

Godstone Parish Council

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

Clerk to the Parish Council

S Endersby

Admin Assistant

The Bounty
Godstone Green
Godstone, Surrey
RH9 8DY

Telephone/Fax: 01883 744209

MINUTES

of the Annual meeting of Godstone Parish Council held on
Monday 15 May 2023 at 7.30pm at Godstone Baptist Church, Godstone (Upstairs).

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

Welcome - *New Councillors welcomed.*

1. Election of the Chairman of the Council and Vice-Chairman

1.1 Nominations for Chairperson to be proposed and seconded by councillors.

1.1.1 Cllr J Gardner was proposed as Chairperson (Proposed by Cllr L Case; Seconded by Cllr K Ward).

RESOLVED - Councillor J Gardner was unanimously appointed as Chairperson of the Parish council and Declaration of acceptance of office to be completed as soon as practicable by the Chairperson.

1.2 Nominations for Vice-Chairperson to be proposed and seconded by councillors.

1.2.1 Cllr L Case was proposed as Vice Chairperson (Proposed by Cllr S Farr; Seconded by Cllr C Edwards).

RESOLVED - Councillor L Case was unanimously appointed as Vice Chairperson of the Parish council.

NOTED - Vice Chairperson does not have the same obligation to complete a Declaration of Acceptance.

2. Councillors Acceptance of Office

2.1 Clerk circulated a copy of the Acceptance of Office forms in advance of the meeting.

RESOLVED - Councillors unanimously confirmed their Acceptance of Office.

3. Consent to summons by email to attend meetings.

3.1 Clerk circulated a copy of the Consent to Summons by email, in advance of the meeting.

RESOLVED - Councillors unanimously consented to be summoned to meetings by email.

ACTION 5-23 – 1 – Clerk to ensure all forms are returned for Acceptance of office and Consent to Summons by email.

4. Questions from Members of the Public – None present

5. Apologies and reasons for absence

5.1 There were no apologies received.

RESOLVED – All Councillors were present and the meeting was deemed quorate.

6. Interests and Code of Conduct

6.1 **Register of Interests** – Councillor provided the completed forms to the Clerk for Parish records, noting the Register of interests forms are published on Godstone Parish council website and a copy must be provided to Tandridge District Council by the Clerk.

ACTION 5-23 – 2 – Clerk to ensure all Register of Interest forms are returned and copies provided to TDC and uploaded to the Council website.

6.2 Declarations of Interest

6.2.1 None detailed in the Register of Interest book.

6.2.2 Cllr J Gardner noted Invoice G1412 and G1413 were from his company.

6.3 **Code of Conduct** - Council considered the updated model code of Conduct [Local Government Association Model Councillor Code of Conduct 2020 | Local Government Association](#)

RESOLVED - Council unanimously approved the Local Government Association Model Councillor Code of Conduct 2020 and that it be adopted by the council.

ACTION 5-23 – 2 – Clerk to update the Code of Conduct to the new adopted version.

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

7.1 **County Councillor Update** – Surrey County Council (SCC) Councillor Chris Farr’s update on matters he is aware of as County councillor that affect the Parish.

7.1.1 New on street parking enforcement are now up to speed and will be out monitoring parking. Cllr K Ward raised issues with blue badge holders are being ticketed in disabled spaces and these tickets are not enforceable.

It was confirmed that SCC are aware of issues with disabled badge users.

Cllr I Smith raised the matter of potholes in the local roads.

Cllr P Ryan raised the parking difficulties and requesting parking suggestions.

7.2 District Councillors Update

7.3 The Chairperson acknowledged the election of Cllr Colin White (Elected May 2023) as the new Godstone Ward District Councillor.

7.4 Cllr I Smith raised that a decision on the Salisbury Road Garage Development is pending with the District council.

8. **Minutes** of the previous meeting held on Monday 3 April 2023 and the Extraordinary meeting 19 April 2023

8.1 Councillors reviewed the minutes of the meeting held on Monday 3 April 2023.

RESOLVED - Council by a majority approved the minutes of the meeting held on 4 April 2022 as an accurate record of the meeting.

Cllrs C Edwards, K Ward, P Ryan and I Smith abstained as they were not present at the meeting.

8.2 Councillors reviewed the minutes of the Extraordinary meeting held on Monday 19 April 2023.

RESOLVED - Council by a majority approved the minutes of the Extraordinary meeting held on 19 April 2022 as an accurate record of the meeting.

Cllrs C Edwards, K Ward, P Ryan and I Smith abstained as they were not present at the meeting.

9. Committees

9.1 Review of delegation arrangements to committees and sub-committees

9.1.1 **Committees – Finance; Planning; Neighbourhood Plan and Greenspaces Committee**

i. Finance Committee

RESOLVED - Council unanimously approved the following powers be delegated to the Finance Committee:

- 1 Review and agree annually, and effect any changes required:
 - 1.1 All fees and charges made by the Council.
 - 1.2 Salaries of all employees and motor mileage rates.
 - 1.3 Chairman’s Allowance
 - 1.4 Asset Register and Parish Council Insurance cover.
- 2 Agree budget and precept for the following year for recommendation to the Parish Council meeting in January.
- 3 Review and agree annually the Financial Risk Assessment and monitor effectiveness of the system of internal control for recommendation to the Parish Council.
- 4 Review and agree annually the Financial Regulations for recommendation to the Parish Council.
- 5 Monitor budget spend and agree any variation.
- 6 Consider and agree action upon any Internal/External Audit recommendations.
- 7 The Committee is authorised to pay accounts outstanding for the current financial year, including staff salaries and consider applications for grants to local organisations and pay if budget permits.

ii. Planning Committee

RESOLVED - Council unanimously approved the following powers be delegated to the Planning Committee:

1. To consider and agree comments on planning applications, documents and related consultations and submitted by Surrey County Council and Tandridge District Council.
2. Consider and agree comments on any other consultations which may impact directly or indirectly on the Parish.
3. Confirm comments to be submitted to the planning authority on behalf of the council
4. Acknowledge applications for Certificate of Lawfulness and Tree Works applications on behalf of the Parish council. The committee only need note such applications as the council accepts the decision of the District councils planning or tree officer, whichever is applicable. Any contentious applications that are of concern to the committee should be raised with the full council or 13.3 of these Terms of Reference be applied.

iii. Neighbourhood Plan Committee

RESOLVED - Council unanimously agreed that no powers be delegated to the Neighbourhood Plan Committee.

iv. Greenspaces Committee

RESOLVED - Council unanimously approved the following powers be delegated to the Greenspaces Committee:

1. Manage all of the land owned or under the control of Godstone Parish Council (GPC)
2. Investigate the use of any land that may be considered unauthorised and to propose remediation required to the Full Parish Council
3. That management decisions agreed, and if required ratified by GPC, are correctly instigated and completed to the satisfaction of the full parish council.
4. Discuss with residents and interested parties to ensure GPC ownership of the land is not impaired in anyway. Any discussion to be reported in writing to the clerk for noting.
5. Consider, suggest and agree any proposals for the separation of land to prevent unauthorised usage with fencing, hedging or other method as required or deemed appropriate.
6. As a result, from either a tree survey or a reported problem to look at timely remedial work together with any other work highlighted as a long-term project.
7. Review GPC owned land adjoining any public highway with a long-term possibility of Bunding, or any other measure thought appropriate to prevent fly tipping, illegal access or unwanted activity, whilst ensuring legal footpaths and bridleways are correctly maintained and marked, ensuring they may be used safely.
8. Every second year, starting in 2020, prior to the APM to visually review the condition of all trees whose crown covers a public area or highway, and should there be a concern to arrange for an individual survey or works to be carried out.
9. Maintain a continuous single list (keeping historical data) by having the date, location, a description including work carried out, those items requiring completion or any awaiting investigation or reporting.

9.1.2 **Sub Committees**

- i. Greenspaces Sub Committee - It was noted that there are no powers currently delegated to the Greenspaces Sub Committee.

RESOLVED - Council unanimously agreed that no powers be delegated to the Greenspaces Sub Committee.

9.1.3 **Non-Standing Committees - Staff Appeals; Staff Grievance and Disciplinary**

- i. Staff Grievance and Disciplinary (Constituted with 3 Members as per Grievance and Disciplinary policies)
- ii. Staff Appeals Committee (Constituted with 3 Members as per Grievance policy)

RESOLVED - Councillors unanimously agreed that if it is deemed necessary for a non-standing committee to meet, the membership of the committees will be agreed by the Parish council at the time on confirmation of who was available, noting that a member cannot serve on both non-standing committees detailed; 9.1.3. i and 9.1.3. ii; and this would be considered at the time if it is necessary to appoint members.

9.2 **Review of the Terms of Reference for committees - Finance; Planning; Neighbourhood Plan and Greenspaces Committee**

9.2.1 Finance

RESOLVED - Council unanimously agreed the Terms of reference for the Finance Committee and that they be adopted ([Terms of Reference - FINANCE Cttee - Agreed May 2023.pdf \(godstone-pc.gov.uk\)](#))

9.2.2 Planning

RESOLVED - Council unanimously agreed the Terms of reference for the Planning Committee and that they be adopted ([Committee Terms of Reference \(godstone-pc.gov.uk\)](#))

9.2.3 Neighbourhood Plan

RESOLVED - Council unanimously agreed the Terms of reference for the Neighbourhood Plan Committee and that they be adopted ([GNHPC - ToR FINAL.pdf \(godstone-pc.gov.uk\)](#))

9.2.4 Greenspaces Committee

RESOLVED - Council unanimously agreed the Terms of reference for the Greenspaces Committee and that they be adopted ([Greenspaces Committe TOR - Agreed September 2023.pdf \(godstone-pc.gov.uk\)](#))

9.3 **Appointment of members to existing committees and committees Chairman - Finance; Planning; Neighbourhood Plan and Greenspaces Committee**

9.3.1 Finance

RESOLVED - Council unanimously agreed the following councillors would be members of the Finance Committee; Cllr L Case, Cllr I Smith, Cllr C White, Cllr C Farr and Cllr S Farr.

RESOLVED - Council unanimously agreed that Cllr C White would be the Chairperson of the Finance Committee.

9.3.2 Planning

RESOLVED - Council unanimously agreed the following councillors would be members of the Planning Committee; Cllr L Case, Cllr I Smith, Cllr J Gardner, Cllr P Ryan, Cllr C Edwards and Cllr K Ward.

RESOLVED - Council unanimously agreed that Cllr L Case would be the Chairperson of the Planning Committee.

9.3.3 Neighbourhood Plan

RESOLVED - Council unanimously agreed the following councillors would be members of the Neighbourhood Plan Committee; Cllr C White, Cllr I Smith, Cllr J Gardner and Cllr C Edwards.

RESOLVED - Council unanimously agreed that Alex Rabbetts continue as a non-elected member on the committee.

RESOLVED - Council unanimously agreed that Alex Rabbetts continue to be the Chairperson of the Neighbourhood Plan Committee.

9.3.4 Greenspaces Committee

RESOLVED - Council unanimously agreed the following councillors would be members of the Greenspaces Committee; Cllr L Case, Cllr K Ward, Cllr C Farr, Cllr S Farr and Cllr I Smith.

RESOLVED - Council unanimously agreed that Cllr C Farr would be the Chairperson of the Greenspaces Committee.

Council noted that the Greenspace Committee can appoint a sub-committee in the future if necessary.

9.4 Appointment of any new committees in accordance with standing order 4

10. Annual Matters to Review

10.1 Review and adoption of standing orders

10.1.1 Council considered the current standing orders and noted that the NALC updated MODEL Standing Orders (April 2022) was provided with meeting papers. The Model has been updated to make amends to Standing Order 18 (Financial Controls and Procurement).

RESOLVED - Council unanimously agreed the Standing Orders as they are currently drafted be adopted.

[Godstone Parish Council - Standing Orders CURRENT Adopted May 2023.pdf \(godstone-pc.gov.uk\)](https://www.godstone-pc.gov.uk/Godstone_Parish_Council_-_Standing_Orders_CURRENT_Adopted_May_2023.pdf)

RESOLVED - Council unanimously agreed that Standing Order 18 (Financial Controls and Procurement), as updated in the NALC Model Standing Order be considered for inclusion in the councils Standing Orders and that this review be delegated to the Finance Committee. The Finance Committee to report its recommendation back to full council for consideration.

ACTION 5-23 – 3 – Clerk to include the delegated task 'Review of Standing Order 18 (Financial Controls and Procurement), as updated in the NALC Model', to the Agenda of the next Finance Committee meeting.

10.2 Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses

RESOLVED - Council reviewed the arrangements as detailed below and unanimously agreed the decisions per item as detailed in the 'Conclusion of Review' column.

Ref:	Contract	Contract Period	Conclusion of Review
10.2.1	Grass cutting	Extension agreed January 2023 Up to 31 January 2026	Noted extension and no action required.
10.2.2	Maintenance	No contract. Agreed hourly rate with maintenance person.	Noted arrangement and no change proposed. Council noted that other maintenance contractors could be called on if circumstances required.
10.2.3	Auditor - Internal	Appointed annually on receipt of Letter of appointment with fees details	Noted arrangement and no change proposed.
10.2.4	Blindley Heath SSSI Management Agreement	25 years from 1 January 2012	Noted arrangement and contract length. Council to continue monitoring via the Liaison group.
10.2.5	Solicitors	Decided matter-by-matter and dependent on specialist area required	Noted arrangement and no change proposed.
ACTION 5-23 – 4 – Clerk to investigate if/what the Insurance provider offers in terms of legal services through the council's cover.			
10.2.6	Tree Contractor	No contracted tree specialist	Noted that the council does not have a specifically contracted Tree Surgeon and contractors to be contacted as required.
10.2.7	Godstone Allotment Association	Proposed for discussion at this meeting.	Noted to be discussed under item 17.4.1 of the Agenda.

IT Support and Maintenance	Appointed in 2016, no record of a contractual agreement following Tender process. Contract period not specified. September 2021 review and clarification of services undertaken.		Noted arrangement and no change proposed.	
	Item			Annual Charge
	IT support	Monthly support		Monthly £66.55
	Councillor email accounts	Microsoft 365 Exchange email licences - Currently nine (9) active users registered*.		Annual £36 Per licence
	Microsoft 365 Office	Two (2) Microsoft 365 Business Standard licences for office software and email accounts*		Annual £225.60
	Back up facility	Cloud base storage		Annual Included in Microsoft 365 Office Licences
	Website	DNS registration for 1 year - godstonepc.org.uk		Annual £11.50
	Website	DNS registration** for 2 years - godstone-pc.gov.uk		Annual £120.50
	Website	Managed Website Hosting		Monthly £8.80
	Online Security	Anti Virus Renewal - Managed and remote monitored Anti-Virus for the Office PCs		Annual £23.65 per office PC
<p><i>*Licences are per active user – they can re-allocated to users dynamically throughout the licence period, with the in-active ones archived</i></p> <p><i>**To be noted that .gov.uk domains have a different registration process and are charged at a higher rate than standard .co.uk and .com domains. These additional costs are outside of council or IT consultant's control.</i></p>				

10.3 Review of delegation arrangements to staff, not-for-profit bodies and other local authorities

RESOLVED - Council reviewed the arrangements as detailed below and unanimously agreed the decisions per item as detailed in the 'Conclusion of Review' column.

Ref:	Officer or Authority	Area	Delegated Arrangement	Conclusion of Review
10.3.1	Clerk	Burial Ground	Delegation to review and approve memorial applications within the Burial Ground Regulations.	Delegation of responsibility to Clerk Approved.
10.3.2	Clerk	Burial Ground	Delegation to issue Exclusive Right of Burial Grants.	Delegation of responsibility to Clerk Approved.
10.3.3	Clerk	Burial Ground	Delegation to confirm Funeral Arrangements, including requests outside regulations, i.e. for Saturday funerals.	Delegation of responsibility to Clerk Approved.
10.3.4	Clerk	Office	Delegation to arrange the payment of Salaries	Delegation of responsibility to Clerk Approved.
10.3.5	Surrey Wildlife Trust	Blindley Heath SSSI	Management of the Blindley Heath SSSI, as per the contract agreement.	Delegation of responsibility to Surrey Wildlife Trust Approved.
10.3.6	Godstone Allotment Association	Allotments	Proposed for discussion at this meeting.	To be considered - item 17.4.1

10.4 Review of representation on or work with external bodies and arrangements for reporting back

RESOLVED - Council unanimously agreed that the Councillors, as specified below, would be the Councils representatives to attend the meetings of the external bodies detailed. Councillors to provide an update to council on matters raised at meetings and any matters that require a decision on behalf of the Parish council to be brought to the attention of full council.

External Body	Councillor
Surrey County Association of Parish and Town Councils	Cllr J Gardner
Godstone Preservation Society	Cllr P Ryan
White Hart Barn Committee	No councillor appointed.
Surrey Rail Forum	Cllr C White
Blindley Heath Management Committee	Cllr S Farr (Cllr C Farr attends as TDC Councillor)
Godstone United Charities	Cllr L Case
Gatwick Area Committee	Cllr P Ryan
Redhill Aerodrome Consultative Committee (RACC)	Cllr C Farr
Godstone Village Association	Cllr J Gardner
TLAG	Cllr C Farr and Cllr S Farr
OLRG	Cllr C Farr and Cllr S Farr
North Park Farm Quarry	Cllr I Smith and Cllr L Case

10.5 **Confirmation of arrangements for insurance cover in respect of all insurable risks**

10.5.1 Noted as delegated to the Finance committee

10.5.2 Noted current arrangement is a 3-year deal from 1 October 2022.

10.5.3 A renewal review to take place around May 2025 ready for the 1 October 2025 renewal.

10.6 **Review of the Council's and/or staff subscriptions to other bodies**

RESOLVED - Council unanimously agreed to the payment of subscriptions for membership of the organisations detailed below:

11. **Annual Review of Policies**

External Body	Cost 2023-24	
Institute of Cemetery and Crematorium Management (ICCM)	£95.00	
Surrey Association of Local Councils Ltd (SALC)	£1599.23	£1951.11
National Association of Local Councils (NALC)	£351.88	

11.1 **Review of the Council's complaints procedure**

RESOLVED - Council unanimously agreed the councils Complaints Procedure as drafted and that it be re-adopted.

[Complaints procedure Adopted May 2023.pdf \(godstonepc.org.uk\)](#)

11.2 **Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation**

11.2.1 **Data Protection Policy**

- Council noted that the current Data Protection policy was adopted in May 2019 and that there is a updated NALC MODEL policy (Dec 2019).
- It was noted that the updated Model (Dec 2029) assumes council has a Data Protection lead rather than an appointed Data Protection Officer (DPO).
- The role of DPO is set out in legislation and infers specific obligations. Parish councils in England are exempt from having to appoint a DPO, but are still subject to data protection legislation and must ensure sufficient resources to meet the obligations under the GDPR.
- The Clerk cannot be the DPO as the Clerk is the Data Controller and cannot hold both roles.

ACTION 5-23 – 5 – Council to review and consider at the next meeting.

11.2.2 **Publication Scheme**

- Clerk checked and confirmed there are no recent updates from NALC.

RESOLVED - Council unanimously agreed the councils Publication Scheme as drafted and that it be re-adopted.

[Publication Scheme FOI Re-adopted May 2023.pdf \(godstone-pc.gov.uk\)](#)

11.2.3 **Privacy Statement** - Approved in April 2023; no action required.

- 11.3 **Review of the Council's policy for dealing with the press/media (incl. Social Media)** – It was noted that the council's current policy does not cover use of Social media. Council acknowledged NALC Social Media Guidelines were circulated for councils information.

ACTION 5-23 – 6 – Council to review the Press/Media Policy and update it to include the use of social media. The current policy to be referred to until the review has been completed.

- 11.4 **Review of the Council's employment policies and procedures** – Council noted policies that the council needs review and consider if they be adopted:

Policy					
Annual leave	NALC Model*	Grievance policy	Last review 2019 – no NALC update	Pay policy	Do Finance Regs. Cover adequately?
Anti-bullying and harassment	NALC Model*	Health and safety policy (Incl. Risk Assessment Policy)	Adopted Aug 2020	Poor performance	NALC Model*
Disciplinary Policy	Last review 2019 – no NALC update	Homeworking	NALC Model*	Recruitment policy i.e., Guidance on process.	
Emergency/ dependants leave	NALC Model*	Information technology (incl. Email and internet usage policy)	NALC Guidelines available	Sickness absence	NALC Model*
Equality and diversity (Incl. Equal opportunities)	NALC Model*	Lone working	NALC Model*	Training and development	NALC Model*
Expenses Policy	NALC Model*	Maternity leave	NALC Model*	Whistleblowing	NALC Model*
Flexible working	NALC Model*	Paternity leave	NALC Model*		

NALC Model* - There are model policies on the NALC website.

ACTION 5-23 – 7 – Meeting to be arranged for the review of employment policies detailed.

12. Finance Matters

- 12.1 Accounts System Update – Cllr S Farr and the Clerk confirmed that the accounts system implementation was on track and training and going live would be early June on the Clerks return. It was reported that the system would be cloud based.

ACTION 5-23 – 8 – Cllr I Smith to send link to check the internet connection for efficiency of using the cloud.

- 12.2 Annual Review and adoption of Financial Regulations – Noted that the Clerk checked and was not aware of any recent updates from NALC.

RESOLVED - Council unanimously agreed the councils Financial Regulations as drafted and that it be re-adopted.
[Financial Regulations - Adopted May 2023.pdf \(godstone-pc.gov.uk\)](#)

- 12.3 Annual Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence - Council noted that it cannot spend any funds under the general power of competence (Clerk would need to complete CiLCA training in order to).

- 12.4 Review of inventory of land and other assets including buildings and office equipment – Council noted the current inventory circulated. It was confirmed to council that assets are not depreciated.

ACTION 5-23 – 9a – Clerk to remove Air Quality monitor from asset list as it has been removed.

ACTION 5-23 – 9b – Clerk to check with Auditor on change of accounting for R&P to I&E system if assets will need to be depreciated.

- 12.5 Accounts for payment - to approve **APRIL** accounts for payment

GPC Ref.	Business	Invoice	Invoice Date	Payment For	Net amount	VAT	Invoice Total
Salary Payments							
G1401-2	Salaries			April Salary			
G1403	HMRC			April NI & Income Tax**	£1,757.63		£1,757.63
G1404	NEST Pension			April Pension**			
Direct Debits							

G1399	BT	M125 3O	17/4/23	Telephone and Internet	£49.22	£9.84	£59.06
G1400	British Gas	4674157	5/9/23	Electricity	£50.84	£2.54	£53.38
G1414	British Gas	4478826	4/9/23	Electricity	£36.36	£1.82	£38.18
Invoices for Payment							
G1396	ICCM	4477/2023/24	4/1/23	Membership Fee	£95.00		£95.00
G1397	Coolburn	14997	12/4/23	Air Con Service	£135.00	£27.00	£162.00
G1398	SALC	2570	1/4/23	Subscription Fee	£1,951.11		£1,951.11
G1405	Neat Gardens	GDPC03031	Apr-23	Extenuating Circumstances Operating Payment	£500.00		£500.00
G1406	Godstone Baptist Church	PC-001	17-Apr	Hall hire	£45.00		£45.00
G1407	Cartridge Save	ONVZC5866	17-Apr	Printer Cartridges	£263.29	£52.66	£315.95
G1408	J Burke		4/19/23	Final Bench Repairs	£260.00		£260.00
G1409	Madgwicks		Apr-23	Ray Lane Trees	£675.00	£135	£810.00
G1410	St Stephens			April and Annual Parish meeting	£40.00		£40.00
G1411	Surrey County Council			S38 - Commons Register Copy (approved March meeting)	£30.00		£30.00
G1412	Segment	5037	24/4/23	Timber at cost for Benches	£940.37	£188.07	£1,128.44
G1413	Segment	5038	24/4/23	Planting of Jubilee Tree	£250.00	£50.00	£300.00
G1415	Neat Gardens	485	1/4/23	Grass Cutting	£2,131.16		£2,131.16

*Salaries paid in accordance with 7. Payment of Salaries of the Parish Council Financial Regulations. **Employee/Employers total payment paid by GPC.

TOTAL £9,209.98 £466.93 £9,676.91

RESOLVED - Council unanimously approved the payment list detailed.

ACTION 5-23 – 10 – Clerk to liaise with the second signatory councillor to pay the invoices.

12.6 Accounting Statements - Summary Financial Report to **FEBRUARY** receive and review (Circulated to council 22 March 2023.)

RESOLVED - Council unanimously approved the Summary Financial Report to **FEBRUARY** which included the Bank Reconciliation, End of Year Summary, Receipt and Payment Sheet and Reserves Sheet.

12.7 Accounting Statements - Summary Financial Report to **MARCH** receive and review (Circulated to council 22 March 2023.)

12.7.1 Council noted the following points reported by the Clerk:

- The CIL fund second payment had been allocated in the precept column, this error has been corrected.
- The CIL funds received for the full year had been showing on the R&P sheet, but not in the reserves sheet, formulas to populate the reserves sheet have been updated.
- The reserves sheet has been updated to show the Jubilee tree donations in the restricted funds.
- Allocation of the I-Gas fund intended for playground equipment has been corrected (Ref: 2022-2023-238).
- Potential back rent is not allocated as a designated fund and is currently sitting in general reserves.
- 5% of the FY22-23 burial ground income has not yet been allocated for the long-term planning fund.
- The tree survey carried out in FY22-23 will end up being paid in the new FY23-24 so the funds budgeted last year which weren't used carry forward in general reserves. New budget for tree care in FY23-24 of £10k. As per email 12 April 2023 budget could all be used to carry out the works recommended by the tree survey.
- Some items agreed in FY22-23 have not yet been purchased (shredder, A3 printer) so are still to come out of general funds.

RESOLVED - Council unanimously approved the Summary Financial Report to **MARCH** which included the Bank Reconciliation, End of Year Summary, Receipt and Payment Sheet and Reserves Sheet.

12.8 Grants

12.8.1 Council noted funds allocated in the budget for Grants for donations for the use of halls for the council meetings (currently £20 per meeting).

12.8.2 During FY22-23 grant applications were considered on a case-by-case basis from general reserves.

RESOLVED - Council unanimously agreed that applications for grants during FY23-24 would be considered on a case by case basis, acknowledging there are no specific funds budgeted towards the award of grants.

- 12.9 Final Internal Audit for FY2022-2023 – Council noted that the Internal Audit is scheduled on Tuesday 16 May at 10.00am and auditors report will be circulated on receipt to full council.
- 12.10 Annual Governance and Accountability Return (AGAR) - Clerk has prepared the necessary documents. Information about where councillors can read information and guidance was provided.
- 12.10.1 All smaller authorities with income or expenditure greater than £200k are automatically subject to an intermediate review. The Clerk confirmed to council that this applies to Godstone Parish Council this year.
- 12.10.2 Submission deadline for the approved AGAR and supporting documentation is 3 July 2023. Non-submission by this date will lead to additional charges to be incurred.
- 12.10.3 Council must meeting to consider and approve the AGAR for submission.

13. Meetings 2023 -2024 - Determine the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

RESOLVED - Council unanimously agreed the meeting schedule, including the propose venues, detailed below:

Meeting Date	Meeting	Venue
Monday 19 June 2023 – for the AGAR and payment of invoices only.	Parish Council Meeting	The Bounty
Monday 3 July 2023	Parish Council Meeting	St Stephens, South Godstone
Monday 7 August 2023 – for the payment of invoices only.	Parish Council Meeting	The Bounty
Monday 4 September 2023	Parish Council Meeting	St Stephens, South Godstone
Monday 2 October 2023	Parish Council Meeting	Venue in Godstone/Blindley Heath to be sought.
Monday 6 November 2023	Parish Council Meeting	St Stephens, South Godstone
Monday 4 December 2023	Parish Council Meeting	St Stephens, South Godstone
Monday 8 January 2024	Parish Council Meeting	Venue in Godstone/Blindley Heath to be sought.
Monday 5 February 2024	Parish Council Meeting	St Stephens, South Godstone
Monday 4 March 2024	Parish Council Meeting	St Stephens, South Godstone
Monday 8 April 2024	Parish Council Meeting	Venue in Godstone/Blindley Heath to be sought.
Monday 13 May 2024	Parish Council Annual Meeting	St Stephens, South Godstone – TBC

RESOLVED - Council unanimously agreed the Annual Parish Meeting date, detailed below:

Annual Parish Meeting 27 May 2024 (Requirement is for meeting to take place between 1 March and 1 June)	Refreshments from 7pm for a 7.30pm start.	St Stephens, South Godstone
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14. Appointments of areas of responsibility

RESOLVED - Council unanimously agreed that the Councillors, as specified below, would be the Councils representatives to carry out inspections and provide updates and reports to council on any matters that arise in the areas.

AREA	Agreed at meeting
Allotment site	Cllr I Smith
Godstone Burial Grounds	Cllr K Ward
Hilly Fields	Cllrs P Ryan and J Gardner
Blindley Heath Common	Cllrs C Farr and S Farr
Greenview, Godstone Green	Cllr J Gardner
Godstone Green	Cllr L Case

Godstone Playground	Cllr L Case
The Enterdent and Tilburstow Common	Cllr I Smith
South Godstone (including Postengate)	Cllr C Edwards
Insurance renewal	Delegated to the Finance Committee
Website	Clerk
Newsletter	Clerk prepares details and circulates to Council
Fair Liaison	Cllr L Case

15. Purchase of the Parish Council office 'The Bounty'

RESOLVED – Council resolved 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 item 15 only on the grounds that it is likely if the public were to remain, there would be a disclosure of exempt information.

16. Reports

16.1 Clerks Report - Matters to bring to the Councils attention:

- 16.1.1 Confirmation that redrafted MoU is as agreed at the Extraordinary meeting
- a. It was confirmed that the council were satisfied that the three matters raised for insertion in to the MoU:
 - i. Maintenance of the roadway to the health centre
 - ii. Maintenance of the fence between the car park and the health centre
 - iii. Footbridge over the culvert to the Hilly Fields
had been included to the satisfaction of council.
 - b. It was reported that Ashill have started drafting S106 document with TDC and have requested Council's solicitors' details.

ACTION 5-23 – 11 – Clerk to arrange for the signing of the MoU and find a planning solicitor to represent the council during the drafting of the S106 agreement.

- 16.1.2 Finance committee meeting

ACTION 5-23 – 12 – Finance Committee meeting to be arranged

- 16.1.3 Section 38 Application for New Path
- a. The deadline for public representations (28 April 2023) has now passed.
 - b. Three representations (from Natural England, Surrey County Council's Archaeological Officer and the Open Spaces Society), none objected to the application or raised any points on which the council need to comment.
 - c. The application will now be decided without the need for further exchanges of correspondence with those who made representations about it or the need for a site visit.
 - d. Council may still be contacted for further clarification on points.
 - e. The decision will be sent to us ASAP, target for issuing the decision is 4 August.

- 16.1.4 Damage to Playground – A number of the screws that hold the dome into the toddlers climbing frame are missing and some caps on fixings on the toddler climbing frame have gone missing. These items will be rectified under warranty. Noted by council.

16.2 Chairman's Report – (for noting) information only

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

- 16.3.1 North Park Quarry Liaison Committee - 5.30pm on 17 May 2023

ACTION 5-23 – 13 – Clerk to send details to Cllrs I Smith and L Case.

17. Greens, Commons and Land, to include:

- 17.1.1 **AONB – Natural England Consultation** – Council noted the drafted response to Natural England prepared (by Cllr M Crane) for consideration on plans to extend the Surrey Hills AONB boundary. Cllr M Crane noted that feedback suggests that their current plans will not extend the boundary in the way hoped, and it is therefore proposed that the Parish council make them aware of the disappointment. Pictures will be included to enhance the submission. This consultation period ends on 13th June 2023.

RESOLVED - Council unanimously approved the drafted response for submission to Natural England in relation to the plans to extend the Surrey Hills AONB boundary.

17.2 Tree Survey, Recommended Works and Replacement Trees

17.2.1 **Tree Survey** – Council noted that the survey was circulated on 12 April 2023 (excluding Tilburstow Hill/Enterdent which is to follow). The final and complete survey to be circulate on receipt.

RESOLVED - Council unanimously agreed to delegate the review and consideration of the Tree Survey to the Greenspace Committee. The committee to provide a report on its recommendations on how to proceed for full council to approve.

ACTION 5-23 – 14 – Greenspace Committee to review the tree survey.

17.2.2 Recommended work (Third Urgent Tree)

- a. Council noted 2 out of 3 recommendations for Urgent works in the information circulated 12 April 2023 had been approved at the Extraordinary meeting of 19 April 2023, but that the council had sought the opinion of the TDC Tree officer on the third tree (Tag 9311).
- b. The Clerk had liaised with the TDC Tree officer on all three trees and the Tree officer had confirmed that work for all three trees to be removed could proceed (The removal of the trees is consistent with Part 3, 14 & 15 (Exemptions) of the Town and Country Planning (Tree Preservation)(England) Regulations 2012, which provides for the removal of trees, which are dead, or for works to be undertaken to the extent that such works are urgently necessary to remove an immediate risk of serious harm, or to such other extent as agreed in writing by the authority).
- c. Council considered the third tree works.

RESOLVED - Council unanimously approved the work to remove the third tree in addition to the work already approved.

ACTION 5-23 – 15 – Clerk to confirm sign off for work to proceed with contractor.

17.2.3 **Replacement Trees** - Council acknowledged its legal duty to plant three replacement trees on Godstone Green and the need to plan and complete the planting. Crowdfunding was muted as a potential way to fund the trees if necessary.

ACTION 5-23 – 16 – Clerk to gather costs for the cost of three trees for council to consider and make plans.

17.3 Godstone, including Hilly Fields and Salisbury Road Allotments

17.3.1 Salisbury Road Allotments

- a. Council considered and discussed the letter proposed by Godstone Allotment Association (GAA) to confirm arrangements for FY23-24.

RESOLVED - Council unanimously approved the arrangements for the working relationship between the GAA and the Parish council as detailed in the letter (Appendix A).

ACTION 5-23 – 16 – Clerk to confirm to the GAA that the terms they proposed have been accepted and return a copy of the letter confirming the arrangements.

- b. The Clerk reported that the Parish office has not received any contact details or information on a wayleave proposal to formalise the discussion on the arrangement between the owner of the garages (which are being developed) and the Parish council in relation to the arrangement to provide a car park area, vehicle access to the allotments (currently only pedestrian) and a water supply for the allotments, when the garage plot is developed. The allotments would be able to provide the development with turning space required.

ACTION 5-23 – 17a – Cllr J Gardner to provide the Clerk with the necessary contact details and request that the garages owner provide the necessary paperwork to formalise matters.

ACTION 5-23 – 17b – The Clerk to investigate a solicitor to represent the Parish council on receipt of the information.

17.3.2 Request to use Godstone Green

- a. Council considered the request from Athletix Kidz (Play based programme providing coaches that deliver activity sessions for ages 2 ½ - 10 years old.) to hire a section of Godstone green on Mondays at 11am – 11:45am (No bigger than the size of 2 badminton courts) We would most likely cap our numbers at 10 children per class. This would be term time only. Summer term dates are: 1st May – 22nd May (4 weeks) and 5th June – 17th July (7 weeks).

RESOLVED - Council unanimously approved the request to use Godstone Green and that no fee would be sought, but the council request that Athletix Kidz attempt to offer one free place each week to a member of the community who would benefit from a free space. Standard conditions such as PL insurance will apply.

ACTION 5-23 – 18 – The Clerk to confirm the decision to Athletix Kids and provide the councils Terms and Conditions for use of the Green, including the special condition in relation to fees.

17.4 Tilburstow Hill/The Enterdent

- 17.4.1 **Report on Tree** – Council noted the report of the branch from a Scots Pine landed in the garden (Garden Plot A) of a property. The tree is very tall and close to the property. Clerk reported that the resident had been advised that Tree Survey was due any day and that this incident would be reported to the council.

17.5 South Godstone

- 17.5.1 **Bus Shelter** – It was reported that the planning intentions for the public house appear to have changed and it was proposed that the council now consider making arrangements for the replacement of the bus shelter which was removed after being damaged by a vehicle, but not yet replaced.

ACTION 5-23 – 19 – Council agreed that Cllr C White investigate the feasibility of replacing the bus stop.

17.6 Blindley Heath

- 17.6.1 Blindley Heath Cricket Club (BHCC) – Request a meeting with council.

ACTION 5-23 – 20 – Council agreed that Cllrs C White, C Farr and J Gardner meet with BHCC. Clerk to contact BHCC to start making arrangements.

- 17.6.2 **Typpywychett** – Letter from Solicitor and draft Easement circulated with meeting papers.

- i. Council noted £2000 was proposed by the property owner as a one-off payment for an Easement.
- ii. No length of term was proposed in the letter.

RESOLVED - Council unanimously agreed that an easement for access across Blindley Heath Common to the property Typpywychett be granted for 99 years on payment of a premium of £2000, with no annual rent charge to be collected in addition to the premium one off payment.

ACTION 5-23 – 21 – The Clerk to confirm the decision to the solicitors on the agreement on Typpywychett.

18. Burial Grounds and Memorials

- 18.1 Exclusive Rights of Burial Applications; Memorial Applications; and Bench Memorial Applications

19. Correspondence – Council noted that the following correspondence had been circulated to council since the last meeting:

- i. Tandridge Corporate Plan - we invite your views and input (with Evidence Pack). It was noted that the Clerk having been invited cannot attend.

ACTION 5-23 – 22 – Council agreed that Cllrs J Gardner and I Smith attend. Clerk to circulate the 'Evidence Pack' provided by TDC.

- ii. GVA Update on the proposed Godstone Quarry development (not circulated to TDC Cllrs)
- iii. Surrey County Council Planning Group Stakeholder Survey (agree if council wish to send a response)
- iv. TRN- Oxted Road (A25) Godstone
- v. Update on Godstone Highway Depot – Re: Proposals to redevelop the existing Godstone Highway depot. Pre-application public consultation period launched 5 May 2023 on with comments and questions until Monday 22nd May. Proposals are available on the Surrey Says consultation portal: <https://www.surreysays.co.uk/environment-and-infrastructure/godstonehighwaydepot>.
- vi. Infrastructure Levy Consultation
- vii. NALC NEWSLETTER
- viii. TRN- Godstone By-Pass (A22) Godstone (Oxted Road)
- ix. TRN- Godstone Hill (A22) Godstone (Free Farm Cottage)
- x. Welcome Letter for Councillors from SALC CEO
- xi. Force For Change and Reaching and Supporting Armed Forces Communities now open

20. Matters for reporting or inclusion on future agendas

- 20.1 June Meeting - Annual Governance and Accountability Return (AGAR)
- 20.2 Water Meter (cricket square) and potential transfer from GSA to Parish council.
- 20.3 The next meeting of the Parish Council is scheduled to be held on Monday 19 June at 7.30pm at The Bounty, Godstone.
- 20.4 The Annual Parish meeting is to be held on Monday 22 May 2023, refreshments from 7pm for a 7.30pm start at St Stephens Church Hall, South Godstone.

APPENDIX A

Letter confirming the arrangements for the working relationship between the GAA and the Parish council.

Godstone Parish Council

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

Clerk to the Parish Council

S Endersby

Admin Assistant

The Bounty
Godstone Green
Godstone, Surrey
RH9 8DY

Telephone: 01883 744209
email: clerk@godstone-pc.gov.uk

J Hale
Chairman of the Godstone Allotment Association
Salisbury Road Allotment Site
Salisbury Road
Godstone
Surrey

BY EMAIL - GodstoneAllotments@outlook.com

17 May 2023

Dear John

Confirmation of the working relationship between Godstone Allotment Association and Godstone Parish Council

PARTIES

Godstone Allotment Association (the 'GAA') who represent all allotment tenants who rent allotments at the Salsbury Road, Godstone allotment site.

Godstone Parish Council (the 'GPC') who are the owners of the allotment site at Salsbury Road, Godstone.

SUMMARY

In order to ensure a clear understanding of responsibilities and expectations between both parties moving forward this letter has been prepared.

Tenancy agreements will continue to be between GPC and individual tenants for each plot and all GAA members, as tenants remain bound by the terms of their allotment agreements, which are not superseded by the terms of this letter.

AGREEMENT

By way of this letter, **IT IS AGREED THAT:**

- 1 GPC to keep the GAA updated on current plot holders and their email contact details.
- 2 The Chair or appointed committee member of the GAA to monitor/inspect all allotments on the allotment site with a nominated Councillor on a monthly basis.
- 3 The Chair of the GAA to contact plot holders over any concerns regarding the tenants complying with the tenant's allotment agreement. Copies of any concerns raised with allotment holders to be copied to GPC.
- 4 The GPC to keep the GAA updated on any action they take over tenants who fail to keep to the tenant allotment agreement.
- 5 The Chair of the GAA will be the only nominated spokesperson to liaise with GPC.
- 6 GPC to advise the GAA annually in May each year who the nominated Councillor allocated to the allotments is.
- 7 GAA to advise GPC annually following its Annual meeting who has been appointed as Chairman, Secretary and Treasurer of the GAA for the year.

- 8 GPC is responsible for setting and collecting rents.
- 9 GPC is responsible for keeping an up-to-date register of tenants.
- 10 GPC is responsible for maintaining a waiting list of prospective tenants.
- 11 GPC is responsible for Terminating tenancies.
- 12 Both parties to notify and liaise with one another in relation to any proposed works to the site.

TERM

The following arrangement is effective from the date of this letter.

The agreement will be a rolling agreement unless either party requests a review or amendments to the arrangement to be made.

AMENDMENTS, TERMINATION AND NOTICE

If either party wishes to terminate or seek a change to the terms agreed, then they should write to the other party giving notice of their intentions.

Notice should be sent in writing using the contact details detailed in this letter.

It is recommended that a notice period of 1 month should be given by either party to the other party to terminate or to seek changes to enable both parties the opportunity to discuss the matter being put forward.

Individuals cannot act outside the authority of either group and decisions on any matters in relation to the agreement between both parties must be voted and agreed on by the GAA committee and GPC at a full council meeting.

CONTACT DETAILS

Party	Contact	Contact Email Address
Godstone Allotment Association	Chairman	GodstoneAllotments@outlook.com
Godstone Parish Council	Clerk to the Council	clerk@godstone-pc.gov.uk

Acceptance of the above conditions will be assumed within 28 days of this letter unless you contact the Clerk using the contact details included at the top of this letter.

Your sincerely

Sarah Endersby
Clerk to Godstone Parish Council