

# Godstone Parish Council

(incorporating 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 7<sup>th</sup> April 2025 at 7.30pm** at St Stephens Church, South Godstone

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

**In attendance:** 1 x Residents, J Coulthard (Clerk)

01/25	<b>1 QUESTIONS FROM MEMBERS OF THE PUBLIC</b>	
	1.1 A resident contacted the Clerk to ask if the Parish Council (PC) would support a request for the Eastbourne Road to have a 30-mph speed limit while the High Street is closed. <b>IT WAS AGREED</b> the Clerk would write to Surrey Highways.	JC
	1.2 A resident contacted the Clerk requesting consent to undertake the application of a concrete and type 1 limestone mix, formulated at a ratio of 1:20 (one part concrete to twenty parts type 1 limestone aggregate), across an estimated 160-metre Godstone Parish track providing access two properties. The PC discussed the request in detail however they felt they were unable to agree due to the nature of the proposed materials which were not porous. <b>IT WAS AGREED</b> the Clerk would advise the resident.	JC
	1.3 A resident contacted the Clerk to ask whether the PC would allow them to use their purchased grave space for the interment of ashes instead of burials. They also asked the same question on behalf of another resident. <b>IT WAS AGREED</b> to allow the residents to use their purchased grave spaces for the interment of ashes on an exception's basis and for the Clerk to advise the residents.	JC
02/25	<b>2 APOLOGIES AND REASON FOR ABSENCE (LGA 1972 s85)</b>	
	Apologies received and accepted for Cllr C Farr, Cllr K D'Mello and D Cllr M Crane.	
03/25	<b>3 DECLARATIONS OF INTERESTS (<a href="#">Register of Interests</a>)</b>	
	None	
04/25	<b>4 COUNTY AND DISTRICT CLLRS</b> – Brief report on matters affecting the Parish.	
	D Cllrs advised that Tandridge District Council had received lots of responses to its invite to submit pieces of land which could be considered available for development e.g. brown field and grey-belt land, and these could possibly be targets for future developments. D Cllrs also reported that the local government was still a major issue of discussion.	
05/25	<b>5 MINUTES</b>	
	Minutes of the full Parish Council (PC) meeting held on the 3 <sup>rd</sup> of March 2025 and of the Planning Committee meeting held on the 18 <sup>th</sup> of March 2025 were agreed and signed as a true record (LGA 1972 Sch. 12 s41).	
06/25	<b>6 GRASS CUTTING CONTRACT</b> – Update	
	The Clerk reported that she had instructed the new contractor and was working with them to get the contract signed. Cllr Beagley asked if the contractor had cut the grass at Blindley Heath, and the Clerk reported that they had not as they needed to collect the keys for the barriers/gates. She advised she would follow-up with them to get them to collect the keys.	JC
07/25	<b>7 REPORTS</b>	
	7.1 Clerks' report – Matters to bring to the Councils' attention. 7.1.1 Keys to the Bounty - The Clerk reported that there seemed to someone entering the Bounty when no one was in and asked Cllrs who had keys and if they had popped in. The Cllrs with keys advised that they had not been in the	

	<p>Bounty. <b>IT WAS AGREED</b> that the Clerk would obtain quotes for replacing the locks and keys.</p> <p>7.1.2 To note the Road Closure on the 24<sup>th</sup> of May 2025 for the VE Day celebration, Lagham Park, South Godstone, RH9 (Cul de Sac only) from No. 51 to the bottom of the cul-de-sac at No. 84 Langham Park. <b>NOTED.</b></p> <p>7.1.3 Admin Asst Vacancy – Update – The Clerk reported that there were 3 applicants for the role. However, the Clerk recommended that given the pressure from devolution and the likely increase in workload, the PC should consider changing the role to an Asst. Clerk. Giving greater capacity and allow for succession planning. The rest of the discussion was deferred to Part 2 of the meeting due to the sensitive nature of the information.</p> <p>7.1.4 Admin Asst. Salary – To consider and agree whether to revise amount p/hr and adopt SALC salary scale for this role. (National Minimum Wage applicable from April 2025). This item was deferred to Part 2 of the meeting due the sensitive nature of the information.</p> <p>7.1.5 Clerk’s Contract – The Clerk asked Cllrs Beagley and Case if they had a contract template. Cllrs Beagley and Case confirmed they did not, and <b>IT WAS AGREED</b> that the Clerk would source a template to work from.</p> <p>The Clerk asked which Cllrs were signatories on the PC bank account, <b>IT WAS AGREED</b> that Cllr Beagley needed to be added to the signatories and that he would provide the Clerk with his details to add him.</p> <p>7.2 Chairperson’s Report (for noting) information only. – Nothing to report.</p> <p>7.3 Reports (for noting) from representatives on outside bodies etc. – Cllr Farr mentioned that there had not been a meeting of the Blindley Heath Liaison Group and Surrey Wildlife Trust and there was usually a meeting at this time of year. <b>IT WAS AGREED</b> that the Clerk would chase. Cllr Case advised that there was a Sibelco meeting coming up in May.</p> <p>7.4 Reports from Committees.</p> <p>7.4.1 <b>IT WAS AGREED</b> the Clerk would arrange a Green Space Committee meeting and Cllr Beagley asked if the meeting could be arranged sooner rather than later.</p>	<p><b>JC</b></p> <p><b>JC</b></p> <p><b>SB/JC</b></p> <p><b>JC</b></p> <p><b>JC</b></p>
<b>08/25</b>	<b>8 CURRENT PLANNING ISSUES</b>	
	<p>8.1 PROPOSED BASE STATION INSTALLATION AT CTIL_304457_00, GODSTONE HILL ROUNDABOUT NORTH, SOUTH OF 1 CASTLE VIEW COTTAGES, GODSTONE, RH9 8DH (NGR: 535091, 153014) – To agree or otherwise whether to submit comments to the consultation and if so what comment to submit. <b>RESOLVED – NO COMMENT</b></p> <p>8.2 Surrey Pet Cemetery – to note the appeal hearing will take place on the 23rd of April 2025 at TDC offices at 10am. <b>NOTED.</b></p>	
<b>09/25</b>	<b>9 GREENS, COMMONS AND LAND</b>	
	<p>9.1 Risk Assessments – discussed previously nothing new to report.</p> <p>9.2 Godstone – Godstone Green, Greenview, Playground, Allotment and Hilly Fields</p> <p>9.2.1 Request to use Godstone Green</p> <p>i. Circus – the same Circus as last year requesting to use the Green from Sunday 28<sup>th</sup> June until the afternoon of Sunday 5<sup>th</sup> July. <b>APPROVED.</b></p> <p>ii. Godstone Village Fete Committee – requesting to use the green 23<sup>rd</sup>, 24<sup>th</sup> and 25<sup>th</sup> August. <b>APPROVED.</b></p> <p>iii. Bowling Club – requesting to use the Green near the Endeavour for parking during home games parking Marshall provided by the Bowling Club. The PC felt they were unable to agree to the request due to the state of the green’s surface and to avoid setting a precedent for other groups wanting to use the green for parking. <b>IT WAS AGREED</b> the Clerk would inform the Bowling Club.</p> <p>9.2.2 To consider and agree or otherwise whether to book the annual playground inspection with the same company who did it last year i.e. Came &amp; Co. Cost £94.95 ex. VAT. <b>APPROVED</b></p> <p>9.3 Tilburstow Hill and the Enterdent</p>	<p><b>JC</b></p> <p><b>JC</b></p>

	<p>Cllr Beagley mentioned the tree with exposed roots near Brakey Hill still needed to be dealt with although finding a contractor to work on it was an issue. A previous contractor who said he would take it down had to change his mind as his equipment was not capable of doing the necessary work.</p> <p>Cllr Case mentioned that the Japanese Knotweed behind Fairall's Yard on the Eastbourne Road needed to be dealt with again.</p> <p><b>IT WAS AGREED</b> the Clerk would check the date for the renewal of the lease of the land and what covenants were applicable.</p> <p><b>IT WAS AGREED</b> that Cllr Christmas would contact Fairall's about the knotweed</p> <p>9.4 South Godstone</p> <p>Cllr White reported that VE Day celebrations had been arrange for Saturday 3<sup>rd</sup> May. TDC had not allowed there to be a funfair due to the risk. Cllr White confirmed that the cost would be under budget.</p> <p>Cllr Christmas asked the Clerk for the latest news on the Godstone High Street road collapse. The Clerk advised that there had not been any recent updates from the authorities however, she thought that all residents had been allowed back into their homes and discussions were ongoing regarding who would be paying to fix it.</p> <p>9.5 Blindley Heath</p> <p>9.6 Burial Ground – Exclusive Rights of Burial Applications and Memorial Applications</p> <p>9.6.1 To note the request for an additional inscription on the memorial at Plot 444 of the burial ground. <b>NOTED.</b></p>	JC  DC																																																																																																																												
10/25	<b>10 FINANCE</b>																																																																																																																													
	<p>10.1 Accounts for Payment – Approve <b>MARCH</b> accounts for payment.</p> <table><tr><th>Rialtas</th><th>GPC Ref.</th><th>Busines s</th><th>Invoic e</th><th>Invoice Date</th><th>Payme nt For</th><th>Net</th><th>VAT</th><th>Total</th><th>Information</th></tr><tr><td colspan="10">Salary Payments</td></tr><tr><td rowspan="3"></td><td rowspan="3">G1740 -3</td><td>Salaries</td><td rowspan="3">March</td><td rowspan="3"></td><td>Salary</td><td rowspan="3">£ 1,440</td><td rowspan="3"></td><td rowspan="3">£ 1,440</td><td rowspan="3">Within budget</td></tr><tr><td>HMRC</td><td>NI and Income tax</td></tr><tr><td>NEST Pension</td><td>Pension contribu tion</td></tr><tr><td colspan="10">Direct Debits</td></tr><tr><td>4080 - Heat/Light</td><td>G1729</td><td>British Gas Trading Limited</td><td>£ 356</td><td>9.2.2025</td><td>Electricit y</td><td>£ 169</td><td>£ 8</td><td>£ 178</td><td></td></tr><tr><td>Water</td><td>G1745</td><td>SES</td><td>£ 33</td><td>17.3.202 5</td><td>Water</td><td>£ 33</td><td></td><td>£ 33</td><td></td></tr><tr><td>4085</td><td>G1749</td><td>BT</td><td>M148P R</td><td>28.2.202 5</td><td>Telepho ne and Internet</td><td>£ 50</td><td>£ 10</td><td>£ 60</td><td></td></tr><tr><td colspan="10">Invoices for Payment</td></tr><tr><td>4150 - Meeting Costs</td><td>G1721</td><td>St Stephens</td><td></td><td>1.3.2025</td><td>March Room Hire</td><td>£ 25</td><td></td><td>£ 25</td><td>Within Budget</td></tr><tr><td>4445 Neighbourho od plan</td><td>G1747</td><td>Alison Eardley</td><td>AEC037 5</td><td>17.3.202 5</td><td>NPG - 14198</td><td>£ 5,600</td><td>£ 1,120</td><td>£ 6,720</td><td>From Neighbourho od Plan Grant</td></tr><tr><td>4170</td><td>G1748</td><td>Surrey ALC Ltd</td><td>GODS0 1</td><td>1.4.2025</td><td>SALC &amp; NALC 25/26</td><td>£ 2,073</td><td></td><td>£ 2,073</td><td>Within Budget</td></tr><tr><td colspan="6"></td><td>£ 9,390</td><td>£ 1,138</td><td>£ 10,528</td><td></td></tr></table>	Rialtas	GPC Ref.	Busines s	Invoic e	Invoice Date	Payme nt For	Net	VAT	Total	Information	Salary Payments											G1740 -3	Salaries	March		Salary	£ 1,440		£ 1,440	Within budget	HMRC	NI and Income tax	NEST Pension	Pension contribu tion	Direct Debits										4080 - Heat/Light	G1729	British Gas Trading Limited	£ 356	9.2.2025	Electricit y	£ 169	£ 8	£ 178		Water	G1745	SES	£ 33	17.3.202 5	Water	£ 33		£ 33		4085	G1749	BT	M148P R	28.2.202 5	Telepho ne and Internet	£ 50	£ 10	£ 60		Invoices for Payment										4150 - Meeting Costs	G1721	St Stephens		1.3.2025	March Room Hire	£ 25		£ 25	Within Budget	4445 Neighbourho od plan	G1747	Alison Eardley	AEC037 5	17.3.202 5	NPG - 14198	£ 5,600	£ 1,120	£ 6,720	From Neighbourho od Plan Grant	4170	G1748	Surrey ALC Ltd	GODS0 1	1.4.2025	SALC & NALC 25/26	£ 2,073		£ 2,073	Within Budget							£ 9,390	£ 1,138	£ 10,528		
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	<p><b>RESOLVED –</b> Payment list totalling <b>£10,528</b> including salary payments.</p> <p><b>APPROVED.</b></p>																																																																																																																													

	<p>Cllr Christmas asked the Clerk why the PC had completed a Neighbourhood Plan. The Clerk advised that it was to ensure that the Parish Council had a say in the type of housing that was built in the Parish. Cllr White advised he was concerned as we had not heard from the contact who had taken over coordinating and that he thought there were additional steps to complete. <b>IT WAS AGREED</b> that the Clerk would follow up with the contact.</p> <p>12.2 Finance Papers up to 31<sup>st</sup> March 2024 – Bank Reconciliation and Accounts Reports – Income &amp; Expenditure, Reserves, Balance Sheets and Summary of Funds. The Clerk explained that she could not provide the papers up until the end of March as she was waiting for assistance to do the end of year processes in Rialtas.</p> <p>12.3 TDC CIL FUND – to consider and agree or otherwise whether the PC wants to bid for a share of the fund for any PC infrastructure projects. The Clerk mentioned she had sent an email from Godstone Sports Association asking the PC to apply for funding for a range of ideas. Cllr Ward asked if the PC could apply for funds to repair the carpark. Cllr Case suggested applying for funding for CCTV. <b>IT WAS AGREED</b> the Clerk would check if the CIL money could be used to fix the carpark and whether money if the PC applied for funds, could it then be given as a grant to another organisation.</p>	<p>JC</p> <p>JC</p>
11/25	<b>11 GOVERNANCE</b>	
	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). <b>IT WAS AGREED</b> that the Clerk would investigate and report back.	JC
12/25	<b>12 SALC/NALC</b>	
	<p>12.1 To consider and agree which Cllr will represent the Parish Council at the Surrey ALC AGM &amp; Conference 2025 on Thursday November 2025 at Silvermere Golf Course, Cobham – <b>IT WAS AGREED</b> that Cllr White would attend.</p> <p><b>IT WAS ALSO AGREED</b> that the Clerk would send out the information on how to set up a NALC account.</p>	<p>CW</p> <p>JC</p>
13/25	<b>13 CORRESPONDENCE</b>	
	13.1 To consider agree whether to provide a grant to St Johns Ambulance to fund First Aid Training Sessions. No specific amount requested. <b>IT WAS AGREED</b> not to provide a donation.	
14/25	<b>14 MATTERS FOR REPORTING OR INCLUSION ON FUTURE AGENDAS</b>	
	<p>Suggestions for CIL Fund Bid</p> <p>To agree which Cllr will be the PC representative for SALC/NALC</p>	
15/25	<b>15 ANNUAL VILLAGE MEETING AND ANNUAL REPORT</b>	
	<p>15.1 To consider and agree the date for the Annual Village Meeting – <b>IT WAS AGREED</b> to schedule the Annual Village Meeting for the 29<sup>th</sup> of May 2025, open from 7pm for a 7:30pm start.</p> <p>15.2 To reconsider and agree the date for the Annual Parish Council Meeting – <b>IT WAS AGREED</b> to move the Annual Parish Council Meeting to Wednesday 14<sup>th</sup> May 2025, start time 7:30pm at St Stephen's Church, South Godstone.</p> <p>15.3 To consider and agree whether to prepare an Annual Report – <b>IT WAS AGREED</b> not to prepare an Annual Report.</p>	
16/25	<b>16 DATES OF NEXT MEETINGS</b>	
	<ul style="list-style-type: none"> <li>Planning Committee – Wednesday 16<sup>th</sup> April 2025, 7pm at the Bounty, Godstone Green</li> <li>Green Space Committee – Monday 28<sup>th</sup> April 2025, 11am at the Bounty, Godstone Green</li> <li>Annual full Parish Council Meeting – Wednesday 14<sup>th</sup> May 2025, 7:30pm at St Stephen's Church, South Godstone.</li> <li>Annual Village Meeting – Thursday 29<sup>th</sup> May 2025, 7pm for 7:30pm, St Nicholas Youth Centre, Godstone</li> </ul>	

	<p>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. <b>IT WAS AGREED</b> to pass the motion.</p> <p>There being no other agenda items the Chair closed Part 1 of the meeting at</p>	
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Signed  
Chairperson

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Print Name

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Date