

# Godstone Parish Council

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

## Clerk to the Parish Council

S Endersby

The Bounty  
Godstone Green  
Godstone, Surrey, RH9 8DY

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## MINUTES

of the meeting of Godstone Parish Council held on  
**Monday 8 January 2023 at 7.30pm at St Stephens, South Godstone.**

**Members:** Cllrs J Gardner (Chairperson), C White, C Farr (also Tandridge District Councillor and Surrey County Councillor), S Farr, I Smith, L Case, K Ward and C Edwards  
**Apologies:** Tandridge District Cllr M Crane  
**Present:** S Endersby (Clerk), J Hale (GAA), K Prime, D Prime, M Stuart-Menteth (GPS) and a representative of Surrey Cricket Association.

### 1. Questions from Members of the Public

#### 1.1 J Hale, Godstone Allotment Association (GAA)

- 1.1.1 Thanked the council for arranging for the car park to be surfaced by the developer.
- 1.1.2 Raised a statement made by the Parish Council Chairman at the last meeting which compared the GAA to 'a gang of unruly children in a playground who need order and leadership'.

J Hale asked the council if this was an opinion held by the whole council and also asked why the Chairman had made such a statement.

Cllr J Gardner responded stating that the statement was made by him and not on behalf of the full council. Cllr J Gardner referred to the circumstances of his involvement with the allotments and that he believes the area has turned in to a bit of battle ground, with some allotment holders doing what they want.

There was a discussion in relation to issues raised during a meeting and correspondence of 2023, it was referred to that there were letters to be issued by council to some allotment holders regarding specific issues.

J Hale, speaking on behalf of the GAA did not believe there was conflict and stated that the GAA appreciate the efforts of council.

Cllr J Gardner apologised if the comments had caused offence.

#### 1.2 M Stuart-Menteth, Godstone Preservation Society (GPS)

- 1.2.1 Raised the current condition of the Hilly Fields and length of grass and presence of brambles, asking if it would be cut? Could brambles on the site be cut and what was the councils position/opinion on the Hilly Fields.

It was noted that the council had agreed that the Hilly Fields would not be cut last year and there was no specific regular schedule for cuts.

Cllr J Gardner responded stating that in the past he has cut the Hilly Fields voluntarily and for no payment. Cllr J Gardner raised the issue of tricky access to the area, type of machinery required, the difficulties of cutting the very hilly/uneven ground, his availability to cut it and the risk to machinery to cut the Hilly Fields.

Council were aware of recent biodiversity information in relation to the Hilly Fields and there was a general feeling that if the area was cut in the future, care would need to be taken not to risk the biodiversity of the Hilly Fields.

S M-M stated that the Preservation Society would contribute/offer to pay for a contractor to cut the field.

**ACTION – 1/24 – 1 – Clerk to get a quoted price from a contractor to cut the Hilly Field.**

1.3 Representative of Surrey Cricket Association – Asked if the council had a desire to see cricket on Godstone Green in the future and if Godstone Cricket Club looked after the cricket square, would the council allow cricket on the Green again in the future? Could it be used by clubs outside of Godstone?

There was discussion in relation to different aspects involved, such as getting a cricket team in place, historical and future efforts required in relation to sorting the condition of the cricket square.

Council confirmed they would want to ensure that there was adequate insurance in place.

Council stated that they would want the Cricket club to liaise with the council, and provide details of plans for work on the cricket square in advance and with reasonable notice.

Council would want to be provided with a Cricket fixture list.

## 2. Apologies and reasons for absence

2.1 All Parish councillors were present.

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

## 3. Declarations of Interest

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

3.2 All councillors declared an interest in items 8.4.1 ii and iii in relation to the Precept for the year 1 April 2024 - 31 March 2025. Dispensation for each Member of the Council was given to enable them to vote on the setting of the authority's Council Tax precept for 2024-25 on the grounds that the transaction of business will be impeded given the number of Councillor's who would otherwise be prohibited from participating in this item of business.

3.3 There were no further statements made in relation to Pecuniary Interests for any items detailed on the agenda.

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

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

4.1 Apologies from Tandridge District Councillor M Crane were noted.

4.2 Cllr C Farr – Tandridge District Councillor and Surrey County Councillor

4.2.1 Cllr C Farr referred to the information circulated to council by the Clerk in relation to 'Views Sought - Surrey Rights of Way Improvement Plan'. Cllr C Farr confirmed that he would be preparing responses to respond to the consultation and would be happy to provide the information to the Parish Council.

**ACTION – 1/24 – 2a** – Cllr C Farr to send responses on the Surrey Rights of Way Improvement Plan survey to Clerk.

**ACTION – 1/24 – 2b** – Clerk to circulate responses on the Surrey Rights of Way Improvement Plan survey to full council and submit response on behalf of Parish council.

4.2.2 The matter of some 'interesting' road closures was raised and the approach taken in relation to the lengthy time periods of some permissions that potentially can be just for a days work, leaving it unclear sometimes when work will take place.

4.2.3 Cllr C Farr suggested that the Parish council consider offering some parish land in relation to TDC's plans for biodiversity and nature recovery in Tandridge.

**ACTION – 1/24 – 3** – Cllr C Farr to draft a proposal in relation the Parish council offering land for the purpose of biodiversity for full council to consider.

## 5. Minutes of the meeting held on 4 December 2023

5.1 Councillors reviewed the minutes of the Meeting held on 4 December 2023.

**RESOLVED** - Council unanimously approved the minutes of the meeting held on 4 December 2023 as an accurate record of the meeting and agreed that they be signed by the Chair.

**ACTION – 1/24 – 4** – Cllr J Gardner (Chairperson) to sign the minutes.

## 6. Motions from Councillors

6.1 **Motion** - Council agree to the submission of a planning application as finalised and agreed by the Greenspace Committee for the installation of power supplies in combination with a cabinet and monopole structure in the car park opposite the White Hart (actual positioning to be confirmed) in relation to the electrical supply for Christmas lights.

**(Proposed:** Cllr C Farr; **Seconded:** Cllr I Smith)

Council discussed the motion. It was noted that the monopole would be 6m tall and the cabinet would be a UKPN cabinet. There was also a suggestion that including a car charging point at the same time could/should be considered.

**RESOLVED** - Council unanimously approved the submission of a planning application as finalised and agreed by the Greenspace Committee for the installation of power supplies in combination with a cabinet and monopole structure in the car park opposite the White Hart for an electrical supply for Christmas lights.

- 6.2 **Motion** - Discuss a further planning application for the installation of 3 flagpoles along the eastern side of the Green in relation to the provision of Christmas lights.  
**(Proposed:** Cllr C Farr; **Seconded:** Cllr I Smith)

It was noted that care would need to be taken in relation to any installations to prevent the damage of any tree roots.

**RESOLVED** - Council unanimously agreed that a further planning application for the installation of 3 flagpoles along the eastern side of the Green in relation to the provision of Christmas lights be considered and completed.

**7. Parish Office - The Bounty**

- 7.1 Consideration of the final papers as provided by the council's solicitor in relation to the purchase, including the transactions final contract agreement for approval and signing.

- a. Sale Contract – Council acknowledged receipt of the latest draft of the sale contract for review and consideration for approval.

Council raised that there were some conditions removed from the sale contract and referred to as not applicable, but there was no information to confirm what the conditions were.

Council clarified Occupational rent as referred to in the contract (repaying of rent between exchange and completion).

**RESOLVED** - Council unanimously approved the sales contract as drafted, subject to information on the condition that have been removed being provided to council.

**ACTION – 1/24 – 5a** – Clerk to liaise with the Parish councils solicitor to confirm the conditions that have been removed as 'not relevant' and provide to council.

**RESOLVED** - Council unanimously agreed that on completion of action ACTION – 1/24 – 5, if there were no further queries raised promptly with the Clerk, by any councillor by email, then the sale contract as drafted, could be signed on behalf of Godstone Parish Council.

- b. Separation of the electricity supply – Council noted the correspondence from its solicitor in relation to ensuring the correct rights and easements are in place that could be needed in order to complete the separation of the electricity supply and the inclusion of a clause which will permit access to the Scout's property if necessary to complete works by the Parish council to separate the electricity supply and the queries which the solicitor had requested be clarified before the return of the sale contract to the seller's solicitors. If it appears that the council just need to access the Endeavour to disconnect the existing connection, then a clause will be inserted in the sale contract to cover this.

Question	Council Response
Where the source of the new connection is located	Outside the hedge/boundary of the Endeavour and on Council land.
What the new route of the connection for the Bounty will be	Along the parish council land, Godstone Green
Whether these route will pass through land outside of the Bounty's title	Council don't believe that it will.
Whether you will need to access and carry out works on other neighbouring land, other than the Endeavour, such as the land owned by the Godstone Sports Association Trust.	Council don't believe that this will be necessary

**RESOLVED** - Council unanimously agreed that it wishes to proceed with a general clause inserted in the sale contract to permit access on to the Scout's land if necessary. The Council do not believe it is necessary to formalise matters any further for the separation of the electrical supply by way of a separate deed of easement and are prepared to proceed on this basis.

**ACTION – 1/24 – 5b** – Clerk to liaise with the Parish councils solicitor to confirm position in relation to separation of electricity supply.

7.2 Insurance for the Parish office building The Bounty

- 7.2.1 It was noted that the building insurance is currently arranged as a joint policy with the Endeavour by the Scouts and on completion the council will need to ensure that the Parish council has its own policy.
- 7.2.2 The Clerk confirmed the quote from the council current insurance company, to add the building for the remainder of the current policy it will be an additional £457.76. At renewal this would result in an increase of approximately £600. Council discussed that long term there could be a better value policy for buildings insurance.
- 7.2.3 The Clerk confirmed with council that the insurance company have stated it would not cover the property against flood.

**RESOLVED** - Council unanimously agreed to proceed with adding the buildings insurance to the current insurance policy at a cost of £457.76.

**ACTION – 1/24 – 5c** – Clerk to liaise with insurance company to confirm acceptance of the quote at the appropriate time during the exchange and completion process.

## 8. Reports

### 8.1 Clerks Report

#### 8.1.1 Matters to bring to the Councils attention

- a. Godstone Quarry application – Ashill email asking if Parish would consider speaking at the TDC Planning Committee on 1<sup>st</sup> February, in support of their application. Council noted and considered the request.

**RESOLVED** - Council unanimously agreed that although the council does not oppose the development, it was reserved about speaking at the Planning meeting to actively promote it and therefore no councillor was nominated to attend the TDC planning meeting or to make a statement.

**ACTION – 1/24 – 6** – Clerk to respond to Ashill contact.

- b. Tree Works – Council noted that the contractor is currently awaiting road closure approval from SCC then will provide date that works will commence.
- c. Publication of Notes with Agenda – Clerk confirmed her position that she believed that the notes should be published and referred to advice of the auditor. Council considered the matter.

**RESOLVED** - Council unanimously agreed that it did not want the notes from the Clerk in relation to each meeting published on the website. Only specific information referred to on the agenda to be published.

- d. Chairmans quiz info – 2<sup>nd</sup> March at The ARC in Caterham – Council noted arrangements: bring your own drinks and food is covered in the ticket price of £15.

**ACTION – 1/24 – 7** – Clerk to confirm councillors attending (JG, KW, SB, LC, IS, SF and CF) by 19<sup>th</sup> January 2024.

#### 8.1.2 Update on Actions from Previous meeting

- a. Remaining Actions from the last meeting that the Clerk needs to complete - Noted

**ACTION – 12/23 – 6** – Clerk to send signed copy of the letter to the GAA following the proposed amends being agreed.

**ACTION – 12/23 – 7a** – Clerk to send letter to resident who is parking without permission.

**ACTION – 12/23 – 9b** – Clerk to arrange for tree to be cleared when location (BH) information is available to provide to the contractor.

**ACTION – 12/23 – 15** – Clerk to liaise with contractor to have fence (BG) in disrepair removed.

**ACTION – 12/23 – 20** – Clerk to circulate information from auditor's report on the matter.

Actions not noted below from the previous meeting have been completed.

Council/Councillor Actions from the previous meeting detailed in notes for area that action is applicable for updates - Noted

### 8.2 Chairman's Report – (for noting) information only

#### 8.2.1 The Chairman apologised for the disruption caused in relation to allotments.

### 8.3 Reports (for noting) from representatives on outside bodies etc

#### 8.3.1 Redhill Aerodrome – Cllr C Farr – The decline in the scope and use of the airport.

### 8.4 Reports from Committees

#### 8.4.1 Finance Committee Report

- i. Report of the meeting on 8 December 2023 ([Draft Minutes](#)) – Council noted that the minutes were circulated to council on 12 December 2023.
- ii. Review and consider the draft 2024-2025 Budget - Council noted that the draft budget was circulated to council on 12 December 2023.
- iii. Review and consider the Finance Committee Recommendation in relation the 2024-2025 Precept. Council to confirm the Precept figure for submission to Tandridge District Council (Deadline: 17 January 2024)

**Motion** – Accept the Finance Committee Recommendation that the Precept for FY2024 – 2025 be set at £77,720 (Seventy-seven thousand, seven hundred and twenty pounds).

**(Proposed:** Cllr C Farr; **Seconded:** Cllr S Farr)

**RESOLVED** - Council unanimously agreed that the Precept for FY2024 – 2025 be set at £77,720 (Seventy-seven thousand, seven hundred and twenty pounds).

**ACTION – 1/24 – 8** – Clerk to confirm the Precept figure with Tandridge District Council and submit required form.

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

### 9.1 Grass Cutting and Leaf Clearance across the Parish – Review of 2023 – Council noted the recent meeting with the grass cutting contractor. The following was noted:

- i. Contractor to think over proposals/solutions discussed in relation to issues raised and feedback to Council.
- ii. Contractor to provide time-estimations of specific work activities within the existing contract (e.g. number of hours spent on each leaf collection) to have an agreed basis of reasonable expectations.
- iii. Contractor to provide an hourly rate for additional work items not covered by the contract.
- iv. The Council noted the agreed actions for council were:

**ACTION – 1/24 – 9 –**

- Clerk to prepare letter to Volunteers regarding reasonable expectations of leaf-clearing work, particularly on the Green;
- Clerk to include communication to Residents of the Enterdent regarding fly-tipping at earliest opportunity
- Clerk to provide a letter for contractor to have to hand, to prevent disruption whilst trying to work
- Consider online notices for future grass-cutting/ leaf-clearing or waste removal dates
- Review signage as necessary for the burial grounds and/ or other areas.
- Council to move forward with plans to affect the proposal in 5b. above, for a dedicated, gated garden waste management space. Cllr J Gardner to investigate clearing the area.

9.2 Godstone

9.2.1 Inspection report - Recommendations on matters to be addressed for council consideration

Godstone Green		Greenview	
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- i. The very wet condition of the Green was noted.
- ii. Hole on the Green (nr. White Hart carpark) and Clerk has already requested maintenance contractor to fill in due to H&S concerns.
- iii. Concern about the dead tree (opposite the Forge Café) on Godstone Green and the length of time until work will commence as per the instruction to the tree contractor.

**ACTION – 1/24 – 10 – Clerk to contact tree contractor to see if work can be moved forward.**

9.2.2 Padlocks – A request for quotes for padlocks and additional keys had been received.

**ACTION – 1/24 – 11– Clerk to provide cost information for Padlocks to council at the next meeting.**

9.2.3 Arrangements for the plaque installation and ceremony

**ACTION – 1/24 – 12a – Cllr I Smith to continue contacting people about a small ceremony to mark the plaque being installed, including previous councillors involved with the initiative.**

**ACTION – 1/24 –12b – Clerk to prepare a purchase order to confirm instructions to install the plaque (to be cemented in) with the maintenance contractor.**

9.2.4 Fair – Request to hold a fair on Godstone Green Arriving Monday 15 April and trading 19, 20 and 21 April.

**RESOLVED** - Council unanimously agreed that permission be granted for the annual fair to use Godstone Green on the dates stated.

**ACTION – 1/24 – 14 – Clerk to send letter of confirmation and Terms and Conditions to the Fair organiser confirming details and permission. Cllr L Case’s contact details to be included to assist Fair on arrival to the Green.**

9.3 Godstone Playground

Inspection report - Recommendations on matters to be addressed for council consideration

Playground	
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9.3.2 Further consideration of matters detailed in external inspection report.

- i. ACTIONS 12/23 – 5a, 5b and 5c of the previous meeting were noted in the meeting notes.
- ii. A table of findings to be considered had been prepared to assist the review of matters raised and to assist in confirming actions (circulated by email).
- iii. Cllr L Case had considered the contents of the external inspection report and proposed that it be delegated to the Greenspace to prepare a list of recommendations for full council.

**RESOLVED** - Council unanimously agreed that the review of the findings and recommendations of the external playground inspection report be delegated to the Greenspace committee with recommendations to be reported at the next council meeting.

**ACTION – 1/24 – 15a – Greenspace complete the review of Playground inspection report and provide recommendations to full council at the next meeting.**

**ACTION – 1/24 – 15b – Greenspace committee meeting to be held on Monday 15 January at 10am. Clerk to circulate agenda. Cllr L Case to provide review on inspection to the committee in advance of the meeting.**

**ACTION – 1/24 – 15c – Cllr J Gardner to visit the Basketball hoop and gates on site on 9 January 2024.**

**ACTION – 1/24 – 15d – Clerk to confirm details in the Tender specification in relation to gates.**

**ACTION – 1/24 – 15e – Clerk to investigate replacement costs of gates.**

- iv. The next Playground order for 2024 annual inspection is for a total of £90.25 + VAT

**RESOLVED** - Council unanimously agreed that the 2024 annual external inspection @ £90.25 + VAT be approved and booked.

**ACTION – 1/24 – 16 – Clerk to confirm with playground inspection contractor.**

9.3.3 New path to the playground – Update on Your Fund Surrey Grant application – Council noted that the application had been submitted with quotes and now just have to await a decision.

9.3.4 New path to the playground – Consideration of quotes received – Council noted quotes received.

**RESOLVED** - Council unanimously agreed that a decision on which quote to approve be postponed until the council has received a confirmation of the Grant being awarded and funding secured to proceed with the work.

#### 9.4 Hilly Fields

Inspection report - Recommendations on matters to be addressed for council consideration

Hilly Fields	
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9.4.1 Noting the matters raised by Godstone Preservation Society council discussed cutting the Hilly Fields.

**RESOLVED** - Council unanimously agreed (and reiterated previous decisions) that the Hilly Fields would not be cut, but that care would be taken to ensure that the public footpaths should be kept in good order to ensure they are accessible.

#### 9.5 Salisbury Road Allotments

Inspection report - Recommendations on matters to be addressed for council consideration

Allotments	
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9.5.1 Council reflected on the earlier discussion, setting precedents and the Lindley Road meeting.

9.5.2 It was reported that Plot 14 has not been worked and proposed that notice is served.

**RESOLVED** - Council unanimously agreed that notice be served on Allotment 14 and allotment holders with metal work on their allotment to be asked to remove it.

**ACTION – 1/24 – 17 – Clerk and Cllr I Smith to complete a check of outstanding historic actions in relation to the allotments and send letters in regard to Plot 14 and metal work to be cleared.**

#### 9.6 Tilburstow Hill and The Enterdent

Inspection report - Recommendations on matters to be addressed for council consideration.

Tilburstow Hill/Enterdent	
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- i. Council noted that the Cherry tree, that was due to be removed, has fallen.
- ii. It was reported that it appears logging has been taking place, without council permission. Concern is that someone could be injured.
- iii. It was confirmed that the boundary for property 14 The Enterdent had been confirmed with the owners, but work had not commenced.
- iv. Using the tank traps to prevent parking was raised, with council musing that Greenspace committee could review the suggestion or a motion be put forward.
- v. Closure of Track notice ignored by residents who continued to use the track. Council noted that the letter sent still beneficial as it reiterates councils ownership of the land.
- vi. Fallen footpath sign.

**ACTION – 1/24 – 18 – Location of footpath sign to be confirmed using WhatThreeWords in order that it can be reported to SCC by the Clerk.**

#### 9.7 South Godstone

Inspection report - Recommendations on matters to be addressed for council consideration

South Godstone	
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- i. Ensuring Christmas Tree lights for South Godstone are considered was raised.

#### 9.8 Blindley Heath

Inspection report - Recommendations on matters to be addressed for council consideration?

Blindley Heath	
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- i. It was reported that unfortunately the car park has already started deteriorating.

**ACTION – 1/24 – 19 – Council to monitor the condition.**

- ii. It was noted that the fallen tree has not been removed and ACTION – 12/23 – 9a – Cllr S Farr to obtain a 'What Three Words' location for the tree will be completed when possible.
- iii. It was reported that there has been a charging point mounted on a tree on the SSSI/Parish land without permission.

**ACTION – 1/24 – 20 – Clerk to send polite letter explaining that the charging point should not be on the tree.**

9.8.1 Dead Deer - Report of dead Deer received has now been reported to police.

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

10.1 Review of Burial Ground Regulations and Notes on Fee information.

**RESOLVED** - Council unanimously agreed that the information stated on the fee sheet be amended slightly in relation to the parishioner fee, noting recent queries.

**ACTION – 1/24 – 21 – Clerk to update the burial ground fee sheet.**

Inspection report - Recommendations on matters to be addressed for council consideration.

Burial Ground	
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- i. Crypt – Council noted the Clerk continues to follow up on a cost to repair the crypt. The area is cordoned off.

**ACTION – 1/24 – 22 – Clerk to follow up again on crypt repair cost.**

- ii. Tree 9366 not covered in approved tree works, but a donation was made to lift the branches at the bottom.

**ACTION – 1/24 – 23 – Clerk to ask a contractor to raise branches.**

- iii. Path Repairs – Ref ACTION – 12/23 – 12 – Cllrs J Gardner and K Ward to meet at burial ground to discuss the areas that require work to enable technical details of specification to be completed – It was noted that Cllrs J Gardner and K Ward are still to meet to confirm what the works specification should detail.

**11. Wayleaves – Reviews and updates**

11.1 Tippywychett – Consideration of feedback on proposed draft Agreement.

- 11.1.1 Comments of concern in relation to the proposed agreement raised by councillor were circulated to council.
- 11.1.2 The council having reviewed the agreement provided by the property owners solicitor discussed the concerns about some of the wording of certain clauses within the agreement.
- 11.1.3 A summary of the points of concern raised:
  - i. That the agreement is for in perpetuity
  - ii. Reference to all of the councils land on the title page ‘Godstone Green and Blindley Heath, Godstone’ (the agreement should only relate to the strip at the front of the house and not to any other land owned by the parish)
  - iii. Clause 7.1 and the details of liability and liability of individuals
- 11.1.4 With reference to point 11.1.3. i. raised; the council do not feel that a one off payment of £2k with no annual payments is an acceptable amount for such an agreement. If the agreement had been for an agreed number of years, then it may have been agreeable, but for an agreement in perpetuity, as the wording suggests ‘the Grantor and its successors in title shall’, then council no longer consider that a £2k payment is a reasonable offer and wish to review the amount that would be paid for such an agreement.

**RESOLVED** - Council unanimously agreed that the Clerk be instructed to seek further advice from a solicitor before proceeding with signing the agreement and will provide a quote before proceeding (the council stipulated historically that they would not wish to incur any legal expenses in relation to this expenses incurred by the Parish council to be paid by property owner.

**ACTION – 1/24 – 24 – Clerk to liaise with solicitors.**

11.2 Martyns Platt – Council consider the proposed draft agreement for the rental of parcel of Land.

- 11.2.1 It was proposed that the following stipulations be included in the draft:
  - i. Any works to trees or in the area rented must be discussed with Godstone Parish council in advance to confirm agreement for work(s). This is also to ensure that Surrey Wildlife Trust and Natural England can be notified and if applicable further permissions sought.
  - ii. Discussions in advance of works should clarify who will pay for any works.
  - iii. The are of rented land should not be used for parking any vehicles on it.
  - iv. Ensure the map confirming the area is included.
  - v. Review of fee for the rented land, i.e. potentially £125 per annum.

**RESOLVED** - Council unanimously agreed that subject to the above stipulations being included in the rental agreement, there was no issue in principle of the parcel of land being rented to Martyns Platt property owners.

**ACTION – 1/24 – 25 – Clerk to update document with stipulations proposed, confirm historic rent paid and liaise with property owner.**

- b. Blossoms – Council noted that Blossoms had responded to the email about the smoker and seating. The smoker has been installed in the kitchen.

**12. Finance, Audit and Policy Matters**

12.1 Accounts for Payment - to approve **DECEMBER** accounts for payment

GPC Ref.	Business	Invoice	Invoice Date	Payment For	Net amount	VAT	Invoice Total
<b>Salary Payments</b>							
G1521-4	Salaries			DEC Salary	£2,917.03		£2,917.03
	HMRC			DEC - NI and Income tax			
	NEST Pension			DEC - Pension contribution			
<b>Direct Debits</b>							

G1527	BT	Mi33 0G	17-Dec	Telephone and Internet	£56.22	£11.24	£67.46
G1528	British Gas Lite	617	12/9/2023	Elec	£53.99	£2.70	£56.69
<b>Invoices for Payment</b>							
G1520	RoSPA	1135941	12/5/2023	Affiliate Membership	£99.00	£-	£99.00
G1525	Brunel Engraving	149540	11/27/2023	Jubilee Plaque	£225.90	£45.18	£271.08
G1526	Fairalls	27664	12/5/2023	Hooks for Christmas lights	£2.00	£0.40	£2.40
G1529	Safeplay	25723	1/4/2024	Playground Seats	£296.00	£59.20	£355.20

\*Salaries paid in accordance with 7. Payment of Salaries of the Parish Council Financial Regulations. \*\*Employee/Employers total payment paid by GPC.

**TOTAL                    £3,650.14    £118.72    £3,768.86**

**RESOLVED** - Council unanimously agreed the payments listed totalling £3768.86 for payment.

**ACTION – 1/24 – 26 – Clerk to liaise with second signatory to arrange the payment of the invoices.**

Review of proposed updates to Co-option Policy – Proposed that “*At the request of two Councillors, voting on any question shall be by a signed ballot.*” Be deleted from clause 3.2 to bring in line with the Standing Orders.

**RESOLVED** - Council unanimously agreed the update to the Co-option policy presented to council to bring the policy in line with the Standing Orders.

**ACTION – 1/24 – 27 – Clerk to update the Co-option policy.**

**13. Correspondence**

13.1 Views Sought - Surrey Rights of Way Improvement Plan (Deadline 10 March 2024).

**ACTION – 1/24 – 28 – Cllr C Farr to share comments of response on the Surrey Rights of Way for council to review and consider for its own submission.**

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

Item	Circulated
Press release: Call for brownfield sites for new homes	6/12
Correspondence from GAA Chairman	6/12
FW: TRO- Various Roads in Tandridge	6/12
Views Sought - Surrey Rights of Way Improvement Plan	3/1
FW: Agenda for Planning Committee, Thursday, 11th January, 2024, 7.30 pm	3/1

13.3 It was confirmed to council that correspondence had been received by Cllr C White that the Neighbourhood Plan grant had been approved and received.

13.4 It was reported that the Byers Lane planning application had been declined.

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

14.1 Social media posting and use policy.

14.2 The next meeting of the Parish Council is scheduled to be held on **Monday 5 February 2023** at **7.30pm**, at St Stephens.

**Part 2 – None**

----- Meeting Closed -----

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Signed  
Chairperson

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Date