

# Godstone Parish Council

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

**Clerk to the Parish Council**  
S Endersby

The Bounty  
Godstone Green  
Godstone, Surrey  
RH9 8DY

**Admin Assistant**

Telephone/Fax: 01883 744 209

## MINUTES

of the meeting of Godstone Parish Council held on  
**Monday 1 November 2021 at 7.30pm at St Stephens, South Godstone.**

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

### 1. Questions from Members of the Public - None

### 2. Apologies and reasons for absence

2.1 All Parish councillors were present.

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

2.2 Apologies were received from TDC Councillor C Swann.

### 3. Declarations of Interest - None

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

#### 4.1 Surrey County Councillor C Farr

- i. Zebra Crossing outside Forge Café to be painted soon by Surrey County Council (SCC).
- ii. Highways department undergoing a reorganisation and retendering for road repair contract.

#### 4.2 District Councillor C Farr

- i. The district has no money and are currently looking at all areas of the budget. Budget meeting is currently set for 9 November 2021.
- ii. There is the potential for certain services being passed to the Parish council such as public convenience's and emptying bins.
- iii. A22 becoming a smart road, SCC proposal and no definitive written proposal has been seen. The Local plan looked at mitigation of the roads for the plan. It was noted that Smart Road's tested in other areas do not appear to have worked.
- iv. Carlton Road petition to SCC in relation to issues at Anglefield Corner.

### 5. Minutes of the previous meetings held on 4 October 2021.

5.1 Council considered the minutes of the previous meeting.

**RESOLVED** – Council unanimously approved the minutes of the previous as an accurate record of the meeting and agreed that they be signed by the Chair.

5.2 Actions of the previous meeting – Concern was raised that not enough time is spent ensuring actions from the previous meeting have been completed. As has been tried historically, a summary of actions to be provided for meetings.

### 6. Reports

#### 6.1 Clerks Report - Matters to bring to the Councils attention

6.1.1 Tandridge Local Committee will be held on Friday, 3 December 2021, 10.15 am at Tandridge District Council offices, Station Road East, Oxted, RH8 0BT - Noted

6.1.2 Making a small Claim for late payment of Rents and Wayleaves – Information on how to [Make a court claim for money - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/make-a-court-claim-for-money) and court fee for Enterdent matter would be £35 was reported.

**RESOLVED** – Council unanimously agreed that a small claim be filed to recover outstanding rent at the Enterdent property discussed.

**ACTION – 11/21 – 1** – Clerk to make arrangements for the council to make a small claim in relation to the outstanding Wayleave rent at the Enterdent.

6.1.3 Filming Request – Reported request and response sent declining request due to the deadline and confirmed position that all requests in relation to filming should continue to be referred to council.

Clerk

**ACTION – 11/21 – 2** – Clerk to draft information for the Parish website for filming information and to include information such as, insurance required; charge; no drones; notice required.

6.1.4 Horse Riding on Godstone Green

**RESOLVED** – Council unanimously agreed that 2 new, larger, signs stating ‘No Horse Riding’ be installed on the green, at a reasonable height for a horse rider to see at either end of the footpath.

**ACTION – 11/21 – 3** – Clerk to get quotes for ‘No Horse Riding’ signs and posts.

6.1.5 Godstone Football Junior Squad – It was noted that PL insurance had been provided for the youth group.

**ACTION – 11/21 – 4** – Clerk to confirm with football club if training takes place on Godstone Green

6.1.6 Audit – Preparation completed for the interim audit. Council was reminded of outstanding actions that still need to be completed. Both the Finance Regulations (Finance Cttee – CW/SE) and Standing Orders (BD/CF) reviews need to be completed and the documents provided to full council for approval.

**ACTION – 11/21 – 5** – Finance regulations and Standing orders to be updated.

6.1.7 Admin Assistant position

**RESOLVED** – Council unanimously agreed that Cllrs J Gardner and L Case liaise with the Clerk to review CV’s and arrange interviews.

**ACTION – 11/21 – 6** – Review of applicants to be completed, interview(s) arranged, and candidates contacted.

6.1.8 Pavilion Insurance update – Clerk confirmed that advised that the insurance renewal for the pavilion will include the Parish council as a named interested party. Copy of insurance requested.

6.1.9 Remembrance Day – Thursday 11 November 2021, councillors informed of gathering at the flagpole on Godstone Green for commemorative silence.

6.2 Chairman’s Report – (for noting) information only – No items raised.

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

6.3.1 Godstone Fete Committee – Beneficiary Evening – Cllrs B Davis collected the cheque for the £500 grant awarded to the Parish Council, with other councillors also being in attendance.

**ACTION – 11/21 – 6a** – Clerk to circulate details of the Grant application.

6.3.2 Godstone Village Association (GVA) – It was reported that the GVA chairperson had resigned and would finish the tenure in April 2022.

Clerk

Clerk

Clerk

Clerk/  
Cllr CW  
Cllrs BD  
& CF

Clerk,  
Cllrs LC  
& JG

Clerk

## 7. Finance Matters

7.1 Accounts for payment - **OCTOBER** accounts for payment

GPC Ref.	Business	Invoice	Invoice Date	Payment For	Net amount	VAT	Invoice Total
<b>Salary Payments</b>							
G1121-22	Salaries			OCTOBER Salary Payments			
G1123	HMRC			NI and Income Tax - OCTOBER	1690.91		1690.91
G1124	NEST Pension			Pension OCTOBER**			
<b>Direct Debits</b>							
G1118	British Gas Lite	2059528	9/10/2021	Electricity	22.24	1.11	23.35
G1126	BT	M10715	10/17/2021	Telephone and Internet	50.7	10.14	60.84
<b>Invoices for Payment</b>							
G1114	S Endersby		10/29/2021	Large Stamps (EROB) and final Zoom Apr Invoice	18.23		18.23
G1115	Kompan	237217	10/25/2021	Basket Swing - As per	1365.3	273.06	1638.36

				Quote SQ264274-1			
G1116	Madgwicks	Oct	10/6/2021	Tree Works - Various (As per quote)	980	196	1176
G1117	HMRC			Penalty	100		100
G1119	St Stephens donation			Hall Rental - OCTOBER Council Meeting	20		20
G1120	St Stephens donation			Hall Rental - NOVEMBER Council Meeting	20		20
G1127	Village Maintenance	Oct	10/29/2021	Maintenance - Burial Ground	260	0	260
G1128	Madgwicks	Oct	10/28/2021	Tree Works - Enterdent Tree (As per quote)	525	105	630
G1125	Pear Tech	132001	10/7/2021	Allotment Map - updated and reprinted	25	5	30
G1129	RBL Poppy Appeal	Oct	10/22/2021	Poppy wreaths and roadside poppies	205.5	0	205.5

\*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      £6,648.18    £863.37    £7,511.55**

**RESOLVED** – Councillors unanimously approved the payments list totalling £7511.55 on payment of salaries, with exception of G1127 which requires a further review of work undertaken.

**ACTION – 11/21 – 7** – Cllr M McLoughlin to confirm review of work for invoice G1127 and confirm. Clerk to arrange the payment of invoices and liaise with 2<sup>nd</sup> signatory.

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

**RESOLVED** - Councillors unanimously approved the Summary Financial Report to **SEPTEMBER**, noting the receipt of CIL funds as detailed below for October 2021.

	TA/2018/2562 3		Instalment 1		Instalment 2		
Godstone	Tylers Green Cottages	29/10/2021	£1,581.17	28/04/2022	£3,162.33		£0.00
	TA/2020/403 14		Instalment 1		Instalment 2		Instalment 3
Godstone	high Street	28/04/2021	£141.18	29/10/2021	£282.36	28/04/2022	£141.18
							<b>£2,004.71</b>

**8. Greens, Commons and Land**, to include:

**8.1 Inspection Reports**

8.1.1 Inspection of Playground (Rotten bench and split flat seat) – Noted and application for funding for new playground is continuing.

**ACTION – 11/21 – 8** – Clerk to batch print inspection reports.

8.1.2 **Benches** – Council considered the issues with Benches across the parish (Godstone Green, Blindley Heath and at the Burial Ground).

**ACTION – 11/21 – 8a** – Benches to be assessed to confirm if beyond repair or cost of repair. Families to be contacted if it is a memorial bench. ‘Adopt a Bench’ criteria; plan for benches and carpentry to be carried out.

**8.2 Godstone**

8.2.1 Premise Licence Application - Godstone Inn - (Cllr C Farr removed himself from the discussion) – Council noted application and comparison to other premises.

**RESOLVED** - Councillors having discussed the matter agreed no comments would be submitted.

Clerk,  
Cllrs  
MM &  
CW

Clerk

Clerk

<p>8.2.2 <u>Boule Memorial</u> – Amendment to request – Council, noted the original memorial plans are to be abandoned due to a number of factors and considered the request for the installation of a bench next to the boule pitch (and potentially money to refurbish the pitch and sign with rules). It was confirmed that Mr Kellond’s family are aware.</p> <p><b>RESOLVED</b> - Councillors unanimously accepted the change of proposal for the memorial with the following matters to be noted/confirmed, location to be agreed by both parties; specification for repair; bench to be fixed; and wording inscription.</p> <p><b>ACTION – 11/21 – 9</b>– Clerk to liaise with memorial organiser.</p> <p>8.2.3 <u>Pond Tail Surgery</u> - DHC (Dorking Healthcare) GP Federation announced as the new provider of GP services for patients of Pond Tail Surgery – Information noted.</p> <p>i. Proposal for discussion - Engage with new provider on parking arrangements and Wayleave across Parish council land (Cllr B Davis)</p> <p><b>RESOLVED</b> - Council agreed that a letter be sent to the new providers to ensure they are aware of access and parking.</p> <p><b>ACTION – 11/21 – 10</b> – Clerk to write to the DHC GP Federation to ensure they are aware of access and parking for Pond Tail surgery.</p> <p>8.2.4 <u>Playground</u> – Update given on working group preparing response to questions raised by Your Fund Surrey and a zoom call arranged for feedback on application. Other grants being sought for the project, i.e. I-Gas and Gatwick Community.</p> <p>8.2.5 <u>Signage</u> – Issue of Commercial vehicles using the car parks discussed.</p> <p><b>RESOLVED</b> - Council agreed that a ‘No Commercial Vehicles at any time’ signage to be installed and situation to be reviewed after installation to see if it improves.</p> <p><b>ACTION – 11/21 – 10a</b> – Clerk to investigate signage and provide quotes.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p>8.3 <b>Hilly fields</b></p> <p>8.3.1 <u>Platinum Jubilee 2022</u> - Consideration of the Platinum Jubilee 2022 and a Jubilee Garden at the Hilly Fields site.</p> <p><b>RESOLVED</b> - Council agreed that a provisional interim budget of £12.5k be used as an estimate for funds potentially available for celebrations across the three villages for the Platinum Jubilee 2022, subject to final approval at the next parish council meeting.</p> <p><b>ACTION – 11/21 – 11a</b> – Clerk to include the motion for funds on the agenda of the next meeting.</p> <p><b>ACTION – 11/21 – 11b</b> – Cllr C Farr to liaise with Cllr L Case to prepare a celebration proposal for the council to consider.</p>	<p>Clerk</p> <p>Cllr C Farr &amp; Cllr L Case</p>
<p>8.4 <b>Bounty</b> – It was noted that a surveyor would be visiting the Bounty on 3 November 2021.</p> <p>8.5 <b>Allotments</b></p> <p>8.5.1 It was reported that correspondence had been received from the owner of the garage’s representatives, indicating a willingness to work with the Parish council, stating a final decision for the Parish council was expected imminently. It was noted that a solicitor and surveyor are in place for if/when required.</p> <p>8.5.2 It was reported that the Allotment Association and council representatives had completed the rubbish clearance and a bonfire was planned.</p>	
<p>8.6 <b>Tilburstow Hill/The Enterdent</b> – No discussion</p> <p>8.7 <b>South Godstone</b> – No discussion</p> <p>8.8 <b>Blindley Heath</b></p> <p>8.8.1 Upgrade of the water supply to Lingfield Nursery School – No update on amended Wayleave</p> <p><b>ACTION – 11/21 – 12</b> – Clerk to follow up on the amend being completed (noted council expect any legal fees to be covered by the nursery).</p> <p>8.8.2 Dexter cattle moving from the Common on Monday 1 November - Noted</p> <p>8.8.3 Blindley Heath Cricket Club (BHCC) – Noted correspondence with matters raised:</p> <p>i. What is the time scale for the Car Park height barrier to be installed?</p> <p>ii. What is the time scale for the Car Park to be resurfaced?</p> <p>iii. If possible, when the height Barrier is installed, in case an Ambulance is required on the ground, can it be confirmed a key will be made available for the club?</p> <p>iv. Further request that the Council allow club to install new seats to be fitted outside of the Boundary, at no cost to the council, plans of proposed new seating and location provided.</p> <p>Council confirmed during the meeting that the height barrier was in the planning stage; the resurfacing would not take place before the barrier is installed; a key would not be provided to the club (following previous liaison with emergency services on this issue); and council’s previous decision on new seating remains unchanged, no permission is granted for new seating.</p> <p><b>ACTION – 11/21 – 13</b> – Clerk to respond to BHCC.</p>	<p>Clerk</p> <p>Clerk</p>
<p>8.8.4 Memorial Service at St John’s</p> <p><b>ACTION – 11/21 – 14</b> – Clerk to liaise with grass contractor to ensure the grass is cut around the memorial for Remembrance weekend.</p>	<p>Clerk</p>
<p>9. <b>Burial Grounds and Memorials</b></p> <p>9.1 <b>Exclusive Rights of Burial Applications and Memorial Applications</b></p>	

- 9.1.1 Memorials – Applications noted as approved under the Clerks delegated power:
- i. Battell
  - ii. Cowles
- 9.2 War Memorials and Postengate Farm Memorial Site – It was noted that Councillor J Farnaby would be updating the information on the noticeboards.

## 10. Planning

10.1 Planning Committee report from 20 October 2021 - Noted

10.2 Planning Applications (Comment deadlines before the next planning meeting)

10.2.1 Councillors C Farr and C White did not participate in this item due to a conflict of duties.

2021/1670	Stansted House, Tilburstow Hill Road, South Godstone, Godstone, Surrey, RH9 8NA	Variation of Condition 2 (application details and drawings) of planning permission ref: 2020/2011/NC (Change of Use of Agricultural Buildings to Dwelling houses (Class C3) Conversion of main barn to a terrace of 3x 2 bedroom dwellings, Old Dairy to 1x 3 bedroom chalet bungalow and Farm Store to 1x 1 bed bungalow, with associated alterations to the building (Prior approval) to enable minor amendments to the approved drawings.	<b>NO COMMENT</b>
2021/75/ Cond1	Oldencraig Farm,tandridge Lane, Lingfield, Surrey, RH7 6LL	Details pursuant to the discharge of Condition 8 (Drainage) of planning permission ref: 2021/75 dated 15th July 2021 (Variation of Condition 2 (plans) of planning permission ref: 2019/330 (Demolition of existing buildings Erection of 22 dwellings with associated parking and amenity space) to allow for amendments to the design and house types and minor repositioning of building footings)	<b>NO COMMENT</b>
2021/1779	Woodham Lodge, Eastbourne Road, South Godstone, Godstone, Surrey, RH9 8JB	Removal of the glasshouse and two static caravans and the erection of a detached bungalow (Outline for access).	<b>OBJECTION</b> – to this application as stated in previous comments on applications 2020/450 and 2020/1440 for this site.  Over development of the green belt and concerns about the suitability of the access.
2021/693/ Cond1	3 Tylers Green Cottages, Godstone Hill, Godstone, Surrey, RH9 8DJ	Details pursuant to the discharge of Condition 12 (Construction Transport Management Plan) of planning permission ref: 2021/693 dated 9th September 2021 (Demolition of the existing dwelling. Erection of a two storey building with habitable roof space containing 8 self-contained residential flats with associated parking, amenity space, refuse and cycle storage).	<b>OBJECTION</b> consider it over development of the site.

**ACTION – 11/21 – 15** – Clerk to submit planning comments.

Clerk

**11. Correspondence** - Councillors confirmed receipt of the following emailed correspondence since the last meeting:

11.1 Draft Parish October 2021 CIL Payments

11.2 Reference: ME-1087888 - Surrey Highways: TRO - TILBURSTOW HILL ROAD (D395) SOUTH GODSTONE TEMPORARY PROHIBITION OF TRAFFIC NOTICE 2021

11.3 CPRE - Campaign win - Planning and Brownfield sites

- 11.4 Reference: ME-1089007 - Surrey Highways: TRO Lagham Road (D481) Godstone
- 11.5 FYI - Copy for the November Edition of the Godstone & South Godstone Magazine
- 11.6 Reference: ME-1091465 - Surrey Highways: TRO Brickhouse Lane (D372) Newchapel
- 11.7 Consultation on admission arrangements for Surrey's community and voluntary controlled schools for 2023
- 11.8 Appropriation of Open Space at Featherstone – It was noted that no issues with this and was received positively.
- 11.9 NALC - CHIEF EXECUTIVE'S BULLETIN
- 11.10 Reference: ME-1095388 - Surrey Highways: TRO Various Roads in Godstone

**12. Matters for reporting or inclusion on future agendas**

- 12.1 Motion postponed in relation to the Enterdent - (Outstanding action of information to support the discussion noted - **ACTION – 10/21 – 3** – Contact NALC for advice on what can be done and how it can be done and Clerk to write a letter to residents liaising with Cllrs L Case and D Stone).
- 12.1 Curb stone along Ivy Mill Lane and specification of works to coincide with SCC painting yellow lines along Ivy Mill Lane.
- 12.2 The next meeting of the Parish Council is scheduled to be held on Monday 6 December 2021 at 7.30pm at St Stephens Church Hall, South Godstone

**Part 2 – None**

----- Meeting ended 10.00pm -----

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Signed

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Dated