

Godstone Parish Council

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

Clerk to the Parish Council

Mrs S Endersby

22 May 2017

The Bounty
Godstone Green
Godstone, Surrey
RH9 8DY

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Minutes

of the Annual meeting of Godstone Parish Council held on
Monday 8 May 2017 at 7.30pm at St Stephens Church, South Godstone, Godstone

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

In attendance: Mrs S Endersby

Open Forum: Surrey County Councillor R Thorn and Leslie Head

Questions from Members of the Public –

L Head (LH), Godstone – Fenemore Memorial Bench – LH stated his disappointment on the bench being moved at all and particularly now the vandalism that has taken place.

ACTION 5/2017 – PF1: Clerk to report the bench vandalism to the police.

E Garrard (EG), Blindley Heath – Hand Car Wash at Esso Garage, Blindley Heath – EG stated that she had attended the meeting to request support from the Parish council in objecting to the change of a machine operated car wash to a hand car wash. EG reported tendency for operator to breach stated opening hours; noise pollution impacting residents; concern in relation to the environmental impact – the amount and disposal of waste water and cleaning products; and Tandridge District Councils response, including that it was not deemed enough of a change of use to warrant a planning application.

The Parish council responded stating that as this was a planning related matter they would refer it the Planning Committee for discussion at the next meeting.

ACTION 5/2017 – PF2: Clerk to include Blindley Heath Hand Car wash at Esso Garage.

R Galgust (RG) and G Skivlington (GS), Tillburstow Hill – HGV – Raised the matter of HGV traffic along Tillburstow Hill; what the licences allowed; does it take a serious incident to create change; and that they hoped the north and south of the village would work together on the matter.

The Parish council responded stating that the HGV licences did put restrictions on movements and times; the number of traffic incidents does have an impact on action being taken. It was noted that Transport Police will check HGV TACO monitors. The councillors asked if Councillor R Thorn would continue trying to find a resolution to the safety concerns at Anglefield Corner.

Gail Bozec, Godstone – Salisbury Road – Asked if the planning application had been successful. It was confirmed that the application to develop the garage site had been refused.

1. County and District Councillors – Brief report on matters affecting the Parish

Surrey County Councillor and Tandridge District Councillor R Thorn –

Appointment as Surrey County Councillor – Cllr R Thorn acknowledged the recognition from the Parish council on her appointment as a County Councillor and stated that she had visited the county offices and was getting to grips with her new role.

Hand Car Wash at Esso Garage, Blindley Heath – Cllr R Thorn believed that a letter from the enforcement office had been sent, but noted that this was not the case. Cllr R Thorn to speak with Parishioners.

District County Councillor N Childs - Sent his apologies and the following points were raised by Cllr R Thorn on his behalf:

Next consultation to the Local Plan – Are the Parish council going to be in a position to object to vast developments at the next consultation on the local plan.

White Hart Barn – Had the Parish Council applied for the White Hart Barn to be an Asset of Community Value. The Parish Council responded that this had been investigated and considered, but that it would need to be

proved that the pub was a 'vital asset to the community'. It was noted during the discussion that the scaffolding at the White Hart Barn needs to be licensed.

Ridge Radio – Had the Parish council considered and responded to the proposal made by Ridge Radio. Clerk apologised that this was an outstanding action, and would ensure a response was sent to Ridge Radio.

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

- 2.1 Cllr J Gardner was proposed as chairman by Cllr B Hubery, seconded by Cllr J Faulkner
- 2.2 Councillor J Gardner was appointed as Chairman of the Parish council and the declaration of acceptance of office was completed.
- 2.3 Cllr B Davis was proposed as vice chairman by Cllr J Faulkner, seconded by Cllr M Gillman.
- 2.4 Councillor B Davis was appointed as Vice Chairman of the Parish council.

3. Committees –

- 3.1 Election of Committee Members to Planning; Neighbourhood Plan and Finance committees
 - i. Planning Committee – Members appointed to the committee: Cllrs J Gardner, J Faulkner, B Davis, C White, M Gillman, M McLoughlin and K Knox.
 - ii. Neighbourhood Plan Committee – Members appointed to the committee: Cllrs B Davis and C White.
 - iii. Finance Committee – Members appointed to the committee: Cllrs C White, M Gillman, R Johnson and B Hubery.
- 3.2 Terms of Reference of Planning; Neighbourhood Plan and Finance committees
 - i. All Terms of Reference (ToR) had been circulated in advance of the meeting.
 - ii. Planning Committee – ToR to be reviewed at the next committee meeting.
 - iii. Neighbourhood Plan Committee – ToR to be reviewed at the next committee meeting.
 - iv. Finance Committee – It was confirmed that the ToR had been reviewed at the committee meeting held on 3 May 2017 and there had been no changes made.

4. Election of Representatives

- 4.1 Surrey County Association of Parish and Town Councils – Cllr B Hubery
- 4.2 Godstone Preservation Society – Cllr M McLoughlin
- 4.3 White Hart Barn Committee – Cllr J Faulkner
- 4.4 Citizens Advice Bureau – No representative
- 4.5 Surrey Rail Forum – Cllr B Hubery
- 4.6 Blindley Heath Management Committee (BHMC) – with representatives from Tandridge District Council – Cllrs B Hubery, J Faulkner and M Gillman
- 4.7 Godstone United Charities – No representative
- 4.8 Gatwick Area Committee – Cllr M Gillman
- 4.9 North Park Farm Quarry – Cllr K Knox
- 4.10 Redhill Aerodrome Consultative Committee - Cllr M Gillman
- 4.11 Godstone Village Association – Cllrs R Johnson and J Gardner
- 4.12 Surrey Countryside Access Forum - Cllr M Gillman
- 4.13 North Downs Line CRP - Cllr B Hubery
- 4.14 River Eden - Cllr M Gillman

5. Appointments of areas of responsibility

- 5.1 Allotments - includes Salisbury Road and Hilly Fields sites – Cllrs B Davis and J Gardner
- 5.2 Blindley Heath Common – Cllr J Faulkner
- 5.3 Godstone Burial Grounds – Cllr M McLoughlin
- 5.4 Godstone Green: includes Godstone Green/Greenview/South View - "BT" Kiosk/Children's Play Area - Cllr M McLoughlin
- 5.5 Hilly Fields – Cllr J Gardner
- 5.6 Tilburstow Common – Cllr B Hubery
- 5.7 Maintenance contractor overseer – Cllr M McLoughlin
- 5.8 Website Co-ordinator – Mary-Anne Parsons in liaison with Cllr R Johnson
- 5.9 Newsletters (3) - Mary-Anne Parsons in liaison with Cllr R Johnson

6. Annual Matters to note and review

- 6.1 Standing Orders/Financial Regulations
 - i. It was noted that the Standing orders were reviewed in February 2017 and no further discussion was necessary;
 - ii. It was noted that the Financial regulations had been reviewed at the Finance Committee meeting on 3 May 2017 and there had been an amendment agreed to the regulations.

ACTION 5/2017 - 1: Financial regulations to be circulated by the Clerk to all Parish Councillors and update the website following the amendment agreed by the Finance Committee being made to the document.

- 6.2 Complaints - The complaint policy had been circulated in advance with meeting papers. The councillors discussed the policy and there were no changes made.

ACTION 5/2017 - 2: Clerk to insert a review date on the Complaints policy document.

6.4 Summons to attend Meetings

- i. Councillors considered and agreed the following motion: *'Three clear days at least before a meeting public notice must be given and a summons signed by the proper officer sent to every councillor. Such a summons may be signed and dispatched electronically if the recipient councillor consents. The agenda must also be posted on the Council's website.'*; and
- ii. It was noted that this motion was agreed, with the exception that Councillor J Faulkner will continue to receive a paper copy of all meeting papers.

6.3 Meeting dates for the year June 2017–May 2018 – Councillors agreed that the Parish council meetings should continue to be held on the first available Monday of each month.

ACTION 5/2017 - 3: Clerk to confirm venue bookings for all Parish council meetings between June 2017 – May 2018.

6.4 Publication Scheme

- i. It was noted that the Freedom of Information (FOI) Publication Scheme was last reviewed and adopted in 2008. Copies of the current adopted publication scheme and current Information Commissioners Office (ICO) model were circulated with meeting papers.
- ii. It was agreed that the current Publication Scheme would remain in place until the Clerk was able to confirm if there should be any changes made following a review of the current ICO model publication scheme.

ACTION 5/2017 – 4: Clerk to compare the current Parish publication scheme with the ICO model scheme, as soon as reasonably practical, to ensure that the Parish publication scheme is up-to-date.

7. Apologies and reasons for absence

7.1 Apologies were received and noted from Councillors M McLoughlin and K Knox.

ACTION 5/2017 - 5: Cllr J Gardner and Clerk to contact Cllr Knox to request that apologies are always sent in advance of the meeting.

8. Declarations of Interest – there were no declarations of interests made.

9. **Minutes** of the previous meetings held on 3 April 2017 were confirmed as a correct record of the meeting and signed by the Chairman.

10. Neighbourhood Plan Committee

10.1 Councillors noted the report from Councillor Davis, which was circulated with meeting papers in advance of the meeting: The Steering Group for the Neighbourhood Plan last met on the 10th April and are due to meet again on the 10th May. There are a number of working groups looking at specific areas of the Neighbourhood Plan that either will now, or will in the future, need attention. These are: Business & Employment; Communications; Housing; Infrastructure; Leisure and Open Spaces; Research and Evidence Gathering; and Transport.

A timeline is currently being calculated that will form the basis of a project plan to produce the Neighbourhood Plan (this is a requirement for the application for grant funding, but is equally essential for everyone involved to know the target end date). There will be a need for additional funds, outside of any grant application, and ways of fund raising are being considered as to their practicality and suitability.

We have been in touch with the Chair of the Steering Group working on the Tandridge Neighbourhood Plan and are looking to see if there are things that we might be able to do together or information that we can share. Our Chair and theirs are due to meet in the next week or so.

The plan, in general, is beginning to get traction and there is now a list of over 50 volunteers who are eager to assist with the plan in one way or another. It is anticipated that one of the first engagements with the public will be a survey as part of a housing needs assessment, this will probably be followed by a second survey that will cover a far wider scope.

10.2 It was reiterated that any meeting of the Neighbourhood Plan Committee must be a public meeting and the agenda is to be published by the Clerk to the Parish Council.

10.3 It was reported that the Finance committee had agreed that a starting fund of £500 should be allocated to the committee, for example to cover the costs incurred to hold the committee meetings.

10.4 Councillor Gilman raised his concerns in relation to the committees Terms of Reference.

ACTION 5/2017 - 6: Cllr Gilman to circulate comments to Parish council.

11. HGV – Report on monitoring (Councillor McLoughlin)

11.1 Item postponed.

12. Annual Parish Meeting (APM)

- i. Confirmation of Agenda – Councillors approved the agenda for the APM.
- ii. Review of invites, awards and responses so far – Councillors noted the information in relation to arrangements.

ACTION 5/2017 - 7: It was agreed that a letter would be sent to one Parishinor who had declined the offer of a Community Award as the Parish Council still want to recognise their contribution to the community.

- iii. Agree meeting format – Councillors noted that Mark Pearson is confirmed as guest speaker.
- iv. Chairman’s report (to be drafted) – Councillors agreed that the following items should be included in the Chairman’s report, recognition of all three villages; HGVs; Car park; Allotments; burial ground path; playground; Blindley Heath Common volunteers; and the Neighbourhood Plan.
- v. Agree refreshment arrangements – It was decided that tea, coffee and biscuits would be served and Cllr J Gardner would make the arrangements.

ACTION 5/2017 - 8: Cllr Gardner to ensure that tea and coffee is served.

13. Reports

13.1 Action taken – to be ratified (if any)

- i. A full list of the ACTION points from last meeting were circulated with meeting papers and it was agreed that the outstanding action points detailed below would be reviewed at the June meeting, all other actions had been completed or were covered elsewhere on this meeting’s agenda.

Apr-17	ACTION: Gatwick flight path - Clerk to research what action other Parish Councils such as Outwood, Redhill and Charwood, are taking.	Information taken to June meeting.
Apr-17	ACTION: Clerk to confirm arrangements with current Website host, i.e. confirming cost implications of stopping use of host site.	Deferred to June
Apr-17	ACTION: Clerk to ensure that the website complies with information stipulated in 11.4 i-iv.	Noted by M-AP in Website information.
Apr-17	ACTION: Paving slabs to be laid at a suitable opportunity.	Pending
Apr-17	ACTION: Cllr McLoughlin to review the BCP with the Clerk. Emergency Plans to cover each village are to be included as part to the BCP.	Pending
Apr-17	ACTION: When possible the Clerk to place written notice on a car, if it is observed regularly for long periods of time in the car park, that there is a time restriction of 3 hours parking.	Will be actioned if ever possible.
Apr-17	ACTION: Councillors to review the use of the car parks further.	Noted for June Agenda
Apr-17	ACTION: Put a notice board on the site to keep parishioners informed of the work taking place. Clerk to liaise with G Dicks to relocate the old notice board.	Contractor contacted, arrangements for board to be put in place still to be completed.
Apr-17	ACTION: Clerk to follow up the street lights information provided by Councillor Johnson and submit online.	Bakers Mead/Selbourne Square/Ockleys Mead & Lindley Road and the Green as the Pathway used in evening for sports and people leaving the Godstone Club.
Apr-17	ACTION: Clerk to confirm cost of s sign writer.	Initial visit of £85 to review work and submit a quote.
Apr-17	ACTION: Councillors to visit the allotments, but the generally consensus was not to remove the trees.	
Apr-17	ACTION: Clerk to update the grant application form.	Complete - need to revisit in June as Clerk has Grant information in relation to statutory requirements.
Apr-17	ACTION: Clerk to confirm in writing of notice to quit allotments for office records.	
Apr-17	ACTION: Clerk to respond to parishioner noting the Land Registry information for the Parish council.	

Apr-17	ACTION: Clerk to include consideration of areas on the allotment in the next phase of work.	Pending following plotting.
Apr-17	ACTION: Playground - Councillors McLoughlin, Gardner and Hubery to arrange a meeting to present a proposal at the next meeting of actions to be carried out.	
Apr-17	ACTION: War Memorials - Clerk to follow up with contractor.	Followed up 8 May 2017, confirmed this week or next.
Apr-17	ACTION: Clerk to follow up with contractor who carried out path extension to make good the area damaged.	

13.2 Clerks Report

- i. Allotments and Burial Ground Training Reports – Deferred to June meeting
- ii. Website Update – Deferred to June meeting
- iii. Manhole cover next to tennis club fence – Councillors noted that it has been logged and reported to SCC.
- iv. Bounty Lease – The Clerk followed up with the solicitor and it is confirmed that there is a balance on the account of £310.00 being the £350.00 received less the Land Registry fee of £40.00 to register the lease and a cheque for that amount together with the Lease and a certified copy of the counterpart will be sent by recorded delivery.

13.3 Chairman's Report – No discussion

13.4 Reports (for noting) from representatives on outside bodies

- i. Councillor Hubery reported that along with Paul Newdick from the BHMC, he met with the new Surrey Wildlife Trust (SWT) representative and walked the SSSI site. It was noted that the repairs and maintenance of the fencing required to allow cattle to graze was being dealt with by SWT and that SWT would still like to encourage and promote volunteers to help on the SSSI site.

ACTION 5/2017 – 9: Clerk to ensure that request for volunteers to help SWT on the SSSI is published in the Parish magazines.

13.5 Reports (for noting) from Members' areas of responsibility

- i. It was noted that Cllr J Faulkner has submitted his inspection report.
- ii. Forman's Institute – It was noted that there had not been a response from the Charities Commission following the letter being sent by the Parish Council.

ACTION 5/2017 – 10: Clerk to follow up requesting acknowledgement from the Charities Commission in relation to the letter sent about the Forman's Institute.

- iii. Telephone Box, Blindley Heath – This is still in place and it was confirmed that it will be removed, but it is a national program so could take a little while.
- iv. Enterdent – Japanese Knotweed has been reported at the Enterdent.

ACTION 5/2017 – 11: Cllrs B Hubery and J Faulkner will visit the site.

- v. Councillor C White reported that the Internal Audit was taking place on 10 May 2017.
- vi. Councillor B Hubery reported that he had been contacted about a dead tree in Blindley Heath. It was noted that it was considered a low safety risk.

ACTION 5/2017 – 12: Cllrs B Hubery and J Faulkner will monitor the tree.

- vii. Councillor B Hubery reported that he had been contacted about the bench that had been relocated to South Godstone from the Fenemore Memorial site, which has been vandalised beyond repair.

ACTION 5/2017 – 13: Order for plaque to remain and councillors agreed that the plaque would be put on one of the other benches.

14. Current Planning issues

14.1 District Council Planning Decisions

- i. Councillors noted the following Tandridge District Council planning decisions:

Application Number	Address	Decision
2017/194	Garages, Salisbury Road, Godstone, RH9 8AB	Refused
2017/428	The Hawthorns, Eastbourne Road, Blindley Heath RH7 6JR	Approved
2017/471	19 Dewlands, Godstone RH9 8BS	Approved
2017/596	33 Woodlands Drive, South Godstone RH9 8HU	Approved

- ii. Councillors discussed the council consideration of Planning application 2017/194, noting that there was a motion proposed later in the agenda in relation to this matter.

14.2 Current Planning Lists and applications

- i. Report from the Planning Committee meeting held on Monday 10 April 2017 – Councillors noted that Minutes of the committee meeting had been circulated in advance of the meeting.
- ii. Planning applications received since the Planning Committee – Councillors reviewed the planning applications detailed below:

2017/714	5 Harts Lane, South Godstone RH9 8LZ	Demolition of existing porch. Erection of single storey extension to east elevation. (Certificate of Lawfulness for a Proposed Use or Development)	No comment
2017/563	Whyte Gate Farm, Tilburstow Hill Road, South Godstone RH9 8LY	Conversion of existing chicken barns to two dwellings.	No comment
2017/414	110 Ockleys Mead, Godstone RH9 8BA	Erection of hip to gable roof extension incorporating dormer to north elevation in association with conversion of loft space to habitable accommodation. Formation of two roof lights to south elevation. (Certificate of Lawfulness for a Proposed Use or Development)	No comment

14.3 Any other current planning matters, including Appeal

- i. Councillor reviewed the email received from The Spot, which had been circulated with meeting papers.

ACTION 5/2017 – 13: Councillors asked that the Clerk respond apologising if the proprietor of The Spot felt aggrieved by the comments of the Parish council, but confirmed that they had acted on information presented to them at the time the application was considered.

15. Finance

15.1 Accounts for payment - to approve **April** accounts for payment

GPC Ref:	Company	Invoice No.	Payment for:	Break down	Total Payable:
GP79 GP80 GP81	Staff		Salaries		1528.68
GP66	Expenses		Postage and subsistence		£15.90
GP67	ICCM	4477/2017/18	Membership - Burial Ground		£90.00
GP68	Surrey ALC Ltd	2009	Subscription		£1,649.84
GP69	Fairalls Ltd	4264396	Supplies to repair Car park		£72.37
GP70	R May	42822	Repairs to toilet floor. Rake and repoint walls outside		£285.00
GP71	BT	42842	Business Tel Bill		£63.19
GP72	EON		Electricity	Credit following meter reading	-£11.77
GP73	R&S Etherington Ltd	10119	Skip for Allotments	Ratify as per email.	£195.00
GP74	Gardenwise	05-6507	Ratify – Grass Cutting (as per email)	Green and Greenview x 2 - £800 Burial Ground x 2 - £700 Blindley Heath - £400 Burial Ground, Middle x 2 - £260 Burial Ground, Front and Ashes x 2 - £200 Burial Ground, Old x 2 - £300	£2,660.00
GP75	Gardenwise	05-835	Ratify – Maintenance (as per email)		£1,152.00
GP76	Glebe House	0505134	Hire of equipment for work on the		£72.00

			allotments		
GP77	Glebe House	0505133	Hire of equipment for work on the allotments		£72.00
GP78	GACC	706	Subscription		£10.00
GP79	NEST		Pension Contribution	Online submission – month statement confirmed by (CW) and filed in PAYE file.	55.69
Proforma	Cricket Club (Gardenwise)	1680968 – Total £505.98	Spring Maintenance work	For Cricket club using £500 legacy held by Parish Council.	£505.98
GP80	Fullers	706	Top Soil – Allotments		£180.00
TOTAL					£8595.17

- i. Councillors resolved to approve the payments listed totalling £8595.17 and two councillors countersigned all invoices.
- ii. Councillors noted that the Proforma invoice in relation to work carried out for the Cricket Club had been countersigned by the appropriate parties, in line with the conditions stipulated on receipt of the legacy.
ACTION 5/2017 – 18: Clerk to write to Cricket Club and person who had sent the cheque for Cricket Club to confirm that the money left as a legacy and held by the Parish Council had now been spent and the matter is closed, including confirmation that D Christmas had reviewed and signed the Proforma invoice
- iii. Councillors queried the number of cuts carried out by Gardenwise. It was confirmed that Councillor M McLoughlin had reviewed and agreed with the invoice as correct.
ACTION 5/2017 – 19: The Clerk to follow up with Cllr McLoughlin to confirm the number of cuts carried out by Gardenwise.

15.2 Financial Report to **March** receive and note – Councillors noted the accounting records for **March**, including the bank statement, incorporating the bank reconciliation which was available at the meeting for examination and it was agreed, signed and dated by the Chair.

15.3 Salaries and Pensions - Councillor noted that the April salaries had been paid in accordance with 7.2 of the Financial Regulations.

15.4 Direct Debits and Monies Received -

Direct Debits

- i. Councillors noted that the Direct Debits were detailed in the Payment schedule GP71 and GP72.

Monies Received

- ii. Councillors noted the Total Monies Received, detailed below for March
- iii. Councillors agreed that going forward monies received will reported for the previous month, following the bank reconciliation being completed for the previous months.
- iv. Figures for March -

Insurance refund for event cancelled in 2016	300.00
Enterdent Garden Plot	21.50
Allotment (SR)	55.00

15.5 Grants - Councillors noted that there were no grants to consider this month.

15.6 Audit – Councillors noted that the Internal Audit is taking place on 19 May 2017.

15.7 Local Government Transparency Code – Quarterly information for publication Jan – Mar 2017

- i. Councillors noted the Invoices for £500 or above, between Jan – Mar 2017, which are to published in line with the Transparency requirements:

Ref:	Supplier Name	Details	Gross Invoice Amount	VAT (which can be claimed back)	NET Cost
2016-17-174	1st Godstone Scouts	Rent	£625.00		£625.00
2016-17-178	Gardenwise	Maintenance	£720.00		£720.00
2016-17-181	Ultralite	Christmas Lights	£1,722.00	£287.00	£1,435.00
2016-17-183	PAC Handyman	Noticeboard B'Hth	£1,080.00	£180.00	£900.00
2016-17-196	Gardenwise	Maintenance	£873.00		£873.00
2016-17-198	Jenner Electrical	Electrical Maintenance - Bounty	£944.84		£944.84
2016-17-199	T Cherriman	Burial Ground Path Extension	£8,330.00		£8,330.00
2016-17-207	Fullers	Work to clear Salisbury Road Allotments	£14,778.48	£2,463.08	£12,315.40
2016-17-208	Cherrimans	Work to fell trees at the new Car Park site	£4,300.00		£4,300.00

2016-17-216	St John's Church	Grant for Maintenance and grass cutting	£3,000.00		£3,000.00
2016-17-222	HPS (High Performance Strategies)	Computer Upgrade and maintenance	£2,850.55	£475.09	£2,375.46
2016-17-227	1st Godstone Scouts	Bounty Rent - Quarterly rental payment as per Lease	£625.00		£625.00
			£39,848.87	£3,405.17	£36,443.70

15.8 VAT Claim October 2016 – March 2017 - Councillors noted that the VAT claim had been prepared and the total reclaim for the period is £4163.46.

ACTION 5/2017 – 20: Clerk to submit the VAT claim for October 2016 – March 2017.

15.9 Parish Council Accounts – Year ended 31st March 2017 were circulated with the meeting papers, and will be put forward for final sign off at the June meeting following the Internal Audit.

15.10 Community Infrastructure Levy (CIL) Funding Annual Report request from Tandridge District Council – Councillors noted that there was no CIL funding received by the Parish and that the submission of spending form detailed this.

ACTION 5/2017 – 20: Clerk to submit the CIL Annual Report to Tandridge District Council (TDC).

16. Greens, Commons and Land - To receive updates, reports and consider any recommendations:

16.1 Car Park - to include:

i. Archaeological reports - Councillors considered the information presented to them in relation to appointing a contractor to carry out the Archaeological Written Scheme of Investigation:

Minutes Ref.	Response received	Quote total
Ref: 1	Yes	£1585 with Assumptions and Exclusions detailed. This figure excludes services of an archaeological contractor to excavate the site.
Ref: 2	Yes	£3858 - supporting paperwork available at meeting.
Ref: 3	Yes	£1400 is baseline - supporting paperwork available at meeting.
Ref: 4	Yes	£350 initial Written Scheme of work and then would need to be revisited for next stage.

All figures are exclusive of VAT.

ii. On consideration of the information councillors unanimously approved a contractor, Ref: 3 to carry out the work to prepare an Archaeological report for submission to TDC to comply with the Planning Application conditions.

ACTION 5/2017 – 21: Clerk to inform company awarded the contract to prepare the Archaeological report and those who were not successful.

iv. Contamination Report - Councillors noted that there was currently only one quote to consider in relation to preparing a Contamination Report, for submission to TDC to comply with the Planning Application TA/2015/1790 conditions and this should be revisited at the June meeting.

ACTION 5/2017 – 22: Clerk to follow up specification letter for a contamination report and include this item on the June meeting agenda.

16.2 Hilly Fields Allotments – No discussion

16.3 Salisbury Road Allotments - to include:

i. On consideration of the quotes detailed below in relation to plotting and mapping, as detailed in the specification letter, at the Salisbury Road allotment site councillors unanimously approved a contractor, Ref: 7 to carry out the work:

Minutes Ref.	Response received	Quote total
Ref: 5	Yes	£1,500
Ref: 6	Yes	£1200 (Part 1 - £500 Part 2 - £700)
Ref: 7	Yes	£1000 (Part 1 - £550 Part 2 - £450)
Ref: 8	Not used	

All figures are exclusive of VAT

ACTION 5/2017 – 23: Clerk to contact one more contractor on request of the Parish council of a contractor used in the past, if this quote is not lower or takes an unreasonable amount of time to gather then Clerk to inform contractor Ref: 7 of successful award to carry out the work as Councillors noted the importance of completing work in a reasonable amount of time due to the season.

i. Councillors considered the motion proposed in relation to potential decisions required by the Parish Council dependent on the outcome of Planning Application 2017/194 Garages, Salisbury Rd, Godstone RH9 8AB - The parish council agrees that if houses are built on the Salisbury Road garages site the developer will be allowed to install a rainwater soakaway (location to be agreed) on the adjoining land owned by the Parish council and used as allotments. The Parish council also agrees that an area of land, (in a location to be agreed with the developer), will be set aside as a carpark for allotment users and to provide better access to the site. All associated costs of the work, including any legal costs of the parish council, will be paid for by the developer and the parish council will also negotiate with the developer a benefits package and/or a wayleave before any work commences. The Parish Council unanimously agreed and passed the motion.

ii. Councillors noted that there had been another pile of rubbish, following the final clearing and rotavating of earth and ratified the decision, circulated by email, to hire a skip on Thursday 27 April as per email to pay invoice in advance.

ACTION 5/2017 – 24: Clerk to include an agenda item for the next meeting covering the next stage after the plotting of the allotments council to consider setting up an association for the allotments and the possibility of a communal area and brown bins for waste, cost of brown bin to be investigated and Parish council to consider at the next meeting.

iii. Councillors considered the issue of people asking for half plots from full ones and agreed that there was no issue with this as long as the office records and paperwork reflected the changes.

16.4 Godstone Green

i. Memorial bench for Richardson – Councillors recalled the request and the bench has to be a hard wood bench, which usually cost around £250. The councillors had no objections to the placement of the bench, but specified that it should be on a concrete base. The Parish council's contractor must be used for any works required and paid for by the family, following confirmation of costs.

ii. Godstone Fete – Committee have submitted a copy of the Public Liability Insurance for 28 August 2017 with the Indemnity Limit set as £2,000,000. Councillors noted receipt of the insurance paperwork.

ACTION 5/2017 – 25: Clerk to clarify with the fete committee why the insurance only covers the day of the fete, Monday 28 August, as the committee have asked for use of the Green on 26 August and 27 August for preparations and a church service.

16.5 Blindley Heath - to include:

i. Blindley Heath – Councillors discussed what action should be taken in relation to the ringfenced funds, including reference to the agreement with Surrey Wildlife Trust (SWT) and what is excluded from the agreement and the Parish are still responsible for. Minutes received from BHMC when this matter was discussed were circulated with meeting papers for information. Following a short discussion, it was agreed to postpone this matter until the June meeting.

ACTION 5/2017 – 26: Clerk to include what action should be taken in relation to the ringfenced funds for Blindley Heath SSSI site as an agenda item at the June meeting.

ACTION 5/2017 – 27: Blindley Heath Ringfenced funds – Cllr J Gardner to confirm with SWT if the HLS includes the Single Payment Scheme (SPS).

ii. Clacks House, Ray Lane – Councillors noted the report on this matter. There are potholes in the road which the lease confirms is the responsibility of the resident to maintain the access way in sound condition, but that materials to be used must be approved by the council.

Councillors considered the proposal to repair the track at the top of the track where it joins Ray Lane with 10mm black DBM tarmac, for 5 metres and for the rest of the track using 75mm type one road stone, which would then be compacted. Safety considerations in relation to this turning were also noted during the discussion. Councillors had no objections to the track surface replacement proposal.

An additional request was made in relation to the track width, the track is currently 2.80m, and the request is to increase this by 20cm for emergency services access. Councillors were cautious about the request to widen the track due to the location of the track and the SSSI site.

ACTION 5/2017 – 28: Clacks House, Ray Lane – repairs to the track - Councillors B Hubery and J Faulkner to carry out a site visit and meet with the Parishinor and liaise with the BHMC.

iii. Survey of Fence Lines around southern compartment - Blindley Heath LNR 19th April 2017
Councillors noted the report circulated with meeting papers.

16.6 Tilburstow Hill Common – The report of new sighting of Japanese Knotweed at the Enterdent investigated by Councillor Hubery had been discussed during the meeting.

17. Burial Grounds

17.1 Applications for Exclusive Rights of Burial - None

- 17.2 Applications for consent to erect Memorials
 - i. Stamford – 194 – Councillors noted that Clerk had approved this application as it was within regulations.
 - ii. Councillors noted that there are no specific details in relation to wording of memorials in the burial ground regulations, but if the wording was deemed appropriate and not offensive the Clerk could approve requests as with other memorial requests.
 - iii. Payne – Plot 527 – Additional inscription requested, Councillors noted that the wording is appropriate and approved the application.
 - iv. Hankey – Plot TBC - Additional inscription requested, Councillors noted that the wording is appropriate and approved the application.

ACTION 5/2017 – 29: Clerk to notify all those who have made a memorial application of approval.

17.3 War Memorials – Councillors noted that the Parish office continue to chase for the final part of the cleaning to be completed.

17.4 Footpath clearance – Work to make good grass damaged.

ACTION 5/2017 – 30: Clerk in liaison with Cllr J Gardner to confirm that the work has been completed.

17.5 Posterngate Farm Memorial Site

- i. Resiting of previous Bench – Discussed during the meeting.
- ii. Proposed Wooden Cross for wreaths –

ACTION 5/2017 – 31: Clerk apologised as this remained an outstanding action point to that the Parish Council will not be taking the offer up.

18. Correspondence

18.1 Councillors noted the correspondence detailed below:

- i. Despatch - 11th April 2017 - Council Agenda Book for the meeting on 20th April 2017;
- ii. NALC Chief Executive's Bulletin 14 - 13 April 2017;
- iii. Press Release: Find out more about the Caterham Masterplan at upcoming exhibition event;
- iv. NALC Chief Executive's Bulletin 15 - 21 April 2017;
- v. Treasury & Investment Sub-Committee Agenda for the meeting - Tuesday, 2nd May 2017;
- vi. Blindley Heath Liaison Group Minutes from Special Meeting on 7 March 2017;
- vii. Surrey Police - April 2017 Stakeholder Bulletin;
- viii. Press pack for Surrey County Council 4 May elections; and
- ix. Public Rights of Way Resources.

18.2 **ACTION 5/2017 – 31:** Clerk to write a letter of thanks to Mrs Helena Windsor:

19. Matters for reporting or inclusion on future agendas

19.1 Councillors noted that the Neighbourhood Plan Logo would be included as an agenda item at the next meeting, subject to a final proposal being ready from the GNPC.

19.2 The next meeting of the Parish Council will be held at 7.30 pm on Monday 5 June 2017 at St Stephens Church, South Godstone, Godstone.

Part 2 matters – No items

----- End of Meeting – 10.30pm -----

Signed _____ Dated _____