

# Godstone Parish Council

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

## Clerk to the Parish Council

S Endersby

The Bount  
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## MINUTES

of the meeting of Godstone Parish Council held on  
**Monday 6 November 2023 at 7.30pm at St Stephens, South Godstone.**

**Members:** Cllrs C Farr (also Tandridge District Councillor and Surrey County Councillor), S Farr, I Smith L Case, K Ward and C Edwards  
**Apologies:** Cllrs J Gardner and C White; S Endersby (Clerk)  
**Present:** Tandridge District Councillor M Crane, S Beagley and A Carmalt

### 1. Questions from Members of the Public

#### 1.1 J Farnaby, South Godstone

- 1.1.1 Visited Posterngate Memorial to ensure it is still well maintained in advance of Remembrance Day and it has already been tidied and cleared, potentially by a Kenley Aerodrome group.
- 1.1.2 J Farnaby has painted the noticeboard and the bench at the site.
- 1.1.3 It was noted that J Farnaby had been in touch with the Clerk in relation to Wreaths for Remembrance Day. The Clerk had confirmed that three wreaths had been purchased, one for each village, but not one specifically for Posterngate. J Farnaby confirmed that he had decided to buy one to be laid at the Posterngate memorial.

#### 1.2 One representative from Godstone Cricket Club – Statement about desire about reviving cricket on Godstone Green. It was noted that Surrey County Cricket have been in touch with Godstone Sports Association.

Council advised that a proposal of what people of the village want to do on the Green for cricket, including work on the cricket square needs to be bought to council, so it is clear what people want to achieve.

### 2. Apologies and reasons for absence

- 2.1 Apologies were noted from Cllr C White (due to prior personal commitments) and Cllr J Gardner (due to being unwell).

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

- 2.2 Due to the absence of the Chairperson the Vice Chairperson took the Chair.
- 2.3 Apologies were noted from S Enderby (Clerk) due to illness.

### 3. Declarations of Interest – None stated.

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

#### 4.1 Cllr C Farr – Surrey County Council

- 4.1.1 No specific updates relating to the Parish.
- 4.1.2 The impact of flooding in the county was noted.
- 4.1.3 Cllr L Case raised that there had been a near miss where a car came the wrong way on the triangle. Cllr C Farr reported that he continues to chase the sign being installed after the sign he had requested be installed having been put in the wrong place by SCC Highways. The disappointment with the painting of the zebra crossing and variations of cost dependent on approach was also raised during the discussion.

#### 4.2 Cllr M Crane – Tandridge District Councillor

- 4.2.1 Noted the request for an update on testing of the Public Toilet for Legionnaires and re-opening the facility. No update given on the testing. Reported it continues to be a frustration. It was clearly stated that there is no intention to close the toilets, there is budget allocated at Tandridge District Council (TDC) to ensure there is a toilet facility in the village.

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

- 5.1 Councillors reviewed the minutes of the Extraordinary Meeting held on 16 October 2023.

**RESOLVED** - Council by a majority approved the minutes of the meeting held on 16 October 2023 as an accurate record of the meeting and agreed that they be signed by the Chair.

*Councillors C Farr, S Farr and C Edward did not vote as they had not attend the Extraordinary meeting.*

## 6. Councillor Vacancy Co-option

6.1 The Vice Chair confirmed that there had been two applicants to fill the vacancy, Mr S Beagley and Mr A Carmalt who were both in attendance at the meeting.

6.2 Noting the procedure detailed in the co-option policy it was noted that:

6.2.1 Applicants had both submitted the required application form and confirmed their eligibility for the position of councillor within the statutory rules.

6.2.2 Council have been provided the applicants forms (Confidential) in advance of the meeting for consideration.

6.2.3 Candidates were invited to speak for up to ten minutes about their application. Both candidates made a statement.

6.2.4 The matter of S Beagley being the Chairman of the Scouts and if this would be a conflict of interest, particularly in light of the Parish Council purchasing the Bounty from the Scouts, was raised. The Clerk had provided information in advance of the meeting that although Mr S Beagley is Chairman of the Scouts, this does not hinder him being considered to fill the vacancy. If appointed he would need to detail his position as Scouts Chairman on the Declaration of Interest form and if ever applicable to an item on the agenda, state a Declaration of Interest at meetings. Furthermore, Mr S Beagley is also not personally benefiting financially from the transaction.

6.2.5 Council considered the two applicants and were asked:

Councillors in favour of appointing Mr A Carmalt to the position of Co-opted Parish Councillor to fill the vacancy.

Councillors K Ward and I Smith voted for the appointment of A Carmalt.

Councillors in favour of appointing Mr S Beagley to the position of Co-opted Parish Councillor to fill the vacancy.

Councillors L Case, S Farr, C Farr and C Edwards voted for the appointment of S Beagley.

**CONCLUSION** - The vote having been concluded the Vice Chairperson declared that the successful candidate duly elected was S Beagley.

It was noted that as a member elected by co-option S Beagley is a full member of the council but is not eligible for the basic parish allowance.

**ACTION 11/23 – 1** - Acceptance of office – S Beagley must sign the Declaration of Acceptance of Office before he can act as a councillor.

**ACTION 11/23 – 2** - Register of Members Interests form - S Beagley must complete the form within 28 days and the Clerk will forward a copy to the District Monitoring Officer.

## 7. Reports

7.1 Clerks Report - Matters to bring to the Councils attention

**RESOLVED** - Noting the Clerk was not in attendance, this item was not discussed.

**ACTION 11/23 – 3** - Clerk to provide any relevant updates at the next meeting.

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

**RESOLVED** - Noting the Chairman was not in attendance, this item was not discussed.

**ACTION 11/23 – 4** - Chairman to provide any relevant updates at the next meeting.

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

7.3.1 Cllr I Smith reported that he attended the SALC AGM. Cllr I Smith reported that it had been very interesting as a new councillor and one specific subject that had been raised was the importance and relevance of getting the Neighbourhood Plan completed.

7.3.2 Cllrs L Case, J Gardner and I Smith attended the Godstone Village Association (GVA) meeting. It was reported that the Neighbourhood Plan was raised at the GVA and that there had also been information on the Gatwick proposals.

7.4 Reports from Committees

7.4.1 Greenspaces Committee – Report on recommendations and motions for Councils consideration  
The Greenspaces Committee Chairman Cllr C Farr stated that the minutes of the committee meeting (held on Monday 9 October 2023) had not yet been circulated and therefore he could not give a report. But noted the committee was aware and considering urgent tree issues and finding funds to complete work on trees.

Noting Cllr C Farr's reference to the committees review of trees, Cllr I Smith raised his concern about one of the dangerous trees (Cherry Tree on the bank at the top of Tilburstow Hill) that the committee are aware of, having got worse and its movement and that it is now leaning on another dead tree.

Reference to the tree that had fallen at the Enterdent near the houses and the letter from a resident at the Enterdent about concern on the trees was noted. A statement about what was believed to have been surveyed was made.

Reference to a definitive map of the Enterdent was raised and discussed using the Surrey Interactive Map. Land registry map is also available to establish the boundaries.

Council noted the difficulty of residents using the land for parking in certain areas when the Parish council does not grant permission for the area to be used as a car park.

Budgetary issue in relation to finding funds in addition to what had been budgeted was noted.

Noting the Tree budget has no funds remaining, the committee had 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. The meeting noted the update from the Clerk in relation to this action (6 November 2023) and information on designated funds that council could consider using (email 31 October 2023).

The committee had proposed a MOTION be put to council as detailed below:

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

**RESOLVED** – Council agreed to defer the discussion of this motion to the December meeting.

**ACTION 11/23 – 5** – Clerk to include this matter on the next meeting's agenda.

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

Written reports received at the Parish office:

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

- 8.1.1 Cllr L Case reported the continuing issue of holes being dug on the green and reopening of holes that have been filled; the amount of water on the Green following the wet weather and the amount of water on the road to the club and if the drains are cleared. Parishioners have been reporting concerns to Surrey County Council. Vandalism to the benches.

No instructions given or motions proposed by council on action to be taken on points raised.

Playground and abuse of equipment stated.

No instructions given or motions proposed by council on action to be taken on points raised.

- 8.1.2 Updated Risk Assessments – Noted that 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.

It was noted that in terms of Risk Assessment for Tilburstow Hill, Cllr I Smith raised the point that more trees will now be P1 due to the time since the survey was completed, which council acknowledged as the case.

8.2 Godstone

- 8.2.1 Request for use of Godstone Green – Council considered the request for the use of Godstone Green for parking for a residents wedding for guest parking during the event.

**RESOLVED** – Council unanimously agreed that permission would not be granted.

**ACTION 11/23 – 6** – Clerk to responds to person that submitted request.

- 8.2.2 Request for new Path on Godstone Green – Council noted the 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. Council noted that the request was not unreasonable, discussed the potential cost, required S38 application and

weighing up how many people would benefit. Even if funds were raised locally, who would then pay for the ongoing future maintenance.

**RESOLVED** – Council unanimously agreed that they would not install a new path on Godstone Green to run alongside Ivy Mill Lane.

**ACTION 11/23 – 6** – Clerk to respond to person that submitted request.

### 8.3 Godstone Playground

8.3.1 Roundabout Seat – It was noted that there has been an action from the last meeting. There was a discussion on making a seat for the roundabout.

**ACTION 11/23 – 7** – Cllr L Case to provide motion for the next meeting on how to proceed.

### 8.3.2 New Path to Playground

- i. Council noted that the Funding Application has been started.
- ii. Work specification draft prepared, Clerk requested technical help on works from Chairman. Specification needs to be sent as funding application requires quotes.
- iii. Deadline is end of financial year but must not be left to the last minute.

### 8.4 Hilly Fields

8.4.1 Fence and kissing gate in need of repair.

### 8.5 Salisbury Road Allotments

8.5.1 Water on the allotments – Cllr I Smith following up with landowners. Garages are now demolished. It was noted that Cllr J Gardner had been liaising with owners to date, but Cllr I Smith now chasing. Difficulty getting a response from contractors, but council noted that it was being followed up.

8.5.1 Unauthorised Vehicles parking on allotment land – Council noted the issue with unauthorised parking and in particular a repeat offender. GAA Chairman has tried to address the issue, with no success. Clerk has been asked to write to property owner that parks on parish land.

### 8.6 Tilburstow Hill and The Enterdent

8.6.1 Fallen Tree – council had noted the information received regarding the tree that fell.

### 8.7 South Godstone – No issues or matters raised.

### 8.8 Blindley Heath

8.8.1 Proposed pedestrian crossing on A22 Eastbourne Road, Blindley Heath – Noted plans and consultation.

*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](http://www.surreysays.co.uk), by **Thursday 9<sup>th</sup> November 2023**.*

8.8.2 Land donated from Oldencraig development – Council noted the update that 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. Council noted the land will create more protection for SSSI land and be potential for community enjoyment in the future and local nature. Cllr I Smith questioned if the council wanted the land and the benefits were restated.

## 9 Burial Ground, Memorials and Remembrance

### 9.1 Remembrance Day Arrangements

Godstone – Cllrs K Ward and L Case to attend St Nicholas and Cllr L Case to lay wreath.

South Godstone – Wreath laying by the soldier as there is no war memorial. Cllr C White

Blindley Heath – Cllr C Edwards to attend St Johns service and lay wreath on behalf of Parish.

Noted that all poppies had been put up around the villages.

9.2 Tree Works Access – Verbal permission from Glebe house confirmed.

9.3 Matters raised following Inspections – Updates or new information

9.3.1 Collapsed Crypt – Reported noting that it is in the older section and work to establish the owner/family of the grave. Enquiries to try and establish contact with the owners.

Other than trying to track down family, the discussion did not include instructions or proposals for specific details on how to address the issue or what action to be taken to repair the crypt.

9.3.2 Path Repairs – Concerns noted again that path needs to be repaired (root damage to path).

9.3.3 General Updates

- a. Notice board and fence both in need of repair. Noted that Clerk is following up.
- b. Bench – taped off as in bad state of repair, trying to contact family.
- c. Mole man has visited. Council discussed that there are still moles but can see improvements in some areas.

9.4 Exclusive Rights of Burial Applications and Memorial Applications

9.4.1 Council noted the Memorial application – Batchelor 369

9.4.2 Council acknowledge that there were notes in relation to Exclusive Rights for Felbridge Resident, but in the Clerks absence council could not be informed of circumstances.

**ACTION 11/23 – 8 –** Cllr L Case to speak with Clerk to check details.

## 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 – Council noted that confirmation from SALC of application submitted received and council notified by email.

It was further noted that a request for further information in relation to the loan application had received from Local Government Capital department on 31 October and that the Clerk has started work to respond to queries.

10.2 Staffing update – Due to illness interviews due to take place on Friday 3 November 2023 have been postponed. The interviews are being rearranged.

## 11 Finance and Audit Matters

11.1 Internal Audit Report – Interim audit report FY23-24 – Meeting notes stated Council to acknowledge and consider Internal Audit Report (circulated by email 25 October 2023) and recommendations.

Council noted that there are some recommendations, but overall Audit report confirms that Council follows proper process. Some examples of recommendations/points raised were noted and were, Emergency spend limit for Clerk of £500 perhaps now too low; details in minutes in relation to playground emergency spend could have been more detailed to reflect the information that was provided to council.

It was concluded that it was a positive report.

Council discussed that report would be published on the website.

11.2 External Audit Report for FY22-23 – Council noted this item on the Agenda and referred to audit reports being published on the website.

**ACTION 11/23 – 9 –** Clerk to publish Audit report on website.

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

GPC Ref.	Business	Invoice	Invoice Date	Payment For	Net amount	VAT	Invoice Total
<b>Salary Payments</b>							
G1500-03	Salaries			OCT Salary	£1,879.10		£1,879.10
	HMRC			OCT - NI and Income tax			
	NEST Pension			OCT - Pension			
<b>Direct Debits</b>							
G1504	BT	M131 TT	17-Oct	Telephone and Internet	£51.48	£10.29	£61.77
G1505	British Gas Lite	5794588	10/9/2023	Electricity - 4/9 to 4/10	£33.21	£1.66	£34.87

Invoices for Payment							
G1490	St Stephens			Nov meeting room hire.	£25.00		£25.00
G1493	HPS	6324	28-Oct	2 Microsoft 365 Business licences - Parish Office.	£247.20	£49.44	£296.64
G1494	Mulberry	22056	10/23/2023	Internal Interim Audit	£358.75	£71.75	£430.50
G1495	S Endersby	Expenses	10/30/2023	Stamps and Toilet Roll	£22.55		£22.55
G1496	Rialtas	30878	6/22/2023	Accounts System (Ref email 13 Oct 2023)	£3,095.83	£619.17	£3,715.00
G1497	RBL			Poppies	£75.00		£75.00
G1498	Neat Gardens	03685r6	Aug	Grass cutting	£3,162.00		£3,162.00
G1499	Neat Gardens	486564	Sept	Grass cutting	£2,440.00		£2,440.00
G1506	Fairalls	3860333	6/21/2023	Maintenance Supplies - Playground	£12.54	£2.51	£15.05

\*Salaries paid in accordance with 7. Payment of

Salaries of the Parish Council Financial Regulations. **TOTAL**

**£11,402.66 £754.82 £12,157.48**

\*\*Employee/Employers total payment paid by GPC.

11.3.1 Cllr K Ward raised a question about the cost of email accounts. Council noted the cover email in relation the invoices including – Invoice G1493, the cost is slightly higher than when originally agreed (document provided to council from 2021 review). Clerk could take the matter up with HPS, but good service provided to Clerk and Parish office.

11.3.2 Council noted the issues in relation to the Rialtas Invoice matter as per email sent by Clerk explaining that there are queries with the invoice but noted that the cost is still under the agreed budget. The amount of time this is now taking up is counterproductive cost wise. It was stated that Rialtas should be made aware we want much clearer information going forward from them in relation to cost.

**RESOLVED** – Council approved the list of invoices for payment totalling £12,157.48.

**ACTION 11/23 – 10**– Clerk and second signature to arrange payment of invoices.

## 12 Wayleaves – Reviews and updates

### 12.1 Tippywychett – Proposed Agreement

The meeting notes were reviewed and they stated that 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.

Council stated that it was believed that the agreement had been through solicitors and that this agreement would be used as a template going forward.

### 12.2 2 Elmshades

The meeting notes were reviewed and that they stated that council to confirm its 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.

Council noted the example draft wayleave provided for 2 Elmshades.

**RESOLVED** – Council approved the draft agreement provided for 2 Elmshades.

**ACTION 11/23 – 11** – Clerk to confirm and liaise with solicitors.

12.3 Blossoms (historically Green Rooms) - Council noted that there were reports of a BBQ (or smoker) on the area outside the Café on Godstone Parish council land and the wayleave needs to be checked. Council considered that it was not a suitable activity (and the wayleave did not include permission). Concern for impact on neighbours. Health and Safety issue was raised. Concerns about sale of alcohol and appropriate licences being in place, it was noted that a TEN licence was granted from Tandridge District Council.

**ACTION 11/23 – 12** – Clerk to provide details of the wayleave. No instructions given to liaise with Café owner.

13 **Neighbourhood Plan** – Council noted that the Neighbourhood had been discussed (7.3.1 and 7.3.2). The meeting notes provided the recent email correspondence from A Rabbetts (AR), Chairman of the Godstone Parish Council Neighbourhood Plan Committee (GPCNPC):

- 13.1 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).
- 13.2 Finance – (Context Clerk enquired about use of funds remaining and planning for FY24-25 with Budget preparation approaching.) Update with regard to funding, Locality have 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 that might be incurred (the Housing Needs Assessment is free, although it has to be applied for). AR is not sure that GPCNPC will need more than £13,500 that is available from Locality, so would suggest that the £7552.33 that the Parish Council has allocated to the plan will not be needed in FY2023-24 financial year. AR 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.

#### 14. Christmas Lights and Funding of Christmas Lights

Letter sent (circulated to Council for reference and available on the Website) has been hand delivered by Cllrs I Smith and L Case. A positive response has been received from the community and businesses about getting lights up in Godstone, including the Scouts.

Council noted suggestion received about a light switch on event, but no action taken forward on this suggestion.

Christmas Tree festival noted.

**15 Correspondence** – Correspondence received since the last meeting was noted:

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, 7.30pm	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

Cost information on the Plaque for the Jubilee tree was reported by Cllr K Ward and it was noted that the funds are designated for the plaque, the disappointment of the community that this had been going on so long was noted.

**RESOLVED** – Council approved the choice of the plaque and that the order be placed. Stainless steel; lettering (if it can be etched for the same cost that would be beneficial); mounted on galvanised metal stake.

**ACTION 11/23 – 11** – Cllr K Ward to liaise with Clerk to get a purchase order for the order.

**16 Matters for reporting or inclusion on future agendas** – Nothing stated.

**16.1** 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.

**RESOLVED Part 2** – Council unanimously agreed to pass 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.

----- Meeting ended 9.30pm -----

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Chairperson

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Date