

Godstone Parish Council

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

Clerk to the Parish Council

S Endersby

Admin Assistant

L Case (Mat Cover)

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Minutes

of the Virtual Meeting of Godstone Parish Council held on
Monday 2 November 2020 at 7.30pm by Zoom Video conference call

Members: Cllrs J Farnaby, J Gardner, D Stone, S Farr, C White, C Farr and M McLoughlin

Apologies: Cllr B Davis and District Cllr C Swann

In attendance: S Endersby (Clerk)

Open Forum: Members of the public were present.

1. Questions from Members of the Public

- 1.1 A resident of Godstone Village raised concerns about the condition of the road north of the village, Godstone Hill and the impact and noise created by HGV traffic over loose iron work. The potential for weight restriction notices being erected was raised

Discussion – This highways matter would be the responsibility of Surrey County Council (SCC). For weight restrictions support would be required from SCC and Surrey Police. It was noted that the GVA have attempted to obtain a Traffic Regulation Order (TRO) and these are very expensive. The relevant utility company should be contacted if there is loose iron work in the road.

- 1.2 Residents from Blindley Heath reported to the Parish council that they will be carrying out works on a wall on their land due to structural issues, the wall abuts a public footpath and is adjacent to Parish land. It was noted that remedial work on the wall is planned for the spring and it was confirmed that there was no concern in relation to the safety of the wall that would suggest that this work should be carried out sooner. Vehicular use of the access across the SSSI was considered and noted that relevant parties would be notified of the proposed works for information.

- 1.3 A resident of Godstone reported their intention to monitor, lobby appropriate authorities and ensure the future of the Godstone Pond Tail surgery for the community.

Parish Council – Councillors noted the positive intentions to ensure the future security of Pond Tail Surgery for the community and were supportive.

2. Apologies and reasons for absence

- 2.1 Apologies had been received by the clerk from Cllr B Davis due to prior personal commitments.

- 2.2 Tandridge District Councillor C Swann sent apologies.

RESOLVED – The meeting was deemed quorate.

3. Declarations of Interest - None

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

- 4.1 Tandridge District Councillor C Swann had proved the following update to the Clerk:

- 4.1.1 Tandridge District Council (TDC) Chief Executive E Jackson has left. J King will be the Interim Chief Executive.

- 4.1.2 Councillors C Swann was disappointed at how the complaints regarding Flower Farms social activities during the pandemic were dealt with by TDC. Cllr C Swann has raised with TDC, how as a local authority it deals with these types of issues.

- 4.2 Tandridge District Councillor C Farr

- 4.2.1 Noted the change of TDC Chief Executive.

- 4.2.2 Noted issues in relation to Flower Farm as reported by Cllr C Swann

- 4.2.3 Reported there have been rumours about the Local Plan Inspectors findings and strongly stated that there has been no formal response by the Local Plan Inspector and the inspector's final findings are still to be confirmed.

5. Minutes of the previous meeting held on Monday 5 October 2020

- 5.1 Councillors considered the minutes of the meeting held on Monday 5 October 2020

RESOLVED – Minutes of the meeting held on Monday 5 October 2020 were agreed as an accurate record of the meeting and should be signed by the Chair.

ACTION 11/20 – 1 – Clerk to liaise with Chair for the minutes to be signed with a wet signature as soon as practicable.

6. Motions proposed for discussion by Councillors – None sent to the Clerk.

7. Reports

7.1 Action updates or action taken – to be ratified (if any)

Emergency Assistance Fund Grant - 2nd Grant to St Stephens for £200

RESOLVED – Councillors unanimously ratified the decision reached by email for a second grant from the Emergency Assistance Funds be made to St Stephens for £200.

7.1.1 Councillor Vacancy to be filled by co-option at December 2020 meeting if any applications received. Councillors noted that the application deadline is 27 November 2020 for applications to be submitted.

ACTION 11/20 – 2 – Clerk to ensure that co-option is included on the agenda.

7.1.2 Pond signage – Councillors noted the suggested format for the sign and a suggestion to work with the Preservation society to extend their notice board.

ACTION 11/20 – 3 – Cllr J Gardner to liaise with member of the Preservation society.

7.2 Clerks Report

7.2.1 Christmas Lights – Confirmation of switch on date

ACTION 11/20 – 4 – Clerk to confirm lights to be switched on as soon as practicable after Remembrance Day and to confirm the progress of the licence application.

7.2.2 Data Protection refresher – Clerk reported items to note following attendance at the refresher webinar:
i. Reiterated about using parish councillor email addresses and having a ‘Chinese wall’ between personal and council emails.

ii. Data Protection Impact Assessment (DPIA) template that would be worth using

iii. A Compliant Counsel Support package that is available

7.2.3 Budget Preparation for Finance Committee – noted.

7.2.4 SSALC Networking call – Clerk reported the following discussion points:

i. Remembrance during lockdown

ii. Playgrounds

iii. Football Clubs using parish land

iv. Devolution

v. The importance and benefit of Business Planning

vi. Resilience planning

vii. Chairs Networking

viii. Bank accounts and Public Sector Deposit Fund

7.3 Chairman’s Report – (for noting) information only

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

7.4.1 D Stone – Will attend the Preservation Society web meeting

7.4.2 L Case (Parish Office) – Liaising on TDC Covid updates and parish planning.

7.5 Inspection Reports – Confirmation of reports received and any urgent matters arising – Councillors reminded of the importance of completing the Reports.

8. Current Planning issues

8.1 Planning Committee report from 28 September 2020

ACTION 11/20 – 5 – Clerk to circulate draft minutes.

8.2 SSALC briefing details on the Planning White paper Consultation - Cllr C Farr attended and referred councillors to the recording and slides which have been circulated by SSALC.

8.3 Cllrs noted the report of application at South East of Fosterdown.

9. Finance Matters

9.1 Accounts for payment - to approve **OCTOBER** accounts for payment:

Copies of invoices circulated to councillors via email in advance of the meeting due to (Covid) virtual meeting.

GPC Ref.	Business	Invoice	Invoice Date	Payment For	Net amount	VAT	Invoice Total
Direct Debits							
G931	British Gas Lite	1074582	09/10/20	Electricity Bill	18.94	0.95	19.89
G919	BT	M095 WT	17/10/20	Telephone and Internet	49.15	9.83	58.98
G925	Nest			Pension October**			
Invoices for Payment							
G914	Mulberry	7007	29/10/20	Audit	150	30	180
G915	S Endersby	Expenses	30/10/20	(Zoom 30/9/2020) and Stamps	44.83		44.83

G916	St Stephens School	Grant		Emergency Assistance Funds Grant	200		200
G917	PKF Littlejohn	SB20201695	13/10/20	External Audit FY2019-20 AGAR Section 3	400	80	480
G918	Madgwicks		14/10/20	Blindley Heath and Enterdent	475	95	570
G920-3	Salaries			October Salary Payments			
G924	HMRC			NI and Income Tax - October			
G926	SLCC	500791	12/10/20	Clerks manual (Agreed Oct)	71.5	0.8	72.3
G927	Fairalls	2352506	30-Sep	Maintenance supplies for South Godstone Bus Shelter	78.06	15.61	93.67
G928	Fairalls	229696	16-Sep	Supplies SG Bus Shelter	79.4	15.88	95.28
G929	Fairalls	230175	17-Sep	Maintenance supplies	32.07	6.41	38.48
G930	Fairalls	231240	20-Sep	Maintenance supplies	8.06	1.61	9.67
G932	Village Maintenance		11-Jan	Maintenance supplies	230	0	230

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

TOTAL

£4,120.78

£256.09

£4,376.87

RESOLVED - Councillors unanimously approved the payments list totalling £4376.87 and confirmed they should be paid.
ACTION 11/20 – 5 – Clerk to arrange payment and liaise for two councillors to countersign all invoices when COVID 19 situation restrictions allow.

9.2 Grant request

9.2.1 Scouts £2k - Councillors considered the grant application and supporting documents received, noting current financial situation and allocated budget.

RESOLVED - Councillors unanimously agreed that a grant payment of £1k be made to the Scouts.

ACTION 11/20 – 6 – Clerk to arrange payment and confirm decision with Godstone Scouts.

10. Greens, Commons and Land - Received updates and considered recommendations:

10.1 Godstone, to include:

10.1.1 Car park – Updated on current progress. Matters arising were reported:

- Papers to SCC submitted, including letter from Parish about Covid Compliant Contractor.
- Dwell Period and a requirement to consider potential costs to ensure site area is safe. Councillors noted that fencing costs had not currently been included
- Due Diligence considerations for the cross over period between parties working on the area.

10.1.2 Condition of football club goal mouths – Concern about the recovery of the goal mouths after the football clubs work to improve their condition.

ACTION 11/20 – 7 – Cllr D Stone to liaise with Football club. Reminder of what council discussed in August to circulated.

10.1.3 Playground – Update – Following the decision at the previous meeting an update on action taken to date was summarised below (email of 19 October 2020)

- Arrangements for regular cleaning of equipment and notices in relation to Covid
 - As per maintenance contract, contractor to carry out Risk Assessments (RA) prior to work, Clerk will request COVID compliance is included in RA.
 - Investigation into suitable anti-bacterial cleaner, including certificates and information sheets on product.

Pack Size	Price
5ltr	£7.76
Each	£2.29

RESOLVED - Councillors unanimously agreed that the anti-bacterial cleaning product be purchased.

ACTION 11/20 – 8 – Clerk to arrange purchase of anti-bacterial cleaner.

- Notices content and details that users should comply with noted.
- Playground Short term repairs to ensure safety discussed. Noted consideration of swings detailed in safety reports 2019 and 2020.

ACTION 11/20 – 9 – Clerk to confirm instructions to Maintenance contractor, weekly sand rake and repairs to embankment slide. Climbing posts to be reduced due to deterioration of wood.

- iv. Planning for the playground's long-term future needing to be a focus was noted. The criteria for CIL applications and work required in relation to different grants potentially available was discussed. Accessibility, planning permission considerations were also considered as factors effecting the long-term considerations of the playground.
- v. Councillors discussed the financial position of the council which requires consideration when considering potential long-term plans for the playground. The council's current commitment to build the car park and the current bare minimum contingency in place must be carefully considered alongside any large-scale proposals for the playground.

ACTION 11/20 – 10 – Clerk to investigate the Fund Surrey Devolution Fund that may be available.

ACTION 11/20 – 11 – Clerk to ensure budget plans for the playground are included on the Finance committee agenda.

ACTION 11/20 – 11a – Clerk to ensure the financial position in relation to contingency funds for the car park are raised with the Finance Committee when considering budget plans for the playground.

- 10.1.4 Boules Pitch – The condition/deterioration of the Boules area was discussed and although there is a Boules Committee, which on initial investigation showed that there would have been discussions about them being responsible for the condition of the pitch, information was reported about the planning application being made by the Parish council.

ACTION 11/20 – 12 – Clerk to download a copy of the original planning application and provide councillors with the information.

10.2 **Hilly fields**, to include:

10.2.1 Update on repairing of the fence

- i. Suggestions in relation to a potential relocation of the gate to the Hilly Fields was muted.
- ii. It was estimated to do a partial replacement along the lane could be around £2.5k

ACTION 11/20 – 13 – Clerk to confirm budget allocated to Hilly Fields for FY2020-21.

10.3 **Bounty and Allotments**

- 10.3.1 Letter from allotment holder acknowledged and Councillors considered the points raised.

ACTION 11/20 – 14 – Clerk to reply stating the Parish Councils position in enforcing the terms of the allotment agreements and the rent allowance that was made when the Hilly Fields allotment site was closed.

10.4 **Tilburstow Hill/The Enterdent**

- 10.4.1 Notice: Yanlet Pit to Walton (TG) – Pipeline Survey Your ref: TG/SU/TA/1190/CH/CIPs – Noted correspondence confirming PL insurance and area to be left tidy.

- 10.4.2 Japanese Knotweed – Noted 3-year program had been implemented to deal with the Knotweed.

10.5 **South Godstone**

- 10.6 Horse trough would be replanted by volunteers.

10.7 **Blindley Heath**

- 10.8 Car Park height barrier – Discussed intention to install a height barrier at Blindley Heath at the same time as the Godstone car park. Noting planning permission would be needed.

ACTION 11/20 – 15 – Clerk to include in budget notes for Finance committee planning.

10.9 Ray Lane Gas Works

ACTION 11/20 – 16 – Clerk to liaise with councillors and the utility company to ensure that the layby area is returned to the condition it was originally in before the unauthorised use of it started.

11. Burial Grounds and Memorials

- 11.1 Burial Ground and Churchyard – No general issues raised for consideration.

- 11.2 Applications for Exclusive Rights of Burial - None

11.3 Memorials

- 11.3.1 Applications for consent to erect or work on Memorials

- i. Carr (173) - Restoration of stone including a concrete base 1" above ground level.

RESOLVED - Councillors unanimously agreed that the concrete base should be flush with the ground, so as not to hinder grass cutting.

- 11.3.2 Request to grant permission for work on the memorial, by way of the [Local Authorities' Cemeteries Order 1977](#) Article 10 item 1b**

- i. Lilley (349) - Due to extenuating circumstances, it is not possible to transfer of the EROB.

RESOLVED - Councillors unanimously agreed that permission for work on the memorial, by way of the [Local Authorities' Cemeteries Order 1977](#) Article 10 item 1b be granted.

ACTION 11/20 – 16 – Clerk to liaise with the families and stonemasons in relation to 11.3.1 and 11.3.2.

11.4 War Memorials and Postengate Farm Memorial Site

- 11.4.1 Postengate Farm - Noted condition checked recently.

- 11.4.2 War Memorial – Thanks given to L Case for ensuring the repair of the war memorial

**10.—(1) A burial authority may grant, on such terms and subject to such conditions as they think proper - (b) to the owner of a right described in (a)(i) or (ii) (or to any person who satisfies them that he is a relative of a person buried in the grave or vault, or is acting at the request of such a relative and that it is impractical for him, or such relative, to trace the owner of the right so described), the right to place and maintain, or to put any additional inscription on, a tombstone or other memorial on the grave space, grave or vault in respect of which the right so described subsists

12. Correspondence - Councillors acknowledged the following correspondence had been emailed since the last meeting:

- 12.1 News: Spelthorne added to government watchlist - update 3pm
- 12.2 Article from the Guildford Dragon news on the Surrey unitary bid
- 12.3 Reference: ME-886460 - Surrey Highways: Tandridge Parking Review 2020
- 12.4 Surrey ALC Ltd - Notice of the Annual General Meeting 2020 – Noting Guest Speaker Tim Oliver, SCC.
- 12.5 NALC - CHIEF EXECUTIVE'S BULLETIN
- 12.6 Decision notice Mercers South Quarry, Bletchingley Road, Nutfield, Surrey RH1 4EU
- 12.7 News: An update on COVID-19 cases in Surrey
- 12.8 Community Projects Fund
- 12.9 Remembrance Sunday - 8th November 2020
- 12.10 News: An update on COVID-19 cases in Surrey
- 12.11 Reference: ME-805660 - Surrey Highways: TRO - IVY MILL LANE (D397) GODSTONE TEMPORARY PROHIBITION OF TRAFFIC NOTICE NO.2 2020
- 12.12 News: Elmbridge moves to Tier 2 of government's new local COVID alert level
- 12.13 Update – gas network upgrade in Ray Lane, Lingfield
- 12.14 TLAG update
- 12.15 Agenda for Tandridge Local Committee, Friday, 6 November 2020, 10.15 am
- 12.16 Memorial Bench Renovation

ACTION 11/20 – 17 – Parish office to send information to family.

13. Matters for reporting or inclusion on future agendas

- 13.1 Tree around public highways
- 13.2 The next meeting of the Parish Council will be held at 7.30 pm on Monday 7 December 2020 by ZOOM Conference call

Part 2 – None

----- Meeting ended 10pm-----

Chairman

Date