

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
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MINUTES

of the Meeting of Godstone Parish Council held on
Monday 7 October 2019 at 7.30pm at St Stephens Church, South Godstone, RH9 8EY

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

1. Questions from Members of the Public

1.1 I Pavely, Godstone – Reported his intentions to write to the press in relation to what has taken place at Tandridge District Council (TDC) and how money has been managed, where has money been spent. Does the Parish council intend to raise the matter?

It was noted that Councillor B Davis (as a resident and not on behalf of the Parish council) had been in correspondence with District Councillor Pursehouse about his concerns about matters effecting TDC.

1.2 A Rabbetts, Godstone – Stated that when L Round was CEO of TDC an awful lot of money was lost and as it is public money that TDC are spending and parishioners deserve an explanation.

1.3 M Sydney

1.3.1 Reported that he had become aware of the lack of enforcement by TDC in relation to Planning matters; and

1.3.2 Raised a development in Danemore Lane that had gone beyond the terms of the original planning application. What enforcement was going to take place?

2. Apologies and reasons for absence

2.1 Apologies were received from Councillor M McLoughlin due to illness and Councillors B Davis and S Farr due to other personal commitments.

RESOLVED – Councillors unanimously accepted the apologies from Councillors M McLoughlin, B Davis and S Farr and the meeting was deemed quorate.

2.2 Apologies were received from District Councillor C Swann due to another meeting commitment.

3. Declarations of Interest

3.1 Councillors noted the declaration of Interest by Councillor J Gardner in item 10.1 Ref: 663 and 664.

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

4.1 It was noted that Councillor R Thorn was not in attendance again. It was reported that Councillor R Thorn will respond to emails on matters.

4.2 Councillor C Farr reported

4.2.1 Committees have been set up with councillors from across parties to review planning and finance at TDC;

4.2.2 TDC are reviewing their Standing Orders and will be rewritten if necessary, to ensure appropriate governance for TDC.

4.2.3 Is not aware of any circumstances in relation to P Mason other than he is currently off sick.

4.2.4 Accepted that the TDC website is lacking in relation to up to date information and that is currently being addressed.

4.2.5 Responded to M Sydney stating the TDC are aware of the issues in relation to enforcement and planning and would follow up on the application M Sydney referred to.

4.2.6 Discussed the pitfalls of TDC launching Customer First as well as preparing its local plan.

5. Minutes of the previous meetings

5.1 Minutes of the previous meetings held on Monday 2 September 2019

RESOLVED – Councillors unanimously agreed that the minutes of the meeting held on Monday 2 September 2019 were an accurate record of the meetings and should be signed by the Chairman.

5.2 Minutes of the Extraordinary meeting held on 23 September 2019

RESOLVED – Councillors unanimously agreed that the minutes of the meeting held on Monday 23 September 2019 were an accurate record of the meetings and should be signed by the Chairman.

6. Neighbourhood Plan Committee

6.1 Councillors commended the work by the committee in preparing the Emerging Godstone Neighbourhood Plan Version 3 which has been submitted to Tandridge District Council.

7. Tandridge District Local Plan and Garden Village

7.1 It was noted that the Inspection of Tandridge District Local Plan starts on Tuesday 8 October 2019.

8. Reports

8.1 Actions

8.1.1 Review of Actions from the last meeting – Councillors reviewed and noted outstanding Actions

PF9/2019 – 3 – Clerk to contact the GP Surgery.	An article in the Surrey Mirror was noted in relation to the CQC working to not let the surgery close.
9/2019 – 2 – Local Plan Inspection paper for Parish council records.	Noted that Representation 19's to the inspector had been shared and correspondence cc'd to Parish office.
9/2019 – 5 – Bollard Exit - Investigate covering the sockets of the bollards for future fetes.	Refer to Greenspaces to consider
9/2019 – 10 – Confirm update on the Inspection reports being completed.	
9/2019 – 13 – Greenspaces Committee Minutes - Councillor C Farr to circulate the minutes of the last meeting held on 13 August 2019 as soon as practicable.	
9/2019 – 15 – Maintenance Tender document for confirmation by the Parish council. (Clerk)	Will be covered in relation 12.1

8.1.2 Action taken - to be ratified if required or any appropriate updates - Actions agreed during the September meeting that had been completed were noted and any relevant updates detailed below or given during the course of the meeting:

8/2019 – 8 – Area behind bus stop, Land Registry reference 37975488	Surrey County Council owned land.
PF9/2019 – 2 – Transfer of the White Hart Barn noticeboard.	Awaiting key to be collected.
8/2019 – 20 – Blindley Heath Cricket Club lease and rental arrangement	Rent not paid in advance when lease signed.

8.2 Clerks Report – Councillors noted the following matters:

8.2.1 The clerk had received several comments from residents in relation to the work on the Green along Ivy Mill Lane and if there would be more of a path.

8.2.2 Insurance Claim – Clerk liaising with the insurance company in relation to damage caused by the car crashing on to Godstone Green and currently providing information requested by the insurers.

8.3 Chairman's Report – (for noting) information only

8.3.1 The Chairman stated his disappointment in the solicitors acting on the Parishes behalf in relation to a Wayleave matter and the costs incurred for previous matters such as the Bounty lease and recommended that an alternative legal advisor should be sought for future matters.

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

8.4.1 Councillor C White reported that a member of the South Godstone Residents association was preparing a report in relation to the train service from Godstone station.

9. Current Planning issues

9.1 Report from the Planning Committee held on 16 September 2019 – Noted that the report had been circulated.

9.2 Application Consultation/Notification - SCC Ref 2019/0133 Land at Kings Farm, Tilburstow Hill Road, South Godstone, Surrey RH9 8LB - Section 73 application is to vary approved plans (as set out under Condition 10 of planning permission TA/2015/1572) to allow for increased electricity generation, additional on-site plant and minor amendments to wellsite layouts.

RESOLVED – Councillors unanimously agreed that the following comments for application SCC Ref 2019/0133 be submitted: The Parish council notes that this is a well-established site, but the application to vary approved plans (as set out under Condition 10 of planning permission TA/2015/1572) to allow for increased electricity generation, would mean that the increase in the unit size would actually be a sizeable increase. The Parish council have concerns about the exhaust gas that will be released from a substantially larger unit and the detrimental effect on the surrounding area if the size of unit is granted permission to be increased.

ACTION 10/2019 – 1 – Clerk to submit comments to SCC on application SCC Ref 2019/0133.

10. Finance and Insurance Matters

10.1 Accounts for payment - to approve **SEPTEMBER** accounts for payment

GPC Ref.	Business	Invoice	Invoice Date	Payment For	Net amount	VAT	Invoice Total	
Direct Debits								
G648	British Gas Lite	473415	13/09/19	Electricity Bill	0		0	
G651	BT	M082 F8	17-Sep	Telephone & Internet	49.15	9.83	58.98	
G654	British Gas Lite	484725	30-Sep	Electricity Bill	20.62	1.03	21.65	
G654a	British Gas Lite	450727	30-Sep	Electricity Bill	94.86	8.48	103.34	
G659	NEST			Pension	110.99		110.99	
G644	Data Protection Fee	Z3315409	16/09/19	Fee Renewal	40		40	
Invoices for Payment								
G638	Southern Planning Practice	17946	31/08/19	TDC Local Plan - Professional Fees	1200	240	1440	
G640	Sth Godstone Sports & Community Assoc.		RATIFY	Grant	1464.63		1464.63	
G641	Onetoone office	SINV00000883	13/09/19	Office Supplies	14.19	2.84	17.03	
G642	South Godstone Church		RATIFY	Grant	1000		1000	
G643	Onetoone office	SINV00000882	13/09/19	Office Supplies	96.38	19.28	115.66	
G644	Data Protection Fee	Z3315409	16/09/19	Data Protection Fee Renewal	40		40	
G645	Shaw & Sons Ltd	271996	09/09/19	Minute Binder	78	15.6	93.6	
G646	SSALC Ltd	13332	25/06/19	Councillors Briefing	210	42	252	
G647	CPRE		09/09/19	Membership Renewal	36		36	
G649	Godstone Baptist Church		RATIFY	Grant	1000		1000	
G650	Zurich	40105044	17-Sep	RATIFY Parish Insurance	812.45		812.45	
G652	T.Cherriman		23-Sep	Works - Godstone Green	3832.5		3832.5	
G653	S Endersby		30-Sep	Land registry enquiry	6		6	
G655a	Pear Technology	124898	30-Sep	Technical Support	220	44	264	
G656a	Coolburn Air Conditioning	14368	30-Sep	Air Conditioning	990	198	1188	
G657a	S Endersby		07-Oct	Stamps	14.64		14.64	
G658a	Gardenwise Estate Management	05/765	31/9	Maintenance	1026		1026	
G655-7	Various			September Salary	XX		XX	
G658	HMRC			NI and Income Tax - September Salary	158.06		158.06	
G663	Segment Engineering	4352	24-Sep	Geotextile Allotments	198	39.6	237.6	
G664	Segment Engineering	4350	24-Sep	Sleepers Green Defence	2088	417.6	2505.6	
G665	Fairalls	4362573	02-Sep	Bus Stop	68.74	13.74	82.48	
G666	Fairalls	4362591	02-Sep	Bus Stop	150.13	30.03	180.16	
G667	Fairalls	4362713	03-Sep	Post on Green	20.3	4.06	24.36	
G668	Fairalls	4363846	12-Sep	Bus Stop	17.22	3.45	20.67	
G669	Gardenwise Estate Management	May-90	31/9	Grass Cutting Contract	1630		1630	
G670	HPS	5398	30-Sep	Cllrs email addresses	288	57.6	345.6	
G671	HPS	5397	30-Sep	Anti-Virus Renewal	47.3	9.46	56.76	
G672	HPS	5396	30-Sep	IT Support	199.65	39.93	239.58	
*Salaries paid in accordance with 7. Payment of Salaries of the Parish Council Financial Regulations.					Total Payments	18702.23	1196.53	19898.76

RESOLVED - Councillors unanimously approved the payments list totalling **£19,898.76** on payment of salaries and two councillors countersigned all invoices.

10.2 Summary Financial Report to **JULY** and **AUGUST** receive and review

10.2.1 Councillors noted the information available at the meeting for the Summary Financial Report to **JULY** which included the bank statement, bank reconciliation (statement date 1 August 2019), spend against budget and Reserves summary.

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

10.2.2 Councillors noted the information available at the meeting for the Summary Financial Report to **AUGUST** which included the bank statement, bank reconciliation (statement date 30 August 2019) and spend against budget and Reserves summary.

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

10.2.3 Councillors noted the summary detailed below:

		AUGUST	Month		5
Receipts		Actual to date	Annual 2019/20 Budget	Reserves or Designated Funds	Pro rata 2018/19 Budget
	TOTAL	72335.77	84925.00	1750.00	39587.50
Payments					
	Total Administration	14197.45	40,200	-	16,750
	Burial Grounds	7826.22	8,500		3,542
	Total Greens & Commons	8146.25	22700.00		9,458
	Total of 'Other' Payments	25038.87	48200.00		20,083
	TOTAL PAYMENTS	55208.79	119600.00	89,019.54	49,833
Surplus/Deficit		17126.98	-34675.00		- 14,448
	Accumulated fund brought forward	125,830	152,425		
	Accumulated fund carried forward	169,552	117,750		

10.3 Mid-Year budget review

- 10.3.1 Councillors noted the email sent by the Clerk dated 27 September 2019 which provided the Parish council with a mid-year view, as far as practicable, of the Parish councils financial position. A R&P summary showing spend against budget was included. A short summary is detailed below:
- Figures include invoices (to be approved at this meeting) and income that is due in October;
 - Figures include invoices received up to the date of preparation 27 September 2019, which it is assumed will be paid. Other subsequent invoices have been received;
 - This summary of figures includes the second and final precept payment for the financial year;
 - Figures include CIL funds for £14,195.53 due to be paid by 29th October 2019;
 - General Fund recommended level is 50% of the Precept figure, around £33,000; and
- 10.3.2 Areas of spend noted as included in the Clerks report or reviewed during the meeting:
- Grass cutting Tender and Maintenance tender;
 - Village Car Park Project; and
 - Fees for Professional Services (Local Plan Consultation - Inspection):
Spend since start 24 July 2019 to August 2019 = £13,382.59.
Invoices received for Payment Sept/Oct = £22,121.24
Total Spend to Date = £35,503.83
Overall agreed spend as clarified in July 2018 £30k.
 - Concern about potential spend on the St Nicholas War Memorial
 - Spend underestimated in relation to the Defence of the Green (Ivy Mill Lane Section) and additional spend on other separate instructions during the works
- 10.3.3 CIL Funds:
- Currently £36,406.75 restricted funds available, on payment of the £14,195.53 in October, total funds
 - available £50,602.28.
 - 5 years allowed to spend these funds from receipt.
 - Specific conditions on how CIL funds must be spent
- 10.3.4 Councillors discussed the R&P budget and summary provided:
- It was noted that the document was an estimated projection provided in the Clerks report and the following areas were noted:

	Actual to date	Annual 2019/20 Budget	Pro rata 2018/19 Budget	Comments
Receipts				
Precept	60,426	60,425		
CIL	50,602	2,000	-	Above expected income.
Burial Grounds	7672.10	14,000	8,167	Under pro rata expected funds.
Greens and Commons	215.00	1,000	583	Below pro rata expected funds. No Fair booked for Sept.
Rents	1485.39	5,000	2,917	Wayleave rent letters sent October.
Payments				
Burial Grounds	9274.22	8,500	4,958	Spend exceeds annual budget figure.
Godstone Green	9423.58	5900	3,442	Spend exceeds annual budget figure.
South Godstone	257.85	300	175	Spend near to annual budget figure.
Blindley Heath Common - Not SSSI	3019.69	3000	1,750	Spend at annual budget figure.
Tilburstow Hill Common	1468.25	1000	583	Spend exceeds annual budget figure.
Grants and Donations	3464.63	5,000	2,917	Limited budget for grants.
Blindley Heath - SSSI - SWT	2170.03	2,200	1,283	Spend at annual budget figure.

Blindley Heath – GPC Management	2199.03	500	292	Spend exceeds annual budget figure.
Professional Services - Local Plan	25371.24	19,000	11,083	Spend exceeds annual budget figure.

b. Councillors noted that it was necessary to evaluate any future spending extremely carefully.

c. Salary spend reviewed up to month 6

Salaries and Clerks Expenses	13641.34	25,000	12,500	Slightly above pro rata figure.
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i. Clerk working between the agreed 15-20 hours per week, no overtime.

ii. Admin assistant will be taking maternity leave in February and maternity cover arrangement to be agreed.

iii. Expenses account for £190 in the total figure.

d. Bench Designated Funds

RESOLVED – Any work completed to maintain benches should use the designated funds.

ACTION 10/2019 – 2 – Clerk to correct the allocation of any bench maintenance to memorial benches restricted funds.

e. Reserves were considered in line with the reserves sheet reviewed during item 10.2.3.

Fees for Professional Services currently has an actual negative Cfwd figure and needs to be addressed, noting the projected reserves detailed below:

	01/04/2019	Receipts	Payments	Trfs	Cfwd
General fund	23298.58	70,226.72	- 66,399.42	1,037.08	28,162.96
Designated Funds					
Hilly fields Car Park	93221.96	-	- 8,512.00		84,709.96
Children's Playground	1542.66	-	- 333.00		1,209.66
Neighbourhood Plan	733.59	-	- 227.33		506.26
Fees Professional Services Local Plan	2867.42	-	- 25,371.24		- 22,503.82
Project - Path on the Green		-	-		-
Project - Path at the burial ground		-	-		-
Donation for Tree Works (Enterdent)		250.00	-	- 250.00	-
Restricted Funds					
CIL	-	50,602.28	-		50,602.28
Christmas Lights	1,147.92	-	-		1,147.92
Memorial Benches		300.00	- 31.53	212.92	481.39
Hilly Fields	-	-	-		-
Pond (GG)	267.99	-	- 110.91		157.08
Neighbourhood Plan Grant	1,750.00	-	-		1,750.00
Monies held for local organisations	1,000.00	-	-	- 1,000.00	-
Total	125,830.12	121,379.00	- 100,985.43	-	146,223.69

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

10.4.1 Councillors noted the projected figures and matters that they highlighted.

10.4.2 Councillors considered the allocation of Designated funds and the information included in the Clerks report on the criteria of how CIL funds can be spent.

10.4.3 Councillors considered the matter of Legal Spend projected as a negative amount within the designated funds.

RESOLVED – Councillors unanimously agreed the following virement £22,503.82 of Car Park funds be returned to the General fund, it was specifically confirmed that at no point have the current designated Car Park funds been from a restricted funds source.

RESOLVED – Councillors unanimously agreed the following virement £22,503.82 of General funds be allocated to the Fees Professional Services Local Plan.

RESOLVED – Councillors unanimously agreed the following virement £22,503.82 of CIL funds be allocated to the Car Park project, noting that this amount allocated to the car park was a restricted funds and should be used within 5 years of being allocated in 2019, so by financial year 2023-24 and the funds are allocated to the car park project as an appropriate use of CIL funds.

ACTION 10/2019 – 3 – Clerk to complete the virements as detailed.

10.5 Insurance Renewal

10.5.1 Councillors noted that the Finance Committee had agreed and confirmed the required Public Liability and Employers Liability Insurance Cover within the deadline.

10.5.2 It was noted that there was a reduction in the rate due to the outstanding claim now being closed and a three-year deal agreed.

10.6 Inspection Reports – No serious issues raised.

10.7 Review of Wayleaves/Land ownership

10.7.1 Councillors discussed that there were several matters involving Wayleaves where if the Parish is to protect its land it may be beneficial to consider getting a specialist consultant in the future to protect the Parish's land assets.

10.7.2 Plan for potential donation of land adjacent to the SSSI for the swans.

10.7.3 Councillors queried who was responsible for the Boules pitch, partly due to the current condition of the pitch surround and the need to ensure it is maintained in the future.

ACTION 10/2019 – 3a – Clerk to include considerations 10.7.1 – 10.7.3 for the Finance Committee budget planning meeting.

ACTION 10/2019 – 3b – Clerk to check who is responsible for the Boules pitch, who maintains it.

10.8 Model Financial Regulations 2019 for England

10.8.1 The Clerk reported that there were new SSALC - Model Financial Regulations 2019 for England which had been circulated. On an initial review it was not clear what had changed.

10.8.2 It was noted that currently 10.3 referred to in Finance regs does not match with SO's so this can be addressed at the same time.

ACTION 10/2019 – 4 – Councillor C White to review the updated Model Finance Regulations and report changes at the next meeting.

10.9 Councillors noted that a Finance Committee meeting is to be arranged to prepare a budget for the full council to consider.

ACTION 10/2019 – 4a – Clerk to send an Agenda for the Finance Committee meeting to take place on Tuesday 26 November at 10am.

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

11.4 Report from the committee meeting following the meeting on 10 September 2019

11.4.1 It was noted that minutes for the August 2019 meeting remain outstanding.

ACTION 10/2019 – 5 – Greenspace August minutes - Councillor C Farr to complete and circulate minutes.

11.4.2 The September meeting was not quorate so a discussion to summarise where the committee are on actions was noted and how matters could be managed, which is detailed below:

i. Godstone Pond

- ACTION – PF 8/2019 – 2 – Pond - Saplings in pond wall

- Ensure consider work required for 2020-2021 budget - Deal with Duckweed, deal with Detritus/leaves, consider condition of walls, maintenance of grills to pond and potentially an electric pump to oxygenate.

ii. Path to Playground – Propose that reassess route and delay until 2020-2021

iii. Protection of Green - Complete, matter closed

iv. West side Path

- Path West side of the Green confirm details of the work due to its proximity to trees along the path (ACTION – PF 8/2019 – 2)

- Cllr C Farr to meet with Preservation Society representative.

v. Grass Treatment - Delay and ensure it is considered when preparing the 2020-2021 budget

vi. Replacement Tree – Type agreed by full council

vii. Hilly Fields – No matters

viii. Blindley Heath – No matters other than to note trees near Martyns Platt entrance

ix. Height Restrictions - Clerk to be sent details of the specification which can be sent to potential suppliers/contractors once discussed and agreed by the Greenspaces Committee (ACTION - 8/2019 – 2)

11.4.3 Following the report from the Greenspace Committee the following matters were discussed by the full council:

a. Path to the Playground

i. There was still a strong desire by councillors to construct a path to the playground and there was opposition to delaying it until 2020.

ii. Budget consideration for the path must be considered and it was noted that this could be covered by CIL funds.

iii. The variation on opinions about the route of the path were noted.

ACTION 10/2019 – 6 – Greenspace – Clerk to find original route proposed and Councillor C Farr to recirculate path route options for councillors to consider and agree.

b. Path West Side of the Green

i. An update in relation to the work that is proposed to take place was given stating that it was not deemed to be a risk to the trees.

ii. There was an additional section of path, where the path divides after the zebra crossing by the car park and the Parish noticeboard, that would benefit from improvement at the same time as the section proposed by the Preservation society.

iii. The contractor had been asked to provide a quote, based on carrying the work out at the same time which had been received and was £700 + VAT. Due to the work being an additional section of work to the quote provided to the Preservation Society there were no quotes from additional contractors sought.

RESOLVED – Councillors unanimously agreed that the two parts of work on the path be carried out and the Clerk confirm the following with the contractor and the Preservation Society:

A. The Preservation Society will settle the full cost for quote 1433 of £1,725+VAT on completion of the work;

- B. The Clerk to contact the TDC Tree officer to confirm that work is to take place near certain trees on the green and that due care and attention in relation to the trees has been discussed with the contractor;
- C. Additional section of path quote 1462 for £700 +VAT will be paid for using CIL funds available to the Parish; and
- D. The contractor to provide a copy of their Public liability insurance in advance of any works.

ACTION 10/2019 – 7 – West Side Path – Clerk to liaise with the contractor and Preservation Society in relation to works.

12 Matters effecting the Parish Villages:

12.1 Grass Cutting Tender

- 12.1.1 A report from the Working Group was provided and set out the process that had been completed to ensure due care and attention to the responsibilities and obligations of the councillors as set out in the councils Standing Orders and Financial Regulations had been satisfied appropriately.
- 12.1.2 The comparisons made between the contractors were noted.
- 12.1.3 As part of the report the Parish council were presented with financial information in relation to historic grass cutting and the implication of the tender proposals, councillors considered:
 - a. The historic number of cuts of the different areas and the considerable financial cost;
 - b. The management of the cutting of different areas and the expectations;
 - c. The proposed number of cuts in the future as detailed in the tender across the different areas and the proposed financial implication going forward;
 - d. The varying difficulties of different areas, with the Burial Ground being particularly cumbersome were duly noted;
 - e. The importance, considering the amount of precept and the council budget spent on grass cutting, to consider the overall impact across the whole parish and all parishioners.
- 12.1.4 The working group recommendation included a preferred tenderer.

RESOLVED – Noting the particular relevance of the grass cutting tender for the Parish, Councillors unanimously accepted the recommendation of the working group and proposed that the preferred tenderer be contacted by the Clerk and the following matters being confirmed to ensure absolute clarity before the award of contract is confirmed:

- A.** Final confirmation of equipment for the contracted work (Councillor J Gardner to liaise);
- B.** A copy of the Public liability insurance certificate is provided by return;
- C.** Contract Financial Details and Number of Cuts – Stating that during the tender process when the council has reviewed the amount of grass cutting historically and under their obligations to consider the financial implication of any contract awarded, they wish to confirm the following points:
 - C1** - Confirm that the tenderer accepts the contract as detailed in the tender, with the stipulated number of cuts per area and the contract value;
 - C2** - The contract must be accepted on the terms detailed in the tender; the contractor may be asked to carry out additional cuts on certain areas, but this not guaranteed as part of the contract;
 - C3** - The Parish council would accept recommendations from the contractor for additional cut(s) of any areas during the year and would welcome regular reviews of the schedule of cuts to ensure areas are kept in good order;
 - C4** - Any recommendations in relation to the number of cut(s) should be raised with the Clerk to liaise with council, thus allowing the council to manage the grass cutting budget effectively.

ACTION 10/2019 – 8 – Grass Cutting Tender - Clerk to contact the preferred tenderer.

12.2 Maintenance Contract

- 12.2.1 Councillors discussed that the maintenance contract draft still needs to be completed and sent to potential contractors and advertised.
- 12.2.2 The draft schedule circulated was noted

ACTION 10/2019 – 8a – Councillor to review the drafted maintenance schedule to comment if it is lacking or excessive in the jobs detailed as part of maintenance.

- 12.2.3 Councillors discussed a review of figures that the Clerk had prepared to review how the spend of maintenance funds had been split across the area.
- 12.2.4 It was noted that in the calendar year reviewed 2018, spend on maintenance just on the Churchyard and Burial ground accounted for 50% of the maintenance spend across the whole parish.
- 12.2.5 Councillors raised serious concerns about the generous level of maintenance in relation to the Church yard/Burial Ground that has taken place historically and the need to redress the situation. Councillors were mindful of their responsibility to ensure good value for the entire Parish.

12.3 Tree works as recommended by the Arboriculture Report

- 12.3.1 It was noted that the Clerk had contacted several tree surgeons in relation to the work (ACTION - 9/2019 – 17a) to carry out works (fell 11 trees and reduce height of 1 tree).
- 12.3.2 It was reported by the Clerk that out of 13 contractors contacted no quotes had been received by the requested deadline, although some contractors have made contact.

ACTION 10/2019 – 9 – Clerk to follow up with contractors

ACTION 10/2019 – 9a – Council to ensure that section excluded from the Arboriculture report, due to access, is visited.

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

- 12.4.1 Village Car Park Project – Update

- i. Councillors noted that UKPN costs to move the project forward are estimated at £8k;
- ii. Due to the 16month delay to the project since the tender was accepted the contractor has been asked to review the price quoted and respond with a cost review.
- iii. The appointed contractor has been asked to quote for the additional work in relation to the utility area that needs to be dug.
- iv. It was noted and agreed that it seemed sensible to future proof the project with including a point (via the UKPN works) that would mean electric charging may be possible in the future.
- v. Councillors noted financial information in relation to the car park project, which demonstrated that contingency funds had been allowed and therefore there are funds allocated may cover potential changes in the costs:

CAR PARK - Tender split and list of invoices paid	
Total Paid to Contractor to date	£8,512.00
May 2018 Tender Total Price	£67,927.49
Remaining money within Tender amount	£59,415.49
Remaining Designated funds	£84,709.96
Total Spend to date since 2015	£28,073.79

12.4.2 Tree Matters

- i. Replacing Tree opposite the Priory – Councillors noted that research in relation to the replacement tree had been undertaken (ref. ACTION - 9/2019 – 16) and suppliers contacted about the cost for a Dawn Redwood.
- ii. The research, detailed below, had raised points for the Parish council to consider in relation to the practicalities of planting a new tree of a substantial size such as preparing the hole on the green and being about to unload the tree on delivery.

Ref:139	£160 +VAT £20.83 +VAT (Delivery)	12-14cm girth 250-300cm fth CG
Ref:140	£183 with £50 Delivery	14-16cm girth. Fully grown height 20m+
Ref:141		
Ref:142	£168 +VAT	35cm girth at soil level and measures 14-16cm girth at 1m above the soil. Tree will need to be lifted with machinery to unload which PC need to arrange. Can collect tree or deliver via a carrier.

- iii. No current update to provide to the TDC Tree Officer, but will advise when it is planted, details of species and exact location for TDC records.

ACTION 10/2019 – 10 – Clerk to liaise with TDC tree officer to discuss the replacement trees and logistical issues.

- #### 12.4.3 Greenview Unauthorised Parking
- Councillors noted the reports of vehicles being parked on the Greenview section of the Green.

ACTION 10/2019 – 11 – Clerk to write a letter to all residents of Greenview stating that vehicles should not be parked on the grass section which is common land.

- #### 12.4.4 Sign on Green View, Godstone
- No further information received following original request, no discussion.

- #### 12.4.5 Ivy Mill Lane Signs
- Clerk asked if councillors were aware that the parking advice had disappeared as reported by a parishioner. It was noted that this occurred when the new posts were installed and that they were in a bad state of repair. Councillors noted that the Parish council was not a highways authority and therefore did not seek to replace these signs.

- #### 12.4.6 Speed limit - A25 Petition Update
- Noted, no action required.

- #### 12.4.7 Signage being placed on Godstone Green by local business.

ACTION 10/2019 – 12 – Clerk to write a letter to businesses who place signage on the Green stating that this is not permitted.

12.4.8 Memorial Tree

- i. Councillors noted the proposed location requested

ACTION 10/2019 – 13 – Councillor R Johnson to meet with family representative to discuss location of tree. Councillor C Farr to review the positioning to confirm no risk to services.

- ii. Request to have a hand-crafted barrier around the tree.

ACTION 10/2019 – 14 – Clerk to request further details in relation to the barrier, size/height and design for the councillors to consider at the next meeting.

- #### 12.4.9 The Playground Inspection Company Annual Report
- Circulated to councillors on 30 September 2019. The following summary was noted:

- i. There are no high-risk areas reported and nothing that needs immediate/urgent attention;
- ii. The issue of accessibility for the majority of people with disabilities and it was noted that the Council has a path to the playground on its wish list which would help improve the access for those with disabilities;
- iii. The life expectancy of equipment of the 7 pieces of equipment; 1-3yrs (1 piece); 3-5yrs (4 pieces); and 5-10yrs (2 pieces) was noted *for future planning*;
- iv. Climbing Posts is stated as a moderate risk and it was noted that *Councillors have discussed the removal of these posts previously and could consider as part of budget planning for work to be completed in 2020-2021 financial year.*

- v. Chain wear and wood rot and splits – Noted *the matter of Chain wear, wood rot and splits in the timber are regularly stated and monitored on both the annual and monthly reports. Length of time before these will have a detrimental effect on the equipment and require replacement is perhaps reflected in the estimated life span. As part of budget planning if the Parish council prepare a 3-year budget Plan, long term updating plans for the playground could be included.*
- vi. Basketball Hoop – Several findings on this piece of equipment;
- vii. Admin Assistant who completes the Parish council's monthly inspection reports will also read the report to ensure a good understanding of what the report recommends monitoring; and
- viii. Recommended that councillors read the report too.

ACTION 10/2019 – 15 – Clerk to liaise with Councillor C White and the contractors in relation to a back board that can be donated for use.

12.5 **South Godstone**

12.5.1 Clerk confirmed information provided in relation to unmaintained land Harcourt Way, South Godstone

12.6 **Blindley Heath**

12.6.1 Lingfield Nursery School - Wayleave Agreement

- i. Ratify email discussion about allowing temporary warning signs approximately 50 yards/metres either side of the entrance to the driveway, warning of construction site traffic and be approximately 450 x 600mm.

RESOLVED – Councillors unanimously ratified the decision agreed by email that Lingfield Nursery be allowed temporary warning signs during construction.

ii. Wayleave Agreement

- a. Councillors noted that the land ownership has changed to a limited company, but that there was no request at the time to assign the lease. The request has been made whilst the new arrangements are being confirmed that the lease be assigned to a Limited Company.
- b. Councillors considered if the Parish council agrees of objects to the transfer of the existing agreement to a Limited company and the new agreement being granted to the limited company.

RESOLVED – Councillors unanimously agreed that the lease agreement(s) should not be transferred or granted to a Limited company as the Parish councils concerns is that any grant of a wayleave to a Limited company creates a transferable asset which can be traded with the company and the Parish Council as the freeholder could lose control. Wayleaves are assets of the Parish and the councillors want to be extremely careful that permissions are not granted lightly and want to ensure that the Parish future income from the Wayleave is protected.

ACTION 10/2019 – 16 – Clerk to liaise with solicitors.

12.6.2 Martyns Platt – trees hanging over (Footpath 254) and flooding – councillors noted the concerns raised by residents in the area where flooding is occurring.

ACTION 10/2019 – 17 – Clerk to liaise with Councillor C Farr to monitor the situation.

12.7 **Tree Survey (Enterdent, Hilly Fields and Blindley Heath Common) –Covered under 12.5.**

13 Burial Grounds

Mole Issue - Councillors noted that as per ACTION - 8/2019 – 21, the appointment of a mole catcher within the agreed spend of up to £500 had been completed, noting that the contractor appointed provided a competitive quote of those received and proposed a very sensible approach.

13.1 Applications for Exclusive Rights of Burial – Councillors noted the issues in relation to a recent burial (PLOT 349 - LILLEY), including that payment by the funeral directors had still not been received following initial cheque sent incorrectly payable to the Church.

ACTION 10/2019 – 18 – Clerk to liaise with the funeral director explaining the fee must be paid and that if necessary further steps will be taken to recover funds.

13.2 Applications for consent to erect Memorials – Councillors noted the book style memorial query

RESOLVED – Councillors unanimously agreed there were no objections to the style if it did not go over the regulation size for memorials.

13.3 War Memorials and Posterngate Farm Memorial Site

13.3.1 War Memorial – Councillors noted that there had been not further information received (ACTION - 8/2019 – 22) from the specialist contractor that had visited and was seeking further advice.

RESOLVED – Councillors unanimously agreed that the potential tilt of the memorial be monitored.

ACTION 10/2019 – 19 – Clerk to liaise with Cllr C Farr to investigate potential funding via a Charitable Trust in case funds are required.

ACTION 10/2019 – 20 – Cllrs C Farr and J Gardner to check the current lean of the memorial.

13.3.2 Flagpole – Councillors noted Memorial Day is approaching and that the flagpole remains unfixed (ACTION - 9/2019 – 4)

ACTION 10/2019 – 21 – Cllr J Gardner to liaise with contractor with high priority to drill a hole in the pole and insert a pin wheel.

14 Correspondence

14.1 Councillors noted the correspondence received by email since the previous meeting:

- i. FW: Surrey Waste Local Plan- Update
- ii. FW: Reference: ME-705871 - Surrey Highways: TRO Eastbourne Road South Godstone
- iii. Disgusted
- iv. Tandridge District Council Local Plan Newsletter 05.09.2019
- v. FW: Planning Application Consultation/Notification for SCC Ref 2019/0133Land at Kings Farm, Tilburstow Hill Road, South Godstone, Surrey RH9 8LB
- vi. FW: Statement on recent events
- vii. FW: Tandridge District Council Local Plan Newsletter 06.09.2019
- viii. FW: Press Release "Coast to Capital appoints new Vice Chair to help lead the region"
- ix. FW: TVA AGM and Network Lunch with a Guest Speaker from NCVO
- x. A25 Petition Update
- xi. FW: Agenda for Tandridge Local Committee, Friday, 20 September 2019, 10.15 am
- xii. FW: Press statement: Chief Executive to stand down
- xiii. FW: Msg from Tandridge Local Committee Chairman re meeting on Friday 20th Sept - 10.15am
- xiv. FW: Tandridge District Council Local Plan Newsletter 12.09.2019
- xv. FW: Surrey Waste Local Plan, Week 1 Hearing Agendas
- xvi. FW: Major Gas replacement work in Rabies Heath Road
- xvii. FW: Tandridge District Council Local Plan - Draft Examination Timetable & Updates
- xviii. FW: Tandridge District Council Local Plan - Draft Examination Timetable & Updates
- xix. FW: Press Release: Council housing building programme to deliver 103 more affordable homes
- xx. FW: Supplement: Supplementary Papers- Public Question responses to the agenda for Tandridge Local Committee, Friday, 20 September 2019, 10.15 am
- xxi. Surrey ALC Bulletin 32-2019

15 Matters for reporting or inclusion on future agendas

15.1 None raised

15.2 The next meeting of the Parish Council will be held at 7.30 pm on Monday 4 November 2019 at St Stephens Church, South Godstone

Part 2 – Councillors unanimously 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.

12 Staff Matters

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

Chairman

Date