

Godstone Parish Council

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

Clerk to the Parish Council

S Endersby

The Bounty
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Admin Assistant to the Parish Council

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MINUTES

of the meeting of Godstone Parish Council held on **Monday 3 February 2025**
at 7.30pm at St Stephens Church, South Godstone

Members: Cllrs S Beagley (Chair), D Christmas, J Gardner, L Case (Vice Chair), S Farr, K Ward and C White
Apologies: Cllr C Farr and J Hale - Godstone Allotment Association (GAA)
Present: Tandridge District Councillor Cllr M Crane, J Farnaby – Neighbourhood Plan Committee, I Smith, K D’Mello, A Hooper-Greenhill and S Endersby (Clerk)

1. Questions from Members of the Public - None

2. Apologies and reasons for absence

2.1 The Clerk had received apologies from Cllrs C Farr due to illness.

RESOLVED – Council noted the apologies, and the meeting was confirmed as quorate.

2.2 John Hale (GAA) had sent apologies.

3. Declarations of Interest [Register of Interests](#)

3.1 No declarations of interest were stated at the start of the meeting.

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

4.1 Cllr C Farr – Surrey County Council (SCC) - No report due to apologies.

4.2 Cllr M Crane (MC) – Tandridge District Council (TDC)

4.2.1 Reported Strategy and Resources Committee have put Tandridge District Councils final budget plans forward for full council approval, noting it was the 5th year of a balanced budget (and a saving of over £6m over 5 years has been achieved). Proposed 2.99% increase to council tax (14p a week increase on Band D).

4.2.2 Surrey County Council and Police increase not known.

4.2.3 2024-25 budget was hit significantly by £900k for planning appeals, for FY25-26 budget allowed due to expected appeal costs.

4.3 Cllr D Christmas asked if no local plan impacts appeals made by developers? Cllr M Crane responded that there is an element of this, but also the government changes to the NPPF have also had an impact.

4.4 Local Government reorganisation:

4.4.1 Details have been delayed, and the district is still awaiting a letter from the Secretary of State.

4.4.2 The move towards Unitary authorities does seem to be going to go ahead.

4.4.3 Waiting for decision on whether elections will be delayed.

4.4.4 The level of debt Tandridge resident could end up taking on remains a huge source of concern.

4.4.5 Waiting for decision on whether there will be one, two or three Unitaries for Surrey due to size.

5. Minutes of the previous meetings held – 6 January 2025

RESOLVED – Councillors, by a majority, approved the minutes as an accurate record of the meetings and agreed that they be signed by the Chairperson.

Cllr S Farr abstained from voting as she had not been at the January meeting.

6. Co-option - South Godstone (Central Ward)

6.1 Council noted the [co-option policy](#) and summary of process provided to council on 29 January 2025 along with the Candidates applications, including the matter raised by the Clerk in [September 2024](#), that council should be cautious of 1.2 of the co-option policy and were referred again to paragraph 22 of NALC Legal topic note 8, Eligibility for Co-option.

6.2 Candidates were invited to speak on their application, both K D’Mello and I Smith spoke.

RESOLVED – Council resolved 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 any business on the grounds that it is likely if the public were to remain, there would be a disclosure of exempt information.

- Members of the public present left the room during the Part Two discussion.

- Council discussion took place.

- Part two concluded and members of the public were invited to return to the meeting.

- 6.3 The Chair confirmed that K D'Mello had been co-opted as a Parish councillor. K D'Mello was advised that he would need to complete acceptance of office by way of co-option and a Declaration of Interest form before joining the council meeting as a councillor.

ACTION2/25-1- Clerk to liaise with K D'Mello to complete and file papers as required.

7. **Special Motion** – To reverse the resolution of 2 December, which resolved that GPC does not allocate or spend any funds, howsoever received, on the maintenance or refurbishment of Godstone Green or the Pavilion on Godstone Green. Until the Pavilion (which is on Parish council owned land) and leased to the GSA by GPC, is relinquished and lease surrendered by the GSA in the favour of GPC, and full and total control in all legal matters of these properties return to GPC, via a completed and certified legal agreement and Land Registry details.

Proposers - Cllrs S Beagley, J Gardner and K Ward

Cllrs J Gardner, K Ward, S Beagley, C White and D Christmas voted in favour of the special motion.

Cllr S Farr voted against the special motion.

Cllr L Case abstained from voting.

RESOLVED – Councillors, by a majority, approved reversing the decision of the entire resolution of 2 December, as stated above, acknowledging this would enable the Parish council to care for Godstone Green, such as grass cutting, tree care, bench installations and repairs etc. The special motion was carried.

8. **Motion** - All Godstone Parish Councillors to use the '.gov.uk' email address that is provided to for every councillor, to send and receive any Godstone Parish Council communications.

Proposer: Cllr K Ward; Seconded: Cllr J Gardner

Cllr K Ward voted in favour of the motion.

Cllr S Farr, L Case, D Christmas and C White voted against the motion.

Cllrs J Gardner and S Beagley abstained from voting.

RESOLVED – Councillors, by a majority, voted against the motion that Parish Councillors use the '.gov.uk' email address for Parish matters. The motion was not carried.

9. **Grass Cutting Contract** – Consideration of Tender responses (Submission Deadline: 31 January 2025)

9.1 Confidential submissions provided to council in advance of the meeting.

RESOLVED – Council resolved to postpone discussion of this item to the end of the meeting held in public 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 any business on the grounds that it is likely if the public were to remain, there would be a disclosure of exempt information.

10. Reports

10.1 **Clerks Report** - Matters to bring to the Councils attention

10.1.1 Aims and Objectives – Document provided prior to January meeting remains outstanding and awaiting approval.

10.1.2 New Parish Car Park (2022/1523) Works Licence Deed of Easement and Detailed Specification – Council noted that as previously agreed at the January 2025 meeting, the Deed had been executed and returned to solicitor ready for completion.

10.1.3 Neighbourhood Plan – Council noted:

- i. Successful completion of consultation and public meeting held on Thursday 16 January 2025
- ii. That the end of the consultation period is approaching and is Monday 10 February 2025.

10.1.4 Clerk Vacancy – Recommendations following interview

RESOLVED – Council resolved to postpone discussion for Part Two.

10.1.5 Actions Review, Handover and office cover - Preparation for current Clerks departure. To be discussed in conjunction with item 10.1.4.

10.2 **Chairperson's Report** – (for noting) information only.

10.2.1 Jubilee Plaque – Thanks to Dave Harman for his assistance with the repair of the Jubilee plaque.

10.2.2 Metal Bounty Gate – Reported that the gate has been stolen (Clerk reported to police), requested any pictures people may have.

ACTION2/25-2- Clerk to liaise with Insurance company to make a claim as the estimated value of the bespoke gate is at least £500.

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

10.4 **Reports from Committees**

10.4.1 Planning committee cancelled as not quorate, planning applications to be included at February meeting with holding comments provided to TDC.

11. Greens, Commons and Land

11.1 **Risk Assessments** - Current reviewed version provided to council by the Clerk was noted by council. The Clerk reported that there are comments that require consideration.

11.2 **Godstone – Godstone Green; Greenview; Playground, Allotment and Hilly Fields**

11.2.1 GSA – Document in relation to Football arrangements. (Action Jan 25) - Council provided with document twice prior to this meeting and January action was for council to consider and comment on document.

ACTION2/25-2a- GSA and Council to meet on Thursday 6th February 2025 at 10am.

Clerk confirmed that insurance covering the Pavilion has been provided to council.

11.2.2 Requests to use Godstone Green

i. Annual Fair – 25-27 April 2025. Clerk already advised GSA of request.

RESOLVED – Council resolved that the dates requested by the Annual Fair as approved.

ACTION2/25-3- Clerk to confirm dates have been agreed by council with the Fair and the GSA.

ii. Circus (end of March) (all-human Santus Circus, different to the circus that visited in 2024)

RESOLVED – Council resolved that there was no objection in principle to the circus visiting Godstone, but that it would not be permitted in March due to concerns about if the Green would be dry enough. If the Circus wish to visit later in the year then council would be happy to agree a date.

ACTION2/25-3- Clerk to liaise with Circus.

11.2.3 Playground - Consideration of proposals from Cllr L Case following External Inspection Report. It was noted that all risk reported as low or very low. The equipment that should be considered for works were summarised: Vegetation on the embankment slide and the slide; Self closing gate, gap and paint; Large long bench; Seesaw fixings; Basket Swing replacement of shackles; Basketball surface edge trip hazard

ACTION2/25-3a- Cllr L Case to circulate list of jobs and Council to prepare and agree a works plan.

11.2.4 Booking 2025 External Inspection Report - Providers – Playground Inspection Company £94.95 and Sovereign Compliance - 5 Years (2 inspections a year) @ £399 (one-time fee per site.)

ACTION2/25-3b- Council to make a decision on inspection company as soon as practicable.

11.2.4 Salisbury Road Allotments - Annual Agreement and Tenancy Agreements FY25-26

i. Annual Agreement of understanding between the Godstone Allotment Association (GAA) and Godstone Parish Council – The GAA requested that the letter of agreement between the Council and the GAA continue as per current arrangement, the GAA confirmed that it does not have any matters to propose for the annual review which falls due in February.

RESOLVED – Council unanimously resolved that the Letter of Agreement setting out the arrangement between the Council and the GAA continue as currently agreed as neither party wished to propose any changes.

ii. Tenancy Agreements FY25-26 – The GAA requested that the council consider making the following changes to the Tenancy agreements for 25/26 growing season:

- Add - 5.2 Materials and equipment should be stored safely and kept to a minimum, restricted to only those items used on a regular basis. [*Reason- to avoid injury and to prevent hoarding*]
- Replace - 6.2 with “The bonfire must be always managed safely with a bucket of water within easy reach and must be extinguished when the plot holder leaves the site.” [*Reason fire brigades’ recommendation*]
- Change - 7.1 & 8.1 Change the word “Council” to “Allotment Association” [*As in the working agreement 4th February 24 GPC authorised the GAA to give permission for structures (sheds, greenhouses, polytunnels) and the keeping of chickens with approvals provided to council.*]
- Delete - 11.8 [*Reason- unreasonable to ban metal.*]
- Change - 12.4 to read “Please report any accidents to the Association and the Council. [*Reason- to match the working agreement, the Association will keep a logbook any incidents will be reported to the Council.*]

RESOLVED – Council unanimously agreed that the proposed amendments be made to the next seasons Allotment Agreement (FY25-26).

ACTION2/25-4- Clerk to complete the changes and create a generic letter and Terms & Conditions for the website and only invoices with Allotment holder specific details be prepared each year. The Invoice must clearly state the Plot number and sqm, the charge that applies, where the Terms and Conditions can be read, and that payment of the fee confirms acceptance of the T&Cs by each allotment holder.

11.3 **Tilburstow Hill and The Enterdent**

11.3.1 Some flytipping has been reported to Tandridge District Council.

11.3.2 Cllr D Christmas reported that he had attempted to find the reported fallen tree on two occasions with no success.

ACTION2/25-5- Clerk to liaise with Surrey Footpaths to report check has been undertaken.

11.4 **South Godstone**

11.4.1 VE Day celebrations will be held on Saturday 3rd May

11.4.2 The Tandridge District Council Chairmans quiz is being hosted at the South Godstone Sports Association on 1 March 2025 and councillors were encouraged to attend.

11.5 **Blindley Heath**

11.5.1 Elmshade Cottages & Two Hoots – Informal information from Natural England following Parish request for general advice - *'Aggregate would certainly be the preferred material from a SSSI perspective due to the pollution risk posed by tarmac. It is important to ensure that the material used is inert and of local provenance if possible. A notice for consent should be sent. All relevant details of works should be included in the notice, including how damage to the SSSI caused by the works will be mitigated, and information on all machines, vehicles and materials used.*

RESOLVED – Council unanimously agreed that the use of tarmac would not be permitted, as supported by the informal advice. Council will consider the residents consent application on receipt.

ACTION2/25-6- Clerk to circulate consent application on receipt.

11.5.2 Heathview Enforcements noted.

11.5.3 Information from Blindley Heath Cricket Club (BHCC) on water/flooding issues and impact on the car park.

ACTION2/25-6a- Clerk to forward on information on from BHCC to Cllr S Farr.

11.5.4 Council discussed the services of Surry Wildlife Trust (ref. Invoice payments) and the specialist support for the SSSI that the Trust provides to the council.

11.6 **Burial Ground** - Exclusive Rights of Burial Applications and Memorial Applications

11.6.1 Council noted that an EROB (Goscomb) is to be issued by the Clerk under delegated authority.

11.6.2 Council noted a Memorial Application (Stark) approved by the Clerk under delegated authority.

11.6.2 Church Parish boundaries changing, but not parish council boundaries, potential confusion for burial fees noted.

12. **Finance**

12.1 Accounts for Payment - Approve **JANUARY** accounts for payment.

	GPC Ref.	Supplier	Invoice	Inv Date	Payment For	Net amount	VAT	Invoice Total	Information
Salary Payments									
		Salaries	January		Salary	£2,524.87		£2,524.87	Within budget available
		HMRC		NI and Income tax					
		NEST		Pension					
Direct Debits									
4085 - Tel/Int	G1715	BT	M146 HI	14.01.25	Telephone & Internet	£49.95	£9.99	£59.94	Within budget available
4080 - Heat/Light	G1722	British Gas	Bill 9845247		Electricity - 4/12/24 - 4/1/2025	£61.20	£3.06	£64.26	
4080 - Heat/Ligh	G1722	British Gas	C/N 11596730		Electricity - 4/12/24 - 4/1/25	-£61.20	-£3.06	-£64.26	Within budget available
Invoices for Payment									
4090 - Postage & Stationary	G1713	Paper Stone	ID5246	13.01.25	Folders/ wallets	£44.94	£8.98	£53.92	Within budget available
4340 - SSSI	G1714	Surrey Wildlife Trust	12717	15.01.25	Annual Mgt fee B/H SSSI, 3-24 & 24-25	£4,554	£910.80	£5,464.80	CY in budget. PY budgeted amount now in Gen reserves.
4435 Xmas lights Exp EMR	G1716	BHCC			Elec - As agreed at Jan meeting	£144.65		£144.65	Within budget available
4150	G1721	St Stephen			February Room Hire	£25		£25	Within budget available

4435 Christmas lights Exp EMR	G1723	GSA		Feb	Christmas lights Electric agreed amount	£50		£50	Within budget available
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Month: 9 (DEC)	*Salaries paid in accordance with 7. Payment of Salaries of the Parish Council Financial Regulations. **Employee/Employers total payment paid by GPC.	TOTAL	£7,393.41	£929.77	£8,323.18
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RESOLVED – Council unanimously agreed payment list totalling **£8323.18**, including salary payments.

ACTION2/25-7- Clerk to compete payments and liaise with second signatory.

12.2 Finance Papers up to **30 November 2024** - Bank Reconciliation and Accounts Reports – Income & Expenditure; Reserves, Balance Sheet and Summary of Funds

RESOLVED – Council unanimously acknowledged and accepted the finance papers provided by the Clerk and there were no questions raised.

13. Correspondence and matters for reporting or inclusion on future agendas – Council noted the following correspondence circulated by email, since the last meeting, to council:

- 13.1 Press release: Bucking the trend – Circ. 22/1/25
- 13.2 Post SALC Councillor Forum Packs – Circ. 24/1
- 13.3 Post SALC Clerk Forum Packs – Circ. 24/1
- 13.4 Rural Housing Newsletter 3/2
- 13.5 Land use consultation 3/2

The next meeting of the Parish Council is scheduled to be held on **Monday 3 March 2025** at **7.30pm**, at St Stephens.

Council moved to Part 2.

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

Signed
Chairperson

Print Name

Date