

Godstone Parish Council

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

Clerk to the Parish Council

S Endersby

Admin Assistant

W Dennis

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Minutes

of the Meeting of Godstone Parish Council Greenspaces Committee
held on **Monday 15 July 2024** at **10.00am** at **The Bounty, Godstone Green**

Members: Cllrs S Beagley, S Farr and L Case
Apologies: Cllr C Farr
Present: S Endersby (Clerk) and W Dennis (Admin Assistant)

1. Questions from Members of the Public - None

2. Apologies and reasons for absence

2.1 There were apologies from Councillor C Farr due to other commitments.

RESOLVED – The meeting was deemed quorate.

2.2 The committee noted that as the Committee Chairperson had sent apologies a person should be appointed to chair the meeting.

RESOLVED – The committee unanimously agreed that Cllr S Farr chair the meeting.

3. Declarations of Interest

3.1 Councillors [Register of Interests are published on the Parish council website](#)

3.2 There were no declarations in relation to Pecuniary or Other interest in relation to any items on the agenda.

4. Minutes of the last meetings held on 15 January 2024, 26 January 2024 and 10 June 2024

4.1 Minutes of the meetings held on 15 January 2024, 26 January 2024 and 10 June 2024 were considered.

RESOLVED – Councillors unanimously approved the minutes as an accurate record of the meetings held and agreed that they be signed by the Chairperson.

5. Review of Actions from the previous meeting

ACTION GS 4/24 – 1 – Clerk to circulate minutes via email, to be signed off at the next Greenspaces meeting	Minutes of 15 Jan 24, previously circulated 15 Jan and minutes of 26 Jan 24 previously circulated on 29 Jan. Both sets of minutes noted at the February Full Council meeting. Minutes of meetings of 15 Jan 24 and 26 Jan 24 recirculated 12 June 2024.
ACTION GS 4/24 – 2a – Cllr S Farr to have a look at the trees (in Appendix A) and recommend actions to the next Greenspace or Full Council meeting, whichever takes place sooner.	Cllr S Farr had completed a walk to review the trees which had recommendations for work from the tree survey and that the need for work was clear.
ACTION GS 4/24 – 2b – Clerk to seek quotes for tree works to be presented at the next meeting.	Quotes received provided to the committee.
ACTION GS 4/24 – 4 – Clerk to provide an updated Asset Register.	An up to date copy of the current Asset Register was circulated to the committee on 24 June.

6. Trees

6.1 Review of quotes in relation to work remaining from the Tree Survey recommendations:

i. The committee reviewed the three quotes received in relation to tree works at Blindley Heath and the works that each quote covered and the complete list of works to be covered.

A - Contractor - PA

B - Contractor - SC

C - Contractor - MS

ii. It was confirmed that there was a budget allocated to tree works across the parish of £15k.

RESOLVED – The committee unanimously agreed that Contractor C should be appointed to complete the works.

iii. It was confirmed that as per the Finance regulations 4.1, the quoted amount was within the limits of the committee's authority to approve for expenditure on revenue items in the approved budget.

RESOLVED – The committee noting that the amount for the agreed works were within its limits of authority, work should proceed, and a report would be provided to full council at the next meeting.

ACTION GS7/24–1 Clerk to prepare a purchase order for the Tree works at Blindley Heath and instruct the tree contractor to proceed with the work.

6.2 Tree Management – The issue of managing trees and keeping useful and clear records was noted and discussed by the committee. It was noted that on a very brief initial search the Clerk had found that there are mapping/tree management systems that were available.

ACTION GS7/24–2 Clerk to investigate potential cost of Tree management systems and provide further information to the committee.

7. Greens, Commons and Land

7.1 Matters for reporting to the committee

7.1.1 Godstone

i. Holes on the Green – The clerk suggested that a garden rolling kart be purchase in addition to topsoil being kept in the office to assist in addressing any urgent holes that appear on the Green and need filling.

ACTION GS7/24–3 Clerk to proceed with purchasing a kart, hand shovel and topsoil.

ii. Grass cutting – The committee discussed the delay to the cuts at the burial ground.

ACTION GS7/24–4 Clerk to include Grass cutting on the next full council agenda.

iii. Padlocks – Cllr S Farr confirmed that the new padlock(s) and keys are being marked and will be returned to the parish office shortly.

7.1.2 Blindley Heath

i. Bench in disrepair in Blindley Heath reported (junction of Hare Lane and Eastbourne Road – on the Parish boarder with Horne Parish). The committee noted that it is not listed on the Parish asset list and that the Clerk had contacted Horne to investigate if it was their bench.

ACTION GS7/24–5 Cllr S Farr to attempt to get a picture of the bench and Clerk to follow up with Horne Parish.

ii. Notice Board – Cllr S Farr reported that one door on the notice board at Blindley Heath has been removed as a new lock is required. Cllr S Farr has the door safely stored.

7.1.3 Across Parish

i. Maintenance jobs – It was noted that following the maintenance contractor giving notice finding other contractors that maybe able to complete a variation of jobs was noted.

ACTION GS7/24–6a Clerk to include a notice in the next Parish magazine for any maintenance contractors (with Public Liability Insurance) to contact the office.

ACTION GS7/24–6b Clerk to follow up with old contractor on setting a completion arrangement for the jobs that it was agreed would still be undertaken by him, although he would no longer take on any further jobs after serving notice.

ii. Benches – Repairs to benches was raised by Cllr L Case and it was confirmed that an action had been agreed at the last full council meeting to contact a previous contractor who had completed work on benches for the Parish council.

8. Correspondence - None

9. Matters for inclusion on future agendas

10. Date of the next meeting

10.1 The next meeting will be held on 16 September 2024 at 10am at The Bounty

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

Signed
Chairperson

Print Name
Chairperson

Dated