

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 1 July 2024 at 7.30pm at St Stephens, South Godstone.

Members: Cllrs S Beagley (Chairperson), C Farr, S Farr, J Gardner, C Edwards and C White
Apologies: Cllr L Case (Vice Chairperson) and D Christmas
Present: Tandridge District Councillor Cllr M Crane, S Endersby (Clerk), A White, G Massie, B Davis, D Stone, J Hale, A Rabbetts, M McLoughlin, I Smith and K Ward

1. Questions from Members of the Public

1.1 A White – What is happening with the Neighbourhood Plan?

Council response – The Neighbourhood Plan is with TDC in a queue waiting for the next stage.

1.2 A White – Would the Parish council support the Crematorium in Oxted.

Council response – The Parish council supported the planning application when comments on the application were invited by TDC.

1.3 G Massie – Would the Parish council permit a group of parishioners to make arrangements to cut the Hilly Fields? Concerns about the length and how dry the area is (fire risk) and risks to those using the land (i.e. from holes or dips) with the grass being left long.

Council response – The Parish councils' decision is that the Hilly Fields would not be cut. If the matter was to be revisited, there was a desire for a flora and fauna report/evaluation.

G Massie – Requested a response from Council on the risk assessment and made the following statement, how can the council make a decision on the use of an area without consultation, when there are people that want to use the land. Why is the Parish council not taking on board local views.

(It was noted during discussions that the land is not common land so there is no right of access, except for the public footpath that runs through the field.)

1.4 B Davis – Godstone Toilets – Requested an update on the schedule that the contractor is working to.

Response - Cllr M Crane provided an update (see 4.3.1)

1.5 M McLoughlin – Can the council be more proactive supporting good causes in the village by Grants?

Council response – The Clerk confirmed that the council had no allocated budget for grants in its current budget, but that the website states the council's position that if an organisation wants to apply for a grant they can contact the Clerk for information and the council will consider any applications received on a case by case basis.

1.6 M McLoughlin – How much money does the Parish council have sat in the bank?

Council response – A verbal summary of the Summary of Funds sheet that council had available to them at the meeting as of 30 April 2024 was provided to the meeting attendees (a summary of which is shown below).

The bank balance amount (as of 30 April 2024) was £147,954.00 and from this amount the funds are allocated in a number of different ways, these include restricted and designated funds (allocated to projects), precept reserve; funds allocated to budget spend and reserves allocated to cover the budget deficit. The amount left after these considerations is available as general reserves and is £14,694.44.

[Please note that audited end of year accounts information is available on the Parish council website. Information discussed at the meeting is currently unaudited and is monitoring information provided to council during the year]

1.7 D Stone – Where is the village sign that used to be in place on Godstone Hill that the council were going to reinstall? The sign fell down a considerable time ago.

Council response – The sign is safe with Cllr J Gardner, returning the sign remains on Cllr J Gardner list to do.

1.8 J Hale (Godstone Allotment Association) – Would the council be able to proceed with the digging of trenches and installation of water troughs in preparation of the water going on?

ACTION PF7/24-1 – Council to investigate a contractor who could complete the work.

1.9 A Rabbetts – Neighbourhood Plan – Does any District councillor have an update on the Neighbourhood Plan?

Council response – Following the Parish council writing to the district council on the matter, the response was read to the meeting.

ACTION PF7/24-2 – Following a request to publish the response on the status of the Neighbourhood Plan, council agreed that the Clerk publish the response from TDC on the Parish council website.

There was a statement from members of the public that it was felt that, of the TDC response read, the parish council are not recognising what this means for the Parish and that there is a consensus of belief that the Parish council should be driving progress.

Council response – It was stated that the Parish council have followed the matter up. Following the response from TDC the council decide that no further follow up on the progress of the Neighbourhood Plan be undertaken.

A Rabbetts stated his frustration with the lack of response from district councillors.

Council response – It was stated that the public can email district councillors. Members of the public can contact TDC to make complaints.

- 1.10 B Davis – What is going to happen about the Barrow Green Road Crematorium? Noting the Godstone Village Association (GVA) poll on the village's opinion about the crematorium, is the Parish council going to follow the application up? Question if the District Councillors represent the Parish on this matter.

Council response – The matter is with the High Court and the parish councillors are not able to do anything to move the matter forward.

District Councillors response – The planning application is not within the Godstone District Ward of the District Councillors, and it is therefore not within their remit to act in relation to the application.

Noting the information that the Godstone Village Association (GVA) completed a poll on locals' opinion about the Barrow Green Road Crematorium, Cllr C Edwards observed that she was not aware of South Godstone or Blindley Heath being included in the poll and District councillors were being asked to represent Godstone, not the whole ward.

2. Apologies and reasons for absence

- 2.1 There were apologies received from Cllr L Case due to prior personal commitments.

RESOLVED – The meeting was deemed quorate.

- 2.2 It was noted that D Christmas, who was a candidate to be considered for Co-option, had sent apologies as he was unable to attend the meeting due to being on holiday.

3. Declarations of Interest

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

- 3.2 Cllr S Beagley stated that invoice G1608 listed for payment was for his company following works the council had requested be completed.

- 3.3 There were no other 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 – No items to bring to the council's attention.

- 4.2 Cllr C Farr – Tandridge District Councillor report – No items to bring to the council's attention.

- 4.3 Cllr M Crane – Tandridge District Councillor report

- 4.3.1 Public Toilets, Godstone – Old interior has been removed and the new rooms set out and formed with stud work started (although awaiting a delivery of materials) and doors due for delivery on Wednesday 3 July. There were contractual matters that did cause an initial delay with Tandridge District Council (TDC), but work is now expected to be completed in the next four weeks, although this time frame was cautiously stated, in case there are unforeseen issues that cause an issue.

5. Minutes of the previous meetings held – 3 June 2024

- 5.1 Minutes of the meeting held on Monday 3 June 2024 were considered.

RESOLVED – Councillors unanimously approved the minutes as an accurate record of the meeting held on 3 June 2024 and agreed that they be signed by the Chairperson.

6. Co-option to fill two vacancies

- 6.1 The following is confirmed, in line with the council's co-option policy:

- 6.1.1 All candidate's applications have been circulated and this information is strictly confidential.

- 6.1.2 All candidates had confirmed their eligibility for the position of councillor within statutory rules.

- 6.1.3 Candidates have been sent the agenda of the meeting and informed they may, speak for up to ten minutes about their application.

- 6.2 *The following was noted by council in advance of proceeding:*

- 6.2.1 *The council is not obliged to co-opt to fill any vacancy and it is not obliged to select anyone from the candidates who apply.*

- 6.2.2 [NALC Elections and co-option](#) guidance in relation to Decision making: 23. *Decisions made by a local council about whether or not to co-optwhen any casual vacancy arises should be transparent. In NALC's view it would be difficult for a local council to argue that there are special reasons which justify excluding the public during a council meeting when it is making decisions about a matter of public interest such as co-option. Decisions about co-option which are made at council meetings when the public have been excluded will not eliminate the need for a council to explain, for example to unsuccessful candidates, the reasons for its decisions.*

- 6.2.3 Voting procedure information was provided as per the [Co-option Policy - January 2024](#) and it was noted that a vote should be proposed and seconded by the Councillors in attendance, to vote for a candidate(s) or alternatively if council consider the candidate do not meet the criteria,

then a vote to confirm if the council do not wish to appoint candidate(s). A vote is to be taken by show of hands, the vote will be recorded.

6.3 The Chairperson invited candidates to speak:

- 6.3.1 K Ward took the opportunity to speak with council.
- 6.3.2 I Smith took the opportunity to speak with council.
- 6.3.3 D Christmas sent apologies due to being out of the country on holiday.

6.4 Council considered the applications, the acceptability of each candidate and the personal statements provided by the candidates.

Vote Proposed: Cllr J Gardner proposed I Smith be appointed a Parish councillor by co-option.

Seconded: No councillors in attendance at the meeting seconded the proposal.

Vote Proposed: Cllr J Gardner proposed K Ward be appointed a Parish councillor by co-option.

Seconded: Cllr C White seconded the vote proposed by Cllr J Gardner.

RESOLVED – By a majority council agreed that K Ward be appointed as a Parish councillor by co-option.

Cllrs that voted in favour: Cllrs S Beagley, C Edwards, C White and J Gardner.

Vote Proposed: Cllr S Beagley proposed D Christmas be appointed a Parish councillor by co-option.

Seconded: Cllr C White seconded the vote proposed by Cllr S Beagley.

Cllrs that voted in favour: Cllrs S Beagley, C Edwards and C White.

Noting a tie may be settled by the Chairperson’s casting vote, the Chairperson confirmed that his casting vote would be in favour of appointing D Christmas.

RESOLVED – By a majority, it is agreed that D Christmas be appointed as a Godstone Parish councillor by co-option.

Declaration of the Chairperson – It is confirmed that K Ward and D Christmas are the successful candidates both duly elected as members of Godstone Parish Council, elected by co-option and are full members of the council, but not eligible for the basic parish allowance.

ACTION 7/24-1a – Clerk to liaise with the successful candidates, who must sign their Declaration of Acceptance of Office before they can act as a councillor.

ACTION 7/24-1b – Clerk to liaise with the successful candidates to complete the Register of Members Interests form, which must be completed within 28 days and a copy provided to the District Monitoring Officer.

[At the end of the meeting, Council noted an enquiry from one of the candidates as to whether all candidates should have been interviewed. The Clerk stated that the council was following the co-option policy where there were no criteria that specified this and the council’s policy would have been prepared using a NALC/SALC template. For completeness, it was agreed by council that the Clerk contact SALC and NALC to confirm the point]

ACTION 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.

7. Reports

7.1 Clerks Report - Matters to bring to Councils attention and updates on Actions from previous meetings.

- 7.1.1 Update on works where a purchase order has been issued – A table of updates was provided, and Council considered the report. It was noted in advance of considering outstanding matters that maintenance contractor ‘GW’ has indicated his intention to give notice.

| Ref: | Meeting ref. | Details | Update and any actions agreed |
|---|--------------------|---|---|
| GW Oct23 | 09/23-12.2ii | Burial Ground Notice board | Noted that the Clerk has been advised that this should be finished by 24 June. |
| GW Oct23 | 09/23-12.2iv | Burial Ground Benches | Contractor will try and get some benches done. |
| ACTION 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. | | | |
| TS Nov 23 | EFC11/23-5.2 | Tree Works - Tilburstow Hill end of Enterdent (Remaining works) | Emailed 24 June |
| GW Dec23 | 12/23-9.2 | Benches (Specific benches on Godstone Green) | Plans to complete this work before end of notice. |
| GW Feb24 | 2/24-7.1.1, iii, a | Playground Site Work: Reinstate eroded area. | Area in front of gate where new path. will cover this. |
| ACTION 7/24-3 – Clerk to cancel this Purchase Order as eroded area will now be addressed by the installation of the new path. | | | |
| GW Feb24 | 2/24-7.1.1, iii, a | Gate Work: Reinstate surfaces to remove trip points. | New path work will address issue on one gate. Other gate still needs considering. |
| ACTION 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. | | | |
| GW Feb24 | 2/24-7.1.1, iii, a | Playground Long Bench. | Plans to complete this work before giving notice. |
| ACTION 7/24-5 – If work not completed, Clerk to add this bench work to action 7/24-2. | | | |

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| GW Feb24 | 2/24- 7.1.1, iii, a | Flat Swing | Plans to complete this work before giving notice. |
| CM Mar24 | 3/24 10.1.2, ii | NEW PATH ON GODSTONE GREEN | Work should commence wk. com 24 June or 1 July |
| GW Apr24 | 3/24 10.1.1 ii. | Clear tree from public footpath (Blindley Heath Common.) and check the fence. | Plans to complete this work before giving notice. |
| GW Apr24 | 2/24 (9.1.1) | South Godstone Metal Bus Stop | Plans to complete this work before giving notice. |
| CM May24 | 4/24 10.3 | Repair section of path at Burial Ground | No reply yet on date. |
| CM May24 | May 17.1.5 | Gully drains. | Raised at Extraordinary meeting. Cancelled |
| NG Jun24 | June 9.1 | Weeds at Burial ground | Followed up 26 June. |
| NG Jun24 | June 8.7.2 | Tandridge Lane Junction - Cut | Completed |
| GW Jun24 | 6/24 8.1.2 ii. | Holes on Godstone Green | Plans to complete this work for June but cannot do long term. How do council want to proceed going forward? Noted as an open natural area, the difficulties of addressing risk caused by holes that appear. Idea muted of having bag of soil in the Parish office. |

ACTION 7/24-6 – Clerk to prepare a warning sign and put on noticeboards, publish information on the parish website about taking care when using the Green and include in the next parish magazine article.

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| GW Jun 24 | 6/24 8.1.3 | Dead Tree on Godstone Green | Will complete this work before giving notice. |
| CM Jun 24 | 6EM/24 4.1 | Repairs to Potholes in car park near Pondtail surgery | Council asked if adding repairs to car park opposite the White Hart Pub should also be considered (noting £2k budget for car park repairs). |

RESOLVED - With no councillors aware of holes in this car park it was agreed that no work be completed in this car park.

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| 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. |
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7.1.2 Update on actions from the previous meeting - Details on actions for noting detailed below, all other actions were either completed or an update is provided in the relevant section of the meeting information.

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| 6/24-4 – Clerk to review trees removed and the replacement of trees to ensure council fulfils its duty to replace trees. | 3 trees currently need replacing, minus 2 trees (Jubilee & RM) leaves 1 tree, however 2 more trees are to be removed so a total of 3 trees will need replacing during 2024. Suitable species: Elm, Oak, Hornbeam, Sweet chestnut and Lime. |
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ACTION 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 (*Quercus robur*), Hornbeam (*Carpinus betulus*) and Sweet chestnut (*Castanea sativa*).

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| 6/24-5 – Clerk to liaise with maintenance contractor to remove small dead tree & advise TDC tree officer. | PO sent June 2024. Tree officer advised. |
| 6/24-5a – Clerk to follow up with TDC for a response on the letter re Neighbourhood Plan. | Response from TDC circulated 26 June. |
| 6/24-6b – Clerk to request that goal posts are removed from the green and note that the annual fete will be taking place in August. | Football club advised being removed wk. 24 June. It was noted that this had not been completed. K Ward confirmed that plans to take posts down are in hand. |
| 6/24-10 – Clerk to follow up with contractor on quote for tree works. | Email sent again on 24 June |
| 6/24-15b – Clerk to liaise with Cllr C White to review, with an aim to further improve details within the regulations on memorials and sign off with council. | Regulations sent to Cllr CW. Clerk to liaise with Cllr CW. |
| 5/24 – 19 – Clerk to liaise with Cllr C White to review the positions remuneration and revert to council | Completed, council to consider information. |

RESOLVED – Council unanimously agreed to postpone discussion of this item, Action 5/24-19, 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.

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| 5/24-20 – Council to review this correspondence and advise Clerk if there are comments they believe should | No comments received from councillors. |
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| be submitted. (Gypsy & Traveller Accommodation Assessment - please respond by 15 June) | |
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Actions that remain to be completed:

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| 6/24-1 – Cllr S Beagley to liaise with the Clerk to prepare a proposed schedule of work for approval by council and then the specification of works to be circulated by the Clerk to prospective contractors for quotes. |
| 6/24-3 – Clerk to liaise with Cllr C Farr and the contractor to establish more details, i.e. what level of detail a regular tree review would consist of and return to council. |
| 5/24-18 – Clerk to complete Elmshade paperwork and update Parish records |

7.1.3 Contractors

- i. Grass cutting contractor – correspondence which acknowledged the email of 19 June from Clerk. Council noted the following:
 - Additional step agreed in relation to liaising on events at church.
 - No update on contract rates received to date.
 - Wild seeding of Blindley Heath, seeds need to be sown in late spring or early Autumn and be native and relevant to the heath's conditions.

ACTION 7/24-8 – Clerk to investigate quantity, price and detail in contract.

- Requested if it would be possible to use Glebe House's access to the burial ground.

ACTION 7/24-9 – Clerk to liaise with Cllr L Case on approaching Glebe House.

- ii. Maintenance Contractor – Council noted that an email has now been received confirming the contractor's notice. Council noted impact on dealing with maintenance matters going forward, but no specific action agreed.

7.2 Chairperson's Report – (for noting) information only – The Chair confirmed he had no matters to raise.

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

7.3.1 Blindley Heath Liaison meeting – It was noted that a date was being discussed with the Chairperson of the group for circulation to the wider group.

7.4 Reports from Committees

7.4.1 Planning Committee - Minutes of 19 June 2024 meeting had been circulated to all council members. The committee highlighted the Godstone Highway Depot, Oxted Road, Godstone, application, noting comments had been submitted as summarised below:

- Depot already exists with hard surfacing and drainage to the watercourse; flood risk planning report leaves the issue of contamination and environmental risk unaddressed.
- Potential problem remains of contamination from spillage, washdown facilities and from loading area by rainfall into the adjacent stream which feeds the Bay Pond.
- Introduction of salt water to the pond will destroy the ecosystem.
- Organisation with an interest in preserving the site, should be invited to calculate the potential concentration of saline in the water and consequences.
- Concerns reiterated about waterways and wildlife and mitigating negative impact and risk.

7.4.2 Greenspace Committee - Summary ahead of Minutes of 10 June 2024 meeting circulated on 10 June. The following matters were reported to full council:

- Recommendation that there should not be an annual tasks list issued to a maintenance contractor.
- Committee requested Clerk seeks quotes for tree works at Blindley Heath as detailed in the Tree Survey.
- Proposal to plan future asset-tagging to provide a comprehensive overview of assets and to assist in reporting problems.

ACTION 7/24-10 – Consideration of budget for asset-tagging to be included in 2025-26 budget planning.

- Matters committee wish to consider in the future.
 - i. Removal of the long benches in the playground and related resurfacing for consideration during 2025/26 budget planning.

ACTION 7/24-11 – Consideration of removing benches to be considered in future years.

- ii. Commemoration of 80th Anniversary of VE Day funded by the parish council.

ACTION 7/24-12 – Noting council noting 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.

Cllr S Farr confirmed that she had begun reviewing trees detailed for work at Blindley Heath.

It was noted that the Clerk raised concerns and difficulties in relation to keeping on top of tree management, including an example of where timing and innocent misinterpretation of information from different sources had caused a tree that should have been felled to be missed, even with tags being used further lessons should be learnt. The availability of tree management systems was muted.

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

8.1 Godstone and Greenview

8.1.1 Christmas Lights – The summary of the update:

- Cllr J Gardner meet with UKPN to establish feasibility of an electric supply for lights.
- Original plan is not viable due to cable supply being on the other side of the road to where a supply for Christmas lights had initially been planned and costs would be prohibitive.
- It is hoped that it will be possible to complete an alternative plan to install an electric supply for Christmas lights, from the Bounty, when the works on the path are undertaken.
- It was noted that 4 out of 7 companies asked for quotes to PAT test, check and turn on lights had declined to quote.
- It was confirmed that the planning fee in relation to the initial plan for the Christmas lights had been refunded by TDC as the application had not proceeded to completion.
- It was noted that there was no solution for lights on Godstone Hill from an electric mains supply, with a suggestion that solar lights could be used around the Godstone village sign when it is reinstalled.

RESOLVED – Council agreed that work to proceed with the proposed plan to provide a supply for Christmas lights from the Bounty should proceed.

- 8.1.2 Request for use of the Green – Council considered the request made by a local gym operator for use of the green for Fitness Bootcamps (Twice a week; up to 10 people; Wed 7-8pm & Sat 8-9am, valid PL Insurance; first aid provision; on North-east corner of Green).

RESOLVED – Council unanimously agreed that permission was not granted.

- 8.1.3 Millennium Clock – During maintenance of the Pavilion, Godstone Sports Association removed the clock and investigated its repair, which proved to be expensive. It was noted that the clock, a generous gift to the village, was a Parish council asset. Having been repeatedly targeted by vandals over the years the clock was damaged and in a bad state of repair.

RESOLVED – Council unanimously agreed that despite efforts to preserve this community asset over the years, it was agreed that the clock will not be repaired or replaced.

ACTION 7/24-14a – Clerk to issue statement in Parish magazine and on website about the Millenium Clock.

- 8.1.4 Cricket on Godstone Green – Cllr C White reported that he had received correspondence from Merstham Cricket Club enquiring about using Godstone Green to play cricket. Council made the following observations, would need to be GSA members to be able to use the pavilion; Godstone parishioners using the Green for cricket would be the council's priority; careful consideration would need to be given to the request.

ACTION 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.

8.2 Godstone Playground

8.2.1 Embankment Slide

- Council acknowledged the Clerks email of 21 June about the urgent repair required.
- The repair work undertaken to address the hole that had appeared on the embankment was noted and that there was concern how well the repair would work or last due to the difficulties of the area.
- It was discussed that it was quite possible that the issue could become an ongoing concern. Some ways to try and improve the area further, i.e. turf the embankment on the outside of the fence and consider replacing astro turf section with a new piece to remove the join near the problem area by the fence were included in information to council.



ACTION 7/24-15a – Cllr S Beagley to inspect the repaired area again.

ACTION 7/24-15b – Plans to potentially replace the entire piece of equipment to be considered during the 2025-26 budget planning.

ACTION 7/24-15c – Investigate potential grants that could support any plans drafted in the future to remove and replace embankment slide.

8.2.2 Basketball Hoop

- It was confirmed that Gatwick Airport Community Trust grant 2024 has awarded £1.5k of funds towards a new basketball hoop.
- It was confirmed that £750 was included in the budget for a new basketball hoop.
- Council reviewed quotes previously obtained for high intensity use/public spaces:

| | Description 10 ft post | Cost (ex VAT) including installation | Anti- vandalism | Rust warranty | Sturdy Backboard? | Aesthetics | Example |
|-------------|--|--|---|-------------------------------------|----------------------|--|---|
| Option A | Gladiator Steel | £3,627 <i>(Difference of funds available an cost = £1377)</i> | Galvanised steel, incl. board & ring | 7-year anti- rust warranty | Steel backboard | √ |  |
| Option B | Heavy-duty Gabled End, ring bolted into steel arm | £2,535 <i>(Difference of funds available and cost = £285)</i> | √ | Paint- coated to prevent rust | Steel backboard | Padding for additional safety assurance |  |

RESOLVED – Council unanimously approved the purchase and installation of option B and the remaining cost of £285 be covered either from General reserves of CIL funds (to be confirmed on payment of invoice).

ACTION 7/24-16 – Clerk to issue purchase order to proceed with purchase and installation of new basketball hoop.

8.3 Hilly Fields

8.3.1 Cutting of the Hilly Fields – Council noted the email correspondence circulated of resident's concerns about the Hilly Fields not being cut and the representations made at the start of the meeting. Council discussed the considerable issues with cutting the area; historic decision to leave the area to nature; and risks (i.e. fire and injury)

RESOLVED – Taking onboard parishioners feedback, council unanimously agreed that guidance on managing meadowland be sought from an appropriate authority, i.e. Surrey Wildlife Trust.

RESOLVED – Council unanimously agreed that noting the recent weather (which had included rain and no prolonged dry period) it was not unreasonably concerned about the fire risk.

RESOLVED – Council noting that the area was not common land, so no automatic right of access applied for people to use the area, other than the public footpath that runs across the field, unanimously agreed that council did not feel it was unreasonable to expect that people who choose to access the area (which is clearly a natural area with varying vegetation), do so at their own risk.

ACTION 7/24-17 – Clerk to investigate/source guidance in relation to managing meadowland, from an appropriate authority such as Surrey Wildlife Trust.

8.1.1 Request to cut brambles on the Hilly Fields – Council considered request for work to cut brambles with machine hired and local contractor doing the work (with payment being covered by locals donations) to look after the meadow and noted information that Meadows can be cut in spring or if spring missed, cut in Sept/Oct.)

RESOLVED - Council agreed **ACTION 7/24-17** should be completed before considering this request further.

8.1.2 Hilly Fields - Potholes on the track to the Hilly Fields. Noting repairs being completed whilst path work being undertaken council considered if the track would benefit from surface repairs. Council noted the opinion of Cllr J Gardner, who inspects the area, that he did not recall there being any significant areas that required work.

ACTION 7/24-18 – Consideration for potential repairs required in the medium to long term future of the track to be considered during the planning of the FY25-26 budget.

8.2 Salisbury Road Allotments

8.2.1 Notice Board – Noting a request from the GSA for a noticeboard at the allotments, council reviewed the quotes and information on noticeboards provided and noted that there is no amount included in the budget specifically for a noticeboard.

| Option A | Option B | Option C | Option D | Option E |
|-----------|----------|----------|------------------|--------------|
| £1,111.24 | £466 | £309.95 | £250 (w/o posts) | £99 No posts |

RESOLVED - Council unanimously agreed that it will purchase a noticeboard (option C) to be installed and used at its allotment site. To keep costs to a minimum, it was requested that the GSA confirm that they would be willing to install the noticeboard.

It was confirmed by the GSA Chairperson present at the meeting that the GSA would be willing to install the noticeboard.

ACTION 7/24-19 – Clerk to arrange of the purchase and delivery of the noticeboard for use at the Allotment site.

8.2.2 Easement in relation to development of old garages site

- i. Council noted that the Clerk had sent councils response to the developer and now awaits drafted legal documentation detailing the matter which will then be provided to council.
- ii. Clerk confirmed that a solicitor that can act on behalf of Council had been contacted. An approximate estimate of £1k+VAT was provided, noting that on seeing the first draft of the documentation a final fee quote could be provided.
- iii. Solicitor had queried the benefit of the developer as opposed to the Council, and if developer would be covering legal costs. Clerk had responded that the council had agreed that as it would gain water and vehicle access for the allotments the developer had not been asked to cover legal costs. Council confirmed this position remained correct.

8.2.3 Plot sizes

- i. The Clerk informed council that there had been information from the GSA about plot size adjustments. Noting the agreement between the parties stipulated that only the Parish council could approve changes in plot sizes. It was noted that council had discussed some details at the April council meeting.

RESOLVED - Council unanimously accepted the adjustments to allotment sizes:

Plot 7 – Now measures 8.8m x 6.4m = 56.32 m²

Plot 5 - Now measures 8.2m x 6.2m = 50.84 m²

Plot 16 – Occupies part of plot 39 with compost area which measures 6.4m x 2m = 12.8m², agreed plot holder will rent this area and therefore added to his plot size total area will be 84.49m² + 12.8 m² = 97.29 m².

ACTION 7/24-20 – Clerk to issue invoices for additional charges where plot sizes have changed.

- ii. Plot 4 (currently 10m x 7.5m = 75 m²) is reduced due to the barrier erected by the builders of the bungalows which has encroached onto the allotments, also affecting plots 2 and 3.

Council noted the information of the temporary impact on the plots, but that this was not a long-term change to the size of the plots detailed.

8.2.4 It was believed that the planning application for the development of No. 18 Salisbury Road had been refused.

8.3 Tilburstow Hill and The Enterdent

8.3.1 Cllr S Beagley confirmed he had completed a walk around of the area and no issues or urgent matters were reported.

8.4 South Godstone

8.4.1 Council noted that the action to contact Network Rail in relation to the path that floods was completed and a response received. Network Rail confirmed a site visit will be completed. It was confirmed that Network rail had noted that at this time of year the issue reported will not be so evident but is likely to return.

8.5 Blindley Heath

8.7.1 Urgent works to drainage of the Blindley Heath Cricket Club (BHCC) Pavilion – Council noted the information provided via the Clerk about work that BHCC need to have carried out at the ground, including a plan and estimated date of works of early July. The Clerk confirmed that due to the tight timeframe, information on the council's terms and conditions in such circumstances had been provided as information to ensure BHCC and the contractor were aware of things to consider (i.e. Risk Assessments, PL insurance) and that confirmation of permission would be sought from the council.

RESOLVED – Council unanimously agreed that permission was granted for the works to be carried out and that the councils Terms and Conditions provided applied.

9 Burial Ground, Exclusive Rights of Burial Applications and Memorial Applications – No matters raised.

10 Finance, Audit and Policy Matters

10.1 Accounts for Payment - to approve **JUNE** accounts for payment.

| Ref. | Business | Invoice | Date | Payment For | Net amount | VAT | Invoice Total |
|-----------------------------|-------------------------------|---------|----------|--|------------------|----------------|-------------------|
| Salary Payments | | | | | | | |
| G1613-6 | Salaries | | | June Salary | £2,508.99 | | £2,508.99 |
| | HMRC | | | June - NI and Income tax | | | |
| | NEST Pension | | | June - Pension contribution | | | |
| Direct Debits | | | | | | | |
| G1611 | BT | M139 07 | 17/06/24 | Telephone and Internet | £52.55 | £10.51 | £63.06 |
| G1607 | British Gas Lite | 7866989 | 09/06/24 | Electricity Bill | £37.31 | £1.87 | £39.18 |
| Invoices for Payment | | | | | | | |
| G1608 | Causeway Property Maintenance | 1081 | 11/06/24 | Fixing of No horse's sign | £40.00 | | £40.00 |
| G1609 | Neatgardens | 87785 | 12/6 | Grass cutting (May 24) | £2,808.00 | | £2,808.00 |
| G1610 | Neatgardens | 89252 | 12/6 | Grass cutting (Apr 24) | £2,440.00 | | £2,440.00 |
| G1612 | HPS | 6478 | 26/06/24 | IT Support & Website Hosting | £452.10 | £90.42 | £542.52 |
| G1617 | Neat Gardens | Jun-24 | 27-Jun | Grass cutting | £1,515.00 | | £1,515.00 |
| G1618 | St Stephens | | | July Meeting room hire | £25.00 | | £25.00 |
| G1619 | S Endersby | June | 30/06/24 | Expenses - Toilet roll etc. | £10.12 | | £10.12 |
| G1620 | Fairalls | 4586799 | 21/06/24 | Barrier tape & Cable ties for emergency cordon | £21.70 | £4.34 | £26.04 |
| G1621 | Fairalls | 4587221 | 22/06/24 | Materials for hole-filling (Embankment slide) | £40.42 | £8.08 | £48.50 |
| G1622 | Fairalls | 4587222 | 22/06/24 | Materials for hole-filling (Embankment slide) | £10.79 | £2.16 | £12.95 |
| G1623 | Fairalls | 4587224 | 22/06/24 | Materials for hole-filling (Embankment slide) | £3.64 | £0.73 | £4.37 |
| TOTAL | | | | | £9,965.62 | £118.11 | £10,083.73 |

*Salaries paid in accordance with 7. Payment of Salaries of the Parish Council Financial Regulations.

RESOLVED – Council unanimously approved the payment list detailed above, totalling £10,083.73.

ACTION 7/24-21 – Clerk to liaise with the second signatory councillor to pay the invoices approved for payment.

10.2 Summary Financial Report **APRIL** - Council acknowledged the finance papers had been circulated prior to the meeting on 24 June 2024.

RESOLVED – Council unanimously approved the Bank Reconciliation up to **30 April 2024 (Month 1)**.

RESOLVED – Council unanimously approved the Accounts Reports (Income and Expenditure by Budget; Reserves Sheet, Balance Sheet and Summary of Funds available) up to **30 April 2024 (Month 1)**.

10.3 List of due payments which arise on a regular basis as the result of a continuing contract – Noting contractors, Neat Gardens and HPS, regularly submit invoices for payment as arrangements agreed

with council.

RESOLVED - Council unanimously agreed that going forward these two contractors (Neat Gardens and HPS) can be paid on receipt by the Clerk and second signatory, and a report be provided at the next council meeting after any payment.

10.4 CIL – It was noted that there were a number of recent payments that could potentially be covered by CIL funds. It was noted that the Clerk had prepared a draft list of invoices to confirm if council intended CIL funds be used to cover the costs.

RESOLVED - Council unanimously agreed that consideration and approval of the use of any CIL funds on recent expenditure be delegated to the Finance committee for consideration and approval. Report to be provided to council for information.

ACTION 7/24-22 – Clerk to include matter on Finance Committee Agenda.

11 Wayleaves and Easements

11.1 Tippywychett – Council noted the information on correspondence and information to date on the matter. Council, although aware of the need to find a solution on this agreement, were still not comfortable with the use of the word maintenance in the drafting.

RESOLVED - Council unanimously agreed that if the wording for the annual charge is to remain as ‘Maintenance Charge’, then it be made clear in the agreement it is an annual payment, but that it does not put any obligation on the council for maintenance.

ACTION 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.

11.2 Martyns Platt

i. It was noted that the rental agreement for the parcel of land needed some clarification.

ACTION 7/24-24 – Clerk to circulate information on rental of parcel of land to council.

ii. The issues with rubbish collection for Martyns Platt and neighbouring properties was raised as an officer from TDC had contacted Cllr S Farr and the Clerk.

ACTION 7/24-25 – Clerk to respond to TDC to confirm that the tarmacked track on the Parish council land (which is within the SSSI site) is not an adopted road and is not maintained by the Parish council and there are no details of any obligation to carry out maintenance on the track in relation to consent for the right of way over the access track across the common land.

12 Correspondence – Councillors noted the correspondence sent by email since the last meeting:

- 12.1 Godstone Parish Council Neighbourhood Plan – Response from TDC on the letter sent.
- 12.2 Changes to the way Natural England approaches requests for Site of Special Scientific Interest (SSSI) assent from public bodies
- 12.3 Redhill Aerodrome Consultative Cttee Annual Public meeting 15 July @ 7.30pm, Nutfield Village Hall
- 12.4 NALC Events

13 Matters for reporting or inclusion on future agendas

- 13.1 Minutes of the extraordinary meeting held on Wednesday 26 June 2024
- 13.2 The next meeting of the Parish Council is scheduled to be held Monday 5 August 2024 at 7.30pm, at St Stephens.

PART TWO – Confidential Note.

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

Signed
Chairperson

Print Name

Date