

## **BETCHWORTH PARISH COUNCIL**

**MINUTES** of the **ANNUAL MEETING** of the **BETCHWORTH PARISH COUNCIL** held on **MONDAY 4<sup>TH</sup> MAY 2020**, at 8pm via Zoom online meeting platform, and telephone dial-in.

Present: Cllrs Hardy (Chair), Winter, Rogers, Edwards, Wilson, Ferrett and Clerk (Marion Hallett). County Councillor Helyn Clack The Footpaths Officer (FO) and District Councillor, Simon Budd. The Burialground Caretaker attended part of the meeting via Zoom and Councillor Higgins attended part of the meeting via telephone.

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

(1) Councillor Wilson proposed and Councillor Winter seconded Julie Hardy as Chair for the coming year. Julie Hardy proposed and Ian Wilson seconded Ed Winter as Vice Chair for the coming year.

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

(2) Chair and Vice Chair both verbally accepted responsibilities. Clerk to arrange signed declarations as required.

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

(3) No apologies were received.

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

(4) The Finance Group comprises Councillors Hardy, Winter, Wilson, Rogers, Clerk, and Bernard Hawkins (advisor). It was agreed that Councillor Rogers would Chair the Finance Group.

(5) Councillor Higgins will be the representative for Betchworth United Charities.

(6) Councillor Wilson will be the representative for the Village Memorial Hall Committee. Footpaths Officer will deputise.

(7) John Foreman will continue as Footpaths Officer for the foreseeable future, with assistance from Councillor Ferrett. Dave Elliott to continue providing maintenance support.

### **5. DECLARATIONS OF INTEREST.**

(8) Councillor Hardy declared an interest as a neighbour regarding Item 10: Planning; MO/2020/0507 Genista.

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

(9) The minutes of the meeting held on 2<sup>nd</sup> March 2020 were approved and signed by Councillor Hardy as a true and correct record. There was no formal Parish Council meeting in April 2020 due to Covid-19 and no minutes taken.

### **7. COMMUNITY POLICE REPORT.**

(10) The Clerk displayed the police report received for the period 2 March 2020 to 4 May 2020. Of particular note was the theft of a digger reported stolen from Crossways Kennels.

### **8. OPEN FORUM.**

(11) Councillor Budd raised the matter of the blue Astra vehicle reg K43 KEX (number plates recently removed) which has been parked at the layby opposite the Village Shop since early February. Footpaths Officer confirmed Tax and MOT are now outstanding, the car is now dilapidated with broken windows and windscreen and is no longer roadworthy. Councillors to continue discussions with Betchworth Estate to request for its removal.

DRAFT

## **9. TRANSPORT HIGHWAYS AND FOOTPATHS.**

(12) Footpaths Officer (FO) delivered his monthly report. In summary; due to COVID-19 virus pandemic no formal village litterpick has taken place (cancelled from 21<sup>st</sup> March), however localised litterpicks carried out long Station Road, The Street and Wonham Lane. Early November suggested for next village litterpick. Minor fly-tipping retrieved and collected by MVDC from home address. FO suggested fixing latches on gates open with cableties to avoid walkers touching mechanisms. Latch on gate after Betchworth Bridge used as an example. Council approved Footpath Officer's suggestion to clean the play equipment (Councillor Ferrett to assist) which is beginning to show signs of age and mildew. Councillor Potter spoke with resident following Grass cuttings being found under hedge of School Path and subsequently cleared. Play equipment checked on 8<sup>th</sup>, 17<sup>th</sup> and 29<sup>th</sup> April and remains fit for use.

(13) Councillors discussed replacement of fingerpost at the Churchyard/Church carpark. Clerk to check whether quote received for £327.24 inc VAT also includes installation and confirm to Councillors prior to confirming order.

(14) Footpaths Officer reminded Councillors that the fingerpost at the top of The Street needs repairing/replacing. Footpaths Officer and Clerk to enquire which company Leigh Parish Council have used so that Betchworth can use a similar style.

(15) Councillor Wilson commented how noticeable the lack of air traffic is. Councillor Winter informed those present that a Gatwick Action Group is currently monitoring air pollution in the absence of air traffic.

(16) Councillors were reminded that any fly-tipping/large dumped items should be reported directly to MVDC.

(17) Councillors discussed the fallen tree currently across the footpath opposite Betchworth school. Footpaths Officer informed those present that the footpath is private and the obstacle may have been left in order to discourage walkers from using the path. Clerk to enquire with landowner (Hartsfield Manor).

(18) Councillors informed County Councillor Helyn Clack that a verge cut had not yet taken place in Betchworth.

(19) Councillor Clack advised those present that SCC Highways were continuing to carry out a number of road repairs during lockdown and encouraged those present to continue reporting road defects to the Highways Department via the Surrey CC Website to enable speedy repairs whilst roads are quiet.

## **10. PLANNING.**

### **New Applications & Appeals (3)**

#### **MO/2020/0507**

Genista, Old Reigate Road, Betchworth, Surrey, RH3 7DE

Erection of first floor extension to existing bungalow, single storey front infill extension and two storey rear extensions.

COMMENT: CHECK SIZE OF NEW HOUSE/STYLE NOT SYMPATHETIC TO OTHER PROPERTIES IN THE AREA/NEEDS APPROPRIATE LANDSCAPING

#### **MO/2020/0605/ADV**

Buckland Garage, Reigate Road, Buckland, Betchworth, RH3 7ED

Various illuminated signage around site, on canopy, pumps shops and forecourt.

NO COMMENT

#### **OK0220895 SN (SCC)**

Marshall Surfacing Contracts Ltd, 249 Godstone Road, Whyteleafe, CR3 0EN

New operating centre: Yard Land to East of Station Road, Betchworth, RH3 7BZ

New authorisation at this operating centre will be: 15 vehicle(s)

COMMENT: EXPRESS CONCERN REGARDING OPERATING HOURS (CLERK TO MAKE ENQUIRIES)/COMPATIBILITY OF SITE WITH TYPE OF VEHICLES/DANGEROUS ACCESS/RESIDENTIAL AREA

DRAFT

**Appeals (0)**

**Late Applications (0)**

**Results (5)**

**MO/2020/0120**

13, Tranquil Dale, Buckland, Betchworth, Surrey, RH3 7EE (within 20m Betchworth)  
Demolition of existing conservatory and erection of single storey rear extension.

APPROVED WITH CONDITIONS

**MO/2020/0275**

5, The Quarry, Betchworth, Surrey, RH3 7BY  
Erection of two storey side extension, single storey rear extension and conversion of existing roof space to habitable accommodation with rear facing dormer window.

APPROVED WITH CONDITIONS

**MO/2020/0310**

Great Brockhamhurst Farmhouse, Brockhamhurst Road, Betchworth, Surrey, RH3 7AR

Erection of an orangery on the south east elevation of the existing house and internalisation of porch space on north-east elevation to create new boot room.

APPROVED WITH CONDITIONS

**MO/2020/0312**

Field adjacent to Great Brockhamhurst Farmhouse, Brockhamhurst Road, Betchworth, Surrey, RH3 7AR

Erection of a tractor shed for maintenance of field following removal of existing shed and provision of occasional access.

REFUSED

**MO/2020/0278**

Bovey Cottage, Station Road, Betchworth, Surrey, RH3 7DF

Demolition of existing pool house and erection of chalet annexe to Bovey Cottage.

WITHDRAWN

**Appeal Decisions (0)**

**Late Results (0)**

**Other Matters**

(20) Councillor Hardy notified those present that the Evergreens amendment to conditions application had been removed from the Council Planning lists due to a technicality. Councillors to continue to monitor.

(21) 9.00pm Councillor Higgins joined by telephone following issues with Zoom accessibility and gave apologies for being late. Councillor Hardy recapped discussions thus far to receive Councillor Higgins' comments. Councillor Higgins reinforced comments made by other Councillors earlier in the meeting as noted.

**11. AMENITIES.**

(22) Burialground Caretaker notified those present that a number of reserved plots in the Burialground shall become occupied in the near future as a direct result of Covid-19. A councillor queried whether there was currently any means to ascertain deaths by area and how severely Betchworth had been affected. At the time of the meeting the Clerk was not aware of any such means.

**12. COMMUNITY.**

(23) Clerk informed those present of the positive responses and increase in subscriptions following the formation of BANK (Betchworth Assistance Network)

(24) Councillors confirmed they had received the letter forwarded by the Clerk from Rt Hon Robert Jenrick, MP/Funding, thanking local Councils for their efforts thus far.

## DRAFT

(25) Councillors discussed VE Day Celebrations and agreed not to encourage street parties/get togethers, Clerk to send appropriate communication via email.

(26) Clerk passed on communication from The Estate notifying the community that building work still on hold but new stock is soon to arrive.

(27) Councillors agreed it was not necessary to place hand sanitisers at gatepost/field entry points around Betchworth.

(28) Footpaths Officer suggested fastening gate latches open to minimalise requirement for handling.

(29) Councillor responsibilities were reviewed and agreed as follows (new appointments/amendments in **bold**):

Airports	Councillor Wilson, Councillor Winter
Allotments	Councillor Wilson
Betchworth United Charities	Councillor Higgins
Burial Ground & Pavilion	Bernard Hawkins (Caretaker), Councillor Wilson
Church	Councillor Higgins
Country watch	Councillors Edwards, Councillor Rogers
Community Resilience	Councillor Edwards, Councillor Rogers
Data Protection	Councillor Winter
Estate	Councillor Hardy
Finance Group	Councillors Rogers ( <b>Chair</b> ) Hardy, Winter, , Wilson, Clerk, B Hawkins ( <b>informal advisor</b> )
Footpaths Officer	John Foreman, <b>M Ferrett, Deputy</b>
Goulburn Green	Councillor Edwards
Health	Councillor Hardy
Highways & Transport	<b>Councillor Ferrett</b>
JJ Franks	Councillor Hardy
Planning	Councillor Higgins
Police	Councillor Rogers
School & Education	Councillor Hardy
Walled Garden	Councillor Edwards
Website	Councillor Edwards, Clerk
Village Memorial Hall Committee	Councillor Wilson

### 13. COMMUNICATIONS/IT.

(30) Clerk confirmed Councillor Higgins had reviewed amended Standing Orders. Clerk to circulate a copy for Councillors to review prior to next meeting.

(31) Clerk confirmed purchase of a Zoom Pro account at a discounted (half) quoted price.

### 14. CLERK'S REPORT.

(32) Councillors confirmed they were happy for the two existing Parish Council representatives to continue to serve on the MVDC Standards Committee.

(33) Councillors discussed the formation of a Planning Committee to convene on an ad-hoc basis, i.e. in the absence of a Parish Council meeting (possibly August), or when timing does not allow for a decision to be made on a planning matter at a full Council meeting. No decision was made but Councillors were reminded that the Chair may authorise a response on behalf of The Council when required. Clerk to circulate proposed wording in Standing Orders for Planning Committee for consideration by Councillors.

(34) Clerk advised those present that the Parish Council will adhere to current suggested timeframe for AGAR reporting, despite extensions granted due to COVID-19.

## 15. FINANCE.

(35) Having previously circulated year end bank balances the unaudited year end accounts for y/e 31<sup>st</sup> March 2020 were approved by Councillors. Clerk confirmed these were currently on display on the Parish Council website.

(36) The Clerk displayed the year end 31<sup>st</sup> March 2020 Financial summary and first financial summary for year 2020/21 was presented to Councillors. Clerk notified Councillors that income from the burialground had not yet been banked. Burialground Caretaker informed those present that burialground income would likely increase further in the near future due to COVID-19 deaths already recorded.

(37) Clerk advised Councillors that competitive insurance quotes had been received. Councillors agreed Clerk should evaluate and advise Councillors of decision at next meeting.

(38) Monies received noted as follows;

£6810.50 (MVDC Precept – transferred to Parish Council Reserve Account) and £1421.50 (MVDC Grant monies), £105 allotments, £220 Luff Memorial (not yet banked).

(37) Competitive Insurance quotes were received by Clerk. Councillors instructed Clerk to arrange insurance with most appropriate policy.

(38) It was acknowledged that the following amounts were approved remotely at an informal meeting by Councillors Winter and Rogers and paid in April 2020:

IB00243	M Hallett (Mar 2020) Salary, phone, expenses	£	865.44
IB00244	HMRC Cumbernauld (Mar 2020)	£	27.98
IB00245	Dave Elliott Gardening	£	678.36
IB00246	SES Water	£	13.55
IB00247	John Foreman	£	38.45
IB00248	SSALC	£	70.00
IB00249	SSALC	£	352.52

The following amounts were approved by Councillors Rogers and Winter for payment in May 2020:

IB00250	M Hallett (Apr 2020) Salary, phone, expenses	£	1049.19
IB00251	HMRC Cumbernauld (Apr 2020)	£	38.72
IB00252	Barkers leaflet printing	£	50.40
IB00253	Dave Elliott General Gardening	£	664.79

## 16. ANY OTHER BUSINESS.

(39) It was acknowledged that Headley Court had been temporarily re-commissioned as a hospital facility during COVID-19.

(40) Councillors enquired as to whether statistics information should be shared to Councillors during COVID-19.

(41) Burialground Caretaker advised there are three COVID-19-related burials scheduled to take place in Betchworth in the near future.

## 17. FUTURE MEETING DATES.

(42) Next Parish Council Meetings – 1<sup>st</sup> June 2020, 6<sup>th</sup> July 2020  
18<sup>th</sup> May - Internal Audit – Clerk

**Parish Magazine Article: Articles to be distributed on an ad-hoc basis in electronic format only via Parish Clerk until further Notice.**

(43) Councillor Hardy closed the meeting at 9.45pm

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