

BETCHWORTH PARISH COUNCIL

MINUTES of the **MEETING** of the **BETCHWORTH PARISH COUNCIL** held on **MONDAY 1st June 2015**, at 8pm in the Hamilton Room.

Present: Councillors Hardy, Taylor, Savill, Docwra, Stow and Wilson and the Clerk.

1. ACCEPTANCE OF OFFICE

(46) Councillors Wilson and Stow signed the Member Acceptance of Office form witnessed by the Clerk. It was noted that the existing Casual Vacancy had been advertised on all three village notice boards and on the website as advised by MVDC Democratic Services.

2. APOLOGIES FOR ABSENCE.

(47) Apologies were received and accepted from the Footpaths Officer, PC Lee Munday, PCSO Dave Sadler, District Councillor Potter and County Councillor Clack.

3. ELECTION OF GROUPS

(48) Jean Hurman is to continue as the Parish Council representative for Betchworth United Charities until 2018.

4. MINUTES OF THE PREVIOUS MEETING.

(49) The minutes of the meeting held on 18th May were approved and signed by the Chairman as a true and correct record.

5. DECLARATIONS OF INTEREST.

(50) None

6. COUNCILLORS SPECIAL RESPONSIBILITIES

(51) The following special responsibilities were confirmed:

Allotments	Councillor Wilson
Burial Ground & Pavilion	Councillor Wilson
Website	Councillor Stow, Councillor Wilson
Planning	Councillor Savill
Church	<i>Vacancy</i>
Barley Mow Court	Councillor Docwra
JJ Franks	Councillor Hardy
Airports	Councillor Wilson, Councillor Docwra
Estate, Walled Garden	Councillor Stow
Police	Councillor Stow
School & Education	Councillor Hardy
FABB	Councillor Hardy
Highways & Transport	Councillor Wilson, Councillor Docwra
Health	Councillor Hardy
Countrywatch	Councillor Stow, Councillor Taylor

7. CRIME AND ORDER.

(52) PCSO Dave Sadler had reported by email that no crimes had been reported since the last meeting on May 18th.

(53) Some concern was raised over the replacement of the stolen post box on Wonham Lane. Clerk to determine the Post Office's intentions.

Action Items	Person Responsible	Deadline
Contact Post Office	Clerk	asap

8. OPEN FORUM.

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

9. TRANSPORT, HIGHWAYS AND FOOTPATHS.

(55) The Footpaths Officer had not reported anything in the past two weeks.

(56) The Clerk reported back on the summer litter campaign, this year extended to target cyclists and Duke of Edinburgh Award participants.

(57) It was noted that MVDC had been invoiced for the recent litter pick and that they will sponsor two such community events per year.

(58) It was noted that the tree in the River Mole by the bridge had been removed.

10. PLANNING

New Applications and Appeals

(59) None

Results

(60) None

Other Matters

(61) The Clerk reported back on Neighbourhood Development Plans.

11. AMENITIES

(62) Allotments. It was noted that all allotment garden rents have been collected.

(63) Goulburn Green Play Provision. It was agreed that the public meeting should take place in the main village hall on Thursday 3rd September at 7:30. It was agreed that it should be chaired by an independent chairman and that the first choice would be County Councillor Clack. It was agreed that Graeme Manton be invited to represent the Estate and that Tony Wynn, MVDC Parks and Recreation be invited also.

(64) There was some uncertainty regarding the lawful owner of Goulburn Green (village or Parish Council), it was agreed that a Land Registry search be performed.

(65) It was agreed that Councillor Stow and the Clerk would create posters for the public meeting.

(66) It was agreed that Mrs Cornwell would not be given Brockham rates in the burial ground.

(67) Burial Ground Post & Rope fence. The Norbury Park quotation for 17 Green English Oak posts at a cost of £300.90 (+£60.18 VAT) was approved.
 (68) The quotation to install the 17 Oak posts and to supply and anchor 18mm sisal rope at a cost of £675 was approved.

Action Items	Person Responsible	Deadline
Book Village Hall	Clerk	asap
Invite County Cllr Clack to chair meeting	Clerk	Asap
Invite Graeme Manton to meeting	Clerk	asap
Invite Tony Wynn to meeting	Clerk	Asap
Land Registry search	Cllr Savill	Asap
Create posters	Cllr Stow, Clerk	End July
Update Mrs Cornwell	Clerk	Asap
Initiate post & rope fence works	Clerk	asap

12. COMMUNITY

(69) It was noted that there are still places available on the HeartStart course to take place on June 18th.

(70) The FABB Summer holiday schedule was reviewed and approved.

(71) There was no agreement on the natural place for a village defibrillator. It was agreed to reconsider after the HeartStart session at the next meeting.

Action Items	Person Responsible	Deadline
Re-advertise HeartStart session on village email	Clerk	11 th June
Forward FABB documents to insurers	Clerk	Asap

13. FINANCE

(72) The Clerk outlined the additional requirements to the website to be compliant with the Transparency Code for Smaller Authorities. The website changes required to allow the display of agenda and supporting files and accounts files/information had been made, the files need to be uploaded when available. All 2014-15 accounts must be displayed on the website by July 1st.

(73) The current financial position was noted.

(74) The asset register was approved.

(75) The risk register was approved.

(76) The Accounts had now been internally audited (C Braidwood & Co.) and the Annual Return 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) The following accounts were approved for payment and cheques duly signed:

1.	Jacque Sims (Clerks salary & expenses + travel)	£	594.10
2.	Braidwood & Co	£	192.00
3.	Zurich Insurance	£	343.56

Action Items	Person Responsible	Deadline
Submit Annual Return	Clerk	Asap
Upload 2014/15 accounts to website	Clerk	Asap

14. ANY OTHER BUSINESS

(79) Councillor Wilson has reviewed the Jubilee Pavilion seating and will arrange a meeting with Rupert Gibbs, John Foreman will also attend.

(80) Council approved the attendance of Councillor Hardy at the Chairman's Networking Day in September. Councillor Savill expressed an interest in attending the Chair/Vice Chair Networking Day in Reigate in November.

15. FUTURE MEETING DATES

(81) Next Parish Council Meetings – **Mondays July 6th and August 3rd**

(82) Parish Magazine Article July, deadline 15/6/2015. The Clerk to write about the public meeting for the proposed play provision on Goulburn Green.

Action Items	Person Responsible	Deadline
Submit magazine article	Clerk	Asap

(83) The Chairman closed the meeting at 9:49pm.

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