

Godstone Parish Council

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

Clerk to the Parish Council

Mrs S Endersby

Admin Assistant

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Minutes of the meeting of Godstone Parish Council held on Monday 6 November 2017 at 7.30pm at Parish Rooms, St Stephens, South Godstone

Members: Cllrs J Gardner, M McLoughlin, C White, M Gillman, B Davis, B Hubery and R Johnson
Apologies: None
Absent: Cllr K Knox
In attendance: S Endersby (Clerk)
Open Forum: Tandridge District Councillors N Childs and E Blake-Thomas, Surrey County and Tandridge Councillor R Thorn, F Greser, R Draper, D Christmas, Mr Edwards.

1. Questions from Members of the Public

1.1 F Greser, Godstone – When considering the planning application 2017/2180 would the Parish Council consider what additional work is being carried out on the fabric of the building; and also take note of the licensing application that has been made to extend the opening hours of the White Hart Barn Public House. Councillors noted the request in relation to planning application 2017/2180 and the information about a license application and the deadline for comments of 22 November 2017, noting that there is no requirement for the Parish council to be informed by the licensing authority, but that the council will consider the licence application at the appropriate time during the meeting.

1.2 R Draper, Godstone – Raised concerns over the parking of customers at the Deli Forge Café on the one-way triangle in Godstone, asking what can be done. Councillors agreed that the Parish Council would be willing to write a letter raising the issue with Surrey County Council (SCC) about the parking and parking enforcement and the threats of violence, ensuring a copy of the letter is also sent to the owners of the Café.

ACTION 11/2017 – PF1 – Clerk to send letter about parking near the café on behalf of the council to SCC.

1.3 D Christmas – Asked what the Parish Councils view of the diversion of public footpath 138 – Godstone Farm and asked that his objections to the diversion be noted. Councillors noted the objections and will take these into consideration when discussing the matter during the meeting.

1.3 Edwards, Godstone – What is the status in relation to HGV traffic through the village. Councillors confirmed that Councillor M McLoughlin continues to liaise and work with the GVA on the issue. Stating that the HGV companies are following the licence, but not the spirit what the village would like the licence to achieve.

1.4 On behalf of A Rabbetts, Godstone – Asked about poppies for Godstone and the money donated to the Parish Council 3 years ago, what was it used for as it was donated for poppies for the village.

ACTION 11/2017 – PF2 – Clerk to investigate how historic donation from GVA for poppies was used.

1.5 Various Salisbury Road, Court Road and Dewlands Residents – Planning Application 2017/2157 – Residents raised their issues with the planning application, the issues in relation to a pinch point for access and turning circle on the potential development. Councillors reiterated the access to the allotments is pedestrian access only. Councillor Gardner read the correspondence to the owner of the site, Salisbury Road Garages, sent on 6 October 2017 requesting that a wayleave or easement agreement is considered between the owner and the Parish council for vehicular access to the North corner of the Parish land to implement the proposed parking area and a water supply for the allotments. Councillors noted the objections of the Parishioners in relation to the application and would take them into consideration when reviewing the planning application. It was noted that the application included a proportion of the Parish allotments, and that an applicant did not need a land owner's permission to include their land in an application. Councillors considered the planning application and agreed that the Parish council would OBJECT to the application due to concern about over development and privacy for neighbours.

2. County and District Councillors

2.1 Parish Councillors requested an update on actions raised during the Public Forums of previous meetings:

ACTION 10/2017 – PF1 – Councillors asked that Councillor N Childs communicates to TDC how developers are behaving.	Cllr N Childs confirmed he had done this.
ACTION 10/2017 – PF3 – Councillors asked that Councillor N Childs asks if any submission from a developer, i.e. with a list of parishioner's signatures, is treated as one response in the same way the Parish Council is counted as one response.	It was believed that the developers could produce the signatures at the inspection stage as a list. The process of the inspection would be clarified.

ACTION 6/2017 – PF1: Linden Fields Play area, Godstone - TDC Councillors to visit residents and Parish Council to be kept informed via the Clerk.

Cllr N Childs had not heard from the residents so there was no update on this matter.

2.2 Wheeling Wheels – Councillors noted the update from Councillor N Childs that the Wheeling Wheels committee meeting on 11th October 2017 had agreed the information to open a bank account and bank signatories are being arranged. The Wheeling Wheels committee will confirm when the funds can be transferred.

2.3 Parish councillors asked for input from County and District Councillors on the matter of Highways maintenance of signage and highway signs that are not where they should be.

ACTION 11/2017 – 1 – Parish council and Councillor Thorn to work to report issues to SCC Highways team and photos of broken signage to be used where possible.

2.4 Tandrige District Councillor – R Thorn

- i. Reported that she has arranged and paid from her allowance for road signs to be cleaned and foliage cut back;
- ii. Reported that there is a petition for a zebra crossing to be installed at Blindley Heath outside the nursery;
- iii. Reported that will be participating in memorial services and laying a wreath;
- iv. Reported that work is still on-going in relation to the Enforcement application in relation to the garage/car wash at Blindley Heath; and
- v. Reported the enforcement issue in relation to change of use for the old Airtech Building.

2.5 Tandrige District Councillor – Nick Childs

- i. Noted parking issues at café on triangle and will raise the points at the Crime Summit open meeting at TDC; and
- ii. Reported that will be participating in memorial services and laying a wreath.

3. Apologies and reasons for absence.

3.1 There were no apologies received.

3.3 Apologies were not received from Councillor K Knox and the council deemed that he be marked as absent.

4. Declarations of Interest

It was noted that the Parish Council declared an interest in item 10.2 Application 2017/2157, as owners of the adjacent Salisbury Road allotment site.

5. Minutes of the previous meetings held on Monday 2 October 2017 were unanimously approved as an accurate record of the meeting and signed by the Chairman.

6. Neighbourhood Plan Committee

6.1 Councillors noted the progress report on the Godstone Parish Neighbourhood plan following the Neighbourhood Plan steering group meeting on 19th October 2017.

Time Line - Two-month slippage to the time line, which will be clawed back as people have been working to raise awareness of the Tandrige District Council (TDC) Local Plan. Now that the Local Plan consultation period is over committee members can concentrate on the Neighbourhood plan.

Questionnaire - The first draft of the questionnaire to be circulated to residents has been completed and is a collation of the questions highlighted by the 8 sub committees. The questionnaire will be reviewed and completed for printing ready for distribution in January. It was unanimously agreed by the committee that circulation should be delayed until January as there has been so many documents circulated recently that residents will not welcome yet another.

Sub-Committees - All the sub committees are active except that dedicated to Housing which currently has no Leader however the Chairman is working to resolve this.

Grant - A start has been made to get the grant from the government, potential cost items have been agreed and the application is expected to be submitted in the next month.

The next meeting will be held on 21st November 2017.

6.2 Benefits of Pear Technology – Councillors noted the information from the Clerk about the use of the mapping system and confirmed the Neighbourhood Plan Committee were aware.

7. Motions and matters proposed for discussion by Councillors

7.1 Co-option – Co-option of a Parish Councillor for Blindley Heath (South Ward) to the Parish council.

- i. Councillors considered the arrangements to co-opt a Parish Councillor to the Parish council, noting the information provided by the Clerk and that the vacancy had been advertised.

RESOLVED - The council would consider the applicant by asking for a statement about their suitability for the post being made and then a decision would be taken by way of a vote.

- ii. The councillors noted that there had been two letters received by Clerk about the position of Parish Councillor, but one had been withdrawn.
- iii. The Parish council invited applicant Mr C Farr to make a statement. Following the statement Mr C Farr left the meeting whilst the Parish council considered the application.
- iv. Councillor B Hubery proposed the appointment of Mr C Farr and Councillor M Gillman seconded the proposal and a vote took place.

RESOLVED – The Parish council unanimously agreed that Mr C Farr be appointed as the Parish Councillor for Blindley Heath (South Ward).

- v. Mr C Farr signed a Declaration of Acceptance of Office.

ACTION 11/2017 – 1a – Clerk to provide Mr C Farr with a copy of the Parish Councils' Code of Conduct and the registration of interest's form. A copy of the registration of interest form to be sent to TDC Committee section.

- vi. Councillors considered the SSALC model Co-option Policy circulated by the Clerk.

RESOLVED - The Parish council unanimously agreed that the model Co-option Policy be adopted for any future co-options.

ACTION 11/2017 – 2 – Clerk to ensure the model co-option policy is prepared and published for the Parish council.

7.2 Councillors considered the funding of professional advice up to £3k to assist the Parish response to the Local Plan noting and considering the following points:

- i. It is proposed that the money would be used to support the Parish council during the next stage of the consultation which is the inspection stage;
- ii. The Parish councillors felt that technical advice on the consultation would be beneficial;
- iii. A professional representative of the Parish council could not be turned away by the inspector at the inspection stage and would therefore give the Parish Council representation during the inspection;
- iv. Councillors discussed if they were aware of any support for the Local Plan amongst parishioners that would make it unjustifiable to consider such an amount of money being spent on professional advice and deemed that there seemed to be generally only opposition to the Local Plan and Garden Village proposal.

RESOLVED – The Parish council unanimously agreed that an initial amount of £3k be budgeted for to allow the Parish council to seek professional advice.

7.3 Councillors noted that there have been various letters from developers who have requested to meet with the Parish Council and discuss development within the Parish.

RESOLVED – Councillors unanimously agreed that each correspondence with a request would be considered via the Clerk.

7.4 Councillors considered the request to attend Budget Planning & Precept Setting Workshop training from Clerk on Thursday 9th November 2017. The cost per delegate for this event is £60 + VAT.

RESOLVED – By a majority of councillors the request for the Clerk and Councillor White to attend the training was approved.

ACTION 11/2017 – 3 – Clerk to book and attend Budget Planning & Precept Setting Workshop.

7.5 Remembrance Day – Councillors noted that the Clerk had large poppies to decorate the village.

7.6 BBC Radio Surrey – Highways Signage to Godstone - Councillors noted that there had been a radio article about the state of highway signage to Godstone and this was raised with the County Councillor.

ACTION 11/2017 – 4 – Photos of state of signage to be gathered by councillors for submitting to Surrey County Council (SCC).

8. Tandridge District Local Plan and Garden Village

8.1 Councillors noted that there is a TDC Planning Committee meeting on 16 November 2017 and anyone who is available will attend.

9. Reports

9.1 Action taken – to be ratified (if any) - All actions detailed in the minutes of the meeting held on 2 October 2017 had either been discharged, were included as part of the meeting, or are detailed below to ensure they are followed up:

Outstanding Actions for Parish Councillors -

ACTION 10/2017 – 27 – Clerk and Chairman liaising to prepare the specification for the tender to build the new car park.	
ACTION 10/2017 – 29 – Councillor McLoughlin to meet with the school Caretaker about the hedge between the green and the school.	
ACTION 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.	
ACTION 7/2017 – 04 – Clerk in liaison with Councillor M McLoughlin to ensure that results of the HGV Survey are shared with the volunteers.	
ACTION 7/2017 – 22 – Councillor M McLoughlin and Councillor B Hubery to carry out joint inspection at Tillburstow Hill.	
ACTION - Apr-17: Put a notice board on the car park site to keep parishioners informed of the work taking place.	
ACTION 6/2017 – 8: In conjunction with the Clerk, Cllr B Hubery to liaise with the Baptist Church in relation to a new noticeboard.	
ACTION 6/2017 - 3: NPC Terms of Reference - Cllr Gillman to send comments to Cllr White.	

ACTION: Cllr Gillman to review the BCP. Emergency Plans to cover each village are to be included as part to the BCP.	Pending, clerk emailed.
ACTION 10/2017 – 18 – Chairman to continue following up about Data with AirSensa.	

Outstanding Actions for the Clerk -

ACTION 10/2017 – 11 – Clerk to write a letter of thanks to Sibelco for Play area sand.	
ACTION 10/2017 – 21 – Clerk to work with Pear to complete mapping the allotments.	

ACTION 9/2017 – 15 –

Letter to allotment holders to ensure they have their compost bins etc. on their own allotments and unused containers and other unsightly and unused items like corrugated iron sheets should be removed.	Outstanding
Place for a car park to be reviewed following information from garage owner	Outstanding
Wayleave to put a water pipe to be reviewed following information from garage owner	Outstanding
Update the Terms & Conditions for Allotment holders lease ready for April 2018.	Outstanding
ACTION 10/2017 – 27 – Clerk and Chairman liaising to prepare the specification for the tender to build the new car park.	
ACTION 10/2017 – 29 – Councillor McLoughlin to meet with the school Caretaker.	
ACTION 10/2017 – 33 – Clerk to email the Parishinor who has contacted the Parish office in relation to this matter to request clear details of where it is affecting his property.	

ACTION 10/2017 – 35 – Clerk to carry out the following actions:

Tree on the burial ground	Investigate if the tree is protected and speak with grave digger about impact on location of tree in relation to graves.	
Testing the water levels	It was noted that a shingle drainage system could be invested in. Investigate water table by test holes during the winter.	
ACTION 9/2017 – 14 – Clerk to circulate minutes from the allotment holders meeting when complete.		
ACTION 9/2017 – 18 – Clerk to draft Terms and Conditions for organisations using the green for free.		
ACTION 6/2017 – 39: Clerk to inform Parishinor of the council's position in relation to garden plots being common land and not for sale.		
ACTION 6/2017 – 44: Clerk to arrange a performance reviews as required.		

9.2 Clerks Report

- i. Poppy Wreath – It was confirmed that Councillor R Johnson will lay the wreath at St Nicholas, Godstone and Councillor M Gillman at St John's Blindley Heath.
- ii. Advertising banners (PC50) – Councillors noted that a complaint had been received about the advertising banners positioned either side of 'the island' and noted the SCC guidance.
ACTION 11/2017 – 5 – Clerk to refer issue and Parishinor to SCC in relation to Advertising Banners.
- iii. Bonnar Allen Flyers – Councillors noted that the Clerk had received a complaint in relation to the flyers which had also been cc'd to District Council and District Councillors.
- iv. Report on General Data Protection Regulations (GDPR) and impact is being prepared.
ACTION 11/2017 – 6 GDPR report to be circulated at the next meeting.
- v. Winter weather plans – Councillors discussed the plans for gritting and noted that if necessary the following gritting would take place: Footpath on Godstone Green; Car park by the doctors, car park opposite the White Hart Barn and footpaths at the burial ground. It was confirmed that the Parish already has Grit salt.
- vi. Training with Pear – Councillors noted that the training had helped explain how we can develop and use the software in the future.
 - a. Councillors considered spending £75 + VAT for Land registry layer on parish map.
RESOLVED – Councillors unanimously approved the purchase of the Land Registry layer for the Parish mapping system.
 - b. Councillors noted that SCC and TDC have been contacted for their map layers.
- vii. Christmas lights on from 20 Nov – 5 January
 - a. Councillors noted that the lights have been tested by specialist contractor, re-fixed some loose strings and everything is working.
 - b. Councillors noted that the cost for testing the lights and to switch them on and turn them off again will be £160.00.
- viii. Remembrance Day Parades and Services – 12 November 2017 – Councillors noted the time of Services:
 - a. St Nicholas', Godstone, 10.15am: Councillor Rose Thorn.
 - b. St John's, Blindley Heath, 10.15am: Councillor Nick Childs.
- ix. Contractor Agreements – Clerk informed the meeting that the Grass Cutting and Maintenance contract expires at the end of December 2017, although the pricing was reviewed and agreed up to 2019.
RESOLVED – Councillors unanimously agreed that due to the time needed to consider a new contract, that the current agreements for grass cutting and maintenance be extended until January 2019.

ACTION 11/2017 – 7 – Clerk to write letter confirming the extension of the grass cutting and maintenance agreement for one year and schedule for plans to review the agreement in August 2018 for an agreement to be agreed and signed by January 2019.

x. Contractor – PL and Employee Insurance certificates – Councillors noted that the clerk has requested copies of the documents and is chasing them up.

ACTION 11/2017 – 8 – Clerk to confirm receipt of Contractor – PL and Employee Insurance certificates.

xi. Clerks Networking Day – Councillors noted that a report will follow.

ACTION 11/2017 – 9 – Clerk to circulate report on network training day.

xii. Publication Scheme (FOI) – Councillors noted that it is confirmed that the Parish publication scheme needs updating to newer ICO Versions 1.2 (Parish one is Version 1 2008).

ACTION 11/2017 – 10 – Clerk to update the publication scheme for presentation and approval at the next meeting.

xiii. Email accounts for councillors – Councillors noted the proposal by the clerk for Parish councillors to have generic email addresses per ward, with an estimated cost of £45.60 per account per year and would include SharePoint.

RESOLVED – Councillors unanimously agreed that they did not want to change to parish council email addresses or use SharePoint at the moment.

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

i. Greenview Residents – Repair of footpath – councillors noted the following update in relation to the Town Path T10048/Public Footpath 612:

a) SCC have confirmed that this path is publicly maintainable and is therefore subject to all the rules and regulations required by anyone wishing to work on the public highway and that the Parish or its contractors would be required to apply for a section 184 road opening notice;

b) SCC have requested a deposit of £2871 to ensure that SCC have adequate protection should the Parishes contractor work prove inadequate and SCC have to carry out corrective work.

ACTION 11/2017 – 11 – Clerk in liaison with Councillor J Gardner, to investigate petition that SCC carry out the work. Petition via submitting a question to the Tandridge Local Committee.

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

i. Councillor M McLoughlin attended the Preservation Society meeting.

ii. Councillor J Gardner attended the GVA meeting, it was noted HGV's travelling through the village remains an area of great concern.

iii. Future meetings - Blindley Heath Liaison - Monday 11th December at 2.00 pm - Councillor M Gillman to attend, Councillor B Hubery not available.

iv. GACC meeting on 17 November 2017 to be attended by Councillor M Gillman.

10. Current Planning issues

10.1 District Council Planning Decisions – Councillors noted the planning application decisions detailed below:

2017/1597/Con d1	Details pursuant to conditions 3,4,7, & 10	Land Adjacent to Godstone Station, Eastbourne Road, South Godstone RH9 8JB	Approval of details
2017/1834	Formation of vehicular crossover.	58 Lagham Park, South Godstone RH9 8ER	Approved
2017/1820	Demolition of single storey side extension. Erection of two storey side extension to form new dwelling. Erection of single storey rear extension and rear dormer to existing dwelling. (Total 2 dwellings)	44 Tylers Close, Godstone RH9 8AW	Refused
2017/1781	Erection of dormer to west elevation in association with conversion of loft space to habitable accommodation. Changes to fenestration including removal/installation of windows and doors. (Certificate of Lawfulness for a Proposed Use or Development)	50 High Street, Godstone RH9 8LW	Certificate of Lawfulness (proposed use or development) granted
2017/1769	Proposed extension and alterations to car park	44 to 46 High Street, Godstone RH9 8LW	Approved
2017/1703	Erection of two storey side extension incorporating integral garage and front porch.	11 St Johns Meadow, Blindley Heath RH7 6JU	Approved
2017/1680	Use of land as residential garden. (Certificate of Lawfulness for an Existing Use)	Oak Cottage, Byers Lane, South Godstone RH9 8JH	Certificate of Lawfulness (existing use or development) granted
2016/131/Cond 2	Details pursuant to condition 9	The Barn, Quarry Farm, Quarry Road, Godstone RH9 8DQ	Approval of details
2017/1660	Erection of single storey infill extension to provide extended toilet block.	St Stephens C of E Primary School, Hunters Chase, South Godstone RH9 8HR	Approved
2017/1369	Variation of conditions 2 and 8 of planning application 2014/1684. (Amended details)	Plum Cake Cottage, Godstone Green, Godstone RH9 8DZ	Approved

10.2 Current Planning Lists and applications - Councillors considered the planning applications detailed below:

2017/2099	1 Hillview, Oxted Road, Godstone RH9 8BP	Demolition of conservatory. Erection of single storey side extension and associated alterations including new front door and entrance hall.	No Comment
2017/2077	Oaks Farm, Lower South Park, South Godstone RH9 8LF	Erection of Horse Walker (Retrospective)	No Comment
2017/2117/ TCA	Godstone Place, High Street, Godstone	Fell 1x Sycamore and 1x Robinia; crown lift 1x Hornbeam to approx 7 metres above ground level and reduce lateral growth by 2-3 metres; lightly tip prune 1x Yew round the crown; lightly reduce 2x Yew.	No Comment – Tree Officer
2017/1648	The Veterinary Referral Centre, Godstone Highway Depot, Oxted Road, Godstone RH9 8BP	The erection of a storage shed	No Objection
2017/2115	The Bay House, Church Lane, Godstone RH9 8BW	Removal of existing chimney stack. Erection of replacement chimney stack.	No Objection
2017/2129	22 Evelyn Cottages, Eastbourne Road, South Godstone RH9 8EN	Erection of two storey rear extension.	No Objection
2017/2180	White Hart, 71 High Street, Godstone RH9 8DU	Erection of new entrance lobby, remodelling of ground floor toilets, installation of pizza oven, freestanding canopy to courtyard and associated works to include new flues and extracts to roof.	No Objection
2017/2181	White Hart, 71 High Street, Godstone RH9 8DU	Erection of new entrance lobby, remodelling of ground floor toilets, installation of pizza oven, freestanding canopy to courtyard and associated works to include new flues and extracts to roof. (Listed Building Consent)	No Objection
2017/2157	Garages, Salisbury Road, Godstone, RH9 8AB	Demolition of 19 garages. Erection of two detached dwellings with associated parking and landscaping and parking for the allotments	OBJECTION – Concern about over development and privacy for neighbours.
2017/2165	27 Court Rd, Godstone, RH9 8BT	Erection of dormer to south elevation in association with conversion of loft space to habitable accommodation. (Certificate of Lawfulness for a Proposed Use or Development)	No Comment

10.3 Any other current planning matters, including Appeal

- i. Notice of development – Salisbury Road Garages – Noted
- ii. Appeal 2017/929 - Appeal 1 Notification - Blindley Heath Service Station, Eastbourne Road, Blindley Heath RH7 6JR
- iii. Application to Licensing Authority - Extension to Licensing hours – White Hart Barn (WHB) – The councillors noted that an application to extend the licenced hours for the White Hart Barn has been made.

RESOLVED – Councillors unanimously agreed that a comment be submitted to the Licensing Authority to raise the concerns that an extension to 1pm would be to the detriment of the village and the licenced hours should be in line with the other establishments within the village.

ACTION 11/2017 – 12 – Clerk to contact Licensing Authority (TDC) to submit comments on the application by the WHB.

- iv. It was agreed that a Planning Committee meeting would take place on Monday 20 November 2017 at 7.30pm.

11. Finance

11.1. Accounts for payment – Councillors reviewed the **OCTOBER** accounts for payment

GPC Ref.	Business	Invoice	Invoice Date	Payment For	Breakdown	Net Invoice amount	VAT	Invoice Total
GP174	Sarah			Expenses				£38.16

	Endersby							
GP176	BT Business**	M059 56	17-Oct	Telephone and Internet		£52.66	£10.53	£63.19
GP177	EON**	H1507DFF73	22-Oct	Electricity		£26.03	£1.30	£27.33
GP178	Gardenwise Godstone Ltd	05-6545	31/10/2017	Grass Cutting	GG & GV – £800. BG x 2 - £700 BH - £400 BG Middle x 2 - £260 front and Ashes x 2 - £200 and old x 2 – £300			2660.00
GP179	Gardenwise Estate Management Ltd	05-867	31/10/2017	Maintenance				1512.00
GP180-182	Employees			Salary payments	All 3 employees			1401.14
GP183	Nest**			Pension				£102.60
GP184	Exalls	806	05-Oct	Children's Playground	Ratify as per email.	£5,000.00	£1,000.00	£6,000.00
GP185	Stonecrest	18554	04-Oct	Reworking memorials	St Nicholas and St Johns	£1,303.00	£260.60	£1,563.60
GP186	Weston Groundworks	1248	10 Oct	Blindley Heath Pond.		1120.00	224.0	£1,344.00
GP187	HMRC			NI & Income Tax payment	Q2			£1,179.69
GP188	HMRC			NI and Income Tax	For Period 6 Oct - 5 Nov)			£282.08
GP189	Fairalls	04283314	18-Sep	Paint & Brushes		£30.65	£6.14	£36.79
GP190	Fairalls	04284672	29-Sep	Misc (for bench?)		£16.31	£3.26	£19.57
GP191	Fairalls	04284983	02-Oct	Sadolin Teak		£31.20	£6.24	£37.44
GP192	Fairalls	02121289	27-Sep	Speedline Aerosol		-£5.92	-£1.18	-£7.10
GP193	Godstone Baptist Church	Cheque Paid			Agreed at October meeting			£100.00
GP194	SSALC	11406	24-Oct	Clerks Networking Day		£130.00	£26.00	£156.00
GP195	ICO**	Z3315409	28/10	Registration				£35.00
TOTAL:								£16,551.49

*Salaries have been paid in accordance with 7.2 of the Financial Regulations.

**Direct Debits

RESOLVED - Councillors unanimously approved the payments list presented totalling £16,551.49, on payment of salaries and two councillors countersigned all invoices.

ACTION 11/2017 – 13 – Clerk to pay all invoices detailed above and agreed by councillors.

11.2. Summary Financial Report to **SEPTEMBER** receive and note.

- i. Councillors noted the accounting records for SEPTEMBER available at the meeting for examination which included the bank statement, bank reconciliation, pension contribution, salary sheet, monies received and designated and restricted funds balance sheet.

RESOLVED - Councillors unanimously agreed that the Summary Financial Report to SEPTEMBER be signed and dated by the Chair.

ACTION 11/2017 – 14 – Clerk to file the Summary Financial Report to SEPTEMBER.

- ii. Councillors noted Monies Received in September 2017

Burial Ground	5200
Precept - 2nd Payment	26,841.5
Wayleave Rent	10

CIL Payment	8,126.98
TOTAL:	40,178.48

- iii. Councillors noted that a VAT Claim for £865.89 was submitted for Quarter 2 - July, August, September 2017.
- iv. Councillors noted that there will be an Internal Audit on 27 November 2017.
- v. Transparency information published on the Parish website:
 - a. Expenditure exceeding £500 net cost (Qtr. 2 - 2017) - Councillors noted the information available at the meeting for examination.
 - b. Procurement - Invitations to tender exceeding £5000 net cost (Qtr. 2 - 2017) - Councillors noted the information available at the meeting for examination.
 - c. Councillors noted the correction to the designated and restricted funds due to SWT fee being corrected in the bank reconciliation sheet with the information available at the meeting for examination.

11.3 Grant Applications

- i. Godstone Village School – Councillors considered the grant application.

RESOLVED – Councillors unanimously approved a grant be awarded to Godstone Village School of £3226.

ACTION 11/2017 – 15 – Clerk to contact Godstone Village School to inform them about the grant award.

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

12.1 Allotments, to include, but not limited to:

12.1.1 Quotes for signage – Councillors agreed that the information be re-submitted at the next meeting.

ACTION 11/2017 – 16 – Clerk to re-present the quotes for noticeboards and signage at the December meeting

12.1.2 Quotes for tree removal at the Allotments – Councillors considered the quotes received to remove trees from Allotment, considering and applying the Parish Councils financial regulations.

Ref: 36	£960 Inc. VAT
Ref: 37	£3560 Inc. VAT
Ref: 38	No quote received
Ref: 39	No quote received

RESOLVED – Councillors unanimously agreed contractor Ref: 36 be appointed to remove the trees at the Salisbury Road Allotments.

ACTION 11/2017 – 16 – Clerk to inform successful and unsuccessful contractors in relation to tree removal at the Salisbury Road Allotments.

12.1.3 Shed and Compensation of disruption during allotment works – Councillors considered the proposed compromise of a contribution towards the cost of a new lockable metal shed instead of replacing the plants and compost lost during the works due to the request by the Parish council for the removal of the old shed at the allotment and the information provided in relation to costs of plants and compost from the allotment holder whose plot was severely disrupted during the clearance work that took place at the Salisbury Road allotment.

RESOLVED – Councillors unanimously approved an appropriate compensation figure would be £130 to the allotment holder.

RESOLVED – Councillors unanimously agreed that the money could be used to purchase a metal shed to replace the shed which the council have asked to be moved, due to new allotments plotted, with the following conditions being noted:

- i. the shed must be placed on the allotment holders plot as a replacement for the historic shed currently used;
- ii. the approval of this shed should not be deemed as setting a precedent for sheds on the allotments; and
- iii. if any other allotment holders request a shed in the future then the matter should be referred to the Parish Council.

ACTION 11/2017 – 17 – Clerk to liaise with the allotment holder and arrange payment of the compensation.

12.2 Godstone, South Godstone and Godstone Green, to include, but not limited to:

12.2.1 Playground barrier repair update

i. Metal fence – Councillors noted the update on the installation work to be carried out week commencing 30 October 2017.

ii. Log Walk – Councillors considered the following points:

- a) Extension request for contractor to remove log walk as this would make good sense to remove these before the installation of the new railing fence;
- b) Estimate for taking out and removing 3no low rooting tree stumps - £380 + VAT;
- c) Spreading of extra 20Ton of sand - £640 + VAT; and
- d) Extra for railings, allowed £35 per metre so for the 16mm railings at 1mtr high is £49.50 per metre so an extra of £410 + VAT.

iii. The councillors considered the matter in line with the Parish Councils Financial Regulations noting the following points:

- a) the necessary funds are available – funds budgeted £25k and work to date has been quoted as £8,560 + VAT; and

- b) Councillors considered the work constitutes an extension of an existing contract by the Council.

RESOLVED – Councillors unanimously approved the costs detailed in 12.2.1 ii. b, c and d at a total of £1430 + VAT.

ACTION 11/2017 – 18 – Clerk to confirm additional work can take place with the contractor.

12.2.2 Playground Inspection Report

- i. Urgent Action Embankment Slide climbing slope (with rope) – The embankment slide equipment has been closed, with notices requesting children do not use the equipment displayed, due to the concerns about the condition of the wood at the top of the slope which is now coming away and in need of replacement.

ACTION 11/2017 – 19 – Clerk to investigate who can carry out this work on the Embankment Slide climbing slope and liaise with Councillors M McLoughlin and J Gardner.

- ii. Inspection tracker - Councillors noted the email update sent on 11 October 2017 by the Clerk which included the updated tracker document in relation to the Playground following Councillor M McLoughlin and Clerks visit to review matters raised by the Inspection Report.
- iii. Gardenwise – Councillors noted that the contractor has been asked to carry out some jobs to address items raised in the inspection report.
- iv. Timber Play – Councillors noted that information had been requested from Timber Play who are the only stockist in England of Richter-Spielgeraete play equipment. Quotes have been provided for the Swing seat and on request also included price information for other items to give the Parish Council the opportunity to consider any budgetary planning that is necessary. Supporting paperwork was available at the meeting.

ACTION 11/2017 – 20 – Clerk to liaise with Councillor M McLoughlin to review the quote received and follow up with the council.

- v. New Car Park – Councillors noted the update that the deadline for a response from TDC following submission of the discharge of conditions being lodged is the 9 November 2017.

ACTION 11/2017 – 21 – Clerk to liaise with Councillor J Gardner to complete and send out the specification to put the work to complete the car park out to tender.

- vi. Councillors postponed the review of the Noticeboard information which included costs.

ACTION 11/2017 – 22 – Clerk to reformat information in relation to the various noticeboards at the next meeting.

- vii. Cricket Pavilion Clock – Perspex cover quote – Councillors reviewed the quote to replace the Perspex cover.

RESOLVED – Councillors unanimously agreed that the work would not be carried out to replace the Perspex over the pavilion clock.

ACTION 11/2017 – 23 – Clerk to inform the contractor who submitted quote to replace Perspex cover on clock.

- viii. Footpath Re-Routing requests – Councillors reviewed the information provided in relation to the following footpaths:

- a. Public Footpath 138 Godstone – Godstone Farm - Letter from GF requesting opinion. Formal email from SCC (12 Oct 2017)

RESOLVED – Councillors unanimously agreed that the change was an excessive and unnecessary change and therefore the council OBJECTED to the proposal.

ACTION 11/2017 – 24 – Clerk to inform the appropriate person of the OBJECTION to the rerouting of Footpath 138.

- b. Public Footpath 140b Godstone

RESOLVED – Councillors unanimously agreed that they accepted the proposed change to the footpath and had NO OBJECTION.

ACTION 11/2017 – 25 – Clerk to inform the appropriate person of NO OBJECTION to the rerouting of Footpath 140b.

- ix. Greenview – Parking (PC62) – Councillors noted the matter raised by a Parishinor who asked is if the road up to the cottages at Greenview could be reserved or signposted 'Residents parking' and restricting parking on the green outside the cottages. Councillors noted that the area in question is common land and therefore they are not able to restrict its use.

ACTION 11/2017 – 26 – Clerk to inform the Parishinor about Greenview Parking being on common land.

12.3 Hilly Fields – No discussion.

12.4 Blindley Heath, to receive updates, inspection reports from Members' areas of responsibility and consider any recommendations:

- i. Update on clearing pond and bung – Councillors noted the completion of this work.

ACTION 11/2017 – 27 – Councillor C Farr to check the ground around the pond again following the completion of the work.

- ii. Fence line Management – SSSI – Councillors noted the request for funds from Surrey Wildlife Trust (SWT) towards the fence line repair work required on the SSSI site, from the HLS funding paid to the Parish council prior to the signing of the Management Agreement between the Parish council and SWT on 21 June 2012.

The Parish council noted that as stated in paragraph 11 of the Management Agreement the Parish council retains certain ongoing obligations for work and maintenance on the SSSI and funds currently unspent from the HLS payments are being retained to meet these long-term obligations.

RESOLVED – Councillors agreed by a majority vote that a letter should be sent drawing SWT's attention to paragraph 11 of the Management Agreement; and as the agreement states the repair and maintenance of fences and gates on the site is the responsibility of SWT, the request for funds held by the Parish council to be released is declined.

Councillor B Hubery stated his objection to the funds not being released.

ACTION 11/2017 – 28 – Clerk to send letter to SWT stating the decision to decline the request for funds.

iii. Footpath Sign (PC 54) – Councillors noted the parishioner's information about placement of new footpath sign by SCC and request for a letter of support to SCC.

iv. Dip on Road (East Surrey Water) Ray Lane – Councillors noted the information about the dip in the road opposite Albion House where a pipe has been laid historically.

ACTION 11/2017 – 29 – Clerk to report the dip in the road to SCC Highways.

12.5 Tilburstow Hill Common

i. Japanese Knotweed

ACTION 11/2017 – 30 – Clerk to follow up with Parishioner about knotweed near his property, include in the finance committee notes and plan to review in March and inspect the Enterdent.

13. Burial Grounds

13.1 Applications for Exclusive Rights of Burial

Allocation of graves out of consecutive order – Councillors discussed the request for clarity as to whether graves should always be allocated by consecutive numbers and a specific request which had been received.

RESOLVED – On this occasion the request for specific grave numbers has been considered and agreed due to the location which is within an area of graves already marked out. It must be noted that this does not set a precedent for the allocation of graves and the council's policy remains that graves should be allocated by consecutive numbers.

ACTION 11/2017 – 31 – Clerk to inform Parishioner Ref: PC55 and make a note in the regulations that graves are allocated consecutively.

13.2 Applications for consent to erect Memorials

Councillors note the request for SMITH – Plot 490 – noting the Stonemason details supplied of the memorial, noting the measurements are outside the burial ground regulation size.

RESOLVED – The application for a memorial on Plot 490 was declined due to the memorial being outside of the regulation size.

ACTION 11/2017 – 31 – Clerk to inform the Stonemason dealing with the memorial application for Plot 490

13.3 War Memorials – No Discussion took place.

13.4 Postengate Farm Memorial Site - No Discussion took place.

13.5 Planning for the future – Action points remain to provide information for the future.

13.6 Access Database – Councillor's noted the proposal to consider an Access database for cemetery data, noting less prone to errors to Excel; cost of the database is a one off £500.00; Pear to migrate existing burial data would charge of £100.00 for Pear time; and Database would be linked to the database/cemetery map.

ACTION 11/2017 – 31 – Clerk to request a test run using an Access Database before any further discussion or commitment to the change.

14 Correspondence – Councillors noted the correspondence circulated to them by email.

- Land at Blue Anchor Farm Cottage
- Garden Village – G Lean report
- Despatch 4 October 2017 - Council Book and Delegated Action List
- TDC Local Plan - We need a Local Plan to protect our Green Belt (Case Ref: ZA40226)
- Limsfield Parish Council - Objection to the Garden Village
- Minutes for Tandridge Local Committee
- Tandridge Garden Villages Consultation Response
- Burstow PC Response - Highways Grounds Maintenance and use of CIL monies by Parish Councils
- Bonnar Allan leaflets
- Press release: Annual Community Safety Review - Tuesday 7 November
- Press release: Council thanks residents for taking part in the Local Plan: Garden Villages Consultation
- Tandridge District Council Local Plan Newsletter 13.10.2017
- Nick Childs speech on the Garden Village concept.
- Bonnar Allan Letter - South Godstone Garden Village
- Despatch 25th October 2017 - Planning Committee Agenda 2 November 2017 and Delegated Action List 8 – 25th Oct
- Community Recycling Centres
- Press Release: REMEMBRANCE DAY PARADES AND SERVICES – 12 NOVEMBER 2017
- Changes at Surrey's community recycling centres
- Despatch - 30th October 2017 - Agenda for the Overview & Scrutiny Committee meeting to be held on the 7th November 2017
- Flood Risk Management in Godstone, Surrey

15 Matters for reporting or inclusion on future agendas

15.1 Consider a proposal for next years commemoration plans to make the 100th anniversary of the end of the war – Councillor McLoughlin.

15.2 Preservation Society wish list – Councillor McLoughlin.

15.3 The next meeting of the Parish Council will be held at 7.30 pm on Monday 4 December 2017 at the Parish Rooms, St Stephens, South Godstone.

Part 2 – No Items for discussion.

----- Meeting closed at 11pm -----

Signed _____
Chairman

Date