

**Minutes of the Annual Meeting of Godstone Parish Council held on Monday 10th May 2010 at
the Parish Rooms, South Godstone at 7.45pm.**

Present:

Mr B Hubery – Chairman
Mr R Bannister, Mrs V Cluff, Mrs E Jackson, Mr B Jeffries, Mr J Johnson,
Mr K Knox, Mr J Quincey and Mr T Tomlinson.

In attendance: Mr C Anderson - Clerk to the Parish Council

1. Election of Chairman.

Mr Hubery was re-elected unopposed. The Declaration of Acceptance of Chairman's office was completed and signed.

2. Election of Vice Chair

Mrs Cluff was re-elected Vice Chair unopposed.

3. Committees –

1. Election of Committee Members
The following members were elected:

- a. Planning
All members.
- b. Finance
Mr Bannister, Mrs Cluff, Mrs Hubery, Mr Knox and Mr Tomlinson.
- c. Godstone Green Management Committee
Mrs Cluff, Mr Hubery, Mr Jeffries and Mr Johnson and representatives from the Football, Cricket Clubs and Sports Association, as agreed by Committee.
- d. Burial Grounds Committee
Mrs Cluff, Mr Jeffries and Mr Tomlinson
(Also include Rector of St Nicholas Church, Rev. D Rouse and one other.)

2. Terms of Reference for Committees
Copies had been circulated with the agenda and were agreed.

4. Election of Representatives

- 4.1. Surrey County Association of Parish and Town Councils
Mr Hubery and Mr Tomlinson.
- 4.2. Godstone Preservation Society
Mr Johnson
- 4.3. White Hart Barn Committee
Mr Johnson
- 4.4. Citizens Advice Bureau
No representative

- 4.5. Surrey County Council Mobile Library Consultative Committee
No representative
- 4.6. Surrey Rail Forum
Mr Jeffries
- 4.7. Blindley Heath Management Committee –
Mrs Jackson, (together with representatives from TDC) Mr Bannister, Mr Hubery and
- 4.8. Godstone United Charities
Mr Tomlinson
- 4.9. Gatwick Area Committee
Mr Hubery
- 4.10. Tandridge Crime Prevention Panel
Mr Tomlinson
- 4.11. Area Passenger Transport Forum
Mr Knox
- 4.12. North Park Farm Quarry
Mr Knox and Mr Hubery
- 4.13. Redhill Aerodrome Consultative Committee
Mr Hubery
- 4.14. Godstone Village Association
Mrs Cluff
- 4.15. Surrey Countryside Access Forum
Mrs Cluff

5. Appointments of areas of responsibility

The member appointed was reminded that they **must** undertake regular health and safety inspections for their area.

- 5.1. Allotments
(includes Salisbury Road and “Hare and Hounds” sites) Mr Quincey
- 5.2. Blindley Heath Common
Mr Bannister and Mrs Jackson
- 5.3. Godstone Burial Grounds
Mrs Cluff and Mr Jeffries
- 5.4. Godstone Green:

Greenview	Mrs Cluff
Children’s Play Area	Mr Johnson
Godstone Green	Mr Johnson
“BT” Kiosk	Mrs Cluff
- 5.5. Hilly Fields
Mr Quincey
- 5.6. Tilburstow Common
Mrs Cluff and Mr Jeffries

6. Apologies and reasons for absence

None - all members present.

7. **Minutes** of the previous meeting held on 12th April 2010 were agreed and signed as a true record.

8. **Matters arising**

1. Item 11. Godstone at Play.

A response had been received from the Countryside Access Officer concerning the request to have the footpath diverted away from the playground. In view of her comments, and the fact that the position of the proposed playground would not encroach on the original public footpath, it was agreed not to pursue any further.

Following the decision at the last meeting, where it was agreed that an application would not be made to the Planning Inspectorate, the Clerk had sought advice from Hedleys solicitors. They confirmed that an application must be made to the Planning Inspectorate to avoid the probability of unfortunate consequences for the new playground in the event of non-compliance. As a result, Mr Hubery has spoken to the consultants who agreed to ensure an application was made to the Planning Inspectorate without delay.

9. **Reports**

9.1. Action taken – to be ratified.

There was none.

9.2. Clerk's report

1. Meetings of the Parish Council.

It was agreed that Parish Council meetings will continue to be held on the first Monday of the month starting at 7.45pm, unless this day fell on a Bank Holiday in which case it would be held one week later. Meetings to rotate between Godstone, (alternates between White Hart Barn and Baptist church), South Godstone and Blindley Heath. (All booked for remainder of financial year 2010.)

2. Public Footpath 131 Godstone

An application had been received from the owners of "The Glebe House" to divert Public Footpath 131. The Council would object to the application as the grounds for moving the path were felt to be invalid and the Council also agreed to support the comments made by a local resident.

3. Rural Services Network

The council had been invited to join this organisation and this was agreed; there was no cost involved.

4. Sure Start Bus

A request from the organisers to park the bus a little further onto the green during the summer months and to use the extra equipment adjacent was agreed. However, it would be made clear that they would be responsible for any damage to the green.

5. Standards Training

A session has been arranged at the District Council Offices on Tuesday 8th June commencing at 7.00pm with light refreshments served from 6.30pm. Six members are to attend.

6. Open Spaces Society

A request by the Society for a donation was declined.

7. Godstone to the North Downs walk leaflet

The Downland Countryside Management Project, through their supporting charity, the Downlands Trust, is looking to apply for funding to update and reprint the above leaflet. This project would be supported by the Parish Council; there is no cost to the Council.

8. For information.

a. SCC School Admission Policy for September 2011.

A copy of the policy for Surrey's Community and Voluntary Controlled Schools is available from the SCC website.

b. South East Surrey Care Association.

The Secretary has advised that the committee and members have agreed that the association should be wound up on 31st March 2010. In accordance with the constitution, the remaining assets will be transferred to other charitable institutions within the area that have similar objects to the Association.

10. Current Planning issues

10.1. Planning meeting held on Monday 26th April 2010. The minutes which had been circulated were noted.

10.2. District Council Planning Decisions. The following decisions were noted:

TA/2009/1577 - 3 Willow Way, Godstone RH9 8NQ

Consent was granted for erection of single storey rear extension and formation of pitched roof to the front elevation of the existing garage.

TA/2009/1481 - 1 Lagham Road, South Godstone RH9 8HE

Consent was granted for change of use of part of ground floor from retail (Class A1) to residential use (Class C3).

TA/2010/66 - Whyte Gate Farm, Tilburstow Hill Road, South Godstone

Consent was granted for formation of sand school.

TA/2010/170 - 3 Easter Way, South Godstone

Consent was granted for erection of covered front porch (amended description).

10.3. Current Planning Lists and applications – for comment.

TA/2010/498/TCA - 2 Yew Tree Cottages, The Green, Godstone

Fell 1 Cherry.

TA/2010/507 - 6 Woodlands Drive, Godstone

Erection of single storey side extension (Certificate of Lawfulness for a Proposed Development).

No comments or objections would be made in respect of the above two applications.

10.4. Any other current planning matters, including Appeals

The following was noted:

TA/2010/15 - 1 Elm Cottages, Godstone Hill, Godstone RH9 8AH

Erection of 2-storey rear extension to create new dwelling. An appeal was made to the Secretary of State in respect of the above on 9 April 2010 following refusal of planning permission by Tandridge District Council. To be considered, all letters must be received before 21 May 2010.

11. Finance

11.1. Accounts for payment – the following accounts were agreed for payment:

CJ Anderson *	Net Salary – April	833.08	
	Travel – April	3.60	836.68
K Barrett *	Net Salary – April	536.44	
	Travel – April	3.60	540.04
Mrs L Spence *	Net Salary – April		32.80
G Coleman *	Net Salary – April (Litter clearance – Blindley Heath)		65.61
Surrey County Council *	Local Government Pension Scheme contributions – April		351.21
Broker Network Ltd	Parish Council Insurance from 1/6/2010		993.82
Mrs D Aldous	Rent of Hare and Hounds Allotment site due 1 st May 2010.		100.00
CPRE	Annual membership due 1/3/10		29.00
Fairalls (BM) Ltd	Materials for repairs at: S Godstone - Notice Board		29.37
Wyntok Ltd	Providing training services on Health and Safety on 15 th April 2010.		207.00
Garry Dicks	<u>General Maintenance – April</u> Allotments Blindley Heath Burial Grounds Godstone Green Notice Board (South Godstone) Removal of tree at Homer Cottages, Blindley Heath (as quoted separately) <u>Grass Cutting Contract - April</u> Godstone Green including Green View Burial Grounds Blindley Heath	30.00 30.00 75.00 210.00 15.00 360.00 140.00 250.00 220.00 175.00 645.00	1145.00
J Quincey	Travel expenses – April		35.20
Surrey County Council	Local Government Pension Scheme contributions. Additional Monetary Amount due for 2009/10 (£60) and 2010/11 (£62)		122.00
TOTAL			4487.73

* The April salaries have been paid in accordance with 7.2 of the Financial Regulations.

11.2. Any other financial matters.

1. Parish Council Bankers.

It was confirmed that Lloyds TSB Bank Plc continues to be the Parish Council's bankers and it was agreed that all members be signatories to the account.

2. Payments authorised by Direct Debit.

The following were noted:

Payee:

Tandridge District Council – National non-domestic rates: Monthly April/December.

EDF Energy – Office Electricity: Variable quarterly.

British Telecommunications – Office Telephone and Internet Access (separate arrangements), both variable - quarterly.

Sutton & East Surrey Water - Field Supply at Blindley Heath. Variable half-yearly.

SOS Systems – Photocopier usage charge – Variable quarterly.

The 3. Summary Financial Report to 31st March 2010. A copy had been circulated to members. summary was signed and dated by the Chair; there were no questions. A copy of the accounting records for March, incorporating the bank reconciliation and including the bank statements was available at the meeting for examination.

4. Parish Council Accounts – Year ended 31st March 2010

A copy had been circulated prior to the meeting. The accounts were agreed and approved and then signed by the Chairman and Clerk.

5. Annual return for the year ended 31st March 2010

A copy of the completed pages had been circulated with the agenda.

a. Section 1 - The Accounting Statement

The Accounting statement was agreed and approved and then signed by the Chairman and Responsible Financial Officer.

b. Section 2 – Annual governance statement.

The statement was agreed and approved and then signed by the Chairman and Clerk.

6. “BT” Kiosk.

It was agreed the Council would not insure the structure; it was felt a vehicle impact was most unlikely in that position; the policy excess would result in the council meeting the cost of modest damage to the glass etc. anyway. The Clerk was seeking a quote for the installation of a suitable lock.

The kiosk already requires some maintenance. It was suggested and agreed that the Preservation Society be approached to see whether they would wish to fund the initial and ongoing maintenance. As soon as the maintenance work had been completed, one suggestion for its use was that local schools be approached with a view to displaying their pupils' art work.

12. Burial Grounds

12.1. Applications for Exclusive Rights of Burial
There were none.

12.2. Applications for consent to erect Memorials which appear to be in accordance with the burial grounds regulations to be agreed for:
There were none.

12.3. Burial Grounds Records/Procedures
The update on progress was noted.

12.4. Burial Grounds Plan.
This item was not discussed.

13. Godstone at Play

Mr Quincey advised that the planning application for the new Children's Playground on Godstone Green had been submitted to Tandridge District Council.

14. Correspondence to be noted – the following was noted:

14.1. Tandridge District Council

Minutes of the Special Council Meeting on the 18th February 2010 & Reports Submitted to the Council Meeting on the 29th April 2010.

List of Council meetings - 20th May to 15th July 2010.

Agendas and reports for:

Licensing Committee – 19th April 2010

Housing Committee – 20th April 2010

Resources Committee – 20th April 2010

14.2. Campaign to Protect Rural England (CPRE) – Countryside Voice, Spring 2010 & CPRE Members' Guide 2010

Part 2 – There was none.

The next meeting of the Parish Council will be held at 7.45pm on Monday 7th June 2010 in the White Hart Barn, Godstone.

The meeting closed at 9:13pm.

Chairman Date 2010