

# Godstone Parish Council

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

## Clerk to the Parish Council

Mrs S Endersby

## Admin Assistant

Mrs E Cross

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## Minutes

for the Meeting of Godstone Parish Council held on  
**Monday 5 November 2018 at 7.30pm at St Stephens Church, South Godstone, RH9 8EY**

**Members:** Cllrs J Gardner, C Farr, D Stone, J Farnaby, M Gillman, B Davis, C White and M McLoughlin  
**Apologies:** Cllrs R Johnson  
**In attendance:** Mrs S Endersby  
**Public Forum:** A Rabbetts

### **1. Questions from Members of the Public**

- 1.1 No Questions were asked by the members of public present.
- 1.2 It was noted that A Rabbetts commented on Claremont Asset management is a dissolved company but owns CAMS 1 and CAMS 2.

### **2. County and District Councillors**

- 2.1 Apologies received from Cllr Nick Childs.
- 2.2 District Councillor C Farr reported information in relation to CIL, but had no specific district matters to report.
- 2.3 The councillors raised the question about the appointment of P Mason as the 'Strategic Director of Place' and what such a position meant. Councillors C Farr responded as a District Councillor that as he understands, P Mason oversees Planning, but the role is also to have a longer-term view for customers of Tandridge. It was noted that there was general agreement that there was no clear explanation of what the role was.

### **3. Apologies and reasons for absence**

- 3.1 Apologies were noted from Councillor R Johnson who had other personal commitments.  
**RESOLVED** - Councillors unanimously accepted the apologies and the meeting was deemed quorate.

### **4. Declarations of Interest - None**

### **5. Minutes of the previous meeting**

- 5.1. Councillors considered the minutes of the meetings held on Monday 1 October 2018.

**RESOLVED** – Councillors agreed that the minutes of the meeting held on Monday 1 October 2018 were an accurate record of the meetings and should be signed by the Chairman.

### **6. Neighbourhood Plan Committee**

- 6.1 A verbal report from the Chairman of the Neighbourhood Plan Committee was given.
- 6.2 Good progress continues to be made on preparing policies.
- 6.3 A deadline to submit an initial draft is December.

**ACTION – 11/2018 – 1** – Agenda item at the next parish council meeting, 'Consider the draft Neighbourhood Plan and its submission to Tandridge District Council (TDC).

6.4 It was confirmed that if TDC reject a neighbourhood plan then reasons must be given by them on the rejection.

6.5 It was noted that with a Neighbourhood Plan accepted by TDC and then formally in place then the Parish council would receive a higher percentage of CIL money payments and the cap would be removed.

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

- 7.1 Councillors considered item for inclusion in next year's budget
  - 7.1.1 Repair of the path to the war memorial at St Nicholas;
  - 7.1.2 Repair of the ramped path from the road into St Nicholas 9on confirmation of ownership); and
  - 7.1.3 A new fire proof safe (with a 120-minute fire rating) be considered when preparing the budget.

**ACTION – 11/2018 – 2** – Finance committee to include items detailed for discussion at the committee meeting.

- 7.2 Licence OK1088400 Blockade Services Ltd Public Inquiry
  - 7.2.1 A verbal report was given detailing the format of the day and what had been covered during the Public Inquiry.
  - 7.2.2 Councillors commended A Rabbetts on his points put forward at the inquiry asking that Blockade comply with the conditions of the HGV licences.

7.2.3 It was noted that the commissioner would be visiting Godstone and that evidence had been requested which would have to be supplied by Blockade a conclusion of the inquiry would follow.

7.2.4 It was acknowledged that there will still be companies operating from Lambs Business park that will not have the same conditions on their licences.

7.3 Remembrance Wreaths – Confirmed who would represent the Parish at each village memorial service.

## **8. Tandridge District Local Plan and Garden Village**

8.1 It was noted that the Local Plan appears to be behind schedule

8.2 It was expected that the Local Plan would be on the TDC Planning Policy Committee meeting on 20 December 2018

8.3 It was noted that TDC must submit its Local Plan by 24 January 2018, otherwise it will have to be considered under the newer National Planning Policy Framework (NPPF).

8.4 It was noted that Thakeham had not yet provided the information in relation to permission for works on the M23 junction.

## **9. Reports**

### **9.1 Action taken – to review and ratify as applicable**

**9.1.1 ACTION 9/2018 – 2** – It was noted that work on the Parish Land ownership and Wayleave review had started.

**ACTION – 11/2018 – 3** – Councillor C Farr to bring a summary report to the next parish council meeting.

**9.1.2 ACTION – 10/19 – 17 – Wayleave – Delcot** – Councillors noted the discussion at the meeting in June - 9.4.1. The clerk confirmed that the Wayleave will be paid is an Annual payment of £23.15 with Parish council entitled to increase the wayleave, with the appropriate notice, no one off payment made as this was an Individual Application.

**RESOLVED** – Councillors unanimously confirmed that it be signed by the Clerk as the proper officer.

**9.1.3 ACTION – 10/19 – 20** – Clerk clarified that the lease agreement referred to by Surrey Wildlife Trust (SWT) is the management agreement.

**ACTION – 11/2018 – 4** – Clerk to liaise further with SWT to reiterate that written confirmation of future maintenance costs is required.

**9.1.4 ACTION – 10/19 – 25** – Clerk reviewed the map of the burial ground that we are responsible for the graves and ashes for and the map does not include the memorial garden in the old section of the burial ground.

**ACTION – 11/2018 – 5** – Clerk to continue investigating, what agreement was put in place when the Parish council took over the responsibility of the burial ground.

### **9.2 Clerks Report**

#### **9.2.1 Christmas Lights**

- i. Councillors noted that the lights will be on between 19 November 2018 – 7 January 2019;
- ii. It was noted that the appropriate authority had been confirmed from SCC - Licence to attach item/s to Street Lights - EF800421010;
- iii. It was noted that the lights have been tested and the report sets out the following issues to be addressed: tree near to Hare & Hounds 60% working; 1 tree at South Godstone is not working, 1 tree at Blindley Heath Cricket pitch had no power to the lamppost which supplies the power to the tree so could not be tested;
- iv. Noting that new strings are £60 per 10m or 100 lights, a new transformer is £80.00, and that the issues maybe repairable; and
- v. The budget and reserved funds were reviewed and there is an amount of £487 of restricted funds available for Christmas Lights.

**RESOLVED** – Councillors unanimously confirmed the lights contractor be instructed to carry out the necessary repairs by the Clerk.

**RESOLVED** – Councillors unanimously agreed that local businesses should be contacted to ask if they wish to make a voluntary donation towards the lights maintenance and running costs.

**ACTION – 11/2018 – 6** – Clerk to liaise with the Christmas light contractor to resolve the issues.

#### **9.2.2 Request to split allotment plot 1**

**RESOLVED** – Councillors unanimously agreed that the request be agreed to split an allotment plot.

**ACTION – 11/2018 – 7** – Clerk to liaise with the allotment holder and update parish records accordingly.

**9.2.3 11<sup>th</sup> edition of Charles Arnold Baker publication** – Councillors noted the new edition, it was noted that there was no support for purchasing the publication.

**9.2.4 Councillors noted the Temporary Order – SCC - under Section 14(1) of the Road Traffic Regulation Act 1984, the effect of which will be to prohibit vehicles from entering or proceeding in that length of Church Lane (C72), Godstone that extends from:**  
a) its junction with Bulbeggars Lane (D399), to its junction with Leigh Place Lane; and  
b) its junction with Oxted Road (A25), to its junction with Bulbeggars Lane (D399).

**9.2.5 Christmas Tree** – Councillors considered sponsoring a tree at St Nicholas Christmas Tree Festival in December.

**RESOLVED** – Councillors unanimously agreed that the Parish participate in the Christmas tree festival, but with the cost of doing so not to exceed £50.

**ACTION – 11/2018 – 8** – Clerk to make the necessary arrangements to participate in the Christmas Tree Festival.

**9.2.6** Councillors noted the invite to the Fete Committees Grants Presentation Evening – 16 November 2018 at 7.30pm.

**ACTION – 11/2018 – 9** – Chairman to attend the Fete Committees Grants Presentation Evening.

**9.2.7** Parking on the curb – it was noted that on certain residential roads, it appears that there is less parking on the curb with the support of local police liaison.

**ACTION – 11/2018 – 10** – Clerk to contact the local café business to ask that patrons of the establishment are asked to park considerately.

**9.3 Chairman’s Report** – No specific report given as matters would be covered during the course of the meeting.

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

**9.4.1** Blindley Heath Liaison committee – It was reported that Councillors C Farr and M Gillman had attended the meeting and the draft minutes of the meeting had been circulated for information.

## 10. Current Planning issues

**10.1** Update from the Planning Committee held on 15 October 2018 – The draft minutes of the meeting were circulated for information.

**10.2** New Street Naming: 38 42 HIGH STREET GODSTONE RH9 8LW – Proposal is William Way – Councillors noted this proposal and there were no objections or concerns raised.

**10.3** It was agreed that the Planning Committee would meet again on 12 November 2018.

**ACTION – 11/2018 – 11** – Clerk to prepare and circulate a Planning committee agenda.

## 11. Finance

**11.1. Accounts for payment - to approve OCTOBER accounts for payment**

11.1.1 Proposed Invoice Payment – Ref: GP423

- i. It was noted that the original agreed fee proposal for stage 1 was for the sum of £2,000 not including vat and travel.
- ii. It was noted that Southern Planning had exceeded the time estimate for Stage 1 primarily due to additional work and redrafting after two telephone conferences involving Counsel.
- iii. Councillor C Farr had reviewed the invoice proposal and recommended that the agreed fee proposal for stage 1 of £2,350 be paid. Southern Planning had not charged for other areas of additional work.

11.1.2 Ratify - Authorisation of Invoice 10446 - LARKIN - Email on 26 October

**RESOLVED** – Councillors unanimously agreed to ratify the payment of Invoice 10446, which is detailed below in the payments table – GP424.

11.1.3 **Accounts for payment - OCTOBER accounts for payment**

i. Councillors Reviewed the following invoices proposed for payment:

Ref.	Business	Invoice	Invoice Date	Payment For	Invoice amount	VAT	Invoice Total
GP418	EON*	H164FF96B7	30-Sep	Electricity	£31.39	£1.57	£32.96
GP419	Pear	121560	28-Sep	Tech support and software updates	£220.00	£44	£264.00
GP420	S Endersby		02-Oct	Expenses	£29.82		£29.82
GP421	Fairalls	4171239	27-Sep	Maintenance supplies - Godstone Green	£16.88	£3.38	£20.26
GP422	Fairalls	4325706	27-Sep	Maintenance supplies - Hilly Fields Fence	£49.21	£9.84	£59.05
GP423	Southern Planning	16987	30-Sep	Planning Consultant - Local Plan Consultation Submission	£2,405.08	£481.02	£2,886.10
GP424	Larkin	10446	01-Sep	Gates - Ratify	£2,800.00	£560	£3,360.00
GP425	Eon*	H166E13702	29-Oct	Electricity	£23.80	£1.19	£24.99
GP426-27	Salaries			Two employees			£944.43
GP428	NEST*			Pension			£88.23
GP429	HMRC			NI/Income Tax			£21.60
GP430	HPS	5158	02-Oct	IT Support - 3 months Jul-Sept	£195.00	£39	£234.00
GP431	HPS	5159	02-Oct	Parish Website - godstone-pc.gov.uk	£375.00	£75	£450.00

GP432	Brasted Forge	7051	30-Nov	Installation of War Memorials	£500.00	£100	£600.00
GP433	Gardenwise Godstone Ltd	05-6586	31-Oct	Grass cutting	£1,630.00		£1,630.00
GP434	Gardenwise Maintenance	05-905	31-Oct	Maintenance	£2,070.00		£2,070.00
GP435	BT*	VP49642670	17-Oct	Telephone and Internet	£79.36	£15.87	£95.23

**TOTALS: £10,425.54 £1,330.87 £12,810.67**

\*Direct Debit payments

**RESOLVED** - Councillors unanimously approved the payments list totalling £12,810.67 on payment of salaries and two councillors had checked all invoices.

**ACTION – 11/2018 – 12** – Clerk to pay the invoices detailed.

**11.2. Summary Financial Report to SEPTEMBER receive and review Budget, including spend against budget**

11.2.1 Councillors confirmed receipt and reviewed the **SEPTEMBER** summary, which was correct rather than **AUGUST** as stated on the Agenda. Noting the papers available at the meeting included the bank statement, bank reconciliation, spend against budget, pension contribution and salary sheet.

11.2.2 It was noted that monies received for September were:

Precept	27,841.50
Donation - Green Defences	1,100.00
VAT Refund	2,557.71
Burials	1,106.00
	<u>32,605.21</u>

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

11.2.3 Councillors noted the information from the Clerk that the following Expenditure and procurement information was available on the Website in line with the Transparency Code:

- i. Expenditure exceeding £500 net cost (Qtr 2 - 2018-2019); and
- ii. Procurement - Tenders exceeding £5000 for Quarter 2 of 2018-2019

**11.3. Restricted Funds Summary, Designated Funds Summary and Virements**

11.3.1 Councillor considered a virement of funds from Restricted funds to designated funds for Godstone Green Defences to use donated money from parishioners and community groups towards the defence of the Green.

**RESOLVED** – Councillors unanimously agreed that the virement for donations made by the local community, currently held as a restricted fund to be allocated against the Godstone Green Defence costs.

11.3.2 It was noted that maintenance costs can be covered using CIL funds if they are available.

**11.4. Processing of Invoices and payments between meetings**

- i. Confirmation of regular mid-month payments as required by the Finance regulation 5.6 – Salaries, Pension, NI and Income Tax; and

**RESOLVED** – Councillors unanimously agreed that the Clerk continue to make mid-month payments for Salaries, Pension, NI and Income Tax.

- ii. Other invoice received mid-month – Councillors discussed issues with invoices received and payments then chased mid-month and councillors noted the requirements of the Financial Regulations.

**RESOLVED** – Councillors unanimously agreed that if an urgent situation arose that required the Clerk to pay an invoice mid-month, that the Parish council could be contacted by email for unanimous approval, but this should only be used in emergencies and the process of presenting monthly invoices for payment should continue as the accepted way to deal with invoice payments.

**12. Greens, Commons and Land** - To receive updates and consider any recommendations:

**12.1 Inspection Reports**

12.1.1 Report on Urgent issues to be addressed – No urgent matters to Report

12.1.2 Risk Assessments – It was noted that there are still risk assessments that need updating.

12.1.3 Arboricultural Report - Tree Survey – It was noted that this action remains with Clerk.

**12.2 Allotments**

12.2.1 Councillors noted the report emailed to Councillors from Cllr B Davis

- a. Key points detailed –

- i. Impossible to get to the designated Bonfire site due to the build-up of weeds and shoots from the trees felled last year;

- ii. Permission requested to burn garden rubbish on own allotments;
  - iii. Allotment holder dumping weeds on the pile of rubbish, when challenged explained that they did not realise it was ok to do this as there was no notice saying 'do not dump rubbish here';
  - iv. Unofficial rubbish pile has now got a bag of non-allotment rubbish and some timber;
  - v. Generally, the new Allotments created are in very poor shape with weeds up to 3-4 feet tall;
  - vi. Income received from letting the Allotments is very low and is not sufficient to pay for any regular maintenance;
  - vii. Concern about what the money spent clearing rubbish and felling trees has achieved, apart from freeing up space in preparation of the Hilly fields site closing next May;
  - viii. A way forward would be an Allotment association, to encourage self-management, the chances of this happening are not very high;
  - ix. Parish Councils are only legally required to provide the land for allotments; and
  - x. Considering the financial pressure on the Parish council it is felt that we cannot justify spending any more substantial sums.
- b. Considerations for the future detailed in the report:
- i. The area in the south east corner which was one of the rubbish areas we cleared should be allocated as a dump for garden waste on the basis that it took 20 + years to build up previously; and
  - ii. Allow allotment holders to burn their garden waste on their own plots.
- c. Further points proposed for further discussion at the next meeting:
- i. Fencing of the boundary in the future to be repaired;
  - ii. Weed control Matting;
  - iii. Marking out a long-term fallow area for green waste open composting away from the garages ;
  - iv. Removal of the current pile via a grab lorry with the agreement of the access landowner
  - v. CCTV signage;
  - vi. Ensuring any development does not use parish land without an agreement which may then include a reciprocal agreement for water and occasional vehicular access rights;
  - vii. Actively promoting allotments, with potential discount for taking on an overgrown one and promoting groups to take one;
  - viii. An annual prize of the return of allotment charge for a well-kept area;
  - ix. Annual meeting between allotment holders and the council;
  - x. Investigate grants available to assist in caring for the area; and
  - xi. Consider maintenance of allotments may be an appropriate use of CIL money.

**RESOLVED** – A working group of councillors to meet at the allotments on Tuesday 6 November 2018 at 11am. This group to include Councillors D Stone, M Gillman, B Davis, M McLoughlin, J Gardner, C Farr and J Farnaby.

### **12.3 Godstone and Godstone Green; to include:**

#### **12.3.1 New Car Park**

- i. Councillors were informed of the potential additional costs for the car park in relation to dealing with the utilities.
- ii. £9k was confirmed as a confirmed cost from UKPN to lower high voltage electricity cables and then the cost of a contractor carrying out the civils work to enable UKPN to lower that cables would have to be investigated and confirmed.

**RESOLVED** - Councillors unanimously agreed that they accepted the work by UKPN was required to ensure the project could continue.

**ACTION – 11/2018 – 13** – Clerk and Chairman to give an update report at the next meeting in relation to costs of Civils work costs.

#### **12.3.2 Textile Bank** – Councillors considered the information in relation to location in Godstone Green car park opposite the White Hart Barn.

**RESOLVED** – Councillors, by a majority vote, agreed that although a textile bank would be a potential income stream, with parking spaces at a premium in the village and areas of the car park difficult to get to they did not think it was practical to have a textile bank in the car park and they wish to decline the request.

**ACTION – 11/2018 – 14** – Clerk to liaise with the Textile bank company.

#### **12.3.3 Memorial Bench** – Bourne – Councillors noted the proposed location of a new memorial bench, noting it had been confirmed that the bench was hard wood and the inscription was appropriate.



**RESOLVED** – Councillors unanimously approved the request for a memorial bench, on the agreement that all installation costs, using the parish contractor, would be met by the family.

**ACTION – 11/2018 – 15** – Clerk to liaise with the family in relation to the memorial bench.

12.3.4 Benches – It was discussed if potentially the parish is reaching a limit space wise for new memorial benches.

#### **12.4 South Godstone**

**12.4.1 Bench** – Request that the bench at South Godstone be treated and maintained.

**ACTION – 11/2018 – 16** – Clerk to liaise with the contractor.

**12.4.2 Memorial** – It was acknowledged that South Godstone now had a suitable place to lay a memorial wreath.

**12.5 Hilly Fields** – Nothing of concern to report. It was noted that the water company have erected a fence that is quite restrictive.

#### **12.6 Blindley Heath**

**12.6.1 SSSI site – Extension of Fence** – Councillors reiterated that it was necessary for SWT to confirm in writing that they would be responsible for future maintenance of the extended fence during the duration of the management agreement. **ACTION – 11/2018 – 4** noted.

**12.6.2 Notices of proposal to carry out an operation on an SSSI**

a) Notices received –

i. Ref: WL- P029

ii. Ref: WL- P006

b) Councillors noted that the Parish council could would apply to Natural England and that residents would need to apply to the Parish council annually.

**RESOLVED** – Councillors unanimously agreed that the had no objection to the Notices of proposals to carry out work on the SSSI be submitted to Natural England.

**ACTION – 11/2018 – 17** – Clerk to liaise with Councillor C Farr to confirm the details and then sign on behalf of Parish council and submit.

**12.6.3 Blindley Heath light replacement** – the light remains out of order.

**ACTION – 11/2018 – 18** – Clerk to liaise with the Christmas light contractor to see if it is possible to change the lightbulb whilst servicing the Christmas lights.

**12.6.4 Local Hunt on Blindley Heath Common/SSSI** – Councillors noted information received by the Clerk of the local hunt and access via a gate. It was noted that the Parish council had not been asked for permission or granted any permissions for the hunt, particularly to go across the SSSI which could cause damage to the SSSI.

#### **12.7 Tilburstow Hill Common and The Enterdent**

**12.7.1 Unauthorised creation of gardens** – a verbal report from Cllr M McLoughlin in relation to the apparent creation of an unauthorised garden on Parish land and trees removed.

**RESOLVED** – Councillors unanimously agreed that this was unacceptable breach of the byelaws by the property owner in question and would not be accepted by the Parish council.

**ACTION – 11/2018 – 19** – Clerk to liaise with Councillor M McLoughlin to write to the residents in question and request that the area be returned to its original condition.

### **13. Burial Grounds**

**13.1 Amendment to the regulations** - Councillors consider an amendment be made to the regulations to detail the standard process and fees paid for a grave to be relinquished.

**ACTION – 11/2018 – 20** – Clerk to confirm the statement to be included in the burial ground regulations for agreement at the next Parish council meeting.

**13.2 Applications for Exclusive Rights of Burial** – Councillors noted the following applications:

Granted 10 October 2018	7/2018	598	Jupp
Granted 10 October 2018	8/2018	599	Jupp and Smith
To be Granted by 16 November 2018	9/2018	597	Mottley

**13.1 Applications for consent to erect Memorials** – Councillors noted the following applications and permissions given by the Clerk:

Plot 582 – Gateland – Permission granted 17 October 2018.

Plot 506 – SMITH – Noted that Clerk to review the request and confirm if permission can be granted

#### **13.2 War Memorials and Commemoration plans for 2018**

**13.2.1 RBL – Reflector Poppies** – Councillors considered a donation amount for 500 reflectors which were given to local school children as part of the Parish commemoration plans.

**RESOLVED** – Councillors unanimously agreed that a £250 donation by made to the RBL.

**13.2.2 Signs for Memorial installations:**

i. Councillors considered the example tabled;

ii. The text is printed on clear vinyl which is then stuck to the front of the sign, signage is weatherproof, posts and fixings can be supplied, the vinyl print is 5 years guarantee and vinyl can be replaced.

iii. Councillors felt the signage was not what the majority had expected.

**ACTION – 11/2018 – 21** – Clerk to liaise with Councillor M McLoughlin to get information on a small plaque to be welded to the installation and report back to the parish council to agree the final version.

**13.3 Posterngate Farm Memorial Site** – No report.

**14. Correspondence** – Councillors noted the correspondence received by email since the last meeting:

- i. HGV - Godstone Parish Council attendance at the Public Inquiry
- ii. Rooks Nest Gas Fracking Proposal and second well as radioactivity waste site
- iii. Press Release: Leader to speak at Surrey planning meeting to protect residents from additional lorry movements at Oxted Quarry
- iv. Press Release: New wheeled bins for rubbish
- v. News: Leader secures victory at Surrey Planning meeting - lorry movements at Oxted Quarry capped at 112 HGV movements a day
- vi. Minutes for Tandridge Local Committee, Friday, 21 September 2018, 10.15 am
- vii. Press Release: Work continues on plans for the Garden Community at South Godstone
- viii. Surrey Hills Symposium - 28 November
- ix. NALC Spring Conference 2019
- x. ME-582647 - Surrey Highways: TRO - Church Lane (C72)
- xi. NALC - Chief executive's bulletin
- xii. Community Led Housing Workshop
- xiii. OLRG 7 election candidate Oxted North and Tandridge
- xiv. Press Release: Remembrance Day Parades and Services 2018

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

- 15.1 A report from the Allotment working group visit.
- 15.2 What to do with the Allotments for the future – Cllr B Davis
- 15.3 A review of the status of the new website

**ACTION – 11/2018 – 22** – Clerk to send link for councillors to view the website in advance of the meeting.

- 15.4 The next meeting of the Parish Council will be held at 7.30 pm on Monday 3 December 2018 at St Stephens Church, South Godstone.

**Part 2 – None**

----- Meeting ended 10.00pm -----

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Chairman

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Date