

# Godstone Parish Council

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

## Clerk to the Parish Council

Mrs S Endersby

The Bounty  
Godstone Green  
Godstone, Surrey  
RH9 8DY  
Telephone/Fax: 01883 744209

## Minutes

of the Annual meeting of Godstone Parish Council held on  
**Monday 14 May 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 and M McLoughlin.  
**Apologies:** Cllr D Stone  
**In attendance:** Mrs S Endersby  
**Open Forum:** K Mulligan and F Pavely

### Questions from Members of the Public –

K Mulligan, Godstone – Reservoir Development - Asked if the Parish Council are aware of the proposed development plans for the SES Water reservoir site in Godstone for 450 dwellings which would increase the village population by 42%.

Councillors noted and shared the concerns along with the following points about the development; with Tandridge District Council (TDC) not having a strategy in place developers 'land banking'; no covenant in the agreement when SES were given the land; Parish council can not make any demands on the land; it is not possible to object to the plans until there is a formal planning application; Godstone Parish council have not spoken to Bletchingley Parish about the development, but have worked on development situations together in the past; it is on the HELLA list

**ACTION – PF5/2018 – 1** – Parish Council Clerk to liaise with Bletchingley Clerk and send information.

F Pavely, Godstone – Traffic Survey - Were the council aware of the Surrey County Council (SCC) traffic survey being carried out for two days.

Councillors responded that the Parish council had not been contact by SCC about the survey.

### 1. County and District Councillors

- 1.1 Apologies from County Councillor R Thorn.
- 1.2 Apologies from District Councillor N Childs.

### 2. Election of Chairman; Vice Chair and Declaration of Acceptance of Office

- 2.1 Cllr J Gardner was proposed as chairman by Cllr M Gillman and seconded by Cllr C Farr
- 2.2 Councillor J Gardner was appointed as Chairman of the Parish council

**ACTION – APM 05/18 – 1** Declaration of acceptance of office to be completed as soon as practicable.

- 2.3 Cllr B Davis was proposed as vice chairman by Cllr C Farr and seconded by Cllr M McLoughlin.
- 2.4 Councillor B Davis was appointed as Vice Chairman of the Parish council.

### 3. Committees –

#### 3.1 Election of Committee Members to Planning; Neighbourhood Plan and Finance committees

- i. Planning Committee – Members appointed to the committee: Cllrs J Gardner, C Farr, B Davis, C White, M Gillman, M McLoughlin, R Johnson, D Stone and J Farnaby.
- ii. Neighbourhood Plan Committee – Members appointed to the committee: Cllrs B Davis, C Farr and C White, as representatives of the Parish Council
- iii. Finance Committee – Members appointed to the committee: Cllrs C White, M Gillman, R Johnson and D Stone.

#### 3.2 Terms of Reference (ToR) of Planning; Neighbourhood Plan and Finance committees

- i. Councillors considered referring the review of the ToR to each committee.
- ii. Councillors noted the concerns raised about the Neighbourhood Plan Committee Terms of Reference and when the Neighbourhood Plan Committee review the Terms of Reference it should be ensured that the terms are in line with the Parish Councils Standing orders and that it is not possible for individuals to make decisions.
- iii. It was also noted that there was still concern about the Neighbourhood Plan Committees reference to a constitution, when the committee should have Terms of Reference.

**ACTION – APM 05/18 – 2** Councillor B Davis to liaise with the Neighbourhood Plan Committee to ensure that the annual review of the committees Terms of Reference is carried out.

**RESOLVED** – Councillors agreed that each committee should review the Terms of reference and then recommend them to the Full Parish Council for them to be considered and agreed if they are accepted.

**ACTION – APM 05/18 – 3** The following committee actions were agreed:

- i. Planning Committee – ToR to be reviewed at the next committee meeting.
- ii. Neighbourhood Plan Committee – ToR to be reviewed at the next committee meeting, noting points raised for consideration.
- iii. Finance Committee – ToR to be reviewed at the next committee meeting.

**ACTION – APM 05/18 – 4** All Terms of reference to be recommended to the Full Parish Council following the committee review.

#### 4. Election of Representatives

- 4.1 Surrey County Association of Parish and Town Councils – Cllr M Gillman
- 4.2 Godstone Preservation Society – Cllr M McLoughlin
- 4.3 White Hart Barn Committee – Cllr R Johnson
- 4.4 Citizens Advice Bureau – None
- 4.5 Surrey Rail Forum – Cllr C White
- 4.6 Blindley Heath Management Committee – with representatives from Tandridge District Council – Cllrs M Gillman and C Farr
- 4.7 Godstone United Charities - None
- 4.8 Gatwick Area Committee – Cllr M Gillman
- 4.9 North Park Farm Quarry - None
- 4.10 Redhill Aerodrome Consultative Committee (RACC) – Cllr M Gillman
- 4.11 Godstone Village Association – Cllr J Gardner
- 4.12 Surrey Countryside Access Forum – Cllr D Stone
- 4.13 North Downs Line CRP - None
- 4.14 River Eden – Cllr M Gillman
- 4.15 TLAG – Cllr C Farr
- 4.16 OLRG – Cllr C Farr

#### 5. Appointments of areas of responsibility

- 5.1 Allotments - includes Salisbury Road and Hilly Fields sites – Cllr B Davis
- 5.2 Blindley Heath Common – Cllrs M Gillman and C Farr
- 5.3 Godstone Burial Grounds – Cllr M McLoughlin
- 5.4 Godstone Green: includes Godstone Green/Greenview/South View/Playground – Cllr M McLoughlin
- 5.5 Hilly Fields – Cllr J Gardner
- 5.6 Tilburstow Common – Cllrs D Stone and M McLoughlin
- 5.7 Maintenance contractor overseer – Cllr M McLoughlin
- 5.8 Website and Newsletter – Cllr J Farnaby
- 5.9 Insurance renewal – It was noted that this will be dealt with by the Finance Committee.

#### 6. Annual Matters to note and review –

- 6.1 Standing Orders/Financial Regulations
  - i. Copies of the Standing Orders and Financial Regulations were circulated by email in advance of the meeting.
  - ii. Finance regulations last reviewed in Jan 2018.

**RESOLVED** – Councillors agreed that it was not necessary to review the Financial Regulations again at the time due to them being updated in January 2018.

- iii. Councillors noted that the Standing orders had been reviewed during 2017 and that there were no material changes to be made. It was noted that it was necessary to check that financial limits set in the Financial Regulations should be checked to ensure they are stated correctly in the Standing orders.

**RESOLVED** – Councillors agreed that it was not necessary to review the Standing Orders any further other than to ensure relevant figures match the Financial Regulations.

##### 6.2 Complaints Procedure

- i. Copies of the procedure was circulated by email in advance of the meeting.

**RESOLVED** – Councillors noted the procedures and the details included in the Standing Order and unanimously agreed the Procedures.

##### 6.3 Summons to attend Meetings

**RESOLVED** – Councillors unanimously agreed the consent to summons to meetings by email for the next financial year.

- 6.3 Meeting dates for the year June 2017–May 2018 – Councillors noted the proposed meeting dates:

Meeting Date	Meeting	Venue
Monday 4 June 2018	Parish Council Meeting	St Stephens Church, South Godstone
Monday 2 July 2018	Parish Council Meeting	St Stephens Church, South Godstone
Monday 13 August 2018	Parish Council Meeting	St Stephens Church, South Godstone

Monday 3 September 2018	Parish Council Meeting	St Stephens Church, South Godstone
Monday 1 October 2019	Parish Council Meeting	St Stephens Church, South Godstone
Monday 5 November 2018	Parish Council Meeting	St Stephens Church, South Godstone
Monday 3 December 2018	Parish Council Meeting	St Stephens Church, South Godstone
Monday 7 January 2019	Parish Council Meeting	St Stephens Church, South Godstone
Monday 4 February 2019	Parish Council Meeting	St Stephens Church, South Godstone
Monday 4 March 2019	Parish Council Meeting	St Stephens Church, South Godstone
Monday 1 April 2019	Parish Council Meeting	St Stephens Church, South Godstone
Monday 13 May 2019	Parish Council Annual Meeting	St Stephens Church, South Godstone

**RESOLVED** – Councillors unanimously agreed the proposed meeting dates.

6.4 Publication Scheme

- i. It was noted that a copy of the Publication scheme was circulated by email in advance of the meeting.
- ii. The Publication scheme was reviewed and agreed in February 2018. No further action required.

**7. Apologies and reasons for absence**

- 7.1 Apologies were received from Councillor D Stone due to prior personal commitments.  
7.2 Councillors accepted the apologies and the meeting was confirmed as quorate.

**8. Declarations of Interest**

- 8.1 Councillor C Farr – item 11.2 and will abstain from all discussion and any vote held on the matter.

**9. Minutes**

9.1 Councillors reviewed the minutes of the previous meeting held on Monday 9 April 2018.

**RESOLVED** – Councillors unanimously agreed that the minutes were an accurate record of the meeting and agreed they be signed by the Chairman.

9.2 Councillors noted that the minutes for the Extraordinary meeting held on Monday 30 April 2018 had not been completed and recognised the current circumstances of the Clerks work load and with no admin assistant.

**ACTION – APM 05/18 – 5** – Clerk to complete the minutes of the Extraordinary meeting as soon as possible.

**10. Neighbourhood Plan Committee**

10.1 Councillors noted that the committee continue to plan for the review of the surveys and noted that the committee intend to have a committee meeting in shortly to confirm details of the survey data entry.

10.2 Councillors noted that the deadline for the return of the surveys is 31 May 2018.

**11. Motions and matters proposed for discussion by Councillors**

11.1 General Data Protection Regulations (GDPR) and Data Protection Officer (DPO)

- i. Councillors noted that Councillors C Farr and D Stone had attended GDPR training.
- ii. Councillors noted information from the Clerk that the Government has tabled an amendment to its own Data Protection Bill to exempt parish councils and parish meetings in England from the requirement to appoint a DPO under the GDPR.
- iii. It was noted that Officials from the Department for Culture, Media and Sport have confirmed that all other measures will still apply, but that appointing a DPO to support a council's approach to data protection will be discretionary and may be regarded as good practice.
- iv. Councillors noted that the Clerk had made enquiries about the cost of appointing a DPO who could provide the service of a Virtual Data Protection Officer, with quotes gathered detailed below:

<b>Ref: 66</b>	£531.50
<b>Ref: 67</b>	Declined to quote
<b>Ref: 68</b>	A single PC controlling a Parish, £150 per annum plus VAT.
<b>Ref: 69</b>	Confirmation of receipt of email, no further information received.
<b>Ref: 70</b>	Proposal to be confirmed following a telephone consultation.
<b>Ref: 71</b>	Fees - To be paid in advance, Initial payment £600+vat, invoiced before service commences, to cover minimum term. (6 hours), £200 per month thereafter, equivalent 2 hours DPO/Consultancy + VAT

**RESOLVED** – Councillors unanimously agreed that a DPO would not be appointed.

11.2 Consider request from Councillor R Thorn to display signage on Parish land

- i. Councillors noted the request made by email to the clerk 3 days before the District Council elections.

- ii. An email vote was requested, but there was not a confirmed majority by the deadline imposed by the Clerk having to leave the office so a decision was not possible before the election date.

**RESOLVED** – Councillors resolved that any future requests would be considered when received.

## 12 Tandridge District Local Plan and Garden Village

- 12.1 A railway link seems to be a deciding factor for the plan.
- 12.2 Comments during electioneering noted about Postengate Farm.
- 12.3 Caterham Neighbourhood Plan has places for development detailed in it which would contribute to TDC housing figure.
- 12.4 General agreement that it is unlikely that developers will just walk away from potential development.
- 12.5 Noted that some are referring to the Garden Village now as a Garden Community and the context can change dependent on the terminology.

## 13 Reports

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

#### 13.1.1 List of Actions

- i. Councillor's noted that due to circumstances in the Parish office, the outstanding Actions list would be circulated as soon as practicable.

**ACTION – APM 05/18 – 6** – Clerk to update the Action list, ensuing that from April and May meetings were captured.

### 13.2 Clerks Report

#### 13.2.1 Email addresses

- i. The Clerk reported that following the decision made at the April meeting the Parish council's IT contractor had been contacted for a cost for Parish councillor email accounts.
- ii. It was confirmed that the cost would be £36 per year per account, so for the 9 councillors the total would be £324 (+ VAT).
- iii. It was noted that there was still reluctance by some councillors.

**ACTION – APM 05/18 – 7** – Councillors C Farr and J Farnaby would investigate the costs further.

13.2.2 Cricket Club - Councillors noted that a Cricket fixture clashed on 26 August 2018 as the Fete will be being set up over that weekend and noted that the Clerk has contacted the cricket club.

13.2.3 Cricket Club Groundsman – Councillors noted that there is a new groundsman and that the Clerk has requested a copy of his Public Liability (PL) insurance.

**ACTION – APM 05/18 – 8** – Clerk to follow up request to Cricket Club for a copy of the PL insurance.

13.2.4 Insurance claim for damage to car park – Councillors discussed the case for claiming through its insurance company for the damage caused by the car crash in the village to the car park and the cost of the contractor cleaning up and repairing posts in the area.

**RESOLVED** – Councillors agreed that the Clerk should not make a claim.

13.2.5 Accessibility of Village – Councillors noted the visit from a parishioner about conditions of paths and dropped kerbs in the village hindering mobility and access from the resident's house in to the village centre. Councillors noted the information from the Clerk that she had contacted Councillor R Thorn about liaising with the appropriate contact at Surrey County Council (SCC).

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

13.3.1 The Chairman reported that work being arranged by a Greenview Resident had started on the Footpath in front of the Greenview cottages. The Chairman stated Thanks for the community spirited action, noting that the resident/residents were meeting the cost.

### 13.4 Reports (for noting) from representatives on outside bodies etc

#### 13.4.1 Tandridge Local Committee (TLC)

- i. Councillors B Davis and C Farr attended the TDC local committee on Friday 20th April.
- ii. The issue of the crossing on the A22 at Blindley Heath was discussed, but Councillor B Davis was unable to represent the Parishioner raising the matter as Godstone Parish Council had not been nominated to represent the petitioner.
- iii. Councillor B Davis did manage to inform the TDC committee that the bollards have just been destroyed by a lorry and had some been standing on the refuge they would have been seriously hurt or killed.
- iv. TLC stated that there is currently no money available to put a crossing in even though it is recognised that this a dangerous crossing point and one is needed.
- v. Councillor Charles asked if Godstone Parish Council would like to fund all or part of a crossing.
- vi. The tone of the meeting was that there was no money available for any of the issues raised by other parishes as they weren't sufficiently high on the priority list.

## 14 Current Planning issues

- 14.1 District Council Planning Decisions – Councillors noted that these are available online
- 14.2 Current Planning Lists and applications

2018/760	<a href="#">Devon House, Eastbourne Road, Blindley Heath RH7 6JJ</a>	Display of 1 x banner and 1 x non-illuminated fascia sign. (Retrospective)	No Comment
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2018/757	<u>2 Beech Close, Blindley Heath RH7 6JE</u>	Erection of single storey extension to south west elevation. (Certificate of Lawfulness for a Proposed Use or Development)	No Comment
2018/502	<u>8 Hunters Chase, South Godstone RH9 8HR</u>	Demolition of conservatory. Erection of single story rear extension incorporating pitched a single pitched roof with windows to the east and west roof slopes. Conversion of garage to habitable accommodation with general internal alterations.	No Objection
2018/975	<u>7 Blindley Court, Eastbourne Road, Blindley Heath RH7 6JS</u>	Demolition of existing conservatory to north east elevation. Erection of single storey extension to north east elevation. (Certificate of Lawfulness for a Proposed Use or Development)	No Comment

14.3 Update from the meeting which considered planning applications – Minutes of the Planning committee meeting held on 23 April 2018 had been circulated.

14.4 Any other current planning matters, including Appeal – No matters to discuss.

## 15. Finance

**ACTION – APM 05/18 – 8** – Clerk noted that new councillors need to be add to the banking authority.

15.1 Accounts for payment - to approve **APRIL** accounts for payment –

- i. It was noted that Councillors were satisfied that best value had been sought on payment GPXXXX
- ii. Councillors noted that Invoices GP323 and GP324 had been agreed by email and were detailed for ratification.
- iii. Payment GP321 – Part 2

Godston e Parish Ref.	Business	Invoice	Invoice Date	Payment For	Net Invoice amount	VAT	Invoice Total
GP309	SSALC	2091	01-Apr	Annual Subscription	£1,684.51	£0.00	£1,684.51
GP310	A Rabbetts			Survey Printing payment	£1,516.41	£0.00	£1,516.41
GP311	ICCM	4477/2018/19	01-Apr	Membership	£90.00	£0.00	£90.00
GP312	EON	H158328E9A	01-Mar	Christmas lights electricity	£99.50	£4.98	£104.48
GP313	C Farr			Expenses - Train	£16.30	£0.00	£16.30
GP315-17	Employee Salaries			3x salaries total			£1,154.70
GP318	Nest			Pension (Employer and Employee)			£108.67
GP319	HMRC			NI only - 6 Apr-5May			£162.00
GP320	Surrey Wildlife Trust	11949	26-Apr	Management of Blindley Heath	£2,121.24	£424.25	£2,545.49
GP321	Wellers Hedleys	066055	27-Apr	Judicial Review - Tandridge Plan - Includes Disb. For Counsels Fees	£3,077.50	£615.50	£3,693.00
GP322	Biggin Hill News	168783	18-Apr	Job advert on paper and online	£133.00	£26.60	£159.60
GP323	Gardenwise Estate Management Ltd	05-887	02-May	Maintenance - Includes rotavating allotments and hire of suitable tractor and rotavator	£1,176.80	£0.00	£1,176.80
GP324	Gardenwise Godstone Ltd	05/6575	02-May	Grass Cutting - GG - £400, BG - £830, BH - £400	£1,630.00	£0.00	£1,630.00
GP325	Fairalls	04308294	27-Apr	Maintenance supplies - Burial Ground	£15.64	£3.13	£18.77
GP326	Sarah Endersby			Expenses	14.79	0	£14.79
GP327	EON	H15B64E8A7	22-Apr	Electricity	£26.23	£1.31	£27.54
<b>TOTAL:</b>					£11,601.92	£1,075.77	<b>£14,103.06</b>

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

\*\*Direct Debits

**ACTION – APM 05/18 – 9** – Councillors resolved that the payments list totalling £14,103.06 on payment of salaries were approved and two councillors countersigned all invoices.

15.2 Summary Financial Report to **MARCH**

- i. March summary was received and reviewed by Councillors noting the papers available at the meeting included the bank statement, bank reconciliation, spend against budget, pension contribution, salary sheet, monies received and designated and restricted funds balance sheet.
- ii. Summary of General, Designated and Restricted Fund – as at 31 March 2018 and the end of Financial Year summary was noted.
- iii. Councillors noted that the General reserve fund, £14,579.42 is lower than the recommended amount of fifty percent of the parish precept.
- iv. Fees for professional services and designated to the Neighbourhood Plan would need to be updated for the new financial year following parish council decisions following the budget.

**ACTION – APM 05/18 – 10** – Clerk to update the Designated funds sheet for the 2018/19 financial year.

	01/04/2017	Receipts	Payments	Tfrs	Cfwd
<b>General fund</b>	27350.68	88,613.95	- 96,716.20	- 4,669.01	14,579.42
<b>Designated Funds</b>					
Hilly fields Car Park	115536.39	-	- 4,860.17		110,676.22
Children's Play Ground	25000	-	- 11,467.50	4,840.00	18,372.50
Neighbourhood Plan		-	-	500.00	500.00
Fees for Professional Services (Local Plan Consultation - Inspection Stage)	0	-	-	3,000.00	3,000.00
<b>Restricted Funds</b>					
CIL	-	8,126.98	-	- <b>4,840.00</b>	3,286.98
Blindley Heath Mgt Grant	7,779.85	-	- 7,779.85		-
Christmas Lights	317.50	745.00	- 475.08		587.42
Hilly Fields	402.76	-	- 320.00		82.76
Pond (GG)	339.99	-	-		339.99
War Memorial	263.71	-	- 1,432.72	1,169.01	-
Neighbourhood Plan	-	-	-		-
Monies held for local organisations		1,000.00	-		1,000.00
<b>Total</b>	<b>176990.88</b>	<b>98,485.93</b>	<b>- 123,051.52</b>	<b>-</b>	<b>152,425.29</b>

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

- v. Monies Received – up to MARCH 2018 – £15 allotment rent.

15.3 HMRC payments – Councillors noted the following amounts to pay to HMRC to correct a calculation error and to bring payments up-to-date:

			To pay
<b>GP238</b>	NI and Income Tax payment - For Period 6 Dec - 5 Jan	£224.25 paid, but should have been £290.32 so £66.07 correction required.	66.07
<b>GP259</b>	Tax rebate for employee	Logged previously as GP275 and reported in March, but against wrong period so corrected as per HMRC print out.	0
<b>GP275</b>	NI only - 6Feb-5Mar	GP259 previously logged as GP275 and reported in March, but against wrong period so corrected as per HMRC print out.	101.29
<b>GP303</b>	NI only - 6Mar-5Apr		176.28
<b>GP319</b>	NI only - 6 Apr-5May		162
			<b>505.64</b>

**RESOLVED** – Councillors agreed that the correction payments be made to HMRC to the value of £505.64.

- 15.4 Auditors Report – Internal – Circulated on the day of the meeting.
- 15.5 Annual Governance and Accountability Return for the year ended 31 March 2018 - Councillors noted the information provided at the meeting.
- 15.6 Grants and Grant Applications
  - i. CAB (Caterham and Warlingham) - £2000 – Decision of grant deferred
  - ii. St Johns - £3k - Decision of grant deferred

**ACTION – APM 05/18 – 11** – Councillor M Gillman to liaise with St Johns in relation to the grant.

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

- 16.1 Allotments
  - i. Councillor B Davis has carried out an inspection and some letters should be sent in relation to the condition of the allotments
  - ii. The new hedge is looking good.
  - iii. Sheds on the allotment to be discussed at the next council meeting.
  - iv. Rubbish clearance from allotment site – It was noted that there is already a new pile of rubbish appearing and that the Parish Council need to consider how to avoid a new pile of rubbish collecting again and what other measures could be considered other than what is already stated in the allotment agreement, that the allotment holder should remove rubbish. It was noted that perhaps the Parish council need to

consider that if any rubbish is left on the allotment site then the Parish will clear it, but that and the cost split and charged to the allotment holders.

16.2 Godstone, South Godstone and Godstone Green

16.2.1 South Godstone – No discussion

16.2.2 Godstone

- i. Town and Country Planning Act 1990 Section 257, Tandridge District Council Footpath No. 251 (Godstone), Diversion Order 2018 – Papers confirming decision noted.
- ii. Baptist Church donation cheque – Councillors noted that the Clerk had resolved why the cheque had not been banked and as it is now 6 months old it cannot be banked.

**RESOLVED** – Councillors agreed that a new cheque be sent with a covering letter asking that if the old cheque turns up, that it is not banked.

- iii. Car Park update – It was noted that following the Extraordinary meeting the following had been agreed:  
Architectural consultant's fees agreed  
Contractor appointed  
Pre-contract meeting arranged for Friday 18 May

16.3 Hilly Fields – No discussion

16.4 Blindley Heath

- i. Condition of the car park outside the Red Barn on Parish land

**RESOLVED** – Councillors unanimously agreed that the Parish contractor be instructed to carry out repairs to the car park to fill potholes.

**ACTION – APM 05/18 – 12** – Councillor M McLoughlin and Clerk to liaise with the Parish maintenance contractor.

- ii. SSSI – Impact of a Garden Village – Any impact of a new development within proximity to the SSSI would have to be investigated. The site is particularly vulnerable due to how wet it is.

16.5 Tilburstow Hill Common

Knotweed

**ACTION – APM 05/18 – 12a** – Councillor J Gardner to liaise with Fairalls in relation to the knotweed.

**Burial Grounds**

17.1 Maintenance

- i. Councillors noted that there would shortly be a requirement to mark more plots out

17.2 Applications for Exclusive Rights of Burial – Councillors noted and accepted the following applications:

Wilshen – Plot 591

Wilshen – Plot 592

17.3 Applications for consent to erect Memorials - Councillors noted the following application:

- i. Plot 211a – Harwood/Curons – Internment of ashes with memorial stone laid on top. Request permission as falls outside regulations and confirm size of memorial stone lying flat allowed.

**ACTION – APM 05/18 – 12b** – Councillor M McLoughlin to visit the Burial ground to assist in the review of the request.

17.4 War Memorials

17.3.1 Commemoration plans for 2018 (RJ and MM)

- i. Request received from Community Group – Councillors considered the request for the Parish Council to pay for a fish and chip lunch at the Baptist Church on Friday 9 November for local elderly parishioners.

**ACTION – APM 05/18 – 14** – Councillor R Johnson to follow up request to establish more information in relation to the cost and criteria of attendees.

- ii. Statues – Plan is to install the statues by the end of July and locations need to be agreed at the next Planning meeting.

**ACTION – APM 05/18 – 15** – Location of statues to be included on the planning meeting agenda.

- iii. Cllrs M McLoughlin and R Johnson continue to liaise with local groups in relation to the memorial plans and noted the suggestion of contacting the local Territorial Army group.

17.4 Postengate Farm Memorial Site – No Discussion.

**17. Correspondence** – Councillors noted that the following items had been circulated by email -

- i. NALC Chief Executive's Bulletin 14 - 6 April 2018
- ii. Vehicle Operator Licensing Issue number
- iii. Blindley Heath Garden Village
- iv. News item - Smart Motorway works on M23 junctions 8 to 10
- v. Tandridge DC - Council meeting and Plans List
- vi. Agenda for Tandridge Local Committee, Friday, 20 April 2018, 1.30 pm
- vii. Smart Motorways - Public Information Events
- viii. Local Committee 20 April - Opportunity for Parish Councils to contribute to the discussion with SCC Cabinet Member for Highways
- ix. Supplement: Supplementary agenda to the agenda for Tandridge Local Committee, Friday, 20 April 2018, 1.30 pm
- x. Planning Committee Agenda 26<sup>th</sup> April 2018
- xi. Delegated Action List 16. – 18<sup>th</sup> April 2018
- xii. GVA email - Blockade Lorries - urgent
- xiii. NALC - Chief Executive's Bulletin 16 - 20 April 2018 - RE: GDPR - ICO statement on GDPR

- xiv. Decision sheet for Tandridge Local Committee, Friday, 20 April 2018, 1.30 pm
- xv. Temporary Prohibition of Traffic Notice, Church Lane, Godstone
- xvi. RACC Draft Minutes 18th April 2018
- xvii. Tandridge District elections press pack
- xviii. OBJECTION to Licence Application - Blockade Services Ltd - Licence Number OK1088400

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

- 19.1 Sheds on Allotments
- 19.2 HGV – Consideration of a speed monitoring exercise
- 19.3 Noted that the Annual Parish meeting will be held at 7.30 pm on 21 May 2018 at St Stephens Church, South Godstone
- 19.4 Noted the next meeting of the Parish Council will be held at 7.30 pm on Monday 4 June 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 closed at 10.40pm -----

Signed \_\_\_\_\_  
Chairman

Dated \_\_\_\_\_