

# Godstone Parish Council

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

## Clerk to the Parish Council

S Endersby

Admin Assistant  
E Cross

The Bounty  
Godstone Green  
Godstone, Surrey  
RH9 8DY

Telephone/Fax: 01883 744209

## MINUTES

of the Meeting of Godstone Parish Council held on  
**Monday 2 March 2020 at 7.30pm at St Stephens Church, South Godstone, RH9 8EY**

**Members:** Cllrs R Johnson, J Gardner, D Stone, M McLoughlin, S Farr, C White and C Farr  
**Apologies:** Cllrs B Davis, J Farnaby and Tandridge District Councillor C Swann  
**In attendance:** S Endersby (Clerk)  
**Open Forum:** T Andrews, D Andrews and A Rabbetts

### 1. Questions from Members of the Public

- 1.1 T Andrews and D Andrews, Godstone Club – Attending meeting to request a confirmation of the Parish Councils decision about the use of a section of Godstone Green for VE day celebrations.
- 1.1.1 Councillors noted the Risk Assessment and Plans provided. It was noted that the plans submitted had changed and this was discussed.
- 1.1.2 T Andrews and D Andrews confirmed that the cordoned off area of the car park will be from the North West corner of the Godstone Club building west to the Green to the edge of the Green Gate (the flagpole end).
- 1.1.3 The Parish council raised that the Hare and Hounds has requested use of the Green on the same day, on Friday 8 May 2020, for its Annual Charity Football match.
- 1.1.4 The Hare and Hounds event will be on the Godstone Green football pitch with a starting time estimated between 5-6pm

**RESOLVED** – Parish councillors unanimously agreed that Godstone Club and Institute and the Hare and Hounds Public House, both be granted permission to their requests for the use of sections of Godstone Green and the following criteria was specified as part of the permission:

- It is a requirement that the two organisations coordinate as necessary to ensure that both events can take place and do not unreasonably impact on one another.
- Godstone Club and Institute be granted permission to use a section of the green near to the club and a section of the car park as set out in 1.1.2; and
- Hare and Hounds be granted permission to play a football match on the Green with an estimated start time between 5-6pm.

**ACTION – 3/2020 – 1** – Clerk to send a letter to both organisations confirming permission and setting out the Terms and Conditions, including confirmation of the appropriate liaison with Tandridge District Council in relation to Environmental Health obligations.

- 1.2 R Rabbetts, Godstone Village Association (GVA), Godstone
- 1.2.1 Reported that it was not likely that the GVA would be able to continue as an organisation. There is currently no secretary and both the treasurer and chairman wish to step down.
- 1.2.2 The GVA has responded robustly to the Mercers planning application.
- 1.3 R Rabbetts, Godstone – Will the Parish council be holding Tandridge District Council (TDC) to account about the 3.8% increase of Council tax.

**ACTION – 3/2020 – 1a** – District Councillor C Farr to contact R Rabbetts in relation to council tax figures.

### 2. Apologies and reasons for absence

- 2.1 Apologies were noted as received from Cllr B Davis, Cllr J Farnaby and District Councillor C Swann and the meeting was deemed quorate.

### 3. Declarations of Interest - None

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

- 4.1 No County Councillor was present.
- 4.2 District Councillor C Farr – No specific matters to report
- 4.3 Cllr D Stone asked Cllr C Farr about TDC Biffa Waste Contract and if it was out to Tender.
- 4.3.1 Cllr C Farr confirmed that TDC are reviewing different waste operators.
- 4.3.2 Councillors stated the Parish councils' interest in TDC conclusion.
- 4.3.3 Parish council concerns that TDC plans to use Lambs Business Park for waste.

- 4.3.4 It was noted that Surrey County Council (SCC) have given TDC permission to remove Lambs Business Park from the Greenbelt, but a decision from the Planning Inspector was pending on this matter.

## 5. Minutes of the meetings held on Monday 3 February 2020.

5.1 Councillors considered the minutes of the meeting held on 3 February 2020.

5.1.1 Clarification of point 4.1 was discussed; and

5.1.2 The opportunity to review the minutes since they had been circulated was noted

**RESOLVED** – Councillors unanimously agreed to defer the confirmation of the minutes of the meeting held on 3 February 2020 to the next meeting.

**ACTION – 3/2020 – 2** – Clerk to amend point 4.1 for better clarity and confirmation of the minutes to be included on the agenda of the next meeting. Minutes will be published as “draft” until agreed.

## 6. Motions proposed for discussion by Councillors

## 7. Reports

### 7.1 Actions

7.1.1 Review of Actions from the previous meeting, the following updates were noted:

7.1.1.1 Submission of Consultation on Strengthening Police Powers – submitted.

7.1.1.2 2/20 – 3 – Clerk to check with Hare and Hounds if money raised will cover painting and perspex and report back to the Parish council before proceeding - No Response.

7.1.1.3 1/20 – 20 – Clerk to liaise with Brook Bank property owner to confirm total owed - No Response; and

7.1.1.4 1/20 – 26 – Clerk to contact Nursery to request clarification on Oil Tank – Current status is that the response from the Nursery was circulated to Cllr C Farr who raised the issue.

7.1.2 All other actions had either been completed or will be included on the rolling action list, circulated to Councillors each meeting, to ensure they are completed.

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

7.1.2.1 General Maintenance Tender Document Prepared

**RESOLVED** – Councillors agreed that the working group agree the final tender document and it be advertised on noticeboards and the parish website and circulated by the Clerk.

**ACTION – 3/2020 – 2a** – A working group of councillors (Cllrs J Gardner, C Farr and C White) to confirm the final tender documentation.

**ACTION – 3/2020 – 2b** – Clerk to circulate the final tender document agreed by the working group to all councillors for information.

**ACTION – 3/2020 – 2c** – Clerk to be advertise tender on noticeboards, parish website and circulate to local businesses.

7.1.2.2 Business Card Update – Not possible to have a bank card due to the type of business account.

**ACTION – 3/2020 – 3** – Clerk to investigate and confirm details of a prepaid card

7.1.2.3 Trees across path at Burial Ground – Confirmation that the tree was cleared very promptly by the property owner.

### 7.2 Clerks Report

7.2.1 Preparation for the Annual Parish meeting, including nominations for Community Awards – It was noted that Councillors should submit nominations.

7.2.2 Insurance Claim – Car crash on the Green – Insurance claim closed and final payment received.

7.2.3 End of Year Finance Training Report - Noted

7.2.4 IT issues update – Councillors noted that there have been some IT issues caused by the out of office reply which have now been addressed with the IT consultants support

7.2.5 Tree damage due to Storms Dennis and Ciara – Councillor noted the issues caused by the storms and the urgent action required and reported by email:

a. Report from Clerk on action taken RE: Fallen Tree on Tilburstow Hill Road

b. Fallen tree on track providing access to to no's 1 and 2, Elmshade Cottages, Blindley Heath

**RESOLVED** – Councillors supported the action taken under the urgent circumstances.

7.2.6 Large Poppies - £2 each

**RESOLVED** – Councillors agreed that 25 poppies be purchased.

7.2.7 Grass cutting starts on 16 March – Noted, including weather permitting

7.2.8 Litter on Byers lane – investigation of signage – Councillors noted the concerns raised about litter.

**RESOLVED** – Councillors agreed that this was not a parish matter, SCC are responsible for Highways and it is not Parish land.

7.2.9 Logging rights (CHAD) – Councillors noted that the last evidence of permission is upto March 2016 and from historic papers rights were agreed annually. Currently no allocated logging rights.

7.2.10 Summary of current Parish Projects being given HIGH/MEDIUM Priority – Councillors noted the attempt to provide clarity about council projects and work Clerk is prioritising:

CAPITAL Projects	Priority	Status/Update
Hilly Fields Car Park	HIGH	Update during meeting

OPERATIONAL Matters	Priority	Status/Update
Addressing Audit Points, including updating Finance Regulations	HIGH	Clerk to address during March
AGAR – End of Year Internal and External Audit	HIGH	Clerk to prepare early April 2020
Maintenance Contract Tender	HIGH	Update during meeting
Preparation for Annual Parish and Annual Parish Council meetings	HIGH	Clerk to address during March/April
Allotment Agreements	HIGH	Clerk to send Agreements in March
Wayleave Matters	HIGH/ME DIUM	As applicable

Revenue Projects	Priority	Status/Update
Godstone - Resurfacing/Repairing Car Park (nr Pondtail Surgery)	MEDIUM – seasonal	Start in April/May
Godstone - Resurfacing/Repairing Car Park (nr Pondtail Surgery)	MEDIUM - seasonal	Start in April/May
Moss on the Green	Medium - seasonal	Start in April/May

### 7.3 Chairman's Report (for noting) information only

7.3.1 Car Park – Work on the project continues.

### 7.4 Reports (for noting) from representatives on outside bodies etc

#### 7.4.1 Blindley Heath Liaison – Cllrs C Farr and S Farr – Attended

- i. Discussion on Cattle grazing by Grazier J Mills
- ii. Padlocks and access to be reviewed and addressed
- iii. Meeting to take place at the SSSI on 3 or 4 June 2020
- iv. Enforcement in relation to the kennels
- v. Minutes to be circulated

#### 7.4.2 Gatwick Community – Cllr D Stone

- i. Plans have to go through the planning inspectorate
- ii. No plans to increase night flights
- iii. Will continue to grow links with parish councils

#### 7.4.3 Preservation Society – Cllr R Johnson attended

### 7.5 Inspection Reports – No URGENT matters reported.

## 8. Planning Committee

8.1 Report from the Planning Committee meeting held on 24 February 2020 - Noted

8.2 Planning Application Consultation/Notification for SCC Ref 2019/0133Land at Kings Farm, Tilburstow Hill Road, South Godstone, Surrey RH9 8LB – Noted

**RESOLVED** – Councillors agreed that no comments be submitted.

8.3 Planning Committee meeting required for applications: 2020/312 – 25 court Road, Certificate of Lawfulness; 2020/5 – 18 Salisbury Road and 2020/270/TCA – Gaylers Cottage, Tree

**ACTION – 3/2020 – 4** – Clerk send Planning Committee Agenda for 9 March at 7pm

## 9. Finance Matters

9.1 Accounts for payment - to approve **FEBRUARY** accounts for payment

GPC Ref.	Business	Invoice	Invoice Date	Payment For	Net amount	VAT	Invoice Total
<b>Direct Debits</b>							
G750	NEST			Feb salary	113.51	0	113.51
G752	British Gas	701613	01/03/2020	Electricity Bill	41.45	2.07	43.52

	BT	M087 ZC	17/02/2020	Telephone and Internet	49.15	9.83	58.98
<b>Invoices for Payment</b>							
G742	Fairalls	4375617	06/01/2020	Paclock for telephone box	5.57	1.11	6.68
G743	Madgwicks		17-Feb	EMERGENCY - Remove tree across residnet access on SSSI.	175	35	210
G744	Madgwicks		22-Feb	EMERGENCY - Remove tree (14 Enterdent) fallen on property roof	150	30	180
G746-8	Salary Payments		28-Feb				
G749	HMRC		28-Feb	Feb salary	283.94		283.94
G751	Chartford Trees			Planting of Dawn Redwood	585	117	702
G754	S Endersby			Expenses - Stamps	14.64	0	14.64

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

**TOTAL £2,556.82 £195.01 £2,751.83**

**RESOLVED** - Councillors approved the payments list totalling £2751.83 on payment of salaries and two councillors countersigned all invoices.

9.2 Summary Financial Report to **JANUARY** review:

9.2.1 Income and expenditure - Councillors noted the information available at the meeting for the Summary Financial Report to **JANUARY** which included the bank statement, bank reconciliation and spend against budget

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

i. The Reserves summary was provided and included a breakdown to show General funds available, Restricted Funds (Inc. CIL funds) and Designated Funds allocated.

**RESOLVED** – Councillors unanimously approved the Summary Financial Report and agreed that the **DECEMBER** bank reconciliation summary sheet be signed on behalf of the Parish council and the pages of the bank statement be initiated.

9.3 Grant – Councillors noted the Grant applications received:

- i. St Catherines Hospice - £500
- ii. Air Ambulance - £250 by letter not on a grant application form
- iii. Noting the budget information provided:

Grants and Donations	Current spend to date 3720.13	Budgeted	5,000
----------------------	-------------------------------	----------	-------

**RESOLVED** – Councillors unanimously agreed that the two grant applications received be approved and the grants paid to the organisations.

**ACTION – 3/2020 – 5** – Clerk to arrange the payment of the grants approved.

**10. Matters effecting the Parish Villages:**

10.1 Godstone

10.1.1 Godstone

10.1.1.1 Parking on Greenview – Discussion on the issues of vehicles parking on the Common land in front of Greenview. It was noted that Sevenoaks now deal with parking enforcement for TDC.

**RESOLVED** – Councillors unanimously agreed that any vehicles parked should be reported ASAP to the Clerk who would then liaise with councillors available in the area to out a letter on the vehicle asking it not to park on common land.

10.1.1.2 Bikability

**RESOLVED** – Councillors unanimously agreed that permission be given for the scheme to use the green without it setting a precedent. High visibility jackets to be worn.

10.1.1.3 VE DAY - Use of the Green on 8 May 2020 by community organisations – Councillors noted this was the second organisation wanting to use the Green for an event on VE day:

Name of Organisation: Hare and Hounds Godstone CC  
Area of green: Football pitch and just a match.  
PL Insurance: Will get it same as last year  
Time of event: It is flexible so can work around another event, just need to be finished before dark.

**RESOLVED** – Councillors unanimously agreed that permission be given to Hare and Hounds Godstone CC, with a proposed kick off time of 6pm. Councillors stated the expectation was that the local organisations should work together so that both can enjoy the use of the Green.

10.1.1.4 Telephone Box/Kiosk – Invoice for the replacement panels to be submitted.

10.1.1.5 Car Park (next to Pond Tail Surgery)

**RESOLVED** – Councillors unanimously agreed that repair of the two large holes be addressed urgently, noting concerns of risk of injury to people, particularly with members of the public using the car park to attend the doctors.

**ACTION – 3/2020 – 5a** – Councillor J Gardner to make urgent arrangements to repair the two holes in the car park and the Clerk to liaise with Cllr J Gardner to provide a Purchase Order number.

10.1.1.6 HGV traffic – Report of work in Bletchingly that may increase HGV traffic through Godstone.

**ACTION – 3/2020 – 5b** – Councillor C Farr to circulate information.

10.1.2 Bounty and Allotments

10.1.3 Tilburstow Hill/The Enterdent

10.1.3.1 CLH Pipelines – Correspondence about works acknowledged.

10.1.3.2 Brookbank – Outstanding Wayleave payments

**ACTION – 3/2020 – 6** – Clerk to follow up on outstanding payments following recent correspondence.

10.1.3.3 Concrete Bollard – Noted that the concrete bollard remains out of place.

10.1.3.4 Flytipping reported

10.1.3.5 Land Registry – B13 Notice of Application to Register Easement over Tilburstow Hill Common (SY745097) by 12 The Enterdent (SY525981)

i. Correspondence to Councillors via email due to deadline

**RESOLVED** – Councillors unanimously agreed to ratify the objection submitted to the Land Registry in relation to the application Ref: Q682CGR.

ii. Councillors noted that the Land Registry had rejected the Parish council's objection as groundless.

**RESOLVED** – Councillors unanimously agreed that no further action be taken in relation to the Application for an Easement. The land remains as Parish council land, but the property now has a legal right over it.

10.2 South Godstone

10.3 Blindley Heath

10.3.1 UKPN Application – 8500134406 - RH7 6LJ - Lingfield Nursery School (Application to NE made by clerk, liaising with Nursery and UKPN) – Noted.

10.3.2 Water works reported.

10.3.3 Cricket Nets – Discussion about the concrete area on the common that is relation to water pipes and not cricket nets.

## 11. Burial Ground

11.1 Matters effecting the Parish Burial Ground and the old section of Churchyard

11.1.1 Tress fallen at Burial Ground following Storm Dennis – Noted that it needs to be addressed.

11.1.2 Requirement to mark out more burial plots

**ACTION – 3/2020 – 7** – Clerk to mark out new burial plots at the Parish burial ground.

11.2 Applications for Exclusive Rights of Burial - None

11.3 Applications for consent to erect Memorials – The following applications we noted as approved under the delegated authority given to the Clerk:

11.3.1 Harrison 572

11.3.2 Evans 600

11.3.3 Herbert 213

11.3.4 Smyth 454

11.3.5 Kateley 222

11.4 War Memorials and Posterngate Farm Memorial Site

**12. Correspondence** – Councillors acknowledged that the following correspondence had been circulated since the last meeting:

i. **\*\*Surrey ALC Bulletin\*\***

ii. Reference: ME-777605 - Surrey Highways: TRO BYERS LANE (C71), GODSTONE

iii. FW: News: Revised plans for Church Walk, Caterham re-development

iv. BT offer

v. FW: News: Public Examination for the Caterham, Chaldon and Whyteleafe Neighbourhood Plan

vi. Tandridge Local Committee - Wednesday, 26 February 2020, 12.32 pm - Agenda published: Meeting of Friday, 6 March 2020 10.15 am,

- vii. News: Flooding possible in East Surrey
- viii. FW: Parish Assembly - Information on AGENDA - Wednesday 18th March at 6pm (following an election briefing at 4.30m)
- ix. London Victoria (Request for Feedback from users)

**13. Matters for reporting or inclusion on future agendas**

13.1 The next meeting of the Parish Council will be held at 7.30 pm on Monday 6 April 2020 at St Stephens Church, South Godstone.

----- Meeting ended 9.25pm -----

-----  
Chairman

-----  
Date