provided to the Council.

(Proposed: Cllr B Davis; Seconder: Cllr J Farnaby)

RESOLVED – Members unanimously resolve to approve the Amended motion, as stated 6.1 (a) and agreed that on fulfilment of the conditions stated, the Memorandum of Understanding be signed on behalf of Godstone Parish Council.

ACTION 10/22 – 1 – Clerk to liaise with Ashill on points raised to be addressed before MoU is signed.

- 6.2 Noting the resolution of March 2022 to purchase The Bounty from the Scouts and following the findings of the appropriate and required due diligence undertaken - a formal written RICS valuation, it is proposed that the council discuss the purchase of The Bounty with the Scouts in light of the findings of the valuation report, including the council reserving the right to withdraw the current offer.

(Proposer: Cllr C Farr; Seconder; Cllr B Davis/Cllr John Farnaby)

RESOLVED – Members unanimously resolve 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.

Item 6.2 discussed in **Part 2**.

- 6.3 Noting previous meetings discussions in relation to the Councils relationship with the Godstone Sports Association (GSA), consider the letter drafted to seek clarity on the following matters:

6.3.1 Council's formal position on football and cricket being played on Godstone Green now that the Godstone Cricket Club and Godstone Football Club are no longer in existence

6.3.2 Council agreement(s) with other sports organisations.

6.3.3 Councils position on charging for the use of the football pitch.

6.3.4 Whether there is any breach of the Pavilion lease and if so, what action is required.

6.3.5 Representative(s) for any discussions that may take place with organisations.

(Proposer: Cllr B Davis; Seconder: TBC)

6.3.6 Councillors confirmed receipt of a letter to the GSA circulated as a starting point for discussion and covering the matters raised in 6.3.1 – 6.3.4 detailed above, in advance of the meeting.

6.3.7 Councillor M McLoughlin seconded the motion.

RESOLVED – Members unanimously resolve that the letter drafted be agreed with the following adjustments to be made:

- Reserve the right to veto dates if deemed necessary or grant other users permission i.e. fetes/fair
- Position on fees to be reviewed annually
- Provision to cancel use if deemed necessary for H&S, i.e., heavy rain risks users and Green
- No subletting allowed
- No fees to be paid to any other organisation
- Further details on visual inspections.

ACTION 10/22 – 2 – On completion of the corrections the letter the Clerk should then send letter to the GSA and the letter extract detailed sent to each football team.

7 Finance Matters

7.3 Accounts for Payment - to approve **SEPTEMBER** accounts for payment

7.3.1 The Payment schedule was circulated in advance of the meeting.

7.3.2 The schedule was amended to correct missed items that should be included.

GPC Ref.	Business	Invoice	Invoice Date	Payment For	Net amount	VAT	Invoice Total	
Salary Payments								
G1288-89	Salaries			SEPT Salary (5 wk. month)	2,046.04		2,046.04	
G1290	HMRC			SEPT NI & Income Tax**				
G1291	NEST Pension			SEPT Pension**				
Direct Debits								
G1296	British Gas Lite	3426656	09/09/2022	Electricity	24.93	1.25	26.18	
G1297	BT	M118A5	17/09/2022	Telephone and Internet	42.14	8.42	50.56	
Invoices for Payment								
G1281	S Endersby		07-Sep	Stationery & stamps	20.92		20.92	
G1282	Zurich	517886031	09/09/2022	PL and EL Insurance	901.57		901.57	
G1283	Ultralite	2265	16-Sep	Replacement of Light head BH Car Park	230	46	276	
G1284	M Tamplin	17/09/2022	17-Sep	Grave digger	450		450	
G1285	Scouts	08-Dec	2201	Bounty Insurance	241.19	0	241.19	
G1286	HPS	6027	27/09/2022	IT support and website	226.05	45.21	271.26	
G1287	HPS	6028	27-Sep	Office 365 exchange online plans	324	64.8	388.8	
G1292	Playground Inspection Company	GODSTO11	29/09/2022	Annual Playground Inspection	72.5	14.5	87	
G1293	Pear	135621	29/09/2022	Tech support and software updates	225	45	270	
G1295	Gardenwise	05/05/2010	03/10/2022	Maintenance	25		25	
G1294	Sign builder	3014	01/08/2022	Allotment Sign	38.05	7.61	45.66	
G1298	St Stephens Church		October	£20 meeting donation - OCTOBER	20		20	
*Salaries paid in accordance with 7. Payment of Salaries of the Parish Council Financial Regulations. **Employee/Employers total payment paid by GPC.					TOTAL	£4,887.39	£232.79	£5,120.18

RESOLVED – Noting the payment summary for **SEPTEMBER** and invoices, circulated to all councillors in advance of the meeting, the total invoices due for £5120.18 were unanimously approved.

ACTION 10/22 – 3 – Clerk to arrange payment of invoices.

7.4 Account Statements – **JUNE** and **JULY** – Bank Reconciliation, Income and expenditure, Reserves - Restricted and Designated Funds Summary (incl. CIL) and allocations of funds to projects.

7.4.1 The Income and expenditure, Restricted and Designated Funds Summary (incl. CIL) and allocations of funds to projects was circulated to councillors in advance of the meeting.

RESOLVED – Council approved the bank reconciliation, income and expenditure summary and the Reserves breakdown and agreed the bank reconciliation be signed on behalf of the council.

8 Reports

8.3 Clerks Report - Matters to bring to the Councils attention

8.3.1 Christmas Lights – Councillors noted that the required licence had been applied for and that the contractor licenced to carry out check and switch on has been contacted.

ACTION 10/22 – 4 – Clerk to follow up quote from Christmas light contractor.

8.3.2 Remembrance services – the following laying of wreaths was agreed:

ACTION 10/22 – 5 – Cllr D Stone – St Nicholas, Godstone; Cllr C Farr – St John's, Blindley Heath and Cllr J Farnaby – South Godstone.

8.3.3 Maintenance arrangements

Clerk notified council of £ hourly rate Information from local contractor who is already known to the council.

RESOLVED – Council agreed that delegated authority be given to the Clerk to arrange a one year rolling contract.

ACTION 10/22 – 6 – Clerk to prepare letter for the maintenance arrangement.

8.3.4 Maintenance Issues List:

RESOLVED – Council agreed the following actions be taken in relation to the maintenance issues listed:

i. Weeds around stump at Burial Ground

ACTION 10/22 – 7a – Clerk to instruct grass cutting contractor to remove weeds.

ii. Low hanging branches on a number of trees on Godstone Green and at Burial Ground (donation remaining for one tree at Burial Ground)

ACTION 10/22 – 7b – Noted that tree survey imminent and low hanging branches could be considered at the same time.

iii. Bench Repairs

RESOLVED – Council agreed that in order to cover the cost of the bench repairs the grant from the Fete committee be allocated to pay for the hardwood. An indication was given of a further grant by the Fete committee to the parish council following the 2022 fete.

ACTION 10/22 – 7c – On confirmation of enough grant funds to purchase hardwood, work should commence.

iv. Missing posts on Green

ACTION 10/22 – 7d – Check on posts around the pond and any replacements required to be replaced (with hard wood preferably).

v. Road to Hilly Fields surface repair (Colas Colpatch) – Issues with obtaining Colas Colpatch was noted.

ACTION 10/22 – 7e – On confirmation of a suitable product from a local supplier being confirmed the work to repair the surface and make it safer should proceed. Clerk to confirm with contractor to carry out repair work on confirmation of suitable product with Cllr J Gardner.

vi. Repair of holes in the two Godstone Parish car parks (Colas Colpatch)

ACTION 10/22 – 7f – Clerk to confirm with contractor to carry out repair work on confirmation of suitable product with Cllr J Gardner.

vii. Topping up of graves. Requirement noted.

viii. Shoots sprouting from trees in car park opposite White Hart Pub noted.

ACTION 10/22 – 7g – Clerk to add removal of sprouting branches from the base of the tree to the tree survey works.

8.3.5 Wayleaves – The following items were raised by the Clerk to ensure the council is aware of changes taking place, the need for a template/preparation of documents was noted as well as monitoring changes and ensuring paperwork is in place.

- A number of changes in relation to property ownerships/rentals of properties that have Wayleaves:
 - a. 3-4 Southview Godstone Green RH9 8DZ
 - b. Green Rooms
- Ongoing, documentation required to confirm situation/issue of wayleave:
 - a. Lyndale
 - b. Typettiwhich

8.3.5 Request for Oxted school to use the Green when they need a grass pitch, only very occasional.

RESOLVED – Council agreed that it would consider this request on receipt of a formal request from Oxted School and confirmation of the following standard Terms and Conditions to cover DBS checks, insurance, number of times limited to a reasonable number.

ACTION 10/22 – 8 – Clerk to liaise with football contact.

8.4 Chairman's Report – (for noting) information only

8.4.1 Thanks to Clerk for recent work undertaken.

8.4.2 Development of Garages next to allotments – no recent update available.

ACTION 10/22 – 8a – Meeting to be arranged with garage owner representative. Cllrs J Gardner and B Davis to attend.

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

8.5.1 Allotment Association meeting was attended.

9 Greens, Commons and Land, to include:

9.1 Tree Survey – Consider information and quotes provided and how to proceed.

9.1.1 Noted information circulated.

ACTION 10/22 – 9 – Clerk to check details on quote and follow up on other quote and council to review further at the next meeting.

9.2 Inspection Reports – None received, council noted importance.

9.3 Godstone

9.3.1 Playground Refurbishment - Expected start date currently 4 October 2022.

9.3.2 Playground Inspection – Annual External Inspection completed and circulated to council – Council acknowledged receipt of the report and its content.

ACTION 10/22 – 10 – Clerk to send on to contractor to note information detailed in report on equipment staying.

9.3.3 Park Football (permission finishes in November) – It was noted that the organisation wish to seek permission to carry on.

RESOLVED – Council agreed that permission be granted for 1 year, with Terms and Conditions of use be complied with, including DBS checks. No charge to be applied, but it was requested that one free place is offered in the community each week.

9.3.4 Tree by Green Rooms – Council noted picture provided and request for tree to be cut, but that this is not directly outside the property.

ACTION 10/22 – 11 – Clerk to advise tenant that it appears that someone, without the permission of the council, has cut around the bottom of the tree nearest the Green Rooms and that Council will monitor the area and ensure if any work is necessary that it is considered, and a council appointed contractor carries out the work.

9.3.5 Contact made about trees in car parks and managing the shoots on them, which I have been advised used to be done annually. Council noted the issue as per item 8.3.4 viii.

9.4 Hilly Fields

ACTION 10/22 – 12 – Hilly Fields to be mowed (one annual cut per year) between Sept – Oct.

9.5 Salisbury Road Allotments

9.5.1 Council noted that the damage to the new fence has been rectified.

9.5.2 Council noted that the fence line over an adjacent property along the access track has been moved back.

9.6 Tilburstow Hill/The Enterdent

9.6.1 Council noted resident query on council decision of last meeting as they have a wayleave that includes trades/commercial vehicles being allowed access when delivering or collecting from the property. Council stated that bins can still be collected from properties, but that maintenance will not be carried out by council specifically for Biffa.

It was noted that the wayleave review project previously discussed would be helpful, noting a number of matters raised with the council, but the cost effectiveness of such a project was debated.

ACTION 10/22 – 14 – Councillor M McLoughlin will liaise with resident.

9.6.2 Update on outstanding Wayleave payments requested.

ACTION 10/22 – 14a – Clerk to provide update.

9.6.3 Footpath at Godstone Farm – It was noted that the footpath remains closed due to works and an application to extend the closure was applied for and ends on 30 November 2022.

9.7 South Godstone

9.7.1 Christmas lights - Installation of lights on a second tree

ACTION 10/22 – 15 – Investigation into installation of lights on a second tree in South Godstone to be picked up again. Clerk to liaise with Cllrs C White and J Farnaby.

9.7.2 Notice Board – Councillors thanks Cllr J Farnaby for his work refurbishing the notice board in South Godstone.

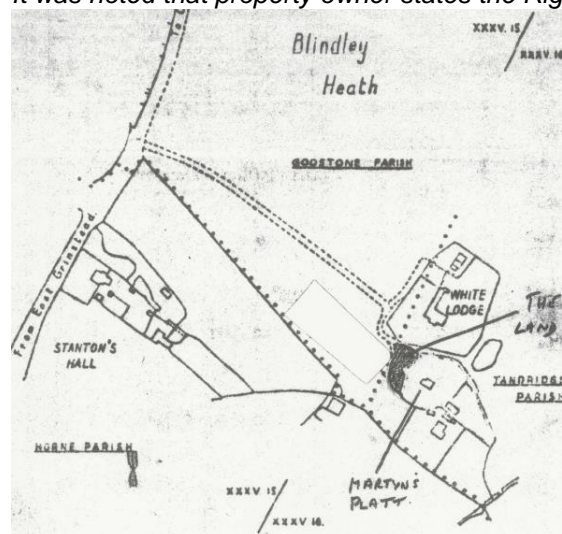
9.8 Blindley Heath

9.8.1 Wayleave Matters - Martyns Platt – Property sold and request in relation to the small area of land in front of the house.

a) Request to consider selling it

b) Continuing to rent it

It was noted that property owner states the Right of Way across SSSI to property is in the property deeds.



RESOLVED – Council agreed that the land would not be sold, but that council agreed that the property owner could rent the land as per historical arrangement. Rental amount to be reviewed and agreed.

ACTION 10/22 – 16 – Clerk to liaise with owner and rental agreement for the portion of land in front of Martyns Platt to be prepared.

9.8.2 The Roundabout – Works on track without permission.

ACTION 10/22 – 16a – Clerk to prepare and send letter in relation to track work undertaken without notifying council to seek permission. Letter to note that Natural England and Surrey Wildlife Trust notified.

9.8.3 BHLG – Next meeting is in March

10 Burial Grounds and Memorials

10.1 Exclusive Rights of Burial (EROB) Applications; Memorial Applications; Surrender requests and Bench Memorial Applications

10.1.1 Surrender Request

i. Plot 587 surrender £300 minus 10% - Accepted and payment approved by council.

ii. Plot 550 surrender £270 minus 10% - Accepted and payment approved by council..

10.1.2 Memorial Applications 581, 449, 551 and 454 – nothing outside regulations. All noted by council.

10.1.3 Query addressed if memorial application is made for two names on one application – is there a charge per name inscription.

RESOLVED – Council agreed that first name charged at new memorial rate and any additional names charged at additional inscription rate.

ACTION 10/22 – 17 – Clerk to advise Stonemason.

10.2 Consideration of an additional clause to Regulations

10.2.1 Explanation of reason for consideration of Amendment to regulations – ‘Reserve the right in extenuating circumstances to remove a headstone without seeking prior approval from the Grantee.’

RESOLVED – Council approved the amendment to the regulations.

ACTION 10/22 – 16 – Clerk to update regulations.

10.2.2 Letter of correspondence in relation to plot 499 – The Clerk advised council of the circumstances which had led to the correspondence in relation to plot 499 and a request for a donation as way of compensation due to the circumstances.

RESOLVED – Council approved a donation be made to McMillian.

11 **Correspondence** – Councillors noted the following correspondence sent by email since the last meeting:

11.1 Tandridge District Council Local Plan - Council Update to Inspector TED 56b

11.2 Statement: Planning search issue

12 **Matters for reporting or inclusion on future agendas**

12.1 Minutes of the Extraordinary meeting held on 26 September 2022

12.2 Admin Vacancy.

ACTION 10/22 – 17 – Clerk to provide information for Councillors D Stone and J Farnaby to spread the word.

12.3 The next meeting of the Parish Council is scheduled to be held on Monday 7 November 2022 at 7.30pm St Stephens Church Hall, South Godstone.

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

Chairman

Dated