

Clerk to the Parish Council

Mrs S Endersby

Admin Assistant

**The Bounty
Godstone Green
Godstone, Surrey
RH9 8DY
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Minutes

of the Meeting of Godstone Parish Council held on
Monday 4 June 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, Cllr D Stone and M McLoughlin.

Apologies:

In attendance: Mrs S Endersby

Open Forum: A large number of Parishioners

1. Questions from Members of the Public

1.1 Traveller Incursion

1.1.1 Councillors updated the Parishioners on the current situation:

The Chairman has maintained regular contact with the police, with continued requests for a Section 61 to be implemented as a section 61 gives the land 3 months protection from any vehicles returning, to date all requests for the police to issue a Section 61 had been declined. The Police have been liaising with the Vice Chair this afternoon, 4 June 2018, and the welfare papers required have been completed in preparation for the Police to now issue a Section 61. The Parish Council is waiting for confirmation from the Police that this has been served.

If still necessary, the Parish Council does have a Court hearing on Friday 8 June 2018 and this would be so that a judge would give the Travellers an order to quit which will then be passed to the Sheriffs to execute. For information the Court order gives no protection against the return of the offenders.

The Chairman has been liaising with Bailiffs recommended by TDC to get them off the land, unfortunately the Bailiffs have not been as productive as we expected.

1.1.2 Councillors discussed with Parishioners the options available to remove a Traveller Incursion and the differences between them:

- i. Under Common Law and a County court judgement;
- ii. Section 61 only issued by the Police;
- iii. Section 77 which is not applicable to the Parish Council and cannot be issued by TDC as it is not their land, noting Cllr N Childs suggestion of transferring land to TDC and renting Green, but which was met with reluctance;
- iv. Public Health as grounds of eviction – As the land is deemed private property the responsibility for Public Health is the Parish Councils.

1.1.3 The following points were raised and noted on review of the situation and process so far:

- i. Consider contacting the police commissioner about why it was deemed by Police that the criteria for a Section 61 had not been met;
- ii. As per the decision at the extraordinary meeting make plans to protect the green using posts and strategic gates for access;
- iii. If a barrier was on the Green, but there was still an incursion
- iv. Communication about the issue, improving and increasing the updates to parishioners;
- v. Parishioners contacting the Police to demonstrate the strength of feeling and help provide a body of evidence;
- vi. Review of the Bailiffs effectiveness had been given to Tandridge District Council (TDC);
- vii. TDC support given on 4 June 2018 in preparing the welfare statement and confirming that the will support the Parish Council in the clean-up of the Green;
- viii. Potential change in legislation;
- ix. CCTV – What difference it may have made and issues and costs with CCTV itself;
- x. Cleaning of the Sand in the children's play area;
- xi. Discussion of the unreasonable impression given to some parishioners by the Police that the Parish council were misleading everyone and not dealing with the incursion;
- xii. Time frame for the installation of the posts and work will start regardless of if there are still Travellers on the Green, but they could not be locked on to the Green;
- xiii. Use of Clamping put forward was noted, but clamping can be problematic

1.1.4 The Parish Council were thanked for their efforts in dealing with this situation, particularly the Chair and Vice Chair, who have both put a huge amount of time and effort into this so far.

1.2 HGV traffic in the village

- i. Parishioners requested more communications from the Parish council about HGV's and what the Parish council are trying to do
- ii. It was discussed what the breach of the licence would be and what time restrictions are on the licences
- iii. Discussion about what can be done was raised and width restrictions were noted as a suggestion that has been discussed in the past.

2. County and District Councillors

2.1 R Thorn, Surrey County Councillor

- i. Reported that she will be attending a meeting with highways
- ii. Councillors requested that R Thorn present the case for a pedestrian crossing for Blindley Heath

3. Apologies and reasons for absence - None

4. Declarations of Interest - None

5. Minutes of the previous meetings

5.1 Minutes of the Extraordinary meeting held on Monday 30 April 2018

RESOLVED – Councillors agreed that the minutes of the meeting held on 30 April 2018 were an accurate record of the meeting and should be signed by the Chairman

5.2 Minutes of the Extraordinary meeting held on Wednesday 23 May 2018.

RESOLVED – Councillors agreed that the minutes of the meeting held on 23 May 2018 were an accurate record of the meeting and should be signed by the Chairman

5.3 Minutes of the meeting held on Monday 14 May 2018 – Councillors noted that due to extenuating circumstances, the disruption caused by the Traveller incursion, the Clerk had not been able to finish the minutes and they would be circulated to Councillors as soon as practicable and then presented at the next meeting.

ACTION – 6/2018 – 1 – Clerk to finish the minutes of the meeting held on 14 May 2018 as soon as practicable.

6. Neighbourhood Plan Committee

6.1 Councillors noted the report from Councillor B Davis from the Neighbourhood Plan Committee (NPC) which met 30 May 2018.

6.2 31 May 2018 is the last day for completion of the survey forms and the committee discussed collating the data from the survey forms. The Chairman of the NPC has built an impressive tool to carry out the analysis once the data from all the questionnaires is entered.

6.3 Whilst so far unconfirmed it looks as though we have had a 30+% return which is encouraging.

6.4 It takes about 10 minutes to transfer the data from a form into the data base and we are looking for as many volunteers as possible to help with this task, please let Councillor B Davis know if you can volunteer.

7. Motions and matters proposed for discussion by Councillors

7.1 Commemoration Plans

i. Councillors were asked to consider request for funds to help provide a Fish and Chip lunch for elderly parishioner's at Godstone Baptist Church as part of the commemoration plans with the maximum amount to be £345.

ii. Councillors considered the proposal and if this was an appropriate use of public funds

iii. Councillors deemed that the request should be made as a Grant application as it was being considered against the Grant application criteria.

RESOLVED – Councillors considered the proposal and there was support to provide funds following a Grant Application being completed.

ACTION – 6/2018 – 2 – Councillor R Johnson to liaise with the Community Group requesting the funds.

7.2 Liaison for the Tandridge Neighbourhood Watch Steering Group

RESOLVED – Councillors unanimously agreed that the decision by email, on 17 May 2018, to appoint Councillor J Farnaby as the Parish Council liaison for the Tandridge Neighbourhood Watch Steering Group be ratified.

7.3 Update on Highways England Smart Motorway Scheme for the M23 – Councillors noted the report from Councillor J Farnaby about the work over the next 2 years on the M23 and the potential effect to the parish with road diversions or disruption to the villages if there is an incident on the motorway.

ACTION – 6/2018 – 3 – Clerk to ensure that information is included in the Parish Magazine.

7.4 Consider costs of installation of posts around the boundary of Godstone Green.

i. Councillors noted that the following quotes had been received to ensure best value for the Parish

Quotes - Installation of Posts on Godstone Green

Ref: 72	Cost to install £7,525 +vat, the cost for the 100 sleepers del to site £4,385+vat. Total cost for the project £11,910+VAT
Ref: 73	£5975 + VAT but states Oak posts, not specified African Hard Wood.
Ref: 74	TBC

Ref: 75	TBC
Ref: 76	£3800 +VAT

ACTION – 6/2018 – 4 – Clerk to follow up on remaining quote requests not received on 5 June 2018.

RESOLVED – Councillors unanimously agreed that a working party be formed to deal with the speedy installation of the posts, Councillors J Gardner, B Davis and C Farr would be on the working group and would review the quotes and confirm they are satisfied that the specification has been interpreted correctly, specifically in relation to the type of wooden posts needing to be African Hardwood.

RESOLVED – Councillors unanimously agreed that a budget of £8k be set as a limit for the works at which the working group must stay within.

RESOLVED – Councillors unanimously agreed that the working group confirm the final best price and who will carry out the work.

8. Tandridge District Council Local Plan and Garden Village

8.1 It was noted that TDC will be making an announcement on 3 July 2018 about its intentions.

9. Reports

9.1 Action taken – to be ratified (if any)

9.2 Clerks Report

9.2.1 Old office equipment – Noted that there is redundant equipment.

RESOLVED – Old equipment to be disposed of with care taken to destroy old computer hard drives.

9.2.2 Temporary Trading Licence – Councillors noted the information from TDC that events on the Green, with free entry, maybe subject to a £200.00 fee payable to TDC for temporary trading consent and that organisers need to contact Environmental Health 1 month and 1 day prior to the event. Clerk confirmed that the Fete Committee and Fair have been informed and these points have now been included in the Terms and Conditions emailed to organisations.

9.2.3 Surrey Wildlife Trust (SWT) - Annual Open day - Bay Pond Nature Reserve on 17th June. Councillors considered the request to display a banner on the Green in the two weeks leading up to the event.

RESOLVED – Councillors unanimously approved SWT putting advertising banners on the Green and that this would be an enduring agreement.

9.2.4 Annual Parish meeting – Feedback – Councillors noted the following comments left at the meeting:

- i. Godstone Playground needing play equipment for under 3's;
- ii. Allotment holders minutes – disagreement on minutes point 1.3v
- iii. Garden Village – Not needed and not wanted
- iv. Biomass – update on this matter.

9.2.5 Wayleave – Delcot - Councillors noted that the property is being sold. To arrange a new wayleave our solicitors details should be sent and the Parish councils legal fees should be paid for.

RESOLVED - The maintenance of the area detailed in red can be covered by the wayleave, detailing that the home owner is to maintain it, but should liaise with the Parish in advance of works taking place.



9.2.6 Facebook and communication – It was noted that the Parish council does not have a Facebook page and there are no plans for a Parish council Facebook page. All correspondence on behalf of the Parish council will continue to be detailed on the Parish website. It was noted that in future circumstances of an urgent issue such as a Traveller incursion, one councillor should liaise with the Clerk to ensure that up to date information can be agreed quickly and is communicated to parishioners regularly.

9.3 Chairman's Report – Any relevant matters raised during the course of the meeting.

9.4 Reports (for noting) from representatives on outside bodies

9.4.1 Blindley Heath Liaison Group – Cllr M Gillman attended and reported that Natural England must be consulted if any planning matters arise which effect the SSSI area.

9.4.2 Preservation Society

i. It was noted that subsequent to the allocation of councillors as representatives on outside bodies, Councillor R Johnson will now attend Preservation Society meetings instead of Councillor M McLoughlin.

ii. Councillors noted the report from Councillor R Johnson and the following points were noted:

a. Godstone Green Pond – Metal grate on top of run off by pond is rusty

b. Recycle bins – New bins are being placed on the Green

ACTION – 6/2018 – 5 – Clerk to ask the council contractor to look at the condition of the grate.

RESPONSE - Councillors reconfirmed that they had no objections to the installation of a new recycle bin on the Green.

c. Hilly Fields – Hilly Fields needs cutting around the end of June

ACTION – 6/2018 – 6 – Councillor J Gardner to arrange for the Hilly Fields to be cut.

d. Triangle by Bridal Shop – Concern over the build-up of mud

ACTION – 6/2018 – 7 – Clerk to report the concerns to Surrey Highways.

e. Bay Pond Path – Concern about the build up of nettles by Bay Pond

10. Current Planning issues

10.1 District Council Planning Decisions – It was noted that all decisions are available TDC website.

10.2 Current Planning Lists and applications

2018/591	Prompt Corner, Godstone Hill, Godstone RH9 8DH	Erection of conservatory to existing dwelling, detached stables to south west of dwelling and conversion of existing detached garage to annexe for ancillary residential accommodation (Retrospective).	No Comment
2018/1024	Bourne Eden, Danemore Lane, South Godstone RH9 8JF	Erection of single storey side extension. (certificate of lawfulness for a proposed use or development)	No comment
2018/688	3 Winders Hill Cottages, Quarry Road, Godstone RH9 8DQ	Formation of hardstanding to front of dwelling. Relocation of existing shed.	No comment
2018/874	<u>Maythorne Cottage, Eastbourne Road, Blindley Heath RH7 6JN</u>	Demolition of existing detached double garage/workshop. Erection of single storey front extension to provide ancillary residential accommodation and detached two bay carport.	To be confirmed
2018/1009	<u>24 Featherstone, Blindley Heath RH7 6JY</u>	Erection of single storey side extension to accommodate for parking.	To be confirmed
2018/1044	<u>41 Dewlands, Godstone RH9 8BS</u>	Erection of single storey rear extension and rear decking.	To be confirmed

10.3 Update from the meeting which considered planning applications on 23 April 2018 – No contentious items to report.

10.4 Any other current planning matters, including Appeal

10.4.1 Planning Application TA/17/2652-Farm Lane - Godstone Revised Description: Councillors noted that TDC stated that the original application was invalidated as Land was included in the application that was not in the ownership or control of the applicant, but has now been corrected and the application re-validated. At the same time the applicant has submitted a revised site plan omitting land previously included in the application and clarified in the description of development that the site is intended for occupation by gypsies. The timescale for public comments re-started and is now 30th May 2018 and previous comments received by Tandridge District Council about the application do not have to be re-submitted as original comments will be considered. Godstone Parish Council have already submitted comments on the original application.

10.4.2 Councillors discussed the Planning Committee Chairman vacancy

RESOLVED – Councillors unanimously agreed that Councillor M Gillman be recommended as Planning Committee Chair to the committee.

11. Finance

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

Godstone Parish Ref.	Business	Invoice	Invoice Date	Payment For	Net Invoice amount	VAT	Invoice Total
GP328	Mulberry	3876	11-May	Final Internal Audit	£187.35	£37.47	£224.82
GP329	B Davis			Court Expenses - Traveller Incursion			£360.20
GP330	Gardenwise Estate Management Ltd	05-6575	25-May	Grass Cutting			£2,030.00
GP331	Gardenwise Godstone Ltd	05-890	25-May	Maintenance			£864.00
GP332/33	Salaries			2 employee Salary payments			£1,226.68
GP334	Nest			Pension (Employer and Employee)			£127.99
GP335	HMRC			NI and Income Tax			£258.39
GP336	BT*	VP49642670	17-May	Telephone and Internet	£56.46	£11.29	£67.75
GP337	EON*	H15D2EED2D	20-May	Electricity	£21.49	£1.07	£22.56
GP338	Exalls	843	29-May	Greenview	£728.00	£145.60	£873.60

	TOTAL:	£993.30	£195.43	£6,055.99
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* Salaries have been paid in accordance with 7. Payment of Salaries of the Parish Council Financial Regulations.

**Direct Debits

RESOLVED - Councillors approve the payments list totalling £6055.99 on payment of salaries and two councillors countersigned all invoices.

11.2. Summary Financial Report to **APRIL** receive and review Budget, including spend against budget –

11.2.1 Due to extenuating circumstances, the disruption caused by a Traveller incursion, the Summary Financial report for APRIL was not presented.

11.2.2 Councillors noted that the Summary Financial papers for APRIL would be presented at the next meeting and would include the bank statement, bank reconciliation including spend against budget, pension contribution and monies received.

11.2.3 Salary sheet was available at the meeting.

11.2.4 Designated and restricted funds balance sheet

ACTION – 6/2018 – 9 – Clerk to circulate the balance sheet as soon as practical by email.

11.3 Terms of Reference of the Finance Committee

11.3.1 Councillors noted that the committee had considered its Terms of Reference at its meeting on 15 May 2018, no changes were recommended.

11.3.2 The terms of reference of the Finance committee were recommended to the Full Parish Council by the Finance Committee.

RESOLVED – Councillors unanimously accepted the recommendation of the Finance Committee and agreed the Terms of Reference for the committee be adopted for the new financial year.

ACTION – 6/2018 – 9a – Clerk to update the Finance Committee TOR on the website and computer systems.

11.4 Grants and Grant Applications

11.4.1 CAB (Caterham and Warlingham) - £2000

RESOLVED –Councillors unanimously declined the grant request due to unbudgeted expenditure for the Parish and the organisation is not within the Parish.

11.4.2 St Johns Blindley Heath - £3000

RESOLVED – Following consideration of the statements provided, on request to assist the councillor's consideration of the grant application, Councillors unanimously declined the full grant amount. It was agreed that a grant of £500 be awarded.

ACTION – 6/2018 – 10 – Clerk to write to organisations that have made grant applications informing them of the decision reached by the Parish council.

12 **Greens, Commons and Land** - To receive updates, inspection reports from Members' areas of responsibility and consider any recommendations:

12.1 Allotments – All matters were deferred to the next meeting of the Parish Council.

ACTION – 6/2018 – 11 – Clerk to note allotment matters on the next meeting Agenda and supporting papers.

12.2 Godstone, South Godstone and Godstone Green

12.2.1 Pavilion Clock – Councillors noted the issues with the clock after a power failure and the quote to correct the problem of £580.00.

RESOLVED – Councillors, by a majority, declined the request for funds to carry out work on the pavilion clock.

ACTION – 6/2018 – 12 – Clerk to inform the parishioner that had made the request for funds to improve the Pavilion clock, informing them of the decision reached by the Parish council.

12.2.2 Godstone Village School – Councillors noted that the school had postponed an event due to take place on the Green, due to the encampment on the Green.

12.2.3 Godstone Club - Information noted that an application for a TEN licence for Godstone Club had been made for 7 July 2018. The club will host refreshments for the Blind Veterans Charity 100k walk London to Brighton between 11am-11pm.

12.2.4 Pond – Councillors noted the concerns raised about dead fish in the pond and it was confirmed that enquiries are being made as to how to deal with the issue.

12.3 Hilly Fields – No further discussion

12.4 Blindley Heath

12.4.1 Land at Oldencraig Equestrian Centre, Blindley Heath - Commons Act 2006 – Section 22: Schedule 2(7) - Register unit no. CL 15. Application no. 1881

i. Councillors noted the application has been made to Surrey County Council, as Commons Registration Authority, by Chartwell Land & New Homes Ltd under Section 22: Schedule 2(7) of the Commons Act 2006.

ii. The applicant seeks to rectify the register of common land relating to CL 15 – Blindley Heath.

ACTION – 6/2018 – 13 – Clerk to contact previous Parish councillor J Faulkner to discuss the piece of land in question and report back to the Parish council.

12.4.2 Cricket Club Drains – Councillors noted that the Clerk and Councillor C Farr have been liaising with the Cricket Club in relation to drainage concerns.

12.4.3 Litter Bin – Red Barn – Councillor noted the report from Tandridge Parish Council that a litter bin at the Red Barn has been removed (specific location of the bin was not stated).

RESOLVED – Councillors had no objection to a bin being reinstated in this area by TDC.

12.5 Tilburstow Hill Common – It was noted that the Knotweed was being monitored.

13 Burial Grounds

13.1 Applications for Exclusive Rights of Burial – None to discuss

13.2 Applications for consent to erect Memorials

Further information in relation to the request for a memorial stone laid on top of Plot 211a – Harwood/Curons following the interment of ashes was available for councillors to consider.

ACTION – 6/2018 – 14 – Councillor M McLoughlin to consider the suitability of the request on a visit to the burial ground and report back to the Parish council.

ACTION – 6/2018 – 15 – Councillors M Gillman, M McLoughlin and D Stone to form a working Group to review and update the Burial Ground Regulations.

13.3 War Memorials and Commemoration plans for 2018 – Councillors noted the following points:

- i. Reflector poppies – Being provided for children at no cost to the Parish Council.
- ii. Wreaths – Councillors proposed that a larger donation is made for the wreaths from the Royal British Legion for the November memorial services due to the anniversary.
- iii. Memorial Statues – It is proposed that there will be a service held by the church to bless the statues once they are in position.

13.4 Postengate Farm Memorial Site – It was noted that the site would need tidying up shortly.

14 Correspondence

14.1 Councillors noted the following correspondence which had been circulated by email:

- i. Delegated Action List 17 - 14th May 2018
- ii. Annual Council Agenda 24th May 2018
- iii. Press Release: New Chairman elected for 2018-2019
- iv. FW: Press Release: Leader reaffirms commitment to improve the quality of life for all residents and vows to stand firm against government's unrealistic targets on new homes
- v. FW: Sutton Downs Estate (SDE) and Sumisho Osaka Gas Water Company (SOGWC) Proposal to remove Godstone from the Green Belt'
- vi. News: Open letter from Keith Jecks, Chair of the Planning Policy Committee
- vii. Letter from Piers Mason, Strategic Director of Place
- viii. Traveller Incursion - Email from S Gyimah MP - (Case Ref: ZA46230)
- ix. 'Battle's Over - A Nation's Tribute' 11th November 2018
- x. Sutton Downs Estate (SDE) and Sumisho Osaka Gas Water Company (SOGWC) Proposal to remove Godstone from the Green Belt

14.2 Councillors considered sending a letter to the Police Commissioner about why an S61 was not applied during the traveller incursion earlier.

RESOLVED – Councillors agreed in principle to sending a letter to the Police Commissioner in relation to the issuing of an S61 during the traveller incursion.

ACTION – 6/2018 – 16 – Councillors agreed that Councillors M Gillman and B Davis prepare a letter to the Police Commissioner in relation to the issuing of an S61 during the traveller incursion. The letter should be circulated to the full Parish council for information once it has been sent.

15 Matters for reporting or inclusion on future agendas

15.1 Allotments -

- i. Bonfires on allotments – Review of conditions
- ii. Sheds on allotments
- iii. Allotment Waste

15.2 The next meeting of the Parish Council will be held at 7.30 pm on Monday 2 July 2018 at St Stephens Church, South Godstone

Part 2 – Councillors considered and 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.

16. Staff Update

----- Meeting Ended at 10.30pm -----

Chairman

Date