

## BETCHWORTH PARISH COUNCIL

**MINUTES** of the **MEETING** of the **BETCHWORTH PARISH COUNCIL** held on **MONDAY 6<sup>th</sup> June 2016**, at 8pm in the Hamilton Room.

Prior to meeting, Colin Rogers signed Acceptance of Office witnessed by Clerk.

Present: Councillors Hardy, Wilson, Edwards, Docwra, Rogers, Stow, the Footpaths Officer, and the Clerk.

### **1. APOLOGIES FOR ABSENCE.**

(60) Apologies were received and accepted from District Councillor Potter and Councillor Higgins.

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

(61) The minutes of the meeting held on 9<sup>th</sup> May were approved and signed by the Chairman as a true and correct record.

### **3. MATTERS ARISING**

(62) Councillor Hardy advised councillors of the sad death of Barbara Hawkins on the previous Saturday. She will send council's condolences to Bernard Hawkins.

(63) Clerk advised that County Councillor Clack supports our request to have the pavements on The Street included in the SCC project to improve pavements across the county. Clerk to send a copy of the request with documentation to Paul Mainwaring.

(64) Councillors discussed request from parishioner to ask owner of Betchworth Lodge to clear debris from entry to drive. Councillor Rogers agreed to do this. Councillors also considered parishioner's request for reinstatement of bin on forecourt of Betchworth Station. Clerk to clarify need with parishioner as there are already bins on both platforms, which are open to access.

(65) Council reviewed covenant on land at Old London Road. As this is a legal and not a planning matter, Clerk to seek advice from SSALC.

(66) Councillor Hardy advised that she had reviewed standing orders and code of conduct, and was satisfied that they remain fit for purpose. Clerk to show date of review on these documents on the website. Clerk to circulate draft Complaints Procedure based on NALC guidelines for council approval at next meeting.

Action Items	Person Responsible	Deadline
Send Paul Mainwaring request re The Street pavements	Clerk	Asap
Clear entrance to Betchworth Lodge	Cllr Rogers	Asap
Clarify bin requirement at Station	Clerk	Asap
Check with SSALC re covenant	Clerk	Asap
Update standing orders and code of conduct on website	Clerk	End June
Circulate complaints procedure	Clerk	End June

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

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

## 5. COUNCILLOR SPECIAL RESPONSIBILITIES

(68) Councillors agreed the following special responsibilities (changes in bold):

Airports	Councillor Wilson, Councillor Docwra
Allotments	Councillor Wilson
Barley Mow Court	Councillor Docwra
Burial Ground & Pavilion	Councillor Wilson
Church	<b>Councillor Higgins</b>
Country watch	Councillor Stow
<b>Community Resilience</b>	<b>Councillor Edwards, Councillor Rogers</b>
Estate	Councillor Stow
FABB	Councillor Hardy
<b>Goulburn Green</b>	<b>Councillor Edwards</b>
Health	Councillor Hardy
Highways & Transport	Councillor Wilson, Councillor Docwra
JJ Franks	Councillor Hardy
Planning	Councillor Higgins
Police	Councillor Stow
School & Education	Councillor Hardy
Walled Garden	<b>Councillor Edwards</b>
Website	Councillor Stow, Councillor Wilson

## 8. COMMUNITY POLICE REPORT.

(69) No report received, Clerk requested to chase for one. Councillor Docwra advised that there was an ongoing issue of fly tipping of oil containers at the Arkle Manor.

Action Items	Person Responsible	Deadline
Chase for report	Clerk	Asap

## 9. OPEN FORUM.

(70) Councillor Docwra advised that there has been an issue with tenants at Moore's Yard operating out of hours, which is being dealt with.

## 10. TRANSPORT, HIGHWAYS AND FOOTPATHS.

(71) Footpaths Officer's report: Survey of footpaths will be completed soon. Damaged style to repair on FP 454. Cleared brambles on approach to Chimney pots and trimmed length of FP 458. It was noted that fingerpost triangle at the Street has been trimmed but it is not known by whom. Situation regarding Parr's Corner fingerpost sign was clarified in that Councillor Wilson will confirm colour of paint with resident, and FO can then paint the post. FO requested permission to purchase moto-mix and new cable for trimmer – agreed unanimously. Council thanked John (FO) and Jeanette Foreman for the work they do in Betchworth.

(72) Councillor Docwra raised overgrown condition of footpath from the A25 to Betchworth Station, and agreed to report it to Surrey Highways.

(73) Councillor Hardy asked if FO could tidy the laurel and ground around it on Goulburn Green, FO agreed to take a look.

(74) Councillors discussed footpath fingerpost signs which need replacing, including one on footpath 463 between Old Reigate Road and Sandy Lane – FO to provide details to Clerk to report to SCC.

(75) Selection of nominees to Gatwick noise management board and arrivals review were discussed by councillors. Councillor Wilson advised that Betchworth’s nominee, Mike Ward, had not been selected, but only 2 of 4 positions had been filled. These positions are to be agreed, council will wait to hear further news.

(76) Councillors noted the delay in resurfacing of Pebblehill, and email from resident. Clerk to write to resident expressing disappointment that the work of the council regarding this area of Betchworth has not been recognised, and encouraging her to attend council meetings to raise her concerns. Clerk also to respond to Surrey Highways asking for reasoning for the decision to delay, and pointing out that local residents are losing faith.

(77) Councillors noted that Chimney pots footpaths had been inspected by Rights of Way team at SCC and work is planned for start of July.

(78) Councillors noted petition and concern raised by residents at Atkinson House over speeding traffic along Old Reigate Road past their entrance. These concerns will be raised at the next Highways Forum meeting, date TBC. Clerk to request Surrey Highways that white lines be reinstated as well the addition of an elderly persons warning sign to the school warning sign. Council would also support the setting up of a Speed watch team of volunteers, as one of the residents has proposed.

(79) Councillors mentioned that Rugby Club signs had not been removed yet, Councillor Stow will talk to chairman.

Action Items	Person Responsible	Deadline
Confirm paint colour for fingerpost	Cllr Wilson	Asap
Paint fingerpost at Parrs Corner	Footpaths Officer	Asap
Report state of Station Road footpath	Cllr Docwra	Asap
Look at laurel on Goulburn Green	Footpaths Office	Asap
Advise re fingerposts & report to SCC	Footpaths Office/ Clerk	Asap
Respond to resident and SH regarding Pebblehill resurfacing	Clerk	Asap
Write to SH re Atkinson House lines & sign	Clerk	Asap
Request Rugby Club signs be removed	Cllr Stow	Asap

## 11. PLANNING

### New Applications & Appeals (0)

None

### Late Planning Applications (1)

(80) MO/2016/0737/PLAH

4, Jubilee Terrace, Strood Green, Betchworth, Surrey, RH3 7JG (within 20m of Betchworth)

Erection of pitched roof to existing front dormer window and new pitched roof dormer window to rear roof elevation. No comment

### Results (4)

The following results were noted:

(81) MO/2016/0270

The Lodge, The Street, Betchworth, Surrey, RH3 7DJ

Retrospective application for the erection of detached garage/workshop.

Approved with conditions –no departure from approved plans, greenbelt restrictions on garages, restrictions on windows, materials

(82) MO/2016/0483 & 4

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

Certificate of Lawfulness for the proposed development in respect of a single storey side extension. Certificate of Lawfulness REFUSED as

does not comply with permitted development criteria

(83) MO/2016/0575

Atkinson House, Old Reigate Road, Betchworth

Erection of two storey extension to house passenger lift.

Approved with conditions – soil survey, amended plan received, no departure from plans, materials to be submitted, time limit

### Appeal Decisions (0)

There were no appeal decisions

### Other Matters

(84) Response from Mole Valley Enforcement Officer regarding Evergreens was noted in that the site is regularly checked and no breaches of planning have been identified.

(85) Situation at Atlantico carwash. Given ongoing concern of residents and lack of legal recourse, council will write to carwash owners asking for their consideration as good neighbours, to be delivered by Councillor Hardy.

(86) Council considered response to reply from owner of Whitegates in relation to its objection to planning application MO/2016/0370. Clerk advised to draft brief response noting points made and that council had been advised it had acted appropriately by relevant authority.

Action Items	Person Responsible	Deadline
Draft letter, deliver to Atlantico	Clerk/ Cllr Hardy	Asap
Send further response to complaint	Clerk	Asap

### 12. AMENITIES

(87) Council noted that new water connection appeared completed by SESW, council waiting for account to be set up and old supply disconnected. Clerk to chase SESW, also asking for blue pipe in hedge to be removed.

(88) Council approved request by Burial Ground Caretaker to re-purchase the Exclusive Rights of Burial in Grave Spaces 125 and 126 no longer required by the executors of Mr A P Lee for £420.

Action Items	Person Responsible	Deadline
Chase SESW re connection	Clerk	Asap
Clerk to liaise with BG Caretaker over repurchase of burial rights	Clerk/ BG Caretaker	Asap

### 13. COMMUNITY

(89) Councillor Hardy advised that installation of play equipment was completed last week, apart from the lantern missing from the slide frame. Residents had queried that the slide was the wrong way round, it was noted that it was positioned on the shady side so that it didn't get too hot in sunny weather. Concerns were also raised that the swing is not level, this had been checked by Eibe. Footpaths officer agreed to undertake weekly visual check and monthly inspection, Clerk to prepare checklist and recording book. A small opening ceremony will be held on 9<sup>th</sup> June at 11am. Councillors liked the design of the lectern sign from Norbury Park Wood Products but considered it too expensive – clerk to look into other suppliers. Meanwhile a temporary laminated sign will be put up, Councillor Wilson to provide board and clerk the sign. Councillors discussed addition of picnic table to play area and reviewed options and costs. It was decided to defer this for time being, and revisit at a later date.

(90) Councillor Edwards provided an update on plans for the Crazy Crowns tea party on 12<sup>th</sup> June. Plans are nearing completion and 97 tickets have been sold to date. Risk assessment has been provided to the Clerk.

(91) Councillors considered request for representation on the Councillor Commission, no representative was nominated.

(92) Councillors considered Modification to Draft Charging Schedule: Mole Valley Community Infrastructure Levy, no response to be sent.

(93) Councillors noted PAD grant application has been submitted, and that grant arrangement requires council to contribute £400 towards cost of defibrillator, and purchase of open access cabinet. Councillor Hardy proposed that parish council meet the additional costs should submission be successful, councillors agreed unanimously. The Village Hall will be the site of the defibrillator.

(94) Councillors noted and approved minutes of FABB meeting and risk assessments for summer events.

Action Items	Person Responsible	Deadline
Undertake weekly & monthly checks of play equipment	Footpaths Officer	Asap
Prepare play equipment checklist and risk assessment	Clerk	Asap
Put up temporary sign and research permanent one for play area	Clerk/ Cllr Wilson	Asap

#### **14. COMMUNICATIONS, IT**

(95) Web designer has been away so no progress to report this month.

#### **15. FINANCE**

(96) Councillors reviewed and approved the asset register.

(97) Councillors reviewed and approved the risk register.

(98) Councillors reviewed and formally adopted the internally audited (C Braidwood & Co) end of year accounts 2015/16.

(99) Section 1 of the Annual Return (the Annual Governance Statement) was examined item by item and duly completed by the Chairman

(100) Section 2 of the Annual Return (Accounting Statements) was examined and approved along with the appended Financial Notes, with one amendment to section 2 to correct 'hours' to 'days'.

(101) Clerk and Councillor Wilson to arrange a convenient time for Councillor Wilson to check bank reconciliation

(102) Councillors noted receipt of £825 in Burial Ground income (Lyng, D G ERB & Interment)

(103) Councillors noted increase in clerk's pay scale rate, SCP 20 rises from £9.90 to £9.999 an hour from April 2016.

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

(105) The following accounts were approved for payment:

1. Adria Kinloch (Clerk's salary & expenses)	£	£658.02
2. Zurich Insurance plc	£	386.90
3. Surrey Estate Management Ltd.	£	664.20
4. Surrey Hills Society	£	25.00

Action Items	Person Responsible	Deadline
Submit annual return to BDO	Clerk	4 <sup>th</sup> July
Year-end bank reconciliation to check	Clerk & Cllr Wilson	Asap

## 16. ANY OTHER BUSINESS

(106) Councillors discussed grass cutting on Goulburn Green as for cuts currently grass is alternately left or collected and left in the corner of the orchard. Clerk to request cost from Dave Elliot for removing cuttings entirely.

(107) Clerk advised that Jane le Cluse at the Archives has requested records for the Burial Ground. Discussion to be carried forward.

(108) Councillor Docwra raised concern over advertising without planning permission. As Clerk has already sought clarification of policy from Mole Valley, Councillor Hardy suggested that Councillor Docwra raises the subject directly.

(109) Councillors raised concern over need for verge cutting on the approaches to the roundabout on the A25. Clerk to raise with MV.

Action Items	Person Responsible	Deadline
Request cost for removing grass cuttings	Clerk	Asap
Carry forward request for BG records	Clerk	Next mtg
Contact MV about verges	Clerk	Asap

## 17. FUTURE MEETING DATES

(110) Next Parish Council Meetings – Mondays 4th July and 1<sup>st</sup> August 2016. Councillor Hardy gave apologies for next meeting, Councillor Wilson to chair.

(111) Parish Magazine article, July deadline 13/06/2016. Clerk to write about playground, Councillor Edwards to send brief account of Tea Party.

Action Items	Person Responsible	Deadline
Submit magazine article	Clerk	13/06/2016

(59) The Chairman closed the meeting at 10.06pm.

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