

Godstone Parish Council

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

Minutes

of the meeting of Godstone Parish Council held on
Monday 6 February 2017 at 7.30 pm at St Stephens Church, South Godstone, Godstone

Members: Cllrs B Davis, J Gardner, K Knox, R Johnson, J Faulkner, B Hubery, M McLoughlin and C White.

In attendance: Mrs S Endersby

Open Forum: Surrey County Councillor Mrs H Windsor, Alex Rabbetts

- 1. Questions from Members of the Public** – There were no questions from members of the public.
- 2. County and District Councillors** – Brief report on matters affecting the Parish

Tandridge District Councillors - Councillor Thorn, Blake and Childs were not in attendance

Councillor Helena Windsor, Surrey County Councillor

15% proposed Council Tax increase – Cllr Windsor spoke about the vote on this matter taking place on 7 February 2017.

HGV, violation of licence restrictions – Cllr Windsor encouraged councillors and parishioners to continue reporting concerns of licence violations to the email address which had been circulated.

Neighbourhood Plan – Cllr Windsor congratulated the Parish Council and the volunteers on the work which has taken place so far for a Neighbourhood Plan to be produced.

Anglefield Corner – Cllr Windsor acknowledged the continued concerns for safety on this road location and proposed that she would follow the matter up with Surrey County Council Road Safety team.

Signage outside Londis – Cllr Windsor reported that the installation of a sign restricting parking time to 30mins max at the Clayton Cottages end outside the ship is being arranged. It was noted again that the Parish Council is willing to pay for the sign.

- 3. Apologies and reasons for absence** – There were apologies received from Councillor Gillman
- 4. Declarations of Interest** - None
- 5. Minutes** of the previous meetings held on 7 January 2016 were reviewed and councillors voted that the minutes were a correct record of the meeting and that they be signed by the Chairman.
- 6. Matters Arising**

Signage outside Londis – Covered during the Public Forum.

7. Neighbourhood Plan

7.1 Cllr Davis reported that the first meeting of the Godstone Neighbourhood Planning Committee (GNPC) had taken place on Monday 30 January 2017.

7.2 A document named 'Constitution' for the GNPC had been circulated in advance of the meeting and is proposed for the Parish council approval. Alex Rabbetts was invited by the Parish Council to participate in the discussion.

7.3 Councillors were advised by the Clerk that all meetings of the GNPC should be public meetings; the GNPC is a committee of the Parish Council and as such the GNPC should have Terms of Reference; the Parish Council must ensure that agendas of the committee are issued by the clerk and minutes should be published on the Parish Council Website.

7.4 Councillors discussed the Constitution presented taking in to consideration the points made by the Clerk; email concerns raised by Cllr Gillman following the circulation of the meeting papers; and with all parties in agreement that the transparency of the work that takes place is the key objective.

7.5 It was agreed that the following change be made: Point 42 of the constitution, will be amended to include the sentence: '*meeting and will make proposals in line with those 'gateway' points under paragraph 41.*'

7.6 With the following amends made to the Constitution document it was resolved that the Parish Council agreed to accept the document named 'Constitution' as the committees Terms of Reference.

7.7 It was noted that there will be work carried out by working groups which would not be expected to hold meetings in public.

7.8 The Committee is formed of:

- i. Chair: Alex Rabbetts;
- ii. Secretary: Fran Pavely;
- iii. Treasurer: Cllr Colin White;
- iv. Vice Chair: Sarah Reynolds;
- v. Liaison Officer: Cllr Bren Davis; and
- vi. Chairs of the committees six working groups:
 - Research/evidence building: Iain Pavely.
 - Leisure: Chair to be confirmed
 - Transport and Infrastructure: Michael Sydney
 - Housing: Susan Clark
 - Employment: Bill Archer
 - Communications: Richard Clarke

7.9 The GNPC's next priority will be to apply for an automatic grant available. The committee will need to decide what money is required for and have 6 months to spend the grant. It is possible to make two separate applications for a total amount of £9k over the course of one year. There are other grants available.

7.10 All monies will be paid to the Parish Council and a specific budget allocation for the GNPC will be included in the Parish Council budget sheet.

7.11 It was noted that there are currently changes being debated to the Neighbourhood Planning Bill, the most important change to note being that, if passed as law, Neighbourhood Plans would have equal legal status to an areas Local Plan.

8. Bounty Lease

8.1 Councillors resolved that the Parish Council agreed that the Lease be signed on behalf of the Parish Council.

9. Standing Orders

9.1 Councillors sought clarification on some minor points of the final version of the Standing orders which had been circulated with the meeting papers.

9.2 Councillors resolved that the Parish Council agreed to adopt the new Standing Orders.

10. Grants

10.1 The Grant Application papers were circulated in advance of the meeting.

10.2 Councillors agreed that the line 'Grants towards CCTV projects, running costs, salaries or consumables, may be considered in exceptional circumstances', be removed from the Terms and Conditions.

10.3 Councillors resolved, with the agreed amend being made, the Parish Council unanimously agreed to adopt the Grant Application document.

11. Reports

11.1 Action taken – to be ratified (if any) - None

11.2 Clerks Report

- i. Contractor Amendment letters - Councillors resolved that the Parish Council sign the amendment letters setting out new pricing structures for maintenance and grass cutting as discussed and agreed at the meeting on 5 December 2016.
- ii. Bounty Rubbish – The clerk had enquired if the council could use the Scouts bins to dispose of office rubbish for a monetary contribution, but it was confirmed that as a community organisation they don't pay rates or council tax so are not entitled to any services including refuse collection. The councillors acknowledged that the council must manage disposing of rubbish and recycling from the Bounty.
- iii. Website – Councillors noted that the work continues with HPS to ensure that the website is made up to date and a visit from Dr Q is being rearranged to support this work.
- iv. Circulation of meeting notes – The Clerk advised that the notes if they exist are a document the public are entitled to see, this is in relation to transparency obligations. Councillors acknowledged this advice and agreed that the notes should be published with the Agenda.
- v. Yellow lines on Triangle by Pond – Councillors noted that confirmation has been received from the Works Team, Surrey Local Highway Services that the repainting of the yellow lines will be included in a future programme of works.

- vi. Christmas tree lights – Councillors noted that it was reported that lights were hanging down from the tree opposite Coughlans. Ultralite visited the site on Sunday 22 January to ensure lights were safe and confirmed that they will need to be repaired before the lights are used. Until the lights are tested the extent of the damage cannot be confirmed, but if the broken string cannot be repaired a replacement will be £60.00. There are broken branches over the pavement so it would appear that a high sided vehicle pulling up on the pavement has caused the damage.
ACTION: Christmas Lights to be reviewed at September meeting.
- vii. Report of Desecration of Grave – Councillors acknowledged the concerns raised Mr Hancock of the damage to his son's grave where a new grave plot had been prepared and noted that the Clerk has spoken to the grave digger.
ACTION: Cllr McLoughlin to raise these concerns with the Grave digger as he is intending to meet with him to discuss some other unrelated matters.
- viii. Training – Councillors noted that the Clerk has started the ILCA training and that Anne Bott (AB) from SSALC has visited to give a brief introduction.
- ix. Resources – AB advised that the Clerk have a copy of the book 'Arnold-Baker on Local Council Administration'. Councillors agreed that this book could be purchased.
- x. Website Request – Councillors noted that a request from a local organisation for information to be included on the Parish website will be declined by the Clerk.
- xi. Ice Preparations – Councillors acknowledged that further to an email from the Clerk, Gardenwise were instructed to salt specific areas and purchase 10 bags of salt at £3.
- xii. Banking – Councillors noted that the necessary changes to ensure the Clerk is authorised to carry out Internet Banking is complete and the mandate variation was presented to the meeting for signature to remove Mrs D Grose. Councillors passed a resolution confirming that the banking mandate variation be signed by the required number of councillors.
- xiii. Disabled Car Parking – Councillors acknowledge the letter received from Sir Nicholas Soame MP in relation to earlier correspondence received from Mr K Beamond on the matter of disabled parking in Godstone Village.
ACTION: Clerk to send a letter in response to issues in relation to Disabled Parking raised, noting the following: where the three Parish Council bays are located; notification of 4 disabled spaces planned for the new car park; and that an inspection of markings will take place.
ACTION: Councillor McLoughlin and Johnson to carry out an inspection of the Parish Council disabled parking bays in the village.

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

- i. The Chairman reported his attendance at a Business event held by Tandridge District Council (TDC) which he felt was an unproductive meeting for business to attend.

11.4 Reports (for noting) from representatives on outside bodies etc.

- i. Cllr Hubery reported that he had attended a meeting of the Surrey Rail Forum and that it was hoped that there would be no further rail strikes.

11.5 Reports (for noting) from Members' areas of responsibility - None

12. Current Planning issues

12.1 Tandridge Local Plan

- i. Councillors noted the concerns raised that new sites for planning have been published after the final submission date for TDC Local Plan.
- ii. Councillors discussed if the Parish Council should write to TDC and request that another Regulation 18 Consultation is held.
- iii. The following draft response was considered:

Godstone Parish Council have sent a response to you in respect of the Tandridge District Council Local Plan within the timescale laid down. We now find that new sites have been added and published after the closing date for submission. This is clearly an unacceptable situation and we, along with the public, may wish to add further comments now that the new sites have come to light.

This is a very unsatisfactory situation and presumably is just an accident caused by a poorly thought out methodology, unless there is a more sinister reason such as Tandridge District Council wishing to delay the Regulation 19 final Plan.

It seems to us that the only solution will be for the Tandridge District Council to hold a third, Regulation 18 Consultation, unless you can find another method which allows comments to be made on the revised list of sites.

- iv. Councillors unanimously agreed that the response detailed in 12.1 iii. be sent by the Parish Council, but that it should also contain a request for a formal response within 7 days.

ACTION: Clerk to send letter of response to TDC and request that another Regulation 18 Consultation is held.

ACTION: Clerk to send letter to TDC District Councillors requesting their support.

- v. Proposed letter To: Tandridge District Council Cc: 3 Godstone Parish councillors, The Chief Planning Officer Piers Mason and Leader of the council Martin Fisher

12.2 District Council Planning Decisions

- i. Councillors noted the planning decisions detailed
- ii. Councillors were disappointed that application 2016/1675 Forman Institute had been approved, due to the nature of the application.

Application Number	Address	Decision
2016/2291/NH	16 Hunters Chase, South Godstone RH9 8HR	Larger homes extension – Prior approval not required
2016/2237	11 High Street, Godstone RH9 8LS	Approved
2016/2217	Hunters Hill Cottage, Eastbourne Road, Blindley Heath RH7 6JX	Approved
2016/2193	25 Court Road, Godstone RH9 8BT	Approved
2016/2194	Links Farm, Tilburstow Hill Road, South Godstone, RH9 8LB	Certificate of Lawfulness (existing use or development) granted
2016/2160	9 Evelyn Cottages, Eastbourne Road, South Godstone RH9 8EN	Approved
2016/2142	Marle House, Eastbourne Road, South Godstone RH9 8JQ	Refused
2016/2045	Maple House, Ivy Mill Lane, Godstone RH9 8NF	Approved
2016/1675	Rear of, Forman Institute, Eastbourne Road, Blindley Heath RH7 6JJ	Approved

12.3 Current Planning Lists and applications –

- i. Minutes of the Planning Committee meeting held on Monday 23 January 2017 were circulated with meeting papers and noted by the council.
- ii. The following planning applications have been received since the Planning Committee meeting and need to be reviewed:

Planning Ref	Address	Application	Comments
2017/46/TPO	33 Woodlands Drive, South Godstone RH9 8HU	TPO Tan 209: Crown reduce one Oak by 2 metres to residual branch lengths of 5.5 metres	NO COMMENTS
2017/59	19 Easter Way, South Godstone RH9 8HG	Demolition of existing conservatory. Erection of part single/part two storey side and rear extension.	COMMENTS: Councillors noted concerns raised by a neighbour and questioned why there is no mention of the removal of the garage on the application.

12.4 Any other current planning matters, including Appeal

- i. A Planning Committee meeting is required as there are Planning applications which have been received with comment deadlines before the next parish meeting. A Planning meeting is proposed for Monday 20 February 2017.
ACTION: Clerk to circulate the agenda within the appropriate deadline.

13. Finance

13.1. Accounts for payment January

- i. Accounts for payment January, detailed below, were listed at the meeting for approval:

GPC Ref:	Company	Invoice No.	Payment for:	Break down	Total Payable:
G611 G612	Staff Salaries		Staff Salaries for January		£1532.66

G613 G614					
G615	Jenners Electrical	1077	Electrical work at the Bounty – replacing office light fittings	Labour - £275.00 Materials - £669.84	£944.84
G616	SSALC	10257	Local Council Review (Quarterly)		£34.00
G617	T Cherrimans	442	Work carried out at St Nicholas		£8330.00
G618	Biggin Hill News Ltd	162927	Job Advert - 2 nd in series of 2 adverts		£97.20
G619	Gardenwise	05-828	Maintenance Work		£873.00
TOTAL:					£11,811.70

- ii. Councillors resolved to approve the payments list totalling £11,811.70. Two councillors countersigned all invoices.
- iii. It was noted that the NI amounts noted at January's meeting for payment was stated as £876.16, but the employer's contribution of £196.61 should have been included. The final submission total was £1072.77.
- iv. It was noted that T Cherriman did not detail VAT on the invoice, which would be checked.
ACTION: Clerk to confirm if T Cherriman has a VAT number to establish if they can be included on the VAT claim made by the council.

13.2. Summary Financial Report to December

- i. A copy of the accounting records for December, including the bank statement and incorporating the bank reconciliation was available at the meeting for examination.
- ii. It was resolved that the Summary Financial Report to December be signed and dated by the Chair.

13.3. Salaries

- i. Councillors noted that the January salaries have been paid in accordance with 7.2 of the Financial Regulations.
- ii. Councillors were updated that the Parish Council Pension scheme had been set up using NEST.

13.4. Direct Debits

- i. Councillors noted that the following payments had been made by Direct Debit:
BT for services between 1 Jan 2017 – 31 Jan 2017 - £61.27
E-ON for services between 21 December 2016 – 22 January 2017 - £67.47
- ii. Councillors acknowledged the letter from BT stating that some services will be going up in cost from 1 March 2017, this includes the council line rental going up by 6%.
- iii. Councillors reviewed the meter readings stated on the EON statement that details day and night tariffs.
ACTION: Clerk and CW to review the statements and meter readings.

13.5. Monies Received

- i. Councillors noted that the following monies had been received since the last meeting:
Burials £356 (2 x cheques)
Memorial £76 (1 x cheque)
Wayleave £668.60 (between 2nd – 23rd December 2016)

13.6. Auditors

- i. A Letter of Engagement has been received from the Auditors which was circulated with the meeting papers.
- ii. Councillors resolved that the Letter of Engagement be signed on behalf of the Parish Council.
ACTION: Clerk to authorise the Letter of Engagement electronically.

13.7 Minutes of the Finance Committee meeting were circulated in advance of the meeting.

14. Greens, Commons and Land

14.1 Allotments – No comments

14.2 Salisbury Road

- i. Councillors noted that Fullers Public Liability Insurance certificate has been received and that there is a confirmed start date is Monday 13 February.
- ii. It was noted that details of the work had been communicated by letter to residents on 6 February 2017.

- iii. Councillors were reconfirmed the details of the site clearance.

14.3 Godstone Green

- i. Playground – It was noted that there had been more sleepers removed after falling and there was concern about the safety of the climbing tree.
ACTION: Gardenwise to be instructed to remove the climbing tree, or if necessary instruct a specialist contractor to complete the work.
- ii. Cricket – Councillors considered the request for Cricket to be played on both Saturday and Sunday between May – September 2017. Councillors saw no issue with this, but requested that the Cricket Club and Football Club liaise to ensure there are no fixture clashes.
ACTION: Clerk to inform Cricket Captain.
- iii. Greenview Path – Councillors acknowledged the correspondence received from S Abbott in relation to the clearance of the grass from path and the current condition of the path. Councillors discussed the request to improve the path which is on the common land, noting the potential cost involved; it is not practical to just repair the surface; and it would have been appropriate for permission to have been sought before the clearance of the grass from the path was carried out.
ACTION: Clerk to report required work to Surrey County Council.
ACTION: Clerk to respond to S Abbott.
- iv. Pavilion – The condition of the inside of the pavilion was raised for discussion. It was noted that this was not anything to do with the Parish council, but is the responsibility of the Sports Association.
- v. HGV – Councillors noted the concerns raised in relation to HGVs in the village which had been covered during the meeting.
- vi. Hedge between Godstone Village School and Green: Councillors noted the concerns raised over the expectation of the school in relation to the work to be completed in tidying the hedge.

14.4 Hilly Fields

- i. Car Park – Discussion of Tree work
 - i.i Councillors discussed the contractor's quotes received and considered best value.
 - i.ii Councillors unanimously agreed that T Cherriman be appointed as the contractor to carry out the work.
ACTION: Clerk to inform all contractors of decision.
 - i.iii It was noted that the house next to the site had been verbally informed of work being organised to clear the site. It was noted that following historic discussions in relation to the boundary line, that care will be taken in placement of the boundary fence and that there is no provision for car access for the property.

14.5 Blindley Heath

- i. Site Lines on Eastbourne Road – It was noted that Cllr Hubery and Faulkner will be carrying out a site visit.
- ii. St Johns – Councillors discussed the grant letter received requesting £3,000 towards the maintenance of the church yard. Councillors discussed that it is not the responsibility of the Parish Council to maintain the church yard, but to support the community of Blindley Heath it was unanimously agreed that the grant be awarded.
ACTION: Clerk to respond confirming that the grant has been approved, but to include the condition that the funding is ringfenced to carry out work as stated in the letter received.
- iii. Cricket Club – Councillors noted the information provided in advance of the meeting which clarified the grant request of £125 towards the clubs Electricity costs. Councillors unanimously approved the grant payment of £125 to Blindley Heath Cricket Club.
- iv. Blindley Heath Liaison Group Councillors noted that a meeting of the liaison group would be taking place soon and that the issue of cuts being made to the number of rangers would be discussed.
- v. Path on A22 on junction with Byers Lane – The report of overgrown hedges and grass on verge outside cottages on the A22 was noted and Cllr Faulkner confirmed that a site visit had taken place, but that it was not clear what the issue was so clarification was being sought from the Parishioner who had raised the concerns.
- vi. Dog Bin - Cllr Faulkner confirmed that he is meeting with someone from TDC next week.
- vii. Telephone Box – Cllr Faulkner put forward a request that due to the state in which the telephone box is left that BT are contacted to request that it is removed. Councillors supported this proposal.
ACTION: Clerk to write to BT a request the removal of the telephone box.
- viii. Notice Board – It was noted that the notice board will now be placed at the Forman's Institute and not in the church yard.

14.6 Tilburstow Hill Common

- i. Tree Care - Discussion of Tree work
 - i.i Councillors discussed the contractor's quotes received and considered best value.

i.ii Councillors unanimously agreed that Connick Tree Care be appointed as the contractor to carry out the work.

ACTION: Clerk to inform all contractors of decision.

15. Burial Grounds

15.1 Applications for Exclusive Rights of Burial

- i. Councillors noted that applications for Younger Plot: 559 and Francis Plot: 374

15.2 Applications for consent to erect Memorials

- i. Buckland (475) – Councillors noted that a request to alter the current Memorial in place to extend the base stone and include a new inscription had been made. The Clerk advised that on the details submitted the height of existing headstone is 900mm, which falls outside regulations, but as this is a change to an existing memorial and the change does not fall outside the regulations, the Clerk recommends that permission is granted. Councillors unanimously agreed with the recommendation.
ACTION: Clerk to confirm permission has been granted.
- ii. Carey (500) – Councillors noted that Clerk had granted permission.

15.3 War Memorials

- i. There is still work to be completed on the war memorials, but the contractor has not invoiced us yet either so there was no concern that this work would not be completed.
ACTION: Clerk to follow up with contractor on plans to complete the remaining work.

15.4 Footpath clearance

- i. It was confirmed that work has been completed. It was noted that there is a small area of grass to be put right by near Glebe House, where the contractor gained access to the burial ground and this will be carried out when conditions are appropriate.
ACTION: Clerk to send a letter of thanks to Glebe House.

15.5 Resiting of previous Bench from Postengate Farm Memorial Site

- i. It was noted that written confirmation had been received from Andy Packham of his meeting with Councillor Hubery and the agreement that bench be located near the pond on the Hunter's Chase open space/play area site.
- ii. Councillors discussed that it would be necessary to arrange a new plaque for the bench of anodised aluminium and that the wording should be the same as the original plaque.

ACTION: Cllr Hubery to confirm the wording on the original plaque.

ACTION: Clerk to research the purchase of a new plaque.

16 Correspondence

- i. Councillors noted the e-mail correspondence circulated and detailed below:
Circulated - Housing Committee Agenda 17 January 2017
Minutes for Tandridge Local Committee, Friday, 9 December 2016, 10.15 am
2017 Surrey Rural Conference
Tandridge Delegated Action List 11. 4 Jan 2017
Planning Policy Committee Agenda – 18th January 2017
Press release: Council Leader outlines key business initiatives
Details to report violations of vehicle licence restrictions
Info on Night Flights and Noise Management
Copy for the Parish Magazine.
Surrey County Council - council tax information
Overview & Scrutiny Committee Agenda – 31st January 2017
Council tax – Request for Feedback from Cllr Windsor
SALC Spring Conference - Featuring SCC Referendum Update
Licensing Committee Agenda for the meeting to be held on the 2nd February 2017.
Night time switch off
Committee asked to approve a new operating model for the council and property investment
Tandridge DC's Resources Committee - 7th Feb
VPR-Syrian Vulnerable Person Resettlement programme
NALC DIS 900 & Grants and Funding Bulletin
TAG Annual General Meeting - Jan 2017 - Draft minutes
January 2017 Stakeholder Bulletin - Surrey Police
Night Flight Consultation Response
- ii. Councillors noted the letter correspondences sent and detailed below:
BT - Blindley Heath - Telephone cable obstructions
Mr D Russell - Fair on Godstone Green

Cllr Windsor – Response to request for a response to letter from Public Forum
Letter to Allotment holders – Notification on work to take place at Salsbury Road allotments
Blindley Heath Cricket Club

17 Matters for reporting or inclusion on future agendas

- i. It was requested that the switching off street lights at night be included as an agenda item at the next meeting.
- ii. It was noted that the next meeting of the Parish Council will be held at 7.30 pm on Monday 6 March 2017 at St Stephens Church, South Godstone.

Part 2

- i. Councillors resolved 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.
- ii. Minutes on a separate sheet.

----- END OF MEETING -----

Signed
Chairman

Date:2017