

Godstone Parish Council

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

Clerk to the Parish Council

S Endersby

Admin Assistant
E Cross

The Bounty
Godstone Green
Godstone, Surrey
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MINUTES

of the Annual Parish Council Meeting of Godstone Parish Council held virtually on
Wednesday 5 May 2021 at 7.30pm

Members: Cllrs J Gardner, C White, B Davis, D Stone, C Farr, L Case, S Farr and J Farnaby

Apologies:

Absent: Cllr M McLoughlin

In Attendance: F Pavely and S Endersby (Clerk)

1. Questions from Members of the Public - None

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

2.1 Cllr J Gardner was proposed as Chairman (Proposed by Cllr B Davis; Seconded by Cllr C Farr).

RESOLVED - Councillor J Gardner was unanimously appointed as Chairman of the Parish council.

2.2 Cllr B Davis was proposed as Vice Chairman (Proposed by Cllr J Gardner; Seconded by Cllr D Stone).

RESOLVED - Councillor B Davis was unanimously appointed as Vice Chairman of the Parish council.

ACTION – APM 05/21 – 1 Declaration of acceptance of office to be completed by the Chairman and Vice Chairman as soon as practicable.

3. Consent to summons by email to attend meetings.

3.1 Councillors to confirm that they accept and consent to summons to meetings by email.

RESOLVED - Councillors confirmed acceptance and give consent to be summoned to meetings by email.

4. Apologies and reasons for absence

4.1 There were no apologies for absence received by the Clerk.

RESOLVED – The meeting was deemed quorate.

5. Declarations of Interest - None

6. County and District Councillors

6.1 Cllr C Farr reported that the Tandridge District Council (TDC) budget had now been published (<https://www.tandridge.gov.uk/Your-council/Freedom-of-information-and-data/Financial-information/Budget-information>)

7. Minutes of the previous meeting held on Monday 12 April 2021

7.1 Councillors reviewed the minutes of the meeting held on Monday 12 April 2021.

RESOLVED - Councillors unanimously approved the minutes of the meeting held on 12 April 2021 as an accurate record of the meeting.

7.2 It was noted that the minutes of the Extraordinary Meeting held on 8 April 2021 had been circulated, but not published on the Agenda for this meeting so would be dealt with at the next meeting.

ACTION – APM 05/21 – 2 – Chairman to sign the minutes of 12 April 2021 and Clerk to ensure minutes of the Extraordinary Meeting held on 8 April 2021 are included on the next meeting agenda.

8. Committees

8.1 Review of delegation arrangements to committees and sub-committees

8.1.1 Committees

i. Finance Committee

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

1 Review and agree annually, and effect any changes required:

12.1.1 All fees and charges made by the Council.

12.1.2 Salaries of all employees and motor mileage rates.

12.1.3 Chairman's Allowance

12.1.4 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 virement.
- 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 - Councillors 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 - Councillors unanimously agreed that no powers be delegated to the Neighbourhood Plan Committee.

iv. Greenspaces Committee

RESOLVED - Councillors 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.

8.1.2 Sub Committees

- i. Greenspaces Sub Committee (Land Management – Greenspaces Legal and Boundary Sub Committee)

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

8.1.3 Non-Standing Committees

- i. Staff Appeals Committee (Constituted with 3 Members)
- ii. Staff Grievance and Disciplinary (Constituted with 4 Members)

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; 8.1.3. i and 8.1.3. ii; and this would be considered at the time if it is necessary to appoint members.

8.2 Review of the terms of reference for committees

8.2.1 Finance Committee

RESOLVED - Councillors unanimously approved the Terms of Reference of the Finance Committee (Appendix A).

8.2.2 Planning Committee

RESOLVED - Councillors unanimously approved the Terms of Reference of the Planning Committee (Appendix B).

8.2.3 Neighbourhood Plan Committee

RESOLVED - Councillors unanimously approved the Terms of Reference of the Neighbourhood Plan Committee (Appendix C).

8.2.4 Greenspaces Committee

RESOLVED - Councillors unanimously approved the Terms of Reference of the Greenspaces Committee (Appendix D).

8.3 Appointment of members to existing committees and committees Chairman

8.3.1 Finance Committee

RESOLVED - Councillors unanimously agreed the membership and chairperson for the Finance Committee:
Members: Cllrs C White, C Farr, S Farr, D Stone and B Davis
Chairperson: Cllr C White

8.3.2 Planning Committee

RESOLVED - Councillors unanimously agreed the membership and chairperson for the Planning Committee:
Members: Cllrs J Gardner, C Farr, B Davis, C White, S Farr, M McLoughlin, D Stone and J Farnaby.
Chairperson: Cllr J Gardner

8.3.3 Neighbourhood Plan Committee

RESOLVED - Councillors unanimously agreed the elected members appointed to the Neighbourhood Plan Committee as representatives of the Parish Council alongside unelected community members of the committee:
Elected members: Cllrs C Farr, B Davis, C White and J Farnaby.

8.3.4 Greenspaces Committee

RESOLVED - Councillors unanimously agreed the membership and chairperson for the Greenspaces Committee:
Members: Cllrs C Farr, D Stone, L Case, J Farnaby and S Farr
Chairperson: Cllr C Farr

8.3.5 Greenspaces Sub Committee

RESOLVED - Councillors unanimously agreed the membership and chairperson for the Greenspaces Sub Committee:
Members: Cllrs C Farr, B Davis, M McLoughlin, J Gardner and J Farnaby.
Chairperson: Not specified.

8.4 **Appointment of any new committees in accordance with standing order 4** - None

9. Annual Matters to Review

9.1 Review and adoption of standing orders

RESOLVED - Councillors unanimously agreed the review of the standing orders be delegated to Cllrs C Farr and B Davis and the Clerk.

ACTION – APM 05/21 – 3 – Cllrs C Farr and B Davis to liaise with the Clerk to review the Standing orders and then report to the full council.

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

RESOLVED – On reviewing the current contractual agreements, councillors unanimously agreed the following actions as detailed in the ‘Conclusion of Review’:

Contract	Contract Period	Conclusion of Review
Grass cutting	Up to 31 January 2023	No action required
Maintenance	Two years from 15 July 2020	Monitoring as specified in contract.
IT	Appointed in 2016, no record of a contractual agreement following Tender process. Contract period not specified.	Clerk and Cllr J Farnaby to review the current arrangement and report to council.
Auditor - Internal	Appointed annually on receipt of Letter of appointment with fees details	No action required.
Blindley Heath SSSI Management Agreement	25 years from 1 January 2012	No action required.
Solicitors	N/a	Continue to decide matter-by-matter and dependent on specialist area required. Clerk to investigate the current contact address on title deeds for council to review.
Tree Contractor	N/a	Considering the potential for emergency tree works the preferred contractor was noted. Councillors agreed that up to a maximum of £750 spend could be agreed with the preferred contractor before further quotes should be sought.

9.3 Review of delegation arrangements to staff and other local authorities

RESOLVED – Councillors unanimously agreed the following delegation arrangements to staff and other authorities, as detailed in the ‘Conclusion of Review’:

Staff member or Authority	Delegated Arrangement	Conclusion of Review
Clerk	Delegation to review memorial applications and issuing of Exclusive Right of Burial Grants.	Delegation to Clerk to review and approve non contentious memorial applications. Delegation to Clerk to issue Exclusive Right of Burial Grants following an application being received.
Clerk	Delegation to arrange the payment of Salaries	Delegation to Clerk to pay salaries in accordance with the ‘Payment of Salaries’ detailed in the Parish Council Financial Regulations.
Surrey Wildlife	Management of the Blindley	No concerns and to continue as per the contractual management

Trust (SWT)	Heath SSSI	agreement.
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9.4 Review of representation on or work with external bodies and arrangements for reporting back

RESOLVED – Councillors unanimously agreed the following Councillors be nominated as representatives of the Parish council on the external bodies detailed:

External Body	Councillor
Surrey County Association of Parish and Town Councils	No specific allocation.
Godstone Preservation Society	Cllr D Stone
White Hart Barn Committee	Cllr J Gardner
Surrey Rail Forum	Cllr C White
Blindley Heath Management Committee	Cllr S Farr
Godstone United Charities	L Case
Gatwick Area Committee	Cllrs C Farr and D Stone
Redhill Aerodrome Consultative Committee (RACC)	Cllr C Farr
Godstone Village Association	Cllr J Gardner
TLAG	Cllr C Farr
OLRG	Cllr C Farr
North Park Farm Quarry	Cllrs B Davis and Cllr D Stone

9.5 Confirmation of arrangements for insurance cover in respect of all insurable risks – It was noted that the current insurance arrangement, with Zurich, is due for renewal on 1 October 2021 and that 21-22 is the last year of a 3yr discount arrangement. It was noted that the arrangement of insurance cover is delegated to the Finance Committee.

9.6 Review of the Council's and/or staff subscriptions to other bodies – The following was noted and accepted:

Institute of Cemetery and Crematorium Management (ICCM)	Reviewed annual and detailed on the payment schedule for this meeting.
Surrey Association of Local Councils Ltd (SALC) and National Association of Local Councils (NALC)	Invoice agreed for FY2021-22 at the council meeting on April 2021.

10. Annual Review of Policies

10.1 Review of the Council's complaints procedure

10.1.1 Recently Godstone Parish Council have received an anonymous complaint on a particular issue with a request for action. If the Parish Council receive anonymous complaints, information, or a request to treat information in an anonymous way the Council will take no formal action, however the information will be noted and circulated to all councillors to be used in any way deemed appropriate. (Proposer: B Davis, Seconder: D Stone)

RESOLVED – Councillors unanimously approved the complaints procedure and agreed that a clause be included in relation to anonymous complaints as detail in 10.1.1.

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

RESOLVED – Councillors unanimously approved the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation: Data Protection Policy; Document Retention Scheme; and Privacy Policy.

10.3 Review of the Council's policy for dealing with the press/media.

RESOLVED – Councillors unanimously approved the Council's policy for dealing with the press/media.

10.4 Review of the Council's employment policies and procedures

RESOLVED – Councillors unanimously approved the Council's employment policies and procedures, Disciplinary policy and Grievance policy.

ACTION – APM 05/21 – 4 – Annual Review of Policies - Clerk to research model policies for the council's consideration in relation to Whistleblowing and Social Media.

ACTION – APM 05/21 – 5 – Annual Review of Policies - Parish office to update policies as detailed above, updating review dates, completing any agreed amends and update the parish website.

11. Finance Matters

11.1 Annual Review and adoption of Financial Regulations – It was noted that the Financial Regulations need updating.

RESOLVED – Councillors unanimously agreed that the review and updating of the Financial Regulations be delegated to the Finance Committee.

11.2 Annual Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.

11.2.1 General Powers of Competence - It was noted that the council does not qualify to spend funds under the General power of competence.

11.2.2 Expenditure incurred under s.137

RESOLVED – Councillors unanimously agreed that the review of expenditure under s.137 be delegated to the Finance Committee.

11.3 Review of inventory of land and other assets including buildings and office equipment

RESOLVED – Councillors unanimously agreed that the review of inventory of land and other assets be delegated to the Finance Committee.

ACTION – APM 05/21 – 6 – Clerk to check with auditor about rolling revaluation of assets.

ACTION – APM 05/21 – 7 – Summary of actions for the Finance Committee at its next meeting:

- Finance Regs - Clerk to provide a comparison document of current and new finance regulations to assist the review.
- Review of expenditure under s.137
- Review of inventory of land and other assets and consider (following information from the Clerk/Auditor about rolling revaluation of assets) revaluation of assets and the councils insurance policy.

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

GPC Ref.	Business	Invoice	Invoice Date	Payment For	Net amount	VAT	Invoice Total
Salary Payments							
G1036	NEST			Pension APRIL - Employees/Employers contributions paid to NEST.	2618.74		2618.74
G1032,33,34	Salaries			APRIL Salary Payments			
G1035	HMRC			NI and Income Tax - APRIL			
Direct Debits							
G1044	British Gas Lite	1519242	4/9/2021	Electricity Bill	42.39	2.12	44.51
G1026	BT	M101ES	4/17/2021	Telephone and Internet	49.15	9.83	58.98
Invoices for Payment							
G1024	Fairalls	518551	1/4/2021	Playground slide	35.98	7.2	43.18
G1025	Fairalls	517481	3/30/2021	Greenview Signs	8.38	1.68	10.06
G1027	Surrey Wildlife Trust	15242	4/19/2021	Annual Mgt Fee for BH Common Apr 21 - Mar 22	2223.63	444.72	2668.35
G1028	Fairalls	522236	11/4/2021	Embankment slide	15.96	3.19	19.15
G1029	Hayes Hygiene Ltd	58506	4/26/2021	Sanitiser	7.76	1.55	9.31
G1030	ICCM	4477/2021/22	1/4/2021	Corporate Membership Invoice	95		95
G1031	Neat Gardens	245	Apr-21	Grass Cutting & Bounty Maintenance	1938.01		1938.01
G1037	HPS	5741	4/28/2021	8 Office 365 Exchange Online Plan 1 licences	288	57.6	345.6
G1038	HPS	5742	4/28/2021	Managed Avast AntiVirus Renewal for 2 PC's	47.3	9.46	56.76
G1039	HPS	5736	4/28/2021	IT Support (Jun 2020 - 31 Mar 2021)	400	80	480
G1040	HPS	5737	4/28/2021	Renewal of domain for the two-year period	120.5	24.1	144.6
G1041	HPS	5738	4/28/2021	One (1) Office 365 Exchange Online Plan	28.08	5.62	33.7
G1042	HPS	5739	4/28/2021	Renewal of DNS Registration for 1 year	11.5	2.3	13.8
G1043	HPS	5740	4/28/2021	Renewal of Office 365 Business Premium	225.6	45.12	270.72

G1045	Village Maintenance	April Jobs	5/4/2021	Maintenance	450	0	450
TOTAL					£8,605.9	£694.4	£9,300.4
					8	9	7

*Salaries paid in accordance with 7. Payment of Salaries of the Parish Council Financial Regulations.

**Employees/Employers total payment paid by GPC to NEST.

RESOLVED – It was acknowledged that the payment summary for **APRIL** and copy invoices had been circulated by email to all councillors in advance of the meeting. The accounts for payments, totalling **£9300.47** was unanimously approved.

ACTION – APM 05/21 – 8 – Clerk to pay invoices and investigate green spray paint used for maintenance.

11.5 Summary Financial Report to **FEBRUARY and MARCH** receive and review

11.5.1 Accounting Statement for **FEBRUARY** (up to 1 March 2021) provided to council – Bank Reconciliation; Income and Expenditure sheet; Reserves Summary detailing Restricted Funds (incl. CIL funds) and Designated Funds.

RESOLVED – Councillors unanimously approved the Summary Financial Report for **FEBRUARY** and agreed it be signed by a councillor on behalf of the council.

11.5.2 Accounting Statement for **MARCH** (up to 1 April 2021) provided to council – Bank Reconciliation; Income and Expenditure sheet; Reserves Summary detailing Restricted Funds (incl. CIL funds) and Designated Funds

RESOLVED – Councillors unanimously approved the Summary Financial Report for **MARCH** and agreed it be signed by a councillor on behalf of the council.

11.6 Grants

11.6.1 Councillors noted that there is no grant allocation in the FY2021-22 budget.

11.6.2 Grant application - Air Ambulance (Kent, Surrey and Sussex) for £300 dated April 2021.

- a. The clerk reported that the grant agreed for 2020-21 was never paid after Covid caused delay initially and then no response received back when followed up, so the grant agreed in FY20-21 was never paid.

RESOLVED – Councillors unanimously reconfirmed that the 2020-21 grant should still be paid, but that new grant application would have to be declined due to there currently being no grant allocation in the FY2021-22 budget.

ACTION – APM 05/21 – 9 – Clerk to arrange payment of the 2020-21 grant to the Air Ambulance of £250 as agreed in March 2020.

12. Meetings 2019 -2020

12.1 Determine the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

12.1.1 It was noted that virtual Parish council meetings are no longer allowed after 7 May 2021.

12.1.2 The draft schedule of meetings was considered.

RESOLVED – Councillors unanimously approved the schedule of meetings detailed below for 2021-2022 meetings:

Meeting Date	Meeting	Venue
Monday 7 June 2021	Parish Council Meeting	South Godstone Sports Association (for more space due to Covid)
Monday 5 July 2021	Parish Council Meeting	St Stephens, South Godstone
Monday 2 August 2021	Parish Council Meeting	St Stephens, South Godstone
Monday 6 September 2021	Parish Council Meeting	St Stephens, South Godstone
Monday 4 October 2021	Parish Council Meeting	St Stephens, South Godstone
Monday 1 November 2021	Parish Council Meeting	St Stephens, South Godstone
Monday 6 December 2021	Parish Council Meeting	St Stephens, South Godstone
Monday 10 January 2022	Parish Council Meeting	St Stephens, South Godstone
Monday 7 February 2022	Parish Council Meeting	St Stephens, South Godstone
Monday 7 March 2022	Parish Council Meeting	St Stephens, South Godstone
Monday 4 April 2022	Parish Council Meeting	St Stephens, South Godstone
Monday 9 May 2022	Parish Council Annual Meeting	St Stephens, South Godstone

Annual Parish Meeting

30 May 2022	Refreshments from 7pm for a 7.30pm start.	St Stephens, South Godstone
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RESOLVED – Councillors unanimously agreed that Planning meetings be held at St Stephens, due to Covid until June.

13. Appointments of areas of responsibility

RESOLVED – Councillors unanimously agreed the following allocations of areas of responsibility:

AREA	Agreed at meeting
Allotment site	Cllrs B Davis and L Case
Godstone Burial Grounds	Cllrs D Stone and M McLoughlin
Hilly Fields	Cllr J Gardner
Blindley Heath Common	Cllrs C Farr and S Farr
Godstone Green: Greenview	Cllr J Gardner
Godstone Green: includes Godstone Green/South View/Playground	Cllrs M McLoughlin and L Case
The Enterdent and Tilburstow Common	Cllr D Stone
South Godstone (including Postengate)	Cllr J Farnaby
Maintenance contractor overseer	Cllrs C Farr, M McLoughlin and J Farnaby
Insurance renewal	Delegated to the Finance Committee
Website	Cllr J Farnaby and the Clerk
Newsletter	Clerk prepares details and circulates to all Councillors for reference and input.
Fair Liaison	Cllrs B Davis and L Case

14. Motions proposed for discussion by Councillors

14.1 Following the agreed initial submission to apply for a grant from Surrey County Council under their 'Your Fund Surrey' scheme, for a new children's playground on Godstone Green, Godstone Parish Council now need to complete the Your Fund Surrey Application document. The application details administrative information and detailed information about the proposed project, detailed in responses to questions 12 and 13. This motion seeks the approval of councillors for the completed draft application (circulated on 21 April 2021), "*Your Fund Surrey - Godstone New Playground - Application details*", including the statements prepared to question's 12 and 13, to be submitted. (Proposer: B Davis, Seconder: L Case)

RESOLVED – Councillors unanimously agreed the Your Fund Surrey Application prepared and circulated to councillors, be submitted on behalf of Godstone Parish Council.

14.2 Due to the circumstances the Parish council is faced with, due to confusion of the COVID rules in respect to face-to-face meetings and the future of virtual meetings, for this year only, the council change the statutory date range that the Annual Parish Meeting be held from between from 1 March- 1 June, and extended the end date to 1 August 2021. (Proposer: B Davis, Seconder: C Farr)

RESOLVED – Noting the impossible position the council is in, Councillors unanimously agreed the date range that the Annual Parish Meeting be held from be extended to 1 August 2021.

14.3 It is recognised by council that there is a severe Health and Safety issue with potholes in the carpark next to Pondtail surgery and the road leading into the car park. Once we have sought three quotations to make the necessary repairs, the council award the contract to the most appropriate contractor to complete the work in the shortest time possible. (Proposer: B Davis, Seconder: J Farnaby)

14.3.1 Noting the summary of quotes provided on 29 April 2021 (Commercially Sensitive)

RESOLVED – Councillors unanimously agreed that Exalls be appointed as the contractor to complete repairs and agreed that the work should proceed as urgently as possible due to the concerns about the Health and Safety risks discussed.

ACTION – APM 05/21 – 10 – Councillors asked Cllr J Gardner (with the Clerk) to liaise with the contractor to confirm a start date for works. If there is a long lead time the next agreed contractor to be used.

14.4 If a councillor is made aware of an issue relating to Parish council land or property which they judge to be an emergency and it is not possible to contact the Clerk or Chairman then they should contact another councillor. If they together agree that urgent action is required, then they should be authorised to contact a suitable contractor to make the emergency safe. Whilst it may not be possible to get a formal quote an indicative figure may be agreed providing it does not exceed £500. A report on the issue with photographs should be submitted to the Clerk and Chairman at the earliest possible opportunity. Such incidents may lead to an insurance claim, therefore as much detail as possible should be recorded. (Proposer: J Farnaby, Seconder: B Davis)

RESOLVED – Councillors unanimously agreed the motion be amended to state, '.....does not exceed £1000.'

RESOLVED – Councillors unanimously agreed that in the case of an emergency councillors follow the process as set out in the motion and be authorised to contact a suitable contractor to make the emergency safe and whilst it may not be possible to get a formal quote, an indicative figure may be agreed providing it does not exceed £1000.

15. Reports

15.1 Clerks Report

15.1.1 Public Liability- Park Football – Not received current certificate.

ACTION – APM 05/21 – 11 – Strong letter to be sent stating permission will be removed if insurance details not received.

RESOLVED – Councillors unanimously agreed that a statement be added to the councils standard Terms and Conditions to request that organisations ensure the appropriate DBS checks are carried out for volunteers and employees if applicable, with a request that the council can request evidence if it is deemed necessary.

15.1.2 Emergency Assistance Fund (EAF) – Reported that although actions had been taken to ensure allocation of EAF grants were tracked, due to timing of bank reconciliation and paying of grants, the last grant of £100 took spend of the EAF over the grant received by the council.

RESOLVED – Noting how the issue had arisen, councillors unanimously agreed that £100 from the general fund be allocated to correct the £100 overspend against the EAF grant held.

15.1.3 ICCM report – It was noted that the clerk is still trying to finish the report and recommendations, delay is due to general work load.

15.2 Chairman's Report – Items to raise are included within the agenda for the meeting.

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

15.3.1 Sibelco - North Park Quarry Liaison Meeting - Cllrs B Davis and D Stone

15.3.2 Godstone Preservation Society (next week) – Cllr D Stone

16. Greens, Commons and Land - Updates and consider any recommendations:

16.1 Allotments

16.1.1 Boundary enquiry – Property that backs on to the allotments, meeting is arranged for 19 May 2021.

16.2 Godstone, The Bounty and Godstone Green

16.2.1 The Bounty Rent

- i. Noted recommendation proposed following the meeting with the Scouts of an increase which is just over 3% per annum compound over five years amounting to £2750 per annum.
- ii. Noted no wayleave to Bounty
- iii. Noted circumstances in relation to condition of Bounty when first taken on and the retain clause.
- iv. Noted offer for Scouts to consider the Parish council purchasing the Bounty.

RESOLVED – Councillors unanimously agreed the proposals detailed in relation to the Bounty rent (16.2.1 i-iv)

16.2.2 Dennis Kellond Boule Memorial – Change to proposal (details circulated for councillors information)

RESOLVED – Councillors unanimously agreed the amended proposals detailed in relation to the changes that have been made to the Boule memorial.

ACTION – APM 05/21 – 12 – Terms and Conditions, including Insurance details, to be confirmed in writing to ensure all parties are clear in the future.

16.2.3 Cricket Square

- i. Noted update from Zoom meeting and correspondence received by working group, including the tone of the correspondence.
- ii. Council stated that to ensure clarity, the parish council wish to deal with one entity in relation to cricket on the Green.
- iii. The working group currently are not in a position to recommend permission be granted for works on the cricket square.

16.2.4 Car Park

- i. The exposed utility area has been refilled due to safety issues of leaving exposed.
- ii. Proposed that a letter to the appropriate SCC highways contact be sent to discuss possibility of using current access roadway.
- iii. Councillors noted the potential excessive expense of the project if this final option is not feasible, which places the future of the project at serious risk.

RESOLVED – Councillors unanimously agreed that a letter be sent to reinvestigate using the current roadway.

ACTION – APM 05/21 – 13 – Clerk to liaise with Cllr J Gardner to send letter to highways.

16.2.5 Greenview – The offer of granite curb slabs for Greenview from Cllr J Gardner, to try and prevent parking was noted, but a point was raised by Cllr B Davis that this sort of offer should not be expected or relied upon and it should be considered what position it puts the council/councillors in.

16.3 Hilly Fields

16.3.1 Kissing gate is beyond remedial repair and needs to be replaced with a galvanised kissing gate. Replacement fence remains as a project to do, but no current action plan. Any instructions on carrying out remedial work to be put on hold.

16.4 South Godstone

16.4.1 Bus Stop

16.4.1 Damaged bus stop – Action completed to deal with the damaged bus stop was noted.

ACTION – APM 05/21 – 14 – Clerk to contact who council believe are the landowner to report what happened and confirm landownership, temporary safety fencing to be placed in gap, insurance company to be contacted to establish situation.

16.5 Blindley Heath – No items raised.

16.6 Tilburstow Hill Common

16.6.1 - Apparent cycle track / obstacle course – Offer of parishioner to assist in clearing the obstacles noted.

RESOLVED – Councillors unanimously agreed to accept the offer of help to remove the obstacles.

ACTION – APM 05/21 – 15 – Clerk to accept offer of help to clear obstacles.

17. Burial Grounds

17.1 Applications for Exclusive Rights of Burial

17.1.1 Request to scatter ashes (Location TBC) and a plaque.

ACTION – APM 05/21 – 16 – Noting the request, which currently can not be fulfilled, it was proposed that the consideration of a area for scattering of ashes and memorial plaques be an future agenda item.

17.2 Applications for consent to erect Memorials – None reported.

18. Correspondence – Councillors noted the email correspondence received since the last meeting:

- i. Rural Speed Limit Project in Surrey
- ii. Email to Parish Councillors regarding redevelopment proposal in Blindley Heath
- iii. April Update from Surrey Heartlands CCG re: Pond Tail Surgery GP Services
- iv. DCMS Rural Broadband Consultation
- v. NALC Chief Executive's Bulletin

19. Matters for reporting or inclusion on future agendas

~~49.~~ 19.1 Minutes of the Extraordinary Meeting

Part 2 – None.

----- Meeting ended 11.00pm -----

Chairman

Dated