

# BETCHWORTH PARISH COUNCIL

**MINUTES** of the **MEETING** of the **BETCHWORTH PARISH COUNCIL** held on **MONDAY 9<sup>th</sup> May 2016**, at 8pm in the Hamilton Room.

Present: Councillors Hardy, Wilson, Edwards, Higgins, Docwra, the Footpaths Officer, District Councillor Potter and the Clerk, also a member of the public and by invitation Bob Thomas from BERT.

## **1. ELECTION OF CHAIRMEN.**

(1) Councillor Higgins proposed Councillor Hardy as Chairman for the coming year, this was seconded by Councillor Wilson. Councillor Hardy proposed Councillor Wilson as Vice-Chairman, seconded by Councillor Docwra.

## **2. ACCEPTANCE OF OFFICE.**

(2) The Chairman and Vice-Chairman signed the appropriate acceptance of office forms, witnessed by the Clerk.

## **3. APOLOGIES FOR ABSENCE.**

(3) Apologies were received and accepted from Councillor Stow, and PCSO Dave Sadler.

## **4. ELECTION OF GROUPS.**

(4) The finance group now comprises Councillors Hardy and Wilson and the Clerk (RFO).

(5) The representatives for the Family Activities for Betchworth & Buckland are Councillors Hardy and Higgins.

(6) Councillor Stow remains the representative for the Betchworth & Buckland Society.

(7) Jean Hurman has confirmed she is willing to continue as the Parish Council representative for Betchworth United Charities.

(8) Councillor Wilson will remain as the parish council representative on the Village Memorial Hall Committee.

(9) John Foreman agreed to continue as Footpaths Officer, though advised that health issues may preclude him from some activities.

## **5. MINUTES OF THE PREVIOUS MEETING.**

(10) The minutes of the meeting held on 4<sup>th</sup> April were approved and signed by the Chairman as a true and correct record.

## **4. DECLARATIONS OF INTEREST.**

(11) There were no declarations of interest for items to be considered at the meeting.

(12) Councillor Hardy asked all councillors to review their declarations of interest and notify the clerk if they required updating.

Action Items	Person Responsible	Deadline
Review declarations of interest	All councillors	Asap

## **7. MATTERS ARISING**

(13) Colin Rogers was co-opted onto the Council, proposed by Councillor Hardy, seconded by Councillor Wilson and agreed unanimously.

(14) Bob Thomas from BERT gave an overview of BERT's history and activities (see <http://issuu.com> and search for BERT Brockham). Council discussed building the BERT infrastructure in Betchworth. BERT currently operates under the auspices of Brockham Parish Council in terms of insurance and finance, but is looking into becoming a charity in its own right, in order to access greater funding opportunities. This would also mean having its own public liability insurance, which would be more flexible in the area covered. Council agreed to start developing community interest, including a candidate for role of co-ordinator, while BERT moved towards charitable status.

Action Items	Person Responsible	Deadline
Send Colin Rogers 'Notification of Pecuniary and Other Interests form' and other documents	Clerk	Asap
Send village email call for 'BERT' volunteers	Clerk	Asap

## 8. COMMUNITY POLICE REPORT.

(15) Police report received from Dave Sadler for March and April included criminal damage when a pizza delivery driver's car was damaged, and 2 garden statues and a garden seat had been stolen.

## 9. OPEN FORUM.

(16) John Foreman asked if a series of charity dinners in aid of Motor Neurone Disease Research organised by himself and his wife could be publicised on the village email, and council agreed it could be used to promote charitable functions in the village.

Action Items	Person Responsible	Deadline
Publicise dinners on village email	Clerk	Asap

## 10. TRANSPORT, HIGHWAYS AND FOOTPATHS.

(17) Footpaths Officer's report: Survey of footpaths started. Bad spots identified on Station Road by The Coombe and by Betchworth Station (see below) and Chimney pots. Council agreed for clerk to contact Hannah Gutteridge again. There is also a damaged stile to repair on FP454. FO has also cleaned the memorial gates at a resident's request and cut back vegetation at corner opposite Pumping Station on Wonham Lane to make path more obvious. Fingerpost at junction of The Street and Old Reigate Road also cleaned and sign replaced. Councillor Wilson proposed a vote of thanks to the Footpaths Officer for all he does in the village, and all agreed.

(18) Clerk advised that she had a response from Bob Weston at Surrey Highways regarding the path along Station Road that he had taken a Community Payback team along on 5<sup>th</sup> May and cleared as much vegetation from the path as possible. Councillors raised concern over the condition of Station Road and the roundabout, with the surface now breaking up badly. Clerk advised that Surrey Highways is still trying to find out if the main carrier pipe is blocked or broken, despite complications regarding working near to a railway station and limited resources. Councillors requested that Clerk find out when proposed resurfacing work on Station Road is planned to be carried out.

(19) Dorking Rugby Club signs have not been removed from A25 (Reigate Rd) – Councillor Hardy agreed to call.

(20) Clerk advised that ‘the Gate’ signs in Station Road would be replaced by Surrey Highways. Footpaths Officer offered to remove old signs as these were an eyesore, and council agreed.

(21) Council reviewed Councillor Wilson’s report on the state of the pavement on The Street, and agreed with the findings that the angle of the pavement and the lowness of the curb made it a danger to pedestrians. Clerk to present report to County Councillor Clack for inclusion in Surrey pavements project.

(22) Council discussed Gatwick request for nominations to a newly established Noise Management Board. Councillor Wilson advised that many of the details of the board were not yet clear, and agreed to advise council of the outcome of a meeting of action groups the following day. Deadline for submissions was noted as 16<sup>th</sup> May.

(23) Regarding dog waste being left in and around the churchyard, Council noted MVDC advice that dog waste (appropriately wrapped) could be disposed of in a standard bin, and that stickers would be placed on such bins shortly. Council agreed that this information be sent out on the village email and that further dog bins should not be needed.

(24) Councillors Hardy and Wilson advised that they had met with the parishioner regarding painting of the fingerpost sign at Parr’s Corner, and agreed that it could be painted pale green. Footpaths Officer and Councillor Wilson to provide parishioner a sample of Bedec ‘woodland green’ paint.

(25) Date of 31 July for Prudential RideLondon cycling event was noted.

Action Items	Person Responsible	Deadline
Chase Hannah Gutteridge re Chimney pots	Clerk	Asap
Find out when Station Road to be resurfaced	Clerk	Asap
Call Dorking Rugby Club	Cllr Hardy	Asap
Submit The Street pavements report to CC Helyn Clack	Clerk	Asap
Advise outcome of meeting re NMB	Cllr Wilson	Before 16/5
Note about dog waste on village email	Clerk	Asap
Supply paint sample	FO & Cllr Wilson	Asap

## 11. PLANNING

### New Applications & Appeals (2)

The following applications were considered:

(26) MO/2016/0575/PLA

Atkinson House, Old Reigate Road, Betchworth

Erection of two storey extension to house passenger lift. No comment.

(27) MO/2016/0634/PLAH

The Old Studio, The Coombe, Betchworth, Surrey, RH3 7BT

Erection of single storey extension following demolition of existing garage with roof lights to roof elevations. Insertion of 1 No. dormer window to Southern gable end. No comment.

## Late Planning Applications (0)

### Results (3)

The following results were noted:

(28) MO/2015/1464

White Gates, Old Reigate Road, Betchworth, Surrey, RH3 7DR

Certificate of Lawfulness for the proposed development in respect of the erection of a two storey front extension with basement that was granted under certificate reference MO/2011/0714 dated 27 July 2011 and the material start of works commenced on 27 March 2015. Approved

(29) MO/2016/0352

Barn at Fryleigh Farm, Snowerhill Road, Betchworth, Surrey, RH3 7AF

Prior notification for change of use of agricultural building to storage/distribution.

Prior Approval Granted

(30) MO/2016/0505

Dykemead, Wellhouse Lane, Brockham, Betchworth, Surrey, RH3 7JQ

Prior notification for the erection of a single storey rear extension of 6 metres deep and 3 metres high with an eaves height of 3 metres

PRIOR APPROVAL NOT REQUIRED

### Appeal Decisions (0)

There were no appeal decisions

### Other Matters

(31) Situation at Atlantico carwash. Clerk had heard from neighbour to carwash that a response by Nick Gray at MV to their complaint had been received, and would circulate it to councillors once received.

(32) Council raised possibility of unapproved development at Evergreens, and agreed to request Enforcement Officer at MV to check that none had taken place, first checking what had been permitted already.

(33) Council considered complaint received from owner of Whitegates in relation to its objection to planning application MO/2016/0370. Councillors Hardy and Wilson had met with Mr Watkins and his agent earlier on this day. Following review of draft response, all agreed that this be sent to Mr Watkins, with one amendment in point 1 to refer to the area covered by policy RUD1 rather than 'the village envelope' for clarity. Clerk advised that a copy would also be sent to the monitoring officer at Mole Valley.

Council also discussed question over whether there was a restrictive covenant on the land, recognising however that this was not a consideration in terms of planning permission.

Action Items	Person Responsible	Deadline
Check planning permissions at Evergreens, contact Enforcement Officer at MV	Clerk	Asap
Send response to complaint	Clerk	Asap

## 12. AMENITIES

(34) Council confirmed (non-unanimous) agreement over new water connection to the Allotments and Burial Ground which was reached by email, for cost of

pipework to be split 2/3<sup>rd</sup> to the Parish Council, with connection costs being split 50/50. SESW has advised new connection will take place before 21<sup>st</sup> May. Councillor Wilson advised that old supply is still running to allotment tap and he has turned this on for the time being.

(35) It was noted that all allotment rents for 2016/17 had been received.

(36) Trial period to allow bonfires on the allotment had come to an end. It was agreed to have a further trial period of 1 year, and that the bonfire period would run from 1<sup>st</sup> September to 31<sup>st</sup> April.

(37) Memorial stone and wording was approved for the Palmer memorial.

(38) Council noted that Councillor Wilson had replaced the Burial Ground noticeboard and thanked him. He will submit a small cost for materials for payment.

Action Items	Person Responsible	Deadline
Notify allotment holders re bonfires	Clerk	Asap

### 13. COMMUNITY

(39) Council noted installation date of 1<sup>st</sup> June for play equipment on Goulburn Green, with work expected to take 3 days. Councillor Edwards advised that she had further reviewed Walled Garden insurance and confirmed that it did cover public liability for falling masonry from the wall. Council discussed options for an opening ceremony, and agreed that children from the nursery should be invited. Clerk will contact Stuart Evans from Eibe regarding what they will provide for the ceremony and also about a sign, and create a draft risk assessment for the play area.

(40) Councillor Edwards provided an update on plans for the Crazy Crowns tea party on 12<sup>th</sup> June. Plans are progressing well and 64 tickets have been sold to date. Risk assessment still needs to be completed.

(41) Councillor Hardy proposed that the council provide £100 to FABB for their Christmas party and this was agreed unanimously.

(42) Councillors rejected requests for donations from St Catherine's Hospice, Deaf Positives Action and Surrey Playing Fields, and reconfirmed that it is not the council's role to redistribute its money to other non-local charitable organisations. Request from Marie Curie to organise a tea party to be circulated on village email.

(43) It was noted that dates are still awaited for a second Heartstart first aid course, with a waiting list of 14 people currently. Funding for 2016 has not yet reopened.

(44) Councillors reviewed Superfast Broadband Consultation, which had been circulated on the village email. Consensus was that broadband speeds appeared generally acceptable in the village and it was agreed not to comment on the consultation.

Action Items	Person Responsible	Deadline
Contact Eibe re opening event/sign	Clerk	Asap
Draft risk assessment for play equipment	Clerk	Asap
Draft risk assessment for Crazy Crowns	Cllr Edwards	Asap
Contact FABB re donation	Cllr Hardy	Asap
Circulate Marie Curie tea party campaign	Clerk	Asap

#### 14. COMMUNICATIONS, IT

(45) Clerk reported meeting with a web designer, Bluepixel, who subsequently quoted £1,150.00 to build a new customised website for Betchworth. Council agreed to accept the quotation. Council also accepted that clerk may need to spend additional time in generating content for the website in addition to her contracted hours. Clerk also to look into eligibility for a Transparency grant.

Action Items	Person Responsible	Deadline
Place contract for website with Bluepixel	Clerk	Ongoing
Explore possibility for Transparency grant	Clerk	Asap

District Councillor Potter left the meeting

#### 15. FINANCE

(46) Councillors noted receipt of VAT refund for 2015/16 of 870.61

(47) Councillors noted receipt from MVDC: Half year precept, concurrent grant, and grant to remedy loss as result of tax support scheme - £7221.50, grant for equipped play space £6065.28, grant for environmental improvements £1700, litter pick, £30.00

(48) Councillors noted receipt of £1,480 income from Burial Ground (RJ Rode ERB, AP Lee Burial, PM Palmer, Abbey memorials

(49) Councillors reviewed insurance quotes from Zurich (£355.97), Came & Co (£591.24) and Aon (£648.39) and agreed to renew insurance with Zurich.

(50) Councillors noted the 2015/16 internally audited accounts and timetable of dates for the annual review. Sections 1 & 2 will be approved at the June meeting, and the deadline for the annual return is 4<sup>th</sup> July. Exercise of public rights commences on 24<sup>th</sup> June. Councillor Wilson agreed to check the year end bank reconciliation.

(51) Councillors noted the current financial position from the Monthly Financial Summary

(52) The following accounts were approved for payment:

1. Sutton & East Surrey Water plc (connection charge, cheque already raised)	£	1354.37
2. eibe play Ltd. (play provision, cheque already raised)	£	5759.84
3. Adria Kinloch (Clerks salary & expenses, stationery)	£	801.37
4. Brockham Parish Council - donation to BERT		50.00
5. Mr and Mrs J Foreman (APM refreshments)	£	28.17
6. Surrey Estates Management Ltd.	£	592.20
7. Total Grounds Maintenance (gatepost, fencing)	£	540.00
8. The Hamilton Room	£	35.00
9. HMRC (national insurance)	£	21.05
10. Bernard Hawkins (BG caretaker)	£	95.00

Action Items	Person Responsible	Deadline
Year-end bank reconciliation to check	Clerk & Cllr Wilson	Asap
Renew insurance with Zurich	Clerk	Asap

## 16. ANY OTHER BUSINESS

(53) Councillor Hardy advised that Standing Orders and Code of Conduct should be regularly reviewed, and that a more detailed Complaints Procedure be adopted. Clerk and Councillor Hardy to review. Finance Group will also review Financial Regulations at a later date.

(54) Councillor Hardy advised that the Clerk had worked the 6 month probation period. Council agreed to confirm her appointment, as well as the budgeted increase to 2 days per week, and move to SCP 20 salary scale.

(55) Cllr Edwards mentioned that she has lots of supplier information collected while organising the tea party on 12<sup>th</sup> June. After the event she offered to collate the information and pass it to the Clerk to make available for other event organisers in the village to benefit from.

Action Items	Person Responsible	Deadline
Review Standing Orders, Code of Conduct, Complaints Procedure	Cllr Hardy, Clerk	Asap

## 17. FUTURE MEETING DATES

(56) Next Parish Council Meetings – Mondays 6th June and 4th July 2016

(57) 22nd/ 24th June – Sutton & East Surrey Water Stakeholder breakfast, Coulsdon Manor Hotel/ Reigate Golf Course – no attendees

(58) Parish Magazine article, June deadline 16/05/2016. Clerk to write about BERT, APM, playground, and website

Action Items	Person Responsible	Deadline
Submit magazine article	Clerk	16/05/2016

(59) The Chairman closed the meeting at 10.14pm.

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