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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**

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MINUTES

of the meeting of Godstone Parish Council held on **Monday 6th July 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 K Ward, Cllr Colin White

In attendance: J Coulthard (Clerk), D Cllr Crane, Shadow Unitary Authority Cllrs Paris and Lock, 7 x Residents

38/26	1 QUESTIONS FROM MEMBERS OF THE PUBLIC	
	1.1 A resident emailed the Clerk asking for the Parish Council (PC) to restrict access to the Allotment Carpark to reduce the noise nuisance they are experiencing. Please see 7.1.4.1 later in the agenda. – This item was discussed at the Greenspaces Committee meeting of 6 th July 2026, and the recommendation of the Committee was to communicate the new rules to the Godstone Allotment Association (GAA) for consideration. IT WAS AGREED that the Clerk/Asst. Clerk would communicate the rules to the GAA.	JC/GM
	1.2 A member of the public has requested permission to carry out metal detecting activity on PC owned land. To consider and agree or otherwise whether to give permission. – The PC considered the request. However, it was felt that the PC did not own any land suitable for metal detecting. IT WAS AGREED not to give permission and that the Clerk would notify the member of the public accordingly.	JC
39/26	2 APOLOGIES	
	None.	
40/26	3 DECLARATIONS OF INTERESTS	
	None.	
41/26	4 COUNTY AND DISTRICT CLLRS – Brief report on matters affecting the Parish.	
	Cllr Chris Farr in his capacity as Surrey County Cllr advised that there was nothing of interest to report. D Cllr Crane also advised that he had nothing of interest to report. New Shadow Unitary Authority Cllrs Steve Paris and Simon Lock advised that they were still training and would not be able to do anything as Cllrs until April 2027.	
42/26	5 MINUTES	
	MINUTES of the full Parish Council meeting of the 1 st June 2026 were signed as a true record. (LGA 1972 Sch.12 s41)	
43/26	6 REPORTS	
	6.1 Clerks Report - Matters to bring to the Councils attention.	
	6.1.1 External Audit – The Clerk reported that all documents for the external audit loaded to website as required and sent to the External Auditor, PKF Littlejohn before the deadline of the 1 st July 2026 and all relevant notices posted as per requirements.	
	The Bounty – The Clerk reported that the electricity smart meter for the Bounty was not working and is due to be changed on the 27 th July 2026.	

	The Bounty – The Clerk reported that a tree within the Godstone School boundary has branches extending over and into the air-source heat pump and onto the roof. The Clerk had reported the issue to the school, and they had requested a quote for pollarding the tree. The PC noted that a planning application had already been submitted for the pollarding the tree. Neighbourhood Plan – Questions have been received from the appointed Examiner. To consider and agree how to answer the questions and respond to consultees (deadline 17th July 2026). -- A resident attended the meeting to update the PC to advise that the Neighbourhood Plan Consultant was working on the responses from the examiner. The responses would be circulated to Cllrs to review prior to submission. Method for circulating meeting documents – currently using two methods, via email and as attachments to a calendar appointment. To consider and agree which method to use going forward. – The Clerk briefed Cllrs that running two methods was inefficient and taking extra time. She also mentioned that it would be good for the PC Office to know what devices, apps and software each Cllr was using to view documents to help the PC Office understand the best document formats to use for communication. IT WAS AGREED that the Cllrs would have a think about the issue and defer agreeing away forward for the time being. Area Inspections – Area inspections have fallen by the wayside. These need to be restarted. The Clerk has sent out the inspections forms to the respective Cllrs. IT WAS AGREED that area inspections would restart with immediate effect. 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 Nothing of note to report not already reported or included in minutes.	ALL
44/26	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 The PC has won the CIL Bid for the Outdoor Gym, CCTV and Safety Lighting for on Godstone Green. To consider and agree which contractor to use for the installation of the Outdoor Gym. IT WAS AGREED to use a new contractor who provided one of the three quotes for the work. The contractor was chosen on the basis of the equipment available which included pieces of inclusive equipment as well Outdoor Gym's being their core product and service business. IT WAS ALSO AGREED that the Asst. Clerk would notify all three contractors of the outcome of their bids for the work. 7.1.1.2 To consider and agree whether to proceed with purchasing a new noticeboard for outside the Bounty. Prices start at £1320 for aluminium without legs and ranges to £3,000 for wooden with legs. – The Clerk advised that a cheaper quote had come in earlier that day for recycled plastic Noticeboards. The PC felt that the recycled plastic option would be best as they were cheaper and would require less maintenance work going forward. Cllr Gardner asked why a new noticeboard was necessary. The Clerk explained that the current one had a hole where it been damaged by a catapult and all the notices got wet in the rain, the brace to hold the cover up when putting notices on the board was missing and the PC Office staff had to stand with the cover resting on their heads when putting up the notices which was a Health & Safety risk. IT WAS AGREED that the Clerk/Asst. Clerk would order a recycled plastic noticeboard for the Bounty. 7.1.2 Greenview Nothing to report. 7.1.3 Playground Nothing to report.	GM JC JC/GM

	7.1.4 Allotments 7.1.4.1 The Boundary Agreement to clarify ownership of the concrete retaining wall behind the allotments was received and circulated to Cllrs prior to the meeting - To consider and agree or otherwise whether the Clerk and sign the Boundary Agreement received and circulated prior to the meeting. IT WAS AGREED that the Clerk would sign the agreement. 7.1.5 Hilly Fields Cllr Case reported that residents had reported to her that cars, bikes and motorbikes were being driven across Hilly Fields. She asked whether a gate with a lock could be put across the entrance to the fields. Cllr Gardner mentioned that he could provide a metal gate, he advised that it was bent and would need straightening, but he could arrange that. IT WAS AGREED that the Asst. Clerk would obtain quotes for installing the gate. 7.1.6 St Nicholas Church Cllr Beagley reported that the Tree work contractors were doing the work on the lime trees. Cllr Beagley also reported that the finger post footpath sign on the north boundary of the church with Church Lane needed repairing as the post was rotten. IT WAS AGREED that the Clerk would report this to Surrey Countryside Access Management. 7.1.7 The Enterdent Nothing to Report. 7.2 Tilburstow Hill and The Enterdent Nothing to report. 7.3 South Godstone 7.3.1 St Stephens School have requested a grant of £1,500 towards the creation of a MUGA at the school. The Clerk provided the PC with the rules relating to providing grants. To consider and agree or otherwise whether to provide a grant for the total amount or a proportion of the amount. IT WAS AGREED to provide a grant of £1,500 being the full amount requested. 7.3.2 To formally thank Cllr Jon Goodman for the work he did to tidy up the Sgt Fenemore memorial site in South Godstone. – The Parish Council formally thanked Cllr Goodman for the work he did to tidy up the Sgt Fenemore memorial site. Cllr Case mentioned that the area looked the best she had ever seen it look. 7.4 Blindley Heath 7.4.1 To consider and agree or otherwise whether to order a new noticeboard for outside Foreman Club and Institute. Prices start at £1320 for aluminium without legs and ranges to £3,000 for wooden with legs. IT WAS AGREED to purchase a recycled plastic noticeboard see 7.1.1.2. 7.5 Burial Ground - Exclusive Burial Ground - Exclusive Rights of Burial Applications and Memorial Applications Nothing to report. 7.6 All Areas – Tree Survey – To consider and agree or otherwise the recommendations from the Greenspaces Committee on how to proceed with the tree work identified in the tree surveys. – Cllr Beagley briefed the PC on the work identified in the Trees Surveys. He recommended obtaining quotes for the work from two other contractors and that the PC should try to reduce costs by doing not only work identified as being required immediately and within 6 months but also some work for later years. IT WAS AGREED to go with the recommendations made by Cllr Beagley and that the Asst. Clerk would obtain two alternative quotes.	JC GM JC JC JC GM
45/26	8 FINANCE MATTERS	
	8.1 Accounts for Payment - Approve JULY accounts for payment. APPROVED 8.2 Finance Papers up to - Bank Reconciliation and Accounts Reports JUNE 2026 – Income & Expenditure; Reserves, Balance Sheet and Summary of Funds). To review and approve. APPROVED.	
46/26	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. NOTED.	

	The Clerk advised that there were no additional updates from the TDC Asset Transfer team.	
47/26	10 GOVERNANCE	
	10.1 As the PC website is not WCAG 2.2AA compliant the Parish Council and caused the PC to not be compliant with Assertion 10 on the Annual Governance Statement, the PC needs to agree how to achieve a compliant website – To consider and agree or otherwise whether the Clerk can investigate options for building a new compliant website. – IT WAS AGREED that the Clerk would investigate options for building a new website.	
48/26	11 POLICIES & PROCEDURES	
	Nothing to report.	
49/26	12 SALC/NALC	
	Nothing to report.	
50/26	13 CORRESPONDENCE	
	Nothing to report not already covered.	
51/26	14 MATTERS FOR REPORTING OR INCLUSION ON FUTURE AGENDAS	
	None.	
52/26	15 AOB	
	None.	
53/26	16 DATES OF FORTHCOMING MEETINGS	
	• Planning Committee Meeting – 8th July 2026, 6:30pm in the Bounty, Godstone Green • Planning Committee Meeting – 22nd July 2026, 6:30pm in the Bounty, Godstone Green • Finance Committee Meeting – 29th July 2026, 6:30pm in the Bounty, Godstone Green • Planning Committee Meeting – 5th August 2026, 6:30pm in the Bounty, Godstone Green • Planning Committee Meeting – 19th August 2026, 6:30pm in the Bounty, Godstone Green • Greenspaces Committee Meeting – 7th September 2026, 10:00am in the Bounty, Godstone Green • Full Parish Council Meeting – 7th September 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. 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 9pm.	

Signed
Chairperson

Print Name

Date

APPENDIX A

To be processed from 6th July 2026 FPC Meeting of Godstone Parish Council - JUNE/JULY PAYMENTS

Clerk/Office Use			4. Finance - Accounts for payment - to approve JUNE/JULY 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									
			G1974-G1977	Salaries	MAY	Salary	£ 2,761.91	£ -	£ 2,761.91	Within budget available		
				HMRC		NI and Income tax						
				NEST Pension		Pension contribution						
			Direct Debits									
			G1981	SES		05/07/2026	Water	£ 33.43	£ -	£ 33.43	Est	
			G1982	Lloyds Bank		22/07/2026	Service Charge	£ 4.25	£ -	£ 4.25	Est	
4085			G1983	BT	M148PR	28/07/2026	Telephone and Internet	£ 49.95	£ 9.99	£ 59.94	Est	
			G1984	Smartestenergy	FH88Z6BBE/008	05/07/2026	Electricity	£ 22.67	£ 1.08	£ 23.75	Added after meeting on receipt of bill needs resigning.	
			Total					£ 110.30	£ 11.07	£ 121.37		
			Invoices for Payment									
			G1968	Mulberry LAS	Apr-06	03/06/2026	Internal Audit - onsite	£ 376.85	£ 75.37	£ 452.22		
			G1969	Colin Smith Planning Ltd	23/05/1962	11/06/2026	Planning Application2026/394 - review docs, draft response	£ 570.00	£ 114.00	£ 684.00		
			G1970	Signs & Safety Ltd	NW23182/2	22/05/216	Bespoke No Horse Riding/Cycling Sign	£ 127.08	£ 25.42	£ 152.50	Already paid	
			G1971	Signs & Safety Ltd	NW22630/1		St Nicholas Church Yard GPC Management Sign	£ 33.00	£ 6.60	£ 39.60	Already paid	
			G1972	PCC Godstone Youth Centre	-	15/06/2026	Hire of hall for Planning Training	£ 36.00	£ -	£ 36.00		
			G1973	Kompan Ltd	268788	27/05/2026	Tip Carousel, Music Panel, Wetpour & Installation	£ 10,107.36	£ 2,021.47	£ 12,128.83		
			G1978	Surrey ALC Ltd	0092	16/06/2026	Bespoke Planning Training for Godstone PC	£ 575.00	£ 115.00	£ 690.00		
			G1979	Janette Coulthard	GB60066T0UEN71	26/06/2026	Kyocera Black Toner for Printer	£ 46.81	£ 9.36	£ 56.17		
			G1980	Janette Coulthard	LA7436943-1	26/06/2026	Kyocera Cyan, Mag, Yellow & Black Toner for Printer	£ 196.58	£ 39.32	£ 235.90		

			Total				£ 12,068.68	£ 2,406.54	£ 14,475.22	
Rialtas Month: 3 JUNE	*Salaries paid in accordance with 7. Payment of Salaries of the Parish Council Financial Regulations. **Employee/Employers total payment paid by GPC.									
								£14,940.89	£2,417.61	£17,358.50