

FEBRUARY CLERK REPORT

Betchworth Parish Council

Correspondence to acknowledge

- Daily work communications (no impact to Betchworth)
- NALC daily newsletter (no impact to Council)
- MVDC Update on Homes for Ukrainians
- SCC accounts chasing overdue payment for Gateways (original was sent to previous Clerk hence non payment, requested reissue)
- Acknowledgement of receipt of request to remove plants from a grave to allow releveling from Sherlocks
- GATCOM weekly news bulletins (issued to Councillors)
- Invitation to participate in an informal meeting regarding the Proposed extension to the Surrey Hills Area of Outstanding Natural Beauty before formal consultation begins in March (sent to Chair and Cllr Wilson who will be attending)
- MVDC Guidelines and restrictions on decision making and publicity during the pre-election period.
- Update from Surrey Police (sent to councillors)
- Acknowledgment from SCC re payment for gateways
- Acknowledgement from GWR re Purchase Order for cabinets for Historical Poster
- Weekly 'in the know' update from Police (no impact to Betchworth)
- GWR minutes from steering committee
- Email of ballpark estimates for 'making good' The Church Path (copied to Cllr Hardy and Winter)
- Multiple quotations from companies regarding Kissing Gate Plaques (clerk dealing)
- Quotations for cleaning of debris following Apple Tree Pruning event
- Email from resident regarding the diversion of traffic onto Sandy Lane following The Street closures.
- Invitation to a webinar regarding the pending consultation for the 'Proposed extension to the Surrey Hills AONB' (liaising with Cllr Wilson and Hardy re attendance)
- NALC Chief Executive Bulletin (sent to councillors for information)
- Census 2021 – The Office for National Statistics (ONS) has published the data on differing levels of educational qualifications held by residents active in the workforce across local authorities. It builds upon data published as part of the [education topic summary](#).
- Temporary Prohibition of Traffic Order 2023 regarding road closure on Wonham Lane (sent to councillors and included on agenda for next meeting 6/3)
- Request from Re-Betchworth for final payment of 2022/23 grant
- Email from villager regarding damage to verge by turning lorries at the end of Pebblehill
- CPRE Surrey Update
- Grant application received from Betchworth & Buckland Toddler Group (sent to Finance Committee and on BPC agenda to discuss)
- Grant application received from Betchworth Village Archives (sent to Finance Committee and on BPC agenda to discuss)
- Grant application received from FABB (Family Activities for Betchworth & Buckland) (sent to Finance Committee and on BPC agenda to discuss)
- Grant application received from ReBetchworth (sent to Finance Committee and on BPC agenda to discuss)

- Confirmation that HSBC Branch in Reigate in closing and our nearest branch is now Banstead.
- CPRE Monthly Circular (Countryside Charity Surrey)
- Email from MVDC regarding the opportunity to apply for DEFRA's Platinum Jubilee Village Halls Fund (sent to Village Hall for information)
- News Release from MVDC regarding the Local Plan Update and the decision to pause the Local Plan Examination process until there is greater certainty around future Government policy (sent to councillors for information and added to agenda to communicate)
- ONS (Office National Statistics) Monthly newsletter
- NALC Chief Executive Bulletin (sent to councillors for information)
- Email from parishioner re Right Of Way Check (sent to Cllr Winter for advice)
- Confirmation from Highways regarding damage to the verge stating that it is not their responsibility (added to the agenda to discuss)
- Correspondence regarding Speedwatch (Cllr Randall on lead)
- Email from SALC re elections giving advice to Clerk
- Email from SALC re new election process
- News Release - Neighbourhood Fund Money Allocated to Bidders to Support Communities (sent to councillors for information)
- MVDC Newsletter (sent to councillors for information)
- Correspondence from parishioner re issues and updates received regarding breaches raised on Pebblehill
- Mole Valley Business Spotlight Update
- SLCC (Society of Local Council Clerks) News Bulletin
- GATCOM Minutes (sent to councillors for information)
- MVDC Press Release – Proposed sale of Pixham Lane Depot (sent to councillors for information)
- Copy of breach for Evergreens sent from parishioner (discuss at Council meeting under Open Forum)
- Confirmation email stating that Village Gateways are due to be installed 30/31 March
- Email from parishioner chasing progress on rotten post at the end of The Coombe

Footpaths

- Sourcing and arranging the production of plaques for kissing gates.
- Contacted SCC Countryside regarding FP457 The Church Path requesting permission and the process to make the path 'good'
- Dealing with Right of Way Check and Query with Cllr Winter and Parishioner
- Requested Definitive Map and Statement which is the legal document defining all rights of way from SCC
- Responded back to parishioner regarding rights of walkers to apply for a right of way, after quarry footpath has been closed
- Investigating closure of footpath through the Quarry
- Chased up Countryside re fixing the rotten fingerpost at the end of The Coombe

Highways/ Rail

- Request for information on GWR grant received, have furnished them with the data that they require at present, will need to complete project closure report when completed.

- Request sent to Streetworks to 'make good' the verges on Sandy Lane following last months SES correction which was not completed and a recent diversion pushing traffic down Sandy Lane (reference #2509125) **chased this o/s issue as have not received update**
- Request sent to Highways and Streetworks to 'make good' the damage of a verge at the bottom of Pebblehill and also to request advice regarding the turning lorries (reference #2509962)

Burial Ground

- Completed documentation for memorial
- Issued letter regarding planting on grave site to allow for releveling
- Completed documentation for burial and allocated burial registration
- Query regarding a new memorial
- Chasing the fixing of the wooden posts
- Query regarding burial of ashes
- Confirmation and checked the completion of the wooden post fix

Finance & Policies

- Provided Brockham school with details of our grants policy to allow them to make an application for a grant for the changing rooms.
- Completed the invoices in preparation for the meeting
- Obtain signoff for PO009 for Gateways
- Produced PO for GWR Historical Poster
- Drafted the proposed co-option policy ready for presentation at May 2023 BPC meeting for approval
- Issued polite reminder for grant applications to be made in time for March meeting
- Produced PO for Kissing Gate Plaques in preparation for sign off in March
- Final grant applications received and acknowledged, to be discussed at March BPC meeting
- Arranged for Bank Charges £18 x 4 to be transferred to UNITY account in preparation for year end reconciliation

Meetings attended / Training

- Monthly Parish Meeting
- Meeting with school with Cllrs Randall and Ashdown
- Surrey ALC Chairs Forum
- Meeting with Clerk, Chair and Vice-Chair to discuss issues raised by parishioner regarding Pebblehill
- **Surrey Hills AONB Boundary Review Briefing Webinar**

Planning

- Weekly planning monitoring
- Contacted Planning asking for details on Something Special conditions in place in relation to the volume of lorries and damage to the verges

Other Items of Note

- Preparation for APM
- Organised meeting with the school re travel policy – 24/2/23

- Organisation of QR Code and delivery of GWR posters in preparation for display at Station
- Prepared submissions for parish magazine
- APM invitations issued to local organisations
- Re-enrolment of pension completed
- Discussion with Pebblehill residents re concerns about numerous items (clerk working through with Chair and Vice Chair)
- Collected revised posters from Printers ready for display on Betchworth Trainstation
- Chased Grounds Maintenance regarding the cutting back of the wildflowers