

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 Meeting of Godstone Parish Council held on
Monday 4 November 2019 at 7.30pm at St Stephens Church, South Godstone, RH9 8EY

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

1. Questions from Members of the Public

1.1 None

2. Apologies and reasons for absence

2.1 Apologies were received from Councillors C White and R Johnson due to other personal commitments.

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

2.2 It was noted that the Clerk did not recall receiving apologies from Councillor M McLoughlin.

3. Declarations of Interest - None

4. County and District Councillors

4.1 District Councillor C Farr

4.1.1 It was noted that the District Council is now preparing for the General Election;

4.1.2 The Local Plan Inspection remaining weeks are to start; and

4.1.3 Noted Councillor C Swann good news.

4.2 Councillors discussed that the Parishes County Councillor had not attended meetings for some time.

ACTION – 11/19 – 1 – Clerk to email County Councillor R Thorn

5. Minutes of the previous meeting

5.1 Minutes of the previous meetings held on Monday 7 October 2019

RESOLVED – Councillors, by a majority (Cllr S Farr had not been at the meeting), agreed that the minutes of the meeting held on 7 October 2019 were an accurate record of the meetings and should be signed by the Chairman.

6. Neighbourhood Plan Committee

6.1 It was reported by A Rabbetts that the committee had not met recently and were awaiting the outcome of the Local Plan Inspection.

7. Tandridge District Local Plan and Garden Village

7.1 Councillors discussed how the Local Plan Inspection is progressing and the requirement for Tandridge District Council (TDC) to demonstrate a duty to cooperate.

7.2 Week commencing 25 November 2019 is the rescheduled dates for what would have been the second week of the inspection. South Godstone will be discussed during this week.

7.3 It was noted that TDC have stated that the Local Plan is not employment lead, which has changed from previous statements made.

7.4 It was discussed that Lambs Business Park is a large employment area; currently in the green belt; and the potential and consequences if it is removed from the greenbelt.

7.5 It was noted that in TDC Overview and Scrutiny Committee [papers](#) under 3.4 Risks, Item 3.4.1 the following areas were being highlighted:

Risk	Likelihood	Impact	Score	Controls/Mitigation
PP1 Inspector considers Local Plan needs significant modification prior to examination	3	4	12 (Red)	<ul style="list-style-type: none"> Legal advice prior to examination in public Early engagement with Inspector Produce topic papers as required Produce additional evidence as required
PP2 Inspector considers Local Plan needs further evidence, topic papers or main modifications prior to considering it sound.	3	3	9 (Amber)	<ul style="list-style-type: none"> Expert representation at Examination Retain staffing levels to accommodate need for additional work Maintain resources to run main modification consultation if needed
PP3 Inability to meet expectations in respect of neighbourhood plans	3	4	12 (Red)	<ul style="list-style-type: none"> Increase dedicated neighbourhood plan support resource Prepare guidance notes for neighbourhood plan groups Discuss resourcing requirements and timetables with neighbourhood planning groups at the start of the process and review at all subsequent stages.

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

8.1 The following was proposed by Cllr B Davis; Seconded by Councillor J Farnaby for discussion - Concerns that TDC will not make any clear statement on how the recently declared overspend has been allowed to occur; the testimonial about the chief executive following her resignation; and the Director of Place currently absent from the office. To date individuals who have asked questions have been informed by TDC members that they cannot speak due to legal reasons. Should the Parish Council make a Freedom of Information Request (FOI) and what should the request be.

8.1.1 Councillor B Davis reported the correspondence he had sent and received, noting that this had been as a parishioner and not on behalf of the Parish council, email correspondence sent:

- a. Councillor J Pursehouse – Chairman of TDC – Reply received and referred to during discussion;
- b. E Jackson – Acting CEO of TDC- Reply received and referred to during discussion; and
- c. Councillor T Elias – Leader of TDC – No reply received.

8.1.2 Councillors noted that ultimately the crux of the matter was TDC had lost £1.2m during L Round tenure as CEO.

8.1.3 Councillors considered what responsibility they had to hold TDC to account on behalf of Parish residents and if an open letter would be beneficial compared to a FOI request.

8.1.4 It was noted that TDC are working to address matters now, but the question is to address the concerns about how it was able to happen historically and not a criticism or comment on the current/future undertakings of the council.

8.1.5 It was discussed that Customer First was a full District council decision during this period.

RESOLVED – Councillors by a majority vote agreed that an open letter be drafted and sent to raise the concerns in councillors have that TDC lost.

Councillor C Farr abstained from voting.

ACTION – 11/19 – 1a – Councillors J Gardner and B Davis will liaise to prepare an open letter for the Parish councils consideration.

9. Reports

9.1 Actions

9.1.1 Review of Actions from the last meeting (circulated for reference on 4 November 2019)

9.1.1.1 Actions noted that remain outstanding:

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

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

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

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

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

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

ACTION – 11/19 – 2 – Clerk to recirculate the draft maintenance schedule.

9.1.1.2 All other actions from the October meeting were completed or an update detailed below.

9.1.2 Action taken - Appropriate updates

10/2019 – 3b – Clerk to check who is responsible for the Boules pitch, who maintains it. *G Bozac is the Chairman of the Godstone Boules Group.*

ACTION – 11/19 – 3 – Clerk to contact the group to request they review the condition of the timber frame surrounding the Boule pitch.

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. *Notes for this meeting detailing permissions requirements.*

10/2019 – 12 – Clerk to write a letter to businesses who place signage on the Green stating that this is not permitted. *Sign has moved, will action if necessary.*

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. *R Johnson met with G Dicks, asked about replacing an Apple tree that is not in great shape, tree to be planted is a Acer Royal Redwood.*

ACTION – 11/19 – 4 – Clerk to contact TDC tree officer.

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. *Details Circulated.*

NOTED – The request will not be followed up, no discussion required.

10/2019 – 19 – Clerk to liaise with Cllr C Farr to investigate potential funding via a Charitable Trust in case funds are required. *Process has been started, but not completed*

All other actions detailed will be covered by updates provided during the meeting:

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

10/2019 – 9 – Tree Survey Works - Clerk to follow up with contractors.

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

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

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

10/2019 – 18 – Clerk to liaise with the funeral director about fees that must be paid for infilling of graves.

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

9.2 Clerks Report

9.2.1 Environmental Health and Licensing Enforcement Policy (EHLEP) (Response deadline 15 Nov 2019) - Councillors noted Cllr J Gardner had reviewed the document and stated he could not see a reason for objection.

RESOLVED – Councillors unanimously agreed no objection be raised in relation to the EHLEP.

ACTION – 11/19 – 5 – Clerk to submit a no objection comment for the EHLEP.

9.2.2 Parish Assembly cancelled – Councillors noted this information

9.2.3 Clerk raised contacting the church about the burial ground maintenance/grass cutting

ACTION – 11/19 – 6 – Clerk to arrange a meeting with the Church and Councillors J Gardner, C Farr and B Davis to discuss the review of contractor services currently taking place.

9.2.4 Christmas Lights – Councillors agreed that the lights be turned on between 18 November 2019–6 January 2020.

ACTION – 11/19 – 7 – Clerk to arrange with contractor to switch on Christmas lights.

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

9.3.1 Milestone in need of repair opposite Church lane.

ACTION – 11/19 – 8 – Clerk to report the Milestone in need of repair to Surrey County Council

9.3.2 Attended the GVA meeting.

9.3.3 Reported that liaising on the car park project continues.

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

9.4.1 Sibelco meeting – Councillors D Stone and B Davis to attend the meeting.

ACTION – 11/19 – 9 – Clerk to reconfirm the meeting venue address.

10. Current Planning issues

10.1 Report from the Planning Committee held on 21 October 2019 – Councillors noted that there were no contentious planning applications to report.

ACTION – 11/19 – 10 – Clerk to confirm with Admin assistant that the comments were submitted.

11. Finance Matters

11.1 Accounts for payment - to approve **OCTOBER** accounts for payment – Councillors reviewed the invoices detailed for payment:

GPC Ref.	Business	Invoice	Invoice Date	Payment For	Net amount	VAT	Invoice Total
Direct Debits							

G677	BT	M083 JV	17-Oct	Telephone and Internet	49.15	9.83	58.98
G682	NEST			Pension - October Salary	113.52		113.52
G684	British Gas Lite	509329	30-Oct	Electricity Bill	23.05	1.15	24.2
Invoices for Payment							
G673	Southern Planning Practice	18090	30-Sep	Professional Fees – Local Plan	1546.24	309.25	1855.49
G674	Southern Planning Practice	18091	30-Sep	Professional Fees – Local Plan	250	50	300
G675	Citizens Advice Bureau		08-Oct	Grant for £200	200		200
G676	Play Inspection Company	38065	30-Sep	Outdoor Annual Inspection and Life Expectancy	65	13	78
G678-80	Salary Payments				XX		XX
G681	HMRC			Ni and National Insurance - October Salary	171.14		171.14
G683	1st Godstone Scouts	1901	22-Jul	Buildings Insurance	199.6		199.6
G685	Gardenwise	05-978	31-Oct	Maintenance	792		792
G686	Gardenwise	05-6624	31-Oct	Grass Cutting Contract	1630		1630
G687	Madgwicks		02-Nov	Tree Works - Ref: Near highway and outside school	250	50	300
G688	S Endersby			Expenses - Stamps	14.64		14.64

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

Total Payments

6862.37 433.23 7295.60

RESOLVED - Councillors unanimously approved the payments list totalling £7295.60 on payment of salaries and two councillors countersigned all invoices.

ACTION – 11/19 – 11 – Clerk to arrange the payment of the invoices as detailed above.

11.2 Councillors noted legal fees approved at the September meeting, ref: G621 had not yet been paid and amount would be reconfirmed following the recommencement of the postponed inspection, fees will still be payable.

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

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

RESOLVED – Councillors unanimously approved the Summary Financial Report and agreed that the Chairman sign the **SEPTEMBER** bank reconciliation summary sheet and initial the pages of the bank statement.

ACTION – 11/19 – 12 – Chairman to sign the Summary sheet and initial the bank statement pages.

11.2.2 Councillors noted the summary of the **SEPTEMBER** Financial Report detailed below:

September - Month 6		Actual to date	Annual	Reserves - Designated or Restricted Funds	Pro rata
			2019/20 Budget		2018/19 Budget
Receipts	TOTAL	107285.99	84925.00	1750.00	41462.50
Payments	Total Administration	18735.10	40,200	-	20,100
	Burial Grounds	9274.22	8,500		4,250
	Total Greens and Commons	10913.55	22700.00		11,350
	Total of 'Other' Payments	42765.38	48200.00		24,100
	TOTAL PAYMENTS	81688.25	119600.00	74,870.97	59,800
Surplus/Deficit		25597.74	-34675.00		-17,338
Accumulated fund brought forward		125,830	152,425		
Accumulated fund carried forward		178,023	117,750		

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

11.3.1 Virements for consideration – Councillors considered:

11.3.1.1 Neighbourhood Plan – Consider if £1750 restricted funds money be used to cover Invoice Ref: 601 for Survey Licence

RESOLVED – Councillors unanimously agreed that the restricted funds be used on confirmation from Councillor C White that the grant terms allowed this.

ACTION – 11/19 – 12 – Clerk to confirm with Cllr C White that grant terms allow Survey Licence money to be paid by the Grant funds.

11.3.1.2 Children's Playground – Consider if should use designated funds (£1,210) for Playground small maintenance matters to date this financial year.

RESOLVED – Councillors unanimously agreed that the designated funds are not used to cover playground costs to date.

11.4 Consider of matters to put forward for the Finance Committee to consider for the Budget Plan – The following items were noted: An bi-annual newsletter; condition of the car park near pond tail surgery; Grass treatment for the Green; and Review of Wayleaves/Land ownership

11.5 Inspection Reports

ACTION – 11/19 – 13 – Clerk to copy the Blindley Heath Inspection sheet to Cllr S Farr on the next request.

11.5.1 South Godstone does not currently have an inspection check list.

ACTION – 11/19 – 14 – Clerk to prepare a checklist for items in South Godstone.

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

12.1 Report from the committee following the meeting on 21 October 2019

ACTION – 11/19 – 15 – Clerk to circulate minutes of the last Committee meeting held on 21 October 2019.

12.1.1 Proposal for consideration, Greenspaces subcommittee – Review of wayleave matters, solicitors' responses and budget to do this.

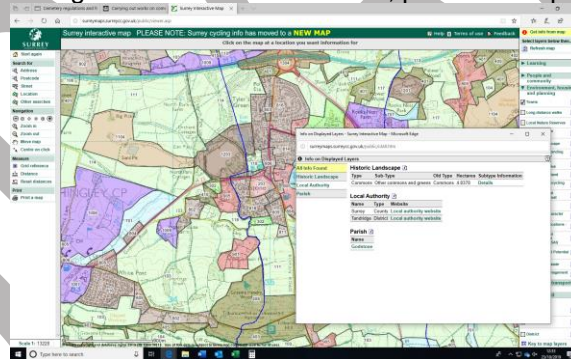
12.1.1.1 Wayleave advice/support

ACTION – 11/19 – 16 – Clerk to circulate information from the solicitors contacted in relation to advice on wayleaves

ACTION – 11/19 – 17 – Clerk to arrange a meeting of the Greenspaces Sub Committee to discuss advice and way forward on wayleaves.

12.1.2 Path to the playground across the Green

12.1.2.1 It was noted that to install a path across the green, as the Green is designated as Common Land, the works will need consent from the Planning Inspectorate on behalf of the Secretary of State for Environment, Food and Rural Affairs. Consent is required to carry out any works for the resurfacing of common land, this includes building new solid surfaced roads, paths or car parks.



12.1.2.2 It was noted that the Parish should also consider if proposed works would comply with the Secretary of State's common land consents policy

12.1.2.3 The advice about speaking to other organisations before applying for consent to carry out works was also noted including the number of organisations that may be relevant.

RESOLVED – Councillors deemed that the project remained worthwhile and investigations and preparation in to making an application be started.

ACTION – 11/19 – 18 – Clerk to Apply for consent <https://www.gov.uk/guidance/carrying-out-works-on-common-land#apply-for-consent> and refer to the principles set out in 'A Common Purpose: a guide to agreeing management on common land'.

13. Matters effecting the Parish Villages:

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

13.1.1 Village Car Park Project - Consider and agree the updated costs for the project

13.1.1.1 Councillors noted the financial information provided and noted below;

13.1.1.2 It was noted that the contractor had been liaising with the council to support the project and had completed one elements of the project that had been possible;

13.1.1.3 Councillors noted that there had been a very long delay since the contractor had been appointed and the original tender had been accepted.

13.1.1.4 The contractor had been asked to confirm they could still complete the remaining works and reconfirm the price to ensure the project is not compromised.

RESOLVED – Councillors unanimously agreed that the contractor still offered value for money and accepted the 2.48% increase.

RESOLVED – Councillors taking into account the funds allocated for the project and the continued support from the local community to complete the project, unanimously agreed that provisional costs for UKPN and prep work costs be accepted and the project continue noting that this work remains within the budgeted/allocated amount for the project with contingency funds still available.

ACTION – 11/19 – 19 – Car Park Project funds to continue to be monitored and reported regularly.

ACTION – 11/19 – 20 – Clerk to arrange for the payment of the UKPN fees for the diversion of existing high voltage underground mains cables as detailed £8405.74+VAT.

CAR PARK - Financial review

Original Tender Total Price	£67,927.49	plus VAT	Increase of 2.48% following delay
Revised Tender Price due to delay	£69,612.09	plus VAT	
Total Paid to contractor for works to date	£8,512.00		
Total Spend to date since 2015	£19,561.79		Figure pre increase
Additional Prep work for utilities	£6,000.00		Provisional figure
Estimated UKPN fees	£8,405.74	plus VAT	
Current Remaining Designated funds	£62,206.14		Provisional figure
Current Restricted allocated (CIL funds)	£22,503.82		
Total of allocated funds	£84,709.96		
Remaining Allocated/Designated funds	£9,204.13		

13.1.2 Tree Matters

13.1.2.1 Memorial Tree on the Green

- i. Councillors noted the request to replace a tree on the green and there were no objections noted; and
- ii. It was confirmed that the application for a tree guard would not be proceeding.

ACTION – 11/19 – 20 – Clerk to liaise with the TDC tree officer in relation to replacing a tree in the conservation area.

13.1.2.2 Replacement of tree opposite the Priory

ACTION – 11/19 – 21 – Clerk to continue research in to replacing tree.

13.1.3 Insurance Claim – Car crash on to the Green

13.1.3.1 Councillors noted the information reported by the Clerk following the update from the insurers that the council would have to pay an excess of £250

13.1.3.2 It was noted that quotes in relation to the bench varied due to one to replace and one to repair.

ACTION – 11/19 – 22 – Clerk to liaise with the insurers to ensure that the council does not have to pay the excess.

13.1.4 Water Supply to the allotments – Councillors noted that a proposal for a water supply, through private land, had been put forward. Due to the potential costs involved (legal fees, contractor for works and water company) and the rules imposed by the water company it was deemed not viable.

13.1.5 Hilly Fields – It was noted that the leaseholder had contacted the Clerk.

ACTION – 11/19 – 23 – Clerk to update councillors of correspondence in relation to further work to tidy Hilly Fields.

13.1.6 Grass Cutting Contract – Update

13.1.6.1 Following the resolution of the Parish Council meeting held on 7 October 2019, Item 12, the Clerk contacted the preferred tender setting out the contract offer as detailed by the Parish council.

13.1.6.2 Councillors noted the preferred tender had responded and stipulated that they would not accept the contract unless the number of cuts to Godstone Green was increased to a minimum of 12.

- 13.1.6.3 The working group had discussed the proposal and took into consideration all matters in relation to the grass cutting contract
- 13.1.6.4 The working group made a recommendation to the Parish council to accept tenderer Ref 125 stipulation with the increase in cuts.

RESOLVED - Councillors deemed that tenderer Ref 125 had declined to accept the tendered contract as it was offered and detailed in the tender documentation.

RESOLVED – Councillors discussed and agreed that details of the tender should not be changed as this would not be good practice and would be unreasonable to others that had submitted tenders.

- 13.1.6.5 Apologies were given by the Clerk as figures previously circulated in relation to the tender breakdowns and totals had not been brought to this meeting, but could be recirculated.
- 13.1.6.6 After lengthy discussion when the strength of the working groups recommendation was challenged councillors requested the matter was considered further and the following actions were agreed:

ACTION – 11/19 – 24 – Councillors C Farr, J Gardner and B Davis meet with the church to discuss the review of Grass cutting that is taking place, noting that maintenance is also to be retendered, and the potential impact.

ACTION – 11/19 – 25 – Council to revisit the Grass tender.

13.2 Tilburstow Hill/The Enterdent

- 13.2.1 Brook Bank Wayleave – Minutes item 12.1.1. noted in relation to this matter. No further discussion.
- 13.2.2 Inspection Report
 - i. Fallen tree at Enterdent
 - ii. Broken branch on road due to truck
 - iii. Signage in bad shape
 - iv. Footpath along road – what action?
 - v. Dumping of Garden Waste still
 - vi. Check wayleave near garage
- 13.2.3 Councillors noted that the track closure would be on 24 November 2019

13.3 South Godstone

- 13.3.1 Horse trough tidied.

13.4 Blindley Heath

- 13.4.1 Lingfield Nursery School - Wayleave Agreement – Update
 - 13.4.1.1 Licences to Assign received on the day of the meeting from the Parish solicitors.

ACTION – 11/19 – 26 – Greenspaces subcommittee to meet to review the documents proposed for signing and if appropriate email all councillors with an update/recommendation.

- 13.4.2 Martyns Platt – Flooding monitoring/Blockage of Ray Brook – Concerns about an oil tank noted.

13.5 Tree Survey - Recommended works (Enterdent, Hilly Fields and Blindley Heath Common) -

- 13.5.1 Councillors considered the 5 contractors' responses, out of 13 contractors contacted, in relation to completing tree works as recommended by the Arboriculture Tree Report:

Ref:129	Quote received 9 October 2019 £2500+vat, but please note: - To keep the price down recommend all cuttings are put back in the woodland neatly and cut up - Trees 5990, 5991 and 5992 will check cable with UKPN - Due to the brow of the hill where trees are situated traffic lights will be required during the work - Contractor will request a quote from highways to install temporary traffic lights estimate this will be around £500 to £600+vat for the day.
Ref:130	Can't quote by 7 October deadline as away until 15 October.
Ref:131	Not quoting
Ref:134	Visited site, but no quote received.
Ref:135	Quote received 11 October 2019. Quote total = £5775.00. Breakdown available.

RESOLVED – Councillors noting the Clerks attempt to gather quotes and comparing costs to previous tree works undertaken approved contractor Ref: 129 to complete the tree works for £2500 + VAT and the costs for the traffic lights estimated at £500-£600 +VAT.

ACTION – 11/19 – 26 – Clerk to liaise with contractor Ref: 129 to confirm appointment to complete the tree works.

- 13.5.2 Councillor C Farr reported that he had concerns about a number of trees on Tilburstow Hill Road

RESOLVED – Councillors agreed that Cllr C Farr meet with the appointed contractor to highlight which trees are of concern and request a quote to extend the works already agreed.

ACTION – 11/19 – 27 – Cllr C Farr and the Clerk to liaise as necessary and report findings to the Parish council for consideration at the next meeting.

13.5.3 Councillors discussed that due to the number of trees on areas of land owned by the parish would a preferred contractor assist the efficiency for completing tree works. There were mixed opinions on the appropriateness, effectiveness and value for money.

ACTION – 11/19 – 28 – Clerk to investigate the viability of having preferred contractor in line with the council's regulations.

14. Burial Grounds

14.1 Regulations

14.1 Clerk reported the current drafting of point 6.3 '*The Council will be responsible for the backfilling of graves*' in the burial ground regulations and her recommendation that this is corrected to reflect what actually takes place, Undertakers/gravedigger arranges for plots to be backfilled after a burial has taken place, Parish councillor contractor has topped up plots once the earth has settled.

14.2 Proposed changes to wording of the burial ground regulations shown in red:

6.3 ~~The Council will be responsible for the backfilling of graves.~~ If a grave has not been planted within 9 months of the interment, ~~the grave will be levelled and turfed by the Council free of charge~~ the Council reserve the right to make arrangements for the grave to be levelled and turfed. The owner of the grave will be contacted beforehand at their last known address; and

9.5 The Parish Council has determined that the preparation **and back filling** of all graves **for a funeral** shall be conducted by the following person, or his designated deputy: Mr Michael Tamplin, Tel: 01883 716145 or Mobile: 07884 195970. In the event of the designated Funeral Director being unable to communicate with Mr Tamplin, the Parish Council office should be contacted.

RESOLVED - Councillors unanimously agreed that the proposed amends to the burial ground regulations be made.

ACTION – 11/19 – 29 – Clerk to update the burial ground regulations.

14.2 Applications for Exclusive Rights of Burial – None to report

14.3 Applications for consent to erect Memorials – The applications

- i. Wilshin – 591
- ii. Gordge - 422
- iii. Herbert – 213
- iv. Greenslade - 391

14.4 War Memorials and Posterngate Farm Memorial Site

14.4.1 War Memorial at St Nicholas

14.4.2 Commemoration of the Battle of Britain in 2020

15. Correspondence

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

- i. **SURREY HILLS COMMUNITY FORUM - 8TH NOVEMBER 2019**
- ii. **FW: Neighbourhood Planning and Health and Well Being Article - legal update**
- iii. Sibelco - North Park Quarry Liaison Meeting - 6th November 2019

CONSIDERATION – Is a Parish council representative going to attend?

AGREED - Cllr B Davis and/or Cllr D Stone to attend.

- iv. News: Have your say about new Environmental Health and Licensing Enforcement Policy

CONSIDERATION – Are we going to comment on this consultation? Noting Councillor J Gardner's comments following his review of the proposed policy.

RESOLVED - Councillors unanimously agreed that they had no objection to the new Environmental Health and Licensing Enforcement Policy.

ACTION – 11/19 – 30 – Clerk to submit NO OBJECTION as the confirmed Parish Council response.

- v. GVA - Annual Meeting Minutes 2018-10-24.docx
- vi. News: Rough sleepers in Tandridge
- vii. FW: Superfast Broadband update – Tandridge
- viii. RE: TLAG update
- ix. News: Reduced street cleaning services due to leaf fall
- x. Statement: Council's financial position and services
- xi. FW: Tandridge District Council Local Plan - Re-Scheduled Week 2 of the Examination - Confirmation of the Date

14 Matters for reporting or inclusion on future agendas

14.1 The next meeting of the Parish Council will be held at **7.30 pm** on **Monday 2 December 2019** at **St Stephens Church, South Godstone**

----- Meeting ended at 10.50pm -----

Chairman

Date

DRAFT