

Godstone Parish Council

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

Clerk to the Parish Council

J Coulthard

The Bounty

Godstone Green

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MINUTES

of the meeting of Godstone Parish Council held on **Monday 1st December 2025 at 7.30pm** at St Stephens Church, South Godstone

Present: S Beagley (Chair), D Christmas, C Farr, S Farr, J Gardner, K Ward and C White

In attendance: D Cllr M Crane, 3 x Residents and J Coulthard (Clerk)

125/25	1 QUESTIONS FROM MEMBERS OF THE PUBLIC	
	<p>1.1 A resident has emailed the Clerk to inform the Parish Council (PC) that a car has been parked in the Blindley Heath Car Park for over a month. The car has an MOT but is untaxed. – IT WAS AGREED that the Clerk would arrange for a notice to put on the car asking for the owner to remove it from the car park.</p> <p>1.2 A resident has emailed the Clerk several times about issues with lorries and cars using the track at Blindley Heath Common. The resident has asked for help with an issue related to a car parking in the passing point on the track. The owner lives on the opposite side of the A22 and states she has a right to park there. – The PC confirmed that the owner of the car parking in the passing point had no right to park there. IT WAS AGREED that if the owner of the car could be identified that the Clerk would write to advise them that they could not park on the track or in the passing point. IT WAS ALSO AGREED that the Clerk would write to the owners of Heathview to advise them that they currently did not have a wayleave in place giving them the right of access across PC land to their property for either domestic or commercial purposes.</p>	JC/GM
126/25	2 APOLOGIES AND REASONS FOR ABSENCE (LGA 1972 s85)	
	Apologies received and accepted for Cllr L Case.	
127/25	3 DECLARATIONS OF INTERESTS	
	Cllr White declared a non-pecuniary interest in item 16.2 on the agenda, the nature of the interest being he could potentially be a neighbour.	
128/25	4 COUNTY AND DISTRICT CLLRS – Brief report on matters affecting the Parish.	
	<p>Cllr C Farr in his capacity as SC Cllr reported SCC had a £23.1m shortfall in its budget.</p> <p>D Cllr Crane advised that there was nothing of significance to report. D Cllr Crane then raised again his concerns regarding the lack of detail in the PC's response to a recent planning application. He stated that he was concerned as the PC had only commented on the access way for the development and had only submitted a two-line comment.</p> <p>Cllr Gardner reminded D Cllr Crane that the application was an outline application with all matters reserved apart from the access way. Therefore, the PC had only commented on the access way. Cllr Gardner also mentioned that there were very few other details relating to anything else about the application contained in the documentation on TDC's website and therefore nothing else that the PC could have commented on. D Cllr Crane advised that he did not agree and more information had been available on the TDC website. Cllr Gardner, Chair of the PC's Planning Committee, advised that he had not been able to find anything and apologised if he had missed something. Cllr Beagley advised D Cllr Crane that the PC had taken his previous concerns on board and highlighted that the PC had an agenda item later in the meeting to discuss the option of working with a Planning Expert to help with comments on more complex planning applications.</p>	

129/25	5 MINUTES	
	MINUTES of the full Parish Council meetings held on the 6 th of October 2025, 3 rd of November 2025, the Greenspaces Committee meeting held on the 6 th October 2025, and the Planning Committee meeting held on the 17 th September 2025, and the 19 th November 2025 were agreed and signed as a true record. (LGA 1972 Sch.12 s41)	
130/25	<p>6 REPORTS</p> <p>6.1 Clerk's Report – Matters to bring to the Council's attention</p> <p>6.1.1 Garden Plots – The Clerk advised that the rent letters for the PC's garden plots were still pending.</p> <p>6.1.2 Wayleaves – The Clerk advised that the rent letters for Wayleaves had been sent and payments were being received.</p> <p>6.1.3 Christmas Lights – The Clerk reported that the Godstone Christmas lights had been PAT tested and were ready to be switched on. The South Godstone lights would need to be reviewed with a view to being switched on for Christmas 2026. This was due to the need to find a power source close by that would not incur SCC's high costs for PAT testing prior to switch on. The Clerk also reported that the Asst. Clerk was working on getting the Blindley Heath lights replaced and ready to be switched on this year.</p> <p>6.1.4 The Bounty – The Clerk reported that most of the refurbishment work had been completed however, there were still some items outstanding such as the piece of wall that had been soaked through due to the squirrel damage to the roof, fixing the outside light, dealing with the flooring that had rotted due to water ingress and acquiring a new fridge (the existing fridge no longer keeping things cool enough).</p> <p>6.1.5 The Bounty – The Clerk reported that the fire extinguisher checks were completed on the 20th November.</p> <p>6.1.6 Crab Apple Tree on Godstone Green – The Clerk reported that the work to balance the tree is booked to be carried out on the 8th December.</p> <p>6.1.7 Rialtas Update – The Clerk gave an update on the issues with the Rialtas accounting system and advised that there had been quite a few issues some related to outages with Rialtas' suppliers and some technical these had impacted the Clerk's ability to access the system and update it. The Clerk also explained that there was a rule in place preventing the PC from reverting to using spreadsheets for its accounting and this was that once it had moved to the income and expenditure accounts methodology, it could not revert to using the cash and receipts methodology. This meant that spreadsheets would need to be much more complex and it was easier for the Clerk to persevere with the Rialtas system.</p> <p>6.1.8 Green Space Committee – Cllrs S and C Farr had requested to rejoin the Green Space committee. IT WAS AGREED that both Cllr C and Cllr S Farr could rejoin the Green Space Committee.</p> <p>6.1.9 Councillor Vacancy – The Clerk provided an update and advised that she had received to applications for the vacancy.</p> <p>6.1.10 Tree Survey – The Clerk advised that the tender letters for obtaining the quotes for a Tree Survey were ready to go however, the Asst. Clerk was waiting for confirmation of which areas of the Blindley Heath SSSI needed to be surveyed. Cllr C Farr confirmed that it was only the trees on the boundaries and paths that needed to be included in the Survey i.e. the trees that could present risks to the safety of the public.</p> <p>6.2 Chairperson's Report – (for noting) information only. Cllr Beagley reported that the Godstone Fete Committee had donated £600 to the Parish Council from the proceeds of the Fete and extended the PC's grateful thanks for the donation.</p> <p>6.3 Reports (for noting) from representatives on outside bodies etc. Cllr S Farr reported that she had attended the Blindley Heath Liaison Group meeting and that the Asst. Clerk had attended to and had circulated comprehensive notes from the meeting leaving nothing for her to add.</p> <p>6.4 Reports from Committees – Cllrs mentioned that the Greenspace Committee Meeting had taken place. Cllr C Farr asked if the PC would consider taking responsibility for the bench at Hare Lane on the A22, he also mentioned the two commemorate benches for members of royalty in Blindley Heath advising that</p>	

	<p>they needed repair or replacement. Cllr Beagley volunteered to look at the benches and report back.</p> <p>Cllr Christmas asked if there was any update on the repair of the road collapse in the High Street. Cllrs advised that another collapse had been identified in Salisbury Road and this was being filled with concrete along with the original hole however, there was no update on when the road would finally be fixed and opened.</p>	SB
131/25	7 GREENS, COMMONS AND LAND	
	<p>7.1 Godstone – Godstone Green; Greenview; Playground, Allotment and Hilly Fields</p> <p>7.1.1 Godstone Green – It was noted that the Cricket Square was showing signs of new grass growing.</p> <p>7.1.2 Greenview – Nothing to report other than that building work was still ongoing on one of the houses and a skip was in place on the PC land. It was hoped that the work would be finished soon and the land made good again.</p> <p>7.1.3 Playground – Cllr Case to provide update at next meeting.</p> <p>7.1.4 Allotments – It was noted that the rainwater harvesting system was now in place and working.</p> <p>7.1.5 Hilly Fields – Nothing to report.</p>	
	<p>7.2 Tilburstow Hill and The Enterdent</p> <p>7.2.1 Tree on bank by Brakey Hill House – The Clerk provided an update on the status of the tree. She advised that the Asst. Clerk was working to get BT Openreach to survey their equipment and advise of the cost of taking down a telephone line to avoid the tree work causing any damage.</p>	
	<p>7.3 South Godstone - Cllr White advised that the South Godstone Sports & Social Club were still discussing whether they wanted to have the asset transferred to them by TDC or whether they wanted to do it jointly with the PC. Cllr White advised that there should be an update after the Sports & Social Club's meeting on the 5th of December. The Clerk advised she was still trying to get a meeting set up to discuss the takeover of Hunters Chase Playground with St Stephens School.</p>	
	<p>7.4 Blindley Heath</p> <p>7.4.1 To provide retrospective approval for the cost of purchasing and installing new Christmas Light in the tree at the carpark. £2250. APPROVED. The Clerk advised that the timer for the lights still needed to be checked and there could be an additional cost if it needed to be replaced.</p> <p>7.4.2 Blindly Heath Liaison Group – Cllr S Farr advised the meeting had gone ahead and went smoothly. Meeting notes were circulated by the Asst. Clerk prior to this meeting.</p> <p>7.4.3 Heath View Wayleave – already covered under item 1.2.</p> <p>7.4.4 TDC has asked if the PC would consider being a funding partner for the refurbishment of the playground at Featherstone. To agree or otherwise whether to be a funding partner and if agreed how much would the PC consider contributing - The PC discussed and the Clerk reminded Cllrs that a developer who was building some dwellings opposite Featherstone Playground had asked for local projects it could help fund. The PC had recommended the playground. IT WAS AGREED that the Clerk would write to TDC to check they were aware and if so, could the money be used towards the refurbishment of the playground.</p>	JC
	<p>7.5 Burial Ground - Exclusive Rights of Burial Applications and Memorial Applications</p> <p>7.5.1 A family has requested permission to put turf on their relative's grave after the reinstallation of the memorial headstone – IT WAS AGREED that the family could put turf on the grave and that the Clerk would notify the family.</p> <p>7.5.2 Exhumation – update – The Clerk provided an update on the status advising that she was waiting to hear from the funeral director when the exhumation could be carried out.</p> <p>7.5.3 To provide retrospective approval for the cost of removing the fallen tree from St Nicholas Burial Ground. £450. APPROVED</p>	JC

132/25	8 FINANCE	
	<p>8.1 Accounts for Payment - Approve DECEMBER accounts for payment. - APPROVED.</p> <p>8.2 8.2 Finance Papers up to 31st OCTOBER 2025 - Bank Reconciliation and Accounts Reports – Income & Expenditure; Reserves, Balance Sheet and Summary of Funds). – Cllrs acknowledged receipt of the reports. - The Clerk gave a brief overview of the reports including financial status against budget and status of earmarked and general reserves. Cllr Ward asked if there would be an invoice for the installation and replumbing work to the Bounty Toilets. Cllr Gardner had arranged for his own team to do the work advised that the PC would not be charged for the work. The PC and the Clerk on behalf of the Council Officers, extended their grateful thanks to Cllr Garner.</p> <p>8.3 8.3 To provide retrospective approval for the cost of installing and testing the Christmas Lights at Blindley Heath. £2,250. - APPROVED</p> <p>8.4 8.4 To review the first draft of the 2026/27 Budget – The Clerk went through the budget covering the allocation for each cost code and explaining what made up the amount allocated. The Clerk also explained that the ongoing maintenance costs for all PC assets had risen steeply due to inflation. She advised that she had also made provision in the budget for the maintenance and legal costs associated with the transfer of assets from TDC and highlighted that one of the key drivers driving an increase in the budget for 2026/27 versus 2025/26 was the need for tree work on all PC owned land within the Parish.</p> <p>8.5 Cllrs asked for additional items to be taken into consideration for the budget and for discussion at the forthcoming Finance Committee meeting. IT WAS AGREED that the Clerk would make the adjustments recommended at the forthcoming Finance Committee meeting and circulate an updated version of the budget document for consideration and approval at the next meeting.</p> <p>8.6 8.5 To agree a date, time and venue for the Finance Committee meeting to discuss Budget and YTD accounts. - IT WAS AGREED to hold the next meeting of the Finance Committee on the 8th of December 2025 at 10am in the PC office.</p>	
133/25	9 TDC ASSET TRANSFER	
	<p>9.1 Update from Teams call with TDC Asset Transfer Team (the Clerk/Cllr Beagley). Cllr Begley and the Clerk gave an update from the meeting with TDC. Cllr Beagley reported that TDC had put both the process hold for Hunters Chase Playground due to St Stephens School having expressed an interest in the transfer and for the South Godstone Sports & Social Club (Club) as this was a more complex transfer and the management committee had also expressed an interest in the transfer. This would give time for the Clerk to arrange a meeting with St Stephens School and for the Club to decide on how they wanted to proceed.</p> <p>9.2 Legal Costs – Fields in Trust costs – update (the Clerk/Cllr Beagley). – The Clerk briefed the PC that TDC had advised her that PC would have to bear any legal costs for transferring an asset where permission needed to be obtained from Fields in Trust. The minimum cost per asset would be c. £1,500. The fees would be incurred if the PC agreed to take over the Club from TDC. She also advised that she had passed this information on to the Club management committee as they Club would bear the cost if they took the asset over.</p> <p>Cllr Gardner raised a concern about the state of the public toilets outside the Hare and Hounds pub reporting that they were very dirty and did not like they had been cleaned for a while. IT WAS AGREED that the Clerk would write to TDC to raise the issue.</p>	
134/25	10 GOVERNANCE	
	10.1 .gov.uk – to note that the Parish Council Office will now only be sending emails to Cllrs. gov.uk email addresses. – The Clerk reminded Cllrs that she	

	would now only be sending and forwarding emails to them via the .gov.uk email addresses. Those Cllrs who needed help to access their email boxes would be provided with help and support by the PC's IT Support.	
135/25	11 POLICES & PROCEDURES 11.1 IT Policy – to agree to adopt the draft IT Policy circulated to all Cllrs to review on the 13th November – Cllr Beagley asked if the Cllrs were happy to adopt the draft IT policy. Cllr S Farr advised that she had not seen the draft IT policy and had therefore not read it. The Clerk confirmed that the document had been circulated to all Cllrs. IT WAS AGREED that the Clerk would recirculate the document and put it on the agenda for adoption at the next meeting.	JC
136/25	12 SALC/NALC Nothing to report.	
137/25	13 CORRESPONDENCE Nothing to report.	
138/25	14 MATTERS FOR REPORTING OR INCLUSION ON FUTURE AGENDAS • IT Policy • 2026/27 Budget	
139/25	15 AOB None.	
140/25	16 CURRENT PLANNING ISSUES (Applications with a comment deadline prior to the next Planning Committee Meeting). 16.1 2025/827 – Norbryght, Tilburstow Hill Road, South Godstone, Godstone, Surrey, RH9 8NA – Demolition of a storage barn and erection of a new dwelling with associated parking and garden area. RESOLVED - NO OBJECTION 16.2 2025/1296 – 42 Easter Way, South Godstone, Godstone, Surrey, RH9 8HQ – Demolition of existing garage, erection of single storey rear extension, two side extension, together with external alterations. RESOLVED - NO OBJECTION. 16.3 Any Other Planning Matters 16.3.1 Costs obtained for a planning expert and circulated to Cllrs ahead of meeting. £95 per hour. NOTED 16.3.2 To agree or otherwise whether the Clerk should obtain another quote. IT WAS AGREED it was not necessary to obtain another quote at this stage as the PC were only investigating options. 16.3.3 To agree or otherwise whether Cllrs would like to meet the Planning Expert to discuss how they can help. IT WAS AGREED that the Clerk would arrange a meeting with the expert to discuss how he would be able to assist and that the Clerk would arrange the meeting.	JC
141/25	17 DATES OF FORTHCOMING MEETINGS • Finance Committee Meeting – Monday 8 th December 2025, 10am, the Bounty, Godstone Green. • Planning Committee Meeting – Wednesday 17 th December 2025 6:30pm at the Bounty, Godstone Green • Full Council Meeting – 5 th January 2025 7:30pm at 7:30pm at St Stephens Church, South Godstone 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. – Motion not required. There being no other business the Chair closed the meeting at 21:40	

Signed
Chairperson

Print Name

Date