

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 5 July 2021 at 7.30pm at South Godstone Sports Association.

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

1. Questions from Members of the Public

- 1.1 Enterdent Residents discussed items on the agenda, raising points in relation to them with the council:
- Knotweed that has been identified at the Enterdent.
 - Questioned if the parking permits potentially being considered for use at the Enterdent would push cars to park elsewhere in less safe/suitable places; cost of permits; use by non-residents of area; noted process involved.
 - Noted the discussion proposed in relation to 14 The Enterdent.
 - Requested an update on the new car park in Godstone and issues noted.

2. Apologies and reasons for absence

- 2.1 Apologies were received from Cllr D Stone due to recovering from an operation.
RESOLVED – Councillors noted the apology received and the meeting was deemed quorate.
2.2 Apologies were received from District Cllr C Swann due to other commitments.

3. Declarations of Interest – No pecuniary interests were declared.

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

- 4.1 Cllr C Swann (emailed update provided)
- 4.1.1 David Ford has started at Tandridge District Council (TDC) as the new chief executive.
 - 4.1.2 Flower Farm - I've reported a noise complaint. I'm investigating further the weekly events they are having.
 - 4.1.3 Cllr C Swann appointed the chair of Tandridge health and welling being board and interested to hear feedback and about issues. Focused on the well-being prescription team; children's centres; transport and access to socialising for the elderly.

5. Minutes of the previous meetings held on 7 June 2021.

RESOLVED – The councillors by a majority agreed that the minutes of the meeting held on 7 June 2021 were an accurate record of the meeting and that they be signed by the chairman.
Cllr B Davis abstained from voting as he had not attended the meeting.

6. Motion proposed by Councillors

Councillors noted that the new car park project on the Bletchingley Road had been discussed at previous meetings with actions agreed. Standing Order (SO) 1.t.ix was invoked, to suspend SO 8.a. to enable the Parish council to consider the following motion:

6.1 Godstone Parish council have been trying for many years to build a much needed new car park on its land on the Bletchingley Road, addressing issues as part of the process, which have required the council to seek permissions from Tandridge District Council, Surrey County Council Highways, UK Power Networks and other authorities; completing the necessary surveys involved in the applications, including Great Crested Newt; Bat and Archaeological surveys and dealing with boundary issues with adjoining properties. The Parish council have already spent considerable sums of money and yet still find itself with issues in constructing the required entrance to the proposed car park site. Many of our permissions have exceeded their execution time and it is with regret that it is proposed:

- The Parish council stop this project with immediate effect, pay all outstanding invoices and reinstate a fence along the edge of Parish property to make it secure from trespass.
- The Parish council produce a financial report on spend to date and predicted spend to close the project.
- The Parish council produce a summary report of this disappointing episode for publication in the appropriate place so that the people of Godstone Parish have all the relevant information.

(Proposed: Cllr B Davis; **Seconded;** Cllr J Farnaby)

Councillors noted the information provided in relation to an S73 Highways Act.

Councillors proposed invoking SO 1.t.iii.

RESOLVED – The councillors by a majority agreed that the consideration of the motion detailed as 6.1 (a-c) on the agenda be adjourned to the next meeting.

Cllr B Davis abstained from voting.

ACTION 7/21 – 1 – Council instructed the Clerk to write to Zena Curry (Area Highways Manager, LH Southeast Area Highways) and Richard Bolton (Local Highway Services Group Manager, LH Southeast Area Highways Group) on behalf of the Parish council and request a meeting about if there was a possible solution to the issues faced by the car park project.

7. Reports

7.1 Clerks Report

7.1.1 Parish Councillor Declaration of Interest forms, all returned bar one.

ACTION 7/21 – 2 – Cllr M McLoughlin to return his form to the Parish office.

7.1.2 Godstone Village Fete Grant application

DELEGATED - Green Spaces Committee and Cllr M McLoughlin to prepare and submit this application on behalf of the Parish council.

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

7.2.1 Thanked and commended Cllr J Farnaby for finishing the renovation of the telephone kiosk outside the Hare and Hounds.

7.3 Reports (for noting) from representatives on outside bodies etc – No items raised.

8. Committee Reports

8.1 Planning Committee report from 21 June 2021

ACTION 7/21 – 3 – Clerk to check minutes have been circulated.

8.2 Green Spaces Committee report from 22 June 2021 – The minutes of the last meeting had been circulated and were noted as received.

ACTION 7/21 – 4 – Clerk to arrange a Green Spaces Sub Committee meeting.

8.3 Finance Committee report from 23 June 2021 – The basis of discussion was reported, noting that the allocation of reserves to projects had been discussed. Confirmation soon on the car park projects future will assist the committee to provide a report to the full council, including recommendations, as soon as practicable.

ACTION 7/21 – 3 – Clerk to circulate minutes.

9. Finance Matters

9.1 Accounts for payment - JUNE

9.1.1 Outstanding Invoice Requiring Payment – Noting discussion of this invoice at the June meeting, Clerk provided information by email in relation to the invoice.

G1046	University College London	1165617	4/5/2021	Godstone Car Park Archaeological attendance & set up and mobilisation	£625	£125	£750
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RESOLVED – The councillors unanimously agreed that invoice G1046 be paid, and that the payment should be allocated from the CIL funds held for the project.

9.1.2 Accounts for payment – Invoices received in JUNE

i. It was noted that the JUNE invoice summary and copy invoices for payment were circulated to councillors on the day of the meeting.

GPC Ref.	Business	Invoice	Invoice Date	Payment For	Net amount	VAT	Invoice Total
Salary Payments							
G1069	NEST			Pension JUNE - Employees/Employers total payment paid by GPC to NEST.	1891.16	0	1891.16
G1065-67	Salaries			JUNE Salary Payments			
G1068	HMRC			NI and Income Tax - JUNE			
Direct Debits							
G1060	British Gas Lite	1678848	6/9/2021	Electricity Bill	27.95	1.4	29.35
G1072	BT	M103MK	6/17/2021	Telephone and Internet	40.25	8.05	48.3
Invoices for Payment							

G1061	Safety Signs - Value Products	2873226	2/26/2021	No Parking Sign - Greenview Signage	41.9	8.38	50.28
G1061	Safety Signs - Value Products	CN 45802	6/24/2021	Credit for 1 sign - only 1 delivered.	-20.95	-4.19	-25.14
G1062	HPS	5768	6/21/2021	IT Support - 1 April - 31 May	133.1	26.62	159.72
G1063	S Endersby			ID Lanyards and stamps (1st and 2nd class)	22.31	0	22.31
G1064	St Stephens			Hall Rental - June Planning meeting	20		20
G1070	Safeplay Playground Services Ltd	18539	6/25/2021	Embankment Slide	1870	374	2244
G1071	Neat Gardens	OO17		Grass cutting	2,304.35		2,304.35

*Salaries paid in accordance with 7. Payment of Salaries of the Parish Council Financial Regulations. **Employees/Employers total payment paid by GPC to NEST.

TOTAL **£6,351.02** **£418.45** **£6,769.47**

RESOLVED – Councillors by a majority, approved the accounts for payments totalling **£6,769.47**.

Cllr B Davis abstained.

ACTION 7/21 – 4 – Clerk to pay June invoices.

ACTION 7/21 – 5 – Clerk to confirm if Embankment Slide repairs could be paid for from CIL funds.

9.2 Accounting Statements - Summary Financial Report to **APRIL** and **MAY** - Bank Reconciliation; Income and expenditure; Restricted Funds (incl. CIL funds) and Designated Funds Summary.

9.2.1 It was noted that a Restart Leisure / Gym & Sports Grant payment had been Approved by TDC for payment to the Parish council.

RESOLVED – Councillors unanimously agreed that the approval of the Summary Financial Report to **APRIL** and **MAY** be postponed to the next meeting.

9.3 CIL Report FY2021-22 April Payment – It was noted that TDC will make April CIL payment as the new scheme at Application 2016/987 Westwood Stores Godstone sit, which may have altered the obligation, hasn't come forward yet and TDC stated it would be unreasonable to withhold payment any longer (£4,068.21 CIL money due in April 2021).

10. Greens, Commons and Land, to include:

10.1 **Tree works across areas of the Parish** – Councillors considered tree works across the Parish following the information provided on 25 June 2021 of issues/photos and budget available.

RESOLVED – Councillors unanimously agreed the work be completed at a total for all works of £1,325 + VAT:

i. GODSTONE GREEN – Removal of a dead tree; removal of dead wood/branch from canopy of second tree and removal of rubbish on Godstone Green - £325+vat

ii. ENTERDENT/TILBURSTOW HILL - Removal of tree with dangerous split - £525+vat.

iii. TWO HOOTS BLINDLEY HEATH – Removal of fallen tree across rover - £475+vat.

10.1.1 It was noted that trees along the Enterdent Road had been visited and immediate concerns addressed, a larger review of trees along the road being carried out would need further consideration to agree the scope of work.

10.2 Godstone

10.2.1 Playground Embankment Slide – Update - Embankment slide repaired.

ACTION 7/21 – 6 – Clerk to include in the Parish magazine article.

10.2.2 Noise disturbance in an area of the Village – Concerns raised in relation to activities of Flower Farm noted and Parishioners have been directed to TDC Environmental Health reporting form. It was noted that the appropriate entertainment licences are held by the farm.

10.2.3 Godstone pavilion – Noting the lease arrangement (Parish Council 'Landlords' and 'Lessees' Trustees of the Godstone Sports Association, the council had been contacted about a potential change to the windows of the pavilion:

i. Work to have the windows changed considered under clause 5. K.

ii. It was further noted that a request for confirmation of insurance details had been sent to Chairman of Godstone Club (Clause 5. M, responsibility of the Lessees, but insurance should state both the Lessees and Landlords name.)

RESOLVED – Councillors unanimously agreed that permission for works on windows would be considered and not unreasonably withheld, but information on the proposals must be submitted to TDC the Planning Authority as the pavilion is within a conservation area and the appropriate permissions should be applied for.

ACTION 7/21 – 7 – Cllr L Case to liaise with the Trustees of the Godstone Sports Association to request the appropriate application is made in relation to any changes to the pavilion windows.

10.2.4 Godstone Club Plans for the Queens Jubilee 2022 – Request for permission to hold an event on the Green to celebrate the Jubilee.

RESOLVED – Councillors unanimously agreed that noting the request made by Godstone Club the council would first like to consider what plans they may wish to make to celebrate the Jubilee. The Parish council will not exclude Godstone Club when consideration is given to celebrations.

ACTION 7/21 – 8 – Clerk/Cllr L Case to liaise with Godstone Club Chairman to notify him that permission is not yet granted for the Jubilee plans of Godstone Club, whilst further consideration is given to the Parish councils intentions.

10.3 **Hilly fields** – Councillors noted the request by a parishioner that the Hilly Fields be cut. Councillors discussed the possibility of not cutting the Hilly Fields to help encourage wildflowers and insects, noting the public footpath remains clear and well-trodden.

ACTION 7/21 – 9 – Cllr J Gardner to visit Hilly Fields to review and report on condition.

10.4 **Bounty and Allotments**

10.4.1 **Bounty**

i. Bounty Rent or potential purchase of the Bounty – Update

Motion Proposed in relation to the Bounty: On receipt of the working party report updating the council on the matter of the Bounty Rent, the Council agree and approve a proposed way forward.

(**Proposed:** Cllr J Gardner; **Seconded:** TBC)

RESOLVED - 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 for Item 10.4.1 i. only.

10.4.2 **Allotments** – Councillors considered the following motion:

Motion(s) Proposed in relation to the Allotments:

- i. Parish council pay for a contractor as a one off this year to trim overgrown areas on the allotments.
- ii. Parish council publish a newsletter in July.
- iii. Parish councillors representing the council hold an on-site meeting to discuss general issues and how to work with allotment holders to achieve the removal of rubbish that has accumulated again.
- iv. Arrange a one-off bonfire to burn combustible rubbish.
- v. Build another compost bin.

(**Proposed:** Cllr B Davis; **Seconded:** Cllr L Case)

RESOLVED – Councillors unanimously agreed the following decision for each part of the motion 10.4.2 in relation to the allotments:

Section of Motion	Decision	ACTION 7/21 – 10 - Actions Agreed
i.	Agreed, up to the sum of £250.	Clerk to liaise with grass contractor about work.
ii.	Agreed	Cllrs L Case and B Davis to liaise with Parish office to complete and circulate.
iii.	Agreed, with the following conditions; if a skip is arranged the allotment holders will need to meet the cost and make arrangements, ensuring that any permission for vehicular access required is confirmed.	Cllrs L Case and B Davis to liaise with Parish office as necessary to make arrangements.
iv.	Agreed, with the bonfire to be suitably supervised.	Cllrs L Case and B Davis to liaise with allotment holders at the meeting.
v.	Not agreed, no further compost bins to be created.	No Action

10.5 **Tilburstow Hill/The Enterdent**

10.5.1 Report on visit to The Enterdent following actions agreed at the last meeting and matters raised by residents – Councillors L Case and B Davis provided the following report summary@

- i. Abandoned car – Matter closed as car had been removed, noted sensitivities of issues between neighbours.
- ii. 14 Enterdent - Debris falling from trees on to cars parked in the front entrance of house.
 - a. Tree contractor carrying out the survey requested by GPC of trees in and around the Enterdent confirmed the tree overhanging the property was not dangerous.
 - b. Raising the canopy by removing lower branches would be about £600.
 - c. Meeting with owners discussed the exact location of their property boundary and the wayleave agreement with the Parish Council. Conclusion of boundary required.
 - d. It does appear that at least one or part of one of the canopy's the property owners have erected to protect cars is over parish land, therefore at least one or part of one of their cars is parked on Parish Land.
 - e. Issue of other residents illegally parking on GPC land behind the houses was raised.
 - f. The issue of the overhanging tree and the possibility of them erecting a car port was discussed.
 - g. Property owners agreed to send a copy of their land registry documents showing where they believe their boundary is located.

- h. Concern of dead trees on the bank opposite their property was raised during discussion.
- iii. **Knotweed and Unauthorised Parking** - During the visit another resident raised concerns about Knotweed in the area and the parking at the back of the houses by both residents and non-residents. Believe there would be a willingness of at least some residents to regularise the parking situation.

10.5.2 Following the Enterdent Report the following motions that had been proposed were considered - **Motion(s) Proposed in relation to 14 The Enterdent:**

- i. Establish the exact boundary of the property and the extent of the wayleave.
- ii. Propose permission is given by the Parish council for the tree branches over hanging the area under discussion to be removed by a Parish approved contractor at the expense of the resident.
- iii. Should the owner request permission to erect a temporary carport covering both their land and that owned by the council, the council grant permission subject to it complying with all the appropriate legal and planning permissions, with potential conditions of a financial payment and the temporary construction must be removed if the house is sold.

(**Proposed:** Cllr L Case; **Seconded:** Cllr B Davis)

RESOLVED – Councillors unanimously agreed the following decision for each part of the motion 10.5.2 in relation to 14 The Enterdent:

Section of Motion	Decision	ACTION 7/21 – 11 – Actions Agreed
i.	Agreed	Delegated to the Green Spaces Sub Committee (GSSC)
ii.	Postpone motion pending report from GSSC.	
iii.	Postpone motion pending report from GSSC.	

10.5.3 Following the Enterdent Report the following motions that had been proposed were considered - **Motion(s) Proposed in relation to - Japanese knotweed:**

- i. Noting the appearance and spread of Japanese knotweed in areas of the Enterdent, near parishioners' gardens and properties, propose that the Parish council seek the services of a specialist and agree a programme of works to manage the area for a 3-year cycle.
- ii. Noting the area used for unauthorised parking within the Enterdent by both residents and visitors to the village, it is proposed that a meeting be held with the residents to agree how to regularise the parking using the following headings for a discussion:
 - a. Bollards are installed to prevent the area growing any larger.
 - b. A notice is placed stating that parking permits are required.
 - c. Parking permits are granted annually for a fee for residents only parking in the area.
 - d. A gate is installed at the entrance to this area to allow the council to enforce its right to shut the lane if the permit system is abused.

(**Proposed:** Cllr L Case; **Seconded:** Cllr B Davis)

RESOLVED – Councillors unanimously agreed the following decision for each part of the motion 10.5.2 in relation to 14 The Enterdent:

Section of Motion	Decision	ACTION 7/21 – 12 - Actions Agreed
i.	Agreed that specialist services be investigated.	Clerk to liaise with contractor(s) and Cllr M McLoughlin.
ii. (a-d)	Postpone motion pending report from GSC.	Delegated to the Green Spaces Committee (GSC) to investigate and come up with proposals.

10.6 South Godstone

10.6.1 New Christmas tree lights

ACTION 7/21 – 13 – Status of arrangements to be provided.

10.7 Blindley Heath

10.7.1 Parishioner's email about the condition of St John's churchyard, with reference to the Local Government Act 1972 (214 Cemeteries and crematoria. (6)A burial authority may contribute towards any expenses incurred by any other person in providing or maintaining a cemetery in which the inhabitants of the authority's area may be buried.).

Councillors noted concerns raised. The Parish council is the burial authority for Godstone Burial ground it was questioned if the parish council was the Burial authority for the whole area.

It was noted that historically St John's had applied for grants from the Parish council for financial support towards the upkeep of the churchyard, but had not made an application since 2018.

10.7.2 Council noted that it is believed that the memorial in St John's churchyard was originally on parish land at Blindley Heath common.

11 Burial Grounds and Memorials

11.1 Maintenance matters

11.1.1 Weeds around the tree taken down in the burial ground

RESOLVED – Councillors unanimously agreed the weeds be treated as per the contracts cost confirmed.

ACTION 7/21 – 14 – Clerk to liaise with the grass contractor to confirm that weeds to be sprayed.

11.1.2 Condition of fence along newest section of the path.

ACTION 7/21 – 15 – Clerk/Cllr L Case to investigate who the fence belongs too.

11.2 Exclusive Rights of Burial Applications - None

11.3 Memorials

11.3.1 Management of memorials course Oct 2021 – Discussed.

11.3.2 Non-Compliant memorial – Update – Families had been contacted. Councillors confirmed the message that edging of graves is not permitted to reinforced until edges removed.

11.3 War Memorials and Postengate Farm Memorial Site – No discussion

12 Correspondence

- Anti-Social Awareness - Elected Members ASB Awareness Event
- Surge testing to be deployed to control spread of Covid-19 variant in two areas within Reigate & Banstead from Friday 18 June
- FW: Tandridge District Council Local Plan - Inspector Response ID/18 to Council Revised Timetable TED 45
- Natural England Announces Proposed Expansion of Surrey Hills AONB

It was noted that this expansion would mean a section of South Godstone, and the railway would now be included.

- Application for HGV operator's license for 3 vehicles
- FW: News: Applying for Community Infrastructure Levy funds
- Restart Hospitality / Leisure / Gym & Sports / Personal Care Grant - Payment Approved
- Link to CIL Parish Guidance on website

13 Matters for reporting or inclusion on future agendas

13.1 The next meeting of the Parish Council is scheduled to be held on Monday 2 August 2021 at 7.30 pm

13.2 Meeting to be held at St Stephens Church Hall.

-----**Meeting ended**-----

Chairman

Dated