

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

The Bounty
Godstone Green
Godstone, Surrey
RH9 8DY

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MINUTES

of the Annual Meeting of Godstone Parish Council held on

Monday 13 May 2019 at 7.30pm at St Stephens Church, South Godstone, RH9 8EY

Members: Cllrs J Gardner, B Davis, M McLoughlin, S Farr, C White, R Johnson and C Farr
Apologies: Cllrs D Stone and J Farnaby
In attendance: S Endersby (Clerk)
Open Forum: F Pavely, Councillor C Swann, A Rabbetts and G Smackell

1. Questions from Members of the Public

1.1 Mr Smackell, Godstone – Raised concerns about the access that has been created to the back of properties on the high street following the clearance of the Hilly Fields allotment site.

ACTION – APM 05/19 – PF1 – Clerk to liaise with residents to contact relevant landowners in relation to the issue.

2. Election of the Chairman of the Council and Vice-Chairman

2.1 Cllr J Gardner was proposed as Chairman by Cllr C White and seconded by Cllr B Davis

RESOLVED - Councillor J Gardner was unanimously appointed as Chairman of the Parish council.

2.2 Cllr B Davis was proposed as Vice Chairman by Cllr J Gardner and seconded by Cllr C Farr.

RESOLVED - Councillor B Davis was unanimously appointed as Vice Chairman of the Parish council.

ACTION – APM 05/19 – 1 Declaration of acceptance of office to be completed by the Chairman and Vice Chairman as soon as practicable.

3. Acceptance of Office

3.1 Delivery by the Chairman of the Council and councillors of their acceptance of office forms

RESOLVED - Councillors confirmed their acceptance of office and it was agreed that forms would be completed before the next meeting.

3.2 Summons to attend Meetings

RESOLVED - Councillors confirmed the acceptance to consent to summons by email and it was noted that this was included on the acceptance of office form to confirm each individual councillor's agreement.

4. Apologies and reasons for absence

4.1 Councillors received apologies from Councillors D Stone and J Farnaby due to prior personal commitments

RESOLVED – Councillors unanimously accepted the apologies received and the meeting was deemed quorate.

5. Declarations of Interest - None

6. County and District Councillors

6.1 The county councillor was not in attendance. A matter was raised about diversion signs being left on the public highway for a long time after work is complete.

ACTION – APM 5/2019 – 2 Clerk to write to County to ask for signage to be cleared from the public highway quicker after work is completed.

6.2 The Parish council acknowledged the election of Tandridge District Councillor Charlotte Swann for Godstone Ward. Parish Councillor C White was also elected as a Tandridge District Councillor for **Burstow, Horne & Outwood**.

6.3 District Councillor C Farr

6.3.1 It was noted that the Local Plan inspection will still take place in September with MIQ's being completed by the end of the month.

6.3.2 TDC responses to MIQ's are seeing more new documents presented.

6.3.3 As an independent councillor work to challenge TDC on the local plan is undertaken at the appropriate opportunities, for example during committee meetings.

6.4 District Councillor C Swann – Being inducted and nothing to currently report.

7. Minutes of the previous meeting held on Monday 8 April 2019

RESOLVED – Councillors unanimously agreed that the minutes of the meeting held on Monday 8 April 2019 were an accurate record of the meetings and should be signed by the Chairman.

8. Committees

8.1 **Review of delegation arrangements to committees and sub-committees** - Councillors considered the delegation arrangements detailed in the Terms of Reference for each committee.

8.1.1 Committees

i. Finance Committee

RESOLVED – It was unanimously agreed that on behalf of the full Council the Finance Committee will:

- (a) Review and agree annually, and effect any changes required:
 1. All fees and charges made by the Council.
 2. Salaries of all employees and motor mileage rates.
 3. Chairman's Allowance
 4. Asset Register and Parish Council Insurance cover; and
- (b) Agree budget and precept for the following year for recommendation to the Parish Council meeting in January.
- (c) Review the Financial Risk Assessment and monitor effectiveness of the system of internal control for recommendation to the Parish Council.
- (d) Review the Financial Regulations for recommendation to the Parish Council.
- (e) Monitor budget spend and agree any virement.
- (f) Consider and agree action upon any Internal/External Audit recommendations.
- (g) The Committee is authorised to pay accounts outstanding for the current financial year, including staff salaries, and consider applications for donations/grants from local organisations and pay if budget permits.
- (h) Deal with any other financial matters, as delegated to the committee by the Parish Council.

ii. Planning Committee

RESOLVED – It was unanimously agreed that on behalf of the full Council the Planning Committee will:

- (a) To consider and agree comments on planning applications, documents and related consultations and submitted by Surrey County Council and Tandridge District Council;
- (b) Consider and agree comments on any other consultations which may impact directly or indirectly on the Parish; and
- (c) Confirm comments to be submitted to the planning authority on behalf of the council
- (d) Acknowledge applications for Certificate of Lawfulness and Tree Works applications on behalf of the Parish council. The committee only need note such applications as the council accepts the decision of the District councils planning or tree officer, whichever is applicable. Any contentious applications that are of concern to the committee should be raised with the full council or 13.3 of these Terms of Reference be applied.

iii. Neighbourhood Plan Committee

RESOLVED – It was unanimously agreed that on behalf of the full Council the Neighbourhood Committee will continue the preparation of a Neighbourhood Plan.

8.1.2 Sub Committees – None currently

8.1.3 Non-Standing Committees

- i. Staff Appeals Committee (Constituted with 3 Members)
- ii. Staff Grievance and Disciplinary (Constituted with 4 Members)

RESOLVED – It was unanimously agreed that if it was deemed necessary for a non-standing committee to meet, the membership of the committees would be agreed by the Parish council at the time on confirmation of who was available. It was duly noted that a member cannot serve on both the above non-standing committees (8.1.3 i and ii) and this should be taken into account at the time if it is necessary to appoint members.

8.2 **Review of the terms of reference for committees – It was noted that draft Terms of Reference were circulated in advance of the meeting for reference.**

8.2.1 Finance Committee

RESOLVED – It was unanimously agreed that the Terms of References as detailed in Appendix A of these minutes were approved.

8.2.2 Planning Committee

RESOLVED – It was unanimously agreed that the Terms of References as detailed in Appendix B of these minutes were approved.

8.2.3 Neighbourhood Plan Committee

RESOLVED – It was unanimously agreed that the Terms of References as detailed in Appendix C of these minutes were approved.

8.3 Appointment of members to existing committees and Chairman

8.3.1 Finance Committee

RESOLVED – The following members were appointed to the Finance committee:

Councillors:

C White	R Johnson	D Stone	S Farr
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RESOLVED –Councillor C White was appointed as chairperson of the Finance committee.

8.3.2 Planning Committee

RESOLVED – The following members were appointed to the Planning committee:

Councillors:

C White	R Johnson	D Stone	S Farr	J Gardner	C Farr	B Davis	M McLoughlin	J Farnaby
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RESOLVED –Councillor J Gardner was appointed as chairperson of the Planning committee

8.3.3 Neighbourhood Plan Committee

RESOLVED – The following elected members were appointed to the Neighbourhood Plan Committee as representatives of the Parish Council, Councillors:

C White	C Farr	B Davis	J Farnaby
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RESOLVED – Mr A Rabbetts, a non-elected member, was appointed as chairperson of the Neighbourhood Plan Committee.

8.4 **Appointment of any new committees in accordance with standing order 4** - It was noted that an Extraordinary meeting had been called to take place on 23 May 2019 to allow enough time to discuss this item further in relation to the potential formation of a Green spaces committee.

9. **Annual Matters to Review**

9.1 Review and adoption of standing orders – It was noted that Standing orders were reviewed and adopted in April 2019.

RESOLVED – It was unanimously agreed that the Standing orders adopted in April 2019 remained current and there were no changes.

9.2 Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses - The council reviewed the following arrangements:

9.2.1 Grass cutting contractor – It was noted that the contract was due to be retendered and that the current agreement ends on 31 October 2019.

9.2.2 Maintenance Contractor – It was noted that the contract was due to be retendered and that the current agreement ends on 31 October 2019.

ACTION – APM 5/2019 – 3 – Working group to prepare the tender specification for the Grass and Maintenance contracts in July and one councillor from each village to be part of the working group' Councillors M McLoughlin (Godstone); J Farnaby (South Godstone) and C Farr (Blindley Heath). Clerk to arrange a date.

9.2.3 IT Contractor – Noted that the current arrangement and there were no changes proposed.

9.2.4 Auditor – Internal - Noted that the current arrangement and there were no changes proposed.

9.2.5 Surrey Wildlife Trust (SWT) – Blindley Heath SSSI - Noted that the current arrangement and there were no changes proposed.

9.2.6 Wellers Hedley Solicitors – It was noted that Wellers Hedley have historically been the council's solicitors.

RESOLVED - Appointment of solicitors on Parish matters is to be considered on a case by case basis relevant to specialism required.

9.3 Review of delegation arrangements to staff and other local authorities

9.3.1 Delegation to review memorial applications

RESOLVED – It was unanimously agreed that the Clerk continue to review and approve none contentious memorial applications.

9.3.2 Paying Salaries

RESOLVED – It was unanimously agreed that the Clerk continue to arrange the payment of salaries, which is necessary in advance of the monthly meetings, in accordance with item 7. 'Payment of Salaries' of the Parish Council Financial Regulations.

9.4 Review of representation on or work with external bodies and arrangements for reporting back – Councillors were allocated as representatives as detailed below:

External Body	Councillor
Surrey County Association of Parish and Town Councils	Cllr R Johnson
Godstone Preservation Society	Cllr R Johnson
White Hart Barn Committee	Cllrs R Johnson and J Gardner
Surrey Rail Forum	Cllr C White
Blindley Heath Management Committee	Cllr S Farr

Godstone United Charities	No specific allocation
Gatwick Area Committee	Cllr C Farr
Redhill Aerodrome Consultative Committee (RACC)	Cllr C Farr
Godstone Village Association	Cllr J Gardner
TLAG	Cllr C Farr
OLRG	Cllr C Farr

External Body	Councillor
Citizens Advice Bureau	No specific allocation – removed from list
North Park Farm Quarry	No specific allocation – removed from list
Surrey Countryside Access Forum	No specific allocation – removed from list
North Downs Line CRP	No specific allocation – removed from list
River Eden	No specific allocation – removed from list

9.5 Confirmation of arrangements for insurance cover in respect of all insurable risks – It was noted that the insurance renewal falls due on 30th September 2019 and that this is delegated to the finance committee.

ACTION – APM 5/2019 – 4 – Finance committee to prepare for insurance renewal.

9.6 Review of the Council's and/or staff subscriptions to other bodies – the following was noted:

9.6.1 SSALC and NALC – Membership confirmed in January 2019 with council and renewed

9.6.2 ICCM – Invoice G536 for the membership relating to Cemetery Management is included for consideration at this meeting. It was noted that the Clerk finds this membership very valuable.

10. Annual Review of Policies

10.1 Review of the Council's complaints procedure

10.1.1 Councillors noted the current complaints procedure was last update in April 2017.

10.1.2 Councillors considered the model policy from SSALC.

10.1.3 It was noted that the complaints of a Data Protection breach are covered by the Data Protection Policy.

RESOLVED – It was unanimously agreed that the model Complaints Procedure, detailed in Appendix D be adopted.

10.2 Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation

10.2.1 Publication Scheme (FOI)

i. Still current as per the ICO model policy, it was noted that the council's version includes a table setting out charges.

ii. SSALC have a FOI policy and a separate Publication scheme table

RESOLVED – It was unanimously agreed that the current Publication Scheme (FOI), detailed in Appendix E, remain in place and that the clerk report at the earliest possible moment in relation to if a separate FOI Policy should be considered.

ACTION – APM 5/2019 – 5 – Clerk to review the SSALC FOI policy and report to the council.

10.2.2 Privacy Notice - No policy update on SSALC – No changes proposed.

RESOLVED – It was unanimously agreed that the current Privacy Notice, detailed in Appendix F, remain in place.

10.2.3 Data Protection Policy - No policy update on SSALC – No changes proposed.

RESOLVED – It was unanimously agreed that the current Data Protection Policy, detailed in Appendix G, remain in place.

10.2.4 Document Retention Scheme – No policy update on SSALC - No changes proposed.

RESOLVED – It was unanimously agreed that the current Document Retention Scheme, detailed in Appendix H, remain in place.

10.3 Review of the Council's policy for dealing with the press/media

i. It was noted that there is currently no parish council policy in place

ii. Councillors reviewed the model SSALC Media and Communications Policy

iii. Any reference to Social media to be removed as the Parish council does not use and Social media platforms. The Parish council online presence is via its website.

RESOLVED – It was unanimously agreed that the model Media and Communications Policy, detailed in Appendix I be adopted.

10.4 Review of the Council's employment policies and procedures –

i. Grievance Procedure - No policy update on SSALC - No changes proposed.

ii. Discipline Procedure - No policy update on SSALC - No changes proposed.

RESOLVED – It was unanimously agreed that the current Grievance and Discipline Procedures, detailed in Appendix J and K, remain in place

ACTION – APM 5/2019 – 5 – It was noted that there are other employment policies and procedures that the Parish council should consider and these should be considered on an ongoing basis, Bullying and Harassment; Whistleblowing; Email and Internet Usage; Equal Opportunities; Health and Safety (not stat with under 5 employees); Pay Policy; Performance Management; Recruitment; Risk management; Sickness and Absence; and Staff Expenses.

11 Finance Matters

11.1 Annual Review and adoption of financial regulations – It was noted that updated Financial Regulation were adopted in January 2019 and there were no changes proposed.

RESOLVED – It was unanimously accepted that no updates were required to the Financial regulations.

11.2 Annual Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.

11.2.1 It was reported that there was no expense incurred under s.137 during 2018/19.

11.2.2 It was reported that the Auditors advise on grants to voluntary organisations such as the Church should be reported under Section 137 in the future. Section 137 is used when there is no other specific power available and confers powers to make grants to voluntary bodies, fund raising events, organisations providing not for profit public services, and to contribute to charities and disaster appeals.

11.3 Review of inventory of land and other assets including buildings and office equipment

ACTION – APM 5/2019 – 6 – It was noted that the review of the assets inventory was delegated to the Finance Committee.

11.4 Internal Audit – Report and authorisation to accept report

11.4.1 It was noted that the Final Internal Audit for the year 2018-19 had been circulated to councillors.

RESOLVED – The Final Internal Audit for the year ended 31 March 2019 was accepted.

11.4.2 It was noted that following the internal audit the clerk had circulated the AGAR and supporting papers for the councillor's review on Friday 3 May 2019, as required by the Standing orders to allow 5 days in advance of meeting of final approval which will be 3 June 2019.

11.5 Accounts for payment - to approve **APRIL** accounts for payment –

GPC Ref.	Business	Invoice	Invoice Date	Payment For	Net amount	VAT	Invoice Total
G555	E-on	H16FF7CA63	29.04.2019	Electricity Bill	£19.71	£0.99	£20.70
G550	HMRC			NI and Income Tax			£151.54
G551	NEST			Pension			£106.27
G559	BT	M077 UQ	17-Apr	Telephone and Internet	£79.36	£15.87	£95.23
G535	Quaife - Ratify	GG-019	02-Apr	Part 1 - Tree Survey GG and BG	£975.00	£195.00	£1,170.00
G536	ICCM	4477/2019/20	01-Apr	Corporate Membership	£95.00	£0.00	£95.00
G537	Fairalls	4342875	06/03/2019	Signpost	£16.22	£3.25	£19.47
G538	Fairalls	4344779	21/03/2019	Enterdent	£50.25	£10.05	£60.30
G539	Fairalls	4343737	13/03/2019	Bench	£7.98	£1.60	£9.58
G540	Fairalls	4343736	13/03/2019	Bench	£7.10	£1.42	£8.52
G541	Cherrimans - Ratify	TC1672	08/04/2019	Relaying if Layby nr Red Barn	£900.00		£900.00
G542	HPS - Ratify	5181	31-Oct	Licence renewals	£225.60	£45.12	£270.72
G543	HPS - Ratify	5180	31-Oct	IT Support - 1 Oct - 31 Oct	£65.00	£13.00	£78.00
G544	HPS - Ratify	5201	18-Dec	DNS registration for 1 year	£10.50	£2.10	£12.60
G545	HPS - Ratify	5200	18-Dec	IT Support - 1 Nov - 30 Nov	£65.00	£13.00	£78.00
G546	Boundary Tree Care	559	13-Apr	Reduction to Oak tree in car park			£600.00
G556	Mulberry & Co	4908	29.04.2019	Audit	£133.05	£26.61	£159.66
G557	Gardenwise - Ratify	05-660-1	08.05.2019	Grass Cutting Contract			£2,030.00
G558	Gardenwise - Ratify	05-958	08.05.2019	Maintenance contract			£1,530.00
G547-9				Salaries x 3			£1,499.94
G560	Fairalls	4346636	05.04.2019	Park Bench	£12.44	£2.49	£14.93
G561	Fairalls	4349210	30.04.2019	Timber/Wooden Gravel Board	£74.91	£14.98	£89.89
G562	Fairalls	4347969	17.04.2019	Dart 6 Piece Flat Bit Set	£12.02	£2.40	£14.42
G563	Fairalls	4347800	16.04.2019	Benches	£51.10	£10.23	£61.33
G564	Fairalls	4347331	11.04.2019	Allotments	£59.40	£11.88	£71.28
G565	S Endersby			Expenses	£24.28	£4.68	£28.96

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

Total Payments	£2,883.92	£374.67	£9,176.34
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It was noted that a number of invoices had been approved by email or paid in line with the financial regulations in advance of the meeting due to the delay to the monthly meeting due to the bank holiday.

RESOLVED - Councillors unanimously approved the payments list totalling £9176.34 on payment of salaries and two councillors countersigned all invoices.

Standing Order				
G552	1st Godstone Scouts	22081	1 st of 4 payments start on 29.04.2019	Standing order for Bounty rent per quarter of £625.00

RESOLVED - Councillors unanimously approved the Standing order detailed, in line with the lease rental obligations.

11.6 Summary Financial Report to **MARCH** receive and review

11.6.1 Discrepancy highlighted by the bank reconciliations, Ref: Contractor invoice, for the months of January and February.

RESOLVED - Councillors accepted the report from Councillor M McLoughlin that the matter had been investigated and that he was satisfied that the contractor has addressed the discrepancy.

RESOLVED – Councillors unanimously agreed that the bank reconciliations for January 2019 and February 2019 be accepted as presented and signed by the chairman as they were satisfied the discrepancy had been dealt with appropriately.

11.6.2 Councillors acknowledged receipt of the **MARCH** financial summary papers, which were available at the meeting and included the bank statement, bank reconciliation and spend against budget with a summary detailed below:

		March	Month		12
		Actual to date	Annual		Pro rata
	2017/18	2018/19	REVISED 2018/19 Budget	Reserves - Designated or Restricted Funds	2018/19 Budget
Receipts TOTAL	98,485.93	93,338.69	76,816.00	1,750.00	83,683.00
Total Administration	43,654.16	30,199.65	37,400.00	0.00	37,400.00
Burial Grounds	9,273.70	14,709.51	8,000.00	0.00	8,000.00
Total of 'Other' Payments	40,050.02	57,228.05	184,940.00	100,781.54	191,440.00
TOTAL PAYMENTS	123,051.52	119,897.86	252,740.00	100,781.54	281,640.00
Surplus/Deficit	-24,565.59	-26,559.17	175,924.00	-	-197,957.00
Accumulated fund brought forward	176,991.00	152,425.29	152,425.29		
Accumulated fund carried forward	152,425.29	125,866.12	-23,498.71		
Current Account		125,830.12			
Current Accumulated Carry fwd. figure - Allocated reserves =		23,334.58	which are the Total General Funds available		

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

11.6.2 Councillors noted that the **FEBRUARY** summary papers for pension contribution and salary payment sheet were available at the meeting.

11.6.3 Councillors noted the breakdown of monies Received in March 2019

Burials	664.00
Memorial Bench donation	300.00

11.7 Grants and Grant Application Form Review

11.7.1 It was noted that in January 2019 the council agreed that it would review its objective in relation to Grants following the May elections.

11.7.2 Councillors reviewed the current Terms and Conditions (T&C's) for Grant applications.

11.7.3 The following changes to the T&C's were proposed:

- i. Insert the word **solely**, 1. The amount of the award will be **solely** at the discretion of the Parish Council;
- ii. XXXXX 12. All grant recipients are required to provide the Parish Council with a brief report, including photographs where appropriate, of how the grant has been utilised, how it has assisted the organisation or group and what it has achieved. This must be submitted within 6 months of the purchase of the capital equipment or completion of the project.
- iii. Financial year dates to be updated.
- iv. Section F '....please contact the Parish **Council** for.....' to be amended to '....please contact the Parish **Clerk** for.....'

RESOLVED – With the changes detailed in 11.7.3 i-iv. being completed, councillors unanimously agreed the Terms and Conditions for the financial year 2019-2020.

ACTION – APM 5/2019 – 7 – Clerk to amend the Grant Terms and Conditions and update the website.

11.8 Grant Applications for consideration

11.8.1 Councillors noted the grant application received from Citizens Advice Bureau (Oxted & District) (CAB) for grant aid for 2019/20, with the appropriate supporting papers provided.

RESOLVED – Councillors unanimously approved the payment of £200 to CAB (Oxted & District)

ACTION – APM 5/2019 – 8 – Clerk to arrange payment of the grant to CAB.

12 Meetings 2019 -2020

12.1 Determine the time and place of ordinary meetings, including Annual meetings of the Council and Parish.

12.1.1 Councillors reviewed the schedule of ordinary meetings of the Council up to and including the next annual meeting of the Council.

RESOLVED – Councillors unanimously agreed the following dates and venue for the Parish council meetings for the year 2019-2020.

12.1.2 The Annual Parish meeting could be held at St Stephens as the hall is booked, but it was agreed that the Clerk would see if it was possible to hold the meeting at Godstone Baptiste Church on 18 May 2020 to alternate which village it is held in each year.

ACTION – APM 5/2019 – 9 – Clerk to investigate availability of the Baptist Church hall for the Annual Parish meeting.

Meeting Date	Meeting	Venue
Monday 3 June 2019	Parish Council Meeting	St Stephens Church, South Godstone
Monday 1 July 2019	Parish Council Meeting	St Stephens Church, South Godstone
Monday 5 August 2019	Parish Council Meeting	St Stephens Church, South Godstone
Monday 2 September 2019	Parish Council Meeting	St Stephens Church, South Godstone
Monday 7 October 2019	Parish Council Meeting	St Stephens Church, South Godstone
Monday 4 November 2019	Parish Council Meeting	St Stephens Church, South Godstone
Monday 2 December 2019	Parish Council Meeting	St Stephens Church, South Godstone
Monday 6 January 2020	Parish Council Meeting	St Stephens Church, South Godstone
Monday 3 February 2020	Parish Council Meeting	St Stephens Church, South Godstone
Monday 2 March 2020	Parish Council Meeting	St Stephens Church, South Godstone
Monday 6 April 2020	Parish Council Meeting	St Stephens Church, South Godstone

Monday 11 May 2020	Parish Council Annual Meeting	St Stephens Church, South Godstone
Monday 18 May 2020	Annual Parish Meeting	FINAL VENUE TBC – St Stephens Church, South Godstone currently booked.

13 Obligations following of an Election Year

13.1 Arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future

13.1.1 Information in relation to the context and definition of general power of competence, was provided:

“A local council may be eligible to use the “general power of competence” (GPC) if it can meet certain conditions, which gives it the power to do anything that an individual can do (unless specifically prohibited) and it then does not have to rely on specific powers. The conditions for eligibility are that the council must pass a resolution, employ a ‘qualified’ clerk who has passed a specified sector qualification, and have two thirds of councillors elected or have stood for election, even if unopposed (but not co-opted or appointed).”

The aim in providing eligible local councils with the general power of competence is to enable them to take on an enhanced role and allow them to do things they had previously been unable to do under existing powers. This general power is very useful and should give local councils adopting it confidence in their legal capacity to act for their communities, and to provide cost-effective services and facilities to meet the needs of local communities.

If a council does not have the general power of competence, then it either has to rely on a specific power or the power under s.137 of the Local Government Act 1972.”

Extracted from - The Good Councillor’s guide to finance and transparency 2017

13.1.2 It was noted that the council does not currently meet the criteria to use the general power of competence.

ACTION – APM 5/2019 – 10 – Clerk to investigate training costs and requirements.

14 Appointments of areas of responsibility

14.1 It was noted that the councillor allocated to an area of responsibility, detailed below, was to ensure the completion of Inspection Checklists for the area:

AREA	COUNCILLOR
Allotment site	Cllr B Davis
Godstone Burial Grounds	Cllrs D Stone and M McLoughlin
Hilly Fields	Cllr J Gardner
Blindley Heath Common	Cllr C Farr
Godstone Green: Greenview	Cllr J Gardner
Godstone Green: includes Godstone Green/South View/Playground	Cllr M McLoughlin
The Enterdent and Tilburstow Common	Cllr D Stone

14.2 Other areas of responsibility were noted below:

AREA	COUNCILLOR
Maintenance contractor overseer	Cllrs C Farr, M McLoughlin and J Farnaby
Insurance renewal	Delegated to the Finance Committee
Website	Cllr R Johnson
Newsletter	Clerk prepares details and circulates to all Councillors for reference and input.

15 Neighbourhood Plan Committee

- 15.1 Working (Steering) group meeting is planned for 29 May 2019 at 8pm at South Godstone Sports Association.
- 15.2 A report on the progress of the neighbourhood plan was emailed by Councillor B Davies and is summarised below:
- 15.3 Since the last parish council meeting it has not been possible to arrange a meeting to produce a second draft of our submission to TDC due to a number of other commitments.
- 15.4 A response has been received from TDC to our first draft and it will be important to take note of the consultants’ comments in producing the second draft.

- 15.5 A Cronin is the independent planning consultant who has been appointed by Tandridge District Council to work to support neighbourhood planning and who's aim is to iron out any lack of clarity at this stage rather than later in the process and invited the Parish committee to meet to discuss the comments and the plan.
- 15.6 Summary of the consultant's comments:
 - 15.6.1 The draft plan gets recognition for being labelled as an emerging plan which is considered good practice;
 - 15.6.2 The layout and length are stated as good and is of attractive appearance;
 - 15.6.3 A very detailed critique has been provided, point by point, on the issues that we have made and includes helpful comment on improving the plans wording
 - 15.6.4 There is a lot of detailed comment on points the plan has missed out and how the committee can improve on issues that have been included
 - 15.6.5 One comment to highlight in the response from the consultant was '*Need to consider how to reflect the issue of the South Godstone Garden Community – as a strategic policy it cannot be ignored.*'
- 15.7 Overall, a good start but there is a way to go before the plan is ready for submission to TDC for Reg 16 consultation and Examination.
- 15.8 The work still to do is recognised by the committee, but it was important to put a marker down that an emerging plan is in progress.
- 15.9 In relation to point 15.6.5, the parish plan has quite deliberately not commented on the Garden village and will continue not to as it's essential we should draw up our Neighbourhood plan without any reference to the local plan. Once we accept the local plan with all the issues the Neighbourhood plan is irrelevant.
- 15.10 Councillor B Davis stated that he personally found the consultants comments thorough and helpful.

16 Tandridge District Local Plan and Garden Village

- 16.1 It was acknowledged that every 5 years a local plan must be reviewed.
- 16.2 It was noted that TDC have responded to the matters raised by the inspector.
- 16.3 It is confirmed that Godstone Parish Council would be represented at the Inspection Examination.
- 16.4 It was discussed that compulsory purchase are problematic.

17 Reports

- 17.1 Action taken – to be ratified (if any)
 - 17.1.1 Duck house – Offer by Councillor J Farnaby to build a new duck house for no charge other than for materials.

RESOLVED – Councillors unanimously agreed to ratify the decision agreed by email to accept Councillor J Farnaby offer to build a new duck house and that the materials to be purchased from approved supplier and invoiced direct to the Parish council.

- 17.2 Clerks Report, the following points were noted:
 - 17.2.1 Tree Survey – Remaining Areas – Confirmed for 2 July 2019
 - 17.2.2 Horses on the Green (and cyclists) – using the footpaths

ACTION – APM 5/2019 – 11 – Clerk to circulate information about use of Common land

- 17.2.3 Surrey Waste Local Plan 2018-2033 Submission Notification - It was noted that Surrey County Council (SCC) have submitted the Surrey Waste Local Plan to the Planning Inspectorate for public examination. A Programme officer has been appointed, but not the inspector and date to be set for the examination.
- 17.2.4 Week com. 9-23 August – Clerk on annual leave, admin assistant has requested annual leave on 19 and 21 August. Councillors noted the circumstances and requested that every effort be taken to avoid this situation in the future.
- 17.2.5 Locality Team - Community Officer for Godstone - Clerk is meeting Micky Blackburn on 15 May at 10am at the Bounty.
- 17.2.6 Blindley Heath CS – Agent Authorisation Form – Letter sent, as is required, confirming that Godstone Parish Council gives Surrey Wildlife Trust authority to act as an Agreement Management Agent and Agreement Payment Agent for the Blindley Heath CS, including the authority to sign Section 3 of the Common land and shared grazing form. Noting payments relating to CS agreement to be paid directly to Surrey Wildlife Trust.
- 17.2.7 Application and surrender of Goods Vehicle Operators ('O') Licence – Information provided by Fairalls. Goods Vehicle Operators Licence is currently in the name of Fairalls of Godstone Ltd and needs updating. The current Licence is not transferrable so Fairalls are making an application for a like-for-like Licence in the name of Fairalls (Builders' Merchants) Ltd, then the Fairalls of Godstone Ltd Licence will be surrendered.
- 17.2.8 It was noted that a Parishioner had contacted the parish office about a section of path on green (from the noticeboard by the car park, opposite the White Hart, North along past the memorial installation).

ACTION – APM 5/2019 – 12 – Clerk to liaise with councillors and contractor to check the dip in the section of path detailed. No repairs to be made to the path.

- 17.3 Chairman's Report – (for noting) information only

17.3.1 The Clearance of the Hilly Fields has been undertaken. Several options had been discussed and the difficulty of the site to complete the task was noted.

RESOLVED – Councillors unanimously agreed that the Parish council reimburse Cllr J Gardner for costs incurred, i.e. fuel, for the volunteer work that he undertook to clear the Hilly Fields allotment site.

17.3 .2 A vote of thanks was expressed by the Parish council to Cllr J Gardner for the undertaking of the task.

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

17.4.1 Councillor C White attended the Railway forum meeting and reported the following, there were no updates in relation to the line running through Godstone to report. It was further noted that there was no representative from TDC.

18 Current Planning issues

18.1 Consultations in relation to Lawful Development Certificates for a Proposed Use or Development – It was noted that there had been no *response from Simon Rowberry of TDC in relation to the proposal or response from the parish council.*

ACTION – APM 5/2019 – 13 – Clerk to follow up to request a response from S Rowberry and cc. P Mason and L Round.

18.2 Update from the meeting which considered planning applications on 29 April 2019 – Councillors noted the update and that Planning Application 2018/1461 has gone to appeal - 8 Selbourne Square, Godstone RH9 8AT - Erection of detached dwelling, bike shed and bin store to rear incorporating associated landscaping works and fence measuring 1.8 metres high. Formation of driveway and extended vehicular crossover to west elevation.

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

19.1 Tree Works following Tree Survey (incl. Burial Ground) – Consideration of quotes received

19.1.1 Councillors noted that an appropriate number of quotes had been received.

19.1.2 Due to commercial sensitivities the quotes would not be discussed during Part 1 of the meeting.

19.1.3 Apologies were given by the Clerk that the quotes file to be referred to during the meeting had been forgotten.

RESOLVED – Councillors unanimously agreed that, in light of the importance of carrying out the tree works as soon as practicable, Councillors M McLoughlin and C Farr attend the Parish office to review the quotes received, prepare a shortlist and make a recommendation for the Parish council to consider and agree by email.

ACTION – APM 5/2019 – 14 – Clerk to liaise with Councillors M McLoughlin and C Farr in relation to the tree works and circulating the appropriate email to all councillors.

19.1.4 It was noted that the appropriate application had been made to TDC for the tree works – Planning portal Ref: PP-07772780 for work on Godstone Green 2019/721/TCA is confirmed as approved.

19.1.5 It was noted that the appropriate application had been made to TDC for the tree works – Planning portal Ref PP-07772859 at Godstone Parish Burial Ground, St Nicholas Church, Godstone was yet to be confirmed as approved.

19.2 Allotments – It was reported that a compost area had been created with a wheelbarrow entrance for all allotment holders to use.

19.3 Godstone, South Godstone and Godstone Green

19.3.1 Playground – It was considered if the climbing posts should be removed completely from the playground. It was noted that the last external playground inspection stated they were a low risk, but councillors noted in relation to the condition of the posts the Findings 1, 3 and 4 detailed, evidence of rot in timber; rock holds missing; and rock holds loose.

RESOLVED – Councillors unanimously agreed that replacement of the posts be investigated and that match funding from TDC be investigated.

ACTION – APM 5/2019 – 15 – Clerk to liaise with appropriate playground contractors in relation to removing climbing posts and replacing with new equipment. Clerk to contact TDC to enquire about how to apply for playground match funding which is available.

19.3.2 Changes to bus services were noted.

19.3.3 The condition of some areas of the grass were discussed.

RESOLVED – Councillors unanimously agreed that improving the condition of the grass be investigated.

ACTION – APM 5/2019 – 16 – Clerk to liaise with contractor and enquire with specialist contractors

19.4 Hilly Fields

19.4.1 It was reported that parishioners had been on to the Hilly Fields to cut brambles. It was recognised that the Parish council appreciate the community spirit of the activity, but it was felt that it would be appropriate for permission from the Parish council to be requested in advance of such works and a certificate for PL insurance is provided in advance from those making the arrangements.

ACTION – APM 5/2019 – 17 – Councillor R Johnson liaise with the Preservation Society in relation to activities on Hilly Fields.

19.4.2 Hilly Fields will need mowing around June/July.

19.5 Blindley Heath

- 19.5.1 It was reported that more of the SSSI has been cut back again along Tandridge Lane opposite the houses near the Red Barn. Councillors expressed concern of what was being done by someone without permission or any liaison with the Parish council.

ACTION – APM 5/2019 – 18 – Council to consider the installation of posts along this section to address unauthorised activity.

- 19.5.2 It was reported that the tree works on the split willows had been completed.

19.6 Tilburstow Hill Common

- 19.6.1 Update on the removal of Trees at the Enterdent – It was noted that following the extraordinary meeting in relation to a potential green space committee, this matter should be revisited.

- 19.6.2 It was noted that Fairalls are investigating the removal of the knotweed on areas of Tilburstow Hill Common around the Taylors yard.

20 Burial Grounds

- 20.1 Applications for Exclusive Rights of Burial, the following approved application was noted:
20.1.1 Plot 604 – Williams

- 20.2 Applications for consent to erect Memorials – None to report of consider.

- 20.3 War Memorials and Posterngate Farm Memorial Site

- 20.3.1 Condition of the pictures of Sergeant Fennimore was reported and noted.

RESOLVED - It was agreed that the pictures and information on Sergeant Fennimore be replaced and the spare noticeboard be used to house the pictures and information to preserve the information better.

ACTION – APM 5/2019 – 19 – Clerk to liaise with the contractor to replace memorial information at the Posterngate site.

- 20.3.2 It was reported that there is some damage to the war memorial .

ACTION – APM 5/2019 – 20 – Clerk to liaise with the contractors to investigate the cost of repairs.

21 Correspondence – The following correspondence circulated by email during the month of April was noted as received by the Parish councillors:

- i. Tandridge District Council Local Plan
- ii. Policing your community - Tandridge open engagement meeting
- iii. Surrey ALC Weekly Bulletin 16-2019
- iv. Surrey Waste Local Plan 2018-2033 Submission Notification

ACTION – APM 5/2019 – 21 – Clerk to recirculate

- v. Surrey ALC Bulletin 18-2019
- vi. Application and surrender of Goods Vehicle Operators ('O') Licence – Fairalls
- vii. Mayor of Haslemere permission for chains
- viii. Press release: No overall control after local elections
- ix. Surrey County Council - Statement of Community Involvement Consultation 2019
- x. AGAR information
- xi. Surrey ALC Bulletin 20-2019

22 Matters for reporting or inclusion on future agendas

- 22.1 Amend to Burial Ground Regulations - Update regulations to state the number of ashes that can be interred and the requirement to state location of ashes – top left, top right, middle left, middle right, bottom left, bottom right whilst facing the headstone at the top of the plot.

- 22.2 The Annual Parish meeting will be held from 7pm for refreshments with the meeting starting at 7.30 pm on Monday 20 May 2019 at St Stephens Church, South Godstone

- 22.3 The next meeting of the Parish Council will be held at 7.30 pm on Monday 3 June 2019 at St Stephens Church, South Godstone

Part 2 – NONE

----- Meeting ended at 10.10pm -----

Chairman

Date

Appendix A



Terms of Reference
- Finance Cttee (App

Appendix B



Terms of Reference
- Planning (Approve

Appendix C



GNHPC - ToR
FINAL.pdf

Appendix D



Complaints
procedure (Adopted

Appendix E



Publication Scheme
(FOI) (Re-adopted M

Appendix F



Privacy Policy -
Godstone Parish Co

Appendix G



Data Protection
Policy (Re-adopted M

Appendix H



Document
Retention Scheme -

Appendix I



Media and
Communications po

Appendix J



GPC - Disciplinary
Policy (Readopted M

Appendix K



GPC - Grievance
policy (Readopted M