

# MARCH CLERK REPORT

Betchworth Parish Council

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## Correspondence to acknowledge

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- Daily work communications (no impact to Betchworth)
- Copy of MVDC Appeal ref APP/C3620/W/22/3309960 - The Bungalow, Kiln Lane, Brockham, Betchworth, Surrey (sent to councillors for info)
- Surrey Hills AONB Boundary Review Briefing Slide Pack following meeting (sent to Chair and Cllr Wilson)
- In The Know Neighbourhood watch communications
- Email from parishioner who attended the Parish Meeting acknowledging issues raised (copy to Chair and Vice Chair)
- Acknowledgement of breach raised against Evergreens (FS-Case-494809374)
- Acknowledgment and acceptance of proposed Grants Received from Toddler Group, Village Archives expressing thanks to Parish Council
- Acknowledgement from enforcement officer regarding Evergreens
- Determination of Surrey's admission arrangements for community and voluntary controlled schools
- Acknowledgement and acceptance of proposed Grants received from FABB
- Surrey Police Quarterly Bulletin (sent to councillors for information)
- In the Know Daily Communication/Updates
- Notification of the start of the consultation for Surrey Hills AONB Boundary Review (sent to councillors and added to April Agenda for discussion)
- Communication from SCC Highways re proposed roadworks on Pebble Hill Road and Headley Common Road (sent to Councillors and on village email)
- Proofs for plaques for approval (sent to Cllr Winter for final approval)
- Parking Enforcement and Environmental Maintenance transfer Communication (sent to councillors for information and Re-Betchworth re the environmental element)
- County Cllr Helyn Clack Annual Report (sent to councillors for information and will include in APM pack)
- Request from villager re additional gateway to be installed at base of Pebblehill (sent to Chair and Cllr Randall and to be added to next agenda)
- Request from villager to complete litter pick on Pebblehill with planned closures
- Correspondence from SCC re unable to complete litter pick during roadworks due to the work staff and safety (let villager know)
- Detail of roadworks to be carried out on Pebble Hill Road with a timeline (sent out on village email)
- Acknowledgement of street clean request for Pebble Hill Road FS496758539
- Email request to look at rejuvenating the apple trees in the burial ground (sent to Cllr Wilson and Chair to be added to agenda to agree next steps)
- Email from villager with photo of HGV struggling to pass traffic on Pebble Hill Road
- Email sharing Bucklands views on Surrey County Council Boundary Review

- Email from Street Clean ref FS496758539, agreeing for road sweep but stating that unable to litter pick without road management
- Email from parishioner asking about how to request CIL funding for the church (Clerk liaising with MVDC)
- Emails from Street clean acknowledging receipt of road clean requests
- Email from parishioner querying the increase in Precept (emailed back copy of budget and approved minutes)
- Acknowledgement from Zurich re insurance quotation request
- Acknowledgement from BHIB Insurance re insurance quotation request
- GATCOM weekly news bulletin (sent to councillors for information)
- MVDC Bulletin detailing that they are giving up 10 homes for refugees (sent to councillors for information)
- MVDC Bulletin regarding the sale of Meadowbank Stadium which is going to cabinet on March 21<sup>st</sup> for approval
- Email from villager regarding potential damage to a plot in burial ground (sent to Cllr Wilson)
- Email from external auditor regarding this years external audit instructions
- Email from external auditor stating that we are to be part of an intermediate review ( 5% sample)
- MVDC Bulletin regarding the Proposed Changes to Mole Valley's Housing Allocation scheme, which is going to cabinet on March 21<sup>st</sup> for approval
- Email from parishioner re requesting NCIL funding for St Michaels Church
- Copy email from Buckland relaying their concerns with the Airport approach to consulting with parish councils and other community groups (copy sent to Chair, Cllr Winter and Wilson for information)
- NALC newsletter
- Email response from SCC Highways regarding verges at bottom of Pebblehill (sent to Highways representatives and to be included on April agenda)
- Invitation to attend the Surrey Boundary review on line meeting (sent to councillors)
- Copy of Buckland response to Surrey Boundary Review (sent to councillors for consideration)
- Email response from SCC re verges on Sandy Lane (sent to councillors for review and resident)
- Notice of election (placed in noticeboards and on website)

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## Footpaths

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- Continued correspondence with resident re Right of Way through The quarry (confirmation received from the definitive map that it is not a right of way)
- Chased up Countryside re fixing the rotten fingerpost at the end of The Coombe, updated resident
- Ordered the 12 kissing gate plaques and finalised proofs
- Litter Pick on 18<sup>th</sup> 19<sup>th</sup> March – risk assessment completed and communication issued
- Issued request to Streetworks re cleaning of Pebble Hill Road as cannot be undertaken fully by litter pick due to the risks. Case ref 496758539 (notified resident who made request)
  - Continued correspondence with SCC and MVDC as they state they are unable to complete a litter pick without a works request – have chased up how to obtain one. Request has now been sent to complete a litter pick. Acknowledgement received from MVDC that request for litterpick has been requested by contractors . New Reference FS497473637
- Street Cleaning requests issued for A25 verges (FS497947060) and Brockhamhurst Road (FS49794493) as deemed too dangerous following risk assessment for volunteers to litter pick – Confirmation received that contractor Amey will attend in 5 working days for both locations. New Ref numbers FS498292053 and FS498292873

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## Highways/ Rail

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- Emailed Cllr Clack regarding PebbleHill speed calming asking BPC to be included in future correspondence. Acknowledged by Cllr Clack and confirmation that a request has been issued to SCC.
- Chased Highways on the issue of the damage and ownership to the verges at the bottom of Pebblehill
  - Chased Highways again on this matter as I am yet to get a response.
  - Response received which has been added to the April agenda to discuss
- Chased Highways on the issue of 'making good' the verges in Sandy Lane (ref # 2509125) again
  - Response received back stating that there is nothing that can be done to stop ongoing damage unless we planned to widen the road or create passing spaces. Included on agenda to acknowledge.
- Historical posters installed at Betchworth Rail Station and launched web page

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## Burial Ground

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- Memorial query
- Completed documentation for burial that has taken place
- Investigation of damage to grave where ashes are buried.
- Correspondence of 3 interment of ashes in ERB plot
- Published revised burial ground costs

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## Finance & Policies

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- Completed the invoices in preparation for the meeting
- Completed VAT Submission for all invoices dated from 1.9.22 to 28.2.23 for end of year. 2 VAT payments unable to be reclaimed due to invoice date will be claimed in next financial year.
- Issued formal offers to approved Grant Requests and Purchase Orders Raised accordingly
- Working on end of year accounts
- Requested quotation's for insurance renewal
- Completed the unaudited end of year accounts
- Completed the earmarked reserves for 2023/24 for approval

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## Meetings attended / Training

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- Monthly Parish Meeting
- 3 B's Alignment Meeting
- Meeting regarding the proposed extension of AONB in Surrey Hills (Cllr Wilson)
- SALC Clerk Meeting
- Annual Parish Meeting

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## Planning

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- Weekly planning monitoring
- Breach raised against Evergreens detailing points agreed at monthly Parish Council meeting under Open Forum cc: Cllr Simon Budd, Cllr Paul Potter, Enforcement Officers at Mole Valley (FS-Case-494809374)

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## Other Items of Note

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- Preparation for APM
- Updated The Circuit re defibrillators
- Updated noticeboard
- Collected nomination forms from Pippbrook Dorking and issued to councillors
- Issued village emails and updated calendar
- Added villager requests to the contact list
- Corresponding with CIL officer re request for NCIL funding for St Michaels Church
- Started work on personal appraisal
- Published notice of election on noticeboards
- Published notice of election on website