

Godstone Parish Council

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

Clerk to the Parish Council

J Coulthard

Admin Assistant to the Parish Council

G McPartlin

The Bounty
Godstone Green
Godstone, Surrey, RH9 8DY

Telephone/Fax: 01883 744209

MINUTES

of the meeting of Godstone Parish Council held on **Monday 7th September 2026 at 7.30pm** at St Stephens Church, South Godstone

Chair: Cllr S Beagley

Vice Chair: Cllr L Case

Present: Cllr Digby Christmas, Cllr Jim Gardner, Cllr Jon Goodman, Cllr C Farr, Cllr S Farr, Cllr Colin White

In attendance: J Coulthard (Clerk), Shadow Unitary Authority Cllr Paris, 4 x Residents

71/26	1 QUESTIONS FROM MEMBERS OF THE PUBLIC	
	1.1 a) A representative of the South Godstone Village Action group (SGVA) addressed the meeting to provide an update on the actions of the SGVA. He advised the meeting that there was an appeal for the development of the 200 houses in South Godstone and that the group were working on it. 1.1 b) A resident emailed the Clerk regarding the Japanese Knotweed behind Taylors Yard stating the treatment has not worked and asking for the Parish Council to do something about it. <u>To consider and agree or otherwise what action to take.</u> The Clerk briefed the Parish Council (PC) that only one of the two annual treatments had been carried out, and the next one was due towards the end of October/early November. IT WAS AGREED that the Clerk would ask the contractor to bring the second treatment forward for it to be done as soon as possible.	JC
72/26	2 APOLOGIES	
	Apologies were received and accepted for Cllr Ward.	
73/26	3 DECLARATIONS OF INTERESTS	
	None.	
74/26	4 COUNTY AND DISTRICT CLLRS – Brief report on matters affecting the Parish.	
	Cllr Chris Farr in his capacity as Surrey County Cllr advised of the suspension of the Local Government Reorganisation for all Councils apart from Surrey County Council which would still go ahead as planned as elections had taken place. He advised that there was nothing else of note to report.	
75/26	5 MINUTES	
	MINUTES of the full Parish Council meeting held on the 6 th of July 2026 and the Finance Committee held on the 29 th of July were signed as a true record. (LGA 1972 Sch.12 s41)	
76/26	6 REPORTS	
	6.1 Clerks Report - Matters to bring to the Councils attention. 6.1.1 External Audit – The Clerk reported that she was still waiting for the external auditor's report. 6.1.2 Area Inspections- The PC agreed to reinstate Area Inspections at the full meeting in July. The Clerk reported that one area inspection had been received from Cllr Gardner, Cllr Ward and Cllr Case. Several reports are outstanding. – A couple of Cllrs mentioned that the items they were meant to check on the reports were wrong. The Clerk advised that Cllrs were supposed to advise the Assistant Clerk of the changes they needed and reminded them that they should contact the Assistant Clerk to discuss so that she could make the necessary changes for them. IT WAS AGREED that the relevant Cllrs would contact the Assistant Clerk.	AII/GM

	6.1.3 Insurance Renewal - To note the renewal of the PC insurance due on the 1st October under the Long-Term Agreement with the Insurance Provider. Renewal premium £1476.52 which is less than last year. NOTED. 6.1.4 TDC Local Plan Consultation Parish Council Response – To not that the Parish Council response to the TDC Local Plan consultation was submitted on the 01/09/26 before the deadline for submissions on the approval of the Planning Committee under delegated authority for August as per Standing Orders. – The Clerk reported that she and Cllr Case had spent four hours working on and typing the response which impacted on delivering other work. NOTED. 6.2 Chairperson's Report (for noting) information only Nothing of note to report. 6.3 Reports (for noting) from representative on outside bodies etc. Nothing of note to report. 6.4 Reports from Committees Cllr Beagley reported that he had attended the meeting of the Godstone Village Association (GVA). He reported that the GVA want to spend more of the money from their fundraising on trees for Godstone Green. He also mentioned that the GVA were organising event that would be coming up soon. Cllr Case reported that she had attended a meeting of the Godstone Preservation Society (GPS). She reported that most of the discussion focussed on the poor state of Bay Path and what improvements could be made. Surrey County Council (SCC) wants residents to pay to close the path for repairs. She advised that the St Nicholas Youth Centre has offered to raise funds to replace the gate at the White Hart Barn end of the path. She mentioned that the Chair of GPS was hoping to find a benefactor who would pay for the repairs of the path.	
77/26	7 GREENS, COMMONS AND LAND	
	7.1 Godstone – Godstone Green; Greenview; Playground, Allotment and Hilly Fields 7.1.1 Godstone Green 7.1.1.1 <u>To consider and agree or otherwise whether to implement a requirement for a 10% deposit for hiring the green, payable on booking, that is non-refundable for any hirers that don't turn up. IT WAS AGREED</u> to charge a 10% deposit for the hiring of the green which would not be refundable for hirer's who did not show up. 7.1.1.2 Outdoor Gym - The Clerk was asked to provide an update on the Outdoor Gym Project. She briefed the PC that she needed to complete the Grant Agreement template for TDC and needed the PC to agree to her being the signatory on the agreement even though the Clerk is the only person authorised to sign agreements on behalf of the PC. She also needed agreement on who the witnesses would be. IT WAS AGREED that the Clerk would be the nominated signatory and that Cllrs Beagley and Case would be the witnesses. 7.1.1.3 7.1.2 Greenview Nothing to report. 7.1.3 Playground To review and consider and agree or otherwise which contractor to choose for the post installation inspection for the Playground – This item was missed and deferred to the next full Parish Council meeting. 7.1.4 Allotments Cllr Ward had reported prior to the meeting that the Secretary, Chair and Deputy Chair of the Allotment Association were standing down at the next AGM. The Clerk reported she had received a communication from Land Registry (LR) regarding the Boundary Agreement for the boundary with concrete retaining wall. The letter advised that an inspector from LR would be visiting the site but there was nothing for the PC to do at this stage. Cllr Christmas asked about the issue raised by an Allotment tenant relating to rights of way for pedestrians past 18, 18a, and 18b Salisbury Road. Cllr	JC JC

	Beagley confirmed that a Deed of Easement was in place and there was no further action for the PC. 7.1.5 Hilly Fields To retrospectively approve the installation of a lockable gate at the entrance to Hillyfields to prevent vehicular access. Authorised by the Clerk and the Chair under delegated authority for August as per Standing Orders. APPROVED. The Clerk thanked Cllr Gardner for the donation of the gate and thanked Cllr Beagley for purchasing and donating the lock. 7.1.6 St Nicholas Church Cllr Beagley reported that two trees had been pollarded and that he had cleared rubbish from the Burial Ground. He reported that he had taken twenty-two sacks of rubbish to the dump. The Parish Council offered their grateful thanks. 7.2 Tilburstow Hill and The Enterdent To note that the Assistant Clerk , with the authorisation of the Chair, arranged for undergrowth to be cleared from the verge at the Enterdent and for fly-tipping to be cleared. NOTED. <u>To approve the clearance of the verge once annually going forward.</u> APPROVED. 7.3 South Godstone The Clerk reported that she had received an email from St Stephen's School thanking the PC for the donation to their fund for installing a Multi-Use Games Area. 7.4 Blindley Heath 7.4.1 Oldencraig – <u>to consider and agree or otherwise the Finance Committees recommendations of using the Blindley Heath earmarked reserve to fund the costs of consulting a Lawyer regarding the promise of the gift of the land to the Parish Council.</u> – IT WAS AGREED that the Oldencraig issue was now closed as the land had already been used for its Biodiversity Net Gain value. 7.4.2 Blindley Heath Pond – To note that a car ended up in the Pond as a result of an accident. <u>To consider and agree or otherwise whether any action needs to be taken to assess the impact on wildlife and whether a claim needs to be made against the drivers insurance.</u> IT WAS AGREED to ask for advice from Surrey Wildlife and to notify the PC's insurance company of the accident and follow their instructions regarding a claim. 7.5 Wayleaves & Garden Plots 7.5.1 <u>To consider and agree or otherwise whether to implement a fee of £50 for the application for a Wayleave or Garden Plot.</u> IT WAS AGREED to implement a fee of £50 for the application for a Wayleave or Garden Plot. 7.5.2 To consider and agree or otherwise whether to implement an administration fee of £25 for late payers of the Wayleave or Garden fees and require chaser communications. IT WAS AGREED to implement and administration fee of £25 for late payers of Wayleave or Garden fees. 7.6 Burial Ground - Exclusive Burial Ground - Exclusive Rights of Burial Applications and Memorial Applications 7.6.1 A grave owner who was born and lived all their life in Godstone apart from the last 3 years has asked if the PC would consider charging the Parishioner Fee £305 rather than the 7-year Parishioner Fee £588 for the interment. To consider and agree or otherwise whether to charge the Parishioner Fee. IT WAS AGREED that the Clerk could charge the Parishioner fee and that in the future cases where a Parishioner had moved outside the Parish to a care home or to the home of a relative to provide care would be treated the same way. The Clerk will update the Burial Ground regulations.	JC
78/26	8 FINANCE MATTERS	
	8.1 Accounts for Payment - Approve SEPTEMBER accounts for payment. APPROVED 8.2 Finance Papers up to - Bank Reconciliation and Accounts Reports JUNE/JULY 2026 – Income & Expenditure; Reserves, Balance Sheet and Summary of Funds). APPROVED.	

	8.3 Finance Committee – to approve the recommendation from the Finance Committee of the 29 th July 2026. The Clerk briefed the PC from the Finance Committee meeting minutes. APPROVED.	
79/26	9 TDC ASSET TRANSFER	
	9.1 Featherstone Playground and Playing Field Update (Clerk) The Clerk with the Chair's approval has agreed to proceed on the basis that the land cordoned off as part of the TDC development will be excised from the Title Plan for Featherstone Playing Field. Waiting to hear from TDC. To provide retrospective approval. APPROVED. 9.2 Featherstone Playground and Playing field – To note that the PC's solicitors have received documentation for the transfer of the asset. However, discussions ongoing due to documentation being confusing with potential unrelated documents received. NOTED. Cllr Beagley reported that there had been a fire in the Public Conveniences in Godstone. The Clerk advised that she and the Assistant Clerk had planned to inspect the Conveniences to understand cleaning requirements should the Asset be transferred from TDC to the PC. She confirmed that they would check them this week.	JC/GM
80/26	10 GOVERNANCE	
	10.1 Use of Parish Council email addresses – Some Councillors are still not using their .gov.uk email addresses. <u>To consider and agree or otherwise whether Cllrs can use their personal email addresses on the basis that it is a 'reasonable adjustment'.</u> (If agreed this will mean that due to DPA and GDPR breach risks that the Parish Council cannot confirm it is properly governed as it cannot tick to Assertion 10 on the Annual Governance Review for the External Audit). IT WAS AGREED that a reasonable adjustment would be made to allow Cllr Chris Farr to use his BT email address for PC business and that the PC Office staff would use this address to send communications. Cllr Sue Farr mentioned that she was getting emails sent to both her PC email address and her BT email address and advised that they now only needed to be sent to her PC email address. The clerk confirmed that the PC Office staff would now only send emails to her PC email address. 10.2 Internal Audit for 2026/27 – To note the Clerk has booked years Internal Audit. <u>To consider and agree or otherwise whether the PC would like to have an interim Internal Audit.</u> Cllrs discussed whether an interim internal audit was needed and asked the Clerk if there was budget for an interim audit. The Clerk advised she would need to check. After further discussion, the PC felt that given that there were no 'except for matters' from the previous external audit and interim audit was not required.	JC/GM /HVM
81/26	11 POLICIES & PROCEDURES	
	Nothing to report.	
82/26	12 SALC/NALC	
	Nothing to report.	
83/26	13 CORRESPONDENCE	
	Nothing to report not already covered.	
84/26	14 MATTERS FOR REPORTING OR INCLUSION ON FUTURE AGENDAS	
	Commercial Wayleaves	
85/26	15 AOB	
	15.1 TDC Parish Assembly – To consider and agree who will attend the TDC Parish Assembly on the 30 th September 2026 – IT WAS AGREED that Cllr Case and the Clerk would attend.	
86/26	16 DATES OF FORTHCOMING MEETINGS	
	- Planning Committee Meeting – 23rd September 2026, 6:30pm in the Bounty, Godstone Green - Full Parish Council Meeting – 5th October 2026, 7:30pm at Stephens Church, South Godstone	

	Part 2 – To consider passing a resolution 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. Subject for discussion NJC Parish Council Pay Award for 2026//27 A resolution was passed to move to a Part 2 of the meeting as it was likely I the public were to remain there would be a disclosure of exempt information. There being no other business the Chair closed the meeting to the public at 9:20pm.	
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Signed
Chairperson

Print Name

Date

APPENDIX A

To be processed from 7th September 2026 under delegated authority from Godstone Parish Council - AUGUST/SEPTEMBER PAYMENTS

Clerk/Office Use			4. Finance - Accounts for payment - to approve AUGUST/SEPTEMBER accounts for payment									
Rialtas	USE EMR or CIL	Paid on	GPC Ref.	Business	Invoice	Invoice Date	Payment For	Net amount	VAT	Invoice Total	Information	
			Salary Payments									
			G2005-G2007	Salaries	SEPTEMBER	Salary	£ 2,348.05	£ -	£ 2,348.05	Within Budget		
				HMRC		NI and Income tax						
				NEST Pension		Pension contribution						
			Direct Debits									
			G2009	SES		05/08/2026	Water	£ 35.07	£ -	£ 35.07	Actual	
			G2101	Lloyds Bank		22/0/26	Service Charge	£ 4.25	£ -	£ 4.25	Est	
4085			G2012	BT	M148PR	28/08/2026	Telephone and Internet	£ 49.95	£ 9.99	£ 59.94	Est	
			G2011	Smartestenergy	FH88Z6BBE/008	28/08/2026	Electricity	£ 15.77	£ 0.79	£ 16.56	Credit - £16.03 July new August bill rec'd	
			Total					£ 105.04	£ 10.78	£ 115.82		
			Invoices for Payment									
			G1992	Cherrimans	25/06/2026	25/06/2026	Godstone Green Works - Posts & Benches	£ 1,195.00	£ -	£ 1,195.00		
			G2003	Zurich Municipal	559575374	14/08/2026	Parish Council Insurance including Public Liability	£ 1,476.52	£ -	£ 1,476.52		
			G2008	Mulberry LAS	INV 2530	28/08/2026	Rialtas Support - Earmarked Reserves & Budget	£ 94.00	£ 18.80	£ 112.80		
			G2013	T Cherriman		27/08/2026	Bench, posts, gate, hedge and rubbish clearance	£ 1,000.00	£ -	£ 1,000.00		
			Total					£ 3,765.52	£ 18.80	£ 3,784.32		

Rialtas
Month:
6
SEPTEMBER

*Salaries paid in accordance
with 7. Payment of Salaries of
the Parish Council Financial
Regulations.
**Employee/Employers total
payment paid by GPC.

£6,218.61	£29.58	£6,248.19
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