

# Godstone Parish Council

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

## Clerk to the Parish Council

Mrs S Endersby

## Admin Assistant

P Simmons

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## MINUTES

of the Meeting of Godstone Parish Council held on

**Monday 6 August 2018 at 7.30pm at St Stephens Church, South Godstone, RH9 8EY**

**Members:** Cllrs J Gardner, C Farr, R Johnson, B Davis, C White, J Farnaby, M Gillman, Cllr D Stone and Cllr M McLoughlin.

### **Apologies:**

**In attendance:** Mrs S Endersby

**Open Forum:** G Lean, F Pavely, Residents of Water Lane, G Homewood

## **1. Questions from Members of the Public**

1.1 G Homewood, Godstone – Stated that action should be taken to stop building taking place on the Green Belt.

1.2 Residents of Water Lane, South Godstone – Stated that without the Area Action Plan (AAP) it was not possible to establish what the Local Plan is and stated frustrations about the information that has been made available and the lack of details.

1.3 F Pavely, Godstone

i. Asked when the Hilly Fields grass would be cut?

Councillors responded that it would be cut in the next few weeks.

ii. Raised the concerns in relation to anti-social behaviour in the village.

1.4 Various Parishioners raised the continued concerns about HGV's behaviour and driving through the village.

Councillors responded that the Parish council continue to share the residents concerns and continue to object to licences or raise the issue whenever possible. It was noted that potentially another meeting could be considered with the HGV company owner.

1.5 G Lean, Blindley Heath and TLAG

i. Stated that it would be important to defend Blindley Heath during the consultation process so that the area is represented at the inspection stage.

ii. Reported that Developers attended a developer's forum on 3 August 2018.

## **2. County and District Councillors**

2.1 Councillor Farr was in attendance.

## **3. Apologies and reasons for absence – None**

## **4. Declarations of Interest - None**

## **5. Minutes of the previous meeting**

5.1. Councillors considered the minutes of the meetings held on Monday 2 July 2018.

**RESOLVED** – Councillors agreed that the minutes of the meeting held on Monday 2 July 2018 were an accurate record of the meetings and should be signed by the Chairman.

## **6. Neighbourhood Plan Committee**

6.1 It was reported that the data entry of the surveys was on track and that the committee will start to draft policies in to a draft plan in preparation for the appropriate consultation. The relevance of Godstone Parish Council having an emerging plan was acknowledged.

6.2 It was noted that a Grant of £1,750 had been received by the Parish Council following an application.

## **7. Motions proposed for discussion by Councillors and any business which the Chairman deems Urgent (Standing orders 5.4)**

7.1 Licence OK1088400 Application

7.1.1 Letter to The Office of the Traffic Commissioner of Great Britain – Objection to further application in relation to Licence OK1088400

**RESOLVED** – Councillors unanimously agreed to ratify the motion emailed due to the response deadline; 'Godstone Parish Council object to the new application, made by Blockade Services in relation to Compound M, Lambs Business Park, Terracotta Road, South Godstone, Godstone, RH9 8LJ as an operating centre for 6 vehicles and 10 trailers; as per Godstone Parish Councils original letter of objection on 24 April 2018; and noting the Parish Councils right to object to the application as landowners of the land South East of Tilburstow Hill Road from the Enterdent Road which is within the vicinity of the area applicable to the application.'

7.1.2 Councillors discussed the on-going concerns in relation to HGV traffic through the village and it was noted that a roundabout at Anglefield Corner could be a future focus for the Parish Council.

## 7.2 Padlocks - Security of Godstone Green and Blindley Heath cricket pitch

### 7.2.1 Councillors noted the following considerations;

- i. Which organisations will be given keys to the new padlocks that will be on the new gates and bollards;
- ii. Criteria for key allocation;
- iii. Access for organisations who have occasional needs to have vehicular access;
- iv. Key holders on behalf of the Parish Council; and
- v. Process in the event of a need to change a padlock because of a security breach.

**RESOLVED** – Councillors noted the points discussed would need to be considered further, but the first step would be to contact the agreed community groups;

**ACTION – 8/2018 – 1** – Clerk to write to local organisations to inform them of the change of padlock and enquire if the organisation required a key for access.

7.2.2 Councillors stated that they were keen to ensure that those that are intitled to access had it and that all community groups are clear as to what the correct historical agreements are.

**ACTION – 8/2018 – 1a** – Councillors D Stone to liaise with Godstone Club in relation to the details of the club's title deeds to aid understanding.

7.3 Councillors considered the motion 'Should the Parish Council display on its notice boards the information provided by Tandridge District Council 'Information about the local plan consultation'.

**RESOLVED** – Councillors unanimously agreed that the Tandridge District Council posters would not be displayed.

## 8. Tandridge District Local Plan and Garden Village

8.1 Correspondence from Nutfield Conservation Society – circulated to councillors on 25 July 2018.

## 9. Reports

### 9.1 Action taken – to be ratified (if any)

9.1.1 Councillors noted that the following actions would be removed from the Action list as they are no longer relevant due to the time that has lapsed: 12/2017 – 6, 12/2017 – 7, 7/2017 – PF4, 6/2018 – 16

9.1.2 11/2017 – PF2 – Clerk had tried to investigate how historic donation from GVA for poppies was used, but with no success. Councillors noted this information.

9.1.3 Councillors note the following outstanding actions detailed below:

6/2018 – 7 – Clerk to report the concerns about Triangle by Bridal Shop – Concern over the build-up of mud to Surrey Highways.
6/2018 – 9a – Clerk to update the Finance Committee TOR on the website and computer systems.
6/2018 – 10 – Clerk to write to organisations that have made grant applications informing them of the decision reached by the Parish council.
6/2018 – 15 – Councillors M Gillman, M McLoughlin and D Stone to form a working Group to review and update the Burial Ground Regulations.
6/2018 – 16 – Councillors agreed that Councillors M Gillman and B Davis prepare a letter to the Police Commissioner in relation to the issuing of an S61 during the traveller incursion. The letter should be circulated to the full Parish council for information once it has been sent.
2/2018 – 3 – Clerk to ensure that the new Publication Scheme is published on the Parish Council website.
2/2018 – 18 – Councillors J Gardner and C Farr to carry out a site visit of Green near school in relation to receding Green and drainage.
1/2018 – 5 – Councillors M McLoughlin and M Gillman to consider and report back to the council an action plan for future Christmas lights.
12/2017 – 6 – Clerk to send letter to TDC following the latest budget to Louise Round, Chief Executive TDC and Martin Fisher, Leader of the Council, with copies to TDC councillors, S Gyimah MP and local newspapers.
12/2017 – 7 – Clerk to send letter to S Gyimah MP following the latest budget, including a request for a response.
11/2017 – 26 – Clerk to inform the Parishioner about Greenview Parking being on common land.
7/2017 – PF4 – Councillor M McLoughlin will write to Councillors R Thorn and N Childs following a final review and summary of the survey being completed.
6/2017 - 3: NPC Terms of Reference - Cllr Gillman to send comments to Cllr White.
10/2017 – 18 – Chairman to continue following up about Data with AirSensa.
10/2017 – 35 – Clerk to carry out the following actions: a shingle drainage system could be invested in. Investigate water table by test holes during the winter.

9.1.4 July actions to be included in future updates.

### 9.2 Clerks Report – Councillors noted the following matters reported:

9.2.1 BCP – Need to update/complete this and include key holder's information.

**ACTION – 8/2018 – 2** – Clerk to include key holder information in the BCP plan.

9.2.2 Cricket club – there will be no cricket played for the rest of the season. Clerk has asked that the Hare and Hounds Cricket club contact her next year to confirm new season.

9.2.3 Southern Water – Survey of Sewer and water mains – Ref:SWPBS12508 – Godstone Green and Blindley Heath – Contractor will give 24hours notice of attendance to complete the Survey.

9.2.4 Injury sustained on Godstone Green

- i. Clerk informed the Council that the council would be visited by a representative its insurance company in relation to the incident.
- ii. Councillors discussed if the Parish council should prepare a statement in relation to the claim and it was noted that it would be useful to note down a statement of the councillor who attended the Green the day of the incident.
- iii. It was noted that Godstone Football Club maintain the goal area.

**RESOLVED** – Councillors unanimously agreed that after the claim had been dealt with the Parish council would review the case.

**ACTION – 8/2018 – 3** – Councillor B Davis to note the details of the day of the incident.

9.2.5 Nutfield Conservation Society Correspondence in relation to the Public Meeting.

**RESOLVED** – Councillor unanimously agreed that the statement given at the start of the Public meeting be sent to Nutfield Conservation Society.

**ACTION – 8/2018 – 4** – Clerk to email statement to Nutfield Conservation Society.

9.2.6 Remembrance Wreath

**RESOLVED** – Councillors unanimously agreed that a donation of £100 be sent to the RBL for the wreaths for Remembrance Day.

9.2.7 Parish Councils: on-street parking enforcement survey response

**RESOLVED** – Councillors unanimously agreed that the Clerk liaise with Councillor M McLoughlin to agree and submit the response to the parking enforcement questionnaire due to the deadline of 3 September.

**ACTION – 8/2018 – 5** – Clerk to liaise with Councillor M McLoughlin on the parking enforcement questionnaire.

9.2.8 Clerk will be on annual leave between the Monday 13 – 17 August.

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

9.3.1 Padlocks on Godstone Green Gate – Councillors noted the circumstance in relation to the padlocks on Godstone Green being changed. It was confirmed that the padlocks had been changed back.

### 9.4 Reports (for noting) from representatives on outside bodies

9.4.1 SCC Vision Session – Councillors noted the report from Councillor C Farr, noting the key point in relation to the Devolution of services to Parishes.

9.4.2 Councillors noted the information and the potential of the responsibility of services being passed to Parish councils. It was discussed that the Parish council could be mindful of this potential change for future planning and setting of the precept.

**RESOLVED:** Councillors agreed that the Parish council do not currently have funds to commit to funding such services, such as grass cutting, that may be devolved and that are officially still the responsibility of the County Council.

9.4.3 It was discussed that much more detailed information from the County and District Councils about the commitment involved would be required.

9.4.4 It was noted that the Parish council are not restricted by a 2% increase cap before a referendum is required in the way that Surrey County Council (SCC) is and this may be why SCC maybe looking to devolve services to Parish councils.

## 10. Current Planning issues

10.1 Report from the Planning Committee held on 23 July 2018 – Councillors noted the report.

10.2 It was noted that the ESSO garage in Blindley Heath has been investigated by TDC enforcement officers in relation to operating outside of agreed hours of operation.

## 11. Finance

11.1. Accounts for payment - to approve **JULY** accounts for payment:

Ref.	Business	Invoice	Invoice Date	Payment For	Invoice amount	VAT	Invoice Total
GP355	Skanska			Advance payment for Flashing speed light installation.	£973.30	£194.66	£1,167.96
GP356	Cherrimans	TC1001	06-Jul	Payment for installations of Posts	£4,800.00		£4,800.00
GP357	Fairalls	4312574	05-Jun	Rodo Hazard Tape Red White	6.10	1.22	7.32
GP358	Fairalls	4314307	19-Jun	Pond Clearance items	14.80	2.96	17.76
GP359	Fairalls	4315093	26-Jun	UV Protected Clear	23.42	4.68	28.10
GP360	Gillett & Johnston	26771	01-Jul	Annual Service of the clock	£215.00	43.0	258.00
GP361	HPS	5109	30-Jun	IT Support – 1 April to 30 June	£195.00	39.00	234.00
GP362	One to One	SINV224484	10-Jul	Toner, A4 Paper, Presentation Paper	97.04	19.41	116.45
GP363	P Simmons			Expense - Shredder			£39.99
GP364	EON*	H160BB80B2	21-Jul	Estimated Electricity Bill	22.23	1.11	£23.34

GP365	BT Business*		17-Jul	BT Invoice - July	72.25	14.45	£86.70
GP366	SSALC	11091	17-Jul	Sept 2017 - Not paid 25-7	65.00	13	£78.00
GP367	Surrey County Council	2018-079	24-Jul	Cheque - Deposit – S278	£5,900.00		£5,900.00
GP368	Surrey County Council	2018-080	24-Jul	Cheque - Agreement Fee - S278	£1,500.00		£1,500.00
GP369	Surrey County Council	2018-081	24-Jul	Cheque - Legal Fees - S278	£400.00		£400.00
GP370	Surrey County Council	2018-079	24-Jul	Cheque - Commuted Sum - S278	£1,090.00		£1,090.00
GP371-3	Salaries				1302.80		1302.80
GP374	NI and Income Tax				£279.19		£279.19
GP375	Pension				£96.60		£96.60
GP376	Nothing But Padlocks	P20180730-0025	30-Jul	Padlocks - Defence of the Green	£469.11	93.82	£562.93
GP377	Gardenwise Estate Management Ltd.	05-890	01-Aug	Maintenance Contract	£1,692.00		£1,692.00
GP378	Gardenwise Godstone Ltd	05-6555	01-Aug	Grass Cutting	£1,630.00		£1,630.00

**TOTALS = £20,843.84    £427.31    £21,311.14**

\*Direct Debits

**RESOLVED** - Councillors unanimously approved the payments list totalling £21,311.14 on payment of salaries and two councillors countersigned all invoices.

**RESOLVED** - Councillors unanimously agreed that the annual service agreement for the Pavilion Clock be cancelled.

**ACTION – 8/2018 – 6** – Clerk to contact Gillet and Johnson to terminate the annual service agreement.

#### 11.2. Summary Financial Report to **JUNE**

11.2.1 Councillors received the Budget, including spend against budget, the bank statement, bank reconciliation including spend against budget, pension contribution and monies received for review.

**RESOLVED** – Councillors unanimously agreed that the Chairman sign the **JUNE** bank reconciliation summary sheet and initial the pages of the bank statement.

11.2.2 Councillors noted that on reviewing the budget the maintenance costs on a pro rata basis were over budget by £1908.80 and it was acknowledged that maintenance costs should be monitored closely.

11.2.3 Councillors noted the Monies Received for **JUNE** –

VAT Refund	£826.18
Wayleave	£105.56

#### 11.3. Restricted Funds Summary, Designated Funds Summary and Virements

11.3.1 Councillors noted the summary information received and that currently more money had been spent on the Neighbourhood Plan than had been allowed in the Designated funds. It was accepted that a Grant had been received and that no further adjustment would be undertaken.

#### 11.4. External Audit –

11.4.1 Councillors noted the report from the Clerk of notification that the External auditors report had been completed

11.4.2 Councillors noted that the following ‘except for’ matters (qualifications) will be raised on the AGAR Part 3: The AGAR has not been approved in accordance with the Accounts and Audit Regulations 2015: [assertion 1] - Section 2 was approved before Section 1.

11.4.3 Councillors accepted the report of the Auditors and noted the point raised.

#### 11.5. Grants – Councillors considered the following Grant applications received by the Clerk:

11.5.1 St John’s application

**RESOLVED** - Councillors unanimously agreed that the original sum of £500 agreed by the Parish council still be paid, but no further money would be given as a Grant, noting that some parts of the application fall outside the grants criteria.

11.5.2 Godstone Baptist Church Commemoration Plans

**RESOLVED** - Councillors unanimously agreed that a £345 grant be awarded.

**ACTION – 8/2018 – 7** – Clerk to send Grant money and letter to St John’s Church.

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

12.1 Inspection Reports – Councillors noted that a general report will be circulated as a summary of matters raised from inspection sheets and that urgent items should still be detailed below or raised by councillors.

12.2 Allotments – Councillors noted that the pile of rubbish remains on the Salisbury Road allotment site.

12.3 Godstone and Godstone Green; to include:

12.3.1 New Car Park

- i. Execution of Legal Agreement for the S278 Agreement for the Bellmouth Crossover for the Car Park, Bletchingley Rd

**RESOLVED** – Councillors unanimously ratified the signing of the S278 agreement as agreed by email.

- ii. Councillors noted that the S278 and necessary payments had been lodged with SCC and the officer dealing with the application had liaised with SCC engineers to gain technical approval and the following response had been received from SCC:
  - (a) Certain changes to plans to be made (and sums recalculated if applicable);
  - (b) Road Safety Audit would be required, and cost information had been requested by the Clerk;
  - (c) Site meeting with Streetworks Team – Clerk is liaising to make the necessary arrangements

**ACTION – 8/2018 – 8** – Clerk to update parishioners in the Parish Magazine.

12.3.2 Defence of the Green

- i. Councillors noted the comments in relation to the bank along Ivy Mill Lane that no gaps have left for pedestrians to step onto the Green from Ivy Mill Lane.
- ii. Councillors noted that overspends and underspends remained contained within the total agreed budget and still leave a contingency of £765. The areas where no quote has yet been received are for gate posts and bollard installation and a budget price of £620 has been allowed.

12.3.3 Greenview Path – Councillors noted the letter from GVA requesting that the Parish council consider naming the Greenview Path ‘Mary’s Path’. Councillors stated that it was not within the Parish councils’ gift to name a path.

**ACTION – 8/2018 – 9** – Clerk to respond to the GVA and will ask that they contact TDC.

12.3.4 Disabled Parking – Hatch area – Councillor M Gillman updated the Parish council of the meeting in relation to the disabled parking in the car park opposite the White Hart. It was noted that TDC could paint a hatched area when they are working in the area, but the Parish Council would have to pay. It was noted that perhaps yellow lines should be requested to the right as you exit the car park to ensure better visibility.

**ACTION – 8/2018 – 10** – Clerk to liaise with TDC about potential cost of painting the hatched area next to the disabled space.

12.3.5 Godstone Pond – Councillors noted that the Preservation society had mentioned to the Clerk plans to get into repair the wall.

**ACTION – 8/2018 – 11** – Clerk to liaise with Preservation Society asking them not to do this and enquiring if the organisation has PL Insurance to carry out such a task.

12.3.6 Car entrance for the Fete – Councillors considered the request for a solution that would reduce mud on either side of the footpath if it should rain on Fete day.

**RESOLVED** – Councillors unanimously agreed that no action would be taken to reduce the mud on fete day.

12.3.7 Fete Volunteers – Councillors noted the request for volunteers to help on Fete day.

12.3.8 Information in relation to liabilities when looking after common land – Councillors noted the SSALC email, including information provided by Wellers circulated by email on 16 July 2018.

12.3.9 Playground Sign – Councillors noted the request to agree a supplier for a sign, required by the ROSPA guidelines. Supplier A - £95 + vat or Supplier B - £96.64, noting that installation is not included.

**RESOLVED** - Councillors unanimously agreed Supplier A be used.

**ACTION – 8/2018 – 12** – Clerk to order playground sign from supplier and arrange for installation.

12.4 South Godstone

12.5 Hilly Fields

12.6 Blindley Heath

12.6.1 Councillors noted the report that the lamp by the cricket ground is not working.

**ACTION – 8/2018 – 13** – Clerk to arrange for the lamp to be replaced.

12.6.2 Consultation: Bye Laws on Sites of Special Scientific Interest (SSSI's) – Councillors noted the Natural England consultation on bye laws on sites of special scientific interest (SSSI's). No comments were put forward in response to the consultation and Councillors noted that NALC would be responding on behalf of local councils.

12.7 Tilburstow Hill Common

12.7.1 Dumping of vehicles and access to the Enterdent – Councillors noted the issue and that the tank traps had been moved to close the gap and prevent access.

## 13. Burial Grounds

13.1 Applications for Exclusive Rights of Burial

13.1.1 Plot 593 – EROB – Brett 3rd out of 4 non-parishioner spaces allocated in the financial year – Noted by Councillors.

13.2 Applications for consent to erect Memorials

13.2.1 Plot 573 – Councillors considered the request for a headstone outside of regulations – up to 36” high [Regulations - *maximum height from ground level to the top of the memorial must be no more than 30” (762.0mm)*]

**RESOLVED** – Councillors unanimously approved the request for a memorial to be 36" high on plot 573.

**RESOLVED** – Councillors unanimously agreed that the regulations be amended to allow the maximum height of a memorial to be 36" (914.4mm),

**ACTION – 8/2018 – 14** – Clerk to liaise with family for memorial on plot 573 and update the burial ground regulations.

13.2.2 Councillors considered that if a headstone is changed like for like if a charge would apply.

**RESOLVED** – Councillors unanimously agreed that there would be no charge for a memorial to be changed if it is like for like, but that all the previous memorial should be removed.

13.3 War Memorials and Commemoration plans for 2018

13.3.1 Councillors noted that the statues had been installed and took into consideration the advice on positioning sought from Surrey County Council Highways.

13.3.2 It was noted that a plaque would be installed by the installations to give the details of why they have been installed.

**ACTION – 8/2018 – 15** – Councillor M McLoughlin to arrange plaques for commemoration installations.

13.4 Postengate Farm Memorial Site – Councillors noted the site is in good condition.

**14. Correspondence** – Councillors noted the following correspondence circulated by email:

- i. Update: Tandridge Local Plan & South Godstone
- ii. Press Release: Planning Policy Committee approves Local Plan and set dates for final consultation
- iii. DRAFT RACC Public meeting minutes 9 June 2018
- iv. TDC Committee meetings next week
- v. Tandridge District Council Local Plan Newsletter 05.07.18
- vi. Local/Joint Committee Review Group: Findings report to Cabinet
- vii. St Stephen's Big Splash! - Please circulate.
- viii. Tandridge District Council meetings on 19th July
- ix. SCC Vision Session Key themes and Fairer Funding Petition link
- x. Press release: Transformation programme to deliver a new approach for customers
- xi. TDC meetings next week (Week com 23 July)
- xii. Press release: Just over a week to go before start of the Draft Local Plan Consultation
- xiii. Consultation: Bye Laws on Sites of Special Scientific Interest (SSSI's)
- xiv. Tandridge District Council Local Plan Newsletter 23.07.2018
- xv. Nutfield Conservation Society Thakeham meeting with South Godstone residents
- xvi. Parking restriction web maps- new function on webpages
- xvii. Information about the Local Plan consultation
- xviii. Change of time for meeting 21/09/2018, 13:30, Tandridge Local Committee
- xix. Tandridge District Council Local Plan Newsletter 30.07.2018
- xx. Vandalism Godstone
- xxi. Bletchingley Road, Limpsfield Road, 06/08/18 SCC
- xxii. Press Release: Council's Final Accounts approved for 2017/18
- xxiii. Parish Councils: on-street parking enforcement
- xxiv. BBC Surrey – Green Defence and Traveller Incursions

**RESOLVED** - Councillors confirmed that no comment would be submitted to BBC Surrey.

## 15. Matters for reporting or inclusion on future agendas

15.1 The next meeting of the Parish Council will be held at 7.30 pm on Monday 3 September 2018 at St Stephens Church, South Godstone.

**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.

## 16. Staff matters

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

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Chairman

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Date