

Godstone Parish Council

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

Clerk to the Parish Council

Mrs S Endersby

Admin Assistant

Mrs E Cross

The Bounty
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Minutes

of the Meeting of Godstone Parish Council held on

Monday 3 December 2018 at 7.30pm at St Stephens Church, South Godstone, RH9 8EY

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

1. Questions from Members of the Public

1.1 F Pavely, Godstone – Reported that the Christmas Lights are out in the Green.

ACTION – 12/2018 – PF1 – Clerk to liaise with light contractor to address any faults and ensure that the lights are working.

1.2 M Sydney, Blindley Heath – Provided a historical paper in relation to planning enforcement.

2. County and District Councillors

2.1 Apologies were received from Councillor N Childs.

2.2 Councillor C Farr noted a parishioner requests, campaigning for accessible footpaths, that through Tandridge District Council (TDC) literature residents are encouraged to not block footpaths with their recycling bins. However, it was noted that TDC requires residents to place bins on the edge of their property, so it is not feasible to carry out such a request.

2.3 The cost of the proposed car park in Oxted was noted as £4.5m for ultimately -8 parking spaces.

3. Apologies and reasons for absence

3.1 Apologies have been received from Councillors J Farnaby, R Johnson and M McLoughlin due to prior personal commitments or sickness.

4. Declarations of Interest - None

5. Minutes of the previous meeting

5.1 Councillors considered the minutes of the meetings held on Monday 5 November 2018.

RESOLVED – Councillors agreed that the minutes of the meeting held on Monday 5 November 2018 were an accurate record of the meetings and should be signed by the Chairman.

6. Neighbourhood Plan Committee

6.1 Consideration of the current draft status of 'Godstone Parish Council Neighbourhood Plan'

6.1.1 Councillors discussed the current draft status of 'Godstone Parish Council Neighbourhood Plan', noting that a draft had not yet been circulated to councillors.

6.1.2 Councillors commended the amount of effort by the volunteers who have been preparing the plan.

6.1.3 It was discussed that the main concern is that there will be enough policies included in the draft emerging plan to ensure that the plan will be in a reasonable position to provide the voice of the local community as is its purpose.

6.1.4 It was noted that the draft document is confidential until the councillors have reviewed, agreed and voted that the final Neighbourhood Plan is ready for formal submission to TDC, then the process required following final formal submission of the finalised plan to TDC is that TDC appoint an independent inspector to review the Neighbourhood Plan and the document is published on the TDC website.

6.2 Councillors to consider the submission of a draft to notify Tandridge District Council of the Parish Councils intention to complete the 'Godstone Parish Council Neighbourhood Plan'

6.2.1 The Chairman proposed that this motion be deferred to an Extraordinary Meeting to be held on Monday 17 December 2018.

RESOLVED – Councillors unanimously agreed that councillors defer the discussion of submitting the 'Godstone Parish Council Neighbourhood Plan' to Tandridge District Council.

ACTION 12/2018 – 1 – Clerk to liaise with the Chair to publish the appropriate Agenda to call an extraordinary meeting on Monday 17 December 2018.

7. Motions proposed for discussion by Councillors and any business which the Chairman deems Urgent

(Standing orders 5.4)

7.1 Verify the position of the Parish council as a body in relation to the process and preparation of the Neighbourhood Plan by the Neighbourhood Plan Committee taking into account individual councillor opinions – Proposer: Cllr B Davis Seconded: Cllr C Farr

7.1.1 The Chairman reiterated that each councillor is entitled to an individual opinion and it was acknowledged that there was a variation of opinion and interpretation in relation to discussions concerning the draft document and preparation of the Neighbourhood Plan, but by way of this motion the Parish council would seek to confirm as a formal body the Parish council's opinion.

7.1.2 It was generally accepted that the strength of feeling was actually to achieve the same purpose, which is to ensure the success of the document 'Godstone Parish Councils Neighbourhood Plan' prepared by the Neighbourhood Plan committee on submission to TDC.

7.1.3 Councillors were reminded of the importance of conducting themselves in a manner as to not bring the council in to disrepute by spoken or written correspondence.

7.1.4 The councillors acknowledged that the Neighbourhood Plan required the support of volunteers to produce the document and concerned councillors did not wish that the Parish council discredit the efforts of all of those involved.

7.1.5 It was proposed that the motion be moved to Part 2 to conclude.

RESOLVED - Part 2 – Passed a resolution that pursuant to Section 1 part 2 of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the meeting during the consideration of any business on the grounds that it is likely if the public were to remain, there would be a disclosure of exempt information.

7.2 Waste Consultation - Community Recycling Centres - Surrey County Council

7.2.1 Councillors noted the consultation detailed - <https://www.surreysays.co.uk/environment-and-infrastructure/crcs/>

7.2.2 The summary of the changes proposed to the CRC service:

- i. Permanently closing a number of smaller, less effective CRCs, whilst increasing the opening hours at some CRCs;
- ii. Introducing a charge to dispose of construction wood and roofing felt;
- iii. Increasing the cost of disposing of items already charged for; and
- iv. Charging an annual application fee for van, pickup and trailer permits.

7.2.3 Comments deadline is 11:59 PM on Friday 4 January 2019 and it was noted that all Councillors could respond as individuals by completing the survey in the 'Have your say' on SCC website.

RESOLVED – Councillors unanimously agreed that the Clerk prepare a response on behalf of the Parish council, reiterating the concerns stated at the last consultation in August 2017.

ACTION 12/2018 – 2 – Clerk to circulate by email for confirmation with councillors and submit the proposed response to the waste consultation.

ACTION 12/2018 – 3 - Clerk to include details of the Parish council's response to the consultation in the next Parish magazine.

7.3 Website

7.3.1 Councillors noted that invoice information had been received from current provider which needed to be addressed in advance of the transfer from the old website to the new website.

7.3.2 The Clerk confirmed that she is liaising with our current IT consultants.

7.3.3 The invoice received – GPC01/05 was not received in time to be included in the payment summary.

7.3.4 Councillors noted the information detailed in the invoice and asked that the Clerk clarify the breakdown of charges before it is approved for payment.

ACTION 12/2018 – 4 - Clerk to liaise with old website provider in relation to the breakdown of items detailed on the invoice received.

7.4 Future management of the Allotments and consideration of the working groups site visit report

7.4.1 Consideration of the working groups recommendations following a site visit

7.4.2 Consideration of previous emailed reports and points raised:

a. Key points detailed –

- i. Impossible to get to the designated Bonfire site due to the build-up of weeds and shoots from the trees felled last year;
- ii. Permission requested to burn garden rubbish on own allotments;
- iii. Allotment holder dumping weeds on the pile of rubbish, when challenged explained that they did not realise it was ok to do this as there was no notice saying 'do not dump rubbish here';
- iv. Unofficial rubbish pile has now got a bag of non-allotment rubbish and some timber;
- v. Generally, the new Allotments created are in very poor shape with weeds up to 3-4 feet tall;
- vi. Income received from letting the Allotments is very low and is not sufficient to pay for any regular maintenance;
- vii. Concern about what the money spent clearing rubbish and felling trees has achieved, apart from freeing up space in preparation of the Hilly fields site closing next May;
- viii. A way forward would be an Allotment association, to encourage self-management, the chances of this happening are not very high;

- ix. Parish Councils are only legally required to provide the land for allotments; and
- x. Considering the financial pressure on the Parish council it is felt that we cannot justify spending any more substantial sums.
- b. Considerations for the future detailed in the report:
 - i. The area in the south east corner which was one of the rubbish areas we cleared should be allocated as a dump for garden waste on the basis that it took 20 + years to build up previously; and
 - ii. Allow allotment holders to burn their garden waste on their own plots.
- c. Further points proposed for further discussion at the next meeting:
 - i. Fencing of the boundary in the future to be repaired;
 - ii. Weed control Matting;
 - iii. Marking out a long-term fallow area for green waste open composting away from the garages ;
 - iv. Removal of the current pile via a grab lorry with the agreement of the access landowner
 - v. CCTV signage;
 - vi. Ensuring any development does not use parish land without an agreement which may then include a reciprocal agreement for water and occasional vehicular access rights;
 - vii. Actively promoting allotments, with potential discount for taking on an overgrown one and promoting groups to take one;
 - viii. An annual prize of the return of allotment charge for a well-kept area;
 - ix. Annual meeting between allotment holders and the council;
 - x. Investigate grants available to assist in caring for the area; and
 - xi. Consider maintenance of allotments may be an appropriate use of CIL money.

8. Tandridge District Local Plan and Garden Village

8.1 Update in relation to modifications to the Local Plan proposed by Tandridge District Council (TDC)

- 8.1.1 Councillor C Farr stated that there were no notifications to report yet in relation to the modifications (deemed major changes) to the Local Plan being proposed by TDC.
- 8.1.2 Councillors noted that if there were any major modifications proposed by TDC for the Local Plan, it would be likely that the Parish council may need to seek further advice from the Parish councils appointed Legal Counsel and Planning Consultant.
- 8.1.3 Costs are currently within the budget and funds specifically still available in designated funds.
- 8.1.4 Councillors acknowledged the situation and noting Financial Regulations 10.1-10.5 Councillors reiterated that the instruction for Councillor C Farris to liaise with the Parish councils' external advisors was still accepted, but instructions should be copied to the Clerk.

9. Reports

9.1 Action taken – to review and ratify as applicable

- 9.1.1 It was noted that there had been no success in finding any written agreement in relation to when the Parish Council became responsible for the burial ground.

ACTION 12/2018 – 5 - Clerk to continue investigation for details in relation to the transfer of the burial grounds to the Parish council.

9.2 Clerks Report

- 9.2.1 Christmas Tree Festival – It was noted that tree will be in church from the 14 December 2018
- 9.2.2 Christmas lights donations – It was noted that there had been a good response to the letter requesting donations.
- 9.2.3 Memorial Benches – Councillors discussed clarification the agreement between families wishing to install a bench on parish land i.e. length of responsibility; and future maintenance arrangements.
- 9.2.4 Small Business Rates Relief – It was acknowledged that the renewal Application signed and returned to TDC confirming the application is still appropriate.
- 9.2.5 Surrey Highways Correspondence
 - i. ME-536882 - Surrey Highways: Miles Lane, South Godstone - Noted
 - ii. ME-593384 - Surrey Highways: TRO RAY LANE (B2029), LINGFIELD - Noted
- 9.2.6 Fire Hydrant near Godstone Club – Councillors noted that there is a van that parks regularly over the hydrant, which is near the disabled space. A disabled parking sign was also discussed and the Clerk is currently in the process of ordering the signage.

ACTION 12/2018 – 7 - Clerk to get costs to update the signage for the car park which would include a statement that there should be no commercial vehicles parked in the car park.

- 9.2.7 Fair – Pull on Tuesday 23 April – pull off Monday 29 April 2019 - Open Friday, Saturday and Sunday – Councillors noted the request.

RESOLVED – Councillors unanimously agreed that the Fair be able to use the Green on the dates requested.

ACTION 12/2018 – 8 - Clerk to confirm in writing to the Fair organiser.

- 9.2.8 Wayleave – Maynards – The clerk confirmed that a lease agreement had been requested by the owners of Maynards.

ACTION 12/2018 – 9 - Clerk to confirm that the owners of Maynards are aware that the Parish council would want any legal costs covered by them.

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

9.3.1 Car Park Crossover – Discussions with UKPN, in relation to the new car park have taken place and due to the NERS requirements set out by UKPN, the Parish's appointed contractor can not carry out certain parts, specifically the work to prepare alterations to utility services, and a price is being confirmed with UKPN due to the specialist nature.

ACTION 12/2018 – 10 - Clerk and Chairman to liaise in relation to continuing to gather costs for the utilities work prior to the crossover construction.

9.3.2 Boundary Fence of Car Park - The Clerk has received a request from the neighbouring property in relation to the fencing of the car park, which due to the issues being dealt with was still some way off being erected.

RESOLVED – Councillors agreed that the fence should be erected along the agreed boundary line as soon as practicable regardless of the progression of any other part of the project, as regardless of whether the car park is constructed it is still reasonable to fence the boundary line.

ACTION 12/2018 – 11 - Clerk and Chairman to liaise with the contractor and the neighbouring property in relation to arranging the erection of the fence.

9.3.3 Councillors discussed that the crossing could be revisited and a grant from TDC for CIL money could potentially be applied for.

9.3.4 Councillors expressed the need to keep in touch with the local community in relation to the car park project.

ACTION 12/2018 – 12 – Clerk to include car park in the next parish magazine.

9.4 Reports (for noting) from representatives on outside bodies

9.4.1 Preservation Society – Councillor R Johnson was not in attendance, the report was postponed.

10. Current Planning issues

10.1 Councillors noted the report from the Planning Committee held on 12 November 2018.

10.2 Councillors noted that it had been necessary to consider some planning applications received between 12 November and this meeting due to comments deadline.

10.3 Next planning committee meeting – any planning applications that need to be considered or comments ratified should be added to the extraordinary meeting agenda taking place on Monday 17 December 2018.

ACTION 12/2018 – 13 – Clerk and Planning Committee Chair to liaise on applications to ensure the applications are published as required and comments are submitted in time.

11. Finance

11.1. Accounts for payment - to approve NOVEMBER accounts for payment

Ref.	Business	Invoice	Invoice Date	Payment For	Invoice amount	VAT	Invoice Total
Invoices for payment							
GP436	CPRE		12-Nov	Membership as agreed in September 2018	£36.00		£36.00
GP437	Fairalls	4326369	03-Oct	Supplies - Godstone	£13.99	2.8	£16.79
GP438	Fairalls	4329559	03-Oct	Supplies - Godstone	£6.03	1.21	£7.24
GP439	Fairalls	4329237	03-Oct	Supplies - Godstone	£7.06	1.41	£8.47
GP440	Fairalls	4172811	17-Oct	Manhole cover on green	£18.46	3.69	£22.15
GP441	Fairalls	4326862	08-Oct	Green View Sign	£29.71	5.94	£35.65
GP442	Fairalls	4326381	03-Oct	Park Slide	£152.89	30.57	£183.46
GP443	S Endersby	Expenses		Christmas Tree Festival and stamps	£30.21		£30.21
GP444-6	Salaries		30-Nov	Salaries x 3 employees			£1,558.09
GP448	HMRC						£220.93
GP449	Mulberry	4451	30-Nov	Mid year Internal Audit	£167.55	33.51	£201.06
GP451	Gardenwise Maintenance	05-908	28-Nov	Maintenance - Various areas	£1,314.00		£1,314.00
					£1,775.90	£79.13	£3,634.05
DIRECT Debit Payments							
GP447	Nest						£116.83
GP452	BT	M072 AM	17-Nov	Telephone and internet	£79.36	15.87	£95.23
GP453	EON	H168A6AF2A	26-Nov	Electricity	£14.73	0.74	£15.47
					£94.09	£16.61	£227.53

Total Payments for November

£1,869.99 £95.74 £3,861.58

RESOLVED - Councillors unanimously approved the payments list totalling £3861.58 on payment of salaries and two councillors countersigned all invoices.

ACTION 12/2018 – 14 – Clerk to arrange the payment of invoices.

11.2. Summary Financial Report to OCTOBER including spend against budget

11.2.1 Councillors confirmed that the **OCTOBER** summary papers were available at the meeting and included the bank statement, bank reconciliation, spend against budget, pension contribution, salary sheet.

11.2.2 Receipts and Payments Summary - Councillors noted the Receipts and Payments Summary detailed below and noted that work to include Budgeted reserves will be completed.

		October	Month		7
		Actual to date	Annual		Pro rata
	2017/18	2018/19	REVISED 2018/19 Budget	Budgeted Reserves	2018/19 Budget
Receipts TOTAL	98,485.93	77,466.84	76,816.00		72,016.33
Total Administration	43,654.16	17,338.16	37,400.00		21,816.67
Burial Grounds	9,273.70	6,160.00	8,000.00		4,666.67
Total Greens and Commons	30,073.64	18,261.14	22,400.00		13,066.67
Total of 'Other' Payments	40,050.02	48,277.00	184,940.00		111,673.33
TOTAL PAYMENTS	123,051.52	90,036.30	252,740.00		164,290.00
Surplus/Deficit	-24,565.59	-12,569.46	-175,924.00		-92,273.67
Accumulated fund brought forward	176,991.00	152,425.29	152,425.29		
Accumulated fund carried forward	152,425.29	139,855.83	-23,498.71		
Current Account		139,855.83			

11.2.3 Monies received during the month of OCTOBER

Burials	1976
Wayleave	579.44
	<u>2555.44</u>

11.3. Review of standing order for Rent – In line with the Parish council Financial Regulations Councillors considered the Bounty rent payments being set up as a standing order for the next year.

RESOLVED – Councillors unanimously agreed that the Bounty rent be set up as a standing order for the next year.

11.4. Report from the Finance Committee from meeting on 21 November 2018

11.4.1 Councillors noted that the draft minutes of the extra Finance committee meeting had been circulated for information.

11.3.1 Councillors noted the following key points:

- i. Consideration to include on the summary sheet monies owed, but not received;
- ii. Investigate applying to TDC for a grant from its CIL funds
- iii. Amendments agreed to where some specific costs had been allocated;
- iv. Breakdown of spend so far on car park and predicted spend had been requested;
- v. Recommend that the full Parish council review its objective in relation to Grants;
- vi. Breakdown of the maintenance spend requested and detailed below for information.
- vii. A revised budget had been agreed following amendments discussed and agreed;
- viii. Point of clarification with Auditor on if a budget figure should be shown in payments if money has been allocated in the designated funds as it is thought that it is incorrect to show it again as a budgeted amount.

Maintenance Review

TOTAL SPEND ON MAINTENANCE CONTRACTOR = 12,364.10
 TOTAL SPEND ON MAINTENANCE SUPPLIES = 526.13
TOTAL SPEND ON MAINTENANCE = 12,890.23**

Supplier	Invoice Total	Burial Grounds	Churchyard	Maintenance	Godstone Green	Blindley Heath Common - NOT SSSI	Hilly Fields (not allotment site)	Tilburstow Hill Common	South Godstone	Bus shelters	Allotments	Bay Pond	VAT for Reclaim
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Maintenance

Gardenwise EM	1,872.00	1,440.00	108.00		216.00		108.00						
Gardenwise EM	1,176.80	216.00	216.00		72.00		108.00				564.80		
Gardenwise EM	854.00	216.00	216.00		180.00	72.00			72.00				108.00
Gardenwise EM	1,088.00	234.00	234.00		54.00		144.00	108.00	108.00				216.00
Gardenwise EM	1,692.00	216.00	360.00		378.00	378.00	144.00	72.00				144.00	
Gardenwise EM	1,080.00	126.00	558.00				36.00	252.00		108.00			
Gardenwise EM	810.00	216.00			324.00		72.00	126.00	72.00				
Gardenwise EM	2,070.00	756.00			828.00	396.00	54.00		36.00				
Skanska	1,167.96			973.30									194.66
Ecalls	873.60				728.00								145.60
	12,704.36	3,420.00	1,692.00	973.30	2,780.00	846.00	666.00	558.00	288.00	108.00	888.80	144.00	340.26

Maintenance Supplies*

Fairalls	Invoices Total	Net Total	VAT Total
	587.23	526.13	106.55

* Not broken down in to supplies for area work was for.
 ** NET amount, all VAT amounts not included.

11.5. Internal Audit – Report for year ended 31 March 2019

11.5.1 The report was circulated by email on 30 November 2018.

11.5.2 Councillors noted the summary of the report was that systems and internal procedures are very well established, regulated and followed, the council takes policies and procedures very seriously and overall the systems and procedures in place are entirely fit for purpose.

11.5.3 It was noted that the Finance committee and Clerk would review the recommendations in the report and ensure that the recommendations are acted upon.

11.6. Restricted Funds Summary, Designated Funds Summary and Virements

11.6.1 Councillors reviewed the Reserves sheet as detailed below:

Reserves	01/04/2017	Receipts	Payments	Trfs	Cfwd
General fund	14579.42	72,478.54	- 54,565.71	8,000.00	40,492.25
Designated Funds					
Hilly fields Car Park	110676.22	-	- 8,570.00	- 8,884.26	93,221.96
Children's Play Ground	18372.5	-	- 2,727.49	- 13,445.46	2,199.55
Neighbourhood Plan	500	1,750.00	- 1,516.41		733.59
Godstone Green Defence		-	- 14,829.69	9,105.00	- 5,724.69
Fees for Professional Services (Local Plan Consultation - Inspection Stage)	3000	-	- 7,727.50	10,000.00	5,272.50
Restricted Funds					
CIL	3,286.98	383.30	-	- 3,670.28	-
Godstone Green Defence - Donations from Parishioners		1,105.00	-	- 1,105.00	-
Christmas Lights	587.42	-	- 99.50		487.92
Hilly Fields	82.76	-	-		82.76
Pond (GG)	339.99	-	-		339.99
Neighbourhood Plan - Grant from Outside	-	1,750.00	-		1,750.00
Monies held for local organisations	1,000.00	-	-		1,000.00
Total	152425.29	77,466.84	- 90,036.30	-	139,855.83

11.6.2 Councillors noted that Action was required to address a negative fund in the reserves sheet.

11.6.3 Councillors discussed the carry forward figures detailed on the reserves sheet and agreed the following Virements:

RESOLVED – Councillors unanimously agreed the virement of £5724 from the General fund and allocated against the defence of Godstone Green to address the negative carry forward figure.

Area	Trfs	Cfwd	Details
Godstone Green Defence	14,829.69	-	Transfer of £5724 from general funds to correct negative Cfwd.

RESOLVED – Councillors unanimously agreed the following virements be actioned for the amounts detailed below, to use restricted funds towards invoices currently paid out of the general fund, to return funds to the general fund:

Area	Trfs	Cfwd	Details
Hilly Fields	- 82.76	-	June (£36) and August (£36) - fence repairs. Further Fence repair in September (£72) as remaining restricted funds only £10.76, virement for £10.76 and remainder covered by general fund.
Pond (GG)	- 72.00	267.99	4 hours on clearing fish from pond in June £72.00.
Children's Play Ground	- 13,949.46	1,695.55	New sign and repairs in playground - £108.00. Work on repair of slide in Playground £396.

11.7. Grant requests

11.7.1 Divers Cove Ltd (Godstone Reservoir) – The Parish council acknowledged the grant application. Under the Terms and Conditions of grant applications, as a private limited company, the application does not qualify as 'no grant will be awarded to or for any commercial venture for private gain' and grants are 'awarded to voluntary groups and societies, clubs, not-for-profit organisations, charities operating in the parish where the benefit will be for this area'.

ACTION 12/2018 – 15 – Clerk to liaise with Divers Cove.

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

12.1 Inspection Reports

12.1.1 Godstone – Concerns over the size of the potholes in Pond Tail Surgery car park and that they are beginning to be beyond a patch and repair job by the Parish contractor.

ACTION 12/2018 – 16 – Clerk to ask contractor to fill potholes and then investigate more substantial repairs of the car park surface. Finance committee to consider the issue at the budget setting meeting.

12.1.2 It was noted that the Playground inspection is taking care to check play equipment in even more detail following news reports of blades being taped to children's play equipment. It was confirmed there is no suggestion of any incidents in the Parish and this was just a precautionary item.

12.1.3 Risk Assessments – The following risk assessments still need to be reviewed: Greenview; Hilly Fields; Salisbury Road; Hilly Fields Allotment; Burial Ground; Tillburstow Hill; and Bindley Heath.

ACTION 12/2018 – 17 – Clerk to ensure that the Risk Assessments remain as an action point to be completed.

12.1.4 Arboricultural Report - Tree Survey – It was noted that this action remains pending with Clerk.

12.2 Allotments – Matters discussed earlier in the meeting detailed 7.4.

12.3 Godstone and Godstone Green

12.3.1 New Car Park – Report following meeting with SCC Highways and TDC noted in addition to information on UKPN provided by the Chairman.

12.3.2 Sports Pavilion – Councillors noted the project scheduled to take place on the Sports Pavilion (between the tennis court and bowls lawn) in the new year and considered the request for an additional key to the gate during the works:

i. Request for an additional key - As this work involves a number of sport community groups working together, who have keys issued to them councillors felt that there are sufficient keys available and that a further key would not be issued.

12.3.3 The request for an additional key prompted further thoughts on the work due to take place:

i. As there will be contractor (with vehicles) using the green for access to the sports pavilion the Parish council request the following documents be provided to them in advance of works starting in January:

a) Contractors Public Liability Certificate;

b) Risk Assessment; and

c) Statement of Works (to include hours of work which must take into consideration school children using the path on the green to ensure that the path is clear and safe for children and parents to use for drop off in the morning and afternoon pick up).

ii. Care of the Green - the Parish council would like to ensure that any damage caused to the green is made good at the end of the project as with the time of year there is potential for the grass to be damaged with any vehicles going over it.

iii. The Parish council also wish to reaffirm the necessity to take care to ensure the security of the green whilst the access gate is in increased use during the 9 weeks of work on the pavilion, to minimise another incursion by the gate being left open or unlocked.

ACTION 12/2018 – 18 – Clerk to liaise with the Sports Association in relation to the Pavilion project.

12.4 South Godstone

12.5 Hilly Fields

12.6 Blindley Heath

12.6.1 SSSI site – Extension of Fence – Email letter sent by Surrey Wildlife Trust (SWT) confirming their responsibilities for the new fence line proposed at Blindley Heath.

RESOLVED – Councillors ratified the email agreeing that the work on the fence can take place following receipt of the letter from SWT confirming their responsibilities for the new fence line.

12.6.2 Update on Blindley Heath light replacement – The light is now working.

12.6.3 Layby surfacing – Maintenance contractor has reviewed the area and confirmed that it is not possible for him to complete the work and that an appropriate contractor should be contacted.

ACTION 12/2018 – 19 – Clerk to contact contractors to get quotes for the work to recover the layby surface.

12.7 Tilburstow Hill Common and The Enterdent

12.7.1 Tree Care (Log Ref: PC152) – Garden plot M, cultivating the plot has become increasingly difficult due to a large oak tree situated to the South East of the Plot. Councillors considered the request from the parishioner as to whether the Parish council would consider having this tree reduced in height and width noting that the resident would be willing to contribute towards the cost of the work.

RESOLVED – Councillors agreed that they would consider the work on receipt of quotes for the work.

ACTION 12/2018 – 20 – Councillor D Stone to liaise with resident.

13. Burial Grounds

13.1 Applications for Exclusive Rights of Burial - None

13.2 Applications for consent to erect Memorials

13.2.1 Memorial (dark wooden) Bench – Smith

RESOLVED – Councillors agreed the request in principal.

ACTION 12/2018 – 21 – Councillor D Stone to liaise in relation to the specific location.

13.2.2 Jennings – 169 – additional inscription – Noted within regulation.

13.2.3 Smith – 506 – New headstone – Noted within regulation.

13.2.4 Lyons – 588 – new memorial. Noted that size is within regulation and that the inscription details are being confirmed.

13.3 War Memorials and Commemoration plans for 2018

13.3.1 Plaques for Memorial installations – Action point remains outstanding.

13.4 Posterngate Farm Memorial Site

ACTION 12/2018 – 22 – Condition of bench to be monitored, although it was brand new so expected to be ok.

13.5 Amendment to Burial Ground Regulations

13.5.1 Councillors considered the two wording options for regulations in relation to the surrender of a burial plot and the preferred arrangement for fees:

Option 1 - If the grave is no longer needed, it can be surrendered by completing a “Deed of Surrender”; the surrender value being one third of the current purchase price as set out on the Deed of Exclusive Right of Burial.

Option 2 - The owner can surrender the Exclusive Rights of Burial if the grave has not been used for burial, on completion of a Deed of Surrender. The surrender value being the original purchase price as specified on the Deed of Grant.

RESOLVED – Councillors unanimously agreed option 2 be used to update the burial ground regulations and include the following detail ‘....less 10% for admin.’

ACTION 12/2018 – 23 – Clerk to update the burial ground regulations with the agreed wording.

14. Correspondence

14.1 Councillors noted the correspondence circulated by email since the last meeting:

- i. GACC AGM 23rd November
- ii. Press Release: £150,000 to be spent on flood protection work in Smallfield and Burstow
- iii. NALC Newsletter
- iv. ARTICLE and TDC Planning Meeting information - South Godstone Garden Community
- v. Agenda for Tandridge Local Committee, Friday, 30 November 2018, 10.15 am
- vi. ME-593384 - Surrey Highways: TRO RAY LANE (B2029), LINGFIELD
- vii. New Items of Interest from Surrey County Council – Tandridge Local Committee
- viii. Meeting of Parish Chairmen and Clerks - Wednesday 5th December 2018

ACTION 12/2018 – 24 – Clerk and Councillor C Farr (as the Chair and Vice Chair are not available) to attend the Meeting of Parish Chairmen and Clerks - Wednesday 5th December 2018.

15. Matters for reporting or inclusion on future agendas

15.1 It was noted that information in relation to Parish councils’ precepts was presented to the meeting and would be useful information for the Finance Committee to have for reference.

15.2 The next meeting of the Parish Council will be held at 7.30 pm on Monday 7 January 2018 at St Stephens Church, South Godstone.

Part 2 – Councillors passed a resolution that pursuant to Section 1 part 2 of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the meeting during the consideration of any business on the grounds that it is likely if the public were to remain, there would be a disclosure of exempt information.

----- Meeting ended 10.45pm -----

Chairman

Date