

BETCHWORTH PARISH COUNCIL AGENDA

Please take note that an **Annual Meeting** of the Parish Council will take place on **Monday 15th May at 8.00pm** in The Hamilton Room, Betchworth

1. ELECTION OF CHAIRMEN

To elect Chairman and Vice-Chairman
To receive declarations of acceptance of office from Councillors

2. APOLOGIES FOR ABSENCE

To receive any apologies for absence from Councillors

3. CO-OPTION OF A NEW COUNCILLOR

To appoint a new councillor Martin Higgins through co-option

4. DECLARATIONS OF INTEREST

To receive any declarations of interest from Councillors with respect to any item to be considered at the meeting.

5. MINUTES of PREVIOUS MEETING (3rd April 2023)

To approve and sign the minutes from the last Parish Council meeting on 3rd April 2023.

6. OPEN FORUM

An opportunity for local residents and businesses to raise topics with the Parish Council.

- Betchworth Lodge Planning Application to be presented by new owners for information and discussion

7. ELECTION OF GROUPS

To elect Parish Council representative/s for The Finance Group
To elect Parish Council representative/s for Betchworth United Charities
To elect Parish Council representative/s for The Village Memorial Hall Committee
To elect Parish Council representative/s for The Planning Group
To elect a Footpaths Officer
To elect a Highways Officer

8. COMMUNITY POLICE REPORT

To receive an update from the Neighbourhood Police Team.

9. TRANSPORT, HIGHWAYS AND FOOTPATHS

Footpath Officers Report – an update on local footpaths and rights-of-way -Cllr Winter
Highways and Transportation Update – Cllr Randall/Cllr Ashdown
Gatwick update – Cllr Winter

10. PLANNING

Ratification of Planning Observations made (1)

[MO/2023/0452](#)

8, Barleymow Court, Betchworth, Betchworth, Surrey, RH3 7HF

Demolition of existing conservatory and erection of single storey rear extension.

Ratify no comment

New Applications (2)

MO/2023/0414

Tranquil End, Gadbrook Road, Betchworth, Betchworth, RH3 7AH

Proposed reconfiguration and extension of existing house. Thermal upgrades and over-cladding to existing building. Replacement of existing shed and workshop.

MO/2023/0470

THE LINHAY, 9, Poland Meadow, Brockham, Betchworth, RH3 7FG

Erection of a detached single garage.

Appeals (0)

Decisions (2)

MO/2023/0255

South Lodge, Brockham Park, Gadbrook Road, Betchworth, Surrey, RH3 7AH

2 No. Oak trees (marked T1 and T2 on submitted plan) - reduce the crown by 2.5-3 metres. (Includes the removal of dead wood - exempt works.)

APPROVED WITH CONDITIONS

MO/2023/0361

1, Church Street, Betchworth, Surrey, RH3 7DN

Remove one Eucalyptus tree and one Willow tree.

NO OBJECTION

Appeal Decisions (0)

Other Matters (1)

Acknowledge the appeal letter for The Bungalow, Kiln Lane

11. AMENITIES

To acknowledge play equipment dates checked 13th, 21st, 29th April & 5th May

To acknowledge that defibrillators in Betchworth have been checked

To discuss and approve request from resident to add in additional play equipment

Approve memorial requests

12. COMMUNITY AND COMMUNICATIONS

To discuss and agree response on the consultation paper for Surrey Hills AONB

Boundary Review

To acknowledge an update following the Kings Coronation Big Lunch

To Review and approve Councillor responsibilities, currently held/proposed as follows:

Airports	Councillor Wilson, Councillor Winter
Allotments	Councillor Wilson
Betchworth Station	Councillor Randall
Betchworth United Charities	Councillor Higgins
Burial Ground & Pavilion	Clerk, Councillor Wilson
Church	Councillor Higgins
Data Protection	Councillor Winter
Estate	Councillor Hardy
Finance Group *	Councillors Hardy, Winter, TBD (Chair), Wilson, Clerk
Footpaths Officer	Councillor Winter
Goulburn Green	Councillor Wilson
Greener Betchworth	Councillor Winter, Councillor Higgins
Health	Councillor Hardy
Highways & Transport *	Councillor Randall, Councillor Ashdown *
JJ Franks	Councillor Hardy
Police *	Councillor Randall *, Councillor Ashdown *

Planning Group
 School & Education
 Website
 *amended

Councillors Hardy, Higgins, Randall, Wilson, Clerk
 Councillor Hardy
 Clerk

13. POLICIES AND PROCEDURES

As a newly elected Parish Council, all policies and procedures are to be formally approved and adopted.

- Standing Order
- Financial Regulations
- Code of Conduct
- Grant Awarding Policy
- Document Retention & Disposal Policy
- List of Documents for retention & disposal
- Social media Policy
- Complaints Procedure
- Scheme of Delegation
- General Data Protection Regulation Policy
- General Privacy for Staff & Councillors Policy
- Dignity at Work Policy
- Financial Risk Register for 2023/24
- Council Risk Register for 2023/24

14. CLERKS UPDATE

Acknowledge the clerks report

Acknowledge ongoing action log

Acknowledge that members interest forms and expense forms need to be submitted within the agreed timescales for newly elected councillors

Acknowledge a vacancy for Councillor to be posted

Agree observations on any new planning applications that fall outside of meeting timescales.

15. FINANCE

To review insurance quotes and agree insurer for 2023/24

To review and approve signatories on bank accounts

To acknowledge approval from The Finance committee for earmarked reserves

Present Internal Audit Report to Council and formally adopt

To complete and approve AGAR section 1 – Annual Governance Statement

To approve AGAR section 2 – Accounting Statements

To acknowledge notification dates for Exercise of Public Rights

To acknowledge receipt of £10691.11 (£9128.70 1st half precept & Grants), (£1325 Burial Ground) (£200 allotments) & (£37.41 Interest)

Monthly Financial Summary – to note the current financial position

To approve the following amounts for payment in May

IB00550	HSBC Monthly Bank Charge	£	5.00
IB00551	Cheryl Sexton – Salary, Phone, expenses	£	1112.86
IB00552	HMRC – NI & Tax (April)	£	73.10
IB00553	Hamilton Room Hall Hire – May Meeting	£	20.00
IB00554	Cheryl Sexton – Zoom Subscription (VAT incl)	£	71.94
IB00555	Julie Hardy (APM Refreshments)	£	78.93
IB00556	SALC (Annual Subs SALC/NALC)	£	372.35
IB00557	Josh Flynn Gardening (April Grass)	£	724.80
IB00558	Mulberry & Co Internal Audit	£	224.64

16. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING AND FOR INCLUSION ON A FURTHER AGENDA

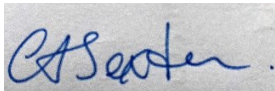
Please advise Chairman prior to the meeting

17. CONFIDENTIAL ITEMS (Closed to Public and Press)

18. MEETING DATES to acknowledge and note

- a. Next Parish Council Meetings – 5th June, 3rd July
- b. 3 B's Alignment Meeting – 24th May – Clerk
- c. Highways Meeting re Pebblehill and The Street – 31st May
- d. MVDC Clerk Meeting – 14th June - Clerk

Parish Magazine Article: deadline for June mag: 15th May 2023 (invitation for email address)

A handwritten signature in blue ink, appearing to read 'Cheryl Sexton', is shown on a light-colored background.

Signed: Cheryl Sexton, Parish Clerk 9 May 2023

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