

# Godstone Parish Council

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

## Clerk to the Parish Council

S Endersby

## Admin Assistant to the Parish Council

W Dennis

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## MINUTES

of the meeting of Godstone Parish Council on **Monday 7 October 2024 at 7.30pm** at **St Stephens, South Godstone**

**Members:** Cllrs S Beagley (Chairperson), C Farr, S Farr, J Gardner, L Case (Vice Chairperson), K Ward and D Christmas

**Apologies:** Cllr K Ward, Tandridge District Councillor Cllr M Crane, J Hale (GSA) and A Rabbetts (GNPC)

**Present:** S Forman (Ashill), T Puttock (Ashill) and S Endersby (Clerk)

### 1. Questions from Members of the Public

1.1 Group of Residents from Dewlands, Godstone – Residents raised the issue in relation to noise (believed to be made by a concrete crusher) coming from the Council depot yard near their properties, the level of noise and amount of disruption it is causing to their lives. Residents requested support from the Parish council and queried what licence requirements there were for such activities. Exact location and times to visit to hear noise confirmed with council.

It was noted that in certain circumstances Surrey County Council (SCC) can use a Schedule 4 to give themselves permission for certain activities. It was noted that a noise test was carried out in May, but this was prior to changes that have occurred at the site that have now created considerably more and louder noise. Residents are concerned about what future changes could be made at the site that cause further disruption to them. It was raised that an acoustic fence could be installed.

Council requested that residents provided documentation on the matter and noted that a previous noise test could be a useful comparison.

**ACTION 10/24-1 – Cllr C Farr to request a site visit and asked that residents liaise via the Clerk.**

### 2. Apologies and reasons for absence

2.1 There were apologies received; Cllr K Ward was unable to attend the meeting due to illness.

**RESOLVED** – The meeting was confirmed as quorate.

2.2 Apologies were noted from TDC Cllr Mike Crane, John Hale (GAA) and A Rabbetts (GNPC).

### 3. Declarations of Interest [Register of Interests](#)

3.1 Councillors [Register of Interests are published on the Parish council website](#)

3.2 There were no declarations of interest in relation to items on the agenda.

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

4.1 Cllr C Farr – Surrey County Council – No matters affecting the parish to report.

4.2 No Tandridge District Council report given.

### 5. Minutes of the previous meetings held – 5 August 2024 and 2 September 2024

**RESOLVED** – Councillors unanimously approved the minutes as an accurate record of the meetings held and agreed that they be signed by the Chairperson.

### 6. New Parish Car Park as part of the development at the former Godstone Quarry, planning application reference 2022/1523 - It was acknowledged that a thorough and detailed report had been circulated to council on 11 September 2024 by the Clerk on all documents relating to the development as requested by council.

6.1 Works Licence Deed of Easement – Consider and agree next step

6.1.1 Parish Solicitors comments on the Works Licence had been provided to council (Email 11 September 2024).

**RESOLVED** - Council unanimously agreed that there were no questions in relation to the Works Licence Deed of Easement document or the solicitors report in relation to it, that council wished to discuss, request further detail on or had concerns or questions about.

**ACTION 10/24-2a - Clerk to revert to council's solicitor to confirm there were no questions or issues raised by council.**

6.2 Detailed Specification of the Car Park as referenced in the s106 and Works Licence Agreements

- 6.2.1 The Clerk had provided a full and through review of previous correspondence, documentation and discussions in relation to matters on the car park and comments were provided as requested by Council. The report raised several queries and points for council to consider.
- 6.2.2 Following the review report, the Clerk provided a mark-up document to assist council in its consideration of items raised.
- 6.2.3 Points raised by council during the discussion of the Clerks report are summarised:
  - i. Clarification on the adoption of all tarmac areas (road & paths) beyond the section covered by the s278 agreement which will be adopted by SCC (it is expected that SCC will adopt from the highway up to the edge of the new crossover). In particular tarmac section between entrance and medical centre gate. Councils understanding is tarmac road is the responsibility of the medical centre.
  - ii. Details and discussion in relation to the culverts included in the works and specific details in relation to the footbridge from the car park to the Hilly Fields, noting the councils wish that a pipe is not used in the culvert which could hinder water flow and potentially place the Hilly Fields at risk of flooding.

The Clerk clearly stated that following the signing of the s106 agreement, the Detailed Specification and the Works Licence/Deed of Easement are the next documents to be agreed. The Clerk strongly stated the importance of council ensuring they were satisfied with the level of detail in the Detailed Specification to ensure, as far as reasonably possible, all eventualities had been considered and included.

The Clerk voiced concern that some issues were not being given enough attention, which could potentially cause limited or no support in the future dealing with matters, i.e. if there was an issue with the Electric Charging points or the operator.

The Clerks report, in addition to the points discussed by council (detailed, 6.2.3) included: Clearer details of parties to the agreement and some small points for finer clarification; Recommendation to have clearer details of the Electric Charging points, installation, appointment of operator and operators' contractual agreement; details on the fence and responsibility for maintaining; and clearer details about the gate for the Parish council car park entrance.

**ACTION10/24-2b** - Clerk to revert to council's solicitor to confirm points raised for further clarification.

### 6.3 Open Space within the development

- 6.3.1 It was raised that Ashill wish to seek council's view/interest on managing the open space around the development.
- 6.3.2 Clerk stated a request for a map and details about the areas of land being referred to (assume land is not within the Godstone Parish boundary) had been made prior to the meeting.
- 6.3.3 The area is around 10 hectares and there would be an endowment payment attached to it.
- 6.3.4 Council raised what security would be in place for the open space.

**RESOLVED** – Council unanimously agreed that the council would not be interested in managing the open space within the development.

## 7. **Godstone Parish Council Neighbourhood Plan** – The Neighbourhood Committee Chairperson provided the following report by email.

The aim is to go to Regulation 14 (sharing with the public) in November and this will mean:

- A copy of the plan will need to be published on the Parish Council website
- The committee/parish council will need to contact local resident groups to help share the plan
- Use social media to share the plan.
- Arrange posters (flyers not proposed due to expense and questions of effectiveness)
- Plan a drop-in session for people to come and ask questions about the plan.

- 7.1 Grant Application – The Clerk and Cllr C White have been notified by A Rabbetts that there is likely to be another Grant application. Clarification sought on what the grant will be for to assist the application and information provided as requested on previous grants.
- 7.2 Confirmation of receipt of HRA Screening Opinion and an SEA Screening Determination - Tandridge District Council email and attachments which are the confirmation results from three Consultation Bodies, TDC has adopted; HRA Screening Opinion; SEA Screening Determination; TDC view that SEA is not required; TDC conclusion that Appropriate Assessment under the Habitats Regulations is not required, were circulated to council for information.

## 8. **Grass Cutting** – Consideration of correspondence from contractor circulated to council prior to meeting. Due to commercial sensitivities, Cllr S Beagley (Proposed) and Cllr C Farr (Seconded) that item 8 be moved to Part 2 and postponed to the end of the meeting.

**RESOLVED** – Council unanimously 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 item 8 on the grounds that it

is likely if the public were to remain, there would be a disclosure of exempt information and that the item be postponed to the end of the meeting.

**9. Bounty Electric** – Consider quotes for work, provided to council for consideration and confirm appointment of contractor.

9.1 Council considered the quotes and the considerable variation of costs between them and slight variations in relation to the description of works as understood by the contractors.

**RESOLVED** – Council unanimously agreed the appointment of a contractor to complete the works, quote ref: QO1314/09/24, total cost, incl. VAT £1,329.91, to complete works as set out in the invite to quote 9 September 2024.

**RESOLVED** – Council unanimously agreed that it be confirmed the instruction for works should also include, to supply and fit metal consumer unit in the Bounty.

**ACTION10/24-3a–** Clerk to issue Purchase order and liaise with contractor to confirm date for works.

**10. Christmas Lights** – Review status; quotes for work and next steps

10.1 Councillors J Gardner and S Beagley provided an update since the last meeting. Confirming that they had met with the local light contractor in relation to the aim for the lights and that the estimate for connecting and installing new lights in two new tree was £3k per tree.

10.2 The proposed plans for laying cabling and erecting a pole near the pond car park (to hold necessary equipment to connect lights) was reported to full council.

10.3 There was discussion about whether it was necessary to apply for planning permission for the pole.

10.4 The groundworks in relation to laying the cable had been discussed with an appropriate contractor, noting the costs estimated were £2.5k for trench work; £620 for cable; £800 for the required cable.

10.5 Council noted that there was some additional electrical work to install the required equipment on the board in the pavilion for the Christmas lights.

10.6 The Chairman summarised the discussion prior to council moving forwards to consider how to proceed, including a final point that with all costs considered the council were looking to spend around £9k.

10.7 It was noted that the initial financial layout would not reflect the spend necessary every year.

**RESOLVED** – Council unanimously agreed that the instruction to the Electrical contractor should include necessary works in relation to the future supply of Christmas lights.

**ACTION10/24-3b–** Clerk include additional work on Purchase order for electrical contractor.

**RESOLVED** – Noting funds available, Council unanimously agreed that the work to install cables, the required pole and new lights in two trees be approved and purchase orders be issued by the clerk for contractors to proceed.

**11. Reports**

11.1 Clerks Report - Matters to bring to the Councils attention and updates on Actions

11.1.1 Council noted the update on Actions from the last meeting had been completed unless detailed below. Where relevant information on actions from the previous meeting will be reported during this meeting.

9/24-PF1a- Cllr K Ward to provide R Feist with Surrey County Cricket contact who had visited in the past.

*Cllr K Ward no present to report on action.*

9/24-PF1c- Clerk to liaise with the GSA to confirm who the new contact is and who R Feist should contact.

*The Clerk understands that the new Chairperson is A Hooper and P Wesson is Treasurer. To date no formal contact made by anyone on behalf of the GSA confirming the appointments.*

**ACTION10/24-3a- Clerk to liaise with GSA to seek confirmation in writing.**

9/24-3- Cllr L Case and Clerk to attend Parish Assembly and prepare information to present.

*Draft information prepared*

**ACTION10/24-3b- Clerk to liaise with Cllr L Case to prepare.**

9/24-6- Clerk to liaise with the person who contacted Parish office about memorial tree to confirm Terms and Conditions of the donation of a memorial tree, including the species: Oak, Hornbeam or Sweet chestnut; the requirement for tree to have a root ball; size specification (to ensure survival).

*Clerk contacted person who made enquiry, Clerk has question in relation to paperwork.*

Clerk discussed with council if Terms and Conditions in relation to tree donations, similar to that of memorial bench donations, would be appropriate.

**RESOLVED** – Council unanimously agreed that details setting out species, size, suggested donation and delivery /planting stipulations etc. should be detailed in Terms and Conditions for parish records.

**ACTION10/24-3c- Clerk to prepare Terms and Conditions in relation to tree donations.**

9/24-10a- Clerk to investigate historic files to see if there is any information that could assist establish responsibilities.

*Nothing found yet by the Parish office.*

9/24-10b- Cllr L Case requested to visit the area effected for further understanding.

*No comment provided to the meeting.*

9/24-14b- Clerk to investigate the terms of the BT contract.

*Clerk confirmed that a contract for £49 per month for a term of 24 or 36 months is available.*

**RESOLVED** – Council unanimously agreed that the contract for £49 per month for a 24 month term be accepted and signed by the Clerk on behalf of the council.

**ACTION10/24-3d-** Clerk to liaise with provider to confirm contract for telephone and internet.

11.1.2 Clerk has received correspondence that Vets football wish to continue on the Green during the 24-25 season and the football club intend to return next season (25-26).

**RESOLVED** – Council unanimously stated that the previous football contact should be sent a firm response setting out expectations that the football club must come and speak with the Parish council to set out their intentions and for the council to be clear who the contacts for the football club are and how they will be liaising with the GSA going forward.

**RESOLVED** – Council unanimously stated that the vet's team should provide suitable PL insurance.

**ACTION10/24-4a-** Clerk to send correspondence to football club and vets' football as directed by council.

Cllr L Case reported that there is on occasion a group carrying out football training.

**ACTION10/24-4b-** Clerk to liaise with Cllr L Case to try and establish who is using Green with no permission.

11.1.2 Nutfield Parish Council – Clerk informed council that she is supporting Nutfield Parish Council in relation to their burial ground. Council noted the information with no concerns raised.

11.1.3 Remembrance Day Parades and Services – Council agreed the following councillors would represent the parish council as follows; Cllr S Beagley at St Nicholas, Godstone; C Edwards at Memorial Solider at South Godstone; and Cllr C Farr at St John's, Blindley Heath.

11.1.4 Christmas Office hours – Council noted request for annual leave during the Christmas week.

**RESOLVED** – Council unanimously stated that the Parish office could be closed over the Christmas week to enable staff to take annual leave.

11.1.5 Gritter in office – Noting the condition and size of the gritter, council agreed that the gritter could be disposed of, passed on or stored elsewhere.

11.1.5 Website - Clerk reported that on attempting to upload remaining transparency information, it could be worthwhile making improvements to elements of the website layout. It was noted that there is a monthly support fee paid, an enquiry could be made to see what work could be achieved within this arrangement.

**RESOLVED** – Council unanimously agreed that any website changes required to improve information being easily found on the website should proceed. It was further agreed that if the work could not be achieved within the monthly support a quote for the work would be requested before proceeding further.

11.2 Chairperson's Report – (for noting) information only.

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

11.4 Reports from Committees

11.4.1 Planning committee – Confirmation of submission of comments on recent Planning consultation.

11.4.2 Committee meeting dates - Dates circulated for meetings to the end of the Calendar year.

Councillors acknowledge receipt of meeting entries, noting sometimes were not correct and that they did not wish to receive diary entries in the future.

**12. Greens, Commons and Land** – Matters to bring to the Councils attention in relation to areas of the Parish

12.1 Godstone and Greenview

12.1.1 Godstone Tennis Club – Request in relation to planned works to tennis courts by email sent to council on 27 September for information in advance of meeting. It was noted that Tennis club is gathering risk assessment and PL insurance to provide to council for the project.

12.1.2 Stage 1 - Floodlights (new lights to the Lamport court and upgrading of existing lights). Project looking to go ahead around wk com. 7 October. Tennis club confirmed it has requested risk assessment and PL certificate from contractor as per keyholder requirement. Advising council contractor will be making some trips across the green with small plant to bring in the equipment. Work expected to take 2 days and vehicles expected to be mini digger and small loader.

Request 1 - 2 parking spaces for skip and to enable trips across the green to bring in equipment and take out waste.

**RESOLVED** – Council unanimously agreed to permit the placing of a skip in a car park space (it must be a covered skip to ensure that the contents cannot be removed/thrown on to the Green when the contractor is not present).

12.1.3 Stage 2 - Court Resurfacing - Contractor doesn't want to drive over the green during winter. It is therefore requested that the contractor be permitted to set up an area in the car park by Godstone Club and ferry plant and tarmac along path.

Request 2 – 2 further spaces or yellow box in front of green gate and propose contractor will dump tarmac by the green gate, using small dumper to ferry tarmac to the court. Due to the number of movements this will create it is requested to fence off the path from the green gate to the tennis club for the day.

Council discussed request 2 stating reservations about to additional spaces or the yellow box in front of green gate, raising the following points: concern about blocking emergency entrance; don't want tarmac near the highway; will movements be marshalled; potentially Heras fencing to be used;



half term week preferred to reduce impact on users of the path, suggestion about using area on the green with precautions that no debris is left; requirement for a Method Statement.

**RESOLVED** – Council unanimously agreed that for the moment, permission is not granted for the tarmac and closing the path, but in principle the council have no objections in liaising with the club to find an arrangement that works for all parties and addresses council's concerns.

**RESOLVED** - Cllrs S Beagley and D Christmas were delegated to liaise with Tennis club and contractor to meet and confirm final arrangements to support the work being completed.

**ACTION10/24-5- Clerk to liaise with Cllrs and Tennis Club to make meeting arrangements as soon as practicable.**

12.1.4 Memorials – Benches and Trees

- i. Council noted that the new memorial bench (Battersby) has been installed (with full base) and is to be inspected as per council's request.

**RESOLVED** – Council unanimously ratified the compromise made of larger bench on condition of a base.

- ii. Trees – Clerk has been in touch with person who made a request.

**ACTION10/24-5- Clerk to provide Terms and Conditions after drafted (similar to benches) for parish records of agreement and setting out details agreed.**

12.1.5 Bench Maintenance – Council considered quotation in relation to works

- i. Benches 1-2 £100 plus materials (£20-30); bench 4 £325 (labour plus materials); bench 5 £325; and benches 6 (without seats) upwards of £325-£625 each depending on materials.
- ii. Budget information by area provided to council.
- iii. Cllr C White proposed that the council consider recycled plastic benches to replace benches and would greatly reduce future maintenance requirements. Estimated at around £380+VATm with 25-year guarantee.
- iv. Council considered the appearance of the benches in the conservation area and need to remove remaining concrete uprights of damaged benches.

**RESOLVED** – Council unanimously agreed to repair benches 1 and 2 and purchase 3 benches to replace benches 4,5 and 6 (removing and tidying concrete uprights and bases as necessary pre installation of new benches).

**ACTION10/24-6- Clerk to issue purchase order for agree repairs, new benches and work required in relation to concrete upstands and bases.**

12.2 Godstone Playground - Annual External Inspection – Council noted inspection scheduled for November.

12.3 Hilly Fields – Council noted that the Hilly Fields have been cut as agreed with parishioners.

12.4 Salisbury Road Allotments

12.4.1 Easement in relation to development of old garages site – Council considered report from solicitor on Easement (circulated to council 24 September).

**RESOLVED** - Council agreed that its solicitors' comments should be provided to the developer for consideration.

**ACTION10/24-7- Clerk to liaise with solicitors on comments.**

12.4.2 Update on situation in relation to water supply to allotments – Council reviewed situation noting that a summary of the situation was provided to SES Water and additional information from the National Allotments Society (NAS) who advised that this is the first time they have been informed that a water company has refused to connect water to an allotment site and that a request for specific technical and legal detailed information of the reasons why the application is being declined be provided by SES. It was further noted that although there are alternative providers, it is still necessary for SES water to install the supply.

**ACTION10/24-8- Clerk to follow up with SES Water.**

12.4.3 Godstone Allotment Association Committee

- i. Annual confirmation of Committee - AGM – Council noted the committee elected: John Hale - chair; Suzana Zizek - vice chair; Kim Prime –secretary; Jeff King – treasurer; and Dave Prime-seed secretary
- ii. Reports on Allotments – Council noted in the case of unworked allotment 14, is the Clerk permitted to serve notice (no improvements following GAA letters about breaking terms). In addition, clarification of who to decide if an agreement is not renewed at the end of the term.

**RESOLVED** - Council agreed that notice be served on Plot 14. Furthermore, if either situation detailed above arises, it is delegated to the Clerk (liaising with the GSA as necessary) to send notice letters when circumstances arise.

12.5 Tilburstow Hill and The Enterdent

12.5.1 Council noted the report in relation to Godstone Farm being contacted about Himalayan Balsam and that they get rid of HB when it is spotted.

**ACTION10/24-9- Cllr D Christmas will chat to Godstone Farm.**

12.6 South Godstone

**ACTION10/24-10- Council to monitor the path near the station now that winter is approaching.**

12.7 Blindley Heath

12.7.1 Trees (Ray Lane) – Council noted report of Ash die back - Two Ash trees on Ray Lane (what three words - occurs.maker.bigger. & sheild.grain.cubes) both have early signs of Ash die back

Report stated did not think immediate work required, but trees should be included in work in the next year.

**ACTION10/24-11-** Noted by council, suitable reminder to be set for further review of 2 ash trees,

12.7.2 Request for permission in relation to works to tracks on the Common

- i. Track to 1 and 2 Elmshade Cottages and Two Hoots – Council noted the joint application from 2 Elmshade Cottages, 1 Elmshades and Two Hoots for repair to the surface of the track (which has potholes), running from the properties right up to the junction with the A22 and the concern of access along track due to condition.
- ii. Residents' proposal is for a durable cement-based Gravite material, minimum thickness 150mm, laid with tarmac machine and rolled using heavy twin drum roller.
- iii. Information had been provided to council for reference of online guidance on [Permeable types of surface](#) and [Design/construct permeable surfaces](#).
- iv. Map provided, as a guide, of where the proposed work

**RESOLVED** - Council confirmed that they would not permit a hard surface being laid, but they would accept Type 1 aggregate rolled being laid. Stating for context, its desire to protect the SSSI and Common land, with flooding being of particular concern, hence preferring to avoid nonporous surfaces where possible in the area.

**ACTION10/24-11-** Clerk to liaise with residents on council's position and to remind residents that Parish council will need to liaise with them to complete consent process with Natural England before proceeding.

12.7.3 Track to Clacks – Council noted follow up correspondence following previous meeting and photos had been provided by resident as indication of condition. The resident had stated that if tarmac was not permitted, they request permission for type 1 aggregate rolled and compacted, explaining that tarmac spec was to spend more for something that would last longer.

**RESOLVED** - Council confirmed that it would not permit a hard surface and stated Type 1 aggregate rolled being laid would be accepted.

**ACTION10/24-12-** Clerk to liaise with resident on council's position and to remind resident of the need to liaise with Parish council to complete consent process with Natural England before proceeding.

12.7.4 BHCC – Council noted request for letter of support for Grant application to Tesco Stronger Starts in relation to starting a junior team next year, so application would be for funding to help get started

**RESOLVED** - Council agreed that a letter of support be provided to BHCC.

**ACTION10/24-14-** Clerk to liaise with BHCC to provide letter of support.

12.7.4 Email from TDC re: car park, Blindley Heath – Council noted correspondence which raised problems with abandoned and untaxed vehicles parked in the public car park adjacent to Cricket Field, Ray Lane, Blindley Heath, owned by Parish council. Multiple untaxed vehicles parked on a regular basis. TDC have limited authority to enforce removal of vehicles due to land ownership and requested assistance in addressing the situation, i.e. implementing preventative measures; signage warning that untaxed vehicles will be removed; writing to local garage on the matter.

**RESOLVED** - Council unanimously agreed that it granted Tandridge District Council permission to remove any untaxed vehicles from the Parish owned car park, stating that the Parish council does not have the resources to carry out such enforcement.

**ACTION10/24-14-** Clerk to liaise with TDC contact in relation to untaxed vehicles in car park at Blindley Heath.

## 9 Burial Ground and Exclusive Rights of Burial Applications and Memorial Applications

9.1 Council noted reports that weeds are back (inches high) at burial ground.

9.2 Council noted Exclusive Rights of Burial (EROB) granted, as delegated to the Clerk, for burial space 628

9.3 Burial ground regulations – Council noted the enquiry in relation to maintenance by grave owners, grave owners using strimmer's, as Grantees are responsible for looking after graves.

**RESOLVED** - Council unanimously agreed that it did not permit Grantees of EROB be permitted to use their own strimmer's at the burial ground.

## 10 Finance, Audit and Policy Matters

10.1 Accounts for Payment - to approve **SEPTEMBER** accounts for payment - Payment list circulated.

Ref.	Business	Invoice	Inv Date	Payment For	Net	VAT	Total	Information
G1658-1661	Salaries	For September		Salary	£2,541.11		£2,541.11	
	HMRC			NI & Income tax				
	NEST			Pension				
Direct Debits								
G1655	BT	M1421R	9/17/24	Telephone & Internet	£76.70	£15.34	£92.04	£479 Budget remains
G1654	British Gas	8677735	9-Sep-24	Electricity	£24.67	£1.23	£25.90	£230 Budget remains
Invoices for Payment								

G1656	HPS	6537	8/28/24	IT Support & Website hosting	£150.70	£30.14	£180.84	Budget remaining £2528
G1657	HPS	6538	8/28/24	Anti-Virus	£72.36	£14.47	£86.83	Budget remaining £2377.30
G1662	Madgwicks	INV0002	9/24/24	Blindley Heath Tree Works	£4,825	£965	£5,790	<b>£10.4k budget or £13k CIL.</b>
G1663	SES Business Water		8/28/24	Field Supply -Blindley Heath (2/24-8/24)	£33.42		£33.42	£2452 budget remaining
G1664	Pear Technology	143556	9/30/24	Technical Support & software updates	£240	£48	£288	Budget remaining £2304.94
G1665	ROSPA	1150744	9/27/24	Health & Safety Annual Membership	£535		£535	<b>£99 budget within Subscriptions line</b>
G1666	St Stephen's		10/7/24	Oct meeting Hall hire	£25		£25	

\*Salaries paid in accordance with Financial Regulations.

\*\*Employee/Employers total payment paid by GPC.

**TOTAL £8,523.96 £1,074.18 £9,598.14**

Clerk reported to council that a refund was completed following overpayment payment by Stonemans on several funeral matters (Wisse, Shearing and Bloom).

**RESOLVED** - Council unanimously approved the payments listed totalling £9598.14 and agreed that they be paid.

**RESOLVED** - Council unanimously accepted the refund transaction required as reported by the Clerk

**ACTION10/24-15-** Clerk to liaise with second signatory to complete payments.

10.2 Summary Financial Report **JULY** – Council considered the Bank Reconciliation, Accounts Reports, which included; Income & Expenditure; Reserves, Balance and Summary of Funds available, circulated in advance of the meeting

**RESOLVED** - Council unanimously approved the Summary Financial Report for **JULY** and that they be signed.

10.3 Summary Financial Report **AUGUST** - Council considered the Bank Reconciliation, Accounts Reports, which included; Income & Expenditure; Reserves, Balance and Summary of Funds available, circulated in advance of the meeting

**RESOLVED** - Council unanimously approved the Summary Financial Report for **AUGUST** and that they be signed.

10.4 Report on Debt – Council acknowledged the report circulated.

**ACTION10/24-16-** Council to review debt every three months and to consider actions to be taken in relation to debt on the next review.

10.5 Budget Preparation – Council noted the request to notify the Clerk if there were budget items a councillor would like considered by the Finance Committee at its budget meeting and to assist, Councillors should provide an estimate of expected cost. Council also noted that consideration of the council's vision/strategy should be considered during budget setting. It was noted that there may be a requirement to consider the Pavilion during budgeting if circumstances demanded.

## 11 Wayleaves and Easements

13.1 Deed of Easement in relation to Tippywychett, Tandridge Lane, RH7 6LL

**RESOLVED** - Council unanimously approved the Deed of Easement in relation to Tippywychett, Tandridge Lane, RH7 6LL and that it be signed on behalf of the council.

**ACTION10/24-17-** Clerk to liaise with the property owners' solicitors to complete the transaction.

## 12 Correspondence – Council noted the following correspondence circulated by email since the last meeting:

12.1 Surrey Hills National Landscape (AONB) Boundary Variation Project (Circ. 9/9)

Council noted frustration that it is not possible to object to deletions that are to the detriment of Godstone Parish.

12.2 Press release: Tandridge District Council adopts new Corporate Plan 2024-2028 (Circ. 9/9)

12.3 Surrey Hills National Landscape (AONB) Boundary Variation Project (Circ. 9/9)

12.4 Public Toilets Provision: Parish Council Feedback (Circ. 2/10)

## 13 Matters for reporting or inclusion on future agendas

13.1 Matter of the Pavilion on Godstone Green.

13.2 Next meeting of the Parish Council is on Monday 4 November 2024 at 7.30pm, at St Stephens.

**Part 2 – None.**

----- Meeting ended -----

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Signed  
Chairperson

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Print Name

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Date