

**Minutes of the meeting of Godstone Parish Council to be held on Monday 11 January 2016
at the Forman Institute, Blindley Heath at 7.45pm**

Members: Cllrs B Davis, J Gardner, M Gillman, J Faulkner, R Johnson, M McLoughlin and C White.

In attendance: Mrs D Grose

Open Forum

Present: SCC Cllr H Windsor and 8 members of public

M Alan said that Tandridge District Council had updated the community on savings. What have the Parish Council managed to save over the last 3 years. The Chairman said they have reduced the overhead for running the office and hope to give more money to the three villages once the needs have been confirmed, the villages can apply for a grant for a project. The largest project at present will be the car park in Hilly Fields should planning permission be granted.

Mrs Gresser on behalf of the GVA said they have had a serious and detailed look at Tandridge District Councils Local Plan. Tandridge take no more notice of organisations than they do of an individuals commenting. Mrs Gresser stressed that comments on this Plan is important as it will be used as a framework for Tandridge in the future. She also said it is worthwhile looking a 'OLRG' they will be sending out an A4 leaflet to households. Mrs Gresser said perhaps GPC could consider something similar. Tandridge are looking to downgrade some Green Belt land. Tandridge need to build more houses they receive from the Government £50,000 for every house built. The Parish Council welcomed these comments and are happy to work with the GVA on this.

A Rabbetts who maintains the PC's website as it needs restructuring and confirmation as to who owns the domain name. We could re name using 'gov.'

Cllr H Windsor reported that work on the A22 North / South by pass will take longer that originally planned. She is receiving regular updates on the situation, the impact on traffic is extremely bad, traffic backs up to Whyteleafe on A22 and past Junction 7 on M25. Work cannot be undertaken when raining. The workforce is working 24/7. Bletchingly Parish Council are making a complaint and suggest we do the same.

Cllr Windsor said she has an allocation to help fund A25 Air Quality Monitoring which she think is an excellent idea. She has somewhere around £2,200 to £3,000 which has to be spent by the end of February. If anyone knows what is needed and can decided who this is to be allocated to. She would like to know what people would like to do please as she has had one other request from S. Godstone. Cllr Windsor does need to know if this funding can be used urgently.

Yellow Lines in Blindley Heath at Cottenhams on schedule to be painted

It was noted that the warning lights to slow traffic down was not working.

1. Apologies and reasons for absence - were received from Cllr Hubery, he is on holiday

2. Declarations of Interest

Item 8.1 – Cllr B Davis declared an interest – neighbour.

3. Minutes

Minutes of the Parish Council meeting held on 2nd November 2015 were confirmed and signed by the Chairman as a correct record.

Minutes of the Parish Council meeting held on 7th December 2015 were confirmed and signed by the Chairman as a correct record.

Minutes of the Extraordinary meeting held on 15th December 2015 were confirmed and signed by the Chairman as a correct record.

4. **Matters arising.** – A number of Members were unhappy that items they had raised for consideration at the meeting had not been included in the agenda for this meeting. Clarification was sort that if any councillor wanted an item included on the agenda they should notify the Clerk, this was confirmed.
5. Cllr Gilman asked why the date of the meeting was postponed. The chairman explained that it was felt that with Christmas and the New Year holiday there was not a lot of time to prepare paper work.
- 4.1 Part 2 had been inadvertently omitted from December meeting. Please see Part 2 of these minutes.

5. **Reports**

5.1 Actions Taken - none taken

5.2 Clerk's Report

1. Community Infrastructure Levy

The District Council are running an information session for Parish Councillors on the above levy and the following dates: 25th February 10-12pm and 26th Feb 6-8pm in the Lyndsay Narcisi Room, Council Offices. No Decision taken

2. SLCC – South East Regional Conference

Please see details circulated. Would any members wish to attend? To be held at The Felbridge Hotel on Wednesday 11th February. Cost £79 + VAT (Early bird £69 + VAT) – No decision taken

3. SALC Clerk's Networking Day

To be held at the Felbridge Hotel, on Wednesday 4th March. Cost £60 + VAT. No decision taken

4. For information only.

a. SCC – Review of Public Transport

The Council has been asked to let residents know about the consultation and that it closes on Monday 2nd February. Details through surreycc.gov.uk/transportreview

Not all Health and Safety inspection reports have been recorded. Councillors were reminded this should be carried out especially in light of the incident in Club Road. Reports had been received from Tilburstow Hill Common and Hilly Fields. Godstone Green and Blindley Heath is still outstanding.

D Russell & Son - Amusements asked if his fair could be on Godstone Green on the following dates: Friday 3 – Monday 9 May 2016. Also Tuesday 6th to Monday 11 September. Opening times for May and September Fridays 6-10 p.m. Saturdays 2-10 p.m. Sundays 2-7 p.m. There were no objections to these times or dates.

5.3 Chairman's Report – no report received

5.4 Reports from representatives on outside bodies

5.5 Reports from Members' areas of responsibility. Cllr Faulkner reported that a lady from Blindley Heath has offered to litter pick for the Parish Council free of charge. Cllr Faulkner has provided bags and a picker and has asked that the Parish Council provide a High Vis jacket. The Clerk would write and thank her. All agreed.

6. **Current Planning issues**

6.1 Planning Meeting

The meeting scheduled for 15 December was cancelled – no items to discuss.

6.2 District Council Planning Decisions. The following decisions were noted:

| | | | |
|---------------|--|--|--|
| 2015/1574 | Glebe House, Leigh Place Lane, Godstone RH9 8BN | Erection of single storey rear extension. | Approved |
| 2015/1943 | Glebe House, Leigh Place Lane, Godstone RH9 8BN | Erection of single storey rear extension. (Listed Building Consent) | Listed building consent - granted |
| 2015/1662 | East Stansted, Tilburstow Hill Road, South Godstone RH9 8NA | Erection of detached outbuilding to north east of dwelling. (Certificate of Lawfulness for a Proposed Use or Development) | Cloputd granted |
| 2015/1840 | 24 Bakers Mead, Godstone RH9 8AU | Demolition of existing garage. Erection of single story extension. | Approved |
| 2015/1870 | Land at Blue Anchor Farm, Eastbourne Road, Blindley Heath, Lingfield RH7 6LQ | Removal of road planings and provision of track for agricultural purposes | Approved |
| 2015/1908 | 33 Hunters Chase, South Godstone RH9 8HR | Erection of single storey side extension, rear infill, front porch and pitched roof incorporating four rooflights to the rear elevation. Conversion of existing garage to habitable accommodation. | Approved |
| 2015/1948/NH | 51 Hickmans Close, Godstone RH9 8EB | Erection of single storey rear extension measuring 4.218 metres deep with a maximum height of 3.65 metres and an eaves height of 2.6 metres. (Notification of a Proposed Larger Home Extension) | Larger homes extension – Prior approval not required |
| 2015/1947/TCA | Godstone Place, 57 High Street, Godstone RH9 8LT | 1 Horse Chestnut - Fell and grind stump. 1 Sycamore - Reduce height to that of adjacent Yew & reduce radial spread to no less than 4m from stem | Approved |
| 2015/1914 | Little Orchard, Godstone Green, Godstone RH9 8DY | Erection of conservatory to south east elevation. | Approved |

6.3 Current Planning Lists and applications – to agree comments for the following:
2015/1903 - St Stephens C of E Primary School, Hunters Chase, South Godstone RH9 8HR
 Installation of an all Weather canopy - No comment it was felt that this would be an asset for the children.

2015/2143 – March House, Carlton Road, South Godstone RH9 8LE
 Erection of two storey side extension incorporating two Juliet balconies to side elevation and open porch to front elevation. Formation of pitched roof to existing single storey rear extension. This extension is in keeping with the property, no objections from the neighbours had been received. No comment

2015/2161 – Two Hoots, Eastbourne Road, Blindley Heath RH7 6LQ

Decommission of existing septic tank. Installation of a sewage treatment plant to south-east of dwelling. No comment. This is beneficial to the environment.

2015/2135 - 8 St Johns Meadow, Blindley Heath RH7 6JU

Erection of single storey side extension. No comment a number of houses in the same area have similar extentions

2015/2068 - Appletree Cottage, Eastbourne Road, South Godstone RH9 8JQ

Erection of front porch and pitched roof over existing bay window. No comments. This is set back from the road and no objections have been received from neighbours

2015/2211 – 1 Sunnyside, Oxted Road, Godstone RH9 8 BP

Erection of new roof over existing garage in association with conversion to studio/prep room. No comment. No comments have been received from neighbours and this property is end of terrace

2016/12 – 5 Ivy Mill Lane, Godstone RH9 8NH

Demolition of existing utility room and double garage. Erection of single storey side extension and detached double garage/carport. Deferred to February as plans not available

7. Finance

7.1. Accounts for payment

Having reviewed the invoices and having regard for available budgets it was **resolved** to approve the payments list as shown below totalling £5007.78

| | | | |
|-------------------------------------|--|------------------|----------------|
| Staff Salaries | Net Salaries – December | | 1060.77 |
| HM Revenue & Customs | Tax & NICs quarter ended 5 th January 2016 | | 53.14 |
| The Surrey Pension Fund | Local Government Pension Scheme contributions – December | | 189.52 |
| Gardenwise Estate Management Ltd | General maintenance – December Burial Grounds St Nicholas’ Churchyard | 527.00 527.00 | 1054.00 |
| Ultralite Ltd | To install 3000 led lights in the tree at Godstone Green (near the Hare & Hounds) and change the time clock in the Hare & Hounds tree. | | 2238.00 |
| William Way (Godstone) Ltd | Cleaning materials | | 6.00 |
| Airtech (Service & Maintenance) Ltd | 1 year’s preventative Maintenance & Service Agreement 1/1/16 – 31/12/16 | | 221.69 |
| Petty Cash | Balance to £60 Stationery £54.18; Refreshments £5.48 | | 59.66 |
| Blindley Heath Cricket Club | Annual Payment for electricity consumed by lamp in Blindley Heath Car Park. See request for increase – Item 7.2.2 below)* | | 125.00 |
| TOTAL | | | 5007.78 |

The December salaries have been paid in accordance with 7.2 of the Financial Regulations.

Direct Debits:

E.ON. Office Electricity to 23rd December 2015 - £89.49 due 11th January

BT - Telephone and Broadband charges to 17th December 2015 - £71.84 due 31st December

7.2. Any other financial matters

1. Summary Financial Report to 30th November 2015. The summary was signed and dated by the Chair. There were no questions. A copy of the accounting records for November, including the bank statement, incorporating the bank reconciliation was available at the meeting for examination.

2. Blindley Heath Cricket Club – Electricity Supply*

A request from the Treasurer of BHCC for an increase in the annual sum paid to the club in respect of car park lighting and festive lights as discussed, the Council agreed a payment of £125.00.

3. Audit

1. The Council approved the Letter of Engagement from the Internal Auditor, Mark Mulberry.

2. The Interim Audit report from Mark Mulberry's visit 30th November was approved. Mr Mulberry recommended that the signatories on the Bank account be reviewed.

4. Finance Committee meeting

minutes of the meeting held on 23rd December. These were approved. The Council agreed that the Precept was not increased - all in favour

8. Greens, Commons and Land - Cllr Davis declared an interest Salisbury Road

8.1 Allotments Salisbury Road Allotments Cllr McLoughlin advised he had obtained three quotations from to have Lime and Attocher tree trimmed and to remove diseased and dying wood. Having compared all three quotations, the company offering the best value is SJT Trackforce Treecare at a cost of £380 + VAT. Cllrs Davis and Gilman abstained.

Separate quotations will be sought for clearing of Rubbish on the site.

8.2 Parish Council needs to confirm the right of way it has to the Salisbury Road allotment site. A letter has been sent to the owner of the site seeking clarification on right of way and asking what [if any] their future plans for the site maybe.

8.3 Hilly Fields ["Hare & Hounds"]

A letter has been sent to the owner of the site asking if they are intending to renew the lease that expires March 2016. It was noted that the rent for this site exceeded the rental received.

The Enterdent

At the Finance meeting in December it was agreed that subject to the terms in the wayleave that might prevent or control increases all wayleave charges would increase by 5% from 1st October 2016. It would be necessary to check each wayleave agreement before sending out invoices.

The Enterdent would increase to £25 for a small plot and £50 for a large plot from 1st April 2016. Councillor Gillman reminded the meeting that these charges have not increased since 2006 and the increase is less than inflation over that period. There is a large plot 'J' but as only half is used - the rest is full of brambles etc it was agreed to charge only £30.00. The Parish Council agreed with these

8.4 Godstone Green

1. Play Area Inspection Report - Remedial actions following this report dated September need to be taken

2. Christmas Lights - £1035.00 had so far been received from local Businesses following an appeal for maintenance of Christmas Lights in Godstone. Councillors thanked all businesses who had donated, the Chairman had sent out letters of thanks.

3. Club Road Car Park

To note correspondence from a local resident concerning defective tarmac and lack of illumination. It was agreed that our contractor would fill in the pot holes.

8.5 Hilly Fields

1. Proposed car park

Feedback from the Planners at Tandridge Council was initially unfavourable as the site is in the Green Belt. However, there is strong local support from local district councillors and the decision is being referred to the full planning committee rather than being taken under delegated powers by officials, this meeting will be held in January. Cllr Nick Childs will speak in favour of this proposal.

Currently Tandridge District Council are looking to put a car park in the Depot in Oxted Road. This is thought not a useful idea as it is too far from the centre of the village and would not be used. It would also have to be locked up when the Depot is not in use!

A Traffic Survey Report has been received this justifies why we need and the best place to site the car park. Surrey Highways have said this is feasible and would be good for the village

8.6 Blindley Heath

1. Memorial Tree - Has been planted. A plaque will be ordered and then invoices for all items plus cost of planning, will be sent to East Surrey Water Company for payment to reimburse Parish Council.

2. Notice Board

Quotation from Woodland Joinery had been obtained this amounted to £2595.00 + VAT. It was agreed to obtain another quotation. The telephone kiosk is still ongoing.

3. Pond by Cricket Club

Cllr Faulkner advised that this work should not begin until Spring / Summer 2016

4. Blindley Heath Liaison Group

To note draft minutes of the BHLG meeting held on 27th October

Transfer of ring fenced funds from Godstone Parish Council to Surrey Wildlife Trust.

There is £7,900K in restricted funds from the HLS grant which the Parish Council is still holding. SWT are frustrated that Councillors are reluctant to hand this money over to them.

The Ranger's report has recorded 17.5 man days charged at £316 per day, they would therefore submitted a formal invoice to GPC for £5,530. This money is not the Parish Council's money. The Higher Level Stewardship agreement will expire in 2017 and SWT will make an application on behalf of GPC.

8.7 Tilburstow Hill Common

The Clerk had been trying to contact Surrey Wildlife but no one was available until after Christmas. She had contacted Woodland Trust but they were not interested in developing and managing the area professionally within a 5-10 year plan, in conjunction with adjoining Rabies Heath Road site.

Councillor McLoughlin reported that a Wayleave had been granted to Fairalls for their Taylor's Hill Depot for 25 years from 13 May 2005 for £4,000.

It was agreed to have a separate site meeting with councillors at the Enterdent car park to discuss parking, trees etc. As car parks are not allowed on Common Lane the car park is technically illegal. Who would be liable if vehicles are parked and damaged?

9. Burial Grounds

- 9.1. Applications for Exclusive Rights of Burial - No requests had been received
- 9.2. Applications for consent to erect Memorials - none had been received
- 9.3. Collapsed tomb in St Nicholas' Churchyard - Cllr McLoughlin will meet with Stonecrest Memorials on 12 January. It was agreed that the Parish Council would pay for the cost of fencing.

10. TAG-A25 Traffic Survey

Councillors agreed request from the TAG-A25 group to co-fund a traffic survey together with Bletchingley and Nutfield Parish Councils. Cost to the Parish Council would be £330.00

11. Correspondence – to note:

Parish Assembly at Tandridge District Council would take place on 16 March. No one was able to attend this meeting.

12. Matters for reporting or inclusion on future agendas

Part 2 – see separate sheet

The meeting closed at 10:30 pm.

The next meeting of the Parish Council will be held at 7.45pm on Monday 1 February 2016 in Parish Rooms St Stephens Church.

Chairman Date 2016

Part 2 – To consider passing 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.

PART 2

**Minutes of the meeting of Godstone Parish Council held on Monday 7 December 2015
at the White Hart Barn at 7.45pm.**

Members: Cllr B Davis, Cllr J Gardner, Cllr M Gillman, Cllr R Johnson, Cllr M McLoughlin and Cllr C White.

In attendance: Mrs D Grose – Clerk

Part 2. – A resolution was passed 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.

The following omitted from December's minutes:

The unexpected resignation of the Assistant Clerk was discussed at length and it was agreed that Councillors Gardner and White would speak with him and report back to January meeting. They would ask if he would consider delaying his leaving to allow more time for a handover periods with newly appointed parish clerk. [from December Part 2]

Councillor White reported back that the Assistant Clerk is willing to reconsider the date of his departure as he appreciates the Christmas break has delayed the handover of matters to the new Clerk. The Parish Council agreed that provided the Assistant Clerk is actively handing over matters to the new Clerk the date of his departure can be deferred to no later than 31 January 2016

It was agreed that the post of Admin Assistant would be advertised.