

Godstone Parish Council

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

Clerk to the Parish Council

Mrs S Endersby

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MINUTES

for the Meeting of Godstone Parish Council held on
Monday 3 September 2018 at 7.30pm at St Stephens Church, South Godstone, RH9 8EY

Members: Cllrs J Gardner, C Farr, R Johnson, B Davis, C White, J Farnaby, M Gillman
Apologies: Cllrs D Stone and M McLoughlin
In attendance: Mrs S Endersby
Public Forum: J Morgan

1. Questions from Members of the Public

- 1.1 J Morgan, South Godstone – What progress is the Parish council making in terms of objecting to the Local Plan during the consultation period.
Parish Councillors responded that the Parish council have sought appropriate advice and an objection to the Local Plan will be submitted on behalf of the Parish Council.

2. County and District Councillors

- 2.1 Councillor N Childs – Reported that Tandridge District Councils (TDC) Housing strategy will be published at the next Housing committee meeting and will include a review of affordable housing. It was noted that there would be no figures indicating amount of social housing as it is the strategy stage.
Parish Councillors discussed with Councillor N Childs the frustration of lack of social housing.

3. Apologies and reasons for absence

- 3.1 Apologies had been received from Councillors D Stone and M McLoughlin due to prior personal commitments.
3.2 Councillors accepted the apologies and the meeting was confirmed as quorate.

4. Declarations of Interest - None

5. Minutes of the previous meeting held on Monday 6 August 2018.

- 5.1 It was noted and accepted by Parish councillors that due to several extenuating circumstances the minutes of the meeting held on 6 August 2018 had not been finished and would be circulated as soon as possible.

ACTION 9/2018 – 1 – Clerk to ensure that August minutes are completed and circulated.

6. Neighbourhood Plan Committee

- 6.1 A Rabbetts was invited to give a report:
6.1.1 Work on the plan is going to schedule and policies are being prepared; and
6.1.2 It was noted that software would be needed to review the data.
6.2 It was reported that Dormansland, Lingfield and Crowhurst had suspended work on their Neighbourhood Plans.
6.3 Councillors agreed that it continued to be a high priority to carry on with preparing Godstone Parish's Neighbourhood Plan.
6.4 It was noted that there had been no Neighbourhood Plans adopted recently by TDC.
6.5 The next Neighbourhood Committee meeting would be held on 10 September 2018 and that the Agenda would be published and circulated appropriately.

7. Motions proposed for discussion by Councillors and any business which the Chairman deems Urgent (*Standing orders 5.4*)

- 7.1 Godstone Parish Land ownership and Wayleave review – Councillors considered the motion proposed by Cllr C Farr to ensure that Parish Councillors have easy access to information setting out Parish land to ensure that the Parish council can be effective in caring for the common land and SSSI sites in the Parish.

RESOLVED – Councillors unanimously agreed that it would be a beneficial project and that Councillor C Farr to prepare the project for a working group.

ACTION 9/2018 – 2 – Councillor C Farr to liaise with Clerk and make the necessary preparations for the Parish Land ownership and Wayleave review to start and utilise the mapping system available as practicable.

- 7.2 Opening times of the Parish Office – Councillors considered the motion proposed by Cllr M Gillman considering the present circumstances for the Parish office.

RESOLVED – Councillors agreed by a majority that the Parish office should be open two days a week, currently Monday 9.30am – 12.30pm and Wednesday 9.30am – 12.30pm and then by appointment on other days.

Councillor B Davis abstained from voting.

8. Tandridge District Local Plan and Garden Village

8.1 Update on the Parish Councils representation to the Regulation 19 Tandridge District Council Consultation – PART TWO

9. Reports

9.1 Action taken – to review and ratify as applicable

9.1.1 Sub-committees – Review of ACTION 7/2018–2 Draft committee structure and draft Terms of Reference – No further update on a draft committee structure.

9.1.2 Staff Vacancy – Update from the working group –

i. Councillors noted that the applicant interviewed had declined the offer of employment.

ii. Councillors discussed the next steps for filling the vacancy for an Admin Assistant

RESOLVED – Councillors resolved that considering item 7.2 the candidate interviewed in August 2018 should be re-contacted to offer the position. It was further agreed that if the vacancy remained unfilled the Clerk should advertise the position and liaise with the continuing working group (Cllrs J Gardner, C Farr, M Gillman and the Clerk) on all aspects in relation to filling the vacancy and a full report be submitted to the full council at the appropriate time.

iii. It was noted that if the position was advertised again the text should detail that previous applicants should not apply and that the closing date should be around mid-September.

ACTION 9/2018 – 3 – Clerk to liaise with candidate and working group if necessary.

9.2 Clerks Report

9.2.1 Objection - Licence OK1088400 – Councillors noted that conformation of receipt of the Parish Councils objection had been received from the Office of the Traffic Commissioner (OTC)

9.2.2 CPRE – Councillors considered the payment of membership for £36

RESOLVED – Councillors unanimously agreed that Godstone Parish Council be members of CPRE.

ACTION 9/2018 – 4 – Clerk to make the necessary membership arrangements for CPRE.

9.2.3 Notification has been received of a pending internal audit will be scheduled.

9.2.4 Consultation responses – Councillors noted that the Clerk had been contacted in relation to concerns about the lack of certain details in the Local Plan papers and parishioners desire to ensure they respond correctly.

9.2.5 Parking Enforcement Survey – Councillors noted that the impact of parking in the village on accessibility for some had been included in the Parking Enforcement Survey which had been submitted. It was also noted that parking issues in Hickmans Close continue and that residents have been liaising with the police using 101.

9.3 Chairman's Report

9.3.1 The Chairman commended the Godstone Fete committee for a fantastic Fete and Donkey Derby.

ACTION 9/2018 – 5 – Clerk to write to the Fete Committee.

9.3.2 The Chairman thanked Councillors B Davis and C Farr for ensuring that the work to install new defences for Godstone Green had been completed before the Fete took place.

9.4 Reports (for noting) from representatives on outside bodies

9.4.1 Councillor R Johnson reported that a donation had been made by the Preservation Society towards the 'Defence of the Green' project. The Councillors noted the generosity of the donation which was gratefully received.

10. Current Planning issues

10.1 Report from the Planning Committee

10.1.1 Planning Applications in relation to Trees - As per the Parish Council procedure, councillors acknowledge the applications below and noted that the Parish council accepts the decision of Tandridge District Council Tree Officer:

2018/1412/TCA	1-12 Rogers Mead, Godstone. RH9 8DN	Notification of proposed works to trees in conservation areas
2018/1530/TCA	1 Homefield Cottages, Bulleggars Lane, Godstone RH9 8BJ	Conifers, Hawthorn, Ash Tree, Holy & Lawson Cypress Reduced height and clear from ground

10.1.2 Retrospective Applications or Applications for Certificate of Lawfulness - As per the Parish Council procedure, councillors acknowledge the applications below and noted that the Parish Council accepts the decision of Tandridge District Council Planning Officer in relation to Certificates of Lawfulness:

2018/906	Devon House, Eastbourne Road, Blindley Heath RH7 6JJ	Retrospective permission for roof dormer to form a second-floor flats as part pf alterations to the building to form 3 flats
2018/1462	Stratton Cottage, Till Burstow Hill Road, Godstone TH9 8LX	Erection of single storey extension to south elevation, two storey extension to west elevation incorporating dormer windows to north and south facing roof slopes to provide additional habitable accommodation within lodge space (Certificate of Lawfulness for a Prosed Use of Development)
2018/1571	Prompt Corner, Godstone Hill, Godstone RH9 8DH	Lawful development certificate is sought for two outbuildings at property which did not have planning permission originally and occupiers now wish to legalise the said outbuildings due to the passage of time it more than ten years. Etc.,
2018/1537	35 Ockleys Meads, Godstone RH	Certificate of Lawfulness

10.1.3 Planning Applications – Councillors acknowledge the following applications and on reviewing the applications the Parish council agreed the following:

2018/1437	15 Woodlands Drive South Godstone RH9 8HU	Conversion of roof space to habitable use to include 2 x side rooflights and gable end windows including raising of ridge and ground floor infill	OBJECTION - to the application as it is out of keeping with the adjacent properties. OBJECTION to the building materials being used that are contradictory to the materials detailed in the planning application. STRONG OBJECTION to the practice of retrospective planning applications, as in the case of this application where work has already been carried out before any planning permission has been given.
2018/1400	5 Orchard Lane, Godstone RH9 8DW	Single storey rear extension	NO COMMENTS
2018/1541	35 Ockley Mead, Godstone, TH9 8AX	Front extension to provide secure store for vehicle	NO COMMENTS
2018/1515	Devon House, Eastbourne Road, Blindley Heath RH7 6JJ	Proposed roof lights to front elevation, side hip to gable, loft conversion with new rear dormer and single storey ground floor rear extension	OBJECTION - to the application as it is out of keeping with the adjacent properties. Noting that it is a very visible building in the area.
2018/1500	The Bakery Eastbourne Road Blindley Heath RH7 6LQ	Variation of condition 2 of planning application TA/2016/1098 dated 31 August to allow for changes to the materials of plot 2	NO COMMENTS
2018/1461	8 Selbourne Square Godstone Road Godstone RH9 8AT	Erection of detached dwelling, bike shed and bin store to rear in incorporating association landscaping works and fence measuring 1.8 metres high. Formation of driveway and extend vehicular crossover to west elevation.	OBJECTION - to this planning application as it is felt that it is over development of the site along with concerns about access and parking.

11. Finance

11.1. Accounts for payment - to approve **AUGUST** accounts for payment

Ref.	Business	Invoice	Invoice Date	Payment For	Invoice amount	VAT	Invoice Total
GP379	Harmen	7016	04-Aug	Supply Bollards	£544.00	108.8	£652.80
GP380	Fairalls	892521	07-Jul	5 Pin Cylinder Key	£13.16	2.63	£15.79
GP381	Fairalls	892852	09-Jul	New Sleepers/Drive Repair	£58.07	11.61	£69.58
GP382	Fairalls	896294	16-Jul	Master Lock	£27.06	5.41	£32.47
GP383	Fairalls	897160	17-Jul	Sadolin Classic Burma Teak	£31.20	6.24	£37.44
GP384	Fairalls	898814	20-Jul	5 Pin Cylinder Key	£6.58	1.32	£7.90
GP385	PKF Littlejon LLP	SB201800309	08-Aug	External Audit - AGAR	£400.00	80	£480.00
GP386	Landmark Chambers - Scott Lyness	169789	23/08/2018		£3,000.00	600	£3,600.00
GP387	1st Godstone Scout Group	1801	29-Aug	Buildings Insurance	£194.43		£194.43
GP388-90	Salaries				1404.64		1404.64
GP391	HMRC			For noting amount only	172.17		172.17
GP392	NEST*			Pension	£109.51		£109.51
GP393	Gardenwise Godstone Ltd	05 6579	29/08/2018	Grass Cutting - GG inc. GV - £400.00, BG - £830, BH - £400.00	£1,630.00		£1,630.00

GP394	Gardenwise Estate Management	05-899	30-Aug	Maintenance	£1,080.00		£1,080.00
GP395	EON*	H16272FDDA	19-Aug	Electricity	£19.14	0.96	£20.10
GP396	BT*	MO69 XA	17-Aug	Phone and Internet	£76.98	15.39	£92.37
TOTALS =					£8,766.94	832.36	£9,599.20

*Direct Debits

11.1.1 A small correction to the payment sheet was made to correct GP381 which should state a total of £69.68.

RESOLVED - Councillors approved the **AUGUST** payments list totalling £9,599.30 on payment of salaries and two councillors countersigned all invoices.

ACTION 9/2018 – 6 – Clerk to arrange the payment of invoices detailed in the payment schedule.

11.2.1 Summary Financial Report to **JULY** - Councillors received and reviewed the **JULY** summary, noting the papers available at the meeting included the bank statement, bank reconciliation, spend against budget, pension contribution, salary sheet.

RESOLVED – Councillors unanimously agreed that the Chairman sign the **JULY** bank reconciliation summary sheet and initial the pages of the bank statement.

11.2. Restricted Funds Summary, Designated Funds Summary and Virements

11.2.1 Councillors received and reviewed the Restricted and Designated Funds Summary.

11.2.2 There were no Virements presented.

12. Greens, Commons and Land - Councillors received updates and consider recommendations on the following Parish areas:

12.1 Inspection Reports

- i. Councillors reiterated the importance of the Parish areas being inspected
- ii. Although there were some outstanding matters to be addressed, it was noted that there were no urgent issues reported at this time.
- iii. A log sheet is now being kept helping track and complete matters reported.

12.2 Allotments – Nothing to note.

12.3 Godstone and Godstone Green; to include:

12.3.1 New Car Park – Update

- i. Following a meeting with Surrey County Council (SCC) Highways and TDC Streetworks team on Friday 17 August there were matters to follow up and the Parish council now must liaise with utility companies with services in the area. The Clerk reported that work to liaise with the utility companies has begun.
- ii. It was noted that SCC had raised the matter of a road crossing for Pedestrians by email stating that there should be the Installation of a Pedestrian Island / Crossing to facilitate parents and schoolchildren crossing the A25 and that SCC Highways think a crossing facility would be beneficial and should be implemented into the plans for construction. Information about the proposed plan were noted.
- iii. It was acknowledged that the implication of SCC Highways changing its opinion could have a detrimental impact on the construction of the car park.

12.3.2 Padlock Keys – The padlocks have not yet been delivered.

12.3.3 Insurance Claim – It was noted that a meeting with the Parish Insurers has been scheduled.

12.4 South Godstone

12.4.1 It was reported that the commemoration memorial had been installed.

12.5 Hilly Fields – It was noted that the Hilly Fields needs to be mown.

12.6 Blindley Heath

12.6.1 SSSI site and liaison with the local community – It was reported that information had been received that some parishioners who live near the SSSI have been cutting an area of the SSSI out of concern for sight lines being obscured. A Surrey Wildlife Trust (SWT) Ranger who was at the SSSI when the cutting was taken place spoke to the parishioners carrying out the work explaining that it should not be taking place.

ACTION 9/2018 – 7 – Clerk to include in future correspondence to Blindley Heath residents with a wayleave arrangement information drafted by Councillors C Farr and M Gillman addressing the requirements and rules in relation to carrying out work on the SSSI at Blindley Heath.

12.6.2 Signage at SSSI due to required care of SSSI, with reference to the issue discussed, 12.6.1, were considered as a potential form of useful communication.

ACTION 9/2018 – 8 – Clerk to investigate signage and costs for the SSSI site.

12.6.3 Surrey Wildlife Trust (SWT) Request – Extension to Stock Fence Line – Request for the Parish Council as landowner to approve the request to extend the stock fence line on the site south of Ray Lane and the Eden Brook. Councillors noted the line highlighted on a map provided to show the area that SWT wish to extend.

RESOLVED – Councillors unanimously approved the request on the satisfactory confirmation of the following points; the Parish council will not be required to fund the costs to extend the fence; and it is confirmed what the future maintenance arrangement will be i.e. the Parish council will not be asked in the future to fund any maintenance required of the extended fence.

ACTION 9/2018 – 9 – Clerk to liaise with SWT on the extension of the fence on the SSSI.

12.7 Tilburstow Hill Common and The Enterdent

12.7.1 Garden Plots – It was reported that there is some concern on the following points:

- i. Plots are being used by without being paid for;
- ii. Plots are being created where historically there have not been plots;
- iii. Plots maybe being extended;
- iv. Concerns about dumping of garden waste and other debris in the surrounding woods; and
- v. Fly-tipping of rubbish

12.7.2 Councillors noted historical issues with managing the area, bylaws and concerns about the abuse of the area, including parking of motor vehicles which is not allowed.

ACTION 9/2018 – 10 – Clerk to liaise with councillors to check that the garden plot map is still accurate and if the garden plots have been altered/extended.

13. Burial Grounds

13.1 Applications for Exclusive Rights of Burial

13.1.1 Relinquishing of a Grave – Councillors stated that they would consider buying back a burial plot that a family wish to relinquish.

ACTION 9/2018 – 11 – Clerk to gather more details in relation to the plot being discussed, including the original price paid.

13.1.2 Application for EROB – Plot 594 – HAMES – Councillors noted the EROB applied and granted by the Clerk.

13.2 Applications for consent to erect Memorials – None presented.

13.3 War Memorials and Commemoration plans for 2018

13.3.1 It was noted that work continues to liaise with local schools and nurseries to ensure that there is awareness of the commemoration anniversary amongst children.

13.3.2 It was confirmed that an appropriate donation for wreaths had been made considering the commemoration anniversary.

ACTION 9/2018 – 12 – Councillor R Johnson to investigate the placement of plaques by the memorial statues.

13.4 Postengate Farm Memorial Site – It was confirmed that the site remains well maintained.

14. Correspondence – Councillors noted the following correspondence circulated by email:

- i. SCC Cabinet and Local Committee newsletters
- ii. Additional Employment
- iii. TDC's Planning Committee meeting - 6th Sept

15. Matters for reporting or inclusion on future agendas

15.1 The next meeting of the Parish Council will be held at 7.30 pm on Monday 1 October 2018 at St Stephens Church, South Godstone

RESOLVED - Part 2 – Councillors passed a resolution that pursuant to Section 1 part 2 of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the meeting during the consideration of any business on the grounds that it is likely if the public were to remain, there would be a disclosure of exempt information.

----- Meeting ended 10.30pm -----

Chairman

Date