

Godstone Parish Council

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

Clerk to the Parish Council

Mrs S Endersby

Admin Assistant

Mrs E Cross

The Bounty
Godstone Green
Godstone, Surrey
RH9 8DY

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MINUTES

of the meeting of Godstone Parish Council held on

Monday 1 April 2019 at 7.30pm at St Stephens Church, South Godstone, RH9 8EY

Members: Cllrs J Gardner, C Farr, D Stone, J Farnaby, C White, R Johnson, B Davis and M McLoughlin.
Apologies: Cllr M Gillman
In attendance: Mrs S Endersby
Public Forum: A Rabbetts

Councillors were reminded that due to elections on 2 May 2019 Purdah applies.

1. Questions from Members of the Public

1.1 It was reported that the fence to Bay Pond is broken. Councillors confirmed this was Surrey Wildlife Trust that should be informed.

1.2 Councillor J Farnaby reported that there is a community safety event which he will circulate the details for.

2. County and District Councillors

2.1 Apologies were noted from Councillors N Childs and E Blake-Thomas due to other commitments.

2.2 District Councillor C Farr

2.2.1 Reported that Tandridge District Council (TDC) have defined and agreed open space charging and community events following a review. TDC have adopted the following definition of 'not for profit' events in the context of charging events on its own land: *"Not for profit events will be classed as those where a significant proportion of the revenue generated through the event is directed to running the event again in the future and/or to local causes and/or local groups. This will be demonstrated by the submission, on request, of accounts for a previous event, or in the case of new events, through proposed cash flow. In making a decision as to whether an event is 'not for profit' the Council will take account of the scale of the event and its sustainability without a degree of commercialisation."*

3. Apologies and reasons for absence –

3.1. Apologies have been received from Councillor M Gillman due to prior personal commitments.

RESOLVED – Councillors unanimously accepted the apologies received and the meeting was deemed quorate.

4. Declarations of Interest - None stated

5. Minutes of the previous meeting

5.1. Councillors considered the minutes of the meeting held on 4 March 2019.

RESOLVED – Councillors unanimously agreed that the minutes of the meeting held on Monday 4 March 2019 were an accurate record of the meetings and should be signed by the Chairman.

6. Neighbourhood Plan Committee

6.1 The following correspondence was noted; Consultation on the Caterham Chaldon and Whyteleafe Neighbourhood Environmental Assessment.

ACTION 4/2019 – 1 – Councillor B Davis to circulate correspondence to committee for information.

7. Motions proposed for discussion by Councillors and any business which the Chairman deems Urgent (Standing orders 5.4)

7.1 Should Godstone Parish Council abandon the project of a new village car park - Proposed by Cllr J Gardner (seconded Cllr B Davis)

i. It was noted that this motion had been postponed from 3 March 2019 meeting and councillors recapped on the issues delaying and jeopardising the project as discussed and recorded at previous meetings.

ii. Councillors voted on the motion as detailed in 7.1 – Six councillors were against the motion and do not believe the Parish council should abandon the car park project. Councillor M McLoughlin voted in favour of the motion to abandon the car park project and Councillor B Davis abstained from voting.

RESOLVED – The Parish Council will not abandon the project to build a new village car park until a response has been received from UKPN in relation to investigating any other possibilities to enable the crossover to be constructed.

7.2 Should Godstone Parish council invite Gavin Stevens to attend a Parish council meeting to explain the current thinking on the reorganisation of the police in Surrey and to hear the concerns of Godstone parishioners on the crime in the parish, the police attitude to illegal traveller parking and the lack of visible policing including never seeing a police representative at parish council meetings - Proposed by Cllr B Davis (seconded Cllrs R Johnson and J Farnaby)

RESOLVED – Councillors unanimously agreed that the Parish Council invite Chief Constable Gavin Stevens, or a Surrey Police representative, to attend the Parish Annual Meeting on Monday 20 May 2019 or if that date is not possible a Parish council meeting at a later date.

ACTION 4/2019 – 2 – Councillor D Stone and the Clerk to liaise with Surrey Police to invite Chief Constable Gavin Stevens or a representative, to attend the Parish Annual meeting or Parish Council meeting on a suitable date.

8. Tandridge District Local Plan and Garden Village

8.1 No report.

9. Parish Annual meeting

9.1 The Parish Annual Meeting was confirmed as scheduled to be held on 20 May 2019, noting that the local elections take place on 2 May 2019 and the meeting has to be held between 1 March and 1 June.

9.2 Councillors discussed the format for the meeting.

9.2.1 Subject to a Surrey Police representative attending the meeting the format will follow:

7.00pm – Refreshments

7.30pm – Meeting start time

9.2.2 The meeting should include the Parish Council Chairman's Report and an opportunity for Parishioners to ask questions in an open forum.

9.3 Nominations for community awards please – Councillors noted the request and would contact the Clerk.

10. Reports

9.1 Action taken – to review and ratify as applicable

9.1.1 Councillors considered the final draft of the updated Standing Orders and noted the following points:

- General Power of Competence now included;
- 8a. for resolution not being reversed;
- Planning committee text;
- 11 a. i. limit of £1000 that payment does not need a resolution;
- Management of information (GDPR, FOI – 21 and 22) now included; and
- Handling staff matters as per previous SO and not in SSALC Model

RESOLVED – Councillors unanimously approved the Standing orders.

ACTION 4/2019 – 3 – Clerk to update the website with the new standing orders.

9.1.2 Outstanding Actions – It was noted that the outstanding actions from previous meeting remain recorded and are followed up when possible.

9.1.3 Code of Conduct

ACTION 4/2019 – 4 – Clerk to ensure that the updating of the Code of Conduct remains on the action list to be completed.

9.1.4 CIL – Clerk reported that planning application in South Godstone - 2006/1064 – was checked in relation to CIL payments and as the application was made in 2006 CIL was not applicable as it was introduced in 2014.

ACTION 4/2019 – 5 – Clerk to check the planning applications timeline as building has been more recent than the original application date.

9.2 Clerks Report

9.2.1 Management and care of Trees – Councillors noted the request to consider the management process when a tree issue is reported to support the Clerk in dealing with issues between meetings.

9.2.2 Litter Pick – Councillors noted that the litter pick had been a success and noted the following suggestions:

- i. invest in a long-handled net; and
- ii. suggest Dog poo bin located Southern side of pond.

ACTION 4/2019 – 6 – Clerk to liaise with TDC in relation to another dog poo bin and investigate a long-handled net.

9.2.3 Confirm dates for 2019-2020 meetings – meetings to remain as the first Monday of the month and dates will be circulated.

9.2.4 Closure of track to North of the Cottages – Clerk proposed to send a letter in relation to the track to the north side of the cottages being closed for one day on Michaelmas – 29th September to uphold the rights of Godstone Parish Council as the landowner.

RESOLVED – Councillors unanimously approved the proposed letter in relation to the closure of the track at the Enterdent.

ACTION 4/2019 – 7 – Clerk to ensure the letter is sent to the Enterdent residents in advance of the track closure.

9.2.5 Duck house – Councillors noted that the duck house needs replacing on the pond.

ACTION 4/2019 – 8 – Clerk to make investigate options to replace the duck house.

- 9.2.6 Definition of 'not for profit' events –in the context of charging events on Parish owned land does the council want to adopt a definition for the Parish. Councillors noted the option to do this in the future if deemed necessary.
- 9.2.7 125th Anniversary of Parish Councils – Councillors noted the 125th anniversary of the formation of Godstone Parish Council will be on 17 January 2020 (the first meeting was held on 17 January 1895).
- 9.2.8 HGV's – Councillors noted the report from a parishioner that he has started seeing Blockade lorries back in the village and agreed that the situation would be monitored.
- 9.3 Chairman's Report – (for noting) information only
- 9.4 Reports (for noting) from representatives on outside bodies
- 9.4.1 Railway Forum – TDC have commented on what they would like to do at station at South Godstone and was detailed by the forum.

11. Current Planning issues

- 10.1 Street Name Proposal – Planning Application TA/2016/1098 – Bannisters Croft; or Bannister Way

RESOLVED – Councillors stated that the council's preference would be for Bannisters Croft.

ACTION 4/2019 – 9 – Clerk to put council street name preference forward.

- 10.2 Planning Applications

- 10.2.1 Councillors noted the report from the Planning Committee of meeting held on 25 March 2019, including that the developers Chartwell attended the meeting in relation to the Oldencraig development. Various matters were discussed, but a summary of the Planning Committees conclusions, which include concerns in relation to the Bats and Ecology Survey and the Proximity to SSSI which were covered in detail on the council's response to TDC. The planning committee concluded that with the points raised being considered, overall there was No Objection.

ACTION 4/2019 – 10 – Clerk to write to Chartwell in relation to points raise by the committee and would welcome a response from the developers.

- 10.3 Applications requiring consideration by the Planning Committee:

2019/493	Oakmead, Tilburstow Hill Road, South Godstone, RH9 8LB	Two Storey side extension
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ACTION 4/2019 – 11 – Councillors agreed that Councillor C Farr review the papers online and an email be sent in advance of comments being agreed.

- 10.4 Appeal 2018/2333 - Appeal 1 Notification was noted in relation to 10 St Johns Meadow, Blindley Heath RH7 6JU – Erection of detached 3-bedroom dwelling.

12. Finance

- 12.1. Accounts for payment

- 12.1.1 Councillors reviewed the **MARCH** accounts for payment

Godstone Parish Ref.	Business	Invoice	Invoice Date	Payment For	Net Invoice amount	VAT	Invoice Total
Direct Debits							
GP518	SES Water	772153-5	25/02/2019	Water	£19.03		£19.03
GP524	E-On	H1691E8CFF	07/03/2019	Account Statement	£120.30	6.02	£126.32
GP534	BT	M076Q3		Telephone & Internet	£79.36	15.87	£95.23
GP530	Nest Pensions						£132.75
Invoices for Payment							
GP519	Fairalls	4339751	07/02/2019	Allotments	£9.24	1.85	£11.09
GP520	Fairalls	4340911	18/02/2019	Park Bench	£64.63	12.92	£77.55
GP521	Fairalls	4339826	07/02/2019	Allotments	£9.24	1.85	£11.09
GP523	S Endersby			Expenses	£19.91		£19.91
GP525	Surrey ALC Limited	2174	01/04/2019	SSALC/NALC Subscription			£1,749.11
GP526-28	Salaries						£1,769.27
GP529	HMRC			NI and Tax			£283.63
GP531	LSpence			Expenses	£3.52		£3.52
GP532	Gardenwise Maintenance	05-710	29-Mar	Maintenance	£1,368.00		£1,368.00
GP533	Gardenwise	May-76	28-Mar	Grass Cutting	£1,630.00		£1,630.00
Total Payments					£3,323.23	£39.51	£7,296.50

RESOLVED - Councillors unanimously approve the payments listed totalling **£7296.50** on payment of salaries and two councillors countersigned all invoices.

12.1.2 Councillors noted the typing error in relation to GP480 in the January invoices, it was confirmed the correct amount had been paid.

12.2. Summary Financial Report to **FEBRUARY**

12.2.1 Councillors received and review the Budget, including spend against budget, with a summary detailed below:

		February	Month		11
		Actual to date	Annual		Pro rata
	2017/18	2018/19	REVISED 2018/19 Budget	Reserves - Designated or Restricted Funds	2018/19 Budget
Receipts TOTAL	98,485.93	92,374.69	76,816.00	1,750.00	81,349.67
Total Administration	43,654.16	26,796.20	37,400.00	0.00	34,283.33
Burial Grounds	9,273.70	14,262.00	8,000.00	0.00	7,333.33
Total of 'Other' Payments	40,050.02	56,506.37	184,940.00	100,781.54	175,486.67
TOTAL PAYMENTS	123,051.52	113,773.22	252,740.00	100,781.54	258,170.00
Surplus/Deficit	-24,565.59	-21,398.53	175,924.00		176,820.33
Accumulated fund brought forward	176,991.00	152,425.29	152,425.29		
Accumulated fund carried forward	152,425.29	131,026.76	-23,498.71		
Current Account		130,990.76			

Current Accumulated Carry fwd figure -

Allocated reserves = 28,495.22 Total General Funds available

12.2.2 **Monies received** – Councillors noted monies received between **DECEMBER-FEBRUARY**:

Burial	5,389.00
VAT Refund	2,059.45
Wayleave	157.25

7,628.85

12.2.2 Councillors noted that the issue highlighted at the March meeting matter 11.2.2 (Bank Reconciliation disparity of £486.00 in relation to an invoiced amount different to the timesheet supplied by the contractor). It was noted that information received by the Clerk from the contractor had been passed to Councillor M McLoughlin to confirm he was satisfied with the explanation provided.

ACTION 4/2019 – 12 – Councillor M McLoughlin to review the updated information and liaise with the contractor on the details supplied if necessary and report to the Parish council at the next meeting. Clerk to ensure that the disparity and the JANUARY and FEBRUARY papers are considered at the next meeting.

RESOLVED - Councillors unanimously agreed that the approval of the **JANUARY and FEBRUARY** summary papers including the bank statement, bank reconciliation and spend against budget be postponed until the next meeting. The bank reconciliation summary sheet was not signed by the chair.

12.2.3 Councillors noted that the burial ground and other others where spend was over budget, was counteracted by areas of underspend and was due to how changes in accounting for spend in the cashbook had been actioned following the finance committee and clerk considering the matter.

12.3. Restricted Funds Summary, Designated Funds Summary and Virements – Councillors noted the information provided:

Godstone Parish Council
Reserves

	01/04/2017	Receipts	Payments	Trfs	Cfwd
General fund	14579.42	86,351.39	- 74,405.66	1,934.07	28,459.22
Designated Funds					
Hilly fields Car Park	110676.22	-	- 8,570.00	8,884.26	93,221.96
Children's Play Ground	18372.5	-	- 2,880.38	13,949.46	1,542.66
Neighbourhood Plan	500	1,750.00	- 1,516.41		733.59
Godstone Green Defence		-	- 14,829.69	14,829.69	-
Fees for Professional Services (Local Plan Consultation - Inspection Stage)	3000	-	- 10,132.58	10,000.00	2,867.42
Restricted Funds					
CIL	3,286.98	383.30	-	- 3,670.28	-
Godstone Green Defence - Donations from Parishinors		1,105.00	-	- 1,105.00	-
Christmas Lights	587.42	1,035.00	- 474.50		1,147.92
Hilly Fields	82.76	-	-	82.76	-
Pond (GG)	339.99	-	-	72.00	267.99
Neighbourhood Plan - Grant from Outside b	-	1,750.00	-	-	1,750.00
Monies held for local organisations	1,000.00	-	- 1,000.00	1,000.00	1,000.00
Total	152425.29	92,374.69	- 113,809.22	0.00	130,990.76
	Box 7	Box 2 + 3	Box 4, 5 + 6		Box 7

12.4. Grant Applications - None

12.5. Annual Governance and Accountability Return (AGAR)

12.5.1 Councillors noted the timeline preparation by the Clerk as part of preparation to ensure the appropriate procedure is followed and the AGAR is completed as required for the End of year:

31 March 2019	End of financial year
1 April – 28 April	Clerk to prepare AGAR
29 April 2019	Internal Auditor visiting to complete Annual Internal Audit Report for AGAR
2 May 2019	<i>Elections</i>
10 May 2019	Circulate AGAR to all councillors as required by proposed Standing orders to allow 5 days (in advance) of meeting of final approval
13 May 2019	<i>Parish Council Annual Meeting (which agrees Committees members)</i>
28 May 2019	TBC - Finance Committee meeting – 10.30am at The Bounty?? to complete 9.2.5.2 (1)
3 June 2019	Full Parish Council meeting – to complete 9.2.5.2 (2)
10 June 2019	Deadline for External Auditor to have received AGAR (actual is 1 July 2019)
30 June 2019	Standing Orders deadline for final approval of AGAR

12.5.2 Councillors noted the Signing and approval order that must be followed for the AGAR –

(a) Review and approve Section 1 - Annual Governance Statement - approve the Annual Governance Statement **by resolution** – It was noted that the Annual Governance Statement must be approved prior to the Accounting Statements, either at separate meetings or in the same meeting but with the correct order of business on the agenda and this must be evidenced by the meeting minute references and/or dates.

(b) Review and approve Section 2 - Accounting Statements –

- i. RFO must sign and date 'Section 2 - Accounting statements 2018/19' of the AGAR Part 3 before it is presented to the smaller authority (the Parish Council)
- ii. Parish Council approval of the Accounting Statements must, in the following order:
 - (a) consider the Accounting Statements by the members meeting as a whole;
 - (b) approve the Accounting Statements **by resolution**; and
 - (c) ensure the Accounting Statements are signed and dated by the person presiding at the meeting at which that approval is given.

12.5.3 Councillors noted the action required at the conclusion of the review:

- i. Prepare a "Notice of conclusion of audit" about rights of inspection, a statutory requirement
- ii. Publish the "Notice" along with the certified AGAR (Sections 1, 2 & 3) before 30 September, including publication on the website
- iii. Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- iv. Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

12.6. Risk Management Review

12.6.1 Councillors noted that the Risk Management Document was reviewed at the Finance Committee meeting held on 11 December 2018

12.6.2 Councillors noted that as per the External Auditors instruction the councils Risk Assessment must be reviewed by the Full Parish Council.

12.6.3 Councillors review the Financial Risk Assessment for 2018-19 detailed below:

Subject	Risk Identified	H/M/L	Control	Review
Petty Cash	Loss through theft / dishonesty	L	N/a – no longer have petty cash	N/a
Expenses	Loss through fraudulent claims	L	Covered in Financial Regulations. Each Expense claim reviewed by two councillors at each meeting and agreed by the full Parish council.	Annually
Income - Cheques Received	Loss through theft / dishonesty / misplacement	L	Cheques paid into bank at the very least weekly. See Office Procedures	Annually
Income - Cash	Loss through theft / dishonesty	L	All Cash is paid into the bank at the very least monthly. See office Procedure	Annually
Financial Records / Standing Orders	Yes - adequate	L	Financial Regulations in place	Review when necessary
Bank and banking	Errors by Bank	L	See Financial Regulations. Monthly Bank reconciliations undertaken; available at Council meetings	Annually
Reporting and Auditing	Compliance	L	Council should regularly audit internally to comply with Fidelity Guarantee	Bi-Annually
Salaries	Incorrect Payments	L	Monthly meeting; Calculated in accordance with HMR7C regulations. Annual Returns submitted within timescale. Councillor's review; Internal Audit Review	Annually
Original Documentation, Minutes etc	Loss by theft/fire	L	Stored in 30minute Fire Proof Cabinet	Annually
Computer Files	Loss	L	Computer backed up by at least weekly. One (monthly) back up stored off site and one stored in 30minute Fire Proof Cabinet.	Annually
Insurance Cover	As per policy	L	Reviewed by Full Parish Council.	Annually

RESOLVED - Councillors unanimously approved the Financial Risk Assessment document.

13. Greens, Commons and Land - To receive updates and consider any recommendations:

12.1 Inspection Reports

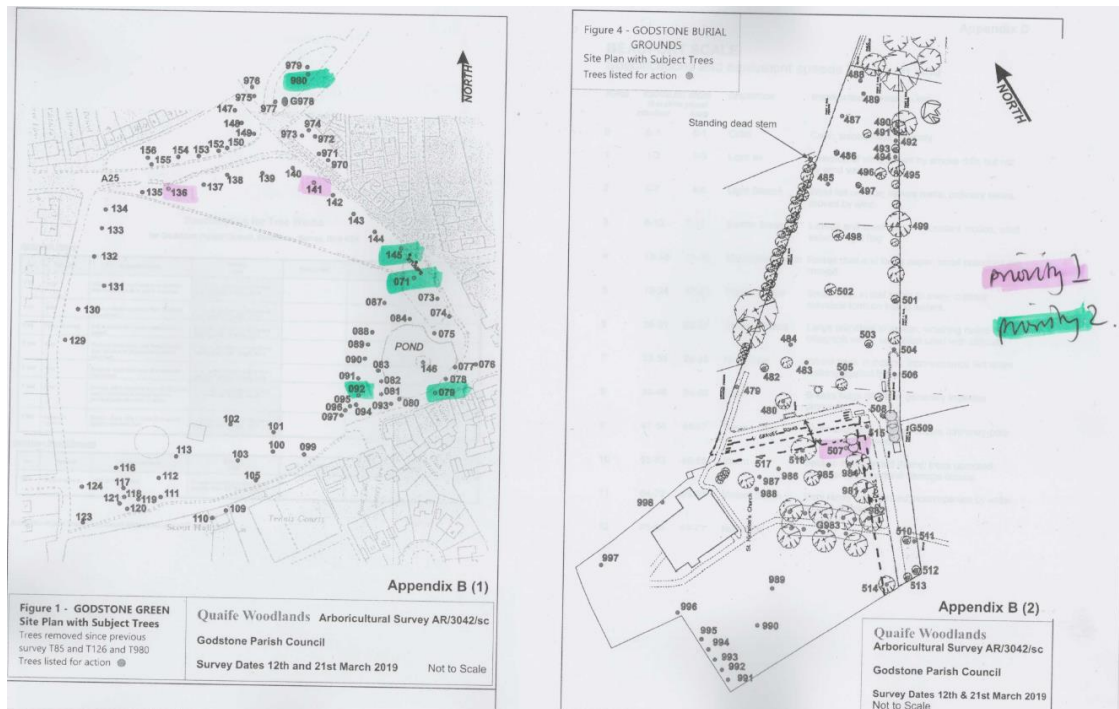
12.1.1 Trees – Various across the villages

- i. Councillors noted quotes in relation to tree works are to be considered – PART TWO due to commercially sensitive information:
 - (a) **Tree Blindley Heath Common (not SSSI)** – fallen limb
 - (b) **Blindley Heath (SSSI)** – cracked willows on the SSSI site on Northern part of SSSI close to buildings and which now appear quite dangerous.
 - (c) **Enterdent** (trees overhanging the road)
- ii. **Ivy Mill Lane side of Green** – Councillors noted the circumstances of the remaining stump cleared and tree removed. Clerk requested future notice in future.
- iii. **Opposite the Priory** – Concern about tree noted and that the Tree Survey report would cover this
- iv. **Strimming** –Councillors noted the concern about the belief that damage is being caused to the trees by strimming of the grass around the bases.

12.1.2 Tree Survey Report - Quaife Woodlands - AR3042asc – Councillors noted the summary and recommendations:

- i. **Summary** - The trees are in good condition overall. A total of eight trees require remedial work. These include the two trees T136 and T145 highlighted by Godstone Parish Council. Three trees require work within three months from the date of the report including T507 in the Burial Ground which is listed for felling. Refer to the Tree Survey data (Appendix A) and Specification for Tree Works (Appendix C) for details of remedial work required.
- ii. **Recommendations**
 - (a) Report ref: 6.2 three trees a **Priority 1** coding and will require work within three months from the date of this report. These include T136 adjacent to the bus stop referred to in 4.3 above, and T141 on Godstone Green, and T507 on the Burial, Ground;
 - (b) Report ref: 6.3 five trees a **Priority 2** coding and will require work within one year from the date of this report. This includes T145 referred to above. Other trees are Godstone Green T71, T79, T92, T145, T980;
 - (c) Report ref: 6.4 recommendations for remedial work have been listed in Appendix A, and Appendix C the Specification of Tree Works; and
 - (d) Report ref: 6.5 for duty of care in terms of tree safety, the subject trees should be **re-inspected within a maximum of 3 years from the date of the report or after extremely strong winds**, heavy snow, or a change in site circumstances that might affect trees.

Ideally the next scheduled inspection should be at a different time of year to introduce seasonal variation.



12.1.3 Councillors noted that following the tree survey recommendations quotes for works have been requested by the Clerk and will be reviewed at the next meeting.

12.2 Allotments

12.2.1 Report following the Allotment holders meeting

- Councillors noted the report from the Allotment holders meeting held on 18 March 2019.
- Councillors considered the matters arising from the meeting, to review the wording of clauses 5.3 and 5.4 of the allotment tenancy agreement:

RESOLVED – Councillors unanimously agreed that no changes be made to clause 5.3 and it remain in the allotment tenant agreement as '5.3 All refuse emanating from allotment cultivation that is not compostable must be disposed of offsite.'

RESOLVED – Councillors unanimously agreed that clause 5.4, currently '5.4 Dumping of rubbish on the allotment garden land will be treated extremely seriously and will result in the Council ending an allotment tenancy and possibly a prosecution for fly tipping.' be amended to remove 'and possibly a prosecution for fly tipping'. There were no further changes and councillors unanimously agreed that the rest of clause 5.4 would remain in the tenancy agreement.

- Councillors noted that a compost areas would be created

ACTION 4/2019 – 13 Clerk to liaise with the contractor and approach Fairalls to enquire about free pallets.

ACTION 4/2019 – 14 Clerk to prepare a sign about no dumping of waste for noticeboard.

12.2.2 Clearance of Hilly Fields

ACTION 4/2019 – 15 Clerk to get quotes for skips for clearance.

12.2.3 Application to keep chickens

RESOLVED – Councillors agreed the request to keep chickens (3-4 chickens, no cockerel), on the condition that the eggs cannot be sold.

12.3 Godstone and Godstone Green, to include:

12.3.1 Tree Hazard Godstone Green –Surrey County Council letter - Ref:164355/CTC - Tree #390132622 Clerk has Contacted insurers – Councillors noted this was covered by the tree survey.

12.3.2 Public Footpath 602 - Councillors noted a new fence has gone up.

12.3.3 Godstone Village Fete – Saturday 24 August, Sunday 25 August and Monday 26 August 2019 - Request for permission.

RESOLVED – Councillors agreed the request from the Godstone Village Fete Committee, noting Public Liability Insurance cover had been confirmed.

ACTION 4/2019 – 16 Clerk to write to Godstone Fete Committee.

12.3.4 Fair request to change the dates to pull on to Godstone Green on Monday 13th May and open on 17th 18th & 19th May.

RESOLVED – Councillors agreed the request from the Fair.

ACTION 4/2019 – 16 Clerk to write to the Fair organiser.

12.3.5 GVS – Councillors noted information in relation to the following:

- Nuisance issues at GVS
- Note of name change information

12.3.6 Litter around the west side of the triangle when rubbish bags are left out – Councillors noted the concern of one resident and noted that the new wheelie bins should address the problem

12.3.7 Councillors noted the condition of the grass in some areas, with moss evident.

ACTION 4/2019 – 17 Clerk to liaise with the contractor about a solution, noting a safe and appropriate solution is required and should be referred to the Parish council for final approval.

12.4 South Godstone

12.4.1 Councillors noted that Councillor J Farnaby had been liaising with Surrey County Council (SCC) in relation to a pavement collapse near the petrol station on the main road.

12.5 **Hilly Fields** – Councillors noted that there were rumblings that quad bikes may be driving on the field, but no firm report received, to be monitored.

12.6 **Blindley Heath**; to include:

12.6.1 Natural England (NE) Letter – Councillors noted that a letter was sent to BT from NE in relation to Work carried out on the SSSI at Blindley Heath to explain the SSSI assent procedure.

12.6.2 Mirror on the common – Councillors noted that the mirror had been put up without permission on Parish land. The clerk reported that SCC Highways advises against such mirrors due to safety.

ACTION 4/2019 – 18 Clerk to circulate SCC guidelines for information.

12.6.3 Sign for the SSSI site – Councillors noted that the signs are £95 each and that permission is being sought from NE before proceeding.

ACTION 4/2019 – 19 Councillor C Farr to speak with the Red Barn about the signage used by the pub and that the sign is being placed on SSSI land.

12.7 Tilburstow Hill Common and The Enterdent

12.7.1 Clearing of Trees at the top of Tillburstow Hill – It was noted that there appears to be trees cleared.

ACTION 4/2019 – 20 Councillors to monitor and investigate.

14. Burial Grounds

14.1 Applications for Exclusive Rights of Burial, councillors noted the approval of:

i. Transfer of EROB – Plot 169 – Jennings

14.2 Applications for consent to erect Memorials

14.2.1 Memorial Applications, councillors noted the approval of:

i. LYONS – Plot 588 – Approved

ii. JENNINGS – Plot 169 – Approved

iii. WEATHERLY – Plot 87 – Approved

iii. BRETT – Plot 593 - Approved

14.2.2 Councillors responded to the questions if a memorial stone is replaced like for like, what is the charge (ref: PC161)

RESOLVED – Councillors agreed that there would be no charge, other than for any additional inscription.

14.3 Councillors discussed looking at the long-term plans for the burial ground for the village.

ACTION 4/2019 – 21 In liaison with the Clerk when required, Councillors M McLoughlin, D Stone and R Johnson investigate increasing areas for plots, drainage and other available land.

13.2 War Memorials and Memorial Benches

13.2.1 Councillors noted the memorial bench proposed (SPARKS) but have concerns about the durability of the bench.

ACTION 4/2019 – 22 – Clerk to liaise with applicant in relation to the memorial bench.

13.2.2 Councillors reported damage to the memorial at St Nicholas.

ACTION 4/2019 – 23 – Clerk to contact stonemason about repairing.

13.3 Posterngate Farm Memorial Site – Outstanding actions noted.

15. Correspondence – Councillors noted the following correspondence which had been circulated by email:

i. Reference: ME-634206 - Surrey Highways: TRO Various Roads in Tandridge No.2

ii. FW: Press Release: Resident prosecuted for planning breach and fined £650

iii. Important changes to concessionary bus travel

iv. FW: New Surrey Police Headquarters and operational base site purchased in Leatherhead

v. Surrey ALC Bulletin – Weekly

vi. Minutes for Tandridge Local Committee, Friday, 1 March 2019, 10.15 am

vii. FW: Consultation on the Caterham Chaldon and Whyteleafe Neighbourhood Environmental Assessment

16. Matters for reporting or inclusion on future agendas

16.1 The next meeting of the Parish Council will be held at 7.30pm on Monday 13 May 2019 at St Stephens Church, South Godstone.

16.2 Parish council to consider if a definition for open space charging and community events be adopted in relation to 'not for profit' events in the context of charging events on its own land:

“Not for profit events will be classed as those where a significant proportion of the revenue generated through the event is directed to running the event again in the future and/or to local causes and/or local groups. This will be demonstrated by the submission, on request, of accounts for a previous event, or in the case of new events, through proposed cash flow. In making a decision as to whether an event is 'not for profit' the Council will take account of the scale of the event and its sustainability without a degree of commercialisation.”

17. PART TWO

RESOLVED – Councillor unanimously passed 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 at 10.15pm -----

Chairman

Date