

Godstone Parish Council

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

Clerk to the Parish Council

Mrs S Endersby

Admin Assistant

Mrs E Cross

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MINUTES

of the meeting of Godstone Parish Council held on

Monday 5 August 2019 at 7.30pm at St Stephens Church, South Godstone, RH9 8EY

Members: Cllrs B Davis, J Gardner, S Farr, C White, M McLoughlin, C Farr and D Stone
Apologies: Cllr R Johnson, Cllr J Farnaby and District Councillor C Swann
In attendance: S Endersby (Clerk)
Open Forum: A Rabbetts, M Stuart-Menteth and M Sydney

1. Questions from Members of the Public

1.1 M Stuart-Menteth, Godstone – Raised the matter of the path on the west side of the green.

Councillors thanked the preservation society for the offer to pay for the path to be repaired.

ACTION – PF 8/2019 – 2 – Matter of the path to be referred to the Greenspaces committee to confirm details of the work due to its proximity to trees along the path.

1.2 M Stuart-Menteth, Godstone – Raised the matter of the saplings in the pond wall and the green surface of the pond on Godstone Pond and using Barley Straw to clear the weed.

Councillors discussed that the pond is a closed redundant horse trough which is why certain issues arise and that they do not believe Barley straw would work on duck weed. The matter of the duck weed will be reviewed again in the Autumn.

ACTION – PF 8/2019 – 2 – Matter of saplings in the pond wall to be referred to the Greenspaces committee.

1.3 M Sydney- Asked what information had been sent by Tandridge District Council (TDC) to residents in relation to the Locality Team.

ACTION – PF 8/2019 – 3 – Clerk to contact TDC to enquire.

1.4 A Rabbetts, Godstone – Reported that the GVA had had correspondence from TLAG about a Statement of Common Ground in relation to TDC Local Plan and confirmed that the GVA would be signing a Statement of Common Ground.

2. Apologies and reasons for absence

2.1 Apologies were received from Councillors R Johnson and J Farnaby due to sickness and prior personal commitments

RESOLVED – Councillors unanimously accepted the apologies from Councillors R Johnson and J Farnaby and the meeting was deemed quorate.

3. Declarations of Interest

3.1 Councillors noted the declaration of Interest by Councillors C Farr and S Farr in relation to Item 10.2, Application 2019/650.

3.2 Councillors noted the declaration of Interest by Councillor J Gardner in relation to Item 10.2, Application 2019/1043.

4. County and District Councillors

4.1 Councillors noted that the Surrey County Councillors R Thorn was not present at the meeting.

4.2 Parish Councillors noted that there had been no attendance of the Parish meetings by R Thorn the Surrey County Councillor for a long time.

4.3 Apologies were noted from District Councillor C Swann.

4.4 Councillor C Farr reported that the independent candidates holding District council seats within the chamber for District Council meetings and Committee meetings were now part of the group known as the Independents and OLRG Alliance. It was noted that the Independent Councillors remain non-political, but that in order to ensure they can be effective within the District an alliance has been formed. Any correspondence referring to the alliance is referencing matters that take place within the council chamber, independent district councillors remain Independent of any political group outside the Chamber.

5. Minutes of the previous meetings held on Monday 1 July 2019

5.1 Minutes of the previous meetings held on Monday 1 July 2019

RESOLVED – Councillors unanimously agreed that the minutes of the meeting held on Monday 1 July 2019 were an accurate record of the meetings and should be signed by the Chairman.

6. Neighbourhood Plan Committee

6.1 Councillors note that the Caterham, Chaldon and Whyteleafe Neighbourhood Plan Consultation (Regulation 16) is taking place between 9am Friday 19th July – 5pm Monday 2nd September 2019.

6.2 It was reported that work continues on the Plan to ensure evidence is included and linked correctly.

ACTION 8/2019 – 1 – Clerk to liaise with A Rabbetts to confirm when the updated emerging Neighbourhood Plan needs to be included on the Parish council agenda for approval before being resubmitted in October to Tandridge District Council (TDC).

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

7.1 Councillors considered the motion in relation to the installation of height restrictions for car parks in the parish, noting damage to some car parks being caused by large vehicles. (Proposed and agreed for discussion at June meeting: Councillor C Farr)

7.1.1 The car park locations discussed and considered:

- i. Blindley Heath Common Car Park – Investigate cost
- ii. Godstone – Opposite the White Hart Barn – Investigate cost
- iii. Godstone – next to Pond Tail Surgery – Not practical, not to be included.

7.1.2 It was noted that in general the idea of installing height barriers was considered a good idea.

ACTION 8/2019 – 2 – Clerk to be sent details of the specification to be sent to potential suppliers/contractors once discussed and agreed by the Greenspaces Committee.

7.2 Councillor email addresses (Proposed: Cllr C Farr; Seconded: Cllr S Farr)

7.2.1 It was noted that the matter of Councillors having specific Parish council email addresses had been discussed in April 2018 and May 2018 following information reported by the Clerk setting out the case for generic email addresses, including points in relation to the data protection act changing with the introduction of GDPR in May 2018 and that a common email system was recommended to give a natural segregation, so it is clear beyond doubt in what capacity a councillor is acting, gives control to the councils and adds a degree of professionalism and in the event of a FOI request limits the access to personal computers.

7.2.2 Following attendance at training Councillors C Farr, S Farr and D Stone re confirmed the points made in 2018 in relation to councillors having Parish council specific email addresses and proposed the following: Councillors each have their own email address specifically for Parish council business.

RESOLVED – Councillors unanimously agreed that the Parish councillors should have their own Parish council email addresses.

ACTION 8/2019 – 3 – Clerk to reconfirm the original quote from 2018 for accounts and investigate councillors setting up their own accounts for a final confirmation at the September meeting in relation to which arrangement to put in place.

7.3 Defences along Ivy Mill Lane on to Godstone Green, noting users to be considered. Consider installing sleeper posts like the rest of the green. (Proposed: Cllr B Davis; Seconded: Cllr D Stone)

7.3.1 The concern in relation to potential access/an incursion was shared by councillors.

RESOLVED – Councillors unanimously agreed that the Parish should investigate the installation of posts along the Ivy Mill Lane section of the Green to complete the defences of the Green to the same specification. It was noted that this would not be referred to the Greenspaces Committee.

ACTION 8/2019 – 3 – Councillors D Stone and B Davis to meet on the Green and count the number of posts deemed as required. Original quote to be referred to and it will be checked if it is appropriate to appoint the same contractor without seeking further quotes, due to the level of concern and urgency of carrying out the work. Clerk to confirm the requirements of the Finance Regulations and liaise with Councillors D Stone and B Davis as required.

8. Tandridge District Local Plan and Garden Village

8.1 Godstone Parish Councils Legal case in relation to the Inspection stage of Tandridge District Councils (TDC) Local Plan.

RESOLVED – Councillors resolved that pursuant to Section 1 part 2 of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from this section of 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.

9. Reports

9.1 Actions

9.1.1 Review of Actions from the last meeting

- i. It was noted that all actions detailed in the minutes for the meeting held on 1 July 2019 had been carried out, unless they were detailed below:

ACTION – 7/2019 – 4 – Clerk to confirm the cost of the CiLCA course.	EC investigating
ACTION – 7/2019 – 11 –The Clerk to investigate purchasing a A3 printer	EC investigating
ACTION – 7/2019 – 16 – Clerk to write to TDC to confirm that although there is a delay on the next stage of works the project has been commenced.	
ACTION – 7/2019 – 19 – Clerk to liaise with the vicar in relation to the proposal at St Johns, Blindley Heath to cut grass once a year around the war memorial.	

- ii. It was noted that actions from previous meetings that remain outstanding were circulated with meeting papers for information and to ensure a record was kept.

9.1.2 Action taken - to be ratified if required or any appropriate updates:

UPDATE on ACTION – APM 5/2019 – 15 – Playground Funding and Works - Clerk contacted TDC to enquire about how to apply for playground match funding which is available and it was confirmed that Clerk should email P Mason (PM) stating proposal and what the match funding is for (new equipment in current playground) so PM will confirm a decision. Clerk to liaise with appropriate playground contractors in relation to removing climbing posts and replacing with new equipment. (Pending)

ACTION 8/2019 – 4 – Clerk to email P Mason about Playground funding and liaise with Councillor C Farr to confirm wording drafted.

UPDATE on ACTION – 7/2019 – 8 - Aims and Objectives – Draft circulated with meeting papers including comments received.

RESOLVED – Councillors resolved that the draft as emailed be adopted and the website be updated.

ACTION 8/2019 – 5 – Clerk to ensure website is updated and version saved on office drive.

UPDATE on ACTION – 7/2019 – 17 – Telephone and Internet Provider – New contract arranged.

RESOLVED – Councillors ratified the appointment of BT as the provider for Internet and telephone services for the Parish office.

UPDATE on ACTION – 7/2019 – 7 – Fete Exit from the Green – Greenspace Spaces Committee to update.

UPDATE on ACTION – 7/2019 – 10 – Godstone Green Website Text - Comments received; current version emailed with August meeting papers.

RESOLVED – Councillors resolved that the draft as emailed, which includes ‘use of the green’ be adopted and the website be updated.

ACTION 8/2019 – 5 – Clerk to ensure website is updated.

UPDATE on ACTION – 7/2019 – 12 – Proposed virements - Confirmed appropriate.

UPDATE on ACTION – 7/2019 – 14 – Monitoring Greenspaces Committee spend – Proposed plan confirmed as satisfactory.

9.2 Clerks Report

9.2.1 Godstone Club – Councillors noted the invite to Parish councillor to attend meetings and the Chairman of Godstone Sports Association stepping down.

RESOLVED - Councillor C Farr would attend Godstone Club meetings when possible.

ACTION 8/2019 – 6 – Councillor D Stone to confirm current Trustees for Godstone Club and arrange to collect the key for the gate on to the Green and hold the key as treasurer of Godstone Sports Association.

9.2.2 Cricket Square – Councillors noted calls to the Parish office in relation to protecting the Cricket square for future use and clarification that the clerk had given that cricket would always be welcomed again in the future.

RESOLVED – Councillors agreed that the posts around the cricket square be reinstated during the Godstone Fete.

9.2.3 Pond enquiry from Godstone Preservation Society in relation to duck weed on the surface.

ACTION 8/2019 – 7 – Clearing Pond Surface - referred to Greenspaces Committee.

9.2.4 Godstoneberry – One complaint and parishioner referred to TDC was noted.

9.2.5 Drone Request – Request via SCC was noted.

RESOLVED – Councillors agreed that special permission to use a drone on Godstone Green would not be granted.

9.2.6 Cutting of weeds at Needlesbank

ACTION 8/2019 – 7 – Clerk to instruct contractor to clear the weeds along Needlesbank.

9.2.7 Branch on Footpath – Councillors note the reported to Surrey, ref: 1298203. Following this issue, a query about ownership of the area near footpath had arisen

ACTION 8/2019 – 8 – Clerk to check if area behind bus stop, Land Registry reference 37975488, is Parish land.

9.2.8 Parking on the triangle and Christmas lights

ACTION 8/2019 – 9 – Cllr C Farr to confirm Land Registry details for the triangle piece of land.

9.2.9 Request from Orpheus – Councillors considered the request to place posters on boards (sympathetic to the local surroundings and ensuring no obstruction or risk to the public) on Greenview of details for events: Music festival 31st August; Carol concert on 3rd December; and Christmas Production 16th and 17th December.

They note the need to be sympathetic to the local surroundings and to ensure that none of the posters/banners cause an obstruction or pose any risk to any members of the public.

RESOLVED – Councillors agreed the placement of boards on Greenview for Orpheus events detailed.

ACTION 8/2019 – 10 – Clerk to liaise with the Orpheus centre to confirm permission is granted.

9.2.10 Footpath along A25 near Orpheus Centre – Councillors noted that after the Parish office followed up with SCC in relation to its response to the path along the A25 that pupils from the Orpheus centre had tried to use, SCC had now add the job to a work program, but with no confirmation for work to be completed.

ACTION 8/2019 – 11 – Clerk to forward current status on to SCC Councillor R Thorn to see if she can lend support to the matter.

9.2.11 The requirement for a computer program to completing minutes/working from home.

RESOLVED – Councillors agreed that a suitable program be purchased to enable the Clerk to work at home, particularly to aid the completion of minutes, at a cost of £119 per year.

ACTION 8/2019 – 12 – Clerk to use link proposed by Councillor C Farr, unless there is an option linked to internet provider account.

9.2.12 Cutting of the road on the right-hand side as you drive up the Enterdent

ACTION 8/2019 – 13 – Clerk to request that contactor completes this and includes the clearance of the area detailed in Cllr D Stones inspection report.

9.2.13 IT incident – Councillors noted the issue of the Parish email account being hacked and the email updated sent by the Clerk following the issue on 16 July 2019 and considered the following:

- Discuss with TDC, electoral role registers emailed – *Password protected, and sections of the electoral register are available on the Open register;*
- Log incident and action taken – *Logged by way of the meeting minutes and office log;*
- Re-consider if the services of a Data Protection Officer (DPO) would be beneficial (not a statutory requirement) – *No change to Parish policy of no DPO;*
- Consider Item 3 of the Data Protection Policy as DPO not detailed – *Review; and*
- Consider if system is robust enough to deal with future incidents - <https://ico.org.uk/for-organisations/data-protection-self-assessment/> - *System in place stopped the attack and suspended the account and an additional level of a second password protection has been added – System considered robust.*

RESOLVED – Councillors unanimously concluded that the Incident would not to be reported to the ICO, but would be logged as required. The reason for this conclusion was following the consideration of the following points; no Parish Databases where data would enable people to be easily identified were accessed and the likely hood of physical, material of non-material damage being caused by email addresses being visible in the email account hacked was considered low.

9.3 **Chairman’s Report – (for noting) information only** – Any relevant matters would be raised during the course of the meeting.

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

9.4.1 Update of ACTION – 7/2019 – 1 – Open Space Strategy meeting - Cllr B Davis and Clerk attended and the whole parish was discussed, specific areas identified for consideration was provision for community areas within Blindley Heath and provision for teenagers, particularly within Godstone.

9.4.2 Police liaison – Cllr D Stone – Discussed incursions and criminal damage; vehicle speeds within the Parish; and new liaison being confirmed.

9.4.3 AGM for the Redhill Aerodrome Consultative Committee - 27 July 2019 – Cllr C Farr did not attend.

10. Current Planning issues

10.1 Current Planning List and Applications - Consider and agree comments for:

10.1.1 Comments on the following planning applications as agreed by email following further investigation after the meeting and detailed below:

2019/1048	15 Cottenhams, Blindley Heath, RH7 6JW	Part two storey, part single storey side/front extension	NO COMMENT
2019/1171/ NH	2 Hillbrow Court, Godstone RH9 8EE	Erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 4 metres, for which the maximum height would be 3.6 metres, and for which the height of the eaves would be 2.5 metres	NO COMMENT
2019/1122	Marle House, Eastbourne Road, South Godstone RH9 8JQ	Extension and conversion of stable/coach house to a 2-bed dwelling with associated parking and amenity space	OBJECTION overdevelopment in the Greenbelt
2019/1116	Wildwood Farm, Tilburstow Hill Road, South Godstone RH9 8LB	Two x 3-bed detached dwelling with detached double garages and stable outbuilding	OBJECTION overdevelopment in the Greenbelt
2019/1278	16 Ivy Mill Close, Godstone, RH9 8NG	Erection of two storey side/rear extension and landscaping to front	NO OBJECTION

10.1.2 Comments agreed during the meeting:

2019/957	Little Dippen, Eastbourne Road, Blindley Heath RH7 6JX	Erection of fence and gates	NO COMMENT
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2019/919	The Bakery, Eastbourne Road, Blindley Heath RH7 6LQ	Variation of condition 13 (Emissions) of planning permission ref: 2016/1098 dated 31/08/2016 to change solar panels to heat source air pumps (Demolition of existing buildings, removal of hard standings and closure of existing access onto A22 . Erection of five dwellings with garaging / off-street parking, provision of refuse store, new landscaping and associated works) (Revised planning statement with renewable energy assessment)	NOTED
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10.2 Retrospective Applications or Applications for Certificate of Lawfulness - for noting only as Parish Council procedure is to accept the decision of Tandridge District Council Planning Officer or Tree Officer:

10.2.1 Comments agreed during the meeting:

2019/1043	Rooks Nest Farm, Rooks Nest, Godstone, RH9 8BY	The proposed extension to provide a training centre (use class D1) and the erection of 2 x 2 bed 1 x 1 bed caretakers dwelling (use class C3), Outdoor toilet together with variations to the existing commercial buildings from that permitted under application 2012/1250 (retrospective)	No comment as matter for TDC officer.
2019/1254/ TPO	18 Willow Way, Godstone, RH9 8NQ	T1: Sycamore on left-hand side of rear garden within neighbouring property crown growing towards garden of No.18 Willow Way reduced back from property by up to 2m. Create clearance, increase light to garden and maintain boundary.	No comment as matter for TDC Tree officer.
2019/1265/ TCA	Flat, The Bell Hotel, 128 High Street, Godstone RH9 8DX	Remove a number of trees between the patio area and single story building due to excessive shading	No comment as matter for TDC Tree officer.

10.2.2 Comment on the following planning application as agreed by email following further investigation after the meeting and detailed below:

2019/650	Hartley, Hare Lane, Blindley Heath RH7 6JB	Erection of hardstanding, access track, parking and kennels (Retrospective)	Whilst detailed as a retrospective application, project had not been started prior to the application. Due to the previous number of modifications and applications confirmed OBJECTION to this as overdevelopment in the Greenbelt.
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11. Finance and Insurance Matters

11.1 Accounts for payment - to approve **JULY** accounts for payment

GPC Ref.	Business	Invoice	Invoice Date	Payment For	Net amount	VAT	Invoice Total
Direct Debits							
G617	BT	M080 7B	17/7	Telephone and Internet	53.37	10.67	64.04
G618	British Gas Lite	424211	1/7	Electricity	23.04	1.15	24.19
G614	NEST			Pension	105.55		105.55
Invoices for Payment							
G597	Surrey Hills Society		29.06.2019	Membership Renewal	25		25
G598	Fairalls	4354280	30.06.2019	Posten Gate	22.2	4.44	26.64
G599	Fairalls	4354342	30.06.2019	Hilly Field	14.72	2.95	17.67
G601	Corozon	SI-224	23.04.2019	Purchase of Survey Hero Licence – Neighbourhood Plan	227.33	45.47	272.8
G602	HPS	5330	30.06.2019	IT Support for period 01.12.18 - 31.03.2019	260	52	312
G603	HPS	5331	30.06.2019	IT Support for period 01.04.2019 - 30.06.2019	199.65	39.93	239.58
G604	HPS	5332	30.06.2019	HP247HJV IPS LED Monitor	109.5	21.9	131.4
G605	HPS	5333	30.06.2019	Brother Drum	50.57	10.11	60.68
G606	HPS	5334	30.06.2019	Renewal of domain for 2 year period 28.03.2019 - 27.03.2021	119.5	23.9	143.4
G608	S Endersby		24-Jul	Expenses	20.77	1.23	22
G609	Landmark Chambers – S Lyness	Ref: 169789	Various	Legal Fees for Local Plan Consultation	3250	650	3900

G610-12	Various			Salaries	XXX	XXX
G613	HMRC			NI and Income Tax	131.46	131.46
G615	Gardenwise Estate Management	05-753	31-Jul	Maintenance	891	891
G616	Gardenwise Estate Management	05-6586	31-Jul	Grass Cutting Contract	1630	1630

*Salaries paid in accordance with 7. Payment of Salaries of the Parish Council Financial Regulations.

Total Payments	8624.9	863.75	9488.65
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RESOLVED - Councillors unanimously approved the payments list totalling **£10,979.89** on payment of salaries and two councillors countersigned all invoices.

11.2 Summary Financial Report to **JUNE** receive and review, including income

11.2.1 Councillors noted the information available at the meeting for the Summary Financial Report to **JUNE** which included the bank statement, bank reconciliation and spend against budget.

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

11.2.2 Councillors noted the summary detailed below:

		JUNE	Month		3
			Annual		Pro rata
	2018/19	Actual to date	2019/20 Budget	Reserves - Designated or Restricted Funds	2018/19 Budget
Receipts					
TOTAL	93338.69	71943.01	84925.00	1750.00	35837.50
Payments					
Total Administration	30199.65	9147.88	40,200	-	10,050
Burial Grounds	14709.51	4756.22	8,500		2,125
Total Greens and Commons	17796.65	5601.36	22700.00		5,675
Total of 'Other' Payments		10558.33	48200.00		12,050
TOTAL PAYMENTS	119933.86	30063.79	119600.00	100,781.54	29,900
Surplus/Deficit	-26595.17	41879.22	-34675.00	-	8,669
Accumulated fund brought forward	152,425	125,830	152,425		
Accumulated fund carried forward	125,830	167,709	117,750		
nt Accumulated Carry fwd figure - Allocated reserves =	66,927.80				

11.3 Restricted Funds Summary including CIL funds, Designated Funds Summary and Virements

11.3.1 The following CIL funds notified for payment in October – £6966.04, for TA/2016/987 Westwood Stores, Eastbourne Road and TA/2014/1684 Plum Cake Cottage, Godstone Green.

11.3.2 Legal Fees - Noting the update on legal spend emailed on 24 July 2019 following an invoice for £3250.00:

	2018/19	Actual to date	2019/20 Budget	Reserves Designated Funds	-	Pro Rata 2018/19 Budget
Fees for Professional Services (Local Plan Consultation Inspection Stage)	10,132.58	0.00	19,000	2,867		3,167

Following payment of £3250.00 spend remains within the budget as shown above and takes total spend on the matter since it started to £13382.59.

RESOLVED – Councillors unanimously ratified the emailed approved payment of £3250.0 + VAT to the Barrister required before the next Parish council meeting. The amounts were confirmed by Councillor C Farr as correct and reasonable.

RESOLVED – Councillors unanimously ratified the emailed discussion in relation to the requirement for the Client Care letter to be signed by an authorised representative of Godstone Parish Council in line with Item 24 of the Parish councils Standing Orders.

11.4 Insurance - Renewal Update (previous ACTION – 7/2019 – 13) - Clerk confirmed that three separate insurers/brokers have been contacted to request quotes.

ACTION 8/2019 – 14 – Clerk to liaise with Finance committee following receipt of quotes. Cllr D Stone to confirm insurance of the Pavilion as this is currently not included in the Parish insurance cover.

11.5 Inspection Reports – No Urgent H&S issues raised, and other non-urgent matters will be addressed.

12. Greenspaces Committee (Greens, Commons and Land) – Updates and consider any recommendations:

12.1 Report from the committee meeting following the meeting on 9 July 2019 was noted.

12.2 Actions referred to the committee for noting/reference:

Item	Update	Original Action Ref
Fete Exit from the Green	Committee will ensure that work is completed in time for the fete.	
Path on the Green to the Playground	The Clerk to obtain quotes in relation to the project on receipt of a specification, including the route of the path, from the committee	7/2019 – 12
Enterdent trees	To be included on committee agenda.	7/2019 – 15
Matters raised by GVS	Clerk to ensure that items 12.4.2 ii. b), c) and e) are referred to the committee	7/2019 – 16
Addressing the Unauthorised parking area	Referred to the Greenspaces Committee	7/2019 – 21
Addressing the Tree Survey and Tree Works	Referred to the Greenspaces Committee	7/2019 – 22

12.3 Recommendations proposed to full council: None during this meeting.

12.4 The next Greenspaces committee is to take place on 13 August 2019.

13. Contractor and Grass cutting tender

13.1 Tender documents for review and agreement to proceed:

13.1.1 Maintenance Contract – It was noted and accepted that it had been necessary to prioritise the completion of the Grass Cutting Contract and that the Maintenance contract would be completed as soon as possible.

13.1.2 Grass Cutting Contract

- i. A copy of the current drafted tender document had been circulated in advance of the meeting;
- ii. It was confirmed that councillors which had been selected to form the working group were reminded of Section 11 Contracts, detailed in the Financial regulations; and Section 19 Financial Controls and Procurement as detailed in the Standing Orders;
- iii. It was confirmed that in advance of the working group meeting, a review was undertaken to assess the estimated value of the contract to establish if Standing Order item 19. C was relevant in relation to a public contract regulated by the Public Contracts Regulations 2015. The estimate contract value was below the stipulated figure of ‘... (in) excess of £25,000’ and therefore the Parish council is not required to advertise the contract on the Contracts Finder website.

RESOLVED – Councillors unanimously agreed that the draft looked fit for purpose and once the final check of the draft had been completed by the working group the document should be circulated and advertised on the Parish Council website. On receipt of responses an update should be given to the full council including any recommendations.

ACTION 8/2019 – 15 – Clerk to confirm final draft of Grass Cutting Tender with working group then circulate to contractor list which had been prepared. Clerk to ensure that details should be published on the Parish website.

14. Matters effecting the Parish Villages:

14.1 **Godstone (including the Bounty an Allotments), to include but not limited to:**

14.1.1 Village car park project – Work by Councillor B Davis was noted on the matter.

ACTION 8/2019 – 16 – Clerk to get in touch with SCC Highways to reconfirm position and a meeting with contractor to be arranged as required.

14.1.2 Letter from Surrey Highways (Tree 140) – Following a tree surgeon attending the tree the recommendations was to raise the canopy to 4m over the highway. Noting the correspondence for SCC Highways, there were no other concerns raised. Tree 142 has been included in the discussion due to the proximity to the highway and the direction of its lean and raising the canopy.

14.1.3 Trees 120 and 124 - Following a tree surgeon attending tree 124 should be felled and tree 120 should have dead wood removed and the lean towards GVS be addressed.

14.1.4 Tree works on Godstone Green – Trees 120 and 124 and 140 and 142 – Noting the Planning Portal reference number for the proposed work is: PP-08024506, councillors considered the following quotes received:

Ref: 114	£500 +VAT
Ref: 115	No quote submitted*
Ref: 116	No quote submitted*
Ref: 117	No quote submitted*
Ref: 118	Unable to undertake job before October
Ref: 119	£1190.00 +VAT - 120 and 124 ONLY did not quote for 140 and 142

*Deadline for receipt of quotes was 31 July 2019 as detailed in the letter to contractors.

RESOLVED – Noting the advice, Councillors unanimously agreed that contractor Ref: 114 be appointed to carry out the works to all four trees.

ACTION 8/2019 – 17 – Clerk to instruct contractor and liaise with TDC tree officer in relation to tree 124 due to the urgent nature of the concerns that the tree may fall.

14.1.5 Air Conditioning – Councillors considered the quotes to replace the air conditioning unit:

Ref: 111	£2122.75 + VAT @ 20%
Ref: 112	£1650.00 + VAT @ 20%
Ref: 113	£1775.00 + VAT @ 20%

RESOLVED – Councillors unanimously agreed that contractor Ref: 112 be appointed to replace the air conditioning unit.

ACTION 8/2019 – 17 – Clerk to confirm arrangements with the contractor.

14.1.6 Bikability

- i. Councillors noted the late request for permission for the organisations Risk Assessment and details circulated by email on 17 July 2019.

RESOLVED – Councillors unanimously ratified the email decision of a majority of councillors confirming no objection to the bikability scheme which had started to take place week commencing 15 July 2019

- ii. Councillors noted the organisation had requested permanent permission for the future.

RESOLVED – Councillors unanimously agreed that a section of Godstone Green could be used for the scheme, but that it should not include the public footpath 126 across the green. The following conditions were agreed: when the scheme is taking place cones should be used to mark out the section; PL insurance should be confirmed each year; and it is necessary for on annual confirmation of permission from the council to be granted with the appropriate notice being given.

ACTION 8/2019 – 18 – Clerk to liaise with the Bikability scheme coordinators to confirm the Parish councils' position.

14.2 South Godstone

14.2.1 Councillors noted the Bus Stops inspection report and that the clerk had contacted the maintenance contractor in relation to the work that was required.

ACTION 8/2019 – 19 – Clerk to follow up with the contractor in relation to bus stop works.

14.3 Blindley Heath

14.3.1 Update on ACTION – 7/2019 – 20 – Clerk had contacted the cricket club to request gates are kept closed, even when the Cricket club are on site and had received a response from the Cricket Club.

14.3.2 Councillors discussed the parking on the common during cricket matches, which the council can not give specific permission to park on common land.

ACTION 8/2019 – 20 – Clerk to check Cricket Club lease, including rental arrangements and liaise with the cricket club as necessary.

15. Burial Grounds

15.1 Burial Ground

15.1.1 It was noted that there would be a general Autumn tidy of the burial ground

15.1.2 Issue of mole hills at the burial ground.

RESOLVED – A Mole catcher to be appointed with an agreed spend of up to £500 to allow work to be completed as soon as practical due to the distress that the issue may cause to family members who have family plots at the burial ground.

ACTION 8/2019 – 21 – Councillor M McLoughlin to liaise with Clerk to appoint a mole catcher in line with the agreed spend of up to £500.

15.2 Applications for Exclusive Rights of Burial - None

15.3 Applications for consent to erect Memorials - None

15.4 War Memorials and Posterngate Farm Memorial Site

15.4.1 Information on Sergeant Fennimore had been put on the noticeboard there.

15.4.2 It was reported that the war memorial is tilting slightly.

ACTION 8/2019 – 22 – Clerk to liaise with war memorial contractor to find out about addressing the tilt.

16. Correspondence

16.1 Councillors noted the following correspondence which had been circulated by email during the month of June:

- i. FW: Changes to water charges collection for council housed tenants
- ii. Press release: Have your say about council services survey
- iii. Parish Council Assembly Update
- iv. Press Release: Local community debates local issues including housing, transport, technology and the skills shortage
- v. Minutes for Tandridge Local Committee, Friday, 21 June 2019, 10.15 am
- vi. Surrey ALC Bulletin 29-2019
- vii. Review of polling districts and polling places- invitation to comment
- viii. Reference: ME-689974 - Surrey Highways: TRO MILES LANE (C86), SOUTH GODSTONE

- ix. Coast to Capital AGM - Wednesday 11 September
- x. Coast to Capital AGM - Wednesday 11 September (CF as Gatwick representative)

17. Matters for reporting or inclusion on future agendas

17.1 The next meeting of the Parish Council will be held at 7.30 pm on Monday 2 September 2019 at St Stephens Church, South Godstone.

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

----- Meeting ended at 10.45pm -----

Chairman

Date