

# 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  
Godstone Green  
Godstone, Surrey  
RH9 8DY

Telephone/Fax: 01883 744209

## MINUTES

of the meeting of Godstone Parish Council held on  
**Monday 4 March 2019 at 7.30pm at St Stephens Church, South Godstone, RH9 8EY**

**Members:** Cllrs J Gardner, C Farr, D Stone, J Farnaby, C White and M McLoughlin.  
**Apologies:** Cllrs R Johnson, B Davis and M Gillman  
**In attendance:** Mrs S Endersby  
**Public Forum:** A Rabbetts

### 1. Questions from Members of the Public

#### 1.1 A Rabbetts, Chairman of the GVA

1.1.1 Planning Application 2019/244 – Reported that the GVA intend to object to this application.

1.1.2 Car Park Project – Many GVA members have asked that the Parish Council do not abandon the project to construct a new car park.

#### 1.2 A Rabbetts, Representative of the Gardner's Club

1.2.1 Reported that the Gardner's Club Spring show would be taking place on 6 April 2019.

1.2.2 Councillors discussed the advertising of the Garden Club Spring show and a banner being placed on Parish land.

**RESOLVED** – Councillors unanimously agreed that the Gardener Club could advertise the Spring Show on Parish Land and that this was in line with the blanket approval agreed by the Parish council that the Gardeners Club annual shows be advertised in this way each year on Parish land.

1.3 F Pavely, Godstone – Reported that she has written to S Gyimah MP in relation to his lack of interest in the Neighbourhood Plan and the local community.

### 2. County and District Councillors

#### 2.1 Councillor N Childs – Tandridge District Councillor

i. Godstone Village Car Park – raised concern about the potential of this project not being completed.

ii. NOX Tubes – Sought clarification over the arrangements to fund the NOX testing. It was noted that the matter had been settled.

iii. Tree fallen in Harts Lane which he will report.

iv. Customer First Scheme – reported that the scheme is underway and that TDC will contact the Parishes in the next month to introduce their locality officer.

### 3. Apologies and reasons for absence

3.1. Apologies have been received from Councillors R Johnson, B Davis and M Gillman due to prior personal commitments.

**RESOLVED** – Councillors unanimously accepted the apologies received and the meeting was deemed quorate.

### 4. Declarations of Interest – None stated

### 5. Minutes

5.1. Councillors considered the minutes of the meetings held on 4 February 2019.

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

### 6. Neighbourhood Plan Committee

6.1 No matters reported.

### 7. Motions proposed for discussion by Councillors and any business which the Chairman deems Urgent (Standing orders 5.4)

7.1 Should Godstone Parish Council abandon the project of a new village car park - Proposed by Cllr J Gardner (seconded Cllr B Davis)

7.1.1 Councillors noted the motion raised and the information that was available in relation to money spent to date on the project which is currently around £15k; the necessity to consider the value for money of the project for the village and wider parish; and other potential CIL funds available from TDC;

- 7.1.2 Councillors noted the issues that continue to delay the project and the other options that have been considered, such as moving the entrance to utilise the current crossover already in place, but there are concerns in relation to potential problems that are attached with changing the plans;
- 7.1.3 Councillors took on board the feedback from parishioners who would like the Parish council to persevere with trying to complete the project and the offers of help to investigate issues from District Councillor N Childs (Investigate potential CIL funding from TDC to support the project) and parishioner A Rabbetts (Support liaising with BT).

**RESOLVED** – Councillors agreed to postpone a vote on the motion detailed in 7.1.1 until the meeting on 1 April 2019 and that a last effort would be made to try and find a solution to the issues facing the project.

## 8. Tandridge District Local Plan and Garden Village

8.1 It was noted that Compulsory Purchase Orders (CPO's) are detailed in Tandridge Literature in relation to the Garden Village Proposal.

8.2 Part Two

## 9. Reports

9.1 Action taken – to review and ratify as applicable

9.1.1 Tree Survey Instruction

- i. Councillors noted the email sent by the clerk on 15 February 2019 with all details in relation to quotes received by contractors contacted to quote to complete a tree survey of the Parish, detailed below:

Prices for assessing trees under full health and safety conditions on the following sites:			
Ref: 78	1. Godstone Green, including Greenview	40 trees	£594.00
	2. Hilly Fields	30 trees, 1 group	£440.00
	4. Blindley Heath Common	55 trees	£630.00
	5. Godstone Burial Ground, St Nicholas	70 trees	£765.00
	Map fees for all sites above Approximately £200 Pricing is based on £9/tree & £35/group and all prices are plus VAT Site 6 - Enterdent – Difficult to assess tree numbers and propose discussing the most suitable approach.		
Ref: 79	To carry out a survey of the trees on the five sites I can offer fixed fee quotations as set out below:		
	1. Godstone Green including Green View - 1st Priority	£680	
	2. Hilly Fields	£50	
	4. Blindley Heath Common	£310	
	5. Godstone Burial Grounds, St. Nicholas Church – 1st Priority	£295	
	6. The Enterdent (excluding private property)	£115	
	TOTAL - £1450 + VAT		
To carry out all the surveys as one task the cost would be £1300 plus VAT.			

**RESOLVED** – Councillors unanimously ratified the decision agreed by email that Arboriculture consultant Ref; 79 complete the tree survey as set out below:

- a) Two priority areas to be surveyed first, as soon as possible: Godstone Green including Green View and Godstone Burial Grounds, St. Nicholas Church (both high pedestrian traffic areas);
- b) The other areas Hilly Fields, Blindley Heath Common and The Enterdent at an agreed later date;
- c) When all areas are completed total for tree survey will be £1450.
- ii. Councillors considered the timescale for the remaining areas to be surveyed.

**RESOLVED** – Councillors unanimously agreed that the consultant complete the tree for the other areas Hilly Fields, Blindley Heath Common and The Enterdent in July 2019.

- iii. Councillor noted information on the appeal Court Judgement in Cavanagh v Whitley Parish Council and link to the National Tree Safety Group's publication, "*Common sense risk management of trees*, [www.nts.org.uk](http://www.nts.org.uk)

**ACTION – 3/2019 – 1** – Clerk to liaise with consultant to confirm date to complete remaining surveys.

9.1.2 Consideration of Surface Repair work quotes – **PART TWO** - Commercial sensitive information.

9.1.3 Annual Review of Standing order

**ACTION – 3/2019 – 2** – Clerk to circulate the current draft of the Standing Orders and the councillors should review and respond within one week on any points they wish to raise. The final version will be presented at the next Parish Council meeting to be considered if the Standing orders are accepted and adopted.

Code of Conduct – The code of conduct to be deferred to the next meeting.

**ACTION – 3/2019 – 3** – Code of Conduct to be considered at the next meeting.

9.2 Clerks Report, the following matters were reported by the Clerk and noted:

9.2.1 Litter picking date - 24 March 2.30pm – TDC to provide equipment and remove rubbish.

9.2.2 Cricket Club - Charity football match – 22 April (Easter Monday)

**ACTION – 3/2019 – 4** – Clerk to liaise with Cricket Club to confirm details and Terms and Conditions, including confirmation of Public Liability (PL) Insurance.

9.2.3 Actifit – Use of Godstone Green – Councillors noted the use of the green by this organisation and although there was a charge for participants, it is minimal and not considered a large commercial operation. It was noted that Terms and Conditions, including a request for PL Insurance had been supplied to the organisation Actifit.

**RESOLVED** – Councillors had no objection to the use of Godstone Green by Actifit and there would be no charge applied to the use.

9.2.4 Parish Assembly - Wednesday 13 March – clerk will attend meeting on elections.

9.2.5 BT – Councillors noted information prepared and noted the BT bills seems unreasonably high.

**ACTION – 3/2019 – 5** – Clerk to contact BT about leaving due to the costs and investigate other suppliers further.

9.1.1 Contractor Services – Preparing for Tender – **PART TWO** Commercial sensitive information

9.1.2 NOx testing and the diffusion tubes – Payment for the testing had been raised with the Clerk, the clerk had confirmed that there had been no confirmation by the Parish council at the meeting in January 2018 of a contribution towards the cost. A member of TLAG in attendance at the public forum confirmed the matter had been cleared up.

9.2 Chairman’s Report – (for noting) information only – matters raised during the course of the meeting.

9.3 Reports (for noting) from representatives on outside bodies

9.4.1 Councillor C White – Reported attending the Railway Forum and that there is no changes to the Godstone Line currently planned.

## 10. Current Planning issues

10.1 Planning Applications – Councillors noted the report from the Planning Committee of meeting held on 11 February 2019

10.2 Applications requiring consideration: Councillors considered the applications, published on the agenda, and agreed the following comments:

2019/244	110 High Street, Godstone, RH9 8DR	Change of use from A1 retail to A5 Hot Food Takeaway	The council has reservations in relation to the application and make the following points: <ul style="list-style-type: none"> <li>• Due to there being no specific details setting out the proposed business hours for the new business included in the planning application, it hinders a conclusive comment being given by the Parish council.</li> <li>• Concerns about the potential negative impact on parking in the village by the proposed use</li> <li>• The lack of available space for the business to receive deliveries; and</li> <li>• Concerns about a potential increase in litter.</li> </ul> To conclude, the <b>Parish council does not object in principal</b> to a new business coming to the village to provide a new service currently not available to residents, but would welcome clarification on the business opening hours and would request that considerable thought is given to address the points detailed above.
2019/246	Carlton Coombe, Carlton Road, South Godstone, RH9 8LG	Detached Garage	<b>No objection</b>

**ACTION – 3/2019 – 6** – Clerk to ensure planning comments are submitted to TDC.

## 11. Finance

Councillors noted a report from the clerk that at the January meeting, when the Summary of NOVEMBER accounts had been received and reviewed during the meeting, the resolution passed by the Parish Council that they were accepted and that the chair sign the summary had been missed from the minutes.

**RESOLVED** – Councillors stated that the November account summary had been reviewed and agreed for signature and that it should be formally noted in the minutes of this meeting to correct the accidental omission.

11.1. Accounts for payment - to approve **FEBRUARY** accounts for payment

Ref.	Business	Invoice	Invoice Date	Payment For	Invoice amount	VAT	Invoice Total
<b>Invoices for payment</b>							
GP496	OnetoOne	SINV228114	31-Jan	Stationary incl. toners	£395.99	79.19	£475.18
GP497	Fairalls	4335879	03-Jan	Maintenance Supp - Village Green	£35.66	7.14	£42.80
GP498	Fairalls	4336315	08-Jan	Maint. Supp - Church & Green	£15.51	3.1	£18.61
GP499	Fairalls	4337860	22-Jan	Maintenance Supplies - Allotments	£9.24	1.85	£11.09
GP500	Fairalls	4338136	24-Jan	Sign Post	£7.98	1.6	£9.58
GP501	Fairalls	4338637	29-Jan	Sign Post	£12.51	2.5	£15.01
GP502	Fairalls	4338638	29-Jan	Sign Post	£7.11	1.42	£8.53
GP503	Fairalls	4338783	30-Jan	Brown Rock Salt Small Bag	£82.80	16.56	£99.36
GP504	Fairalls	2123520	29-Jan	Timber Fence Post Brown	-£12.51	-2.5	-£15.01
GP507	The Sign Company	2209	18/02/2019	3 Signs	£176.45	35.29	£211.74

GP508-10	Employees			Salaries x 3	£1,375.59		
GP511	HMRC			NI and Income Tax	£81.62		
GP513	S Endersby			Expenses – Stamps	£6.32		£6.32
GP514	Stocksigns	CAH305133/2	26/02/2019	Memorial Signs	£61.79	12.36	£74.15
GP517	Gardenwise	05-701	28/02/2019	Maintenance	£1,620.00		£1,620.00
GP458	Airtech	62156/S/14710	05-Dec	Air Conditioning	£213.85	42.77	£256.62
<b>Direct Debit payment</b>							
GP512	NEST			Pension	£92.49		
GP515	E-On	H16DE953F0	25/02/2019	Electricity	£30.03	1.5	£31.53
GP516	BT	VP 49642670	17/02/2019	Telephone and Internet	£79.36	15.87	£95.23
<b>Cheque payment</b>							
GP505	Citizens Advice		13-Feb	Grant Cheque (Oxtd and District)	£200.00		£200.00
GP506	St Catherine's		13-Feb	Grant Cheque (Hospice)	£500.00		£500.00
<b>Total Payments for February</b>					<b>£4,991.79</b>	<b>£218.65</b>	<b>£5,117.95</b>

**RESOLVED** - Councillors unanimously approve the payments listed totalling **£5117.95** on payment of salaries and have two councillors countersigned all invoices.

#### 11.2. Summary Financial Report to **JANAURY**

11.2.1 The Summary Financial Report to **JANAURY** was presented to the council which included spend against budget and had been circulated to councillors and was available for inspection at the meeting.

11.2.2 Councillors noted that an issue had been highlight during the Bank Reconciliation of a disparity between the bank Balance and cashbook of £486.00. The Clerk confirmed that on investigating the issue an invoiced amount was different to the timesheet supplied by the contractor and the matter had been raised with the contractor to request they confirm the reason for the disparity.

**RESOLVED** - Councillors unanimously agreed that the approval of the **JANUARY** summary papers including the bank statement, bank reconciliation and spend against budget be postponed until the next meeting when the Clerk would be able to report the contractor's response to the disparity. The bank reconciliation summary sheet was not signed by the chair.

**ACTION – 3/2019 – 7** – Clerk to ensure that the disparity is addressed, and the **JANUARY** papers are then reviewed again at the next meeting.

11.2.3 Councillors noted that the **FEBRUARY** summary papers for pension contribution and salary payment sheet had been checked and signed.

11.2.4 The Receipts and Payments financial summary detailed below:

	January		Month		10
	Actual to date	Annual			Pro rata
	2017/18	2018/19	REVISED 2018/19 Budget	Reserves - Designated or Restricted Funds	2018/19 Budget
<b>Receipts TOTAL</b>	<b>98,485.93</b>	<b>90,218.06</b>	<b>76,816.00</b>	<b>1,750.00</b>	<b>79,016.33</b>
Total Administration	43,654.16	25,151.64	37,400.00	0.00	31,166.67
Burial Grounds	9,273.70	13,614.00	8,000.00	0.00	6,666.67
Total of 'Other' Payments	40,050.02	55,932.43	184,940.00	99,781.54	159,533.33
<b>TOTAL PAYMENTS</b>	<b>123,051.52</b>	<b>110,401.75</b>	<b>252,740.00</b>	<b>99,781.54</b>	<b>234,700.00</b>
<b>Surplus/Deficit</b>	<b>-24,565.59</b>	<b>-20,183.69</b>	<b>-175,924.00</b>		<b>-155,683.67</b>
Accumulated fund brought forward	176,991.00	152,425.29	152,425.29		
<b>Accumulated fund carried forward</b>	<b>152,425.29</b>	<b>132,241.60</b>	<b>-23,498.71</b>		
Current Account		132,205.60			

**Current Accumulated Carry fwd. figure - Allocated reserves = 30,710.06 which is the Total General Funds available**

#### 11.3. Restricted Funds Summary, Designated Funds Summary and Virements

11.3.1 It was noted that there would be CIL payments to the Parish council in April 2019.

**ACTION – 3/2019 – 8** – Clerk to check if CIL was paid for the development at South Godstone Station 2006/1064

#### 11.4. Grant Applications – Councillors considered the following grant applications received:

11.4.1 Godstone Baptist Church

**RESOLVED** - Councillors unanimously agreed that a grant of £1k be granted, but remain in designated funds ready for payment to the project once they have raised other funds.

11.4.2 South Godstone Church

**RESOLVED** - Councillors unanimously agreed that a grant of £1k be granted for the project.

**ACTION – 3/2019 – 9** – Clerk to liaise and confirm with Godstone Baptist Church and South Godstone Church on the award of the grants and arrange payment at the appropriate time.

11.5. Pension – Re-declaration of Compliance – **PART TWO** due to the confidential nature of Pensions

**12. Greens, Commons and Land** - To receive updates and consider any recommendations:

12.1 Inspection Reports – No Urgent matters raised

12.2 Allotments

12.3 Godstone and Godstone Green; to include:

12.3.1 Tree Hazard Godstone Green –Surrey County Council letter - Ref:164355/CTC - Tree #390132622; Councillors noted the following:

i. Response acknowledging letter sent to SCC;

ii. Copy of letter sent to tree survey contractor in advance of tree survey taking place;

iii. TDC tree officer informed of correspondence;

iv. Any tree works proposed to trees within the Conservation Area will require prior notification to TDC (six weeks' notice specified as required);

v. Quotes requested from tree surgeons in relation to the cost of work required; and

vi. Councillors to note that Christmas lights are in this tree – Christmas Tree lighting contractor provisionally contacted.

**ACTION – 3/2019 – 10** – Councillors agreed the following action plan, a planning application should be started in preparation of potential works being recommended, clerk to follow up with contractors for quotes on work they recommend following visits.

**RESOLVED** – Councillors unanimously agreed that if an urgent decision was required following the report from the Arboriculture Consultant the clerk should use email to confirm a majority agreed action plan.

12.3.2 Match funding for Playgrounds – TDC – Councillor C Farr reported that TDC have £50k of money allocated in its budget to match fund spend on playgrounds in Parishes.

**ACTION – 3/2019 – 11** – Clerk to investigate playground equipment being installed in available areas in the playground for younger children and investigate the match funding.

12.3.3 Hare and Hounds – Councillors noted a query in relation to the right of way of the pub.

**ACTION – 3/2019 – 12** – Clerk to check responsibility for maintenance of areas of grass around the Hare and Hounds pub for clarity.

12.3.4 Post to stop parking on the grass opposite the café.

**RESOLVED** – Councillors agreed in principal to action being taken to prevent vehicles parking on the green opposite the café, but there was no conclusion as to the best solution.

**ACTION – 3/2019 – 13** – Investigate options of how cars could be prevented from parking on the green opposite the café.

12.4 South Godstone

12.4.1 Councillor J Farnaby reported that there had been a section of pavement collapse and the matter had been reported to SCC who had responded.

12.5 Hilly Fields

12.6 Blindley Heath

12.6.1 Old Surrey Burstow & West Kent Hunt – No response to the Clerks letter.

12.7 Tilburstow Hill Common and The Enterdent

12.7.1 Brook Cottages - Reduction of the oak tree on Common land – Councillors reviewed the quotes provided to complete this work:

<b>Ref: 84</b>	<b>Total price: £825.00</b>
<b>Ref: 85</b>	<b>Total Net Amount: £1,295.00.</b>
<b>Ref: 86</b>	<b>Net Total £500.00</b>

**RESOLVED** – Councillors agreed that contractor Ref: 86 be instructed and that the Parish Council will split the costs of the work 50/50 with the owner of Brook Cottages.

**ACTION – 3/2019 – 14** – Clerk to liaise with the contractor and parishioner in relation to the tree work at the Enterdent. PL Insurance to be confirmed.

12.7.2 Historic Waste dumped – It was reported that there is more fly tipping and it seems there is repeat offending of dumping of garden waste. It was also reported that some properties are creating more parking areas near their properties.

**ACTION – 3/2019 – 15** – Clerk to write another letter to residents in relation to dumping of garden waste and then specific letter to the property creating a parking area, which is not authorised.

**13. Burial Grounds**

i. Councillor noted the condition of Water butt at burial ground had been addressed by the maintenance contractor and that a new water butt could be bought if necessary, in the next few months.

ii. Grave markers – Councillors noted the cost of grave markers is £17.95 per marker with a minimum order quantity of 20 markers, from the same supplier the Parish council used in 2016.

**ACTION – 3/2019 – 16** – Clerk to continue investigating other suppliers such as Larkin in Tandridge.

13.1 Applications for Exclusive Rights of Burial – None to note

13.2 Applications for consent to erect Memorials – The following application was noted as approved:

13.2.1 Memorial - Approved – Williams (584)

13.2.2 Memorial Bench

Councillors noted a request in relation to a new memorial bench being painted black.

**RESOLVED** – Councillors unanimously stated that the bench could not be painted black and would need to be a similar colour to those already in the burial ground.

**ACTION – 3/2019 – 17** – Clerk to liaise with the family in relation to the bench.

13.3 War Memorials – It was noted that the plaques have arrived and been attached to the memorials.

13.4 Posterngate Farm Memorial Site

**ACTION – 3/2019 – 18** – Clerk to liaise with the parishioner familiar with the site to request a new picture of Pilot Fennimore to replace the one currently there.

#### 14. Correspondence

14.1 Councillors noted the following correspondence circulated by Email:

- i. Reference: ME-620026 - Surrey Highways: TRO Church Lane Godstone
- ii. Press Release: Options for local children's centres considered
- iii. Press Release: Tandridge Together Community Fund awards over £30,000 to local organisations
- iv. FW: Press Release: Council considers its role in the delivery of the South Godstone Garden Community
- v. Grass Verge Cutting
- vi. Press release: Bigger car park going ahead in Oxted
- vii. Reference: ME-621364 - Surrey Highways: TRO HARE LANE (D373), NEWCHAPEL
- viii. Surrey ALC Weekly Bulletin 8-2019
- ix. Agenda for Tandridge Local Committee, Friday, 1 March 2019, 10.15 am
- x. Determination of Surrey's admission arrangements for community and voluntary controlled schools and coordinated schemes – 2019
- xi. A25 Petition & Speed Review
- xii. Supplement: Supplementary Papers - Public Question to the agenda for Tandridge Local Committee, Friday, 1 March 2019, 10.15 am
- xiii. The Royal British Legion 75th Anniversary of D-DAY
- xiv. A25 Petition --- Tandridge Local committee meeting -- 01/03/19

**RESOLVED** – Councillors agreed that they would support the lowering of the speed limit and a letter in support of the petition should be sent.

**ACTION – 3/2019 – 19** – Clerk to arrange a letter of support.

#### 15. Matters for reporting or inclusion on future agendas

15.1 The next meeting of the Parish Council will be held at 7.30 pm on Monday 1 April 2019 at St Stephens Church, South Godstone

#### 16. PART TWO

**RESOLVED** – Councillor unanimously passed a resolution 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 at 10.15pm -----

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Chairman

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Date