

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 14th May 2025 at 7.30pm** at St Stephens Church, South Godstone

Present: Cllrs S Beagley (Chair), L Case (Vice Chair), D Christmas, J Gardner, S Farr, K Ward and C White

In attendance: 5 x Residents, J Coulthard (Clerk), Gillian McPartlin (Asst. Clerk)

17/25	1 ELECTION OF THE CHAIRMAN OF THE COUNCIL AND THE VICE CHAIRMAN	
	1.1 Nominations for Chairperson to be proposed and seconded by Councillors – Cllr Beagley was unanimously elected as Chair. 1.2 Nominations for Vice President to be proposed and seconded by Councillors – Cllr Case was unanimously elected as Vice-Chair	
18/25	2 QUESTIONS FROM MEMBERS OF THE PUBLIC	
	1.1 A resident raised a concern regarding the fence between the allotments and the new bungalows at Salisbury Road Allotments advising that the fence was in the wrong place and on the allotment side of the boundary. Plots 2, 3 and 4 as a result had lost a small amount of land. Plot holder 2 and 3 had not noticed much difference. 7:33pm Cllr Case joined the meeting. Cllr Case mentioned that she had measured the plots last year with a representative of the Allotment Association to allow accurate calculation of rents and that if the plot holders had lost land, it may affect the fee for their allotment. IT WAS AGREED that Cllrs Beagley and the resident would visit and inspect together.	SB
19/25	3 APOLOGIES AND REASON FOR ABSENCE (LGA 1972 s85)	
	Apologies received and accepted for D Cllr M Crane.	
20/25	4 DECLARATIONS OF INTERESTS	
	None	
21/25	5 COUNTY AND DISTRICT CLLRS – Brief report on matters affecting the Parish.	
	Cllr C Farr gave an update in his capacity as Surrey County Cllr advising that there was a lot of debate around the Local Government reorganisation. He mentioned that there would be no less than 2 new Unitary Authorities for Surrey. SCC wanted 2 x Unitary Authorities and 9 out of 11 District Councils supported the creation of 3 x Unitary Authorities. In his capacity as District Cllr he advised that TDC had huge concerns over the reorganisation due to the debts being carried by some District and Borough Councils and the government's refusal to write off the debts for example, £2.2 billion of debt with Woking. These debts would become the responsibility of the new Unitary Authorities. Cllr Gardner asked how these councils had built up the debt. Cllr C Farr advised that the debt was mainly accrued through poor investments. Some councils had borrowed money and bought properties which were now not worth the value of what was paid. Cllr Gardner asked whether TDC had debt, Cllr C Farr advised that there was some debt, but it was minimal and TDC was in a much stronger position financially. Cllr C Farr also advised that there will be a Mayor of Surrey who would be elected through local elections. He touched on the issue of devolution and the programme to transfer assets from TDC to Parish Councils and that there was a push to get this done before the new Unitary Authorities were in place. He mentioned that there would	

	<p>be the creation of Community Boards as TDC was only one of the only fully 'parished' District Councils in Surrey.</p> <p>Cllr Christmas asked if there was any update on the High Street road collapse. Cllr C Farr advised he did not have an update. Cllrs Case and Beagley mentioned that Claire Coutinho, MP had organised a meeting in the St Nicholas Centre on the 30th of May at 6pm to update residents and SCC and TDC would be there and representatives from the utility companies.</p>	
22/25	6 MINUTES	
	Minutes of the full Parish Council (PC) meeting held on the 7 th of April 2025 and of the Planning Committee meeting held on the 16 th of April 2025 were agreed and signed as a true record (LGA 1972 Sch. 12 s41).	
23//25	7 GODSTONE AND GODSTONE GREEN - Update	
	Deferred until later in the meeting.	
24/25	8 COMMITTEES	
	<p>8.1 Review of delegation arrangements to committees and sub-committees</p> <p>8.1.1 Committees</p> <p>8.1.1.1 Finance – IT WAS AGREED that Cllrs Beagley, Case, Christmas, D'Mello and White would form the Finance Committee and delegation arrangement would remain the same.</p> <p>8.1.1.2 Planning – IT WAS AGREED that Cllrs Beagley, Case, Gardner, Ward and White would form the Planning Committee and delegations would remain the same.</p> <p>8.1.2 Sub-Committees</p> <p>8.1.2.1 Neighbourhood Plan Committee – IT WAS AGREED that the Committee was not longer required as it was no obsolete.</p> <p>8.1.2.2 Greenspaces Committee – IT WAS AGREED that Cllrs Beagley, Case, Christmas and Ward would form the Greenspaces Committee.</p> <p>8.1.2.3 Non-Standing Committees – Staff Appeals, Staff Grievance, and Disciplinary – IT WAS AGREED that these committees would be formed at the point of need.</p> <p>8.2 Review of the Terms of Reference for committees – Finance, Planning, Neighbourhood Plan and Greenspaces Committee – IT WAS AGREED that the Cllrs were happy with the current terms of reference and the Clerk would review and make any suggestions for amendment if necessary.</p> <p>8.3 Appointment of members to existing committees and appointment of each Committee Chairperson. Members were decided at 8.1.</p> <ul style="list-style-type: none"> • Cllr White was elected Chair of the Finance Committee. • Cllr Gardner was elected as Chair of the Planning Committee. • Cllr Case was elected as Chair of the Greenspaces Committee. <p>8.4 Appointment of any new committees in accordance with standing order 4. Cllr White asked whether a new committee should be set up for Devolution and to look at the assets that TDC wanted to transfer to the PC. The PC did not agree to set up a committee at this stage as it was felt that the whole PC should be involved in the decision making. IT WAS AGREED the Clerk would ask TDC for more information on true costs for the assets they wished to transfer. IT WAS ALSO AGREED that the Clerk would complete expression of interest forms for all the assets offered.</p>	JC JC
25/25	9 REPORTS	
	<p>9.1 Clerk's Report – Matters to bring to the Councils attention.</p> <p>9.1.1 Financial Regulations & Standing Orders updates – the Clerk advised that these had been part reviewed and needed to be finalised. It was on the task list.</p> <p>9.1.2 Policies – the Clerk advised that these were on the task list to be reviewed but she had not had time to look at them yet due to trying to catch up with the back log of work from before she started.</p> <p>9.1.3 Horse Riding on the green – the Clerk advised that the British Horse Society were continuing to research the issue as they still did not accept the PC's rule that riding horses on the green was prohibited.</p>	

	<p>9.1.4 To note that a resident has applied to Natural England to improve the track at Clacks, Ray Lane, Blindley Heath, Surrey, RH7 6LJ. Permission previously given by the PC. Cllr S Farr advised that the PC had never given permission to the owner of Clacks. She mentioned that if the track was improved that the PC could become responsible for maintenance of the field. IT WAS AGREED that the Clerk would approach Natural England to advise that the PC were not in favour of the improvements and that a legal clause would be needed to be in place to ensure that no liability/responsibility for maintenance falls to the PC.</p> <p>9.1.5 Rural Housing – to consider and agree or otherwise whether the PC would like to have a housing needs survey. IT WAS AGREED that a housing needs survey was not required and that the Clerk would advise the Rural Housing Officer.</p> <p>9.1.6 Clerks Back Log of work – The Clerk asked if the PC would approve the use of the previous Admin Asst. to help catch up on the backlog of work so that the Clerk and Asst. Clerk were no more than a week behind with the workload. APPROVED.</p>	<p>JC</p> <p>JC</p>
26/25	10 ANNUAL MATTERS TO REVIEW	
	<p>10.1 Review and adoptions of standing orders – the Clerk advised that these would be reviewed and checked for NALC changes and updated for approval if necessary. The Clerk would advise.</p> <p>10.2 Review of arrangement (including legal agreements) with other local authorities, not-for-profit bodies and businesses – as above.</p> <p>10.3 Review of delegation arrangements to staff, not-for-profit bodies and other local authorities- IT WAS AGREED these would stay the same.</p> <p>10.4 Review of representation on or work with external bodies and arrangements for reporting back - IT WAS AGREED these would stay the same.</p> <p>10.5. Confirmation of arrangements for insurance cover in respect of all insurable risks. Insurance was in place but renewal due soon, quotes to be obtained.</p> <p>10.6 Review of Council's and/or staff subscriptions to other bodes – IT WAS AGREED these would remain the same. `</p>	JC
27/25	11 ANNUAL REVIEW OF POLICIES	
	<p>11.1 Review of the Council's complaints procedure</p> <p>11.2 Review of the Council's policies, procedures and practices in respect of its obligations under in respect of its obligations under freedom of information and data protection legislation.</p> <p>11.3 Review of Council's policy for dealing with the press/media (incl. Social Media)</p> <p>11.3.1 Social Media</p> <p>11.3.2 Press and Media policy</p> <p>11.4 Review of the Council's employment policies and procedures.</p> <p>The Clerk advised that all the policies would be reviewed and were on the task list. She would put on the agenda for approval as necessary.</p>	
28/25	12 FINANCE MATTERS	
	<p>12.1 Annual Review and adoption of Financial Regulations – the Clerk advised that she could see that the previous Clerk had looked at these and made some tracked updates but had not had time to finalise them. The Clerk advised she would review and detail and come back to the PC if approval still required.</p> <p>12.2 Annual Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence - Deferred.</p> <p>12.3 Review of inventory of land and other assets including buildings and office equipment - Deferred</p> <p>12.4 Grants and CIL</p> <p>12.4.1 Grants – deferred</p> <p>12.4.2 CIL – deferred. Cllr Christmas asked about the TDC CIL Bidding round and whether he could apply for CIL funding for improvements to the Pavilion. Cllr C Farr advised that the money was really for capital expenditure rather than for maintenance and an application would be very unlikely to be</p>	

	approved. The PC did not agree to Cllr Christmas submitting an expression of interest form to apply for the funding for the Pavilion. 12.5 Accounts for payment - to approve APRIL accounts for payment. APPROVED					JC
GPC Ref.	Business	Invoice Date	Payment For	Invoice Total	Information	
Salary Payments						
G1757/ 1758/1 753	Salaries	March	Salary	£ 2,042.5 8	Within budget available £3256.56 all paid April £238.79	
	HMRC		NI and Income tax			
	NEST Pension		Pension contribution			
Direct Debits						
G1729	British Gas Trading Limited	09.03.25	Electricity	£ 177.76		
G1745	SES	17.05.25	Water	£ 33.42		
G1749	BT	28.03.25	Telephone and Internet	£ 59.94		
Invoices for Payment						
G1721	Elecwork Contractors Ltd	03.04.25	Installation of new consumer unit plus materials	£ 1,030.6 9		
G1751	Rialtas	01.04.25	Support/Maintenance/Licence & Software Support	£ 1,509.6 0		
G1752	ICCM Corporate	01.04.25	Parish Council Membership Renewal 25/26	£ 105.00		
G1754	Flynn & Flo Productions	15.04.25	60 Minute Live Performance - Godstone Fete	£ 1,248.6 0	Already Paid	
G1755	Mulberry LAS	28.03.25	Rialtas Training for Clerk	£ 296.40		
G1756	Mulberry LAS	22.03.25	Rialtas End of Year	£ 442.20		
G1760	M Price	07.05.25	Costume Donation for VE Day Performance GG	£ 140.00		
G1761	Velvet Harmony	16.05.25	Singers at VE Day GG	£ 100.00		
G1762	John Reynolds	07.05.25	Provision & Operation of PA System VE Day GG	£ 200.00		
G1763	Christopher Drewitt	14.05.25	Punch & Judy Show VE Day GG	£ 300.00		
G1764	Pete James	04.05.25	Magician VE Day GG	£ 350.00		
G1765	T Cherriman	25.04.25	Remove Old Benches, Collect & Install 2 x new benches GG	£ 2,000.0 0		

	G1766	Parish Magazine Printing	21.04.25	VE Day Anniversary Flyers GG	£ 205.50		
	G1767	St Stephens Church	26.04.25	Hall Hire for PC Meetings	£ 75.00		
	<p style="text-align: right;">£10,316 .69</p> <p>12.6 Accounting Statements - Summary Financial Report and end of year review 12.6.1 Summary Financial Report to MARCH receive and end of year review – Cllr confirmed they had received the reports and reviewed them. 12.7 Moving funds between accounts to maximise interest.- IT WAS AGREED for the Clerk to move £60K to the instant savings account to increase the amount of interest accrued to make the most of the PC funds.</p>						
29/25	13 MEETINGS 2024 -2025						
	Determine the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council. IT WAS AGREED <ul style="list-style-type: none"> • Full Parish Council Meeting – 1st Monday of every month (except December) • Planning Committee Meeting – 3rd Wednesday of every month • Other committee meeting scheduling to stay the same 						
30/25	14 APPOINTMENT OF AREAS OF INSPECTION RESPONSIBILITIES						
	14.1 Chairman's Report – (for noting) information only. Nothing additional to discussions already noted. 14.2 Reports from representatives on outside bodies etc. (for noting). Cllr Case reported she had attended a Sibelco meeting. She advised that the contractors who were lined up to build the Ashill Development had pulled out and that they were now trying to sell the package to another contractor. She advised that Sibelco continued to operate as normal. 14.3 BHLG – Cllr S Farr mentioned that there had not been a meeting of the BHLG for some time. IT WAS AGREED the Clerk would contact BHLG to chase.						JC
31/25	15 GREENS, COMMONS, AND LANDS						
	15.1 Godstone, including Hilly Fields 15.1.1 To consider and agree or otherwise to a resident's request to hold a child's birthday party on the green wants permission for a Gazebo, Table and charcoal BBQ. The PC advised that the resident could hold the party on the green but did not approve the erection of a Gazebo or the use of BBQ of any kind. IT WAS AGREED the Clerk would inform the resident. 15.1.2 To consider and agree or otherwise to a request from Adam Lovatt from Warlingham to use the Green for his fitness business to hold fitness classes on the Godstone Green. NOT APPROVED the Clerk to inform Adam Lovatt. 15.1.3 To consider and agree what action to take regarding a resident's report of Himalayan Balsam is growing on PC land at Tilburstow Hill near Godstone Farm. IT WAS AGREED the Clerk would check exactly where it is. 15.1.4 Southview – it was noted that the grass cutting contractors had missed this area and they had been reminded to do this area. 15.1.5 Wagon Pond – it was noted that the water level was very low. 15.2 Salisbury Road Allotments - Chair of GAA concerned about the building of a fence on the boundary with bungalows and a reduction in the size of plot 2, 3 and 4. Consider and agree what action needs to be taken. – See Questions from Members of the Public. 15.3 Tilburstow Hill/The Enterdent – the Clerk mentioned the fly-tipping at the Enterdent had been cleared.						JC JC JC

	15.4 South Godstone – Cllr White mentioned the Bus Shelter at South Godstone had been fixed and the Lagham Pub was open again. 15.5 Blindley Heath – Cllr S Farr mentioned that the noticeboard at Blindley Heath needed fixing or replacing. IT WAS AGREED that the Clerk would obtain quotes.	JC
32/25	16 BURIAL GROUNDS AND MEMORIALS	
	To consider and agree whether the Clerk should investigate the requirements and costs for .gov.uk email addresses which will be required to pass the external audit for 2025/26 (JPAG 2025 changes). IT WAS AGREED that the Clerk would investigate and report back.	JC
33/25	17 CORRESPONDENCE	
	Nothing not already covered.	
34/25	18 AOB	
	18.1 The refurbishment of the Bounty – IT WAS agreed that Cllr Beagley and Cllr Gardner would visit the Bounty on Monday to discuss what work was needed. 18.2 VE Day Celebrations – Cllr Case expressed a ‘big’ thank you to everyone helped with setting up for the VE Day celebrations. She advised that more helpers would be needed in the future as it had been a struggle, and the Village Fete Committees help had been required. IT WAS AGREED to set up an events committee for future events.	JC
35/25	19 MATTERS FOR REPORTING OR INCLUSION ON FUTURE AGENDAS	
	19.1 Forming an Events Committee	
36/25	20 DATES OF FORTHCOMING MEETINGS	
	<ul style="list-style-type: none"> • Annual Parish Assembly - Thursday 29th May 2025, 7pm for 7:30pm, St Nicholas Youth Centre, Godstone • Full Parish Council Meeting – Monday 2nd June 2025, 7:30pm, St Stephens Church, South Godstone. • Planning Committee – Wednesday 18th June 2025, 6:30pm at the Bounty, Godstone Green 	
37/25	16 DATES OF NEXT MEETINGS	
	<ul style="list-style-type: none"> • Planning Committee – Wednesday 16th April 2025, 7pm at the Bounty, Godstone Green • Green Space Committee – Monday 28th April 2025, 11am at the Bounty, Godstone Green • Annual full Parish Council Meeting – Wednesday 14th May 2025, 7:30pm at St Stephen’s Church, South Godstone. • Annual Village Meeting – Thursday 29th May 2025, 7pm for 7:30pm, St Nicholas Youth Centre, Godstone 	

Signed
Chairperson

Print Name

Date