

# 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 virtual meeting of Godstone Parish Council held on **Monday 12 April 2021 at 7.30pm** by video call

**Members:** Cllrs J Gardner, C White, B Davis, D Stone, C Farr, L Case, S Farr,  
J Farnaby and M McLoughlin

**In Attendance:** F Pavely, M Underhill, G Lean, M Stuart-Menteth and S Endersby (Clerk)

*A short statement of condolence was read following the death of HRH Duke of Edinburgh.*

*It was noted that it is a period of Purdah (pre-election period).*

### 1. Questions from Members of the Public

1.1 M Underhill – Concerns in relation to application 2021/186 were raised, size of development; traffic impact during construction; water pollution; environmental impact; and concerns of danger of potential mixing of silage and manure effluence.

Parish council – Noting that the application fell outside the Parish boundary the council would not be a statutory respondent but recognised that the application was very close to the Godstone boundary and some parishioner's properties. The Parish council would consider if any comments would be submitted on the application. Cllr C Farr did not participate in the discussion.

1.2 M Stuart-Menteth – Requested an update on the no parking signage.

Parish council – Noting the concerns around utilities in the area which had caused some delay, the intention was still to find a solution to stop cars parking on the common land (Greenview) and damaging the grass.

### 2. Apologies and reasons for absence

2.1 All councillors were present.

**RESOLVED** – The meeting was deemed quorate.

### 3. Declarations of Interest – None

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

4.1 Unitary Authority Update – No update given

4.2 It was reported that the council is preparing for the local elections on 6 May 2021.

### 5. Minutes of the previous meeting held on Monday 1 March 2021

**RESOLVED** – The councillors unanimously agreed that the minutes of the meeting held on 1 March 2021 were an accurate record of the meeting and that they be signed by the chairman.

### 6. Meetings after 7 May 2021, the Annual Parish Council meeting and the Annual Parish Electors Meeting.

6.1 Motion proposed: Godstone Parish Council hold its Annual meeting remotely using Zoom on an agreed date prior to the 7 May 2021. (Proposer: B Davis, Seconder: J Farnaby).

6.1.1 Councillors considered the information provided in relation to the requirements to hold an Annual Parish Council meeting as per the Local Government Act 1972., the current circumstances of Covid19 and the end of the ability to hold virtual meetings.

**RESOLVED** – Councillors unanimously agreed that the Parish Council hold its Annual meeting on 5 May 2021.

**ACTION 4/21 – 1** – Noting the impact on the Annual Parish Electors Meeting, Councillors B Davis to submit a motion for consideration at the next meeting.

### 7. Reports

7.1 Clerks Report

7.1.1 Complaints – Review of Complaints Procedure – Noting the recent receipt of an anonymous complaint, councillors considered the current Complaints procedure.

**ACTION 4/21 – 2** – Councillors B Davis to submit a motion for consideration at the next meeting.

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

7.2.1 It was noted that an Extraordinary Meeting had been held on 8 April 2021.

7.2.2 New Car Park – waiting to contact D Pearcy of SCC Highways, noting the urgency due to the current excavated area.

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

7.3.1 Cllr D Stone – Liaison meeting with the new Godstone Sports Association Committee.

## 8. Finance Matters

8.1 Accounts for payment - to approve **MARCH** accounts for payment:

GPC Ref.	Business	Invoice	Invoice Date	Payment For	Net amount	VAT	Invoice Total	
<b>Salary Payments</b>								
G1018	NEST			Pension MARCH - Employees/Employers total payment paid by GPC to NEST.	1914.82		1914.82	
G1014-6	Salaries			MARCH Salary Payments				
G1017	HMRC			NI and Income Tax - February				
<b>Direct Debits</b>								
G1005	British Gas Lite	1433128	3/9/2021	Electricity Bill	25.15	1.26	26.41	
G1012	BT	M100 A5	3/17/2021	Telephone and Internet	49.15	9.83	58.98	
G1006	SES Business Water		2/26/2021	Water Bill	16.44		16.44	
<b>Invoices for Payment</b>								
G1007	Surrey ALC Limited	2340	4/1/2021	Surrey & Nalc Subscription 2021/2022	1537.93	335.53	1873.46	
G1008	Imageworx Signs	6921	3/8/2021	Law off property signs for Greenview	76	15.2	91.2	
G1009	Fairalls	474481	2/28/2021	Hanson Postfix (Moving Notice Board)	8.3	1.66	9.96	
G1010	Sarah Endersby	Expenses	4/12/2021	Expenses - Stamps/Zoom (Feb & Mar Inv)	36.7		36.7	
G1019	Neat Gardens	266	12/1/2020	Leaf Clearance at Burial Ground	575		575	
G1020	Fairalls	508469	3/11/2021	Screws and Plywood - Signs Greenview	7.9	1.58	9.48	
G1022	Village Maintenance	44294	44294	Various Maintenance	622.87	0	622.87	
G1023	Neat Gardens	271	44256	Grass Cutting	1863.01	0	1863.01	
*Salaries paid in accordance with 7. Payment of Salaries of the Parish Council Financial Regulations. **Employees/Employers total payment paid by GPC to NEST.					<b>TOTAL</b>	<b>£6,733.27</b>	<b>£365.06</b>	<b>£7,098.33</b>

8.1.1 A specific review of hours payable for costs incurred on the playground was undertaken.

**RESOLVED** –It was acknowledged that the payment summary for **MARCH** and copy invoices had been circulated by email to all councillors in advance of the meeting. The accounts for payments, totalling **£7098.33** was unanimously approved.

## 8.2 CIL Potential Reclaim

8.2.1 **Motion proposed:** If Tandridge District Council (TDC) are legally entitled to reclaim CIL money paid to Godstone Parish Council (GPC), in respect of Application 2016/987 Westwood Stores Godstone, then GPC agree to TDC withholding £4,068.21 CIL money due in April 2021 subject to their agreement that the balance of £2,150.77 will only be repaid from future CIL income whenever that may be (Proposer: B Davis, Seconder: J Farnaby)

8.2.1.1 Councillors considered information provided in relation to the issue:

- i. The CIL amount paid to the Parish in October 2019 for Development 2016/987 was £6,218.98.
- ii. Not currently been a recalculation, this is advisory and dependent on the purchase of whole or part of the site.
- iii. Impact on FY2021-22 – CIL income included in the budget is £424.00, parish was not aware of the £4068.21 payment at the time of preparing the budget.
- iv. Legal Obligation – Noted as set out in following clauses:
  - (a) Overpayment 75. (1) of [The Community Infrastructure Levy Regulations 2010 \(legislation.gov.uk\)](https://www.legislation.gov.uk); and
  - (b) Social housing relief: procedure 51.—(4A) (The Community Infrastructure Levy (Amendment) Regulations 2018 to change the status after Commencement)

**RESOLVED** – The councillors unanimously agreed that TDC withhold £4,068.21 CIL money due in April 2021 subject to their agreement that the balance of £2,150.77 will only be repaid from future CIL income whenever that may be.

**ACTION 4/21 – 3** – Clerk to confirm to Tandridge District Council CIL Officer.

## 9. Greens, Commons and Land

### 9.1 Godstone

9.1.1 Report of Accident and Injury - Playground Sign - The following was noted:

- i. A review of the Risk Assessment was completed following the incident reported and injury sustained.
- ii. Possible actions or changes that could be undertaken were considered.

**RESOLVED** – The councillors unanimously agreed that after careful review the playground sign would remain in its current location and no changes to it would be made.

9.1.2 Embankment slide – Condition of the embankment slide was noted and the instruction for works repair sent. Preparation work on the repair has now started.

9.1.3 Car Park Repairs (Power section 57 Parking)– Review of Quotes and confirmation of how to proceed (Commercially sensitive)

- i. Councillors noted the quotes received to date.
- ii. Councillors considered the cost implications and how far should any works completed be taken.

**ACTION 4/21 – 4** – Car Park (Pondtail) Repairs:

- i. Councillors B Davis to submit a motion for consideration at the next meeting.
- ii. Third quote to be followed up.
- iii. Clerk to write a letter to Pondtail surgery requesting a contribution due to use by patients.
- iv. Road Closure notices to be considered.
- v. Review of wayleaves over the road that leads to Pondtail surgery to be reviewed to potentially support future funding.

9.1.4 Whoop Fitness – Request for classes on the Green on a Monday evening.

**RESOLVED** – The councillors unanimously agreed that permission be granted.

**ACTION 4/21 – 5** – Clerk to liaise with Whoop Fitness to confirm Terms and Conditions.

9.1.5 Funfair – Request to bring the Funfair to Godstone Green in May or June 2021 following government guidelines to start the season from 12th of April. It was noted that the Funfair organiser confirmed it would be covid secure with all appropriate safety measures in place.

**RESOLVED** – The councillors unanimously agreed that permission be granted to the fair.

**ACTION 4/21 – 5** – Clerk to liaise with the Funfair to confirm a date (as late as possible in June), send Terms and Conditions, request the Risk Assessment document, confirm areas to be avoided; and liaise with football club to ensure an away fixture.

9.1.6 Grass cutting - First cut completed in parts. Noted a vast increase in animal waste on the green and is there a need for signage.

**RESOLVED** – The councillors unanimously agreed that they did not want to put more signage on the Green.

9.1.7 Trees

9.1.7.1 Memorial Tree for R May

**RESOLVED** – The councillors unanimously agreed that they agreed in principle to a memorial tree, subject to terms and conditions (Location, liability, planting costs etc) being confirmed.

**ACTION 4/21 – 6** – Clerk to liaise with the family for the memorial tree for R May.

9.1.7.2 Update on Donated Tree

**ACTION 4/21 – 7** – Current status to be confirmed.

9.1.8 Greenview – No Parking and request for clarification on positioning. Noting the concern raised about digging posts into the area of Greenview due to the number of utility services in the area, but also placement being effective the action proposed was reviewed.

**ACTION 4/21 – 8** – To avoid any digging, curb stones (kindly donated by Cllr J Gardner) to be laid to prevent parking and the Clerk to liaise with the maintenance contractor for the 'No parking' sign to be attached to the parish speed sign column.

### 9.2 Hilly fields

9.2.1 Broken gate - Footpath 122 (Godstone) - IC27336 – Report received from Surrey County Council Countryside Officer. It was noted that the council had agreed remedial repairs and Clerk had contacted the maintenance contractor for an update. Councillors considered the responsibility to keep public footpaths in good order and the budget.

**RESOLVED** – The councillors unanimously agreed that remedial work be reconfirmed to be completed on the public footpath gate on the Hilly Fields.

**ACTION 4/21 – 9** – Clerk to follow up with contractor.

### 9.3 Bounty and Allotments

9.3.1 Land subsiding on property adjacent to allotment land – Email received 12 April.

**ACTION 4/21 – 10** – Cllrs B David and L Case to investigate matter and report findings to council.

9.3.2 Chickens at the allotments – It was noted that the number of chickens at the allotment may need consideration in the future, but no further discussion at this time.

#### **9.4 Tilburstow Hill/The Enterdent**

9.4.1 Consider and come to a consensus of agreement on how to proceed in management of the area, Tilburstow Hill Common and the Enterdent - Proposals on actions to be considered.

**ACTION 4/21 – 11** – A separate meeting to be arranged after 7 May 2021 to address:

- Fly tipping on the Enterdent Road, potential of width barriers (Width restrictions to be investigated, what type of highway is the Enterdent Road)
- Parking issues
- Land disappearing
- Dumping of garden waste

#### **9.4 South Godstone**

9.5 South Godstone School – Grant application for playground (email circulated with application information) noted. There is no allocation of funds for grants in FY2021-22 for the grant to be considered.

**ACTION 4/21 – 12** – Clerk to liaise with school contact about grant funding for FY2021-22.

#### **9.6 Blindley Heath**

9.6.1 Grass Cut – The report from the contractor was noted about some rutting that occurred at Blindley Heath, Contractor will dress and overseed these areas.

### **10. Burial Grounds and Memorials**

10.1 Burial Ground – Charges for extending rights need to be agreed.

**DELEGATED** to the Finance committee to look at further.

10.2 Internment Fee – Parishioners in a care/nursing home.

**RESOLVED** – The councillors unanimously confirmed the fee to be charged for someone that had lived in Godstone before moving to a nursing home.

10.3 Burial ground – Bins and disposal of wreaths was noted as a recent issue.

**ACTION 4/21 – 14** – Clerk to ensure this issue is considered in the review of the Rules and Regulations.

10.4 Historic Exclusive Right of Burial (EROB) Grant(s) with no term length detailed when issued – Issue noted and considered.

**RESOLVED** – The councillors unanimously accepted that when the length of time is not detailed on historic EROB Grants, then it be automatically assumed in such circumstance that the term is 100 years from the original issue date of the Grant.

#### **10.5 Removal of two Trees**

10.5.1 Motion proposed: Remove two large trees at the burial ground (Proposer: J Gardner, Seconder: M McLoughlin).

It was noted that there are no TPO's on the trees and the area is not within the conservation area.

**RESOLVED** – The councillors unanimously agreed that the consensus would be to consider removing the trees on receipt of quotes for the works.

10.6 New Land to extend burial ground – Currently no scope for the resident to consider sale of land.

**ACTION 4/21 – 15** – Cllr M McLoughlin to prepare letter about the land.

10.7 Exclusive Rights of Burial Applications:

10.7.1 Parishioner applications noted and accepted:

- i. 403 Wallis/Bateman
- ii. 608 Druery

10.7.2 Non-Parishioner enquiry to apply for an EROB (Anderson)

**RESOLVED** – The councillors unanimously agreed that the Rules and Regulations be applied and the request for a non-parishioner to apply for an EROB be declined.

**ACTION 4/21 – 16** – Clerk to respond to enquiry.

#### **10.8 Memorials**

10.8.1 Bench in bad state of repair (Marsh) – Noted six-week notice ended on 2 April 2021.

**RESOLVED** – The councillors unanimously agreed that the bench be removed and the space reallocated.

10.8.2 Authorised memorials for Kent and Fuller noted as accepted.

10.9 War Memorials and Postengate Farm Memorial Site

**ACTION 4/21 – 17** – Cllr M McLoughlin to visit with volunteers to tidy and replace photo.

### **11. Correspondence** – Councillors noted correspondence circulated by email since the last meeting:

11.1 Presentation on the new waste contract

11.2 Tandridge District Council Local Plan - TED 44 Council Response to Inspector Document ID/17

**NOTED** - It was discussed that TDC have not fully responded and that the threat of the Garden Village has not gone.

- 11.3 Introduction to Warren Clark Golfing Dreams charity number 1189829 – Noted, but not in Parish.
- 11.4 Quarterly Stakeholder Bulletin - April 2021
- 11.5 NALC - CHIEF EXECUTIVE'S BULLETIN
- 11.6 Reference: ME-1010834 - Surrey Highways: TRO D396 Harts Lane, South Godstone

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

- 12.1 Seek the approval to submit the forms to the "Your Fund Surrey". It was noted that the information would be circulated ASAP.
- 12.2 ICCM Training Report and recommendations
- 12.3 Consider if non-parishioners should no longer be granted permission to be buried at Godstone Burial Ground.
- 12.4 Leigh Place public footpath currently been closed/blocked.
- 12.5 The next meeting of the Parish Council is scheduled to be held on Monday 5 May 2021 at 7.30 pm.

**Part 2 – None.**

----- Meeting ended 10.15pm -----

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Chairman

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Date