

Godstone Parish Council

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

Clerk to the Parish Council

S Endersby

26 July 2023

The Bounty
Godstone Green
Godstone, Surrey, RH9 8DY

Telephone/Fax: 01883 744209

AGENDA

Members are summoned to the meeting of Godstone Parish Council to be held on
Monday 7 August 2023 at 7.30pm at St Stephens, South Godstone.

S Endersby - Clerk to Godstone Parish Council

The public and press have a right and are cordially invited to participate, and an opportunity will be given to ask questions or make statements.

1. **Questions from Members of the Public**
2. **Apologies and reasons for absence**
3. **Declarations of Interest**
4. **Minutes** of the previous meeting held on Monday 19 June 2023 and Monday 3 July 2023
5. **Motions**

MOTION 1: It is proposed that the Council delegate to Cllr I Smith, currently allocated to carry out inspections and report on any matters in relation to the allotment's, additional responsibilities in relation to the Salisbury Road Allotments as set out in Appendix A to this Agenda. **(Proposer: Cllr I Smith; Seconder: TBC)**

MOTION 2: All councillors should use the @godstone-pc.gov.uk email with immediate effect, for data protections requirements and as any alternative email addresses used means the council does not have control of that data, under GDPR. **(Proposer: Cllr I Smith; Seconder: Cllr K Ward)**

MOTION 3: All councillors details on the Parish council website should have their full name, councillors @godstone-pc.gov.uk email address and any office(s) of responsibility. **(Proposer: Cllr I Smith; Seconder: Cllr K Ward)**

6. **Finance Matters**
 - 6.1 Accounts for Payment - to approve **JULY** accounts for payment
 - 6.2 Bank Reconciliations - **MAY** and **JUNE**
 - 6.3 Accounts Reports for **QUARTER 1 (up to 30 June 2023 - APRIL, MAY and JUNE)** – Income and Expenditure by Budget; Reserves Sheet and Balance Sheet
7. **Parish Office**
8. **Playground Roundabout** – Consider reply from Installation Contractor and agree next action.
9. **Pre-application consultation** - Installation of telecommunications equipment at Godstone ATE, Ivy Mill Lane, Godstone, Surrey, RH9 8NH
10. **Access Track Hedge at The Enterdent** – Consider cost and confirm approval to carry out work
11. **Exclusive Rights of Burial Application**
12. **Correspondence**
13. **Matters for reporting or inclusion on future agendas**

Part 2 – To consider passing 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.

The next meeting of the Parish Council will be held on **Monday 4 September 2023 at 7.30pm**, at St Stephens Church.

APPENDIX A

MOTION 1 - Additional responsibilities in relation to the Salisbury Road Allotments:

- i. On behalf of council address and correspond on issues raised in the inspection of the allotments in relation to matters effecting the entire allotment site, direct with the GAA and allotment holders.
- ii. On behalf of council address and correspond on issues raised in the inspection of individual allotments direct with individual allotment holders.
- iii. On behalf of council address and correspond on issues or matter raised in the relation to or affecting the allotments and liaise with the GAA, allotment holders and any other relevant parties.
- iv. Any terms of reporting and requirement for escalation to full council to be agreed in relation to matters i., ii. and iii.
- v. Give written notice to individual allotment holders of matters escalated by the GAA or of terms of the Allotment agreement considered to be being broken by the individual and the proposed action and/or consequences
- vi. Give written notice to individual allotment holders to terminate an individual's allotment agreement, including the reason for termination and advise the Clerk to remove an allotment holder from Parish records.
- vii. Authorise the erection of shed(s) on an allotment and send written confirmation of arrangements to individuals on behalf of the council.
- viii. Authorise the keeping of chickens, bees or any other small livestock on an allotment and send written confirmation of arrangements to individuals on behalf of the council.
- ix. Manage the allotment waiting list and allocate vacant plots and instruct the Clerk on any new allotment tenants that should be sent a rent invoice and an Allotment agreement detailing the Terms and Conditions of rental.
- x. In order to carry out delegated actions detailed, i – ix, Councillor Ian Smith be permitted to correspond, verbally and by way of email and on council letterhead, signed as Councillor Ian Smith on behalf of the Parish Council and have access to all allotment holders contact details to enable the councillor to carry out the proposed responsibilities.
- xi. This motion does not include an responsibility for the councillor to agree or authorise any commitment to spend on behalf of the council.
- xii. Make recommendations to full council on any changes deemed appropriate or necessary to the allotment agreement for agreement by full council.
- xiii. Advise the GAA of the proposed changes and propose any necessary amendments to the confirmed agreement between the GAA and GPC to enable the Councillor to carry out the delegated responsibilities successfully.
- xiv. All delegated responsibility to be reviewed annually at the May Annual Parish council meeting.
- xv. The delegated responsibilities are only relevant whilst the individual remains as an elected Parish councillor.