

# Godstone Parish Council

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

## Clerk to the Parish Council

S Endersby

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## MINUTES

of the meeting of Godstone Parish Council held on  
**Monday 5 August 2024 at 7.30pm at St Stephens, South Godstone.**

**Members:** Cllrs S Beagley (Chairperson), C Farr, S Farr, J Gardner, L Case (Vice Chairperson), K Ward and D Christmas  
**Apologies:** Cllrs C Edwards and C White  
**Present:** Tandridge District Councillor Cllr M Crane, S Endersby (Clerk), Mr and Mrs Jeffries, Simon and Doug.

**1. Questions from Members of the Public** - Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

1.1. Mr and Mrs Jeffries – Reported overgrown vegetation in need of attention at the Enterdent; their concern about the presence of Himalayan Balsam; and stated that requests must be made by them every year for work to manage the vegetation to be completed.

**RESPONSE** – Council confirmed that the matter would be considered during the meeting, agenda item 11.5.

**ACTION PF8/24 – 1** – Clerk to respond to parishioners following council discussion of item 11.5.1.

1.2 Simon and Doug – Informed council of a project they are working on in relation to a cemetery in South Godstone, information was provided to council on the site; why the project was proposed and enquired as to the council's experience.

**RESPONSE** – Council noted the information provided and did not feel there is necessarily the demand stated. The Clerk on behalf of Council estimated the average number of burials at the Parish burial ground each year. Council summarised that it was a planning matter, and that the council would consider any planning application, notified to them in relation to the site by Tandridge District Council.

**2. Apologies and reasons for absence**

2.1 There were apologies received from Cllrs C Edwards and C White due to prior personal commitments.

**RESOLVED** – The meeting was deemed quorate.

**3. Declarations of Interest**

3.1. Councillors [Register of Interests](#) are published on the Parish council website

3.2. There were no declarations of Pecuniary or Other interest on items on the agenda.

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

4.1. Cllr C Farr – Surrey County Councillor report

4.1.1 First full council meeting following the general election. Council is still Conservative run, but there is a sense of change due to the general election.

4.1.2 Hedge Cutting – The county is working on increasing written notices for a more proactive enforcement of the requirement to cut hedges that grow over the highway.

4.2 Cllr C Farr – Tandridge District Councillor report

4.2.1 With the new government there is potential changes to NPP Framework; % of affordable housing in developments may increase to 50% (TDC currently targets 40% already); more integration of affordable housing; Greenbelt, so await further information.

4.3 Cllr M Crane – Tandridge District Councillor report

4.3.1 Noted the difficulty in walking from South Godstone to Godstone due to vegetation and the landowners' responsibilities.

4.3.2 Public Toilets, Godstone – Snagging and Electrical work remains, but expectation is that toilets will be open by the end of the week.

4.3.3 Divers Cove – Will be speaking against the Planning application at the TDC Planning Committee meeting on 5 September 2024.

**5 Minutes** of the previous meetings held – 1 July 2024 and the Extraordinary meeting 26 June 2024 and 15 July

5.1 Minutes of the meeting held on Monday 1 July 2024 were considered.

**RESOLVED** – Councillors who attended the meeting approved the minutes as an accurate record of the meeting held on 1 July 2024 and agreed that they be signed by the Chairperson.

5.2 Minutes of the meeting held on 26 June 2024 were considered.

**RESOLVED** – Councillors who attended the meeting approved the minutes as an accurate record of the meeting held on 26 June 2024 and agreed that they be signed by the Chairperson.

5.3 Minutes of the meeting held on 15 July 2024 were considered.

**RESOLVED** – Councillors who attended the meeting approved the minutes as an accurate record of the meeting held on 15 July 2024 and agreed that they be signed by the Chairperson.

**6 Godstone Parish Council Neighbourhood Plan**

6.1 It was confirmed by the Clerk that Tandridge District Council (TDC) confirmed on 11 July that it can start the Godstone NP (Regulation 14 Draft Review), and it has been allocated to a person to complete.

**7 Deed of Easement in relation to the new Parish car park as part of the development at the former Godstone Quarry, planning application reference 2022/1523.**

7.1 Council acknowledged that the Draft Deed of Easement document provided by Ashill had been circulated to council 26 July 2024.

7.2. Clerk has contacted Parish council solicitor to confirm fees, to liaise with Ashill on costs they will be covering for this next phase of documentation.

7.3 Parish Councils solicitor is on annual leave until 6 August, so there is no report or comments on the draft Deed of Easement currently

7.4 Council did not raise any immediate questions on the draft provided and it was noted that council awaits its solicitors report before proceeding any further.

**8 Allocation of duties to Co-opted councillors following co-option**

8.1 Noting the co-option of councillors to fill the two vacancies, and the agreed action of the Councils annual meeting held in May, council confirmed the following:

- 8.1.1 Cllrs K Ward and D Christmas appointed members of the Finance committee.
- 8.1.2 Cllr K Ward appointed a member of the Planning committee.
- 8.1.3 Cllr D Christmas appointed a member of the Greenspace committee.
- 8.1.4 Cllr K Ward appointed to liaise with visiting Fairs or circus along with Cllr L Case.
- 8.1.5 Cllr D Christmas appointed as the council’s representative at the Gatwick Area Committee meetings.

**9 Reports**

9.1 Clerks Report - Matters to bring to the Councils attention and updates on s from previous meetings.

- 9.1.1 Matters to bring to the council’s attention
  - 9.1.1.1 Meeting with Tandridge District Council Communities Project Manager (TDCCPM) about Playgrounds in the area.
    - i. Meeting summary notes had been circulated to council.
    - ii. The TDCCPM requested that the council confirm TDC refurbishment priority for play areas within the parish council’s area: 1st Hunter Chase, 2nd Featherstone, and 3rd Catlin Gardens.
    - iii. The TDCCPM requested that the council confirm if the Parish council would consider if it would be willing to support TDC with fundraising in 2-3 years.

**RESOLVED** – Council confirmed it agreed with the refurbishment priority list.

**RESOLVED** – Council confirmed it would be prepared to listen to any plans proposed by TDC in relation to funding in the future.

**ACTION 8/24-1-** Clerk to respond to TDCCPM confirming responses.

9.1.2 Update on works where a purchase order has been issued –

\* Note that contractor was to complete work during notice period and agreed timescale of by 5 August 2024.

**ACTION 8/24-2-** Clerk to complete actions as noted below:

Ref:	Meeting ref.	Details	Update and any s agreed
*GW Oct23	09/23-12.2ii	Burial Ground Notice board	Check if this is complete.
*GW Oct23	09/23-12.2iv	Burial Ground Benches	Check if work complete or needs reallocating.
TS Nov23	EFC11/23-5.2	Tree Works - Tilburstow Hill end of Enterdent (Remaining works)	Emailed 24 June. To be followed up.

<i>New contractor required</i>	12/23-9.2	Benches (Specific benches on Godstone Green)	Investigations under way for new contractor
<i>New contractor required</i>	2/24-7.1.1, iii, a	Gate Work: Reinstate surfaces to remove trip points.	Ivy Mill Lane gate check alternative contractor.
*GW Feb24	2/24-7.1.1, iii, a	Playground Long Bench.	Check if work complete or needs reallocating.
*GW Feb24	2/24-7.1.1, iii, a	Flat Swing	Check if work complete or needs reallocating.
CM Mar24	3/24 10.1.2, ii	NEW PATH ON GODSTONE GREEN	Underway
<i>New contractor required</i>	3/24 10.1.1 ii.	Clear tree from public footpath (Blindley Heath Common.) and check the fence.	New contractor to be found to complete work.
<i>New contractor required</i>	2/24 (9.1.1)	South Godstone Metal Bus Stop	New contractor to be found to complete work.
CM May24	4/24 10.3	Repair section of path at Burial Ground	No reply yet on date. Needs to be followed up
NG Jun24	June 9.1	Weeds at Burial ground	Work started – check if complete.
GW Jun24	6/24 8.1.2 ii.	Holes on Godstone Green	Bag of soil in the Parish office so holes can be filled when reported or spotted.
<i>New contractor required</i>	6/24 8.1.3	Dead Tree on Godstone Green	New contractor to be found to complete work.
CM Jun 24	6EM/24 4.1	Repairs to Potholes in car park near Pondtail surgery	Expecting this to be completed within week.
CM Jun 24	6EM/24 4.1	Dead Tree (Tag 9326) on Godstone Green	Noted that this work will be completed when the installation of the new path is undertaken.

It was noted that Cllr C Farr had provided details of contractors he was aware of in the local area.

- 9.1.3 Update on actions from the July council meeting (If actions do not appear then they have been completed or are reported elsewhere.) An ongoing actions list is tracked at the Parish office where actions continue over several months.

**ACTION 8/24-3- Clerk to complete actions as noted below:**

PF7/24-1 – Allotment Trenches for water - Council to investigate a contractor who could complete the work.	Note information in meeting notes re: water supply.
7/24-1c – Clerk to liaise with SALC/NALC to confirm there is no statutory/legal requirement for co-option candidates to all be interviewed.	The co-option was completed correctly. There is no statutory or legal requirement to interview all candidates.
7/24-2 – To plan for any benches that remain in need of work at the burial ground, the Clerk to contact alternative contractor that has been used for bench repairs in the past.	Underway
7/24-3 – Clerk to cancel Purchase Order as eroded area will now be addressed by the installation of the new path.	
7/24-4 – Cancel current Purchase order and Clerk request that the contractor installing the new path extends scope of work to include reinstating the area on the gate nearest Ivy Mill Lane to ensure there are no trip hazards.	
7/24-5 – If work not completed, Clerk to add Playground bench work to 7/24-2.	To be checked.
7/24-7 – Clerk to contact supplier for quotes for the supply and installation of 3 trees (with root balls), one of each of the following species: Oak, Hornbeam and Sweet chestnut.	Underway
7/24-8 – Wild Seeds - Clerk to investigate quantity, price and detail in contract.	No price provided in the contract. Investigations underway.
7/24-9 – Clerk to liaise with Cllr L Case on approaching Glebe House.	The matter was discussed. Council concluded that an approach would not be made. Clerk to update contractor.
7/24-10 – Consideration of budget for asset-tagging to be included in 2025-26 budget planning.	Noted for Budget

7/24-11 – Consideration of removing long playground benches to be considered in future years.	Noted for Budget
7/24-12 – Noting council muting potential willingness to allocate funds, matter to be put forward at next meeting in more detail. Cllr C White to liaise with South Godstone Club at potential interest in activities in South Godstone.	
<b>RESOLVED</b> – Noting Action 7/24-12, the Council unanimously approved spend of £1k per village (Total £3k for the Parish council), for the Commemoration of 80 <sup>th</sup> Anniversary of VE Day.	
7/24-14b – Cllr C White to respond to request, copying in the Clerk, to confirm that the council would consider a formal request and proposal if Merstham Cricket Club submitted one.	No information received as of 31 July.
7/24-15b – Plans to potentially replace the entire Embankment slide to be considered during the 2025-26 budget planning.	Noted for Budget
7/24-15c – Investigate potential grants that could support any plans drafted in the future to remove and replace embankment slide.	Noted for Budget
7/24-18 – Consideration for potential repairs required in the medium to long term future to the track leading to the Hilly Fields to be considered during the planning of the FY25-26 budget.	Noted for Budget
7/24-20 – Clerk to issue invoices for additional charges where plot sizes have changed.	
7/24-22 – Clerk to include matter of CIL allocation on the Finance Committee Agenda.	Noted for Budget
7/24-23 – Clerk to liaise with Tippywychett solicitor to establish if it is possible to achieve clarification of wording not creating an obligation for the council.	Completed – No response as of 31 July.

9.2 Chairperson's Report – (for noting) information only – No discussion

9.3 Reports (for noting) from representatives on outside bodies etc.

- 9.3.1 Council noted that the Blindley Heath Liaison Group onsite annual walk is scheduled for Wed 21 August @10:30am, led by SWT.
- 9.3.2 Cllr L Case reported the Godstone Preservation Society (GPS) had removed Ragwort at the Hilly Fields and had further plans for the village. Council noted that work at the Hilly Fields was without its permission and has on several occasions made the Chairperson of the Society aware that permission is required for volunteer activities on Parish council land, in particular, due to insurance.  
Noting that the Bus Stop opposite the Pharmacy was one of the targets of the GPS, the Clerk reported that it is listed on the council's asset list. Cllr C Farr stated that SCC plan to do work on this bus stop as they believe it is their asset.
- 9.3.3 Redhill Aerodrome meeting postponed.
- 9.3.4 A22 Consultative committee meeting postponed.

9.4 Reports from Committees and any matters to bring to the council's attention

9.4.1 Greenspace Committee meeting held on 15 July 2024 (Minutes circulated to full council 31 July 2024)

Summary of matters and recommendations to bring to councils' attention:

- i. Contractor appointed to complete works on trees at Blindley Heath as per the Tree survey recommendation (*as per the Finance regulations 4.1, the quoted amount was within the limits of the committee's authority to approve for expenditure on revenue items in the approved budget.*). Estimate date of works, 27 August, subject to necessary traffic management licenses being granted.
- ii. Tree Management system – Some initial information to consider (previously circulated on 16 July) recirculated with meeting papers and link to website [Tree Management - Pear Technology](#) and other investigation into potential use of apps being undertaken.
- iii. Grass cutting – Delay to cuts at the burial ground.

Council thanked the committee for its report and consider the matters reported.

With reference to item 9.4.1. ii., Council discussed that improvements had been attempted using numbered ID discs during the last tree inspection, with some success, but that there had still been some issues identifying trees.

**RESOLVED** – Council unanimously agreed that a Tree Management System should be a consideration in the future as part of the next full tree survey/review of trees on parish land.

With reference to Grass cutting, item 9.4.1. iii.

**RESOLVED** – Council unanimously agreed that due to commercial sensitivities, discussion of item 9.4.1 iii. of the committee report was postponed to the end of the meeting and 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 this item on the grounds that it is likely if the public were to remain, there would be a disclosure of exempt information.

9.4.2 Planning Committee meeting held on 15 July 2024 – Council noted the report provided by way of the minutes of the committee meeting circulated to full council with August meeting papers.

**10 Planning Applications**

10.1 Council considered applications detailed as next planning meeting is not till 17 Sept, after the consultation deadline.

*Cllrs C Farr and S Farr did not participate in this section of the meeting.*

Ref	Address	Application	Agreed response
2024/724	The Hollies, 3 Rushton Avenue, South Godstone, Godstone, Surrey, RH9 8LA	Conversion and extension of roof involving erection of 2 side dormers and installation of rear and side roof lights.	No objection
2024/586	10 Langsmead, Blindley Heath, Lingfield, Surrey, RH7 6JT	Demolition of existing garage and study area. Erection of part two storey, part single storey front and side extension and formation of dormer to rear roof slope.	No objection
2024/616	59 Ockleys Mead, Godstone, Surrey, RH9 8AX	Retention of front and side extension	No comment

**ACTION 8/24-4-** Clerk to submit responses to TDC planning department.

**11 Greens, Commons and Land – Matters to bring to the Councils attention in relation to areas of the Parish**

11.1 Godstone and Greenview

11.1.1 Christmas Lights

- i. Council noted that some cable had been installed whilst some of the Green had been dug up to install the new path.
- ii. Council noted information that only one contractor provided a quote to continue with historic arrangements for the management of the Christmas lights and this was £2,440 for PAT testing and £952 to switch on, Total £3392 excl. VAT and that the cost was considerable.
- iii. Cllr J Gardner and S Beagley had considered a potential route

**ACTION 8/24-5a-** Cllrs J Gardner and S Beagley to liaise with the Clerk to prepare plans and applicable specifications for Stage 2 – digging of trenches and laying of remaining cable required; and Stage 3 for the Christmas lights of testing of current lights and the supply and installation of any new lights.

**ACTION 8/24-5b-** Cllrs J Gardner and S Beagley to liaise with the local contractor after introduction email from Clerk.

**ACTION 8/24-5c-** Investigation into solar lights for Godstone Hill to be included in works.

11.1.2 Bounty Electricity – Confirmation of arrangements – Council noted the drafted letter, signed by GSA and provided with meeting papers to be signed by Parish council.

**RESOLVED** – Council unanimously agreed that the letter confirming the arrangements between the GSA and Godstone Parish Council in relation to the supply of Electricity to the Bounty via the Pavilion be signed on behalf of the council.

**ACTION 8/24-6a-** Clerk to arrange for the letter to be signed and a copy to be provided to the GSA and filed for the Parish council records.

**ACTION 8/24-6b-** Cllrs J Gardner and S Beagley to prepare a plan to record works undertaken for Parish information of utilities in the area.

11.2 Godstone Playground

11.2.1 Damaged surface – Council reviewed the photographic evidence of damage to the playground surface and how it may have occurred. It was confirmed that the damage had not been present when Cllrs L Case had completed her inspection a few days prior to the 26 July 2024. It was confirmed that the contractor who had worked with the council on the refurbishment had confirmed that the wetpour surface warranty would not cover the damage shown in the photo, as they considered it had not occurred through natural wear and tear, but due to vandalism.

Photo from 26/7/24	Update photo on 31/7/24
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Council considered the quotes in relation to repairing the area:

Ref:	Details & Price ex. VAT
A	£288 repair damaged area with matching wetpour (75% black, 25% green fleck)
B	Cost for supply & install of this repair £1,450 +VAT
C	£900 standard call-out, then confirmation on repair quote
D	Wetpour repair kits, dependent on colour and area size, black kit £35; colour kit £45, basic repair kit around £25, wet pour repair kit estimated at less than £40 each to purchase. Supplier does strongly recommend a professional installer complete repair to damaged areas larger than 1m <sup>2</sup> .

**RESOLVED** – Council unanimously agreed that a repair kit be purchased (black and green fleck) and that Cllr S Beagley or Cllr J Gardner would attempt to repair the area.

**ACTION 8/24-7-** Clerk to order repair kit.

11.2.1 Embankment Slide – Update on Condition – Remains in safe condition on last visit.

**ACTION 8/24-8-** Cllr S Beagley will inspect area again following rain.

11.2.2 Basketball Hoop and Basket balls – Council noted that the installation date of 21 August 2024 had been arranged. The post will be removed by the contractor and the council will need to arrange the disposal of the hoop. It was noted that the order came with 10 free basketballs.

**RESOLVED** – Council unanimously agreed that after the basketball hoop is installed, contact be made with schools in Godstone and South Godstone and an appropriate organisation in Bindley Heath to donate the basketballs.

**ACTION 8/24-9-** Cllr S Farr to advice of a suitable organisation in Bindley Heath.

11.3 Hilly Fields

11.3.1 Management of the Hilly Fields – Council considered the information provided following the Clerk contacting Surrey Wildlife Trust (SWT), noting guidance was general advice for grassland management and provided without visiting the site. SWT advised:

- i. Grasslands require regular maintenance to ensure vigorous, coarse grasses and scrub do not become dominant.
- ii. A conservation grazing programme is ideal however if this is not possible, a suitable cutting regime is the next best option (e.g. a hay cut, cut & collect, drunken mow).
- iii. It is important to remove cuttings to prevent thatch build up and unwanted soil enrichment.
- iv. If there is scrub encroaching onto the grassland, then this will need to be managed.
- v. SWT have a department who work with landowners to provide advice on how to manage spaces for nature, [SWT- Nature Based Solutions](#)
- vi. General advice available [Meadows Plantlife - Maintaining meadows](#)
- vii. Council can have bespoke guidance and can request a site visit with SWT [Work With Us](#). This service may incur a charge, and a quote would be provided in advance of arranging a site visit.
- viii. Council can sign up to SWT [Wilder Communities](#) programme, which provides information; free resources; and training opportunities.

**RESOLVED** – Council unanimously agreed that further to requests made by member of the local community and information from SWT, subject to relevant and standard Terms and Conditions permission be granted to one group of co-ordinated volunteers, to carry out activities on the Hilly Fields to care and maintain the meadow/grassland and that included in the permitted activities is the cutting of the area and the removal of bramble. In addition to standard conditions, the council stipulated the following specific details in relation to this permission being granted:

- Volunteers are permitted to carry out activities to care and maintain the area known as Hilly Fields.
- Volunteers are permitted to carry out activities once a year.
- Council notes that the number of days that activities are carried out may extend beyond one day, but activities should not be undertaken across an excessive number of days.
- The council must be notified by way of email to the Clerk, [clerk@godstone-pc.gov.uk](mailto:clerk@godstone-pc.gov.uk) of the date(s) and details of the planned activities.
- A councillor is permitted to visit during activities being carried out (for Insurance purposes).
- The volunteers carrying out any activities on the Hilly Fields should take in to account the information provided by Surrey Wildlife Trust and follow any relevant guidelines.

- To fulfil insurance requirements for volunteers, work that volunteers carry out is under the direction/supervision of the Council, and volunteers should only be carrying out what would be considered normal activities of the Council and the age limit for any volunteer is 90.

**ACTION 8/24-10- Clerk to liaise with parishioners who had contacted Parish council.**

11.4 Salisbury Road Allotments

11.4.1 Deed of Easement - Received 2 August and circulated to council. Parish solicitor contacted to confirm final fee quote to review Deed Document so council can consider how to proceed.

**ACTION 8/24-11- Clerk to follow up with council's solicitor on fee.**

11.4.2 Water supply to allotments is not supplied on SES network, because of climate change adaptation and measures to reduce demand for water. SES suggested sustainable alternatives (i.e. grey water harvesting). GAA enquired about using runoff from bungalows and underground tanks. Council discussed the need for water due to Health and Safety (fire incident) and livestock and its request for SES to have community spirit.

**ACTION 8/24-12- Clerk to enquire with Ashill about local contact details and follow up contact information provided by Cllr M Crane. Efforts to continue to establish a water connection to the allotments.**

11.5 Tilburstow Hill and The Enterdent

11.5.1 Correspondence - Overgrown vegetation – Council noted the following details reported:

- Bank along The Enterdent, Godstone Farm side (North) extremely overgrown (visibility problems for drivers.)
- Bank adjacent to track behind cottages, is overgrown, exiting track onto road is hazardous.
- Hedges along the track behind cottages, cut by the PC during the year.
- SCC contacted regarding overgrown foliage at junction of The Enterdent and B2236 and they work completed.

**ACTION 8/24-12a- Clerk to enquire with a contractor about 1 hard cut back of vegetation on the bank on Godstone Farm side and consider annual cut cost and planning when the budget is drafted.**

**ACTION 8/24-12b- Cllrs to provide potential contractors information. Cllr D Christmas will enquire with residence about rubbish collections and where bins are placed.**

**RESOLVED** - Council agreed that no action would be taken to cut the bank next to the track, nor to cut vegetation back along the track, noting regular use by cars is not permitted along the track and the area at the end of the track is used as an unauthorised car park by many and council do not want to encourage regular use,

11.6 South Godstone

11.6.1 Openreach Fibre Community Partnership – Council noted information about the South Godstone Fibre Scheme, also noted on Parish [website](#). Scheme covers 227 rural properties in the area; 186 are eligible for free vouchers and 61 will need to be pledged for the shortfall.

11.7 Blindley Heath

11.7.1 Condition of track impacting rubbish collections – Council noted correspondence from Tandridge District Council (TDC) officer which stated the following:

- Acknowledging Godstone Parish council (GPC) does not have plans to deal with the issues raised by TDC waste contractor.
- Stated disappointment and states vegetation needs cutting back and track needs reinstating in places.
- TDC contacted GPC as landowners to request that it acts upon health and safety issues raised by waste contractors, (safe access to properties - access path to Little Mead very overgrown/not level; higher risk in winter with increased rainfall and darker mornings/afternoons.
- TDC would appreciate GPC's help making area safer for crew, residents and visitors.
- TDC provided photographs taken on site to illustrate the problem which were provided to council.
- TDC would be happy to have a site meeting.

**RESOLVED** - Council agreed that they do not have an obligation to complete the work, noting the footpath and access is not a public highway, and reluctant to open the area up.

## 9. Burial Ground; Exclusive Rights of Burial Applications and Memorial Applications

9.1 Clerk clarified with council a matter in relation to EROB fee - Parishioners and non-parishioner relatives.

9.2 Council noted information about Hypericum calycinum being present in areas of the burial ground. Council do not believe it is notifiable and that grass cutting will stop it.

**ACTION 8/24-14- Clerk to confirm it is not notifiable and write to relevant grave owners about keeping plots tidy.**

9.3 Council noted that mole hills have appeared again.

**ACTION 8/24-15- Clerk to check cost for council to consider whether to use reserves or just monitor.**

## 10. Finance, Audit and Policy Matters

11.1 Accounts for Payment - to approve **JULY** accounts for payment

Ref.	Business	Invoice	Invoice Date	Payment For	Net amount	VAT	Invoice Total	
<b>Salary Payments</b>								
G1631-34	Salaries			JULY Salary	£2,378.68		£2,378.68	
	HMRC			JULY - NI and Income tax				
	NEST Pension			JULY - Pension contribution				
<b>Direct Debits</b>								
G1635	BT	M140 UP	17/07/24	Telephone & Internet	£66.91	£13.38	£80.29	
G1628	British Gas Lite	8131449	09/07/24	Electricity	£35.86	£1.79	£37.65	
<b>Invoices for Payment</b>								
G1626	HPS	6493	10/07/24	IT Support Apr/May and website Hosting	£150.70	£30.14	£180.84	
G1627	HPS	6492	10/07/24	DNS Registration Renewal	£12.12	£2.42	£14.54	
G1629	Notice Me	10572	16/07/24	Notice Board for Allotment	£339.90	£67.98	£407.88	
G1630	Fairalls	4637335	16/07/24	Topsoil & Trowel (for Godstone Green)	£18.72	£3.74	£22.46	
G1636	PKF Little John	SB20240158	25/07/24	External Audit FY23-24	£630.00	£126.00	£756.00	
G1637	St Stephens			August Meeting room hire	£25.00		£25.00	
*Salaries paid in accordance with 7. Payment of Salaries of the Parish Council Financial Regulations. **Employee/Employers total payment paid by GPC.					<b>TOTAL</b>	<b>£3,657.8</b>	<b>£245.45</b>	<b>£3,903.3</b>

**RESOLVED** - Council approved the payments list totalling £3,903.34 (on payment of salaries).

**ACTION 8/24-16-** Clerk and second signatory to arrange payment of invoices.

#### 11.2 Summary Financial Report **MAY** - Bank Reconciliation, Accounts Reports (Income and Expenditure by Budget; Reserves Sheet, Balance Sheet and Summary of Funds available)

**RESOLVED** - Council acknowledged receipt of reports and approved the bank reconciliation and finance account reports provided.

#### 11.3 Grants

##### 11.3.1 Applications to the Parish Council

Air Ambulance Charity Kent Surrey Sussex (KSS) – Grant application papers had been provided to council in advance of the meeting. Council noted *KSS requested £400, or any other amount the council deemed possible.*

**RESOLVED** – Noting there is no allocated budget in the current financial year for council to make grants, the Council agreed that on this occasion no grant would be awarded but requested that the application be put forward in the next financial year for consideration.

**ACTION 8/24-17-** Clerk to liaise with applicants contact person.

St Catherine's Hospice – Council noted that an enquiry had been made and awaiting application form and details.

##### 11.3.2 Applications by the Parish Council – Council noted the following grant applications had been made by the Parish council for grants from outside organisations:

SWT - Nextdoor Nature Communities Grant - Application submitted for funds to purchase wildflower/corn poppy meadow seeds for Blindley Heath Common (in time for 80<sup>th</sup> anniversary of VE Day in 2025.)

Parish office has found Funding Finder - Get Grants website to assist council investigate future grant opportunities.

**11. Inspections** - A full inspection summary was provided with meeting papers for council, for council to confirm any instructions of work. Report requested that if during an inspection there is a matter that needs to be approved by council (i.e. due to incurring expenditure to address an issue, that has not been budgeted, or is of high significance or danger), councillors should provide a motion of action proposed, for council to vote on. Items shown as P3 (top priority) on the report summarised below.

Item	Details	P	Notes/Council decision on Action
FENCING (BG)	Fence in disrepair, additional section to part previously removed.	3	No comments/decision made by council.
SIGNS (GG)	Two new signs advising of rules and regulations for use of the playground (report stated signs being discussed)	3	No comments/decision made by council.



SURFACING (GG)	Surface under toddler multi-play area damaged & rapidly deteriorating.	3	Updated provided during meeting.
BENCHES (GG)	Parish Clerk advised with photographic evidence of the repairs required to several of the benches on the Godstone Green area.	3	Update provided to meeting, Clerk to find new contractor.
RUBBISH (GG)	Continue to overflow on a regular basis, TDC respond promptly to resolve. Report notes could be good time to contact the environmental department of TDC to discuss new bins with extra protective closures.	3	Council do not want Clerk to contact TDC currently. <b>ACTION 8/24-18-</b> Parish council to consider purchasing bins next year with TDC still emptying them. Council to gather evidence to establish strength of case for new bins.

**12. Correspondence –** Council noted the following correspondence which had been circulated by email since the last meeting:

- 12.1 South Tandridge Health and Wellbeing Neighbourhood Meeting Oct Invite & June Minutes – 17 July
- 12.2 Parish Councils focus group Teams Corporate Peer Challenge meeting – 16 July
- 12.3 Easter Way (D481) South Godstone – 24 July
- 12.4 Scribefest 2024 – 24 July
- 12.5 Local Government Ethical Standards, Data Protection and Governance training – 29 July 2024
- 12.6 Surrey Hills AONB Boundary Variation Update – 29 July 2024

Council noted that consultation update shows AGLV’s have been taken out and ANOB not looked into. Council concluded that it was not a positive report for the areas the council had commented on. Parish council had wanted ANOB’s upgraded to AGLV’s which had not happened and so the result was disappointing.

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

- 13.1 FY2023/24 AGAR Section 3 External Auditor Report – Council to acknowledge receipt and acceptance of report.
- 13.2 Next meeting of the Parish Council is scheduled to be held on Monday 2 September 2024 at 7.30pm, at St Stephens.

**PART TWO – Confidential Note.**

----- Meeting ended 10.05pm -----

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Signed  
Chairperson

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Print Name

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Date