

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

Members are summoned to the meeting of Godstone Parish Council to be held on
Monday 5 February 2024 at 7.30pm at St Stephens, South Godstone.

Members: Cllrs J Gardner (Chairperson), C White, C Farr (also Surrey County Councillor Tandridge District Councillor), S Farr, I Smith, L Case, K Ward, C Edwards and S Beagley

Apologies:

Present: Tandridge District Cllr M Crane, S Endersby (Clerk), Godstone Allotment Association Chairperson and other members.

1. Questions from Members of the Public

J Hale, Godstone Allotment Association (GAA) - Read a statement raising objections about the amendments proposed by Cllr I Smith (item 6.3), stating it is not what the GAA had understood to have been agreed at the Lindley Road meeting and believe that the amendments are Cllr I Smith attempt to put forward his own agenda and gain more control over the allotments.

Cllr I Smith responded stating that it is not about changing control at the allotments.

It was noted that following the Lindley Road meeting the original agreement had been changed to reflect the discussion as advised to the Clerk, with a further small amendment required in relation to altering the size of allotments, the following action was agreed, *Action-12/23-6- Clerk to send signed copy of the letter to the GAA following the proposed amends being agreed.* But it was noted that there had not been a specific resolution/vote by council minuting the approval of the updated draft.

A number of councillors stated that by way of the Action 12/23-6, they felt it was clear that council had been happy with the amended letter being sent to the GAA and the matter had been considered closed.

Further to an email providing the relevant paperwork and versions of letters, the Clerk requested that the council confirm and resolve which letter should be sent to the GAA.

RESOLVED – Council by a majority confirmed that the Amended Letter circulated on 2 February 2024 in relation to the working relationship between Godstone Parish Council and GAA and titled 'FINAL – Arrangements between GAA and GPC (Clerks understanding), be approved and confirmed as the letter to be signed on behalf of Godstone Parish Council and sent to the GAA.

Councillors in favour: Cllrs J Gardner, L Case, C Edwards, C Farr, C White, S Beagley and S Farr.

Councillors in favour: Cllr I Smith .

Councillors who abstained: Cllr K Ward.

ACTION – 2/24 – 1 – Clerk to email letter of agreement to GAA by return.

2. Apologies and reasons for absence

2.1 All Parish councillors were present.

RESOLVED – The meeting was deemed quorate.

3. Declarations of Interest

3.1 A Register of interests is published on Godstone Parish council [website](#).

3.2 Councillors requested that item 8.1 be noted as an item of interest to councillors who pay towards the council precept, but that this should not prevent the matter being discussed as no councillor would profit from the transaction.

3.3 There were no statements of Pecuniary Interests for any items detailed on the agenda.

3.3 Councillors all signed registering attendance, where Pecuniary or Other Interests can be noted if applicable.

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

4.1 Cllr C Farr – Surrey County Councillor and Tandridge District Councillor

4.1.1 Surrey County Council Matters affecting Parish – Nothing to report.

4.1.2 Tandridge District Council Matters affecting Parish

- i. Cllr L Case asked when the Ashill development (2022/1523) will be on the Tandridge Planning Committee Agenda again following its removal from the Tandridge Planning Committee Agenda of 1 February 2024?

Tandridge District councillors stated that until they received notification by way of the TDC Planning Committee agenda, they did not know when the application would be considered by the Committee.

It was noted that there a lot of interest and discussion within the local community about the application.

It was stated that the TDC as the local planning authority is likely to need to consult with the Secretary of State prior to taking a decision, due to the details of the application (ref: [Town & Country - Planning Consultation Direction](#))

- ii. Councillors asked TDC councillors for an update on the local toilets.

TDC Cllr M Crane responded to confirm that TDC are still working on addressing the toilets and there are no plans to get rid of the toilets permanently.

5. Minutes of the meeting held on 8 January 2024

5.1 Councillors present at the last meeting reviewed minutes of the meeting held on 8 January 2024.

5.2 Cllr I Smith has raised the following points in relation to item 9.5.2 of the draft minutes:

- Report stated that the GAA Chair was writing to the Holder of Plot 24, asking them to state their intentions, and no vote was taken to support any action.
- Discussions on metal wear discussed that the issue will be addressed in an updated Plot Holders Agreement for 2024/25, along with only non-metal containers on the plots.
- Discussed not allowing plot holders to creep to areas surrounding their plots and then pay a fee to store anything on small sections, as it will set a precedent.

Council noted the points made in relation additional details over matters covered at the January meeting.

RESOLVED – Council unanimously agreed that the minutes were an accurate record of the meeting and that they be signed by the Chairperson.

5.3 It was noted that the Minutes of the Extraordinary meeting of 29 January 2024 had not been detailed on the Agenda, missed off by accident, but had been circulated to council.

ACTION – 2/24 – 2 – Clerk to publish sign of off Extraordinary meeting of 29 January 2024 on next months agenda.

6. Motions from Councillors

6.1 Appoint Cllr S Beagley to the Greenspace Committee

(Proposer: I Smith; and Seconded: L Case)

6.1.1 Cllrs S Farr and C Farr referred to the [committees Terms of Reference](#) and item 9. *Annually prior to the Annual Parish Meeting ensure that the Parish council appoints the committee members, chair and vice-chair at the Annual Parish Council meeting.*

No vote was taken on the motion.

6.2 Appoint Cllr S Beagley to the Planning Committee

(Proposer: J Gardner; and Seconded: L Case)

No vote was taken on the motion.

RESOLVED – Council unanimously agreed that the appointment of Cllr S Beagley to any committee be postponed until the annual council meeting in May 2024.

ACTION – 2/24 – 3 – Going forward the Clerk to send agendas of meetings to members of the committees, but copy in all other councillors who are not members of the committee for information.

6.3 Confirm the Amended Letter of Confirmation of the working relationship between Godstone Parish Council and Godstone Allotment Association and that it be signed on behalf of Godstone Parish Council.

(Proposer: I Smith; and Seconded: TBC)

Motion dealt with during the period of questions from the public.

6.4 Request that council be reminded of the [Code of Conduct](#) and Media and Communications Policy in relation to communicating with members of the public (both written or spoken) on council matters. Request that council considers any changes considered necessary to either policy to address any matters of concern.

(Proposer: C Farr; and Seconded: S Farr)

6.4.1 Cllrs C Farr read a statement confirming that he had received a letter in relation to Cllr I Smith which had brought to Cllr C Farr's attention defamatory comments in relation to himself and Cllr S Farr and a report that Cllr I Smith had presented changes (that he is proposing) to a parish document that had been on headed paper at a meeting with the GAA Chairperson.

Cllr C Farr also reported that Cllr I Smith puts comments on Facebook which criticises people and comments on planning matters.

Cllr C Farr referred to information in relation to Pondtail surgery and the length of the lease that Cllr I Smith had provided to the council at the Extraordinary meeting of 29 January 2024 that stated that there was only two years left on the Pondtail surgery lease. Cllr C Farr did not agree with the information provided by Cllr I Smith. Cllr C Farr stated that there is no lease at all (no details of a lease are on the Land Registry for the property). Cllr C Farr referred to a letter from Dorking Health Care to TDC planning committee members in relation to the arrangements for the use of the property. The letter stated that neither party is required to give notice on the rental of the property, known as Pondtail surgery. A copy of the letter was not shared with the council, but referred to.

Cllr C Farr reported that the NHS Surrey Heartlands Clinical Commissioning Group (CCG) appointed Dorking Health Care to provide primary care services for the patients of Pond Tail Surgery until 2027.

Cllr L Case stated her concerns in relation to information provided to council in relation to Pond Tail Surgery for the Extraordinary meeting.

TDC Cllr M Crane commented that Facebook posts by I Smith were unreasonable comments about the Ashill Development and untruths and felt that Cllr I Smith should consider his position.

Some examples of Facebook posts were read out.

The Clerk confirmed that the parish council does not currently have a social media Policy.

ACTION – 2/24 – 4 – Cllr C Farr to provide a copy/template of the TDC Social Media Policy for the council to consider and assist in better guidance to all councillors on the use of social media.

On reviewing some of the Facebook posts, Cllr C Edwards noted that Cllr I Smith had not posted on Facebook as a councillor, but as an individual with a Facebook account. Cllr C Edwards stated that she had heard that there was a 2 year lease, but could not remember the source of the information.

Cllr I Smith stated that the Surrey Heartlands statement of March 2021 stated that negotiations to continue occupying the current surgery building for ‘...the next 5 years.’ This would equate to 2 years remaining from March 2024 if 5 years was agreed.

Council discussed the concerns in relation to the reputation of the council and the importance of fact checking information for discussions. For example, in the future, councillors could quote/confirm the source of information when referring to a source of information during a discussion.

- 6.5 Request that council be reminded of the requirement that the issuing of documents on behalf of council should be via the Clerk or under any delegated approval agreed by council.
(Proposer: C Farr; and Seconded: S Farr)

Council was reminded of the councils Code of Conduct and communication with members of the public. The Clerk referred council to item 12.4 re: update to Code of Conduct policy as LGA have a newer version.

ACTION – 2/24 – 5 – Clerk to circulate the Code of Conduct to council.

7. Reports

7.1 Clerks Report - Matters to bring to the Councils attention and update on Actions from Previous meeting

- 7.1.1 Horses on the Green – Council noted that a parishioner had reported that the horse rider that cuts across the Green has returned to using the Green. It was noted that it seems to be one offender and council noted previous correspondence with the Horse Society. Clerk acknowledge outstanding action in relation to gathering costs for signage. Council discussed that practicalities of dealing with this issue and a suitable proportionate response.

ACTION – 2/24 – 6 – Clerk will ask new Admin assistant to gather costs for signage for Clerk to confirm with council. Council will revisit the matter if larger signage does not improve the situation.

- 7.1.2 Padlocks (Ref: ACTION – 1/24 – 11– Clerk to provide cost information for Padlocks to council at the next meeting.) Council noted the quotes from the previous supplier used (lead-time 4 weeks).

It was reported by Cllr K Ward that the gate had been left wide open. Cllr J Gardner confirmed loaning the key to a parishioner and stating the terms of use of the key. It was noted that the parishioner had not fully complied with the terms of use.

ACTION – 2/24 – 7a – Parish office to send a general reminder letter to all keyholders in relation to expectations when the gates are used.

ACTION – 2/24 – 7b – Parish office to purchase a spare padlock from Fairalls and retain in office for use if necessary.

RESOLVED – Council unanimously agreed that the padlocks as detailed below be purchased:

Specifications	Cost ex VAT	
5 new keys— Reorder of previous restricted set - B1000172 – Dr Surgery Gate (G04)	x5 @ £17.32	£86.60
1 new padlock – Replicate the sets ordered previously. B1000170 Fair entrance (G02)	@ £85.65	£85.65
Large Closed Shackle Combination Padlock 65mm*	£61.91	£61.91
	TOTAL	£234.16

7.1.3 Parish Mag article – Would council like it to be put on the website monthly as a newsletter?

RESOLVED – Council unanimously agreed that the monthly newsletter submission be published on the council website.

ACTION – 2/24 – 8 – Parish office to publish the newsletter on the council website monthly.

7.1.4 Update on maintenance items (ref PO 105)

Council noted the work detailed in PO 105 (Benches and filling holes) had not yet been completed and the Clerk had followed up with the contractor in relation to completing work.

RESOLVED – Council unanimously agreed that if the contractor felt they could not complete the works, then another contractor should be sought.

It was noted that Cllr S Beagley could complete works but would need to declare a pecuniary interest at meetings when submitting quotes or request for payment.

ACTION – 2/24 – 9 – Parish office to confirm if original contractor will complete works detailed in PO105.

7.1.5 Planning training through SALC

RESOLVED – Council unanimously agreed that there was value in a representative of the council attending the training, but that it must be someone who regularly attends the monthly planning meetings.

ACTION – 2/24 – 11a – Clerk to check with Admin Assistant about regular attendance at Planning meetings.

ACTION – 2/24 – 11b – Following action 11a, if applicable, Clerk to check which councillor may attend the planning training.

7.1.6 Minute book @ £89 each – approval required as Stationary over allocated budget.

RESOLVED – Council unanimously declined the request to purchase a minute book to hold all meeting minutes.

ACTION – 2/24 – 12 – Parish office to use alternative, cheaper, filing folders.

7.1.7 Council were provided with a list of Actions that remain from the last meeting to be completed by the Clerk, detailed below. Actions not noted below from the previous meeting have been completed.

Action – 1/24 – 1 – Clerk to get a quoted price from a contractor to cut the Hilly Field.

Action – 1/24 – 2b – Clerk to circulate responses on the Surrey Rights of Way Improvement Plan survey to full council and submit response on behalf of Parish council.

Action – 1/24 – 5c – Clerk to liaise with insurance company to confirm acceptance of the quote at the appropriate time during the exchange and completion process.

Action – 1/24 – 9 –

1. Clerk to prepare letter to Volunteers regarding reasonable expectations of leaf-clearing work, particularly on the Green.
2. Clerk to include communication to Residents of the Enterdent regarding fly-tipping at earliest opportunity
3. Clerk to provide a letter for contractor to have to hand, to prevent disruption whilst trying to work
4. Consider online notices for future grass-cutting/ leaf-clearing or waste removal dates
5. Review signage as necessary for the burial grounds and/ or other areas.

Action – 1/24 – 12b – Clerk to prepare a purchase order to confirm instructions to install the plaque (to be cemented in) with the maintenance contractor.

Action – 1/24 – 17 – Clerk and Cllr I Smith to complete a check of outstanding historic actions in relation to the allotments and send letters in regard to Plots and metal work to be cleared.

Action – 1/24 – 20 – Clerk to send polite letter explaining that the charging point should not be on the tree.

Action – 1/24 – 23 – Clerk to ask a contractor to raise branches.

Action – 1/24 – 25 – Clerk to update document with stipulations proposed (Martyns Platt), confirm historic rent paid and liaise with property owner.

7.1.8 Council were provided with a list of Actions that remain from the last meeting to be completed by the Council or a Councillor. Some actions from the previous meeting detailed in notes for area that action is applicable to or detailed below:

Action – 1/24 – 2a – Cllr C Farr to send responses on the Surrey Rights of Way Improvement Plan survey to Clerk.
Action – 1/24 – 3 – Cllr C Farr to draft a proposal in relation the Parish council offering land for the purpose of biodiversity for full council to consider.

Action – 1/24 – 12a – Cllr I Smith to continue contacting people about a small ceremony to mark the plaque being installed, including previous councillors involved with the initiative.

Action – 1/24 – 15c – Cllr J Gardner to visit the Basketball hoop and gates on site on 9 January 2024.

Action – 1/24 – 17 – Clerk and Cllr I Smith to complete a check of outstanding historic actions in relation to the allotments and send letters in regard to Plot 14 and metal work to be cleared.

Action – 1/24 – 18 – Location of footpath sign to be confirmed using WhatThreeWords in order that it can be reported to SCC by the Clerk.

Action – 1/24 – 19 – Council to monitor the condition of BH car park.

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

7.2.1 Reported his concern in relation to the heating at the Parish office and ensuring staff are cared for.

ACTION – 2/24 – 13 – Clerk to contact contractor for assistance.

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

7.3.1 Cllr L Case informed council that Café Connect had raised £570 for the Christmas light project.

ACTION – 2/24 – 14 – Cllr J Gardner to attend Café Connect to collect cheque and pass on Parish Councils thanks.

7.3.2 Cll K Ward reported recent damage to the sports pavilion.

7.4 Reports from Committees

7.4.1 Greenspace Committee Report

i. Report of the meeting of meetings 15 January 2024 and 26 January 2024 – Council acknowledge that the minutes had been circulated by email to all councillors:

Minutes of 15 January 2024 meeting sent on 15 Jan

Minutes of 26 January 2024 meeting sent on 29 Jan.

ii. Update on Christmas lights – The Greenspace committee confirmed that the planning application had been submitted on 5 February 2024 for the Christmas lights power supply, ref 2024/123.

There was a discussion over concerns on losing a car parking space, but noted there is future potential for parking.

Noting the details of the application, Cllr J Gardner was not in favour of a electric car charging point in the car park, which could be the next stage and take advantage of the new power supply.

The use of CCTV which had been referred to in the planning application was noted, it was accepted that the council have had no discussion, votes or agreements reached in relation to CCTV, but it was accepted that it could be something the council look at in the future. Concerns about damage to CCTV was muted.

Council considered the next Actions for the Christmas lights project and confirmed that the Greenspace committee continue managing the project. The Greenspace Committee chair proposed that on the planning application being validated, the committee would then have a meeting to confirm the next stage of works/planning.

iii. Greenspace Committee Recommendations in relation to the Playground inspection report and Basketball hoop.

a. Request approval of the Purchase order PO200 – Provided to council in advance of the meeting and detailing the recommendations made by the Greenspace Cttee for works to be completed.

Item 1 – Playground Site	
Finding - The area around the item has eroded and may become slippery.	Work required: Reinstate eroded area.
Item 3 – Gate	
Finding - There are trip hazards present.	Work required: Reinstate surrounding surfaces to level to remove the trip points.
Item 4 – Long Bench	
Finding - Parts of the timber are rough or splintered.	Work required: Remove all rough or sharp edges - Rub down of rough wood edges and reapply treatment to areas.
Item 5 – Flat Swing	
Finding - Parts of the timber are rough or splintered.	Work required: Remove all rough/sharp edges of framework (Please liaise with Cllr L Case)

RESOLVED – Council unanimously approved PO200 (detailed above) and works being completed.

ACTION – 2/24 – 15 – Clerk to send PO to contractor to request work is completed.

b. Request approval of quote for work as per recommendations of Greenspace Cttee.

Item	Finding from External Inspector	Issue/Action	Question Safeplay	to
Cradle Swing	Finding 1 The chain links are worn in excess of 40% and require renewing	Replace worn chains - Confirm the cost (per	QT 21771 - @£181.00 each - £362.00.	

		swing) to replace the chain.	
Basket Swing	Finding 1 The seat clearance from finished surface level to the underside of the seat is too low and does not meet the requirements of BS EN 1176 Part 2 (400mm minimum clearance required from rigid part of seat in most onerous position)	Adjust seat clearance	Confirmed and will be FOC.

RESOLVED – Council unanimously approved the quote (QT22771) (detailed above) and works being completed.

ACTION – 2/24 – 15 – Clerk to send PO to contractor to confirm work can proceed.

- c. Gates – It was noted that the Greenspace Cttee requested costs for Replacement Gates and an estimate of cost, £487.10 X 2 no installation included, was provided to council. It was stated that more detailed information on quotes was available for Greenspace to consider.

Ref Action – 1/24 – 15d –Tender specification in relation to gates, this information had been provided to Greenspace committee. The details in the tender in relation to the gates provided a picture of the type of gate and potential suppliers and stated that the fence ‘.....panels must be ‘Playsafe’/ROSPA specification to prevent entrapment accidents.’

Council noted adjustments that had been made to the gates to address the finger entrapment had left little holes in the gates, which is also a finger entrapment.

ACTION – 2/24 – 16 – Cllr J Gardner to arrange for a dowel to be inserted in the holes to close the hole entrapment.

- d. Basketball Hoop – Council noted the Greenspace Committee recommendation is to remove and replace basketball hoop.





Information in relation to replacing and selecting a Basketball Hoop suitable for Godstone Green was provided to council. The information included considerations that had emerged during the research, a summary of which is provided below:

Anti-vandalism features: for unsupervised hoops/posts in a public space, seek more robust materials and for the structure to deter climbing

Rust warranty: to maximum longevity and minimise maintenance/ replacement costs in the long-term

Backboard material: Sturdy materials for longevity and to minimise the need to replace the backboard.

Aesthetics: for the equipment to fit in with the rural character of the parish

Description (all 10 ft posts)	Cost (includes installation)	Anti-vandalism	Rust warranty	Sturdy Backboard	Aesthetics	Example
Designed for high intensity use i.e. public spaces.	£3,627 + VAT	Galvanised steel, including board & ring	7-year anti-rust warranty	√	√	
Heavy-duty Gabled End Goal, with ring bolted into steel arm	£2,535 + VAT	√		√	Padding for additional safety assurance	
‘Gooseneck’ Common in environments	£3,147 + VAT	Galvanised steel with solid steel backboard	√	√		
Heavy-Duty Goal designed for supervised (i.e. non-public use)	£2,018 + VAT	Shape of the post—easily climbed		Fibre-glass backboard	√	

Council particular noted the costs involved and that the report stated that the basketball was a moderate risk.

The Clerk provided information in relation to potential assist covering the cost of the Basketball Hoop. [Star Energy Community Fund](#) (formerly IGas Community Fund) is open for applications up to 29 February for projects that would benefit from up to £2,000 of grant funding.

RESOLVED – Council unanimously agreed that it be delegated to the Clerk to prepare and submit a grant application within the deadline.

ACTION – 2/24 – 16a – Clerk to prepare and submit grant application to Star Energy Community Fund.

ACTION – 2/24 – 16b – Cllr S Beagley to visit equipment to see if there is any value in repainting metal or removing it whilst the funding to replace is confirmed.

- i. Recommendation of allotment fees – Greenspace committee recommends allotment fees (£10.29 per 25sqm and minimum £29.70) (2023-24 fees were £9.35 per 25sqm and minimum £27.00)

RESOLVED – Council unanimously agreed that the Allotment fees recommended by the Greenspace committee be accepted.

ACTION – 2/24 – 17 – Clerk to apply new charge when the 2023-24 growing season tenancy agreements are sent.
7.4.1 Neighbourhood Plan – It was reported by Cllr C White that the housing assessment report is moving forward and is positive.

ACTION – 2/24 – 17a – Cllr I Smith to circulate correspondence from A Rabbetts on progress.

3. Bounty

- 8.1 Consideration of final papers as provided by the council's solicitor in relation to the purchase the Bounty.
Council acknowledge receipt of the following documents:
- 8.1.1 Update Contract (version date: 4 January 2024) - Circulated by email.
 - 8.1.2 Transfer of Freehold (version date: 15 January 2024) - Circulated by email.
 - 8.1.3 Surrender of the existing lease ((version date: 15 January 2024) - Circulated by email.
 - 8.1.4 Report on the title – It was noted that the report was still to be circulated.

RESOLVED – Council unanimously agreed that on receipt, the Report on the Title should be circulated by return giving four days for council to respond. If there are no queries raised by councillors within the time frame then it is agreed that delegated authority be given to the Clerk and Chairperson and under delegated authority the Clerk and Chairperson proceed to complete the signing of all papers as guided by the Parish councils solicitor to complete the transaction to purchase the Bounty.

4. Greens, Commons and Land – Matters to bring to the Councils attention in relation to areas of the Parish:

9.1 Godstone

- 9.1.1 Memorial Bench application – Battersby (c/o Rayners)- Council considered the request. Furthermore, council discussed that at some point in the future council would like to include bench specification/recommendations as part of the information provided and a list of approved benches.

RESOLVED – Council unanimously agreed that permission be granted for the placement of a 6ft hardwood bench in the position shown



ACTION – 2/24 – 18a – Clerk to liaise with the person who made the Memorial Bench request.

ACTION – 2/24 – 18 b– Clerk to include a list of approved benches (to be agreed by council) in the Terms and Conditions provided when a memorial application is made.

- 9.1.2 Tree (Ref: Action – 1/24 – 10 – Clerk to contact tree contractor to see if work can be moved forward.)- The Clerk confirmed she had contacted the tree contractor to try and move the work forward.

ACTION – 2/24 – 19 – Clerk to continue to liaise with the tree contractor to get the work completed (at both Godstone Green and the Burial Ground).

- 9.1.3 Request from the Orpheus Centre – Request permission to display banners two weeks prior to two fundraising events and the week of the events, dates 3rd-22nd June (Orpheus Musical Festival) and 18th Nov-6th Dec (Carol Concert).

RESOLVED – Council unanimously agreed that permission be granted for the display of banners on Greenview to support the Orpheus Centre fundraising events.

ACTION – 2/24 – 20 – Clerk to liaise with Orpheus Centre contact and ensure that the confirmation includes noting that the council expect the appropriate steps be taken to mitigate any risk of the banners coming loose and going on to the public highway, i.e. securely fixed.

9.2 Godstone Playground

- 9.2.1 Consider recommendations of the Greenspace Committee in relation to the inspection report and any associated works or costs for approval. – This item had been covered during the report given by the Greenspace Committee on its recommendations.

9.3 Hilly Fields

- 9.3.1 Council reconfirmed the position that the fields were not being cut.
9.3.2 Council reconfirmed that it was aware of the dilapidated condition of the fence and that there was no change to the council's approach, that no repairs or replacement are planned.

9.4 Salisbury Road Allotments

- 9.4.1 Council noted the Allotment inspection report received 24 January 2024.
9.4.2 Council noted that Cllr I Smith and Clerk have looked at the Allotment Tenancy Agreement for consideration by full council and advise GAA to inform their members that there have been a few amendments. The document was circulated to council to review

ACTION – 2/24 – 21 – Clerk to include approval of the Allotment Tenancy Agreement for the next meeting.

- 9.4.3 It was noted that the development adjacent to the allotments seems to have paused.

9.5 Tilburstow Hill and The Enterdent

- 9.5.1 Council noted that an inspection report was received 26 January 2024.
9.5.1 Request to complete works on tree near house 14 The Enterdent
i. Clerk had circulated email from resident received Sunday 4 February 2024 for information.

- ii. Clerk spoke to the tree contractor who had visited the area (following council realising there had been confusion on the boundaries during the survey, so the area is being checked).
- iii. It was noted that the contractor advised that the trees do have dead wood in them that could be removed, but the contractor did not have any further immediate concerns about the two trees. The tree contractor clarified that the tree survey will need to be formally updated to include the area the two trees referred to by the Arboriculturist registered for survey's and this is in hand to be completed (the tree contractor can view individual trees).
- iv. The tree survey update had not been as quick as hoped unfortunately due to recent storms but remains a priority. Any updates or recommendations from the arboriculturist about the trees will be reported to council on completion so recommendations can be dealt with.
- v. Council noted the informal opinion of the Tree surgeon that needs to be formally included in the survey, and although the trees do not appear to be in such bad condition that they could fall imminently, equally council appreciate the residents' concerns in relation to the trees which are near to their property. The council is also mindful that even with the trees being checked, ultimately as a natural thing, there are no guarantees and there is always potential for any tree to fall at any time.

RESOLVED – Council unanimously agreed that if the resident wishes to carry out works on the trees, either to remove any dead wood that maybe in the canopy or to fell the trees completely (for complete peace of mind), then they confirm permission for the resident to be able to arrange for the work at their own expense if they wish. The standard conditions and expectations in relation to qualified contractor and PL insurance etc, should be noted. (There are no TPOs on trees in this area and it is not in a conservation area, so no permission is required from the tree officer at Tandridge District Council.)

9.5.2 Erosion of bank and Compromised Trees - Clerk has contacted contractor following the extraordinary meeting, to add the trees and there will be no extra charge to the current quote. Clerk confirmed large tree works being completed 19 February 2024.

9.5.3 Unauthorised logging – Council discussed the difficulty of addressing unauthorised logging and the potential risk to those that choose to do so.

RESOLVED – Council unanimously agreed that there was little that could be done to prevent it, it is certainly not encouraged, nor any permission granted to any individuals.

9.5.4 Council noted Action – 1/24 – 9 – Council to move forward with plans to affect the proposal for a dedicated, gated garden waste management space. Cllr J Gardner to investigate clearing the area, is to be actioned. Cllr J Gardner noted this.

9.6 South Godstone

9.6.1 Bus Stop

RESOLVED – Council unanimously agreed that the metal bus stop (North Bound) be cleaned.

ACTION – 2/24 – 22a – Clerk to arrange for contractor to clean the bus stop.

ACTION – 2/24 – 22b – Cllr C White to investiage a new bus stop for the South Bound side, potentially via an adversting company.

9.6.2 F & W equipment – It was noted that the equipment is already installed in the ground and it was reported by Cllr I Smith that the F&W tech director has commented that the installation completion is under review. It was discussed that the equipment could be sold to another company or extra money may be available to complete the project. Some councillors had liitle faith that the project will be moved forward.

9.7 Blindley Heath

9.7.1 BHCC – Electricity charge – Council noted that information in relation to electricity costs had been provided to them from BHCC.

RESOLVED – Council unanimously agreed that the amount of £123.28 be paid to BHCC to cover electricity costs for the lamp.

ACTION – 2/24 – 23 – Clerk to arrange payment to BHCC.

9.7.2 BHLG – Noted that a date is being sorted for the next meeting.

9.7.3 BHCC – Issue of dog fouling at Blindley Heath – Council noted the frustration around this issue and noted there is a dog waste bin at the common.

10. Burial Ground and Exclusive Rights of Burial Applications and Memorial Applications

10.1 Memorial – 566 – Approved under delegated authority.

10.2 Quote of £450 received to repair Crypt.

RESOLVED – Council unanimously agreed that they felt that the cost was higher than they anticipated and did not approve works for this amount and that further quotes be sought.

ACTION – 2/24 – 24 – Clerk to get further quotes for repair to crypt.

10.3 Moles – It was reported that moles have returned and it was proposed that they be dealt with again.

ACTION – 2/24 – 25 – Clerk to get quotes for a mole catcher to visit the burial ground again.

10.4 Bough fir tree – Concern about a large tree was raised.

ACTION – 2/24 – 26 – Cllrs S Beagley and K Ward to visit the burial ground to look at the tree(s).

11. Wayleaves – Reviews and updates

11.1 Tippywychett

- 11.1.1 Consideration of Letter from property owner's solicitor – Council acknowledged receipt of letter
 11.1.2 Consideration of seeking solicitor opinion on behalf of Parish council – Council noted that the documentation and letter from the property owner's solicitor has been sent to the Parish council solicitor for review (fees to be paid by property owner, no expense to the Parish council).

12. Finance, Audit and Policy Matters

12.1 Accounts for Payment - to approve **JANUARY** accounts for payment:

Ref.	Business	Invoice	Invoice Date	Payment For	Net amount	VAT	Invoice Total	
Salary Payments								
G1530-33, 36	Salaries			JAN Salary*	£ 2,490.79		£ 2,490.79	
	HMRC			JAN - NI & Income tax**				
	NEST Pension			JAN - Pension contribution				
Direct Debits								
G1534	BT	M1344D	19-Jan	Telephone and Internet	46.34	9.26	55.6	
G1535	British Gas Lite	6556434	09-Jan	Elec	62.54	3.13	65.67	
Invoices for Payment								
G1537	Surrey Playing Fields	2023/24	28-Jan	Membership	10		10	
G1538	CPRE	375886	22-Jan	Membership	60		60	
*Salaries paid in accordance with 7. Payment of Salaries of the Parish Council Financial Regulations. **Employee/Employers total payment paid by GPC.					TOTAL	£2,669.67	£12.39	£2,682.06

RESOLVED - Council unanimously agreed the payments listed totalling £2,682.06 for payment.

ACTION – 2/24 – 27 – Clerk to liaise with second signatory to arrange the payment of the invoices.

12.2 Finance Papers up to **30 November 2023**

- Bank Reconciliations
- Accounts Reports – Income and Expenditure by Budget; Reserves Sheet, Balance Sheet and Summary of Funds available.

Council noted that the papers had be circulated to all councillors on 17 January 2024.

RESOLVED - Council unanimously agreed to postpone this item to the next meeting.

12.3 Updated Internal Auditor Engagement letter – for approval following council agreeing to proceed with a three-year deal. It was noted that a copy of the letter had been provided to council.

RESOLVED - Council unanimously agreed to approve the engagement letter for internal audits for the next 3 years.

12.4 Code of Conduct Policy – Updated version from the LGA for approval and adoption.

Council noted that the papers had be circulated to all councillors in advance of the meeting.

RESOLVED - Council unanimously agreed to postpone this item to the next meeting.

13. Correspondence

13.2 Correspondence sent since last meeting – Council noted the following correspondence circulated by email since the last meeting, detailed below:

Item	Date Circulated
Press release: Call for brownfield sites for new homes	10/1
News: The Council's draft budget for 2024-2025	10/1
Information on Rural Housing	10/1
REMINDER & UPDATED AGENDA: SALC Councillors Forum	10/1
Mulberry & Co Planning Training - Planning Training - Making Effective Planning Representations. Tuesday 23rd January 2024 @ 9.30am until midday.	19/1
Tilburstow Hill Road (D395), Godstone	22/1
Bounty Contract and Standard clauses	22/1
NALC NEWSLETTER	24/1
'Vision Zero' Road Safety Strategy-- for information	24/1

14. Matters for reporting or inclusion on future agendas

13.1 Sign off Extraordinary Meeting minutes as missed of this Agenda by accident.

13.2 The next meeting of the is scheduled to be held on **Monday 4 March 2024 at 7.30pm**, at St Stephens.

Part 2 – None.

----- Meeting Closed -----

 Signed
 Chairperson

 Date