

BETCHWORTH PARISH COUNCIL

MINUTES of the **MEETING** of the **BETCHWORTH PARISH COUNCIL** held on **MONDAY 2nd June 2014**, at 8pm in the Hamilton Room.

Present: Councillors Hardy, Savill, Stow, the Footpaths Officer, District Councillor Potter and the Clerk. County Councillor Clack was also present for part of the meeting. Ian Docwra was also present for part of the meeting.

1. APOLOGIES FOR ABSENCE.

(47) Apologies were received from Councillors Wilson, Taylor, Higgins. PC Dominic Loraine and PCSO Ivor Williams.

2. MINUTES OF THE PREVIOUS MEETING.

(48) The minutes of the meeting held on 12th May were approved and signed by the Chairman as a true and correct record.

3. DECLARATIONS OF INTEREST.

(49) None

4. CRIME AND ORDER.

(50) Three crimes had been reported since May 12th: a criminal damage offence, the result of a road rage incident; an assault in a nursing home by a care assistant and a burglary, cash stolen from an un-attended bungalow.

Action Items	Person Responsible	Deadline
PC Dom Loraine to be asked to supply more detail for future meetings if no police attendance	Clerk	23/6/14

5. OPEN FORUM.

(51) No members of the public were present to raise any issues.

(52) The meeting order was changed from the agenda to allow for the late arrival of Ian Docwra.

6. TRANSPORT, HIGHWAYS AND FOOTPATHS.

Footpath Officer's Report.

(53) Bus Shelter near A25. Most of the ivy has been removed. The roof timbers were found to be structurally sound but roof covering needs replacing.

(54) Parr's Corner signage. Sourcing of new signpost ongoing.

(55) Footpath 457 erosion. Plan of action was agreed with Hannah Gutteridge of SCC and a source of scalplings were to be made available, still awaiting response.

(56) Footpaths are generally very overgrown. Footpath Officer willing to trim any paths on request from residents/public.

(57) Fingerpost at top of The Street. There has been further cleaning with industrial-grade cleaner. Re-painting has been delayed because of concern

over the lettering. It was agreed that the post would be painted leaving space around the lettering.

Dorking Rural Highways Forum.

(58) Council was advised that the resurfacing work on Pebblehill Road would be delayed due to water main replacement. It was also reported that Councillor Wilson had requested improvements to the sloping pavement in The Street when resurfacing work is carried out. The 'trench' in Old Road by Sandy Lane had been reported as unsafe, requiring urgent action. This appears to have been carried out but the workmanship was so poor it needs further attention. Lastly, Council was advised that SCC have a new contractor for gully cleansing who will assess gully silt levels and recommend twice yearly cleansing for those with high silting.

Action Items	Person Responsible	Deadline
John Foreman to get quotes for re-covering roof of bus shelter	John Foreman	7/7/14
Clerk to send John Foreman the Fingerpost quote	Clerk	ASAP
John Foreman to paint fingerpost avoiding lettering as agreed	John Foreman	23/6/14
'trench' pothole to be reported to SCC Highways	Clerk	ASAP

7. PLANNING

New Applications and Appeals

(59) MO/2014/0655/PLAH

1, Tranquil Dale, Buckland, Betchworth, Surrey, RH3 7EE

Erection of two storey side extension. No Comment.

(60) MO/2014/0701/PLAH

Maybury Farm, Boxhill Road, Boxhill, Tadworth, Surrey, KT20 7PH

Erection of a single storey garage extension (Renewal of planning permission MO/2010/0367). No Comment.

Results

(61) MO/2014/0510

1 Hurst

Cottages, Roothill Lane, Betchworth, Surrey, RH3 7AS

Conversion of existing garage to habitable accommodation
 APPROVED WITH CONDITIONS

Other Matters

(62) Fox Hollow. In response to a request for investigation into the siting of a new car-port the MVDC Planning Enforcement Officer had quoted planning permissions MO/2009/0915 and MO /2009/0915/1. After examining the associated plans Councillor Higgins had questioned the positioning of the car port. Awaiting a response from MVDC Planning Enforcement Officer. Post

meeting note: non-satisfactory response received, Councillor Higgins to investigate further.

Action Items	Person Responsible	Deadline
Post meeting action: Councillor Higgins to investigate the Fox Hollow car port further and report back	Councillor Higgins	7/7/14

(County Councillor Clack and Ian Docwra joined the meeting)

8. CASUAL VACANCY

(63) Ian Docwra gave a short presentation on why he would like to join the parish council. The Chairman proposed the co-option of Ian to fill the vacancy. Councillor Savill seconded and the motion was agreed unanimously.

Action Items	Person Responsible	Deadline
Ian will read the Code of Conduct in preparation for signing the acceptance of office form at next meeting	Ian Docwra	7/7/14
Clerk to order more 'Good Councillor' guides	Clerk	ASAP
Thank you email to Mark Targett	Clerk	ASAP

9. AMENITIES

(64) Allotments. Most of the rubbish dump has been removed from the allotments, remainder will require a skip.

(65) Allotments. The area of land recovered following the removal of the rubbish dump will need to be used in some way to prevent another dump. After some discussion on possible uses it was agreed that the allotment holders would be asked to decide on compost bins and/or beehives.

(66) Allotments. Ian Docwra has offered some unwanted compost bins..

(67) Allotments. All allotment rents have been collected. There are two on the waiting list.

(68) Burial Ground. The request to plant a rose on a grave plot was discussed. The burial ground guidelines only permit plantings in pots and it was agreed that any change to this would make mowing more difficult and would increase the maintenance costs for the burial ground. The request was rejected.

(69) Burial Ground Jubilee Pavilion. The Footpath Officer John Foreman confirmed that he would assist in the project management for the Jubilee Pavilion. He requested copies of the plans.

(70) "Johnson" memorial. An addition inscription to read: "Betty Katherine Woods 19.6.20 – 17.12.01 Always in our thoughts Frederick John Woods 17.2.15 – 13.4.14" was approved.

(71) Burial Ground. The ongoing problem with dogs in the burial ground and the recent article in the parish magazine by Pam Armitage was discussed. It

was agreed to survey the signs and dog-bins for further discussion at next meeting.

Action Items	Person Responsible	Deadline
Finish clearing rubbish dump, arrange skip	Councillor Taylor	ASAP
Ask all allotment holders what they want on the newly recovered area	Clerk	ASAP
Relay the Council's decision on the request to plant a rose	Clerk	ASAP
Furnish John Foreman with the Jubilee Pavilion drawings	Clerk	ASAP
Update the stonemason/family with the approval of the additional inscription on the "Johnson" memorial	Clerk	ASAP
Survey the signs and dog-bins in the burial ground	Clerk	7/7/14

10. LOCAL ORGANISATION

(72) CAMEL. It was reported that there is currently £5000 in a bank account accrued in part from continuing standing orders, all except one have now been cancelled. Chris Braidwood to arrange for accounts to be signed off and for the money to go into a secure account.

11. COMMUNICATIONS

(73) It was confirmed that Councillor Wilson will be responsible for website content management and Councillor Stow will continue to liaise with local businesses.

Action Items	Person Responsible	Deadline
Councillor Wilson to review items for website and create June additions/change package for Clerk to effect	Councillor Wilson	23/6/14

12. FINANCE

(74) The asset register had previously been distributed, it was displayed and the following changes were noted: burial ground shed now disposed of; new oak bench on footpath 457. It was agreed to remove the 3 disposed (prior 2009) lawn mowers from the list. The asset register was approved.

(75) The risk register had also been circulated prior to the meeting. It was agreed that the statement 'Triple Signatures on All Financial Transactions' be corrected to: Two Signatures on All Financial Transactions. The updated risk register was approved.

(76) The Accounts had been internally audited (C Braidwood & Co.) and these were formally adopted. The Annual Return had been completed accordingly. Section 1 covering the financial situation was examined and approved along with the appended Financial Notes.

(77) Section 2 of the Annual Return (The Annual Governance Statement) was examined item by item and duly completed by the Chairman.

(78) County Councillor Clack requested an update at the next meeting on the Jubilee Pavilion estimated completion dates to comply with the funding grant.

(79) The Monthly Financial Summary had been circulated prior to the meeting. It was noted that the actual expenditure was higher than budgeted because a deposit for the Kelly Memorial tree-seat had been paid on behalf of the Kelly Family.

(80) The following accounts were approved for payment and cheques duly signed:

1.	Jacquie Sims (Clerks Salary & working from home expenses, postage)	£	394.40
2.	Ian Wilson – refreshments Highways Forum	£	9.51
3.	Surrey Estate Management – grounds maintenance	£	570.00

Action Items	Person Responsible	Deadline
Jubilee Pavilion project management group to update Clerk with completion dates	Councillor Wilson, John Foreman	23/6/14
Annual Return to be submitted to external auditors BDO	Clerk	24/6/14

13. ANY OTHER BUSINESS

(81) FABB/Children's Holiday Activities. FABB minutes were passed to the Clerk and the proposed Summer Programme involving a discovery walk and picnic, fire station visit, and football coaching approved. Details and risk assessment emailed to Clerk to forward to the Insurers for approval.

(82) Council approved for the Chairman to attend a Chairmans Briefing Day in October at a cost of £50.

(83) GACC Public Meeting to discuss the revision of flightpaths and/or new runway. It was noted that Buckland Parish Council had suggested holding a joint public meeting with Betchworth. It was felt that this could be extended to include Brockham Parish Council and the Betchworth & Buckland Society.

(84) Parish Council representatives on the Mole Valley DC Standards Committee. Roger Hammond (Brockham) and Stuart McLachlan (Capel) are current representatives, Charles Hill (Holmwood) also wishes to be nominated but there are only two nominations. It was agreed to vote only for Roger as the other two candidates are not known to the council.

(85) School Parking. Councillor Stow reported that a further meeting had taken place and several ideas had been put to the Walled Garden Residents for discussion at their meeting on June 16th. Await feedback from meeting.

Action Items	Person Responsible	Deadline
Send FABB Summer 2014 programme and risk assessments to Came Co	Clerk	ASAP
Contact Brockham PC to establish	Clerk	ASAP

whether they want to join with the GACC public meeting		
Contact Betchworth & Buckland Society to establish whether they want to join with the GACC public meeting	Chairman	ASAP

14. FUTURE MEETING DATES

(86) Next Parish Council Meetings – **Mondays July 7th and August 4th**

(87) Highways Forum meeting October 30th Buckland 9:45 for 10:00

(88) Parish Magazine Article July, deadline 16/6/2014. Chairman and Vice Chairman to write about the handover of responsibility.

(89) The Chairman closed the meeting at 10:10pm.