

Godstone Parish Council

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

Clerk to the Parish Council

S Endersby

Admin Assistant

W Dennis

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MINUTES

of the meeting of Godstone Parish Council held on
Monday 8 April 2024 at 7.30pm at St Stephens, South Godstone.

Members: Cllrs J Gardner (Chairperson), C Farr (also Surrey County Councillor and Tandridge District Councillor), S Farr, L Case, I Smith, S Beagley, K Ward and C Edwards
Apologies: Cllr C White, S Endersby (Clerk)
Present: Tandridge District Cllr M Crane, Weisi Dennis (Admin Assistant), Chairman of GAA

It was confirmed that the Admin Assistant would record the meeting.

1. Questions from Members of the Public

1.1 J Hale, Chairman of Godstone Allotment Association (GAA) explained that members of the GAA were in attendance specifically to discuss item 9.4.2 (Bonfire). No further questions or comments were received.

2. Apologies and reasons for absence

2.1 There were apologies from Cllr C White (due to prior appointment).

RESOLVED – Councillors noted the apologies received and the meeting was deemed quorate.

3. Declarations of Interest

3.1 A [Register of interests](#) is published on Godstone Parish council website.

3.2 Councillors all signed registering attendance, where Pecuniary or Other Interests can be noted if applicable.

3.3 There were no statements of Pecuniary Interests for any items detailed on the agenda.

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

4.1 Surrey County Councillor C Farr – Updated the meeting on the appointment of the new CEO of Surrey County Council, Terence Herbert.

4.2 Tandridge District Councillor C Farr - No matters to report.

4.3 Tandridge District Councillor M Crane

4.3.1 Noted the confirmation of the refurbishment of the Godstone Public toilets.

4.3.2 Updated the meeting regarding speed limits around J6 in the Godstone area, which are due to be lowered from 70 mph to 50 mph imminently.

5. Minutes of the meeting held on Monday 4 March 2024

5.1 Minutes of the meeting held on 4 March 2024

Voted: Cllrs J Gardner, C Farr, S Farr, L Case, I Smith, K Ward, C Edwards, and S Beagley

Not present to vote: Cllr C White

RESOLVED – Councillors who had been present at the meeting agreed that the minutes were an accurate record of the meeting held on 4 March 2024 and that they be signed by the Chairperson.

6. Motions from Councillors

6.1 Adopt the Tandridge District Council (TDC) Code of Conduct

(Proposer: C Farr; and Seconded: S Farr)

6.3.1 Discussed the TDC Code of Conduct. Councillors were in favour of adopting TDC's document, since TDC would be the adjudicating authority in event of any issues relating to matters at parish level.

RESOLVED – Council unanimously agreed to the adoption of the TDC Code of Conduct.

ACTION – 4/24 – 1 – Clerk to update the TDC Code of Conduct with the appropriate reference to GPC and publish it on the parish council website

6.2 Adopt any subsequent updates of the above TDC Code of Conduct automatically

(Proposer: C Farr; and Seconded: S Farr)

6.3.1 The Clerk's reservations on the process by which updates to the TDC Code of Conduct would be made known were noted. Council noted that TDC reviewed and revised, if necessary, updates to their Code of Conduct annually in May.

6.3.2 It was noted that the Clerk would be able to check TDC's website every May for updates, and update our Code of Conduct accordingly.

RESOLVED – Council unanimously agreed to automatically adopting any subsequent updates of the TDC Code of Conduct.

ACTION – 4/24 – 2 – Clerk to check annually (every May) for updates, if any, to the TDC Code of Conduct and update the GPC Code of Conduct accordingly.

7. Village car park within Planning application 2022/1523 – s106 Agreement in relation to car park

7.1 Draft S106 Agreement in relation to car park and confirmation of solicitors to act on behalf of Godstone Parish Council – Council acknowledged that a draft s106 agreement had been provided to the council and circulated (circulated to council 9 February 2024), with instructions provided to our chosen solicitors. Cliff Thurlow of TDC has offered to meet with the council to discuss the s106 agreement.

RESOLVED – Council unanimously agreed to meeting Cliff to discuss the s106 agreement.

ACTION – 4/24 – 3 – Clerk to arrange a meeting with Cliff Thurlow

7.2 Council to consider correspondence from resident (of Three Elms) adjacent to the proposed carpark.

7.3.1 Cllr J Gardner proposed that the queries and concerns raised, particularly those relating to the building schedule and details, would be most appropriately and expediently addressed directly by Ashill contractors.

RESOLVED – Councillors unanimously agreed that Ashill would be the most appropriate direct point-of-contact for all queries pertaining to the proposed development.

ACTION – 4/24 – 4 – Clerk to provide the resident with a point-of-contact from Ashill.

8. Reports

8.1 Clerks Report

8.1.1 Matters to bring to the Councils attention.

i. Reminder for nominations for the Annual Parish Meeting— Names received and discussed

RESOLVED – Councillors unanimously agreed that nominations/ awards will be spread across the three villages, with a minimum of one per village.

ACTION – 4/24 – 5 – Clerk to finalise and contact nominees with respective Councillors

ii. Agenda items and Chairman's report – No comments

8.1.2 Neighbourhood plan – No comments, as council is pending the housing needs assessment from AECOM, expected within April 2024

8.1.3 Surrey Rights of Way consultation – Council discussed the question raised regarding if council would be interested in exercising powers under the Highways Act to increase involvement relating to maintenance.

RESOLVED – Councillors unanimously agreed that Council would not be increasing its involvement relating to public rights of way.

8.2 Chairman's Report — No issues to report.

8.3 BHLG

8.3.1 S Farr provided brief update on the BHLG which took place on 8th April. Key points relate to cattle-farming (with no imminent plans to bring the cattle back due to various reasons including TB control measures), and the overall water-logged condition of the site.

8.3.2 Heath View – S Farr updated that TDC's Enforcement Team and Natural England had been informed about recent unauthorised tree-cutting and movement of mobile homes onto the site.

8.4 Report from Committees

8.4.1 Planning – No issues to report.

8.4.2 Greenspace Committee – to await minutes of last meeting.

i. Council discussed the planning application for the block plan (cabinet and pole). The request for a more detailed block plan was noted and agreed to be provided by Cllr C Farr under the auspices of the Greenspaces Committee.

ACTION – 4/24 – 6 – Clerk to work with Cllr Farr to provide the block plan to TDC as part of the planning application.

ii. Alternative means of ensuring that Christmas lights were in place this year were also discussed, such as reviewing the PAT-testing quotes previously provided.

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

9.1 Godstone

9.1.1 Horse Sign -- Delivery of the signs was noted, and Council agreed for the works to be done by Causeway Property Maintenance, care of Cllr S Beagley who abstained from the vote taken.

Voted: Cllrs J Gardner, C Farr, S Farr, L Case, I Smith, K Ward, C Edwards

Abstained: Cllr S Beagley

RESOLVED – Councillors agreed that the signs would be put up as agreed and invoiced accordingly.

ACTION – 4/24 – 7 – Clerk to send PO for the installation of signage

9.1.2 Godstone Village Primary Sports Day

RESOLVED – Councillors unanimously confirmed permission, subject to confirmation of the appropriate insurance and other standard Terms and Conditions

ACTION – 4/24 – 8 – Clerk to confirm with school and confirm insurance and other T&C

9.1.3 Request from the Fete Committee

RESOLVED – Councillors unanimously confirmed permission, subject to confirmation of the appropriate insurance and other standard Terms and Conditions

ACTION – 4/24 – 9 – Clerk to confirm with Fete Committee and confirm insurance and other T&C

9.1.4 Tree works –

i. The council discussed the urgency of seeing to the rotten tree on the green opposite the Old Forge Café. The current contractor, despite multiple reminders by the Clerk to complete tree works agreed, has been ineffectual in completing work to an agreed time schedule.

ii, Given the current presence of the Fair on the Green which presented additional public safety risks owing to higher-than-usual foot traffic, the council agreed to appoint a new contractor urgently to deal with the specific tree.

RESOLVED -- Councillors unanimously confirmed that the situation required critical intervention by a new contractor to be appointed with immediate effect to address the specific tree.

ACTION – 4/24 – 10a – Clerk, in liaison with the Chairman, to undertake appointment of a new contractor with regard to removing the specific tree.

iii. Council agreed for a motion to be raised at the next Council meeting to review any existing contracts with ineffectual contractors, and/ or measures for ensuring work was completed to an agreed standard and timeline.

ACTION – 4/24 – 10b- Clerk to note motion for next meeting in May 2024

9.2 Godstone Playground

9.2.1 Playground actions noted, with discussion around a long-term solution for the embankment slide. Council noted Purchase Order 24-5-208 for contractor to adjust the barriers on the embankment slide to remove the entrapment hazards.

RESOLVED – Councillors unanimously confirmed Garry to undertake improvement of the embankment playground equipment to remove the entrapment features

ACTION – 4/24 – 11 – Clerk to send PO to Garry

9.3 Hilly Fields – no comments

9.4 Salisbury Road Allotments

9.4.1 Matters for reporting and a summary of inspection

i. An update on unworked plot 24 was given and Council agreed that the agreement would be terminated should payment for 2024/25 not be received by the 12th of April as per the invoice.

ACTION – 4/24 – 12 – Clerk to check for payment and then to terminate the plot-holder agreement for plot 24.

ii. Water troughs-- discussion of a lockable lid to limit access (J Hale's idea, to be investigated by Cllr J Gardner)

ACTION – 4/24 – 13 – Clerk to liaise with Cllr J Gardner on the invoice and installation of troughs

9.4.2 Bonfire

iii. The GAA report on the Bonfire of 17th March 2024 was circulated. Council acknowledged the report and was satisfied that all reasonable steps were taken to minimise Health & Safety risks.

iv. The Clerk will write to all plot-holders requesting any bonfire to be extinguished (not just left in a 'safe condition') upon departure. Sections 6.1 & 6.2 of the plot-holders' tenancy agreement will be updated in due course to reflect the above.

ACTION – 4/24 – 14a – Clerk to write to all plot-holders regarding extinguishing bonfires.

ACTION – 4/24 – 14b – Clerk to update the plot-holders' tenancy agreements regarding extinguishing of bonfires.

9.4.3 Council noted the complaint from TDC's Environmental Health Officer regarding the bonfire.

ACTION – 4/24 – 14c – Clerk to update to update TDC on actions 4/24 – 14a & 14b as above

9.4.4 Asbestos

i. The presence of a small amount of asbestos at the allotments, in an isolated area onsite, was noted. Cllr Beagley agreed to investigate the situation, taking all precautions.

ACTION – 4/24 – 15 – Cllr Beagley to investigate the asbestos situation at the allotments.

9.4.5 Metal on Plots, Livestock and Sheds Clauses

i. Issue raised by GAA with the Clerk and referred to Council

ii. Council discussed the principle of confining any metal on plots to a minimum, as well as to confining this within the boundary of plot-holders' respective plots.

RESOLVED – Councillors unanimously agreed for the metal clause to remain, and for GAA to monitor developments in this regard and provide advice regarding limiting metal on plots.

ACTION – 4/24 – 16 – GAA to monitor developments pertaining to metal rubbish

RESOLVED – Councillors unanimously agreed to adopt the change regarding GAA (rather than Council) providing consent for livestock and placing items on allotments.

ACTION – 4/24 – 17 – GAA to proceed with their devolved responsibility, ie by taking on consent for livestock and items placing. Clerk to update plotters' agreement for future issuing.

9.4.6 Correspondence from Allotment holder of plot 16 in relation to letter sent from council

i. Council reiterated the principle of confining any metal on plots to a minimum, as well as to confining this within the boundary of plot-holders' respective plots.

ACTION – 4/24 – 18 – Clerk to respond to Allotment holder regarding his appeal based on Council's reinforcement of their position regarding metal on plots.

9.4.7 Increase in allotment space (plot 5)

i. Council considered the request for a small increase in the lot size of plot 5, within the bound of retaining the minimum allotment charge of £29.70 (for 75 sq m). The GAA reported that they would investigate the feasibility of this request.

RESOLVED – Councillors unanimously agreed for GAA to proceed with their devolved responsibility for this matter.

ACTION – 4/24 – 19 – GAA to proceed with investigations on the feasibility of plot enlargement, maintaining the area within the minimum allotment charge of £29.70 (for 75 sq m) and adequate access by others to the compost area by way of altering the footpath as required.

9.5 Tilburstow Hill and The Enterdent

9.5.1 Tree works and tree reports

i. Additional tree report and works recommended—Noted with no comment

ii. Trees adjacent to 14 Enterdent -- Local resident's correspondence of concern about the removal of trees noted, with Council reiterating that permission must be sought in each proposed instance of tree-felling and no precedent set.

ACTION – 4/24 – 20 – Clerk to respond to resident.

9.6 South Godstone

9.6.1 Matters for reporting and a summary inspection reports current matters logged—Council noted the updates on the bus stops within South Godstone.

RESOLVED – Council unanimously agreed that the metal bus stop (North Bound) be cleaned.

ACTION – 2/24 – 21a – Clerk to arrange for contractor to clean the bus stop.

ACTION – 2/24 – 21b – Cllr C White to investigate a new bus stop for the South Bound side, potentially via an adversting company.

9.7 Blindley Heath

9.7.1 Matters for reporting and a summary inspection reports current matters logged: Cllrs S & C Farr updated Council that a car in a ditch by Lingfield Nursery had been observed and reported to the authorities.

9.7.2 Track on SSSI and Land East of Nestledown Kennels—Council noted the authorised tree-cutting (following last summer’s observed activities), as well as the retrospective planning application 2024/130 that pointed towards unusually wide loads (i.e. mobile homes) being moved onto the site. Cllr S Farr has updated the authorities on these matters, also with reference to the comments from the BHLG/ Residents’ Group.

RESOLVED – Councillors unanimously agreed for a strongly-worded letter from Council to be sent as second warning, with reference to the Countryside & Rights of Way Act 2000, Section 28P.

ACTION – 4/24 – 22 – Clerk to prepare a letter to resident(s) of the property which appears responsible for the unauthorised activity.

10 Burial Ground and Exclusive Rights of Burial Applications and Memorial Applications

10.1 Matters for reporting and a summary inspection reports current matters logged-- Noted

10.2 Tree works— Noted

10.3 Path works—Council noted the possibility of adding the burial ground path work to the existing Specifications for the path on the Green.

RESOLVED – Councillors unanimously agreed for the path works to be done at the same time.

ACTION – 4/24 – 23 – Clerk to update the specifications for the path contractor.

11 Wayleaves – Reviews and updates

11.1 Tippywychett - Consideration of solicitors’ report, with full details recirculated on 3rd April 2024.

RESOLVED – Councillors unanimously agreed to accept £2,000 for perpetuity and annual payment equivalent to a fair wayleave (i.e. currently £27.60) with the right of increasing in line with other wayleaves.

ACTION – 4/24 – 24 – Clerk to update solicitors on Council’s position.

12 Finance, Audit and Policy Matters

12.1 Accounts for Payment – to approve **MARCH** accounts for payment

Ref.	Business	Invoice	Invoice Date	Payment For	Net amount	VAT	Invoice Total
Salary Payments							
G1566-70	Salaries			MAR Salary*	£ 3,190.91		£ 3,190.91
	HMRC			MAR - NI & Income tax**			
	NEST Pension			MAR - Pension contribution			
Direct Debits							
G1557	British Gas	7079831	09-Mar-24	Electricity Bill	£83.42	£4.17	£87.59
G1562	BT	M136CQ	17-Mar	Telephone and Internet	£63.90	£12.78	£76.68
Invoices for Payment							
G1553	Zurich	531450930	03-Jun	Bounty Insurance	£ 324.51		£ 324.51
G1554	Madgwick	16	07-Mar	Tree Works - Enterdent	£ 1,795.00	£ 359.00	£ 2,154.00
G1555	Safeplay	26256	07-Mar	Playground works - Roundabout	£ 395.00	£ 79.00	£ 474.00
G1556	Safeplay	26281	08-Mar	Playground works - Swing PO202	£ 362.00	£ 72.40	£ 434.40
G1558	Causeway Property Maintenance	1080	12-Mar	Crypt	£ 220.00	£ -	£ 220.00
G1559	Cllr C Farr			Purchase of Block plan for planning application.	£ 8.50	£ 1.70	£ 10.20
G1560	S Endersby			Expenses	£ 174.10		£ 174.10

G1561	Fairalls	850871	8-Mar	Paint and brushes for benches	£ 25.13	£ 5.03	£ 30.16
G1563	St Stephens Church		21-Mar	Church Hall Rental	£ 100.00		£ 100.00
G1564	Npower	IN09851 102	05-Mar	Unmetered Supply - NO CHARGES DUE	£ -	£ -	£ -
G1565	A Yardley	AEC033 4	26-Mar	Neighbourhood Plan	£ 2,600.00	£ 520.00	£ 3,120.00
G1571	SALC	2714	01-Apr	Membership	£ 1,993.55	£ -	£ 1,993.55
G1572	Safety Signs & Notices	89869	21-Mar	2x Horse Signs plus DPD Delivery	£ 59.31	£ 11.86	£ 71.17
G1573	Rialtas	SM2940 2	1-Apr	Cashbook Support and Licence	£ 1,209.00	£ 241.80	£ 1,450.80
*Salaries paid in accordance with 7. Payment of Salaries of the Parish Council Financial Regulations. **Employee/Employers total payment paid by GPC.				TOTAL	£11,395.33	£1,065.94	£12,461.27

RESOLVED - Council unanimously agreed the payments listed totalling **£12, 461.27** for payment with the exception of the Rialtas invoice G1573 which was raised by Cllr S Farr to be a considerably higher amount than originally quoted.

ACTION – 2/24 – 27 – Clerk to liaise with second signatory to arrange the payment of the invoices.

RESOLVED – Councillors unanimously agreed to defer Rialtas invoice pending clarifications

ACTION – 4/24 – 28 – Clerk to query Rialtas invoice

12.1 Finance Papers up to **31 January 2024 (Month 10)**— Noted in meeting papers but not discussed

12.1.1 Bank Reconciliations

12.1.2 Accounts Reports – Income and Expenditure by Budget; Reserves Sheet, Balance Sheet and Summary of Funds available.

12.2 Finance Papers up to **29 February 2024 (Month 11)**— Noted in meeting papers but not discussed

12.3

12.3.1 Bank Reconciliations

12.3.2 Accounts Reports – Income and Expenditure by Budget; Reserves Sheet, Balance Sheet and Summary of Funds available.

12.4 Grant Applications – Council noted the update on applications made by GPC for funding for the basketball hoop and potential Grants available.

13 Correspondence

13.2 Correspondence sent since last meeting – Council noted the following correspondence circulated since the last meeting.

Item	Circulated
Bounty Completion	8 March 2024
Solicitors for the s106 Agreement	8 March 2024
Land Transaction From (Bounty purchase - Streeter Marshall)	11 March 2024
Invitation to SALC Councillors Forum	13 March 2024
Copy of the Letter of response to the Allotment Association	13 March 2024
Acceptance of Instruction - Ref: s106 agreement	20 March 2024
Church Lane (C72) Godstone	22 March 2024

14 Matters for reporting or inclusion on future agendas

14.1 The next meeting of the Parish Council is scheduled to be held on Monday 13 May 2024 at 7.30pm, at St Stephens.

Part 2 – None

----- Meeting ended -----

Signed: _____

Dated: _____