

Godstone Parish Council

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

Clerk to the Parish Council

S Endersby

1 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 6 November 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
 - 4.1 Request for update on testing of the Public Toilet for Legionnaires and re-opening the facility
5. **Minutes** of the Extraordinary Meeting held on 16 October 2023.
6. **Councillor Vacancy Co-option**
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
 - 7.4.1 Greenspaces Committee – Report on recommendations and motions for Councils consideration

MOTION – Council to consider reviewing the allocation of inspection responsibilities.
(Proposer: Cllr ; Seconder Cllr)
8. **Greens, Commons and Land –** Matters to bring to the Councils attention in relation to areas of the Parish:
 - 8.1 Inspections and Risk Assessments
 - 8.2 Godstone
 - 8.2.1 Request for use of Godstone Green
 - 8.2.2 Request for new Path on Godstone Green
 - 8.3 Godstone Playground
 - 8.3.1 Roundabout Seat
 - 8.3.2 New Path to Playground
 - 8.4 Hilly Fields
 - 8.5 Salisbury Road Allotments
 - 8.5.1 Unauthorised Vehicles parking on allotment land.
 - 8.6 Tilburstow Hill and The Enterdent
 - 8.6.1 Fallen Tree
 - 8.7 South Godstone
 - 8.8 Blindley Heath
 - 8.8.1 Proposed pedestrian crossing on A22 Eastbourne Road, Blindley Heath
 - 8.8.2 Land donated from Oldencraig development
9. **Burial Ground, Memorials and Remembrance**
 - 9.1 Remembrance Day Arrangements
 - 9.2 Tree Works Access

- 9.3 Matters raised following Inspections – Updates or new information
 - 9.3.1 Collapsed Crypt
 - 9.3.2 Path Repairs
 - 9.3.3 General Updates
- 9.4 Exclusive Rights of Burial Applications and Memorial Applications

10. 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

11. Finance and Audit Matters

- 11.1 Internal Audit Report – Interim audit report FY23-24
- 11.2 External Audit Report for FY22-23
- 11.3 Accounts for Payment - to approve **OCTOBER** accounts for payment

12. Wayleaves – Reviews and updates

- 12.1 Tippywychett – Proposed Agreement
- 12.2 2 Elmshades
- 12.3 Blossoms (historically Green Rooms)

13. Neighbourhood Plan

14. Christmas Lights and Funding of Christmas Lights

15. Correspondence

16. Matters for reporting or inclusion on future agendas

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 4 December 2023** at **7.30pm**, please check agenda for venue.

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NOTES

for the meeting of Godstone Parish Council to be held on
Monday 6 November 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

4.1 Request for update on testing of the Public Toilet for Legionnaires and re-opening the facility

5. Minutes of the Extraordinary Meeting held on 16 October 2023.

Council to Vote - Councillors present at the meeting to confirm they are an accurate record of the meeting.

6. Councillor Vacancy Co-option

The following is confirmed, in line with the co-option policy:

- Applicants for the vacancy have submitted the application form, which have been provided to council and must be treated as strictly confidential.
- Candidates have confirmed their eligibility for the position of councillor within the statutory rules.
- Candidates have been sent the agenda of the meeting at which they are to be considered for appointment, and will be informed they may, if they so wish speak for up to ten minutes about their application during the co-option item on the agenda at the meeting.

Voting procedure

1.1 Voting will be according to the agreed procedure in standing orders (8 a.), namely:

'Where more than 2 persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. Any tie may be settled by the Chairman's casting vote.'

1.2 Voting will be conducted as per the agreed procedure in standing orders (3 s.), namely:

'Unless standing orders provide otherwise, voting on any question shall be by a show of hands. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each Councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda. ~~At the request of two Councillors, voting on any question shall be by a signed ballot~~ [The words that have been struck through are no longer stated in the Standing Orders].'

1.3 After the vote has been concluded, the chairman will declare the successful candidate(s) duly elected. A Member elected by co-option is a full member of the council, but is not eligible for the basic parish allowance.

2. Acceptance of office

2.1 The successful candidate(s) must sign their Declaration of Acceptance of Office before they can act as a councillor. The Register of Members Interests form must be completed within 28 days and the Clerk will forward a copy to the District Monitoring Officer.

Council to consider applications and complete the voting procedure.

Council please note that the council is not obliged to co-opt to fill any vacancy. Even if the council invites applications for co-option, it is not obliged to select anyone from the candidates who apply.

7. Reports

7.1 Clerks Report - Matters to bring to the Councils attention

7.1.1 Claim update

7.1.2 Invitation to participate in the Christmas Tree Festival

7.1.3 Confirm completion of Action to liaise with TDC Officer who had made initial contact on the matter of New Toilets, to confirm councils position.

7.1.4 Budget Preparation during November 2023

7.1.5 Litter at Burial Ground – Contractor swept litter. Clerk intends to include a note in the Parish magazine about taking rubbish home and notice in noticeboard when that is repaired.

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

7.4 Reports from Committees

7.4.1 Greenspaces Committee – Report on recommendations and motions for Councils consideration

Greenspace working group meet on Friday 6 October 2023 at 10.30am @ The Bounty.

Greenspace Committee meeting held on Monday 9 October 2023 at 10.30am @ The Bounty.

The committee recommends that a quote to complete works at the Enterdent for £1995 + Vat is approved. Due to the proposed spend not being within an approved budget full council need to consider recommendation and approve.

Noting the Tree budget has no funds remaining, the committee requested that the Clerk revert back to specific tree contractor in relation to addressing priority trees first, due to significant initial quotes to see if it is possible to separate priority and maintenance works and carry out priority work first.

Committee were notified of the Grass cutting contractor sustaining an injury and requested a copy of the accident report. Report received from contractor.

The committee proposed a MOTION to council:

MOTION – Council to consider reviewing the allocation of inspection responsibilities.
(Proposer: Cllr ; Seconder Cllr)

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

Godstone Green		Greenview	
Playground		Hilly Fields	
Burial Ground	√ - by email to Clerk 21 October 2023	South Godstone	
Bounty		Blindley Heath	
Tilburstow Hill		Allotments	

Updated Risk Assessments have been completed for Godstone Green, Greenview, Burial ground, Playground, Allotments (shared with GAA), and Tilburstow Hill. These have been circulated to the councillor allocated to inspect the areas for review/comments.

Work to update other risk assessments will continue.

8.2 Godstone
8.2.1 Request for use of Godstone Green

Resident Wedding - Wedding next year (May 3rd), considering suitable options for parking (40-50 cars) asking if they might be permitted temporary use of the public spaces in Godstone for parking (as green is opposite house and have seen it used for village fete parking), could they apply for permission to use it for guest parking during this event?

8.2.2 Request for new Path on Godstone Green

Enquiry about getting a footpath put along the green from the footpath on the A25 up to the school, running along Ivy Mill Lane to make it easier to access the school from the west side of the village.

8.3 Godstone Playground

8.3.1 Roundabout Seat

Update on **ACTION 10/23 – 9** – Councillor J Gardner to consider how to proceed with installing replacement seats on the Roundabout.

8.3.2 New Path to Playground

Funding Application started.

Work specification draft prepared, Clerk requested technical help on works from Chairman. Specification needs to be sent as funding application requires quotes.

8.4 Hilly Fields
8.5 Salisbury Road Allotments
7.5.1 Unauthorised Vehicles parking on allotment land.

Council to consider the request from the GAA Chairman who has requested that the council consider sending a letter to repeat offenders when contact details are known.

8.6 Tilburstow Hill and The Enterdent
7.6.1 Fallen Tree

- 8.7 South Godstone
- 8.8 Blindley Heath
 - 8.8.1 Proposed pedestrian crossing on A22 Eastbourne Road, Blindley Heath

Surrey County Council is proposing to provide a signal-controlled pedestrian crossing on Eastbourne Road, Blindley Heath, outside of St John's Church, between the junctions with St John's Meadow and Langsmead shown on the enclosed plan. The scheme is in response to petition and a request from the divisional County Councillor regarding the safety of crossing Eastbourne Road at this location. A decision was taken by the Highways Engagement Commissioning Manager under delegated authority in May 2023 to progress with this scheme.

The crossing will consist of a signalised, push-button facility crossing with red and green man pedestrian signals and tactile paving slabs.

[Please find enclosed] a plan showing the proposed signalised crossing, if you have any comments to make regarding this proposal, please direct them to the address on this letter, or via our online consultation for this scheme which can be found at www.surreysays.co.uk, by **Thursday 9th November 2023**.

7.8.2 Land donated from Oldencraig development

Upon completion of the last unit the developer will transfer the land in question over to the Parish, this will realistically be Spring 2024 when the final sale completes.

9. Burial Ground, Memorials and Remembrance

9.1 Remembrance Day Arrangements

Council to confirm which councillors will attend which services/villages.

9.2 Tree Works Access

Cllr L Case made initial contact with Glebe House owners and agreed follow up letter also now delivered. Awaiting response. Tree contractors advised of current position.

9.3 Matters raised following Inspections – Updates or new information

9.3.1 Collapsed Crypt

9.3.2 Path Repairs

A draft specification detailing the required repairs should be ready in the next week.

9.3.3 General Updates

Moles – Visits being carried out.

Notice board – Clerk to follow up.

Fence – Enquiring about amount of work to repair for maintenance contractor.

9.4 Exclusive Rights of Burial Applications and Memorial Applications

Memorial – Batchelor 369

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

10. 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

Confirmation from SALC of application submitted received and council notified by email.

Request for further information in relation to the loan application received from Local Government Capital department on 31 October. Clerk has started work to respond to queries.

10.2 Staffing update

Interviews taking place on Friday 3 November 2023.

11. Finance and Audit Matters

11.1 Internal Audit Report – Interim audit report FY23-24

Council to acknowledge and consider Internal Audit Report (circulated by email 25 October 2023) and recommendations.

Auditor also stated that support/training for the Rialtas year-end could be arranged for a fee if council wanted to consider this.

11.2 External Audit Report for FY22-23

Council to review and confirm acceptance of 2022/23 External Auditor's Certificate and Notice of Conclusion.

godstone-pc.gov.uk/images/SU0040_S3.pdf

11.3 Accounts for Payment - to approve **OCTOBER** accounts for payment

To be circulated as soon as possible prior to meeting.

Council to confirm position on Rialtas Invoice matter as per email sent by Clerk. No action completed on Purchase ledger by Clerk following approval until this issue is sorted.

Council to consider and approve list of invoices for payment.

12. Wayleaves – Reviews and updates

12.1 Tippywychett – Proposed Agreement

Council to confirm position on agreement provided at October 2023 meeting as per Action:

ACTION 10/23 – 25 – Tippywychett Councillors to have more time to review the terms before making a decision.

12.2 2 Elmshades

Council to confirm position on agreement provided at October 2023 meeting as per Action:

ACTION 10/23 – 25 – Council to confirm the draft paperwork it wishes to proceed with to document and confirm the arrangement.

12.3 Blossoms (historically Green Rooms)

Report of BBQ on the area outside the Café on Godstone Parish council land. Wayleave to be checked.

13. Neighbourhood Plan

A Rabetts, Chairman of the Godstone Parish Council Neighbourhood Plan Committee (GPCNPC) has confirmed by email:

[Work/Status of the Plan](#)

Will have an update for council in December.

As council may recall, government keeps changing goalposts for Neighbourhood Plans and although GPCNPC did do its own Objectively Assessed Housing Need as part of the original plan, the recommendation is now to get one done by Locality (the quango that does the design statements, grants etc.). It is not a requirement, but chances of getting the plan through without one is limited. The Consultant advises that one is done. This does mean that it will be another 3-4 months work, but in parallel the GPCNPC can get the rest of the document finalised and get Tandridge District Council to screen it for environmental impact (which is a requirement).

Finance

(For context Clerk enquired about use of funds remaining and planning for FY24-25 with Budget preparation approaching.)

With regard to funding, I (AR) had a call from Locality who suggested that GPCNPC still have around £13,500 of funding available. The committee will definitely need more funding to pay for the Consultant and also for the other likely costs (the Housing Needs Assessment is free, although it has to be applied for) that we might incur. I am not sure that we will need more than the £13,500 that is available to us from Locality, so I would suggest that the £7552.33 that the Parish Council has allocated to the plan will not be needed in this financial year. I am hopeful that by the beginning of the next financial year the plan will have been submitted to Tandridge District Council. The Consultant has been asked to prepare the application needed to submit to apply for funding.

17. Christmas Lights and Funding of Christmas Lights

Letter sent (circulated to Council for reference and available on the [Website](#))

Suggestion received about a light switch on event.

14. Correspondence

Policing Your Community Event	11 October
Gatwick DCO Briefing Information	11 October
Proposed pedestrian crossing on A22 Eastbourne Road, Blindley Heath	25 October
Tandridge District Council - Agenda for Planning Committee, Thursday, 2nd November, 2023, 7.30 pm	25 October
FW: Palmers Wood Oilfield - Temporary Maintenance Work	31 October
Press release from the Local Government Boundary Commission for England: A new political map for Tandridge District Council	31 October

15. Matters for reporting or inclusion on future agendas

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