

**Minutes Godstone Parish Council to be held on Monday 9 May 2016**  
**in St Stephens Church, South Godstone 7.30 pm**

**Members:** Cllrs Davis, J Gardner, M Gillman, B Hubery, J Faulkner,  
K Knox, M Gilman, and C White.

**In attendance:** Mrs D Grose, Clerk to Parish Council

**Open Forum**

1. Presentation from Alex Rabbets GVA re plans to celebrate the Queen's Birthday with a Picnic on the Green

The afternoon is planned there will be a band, a DJ, 3 p.m. Toast to the Queen, childrens races.

Godstone Village School and St Stephens School children will be giving a 'demonstration'

Awaiting coach prices for coach to shuttle between the three villages all day.

Price for staging to be supplied, posters are being distributed, event will be advertised in Surrey Mirror, June Parish Magazine and a leaflet drop in village and for school children.

Local Business have been approached to sponsor event. Insurance policy has been bought to cover the cost of adverse weather, the GVA have purchased this.

The GVA have asked the Parish Council to underwrite the event for the sum of £3,000.

2. A White, TAGA - requested confirmation of funding and Godstone Parish Council able to purchase Air Quality Monitor

3. Request to install a defibrillator

Ian Pavely from the Lions requested permission to install a defibrillator in Godstone near to Godstone Green. Suggested Telephone Kiosk near to Hare and Hounds.

There is currently a defibrillator in Godstone Fire Station and South Godstone Ambulance Station, also the Doctors Surgery, which is not available 24/7. It has been recommended by a community first responder, that another defibrillator would be an advantage to the community if one could be installed to the south of the village. A community responder is someone who goes to the assistance of anyone dialing 999 for medical reasons. They usually get there before an ambulance and starts to treat the person concerned. First Responders are also responsible for defibrillators and has been behind getting a few installed in places in Tandridge. The equipment would need an electrical supply and it was noted that it is 'vandal' proof. The Lions have been looking at funding one for Godstone and would need to clear any positioning of it with the PC. Age Concern also have funding available for this.

4. A parishioner complained that footpath 269 to South Park had become very overgrown and a number of obstacles had been left blocking this path. Cllr Windsor agreed to look into the matter.

5. Cllr Nick Child

a] Asked if PC had seen plans for Station Car Park, at South Godstone in particular ownership of access road. Cllr Hubery agreed to contact British Rail to clarify the situation.

b] There have been a number of accidents junction A22 Tilburstow Hill Road. If anyone sees an accident perhaps they could photograph this. This junction perhaps could be altered to make it safer to use.

c] Cllr Child confirmed that there is some funding available for Enforcement Officer, Parish Councils would be asked to provide extra funding so this scheme could be put in place. It would be on a pro rata basis with other Parish Councils. The Enforcement Officer powers are the same as the police, they can issue parking tickets, fine owners of dogs that foul, also arrest anyone committing anti social behaviour.

6. Cllr Windsor Informed the meeting that the road sign Rabies Heath Road / Tilburstow Hill Road needs replacing. Cllr Hubery said that the public footpath from Godstone Station to

Tilburstow Hill Road is overgrown and needs cutting back, Cllr Windsor agreed to look into this matter.

7. Flowers disappearing from the Burial Ground, Garden of Remembrance

The family of Mr Simms raised concern that flowers and memorials placed on the stone were taken and put in the rubbish bin in a very short time after being placed there, this happens regularly.

The Clerk had spoken to the Contractor who assured her that his contractors treat the burial ground with respect and if they needed to mow the area they would pick up anything placed on a stone and place around the tree.

Cllrs suggested that the police be asked to investigate. The Clerk agreed to contact them.

1. **Election of Chairman** - J Gardner was proposed as chairman by B Hubery, 2<sup>nd</sup> by J Faulkner, all agreed
2. **Election of Vice Chairman** - K Knox was proposed by J Faulkner, B Hubery seconded M Gilman was proposed by B Davis, no one seconded this proposal. Mr Knox was elected Vice Chairman with one absence
3. **Declaration of Acceptance of Office** Declarations were completed by Cllr Gardner, Chairman and Cllr Knox, Vice Chairman
4. **Committee Reports**
  - Election of Committee Members Terms of Reference
  1. Planning – all members
  2. Finance – Cllrs Gillman, Hubery, Johnson, White
  3. Godstone Green Management Committee – Mr McLoughlin,(not present at this meeting) to be invited. Cllr Gardner, Johnson and Knox
  4. Burial Grounds Committee – Cllr McLoughlin
5. **Election of Representatives**
  - 5.1 Surrey County Association of Parish and Town Councils - Cllrs Hubery and Gardner
  - 5.2 Godstone Preservation Society - Cllr Knox
  - 5.3 White Hart Barn Committee - Cllr J Gardner
  - 5.4 Citizens Advice Bureau - no longer represented
  - 5.5 Surrey Rail Forum - Cllr Hubery
  - 5.6 Blindley Heath Management Committee - [with representatives from Tandridge District Council - Cllr, Hubery, Faulkner, Gilman
  - 5.7 Godstone United Charities - Mr T Tomlinson as an ex councillor agreed to represent GPC
  - 5.8 Gatwick Area Committees - Cllr Faulkner
  - 5.9 North Park Farm Quarry - Cllrs Knox and McLoughlin (not present at this meeting) to be invited.
  - 5.10 Redhill Aerodrome Consultative Committees [see Gatwick]
  - 5.11 Godstone Village Association - Cllr Gardner
  - 5.12 Surrey Country Side Access Forum - no longer represented
  - 5.13 North Downs Line CRP - Cllr Hubery
  - 5.14 River Eden - Cllr Gilman
6. **Appointments of areas of responsibility**
  - 6.1 Allotments - includes Salisbury Road and Hare and Hounds sites - Cllrs Gardner and Davis
  - 6.2 Blindley Heath Common - Cllr Faulkner
  - 6.3 Godstone Burial Grounds - Cllr McLoughlin
  - 6.4 Godstone Green: includes Godstone Green/Greenview/South View - BT Kiosk/Children's Play area - Cllr Johnson (not present at this meeting) to be invited.

- 6.6 Hilly Fields - Cllr Gardner  
 6.7 Tilburstow Common - Cllrs Faulkner and Hubery  
 Other: 1. Maintenance contractor overseer - M McLoughlin, 2 Website Co-ordinator K Knox, 3. Newsletters M McLoughlin

**7 Other matters to note/review**

1. Standing Orders - To agree on the creation of a working party of Councillors to review and make recommendations by the July 2016 Parish Council Meeting on changes to the standing orders of the parish council - all agreed. Cllrs Knox, Davis and Gilman to carry out review and report by July
3. Financial Regulations - Ensure 2 people are present when Internet Banking is carried out Clerk + 1 other either Cllr White or Gardner.
3. Review Membership of Other Bodies
4. Complaints;
5. Summons to attend Meetings

**8 Apologies for Absence**

Were received and accepted from Cllr R Johnson and M McLoughlin

**9 Minutes of the previous meeting held 4 April 2016**

**10 Matters Arising**

Marking of new burial plots has been completed up to 575. New Grave markers have been delivered.

**11 Reports**

11.2 Clerk's Report

1. Meetings of the Parish Council - Dates presented no objections, all meetings will take place in the Parish Rooms, St Stephens Church, excluding 5 September, this will be in Oasis, Baptist Church, Godstone. All meetings will now commence at 7.30 p.m.

2. Drones flying over Common Land - Matter taken up with Ann Bott, who will raise the issue with Association of Town Councils for an answer.

**12 Current Planning issues**

12.1 District Council Planning Decisions - To note the following:

- |   |          |
|---|----------|
| <u>2016/430TCA - 8 Ivy Mill Lane, Godstone, RH9 8NH</u> |          |
| Yew Hedge Reduce height and lateral growth              | Approved |
| <u>016/430/TCA - Pucks Cottage, Godstone RH9 8DZ</u>    |          |
| Fell one Sycamore                                       | Approved |
| <u>2016/433 52A High Street, Godstone RH9 8LU</u>       |          |
| Erection of Single Storey Rear Extension                | Approved |

12.2 Current Planning Lists and Applications - to agree comments for the following:

Cllr Davis declared an interest in 44-46 High Street, neighbour

2016/488 44-46 High Street, Godstone RH9 8LW

Erection of two storey extension to side/rear elevations

Concern was expressed as the the scale and impact on village environs. Design pleasing to current structure. Long established business, provides local employment. No objections.

2016/499 Taylors Hill, Eastbourne Road, Godstone RH9 8EH

Erection of rear/side extension with dormer windows in side roof slopes

No comment large area and good for local business

2016/617 - Whitewalls, Carlton Road, South Godstone RH9 8LE

Erection of front entrance gates - Neighbours have not commented. No comment

2016/309 - Buttons Mead Farm Livery, Tandridge Lane, Lingfield RH7 6LW

Refurbishment and extension to existing equestrian arena. Formation of additional arena. Relocation and extension to existing lunge pen. Extension to existing hard-standing between the relocated lunge pen and extended arena. - There are no near neighbours. No comment

2016/412 - Logham Farm, Tandridge RH7 6LW

Formation of hard-standing [Retrospective] - No Comment

2016/558 - Reservoir, North Park Lane, Godstone RH9 8ND

Variation of condition 5 of planning application TA2013/1495 to allow for the alteration of the swim route to the perimeter of the lake to provide a safer and more discrete environment. No Comment

### 13 Finance

13.1 Accounts for payment - to approve the following accounts for payment:

Staff Salaries			27.22
Staff Salaries			905.6
Mrs P Rodgers	Fees		300.00
ICCM	Membership		90
Consortium Office	Office supplies		45.84
Biggin Hill News	Advertisement for Admin Assistant		129.6
Wellers Hedleys	Professional Charges for Salisbury Road Allotments		741
Gardenwise	Godstone Green Cut incl. Green View	300.00	1155.00
	Burial Grounds cut	260.00	
	Blindley Heath cut	300.00	
	Burial Grounds, middle section	100.00	
	Burial Grounds, front and ashes area	75.00	
	Burial Grounds, old section	120.00	
	Maintenance Contract		
Fibrous Funeral Supplies	Alum. Grave Indicators		879.66
Fairalls	Building Supplies etc		75.41
			<b>3900.12</b>

The April salaries have been paid in accordance with 7.2 of the Financial Regulations.

Direct Debits:

E.ON. Office Electricity to 22 April £62.15

BT. Phone and Broadband to 17 April 2016 £32.95

**Credits** Tandridge District Council Precept 8/04/2016 - £26,841.50

13.2 Any other financial matters

1. Summary Financial Report to 31 March 2016 The summary to be signed and dated by the Chair. A copy of the accounting records for March, including the bank statement, incorporating the bank reconciliation to be available at the meeting for examination.

2. Update on change of signatories from Lloyds Bank - this has now been finalised. Lloyds Bank has credited our account with £4????? as compensation for our time and trouble

3. Renewal of Lease for Bounty for 25 years from 31 July 2016, rent reviews every 5 years.

Initial annual retail of £2,500 per annum. Cllr Gardner proposed, Cllr Hubery seconded all in agreement.

4. Transfer of restricted funds £7,900.00 for Blindley Heath Common to Surrey Wildlife Trust. Councillors were unable to reach an agreement to transfer of these funds. It was agreed that a meeting be arranged with R Newdick and representatives from Surrey Wildlife Trust.

6. Grant Request from Godstone Club - received accounts, awaiting proof of delivery of equipment

7. Grant Request from Godstone Sports Association - accounts now available all agreed that this could be paid when proof of order is given.

8. Request from A White, TAGA re air quality monitor – A White asks could the Parish Council consider paying for the machine and retaining ownership. The lease for this would be for 5 years. Running costs etc are to be investigated. If we 'own' the machine we would be able to claim the VAT, he would then reimburse balance. Parish Council agreed at April to give grant up to £1,000, if there is a shortfall.

It is proposed that three monitors would be installed on A25 one in Bletchingley and one in Nutfield.

Testing is currently under way for the sensors and their reading.

Cllrs expressed concern over the data that could be obtained and its accuracy, is it recognised Nationally? if this is not the case it may not be valid.

Air Quality is measured 24 / 7 every 30 seconds, the machine cannot be moved, it has to be in a fixed position.

What are the relevant Standards? How could this be used, would Tandridge District Council act on the findings, etc Parish Council would like confirmation of this from Tandridge DC.

Who would create a 'Bad Air Zone' Tandridge District Council or Surrey County Council ?

Tandridge DC have not carried out any work so far on Air Quality monitoring.

Cllrs agreed to set up a meeting with Bletchingley and Nutfield TAGA representatives

Cllrs Gilman and Knox agreed to attend.

9. Request from GVA for funding for Queens Birthday celebration 12 June.

See item in Open Forum. The Council agreed to under write this event up by £3,000

10. Issue Proforma Invoice from Pachandyman Services - for Blindley Heath Notice Board, £395.00 - work to be carried out August. All agreed.

11. Clerks and Councils Direct - Subscription renewal £12.00 – all agreed to renew

## 14 Greens, Commons and Land

### 14.1 Allotments

#### Review of allotments

Hilly Fields - Renewal of lease agreement Cllr Davis and Garner agreed to see if it is possible to have a 'break clause' of 6 months notice in this agreement

Salisbury Road - it was agreed to have on site meeting again with developer. Cllr Gardner and Davis agreed to this meeting.

### 14.2 Godstone Green

1. Godstone Village Association - Picnic on Green for Queen and B B Q in the evening weekend of 12/13 June. See Open Forum

#### 2. Request to install a defibrillator

See Open Forum for report. The Council agreed that a defibrillator could be installed in the telephone kiosk outside of the Hare and Hounds.

Godstone School - alternative date for Sports Day 8 July was agreed

Goal posts - it was agreed that the Council ask the Football Club to remove and reseed.

- 14.3 Hilly Fields  
Proposed car park.  
 Planning permission had been granted for this car park. Conditions need to be noted.  
 At least three quotations to be sought for the work to be undertaken. Cllrs Gardener and Knox to prepare Specification before quotations can be obtained.
- 14.4 Blindley Heath
1. Memorial Tree  
 Plaque has been installed, work now complete Invoice to be sent to Parish Council so we can claim from Southern Water.
  2. Notice Board  
 See Finance 13.2 10
  3. Cricket Club  
 Benches on Cricket field need repair / renewing, work currently being undertaken by contractor
  4. Pond by Cricket Club  
 To receive update - Cllr Gardner and Faulkner to meet on site to discuss.
  5. Blindley Heath Management Meeting - Fell Ash tree as blocking sight lines on A22.  
 Cllr Hubery agreed to arrange with the contractor to fell this tree and to oversee the work  
 It was agreed that a walk around the Common would be arranged so all Councillors would have background knowledge of the area. Date to be agreed.  
 See also 7.2.4 Transfer of Restricted Funds
  6. The Formans Institute - Cllr Faulkner said a number of local residents had expressed concern that cars belonging to the company selling used cars were being parked in the car park at the front of the building, Planning Permission was granted for the company to use the rear car park only. All agreed that a meeting be arranged with Tandridge District Council, to clarify the situation
- 15.5 Tilburstow Hill Common
1. Trees near to 14/15 the Enterdent - owners have requested a survey to check on safety/removal. There is one leaning over the roof the house which owners says has been flagged up to the Parish before and another that's leaning out over the Enterdent opposite their driveway.  
  
 There are some sleepers which hold back a retaining bank at the edge of the border to this property, which have rotted away and need replacing who is responsible for them?  
 Note: Tree fell down early May on the Common  
  
 Potholes in car park  
  
 Cllrs Hubery, Faulkner and White agreed to undertake a site visit to ascertain the current situation
- 15 Burial Grounds**
- 15.1 Applications for Exclusive Rights of Burial to be agreed for:  
 Grave 342 – Transfer to Mrs Erica Sibley from R Houghton  
 There were no objections to this application
  - 15.2 Applications for consent to erect Memorials which appear to be in accordance with the regulations to be agreed for:  
 Grave 501 - Ellen Constable  
 There were no objections
  - 15.3 Complaint received from Stonemans and Mrs Simms owners of grave to say flowers removed from memorial garden and put in bin, this is happening on a regular basis.

See Open Forum

15.4 War Memorials - no quotation yet received.

**16 Office Administration -**

The website manager was coming to the Bounty on Wednesday 11 May to train the clerk in maintaining the Web site.

Review on the progress of the Parish Council's IT system and reorganisation of the Bounty – is still ongoing

Administrative Assistant - 9 applications had been received. It was agreed that Cllrs Gardner, Gillman and White, would interview the applicants. Possibly weekending 20 May

**17 Correspondence - to note**

**18 Matters for reporting or inclusion on future agendas**

The Chairman to circulate his report to all councillors for the Annual Parish Assembly. If anyone would like something to be included please let Cllr Gardener know

The Annual Parish Assembly will be held at 7.30 on Monday 23 May 2016

**The next meeting of the Parish Council will be held at 7.45pm on Monday 6 June 2016**

**Part 2** – To consider passing 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.

To discuss the Consultancy work recently undertaken and agreement on way forward

Meeting ended 10.30 p.m.