

**DRAFT**

**BETCHWORTH PARISH COUNCIL**

**MINUTES** of the **MEETING** of the **BETCHWORTH PARISH COUNCIL** held on **MONDAY 5<sup>th</sup> September 2022**, commencing at 8pm in the Betchworth Village Hall, Station Road, Betchworth

**Councillors (Cllrs) present:**

Cllr Julie Hardy (JH) Chairman  
Cllr Graham Randall (GR)  
Cllr Ian Wilson (IW)  
Cllr Colin Rogers (CR)  
Cllr Robert Ashdown (RA)  
Cllr Martin Higgins (MH)  
Cllr Edward Winter (EW)

**Attending:**

District Councillor Budd (SB)  
District Councillor Potter (PP)  
County Councillor Clack(HC)  
(arrived at the end of the meeting)

**In attendance:** Cheryl Sexton (CS), Clerk & RFO

<b>Minute #</b>	<b>Agenda item</b>	<b>Who</b>
<b>151</b>	<b>APOLOGIES FOR ABSENCE</b> No apologies were received, County Cllr Clack notified Council that she may be late due to another meeting and arrived at the end of the meeting.	
<b>152</b>	<b>DECLARATIONS OF INTEREST</b> No declarations were received.	
<b>153</b>	<b>MINUTES OF THE PREVIOUS MEETING</b> The minutes of the meeting held on 1 <sup>st</sup> August were approved and signed by Councillor Hardy with the following amendment: Minute 144 acronyms were expanded to show meaning of DDM (Direct Debit Mandate) and ICO (Information Commissioner's Office).	
<b>154</b>	<b>COMMUNITY POLICE REPORT</b> The police report with incidents for August 2022 was displayed, discussed, and acknowledged. Query regarding the missing item of damage to tractor machinery.	
<b>155</b>	<b>OPEN FORUM</b> Cllr Ashdown raised a concern from a parishioner regarding the increase of dog faeces that is being left on the field behind the school. It was agreed that the following action would take place, Clerk to speak to the school regarding sending out a communication to parents, Clerk to include a notice in the parish magazine and Clerk to arrange for some posters to be displayed in the appropriate areas.	Clerk

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<b>TRANSPORT, HIGHWAYS AND FOOTPATHS</b>		
<b>156</b>	Cllr Winter updated council that there are 2 more planned kissing gates to be installed when the ground is softer. A housekeeping exercise is to be completed with The Estate to ensure all kissing gates purchased are accounted for and are in situ or allocated.	EW
<b>157</b>	Cllr Winter raised the issue of re-addressing the request to lay some form of aggregate on certain footpaths as a pre-emptive measure prior to the winter. It was agreed that this would be raised at the next meeting with The Estate.	JH
<b>158</b>	Cllr Winter updated council that the verges have now been cut, so a litter pick will be organised. Proposed date is October 1 <sup>st</sup> . Cllr Winter to arrange.	EW
<b>159</b>	<p>Cllr Randall updated council on the speed reduction programmes that are underway in Betchworth:</p> <ul style="list-style-type: none"> <li>- Wellhouse Lane speed reduction to 30mph which has been approved will be raised as a job in the next financial year as SCC (Surrey County Council) are unable to fulfil the work this year.</li> <li>- Old Reigate Road speed reduction to 30mph which has been approved, is currently on the agenda with Brockham PC as they would need to share the costs as it crosses both parishes. It was discussed that this is a priority for Betchworth, and we would look at alternative ways if this was not deemed a priority for Brockham. This was raised as an issue with Cllr Helyn Clack when she entered the meeting to investigate options.</li> <li>- The Street which is deemed to be the number 1 priority regarding speeding issues. It was agreed that a site visit would take place to work up a proposal for speed reduction on The Street. A proposal will be drafted by Betchworth Parish Council which will be shared with the school, shared with Council, neighboring parishes and sent to Highways. A discussion also took place regarding Brockhams 20 mph proposal and it was agreed that The 3 B's (Betchworth, Brockham and Buckland) should work together and coordinate speed reduction plans.</li> </ul>	HC  GR  CS
<b>160</b>	Cllr Randall updated Council on Speedwatch. A new successor is now in place and will be coordinating across The 3 B's (Betchworth, Brockham and Buckland). Nominations have been put forward from Betchworth to partake in the training and ongoing Speedwatch plans.	
<b>161</b>	Cllr Randall presented an update on the proposed Gateways for Betchworth. A revised estimate and positioning of the gateways has now been received from SCC Highways of £11007.32. County Cllr Helyn Clack has kindly agreed to pay for half of the cost to install these signs (£5,503.66). Council would like to thank Cllr Clack for this kind offer and accept. Council formally agreed the positioning of the gateways but questioned the revised presentation of the gateways on A25. Highways have suggested that due to the size of the wording, we should elevate the	GR

	<p>sign above the gateway with posts like Buckland, council rejected this revised presentation. Following discussions with the supplier, Cllr Randall has found an alternative which would alleviate the requirement for the additional posts which in turn should reduce the cost. Cllr Randall to formulate the request for amended cost from Highways in conjunction with Clerk.</p>	
162	<p><b>PLANNING</b></p> <p><b>New Application</b>  <b>MO/2022/1336</b>  <b>Land at the junction of Middle Street and Wellhouse Lane, Brockham</b>  Variation of conditions 9, 12 and 22 of approved planning permission MO/2019/1060 for the construction of 17 affordable dwellings (comprising of 12 social rent homes and 5 discount market sales homes) with associated access, parking and landscaping, to allow changes to landscaping and access timescales.</p> <p style="text-align: right;"><b>No Comment Ratified</b></p> <p><b>Decisions (4)</b>  <b>MO/2022/1001</b>  <b>The Evergreens, Reigate Road, Betchworth, Surrey, RH3 7DB</b>  Variation of condition 4 of approved planning permission MO/2021/0584 for the change of use of land to gypsy caravan site, to allow one of the touring caravans to be replaced with a static caravan for a temporary period of 2 years.</p> <p style="text-align: right;"><b>Approved with Conditions</b></p> <p>This was discussed at the meeting and whilst council was disappointed with the decision it would respect that the decision has been made. Clerk to write to enforcement to ensure that the conditions are met particularly regarding the external lighting and digging of trenches.</p> <p><b>MO/2022/1001</b>  <b>Penfold, Brockhamhurst Road, Betchworth, Surrey, RH3 7AP</b>  Certificate of Lawfulness for an existing use in respect of the occupation of a dwelling house in breach of occupancy condition.</p> <p style="text-align: right;"><b>Approved</b></p> <p><b>MO/2022/1057</b>  <b>Highworth, The Street, Betchworth, Surrey, RH3 7DJ</b>  Variation of Conditions 2 and 6 of planning permission MO/2020/2143 for the erection of a replacement dwelling with detached garage to allow the substitution of the photovoltaic panels on the building with 10 photovoltaic panels located in the north east corner of the site.</p> <p style="text-align: right;"><b>Approved with Conditions</b></p> <p><b>MO/2022/1063</b>  <b>3, Home Farm Close, Betchworth, Surrey, RH3 7DX</b>  Erection of 4kW solar panel ground array.</p> <p style="text-align: right;"><b>Approved with Conditions</b></p> <p><b>Appeal Decisions (1)</b>  <b>MO/2021/0094</b></p>	Clerk

	<p><b>Land South of Betchworth Village Hall, Station Road, Betchworth, Surrey, RH3 7DF</b> Temporary stationing of 2 No. mobile homes with associated storage containers and temporary fencing.</p> <p style="text-align: right;"><b>Allowed</b></p>	
	<p><b>AMENITIES</b></p>	
163	Acknowledged that the play equipment has been checked on 8 <sup>th</sup> , 13 <sup>th</sup> and 28 <sup>th</sup> August.	
164	The clerk updated Council that the maintenance on The Pavilion has been completed, the clerk displayed the request for £45 to pay for the anti roosting spikes to be put onto the pavilion in the Burial Ground, the amount was approved, but it was requested if we could look at spikes that were not stainless steel. Cllr Wilson to provide an alternative.	IW
165	The clerk displayed the request for a further spend of £140 to replace an additional 3 rotten wooden posts in the burial ground, it was agreed that the money would be taken from the Footpath & Handyman ad-hoc upkeep in the amenities section. The work will be carried out by Josh Flynn Gardening Services. It was also noted about the rotting post on the gateway leading to the church, it was agreed that this would be filled and reviewed when we have had some rain.	CS
166	A discussion regarding The Orchard took place, it was agreed that the tree that was removed earlier this year would be replaced this autumn with a tree that Cllr Wilson recommends, the 2 <sup>nd</sup> scion rooted tree would be left until another survey can take place next March where a decision will be made.	IW
	<p><b>COMMUNITY AND COMMUNICATIONS</b></p>	
167	Cllr Wilson displayed the mock up historical map, Council thanked Cllr Wilson for his work so far. Next steps are to approve the content and pictures. Cllr Wilson to distribute to Council for comment. It was agreed that the initial positioning of the map would be 1 on the boundary wall of Betchworth House, 2 on the station platforms and potentially 1 in the post office coffee shop and the Village Hall (subject to village Hall agreeing).	CS
168	It was acknowledged that GWR (Great Western Railway) had distributed the £2000 for the Historical Map initiative, Cllr Randall will work with GWR to agree the appropriate wording to recognise their involvement and position on their platforms.	GR
169	Once the historical map has had approval for wording and images incl QR Code, Clerk will instruct a graphic company to help with the graphical creation of the map and will also add to the website.	CS
170	Cllr Winter informed that the defibrillator by Woodstock Farm has been recalled for a software upgrade. This has been scheduled for 26/9 at which point it will not be available – it is ready to use until then. Clerk will	Clerk

	issue a notice nearer the time on village email and update the ambulance service when it is out of action.	
171	Cllr Hardy led the discussion regarding the issues facing St Michaels Church. It was agreed that the Parish Council fully support the church as part of our community and will offer any help that we are able to give. Cllr Higgins and Cllr Winter will be attending the meeting and will voice the support of Betchworth Parish Council.	MH/EW
172	The Clerk displayed the email from SES water offering help to support vulnerable customers, it was agreed to forward this to The Betchworth United Charities.	CS
	<b>SUSTAINABILITY AND ENVIRONMENT</b>	
173	Clerk informed council that as we do not own any land, we will not be able to take part in the Treescapes initiative with Surrey County Council, Clerk has passed the information to The Betchworth Estate and The Poland Trust so that they may be able to take part – this has been acknowledged.  District Cllr Potter left the meeting at 9pm.	
	<b>CLERKS UPDATE</b>	
174	Clerk displayed Clerks Report which will be added to the website supporting documents with the minutes.	CS
175	Clerk displayed the details of the Civility and Respect Project which is being rolled out nationwide within the Parish Council community. The detail and background was discussed and unanimously approved to adopt the Dignity at Work Policy, which will be displayed on the website. It was agreed however not to sign the pledge.	CS
176	Council approved to delegate authority to Cllr Hardy to vote at SALC (Surrey Association of Local Councils ) AGM on 30 <sup>th</sup> September 2022.  District Cllr Budd left the meeting at 9.14pm	
	<b>FINANCE</b>	
177	Council formally acknowledged the conclusion of External Audit for year ended 31 March 2022 and that the notices have been displayed.	
178	Council approved the engagement of Mulberry as auditors for 2022/23.	Clerk
179	Cllr Hardy and Cllr Rogers signed the DDM for ICO (Information Commissioners Office).	

180	Council acknowledged Cllr Rogers has completed the bank reconciliation for April, May and June.																									
181	Council acknowledged receipt of £2700 (£2000 from GWR and £700 BurialGround).																									
182	Clerk displayed and discussed the up-to-date financial summary.																									
183	The following amounts were approved for payment in September 2022 by Cllrs Rogers and Winter:																									
	<table border="1"> <tr> <td>IB00473</td> <td>HSBC Bank Charge</td> <td>£5.80</td> </tr> <tr> <td>IB00474</td> <td>Cheryl Sexton – Salary &amp; Expenses</td> <td>£1065.07</td> </tr> <tr> <td>IB00475</td> <td>HMRC – July Payment</td> <td>£45.12</td> </tr> <tr> <td>IB00476</td> <td>Betchworth Village Hall – September Mtg</td> <td>£47.00</td> </tr> <tr> <td>IB00477</td> <td>Barkers Print – Mock up Map</td> <td>£48.00</td> </tr> <tr> <td>IB00478</td> <td>SES Water (January – July)</td> <td>£17.66</td> </tr> <tr> <td>IB00479</td> <td>Tim Lyver (Pavillion Maintenance)</td> <td>£886.77</td> </tr> <tr> <td>IB00480</td> <td>Josh Flynn Gardening Service (1 x July cut)</td> <td>£370.00</td> </tr> </table>	IB00473	HSBC Bank Charge	£5.80	IB00474	Cheryl Sexton – Salary & Expenses	£1065.07	IB00475	HMRC – July Payment	£45.12	IB00476	Betchworth Village Hall – September Mtg	£47.00	IB00477	Barkers Print – Mock up Map	£48.00	IB00478	SES Water (January – July)	£17.66	IB00479	Tim Lyver (Pavillion Maintenance)	£886.77	IB00480	Josh Flynn Gardening Service (1 x July cut)	£370.00	
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	<b>FUTURE MEETING DATES:</b>																									
	<ul style="list-style-type: none"> <li>a. Next Parish Council Meetings –3 October, 7<sup>th</sup> November (HR)</li> <li>b. Ceremonial Opening of Poland Meadow, 15<sup>th</sup> Sept</li> <li>c. 3 Bs Alignment Meeting – 13<sup>th</sup> September</li> <li>d. Interim Audit and Training – 22<sup>nd</sup> September</li> <li>e. Village Supper &amp; Auction of Promises – 16<sup>th</sup> September</li> <li>f. SALC AGM – 30<sup>th</sup> September</li> <li>g. Training – 5<sup>th</sup> October – Clerk</li> <li>h. MVDC Clerk Meeting – 5<sup>th</sup> October</li> </ul>	Cllrs Clerk Clerk All JH Clerk Clerk																								
	<b>PARISH MAGAZINE ARTICLE: Invitation for email address, dog issue, SES water, Litter Picking</b>																									
184	<b>MEETING CLOSED AT 9.25pm</b>																									

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