

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
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Godstone, Surrey
RH9 8DY

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MINUTES

of the Meeting of Godstone Parish Council held on
Monday 6 January 2020 at 7.30pm at St Stephens Church, South Godstone, RH9 8EY

Members: Cllrs B Davis, J Farnaby, J Gardner, R Johnson, S Farr, C White and C Farr

Apologies: Cllrs D Stone, M McLoughlin and Tandridge District Councillor C Swann

In attendance: S Endersby (Clerk)

Open Forum: A Rabbetts and F Pavely

1. Questions from Members of the Public

1.1 F Pavely, Godstone

1.1.1 Telephone Kiosk

1.1.1.1 Informed the meeting that the Hare and Hounds pub had started fund raising to repair the telephone kiosk.

1.1.1.2 Reported that G Dicks had volunteered to repair the telephone kiosk.

1.1.1.3 It was noted that it would be a sensible time to paint the telephone box.

1.1.1.4 It was considered that even if the kiosk is repaired it may still be damaged again.

1.1.1.5 Details of any electrical supply to the kiosk to be confirmed.

Parish Council Response – Councillors thanked the community support and accepted the offers of support.

Action PF1/2020 – 1 - Cllr J Gardner to liaise with GD to confirm required materials required. Clerk to confirm that the Parish council would like to accept the offers and ask about painting the phone box. Clerk to review the file to confirm about electricity.

RESOLVED – Councillors unanimously agreed the telephone kiosk be repaired and accepted the volunteers offer.

1.1.2 Church Lane Burglaries – Local residents who have been burgled are disappointed at the police response.

Parish Council Response – Councillors reported that there is a Policing Your Community Engagement Event that some councillors are intending to attend and will raise this matter then.

1.2 A Rabbetts, Godstone

1.2.1 South Quarry, Bletchingley Road, Nutfield applications 2019/0188 and 2019/0189

1.2.1.1 Confirmed the deadline for responses in relation to the Mercers South Quarry, Bletchingley Road, Nutfield, Surrey RH1 4EU applications 2019/0188 and 2019/0189, noting it was believed to be 2 Feb 2020; and

1.2.1.2 Questioned District Councillors on if Tandridge District Council (TDC) would be submitting comments. TDC Cllrs C Farr and C White were not currently aware of what if any comments would be submitted by TDC in relation to the applications.

2. Apologies and reasons for absence

2.1 The Clerk reported apologies Councillor D Stone due to prior personal commitments and Councillor M McLoughlin due to sickness.

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

2.2 Apologies were received from Tandridge District Councillor C Swann.

3. Declarations of Interest

3.1 Item 11.1 - Invoice G713 - It was noted that Councillor C White is Treasurer for the South Godstone Sports and Community Association.

4. County and District Councillors

4.1 It was noted that the Surrey County Councillor was not in attendance of the meeting.

4.2 C Farr, Tandridge District Councillor

4.2.1 TDC has been quiet due to the Christmas holiday, it was noted that morale is low.

4.2.2 Local Plan Inspector will not give a response until February 2020.

4.2.3 TDC Financial situation, it was noted that the monetary difference discussed will be variable due to the changes that have occurred and that TDC will use reserves to address the issues.

4.2.4 Railway Line at South Godstone – Noting railway was built in 1830 it was noted that Councillors are all aware that investigations into the repair of the line are taking place.

4.3 Councillor B Davis asked Councillor C Farr as the TDC councillor why the Director of Place left TDC, Councillor C Farr did not know the details of circumstances.

5. Minutes of the meetings held on Monday 4 November 2019 and 2 December 2019.

5.1 Councillors considered the minutes of the previous meetings held on Monday 4 November 2019 which had been circulated to councillors in advance of the meeting.

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

5.2 Councillors considered the minutes of the previous meetings held on Monday 2 December 2019 which had been circulated to councillors in advance of the meeting.

5.3 Correction of a Typo relating to 9.4.3 to be corrected to AONB.

RESOLVED – Councillors unanimously agreed that the minutes of the meeting held on Monday 2 December 2019 were an accurate record of the meetings and should be signed by the Chairman.

6. Motions proposed for discussion by Councillors

6.1 Eastbourne Road Historic mile marker propose the building of a protective plinth a little further back on our land and reinstate it on the plinth. (Proposer: Cllr C Farr; Seconded: S Farr)

6.1.1 Councillors considered the motion, noting that it was believed that there is a statutory obligation to maintain a monument such as the historic mile marker when it is on your land.

6.1.2 Councillors considered the best course of action to ensure that the mile marker is maintained and secure for the future, noting that there was concern that the mile marker could be picked up by someone and it would be irreplaceable, or if it fell further into the road it could cause substantial damage to a vehicle.

6.1.3 Councillors discussed agreeing an acceptable amount to spend on rectifying the condition of the mile marker and ensuring it is securely placed.

RESOLVED – Councillors unanimously agreed that an amount of up to £250 be approved for works to be agreed and carried out.

ACTION 1/20 – 1 – Councillors C Farr and the Clerk to liaise on enquiries for the work to be completed as soon as practicable due to the concerns that the historic heritage milestone is irreplaceable up to £250.

6.2 To sign the updated Mini S278 document in consideration of the changes since the agreement was last signed, addition of clause 6.5; addition of development engineering inspection regime; and updated to change the amounts detailed in 6.2 b to £1146.00 and 6.2 c to 15,824.12, by two councillors on behalf of the Parish council. (Proposer: Cllr C Farr; Seconded: S Farr)

6.2.1 Councillors noting the information provided considered the motion.

6.3 To approve the costs of £12,000.12 in order that the Mini S278 agreement can proceed, taking in to consideration that if the total cash deposit that Surrey County Council would hold of £15,824.12 was not returned, the potential for overspend during 2019/2020 financial year of allocated funds would be £7795.99, but that the council would be able to consider the use of available CIL funds to cover the possible overspend. (Proposer: Cllr C Farr; Seconded: S Farr)

6.3.1 Councillors noting the information provided in relation to the required changes by Surrey County Council (SCC) since the original Mini S278 was signed considered the motion

6.3.2 Breakdown of the £12,000

Tactile paving	£1,700.00
Additional commuted sums payment required to SCC DEC 2019	£56.00
Additional Cash Deposit required to SCC DEC 2019	£10,244.12
TOTAL ADDITIONAL	£12000.12

6.3.3 Councillors noted the potential financial implications, including the CIL funds that could be used for such a project.

Considering the information discussed for motions detailed 6.2 and 6.3 and the requirement by SCC for a Mini S278 agreement and cash deposit to be provided before the car park construction can proceed, councillors:

RESOLVED – Councillors unanimously agreed that the revised version of the Mini S278 agreement, as detailed in 6.2, be signed and submitted to SCC.

ACTION 1/20 – 2 – Clerk to liaise with SCC as required and submit the signed Mini S278 for execution by SCC.

RESOLVED – Councillors unanimously agreed the additional costs of £12,000.12 required in order that the Mini S278 agreement can proceed be paid.

ACTION 1/20 – 3 – Clerk to liaise with SCC to request invoices are raised for the additional sums payable in order that the Mini S278 would be executed by SCC.

7. Reports

7.1 Actions

7.1.1 Review of Actions from the previous meetings – It was noted that there was an Actions document tracking actions from previous meetings, Councillors to Clerk of completed actions.

7.1.1.1 It was agreed that the following actions could be removed from the list:

Actions 3/2019 – 12; 2/2018-18; 10/2017-18 and 9/2018-2

7.1.2 Action taken - to be ratified if required or any appropriate updates

7.2 Clerks Report, to include:

7.2.1 Grass Cutting Contract

7.2.1.1 Councillors considered the requirement that the Grass cutting contract agreement needs to be signed on behalf of the Parish Council

7.2.1.2 It was noted that the drafted contract had been circulated to Councillors by the Clerk on 10 December 2019 and no issues had been brought to the attention of the Clerk.

RESOLVED – Councillors unanimously agreed that the Grass Cutting Contract effective from 1 February 2020, between Godstone Parish Council and Neat Gardens Limited, be signed by two councillors on behalf of Godstone Parish Council.

ACTION 1/20 - 4 – Clerk to liaise with Neat Gardens to complete the execution of the agreement.

7.2.2 Office – Maternity Leave Cover – It was noted that there were CV's that had been submitted and now required consideration.

RESOLVED – Councillors unanimously agreed that Councillors J Gardner, R Johnson and C Farr be a working group to review the CV's, shortlist candidates, interview candidates and appointment the Admin Assistant maternity leave cover if a suitable candidate is agreed, reporting their recommendation at the appropriate times to the Parish Council.

7.2.3 New Car Park

7.2.3.1 Ordinary Watercourse Consent

7.2.3.1.1 Reported that an application to SCC was required for works of proposed structures within/over the watercourse for the car park in two areas; under the vehicular crossover; and the pedestrian crossover into the Hilly Fields.

7.2.3.1.2 Chairman noted that it had been thought that this consent had been included in the planning application, but as it had not been it was now required.

7.2.3.1.3 It was noted that there was a charge of £50 per structure so as there were two elements requiring consent there would be a fee of £100 payable to SCC

7.2.3.1.4 Clerk requested permission to sign the consent form on behalf of the Parish Council for the application to proceed.

RESOLVED – Councillors unanimously agreed the Ordinary Watercourse Consent application form be signed by the Clerk on behalf of the Parish council and submitted to SCC and that the fee of £100 required be paid on receipt of an invoice from SCC.

ACTION 1/20 – 5 – Clerk to liaise with SCC as required to submit the consent application and on providing a purchase order number request an invoice be raised for the £100 fee payable.

7.2.3.2 Works Permit Application – It was noted that a work permit would be required before the construction works start on the car park and the Clerk will investigate the required application.

ACTION 1/20 – 6 – Clerk to investigate the Works Permit Application for the construction of the Bellmouth Crossover.

7.2.4 Employment contracts in relation to Medical Appointments – It was noted that the employee's contracts are not particularly clear in relation to the council's policy on medical appointments if they fall during work/office hours.

7.2.5 Auditors Report – It was noted that the Clerk has several actions to follow up

7.2.6 Community Infrastructure Levy (CIL) Seminar for Parish Clerks and Councillors – On Thursday 30 January 2020 at 7pm- 9pm the Clerk and Councillor J Farnaby will attend the seminar.

7.2.7 Replacement Tree (opposite the Priory)

7.2.7.1 Clerk is meeting the contractor planting the replacement tree on Friday 17 January 2020 and invited councillors to join if they wished.

ACTION 1/20 – 6a – Councillor J Gardner to join the meeting to confirm the tree location due to care to avoid disturbing any drains across the green. There are no known utilities underground actually on the Green

7.2.7.2 Clerk to confirm Public Liability Insurance with the contractor in advance of work

7.3 Chairman's Report (for noting) information only

7.3.1 Consultation: Strengthening police powers to tackle unauthorised encampments – Raised at the November 2019 meeting, the Chairman sought clarification of the Parish council's intention to respond.

ACTION 1/20 – 7 – Councillors J Gardner and B Davis to prepare responses to the consultation and circulate to the full council in advance of the February meeting complete.

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

7.4.1 Councillor R Johnson - Preservation Society – Attended meeting, nothing specific to raise with the Parish council

7.4.2 Councillor J Farnaby – Reported that there will be a drop in speed limited whilst work scheduled on the M25 between Junctions 5 and 6 to add extra laybys/refuges is carried out.

7.4.3 Grass Cutting Contract – Request to update parishioners of appointment

ACTION 1/20 – 7a – Clerk to write a brief update in the Parish magazine about the appropriate tender process followed and appointment of a new contractor.

7.4.4 Councillor C White will be attending the Railway Forum scheduled meeting

7.5 Inspection Reports – It was agreed that work to update the inspection reports would be carried to ensure they are still relevant and to include a map were relevant on the report sheet to aid identifying where issues are that need to be dealt with to assist instructions to contractors. Councillors also encouraged to provide GPS references by use of mobile apps or <https://gridreferencefinder.com/>

ACTION 1/20 – 8 – Councillor B Davis to update the allotment inspection checklist and Clerk to request the admin assistant updates the reports with maps.

8. Planning Committee

8.1 Report from the Planning Committee meeting held on 23 December 2019

8.1.1 The Planning committee reported the discussion on the Surrey County Council Consultations detailed below:

SCC Ref:	Location:	Proposal:	
2019/0188	Mercers South Quarry, Bletchingley Road, Nutfield, Surrey RH1 4EU	The extraction and screening of sand from Mercers South with progressive restoration to agriculture using inert waste materials, together with associated infrastructure, on a site of 52.2ha and the temporary diversion of public footpath 173 for the duration of the operations without compliance with Condition 8 of planning permission ref: TA/2019/34 dated 6 June 2019 so as to allow revision to the numbers of HGV movements.	<u>REPORTED STATEMENT FROM THE PLANNING COMMITTEE</u> - Most concerned at the proposed increase of HGV movements to the detriment of the surrounding village, Nutfield, Bletchingley and Godstone. Not increasing the time on the permission which currently envisaged for the completion of restoration in 2036.
2019/0189	Mercers South Quarry, Bletchingley Road, Nutfield, Surrey RH1 4EU	The extraction and screening of approximately 250,000 tonnes of sand from an area of 1.57ha, as an extension to the phasing within the existing Mercers South Quarry, with progressive restoration to agriculture using inert waste materials without compliance with Condition 8 of planning permission ref: TA/2017/2346 dated 23 April 2018 so as to allow revision to the numbers of HGV movements.	<u>REPORTED STATEMENT FROM THE PLANNING COMMITTEE</u> - Most concerned at the proposed increase of HGV movements to the detriment of the surrounding village, Nutfield, Bletchingley and Godstone. Not increasing the time on the permission which currently envisaged for the completion of restoration in 2036.

8.1.2 As directed by the committee the Clerk contacted neighbouring parishes, SCC councillor and local organisations.

8.1.2.1 No response from the SCC councillor to date;

8.1.2.2 Neighbouring Parish of Nutfield to confirm response following meeting considering the applications.

8.1.2.3 Neighbouring Parish of Bletchingley not currently responded.

8.1.2.4 Local organisations, the GVA and Preservation Society have both acknowledged that they are aware of the applications.

8.1.3 Councillors considered the report from the Planning Committee and

RESOLVED – Councillors unanimously agreed that the following objection for both planning applications (2019/0188 and 2019/0189) be submitted to SCC and TDC ‘*Godstone Parish Council STRONGLY object to this application and are extremely concerned at the proposed increase of HGV movements; with the proposed increase of a daily average from 150 to 300, doubling the daily average and an increase in the permitted daily maximum HGV movements from 240 to 350. Such a significant increase in HGV traffic will be to the detriment of the surrounding villages, Nutfield, Bletchingley and Godstone. The Parish council would also request that there is not an increase in the time allowed on the permission which currently is envisaged for the completion of restoration by 2036.*’

ACTION 1/20 – 9 – Clerk to submit comments on SCC and TDC websites (SCC REF: 2019/0189 has the TDC Ref: TA/2019/2149; and SCC REF: 2019/0188 has the TDC Ref: TA/2019/2149) and send comments and concerns to local MP, SCC councillor and publish in the Parish magazine.

9. Finance Matters

9.1 Accounts for payment - to approve **DECEMBER** accounts for payment

9.1.1 Councillors reviewed the invoices and payments listed:

GPC Ref.	Business	Invoice	Invoice Date	Payment For	Net amount	VAT	Invoice Total
Direct Debits							

G711	British Gas Lite	565825	5.12.2019	Electricity Bill	34.48	1.72	36.2	
G722	BT	M085 R3	17.12.2019	Telephone and Internet	49.15	9.83	58.98	
G720	NEST			Pension - DEC Salary	101.56	0	101.56	
Invoices for Payment								
G708	Downland Pest Control		2.12.2019	Mole Trapping Programme	300	0	300	
G710	Southern Planning Practice	18331	30.11.2019	Fees I Ellis – Local Plan Inspection	1704.72	340.94	2045.66	
G712	Neat Gardens			PO-GPC712 Clear leaves on Godstone Green	420	00	420.00	
G713	South Godstone Sports & Community Association	1026	13.12.2019	Hire of meeting room for Neighbourhood Plan Committee	575	115	690	
G715	Sarah Endersby			Expenses - Stamps	7.32	0	7.32	
G716-8	Salary Payments			December Salaries (3 employees)	XXX	0	XXX	
G719	HMRC			NI and National Insurance - DEC Salary	386.03	0	386.03	
G721	Ultralite	2076	20.12.2019	to test and switch on the Godstone lights	210	42	252	
*Salaries paid in accordance with 7. Payment of Salaries of the Parish Council Financial Regulations.					Total Payments	5846.61	425.49	6272.10

RESOLVED - Councillors unanimously approved the payments list detailed (9.1.1), totalling £6272.10 on payment of salaries, and two councillors countersigned all invoices.

ACTION 1/20 – 10 – Clerk to arrange payment of invoices detailed.

9.2 Summary Financial Report to **NOVEMBER** receive and review, including income, Restricted Funds Summary including CIL funds, Designated Funds Summary and Virements

9.2.1 Councillors noted the information available at the meeting for the Summary Financial Report to **NOVEMBER** which included the bank statement, bank reconciliation (statement date 29 November 2019) and spend against budget

9.2.2 The Reserves summary was provided and included a breakdown to show General funds available, Restricted Funds (Inc. CIL funds) and Designated Funds allocated.

9.2.3 A brief summary is detailed below:

		NOV	Month		8
		Actual to date	Annual 2019/20 Budget	Reserves - Designated or Restricted Funds	Pro rata 2018/19 Budget
Receipts	TOTAL	134559.49	84925.00	1522.67	45212.50
Payments	Total Administration	25281.41	40,200	-	26,800
	Burial Grounds	11528.22	8,500		5,667
	Total Greens and Commons	19370.35	22700.00		15,133
	Total of 'Other' Payments	50401.58	48200.00		32,133
	TOTAL PAYMENTS	106581.56	119600.00	58,573.73	79,733
Surplus/Deficit		27977.93	-34675.00		- 23,117
Accumulated fund brought forward		125,830	152,425		
Accumulated fund carried forward		180,403	117,750		

RESOLVED – Councillors unanimously approved the Summary Financial Report and agreed that the Chairman sign the **NOVEMBER** bank reconciliation summary sheet and initial the pages of the bank statement.

9.3 Grants

9.3.1 Continuous - Blindley Heath Cricket Club

9.3.1.1 Councillors discussed the request for a grant payment to cover the Electricity charges for the Parish Councils Street lamp and Christmas lights from the Cricket Club noting the following points included in the Blindley Heath Cricket Club's correspondence:

- Blindley Heath Cricket Club propose a payment of £125 towards electricity costs;
- Supplier switched to EDF for a better rate (information provided);
- The highest monthly usage is around December and January all of which is used for car park light and Christmas lights as nothing switched on in the pavilion.

9.3.1.2 Councillors noted the information provided by the Clerk with reference to 9.3.1

- Previous grants paid: 16/17 - £125, 17/18 - £123.30 and 18/19 - £100
- Request made to Cricket club to try and obtain breakdowns of monthly charges from supplier and information provided on the day of the meeting.

RESOLVED – Councillors unanimously approved the payment of £125 for electricity costs to be paid to Blindley Heath Cricket Club.

9.4 Annual confirmation of Standing orders and Direct Debit payment obligations – Councillors considered the following payment obligations:

9.4.1 Standing Order (s)

9.4.1.1 BOUNTY Rent Standing Order £625 per quarter as per the lease agreement

RESOLVED – Councillors unanimously approved the Standing Order payment set up annual to ensure payment of the Bounty Rent at £625 per quarter as per the lease agreement

ACTION 1/20 – 11 – Clerk to ensure Bounty rent Standing order is up to date for the year.

9.4.2 Direct Debits

9.4.2.1 Nest Pensions

9.4.2.2 British Gas Lite

9.4.2.3 BT

RESOLVED – Councillors unanimously approved the payment by Direct Debt of invoices to the companies detailed 9.4.2.1 – 9.4.2.3.

10. Matters effecting the Parish Villages:

10.1 Godstone

10.1.1 Godstone

10.1.1.1 Damage to the Telephone Kiosk – discussed at the start of the meeting.

10.1.2 Bounty and Allotments – No matters raised for discussion

10.1.3 Tillburstow Hill/The Enterdent

10.1.3.1 1 Brook Bank – The Clerk reported that following the agreed letter being sent to in December about unauthorised activities no response had been received. Clerk requested confirmation that next steps of action to be taken to register the issue with the Land Registry.

ACTION 1/20 – 12 – Clerk to resend the letter one further time, recorded delivery, due to the seriousness of the next step proposed.

10.2 South Godstone

10.2.1 Councillor C White Thanked Councillor J Farnaby for making arrangements for poppies to be displayed during November for commemoration.

10.3 Blindley Heath

10.3.1 It was reported that following areas of flooding in Blindley Heath scheduled work by a utility company was postponed to avoid disruption, but there was miscommunication with SCC and the road was still closed.

10.3.2 Martyns Platt and neighbouring properties – Following the areas of flooding around Blindley Heath the Clerk received a call from Martyns Platt owner about the impact of the rain on properties in that cluster and reported that Neil Langley had been made aware of the issues. Councillors noted the concerns raised.

11. Burial Ground

11.1 Applications for Exclusive Rights of Burial – None to report

11.2 Applications for consent to erect Memorials

11.2.1 No Applications to report

11.2.2 Clerk requests confirmation if the delegated authority to approve non contentious memorial applications given to the Clerk is to continue for another year, with any other applications fall outside the Burial ground regulations still to be referred to the full council.

RESOLVED – Councillors unanimously agreed that the Clerk continue to have delegated authority to approve non contentious memorial applications for another year and that contentious applications should continue to be referred to the full Parish council.

11.3 War Memorials and Posterngate Farm Memorial Site

11.3.1 Commemorative anniversary events for 2020

ACTION 1/20 – 13 – Clerk to check any Commemorative anniversary events that take place in 2020.

11.3.2 St Nichols War Memorial monitoring – Convergence 1° 31' E Declination 0° 04'E

11.4 Bin area at Church yard

- 11.4.1 It was reported that the bin area at the Church had become untidy, with a lot of additional waste caused by Christmas wreaths being laid
- 11.4.2 Church have arranged a working group to clear the area
- 11.4.3 Historically the maintenance contract has kept the area tidy
- 11.4.4 Additional signage considered but decided against due to lack of impact of current signage.
- 11.4.5 Church Warden is going to contact TDC about a rubbish bin for the church

ACTION 1/20 – 14 – Clerk to keep in touch with church warden during this time of flux whilst the maintenance contract is being tendered.

12. Correspondence

- 12.1 50 new homes Ray Lane - reporter from Surrey Live
- 12.2 Proposed Reduction 50mph to 40mph Bletchingley Road at Godstone
- 12.3 Policing Your Community Roadshow 2020
- 12.4 Tandridge District Council Local Plan - Documents Submitted During and Post Hearings
Noted – Comments on subsequent documents
- 12.5 Policing Your Community Engagement Event
- 12.6 Reference: ME-738739 - Surrey Highways: TRO LITTLE COMMON LANE (C69), BLETCHINGLEY

13. Matters for reporting or inclusion on future agendas

- 13.1 The next meeting of the Parish Council will be held at 7.30 pm on Monday 3 February 2020 at St Stephens Church, South Godstone.

----- Meeting ended 9.15pm -----

Chairman

Date