

# Godstone Parish Council

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

## Clerk to the Parish Council

S Endersby

## Admin Assistant

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## MINUTES

of the meeting of Godstone Parish Council held on **Monday 19 June 2023 at 7.30pm at The Bounty.**

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

### 1. Questions from Members of the Public

Representatives from Cavello Homes attend the meeting and provided information in relation to a proposed future planning application for the former RSPCA site in South Godstone, notifying the council that they intended to submit a planning application to Tandridge District Council in the summer of 2023.

- There was a consultation with the local community in March 2023.
- The proposal is a community scheme which is sustainable (Eco houses) and helps sustain the local environment and includes sustainable drainage.
- Scheme will aim to improve biodiversity.
- Access will remain where it exists for the site already.
- The farmhouse on the site will be retained.

Points raised	Responses
Access to the site from the A22 and safety of it.	The site has historically had around 85 car movements as day. Cavello are liaising with Surrey County Council Highways A survey is being undertaken and includes looking at accidents/incidents. Proposed to make the entrance a two-way entrance and widen it to assist with visibility
Flooding at or near the site	Plans to mitigate an flooding are included, systems designed to deal with any flooding. Previous flooding of site was eight years ago and caused by maintenance of the stream. Houses will be 1.5m above the river that runs along side the site. There will be a management company for the site which will manage trees and other maintenance issues to mitigate flooding/drainage issues in the future.
Affordability for local people	The current intended market value of properties is between £350k - £750k. There are no executive homes.

### 2. Apologies and reasons for absence

2.1 There were apologies noted from Cllrs L Case, C White and C Edwards all due to prior personal commitments.

**RESOLVED** – The meeting was deemed quorate.

### 3. Declarations of Interest – None stated

### 4. Finance Matters

4.1 Accounts for payment - to approve **MAY** accounts for payment:

GPC Ref.	Business	Invoice	Invoice Date	Payment For	Net amount	VAT	Invoice Total
<b>Salary Payments</b>							
G1419-20	Salaries			May Salary	£2,050.93		£2,050.93
G1421	HMRC			May NI & Income Tax**			
G1422	NEST Pension			May Pension**			
<b>Direct Debits</b>							
G1416	BT	M126 7A	17/05/2023	Telephone and Internet	£49.22	£9.84	£59.06
G1417	British Gas	4892820	09/06/2023	Electricity	£46.35	£2.32	£48.67
<b>Invoices for Payment</b>							
G1418	Mulberry and Co	21217	17/05/2023	Audit - Internal	£105.00	£21.00	£126.00
G1423	S Endersby		13-Jun	Expenses - Stamps & File dividers	£15.75		£15.75
G1424	Gardenwsie	50521	15/5/2023	Maintenance (Burial ground, basket ball hoop and car park)	£125.00		£125.00
G1425	Play Inspection Company	GODST011	30-May	Post accident inspection (PO 92)	£300.00	£60.00	£360.00
G1426	Madgwicks			Tree Survey Inspection	£5,700.00	£1,140.00	£6,840.00
G1427	Madgwicks			Works undertaken PO91	£1,845.00	£369.00	
G1428	Neat Gardens	84956	May-23	Grass Cutting	£2,305.00		£2,305.00
*Salaries paid in accordance with 7. Payment of Salaries of the Parish Council Financial Regulations. **Employee/Employers total payment paid by GPC.				<b>TOTAL</b>	<b>£12,542.25</b>	<b>£1,602.16</b>	<b>£11,930.41</b>

**RESOLVED** - Council unanimously approved the payment list detailed totalling £11,930.41 for payment.

**ACTION 6-23 – 1** – Clerk to liaise with the second signatory councillor to pay the invoices.

4.1.1 The following items in relation to spend were noted by council:

a) Tree work on the Green

- i. An issue that prevented work to the tree (opposite the White Hart Barn) being carried out by the contractor on the scheduled day were reported, noting that the contractor had raised the issue of covering the cost (£175 + VAT) to rehire equipment.

**ACTION 6-23 – 2** – Cllr J Gardner along with the Clerk to liaise with the contractor and state that council considers that this cost should not have to be met by them as a work cost was agreed.

- ii. Christmas lights affected by the lime tree being cut – Council noted that although there are no lights in the tree being felled, cable runs through the tree and needs to be removed promptly (to be redirected at a later date) by a contractor for the quoted price of £150 + VAT.

**ACTION 6-23 – 3** – Clerk to arrange for cable to be removed by contractor.

- b) Rialtas – Accounts System – It was reported that there is a reduction in what the original cost was estimated at (for Cloud based rather than software), information below.

			Feb 2023 Quote	May 2023 Quote
	Software	Cash Book/Management Accounts/Annual Budgets	6875	€ --
	Software	Sales Ledger with invoicing	4375	€ --
	Software	Remote Install/Setup and Chart Of Accounts	4425	€ --
		<b>Total Cost for Purchase of Software</b>	<b>€14,675.00</b>	<b>€ --</b>
Cloud	Riataas Cloud User	Clerk	User access to Cloud subscription @ €25 per user per month (Named )	€ 300.00
Cloud	Riataas Cloud User	Two Cllrs	User access to Cloud subscription @ €25 per user per month (Read only)	€ 600.00
Cloud	Riataas Cloud Solution Subscription Costs	Clerk	Cash Book/Management Accounts/Annual Budgets @ €27.08 per user per month (with access)	€ 324.96
Cloud	Riataas Cloud Solution Subscription Costs	Two Cllrs	Cash Book/Management Accounts/Annual Budgets (uplo 2 read only @ €0)	€ --
Cloud	Riataas Cloud Solution Subscription Costs	Clerk	Sales Ledger with invoicing @ €14.58 per user per month (with access)	€ 174.96
Cloud	Riataas Cloud Solution Subscription Costs	Two Cllrs	Sales Ledger with invoicing (uplo 2 read only @ €0)	€ --
Cloud	Riataas Cloud Solution Subscription Costs		Setup and Chart Of Accounts	€ --
			<b>Total Cost for CloudSolution Subscription</b>	<b>€ 1,399.92</b>
			1st Year Annual Support and Maintenance Single User Licence	€500
			1st Year Annual Support and Maintenance Cloud User	n/a as included in monthly fee
			Online Training days @€500 per day	€1,000.00
			<b>TOTAL COST</b>	<b>€2,975.00</b>
			Plus VAT	Plus VAT
			Ongoing costs Annual Support and Maintenance Single User Licence (per annum)	€500
			Ongoing costs Annual Support and Maintenance Cloud User (per annum)	n/a as included in monthly fee

## 4.2 Annual Governance and Accountability Return (AGAR) – Intermediate level review

### 4.2.1 Final Internal Audit for FY2022-23

- i. Internal Auditors Written Report – Council noted receipt of the report and the information contained in it.
- ii. AGAR (Page 3) - Annual Internal Audit Report - Council noted that the AGAR Annual Internal Audit Report had been completed and signed.

### 4.2.2 Section 1 Annual Governance Statement (AGAR Page 4) - Review of effectiveness of internal controls:

- i. Consider the findings of the review by the members meeting as a whole – Council completed a review of the AGAR page 4 and the statements on it.  
It was noted that point 8 refers to consideration of litigation. It was noted that there was an accident at the Playground on 16 May, which is after the year end and a claim could be made. There has not been formal notification of a claim. The Clerk has discussed the matter with the Internal auditor and confirmed it does not need to be included for the AGAR FY2022-23 but should reviewed and considered for the AGAR FY2023-24.
- ii. Approve the Annual Governance Statement by resolution in advance of approving the Accounting Statements.  
**(Proposed: Cllr S Farr; Seconded: Cllr K Ward)**

**RESOLVED** - Council unanimously approved the Annual Governance Statement for FY2022-23

### 4.2.3 Section 2 Accounting Statements 2022-23 (AGAR Page 5)

- i. Consider the Accounting Statements by the members meeting as a whole - Council completed a review of the AGAR page 5 that had been prepared and signed by the Clerk/RFO.
- ii. Approve the Accounting Statements by resolution – Council considered the Accounting statements for approval  
**(Proposed: Cllr S Farr; Seconded: Cllr J Gardner)**
- iii. Council noted that it should ensure the Accounting Statements are signed and dated by the person presiding at the meeting at which that approval is given.

**RESOLVED** - Council unanimously approved the Accounting Statements for FY2022-23 and that they be signed by the Chairperson.

**ACTION 6-23 – 4 – Clerk to submit the AGAR to the external auditor and complete the necessary publishing requirements.**

## 5. Playground Roundabout

- 5.1 Roundabout accident – Council acknowledged the following report in relation to the report received about an accident:

**Date of Accident:** 16 May 2023 late afternoon/early evening  
**Location of Accident:** Godstone Playground on the roundabout  
**Report of Accident:** Received on 17 May 2023 at 10.30am.  
**Reported by:** Tandridge District Council representative and then the child's parent.  
**Person injured:** Child aged 4 years old.  
**Details of Accident:** The child's finger was trapped in the roundabout and because of this the fire brigade were called to release him. The child has a severely severed finger that will need to be operated on and was taken to A&E. The child is under the care of the hospital to have reconstruction of his finger. The child's nanny was caring for the child whilst they were at the playground and at the time of incident. The fire brigade attended and lifted the roundabout to free the child's finger.

5.2 A post-accident inspection has been carried out and circulated to councillors and the roundabout remains closed.

5.3 Council discussed and noted the following:

5.3.1 The amount of detail known in relation to the injury and the severity.

5.3.2 The installation contractor has been notified (contractor also supplied equipment).

5.3.3 There is no information in relation to the impact on the equipment following the fire brigade attending the accident. A Fire Service incident report can be purchased (£108.12).

**RESOLVED** – The Clerk arrange for the council to get a copy of the Fire Service incident report at a cost of £108.12.

**ACTION 6-23 – 5** – Clerk to order a copy of the Fire Service Incident report and circulate to council on receipt.

5.3.4 Consideration of how to reopen the roundabout.

**RESOLVED** – The council unanimously agreed that the roundabout should not be reopened until further investigations have been completed and the council is satisfied that the equipment can be reopened.

**ACTION 6-23 – 6** – A working group, consisting of Cllrs J Gardner and C Farr to visit and investigate the current condition of the roundabout to establish if there are any anomalies with the disc and how it runs and report back to full council.

5.3.5 Council is satisfied that all reporting requirements have been completed and that there is not a requirement to report to RIDDOR.

5.3.6 Family have advised the Clerk that they have passed their case to a solicitor and the Clerk has notified the council's insurers.

5.3.7 The heras fencing currently around the roundabout to ensure it is securely closed will incur a monthly charge.

5.3.8 A review of the signage would be beneficial.

5.3.9 Consider current inspections, internal/external, frequency and potential training available on inspecting playgrounds.

5.3.10 Complete a review following the accident of response, process and dealing with incidents.

**ACTION 6-23 – 7** – A working group, consisting of Cllrs I Smith, L Case and C Farr and the Clerk to meet and complete a review following the accident and consider if there are any recommendations.

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

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Chairperson

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Dated