

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 7 August 2023 at 7.30pm at St Stephens, South Godstone.

Members: Cllrs J Gardner, C Farr, S Farr, K Ward, I Smith, C White and C Edwards
Apologies: Cllr L Case
Present: S Endersby (Clerk)

1. Questions from Members of the Public - None

2. Apologies and reasons for absence

2.1 Apologies were noted from Cllr L Case due to prior personal commitments.

RESOLVED – The meeting was deemed quorate.

2.2 Council noted that the Clerk had received an email from Cllr P Ryan resigning his position.

ACTION 8/23 – 1 – Clerk to complete the necessary Actions in relation to the Councillor Vacancy.

3. Declarations of Interest - None stated

4. Minutes of the previous meeting held on Monday 19 June 2023 and Monday 3 July 2023

4.1 Councillors reviewed the minutes of the meeting held on 19 June 2023.

RESOLVED - Council unanimously approved the minutes of the meeting held on 19 June 2023 as an accurate record of the meeting and agreed that they be signed by the Chair.

ACTION 8/23 – 1 – Clerk to complete minutes of the meeting held on Monday 3 July 2023 following her return from annual leave.

5. Motions

MOTION 1: It is proposed that the Council delegate to Cllr I Smith, currently allocated to carry out inspections and report on any matters in relation to the allotment's, additional responsibilities in relation to the Salisbury Road Allotments as set out in Appendix A to this Agenda. **(Proposer: Cllr I Smith; Seconder: TBC)**

Motion 1 was withdrawn.

ACTION 8/23 – 2 – Cllr J Gardner to convene a meeting with Cllrs J Gardner, L Case, I Smith, C Farr and S Farr along with J Hale (Chairperson of GAA) and other GAA committee members J Hale would like to invite. Clerk will join the meeting if available at the time arranged.

MOTION 2: All councillors should use the @godstone-pc.gov.uk email with immediate effect, for data protections requirements and as any alternative email addresses used means the council does not have control of that data, under GDPR. **(Proposer: Cllr I Smith; Seconder: Cllr K Ward)**

Cllr C Farr stated that he did not believe that Parish councillors need to use a @godstone-pc.gov.uk email address and does not believe that the council's GDPR responsibilities are impacted. Cllr Farr stated that he has the necessary security on devices and does not send unsolicited emails from his email address he uses for council matters, but replies to anyone who contacts him on the email address. He is provided with devices for SCC and TDC and noted the potential cost implication for the Parish council if the council decided take the matter further.

There was a discussion to confirm the understanding of what constitutes notifiable information.

The Clerk stated that her recommendation to council is that all parish councillors use the @godstone-pc.gov.uk email addresses available to them. Using a @godstone-pc.gov.uk email address ensures clear definition of the email being a council matter. The IT consultant had also advised that using the @godstone-pc.gov.uk email address complied with directives in relation to the matter.

There was a discussion to confirm what the requirements would be on access to emails if there was a FOI request, i.e., access to any correspondence held by individual councillors on devices if required.

Council considered Motion 2.

Cllrs C Farr, S Farr, C Edwards, J Gardner and C White voted against the motion.

Cllrs I Smith and K Ward voted to pass the motion.

It was confirmed that by a majority of votes motion 2 was not carried and councillors will not be required to use the @godstone-pc.gov.uk email with immediate effect.

MOTION 3: All councillors details on the Parish council website should have their full name, councillors @godstone-pc.gov.uk email address and any office(s) of responsibility. **(Proposer: Cllr I Smith; Seconder: Cllr K Ward)**

Council considered Motion 3. It was proposed that the motion be amended. The proposer of the original motion was advised of his right to reply. No formal objection to the amended Motion was raised and the meeting voted on the motion as amended.

It was noted that the website already stated any committees that individual councillors were appointed to and councillors don't have office of responsibilities.

MOTION 3 AS AMENDED: All councillors details on the Parish council website should have their full name and councillors email address. **(Proposer: Cllr I Smith; Seconder: Cllr K Ward)**

6. Finance Matters

6.1 Accounts for Payment - to approve JULY accounts for payment

GPC Ref.	Business	Invoice	Invoice Date	Payment For	Net amount	VAT	Invoice Total
Salary Payments							
G1445-6	Salaries			July Salary (5 week month)			
G1447	HMRC			July Salary - NI and Income tax	£2,321.92		£2,321.92
G1448	NEST Pension			July Salary - Pension contribution			
Direct Debits							
G1453	BT	M128 FJ	17-Jul	Telephone and Internet	49.22	9.84	59.06
G1454	British Gas	5104021	7/9/2023	Electricity	£30.92	£1.55	£32.47
Invoices for Payment							
G1440	Gardenwise	50523	15-Jul	Playground work	907.5		907.5
G1441	Fairalls	786561	10-Jul	Playground Repair - Materials	180.52	36.1	216.62
G1442	Fairalls	785615	6-Jul	Playground Repair - Materials	38.79	7.76	46.55
G1443	St Stephens			August Meeting	20		20
G1444	Youth Centre		17-Jul	July Planning meeting	30		30
G1449	Fairalls	784676	3-Jul	Playground Repair - Materials	19.61	3.92	23.53
G1450	Fairalls	787181	12-Jul	Playground Repair - Materials	3.26	0.65	3.91
G1451	Exalls	1099	4-Aug	Heras Fencing - Playground	110	22	132
G1452	Neat Gardens	8476675	1-Aug	July Cutting	2385		2385
G1455	Rialtas	30888	30-Jun	Training on New system	500	100	600
TOTAL					£6,596.74	£181.82	£6,778.56

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

Council highlighted the cost of the repairs to the embankment slide during its review of the accounts for payments.

RESOLVED – Council unanimously approved the payments list totalling £6778.56.

ACTION 8/23 – 3 – Clerk and second signatory to arrange the payment of invoices.

6.2 Bank Reconciliations - MAY and JUNE

RESOLVED – Council unanimously approved the bank reconciliation for May and June and that the be signed on behalf of the council.

6.3 Accounts Reports for QUARTER 1 (up to 30 June 2023 - APRIL, MAY and JUNE) – Income and Expenditure by Budget; Reserves Sheet and Balance Sheet

RESOLVED – Council acknowledged receipt of the accounts reports and unanimously approved reports on behalf

of the council.

7. Parish Office

7.1 Council noted the suggestion of temporary help in the Parish office

RESOLVED – Council agreed that temporary help was worth proceeding with.

ACTION 8/23 – 4 – Clerk to liaise with person who could potentially help in the office.

7.2 Purchase of the Bounty – Finalising of finance arrangement:

Finance Committee meeting Friday 11 August 2023 at 11am

Extraordinary Meeting Friday 11 August 2023 at 12pm.

8. Playground Roundabout – Consider reply from Installation Contractor and agree next action.

RESOLVED – Council agreed that the quote to repair the roundabout finger entrapment (£395) be accepted and that the work proceed.

Council noted that the insurance company had been contacted to notify them.

ACTION 8/23 – 5 – Clerk to circulate information on future playground inspections.

9. Pre-application consultation - Installation of telecommunications equipment at Godstone ATE, Ivy Mill Lane, Godstone, Surrey, RH9 8NH

Council discussed if there were any known health risks, and that none were known. Discussed the proximity to the school. Council acknowledged the demand and benefit of 5G, but how the installation of masts can also split opinion. The timing of the consultation was raised as questionable. It was noted that there were no alternative sites provided in the application.

TDC Cllr M Crane reported that he had written to the contractor to oppose the installation and has asked that it be called in to a TDC Planning Committee meeting.

10. Access Track Hedge at The Enterdent – Consider cost and confirm approval to carry out work

RESOLVED – Council agreed that the work to drastically reduce the size of the hedge, at a cost of £225, be approved to proceed (at a suitable time noting the prohibition of cutting).

ACTION 8/23 – 6 – Clerk to provide a Purchase Order to contractor to proceed.

11. Exclusive Rights of Burial Application (EROB)

11.1 Council noted that applications for EROB had been received and approved by the Clerk under delegated responsibility for plots 523 and 550.

12. Correspondence – None discussed

13. Matters for reporting or inclusion on future agendas

13.1 The next meeting of the Parish Council will be held on Monday 4 September 2023 at 7.30pm, at St Stephens Church.

13.2 Car Park repairs at Blindley Heath and Godstone.

Initial estimated figure of around £600 to spend discussed by council.

ACTION 8/23 – 7 – Cllr J Gardner to liaise with a local contractor for quotes to repair the two car parks (with type 2 filling used at Blindley Heath and tar repairs to the Godstone car park next to Pond Tail.

13.3 Report from meeting with BHCC.

14. The following matters were raised during the course of the meeting:

14.1 Review of grass contractor cut at Blindley Heath noting BHCC feed back

ACTION 8/23 – 8 – Clerk to arrange for grass contractor to speak with Cllrs C Farr and S Farr.

14.2 Blossoms Café – Council noted that the chair area seems to be spreading on to Parish land.

ACTION 8/23 – 9 – Clerk to liaise with Café owner to request that they liaise and agree use on Parish land with the council.

14.3 Discussion of the cut of grass on Godstone Green and reviewing who cuts the pitch area on the Green during the football season. Muted just the football club cut the pitch area during the season.

ACTION 8/23 – 10 – Clerk to mute idea of reviewing the football pitch cut with contractor.

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

Chairperson

Dated

APPENDIX A

MOTION 1 - Additional responsibilities in relation to the Salisbury Road Allotments:

- i. On behalf of council address and correspond on issues raised in the inspection of the allotments in relation to matters effecting the entire allotment site, direct with the GAA and allotment holders.
- ii. On behalf of council address and correspond on issues raised in the inspection of individual allotments direct with individual allotment holders.
- iii. On behalf of council address and correspond on issues or matter raised in the relation to or affecting the allotments and liaise with the GAA, allotment holders and any other relevant parties.
- iv. Any terms of reporting and requirement for escalation to full council to be agreed in relation to matters i., ii. and iii.
- v. Give written notice to individual allotment holders of matters escalated by the GAA or of terms of the Allotment agreement considered to be being broken by the individual and the proposed action and/or consequences
- vi. Give written notice to individual allotment holders to terminate an individual's allotment agreement, including the reason for termination and advise the Clerk to remove an allotment holder from Parish records.
- vii. Authorise the erection of shed(s) on an allotment and send written confirmation of arrangements to individuals on behalf of the council.
- viii. Authorise the keeping of chickens, bees or any other small livestock on an allotment and send written confirmation of arrangements to individuals on behalf of the council.
- ix. Manage the allotment waiting list and allocate vacant plots and instruct the Clerk on any new allotment tenants that should be sent a rent invoice and an Allotment agreement detailing the Terms and Conditions of rental.
- x. In order to carry out delegated actions detailed, i – ix, Councillor Ian Smith be permitted to correspond, verbally and by way of email and on council letterhead, signed as Councillor Ian Smith on behalf of the Parish Council and have access to all allotment holders contact details to enable the councillor to carry out the proposed responsibilities.
- xi. This motion does not include an responsibility for the councillor to agree or authorise any commitment to spend on behalf of the council.
- xii. Make recommendations to full council on any changes deemed appropriate or necessary to the allotment agreement for agreement by full council.
- xiii. Advise the GAA of the proposed changes and propose any necessary amendments to the confirmed agreement between the GAA and GPC to enable the Councillor to carry out the delegated responsibilities successfully.
- xiv. All delegated responsibility to be reviewed annually at the May Annual Parish council meeting.
- xv. The delegated responsibilities are only relevant whilst the individual remains as an elected Parish councillor.