

Godstone Parish Council

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

Clerk to the Parish Council

S Endersby

The Bounty
Godstone Green
Godstone, Surrey, RH9 8DY

Admin Assistant

L Case (Mat Cover)

Telephone/Fax: 01883 744209

MINUTES

of the Virtual Meeting of Godstone Parish Council held on
Monday 6 July 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

In attendance: District Cllr C Swann, S Endersby (Clerk) and L Case (Admin)

Open Forum: J Bunting, E Green, A Brown, M Holmes (Spruce Town Planning), Jackie, F Pavely

1. Questions from Members of the Public –

1.1 **F Pavely, Godstone** – Are the Parish council aware of the number of cyclists that use the Bay Pond Footpath

Parish Council Response - The Clerk confirmed that due to other people contacting the Parish office and after the Clerk contacting Surrey County Council (SCC), some small signs had been provided which would be put up as soon as possible advising cyclists that they should not be cycling on the footpath.

1.2 Jackie, Godstone – Asked if signage to the public conveniences could be put up due to the amount of people that ask to use the facilities at the bowls club on Godstone Green.

Parish Council Response – It was confirmed that this had been raised before and it had not been possible to arrange signage via SCC Highway, highways signage is not dealt with by the Parish council.

1.3 Residents of Byers Lane, South Godstone – Residents raised their concerns in relation to the planning application 2020/882, for the Proposed Crematorium on land off Byers Lane, as detailed on 9.3. The Chairman moved the discussion of item 9.3 forward and noted the resident's concerns in relation to the impact of the application. A summary of concerns raised is:

- i. Development on Green belt and why are brownfield sites not considered;
- ii. The perceived need and lack of figures and reports available in relation to demand;
- iii. Impact on the A22;
- iv. Increase of safety concerns for junction Byers Lane/A22;
- v. Limited amount of jobs that would be created in the community and establishing if it would bring money to local businesses community;
- vi. Increase in level of traffic on Byers Lane and potential of coming across HGV;
- vii. Flooding that already occurs in the area and how 2 out of the 3 entrances could be severely impacted with regular flooding that occurs, regardless of the ponds detailed in the application and causes considerable disruption on surrounding roads; and
- viii. Legality of location of development within 200yards of a dwelling.

1.4 M Holmes, Spruce Town Planning – Responded in relation to the proposed development being on Greenbelt land due to the size required for such a development and confirmed that research had been carried out to assess the level of need for a new crematorium in the district which had concluded there was a need.

2. Apologies and reasons for absence

2.1 The requirement for a parish councillor to attend a meeting within a 6-month period remains during this lockdown period and clause 11. a) I of the Parish councils standing orders still applies, was noted.

2.2 Apologies were received from Councillor R Johnson.

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

3. Declarations of Interest

3.1 Councillors C Farr and C White stated for information that they are on TDC planning committee.

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 Swann – Tandridge District Councillor

4.2.1 Reported that playgrounds run by TDC are beginning to open again;

4.2.2 Thanked council for comments in relation to a planning application to the North of Ray Lane;

- 4.2.3 Reported comments received in relation to circumstance of land on Tilburstow Hill Road;
- 4.2.4 Will be attending the TDC Strategy and Resources committee taking place 9 July 2020;
- 4.2.5 Raised maintenance of Byers Lane undertaken historically near Byers lane and that the main problems that remain in the area are not going to be addressed by the measures detailed as part of planning application 2020/882.

4.3 Councillor C Farr – Tandridge District Councillor

- 4.2.1 Reported that the Application to the North of Ray Lane has been refused.

5. Minutes of the previous meeting held on Monday 1 June 2020

- 5.1 Minutes of the meeting held on Monday 1 June 2020 were considered

RESOLVED – Minutes of the meeting held on Monday 1 June 2020 were agreed as an accurate record of the meeting and should be signed by the Chair.

ACTION 7/20 – 1 – Clerk to liaise with the Chair for the minutes to be signed with a ‘wet signature’.

6. Motions proposed for discussion by Councillors

- 6.1 Does the Parish council feel there is a need for a new crematorium in Tandridge District? If yes would the Parish Council support either of the two current proposals Byers lane or Barrow Green Road? (Proposer: Cllr B Davis; Seconder: Cllr J Farnaby)

- 6.1.1 A number of parishioners and residents of the neighbouring parish raised the planning application detailed in item 9.3, planning application 2020/882, Proposed Crematorium on land off Byers Lane.

- 6.1.2 It was noted that the motion detailed (6.1) was not in relation to any specific planning application, just the principle of a new crematorium in Tandridge, due to other planning applications the Parish council are aware of in the district. Cllr B Davis proposed discussion of the motion be postponed.

RESOLVED – It was unanimously agreed that the motion as detailed in 6.1 be postponed for discussion at the next parish council meeting and item 9.3 be brought forward on the agenda.

7. Contracts to be signed on behalf of the Parish council

- 7.1 General maintenance contract – Following the discussion at the June full parish council meeting and detailed in the minutes, item 6.3, and councillors noting the requirement of the councils standing orders;

RESOLVED – Councillors unanimously agreed that the General maintenance contract, circulated by email on 2 July 2020, be signed on behalf of the Parish council.

ACTION – 7/20 – 2 – Clerk to make the necessary arrangements for the execution of a wet signature on the Maintenance contract.

- 7.2 JCT Minor Works Contract in relation to the new village car park

- 7.2.1 Councillors noted the report from Clerk circulated on 25 July 2020 to councillors in relation to this contract and noted:

- i. Agreement and execution of a JCT Minor Works Contract between the Parish Council and the contractors.
- ii. The contract document is an industry standard contract
- iii. Legally binding document and Clerk is not qualified to advise on legal matters
- iv. Areas raised by the Clerk for clarification were:
 - a. Page 8 - Liquidated damages (2.8) – Advice on this clause was noted and that this figure needs to be agreed with contractor. Councillors noted that the Parish council would not be at risk of loss of earnings

RESOLVED – Councillors unanimously agreed that the figure of £100 per week is proposed to the contractor to be detailed in the agreement.

- b. Page 9 - Fluctuation Provision (4.3 and 4.8) – It was noted that it was not believed to be relevant to this contract and could be deleted and initialled.

- c. Page 9 - Percentage Addition (4.3 and 4.8) for Schedule 2 (para. 13) – It was noted that it was not believed to be relevant to this contract and could be deleted and initialled.

- 7.2.2 Councillors noted that the start date provided by the contractor to the Clerk was late September.

- 7.2.3 Councillors noted there were deadlines in relation to S278, but due to the disruption of COVID-19 to the contractor a delay to the car park construction start was unavoidable.

ACTION – 7/20 – 3 – New Village Car Park

- Clerk to liaise with the contractor and send a draft JCT Minor Works Contract for confirmation with the Contractor and then report to the full parish for the contract’s execution.
- Clerk to liaise with SCC to inform them of the disruption to the start date as noted in 7.2.3.

8. Reports

- 8.1 Action updates or action taken – to be ratified (if any)

- 8.1.1 Statutory Documents during COVID-19, for clarity it was ratified that:

- i. Due to Covid 19 lockdown and subsequent cancellation of the Parish Council Annual meeting the following document will continue to apply and the Parish council will review these documents at its next Annual Parish Council meeting on 10 May 2021, unless circumstance require otherwise: Aims and Objectives, Data Protection, Privacy Policy, Financial Regulations, Publication Scheme, Terms

of Reference – Planning Cttee, Terms of Reference – Finance Cttee, Terms of Reference - Green Spaces, Terms of Reference – Green Spaces Sub Committee.

- ii. Standing Orders – *The temporary accepted alterations to the Standing orders had been agreed the May Virtual Parish council meeting held on 4 May 2020 and the changes noting the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 No.392 applied.*
- iii. Grant Application form updated to state 2020-21, but no Terms and Conditions changed.
- iv. The Chairman and the Vice Chairman remain in post

ACTION – 7/20 – 4 – Clerk to make a note on the Acceptance of office declarations.

8.1.2 Confirmation of information currently available to parishioners in relation to the Parish council's submission to the Local Plan Inspection, it was noted that:

- i. Information currently available to parishioners is Godstone Parish Council's Submission Statement and this letter dates back to October 2018 and states : 'Our planning expert ... has produced the GPC representation to TDC which runs to 60 pages. This document will be available both on the consultation and on our own websites but meanwhile...a very abridged version hopefully giving parishioners an indication of the amount of work undertaken...During the Draft Local Plan 2033 Regulation 19 consultation TDC suggested people use their portal ...as there was not enough response area allowed in the portal our 60 page response was fully submitted via email.'
- ii. The GPC representation is not currently published on the parish website and on checking the Clerk was not able to find it on TDC's.
- iii. The Clerk has the email submission of the 60-page response to upload as soon as possible to the Parish Website.

ACTION – 7/20 – 5 – Clerk to update the website with a note confirming that the papers are available and to contact the Clerk. A link to the TDC inspection library to be included (Cllr C Farr to assist in finding the correct link and provide it to the Clerk).

Cllr J Farnaby left the Zoom conference call, the meeting remained quorate and the Clerk contacted Cllr J Farnaby and it was confirmed he would not re-join the meeting due to feeling unwell.

8.2 Clerks Report

8.2.1 Park football - £5 if they pay in advance, £6 if they pay-as-you-play for 1hr 15mins.

RESOLVED – Councillors unanimously agreed that there be no charge to Park Football, but that the following stipulations applied:

- i. the term for the permission would be for 1 year;
- ii. if the number of attendees starts to exceed levels that would require the Parish council to reconsider the permission given, the Parish council reserves the right to withdraw or change the permission granted; and
- iii. The Parish council would request that one free place is offered each week to a member of the community who would benefit from a free space.

ACTION – 7/20 – 6 – Clerk to liaise with the Park Football group to confirm permission and stipulations.

8.2.2 D Kellond Memorial – It was noted that efforts were being made for a meeting with the project proposer and the Chairman of the Boules Committee. Within the correspondence reference to the run-down condition of the boules area had been raised with the committee chairman.

8.2.3 Football club – It was reported that the Football club thought the Parish council would be carrying out works to improve the condition of the goal mouths. It was discussed that this was not the Parish councils understanding and the maintenance for the football pitches falls to the football club. The Parish council asked that the football club be reminded of the requirement to remove the goal posts outside of the football season.

ACTION – 7/20 – 7 – Clerk to liaise with the Godstone Football Club.

8.2.4 Use of Godstone Green by local business – Councillors noted that a local fitness instructor is currently using Godstone Green (minimal and irregular as client dependent) due to extenuating circumstances of COVID-19. The Clerk confirmed that it had been confirmed that the business had the appropriate PL insurance and carried out Risk Assessments as standard when operating and had been notified of the Terms and Conditions the council ask organisations to consider and adhere to.

RESOLVED – Councillors unanimously agreed that there would be no charge.

8.2.5 Incidents on Church lane – Councillors noted that parishioners have been reporting non-emergency (but concerning) incidents to police that have occurred in this area of the parish.

8.2.6 Browns – HGV Traffic down Tilburstow Hill – Councillors noted the comments received.

8.2.7 Request received to put Godstone United Charities (GUC) on the Parish website.

ACTION – 7/20 – 8 – Clerk to liaise with the charitable organisation to establish appropriate information to potentially be put on the Parish council website. Suggestion for GUC to liaise with the Tandridge Voluntary Association and the Benefice for information to published to be passed to GUC representative.

8.2.8 Finance Risk Assessment correction from 'yes-adequate' to compliance was noted by Councillors.

Financial Records / Standing Orders	Compliance	L	Financial Regulations in place	Review when necessary
-------------------------------------	------------	---	--------------------------------	-----------------------

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

8.3.1 Raised the progress on the Telephone Kiosk outside the Hare and Hounds

ACTION – 7/20 – 9 – Clerk to liaise with one community volunteer to confirm if volunteer was still able to repair the Telephone kiosk.

8.3.2 Raised correspondence in relation to the cycleways and asked how the Parish council could prevent SCC proceeding with proposed changes to footpaths.

8.4 Reports (for noting) from representatives on outside bodies etc - None

8.5 Inspection Reports – Confirmation of reports received – No urgent matters to report.

9. Current Planning issues

9.1 Planning Committee report from Monday 15 June 2020 - Noted

9.2 Planning Application Consultation/Notification for SCC Ref 2020/0007 North Park Farm Quarry, North Park Lane, Bletchingley, Surrey RH9 8ND; land north east of Pendell Farm, Pendell Road, Bletchingley, RH1 4QH, Mercers East Quarry, Bletchingley Road, Mersth - Noted

9.3 Planning reference 2020/882 - Proposed Crematorium on land off Byers Lane – Following consideration of points raised during the discussion summarised in item 1.3

RESOLVED - Godstone Parish Council **OBJECTS** to planning application 2020/882 - Land to the West of Osney Lodge Farm, Byers Lane, Godstone RH9 8JH for the Erection of single storey building. Change of use of land to crematorium and burial ground incorporating associated parking, access and landscaping works. The Parish council **OBJECTS** on the following grounds:

- There is a significant risk of flooding and serious drainage issues which effect the roads which access the development. Two of the roads that the development would use, regularly flood which causes significant issues for traffic in the area and would put considerable pressure on the 3rd access road.
- The development would lead to a significant increase of traffic on the A22, a road which already has high volume of traffic and the increased use would severely impact its capacity.
- There is concern about the impact on safety for road users due to the amount of increased traffic which would need to use the T-junction to exit Byers Lane on to the A22
- Byers Lane is a narrow road which is not suitable for an increased amount of traffic.
- The entrance to the development is very narrow and there are further concerns about the conservation of ancient trees within the area of the proposed access for vehicles.
- This is a large development within the green belt
- The impact of the development on residents very close to the development
- It was also noted by the Parish Council that the development offered a low opportunity for any significant employment for local people.

ACTION – 7/20 – 10 – Clerk to submit comments to TDC.

10. Finance Matters

10.1 Accounts for payment - to approve **JUNE** accounts for payment:

GPC Ref	Business	Invoice	Invoice Date	Payment For	Net amount	VAT	Invoice Total
Direct Debits							
G835	Nest Pension			Pension June**	106.65		106.65
G837	British Gas Lite	894127	07/01/20	Electricity Bill	15.44	0.77	16.21
G829	BT	MO91 GB	17/6/20	Telephone and Internet	49.15	9.83	58.98
Invoices for Payment							
G825	HPS	5544	29/05/20	IT Support for Parish Office 1-10-19 - 30-05-20	532.4	106.48	638.88
G826	HPS	5545	29/05/20	Renewal of DNS Registration for 1 year 2020-2021	10.5	2.1	12.6
G827	HPS	5564	06/08/20	Renewal of Office 365 Business Premium 2 licences	225.6	45.12	270.72
G828	R.C.Larkin	10649	16/6/20	Repair damaged circular seat and re-galvanise	1060	212	1272
G830-33	Salaries			JUNE Salary Payments			
G834	HMRC			NI/Income Tax - June			
G836	S Endersby	Expenses		COVID – Office	62.98		62.98
G838	Neatgardens	O216	05-Jul	Grass cutting	2343.01	0	2343.01

*Salaries paid in accordance with 7. Payment of Salaries of the Parish Council Financial Regulations. ** Employees/Employees total payment paid by GPC to NEST.	TOTAL	£6,030.10	£376.30	£6,406.40
--	--------------	------------------	----------------	------------------

10.2 It was noted that a half day rate had been charge on invoice ref: G838.

RESOLVED – It was acknowledged that the payment summary for **JUNE** and copy invoices had been circulated by email. The accounts for payment list totalling £6406.40 on payment of salaries was unanimously approved.

ACTION – 7/20 – 11 – Clerk to pay invoices and arrangements to be made for two councillors to countersign all invoices working around the current COVID 19 restrictions as soon as practicable.

10.2 Summary Financial Report to **APRIL** receive and review completed final papers including reconfirmation of income and expenditure; and confirmed restricted funds, CIL and designated funds summary.

RESOLVED – It was acknowledged that the final Summary Financial Report to **APRIL** had been circulated following the clarification of a formulae issue. Councillors unanimously approved the Summary Financial Report and agreed that the **APRIL** bank reconciliation summary sheet be signed on behalf of the Parish council and the pages of the bank statement be initialled.

10.3 Summary Financial Report to **MAY** receive and review

10.3.1 The Summary Financial Report to **MAY**; including income and expenditure, Restricted Funds Summary (including CIL funds), and the Designated Funds Summary

RESOLVED – It was acknowledged that the Summary Financial Report to **MAY** had been circulated. Councillors unanimously approved the Summary Financial Report and agreed that the **MAY** bank reconciliation summary sheet be signed on behalf of the Parish council and the pages of the bank statement be initialled.

ACTION 7/20 – 12 – Arrangements to be made for a councillor to sign the Summary Financial Reports for **APRIL** and **MAY**, working around the current COVID 19 restrictions as soon as practicable.

10.4 CIL annual report to Tandridge District Council – Discussed at June meeting, detailed in meeting papers in error.

10.5 Precept planning

ACTION – 7/20 – 10 – Clerk to include precept planning for the future on the next Finance committee agenda.

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

11.1 Godstone, Bounty and Allotments

11.1.1 Godstone

a) COVID-19 – Consideration of reopening the playground –

- i. Councillors noted the summaries on playgrounds from the following correspondence, NALC mailing - CORONAVIRUS — INFORMATION FOR PARISH AND TOWN COUNCILS - Managing facilities and public spaces and the guidance related to the management of facilities and public spaces', published guide managing public parks during COVID-19 which includes specific sections related to car parks, children's play areas.

RESOLVED – Councillors unanimously agreed that due to the playground being a high traffic area and taken in to consideration the cleaning requirements and other requirements detailed in guidance and the ability for the Parish council to manage this sufficiently, the playground will remain closed to the public.

ii. It was further noted that the following issues need to be addressed:

- condition of the climbing posts needs to be addressed; and
- Removal of flat seat swings due to chain wear

ACTION – 7/20 – 11 – Clerk to recirculate 2019 inspection report and investigate making a CIL grant application to TDC to share cost on playground works/replacement equipment.

iii. The Clerk reported the frustration of not being able to convey the decisions and messages from the Parish council in relation to such matters as the Playground and particularly during the Covid-19 lockdown without the availability of a social media platform.

iv. Parking on Greenview still being reported – It was noted that there is already signage and the impact to discourage parking is limited.

v. Wagon Pond information board

ACTION – 7/20 – 12 – Cllr J Gardner to complete his contribution

11.1.2 Bounty and Allotments

a) Request for Chickens from a second allotment holder

RESOLVED – Councillors unanimously agreed that permission be granted, but no cockerels would be permitted.

b) Feedback from allotment holders on second compost area – the feedback was noted, but the decision of the previous meeting stood.

ACTION – 7/20 – 13 – Clerk to liaise with allotment holders.

c) Small sapling growing at the corner of the Bounty

ACTION – 7/20 – 14 – Clerk to instruct maintenance contractor to remove the small sapling before it causes damage to the Bounty building.

1.1.1 Tilburstow Hill/The Enterdent

a) Inspection Report, Cllr D Stone – Reported a tree across path and a small piece of machinery embedded in the ground.

ACTION – 7/20 – 15 – Clerk to instruct maintenance contractor to remove the fallen tree and small trip hazard.

b) Cllr M McLoughlin reported that CLH Pipeline work is all completed and reinstated.

- c) Biffa collections disrupted by the hedge (ref: Biffa letter to Enterdent Resident). It was noted that the Parish council did not have any current plans to carry out cutting of vegetation.

ACTION – 7/20 – 16 – Clerk to clarify area in question.

- 1.2 South Godstone – No matters raised.
- 1.3 Blindley Heath – No matters raised.

12. Burial Grounds and Memorials

- 12.1 Burial Ground and Churchyard - receive update, inspection report and consider any recommendations:
- 12.1.1 Cutting of grass verge outside the burial ground boundary - Reported to SCC (Ref: 1582134). Councillors noted SCC responded, and confirm the grass verges in Tandridge are given 4 cuts a year in urban areas, Church Lane is on the rural programme and will only be cut twice. The first cut completed 19 May 2020, second cut will take place late September. SCC should be informed of sight line issues, but no funds to cut the grass for aesthetic reasons.
 - 12.1.2 Permission for a bench – Councillors noted information in relation to a memorial bench requested directly with St Nicholas Rector and that the Clerk has contacted the Rector for clarity on obligations in relation to long term maintenance.
 - 12.1.3 Water barrel – Councillors noted the complaint about condition and no lid and that when the matter was last discussed in July 2019 it was noted and no action agreed.

RESOLVED – Councillors unanimously agreed that no action be carried out to replace or repair the water barrel.

ACTION – 7/20 – 17 – Clerk to notify member of the public who had contact parish office about water barrel.

- 12.1 Applications for Exclusive Rights of Burial – Councillors noted the applications approved by the Clerk under designated powers:
- i. Battell – Plot 613
- 12.2 Applications for consent to erect Memorials - Councillors noted the applications approved by the Clerk under designated powers:
- i. Williams – Plot 604
- 12.3 War Memorials and Postengate Farm Memorial Site
- 12.3.1 Quote received and application for funding made to enable the repair of the war memorial – Noted by Councillors.

13. Correspondence – Councillors noted correspondence which had been circulated since the last meeting:

- i. NEW MODEL CODE OF CONDUCT CONSULTATION
- ii. Proposed Crematorium on land off Byers Lane
- iii. Tandridge District Council Local Plan - Inspector Reporting Update- HIF Bid
- iv. Surrey ALC Bulletin – Incl. Public meetings and Playgrounds post COVID
- v. Tourism, New Infrastructure, Surrey Cycleways
- vi. Information from SGN – gas network upgrade in Ray Lane, Lingfield

14. Matters for reporting or inclusion on future agendas

- 14.1 Councillor B Davis proposed that the use of a social media platform be considered.
- 14.2 Postponed motion: Does the Parish council feel there is a need for a new crematorium in Tandridge District? If yes would the Parish Council support either of the two current proposals Byers lane or Barrow Green Road? (Proposer: Cllr B Davis; Seconder: Cllr J Farnaby).
- 14.3 Councillor B Davis requested that there be an update on the current status of the Local Plan Inspection.
- 14.4 Next meeting of the Parish Council will be held at 7.30 pm on Monday 3 August 2020 by ZOOM Conference call

Part 2 – None

----- Meeting ended 10.25pm -----

Chairman

Date