

Godstone Parish Council

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

Clerk to the Parish Council

S Endersby

Admin Assistant

E Cross

The Bount
Godstone Green
Godstone, Surrey
RH9 8DY

Telephone/Fax: 01883 744209

MINUTES

of the meeting of Godstone Parish Council held on
Monday 7 June 2021 at 7.30pm at South Godstone Sports Association.

Members: Cllrs J Gardner, C White, D Stone, C Farr, L Case and S Farr
Apologies: Cllrs B Davis, J Farnaby and M McLoughlin
In Attendance: Cllr M Crane (TDC), Cllr C Swann (TDC); J Heard (SWT) S Endersby (Clerk)

1. Questions from Members of the Public

1.1 J Heard, Surrey Wildlife Trust (SWT) – Attended the meeting to discuss the Bay Pond Reserve, Planning application for works. Reported the reason for the application and addressing the councils concerns in relation to impact on local residents, the risk of flooding (flow gates and pen stops), visibility onto Oxted Road (A25) and the impact on the habitat. The agencies that had been consulted on the project were confirmed.

2. Apologies and reasons for absence

2.1 Apologies were received from Cllr B Davis, J Farnaby and M McLoughlin due to other personal commitments.

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

3. Declarations of Interest - None

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

4.1 District Councillor Mike Crane welcomed to his post.

5. Minutes of the previous meetings held on 5 May 2021 and the extraordinary meeting held on 8 April 2021.

RESOLVED – The councillors unanimously agreed that the minutes of the meeting held on 5 May 2021 were an accurate record of the meeting and that they be signed by the chairman.

RESOLVED – The councillors unanimously agreed that the minutes of the extraordinary meeting held on 8 April 2021 were an accurate record of the meeting and that they be signed by the chairman.

6. Motions proposed by Councillors

6.1 The Parish council submit copy to the Godstone and South Godstone Parish Magazine to publish the note produced and circulated by Councillor Bren Davis on the subject of Parish Council administration and finances. (Proposed: L Case, Seconded: J Gardner)

RESOLVED – The councillors unanimously agreed that a statement be published in the parish magazine and the copy prepared be confirmed by the Finance committee before publishing.

ACTION 6/21 – 1- Finance committee to confirm details of the statement for the parish magazine.

7. Reports

7.1 Clerks Report

7.1.1 Annual Leave - 26 July to 6 August 2021, E Cross will attend the August meeting to take minutes.

7.1.2 PL for Park Football confirmed as per action from previous meeting.

ACTION 6/21 – 2- Following the Park Football discussion, the Clerk was asked to circulate a copy the Godstone Football clubs PL insurance for Councillors information.

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

7.2.1 The informal discussion after the planning meeting due to serious concerns raised about the Embankment slide was reported.

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

7.3.1 Preservation Society – Cllr D Stone – Reported attendance at the meeting, noting the area between Greenview houses and the Hilly Fields Fence had been discussed.

8. Planning

8.1 Planning Committee report from 24 May 2021

8.1.1 Noted concerns about the SWT, Bay Pond Reserve, High Street, Godstone and the information presented by SWT who attended this meeting.

8.2 Date of the next Planning meeting to be agreed – Noted

8.3 Planning Applications for consideration due to comments deadline before the next Planning meeting:

Planning Ref	Address	Application	Comment Deadline
2021/707	124 High Street, Godstone, Surrey, RH9 8DX	Demolition of existing office / store building. Construction of new 2 storey dwelling.	COMMENT – The Parish council noting the contradictory site plans which are included in the planning application papers, would request that the planning officer carefully scrutinise the plans provided, including the site access and objections from neighbouring properties.
2021/934 / NC	Norbryght, Tilburstow Hill Road, South Godstone, Godstone, Surrey, RH9 8NA	Conversion of barn to two dwellings.(Prior approval class Q part 3 schedule 2)	No Comment
2021/749	Flowers By Florists Ltd, Eastbourne Road, South Godstone, RH9 8JB	Part change of use of existing nursery to provide café / tearoom	No Comment
2021/853	12 Laghams Park, South Godstone, Godstone, Surrey, RH9 8ER	Erection of open porch and installation of two rooflights to front elevation.	No Comment
2021/933 / NH	Norbryght Stables, Tilburstow Hill Road, South Godstone, Godstone, Surrey, RH9 8NA	Erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 4 metres, for which the maximum height would be 2.70 metres, and for which the height of the eaves would be 2.70 metres (<i>Notification of a Proposed Larger Home extension</i>)	No Comment
2021/938 /NH	Norbryght House, Tilburstow Hill Road, South Godstone, RH9 8NA	Erection of single storey upwards extension over the main roof of an existing building. (<i>Notification of enlargement of a dwelling house by construction of additional storeys under Schedule 2, Part 1, Class AA.</i>)	No Comment
2021/865	9 Laghams Road, South Godstone, Godstone, Surrey, RH9 8HE	Erection of single storey rear extension.	No Comment

9. Finance Matters

9.1 Accounts for payment - to approve **MAY** accounts for payment – Copies of all invoices were circulated by email to all councillors in advance of the meeting.

GPC Ref.	Business	Invoice	Invoice Date	Payment For	Net amount	VAT	Invoice Total
Salary Payments							
G1055	NEST			Pension MAY - Employees/Employers total payment paid to NEST.	2052.8		2052.8
G1051-3	Salaries			MAY Salary Payments			
G1054	HMRC			NI and Income Tax - MAY			
Direct Debits							

G1047	British Gas Lite	1595857	05/09/2021	Electricity Bill	35.94	1.8	37.74
G1056	BT	M102 IE	5/17/2021	Telephone and Internet	49.15	9.83	58.98
Invoices for Payment							
G1046	University College London	1165617	05/04/2021	Godstone Car Park Archaeological attendance & set up and mobilisation	625	125	750
G1048	Mulberry & Co	17813	5/17/2021	Internal Audit	165	33	198
G1049	Neat Gardens	284	5/14/2021	Blindley Heath (agreed additional cut in APRIL - invoice late)	532.67	0	532.67
G1050	Neat Gardens	285	5/14/2021	Godstone Green, Churchyard, SG Triangles, BH Common cuts and Bounty Maintenance	1938.01	0	1938.01
G1058	Scouts	1st Qtr. as per Lease		1st Qtr. Rent (at current £625 until rent increase confirmed)	625		625
G1057	Air Ambulance			Grant agreed in March 2020 (paid late due to COVID disruption and as confirmed May 2021)	250		250
G1059	Village Maintenance	MAY Jobs	06/07/2021	Maintenance	340		340

*Salaries paid in accordance with 7. Payment of Salaries of the Parish Council Financial Regulations.

**Employees/Employers total payment paid by GPC to NEST.

TOTAL £6,613.57 £169.63 £6,783.20

9.1.1 Councillors discussed the value for money in relation to G1059 and that the cleaning of the playground had now been stopped.

RESOLVED – It was acknowledged that the payment summary for **MAY** and copy invoices had been circulated by email to all councillors in advance of the meeting. Accounts for payments were approved for payment apart from G1046. Accounts unanimously approved for payment totalled **£6033.20**.

ACTION – APM 05/21 – 8 – Clerk to pay agreed invoices and provide information following discussion about invoice G1046 before payment is agreed.

ACTION – APM 05/21 – 8a – Clerk to request an estimate of hours for maintenance jobs.

ACTION – APM 05/21 – 8b – Clerk to investigate BT contract.

9.2 Accounting Statements - Summary Financial Report to **APRIL** - Bank Reconciliation; Income and expenditure; Restricted Funds (incl. CIL funds) and Designated Funds Summary.


9.2.1 It was noted that the Summary Financial Report to **APRIL** had been Circulated on the day of the meeting.

RESOLVED – Councillors agreed that to ensure councillors had adequate time to review the financial summary, the item be postponed to the next meeting.

9.3 CIL Report – End of FY2020-21 report

9.3.1 Councillors noted the final CIL report submitted to TDC (available on TDC and Parish website)

Appendix 2 Spending Form



Please fill out the form and submit it to; CIL@tandridge.gov.uk by **31 May 2021**.

	Community Infrastructure Levy Annual Report from Parish Council	Ongoing future spend commitments (inc maintenance) for projects listed in 20/21 but will be funded in future years Parish CIL
Parish of: Godstone Parish Council		
Year from 1 April 2020 to 31 March 2021	£	
CIL Receipts		12714.88
Retained from previous years		14098.46
Expenditure on items listed below		18508.34
Total Retained		8305
Summary of CIL expenditure during the year		
1	£	
Project: Godstone Village Car Park		
Description:		
Hilly Fields - Construction of a new car park for the village		
Expenditure:		0
CIL funds committed to contracted works during FY20-21 for project		18508.34
Signed: S Endersby Position: Clerk and RFO		

- 9.3.2 It was reported that the report does not show the total CIL funds which we currently hold for the car park of £46,606, just what was allocated to the car park fund during FY2020-21 of £18,508.34. With reference to the report the £8305 detailed as Total Retain is allocated in our budget as detailed below, but as it is not allocated to Contracted spend it is shown in TDC CIL report as above.

CIL - Project - Path on the Green CIL FUNDS (TRACKING - £3k allocated Dec 2019 - 5 years to complete project from 2019, 3 years remaining)	3,000.00
CIL - Project - Path at the burial ground CIL FUNDS (TRACKING - £2k allocated Dec 2019 - 5 years to complete the project from 2019, 3 years remaining)	2,000.00
CIL - Project - Blindley Heath Car Park Works - CIL FUNDS (TRACKING - £3.5k allocated Nov 2020 - 5 years to complete the project from 2019, 3 years remaining)	3,305.00
TOTAL	£8305.00

- 9.3.3 Councillors noted the information provided in relation to the number of years remaining to spend the CIL funds and discussed that consideration to spend the longest held CIL funds on current projects should be considered.

- 9.4 Audit – End of Year Internal Audit – AGAR - Internal Auditors Report (Circulated on 17 May 2021 and re-circulated with meeting papers.) – Councillors noted the receipt of the Internal auditor’s report and the following specific matters:

- i. Confirmed there were no serious concerns.
- ii. The general reserve held as of 31 March 2021, which is £68,085.94, is currently higher than the recommended amount (page 6 of the report).
- iii. Correspondence with Auditor on High Reserves and correction of Explanation of reserves sheet following audit was reported by the Clerk.

RESOLVED – Councillors unanimously accepted and confirmed receipt of the Internal Auditors end of FY2020-21 report.

RESOLVED – Councillors unanimously agreed that the following action be delegated to the Finance committee;
ACTION – APM 05/21 – 9 – Review the Parish councils financial position following the FY2020-21 end of year, including the impact of Covid, areas of savings made and level of non-precept income received. Following the review of the financial position report to full council any recommendations for consideration.

- iv. Date for meeting to be arranged – Proposing Wk. com. 21 June

ACTION – APM 05/21 – 10 – Date of finance meeting to be confirmed.

- 9.4.1 Annual Governance Statement (AGAR – Section 1)

- i. It was noted that the internal auditors report, pages 10-11, reported recommendations for when councillors consider the Annual Governance Statement.

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

Godstone Parish Council
ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<input checked="" type="checkbox"/>		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<input checked="" type="checkbox"/>		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<input checked="" type="checkbox"/>		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<input checked="" type="checkbox"/>		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<input checked="" type="checkbox"/>		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<input checked="" type="checkbox"/>		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	<input checked="" type="checkbox"/>		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	<input checked="" type="checkbox"/>		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

RESOLVED – Councillors unanimously confirmed the Annual Governance Statement 2020-21 be marked yes for items 1-8 and n/a for item 9 and approved for signing.

Section 2 – Accounting Statements 2020/21 for

Godstone Parish Council			
	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	125,830	113,115	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	60,426	64,655	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	76,741	52,288	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	23,072	24,801	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	126,810	40,613	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	113,115	164,644	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	113,115	164,644	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	211,418	210,269	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
	<input type="checkbox"/>	<input type="checkbox"/>	

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

DD/MM/YY

Date

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

RESOLVED – Councillors unanimously approved the Accounting Statement FY2020-21 (AGAR – Section 2) and confirmed it be signed by the Chairman of the meeting.

9.5 Meeting Venue – Proposed donation request of £20 per meeting reported

RESOLVED – Councillors unanimously agreed that a donation of £20 per meeting be made to St Stephens Church for use of the meeting hall.

9.6 Grant Applications – It was noted that no current allocation of a grant budget was available in the precept budget, the Clerk has confirmed current position to organisations in relation to Grant applications received and kept applications on file in case additional income (above and beyond the precept income) is received and allocated at any point during the year by council. Applications received by CAB and St Stephens School.

10. Greens, Commons and Land, to include:

10.1 Summary of Inspection Reports provided to Councillors:

Hilly Fields - Kissing gate needs replacing and the fence around 4 sides of areas is beyond repair. Gate replacement noted at last meeting and fence remains on project list.

Tilburstow Hill Common

v. Outbreak of Sycamore Sapling along the top end of the road. Get contractor cut them back?

vi. Footpaths are showing signs of heavy wear.

vii. Mountain bike trail needs clearing, note parishioner offer of support with this.

viii. Volunteers cleared 50 bags of rubbish.

Burial Grounds

ix. Notice board is worn and needs repairing.

x. Graves with railing fence/wooden white fence (Non-compliant)

xi. Weeds around the trees.

xii. A number of benches in need of attention soon.

xiii. Grass cutting is very good.

xiv. Condition of fence in burial ground

Godstone Green

xv. Potholes in the car park, noted action agreed.

xvi. A number of benches need repainting.

xvii. Grass area needs reworks and conditioning.

ACTION – APM 05/21 – 11 – Clerk to send letters to non-compliant graves.

10.1 Godstone

10.1.1 Playground Embankment Slide

i. Condition of embankment slide and concerns raised.

ii. Clerk reported issues with gaining quotes for works after 8 contractors contacted and 5 declined to quote due to the nature of the work.

iii. Quote provided to councillors

RESOLVED – Councillors unanimously agreed that the quote received be accepted and the works be completed as soon as possible due to the concerns for the Health and Safety risks to children using the equipment.

ACTION – APM 05/21 – 12 – Clerk to confirm the repairs on the embankment slide as per the quote.

10.1.2 New Car Park Project – Update – The councillors discussed the option of a S184 application instead of the S278 agreement with SCC to potentially progress the car park project; the potential requirement to submit a new planning application; and the value of submitting another planning application.

ACTION – APM 05/21 – 14 – Councillor J Gardner to confirm if the S184 is possible to enable the parish council to consider its position at the next meeting.

10.1.3 Chestnut Tree Branch – Noted

ACTION – APM 05/21 – 15 – Council to monitor tree branch.

10.1.4 Godstone Village Fete and Donkey Derby 2021 Permission request and Fete exit

iv. Permission request for the Fete to be held on the Summer Bank Holiday Monday 30th August 2021; access to use the Green on Saturday 28th and 29th August 2021; and a church Service on the Green on Sunday 29 August 2021.

RESOLVED – Councillors unanimously agreed that the Godstone Village Fete and Donkey Derby 2021 Permission request be approved, noting that the standard Terms and Conditions would apply and the appropriate Public Liability (PL) Insurance must be in place.

v. Councillors noted that the Fete committee raised the bollard entrance onto the Green in the west corner and the raised iron work. Councillors suggested a steward be placed on the gate as the area had been redone recently.

vi. Councillors noted that a Godstone Village Fete Grant application had been received by the Parish council and would need to be completed.

ACTION – APM 05/21 – 16 – Clerk to liaise with Fete Committee to confirm permission, Terms and Conditions and PL Insurance. Grant application to be considered at a future meeting.

10.1.5 Godstone School

i. Bikeability courses – Noted information sought from Bikeability from the clerk and provided to councillors.

RESOLVED – Councillors unanimously agreed that the Bikeability permission request be approved, but that it should not set a precedent; the appropriate PL Insurance should be confirmed and the children should be made aware that cycling is not normally permitted on a public footpath.

ACTION – APM 05/21 – 17 – Clerk to liaise with Bikeability to confirm permission, Terms and Conditions and PL Insurance.

- i. Sports day – Request to use Godstone Green on 7 July 2021 and that grass cutting scheduled for 13 July be moved forward to before sports day. Noted that the clerk had liaised with the grass cutting contractor.

RESOLVED – Councillors unanimously agreed that the Godstone Village School be granted permission to use Godstone Green for its sports day, noting that the standard Terms and Conditions would apply and the appropriate Public Liability (PL) Insurance must be in place.

ACTION – APM 05/21 – 18 – Clerk to liaise with Godstone Village School to confirm permission, Terms and Conditions and PL Insurance.

- 10.1.6 Godstone pavilion – Windows have been vandalised and there are discussions about replacing the windows. Councillors noted that a planning application may be required due to the pavilion being in a conservation area.

ACTION – APM 05/21 – 19 – Clerk to reconfirm copy of Lease to confirm arrangements.

- 10.1.7 Wagon Pond – Grating broken and blocked (reported by Cllr C Farr).

ACTION – APM 05/21 – 20 – Cllr J Gardner to take a look at the grate.

- 10.1.8 Parking Greenview – Report of contractor parking on Greenview, noted email to contractor. Councillors discussed vehicles should not park on Greenview, which is common land, after recent work to address Greenview residents' concerns and prevent people parking on the area, it is a contradiction of requests that permission is being sought for a contractor to park on the grass.

- 10.1.9 Orpheus Centre – Request for posters to be displayed to promote its charity music festival Orphest on 31 July by placing 3 to 4 small A4 or A5 sized posters on boards on Greenview with details of the event.

RESOLVED – Councillors unanimously agreed that the Orpheus Centre permission request be approved, on the understanding that the posters are removed after the event.

ACTION – APM 05/21 – 21 – Clerk to liaise with the Orpheus Centre to confirm permission and condition.

- 10.1.10 Litter – Correspondence from parishioner about amount of litter on Godstone Green. No discussion.

10.2 **Hilly fields** – Requirement for fence noted as an ongoing concern.

10.3 **Bounty and Allotments**

- 10.3.1 Bounty Rent - Request to confirm payment of rent for the Bounty (FY2021-22) at the current rent of £625, until rent review agreed.

RESOLVED – Councillors unanimously agreed that the rent continue to be paid until the rent review has been completed with the Scouts.

ACTION – APM 05/21 – 22 – Clerk to follow up with Scouts to check on status following their committee meeting.

- 10.3.2 Boundary Update – Noted correspondence.

RESOLVED – Councillors unanimously agreed that a response be sent, stating that the allotments are not woodland so there has never been a Woodland Management Plan and the council considers the matter closed.

ACTION – APM 05/21 – 23 – Clerk to liaise with council working group who have been dealing with the issue to confirm the letter and send a response.

9.4 **Tilburstow Hill/The Enterdent**

- 9.4.1 Tree care near property (email sent 21 May 2021) – Request to fell tree. Councillors noted the request and it was felt that a car should not be parked as per the wayleave.

ACTION – APM 05/21 – 24 – Clerk to confirm with parishioner that Cllrs L Case and M McLoughlin will visit to discuss the issue.

- 9.4.2 Abandoned Car at The Enterdent.

ACTION – APM 05/21 – 25 – Cllrs L Case and M McLoughlin will visit to discuss address the issue.

- 9.4.3 General Tree Care

ACTION – APM 05/21 – 25 – Clerk to contact tree contractor to discuss various tree works.

10.4 **South Godstone**

10.5 **Blindley Heath**

- 10.5.1 New street name for development – The following information was noted by council with no concerns raised, SNN 2021 26 Oldencraig, Tandridge Lane (email circulated 21 May 2021 with numbering plan), proposed name is: Oldencraig Mews.

- 10.5.2 Correspondence received about the hay on the fields adjacent to the development site.

ACTION – APM 05/21 – 26 – Clerk to respond stating land has not been formally passed to the parish council.

- 10.5.2 Blindley Heath Cricket Club (BHCC) – Councillors discussed the following issues raised by BHCC:
 - vii. Request to store a moveable ricket net on the common, padlocked right behind the Pavilion.
 - It was noted that no plans or detailed size information had been provided

RESOLVED – Councillors unanimously agreed that although they would consider nets being used on the common, they could not be fixed or stored behind the pavilion. More information would be beneficial.

- viii. New seating around the ground for spectators - If BHCC paid for new seats and the fitting costs would council agree to new benches being installed. The seats will be fitted outside of the boundary as others located around the ground already.
 - It was noted that no specific details of locations outside the boundary had been specified and type of bench had been provided.

RESOLVED – Councillors unanimously agreed that no new bench seats could be installed. The Parish council would consider the replacement of current seats (noting this did not include the removal of heritage items).

- ix. Car Park resurfacing – Condition of the surface and potholes. Councillors noted the concerns raised, but that the council's priority was to install a height barrier before work to relay the surface would be considered. The height barrier proposal is currently being prepared and it would then mean that the barrier being in place would protect a new car park surface, on being laid, from unsuitable vehicles.
- x. Alcohol licence – Applying for licence and notifying council in case of any issues. Requested assistance about obtaining a licence. Councillors noted the intention to gain an alcohol licence. The parish council are not able to offer any guidance into obtaining a licence.

ACTION – APM 05/21 – 27 – Clerk to liaise with BHCC.

- 10.5.3 Unexplained activity on Blindley Heath Common – The situation was reported and council noted the police and Surrey Wildlife Trust, are also aware.

RESOLVED – Councillors unanimously agreed that signage be prepared and installed and Cllr C Farr to action this and liaise with the Clerk if necessary.

11. Burial Grounds and Memorials

11.1 Number allowed to attend a graveside service following change in Covid regulations. The current government advice was considered. Due to it being an open space a specific number was not agreed.

ACTION – APM 05/21 – 28 – Clerk to liaise with the funeral directors, noting the celebrant should be consulted and the amount of parking available for attendees to be considered to assist confirm attendance numbers.

11.2 Exclusive Rights of Burial Applications

11.3 Memorials

11.2.1 Non-compliant Memorial

- i. Request for an Angel statue – This request falls outside of the burial ground regulations.

RESOLVED – Councillors by a majority declined the request as it does not comply with the burial ground regulations.

Cllr C White abstained.

- ii. Non-compliant graves – A number of graves have edging around them. Noted they do not comply with regulations and could cause an issue with grass cutting.

RESOLVED – Councillors unanimously agreed that the Clerk write to the families notifying them that the graves do not comply and ask that they remove edging.

ACTION – APM 05/21 – 29 – Clerk to contact families about non-compliant graves.

11.2.2 Regulation compliant applications

- i. Broadhead – approved by Clerk.

11.3 War Memorials and Postengate Farm Memorial Site – No discussion.

12 Correspondence – Councillors noted the following correspondence circulated by email since the last meeting:

12.1 News: Tandridge District Council elections results

12.2 Godstone Green – Bikeability

12.3 NALC NEWSLETTER

12.4 Press release: Political balance and committee membership

12.5 OLRG 31 new TDC administration

12.6 TDC Press release: New Chairman elected for 2021-2022

12.7 Info re safer streets funding

13 Matters for reporting or inclusion on future agendas

13.1 The next meeting of the Parish Council is scheduled to be held on **Monday 5 July 2021 at 7.30 pm**.

Details of where the meeting will be held to be confirmed.

Part 2 – Councillors resolved 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 7.50pm -----

Signed - Chairman

Date