

Godstone Parish Council

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

Clerk to the Parish Council

Mrs S Endersby

The Bounty
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Minutes

of the meeting of Godstone Parish Council held on
Monday 3 April 2017 at 7.30 pm at St Stephens Church, South Godstone, Godstone

Members: Cllrs J Gardner, J Faulkner, B Hubery, M McLoughlin and C White.

In attendance: Mrs S Endersby

Open Forum: Surrey County Councillor Mrs H Windsor and Leslie Head

1. Questions from Members of the Public

L Head (LH) - Minutes of the previous meeting – Why can the draft minutes of the previous meeting not be available in advance of the meeting. The Clerk informed LH of the obligations in relation to producing the minutes.

LH – Asked for item 16.5 to be brought forward for discussion. Councillors agreed to this request and the item was discussed.

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

Surrey County Councillor Mrs H Windsor

Green Belt – Councillor Windsor reported the vote to sacrifice 1% of Green belt taken by the Tandridge District Council (TDC) Planning Policy meeting and the meeting that Reverend Peter O'Connell is arranging.

A22 and proximity of Carlton Road to the junction of the A22 and Tillburstow Hill – The matter is being dealt with by TDC, but unfortunately it is not possible for TDC to give a timeframe of when there will be any money to spend on the issue.

Blindley Heath 40mph signage – The proposal to bring the 40mph sign northwards was reported and councillors were asked to consider the funding of a speed survey, which there was no objection too. Then following the results Cllr Windsor would ensure that the Parish council is kept up to date and involved with ongoing progress, including a site visit. People must be encouraged to report every incident at the junction.

HGV – Cllr Windsor informed the meeting of the HGV code of conduct that some councils have.

3. Apologies and reasons for absence – Cllrs K Knox, R Johnson, B Davis and M Gillman.

4. Declarations of Interest

i. No individual members declared interests.

ii. The Clerk reminded councillors about completing forms in relation to Dispensations Under the Localism Act 2011.

ACTION: Clerk to circulate a reminder to councillors.

5. Minutes of the previous meetings held on 6 March 2017 were reviewed and councillors voted that they were a correct record of the meeting and they be signed by the Chairman.

6. Matters Arising – There were no matters raised.

7. Neighbourhood Plan

7.1 Councillors noted that Tandridge District Council's confirmation of the designation of the Godstone Neighbourhood Area had been received and that the council will publicise the designation of the Godstone Neighbourhood Area on its website in accordance with Regulation 7 of the Neighbourhood Planning (General) Regulations 2012 (as amended).

7.2 Councillors noted the email sent by Councillor Davis on 3 March 2017 updating all Parish Councillors and the verbal update given by Councillor White during the meeting which covered the following matters discussed at the Steering Group meeting:

- i. We are now in a position to apply for the grant albeit a fairly complicated process, and this will be an agenda item for the next meeting. In the meantime, the 'Expression of Interest' which is the first stage of applying for the grant has been submitted;
- ii. There has been a very good response for help with over 50 volunteers but plans to advertise for more helpers are being planned;
- iii. A number of the sub committees have already had their first meetings to agree how they will operate;
- iv. A meeting Agenda has been agreed which is in line with information provided by the Clerk of the GPC; and
- v. The next meeting is on 10th April at the South Godstone Sports and Community Association at 8pm.

8. Gatwick Departure Route 3

8.1 Councillors discussed the Gatwick Departure Route 3 following the correspondence circulated at the previous meeting, PETITION for action regarding Gatwick Departure Route 3.

8.2 Councillors considered the impact of those within the flight 'corridor'; the increase in number of planes within a flight area; and the increase in noise from planes for residents under the flight path.

ACTION: Clerk to re-circulate the correspondence to Councillors.

ACTION: Clerk to research what action other Parish Councils such as Outwood, Redhill and Charwood, are taking.

9. Annual Parish Meeting

9.1 The date for the Annual Parish Meeting (APM) will be 15 May and will be held at St Stephens Church, Godstone.

9.2 Recommendations for Civic Awards were proposed for 1 for Blindley Heath, 1 for South Godstone and 2 for Godstone.

ACTION: Councillors were asked to consider second nominations for Blindley Heath and South Godstone and email Clerk.

9.3 Councillors confirmed that written reports from community groups would be requested for publication with meeting papers, but not read out at the meeting.

9.4 Mark Pearson from Surrey Wildlife Trust to be invited as a guest speaker

ACTION: Clerk to make arrangements in relation to the APM i.e. contact organisations, guest speaker, those nominated for a civic award, make necessary booking confirmations, arrange refreshments, certificates, advertising the meeting and any other necessary arrangements.

10. Garden Village

10.1 It was noted that the Garden village was discussed at the last Tandridge District Council (TDC) Planning Policy meeting.

10.2 Councillors noted the villages it may affect and discussed the concerns in relation to the potential pressures of additional housing on current resources, services and infrastructure.

10.3 It was noted that there would have to be a process followed by TDC in relation to any type of proposal such as this.

10.4 Councillors were made aware that Reverend Peter O'Connell is working with the local community to arrange a meeting to discuss the matter.

ACTION: Clerk to contact Reverend Peter O'Connell to enquire about the meeting and propose that it could be worthwhile liaising with Godstone Neighbourhood Plan Committee.

11. Website

11.1 Councillors noted that reports attached with meeting papers.

11.2 The councillors considered the reports, which in summary stated that the website is very hard to edit and we don't have certain access to enable us to change and update information. It has been discussed with the office IT support who has confirmed that this is an ongoing problem.

11.3 The proposal was considered that the building of a new site is investigated, that allows easy editing in the office.

ACTION: Clerk to confirm arrangements with current Website host, i.e. confirming cost implications of stopping use of host site.

11.4 Clerk reported that the domain name request for godstone-pc.gov.uk has been ACCEPTED, subject to condition, which are detailed below for reference:

- i. As name is to deliver a public sector web presence the website should comply with the Guidelines for UK Government Websites and Framework for local government available online at: <https://www.gov.uk/service-manual>;
- ii. Attention is also drawn to the.gov.uk conditions: <https://www.gov.uk/government/publications/naming-and-registering-government-websites>
- iii. "The acceptance of a .gov.uk name is conditional on this name being used specifically and exclusively for the organisation on whose behalf it is registered. The Naming and Approvals Committee expects that the use of an approved domain name on a web server will lead directly to the home page for that organisation and not to that of its ISP/hosting service or any other agent, particularly a page on a non-public sector domain. Abuse of this principle will result in the name being withdrawn."
- iv. Additionally the eAccessibility requirements (<https://www.gov.uk/service-manual/user-centred-design/accessibility>) for public sector websites will need to be observed.

ACTION: Clerk to ensure that the website complies with information stipulated in 11.4 i-iv.

12. Reports

12.1 Action taken

- i. All actions detailed on the minutes of the previous meeting have been completed or are covered elsewhere on the agenda, unless they are detailed below:

ACTION: Clerk to liaise with Cllr McLoughlin to write to Lambs Business Park, Easy Crete and Blockade.	
ACTION: Clerk to respond to Greenview residents who contacted the Parish Council and request that they liaise with the Parish Council in future before carrying out maintenance work of this nature.	
ACTION: Paving slabs to be laid at a suitable opportunity.	
ACTION: Cllr McLoughlin to review the BCP with the Clerk. Emergency Plans to cover each village are to be included as part to the BCP.	
ACTION: The Clerk to write a letter to ensure both grant applicants detailed in 14.7 ii. are aware that they need to complete the submission of invoices for payment before the end of March otherwise the offer of the grant will expire. The Parish Council would not object to the applicants reapplying for the grants if necessary.	
ACTION: Clerk to gather quotes for repainting of car parks and a new sign for the new disabled space proposed. Clerk to write again and update people who have sent correspondence on the matter.	Draft letter prepared and now to be sent out.
ACTION: When possible the Clerk to place written notice on a car, if it is observed regularly for long periods of time in the car park, that there is a time restriction of 3 hours parking.	
ACTION: Councillors to review the use of the car parks further.	
ACTION: Cricket Club to be informed that a written request in the form of a Performa invoice should be submitted to the Parish Council who will then reimburse the cost from the funds held and ring fenced.	
ACTION: Car Park - Make enquires to appoint a building consultant.	Pending following required reports being completed.
ACTION: Car Park - Produce drawings for the tender process appointing a contractor.	Pending following required reports being completed.
ACTION: Put a notice board on the site to keep parishioners informed of the work taking place. Clerk to liaise with G Dicks to relocate the old notice board.	Contractor contacted, arrangements for board to be put in place still to be completed.

- vi. Councillors noted the following information provided following the completion of actions points detailed on the minutes of the previous meeting which have been completed, but are not covered elsewhere on the agenda:

ACTION: Councillors to report to Clerk any roads that there is a case for the decision to be reviewed.	Cllr Johnson - Would not recommend the following street lights being turned off: <ul style="list-style-type: none"> i. Bakers Mead/Selbourne Square/Ockleys Mead & Lindley Road as Cars/Bikes chase around these roads and anti-social behaviour is rife enough especially around the shop in Lindley Road I believe this will encourage more problems if left in the dark especially being there is no police presence. ii. The Green as the Pathway used in evening for sports and people leaving the Godstone Club. This information was sent to Cllr Windsor.
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ACTION: Clerk to follow up the street lights information provided by Councillor Johnson and submit online.

ACTION: Clerk to establish how a question in relation to this matter can be put forward to the	Questions to the local committee in writing via the committee officer, a minimum of 4 working days in
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Tandridge Local Committee.	advance of the meeting. Victoria Eade victoria.eade@surreycc.gov.uk
ACTION: 14.3 Clerk to respond to S Abbott ref: path in front of Greenview cottages to Surrey County Council. Ref: SQ-993729.	Complete – SA asked if the PC will be challenging this.

ACTION: Clerk to respond that the Parish Council will not be following this matter at the current time and advise SA that he can follow the matter up with Surrey County Council (SCC) via their website.

ACTION: Clerk to continue trying to get a template for Parish Councillors to complete.	Noted on May Agenda
ACTION: Clerk contact Baptist Church with request and to ensure that the appropriate permission is granted by the church before ordering a notice board.	Complete - Response pending.

ACTION: Clerk to follow with Baptist Church.

12.2 Clerks Report -

- i. Bay Pond Barrier – Councillors noted that the Clerk needs to review the response from SCC.
- ii. FOI – Councillors noted that a Freedom of Information Request has been received
- iii. Insurance of Air Quality Monitor - Councillors noted to amend the Policy to cover this item against loss or damage for a sum insured of £5,000 will increase the current annual premium payable by £23.65 including Insurance Premium Tax (IPT). A £250 excess will apply to any one claim. Councillors unanimously approved the increase of the annual premium; that the premium be deferred and charged at the next Renewal Date of the Policy on 1st October 2017; and that a new Policy schedule is not needed at this time.
- iv. Burial Ground – Councillors noted the report of items being stolen from a plot and that the Clerk has logged the information for monitoring purposes.
- v. Speed Camera – Councillors considered the proposal that it is recalibrated to be used at a cost of £150 per year. Councillors unanimously agreed that the speed camera should not be recalibrated.

ACTION: Clerk to inform parishioner about Speed camera decision.

- vi. Signage in Lindley Room – Councillors noted that the sign in the Lindley Room needs updating.

ACTION: Clerk to confirm cost of signwriter.

- vii. Allotment Training – Councillors noted the Clerk attended training and that a report will be circulated at the May meeting.
- viii. Burial Ground Training – Councillors noted the Admin Assistant attended training and that a report will be circulated at the May meeting.
- ix. Godstone Pond Clearance – Councillors noted the request from Clive Hanks of Godstone Preservation Society to clear the pond and that there will be rubbish to be removed by the council afterwards. Councillors agreed that they had no objection, but that it must be made clear that it was at Clive Hanks own risk.
- x. Wood at the back of the Bounty – Councillors noted that the Clerk had receive requests from parishioners for the wood. Councillors unanimously decided that the Parish Council will dispose of the wood and that it should not be given to parishioners.

12.3 Chairman's Report

- i. It was reported that Quaife woodlands have been liaising with TDC to resolve the information requirements in relation to the car park.

ACTION: Include a report on the car park at the APM.

12.4 Reports (for noting) from representatives on outside bodies etc.

- i. Blindley Heath Liaison Group including Surrey Wildlife Trust (SWT) – The report circulated with the meeting papers was noted. Councillors discussed the good work being carried out, staff and structure changes which have taken place and reassurance of the work being completed if the funding is given to SWT.

ACTION: Councillors agreed that requests for volunteer's support should be included in the parish magazines on behalf of the Parish council.

- ii. Councillors agreed with the proposal to postpone the discussion in relation to giving the ringfenced money to SWT to the next meeting.

ACTION: Clerk to include ringfenced funding on the next meeting agenda.

12.5 Reports noted from Members' areas of responsibility

Salisbury Rd Allotments	22 Mar (BD)	<ol style="list-style-type: none"> i. All allotments except 7 and 7a are either being worked now or were being worked at the end of the growing season last year. ii. Plot 7 and 7a were not worked at all last year according to the plot holder of plot 8. The lease on these Two should be terminated iii. Plots 19 and 20 have been quiet badly damaged unavoidably by the contractor and as a matter of some urgency reinstatement work needs to be carried out which will require rotavating and soil level lifted by moving some soil from the newly created areas. <p>ACTION: Clerk to follow up arranging top soil</p> <ol style="list-style-type: none"> iv. There is an area the other side of plot 22 which is being cultivated. This needs regularising. v. Plot 26 which is where the proposed car park will be created is in excellent condition
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		<p>and cultivation is well developed, we should allocate a replacement allotment so that if we do need to take it back we have an alternative to offer. It perhaps might be wise to grant a free rental to this Tennant whilst we decide on its future.</p> <p>ACTION: Councillors agreed that plot 26 holder to be given a second complimentary allotment for the year.</p> <p>vi. The area marked waste next to allotment 7 has not been cleared it is covered in brambles which are covering an old but serviceable greenhouse which used to belong to a previous allotment holder. There is a tall fir tree in this area which needs felling. I understand from allotment holder in Plot 1 that a number of allotment holders have used the greenhouse in the past, but it will be quite difficult now.</p> <p>vii. I have checked the fence behind Mr Gorge's garden and it is a chestnut fence and is in good condition. I am not sure of his concern but it is not easily identifiable.</p> <p>ACTION: Clerk to contact Mr Gorge following visit.</p> <p>viii. Generally, I believe a good clearance job has been done excepted as noted about 7 above. This could probably be done by contractor.</p> <p>ix. New allotments created in the area beyond allotments 1-6, the trees that are left standing will cause considerable shading to the new allotments when they come into leaf. It will be relatively easy to fell the trees now but once the allotments have been created and leased it will cause major disruption to fell them in the future I would therefore ask that the future of these trees be considered again.</p> <p>ACTION: Councillors to visit the allotments, but the generally consensus was not to remove the trees.</p>
Godstone Green	27 March (MAP)	<p>Bins - 2 x Rubbish Bins nearest carpark/road on east side of green are regularly filled to overflowing with rubbish being left around.</p> <p>ACTION: Clerk to ask TDC for more frequent collections.</p> <p>Pavilion – Obscene swear word graffitied on front wall on left and a lot of litter in porch.</p> <p>ACTION: Sports Association to be contacted to deal with matters raised.</p>
Godstone Play area	27 March (MAP)	Cut down and made safe but posts left at back of Bounty.
The Bounty	27 March (MAP)	No concerns to raise

13. Current Planning issues

13.1 District Council Planning Decisions – Councillors noted the Planning decisions in relation to Godstone Parish, detailed below:

2017/208	19 Tylers Close, Godstone RH9 8AN	Certificate of Lawfulness (proposed use or development) granted
2017/175	25 Tylers Close, Godstone RH9 8AN	Approved
2017/59	19 Easter Way, South Godstone RH9 8HG	Approved
2017/46/TPO	33 Woodlands Drive, South Godstone RH9 8HU	Approved

13.2 Current Planning Lists and applications

- i. Draft minutes of the Planning Committee meeting held on Monday 27 March 2017 were circulated with the meeting papers and noted.
- ii. Councillors agreed that a planning committee meeting take place on Monday 10 April at 7.30pm at the Bounty to consider planning applications.

ACTION: Clerk to circulate the Planning Committee Agenda within appropriate deadlines.

13.3 Any other current planning matters, including Appeal - None

14. Finance

14.1. Accounts for payment – Councillors considered the **March** accounts presented for payment:

GPC Ref:	Company	Invoice No.	Payment for:	Break down	Total Payable:
GP43 GP44 GP45	Staff Salaries		Staff Salaries for March		1874.28
GP46	Expenses	M-AP Mar 2017	Travel for training		11.30
GP49	Connicks	140970/GO	Reminder of invoice for enterdent tree work		£294.00
GP50	One-To-One	SINV214959	Stationery		£84.17
GP51	SES Business Water	30	Water Charges		£31.32
GP52	One to One	SINV215085	Stationery		£98.67

GP53	One to One	SINV215113	Stationery		£11.69
GP54	One to One	SCRN043522	Stationery	Credit note	-£19.80
GP55	Wellers Hedleys	59314	Lease Services		£1,200.00
GP56	SSALC	10612	Allotments and Burial Ground Training		£90.00
GP57	TDC	2017/18	Business Rates	For noting only	£0.00
GP58	1st Godstone Scouts Group	1603	Legal costs for Lease		£3,000.00
GP59	Expenses	SE - Mar 2017	Office and Allotment		58.74
GP60	Jenner Electrical Ltd	1123	EICR & Socket		£179.88
GP61	Gardenwise	05-835	Maintenance		£1,188.00
GP62	Gardenwise	05-6502	Grass cutting	Godstone Green - £400.00; Parish Burial Ground £830.00; and Blindley Heath £400	£1,630.00
GP63	E-on	H14228C47E	Christmas Lights		£101.62
TOTAL:					£9833.87

- i. Councillors resolved to approve the payments list totalling £9833.87 and two councillors countersigned all invoices.
- ii. In summary, it was noted that the Total Payments* for March 2017 totalled £11,718.30. *(Invoices, 1 Qtr. Rent, Pensions, HMRC Qtr. payment and Direct Debits)
- iii. Councillors ratified the standing orders (set up to 24 March 2018) for the Bounty Rental payments to 1st Godstone Scouts for the annual rental amount of £2500 per annum as per the lease agreement and as detailed in an email to all councillors from the Clerk and below:

GPC Ref:	Company	Invoice No.	Payment for:	Break down	Total Payable:
G639 G640 G641 G642	The Scout	Details in Lease – No invoice	Annual rent to paid quarterly	£625 £625 £625 £625	£2500.00

14.2. Summary Financial Report to **February**:

- i. A copy of the accounting records for **February**, including the bank statement and bank reconciliation was available at the meeting for examination.
- ii. It was noted that the VAT Claim for Jan – Mar will be reported at the May meeting.
- iii. Councillor noted that a cheque payment on 4 Jan 2017 was for a cheque dated 4 April 2016 for Portman Construction (security fence for burial plot).
- iv. Councillors resolved that the summary be signed and dated by the Chair.

14.3. Salaries and Pensions

- i. Councillors noted that the March salaries had been paid in accordance with 7.2 of the Financial Regulations.
- ii. Pension contributions and National Insurance Contributions – Councillors noted the following payments:

Pensions - Monthly

GP47	Nest	GPC March Pension Contribution	£70.50
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HMRC - National Insurance and Income Tax – Quarterly Jan-Mar 2017

GP48	HMRC	National Insurance and Income Tax quarterly payment	1066.79
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14.4 Direct Debits – Councillors noted the following payments:

BT	M052	BT Telephone Business Bill	1 Mar – 31 Mar	63.19
Eon	H143A124C2	Electricity	19 Feb – 22 Mar	£58.95

Councillors noted the letter received stating increase in Eon rates from 1 April 2017.

14.4. Monies Received - Councillors noted the following Monies Received since last meeting

- i. Wayleaves - £0
- ii. Memorial – £248
- iii. Allotment Rent £120.00
- iv. Burial Ground - £3779.00

14.5. Grants

- i. Councillors considered if a time limit of 6 months is included on the conditions attached to the grant application form and agreed that this should be included in the Terms and Conditions.

ACTION: Clerk to update the grant application form.

- ii. Wheeling Wheels award of grant confirmed, but payment of £500 not paid yet. The thanks for grant was noted by Councillors and the request from Cllr Childs for Parish Council to hold funds from all grants received until scheme has a bank account was considered and agreed.

ACTION: Clerk to inform Cllr Childs.

- iii. Councillors noted that 1 Grant of 2 awarded in March 2017 has been paid by cheque.
- iv. Councillors noted that there were no grant applications for presentation at this meeting.
- v. Surrey Playing Fields – Councillors discussed the request for an affiliation fee and noting the potential benefits of enabling the Parish Council to apply for grants the Councillors agreed that the affiliation fee be paid.

ACTION: Clerk to pay affiliation fee.

- 14.6. Audit – Councillors noted that the Annual Return has been received and internal audit is scheduled for 10 May 2017.

- 14.7. Quarterly Publication of expenditure exceeding £500 in line with the Transparency Guidelines 2015

- i. Councillors noted the requirement to publish this information on the Parish website and the expenditure for January and February.
- ii. It was noted that March figures will be added to this information following the banking reconciliation being completed for approval at the May meeting.

ACTION: Clerk to publish information as soon as practicable, following March's figures being included.

Date cost incurred	Beneficiary	Purpose of Expenditure	Amount
05/01/2017	1st Godstone Scouts	Rent	625.00
10/01/2017	Gardenwise	Maintenance	720.00
10/01/2017	Ultralite	Christmas Lights	1,722.00
10/01/2017	PAC Handyman	Noticeboard Blindley Heath	1,080.00
07/02/2017	Gardenwise	Maintenance	873.00
07/02/2017	Jenner Electrical	Electrical Maintenance - Bounty	944.84
07/02/2017	T Cherriman	Burial Ground Path Extension	8,330.00

15. Greens, Commons and Land

15.1 Car Park

- i. Councillors noted that guidance has been sought from TDC specialist officers in relation to the Contamination and Archaeological reports on the car park site which need to be produced by specialists in these fields.
- ii. Archaeological Report - Councillors noted that the Archaeological specification letter has been sent to four companies requesting quotes for an Archaeological Written Scheme of Investigation prior to construction of Car Park – Application TA/2015/1790.
- iii. Councillors noted that an issue had been raised by Contractor Ref. 2 in relation to the wording of the Archaeological report and the instructions specified.
- iv. Contamination Report - Councillors noted that the Contamination specification letter is drafted and pending as clarification of a point in relation to the site map from the Contamination Land Officer is being sought by the Chairman before the letter is sent.

15.2 Hilly Fields Allotments –

ACTION: Clerk to instruct the contractor to carry out hedge cutting to tidy the allotments.

15.3 Salisbury Road Allotments

- i. Councillors noted that the allotment agreements for 1 April 2017 – 31 March 2018 were sent on 22 March and that verbal notice to quit allotments been given by 2 allotment holders.

ACTION: Clerk to confirm in writing of notice to quit for office records.

- ii. Plot 5/5a issue – Councillors were informed of the issue which had arisen in relation to two peoples claims over half the. Councillors considered the proposal to reimburse the new allotment holder the costs incurred so far £10.49 on fertilizer, noting that there is no receipt available, due to the confusion. Councillors agreed that the costs incurred could be reimbursed as good will.

ACTION: Clerk to inform the new allotment holder.

- iii. Trees on the allotment – Councillors discussed the trees situated on the allotment plots and it was agreed that they would not be cut down.
- iv. Councillors noted that the allotment holder of plots 19 and 20 had been in contact with the clerk in relation to condition of plot following clearance work, and noted that action is being taken to rectify the issue.
- v. Councillors noted that the contractor has been rotavating the allotment site as second phase of clearance work to level land in order to mark out new plots.
- vi. Correspondence from parishioner in relation to Allotment clearance work – Councillors reviewed the letter, and discussed the matters raised.

ACTION: Clerk to respond to parishioner noting the Land Registry information for the Parish council.

- vii. The report of Asbestos on allotment site following clearance which had been followed up was noted.
- viii. The councillors discussed that the next steps will be to mark out plots and create a new map of the allotments.

ACTION: Clerk to make enquiries about using a company for the mapping of the allotments.

- ix. Councillors discussed the possibility of a communal area for bonfires, as detailed in the allotment agreement; and an area to dispose of garden waste. The councillors did not have any objections to the areas being created, but stated that it would need managing and this could be managed by allotment holders themselves.

ACTION: Clerk to include consideration of areas on the allotment in the next phase of work.

ACTION: Clerk to liaise with contractor to arrange a skip to clear final bits of waste following ground being prepared for rotavating.

15.4 Godstone Green

- i. Disabled parking - Outstanding action noted as Clerk to draft letter to gather contractor's quotes.

- ii. Pond Car Park – the contractor has repaired the large pothole in the car park.

- iii. Cricket Club – request for funds to be released

ACTION: Clerk to contact Cricket Club requesting a Proforma Invoice.

- iv. Godstone Village Fete Committee – Councillors granted permission to hold village fete on Bank holiday Monday 28 August, with use of the Green on 26 August and 27 August for preparations and a church service and noted the committees request that the grass is cut during the week before.

ACTION: Clerk to contact Fete Committee to confirm decision; ensure Cricket captain is reminded; and liaise to ensure signage is erected on Greenview.

- v. Open Air Cinema (Ridge Radio) – Councillors considered the request for permission to hold an Open Air Cinema on Friday 23 June 2017 reviewing the limited information provided. Councillors did not grant permission for the event to take place this year.

ACTION: Clerk to contact Ridge Radio to confirm decision and request that an earlier proposal is sent and presented to the council if they would like to apply again next year, examples of information supporting the application the councillors would expect to be included would be, site map of event; opening and closing times; police liaison; consideration of noise pollution; management of cars; marshals; proposed donation; rubbish clearance plan; outline benefit to the village; and how would number of attendees be managed.

- vi. Sausage and cider festival (Ridge Radio) – Councillors considered the request for permission to hold a Sausage and Cider Festival for the Community on 24 June 2017 reviewing the limited information provided. Councillors did not grant permission for the event to take place this year.

ACTION: Clerk to contact Ridge Radio to confirm decision setting out the same expectations as detailed in (15.4 v).

- vii. Playground – Councillors discussed that it is now a good time of year to prepare an action plan to deal with the playground sleeper wall.

ACTION: Councillors McLoughlin, Gardner and Hubery to arrange a meeting to present a proposal at the next meeting of actions to be carried out.

15.5 Blindley Heath

- i. Formans Institute – Councillors noted that the letter had been prepared to send to the Charities Commission about the Formans Institute.

- ii. Trees on telephone line - Wayleave Ref: SA105041 – Councillors discussed the information provided by the Clerk in relation to correspondence with BT and the husbandry of trees. Councillors agreed that the Parish council would not pay for the cutting of the trees.

ACTION: Clerk to inform the parishioner who raised the issue.

- iii. Pavement on A22 opposite the Bannister's Bakery – Councillors discussed the pavement noting that it has been reported to Surrey Ref: 996512 and that SCC have confirmed that no action by the local highways team can be undertaken at this time.

ACTION: Clerk to inform parishioner.

- iv. Pavement on A22 opposite Byers Lane going south Eastbourne Road – Councillors discussed the pavement and the safety concerns for wheelchair users needing access along the pathway, noting that it has been reported to Surrey Ref: SQ-994914 and SCC have confirmed it has been added to a jobs list, but is stated as low priority.

ACTION: Councillors agreed that on this one occasion due to the issue of disabled access required along the path and the concerns in relation to parishioner's safety, the Clerk should instruct the contractor to clear the path on this occasion. It was clearly stated that this does not set a precedent, as highways work is a SCC matter and the Parish council has only agreed to carry out work following a review of the specific concern in relation to this area of path.

- v. Pond – Councillors discussed feedback about the Pond and surrounding area, noting that the contractor has cleared area around pond.

ACTION: Clerk to liaise with Cllr Faulkner and contractor to ensure clearance of pond.

- vi. Access on to common – Councillors discussed creating a bung to prevent vehicular access on to the common.

ACTION: Clerk to liaise with Cllr Faulkner and contractor to ensure work to create bung on to common is scheduled.

- vii. The dog bin has been installed.

- viii. Ecology Co-op – Councillors considered the request for permission to access the pond for a visual assessment of suitability for Great Crested Newts surveys and then if successful further access for continuing assessments.

ACTION: Clerk to contact the organisation asking for more information about themselves and why the survey is being carried out.

- 15.6 Tilburstow Hill Common - To receive report and consider any recommendations, to include:
- i. Garden Plot request from 5 The Enterdent to rent house number 6 garden – Councillors noted last year’s permission granted and had not objection to granting permission on the conditions detailed in the action point below.
ACTION: Clerk to write and confirm that house No 6 owners or tenants have no objections and then prepare an agreement. Clause that if house number 6 wants to use this plot we will have to terminate your agreement by giving one year’s notice to be included.
 - ii. Councillors noted that unfortunately Lady day closure fell on Mother’s Day and that apologies were given to those who contacted the Clerk.

16. Burial Grounds

- 16.1 Applications for Exclusive Rights of Burial
- i. Councillors noted the application made for McCarthy Plot 581 Non-Parishioner (1st of 4 non-parishioner spaces which can be granted in one financial year).
 - ii. It was noted that three non-parishioner spaces had been granted in the 2016-2017 financial year.
- 16.2 Applications for consent to erect Memorials - Councillors noted the application for a memorial on Plot 564 – Smith and the Clerk had confirmed authorisation of application as memorial was within regulations.
- 16.3 War Memorials – The work will be carried out as soon as weather conditions are suitable.
ACTION: Clerk to follow up with contractor.
- 16.4 Footpath clearance – Pending work to be completed at Glebe house to make good grass damaged.
ACTION: Clerk to follow up with contractor who carried out path extension to make good the area damaged.
- 16.5 Posterngate Farm Memorial Site
- i. Resiting of previous Bench – Councillors noted the quote for the commemorative Plaque for bench £118.26 (Stocksigns) and that the bench would be installed in the next week.
ACTION: Clerk to confirm purchase of plaque.
 - ii. Proposed wooden cross for wreaths at the site – Clerk has contacted person who made the offer to request more details. Councillors noted LH request to contact the Fenemore Family and Postern Gate Farm in relation to this offer.
ACTION: Clerk to contact Fenemore Family and Postern Gate Farm to ensure they are informed of the offer that has been made.

- 17 **Correspondence** – Councillors noted the correspondence that had been sent by email:
- SSALC Newsletter - March 2017 Edition
 - Treasury and Investment Sub-committee Agenda
 - Surrey Matters March e-newsletter
 - Meeting to discuss part-night street lighting - Tuesday 14 March 2pm
 - Blockade Lorries -Godstone (AW email)
 - Appendix 'A' to Agenda Item 9 of Planning Policy Committee Agenda
 - Tandridge Despatch 8 March 2017
 - Tandridge Despatch 8 March 2017 - Planning Policy Committee Agenda 16th March 2017 and Delegated Action List 14 – 8th March 2017
 - Whie Hart Beefeater
 - Surrey Community Action Newsletter
 - Tandridge Despatch 15 March 2017 - Resources Committee Agenda 23rd March 2017
 - Tandridge Despatch 15 March 2017 - Community Services Committee Agenda 23rd March 2017
 - Press Release: Revised plan for development of Boulthurst Way following consultation
 - Press Release: Council owned sites considered for new homes
 - Local Plan Strategy which aims to protect Green Belt agreed
 - Godstone White Hart Beefeater
 - Godstone White Hart Beefeater / Rose & Young Site Enquiry
 - Creating a vibrant future for Tandridge
 - Minutes for Tandridge Local Committee, Friday, 3 March 2017, 10.15 am
 - SCC Traffic Management & Parking Team

- 18 **Matters for reporting or inclusion on future agendas**
- i. No matters raised.
 - ii. The next meeting of the Parish Council will be held at 7.30 pm on Monday 8 May 2017 at St Stephens Church, South Godstone, Godstone.

----- End of Meeting -----

Signed _____ Dated _____