

Godstone Parish Council

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

Clerk to the Parish Council

Mrs S Endersby

The Bounty
Godstone Green
Godstone, Surrey
RH9 8DY
Telephone/Fax: 01883 744209

Minutes

for the meeting of Godstone Parish Council held on
Monday 5 June 2017 at 7.30 pm at St Stephens Church, South Godstone, Godstone

Members: Cllrs J Gardner, J Faulkner, B Hubery, M McLoughlin, C White and M Gillman.

In attendance: S Endersby (Clerk) and M Parsons (Admin Assitant)

Open Forum: Surrey County and District Councillor R Thorn, S Marus, M Stuart-Menteth, District Councillors N Childs and E Blake-Thomas; L Case, C Jeffries, H Windsor, M Sydney and E Garrard.

- 1. Questions from Members of the Public** – members of the public are entitled to speak, in respect of business itemised on the agenda or a matter of their concern.

S Marus - Linden Fields Playarea, Godstone – Concern in relation to the use of the Lindon Fields play area was raised and brought to the attention of the Parish Council. A request for the Parish Council to support the removal of the play area. There was a discussion which covered the following points, confirmation that the police have been contacted; consideration be given to the change of use for the area if the play equipment is removed; consideration of the merit of the play area to the community; the deterioration of the play equipment; discussions with Tandridge District Council (TDC); consultation with local residents; investigation by TDC into ownership and covenants; and escalation of the matter to the Chief Constable and Police Commissioner.

ACTION 6/2017 – PF1: TDC Councillors to visit residents and Parish Council to be kept informed via the Clerk.

M Stuart-Menteth, Godstone - Preservation Society – A request for the Parish council to agree the location of a new recycling bin; work on tidying up the pathway south from South Godstone Hotel; confirmation of Councillors attendance at society meetings and Greenview Path.

ACTION 6/2017 – PF2: Clerk to liaise with appropriate people to establish a location for a new recycling bin and TDC Councillors to speak with Coughlans.

ACTION 6/2017 – PF3: Clerk to follow up about responsibility of Greenview Path maintenance.

L Case, Godstone – Fete Committee – Enquired about the car park development and if there will be electrical services in the car park to charge cars. Councillors responded there are no plans for electric car charge points, but the council is open to suggestions.

L Case, Godstone - Church Steps – Raised the condition of the steps to the church up to the Lychgate and the seats under the Lychgate. Councillors confirmed this was to be raised for discussion during the meeting.

L Case, Godstone – Parking at Church – Is there a possible solution to improve parking at the church. Councillors responded that when parking had been investigated there had been no suitable sites near the church.

L Case, Godstone – HGV – Is there action being taken in relation to HGV traffic through the village. Councillors responded that there is a survey to monitor the HGV's taking place and that people need to keep the pressure on by lobbying through letters and perhaps a petition.

C Jeffries, Godstone – Godstone Farm Planning Application – Requested support in objecting to planning application 2017/ 996 and set out his concerns in relation to the enforcement of the original application and the proposed retrospective application 2017/ 996. It was noted that the Parish councillors cannot deal with enforcement issues.

M Sidney and H Windsor - CPRE Tandridge Meeting – The meeting were informed of the meeting taking place on Tuesday 4th July 2017 at Godstone Sports Centre, Langham Road, South Godstone, at 7.30 pm with CPRE attending to do a talk.

Residents from Blindley Heath – Hand Car Wash – Concerns raised about the water drainage; environmental impact and noise from the site. It was noted that Councillor Faulkner had complete a site visit and he reported

his findings. It was discussed that TDC need to investigate the concerns raised and Councillor R Thorn informed the meeting that the planning application would have to go to the Planning Committee.

2. County and District Councillors

2.1 Councillor R Thorn – Reported the following matters:

- i. Cutting of grass by a Parishinor on the Godstone Roundabout on the A25 following correspondence with Surrey Highways and no one clearing the grass;
- ii. Parking issues raised by Hillview Cottages;
- iii. Byers Lane and HGV issues brought to her attention;
- iv. Depot at Godstone which is believed to be recycling when they do not have a licence;
- v. Meeting attended to meet with Blockade at Lambs Business Park, the companies willingness to check monitoring systems if given the registration plate number, the difference between the quarry as a place of work and the depot in relation to the licence restrictions. It was noted that drivers do not like turning left as the end of Tilburstow hill due to road safety concerns. In conclusion the intention to work with the HGV companies and Lambs Business Park to deal with community concerns;
- vi. Anglefield Corner – reported that there is no budget for a roundabout;
- vii. Asked the Parish council about the Agenda item in relation to a donation to OLRG and the appropriateness.

2.2 Councillor N Childs – Reported the following matters:

- i. Gathering information in relation to the use of the A22 and traffic volume in relation to potential issues of future planning in the area. Councillors asked that Cllr R Thorn request traffic data for this stretch of road and report back to the Parish council;
- ii. A22 being closed in the middle of July.

3. Apologies and reasons for absence – Councillors R Johnson, B Davis and K Knox

4. Declarations of Interest – None

5. Minutes of the previous meetings held on 8 May 2017 were confirmed as a correct record of the meeting and signed by the Chairman.

6. Matters Arising

6.1 In line with 5.4 of the Parish Councils Standing Orders the Chairman raised the matter of the condition of the steps leading to the Lychgate at St Nicholas Church, Godstone. Following an inspection visit by Councillor J Gardner and M McLoughlin, half of the top step is loose and presents a possible hazard and needs urgent action. Councillors discussed that the steps are the main access to the graveyard, for which the Parish council is responsible, and on voting unanimously agreed that Parish councils nominated contractor should carry out the repairs as a high priority to ensure safety of people and the cost be covered from the general maintenance fund.
ACTION 6/2017 - 1: Councillor McLoughlin, in conjunction with the Clerk, to liaise with Gardenwise.

6.2 In line with 5.4 of the Parish Councils Standing Orders the Chairman raised the matter of the condition of the seats under the Lychgate at St Nicholas Church, Godstone. Following an inspection visit by Councillor J Gardner and M McLoughlin, it was reported that the councillors were satisfied that the seats do not require immediate attention.

7. Website & Domain Name

7.1 Councillors noted the report from M Parsons on behalf of the Parish Office and councillors noted the recommendations and there was unanimous agreement that they were acceptable.

7.2 It was noted that Councillor Johnson had visited to liaise with M Parsons in relation to work taking place on the website and all other councillor were invited to visit within the next week to look at the proposed design of the website.

7.3 Councillors discussed the new email address and it was unanimously agreed that it should remain as one address – clerk@godstone-pc.gov.uk

8. Mission, Vision, Aims, Objectives and Targets for 2017 – 2018

8.1 Councillors noted that the Mission, Vision, Aims, Objectives and Targets document should be updated for the current year and remove an actions that have been completed.

ACTION 6/2017 - 2: Clerk to update Mission, Vision, Aims, Objectives and Targets document and circulate to councillors. The Mission, Vision, Aims, Objectives and Targets can be discussed further if necessary following the updates.

9. Neighbourhood Plan Committee

9.1 **Councillors noted the** report, circulated with the meeting papers, from the Chairman of the Neighbourhood Plan Committee.

- 9.2 Councillors noted the information provided by the Clerk in relation to the Neighbourhood Plan Committee:
- i. The Parish council established an advisory committee and appointed local people;
 - ii. All the committee's agenda's and minutes need to follow the rules of the Parish council;
 - iii. The committee is obliged to follow which the Parish councils Standing Orders;
 - iv. The committee must have Terms of reference that set out how the committee will propose to run, these needed to be agreed by the parish council; and
 - v. The volunteers are not required to sign Declaration of Interest forms, but the members of the committee should make any declarations of interests on agenda items at the start of the meeting.
- 9.3 Councillors discussed the Neighbourhood plan constitution and the Motion detailed in the Agenda, *Godstone Parish Council reconfirms their agreement and acceptance of the Neighbourhood Plan constitution that was discussed and modified and that they passed unanimously at the February 2017 Parish council meeting.* There were concerns raised in relation to the document and a request that comments are referred to the committee for further discussion. No vote was taken on this motion.
- ACTION 6/2017 - 3:** Neighbourhood Plan Constitution/Terms of Reference - Cllr Gillman to send comments to Cllr White and following discussion with the committee the matter to be referred to the Parish council.
- 9.4 Councillors considered the following motion, *Godstone Parish council currently have total confidence in the steering group of the neighbourhood plan and the progress that is being made.* The councillors voted and unanimously agreed and the motion was carried.

10. Reports

- 10.1 Action taken - A full list of Actions from the last meeting were circulated with the meeting papers confirming actions that had been completed or where covered elsewhere on the agenda. Outstanding Actions are detailed below:

| | |
|--|---|
| ACTION 5/2017 - 1: Financial regulations to be circulated by the Clerk to all Parish Councillors and update the website following the amendment agreed by the Finance Committee. | |
| ACTION 5/2017 - 4: Clerk to compare the current Parish publication scheme with the ICO model scheme, as soon as reasonably practical, to ensure that the Parish publication scheme is up-to-date. | |
| ACTION 5/2017 - 7: A letter would to be sent to Parishinor who had declined the offer of a Community Award. | |
| ACTION 5/2017 - 13: Clerk to respond apologising if the proprietor of The Spot felt aggrieved by comments, but confirmed that they had acted on information presented to them when the application was considered. | |
| ACTION 5/2017 - 18: Clerk to write to Cricket Club and person who had sent the cheque for Cricket Club to confirm that the money left as a legacy and held by the Parish Council had now been spent and the matter is closed. | |
| ACTION 5/2017 - 25: Clerk to clarify with the fete committee why the insurance only covers the day of the fete. | Pending – email sent requesting clarification |
| ACTION 5/2017 - 30: Glebe House - Clerk in liaison with Cllr J Gardner to confirm that the work has been completed. | Followed up. |
| ACTION - Apr-17: Paving slabs to be laid at a suitable opportunity in front of noticeboard at Bounty. | Pending |
| ACTION - Apr-17: Put a notice board on the site to keep parishioners informed of the work taking place. Clerk to liaise with G Dicks to relocate the old notice board. | Contractor contacted. Location of board TBC. Request cllr visits with Clerk. |
| ACTION - Apr-17: Clerk to follow up the street lights information provided by Councillor Johnson and submit online. | Bakers Mead/ Selbourne Square/ Ockleys Mead & Lindley Road and the Green as the (Pathway used when people leave Godstone Club). |
| ACTION - Apr-17: Clerk to respond to parishioner noting the Land Registry information for the Parish council. | |
| ACTION - Apr-17: Playground - Councillors McLoughlin, Gardner and Hubery to arrange a meeting to present a proposal at the next meeting of actions to be carried out. | |
| ACTION - Apr-17: War Memorials - Clerk to follow up with contractor. | Followed up 8 May 2017, confirmed this week or next. |

- 10.2 Clerks Report – Councillors noted the following matters reported by the Clerk:
- i. Request to attend the Clerks Technical Networking Day, 2 November 2017 at £65 + VAT – Councillors agreed the Clerk and Admin Assistant should attend this event.
- ACTION 6/2017 - 4:** Clerk to book Networking Day.

- ii. BCP and Emergency Plan – Councillors noted that a draft is prepared.
- ACTION 6/2017 – 5:** Clerk to email draft BCP and Emergency Plan to Councillor M Gillman.
- iii. Report on Training Allotments – Noted and acknowledged that this information will be useful when reviewing the Allotment Agreement next year.
- iv. Report on Training Burial grounds - Noted
- v. Which councillor will attend TAG meetings – Councillor M Gillman will attend the TAG meetings.
- vi. Gatwick – Councillors confirmed that the Parish website and Parish magazine articles should include the information about the petition and who to email in relation to Gatwick.
- ACTION 6/2017 – 6:** Clerk to ensure information about Gatwick petition is included on the website.
- vii. Campaign to Protect Rural England (CPRE) – Councillors agreed that the membership of £40 should be renewed.
- ACTION 6/2017 – 7:** Clerk to completed paper work to renew CPRE membership.
- viii. Beacon to celebrate the 100-year anniversary of the end of the war – Councillors unanimously agreed that they did not want to register to take part.
- ix. Baptist Church – Noticeboard - in principle they have no problem with the request, but request more details of the proposal and to meet at the church to discuss the specific place for the board.
- ACTION 6/2017 – 8:** In conjunction with the Clerk, Cllr B Hubery to liaise with the Baptist Church in relation to a new noticeboard.
- x. Clerks and Councils Direct – subscription - £12 per annum for six issues
- ACTION 6/2017 – 9:** Clerk to completed paper work to renew Clerks and Councils Direct subscription
- xi. EON have written to confirm that want to place the electricity meter with smart meter – Councillors noted that the Parish office are liaising with the Scouts to arrange this.
- xii. Speed Gun – Speedwatch - It has been confirmed that the Speed Gun can be collaborated for free. Councillors therefore agreed that they will consider any proposal to carry out a speed check.
- ACTION 6/2017 – 10:** Request for volunteers to be included in Parish Magazine, including information on necessary training. Parishinor who has been liaising with the Parish Council to be contacted to determine proposed location for Speed check.
- xiii. Councillors considered the proposed form, circulated with meeting papers, ‘Request form to use Godstone Green’ as a standard form and unanimously approved the Form.
- ACTION 6/2017 – 11:** Clerk to make one small correction to ‘Request form to use Godstone Green’ and create one to cover Blindley Heath Common too.
- ACTION 6/2017 – 12:** Clerk and councillors to monitor use of Green, to include fitness groups run by commercial enterprises.
- xiv. Public rights of way budgets – Councillors discussed the question from a Parishinor via the GVA about if the Parish council has funds available to pay a lengths man to take care of verges and ditches and land drains, including the footpaths within the boundaries of the village. Councillors noted that there were no such funds, noting concerns in relation to liabilities, but that grants could be applied for.
- xv. Signwriter (Lindley Room) – Councillor noted the initial visit cost of £85. Councillors did not want to incur this cost and it was agreed that the sign be removed from the White Hart Barn and potentially put in the Bounty.
- ACTION 6/2017 – 13:** Clerk to liaise with White Hart Barn about Chairman Plaque.
- xvi. Burial Ground, Admin fee – councillors noted that there is no admin fee detailed on the Burial charges.
- ACTION 6/2017 – 14:** Clerk to include an item to discuss and agree an admin charge.

10.3 Chairman’s Report – Matters to be raised during the course of the meeting.

10.4 Reports (for noting) from representatives on outside bodies - None

11. Current Planning issues

11.1 District Council Planning Decisions – Councillors noted the following Tandridge District Council planning decisions:

| | | |
|-----------------------------|---|---|
| 2017/714 | 5 Harts Lane, South Godstone RH9 8LZ | Certificate of Lawfulness (proposed use or development) granted |
| 2017/681/NH | 19 Tylers Close, Godstone RH9 8AN | Larger homes extension – Prior approval not required |
| 2017/685/NH | 25 Tylers Close, Godstone RH9 8AN | Larger homes extension – Prior approval not required |
| 2017/567 | 55 Lagham Park, South Godstone RH9 8EP | Approved |
| 2017/564 | 13 Catlin Gardens, Godstone RH9 8NT | Approved |
| 2017/555 | Leigh Place, Leigh Place Lane, Godstone RH9 8BN | Approved |

| | | |
|--------------------------|--|----------|
| 2017/535 | 10 Ivy Mill Close, Godstone RH9 8NG | Approved |
| 2017/428 | The Hawthorns, Eastbourne Road, Blindley Heath RH7 6JR | Approved |

11.2 Current Planning Lists and applications

- i. Councillors note the report from the Planning Committee meeting held on Monday 22 May 2017 and the summary of decisions made by the Planning committee detailed below:

| | | |
|--------------|---|-----------------------|
| 2017/754 | Unit 3, South East Studios, Eastbourne Road, Blindley Heath | No objections |
| 2017/897 | 22 Easter Way, South Godstone RH9 8HQ | No objections |
| 2017/911/TCA | White Hart, 71 High Street, Godstone RH9 8DU | Refer to Tree officer |
| 2017/815 | Land at, Dippen Hall, Eastbourne Road, Blindley Heath null | Refer to Highways |

Terms of Reference agreed and signed. A request was made by the committee for the clerk to confirm if points 6 of the terms of reference was still relevant.

- ii. Planning applications received since the Planning Committee:

| | | | |
|-----------|---|---|--|
| 2017/929 | Blindley Heath Service Station, Eastbourne Road, Blindley Heath RH7 6JR | Erection of canopy to the rear of the existing shop building. (Retrospective) | OBJECTION - Retrospective application and a canopy is in place, but concerns about, the change of use from an automated to a hand car wash which requires the canopy; the environmental impact of the change of facilities; and the working of unsocial hours. |
| 2017/996 | Godstone Farm, Tilburstow Hill Road, Godstone RH9 8LX | Use of site as farm based visitor attraction without complying with conditions 2, 3 and 4 of TA/80/537/860 (Certificate of Lawfulness for an Existing Use in Breach of Conditions). | OBJECTION - Application is for permission to be granted over the whole of the land between Eastbourne Road and Tilburstow Hill Road, which includes green belt land. Some of the land covered by this application is currently excluded to visitors, these fields should be excluded from this application, which as a retrospective should not include these areas. If the current undeveloped land is to be used, a new application should be made for the areas. Concerns the business operation is moving away from an Educational Farm to a theme park environment and there has been a considerable increase in visitors to the farm. Noted recent additions to play equipment, which are non-farm attractions added more recently than 10 years ago. |
| 2017/905 | 7 Elm Cottages, Godstone RH9 8AH | Demolition of existing single storey rear extension. Erection of single storey rear extension. | NO OBJECTION |
| 2017/1000 | 65 High Street, Godstone RH9 8DT | Erection of porch to front elevation, internal alterations and changes to fenestration including removal/ installation of windows and doors. | NO OBJECTION |
| 2017/993 | Hartsridge, Harts lane, South Godstone RH9 8LZ | Demolition of existing detached garage and store. Erection of detached triple bay garage/store to north west of dwelling | NO OBJECTION |
| 2017/1004 | Wildwood Farm Cottage, Tilburstow Hill Rd, South Godstone RH9 8LB | Occupation of property without complying with condition 2 (agricultural occupancy condition) of GO/R.1030A, as varied by TA/84/0185 (Certificate of Lawfulness for an Existing Use in Breach of a Condition). | NO COMMENT |
| 2017/783 | 44 Tylers Close, Godstone RH9 | Demolition of existing single storey side extension. Erection of an attached | NO COMMENT |

| | |
|-----|---|
| 8AW | dwelling to the south elevation and erection of single storey rear extension, formation of dormer window and conversion of loft to habitable accommodation to host dwelling and division of host dwelling to form two flats |
|-----|---|

ACTION 6/2017 – 15: Clerk to submit planning application comments to Tandridge District Council.

11.3 Any other current planning matters, including Appeal

- i. Councillors considered a proposal of a donation of £200 to the OLRG Group - OLRG has engaged 3 planning experts to help take part in the Council's Local Plan consultations and have launched an appeal for funds to pay for the experts' continued input.

ACTION 6/2017 – 16: Councillors asked the Clerk to seek advice from SALC as to whether this was donation was appropriate. If it was deemed acceptable then the Parish Council approved the donation.

- ii. It was noted that a Planning Committee meeting is necessary.

ACTION 6/2017 – 17: Clerk to circulate papers for a Planning meeting to be held on 19 June 2017.

12. Finance

12.1. Accounts for payment - to approve **May** accounts for payment

| GPC Ref. | Company | Invoice No. | Invoice Date. | Payment for: | Break down | Amount | VAT | Total Payable: |
|----------------------|-----------------------|-------------|---------------|-------------------------------------|-----------------------------|-----------|---------|------------------|
| GP81 | Fairalls | 04265402 | 03-Apr | Repair macadam | | 36.6 | £7.32 | £43.92 |
| GP82 | Fairalls | 04267115 | 20-Apr | Building materials | | 109.25 | £21.86 | £131.11 |
| GP84 | Mullberry | 2997 | 14-May | Audit Services | Audit & Disb. | 219.35 | £43.87 | £263.22 |
| GP85 | OnetoOne | 216393 | | Stationery | | 18.25 | £3.65 | £21.90 |
| GP86 | BT Telecom | M05482 | 17-May | Telephone and Internet | Direct Debit | 52.66 | £10.53 | £63.19 |
| GP87 | Eon | H147625629 | 21-May | Electricity | Direct Debit (minus Credit) | 24.35 | £1.22 | £13.80 |
| GP88 GP89 GP90 | Salaries | | 26/5/2017 | Salaries x 3 employees | | | | £1635.91 |
| GP91 | Expenses | | 25/5 | Various | Frames, office supplies | | | £26.77 |
| GP92 | Gardenwise | | | | Grass cutting | | | £2030.00 |
| GP93 | Gardenwise | | | | Maintenance | | | £648.00 |
| GP94 | Nest | | 26/5/2017 | Pension | X 1 pension contribution | | | 62.06 |
| GP95 | Stocksigns | 159485 | 25/5/17 | Plaque | | 129.72 | 25.94 | 155.66 |
| GP96 | One2One | 216698 | 26/5/17 | Ink Cartridge | | 52.49 | 10.50 | 62.99 |
| GP97 | Surrey Wildlife Trust | 10831 | 26/5/17 | Management of BHC | | £2,073.55 | £414.71 | £2,488.26 |
| GP98 | HPS | 4839 | 31/5/17 | IT support 1/01 - 31/03 | 3 months @ £65 per month | £195.00 | £39.00 | £234.00 |
| GP99 | HPS | 4840 | 31/5/17 | Registration set-up for domain name | | £145.00 | £29.00 | £274.00 |
| GP100 | HPS | 4841 | 31/5/17 | Domain Name registration | | £100.00 | £20.00 | £120.00 |

| | |
|---------------|------------------|
| TOTAL: | £8,274.79 |
|---------------|------------------|

- i. Councillors resolved to approve the payments list totalling £8,274.79 on payment of salaries and two councillors countersigned all invoices.
- ii. Councillors proposed that a consultancy fee was paid to Mrs Christine White in recognition of her supporting the Clerk managing the accounts for the year and preparing the papers for the Audit. Councillor Colin White left the meeting. Councillors unanimously approved the payment of £500. Councillor Colin White re-joined the meeting.

ACTION 6/2017 – 18: Clerk to arrange payment of consultancy fee to Mrs C White.

12.2. Financial Reports for April and March

- i. Financial Report for **April** – Councillors noted the accounting records for April, including the bank statement, incorporating the bank reconciliation which were available at the meeting for examination and councillors unanimously agreed that the summary be signed and dated by the Chair.
- ii. Financial Report for **March** - Councillor noted that following the Internal Audit the Financial Report for March was amended as an allowance made for the cost not yet incurred for the cleaning of the war memorials was removed due to the accounting system used. A final copy of the Financial Report for March, including the bank statement, incorporating the bank reconciliation was available at the meeting for examination and councillors unanimously agreed that the summary be signed and dated by the Chair.

12.3. Salaries, Pensions, Direct Debits and Monies Received

- i. Salaries - Councillors noted that the May salaries have been paid in accordance with 7.2 of the Financial Regulations.
- ii. Direct Debits - Councillors noted these are detailed in Payment schedule GP86 and GP87.
- iii. Monies Received – Councillors noted the monies received figures for April following the April bank reconciliation –

| | |
|---|------------------|
| Precept - 1st Payment | 26,841.50 |
| Allotment | 430.00 |
| Fair | 850.00 |
| Memorial and Burials | 4,103.00 |
| Total Monies received in April - | 32,224.50 |

12.4. Grants – Consideration of applications received:

- i. Councillors noted the information from the Clerk that any grants that are given by the council for an amount over £2000 require the recipients to report back to the Parish Council within 12 months of the date of the grant being paid, this can be in the form of an annual report or a set of accounts which clearly identifies the manner of spending and the grant form, points 10 -12, have been amended to be clearer. Councillors unanimously approved the updated Grant form.
- ii. Councillors noted that information from St John’s Church had been provided in relation to the requirement detailed in 12.4 i. for the grant given to them by the Parish Council in the financial year 2016-2017.
- iii. Councillors noted the Grant budget information provided by the Clerk.
- iv. Councillors considered and unanimously approved the Grant application detailed below::

| From | Date | Amount | Reason | Type |
|----------------------------------|-----------|---------|---|------------|
| Citizens Advice Oxted & District | 22 May | £200.00 | To contribute toward general office, stationery & postage in support of clients | Continuous |

ACTION 6/2017 – 19: Clerk to write to Citizens Advice Bureau to confirm grant and make the grant payment.

- 12.5. Annual Accounts ended 31 March 2017 – Councillors noted the Annual Accounts ended 31 March 2017 and unanimously agreed that they be signed. Appendix A for reference.
- 12.6. Audit - Councillors noted the Audit Report for year ended 31 March 2016 and approved the Annual Return Section 2 Accounting statements for 2016-2017 and unanimously agreed that Section 2 Accounting statements for 2016-2017 be signed by the Chairman.
- 12.7. 2017/18 Budget – Councillors noted the report circulated by the Clerk detailing the restricted and designated funds in the 2017/2018 Budget.

13. Greens, Commons and Land

13.1 Car Park

- i. Councillors considered the contractors, detailed below, to complete the Contamination Report prior to construction of Car Park – Application TA/2015/1790:

| Minutes Ref. | Quote total |
|---------------|--|
| Ref: 9 | £3115.00 + VAT. This includes and Excavator. Please refer to support paperwork with breakdown. |

| | |
|----------------|--|
| Ref: 10 | No response to date (23/5) |
| Ref: 11 | £2000 + VAT. Please refer to support paperwork with breakdown. |
| Ref: 12 | £6993.60 + VAT Please refer to support paperwork with breakdown. |

On consideration of the information provided councillors unanimously approved contractor, Ref: 11 to carry out the work to prepare an Contamination Report prior to construction of Car Park for submission to TDC to comply with the Planning Application conditions.

ACTION 6/2017 – 20: Clerk to inform company awarded the contract to prepare the Contamination report and those who were not successful.

- ii. Councillors noted the query from a potential Greenview resident about parking permits for residents close to the car park. It was confirmed that there would be no parking permits issued.

ACTION 6/2017 – 21: Clerk to inform Parishinor who enquired.

- iii. Archaeological Report – Councillors noted that the contractor has advised a notice period of six weeks for ground works, clerk has requested to be advised if this time frame changes. It was noted that the Written Scheme of Investigation (WSI) has been completed and councillors agreed it could be submitted to Surrey County Council informally before final submission to TDC to comply with the Planning Application conditions.

ACTION 6/2017 – 22: Clerk to liaise with contractor to confirm WSI be submitted informally, prior to final submission.

13.2 Hilly Fields Allotments – No comments

13.3 Salisbury Road Allotments, to include:

- i. Councillors considered the contractors quotes, detailed below, in relation to plotting and mapping allotment site:

| Minutes Ref. | Quote total |
|---------------|---|
| Ref: 5 | £1,500 + VAT |
| Ref: 6 | £1200 + VAT (Part 1 - £500 Part 2 - £700) |
| Ref: 7 | £1000 + VAT (Part 1 - £550 Part 2 - £450) |
| Ref: 8 | £1,000.00 + VAT |

On consideration of the information provided councillors unanimously approved contractor, Ref: 7 to carry out the work to map the allotments.

ACTION 6/2017 – 23: Clerk to inform company awarded the contract to plot and map allotment site and inform those who were not successful.

- ii. Councillors considered a number of points raised in relation to the allotments:
 - Compostable waste, should there be a designated communal area (it was noted that a brown bin option is not feasible);
 - What should happen with non-compostable garden waste;
 - Updating the allotment agreement to cover points raised;
 - Management of un-cultivated areas;
 - What is intention in relation to marking out and maintaining vacant allotments so they do not cause problems for active allotment holders – agreed to review;
 - Is there to be a complete boundary fence; and
 - Should there be another allotment holder meeting, to include a proposal of the potential option of an association run by the allotment holders.

ACTION 6/2017 – 24: Clerk to make arrangements for another allotment holders meeting.

ACTION 6/2017 – 25: Clerk to liaise and check that any Hilly Field allotment holders wanting an allotment after May 2019 are given some priority of an allotment plot at the Salisbury Road allotment being allocated to them following the mapping of the allotments.

13.4 Godstone and Godstone Green, to include:

- i. Councillors considered the contractors quotes, detailed below, to carry out line painting in the car parks:

| | |
|----------------|---|
| Ref: 13 | £675 + VAT (this is for work to be carried out during the week, 25% uplift charge for out of hours) |
| Ref: 14 | If at the same time it will be £750+vat, if done at different times a call out charge applies to each which is £450+VAT. |
| Ref: 15 | £720 (this include VAT) per car park, £180 uplift charge for work to be carried out, or if the work is carried out both car parks at the same time then £960.00 + VAT and £240 uplift charge for weekend or out of hours. |

On consideration of the information provided councillors unanimously approved contractor, Ref: 13 to carry out the work to carry out line painting in the car parks.

ACTION 6/2017 – 26: Clerk to inform company awarded the contract to carry out line painting in the car parks and inform those who were not successful.

- ii. CCTV in Godstone village playground - Councillors noted the report received, via TDC, that a parent spotted someone filming their child in the playground and that the vandalised CCTV be urgently fixed. Councillors unanimously agreed that the CCTV would not be repaired due to the likely hood that it would be vandalised.
- iii. Stance on business advertising (boards) within the village – Councillors noted the information provided by the Clerk, from Surrey County Council website <https://www.surreycc.gov.uk/roads-and-transport/road-permits-and-licences/requests-for-new-and-temporary-signs/guidance-for-placing-advertising-on-the-highway> Councillors agreed that the Parish Council would use the same guidelines, but if there was concern in relation to advertising boards on the public highway the matter would be raised to ensure the safety of parishioners using the public highway.
- iv. Picnic benches around the playground – Councillors noted the suggestion.
- v. Parking along the road and outside Godstone club – Councillors noted the concerns raised and discussed the parking of cars outside Godstone Club (confirming that the road way up to the edge of the club is Parish Council common land). Councillors considered yellow lines, but as these are difficult to enforce councillors unanimously agreed that on this occasion no action would be taken.

ACTION 6/2017 – 27: Clerk to inform parishioner who raised the issue of parking of cars outside Godstone Club.

- vi. Play Area at Lindon Fields – Councillors noted that this matter had been discussed during the public forum, when a request to support the removal of the play area was raised.
- vii. Enquiry about a wayleave for a bin to be placed next to a house near the Green Rooms Café – Councillors noted the request but it is not possible as it is a public highway and not Parish Common land.

ACTION 6/2017 – 28: Clerk to inform parishioner who raised the issue of a wayleave for a bin near the Green Rooms.

- viii. Parking issue raised in relation to the access road to properties near the Green rooms and a request for Keep clear signs to be put up by the Parish Council - Councillors noted the issue, but it is a public highway and not Parish Common land.

ACTION 6/2017 – 29: Clerk to inform parishioner who raised the issue the access road to properties near the Green rooms and a request for Keep clear signs.

- ix. Review of the use of the car parks further – It was agreed to close this matter.

ACTION 6/2017 – 30: Clerk to remove further review of the car parks from the action list.

- x. Cricket club – Councillors discussed the request for a family fun day to be held on the green with Hare and Hounds Cricket Club v's a local business playing rounders noting that permission is sought for the day to take place along with a bouncy castle and a BBQ on the Green. No alcohol to be sold on the Green.

ACTION 6/2017 – 31: Clerk to inform Hare and Hounds Cricket Club that they agree in principal to the request, but that the Parish Council requires written confirmation that the Club's Public Liability insurance indemnifies the Parish Council.

- xi. School sports day – Councillors noted the request for permission to hold Sports day on the green: 10 July (practice), 13 July (actual) and 17 July (reserve) from 9.30-3.30pm each day.

ACTION 6/2017 – 32: Clerk to inform Godstone Village School that they agree in principal to the request, but that the Parish Council has a copy of the school's insurance to include confirmation that the school's Public Liability insurance indemnifies the Parish Council.

- xii. Request for regular mobile pizza pitch – Councillors considered the request for a Vintage Horse Box selling Wood Fired Pizza, to have a regular pitch to trade from. It was noted that relevant procedures, insurances and certificates are available on request. Councillors unanimously agreed that they did not grant permission of the application.

ACTION 6/2017 – 33: Clerk to inform applicant of decision on regular mobile pizza pitch.

- xiii. Memorial Bench - Position for bench was unanimously approved by councillors, which is in between the flowering horse chestnut and small beech tree on the Ivy Mill Lane side of Godstone Green. It was noted that a pro-forma invoice from the Parish maintenance contractor for installation had been requested to pass on to Parishioner to cover the instillation costs.

ACTION 6/2017 – 34: Clerk to inform Parishioner (Richardson) of confirmation of Memorial Bench Location.

- xiv. Councillors considered the offer from a parishioner to pay for the refurbishment of the broken bench by the pond following a quote being sourced and agreed. Councillors unanimously accepted the offer.

ACTION 6/2017 – 35: Clerk to inform Parishioner of acceptance of offer to pay from refurbishment of bench and liaise with Parish contractor to establish costs before any work takes place.

- xv. HGV Survey – There are plans in place for the survey to take place on 19 June 2017.
- xvi. Preservation Society – Greenview Cottages path - Councillors noted the matter raised in relation to the path in front of the Greenview Cottages.
- xvii. The Preservation Society - Pond – The council has no formal policy on clearing the pond, but appreciate the effort of volunteers who arrange removal of detritus from the pond, and it was discussed that natural debris of branches are part of the ponds natural habitat. The Parish council

are willing to arrange for the removal of waste if reasonable notice of such intended clearance is discussed with the Clerk and confirmed with the Parish Council to agree any costs involved.

ACTION 6/2017 – 36: Clerk to inform Preservation Society about clearing the pond.

13.5 Blindley Heath, to include:

- i. Councillor's considered what action is to be taken in relation to the ringfenced funds held by the Parish council and if it should be released to Surrey Wildlife Trust (SWT). There was discussion about what is and isn't included in the agreement between SWT and Godstone Parish Council. Following the discussions, it was noted that there are certain areas that may require maintenance by the Parish Council at certain times as they are excluded from the SWT agreement. Councillor's voted if funds should be released to SWT, a majority of councillor's voted against ringfenced funds being released to SWT. Cllr B Hubery voted in favor of the funds being released. Councillor's noted that there is a Blindley Heath Liaison Group meeting on 5 July 2017 and considering the decision to not release funds councillors were asked to attend this meeting.

ACTION 6/2017 – 37: Councillors to confirm decision in relation to ringfenced funds at the Blindley Heath Liaison Group meeting.

- ii. Formans Institute – Councillors noted the information circulated with meeting papers in relation to the order of correspondence required when contacting the Charities Commission, noting that the council is required to write to the Formans Institute informing them of the intended correspondence with the Charities Commission to raise concerns.

ACTION 6/2017 – 38: Clerk to write to Formans Institute and then contact Charities Commission again.

13.6 Tilburstow Hill Common

- i. Councillors noted that the Clerk had received a request from the owner of Number 6 to purchase garden plot. It was confirmed that as the garden plots are on common land the council is not able to consider or approve such a request.

ACTION 6/2017 – 39: Clerk to inform Parishioner of the council's position in relation to garden plots being common land and not for sale.

14. Burial Grounds

14.1 Applications for Exclusive Rights of Burial, councillors noted the following requests for Exclusive Rights of Burial detailed below:

- i. Grant 2/2017 - Plot 582 - Gateland (Parishioner); and
- ii. Grant 3/2017 - Plot 583 - Ward (Parishioner)

ACTION 6/2017 – 40: Clerk to complete EROB paperwork for plots 582 and 583.

14.2 Applications for consent to erect Memorials councillors noted the following requests for an additional inscription detailed below:

- i. Francis – Plot 374 – will be granted by Clerk once transfer of EROB papers are complete.

ACTION 6/2017 – 41: Clerk to complete transfer EROB paperwork and memorial application, Plot 374.

14.3 Memorials – War Memorials and Postern Gate Farm Memorial Site

ACTION 6/2017 – 42: Clerk to continue to follow up with cleaning contractor to ensure remaining tasks to clean the war memorials are completed.

14.4 Repairs needed to St Nicholas lychgate – seat and steps – covered during the course of the meeting.

16 **Correspondence** – councillors noted the email correspondence sent to them by the Parish office:

Consultation - Draft Trees and Soft Landscaping Supplementary Planning Document (Regulation 12)

Statement of persons nominated - East Surrey constituency

Press Release: Committee agrees to setting up a lottery

Surrey Police - April Monthly stats

Runway Consultation

Public Rights of Way Budgets (GVA)

Annual Council Agenda 25 May 2017

NALC Good Councillors Guide to Neighbourhood Planning

OLRG 9 Trees consultation

Manchester attack - statement from Surrey Police

Air Quality results

Message from ACC Barry regarding the raised threat level

OLRG 9 Councillors

NALC Chief Executive's Bulletin 15 - 21 April 2017

17 Matters for reporting or inclusion on future agendas

17.1 Playground Specification and works

ACTION 6/2017 – 43: Clerk to include on the next meeting's agenda and to liaise with Councillor Gardner to prepare a playground specification and papers to request quotes from contractors for review at the next meeting.

17.2 It was noted that the next meeting of the Parish Council will be held at 7.30 pm on Monday 3 July 2017 at St Stephens Church, South Godstone, Godstone.

19. Staff Performance reviews

ACTION 6/2017 – 44: Clerk to arrange a performance review as required for staff members.

APPENDIX A

Annual Accounts ended 31 March 2017

**GODSTONE PARISH COUNCIL
RECEIPTS AND PAYMENTS ACCOUNT**

| | | | Mar-17 | Month | 12 | |
|-----------------|--|----------------|-----------------|----------------|----------------|--------------------|
| | | | Actual to date | Annual | Pro rata | |
| Receipts | | 2015/16 | 2016/17 | 2016/17 Budget | 2016/17 Budget | Variance to budget |
| | Precept | 53,683 | 53683.00 | 53,683 | 53,683 | - |
| | Burial Grounds | 19,285 | 15546.50 | 10,000 | 10,000 | 5,547 |
| | Greens and Commons | 5,005 | 1190.13 | 1,600 | 1,600 | -410 |
| | Rents | 4,335 | 3786.58 | 5,000 | 5,000 | -1,213 |
| | Bank Interest, Donations & Grants | 1,891 | 5008.00 | | - | 5,008 |
| | Hilly Fields Car Park | 70,198 | 0.00 | | - | - |
| | Children's Playground Refurb. | | 0.00 | | - | - |
| | Blindley Heath – Management Grant | | 0.00 | | - | - |
| | Christmas Lights | 520 | 0.00 | | - | - |
| | Hilly Fields | | 0.00 | | - | - |
| | Pond (GG) | | 0.00 | | - | - |
| | War Memorials | | 0.00 | | - | - |
| | VAT Refunds | 2,993 | 3055.25 | | - | 3,055 |
| | TOTAL | 157,910 | 82269.46 | 70,283 | 70,283 | 11,986 |
| | | | | | | |
| Payments | | | | | | |
| | Administration | | | | | |
| | Salaries and Clerks Expenses | 18234.29 | 20316.08 | 18,000 | 18,000 | 2,316 |
| | Rent/Rates/Insurance | 3205.06 | 4895.47 | 4,000 | 4,000 | 895 |
| | Heating/Lighting/Telephone/Postage etc | 2005.24 | 1475.67 | 2,500 | 2,500 | -1,024 |
| | Training Councillors and Staff | 50 | 458.00 | 1,000 | 1,000 | -542 |
| | Maintenance/Office Equipment | 356.73 | 4790.08 | 1,500 | 1,500 | 3,290 |
| | Audit/Allowances/Sundries | 2892.65 | 5361.89 | 5,000 | 5,000 | 362 |
| | Total Administration | 26,744 | 37297.19 | 32,000 | 32,000 | 5,297 |
| | | | | | | |
| | Burial Grounds | 9,290 | 14383.00 | 7,000 | 7,000 | 7,383 |
| | | | | | | |
| | Greens and Commons | | | | | |
| | Maintenance Contract | | 8250.56 | | - | 8,251 |
| | Godstone Green | | 8569.60 | 15,000 | 15,000 | -6,430 |
| | Blindley Heath Common | | 5246.47 | 6,000 | 6,000 | -754 |
| | Hilly Fields | | 786.00 | 800 | 800 | -14 |
| | Tilburstow Hill Common | | 315.00 | 1,000 | 1,000 | -685 |

| | | | | | | |
|--|---|----------------|------------------|----------------|----------------|-----------------|
| | Total Greens and Commons | 14,269 | 23167.63 | 22,800 | 22,800 | 368 |
| | | | | | | |
| | Notice boards and bus shelters; Allotments | 1,286 | 13936.40 | 5,000 | 5,000 | 8,936 |
| | Grants and Donations | 1,050 | 7265.00 | 25,000 | 25,000 | -17,735 |
| | Hilly Fields Car Park | 1,756 | 4463.61 | 120,000 | 120,000 | -115,536 |
| | Children's Playground Refurb. | | 0.00 | | - | - |
| | Blindley Heath | | | | - | - |
| | Blindley Heath – Management Grant | | 0.00 | | - | - |
| | Christmas Lights | 1,913 | 1435.00 | | - | 1,435 |
| | Hilly Fields | | 0.00 | | - | - |
| | Pond (GG) | | 0.00 | | - | - |
| | War Memorials | | 0.00 | | - | - |
| | VAT for Reclaim | 2,666 | 5233.08 | | - | 5,233 |
| | TOTAL PAYMENTS | 58,974 | 107180.91 | 211,800 | 234,600 | -104,251 |
| | | | | | | |
| | | | | | | |
| | Surplus/Deficit | 98,936 | -24911.45 | 141,517 | 164,317 | 116,238 |
| | | | | | | |
| | | | | | | |
| | Accumulated fund brought forward | 102,966 | 201902.03 | | | |
| | Accumulated fund carried forward | 201,902 | 176990.58 | | | |
| | | | | | | |
| | Represented by: | | | | | |
| | Current Account | 201,842 | 176990.88 | | | |
| | Cash in hand | 60 | | | | |
| | Fixed Term Deposit | | | | | |
| | Total | 201,902 | 176990.88 | - | - | - |