

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

of the meeting of Godstone Parish Council held on

Monday 8 January 2018 at 7.30pm at Oasis Cafe, Godstone Baptist Church, Godstone

Members: Cllrs J Gardner, M McLoughlin, R Johnson, M Gillman, B Davis, B Hubery and C Farr
Apologies: Cllr C White
In attendance: S Endersby (Clerk)
Open Forum: J Adler, P Newdick, B Jeffries, G Lean, TLAG representatives, R Thorn - Tandridge District and Surrey County Councillor and N Childs Tandridge District Councillor.

1. Questions from Members of the Public

- 1.1 J Adler, Surrey Wildlife Trust (SWT) – Fence line Replacement – J Adler raised the issue of the fence line at the SSSI needing replacing. It was noted that the fence is 2000metres and the project has an estimated cost of £14k. Councillors debated the licence agreement in place and the obligations to repair the fence line stated. SPS as a funding source was raised and it was realised that neither organisation is claiming the Single Payment Scheme (SPS).
ACTION 1/2018 – PF1 – Claiming of SPS payments to be investigated.
- 1.2 P Newdick, Blindley Heath SSSI Liaison Group – Spoke about the Fence line matter and budgetary information provided to the Parish council. A meeting was requested between SWT and the Parish Council.
ACTION 1/2018 – PF2 – Clerk to liaise with SWT to arrange a meeting with the Parish Council.
- 1.3 B Jeffries, Godstone – Questioned the substantial increase in the fees for Garden plots.
ACTION 1/2018 – PF3 – Increase in the Garden plot fees to be referred to the Finance Committee.
- 1.4 G Lean and other members of Tandridge Lane Action Group (TLAG) –
 - i. Reported that the group have written to Tandridge District Council;
 - ii. TLAG would like to work with the Parish council to oppose the Garden Village concept;
 - iii. Accepted that TLAG are not bound by the same the rules that Parish councillors are obliged to follow and noted that although the Parish council are happy to have allies as TLAG, noted that the Parish council are not looking to form partnerships;
 - iv. Councillors noted that they are welcome to attend the TLAG meeting on Wednesday 10 January at 7.30pm at Tandridge Village Hall;
 - v. TLAG members and councillors discussed the timeline of the Local Plan and Garden Village Consultation and the potential implications; and
 - vi. TLAG agreed that minutes of the meetings would be shared with Parish Councillors for their reference.
- 1.5 It was noted that Councillor B Hubery would attend the Tandridge Parish Council meeting.
- 1.6 Representatives of Fairfax Acquisitions Ltd – Presented a map of land at Maynards and Heathview, Blindley Heath in relation to future development of the site highlighted.
- 1.7 S Clark, South Godstone – Raised concern over the impact of the 4 weekend closures of the M23 on traffic and pollution on South Godstone and Blindley Heath.

2. County and District Councillors

- i.1 R Thorn - Tandridge District and Surrey County Councillor
 - i. Reported that St Stephens Church has new tables;
 - ii. Councillor J Gardner asked if Councillor R Thorn was aware of the Surrey Waste Surrey County Council Waste Local Plan Consultation which includes Lambs Business Park as a potential site. Cllr R Thorn stated she was not aware of the Waste Local Plan;
 - iii. Requested that the Parish Clerk use a different email address for correspondence;
 - iv. Noted the request for diversion signs to be cleared from the roadside where work has been completed;
 - v. Devon House – Planning Application was rejected by the Planning Committee;
 - vi. Blindley Heath Garage – Reported the result of the Appeal which had resulted in an enforcement notice to make canopy smaller and that the car wash should not be open on Sundays and Bank holidays, but noted that there is concern that the enforcement is not being adhered to; and
 - vii. Reported that notice had been given for the Mobility scooter on the A22 to be removed. Parish councillors requested that Cllr R Thorn liaise with the street team to remove unauthorised advertising signs around the villages.
- 2.2 N Childs - Tandridge District Councillor
 - i. Reported Pollution reports that had been circulated by email;
 - ii. Reported that NOX is consistently over the safe level at the locations that currently have sensors.
 - iii. Requested that the Parish Council fund NOX sensors in South Godstone and Blindley Heath. A Parishinor present offered to fund the sensors.

3. Apologies and reasons for absence

3.1 There were apologies received from Councillor C White due to prior personal commitments and unanimously accepted by the Parish Council.

4. Declarations of Interest

4.1 Item 11.3.i. - Councillor R Johnson declared an interest and it was noted that her husband is the Chairman of Godstone Sports Association.

4.2 Item 12.2.4 - Councillor R Johnson declared an interest and it was noted that her husband is the Chairman of Godstone Sports Association.

4.3 Precept for the year 1 April 2018 - 31 March 2019 - Dispensation granted to each Member of the Council to enable them to vote on the setting of the authority's Council Tax precept for 2018/19. These dispensations had been granted on the grounds that the transaction of business would have been impeded given the number of Councillors who would otherwise be prohibited from participating in this item of business.

5. Minutes

5.1 Councillor reviewed the minutes of the meeting held on Monday 4 December 2017.

RESOLVED – Councillors unanimously agreed that the minutes of meetings held on Monday 4 December 2017 were an accurate record of the meeting and that they be signed by the Chairman.

5.2 Councillor reviewed the minutes of the Extraordinary meeting on Tuesday 19 December 2017.

RESOLVED – Councillor agreed that the minutes of the Extraordinary meeting on 19 December 2017, be amended to clarify a statement in relation to the precept, 5.6.ii. *'other areas of the budget to find this sum without increasing the precept'* should be amended for clarity to *'other areas of the budget to find this sum without further increases to the precept'*. Following this point of clarification councillors unanimously agreed that the minutes of the Extraordinary meeting held on Tuesday 19 December 2017 were an accurate record of the meeting and that they be signed by the Chairman.

6. Neighbourhood Plan Committee

6.1 Councillor B Davis gave a report:

- i. A committee meeting was held in December, which reviewed the questionnaire being prepared to circulate to the Parish, and the final version will be completed and ready for printing by the next committee meeting.
- ii. The next committee meeting date is not yet confirmed, but it will be after the Tandridge District Council (TDC) planning meeting on 19th January 2018.
- iii. The Committee remains mindful of the impact of the Local Plan and Garden Village concept on the preparation of the Neighbourhood Plan and will review as necessary.
- iv. The committees work so far has been aimed at producing a plan based on the need for housing for local people with the minimum of inward migration, maintain and improve the local environment and infrastructure and to encourage appropriate employment opportunities.

7. Motions and matters proposed for discussion by Councillors

7.1 Annual review of Standing orders – Councillors postponed this item and it was agreed that the Standing orders would be reviewed at the Annual Parish Meeting.

7.2 Godstone Village - North Ward – Councillor vacancy

i. Councillors noted that the Clerk was awaiting an update from the TDC Electoral Manager to confirm if there would be a by-election, following the deadline of 29 December 2017, and then the council may need to consider Co-option.

ii. It was noted that if the Clerk received notice from the Electoral Manager at TDC that a casual vacancy may be filled by means of co-option, the Clerk would follow the Co-option policy adopted in November 2017.

ACTION 1/2018 – 1 – Clerk to confirm if next steps to fill councillor vacancy.

7.3 Councillors noted the suggestion to consider donation requests to help fund legal costs to oppose the garden village plan of TDC. Councillors agreed that this could be something potentially considered in the future, but that they did not wish to take the suggestion further at this time.

ACTION 1/2018 – 2 – Clerk to investigate the legalities and practicalities of potentially requesting donations from Parishioners to fund legal costs.

8. Tandridge District Local Plan and Garden Village

8.1 Councillors noted the Parish Council standing orders 1.5 and the Public Bodies (Admission to Meetings) Act 1960, Admission of public to meetings of local authorities and other bodies, points 2 and 3.

8.2 In view of the decision taken at the extraordinary meeting *'that a sum of up to £30,000 be allocated for the funding of professional advice to support the Parish council's objections to the draft local plan'* it is proposed and agreed that any detailed discussion of a legal nature, which could prejudice our case, be discussed only in Part 2 of future meetings where the public are excluded.

8.3 The Chairman confirmed that Parish council's solicitors, Wellers, had been contacted to confirm that they could act on the behalf of the Parish Council if necessary.

RESOLVED – Councillor unanimously approved the appointment of Wellers Solicitors as the Parish council legal advisers.

8.4 It was agreed that any further discussions would be postponed to the Planning meeting on Monday 22 January 2018 due to the time need to consider the next steps.

9. Reports

9.1 Action taken – to be ratified (if any)

12/2017 – PF3 – Clerk to contact SCC to enquire about the consultation and why the Parish Council was not made aware.
12/2017 – 3 – Clerk to investigate the costs of a height barrier and installation.
12/2017 – 5 – Clerk in liaison with Cllr Farr to send a standard letter to surrounding Parish Councils.
12/2017 – 6 – Clerk to send letter to TDC following the latest budget to Louise Round, Chief Executive TDC and Martin Fisher, Leader of the Council, with copies to TDC councillors, S Gyimah MP and local newspapers.
12/2017 – 7 – Clerk to send letter to S Gyimah MP following the latest budget, including a request for a response.
12/2017 – 9 – Clerk to respond to letter in relation to disabled parking.
12/2017 – 12 – Clerk to inform Football Club of fair dates.
12/2017 – 17 – Clerk to liaise with Councillor B Davis on the investigation of hiring a 3-ton excavator for the parish contractor to rotivate the allotment plots.
12/2017 – 19 – Clerk to investigate arrangements for purchasing and installing 4 posts on the green opposite the Deli Forge café and a replacement post for Greenview and the sign there.
12/2017 – 21 – Clerk to ensure noticeboards are purchased in line with the resolutions detailed.
12/2017 – 23 – Knotweed to continue to be monitored.
11/2017 – PF1 – Clerk to send letter about parking near the café on behalf of the council to SCC.
11/2017 – PF2 – Clerk to investigate how historic donation from GVA for poppies was used.
11/2017 – 5 – Clerk to refer issue and Parishinor to SCC in relation to Advertising Banners.
11/2017 – 7 – Clerk to write letter confirming the extension of the grass cutting and maintenance agreement for one year and schedule for plans to review the agreement in August 2018 for an agreement to be agreed and signed by January 2019.
11/2017 – 10 – Clerk to update the publication scheme for presentation and approval at the next meeting.
11/2017 – 26 – Clerk to inform the Parishinor about Greenview Parking being on common land.
11/2017 – 29 – Clerk to report the dip in the road to SCC Highways.
11/2017 – 31 – Clerk to request a test run using an Access Database.
7/2017 – PF4 – Councillor M McLoughlin will write to Councillors R Thorn and N Childs following a final review and summary of the survey being completed.
7/2017 – 22 – Councillor M McLoughlin and B Hubery to carry out joint inspection at Tillburstow Hill.
Apr-17: Put a notice board on the car park site to keep parishioners informed of the work taking place.
6/2017 - 3: NPC Terms of Reference - Cllr Gillman to send comments to Cllr White.
Cllr Gillman to review the BCP. Emergency Plans to cover each village are to be included as part to the BCP. (Clerk has sent these to Cllr M Gillman)
10/2017 – 18 – Chairman to continue following up about Data with AirSensa.
10/2017 – 35 – Clerk to carry out the following actions: i. Investigate if the tree is protected and speak with grave digger about impact on location of tree in relation to graves; ii. It was noted that a shingle drainage system could be invested in. Investigate water table by test holes during the winter.

9.2 Clerks Report, to include, but not limited to:

9.2.1 Contractor Agreement – Councillors noted the report from Clerk

ACTION 1/2018 – 3 – Clerk to confirm in writing that the end date of the Grass cutting and maintenance agreements is October 2019 that a letter be sent confirming this to ensure a correct and clear record is kept by both.

9.2.2 Rents for Garden plots, allotments – Councillors noted the comments raised during the public forum in relation to Garden plot rents and that the clerk had received emails about allotment rents.

ACTION 1/2018 – 4 – Clerk to ensure the concerns raised by parishioners are referred to the Finance committee.

9.2.3 Christmas lights by the fire station – noted report of the lights not working at one point.

ACTION 1/2018 – 5 – Councillors M McLoughlin and M Gillman to consider and report back to the council an action plan for future Christmas lights.

9.2.4 Personal Trainer (PT) correspondence in relation to Godstone Green – councillors noted the request from the PT.

RESOLVED - As the Green is common land there is a right to use it for certain activities such as exercising and so the proposal was accepted with no objections. It was noted that the PT has the appropriate Public Liability insurance, the council stated that it is not able to endorse the suitability of the Green for the exercise activities.

ACTION 1/2018 – 5 – Clerk to liaise with the PT, including a statement that the council cannot endorse the suitability of the Green and stating that care is taken when using the Green, to consider such things as noise pollution, rubbish and no damage to the Green.

9.3 Chairman’s Report – (for noting) information only
Staff – Part 2 Item

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

9.4.1 Blindley Heath Liaison Group – Councillors noted that draft minutes of the meeting had been circulated.

ACTION 1/2018 – 6 – Clerk to arrange a meeting with SWT and the Parish Council in relation to funding repair work needed on the SSSI site.

10. Current Planning issues

10.1 District Council Planning Decisions – Clerk apologised that these has not be listed and would be included at the next meeting.

ACTION 1/2018 – 7 – Clerk to include Planning Decisions covering January at next meeting.

10.2 Current Planning Lists and applications

i. Councillors considered the planning applications detailed:

2017/2508	83 Oaklands, South Godstone RH9 8HX	Erection of single storey extension to south elevation. (Certificate of Lawfulness for a Proposed Use or Development)	NO comment
2017/2410	Church House, Church Lane, Godstone RH9 8BW	Erection of raised roof ridge by 500 mm incorporating roof light and window to north elevation, infill roof and wall above relocated new door entrance to existing rear extension. Re-roofing of existing lean-to roof to side extension incorporating three roof lights and internal alterations. (Listed Building Consent)	No Objection - Council accepts the recommendations of the Listed Buildings Officer.

ii. A planning meeting will be required on Monday 22 January 2018.

ACTION 1/2018 – 8 – Clerk to circulate a Planning Committee agenda, which should include an item to consider SCC Waste Management Consultation.

iii. Councillors noted that there were applications which have comment deadlines of 18 January 2018 and requests to extend the comments deadline have been declined for both applications.

ACTION 1/2018 – 9 – Clerk to email planning applications that have comment deadlines of 18 January 2018.

10.3 Update from the meeting which considered planning applications on 19 December 2017 – Councillors noted the draft minutes of the planning meeting on 19 December 2017 which included the comments submitted on behalf of the Parish council.

10.4 Any other current planning matters, including Appeal – No items to discuss.

10.5 Licensing Applications

RESOLVED – Councillors ratified the email decision to withdraw the objection to the White Hart Barn Public House licence application which had been agreed by email and telephone with a majority confirming agreement.

11. Finance

11.1. Accounts for payment - Councillors reviewed the **DECEMBER** accounts for payment

Godstone Parish Ref.	Business	Invoice	Invoice Date	Payment For	Net Invoice amount	VAT	Invoice Total
GP225	Fairalls	04288802	03-Nov	Benches	£31.20	£6.24	£37.44
GP226	Fairalls	04289070	06-Nov	Sign Board	£24.40	£4.88	£29.28
GP229	Exall & Sons	818	08-Dec	Work on Playground - Ratify email	£4,840.00	£968.00	£5,808.00
GP230	Airtech Conditioning - Renewal	59074/S/14710	12-Dec	Maintenance of air con	£203.67	£40.73	£244.40
GP233	Sarah Endersby			Expenses			£10.25
GP234,5,6	Employees			Salary - 3 employee's payments			£1,548.73
GP237	Nest			Pension			£104.29
GP238	HMRC			NI and Income Tax Monthly payment - For			£224.25

				Period 6 Dec - 5 Jan)			
GP239	BT Telecom**	M061 1X	17 Dec	1 Dec–31 Dec 17	£52.66	£10.53	£63.19
GP240	EON**	H154148183	20 Dec	19 Nov-20 Dec 17	£46.96	£2.35	£49.31
GP242	Gardenwise Estate Management Ltd			Maintenance			£630
GP243	One to One	220952	21-Dec	Stationery	£81.97	£16.40	£98.37
GP244	Ultralite	1893			£255.00	£51.00	£306.00
GP245	One to One	219620	18-Oct	Stationary	£23.95	£4.79	£28.74
GP246	Mulberry & Co	3570	30-Dec	Audit	£218.00	£43.60	£261.60
TOTAL:							£9443.85

*Salaries have been paid in accordance with 7.2 of the Financial Regulations. **Direct Debits

RESOLVED - Councillors approved the payments list totalling £9443.85 on payment of salaries and two councillors countersigned all invoices.

ACTION 1/2018 – 10 – Clerk to pay December Invoices detailed in the Payments list.

- 11.2 Summary Financial Report to **NOVEMBER** receive and review Budget, including spend against budget
 11.2.1 Councillors received and reviewed the Summary Financial Report to November, which included a review of spend against budget.

- i. Accounting records for November were available at the meeting for examination and included the bank statement, bank reconciliation, pension contribution, salary sheet, monies received and designated and restricted funds balance sheet.

ii. **Monies Received**

Burial Ground	950.00
Donation	757.00
Wayleave	22.05
Rents	22.05
Wayleave	1,952.91

11.2.2 Virements

Professional Services

- i. Council considered the allocation of a Designated Fund for Fees for Professional Services (Local Plan Consultation - Inspection Stage) which the Parish council had agreed at the Extraordinary meeting should be changed from £3k to £30k.
 ii. The designated funds should not be changed during the current financial year 2016-2017.

RESOLVED – Councillors agreed that £30k for Professional services should be amended in the budget for 2018/2019 and there would be no change to the 2016-2017 designated funds.

Playground Funds

- i. It was noted that the council would soon be in a position to review the designated funds for the Playground, following ramp repair work, with an estimated total spend in the year on the playground for 2017-2018 around £15k and currently £20k in reserves.
 ii. Councillors noted the potential impact of allocation of CIL, see item 11.4.6.

11.3 Grants and Grant Applications

- i. Godstone Bowling Club grant application – Councillors reviewed the Grant application.

RESOLVED – Councillors unanimously approved the grant request for £649.

ACTION 1/2018 – 11 – Clerk to arrange payment of the grant awarded to Godstone Bowling Club.

11.4 Finance Committee – Councillors noted the following matters reported by the Finance committee following the committee meeting on 8 December 2017, minutes would be circulated by the Clerk as soon as practicable:

- 11.4.1 Financial Regulations – Recommendation to adopt updated Financial Regulations, reviewed by the committee and circulated with meeting papers.

RESOLVED – Councillors unanimously approved the updated Financial Regulations.

ACTION 1/2018 – 12 – Clerk to update the council website with the new adopted Finance regulations.

- 11.4.2 Budget 2018-2019 – Councillors noted the Budget which had been prepared and agreed for recommendation to the full Parish council by the Finance committee, the drafted Budget 2018/19 had been circulated in advance of the meeting for councillor's consideration:

- i. Councillors considered the current estimate for the new car park stated in the proposed budget of £120k

RESOLVED – Councillors agreed that the designated funds for the new car park be changed in the budget for 2018/19 to £110k.

- iii. Councillors considered the allocated £10K for a full tree survey

RESOLVED – The councillors agreed that up to £10k should be allocated for a tree survey in the 2018/19 budget and that the survey should concentrate on high risk areas such as Godstone Green and the extent of the survey should be considered in liaison with a tree inspector and the details of the Parish councils insurance.

- iv. Decorating the Bounty £1.5k budgeted

RESOLVED – Councillors agreed that this was not necessarily an unreasonable amount to budget and that the council must comply with the conditions of the lease in terms of maintaining the Bounty.

- v. Professional Services – Legal fees in relation to potential action against TDC Local Plan and Garden Village concept.

RESOLVED - Councillors agreed that the £3k budgeted for Professional services should be amended in the 2018/2019 Budget to £30k

ACTION 1/2018 – 13 – Clerk to make the agreed changes to the 2018-2019 Budget.

11.4.4 Precept 2018-2019

- i. Councillors noted the deadline to submit the agreed precept amount to TDC was 19 January 2018.
- ii. Councillors considered the recommendation of the Finance Committee that the precept for 2018-2019 be set at £55,683

RESOLVED - Councillors by a majority vote agreed that the Precept be set at £55,683 for the financial year 1 April 2018 – 31 March 2019.

Councillor M Gillman stated his opposition to this decision.

11.4.5 Clerks hours

- i. On the recommendation of the Finance Committee, the Parish council reviewed and discussed the hours worked by the Parish staff.
- ii. Councillors reviewed the staffing costs to date in the 2017/18 financial year and costs detailed in the 2018/19 budget, noting that the intention of the Parish council remains to ensure that the administration of the Parish council does not become unreasonable or excessive whilst noting what matters the Parish deals with and the amount of work.

RESOLVED – Councillors agreed that the contractual arrangements should remain the same number of hours for the current staff.

11.4.6 CIL

- i. Councillors considered the allocation of current CIL funds held by the Parish Council.
- ii. Councillors referred to the Parish Council Guidance provided by TDC; '*Spending the Community Infrastructure Levy*'; and '*Guidance for Parish and Village Councils on receiving and the use of CIL funds*' published in February 2015, whilst considering the matter.
- iii. Councillors considered if the Restricted CIL Fund should be spent on the Playground repairs and maintenance being incurred by the Parish Council.

RESOLVED – Councillors agreed that following the information on how CIL funds may be spent, the maintenance of the Playground was an acceptable use of the funds.

ACTION 1/2018 – 14 – Clerk to ensure that the CIL fund is allocated appropriately in the finance summary, including the invoice detailed on the Payment list GP229 and the CIL report is completed when required.

11.4.7 Financial Risk Assessment - Councillors noted that the Financial Risk Assessment had been completed during the committee meeting.

12. Greens, Commons and Land

12.1 Allotments, to include, but not limited to:

12.1.1 Allotment agreements

- i. Correspondence – Councillors noted emails about the increase in charges, which included references to a potential water supply.
- ii. Allotment agreements – Councillor noted that allotment agreements, to include any necessary changes raised during 2017, will be presented at the February meeting.

ACTION 1/2018 – 15 – Clerk to circulate 2018/19 allotment agreement template for February meeting.

- iii. Councillors noted the issue Allotment holder 26 impacted by the development/car park hanging over him.

RESOLVED – Councillors noted the predicament and stated that the allotment holder be offered the plot free of charge for one year on the understanding that he could be asked at anytime to leave the plot.

ACTION 1/2018 – 16 – Clerk to liaise with allotment holder.

12.2 Godstone, South Godstone and Godstone Green, to include, but not limited to:

12.2.1 Playground Repairs and replacement equipment

- i. Councillors noted that there would be a further £30 on the amount of **£2645.26** agreed at the December meeting for the playground which would include the wax sealant treatment for the timber structures in the play area, bringing the total to **£2678.66**.

RESOLVED – Councillors accepted this adjustment to the playground quote.

ACTION 1/2018 – 17 – Clerk to confirm work on Playground can go ahead.

12.2.2 Salisbury Road Garages

- i. Councillors noted the correspondence received from the current garage owners which stated that TDC had them that the site would not receive planning permission for any two storey buildings.
- ii. The owner of the garages requested confirmation from the Parish council in relation to earlier interest shown in the potential purchase of the land.
- iii. Councillors discussed the situation and which direction they believe is in the best interest of the Parish.

- iv. Councillors considered that the concern of the council was the continued access/right of way being maintained for the allotments, which is currently only pedestrian access, particularly if the land is sold.

RESOLVED – Councillors agreed that the Chairman, in liaison with the Clerk, should write to the garage owner stating the councils wish to secure a vehicular right of way up to a value of £10k and that the Parish council does not wish to purchase the garage site.

12.2.3 New Hilly Fields Car Park

- i. Councillors noted the current draft specification which had been circulated with meeting papers to all councillors for reference.
- ii. It was noted that car park would not be marked out with painted lines.
- iii. Councillors discussed the level of detail in the specification, including Part Six of the specification, noting the reasoning behind the detail in this case, which is due to the importance of getting the correct pipe laid to avoid future issues.

ACTION 1/2018 – 18 – Clerk to continue liaising with the Chairman in the preparation and distribution of the tender/specification documentation.

12.2.3.1 Sports Association – Councillors noted the requests for letter of support for grant application received from the Godstone Sports Association to assist a grant application being made by the Sports Association for money to improve the facilities and make them more accessible.

RESOLVED – The Parish councillors resolved that a letter of support be written supporting the Sports Association grant application.

ACTION 1/2018 – 19 – Clerk to prepare and send the letter of support for the Sports Association grant application.

12.2.4 Greenview skip request

- i. Councillors noted the request to put a skip on the common land for use by 6 Greenview.
- ii. Councillors decided that Cllr J Gardner should meet with the owner to discuss the request to ensure that the green is not damaged and to establish timescales.

ACTION 1/2018 – 20 – Cllr J Gardner to liaise with 6 Greenview in relation to a skip.

12.3 Hilly Fields – No discussion required

12.4 Blindley Heath, to include, but not limited to:

12.4.1 Surrey Wildlife Trust (SWT) and Blindley Heath SSSI site

- i. Councillors noted the earlier discussion during the public forum
- ii. It was noted that the Parish Council, as a landowner, should have contacted Natural England in relation to repair works to a drive way that took place.
- iii. Councillors agreed to a meeting with the Parish council and SWT in relation to the fencing on the SSSI site.

ACTION 1/2018 – 21 – Clerk to arrange a meeting between SWT and the Parish council.

12.4.2 Footpath 251 – Councillors noted the proposed diversion and the plan provided to them.

RESOLVED - Councillors stated that if the countryside access officer is confident that the diversion will not impact the accessibility and walkability of the path, it was unanimously agreed that the Parish council had no objections to the proposed diversion.

12.4.3 Electricity Grant for BH cricket club – Councillors noted that the amount is to be confirmed for the use of electricity for the Christmas lights.

12.4.4 Blindley Heath – Councillors noted the recommendation for the noticeboard to be rubbed down and varnished.

ACTION 1/2018 – 22 – Clerk to request the contract carries out the maintenance work on the noticeboard at Blindley Heath.

12.4.5 Yellow lines for Cottenhams – Councillors noted that the clerk was in the process of requesting that the site be considered in the 2018 Tandridge parking review, for yellow lines, noting that she is awaiting photos to support the online request. It was noted that R Thorn could be asked to look into this too.

12.4.6 TLAG – It was proposed and considered if Councillor C Farr should be the Parish council representative on the TLAG committee.

RESOLVED – Councillors unanimously agreed that Cllr C Farr be the Parish representative on the TLAG committee.

12.5 Tilburstow Hill Common – Councillors noted that there is more fly tipping and that it is reported to TDC when it occurs.

15. Burial Grounds

13.1 Applications for Exclusive Rights of Burial - None

- i. Applications for consent to erect Memorials - Councillors reviewed the decision made at the Parish Meeting January 2017, for an initial period of one year: *'Parish Councillors formally delegated, to the Parish Clerk for an initial period of 1 year, the approval of all inscriptions on memorials. The clerk should bring to the attention of Parish Councillors any novel or contentious inscription that there is cause to object to.'*

RESOLVED - Parish Councillors would like to delegate to the Parish Clerk the approval of all inscriptions on memorials. The Clerk should continue bring to the attention of Parish Councillors any novel or contentious inscription that there is cause to object to.

- ii. Councillors to review the decision when necessary.

b. War Memorials

13.3.1 Councillors agreed that a working party work on the proposals for the commemoration plans for 2018

ACTION 1/2018 – 23 – Councillors R Johnson and M McLoughlin to liaise with the local community in relation to commemoration plans for November 2018 and report back to the Parish

c. Postengate Farm Memorial Site

16. Correspondence – Councillors noted the following correspondence which had been circulated by email

- i. Decision sheet for Tandridge Local Committee, Friday, 8 December 2017, 10.15 am
- ii. Surrey Crimestoppers Ambassadors Evening on Tuesday 16th January 2018 at 7 pm
- iii. Press release: Council takes tough stand against new government policy in defence of Green Belt
- iv. NALC GDPR update December 2017
- v. Tandridge District Council Local Plan Newsletter 21.12.2017

17. Matters for reporting or inclusion on future agendas

- i. Data Protection Officers – Consider the required appointment of a Data Protection Officer.
- ii. Grievance Policy – Consider adopting the Model SSALC policy
- iii. The next meeting of the Parish Council will be held at 7.30 pm on Monday 5 February 2018 at St Stephens Church, South Godstone

ACTION 1/2018 – 24 – Clerk to include matters on future agenda.

PART TWO - RESOLVED - 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 closed at 10.45pm -----

Signed _____

Chairman

Date