

Godstone Parish Council

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

Clerk to the Parish Council

Mrs S Endersby

Admin Assistant

L Case (Mat Leave)

The Bounty
Godstone Green
Godstone, Surrey
RH9 8DY

Telephone/Fax: 01883 744209

MINUTES

of the Virtual Meeting of Godstone Parish Council held on
Monday 1 June 2020 at 7.30pm by Zoom Video conference call

Guidelines on how the meeting should be conducted noted

Members: Cllrs B Davis, J Farnaby, J Gardner, D Stone, S Farr, C White, C Farr, M McLoughlin
Apologies: Cllr R Johnson and District Cllr C Swann
In attendance: S Endersby (Clerk) and L Case (Admin)
Open Forum:

1. Questions from Members of the Public –

1.1 L Case, Godstone Fete Committee

1.1.1. What is the opinion of the Parish council in relation to the Godstone Fete taking place?

Discussion - The current Covid-19 guidelines and the potential for the Godstone Fete to go ahead were discussed with input from L Case on behalf of the Fete Committee, noting the current restrictions that remain about large gatherings; the rate guidelines are changing; the potential number of people who may attend the event; and public toilet facilities currently being closed.

RESOLVED – Councillors unanimously agreed that considering the points discussed it would be safer to cancel the fete and that it would not be appropriate to grant permission for the Godstone Fete to take place on Godstone Green and no permission to use the green would be granted for the August 2020 bank holiday weekend.

ACTION 5/20 – PF1 – L Case to confirm the decision with the Godstone Fete Committee.

1.1.2 Allotments Water Supply – Potential arrangements for a water supply?

Councillors confirmed there are no current plans to install a water pipe for the allotments.

2. Apologies and reasons for absence

2.1 Confirmation of councillors in attendance.

2.2 Clerk confirmed that the requirement for councillors to have attended a council meeting in a 6-month period still applies (Ref: Standing Orders Item 11. a. (l))

2.3 Apologies had been received from Councillor R Johnson.

RESOLVED – Councillors agreed that apologies be noted, but not accepted. Councillors unanimously agreed that the meeting was quorate.

ACTION 6/20 – 1 – Clerk to ensure all Councillors are aware of point 2.2, attendance at meetings within 6 months.

3. Declarations of Interest - No declarations of interest in an agenda item were made.

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

4.1 County Councillor – County Councillor R Thorn had not joined the virtual meeting.

4.2 Councillor C Farr – Tandridge District Councillor

4.2.1 Cllr C Farr reported that Councillor K Jecks had resigned the Conservative whip and resigned as Planning Policy Committee Chair.

4.3 Councillor C White – Tandridge District Councillor

4.2.1 Cllr C White reported that there are still business grants available from TDC for businesses in the district.

ACTION 6/20 – 1a – Clerk to send a letter to small business within the Parish informing them that grants are still available.

5. Minutes of the previous meeting held on Monday 4 May 2020 and Monday 2 March 2020

5.1 Minutes of the meeting held on Monday 4 May 2020 were considered

RESOLVED – Minutes of the meeting held on Monday 4 May 2020 were agreed as an accurate record of the meeting and should be signed by the Chair.

5.2 Minutes of the meeting held on Monday 2 March 2020 were considered

RESOLVED – Minutes of the meeting held on Monday 2 March 2020 were agreed as an accurate record of the meeting and should be signed by the Chair.

ACTION 6/20 – 2 – Clerk to liaise with the Chair for the minutes to be signed with a ‘wet signature’, during the COVID19 Lockdown.

6. Motions proposed for discussion by Councillors

6.1 Consider the community proposal for the installation of a memorial for Mr D Kellond by the Boules pitch on the Green (Proposed by Cllr B Davis; Seconded by: Cllr J Farnaby)

RESOLVED – Councillors unanimously agreed the proposal in principal of a memorial installation for Mr D Kellond but noted that there were a number of details that need to be considered before the final installation could be approved.

ACTION 6/20 – 2 – Clerk to liaise with person who has proposed the memorial.

6.2 Reinstate the concrete bollard which has been moved on the Enterdent Road as a matter of urgency (Proposed by Cllr D Stone; Seconded by: TBC).

6.2.1 It was noted that the concrete bollard had been reinstated to its original position due to safety concerns about how it had been left after it was removed by an unknown person.

6.3 Consideration to proceed with securing a maintenance contractor - (Proposed by Cllr C White; Seconded by: Cllr M McLoughlin)

6.3.1 Councillors noted the emailed summary from the Clerk, ‘June meeting - Maintenance Contract - Information to support consideration of item 6.3’ which is summarised:

- Reasonable endeavours made to contact contractors to try and get at least 3 tender quotes
- Tender advertised
- The value of the contract does not fall into the thresholds of contracts finder or The Regulations set by the Public Contracts Directive.
- Re-tendering, COVID19 and concerns of not having a contractor
- Previous contractor’s hourly rate for comparison
- Finance regulations extract 10.3 - All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1.
- Late tender submission

RESOLVED – Councillors unanimously agreed that the late tender submitted provided value for money and that the contractor be awarded the contract for Maintenance services as set out in the Tender document.

ACTION 6/20 – 3 – Clerk to confirm the award of contract with the Contractor and prepare the contract document for signature at the next meeting.

6.4 Proposal to prepare a long-term management plan to care for the Godstone Wagon pond (Proposed by Cllr C Farr; Seconder: Cllr S Farr)

6.4.1 The condition of the wall of the pond and future care raised for discussion. Noting previous work carried out, the wagon pond bed and care required dealing with the structural elements.

6.4.2 It was noted that the pond is integral part of the village and their maybe potential to raise funds locally if it was necessary.

6.4.3 Councillors discussed the possibility of having an information board near the wagon pond.

ACTION 6/20 – 4 – Cllr C Farr to prepare a proposal setting out a long-term management plan for the wagon pond for consideration. Councillor C Farr and J Gardner to meet at the wagon pond to assist in the preparation of the proposal.

ACTION 6/20 – 5 – Cllr J Gardner to prepare a draft text that could be used on an information board.

6.5 Consider clearing duck weed from the Godstone Wagon pond - (Proposed by Cllr C Farr; Seconder: Cllr S Farr)

6.5.1 It was proposed that Grass Carp fish be purchased and put in the pond as a method to try and clear the duck weed on the surface.

RESOLVED – Councillors agreed by a majority that a Grass Carp up to the value of £25 could be purchased. (Cllr D Stone voted against)

ACTION 6/20 – 4 – Cllr C Farr to provide Clerk with information to purchase the Grass Carp.

7. Reports

7.1 Action taken – to be ratified (if any)

7.2 Clerks Report

7.2.1 Followed up with remaining councillors not yet using their Parish email addresses

ACTION 6/20 – 5 – Clerk to provide Councillors with contact details for IT support to set up email address accounts.

7.2.2 Covid19

i. Parish office during next Phase of Covid19

RESOLVED – Councillors supported the office remaining closed to members of the public and for the clerk and admin assistant to continue working as they have been during lockdown.

7.2.2.1 Councillors noted that the clerk had confirmed verbally with Cllr C Farr that the Inspectors letter (dated 28 April) [ID12 - Inspector clarification questions RE Housing Infrastructure Fund](#) had been sent to the Parish council legal and planning consultants.

- 7.2.2.2 Councillors discussed ensuring that parishioners could be assured of Parish funds spent to date on legal and planning consultants were justifiable. It was noted that councillors wanted to ensure that a clear record of the Parish's case was available.
- 7.2.2.3 It was confirmed for clarity that any further spend by the Parish council in relation to the Local Plan Inspection would have to be agreed by full council and at this current point no further costs are to be incurred.

ACTION 6/20 – 6 - Clerk to confirm information held at Parish office.

ACTION 6/20 – 6a – Cllr C Farr to prepare a summary following the Inspectors response.

7.2.3 Grass cutting – Update following discussion with Matt of Neat Gardens:

- i. It was reported that the rate of growth has been fast for Blindley Heath and the burial ground fast and the contractor proposed an additional cut in June of both sites (having already double cut Blindley Heath and charge for one cut).

RESOLVED – Councillors agreed two cuts be carried out in June and noted that the 7 contractual cuts could be spread reasonably as required between Mar-Oct. Additional cuts could be discussed if required following the agreed 7 cuts.

- ii. Bounty section needs to be added to agreement

RESOLVED – Councillors agreed grass around the Bounty be included by an amendment to the grass cutting agreement.

- iii. Perennial flowers – Matts has asked to confirm how the council want to deal with them once they die off, and requested this be added to the agreement, as impacts the cut

RESOLVED – Councillors agreed that perennial flowers just be mown over after they have died off.

- iv. Unknown person cutting section outside Green rooms – Councillors noted that this had been resolved and it had been established who this had been.
- v. Increased use of the green during lockdown had been an unpredictable hinderance to cutting the grass, ways to deal with this discussed with contractor.

ACTION 6/20 – 7 – Clerk to liaise with the grass cutting contractor on the following:

- a) Additional June cut for Blindley Heath and the burial ground agreed;
- b) Write a letter confirming the amendment to the grass cutting contract to include the area around the Bounty; and
- c) Perennial flowers to be mown over when they die off.

7.2.4 Clerk reported correspondence in relation to TDC initiative to contact Extremely Vulnerable People (EVP).

ACTION 6/20 – 8 – Email to reconfirm the Parish position to be sent.

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

7.3.1 The number of motorbikes riding through the village and causing a noise disturbance raised and discussed that police were aware.

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

7.4.1 Preservation Society – a report from the society raised the following:

- i. Needles Bank – vegetation encroaching over the path. Clerk confirmed that information had been provided to the society as this is reportable to Surry County Council (SCC), but the Parish office had also reported this to SCC. SCC policy on hedges is if hedge is on public land, SCC may trim it if it is blocking access to the pavement. This depends upon how severely the hedge is blocking access. If a hedge is on private land, SCC are unable to cut it and will contact the owner, to request that they remove the obstruction.
- ii. Around bus stop opposite chemist – vegetation encroaching over the path. This area of land behind the bus stop is owned by SCC and the Parish office reported overgrown vegetation to SCC.
- iii. Tree(s) on the Green, including a report of a dead tree.

ACTION 6/20 – 9 – L Case liaising with the society to confirm about the dead tree and make the necessary arrangements contacting the TDC tree officer.

ACTION 6/20 – 9a – Clerk to speak to contractor to confirm that care be taken to not strim to close to the trees.

7.5 Inspection Reports – Confirmation of reports received

7.5.1 Received – Allotments (Cllr BD); Tilburstow Common (Cllr DS); South Godstone (Cllr JF) and L Case completing regular Playground inspections.

8. Current Planning issues

8.1 Planning Committee report from Monday 18 May 2020 was noted.

8.2 Surrey Waste Local Plan: Publication of Inspector's Report – Discussed and the following noted:

8.2.1 There are plans to change Lambs business park to a community recycling centre;

8.2.2 Plans are reliant on TDC financing such plans;

8.2.3 Plans to change the use of Lambs Business Park are dependent on the area being removed from the Greenbelt.

8.3 Godstone Reservoir – Correspondence about application 2020/720. Councillors noted the correspondence.

ACTION 6/20 – 10 – Clerk to confirm if TDC have responded to Godstone parishioner's correspondence. Clerk to liaise with Bletchingly Parish Council to establish their position.

9. Finance Matters

9.1 Accounts for payment - to approve **MAY** accounts for payment

GPC Ref.	Business	Invoice	Invoice Date	Payment For	Net amount	VAT	Invoice Total	
Direct Debits								
G822	NEST			APRIL - salary				
G824	British Gas			Electricity Bill	16.62	0.83	17.45	
G815	BT	MO90CP	17/05/20	Telephone and internet	49.15	9.83	58.98	
Invoices for Payment								
G816	Surrey CC	9500230711	22/05/20	Road Safety Audit	442.5		442.5	
G817-20	Salaries			Staff salaries				
G821	HMRC			NI & Income Tax - April				
G814	S Endersby			Expenses	27.86		27.86	
G823	Neatgardens	209	01/05/2020	Grass Cutting	1968.01		1968.01	
*Salaries paid in accordance with Payment of Salaries of the Parish Council Financial Regulations.					TOTAL	£4,898.00	£10.66	£4,908.66

RESOLVED – It was acknowledged that the accounts for payment summary for **MAY** and invoices copies had been circulated by email. The accounts for payment list totalling £4908.66 on payment of salaries was unanimously approved.
ACTION 5/20 – 11 – Arrangements to be made for two councillors to countersign all invoices working around the current COVID 19 restrictions as soon as practicable.

9.2 Summary Financial Report to **APRIL** receive and review

9.2.1 Income and expenditure

- i. It was acknowledged that the Bank reconciliation had been circulated by email on 1 June 2020. Included in this email was information in relation to the Summary Financial Report to APRIL detailing that due to working circumstance the Clerk had not been able to confirm an allocation of income to the appropriate budget line and proposed to circulate the R&P Budget Summary on completion of this outstanding point.

9.2.2 Reserves and allocated funds Summary to **APRIL** including CIL, Restricted and Designated Funds and Virements.

- i. It was noted that included in the Clerks email of 1 June 2020 was information that there was a formula issue with the reserves sheet that needs to be resolved before it is circulated.


RESOLVED - Councillors unanimously agreed to postpone the approval of the Summary Financial Report to **APRIL** to the next meeting, including the signing of the **APRIL** bank reconciliation summary sheet to ensure a completed R&P budget summary and Reserves summary could be finalised and all papers made available.

ACTION 5/20 – 12 – Clerk to address the outstanding points in relation to the R&P budget summary and Reserves summary which complete the Summary Finance Report as soon as practicable and circulate.

9.2.3 CIL annual report to Tandridge District Council (Submission deadline to TDC 31 May 2020)

- i. Councillors noted the Clerks email of 26 May 2020 providing the CIL spend report detailing the Parish CIL spend for FY2019-20, for submission to TDC.
- ii. The Clerk reported that she had spoken with the TDC case officer to ensure a correct understanding of information required in the report in the last column and therefore the car park allocated funds are included in this report as the Parish has made a contractually commitment.
- iii. The Clerk confirmed CIL funds allocated to a new path on the green to the playground and for potential obligations to repair the path at the church remain allocated in the reserves, but as there is not a contractual commitment they are not included in this report.

Appendix 2 Spending Form



**Community Infrastructure Levy
Annual Report from Parish
Council**

**Ongoing future spend
commitments (inc maintenance)
for projects listed in 19/20 but will
be funded in future years Parish
CIL**

Please fill out the form and submit it to CIL@tandridge.gov.uk by **31 May 2020**. Alternatively, send your application form to: Community Infrastructure Officer, Tandridge District Council, The Council Offices, Station Road East, Oxted, Surrey RH8 0BT.

Parish Of

Year from 1 April 2019 to 31 March 2020	£	
CIL Receipts		50602.28
Retained from previous years		0
Expenditure on items listed below (Actual spend)		£8,405.74
CIL committed to contracted works (Allocated)		£28,098.08
Total Retained		£14,098.46

Summary of CIL expenditure during the year

1	£	
Project: Godstone Village Car Park		
Description:		
Hilly Fields - Application 2015/1790 - Construction of a new car park for the village		
Expenditure:		
Funding of costs in relation to utility work required (UKPN) to enable the Bellmouth construction		8405.74
Current allocation of funds from 2019 CIL income towards project construction costs		£28,098.08
Total		£8,405.74

Signed: S Endersby Position: Clerk and RFO

RESOLVED - Councillors unanimously accepted the Parish CIL spend for FY2019-20 report circulated and submitted to TDC.

9.3 Internal Audit – Report

- 9.3.1 The internal audit report as part of the Annual Governance and Accountability Return (AGAR) was circulated by email to councillors on 7 May 2020. The report provides recommendations to support the council's consideration of the Annual Governance Statement, part of the AGAR requirement.
- 9.3.2 No requests for additional information or explanations in relation to the information were received.
- 9.3.3 Councillors considered the internal audit report provided.

RESOLVED - Councillors unanimously accepted the internal auditors report; confirmed that the Clerk accept the report via the Internal Auditor system; and agreed that the recommendation to publish the Internal auditors AGAR report on the Parish website be completed.

ACTION 5/20 – 12 – Clerk to accept the Internal Auditors report on the auditor's system and publish the internal auditors AGAR report on the parish website.

9.4 Financial Risk Assessment

- 9.4.1 Councillors noted the requirement to review the Financial Risk Assessment, agree any changes and confirm acceptance.
- 9.4.2 It was noted that the Risk assessment for the FY2019-20 was reviewed and ratified at the Full Parish Council meeting held on 7 January 2019 and is detailed below.

FINANCIAL RISK ASSESSMENT – 2019-2020

Subject	Risk Identified	H/M/L	Control	Review
Petty Cash	Loss through theft / dishonesty	L	N/a – no longer have petty cash	N/a
Expenses	Loss through fraudulent claims	L	Covered in Financial Regulations. Each Expense claim reviewed by two councillors at each meeting and agreed by the full Parish council.	Annually
Income - Cheques Received	Loss through theft / dishonesty / misplacement	L	Cheques paid into bank at the very least weekly. See Office Procedures	Annually
Income - Cash	Loss through theft / dishonesty	L	All Cash is paid into the bank at the very least monthly.	Annually

			See office Procedure	
Financial Records / Standing Orders	Yes - adequate	L	Financial Regulations in place	Review when necessary
Bank and banking	Errors by Bank	L	See Financial Regulations. Monthly Bank reconciliations undertaken; available at Council meetings	Annually
Reporting and Auditing	Compliance	L	Council should regularly audit internally to comply with Fidelity Guarantee	Bi-Annually
Salaries	Incorrect Payments	L	Monthly meeting. Calculated in accordance with HMR7C regulations. Annual Returns submitted within timescale. Councillor's review; Internal Audit Review	Annually
Original Documentation, Minutes etc	Loss by theft/fire	L	Stored in 30minute Fireproof Cabinet	Annually
Computer Files	Loss	L	Computer backed up by at least weekly. One (monthly) back up stored off site and one stored in 30minute Fireproof Cabinet.	Annually
Insurance Cover	As per policy	L	Reviewed by Full Parish Council.	Annually

9.4.3 Councillors to review and agree the Financial Risk Assessment for FY2020-2021

i. Councillors discussed the precept being included on the next Financial Risk Assessment.

RESOLVED - Councillors unanimously accepted the internal auditors report; confirmed that the Clerk accept the report via the Internal Auditor system; and agreed that the recommendation to publish the Internal auditors AGAR report on the Parish website be completed.

ACTION 5/20 – 12 – Clerk to accept Internal audit report; publish on website in line with requirements; and note the precept to be included on the next assessment.

9.5 Annual Governance and Accountability Return (AGAR) for FY2019-2020 for return to the External Auditor

9.5.1 Review and approve AGAR Governance Statement for FY2019-20

i. Councillors reviewed each statement between 1-9 detailed in Section 1 of the AGAR - Governance Statements detailed below, completing each section.

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

Godstone Parish Council
ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman SIGNATURE REQUIRED

Clerk SIGNATURE REQUIRED

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

www.godstone-pc.gov.uk/ AUTHORITY WEBSITE ADDRESS

- ii. Councillors considered the motion that the Annual Governance Statement to be approved (Proposed by: Cllr J Gardner and Seconded by: Cllr C White)

RESOLVED – Councillors unanimously agreed that the Annual Governance Statement, considered and completed during the meeting is approved and that it be signed by the Chairman and the Clerk.

ACTION 5/20 – 13 – Clerk to arrange wet signatures of the Annual Governance Statement.

9.5.2 Review and approve Section 2 - Accounting Statements FY2019-20' of the AGAR

- i. Councillors reviewed the Accounting statement Section 2 of the AGAR for FY2019-20 detailed below and confirmed the Responsible Financial Officer (RFO) has signed and dated the prepared document

Section 2 – Accounting Statements 2019/20 for

Godstone Parish Council ENTER NAME OF AUTHORITY
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	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	152,425	125830	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	55,683	60,426	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	37,656	76741	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	19,504	23072	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	100,430	126810	<i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	125,830	113115	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	125,830	113115	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	199,509	211,418	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
		✓	<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DDMMYY

I confirm that these Accounting Statements were approved by this authority on this date:

DDMMYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

ii. Approval of the Accounting Statements FY2019-20 - The Parish Council (the smaller authority) in the following order:

(a) considered the Accounting Statements by the members meeting.

(b) Councillors considered the motion to approve the Accounting Statements by resolution (Proposed by: Cllr J Gardner and Seconded by: Cllr C White)

RESOLVED – Councillors unanimously approved the Accounting Statements FY2019-20 and agreed that it be signed.

(c) Ensure the Accounting Statements are signed and dated by the person presiding at the meeting at which that approval is given.

ACTION 5/20 – 13a – Clerk to arrange wet signatures by the Chairman of the Accounting Statements FY2019-20.

9.5.3 Councillors noted the following matters to be completed following the submission of the AGAR:

i. Publication of the Public Right to Inspection. It was noted that the inspection dates, Tuesday 1 September 2020 – Monday 12 October 2020, are later than normal due to COVID-19.

ACTION 5/20 – 13b – Clerk to ensure Public Right to Inspection Notice is published on the Parish website and noticeboards by the deadline.

ii. Publication on the Parish Council Website and noticeboards of information in relation to the AGAR and audit (as detailed on page 1 of the AGAR FY2019-20):

ACTION 5/20 – 13c – Clerk to ensure Section 1 and Section 2 of the AGAR are published on the parish website and noticeboards, noting it is subject to change as the External Auditor is to complete its report.

ACTION 5/20 – 13d – Clerk to ensure Section 3 – External Auditor Report and Certificate are published on receipt and any amendments to Section 1 and Section 2 as a result of the limited assurance review are published on the website, noting it is subject to change as the External Auditor is to complete its report.

9.6 Grants

9.6.1 Councillors noted the Citizens Advice Bureau (CAB) correspondence in relation to Grant Aid 2020/21, noting that they will not be making a grant application this year.

9.6.2 Councillor C White advised that he had been speaking to a representative of the Godstone United Charities in relation to a Grant. The Clerk confirmed she had also spoken to the representative and had discussed the criteria of grants from TDC.

ACTION 5/20 – 13e – Clerk to contact the representative of the Godstone United Charities with the Parish Grant form

10. Greens, Commons and Land - To receive updates, inspection reports from Members' areas of responsibility and consider any recommendations:

10.1 Godstone, The Bounty, Allotments, Tilburstow Hill and the Enterdent

10.1.1 Godstone

i. Park Football – Councillors noted the request for permission to use Godstone Green for Junior football on a Sunday between 10AM and 12PM. It was noted that a PL certificate had been provided.

RESOLVED – Councillors agreed that they were not against the proposal but would require information about the charges to participants before confirming the final decision.

ACTION 5/20 – 15 – Clerk to liaise with the Park Football organiser.

ii. Surface of Car Park Near Pond Tail surgery – Councillors noted that this had been an action to consider the condition of the car park during the spring in case it was decided to make preparations to resurface before Winter. Noting the impact of the COVID-19 had disrupted earlier discussions.

RESOLVED – Councillors unanimously agreed that there were CIL funds available, but for the moment the condition of the car park was reasonable, and no further action was proposed.

iii. Football Club – Posts on the green and condition of the goal mouths

ACTION 5/20 – 16 – Clerk to liaise with the football club to request that the football club remove the posts and inquire if there are proposals to improve the condition of the goal mouths as this is the responsibility of the football club.

iv. Tennis Club – It was reported that there had been issues of people using the tennis courts during lockdown which had been reported to the tennis club who are making arrangements to secure the courts further.

v. Boules Memorial – Following the agreed motion 6.1 the Clerk provided information for proposed considerations required and possible next steps.

Prior to any works commencing:

a. Letter sent to family contact before proceeding.

b. Confirmation the Parish council has appropriate paper records to ensure that they can liaise with the family who will have an intrinsic link to the memorial on the green

c. Memorial location be finalised, marked out and agreed by appropriate parties.

d. Confirmation that all costs are to be covered by the funds raised and value of proposed memorial.

e. Final design (it was noted that this had been emailed to the council the day of the meeting and circulated to the councillors) including anchoring system.

f. Confirmation of Inscription

Arrangements for installing the memorial for confirmation in advance:

g. Details of contractor appointed for installation and confirmation of payments arrangements

h. Copy of PL insurance of contractor before work on the green commences

i. Safety arrangements discussed and agreed, including vehicle access on to the green

j. Date of installation and amount of days required for installation

Any Other matters and future considerations:

k. Confirming parties' arrangements if there is any damage to the green during installation.

l. Responsibility for the memorial, i.e. ownership, care, insurance and liability

m. Is the memorial being donated to the Parish council?

ACTION 5/20 – 17 – Clerk to liaise with the fundraiser proposing the memorial to arrange a meeting with Councillors C Farr and M McLoughlin. It was further noted that the clerk to contact the Boules Committee to raise concerns about the current condition of the Boule area which needs repairing. Councillors and Clerk to report back to the council following the meeting.

10.1.2 Bounty and Allotments

i. The compost area was discussed, and it was noted that it is getting fuller. It was proposed that a second compost area be created so that the original area could be composted and then the areas could alternate of the years.

RESOLVED – Councillors unanimously agreed that an extension to the current compost area be created as soon as the maintenance contractor was available.

ACTION 5/20 – 18 – Clerk to include the compost area in the list of jobs for the maintenance contractor.

10.1.3 Tilburstow Hill/The Enterdent

- i. Letter from CLH Pipeline – It was noted that the work has been completed.

ACTION 5/20 – 19 – Councillor M McLoughlin to visit and confirm if the area has been reinstated.

10.2 South Godstone

- 10.2.1 Bus stop – Maintenance – One bus stop in need of maintenance as per Cllr JF report.

RESOLVED – Councillors agreed that instructions be issued to the maintenance contractor to complete maintenance of the bus stop as soon as contract signed.

ACTION 5/20 – 20 – Clerk to liaise with the maintenance contractor to confirm work on the bus stop, with confirmation that a risk assessment be carried out before work due to the bus stops position.

10.3 Blindley Heath

- 10.3.1 DEFRA confirmation of sole graziers - J F Mills and P M Mills – Noted

- 10.3.2 Cricket Club Request – It was noted that the cricket club had requested that their maintenance contractor park overnight whilst carrying out repairs for the club.

RESOLVED – Councillors unanimously agreed that the cricket club maintenance contractor should not stay overnight in a campervan in the car park or on the common. Noting that common land rules have been applied by the Parish council when taking their decision and that the same rule has to apply to all.

ACTION 5/20 – 20 – Clerk to liaise with the cricket club.

- 10.3.3 Surface of Car Park– Councillors noted that this had been an action to consider the condition of the car park during the spring in case it was decided to prepare to resurface before Winter. Noting the impact of the COVID-19 had disrupted earlier discussions.

RESOLVED – Councillors unanimously agreed that there were CIL funds available, but for the moment no further action was proposed at this time.

10.4 Greenspace Committee

RESOLVED – Councillors agreed that the confirmation of meeting dates for the committee for 2020-21 would be postponed due to the disruption caused by Covid-19.

11. Burial Grounds and Memorials

- 11.1 Applications for Exclusive Rights of Burial

- 11.1.1 Councillors noted the application for plot 609 – Forster-Firth

- 11.2 Applications for consent to erect Memorials – None to report

- 11.3 War Memorials and Postengate Farm Memorial Site

- 11.3.1 Postengate Farm Memorial – A request for the area to be tidied had been sent to the contractor.

ACTION 5/20 – 21 – Councillor C White to check if the grass has been cut.

11.3.2 War Memorial, St Nicholas Church – The damage to the base of the war memorial was discussed and it was noted that the war memorial is not a Parish asset,

RESOLVED – Councillors noting the Parish council's responsibility for grounds maintenance at the churchyard, would undertake to establish the appropriate authority to make arrangements, for repair work to be completed by a monumental stonemason, to be arranged and make inquires for a grant or funds for the work to be carried out.

ACTION 5/20 – 21 – Clerk to investigate process, costs and applications for a grant to make the necessary arrangements for the repair of the war memorial to be carried out.

12. Correspondence – Councillors noted the following correspondence had been circulated by email since the last meeting:

- i. NALC PUBLISHES THE FIRST-EVER REPORT ON LOCAL COUNCIL ELECTIONS
- ii. News: First online council meeting tonight at 7.30pm
- iii. Reference: ME-839444 - Surrey Highways: TRO HARE LANE (D374) BLINDLEY HEATH TEMPORARY PROHIBITION OF TRAFFIC NOTICE 2020
- iv. Press release: Council agrees future committees and plans for the future
- v. OLRG 7 Local Plan latest - Inspectors Letter
- vi. TDC News: Waste, recycling and the environment
- vii. NALC (SSALC) - CORONAVIRUS — INFORMATION FOR PARISH AND TOWN COUNCILS
- viii. CAB - Grant Aid 2020/21
- ix. Surrey ALC Bulletin
- x. News for the Tandridge district: Coronavirus update 15 May 2020
- xi. Surrey Waste Local Plan: Publication of Inspector's Report
- xii. East Reservoir Godstone
- xiii. Planning Applications for 2020/695 2020/5 & 2020/748

13. Matters for reporting or inclusion on future agendas

- 13.1 The next virtual meeting of the Parish Council will be held at 7.30 pm on Monday 6 July 2020 by Zoom.

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

Chairman

Date