

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

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MINUTES

of the meeting of Godstone Parish Council held on
Monday 5 September 2022 at 7.30pm at St Stephens, South Godstone.

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

1. Questions from Members of the Public

Godstone Residents adjacent to Divers Cove – Raised the matter of Planning application 2022/841 - Divers Cove, North Park Lane, Godstone RH9 8ND and the Proposal: Variation of condition 8 (Approved operating times) to extend opening times, attached to pp 2015/1122 for the "Change of use of land to diving centre (Class D2) with associated ancillary portacabins and car parking".

- Raised amount of noise from the site already impacts on residents' lives and ability to enjoy their gardens and homes (particularly when windows are open).
- The current level of noise very audible and unacceptable at times.
- Object to the level and amount of noise and the way it is managed by the business operator.
- Activities seem to have been extended.
- The proposed times and length of opening hours each day.
- Supporters of the application only visit for a number of hours each time to enjoy the facility and are not impacted

Representatives from Blindley Heath Cricket Club and Surrey Cricket – Discussed the current situation for the Cricket Club and potential aspirations for developing facilities and securing the future of the club. The following was noted:

- The importance of keeping the gates closed and secure, even on match days to prevent an incursion on to the common.
- If the club wish to carry out internal/external building work, the lease should be complied with in terms of notification of works.
- Any external alterations, such as signage should seek the appropriate planning approval if applicable.
- The car park was discussed and the intention of a height barrier.
- It was recommended that the club contact The Forman's Institute to establish better community links and other sponsors/local businesses.
- Benches inside the boundary are the responsibility of the cricket club.

2. Apologies and reasons for absence

2.1 Apologies were received from Cllrs L Case and J Farnaby both due to other prior personal commitments.

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 SCC Councillor C Farr –

- SCC are preparing to take on certain services from districts, i.e. Grass cutting, bin collections.
- County Deal still exists and Unitary proposals seem to be disappearing.
- Unitary arrangements would have had a direct impact on Parish councils, it is less well known what the impact on Parish councils may be now.

4.2 TDC Councillor C Swann –

- Parking enforcement in Godstone. Advised to report issues to Cllrs C Swann or report to TDC.
- Planning and Planning Pre-Applications very busy.
- New council housing in Featherstone has had pre app approved.
- Enforcement action has increased over the summer (and is clearing back log)
- Work is taking place on Youth hubs and access to youth facilities.

- vi. Public Toilets, assessments of all toilet facilities in the district taking place to consider; should they stay open; how much work/improvements is required on each facility.
- vii. A25 toilets, removed due to issues of their use. Now other issues have arisen since their removal and TDC are putting pressure on SCC to sort out the situation and spend money to resolve.

5. Minutes of the previous meeting held on Monday 4 July 2022 and the Extraordinary meetings held on 19 July 2022 and 27 July 2022.

5.1 Councillors reviewed the minutes of the meeting held on Monday 4 July 2022.

RESOLVED - Councillors unanimously approved the minutes of the meeting held on 4 July 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 19 July 2022.

RESOLVED - Councillors unanimously approved the minutes of the Extraordinary meeting held on 19 July 2022 as an accurate record of the meeting and agreed that they be signed by the Chairman.

5.3 Councillors reviewed the minutes of the Extraordinary meetings held on 27 July 2022.

RESOLVED - Councillors unanimously approved the minutes of the Extraordinary meeting held on 27 July 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 It is proposed that in view of the correspondence from Ashill Group, the council call an extraordinary meeting and invite Ashill Group to present its proposals for the Bletchingley Road quarry site with particular reference to the proposed Doctors surgery and the building of a car park on Parish council land.

(Proposer: Cllr B Davis; Seconder: Cllr S Farr)

6.1.1 It was noted that Ashill wish to discuss the legal structure with the Parish as a first step. Ashill aim to submit a formal application in Autumn for 140 houses.

RESOLVED – By a majority it was agreed that the council call an extraordinary meeting and invite Ashill Group to present its proposals for the Bletchingley Road quarry site.

Cllrs C Farr and C White abstained.

ACTION – 9/22 – 1 Clerk to arrange an Extraordinary meeting.

6.2 It is proposed that the council discuss the Valuation Report in relation to the Purchase of the Parish Council office 'The Bounty' and noting the Market Value conclusion of the report consider whether the council wishes to: Withdraw its current offer or submit a new offer considering the Market Value information.

Whilst I recognise there are formal procedures necessary to change earlier decisions the council has an obligation as a public body to consider the conclusion of the Valuation report.

(Proposer: Cllr B Davis; Seconder: Cllr S Farr)

RESOLVED – It was unanimously agreed that the council has an obligation as a public body to consider the conclusion of the Valuation report and the council discussed the Valuation Report in relation to the Purchase of the Parish Council office 'The Bounty'.

RESOLVED – It was unanimously agreed considering the market value stated in the valuation report the council needed to review, and at the very least reconsider the offer price, before proceeding further and raise the matter with the Scouts of the variation between Market Value and the offer price.

The council did not formally conclude to withdraw its current offer or agree a new purchase price offer figure. The following actions were agreed in advance of raising the matter with the Scouts for discussion:

ACTION – 9/22 – 2

- a. Clerk to contact White and Sons to request an extension to the Valuation Report already prepared, to include a Rent Review, to establish what would be considered a 'reasonable' rental figure and confirm the cost to complete such a report.
- b. Check Lease criteria for a Rent Review.
- c. Request information from White and Sons providing further context to the market value stated in the Valuation report compared to the offer price.
- d. On receipt of rent review information, contact the solicitor to advise how the council wish to proceed in relation to the market value and the agreed sale price.

6.3 Noting recent informal discussions in relation to the Councils relationship with the Godstone Sports Association, it is proposed that the council consider:

6.3.1 The council's formal position on whether football and cricket can be played on Godstone Green under the historic agreement now that the Godstone Cricket Club and Godstone Football Club are no longer in existence

6.3.2 Whether the council needs/wants to draw up a new agreement(s) with other bodies.

6.3.3 Whether the council wants to derive an income from 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 Agree representative(s) for any discussions that may take place with organisations.

(Proposer: Cllr B Davis; Seconder: Cllr S Farr)

Council considered the motion. The following points were noted:

- 6.3.1 a. Godstone Cricket Club is no longer in existence and there is no longer cricket played on Godstone Green. No other Cricket club has permission or rights to play cricket on Godstone Green.
b. There is no longer a 'Godstone Football Club', but different football clubs that use Godstone Green pitches that incorporate local players. The Royal Earwoods (Godstone) Football Club are cutting and marking out the football pitch. No pitch fee is paid to Godstone Parish Council.
- 6.3.2 As a rule, each year a reminder of reasonable terms and conditions for using the Green have historically been sent to Godstone Football club to check club is suitably insured and as a reminder about expectations i.e., risk assessment of area before playing, leaving green tidy etc. Now that the situation has changed there was a strong desire amongst a number of councillors to ensure that there is clarity of position moving forward. Clarification of what legal entity the Godstone Sports Association (GSA) is was raised.
- 6.3.3 Currently, there is not a particular desire amongst council to derive an income from the use of the Green for football.
- 6.3.4 It was noted that the football clubs using the Green are also invested in looking after the Pavilion (leased by the GSA from the Parish Council who are the Landlords). No detailed discussion on a breach of the lease took place, but the maintenance of the pavilion has been noted as an historical issue.
- 6.3.6 This item was not discussed and currently there is no Councillor specifically agreed as a representative for discussions with other organisations in relation to this matter.

ACTION – 9/22 – 3 – Clerk to prepare a first draft of a letter to send to organisation(s), specifically the GSA and then as relevant i.e. Football clubs, in relation to the use of Godstone Green for Football and Cricket, to try and draw all the issues together and provide clarity moving forward. This first draft must be considered by council before proceeding further to ensure it captures all areas of concern raised for clarification.

7. **Planning Application** – Divers Cove, North Park Lane, Godstone RH9 8ND - 2022/841 - Proposal: Variation of condition 8 (Approved operating times) to extend opening times, attached to pp 2015/1122 for the "Change of use of land to diving centre (Class D2) with associated ancillary portacabins and car parking". Council noted comments submitted online and concerns raised by local residents.

RESOLVED - the Parish council **OBJECTS** to this application on the following grounds:

- Due to the increase in the noise disturbance to the local residents that live adjacent to the site and will be directly affected over a 16-hour period every day, 7 days a week, 6 months of the year
- Concern that the increase to hours is excessive and will increase the disruption caused to local residents.
- There is no indication of how nuisance to neighbours will be controlled and what action would be taken if issues arose.
- Activity on the site has grown considerably from the initial set up and conditions of use are breached, for example the use of lights at the site.
- The Parish council always wants to be an advocate of local business, but do not feel it should be to the detriment of local residents

8. Finance Matters

8.1 Public Liability and Employers Insurance – Appoint insurers for 1st October Renewal – Council considered the renewal quotes:

Zurich	5-year LTA premium of £860.73
	3-year LTA premium of £901.57
	1-year standard premium of £942.39
Gallagher	£2,211.16 inc IPT
BHIB	£1445.65 inclusive of 12% insurance premium tax.
	£1358.60 for 3-year Long Term annual premium including insurance premium tax

RESOLVED – Council unanimously agreed that Zurich be appointed on the 3-year LTA premium of £901.57.

ACTION – 9/22 – 4 – Clerk to confirm instructions to insurance company.

8.2 Audit Matters

8.2.1 End of year audit - AGAR External Auditor Conclusion

RESOLVED – Council unanimously confirmed receipt of the External Auditors Conclusion (**Appendix A**).

8.2.2 Internal Auditors engagement letter for FY2022-2023 including information on fees remaining the same as the 2021/22 rate for 2022/23, £60 per hour + VAT and where applicable £0.45p per mile for travel.

RESOLVED – Council unanimously confirmed the reappointment of its current internal auditors, Mulberry and Co and accept the terms of engagement.

ACTION – 9/22 – 5 – Clerk to confirm instructions to Internal Auditors.

8.2.3 External Auditor - SAAA 2022 Opt-out Communication – Information provided to assist in the consideration as to whether to remain opted in or to opt out of the appointment of External Auditor, noting SAAA is responsible for appointing external auditors to all applicable opted-in smaller authorities, for setting the terms of appointment for limited assurance reviews and for managing the contracts with the appointed audit firms.

RESOLVED – Council unanimously confirmed that it did not wish to opt out and that it should remain opted-in for an external auditor to be appointed on the behalf of Godstone Parish Council, a smaller authority, by SAAA.

8.3 Accounts for Payment - to approve **AUGUST** accounts for payment

GPC Ref.	Business	Invoice	Invoice Date	Payment For	Net amount	VAT	Invoice Total
Salary Payments							
G1273-74	Salaries			AUGUST Salary	1,586.03		1,586.03
G1275	HMRC			AUGUST NI & Income Tax**			
G1276	NEST Pension			AUGUST Pension**			
Direct Debits							
G1269	British Gas Lite	3279251	09-Aug	Electricity	27.53	1.38	28.91
G1277	BT	M1176J	17-Aug	Telephone and Internet	42.14	8.42	50.56
G1278	SES Water	41	26-Aug	Field Supply	18.71	0	18.71
Invoices for Payment							
G1266	Safeplay	3113	08-Aug	Playground equipment	17817	3563.4	21380.4
G1267	Hanscan Limited	23698	03-Aug	Allotment Fence	179.13	35.82	214.95
G1268	S Endersby			Expenses - Allotment	26.24		26.24
G1270	Graham Beagley	6533	11-Aug	Repair to circular bench - Burial Ground	189	0	189
G1271	White and Sons	32183	01-Jul-22	Valuation report	1150	230	1380
G1272	Scouts			Bounty Rent - Qtr payment due September 2022	625		625
G1280	St Stephens Church			Meeting room donation for use	20		20
TOTAL					£21,680.78	£3,839.02	£25,519.80

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

**Employee/Employers total payment paid by GPC.

RESOLVED – Noting the payment summary for **AUGUST** and invoices, circulated to all councillors in advance of the meeting, the total invoices due for £8001.95 were unanimously approved.

ACTION 6/22 – 6 – Clerk to arrange payment of invoices.

8.4 CIL Payment Notification – Council acknowledged information about the second payment of CIL funds to the Parish for Former, 3 Tylers Green Cottages, Godstone Hill, RH9 8DJ of £2,839.68 to be paid by the end of October 2022. The total CIL payments expected at the end of October is now £4757.34.

8.5 It is proposed that the use of an accounting software package (such as RBS), for Parish Council financial records, is considered and arrangements for demonstrations and Price quotes (including provision of Training and Support) be made.

(Proposer: Cllr S Farr; Seconder: Cllr C Farr)

RESOLVED – Council unanimously approved the motion to investigate the use of an accounting package for the Parish council financial records.

ACTION 6/22 – 7 – Clerk and Councillor S Farr to liaise on investigating an accounting package, including suitability of current hardware, support package included and costs etc.

9. Reports

9.1 Clerks Report - Matters to bring to the Councils attention, to include:

9.1.1 Admin Assistant Role – Noted contacted by interested candidate.

ACTION 6/22 – 8 – Clerk and Councillors B Davis and L Case to carry out interviews along with Clerk in September.

RESOLVED – Council unanimously agreed that, noting the circumstances, authority be delegated to Councillors B Davis and L Case and the Clerk completing the interview if a job offer is considered appropriate. Pay offer as per the amount agreed by the Finance Committee.

9.1.2 Consultation in relation to PWLB loan for the purchase of the Parish Council office 'The Bounty' – It was confirmed that consultation notices had been published on the noticeboards in time for the Godstone Fete to try and assist in bringing the matter to people's attention.

9.1.3 Reference request

RESOLVED - Council unanimously confirmed that a reference could be provided as requested.

ACTION 6/22 – 9 – Clerk to prepare and provide reference for contractor.

9.1.4 Volunteers Activities

i. Activities of a number of volunteers carrying out tasks without permission was noted and the concern in relation to this. It was noted that after witnessing activities the Clerk contacted volunteers highlighting concerns.

9.1.5 Neighbourhood Plan – It was reported that the committee would be meeting the consultant shortly.

9.1.6 Planning for 2023-2024 Budget – It was noted that plans and expectations for the next financial year should be considered as the preparing of the budget will commence soon.

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

9.2.1 The Godstone Village Association have created a sign 'Mary's path'

9.2.2 Return of the Village sign on Godstone Hill was noted as an job that continues to remain outstanding.

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

9.3.1 Blindley Heath Liaison Group meeting in August 2022

i. Reported there had been some flooding on the SSSI

ii. Water pipe from main road to trough is leaking and is being sorted.

iii. Request for the stile to be changed to a kissing gate to make it more accessible.

iv. New resident member of the group.

v. Following the meeting Cllr S Farr raised that a newly laid gravel path, leading to the property The Roundabout, with the SWT representative. SWT were advised that the council had not be contacted with a request for work to be carried out and it was agreed that the potentially unauthorised work must be reported to Natural England to see if consent was applied for from them.

10. Greens, Commons and Land, to include:

10.1 **Grass cutting contract** – Noted this action is with Clerk to arrange a meeting (Clerk has made initial contact with contractor). Discussed approach and potential items to be included in the schedule.

10.2 **Inspection Reports**

10.3 **Godstone**

10.3.1 Playground Refurbishment – Updates/Consider any further preparation required

i. Enclosure of Playground – Response to enquiry provided to council.

ii. Noted no response from SCC or TDC following contact made.

iii. Noted that installation of a path to the playground to be dealt with at a later stage.

10.3.2 Godstone School – Information in relation to a dead tree (next to the school and nursery) and the hedgerows height and width on the boundary with Godstone Green and close to public footpath, noted by council. Information in relation to tree surgeon and contractors provided.

RESOLVED - Council unanimously confirmed that the tree surgeon who provided a quote of £200 proceed to remove the dead tree (notification to be sent to TDC Tree officer).

RESOLVED - Council unanimously confirmed that an additional instruction be given to the tree surgeon to remove a second dead tree opposite the White Hart Barn and that a budget of up to £500 be set for the work (notification to be sent to TDC Tree officer).

ACTION 6/22 – 9 – Clerk to instruct tree surgeon on tree by school and liaise on further dead tree opposite White Hart Barn. Note to be made to consider hedgerow maintenance in the future under grass cutting/maintenance contracts.

10.3.3 Flower Farm – Event Licence application – SASH event 2-4 September 2022

i. Council noted emails to council of objections to the event licence application.

ii. Some councillors reported the high level of noise on the weekend of the event, the size of the crowd and that the noise finished after 11pm.

10.3.4 GSA – Request for skip on Green

RESOLVED - Council unanimously confirmed that permission be granted under the standard terms and conditions (in relation to Risk assessment; Insurance; Protection of other users on the Green; and Protection of Godstone Green) when allowing vehicles on to Godstone Green. Cllr D Stone to be advised of the date of the Skip delivery to be in attendance.

ACTION 6/22 – 10 – Clerk to advise GSA Chairman.

10.3.5 Endeavour – Wi-Fi and Phoneline – Council acknowledged notification from Scouts that they are looking into having Wifi at the Endeavour and one way of achieving this would be to have a

telephone land line installed (provider to dig a trench from near the tarmac path to the Endeavour) with any disturbance restored to its original condition).

10.3.6 Horse riding on Green still happening – Action with Clerk to sort out a bigger sign.

10.3.7 Work on Benches – After some delay, contractor confirmed he is still able to do work and provided information on materials needed.

ACTION 6/22 – 11 – Clerk to liaise with the Chairman about the amount and ordering of hardwood.

10.4 Hilly Fields

10.4.1 Reported that the fence remains in terrible condition as well as the kissing gate. No concerns of immediate danger due to the condition.

10.5 Salisbury Road Allotments

10.5.1 Following the restoration of the fence at the allotments a householder continues to put waste bins on the allotment side of the fence and in doing so has at least twice damaged the new fence.

RESOLVED - Council unanimously confirmed that the Clerk should write on behalf of the council to the householder in relation to damage to the fence and that rubbish bins are on council property and should be carefully removed from parish land immediately and include:

- Notice that if bins are not removed, the council will remove them and return them to Tandridge District council.
- Expectation that householder should repair the damage to the fence.
- Further action will be considered if there is any repeat of this misdemeanour.
- Note previous explanation provided that the area of land between the Allotments and the back of the Salisbury road properties was allocated by the original land owners as an access for the residents of Salisbury Road.

10.6 Tilburstow Hill/The Enterdent

10.6.1 Vegetation report from TDC/Biffa

- Clerk reported visit from TDC officer about vegetation and Biffa's complaint. TDC asked if this area could be added to an annual cutting schedule; if Wayleaves could be increased and allocated to cover the cost of this task.
- It was noted that the Parish had this area cut in April 2022.

RESOLVED - Council unanimously stated that Biffa trucks had no agreed Right of Way along this track, which is not a highway.

ACTION 6/22 – 12 – Clerk to inform TDC/Biffa.

10.6.2 Knotweed – Confirmed area has been sprayed by contractor. [Article](#) on Knotweed included in meeting notes for information, but not discussed.

10.7 South Godstone

10.7.1 South Godstone notice board – re staining Cllr J Farnaby has volunteered to stain the noticeboard.

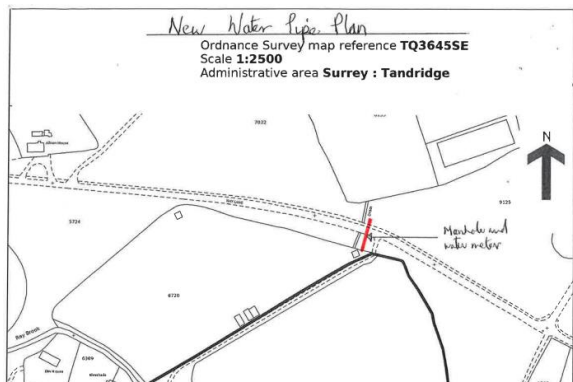
10.7.2 Letter of thanks for the Grant in support of the Jubilee event at SGSCA received and noted.

10.8 Blindley Heath

10.8.1 Lingfield Nursery – Confirmation of details of map showing new water pipe for wayleave.

RESOLVED - Council unanimously agreed the map and red line showing the location of the new water pipe detailed as correct.

ACTION 6/22 – 14 – Clerk to confirm to solicitors.



10.8.2 Nets at Blindley Heath Cricket club – Request for a mobile batting practice net and when not in use the intention would be to store it directly in front of the Pavilion facing the pitch.

RESOLVED - Council unanimously agreed permission be granted if the net is kept within the confines of the cricket circle.

ACTION 6/22 – 15 – Clerk to write to cricket club representative for the record, but it was noted that representatives of the club were present at the meeting so club already aware.

10.8.3 Car Park Lamp

RESOLVED - Council unanimously agreed that a new Lamp head be installed at a cost of £230 +VAT.

ACTION 6/22 – 16 – Clerk to confirm instruction for contractor to proceed.

10.8.4 Unauthorised Works on SSSI – Noted during the report of the Blindley Heath Liaison group meeting. Discussed on site with Surrey Wildlife Trust who have informed Natural England.

10.8.5 Wayleaves – Council noted responses from Typpywychett and Lyndale property owners.

ACTION 6/22 – 17 – Cllr C Farr to liaise with Clerk in relation to a template for wayleaves.

10.8.6 Lingfield Parish Council request in relation to Pond to take and use some plants from pond.

RESOLVED - Council unanimously agreed to decline permission for plants to be removed from Blindley Heath Pond as the council does not want to risk upsetting the balance of the Blindley Heath pond.

ACTION 6/22 – 8 – Clerk to inform Lingfield Parish Council.

10.8.7 Donated Land

i. Correction of amount detailed incorrectly in the June 2022 minutes

RESOLVED - Council unanimously accepted that a correction of a typing error was required of the amount detailed in the July 2022 minutes for the donated land which states £800 and should have been £840 as was agreed. The figure that was quoted during the discussion of £2400 will be £2520 over three years.

ii. Habitat management works in future years – It was reported that habitat management works information, from the developer since the last meeting, stated surveys would be bi-annually post 2025 up to 2035 for the 'Parish councils' Southern Area of the ponds after the initial surveys up to 2025. The planning application and conditions have been reviewed to clarify this matter and the council do not believe that there is a requirement stipulated in the planning conditions.

RESOLVED - Council unanimously agreed that the council believe there is no planning conditions requiring ecology habitat surveys after 2025 and the council does not commit to a condition for bi-annually ecology reports post 2025 up to 2035 on the land being donated to the council.

ACTION 6/22 – 9 – Clerk to liaise with the developer to confirm council's position.

11. Committees – Greenspace Committee

11.1 Review of delegation arrangement and the terms of reference

RESOLVED - Council unanimously agreed that this discussion be postponed to the extraordinary meeting that is to be arranged.

12. Burial Grounds and Memorials

12.1 Exclusive Rights of Burial (EROB) Applications; Memorial Applications; and Bench Memorial Applications

12.1.1 EROB Granted

3/2022	616
6/2022	617
4/2022	316
05/2022	566

12.1.2 Memorial Application – Council noted the matter raised in relation to a memorial application that is to be submitted in relation to the family having a plaque at the bottom of the grave and request for edging around the grave.

RESOLVED - Council stated that they would be willing to consider a request the falls outside of the burial ground regulations but require full and final details of what the family would like the memorial to be, including a sketch, in order that the matter can be considered.

ACTION 6/22 – 10 – Clerk to liaise with the family.

12.2 Damaged Bench, general condition of Burial ground and weeds in old section

12.2.1 Damage Bench – Bench in graveyard beyond repair and badly damaged, concern it should be removed promptly. Family aware and reported the damage.

RESOLVED - Council stated that Clerk should contact a maintenance person to confirm the hourly rate and on confirmation of insurance arrange for the bench to be removed due to it being in such a bad state of repair.

ACTION 6/22 – 11 – Clerk to liaise with contractor to arrange for the removal of the bench.

12.2.2 Weeds in old section of Burial Ground and low branches – To be reviewed on confirmation of maintenance persons hourly rate.

13. Correspondence – Councillors noted the correspondence sent by email since the last meeting:

13.1 Reference: ME-50025244 - Surrey Highways: TRO Various Roads in Godstone

13.2 Reference: ME-50035588 - Surrey Highways: TRO Various Roads in the District of Tandridge - Temporary Prohibition of Traffic Order (No.7) 2022

13.3 Statement on the Council's planning process

13.4 SALC AGM & Conference 2022 - date for your diary

13.5 Noise at Flower farm and further licence request

13.6 Tandridge District Council Local Plan - Council Update to Inspector TED 56a

13.7 Reference: ME-50037923 - Surrey Highways: TRO Various Roads in the District of Tandridge - Temporary Prohibition of Traffic Order (No.8) 2022

13.8 Former Godstone Quarry – Ashill request to meet in relation to including a car park on Parish land as part of its application in the former Godstone Quarry site.

14. Matters for reporting or inclusion on future agendas

14.1 Minutes of the Extraordinary meeting held on 5 August 2022.

14.2 Tree Survey.

14.3 The next meeting of the Parish Council is scheduled to be held on Monday 3 October 2022 at 7.30pm St Stephens Church Hall, South Godstone.

Part 2 – None.

----- Meeting ended 10.45pm -----

Chairman

Dated

Appendix A

Section 3 – External Auditor Report and Certificate 2021/22

In respect of **Godstone Parish Council – SU0040**

1 Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with Proper Practices which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor report 2021/22

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2021/22

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

26/07/2022

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Appendix B

Option to opt out of the SAAA central external auditor appointment arrangements

Under the Local Audit (Smaller Authorities) Regulations 2015, SAAA is responsible for appointing external auditors to all applicable opted-in smaller authorities, for setting the terms of appointment for limited assurance reviews and for managing the contracts with the appointed audit firms. Smaller authorities are those whose gross annual income or expenditure is **less than £6.5 million**.

The next 5-year appointing period runs from 2022-23 until 2026-27 and SAAA has undertaken a procurement exercise to appoint auditors to each County area from 1 April 2022. Now that the submission deadline for the 2021-22 Annual Governance and Accountability Returns has passed, this is to advise you of the option to opt-out of the next round of 5-year audit appointments.

All authorities require an appointed external auditor even if the authority meets the criteria to qualify for exemption, as a Certificate of Exemption is required to be submitted to the external auditor and the auditor must be in place in case of objections from local electors

During the previous 5-year period **all** smaller authorities were 'opted-in' to the central procurement regime managed by SAAA - no authority decided to 'opt-out' and follow the various complex procedures required under statute to appoint their own external auditor. **If you wish to continue as part of the SAAA sector led auditor appointment regime then no action is required, you will remain part of central scheme.**

However, all authorities must be given the option to opt-out of the central procurement and appointment scheme and appoint their own external auditor for the next 5-year period, although the process is onerous for smaller authorities.

This communication is to advise that whilst all smaller authorities are opted into the central procurement of external auditors by default, any authorities who do not wish to be part of the SAAA arrangements must formally notify SAAA that they wish to opt out within **8 weeks** of this communication but no later than **28 October 2022**; this decision must be communicated to SAAA via e mail to admin@saaa.co.uk.

If notification of your decision to opt out is not received within this 8-week period, then your authority will be regarded as opted-in for the next five-year period beginning on 1 April 2022 and ending on 31 March 2027.

Opting-out

Opting out is a significant decision which requires careful consideration; to assist authorities considering opting out further guidance has been developed to clarify what opting out means in practice. This detailed information can be found at www.saaa.co.uk

An authority that wishes to opt out must formally reach and record that decision in a way that meets the requirements of its own governance framework, by convening a full council meeting or an extraordinary council meeting.

Key implications are:

- an opted-out authority regardless of size (including exempt authorities) **MUST** appoint an appropriate external auditor;
- the appointed auditor **must** be a registered auditor as defined by the Companies Act and a member of Institute of Chartered Accountants (England and Wales).
- an opted-out authority **must** convene an appropriate independent auditor panel which meets the requirements of the Local Audit and Accountability Act 2014 (LAAA). Detailed guidance on auditor panels is available in Schedule 4 of the LAAA Act and from CIPFA;
- an opted-out authority will need to develop its own specification for its external audit contract, will need to negotiate the price for this work on an individual basis and will need to manage the contract, including any disputes, and any independence issues that may arise;
- an opted-out authority must ensure full compliance with the relevant requirements of the Local Audit and Accountability Act and supporting Regulations;
- any opted-out authority that does not successfully appoint an appropriate external auditor in the correct manner and notify SAAA who their external auditor is by **30 November 2022** will have an external auditor appointed for it by the Secretary of State through SAAA. **This will result in additional costs of £300 which will have to be met by the authority.**