

Godstone Parish Council

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

Clerk to the Parish Council

S Endersby

29 November 2023

The Bounty
Godstone Green
Godstone, Surrey, RH9 8DY

Telephone/Fax: 01883 744209

AGENDA

Members are summoned to the meeting of Godstone Parish Council to be held on
Monday 4 December 2023 at 7.30pm at St Stephens, South Godstone.

S Endersby - Clerk to Godstone Parish Council

The public and press have a right and are cordially invited to participate, and an opportunity will be given to ask questions or make statements.

1. **Questions from Members of the Public**
2. **Apologies and reasons for absence**
3. **Declarations of Interest**
4. **County and District Councillors** – Brief report on matters affecting the Parish
5. **Minutes** of the meeting held on 6 November 2023 and the Extraordinary Meeting held on 20 November 2023
6. **Neighbourhood Plan**
7. **Reports**
 - 7.1 Clerks Report - Matters to bring to the Councils attention
 - 7.2 Chairman's Report – (for noting) information only
 - 7.3 Reports (for noting) from representatives on outside bodies etc
 - 7.4 Reports from Committees
 - 7.1.1 Finance Committee Report
 - 7.1.2 Greenspaces Committee – Deferred matter of Committees proposal for council to consider reviewing the allocation of inspection responsibilities.
8. **Motions Proposed by Councillors**
 - 8.1 Applying Standing order 4. D. XII, dissolve the Greenspace Committee.
(Proposed: Cllr I Smith; Seconded: Cllr J Gardner)
9. **Greens, Commons and Land** – Matters to bring to the Councils attention in relation to areas of the Parish:
 - 9.1 Tree Works
 - 9.2 Godstone
 - 9.3 Godstone Playground
 - 9.4 Hilly Fields
 - 9.5 Salisbury Road Allotments
 - 9.6 Tilburstow Hill and The Enterdent
 - 9.7 South Godstone
 - 9.8 Blindley Heath
10. **Burial Ground, Exclusive Rights of Burial Applications and Memorial Applications**
11. **Parish Office - The Bounty**
 - 10.1 Update on the application to the Public Works Loan Board for a Loan of £63k in relation to the purchase of the Parish office building The Bounty
 - 10.2 Staffing update
12. **Finance and Audit Matters**
 - 11.1 Accounts for Payment - to approve **NOVEMBER** accounts for payment
 - 11.2 Bank Reconciliations – **SEPTEMBER** and **OCTOBER**
 - 11.3 Accounts Reports for **SEPTEMBER (Month 6)** and **OCTOBER (Month 7)** – Income and Expenditure by Budget; Reserves Sheet and Summary of Funds and Balance Sheet.
 - 11.4 Internal Audit

11.5 External Audit

13. Wayleaves – Reviews and updates

12.1 Tippywychett – Proposed Agreement

12.2 Blossoms (historically Green Rooms)

14. Correspondence

15. Matters for reporting or inclusion on future agendas

15.1 Draft Budget

15.2 Consideration of the Finance Committee recommendation in relation to the Precept

Part 2 – To consider passing a resolution 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.

The next meeting of the Parish Council is scheduled to be held on **Monday 8 January 2023 at 7.30pm**, at St Stephens.

Godstone Parish Council

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

Clerk to the Parish Council

S Endersby

29 November 2023

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NOTES

for the meeting of Godstone Parish Council to be held on
Monday 4 December 2023 at 7.30pm at St Stephens, South Godstone.

1. Questions from Members of the Public

Time designated for public participation at the meeting and shall not exceed twenty (20) minutes unless directed by the chairman of the meeting. (Godstone PC Standing Orders 3 – e – k).

2. Apologies and reasons for absence

No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three. (Standing Order Item 3 v.)

Councillors, if you are unable to attend a meeting, please advise the Clerk and Chairperson. (Standing Order Item 3 t. ii and 14. C. iii.)

3. Declarations of Interest

Register of interests are published on Godstone Parish council website

Councillors to verbally state if they have a 'Pecuniary Interest' or 'Other Interest' in any items detailed on the agenda and sign the blue book registering attendance and noting Pecuniary or Other Interests if applicable. (Standing Order Item 3 u. and Code of Conduct Item 6.1 – 6.3.)

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

Correspondence ref: Surrey County Council is engaging in discussions with government on a Level 2 County Deal. Press release issued by Surrey <https://news.surreycc.gov.uk/2023/11/22/a-county-deal-for-surrey/>.

5. Minutes of the meeting held on 6 November 2023 and the Extraordinary Meeting held on 20 November 2023

Council to Vote - Councillors present at meetings to confirm if the minutes are an accurate record of the meeting(s).

6. Neighbourhood Plan

Godstone Parish Neighbourhood Plan Committee Chairperson A Rabbetts to attend the meeting and provide an update to council.

7. Reports

7.1 Clerks Report - Matters to bring to the Councils attention

- 7.1.1 Confirm completion of Action to liaise with TDC Officer who had made initial contact on the matter of New Toilets, to confirm councils position.
- 7.1.2 Inspection reports – Reports should be sent to Clerk, but just reporting to Clerk is not enough, councillors should put motions and recommendations forward for council to consider as Council has to agree costs and approve work.
- 7.1.3 Christmas Lights at Bounty
- 7.1.4 Green Space Committee were notified of the Grass cutting contractor sustaining an injury and requested a copy of the accident report. Report received from contractor.
- 7.1.5 Your Fund Surrey application
- 7.1.6 Christmas lights – power installation for 2024
- 7.1.7 Bounty – Matter of separating the electricity supply.

Solicitor has requested that council confirm timing of works – does council want to request that the electricity supply is separated before exchange, between exchange and completion or after completion?

Solicitor has requested that council confirm that no wayleave is required for the separation of the supply?

7.1.8 Grass contractor – issues with leaf disposal

7.2 Chairman’s Report – (for noting) information only

Chairman received email sent on behalf of Blindley Heath Cricket Club to thank council for arranging for the potholes in the car park to be filled.

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

7.3.1 North Park Quarry Liaison Meeting which is taking place on Wednesday 8th November 2023 at 6.00 pm.

7.4 Reports from Committees

7.4.1 Finance Committee Report

- i. Committee completed the Finance Risk Assessment which is required annually.
- ii. Confirmed Charges and Fees for Burial Ground, Greens, Wayleaves. Allotment charges referred to Greenspace committee for consideration.
- iii. 1st draft of budget prepared and next Finance meeting planned for Friday 10th December at 10.30am for a second review of the FY2024-25 budget.
- iv. Committee recommendation in relation to the auditors recommendation about £500 emergency spend increasing – this is for clerk not council of committee. Committee recommendation is that it is increased to £1000. Extract of Finance Regs to be updated:

4. Budgetary control and authority to spend

4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk’s judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of ~~£500~~Consider new limit of £1000. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

Council to confirm acceptance of recommendation

[This is different and separate to the decision at the September meeting of Full council and vote that Green Spaces Committee be permitted to authorise up to £1000 of spend on unplanned expenditure if circumstances demanded]

7.4.2 Greenspaces Committee – Deferred matter of Committees proposal for council to consider reviewing the allocation of inspection responsibilities.

8. Motions Proposed by Councillors

8.1 Applying Standing order 4. D. XII, dissolve the Greenspace Committee.
(Proposed: Cllr I Smith; Seconded: Cllr J Gardner)

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

9.1 Tree Works

9.9.1 Written confirmation now received from Glebe house and Clerk liaising with contractor and Glebe House to confirm date and number of days work. Contractors have stated work will be completed in February 2024.

9.9.2 Confirmation of works to proceed sent for Tilburstow Hill/Enterdent sent to two contractors, awaiting date for works.

9.2 Godstone

9.10.1 Confirm if inspection report has been completed and sent to Parish Office:

Godstone Green		Greenview	
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Recommendations/Requests for approvals/funding approval on issues that need to be addressed from the inspection reports to be put forward at meeting for council consideration.

9.10.2 As per report at November meeting, updated Risk Assessments completed for Godstone Green and Greenview, circulated to the councillor allocated to inspect the areas for review/comments. No comments returned.

9.3 Godstone Playground

9.11.1 Confirm if inspection report has been completed and sent to Parish Office:

Playground	
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Recommendations/Requests for approvals/funding approval on issues that need to be addressed from the inspection reports to be put forward at meeting for council consideration.

9.11.2 As per report at November meeting, updated Risk Assessments completed for Playground, circulated to the councillor allocated to inspect the areas for review/comments. No comments returned.

9.11.3 Playground seats – Action of November meeting: ACTION 11/23 – 7 – Cllr L Case to provide motion for the next meeting on how to proceed.

How does council wish to proceed in relation to replacing seats?

9.11.4 Playground independent external inspection report (circulated to council)

Consider content and recommendations.

Councillors to confirm any instructions following the review.

9.4 Hilly Fields

Confirm if inspection report has been completed and sent to Parish Office:

Hilly Fields	
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Recommendations/Requests for approvals/funding approval on issues that need to be addressed from the inspection reports to be put forward at meeting for council consideration.

9.5 Salisbury Road Allotments

9.13.1 Confirm if inspection report has been completed and sent to Parish Office:

Allotments	
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Recommendations/Requests for approvals/funding approval on issues that need to be addressed from the inspection reports to be put forward at meeting for council consideration.

9.13.2 As per report at November meeting, updated Risk Assessments completed for Allotments, circulated to the councillor allocated (and GSA) to inspect the areas for review/comments. No comments returned.

9.13.3 Allotment Agreement letter as amended as per Oct 2023 instructions (ACTION 10/23 – 16). Confirmation received from allotment Chairman of letter accepted by GAA.

9.13.4 Unauthorised Vehicles parking on allotment land - GAA Chairman requested the council consider sending a letter to repeat offenders when contact details are known.

Council need to give permission for Clerk to write to person parking car.

9.6 Tilburstow Hill and The Enterdent

9.14.1 Confirm if inspection report has been completed and sent to Parish Office:

Tilburstow Hill and The Enterdent	
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Recommendations/Requests for approvals/funding approval on issues that need to be addressed from the inspection reports to be put forward at meeting for council consideration.

9.14.2 As per report at November meeting, updated Risk Assessments completed for Tilburstow Hill, circulated to the councillor allocated (and GSA) to inspect the areas for review/comments. No comments returned.

9.7 South Godstone

9.15.1 Confirm if inspection report has been completed and sent to Parish Office:

South Godstone	
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Recommendations/Requests for approvals/funding approval on issues that need to be addressed from the inspection reports to be put forward at meeting for council consideration.

9.8 Blindley Heath

9.16.1 Confirm if inspection report has been completed and sent to Parish Office:

Blindley Heath	
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Recommendations/Requests for approvals/funding approval on issues that need to be addressed from the inspection reports to be put forward at meeting for council consideration.

9.16.2 Tree down and across footpath.

How does council wish to proceed



9.16.3 Report of cars parking in the first passing place of the lane nearest to the A22, ground is now very wet and making a mess of the road and the area to the front of the car, shown in the picture, has now collapsed meaning that cars can't drive onto it. This results in cars having to reverse down the lane to the next available passing place. Resident understood cars shouldn't parked here? Could a sign be installed saying No Parking/Passing Place?



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

- 10.1 Litter at Burial Ground – Note in the Parish magazine about amount of rubbish and taking rubbish home and notice in noticeboard when that is repaired.
- 10.2 Request for book headstone (Dimensions requested)
- 10.3 As per report at November meeting, updated Risk Assessments completed for Burial Grounds, circulated to the councillor allocated. No comments returned.
- 10.4 Maintenance contractor has confirmed work on noticeboard and benches will be completed Nov/Dec.
- 10.5 Maintenance contractor has confirmed that the A Andrews bench is beyond repair and will remove bench. Some contact with associates, but no family members yet contacted to advise.
- 10.6 Path repairs Spec being prepared and put to finance committee to budget for expense
- 10.7 Collapsed Crypt – No correspondence in relation to grave owner.

Noting Health and Safety concerns how does council wish to proceed in relation to replacing seats?

- 10.8 Fence repairs – Replacement required rather than repair. Maintenance contractor confirmed he could undertake the work if instructed.

How does council wish to proceed?

- 10.9 Exclusive Rights - Felbridge Resident who is a 7-year parishioner requesting parishioner fee for new grave due to circumstances.

Council to confirm

10.10 Grass contractor – Leaf collection and idea to create compost area to dispose of leaves collected (this could also help with the weeds as people could use compost bins when they tend graves)



11. Parish Office - The Bounty

- 11.1 Update on the application to the Public Works Loan Board for a Loan of £63k in relation to the purchase of the Parish office building The Bounty

Loan is now on second assessment stage with the Parish Borrowing at the Dept of Levelling Up (Third stage of process) and Clerk awaits an update after 30 November 2023.

- 11.2 Staffing update

References being sought and Clerk to confirm employment contract with Council.

12 Finance and Audit Matters

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

To be provided.

- 12.2 Bank Reconciliations – **SEPTEMBER** and **OCTOBER**

To be circulated.

- 12.3 Accounts Reports for **SEPTEMBER (Month 6)** and **OCTOBER (Month 7)** – Income and Expenditure by Budget; Reserves Sheet and Summary of Funds and Balance Sheet.

To be circulated.

- 12.4 Internal Audit

11.4.1 Need to vote to confirm the internal auditor's report has been reviewed and accepted (no vote was taken at the November meeting)

Council decision required

With reference to November meeting discussion - The internal auditors reports have not been regularly published historically, but Clerk notes councils discussion at November meeting and will publish on the council website.

- 12.5 External Audit

11.5.1 Council needs to vote on acknowledging receipt of External Audit and accepting the External Auditors report.

Council decision required

This has already been published on the website since receipt.

13 Wayleaves – Reviews and updates

With reference to November meeting discussion – Council misunderstood information clarification required.

- 13.1 Tippywychett – Proposed Agreement

To be recirculated to council.

- 13.2 Blossoms (historically Green Rooms)

To be circulated to council.

14 Correspondence

Policing your community (Tandridge) - 6:30pm on 20th November at Marriott Hotel, Lingfield Racecourse	Circulated 17/11
Chair's Quiz nights – update on date - Quiz Night on 2 nd March 2023 at The ARC in Caterham.	
Surrey County Deal - Press release	Circulated 24/11
Statement on Devolution – From SALC	Circulated 24/11
Press release: The impact of a County Deal for Surrey	Circulated 27/11
Community Ownership Fund	Circulated 1/12

- 15 **Matters for reporting or inclusion on future agendas**
- 15.1 The next meeting of the Parish Council is scheduled to be held on **Monday 8 January 2023** at **7.30pm**, at St Stephens.
 - 15.2 Co-option policy update
 - 15.3 Confirmation of Budget
 - 15.4 Confirmation of Proposed Precept