

Godstone Parish Council

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

Clerk to the Parish Council

S Endersby

The Bounty
Godstone Green
Godstone, Surrey, RH9 8DY

Telephone/Fax: 01883 744209

MINUTES

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

Members:	Cllrs J Gardner, B Davis, C White, S Farr, and C Farr (Cllr C Farr also as Tandridge District and Surrey County Councillor)
Apologies:	Cllrs D Stone, L Case, M McLoughlin and J Farnaby. Tandridge District Council (TDC) Councillor M Crane
In Attendance:	Tandridge District Council (TDC) Councillor C Swann
Virtual Attendance:	S Endersby (Clerk)

As published on the Agenda the meeting was informed that the meeting will be recorded.

1. Questions from Members of the Public

- 1.1 The matter of the Barrow Green Road Crematorium Planning Application 2021/258 was discussed. It was noted that planning permission had been granted, but the permission was challenged by Mrs Al Fayed acting on behalf of the Oxted and Limpsfield Residents Group. It has been confirmed that the judicial review has dismissed the complaint and Mrs Al Fayed now has 3 weeks to decide whether to appeal the judgment. District Councillors were asked how they had voted on the application and if they had supported it. District Councillor C Swann stated she had been contacted about another crematorium application in Byers Lane, but not the Oxted application. District Councillor C Farr stated he had not been canvassed about the application. District Councillors stated that issues are raised on behalf of residents if they are contacted, but that they had not been contacted about the Barrow Green application. It was further noted that the application is outside the Godstone ward. District Councillors were asked to note that people with in the Godstone Ward wish to see a new crematorium in Oxted and reference to the GVA's poll of members supporting the planning application was also noted.

The Clerk joined the meeting virtually during item 1.

2. Apologies and reasons for absence

- 2.1 Apologies have been sent from Cllr D Stone (due to family commitments), Cllr L Case, Cllr M McLoughlin (due to health reasons) and Cllr J Farnaby (due to health reasons).
- 2.2 It was noted that the Clerk attended the meeting remotely, which is permitted, as for health reasons she is currently not able to attend public meetings in person.

RESOLVED – Council noted the apologies received and the meeting was deemed quorate.

3. Declarations of Interest

- 3.1 Cllr J Gardner stated that he had used the contractor appointed for the Tree Survey works.

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

- 4.1 Cllr S Swann
- 4.1.1 Reported that SCC have written a letter about the new congestion area changes.
- 4.1.2 Community toilets will be discussed at the March Community Committee meeting when the report completed by TDC is expected. There is a budget for replacement and upgrades for toilet facilities.
- 4.2 Cllr C Farr
- 4.2.1 Local Plan – No further update. It was noted that there is a feeling/expectation that not all authorities will comply with the deadline.

5. Minutes of the previous meeting held on Monday 9 January 2023

- 5.1 Councillors reviewed the minutes of the meeting held on 9 January 2023.

RESOLVED - Councillors unanimously approved the minutes of the meeting held on 9 January 2023 as an accurate record of the meeting and agreed that they be signed by the Chair.

6. Neighbourhood Plan – Update on progress and Grant.

6.1 Council noted that the Offer Letter of Grant, Schedule 1 – Details of Award; Appendix A – Standard Terms and Conditions of Grant; and Appendix B – Privacy Information, had been circulated in advance of the meeting for councils information.

6.2 The financially breakdown of the approved Grant Budget (NP Grant Ref: NPG-13176)

Item	Amount
Task 1 from attached sheet (Vision and objectives)	£250
Task 2: Gathering evidence to underpin proposed policies	£2,550
Task 4: Mapping to support policies	£700
Printing/ publicity etc. to support local workshop wor for evidence gathering	£250
Total	£3,750

ACTION 2/23 – 1 – A representative needs to accept the grant on behalf of the Parish Council. Cllr C White to liaise with A Rabbetts (Neighbourhood Plan Committee Chair) to ensure the necessary action is taken.

6.3 A request was put to the Ward councillors that the Godstone Neighbourhood Plan is supported by them at the appropriate time.

7. Reports

7.1 Clerks Report – Matters brought to the Councils attention:

7.1.1 Notification of approaching pre-election period (previously referred to as Purdah) – the pre-election period starts on 22 March 2023.

7.1.2 The Election timetable was provided for council information:

Timetable	
Publish notice of election .	Tuesday 21 March 2023
Deadline for: Delivery of nomination papers. Withdrawal of candidature. Appointment of election agents .	Tuesday 4 April at 4pm
Publish statement of persons nominated	Wednesday 5 April at 4pm
Deadline for applications to be included in the register of electors to be used for the election.	Thursday 13 April
Deadline for new applications to vote by post or to change existing absent vote details (for example cancellation or redirection of ballot papers).	Tuesday 18 April by 5pm
Deadline for new application to vote by proxy.	Tuesday 25 April by 5pm
Publish notice of poll	Tuesday 25 April
Deadline for appointment of counting agents and polling agents.	Wednesday 26 April
First day to request replacement postal votes.	Thursday 27 April
Deadline to issue replacement spoilt or lost postal ballot papers.	Thursday 4 May by 5pm
Polling day.	Thursday 4 May 7am to 10pm
Return of election expense forms.	Friday 8 June

7.1.3 Change of date required for the Annual Parish Council meeting due to the additional bank holiday for the Kings Coronation

- i. Council noted the need to consider a change of date of the meeting scheduled for 8 May 2023, which had been approved at the Annual Parish Council meeting held on 9 May 2022.
- ii. Due to the coronation of King Charles III, Monday 8 May 2023 is now a bank holiday, and a meeting cannot be held on a bank holiday.
- iii. It was noted that in an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office (9 May 2023).

RESOLVED – Council unanimously agreed that the date of the Parish Councils annual meeting, originally scheduled to take place on Monday 8 May 2023, be changed to Monday 15 May 2023.

7.1.4 Consideration of the Annual Parish Meeting date due to elections

- i. Council considered the date of the Annual Parish Meeting, currently Monday 22 May 2023.
- ii. This is not a Parish council meeting but is convened by the parish council and must assemble annually between 1 March and 1 June.
- iii. Council considered the value of holding the meeting before the elections so current council that has served 4 years would attend or after the elections when the newly elected council would attend. Noting pros and cons to either option.
- iv. It was noted that the Pre-Election Period should be considered if convening the meeting before the election.

RESOLVED – Council unanimously agreed that the date of the Annual Parish Meeting remain scheduled for Monday 22 May 2023.

7.1.5 Review of volunteer activities – It was noted that permissions in relation to volunteer activities were confirmed in January 2022 with local volunteers. Council reviewed the permissions granted.

RESOLVED – Council unanimously agreed that volunteers continue to be permitted to carry out the activities as detailed below, on the condition that notice is given when an activity is to be undertaken (date(s) and times), so council can confirm it is an accepted ‘normal’ activity and appropriate involvement in the activity be arranged to fulfil the Parish council’s insurance criteria for volunteers.

<u>Litter</u> - Gathering litter (daily) particularly on the Green. Removing hazardous objects, repairing minor damage to turf and caring for the daffodils on Greenview.	Permission granted
<u>Leaves</u> - Leaf sweeping and gathering in autumn	Permission granted
<u>Footpaths</u> - Clearing footpaths of soil and encroaching vegetation, brambles and nettles.	Permission granted
The map by the pond - Repaint.	Permission granted
<u>Hilly Field</u> - Pulling of ragwort on an annual basis and reduce brambles around the windmill tumulus.	Permission granted.
<u>Trees</u> – Watering on young trees.	Permission granted

RESOLVED – Council unanimously agreed that no permission be granted for the activities detailed below:

<u>The village pond</u> - Removing litter and branch debris and repairing the wall.	NO Permission granted.
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ACTION 2/23 – 2 – Clerk to liaise with volunteer group to provide a reminder on the council’s position in relation to volunteer activities.

- 7.1.6 Provisional date for end of year internal audit being arranged – Noted and Clerk will advise of confirmed date.
- 7.1.7 Christmas lights
 - i. It was reported that the Clerk has chased the contractor for the PAT test certificates as they have still not been provided.
 - ii. Clerk enquired with SCC about how to proceed to ensure the provision of lights for 2023 is not effected, i.e. seek additional testing from another contractor.
 - iii. Summary of Surrey County Council response:
 - a. Concern is that the lights placed in the tree canopies have been in situ for a long time.
 - b. The County Council doesn’t have an approved list of contractors for Festive Lighting, this is pre-determined by the HERS registration, [HERS Registered Organisations](#)
 - c. If the PAT certificates can be submitted on receipt or as part of the 2023 attachment application, there won’t be a problem.
 - iv. Contractor’s invoice remains outstanding for payment and has not been presented due to PAT tests not provided.
 - v. Clerk enquired if the council wish to seek tests from another contractor.

RESOLVED – Council unanimously agreed that the Clerk continue chasing the contractor appointed to complete the PAT testing in 2022.

ACTION 2/23 – 3 – Clerk to continue chasing PAT test certificates.

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

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

- 7.3.1 Blindley Heath Liaison Group (BHLG) Meeting to be arranged for March – It was noted that the Clerk has been liaising with the BHLG Chair for dates to then check other attendees availability.

ACTION 2/23 – 4 – Clerk to arrange BHLG meeting date.

7.4 Reports from Committees

7.4.1 Greenspaces Committee, to include:

- i. Proposed meeting with Godstone Sports Association (GSA) – Clerk has contacted Chair of GSA with two dates proposed (15 March or 22 March 2023 at 7pm). No response to date.

ACTION 2/23 – 5 – Clerk to follow up to confirm meeting.

- ii. Confirm next committee meeting date

ACTION 2/23 – 6 – Date agreed as Wednesday 22 February at 6pm, Clerk to issue Agenda.

7.5 Reports on Actions and matters from the previous meeting in regard to:

- 7.5.1 Accounts system – Update on progress - Confirmation sent to Rialtas to proceed and process started for new FY to start on the system. Some provisional dates for training suggested.

ACTION 2/23 – 7 – Clerk to continue to liaise with Cllr S Farr during the implementation of this project and updates to be provided to council when relevant.

7.5.2 Grass cutting contract – Confirmation sent to contractor by email and post to confirm contract extension. Awaiting response to correspondence. Conscious of short amount of time until the new seasons cuts should start. Clerk chased 3 March 2023, requesting signed acceptance of the contract extension.

ACTION 2/23 – 8 – Clerk chase URGENTLY requesting signed acceptance of the contract extension and liaise with working group if no response received by 14 February 2022. Report at March meeting as a priority.

7.5.3 Tree Survey – Confirmation of contractor to proceed with survey.

Greenspace committee recommendation - Following an in- depth discussion regarding quotes and details of work provided and noting the variation in costs the recommendation as circulated to council was that Madgwicks be appointed to carry out the tree survey.

RESOLVED – Council ratified the appointment of Madgwicks as the contractor to complete the Tree Survey.

Confirmation sent to contractor to proceed and acknowledged by contractor. Schedule for completion of survey to be confirmed.

ACTION 2/23 – 9a – Clerk to follow up to confirm start date and provide update on start date at March meeting as a priority.

ACTION 2/23 – 9b – Clerk to follow up with appointed contractor to reiterate inclusion of survey of the trees along Ray lane (Ref: SCC Letters 2427939 and 2428065, November 2022), as included in the description of works to ensure checks undertaken as a priority.

8. Finance Matters

8.1 Accounts for Payment - to approve **JANUARY** accounts for payment

GPC Ref.	Business	Invoice	Invoice Date	Payment For	Net amount	VAT	Invoice Total
Salary Payments							
G1353-4	Salaries			JAN Salary	1,596.84		1,596.84
G1355	HMRC			JAN NI & Income Tax**			
G1356	NEST Pension			JAN Pension**			
Direct Debits							
G1348	BT	M122 S4	1/17/2023	Telephone and Internet	42.14	8.42	50.56
Invoices for Payment							
G1350	Blindley Heath Cricket Club			Contribution to Electricity	£40		40
G1351	HPS	6129	1/20/2023	8 months office support and website hosting	602.8	120.56	723.36
G1352	MacMillian			Ref Young (October meeting decision)	50		50
G1357	Surrey Hills Society			Annual Subscription	30	0	30
G1358	St Stephens Church			Donation for hall - February meeting	20		20
G1359	Gardenwise	50513	5/2/2023	Maintenance jobs	150		150
G1360	Streeter Marshall	159892	1/24/2023	Legal Services - Bounty Purchase	2516.8	507.2	3024
G1361	S Endersby		1/30/2023	Expenses	27.19		27.19
G1362	SafePlay	22931	2/3/2022	Artificial Grass	2937	587.4	3524.4

*Salaries paid in accordance with 7. Payment of Salaries of the Parish Council Financial Regulations. **Employee/Employers total payment paid by GPC.

TOTAL **£8,012.77** **£1,223.58** **£9,236.35**

RESOLVED – Councillors unanimously approved the payments listed for payment totalling £9236.35.

ACTION 2/23 – 10 – Clerk to arrange payments of invoices.

8.2 Account Statements – Bank Reconciliation, Income and expenditure, Restricted and Designated Funds Summary (incl. CIL) and allocations of funds to projects.

8.2.1 For **NOVEMBER** (up to 1 December 2022)

RESOLVED - Councillors unanimously approved the accounting statements and that the bank reconciliation sheet for NOVEMBER be signed.

8.2.2 For **DECEMBER** (up to 30 December 2022)

ACTION 2/23 – 11 – Clerk to circulate accounting statements for DECEMBER for consideration at the next meeting.

8.3 Review of the receipts since 1 September 2022 as per Finance Committee request

8.3.1 It had been noted that the receipts figure had increased considerably from £54,914.04 as of 1 September to £105,984.36 as of 1 December 2022.

01-Sep-22 Receipts 54,914.00

Receipts since 2 September 2022

Precept	38,574.34
Wayleaves and Rents	2,927.16
Burial Ground	2,502.00
Grants and Donations	700.00
VAT refund/Audit	6,366.82
	<u>105,984.32</u>

01-Dec-22 Receipts 105,984.36

-0.04

8.3.2 Information noted and no further questions.

8.4 Update on VAT refunds – Confirmation from Clerk of check completed to confirm all refunds applied for have been paid correctly after concern refund amounts did not correlate.

Amounts received in FY2022-23 up to 1 December 2022:

2022-23-215	HMRC	23-Nov	346.19
2022-23-218	HMRC	24-Nov	5,706.00
2022-23-223	HMRC	28/11/2022	314.62

Check undertaken – Bank rec

Q3	2021-22	1 October 2021 - 31 December 2021	669.86	2022-23-218	part of 5706
Q4	2021-22	1 January 2022 - 31 March 2022	346.19	2022-23-215	346.19
Q1	2022-23	1 April 2022 - 30 June 2022	314.62	2022-23-223	314.62
Q2	2022-23	1 July 2022 - 30 Sept 2022	5036.14	2022-23-218	part of 5706

9. Greens, Commons and Land, to include:

9.1 Inspection Reports – Council noted the importance of completing the inspection reports.

Godstone Green	Yes	Greenview	
Playground	Yes	Hilly Fields	
Burial Ground		South Godstone	
Bounty		Blindley Heath	
Tilburstow Hill		Allotments	Yes

Details of the Godstone Green report provided to the meeting.

9.2 Purchase of Bounty – Correspondence update.

9.2.1 On contacting the Scouts to request an update it was realised that there had been a miscommunication, now clarified that the council await an update from the Scouts.

9.2.2 Scout requested funds to pay their solicitor, Clerk responded that fees held on account by Parish solicitor for Scouts legal fees.

9.2.3 Council discussed that the completion of the sale was looking less and less likely.

ACTION 2/23 – 12 – Clerk to follow up with Scouts for update.

9.3 Wayleave Request and updates on progress

9.3.1 Scouts - Openreach services to the Endeavour

RESOLVED - Councillors unanimously approved the drafted letter to Openreach circulated and that it be confirmed to Openreach.

ACTION 2/23 – 14 – Clerk to confirm letter to Openreach and update council on response at next meeting.

9.3.2 Southview – Agreement issued for signature, awaiting document to be returned to then be signed on behalf of Parish council.

ACTION 2/23 – 15 – Clerk to follow up.

9.3.3 Tippywychett – Correspondence circulated by email.

RESOLVED – Council willing to proceed with a Wayleave and an annual fee for access across the common land to the property. The condition to seek permission for any work effecting the common land to be included in the conditions.

ACTION 2/23 – 15 – Clerk to provide a draft of conditions for a Wayleave and liaise with Cllr C Farr on drafting. On confirmation of appropriate drafting, liaise with owners.

9.3.4 Banks Farm – Deed of Variation (in relation to new water pipe) for signature – It was noted that the document has been received ready for signing.

RESOLVED – Council unanimously agreed that on confirmation that the document is drafted as per the details stipulated by the Council, the Clerk can proceed with arranging for the document to be signed on behalf of the council.

ACTION 2/23 – 16 – Clerk to complete checks and arrange signature of Banks Farm, Deed of Variation.

9.4 Godstone

9.4.1 Jubilee Tree – It was noted that the Clerk has contacted the tree supplier to order and complete this project. There is £700 of donations and £276 remaining of Jubilee allocated funds to pay for the tree and installation.

ACTION 2/23 – 17 – Clerk to follow up by return to get tree order completed and installation arranged, liaising with JG as required.

9.4.2 Request from Annual fair to hold a fair on Godstone Green – Request is for the dates to arrive Monday 17th April, open on Friday 21st April, Saturday 22nd April and Sunday 23rd April and leave on Monday 24th April.

RESOLVED – Council unanimously agreed that permission be granted to the Annual Fair.

ACTION 2/23 – 18 – Clerk to write to Fair to confirm decision and liaise with football teams to advise.

9.4.3 Playground Refurbishment - All works complete, and contractor advised to remove remaining Heras fencing from wk. com. 6 Feb. There is signage (as required) already in place, but it was noted that plans to upgrade signage have been discussed.

ACTION 2/23 – 19a – Clerk to liaise with Cllr L Case on signage.

ACTION 2/23 – 19b – Clerk to take photos and include article in Parish magazine.

9.4.4 Proposal for the path on the Green

- i. Council noted the three options for the playground path construction put forward and information on [Carrying out works on common land - Works you need consent for](#) and [Carrying out works on common land - Works that don't need consent](#)

OPTION 1: A tarmac path which would be laid level with the grass with no edges. A current single quotation for this as guidance was £5,435 + VAT. To use this method of path construction it is recommended that council seek permission from relevant authorities.

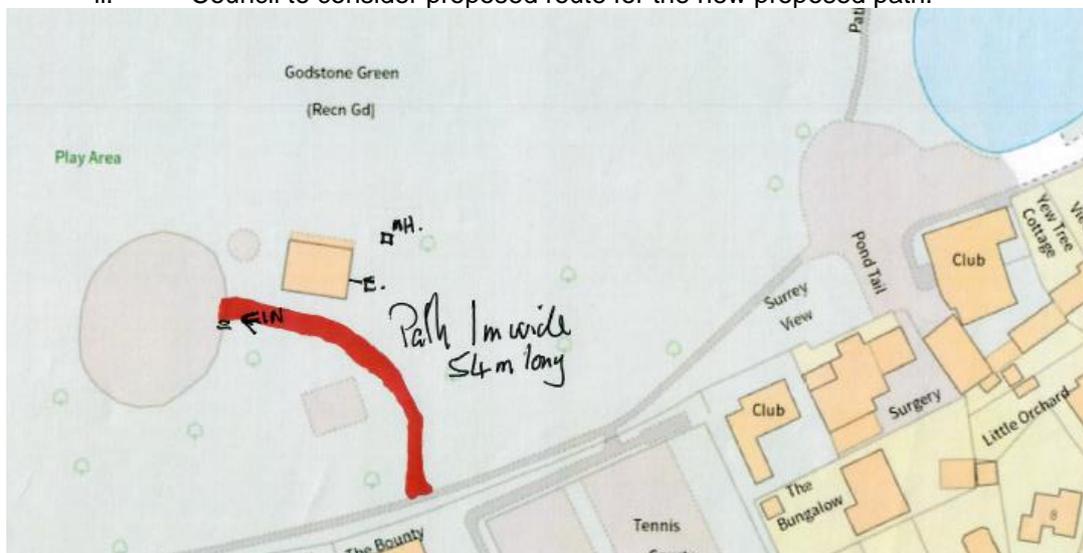
OPTION 2: A hard path constructed using compacted Type1/2 material.

OPTION 3: Honeycomb plastic path filled with grass seed which once the grass has grown could be mowed over and would appear to be part of the normal surface of the green. An indicative price on the internet for is £16 per Sqm and it is estimated 54 Sqm would be needed. This could be an affordable and eco-friendly solution.

RESOLVED – Council unanimously agreed that Option 1 was the preferred surfaces and the appropriate application to proceed be prepared.

ACTION 2/23 – 20 – Clerk to prepare Section 38 application.

- ii. Council to consider proposed route for the new proposed path.



RESOLVED – Council unanimously agreed that the route of the path be proposed as detailed in the drawing above.

9.4.5 Benches – Repair project update – It was noted that the hardwood for repairs for benches on Godstone Green had been ordered. Council discussed work on benches in other areas of the Parish should now also be looked at.

ACTION 2/23 – 21a – Clerk to liaise with original contractor instructed and confirm if he can still complete work, reconfirm price due to time lapse and proceed.

ACTION 2/23 – 21b – Clerk to provide a summary to council of money allocated for bench works as a refresher due to the time lapse.

ACTION 2/23 – 21c – Specification to be prepared for Blindley Heath and Anglefield Corner benches, noting restoration of historical benches.

9.4.6 Accident Report - Godstone Playground – Council acknowledged the following report of an accident at the playground on Godstone Green reported to the Clerk on 2 February 2023.

ACCIDENT REPORT – On 1 February 2023 a child fell over whilst playing around the roundabout and the metal bar from the roundabout hit their head as it was spinning around. Taken to A&E. Cut to head glued. Parent stated concern about the speed roundabout spins. Clerk responded acknowledging report.

REVIEW FOLLOWING ACCIDENT – It is confirmed that the roundabout has no method to increase the resistance or slow the roundabout as it uses a ball bearing mechanism to slow down gradually for the safety of users and complies with the British and European Standard for playground equipment, (EN 1176) Part 1: General safety requirements and test methods and Part 5: Additional specific safety requirements and test methods for carousels.

RESOLVED – Council unanimously agreed that there are no concerns about the equipment that should be addressed.

ACTION 2/23 – 22a – Clerk to confirm that the signage for the playground states children should be supervised.

ACTION 2/23 – 22b – Clerk to respond to parent who reported accident to confirm council have been notified and considered the review undertaken.

9.4.7 Boules Memorial – The council enquired as to whether any further correspondence had been received to complete the installation of the memorial. It was confirmed that no recent correspondence had been received. It was noted that there has been a considerable lapse in time since the initial application to install a memorial (and subsequent changes) were agreed by council.

RESOLVED – Council unanimously agreed that the applicant be contacted to advise that, in consideration of a considerable amount of time being allowed to complete the memorial, but the memorial having not been installed, after the amount of time that has now passed the council give notice that the permission has lapsed and that a new application would now be required.

ACTION 2/23 – 23a – Clerk to contact memorial applicant.

9.5 Hilly Fields – It was noted that an annual cut to the Hilly Fields had not yet been carried out.

9.6 Salisbury Road Allotments

9.6.1 Update in relation to adjacent garages (Cllrs J Gardner and B Davis) – It was confirmed that the councillors had met a new representative of the garage owner in relation to the development of the garage site adjacent to the allotments. The discussion covered aspirations for an agreement to ensure a suitable turning area for the development, a new fence with gate to the allotments (the arbitrary nature of the current fence line was noted), the councils aspiration to have a car park/vehicular access and water for the allotments if a development took place. Council noted the positive opportunity for improvements to the allotments.

9.6.2 Cllr B Davis reported that the Allotment Association meeting was well attended and that the Association intend to submit a proposal to request funds from the council to improve the compost bins and the rotation of the compost areas.

9.7 Tilburstow Hill/The Enterdent

ACTION 2/23 – 23b – Clerk to request an update from Cllr M McLoughlin on Knotweed in the area.

9.8 South Godstone – No issues reported.

9.9 Blindley Heath

9.9.1 Condition of the car park at Blindley Heath as raised by Blindley Heath Cricket Club (BHCC) – Council confirmed aspirations to resurface the car park at some point during this year, but there were no immediate plans as the installation of a height barrier had to be undertaken first.

9.9.2 Vehicles and activity in the car park – It was noted that this area is monitored by Cllrs C Farr and S Farr due to concerns of council in relation to commercial activity I the car park.

ACTION 2/23 – 24 – Cllrs C Farr and S Farr will visit and check on Mercedes reported.

9.9.3 Updating of the BHCC Trustees on Lease – Council noted that information had been provided by BHCC and the current trustees detailed on the lease (B Simmons (deceased), T Crowhurst and N Burchett.) It was noted that BHCC wish to update the trustee information to the following, two new trustees I Britton, S Toomey and N Burchett continuing.

ACTION 2/23 – 25 – Cllr C White has information on this process (template and how to apply to the Land Registry) he will provide to the Clerk in order that the updates can be actioned by the Clerk.

9.9.4 Martyns Platt - Update on works – It was reported by the Clerk that the key has not yet returned. Chased on 20 January 2023 and owner advised work disrupted due to weather and requested that key is kept a little longer.

RESOLVED – Council unanimously agreed that the key could be kept for another month, but that the property owner should be proactive in updates to the council on the status of work and returning the key.

9.9.5 Blindley Heath Liaison – Council noted the report of concerns about the banks of the Ray Brook as it traverses Blindley Heath SSSI to the east of the bridge and track to Clacks Cottage. Residents stated they believe the responsibility of keeping the waterway clear is between the Landowner (GPC) and the Environment Agency.

RESOLVED – Council unanimously agreed that the location be clarified further and reported to the Environment agency to be cleared.

ACTION 2/23 – 26 – Clerk to liaise with residents on location and report to Environment Agency.

10. Burial Grounds and Memorials

10.1 Exclusive Rights of Burial Applications and Memorial Applications – Council noted the following:

i. Transfer of EROB – HAMES – 594

10.2 Weeds at burial ground

10.2.1 The history of this issue; September 2022 minutes stated weeds in old section of Burial Ground and low branches to be reviewed on confirmation of maintenance persons hourly rate. October 2022 minutes state Weeds around stump at Burial Ground **ACTION 10/22 – 7a** – Clerk to instruct grass cutting contractor to remove weeds. Clerk confirmed that instruction to clear burial ground has been issued to grass cutting contractor, but not yet received acknowledgement.

ACTION 2/23 – 27 – Clerk to follow up with contractor to confirm spraying of weeds. Clerk to check if maintenance contractor holds licence to spray.

11. Correspondence – Council acknowledged the correspondence circulated by email since the last meeting:

- i. Freedom of Information - Flood Asset Register and List of assets managed by Surrey County Council and Tandridge District Council for the Gibbs Brook Catchment (Upper Medway) (P Lyman).
 - ii. Surrey ALC Chairs Forum - please forward to you Chairman
 - iii. Statement: Tandridge District Council's response to Levelling Up Fund decision
- It was noted that TDC did not get funding.
- iv. GATCOM News Bulletin
 - v. Surrey Police - January 2023 Stakeholder Bulletin
 - vi. Nalc - CHIEF EXECUTIVE'S BULLETIN
 - vii. Local Government Boundary Commission - A consultation on ward boundaries for Tandridge District Council has begun

It was noted that the council would review and would consider sending a response.

viii. Information on His Majesty King Charles III Coronation

12. Matters for reporting or inclusion on future agendas

12.1 Consideration of the matter of the Sports Pavilion on Godstone Green, following up on issues raised; options of how to proceed i.e. if no response received, consideration of implications and agreeing councils position on how to proceed. Maintain paper trail of concerns and issues.

12.2 The next meeting of the Parish Council is scheduled to be held on Monday 6 March 2023 at 7.30pm St Stephens Church Hall, South Godstone.

Part 2 – None.

----- Meeting ended -----

Chairman

Dated