

Godstone Parish Council

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

Clerk to the Parish Council

S Endersby

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28 April 2021

AGENDA

Members are summoned to the Annual Meeting of Godstone Parish Council to be held virtually on
Wednesday 5 May 2021 at 7.30pm

Join Zoom Meeting

<https://us02web.zoom.us/j/81394402647?pwd=TkZvc0xkRFZlcGdQZGVHd2c3ek5oUT09>

Meeting ID: 813 9440 2647

Passcode: Please contact the Parish Clerk for the Password if you wish to attend.

Sarah Endersby
Mrs S Endersby - Clerk to Godstone Parish Council

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

1. **Questions from Members of the Public**
2. **Election of the Chairman of the Council and Vice-Chairman**
3. **Consent to summons by email to attend meetings.**
4. **Apologies and reasons for absence**
5. **Declarations of Interest**
6. **County and District Councillors –** Brief report on matters affecting the Parish
7. **Minutes** of the previous meeting held on Monday 12 April 2020
8. **Committees**
 - 8.1 Review of delegation arrangements to committees and sub-committees
 - 8.1.1 Committees
 - i. Finance Committee
 - ii. Planning Committee
 - iii. Neighbourhood Plan Committee
 - iv. Greenspaces Committee
 - 8.1.2 Sub Committees
 - i. Greenspaces Sub Committee
 - 8.1.3 Non-Standing Committees
 - i. Staff Appeals Committee (Constituted with 3 Members)
 - ii. Staff Grievance and Disciplinary (Constituted with 4 Members)
 - 8.2 Review of the terms of reference for committees
 - 8.2.1 Finance Committee
 - 8.2.2 Planning Committee
 - 8.2.3 Neighbourhood Plan Committee
 - 8.2.4 Greenspaces Committee
 - 8.3 Appointment of members to existing committees and committees Chairman
 - 8.3.1 Finance Committee
 - 8.3.2 Planning Committee
 - 8.3.3 Neighbourhood Plan Committee
 - 8.3.4 Greenspaces Committee
 - 8.4 Appointment of any new committees in accordance with standing order 4
9. **Annual Matters to Review**
 - 9.1 Review and adoption of standing orders

- 9.2 Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses
- 9.3 Review of delegation arrangements to staff and other local authorities
- 9.4 Review of representation on or work with external bodies and arrangements for reporting back
- 9.5 Confirmation of arrangements for insurance cover in respect of all insurable risks
- 9.6 Review of the Council's and/or staff subscriptions to other bodies

10. Annual Review of Policies

- 10.1 Review of the Council's complaints procedure
 - 10.1.1 Recently Godstone Parish Council have received an anonymous complaint on a particular issue with a request for action. If the Parish Council receive anonymous complaints, information, or a request to treat information in an anonymous way the Council will take no formal action, however the information will be noted and circulated to all councillors to be used in any way deemed appropriate. (Proposer: B Davis, Seconder: TBC)
- 10.2 Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation
- 10.3 Review of the Council's policy for dealing with the press/media
- 10.4 Review of the Council's employment policies and procedures

11. Finance Matters

- 11.1 Annual Review and adoption of Financial Regulations
- 11.2 Annual Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence
- 11.3 Review of inventory of land and other assets including buildings and office equipment
- 11.4 Accounts for payment - to approve **APRIL** accounts for payment
- 11.5 Summary Financial Report to **MARCH** receive and review
- 11.6 Grants
- 11.7 Review of Insurance arrangements

12. Meetings 2019 -2020

- 12.1 Determine the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council

13. Appointments of areas of responsibility

14. Motions proposed for discussion by Councillors

- 14.1 Following the agreed initial submission to apply for a grant from Surrey County Council under their 'Your Fund Surrey' scheme, for a new children's playground on Godstone Green, Godstone Parish Council now need to complete the Your Fund Surrey Application document. The application details administrative information and detailed information about the proposed project, detailed in responses to questions 12 and 13. This motion seeks the approval of councillors for the completed draft application circulated on 21 April 2021, "*Your Fund Surrey - Godstone New Playground - Application details*", including the statements prepared to questions 12 and 13, to be submitted. (Proposer: B Davis, Seconder: L Case)
- 14.2 Due to the circumstances the Parish council is faced with, due to confusion of the COVID rules in respect to face-to-face meetings and the future of virtual meetings, for this year only, the council change the statutory date range that the Annual Parish Meeting be held, from between from 1 March- 1 June, and extended the end date to 1 August 2021. (Proposer: B Davis, Seconder: TBC)
- 14.3 It is recognised by council that there is a severe Health and Safety issue with potholes in the carpark next to Pondtail surgery and the road leading into the car park. Once we have sought three quotations to make the necessary repairs, the council award the contract to the most appropriate contractor to complete the work in the shortest time possible. (Proposer: B Davis, Seconder: TBC)
- 14.4 If a councillor is made aware of an issue relating to Parish council land or property which they judge to be an emergency and it is not possible to contact the Clerk or Chairman then they should contact another councillor. If they together agree that urgent action is required, then they should be authorised to contact a suitable contractor to make the emergency safe. Whilst it may not be possible to get a formal quote an indicative figure may be agreed providing it does not exceed £500. A report on the issue with photographs should be submitted to the Clerk and Chairman at the earliest possible opportunity. Such incidents may lead to an insurance claim, therefore as much detail as possible should be recorded. (Proposer: J Farnaby, Seconder: B Davis)

15. Reports

- 15.1 Clerks Report
- 15.2 Chairman's Report – (for noting) information only

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

16. Greens, Commons and Land - Updates and consider any recommendations:

- 16.1 Allotments
 - 16.1.1 Boundary enquiry
- 16.2 Godstone, The Bounty and Godstone Green
 - 16.2.1 The Bounty Rent
 - 16.2.2 Dennis Kellond Boule Memorial – Change to proposal
- 16.3 Hilly Fields
- 16.4 South Godstone
 - 16.4.1 Damaged bus stop
- 16.5 Blindley Heath
- 16.6 Tilburstow Hill Common

17. Burial Grounds

- 17.1 Applications for Exclusive Rights of Burial
- 17.2 Applications for consent to erect Memorials

18. Correspondence

19. 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.

Detail for the **Annual Parish Meeting** and the next **Parish Council** meeting to be confirmed.