

DRAFT**BETCHWORTH PARISH COUNCIL**

MINUTES of the **MEETING** of the **BETCHWORTH PARISH COUNCIL** held on **MONDAY 15th May 2023**, commencing at 8pm in The Hamilton Room, Betchworth

Councillors (Cllrs) present:

Cllr Julie Hardy (JH) Chairman
Cllr Martin Higgins (MH)
Cllr Ian Wilson (IW)
Cllr Graham Randall (GR)

Attending:

District Councillor Budd (SB)
District Councillor Potter (PP)
2 x Members of the Public (MOP)

Apologies:

County Councillor Clack

Apologies:

Cllr Robert Ashdown (RA)
Cllr Ed Winter (EW)

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

Minute #	Agenda item	Who
	ELECTION OF CHAIRMEN	
1	Councillor Wilson proposed and Councillor Randall seconded Cllr Julie Hardy as Chair for the coming year. Councillor Hardy proposed and Councillor Wilson seconded Cllr Edward Winter as Vice Chair for the coming year.	
2	Chair and Vice Chair both verbally accepted responsibilities. Signing of declaration by Councillor Hardy was completed in presence of councillors and signed by the Clerk as Proper Officer of the Council. Councillor Winter will sign his acceptance before the next meeting in the presence of the Clerk as Proper Officer of the Council.	EW
	APOLOGIES FOR ABSENCE	
3	Apologies were received from Cllr Robert Ashdown, Cllr Winter and county Councillor Clack.	
	CO-OPTION OF A NEW COUNCILLOR	
4	Councillors unanimously agreed the co-option of Mr Martin Higgins as Councillor. Martin officially accepted the position and confirmed by signing an Acceptance of Office in the presence of councillors and signed by the Clerk as Proper Officer of the Council.	
	DECLARATIONS OF INTEREST	
5	No declarations were received.	

May 2023

	MINUTES OF THE PREVIOUS MEETING	
6	The minutes of the meeting held on 3 rd April 2023 were approved and signed by Councillor Hardy.	
	OPEN FORUM	
7	Councillor Hardy welcomed 2 members of the public to the meeting to present their planning application for Betchworth Lodge. The plans were presented and discussed. These will be submitted through the planning process in due course. Cllr Hardy thanked the members of the public for attending and sharing their plans.	
8	2 x MOP left the meeting at 8.20pm	
	ELECTION OF GROUPS	
9	The newly elected Finance Group comprises of Councillors Winter (Chair), Hardy, Wilson and Clerk.	
10	Councillor Higgins was elected to be the representative for Betchworth United Charities.	
11	Councillor Wilson was elected to be the representative for The War Memorial Village Hall.	
12	The newly elected Planning Group comprises of Councillors Winter, Hardy, Higgins, Randall, Wilson and Clerk.	
13	Councillor Winter was elected Footpaths Officer.	
14	Councillors Randall and Ashdown were elected Highways Officers.	
	COMMUNITY POLICE REPORT	
15	The police report with incidents for April 2023 was unavailable for the meeting, the Clerk will chase and distribute when ready.	CS
	TRANSPORT, HIGHWAYS AND FOOTPATHS	
16	Due to the Footpath Officer not attending, no report was given.	
17	Cllr Randall updated council on Highways, a speedwatch appeal has been made for volunteers on email. An article will also be going into this months Parish Magazine to encourage more to step forward.	
18	It was reported that concern was raised to Highways regarding the new Pebblehill/Headley Road junction regarding the lack of signage	

	for the new junction which was causing concern. It was acknowledged that sufficient signage is now in place.	
19	Cllr Randall updated Council on the article that was written regarding the lack of use of Betchworth Station which was factually incorrect. Cllr Randall to liaise with North Downs to respond. It was agreed and supported that we need to protect our station.	GR
20	It was acknowledged that there will be a meeting at the end of May with County Cllr Clack and a Senior Traffic Engineer from Highways to discuss the issues with Pebblehill and The Street to discuss priorities.	
	PLANNING	
21	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. <p style="text-align: right;">NO COMMENT RATIFIED</p>	
22	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. <p style="text-align: right;">NO COMMENT</p>	
23	MO/2023/0470 THE LINHAY, 9, Poland Meadow, Brockham, Betchworth, RH3 7FG Erection of a detached single garage. <p style="text-align: right;">NO COMMENT</p>	
24	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.) <p style="text-align: right;">APPROVED WITH CONDITIONS</p>	
25	MO/2023/0361 1, Church Street, Betchworth, Surrey, RH3 7DN Remove one Eucalyptus tree and one Willow tree. <p style="text-align: right;">NO OBJECTION</p>	
26	Other Matters (1) Council acknowledged the appeal letter that has been issued by Mole Valley regarding The Bungalow, Kiln Lane.	

	AMENITIES																									
27	It was acknowledged that the play equipment was checked on 13 th , 21 st , 29 th April and 5 th May.																									
28	It was acknowledged that all 3 defibrillators were inspected in March by Cllrs Hardy and Winter.																									
29	The Clerk displayed a request from a resident for the addition of play equipment on Goulburn Green. Council discussed the request and wanted to reiterate that the playground provision was originally designed for reception children and that objective has not changed. Council agreed to take some time to consider this request to consider the feasibility of space and other constraints and will discuss at the June meeting.	ALL																								
30	It was acknowledged that there were no new memorials to approve.																									
	COMMUNITY AND COMMUNICATIONS																									
31	<p>The Boundary Review for Surrey Hills AONB was discussed and council agreed that the current proposal is desirable. The Clerk displayed the collated comments regarding the proposal and council agreed the following additional comments to support the proposal:</p> <ul style="list-style-type: none">• To reiterate that we would like consideration for the proposed area to be extended to square it off from Old Reigate Road to Pilgrims Way Cottages and from Buckland up to the railway.• To give more detail on areas of Natural beauty such as the conservation areas, Greensand Way, and the number of surrounding small ancient woodlands. <p>Clerk to incorporate these additional comments in the agreed response.</p>	CS																								
32	It was acknowledged that the Kings Coronation took place on 7 th May and was a wonderful success. Council would like to thank the organisers for such a wonderful community event.																									
33	<p>Councillor responsibilities were reviewed and agreed for 2023 as follows:</p> <table><tr><td>Airports</td><td>Cllrs Winter, Wilson</td></tr><tr><td>Allotments</td><td>Cllr Wilson</td></tr><tr><td>Betchworth Station</td><td>Cllr Randall</td></tr><tr><td>Burial Ground</td><td>Cllrs Wilson, Clerk</td></tr><tr><td>Church</td><td>Cllr Higgins</td></tr><tr><td>Data Protection</td><td>Cllr Winter</td></tr><tr><td>Estate</td><td>Cllr Hardy</td></tr><tr><td>Goulburn Green</td><td>Cllr Wilson</td></tr><tr><td>Re-Betchworth</td><td>Cllrs Winter, Higgins</td></tr><tr><td>Health</td><td>Cllr Hardy</td></tr><tr><td>JJ Franks</td><td>Cllr Hardy</td></tr><tr><td>Police</td><td>Cllrs Randall, Ashdown</td></tr></table>	Airports	Cllrs Winter, Wilson	Allotments	Cllr Wilson	Betchworth Station	Cllr Randall	Burial Ground	Cllrs Wilson, Clerk	Church	Cllr Higgins	Data Protection	Cllr Winter	Estate	Cllr Hardy	Goulburn Green	Cllr Wilson	Re-Betchworth	Cllrs Winter, Higgins	Health	Cllr Hardy	JJ Franks	Cllr Hardy	Police	Cllrs Randall, Ashdown	
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	School & Education Website	Cllr Hardy Clerk	
34	POLICIES AND PROCEDURES As a newly elected Parish Council, the following policies and procedures were acknowledged and formally adopted by council: <ul style="list-style-type: none"> • 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 		
35	Clerk to update the website to show new adoption date.		CS
36	CLERKS UPDATE Clerk displayed the revised Clerks Report which will be added to the website 'supporting files' with the minutes, highlighting areas in red since the issuing of the agenda. 2 areas brought to councils attention were the article written by SurreyLive regarding the lack of use of Betchworth Station, which was covered under Highways. It was also noted that a Temporary Events License has been issued for Betchworth Village Hall on 10 th June from 6.30 – 11pm.		
37	Ongoing action log was acknowledged.		
38	Clerk advised that all members interest forms and expense forms need to be completed for all councillors as everyone is newly elected. It was also noted that Cllr Higgins as a newly co-opted councillor will need to complete a members interest form.		ALL
39	It was acknowledged that following the election Betchworth Parish Council now has 1 vacancy. Clerk to post advertisement.		CS
40	It was acknowledged that MO/2023/0627 (as a late entry) The Old House South, The Street, Betchworth, Surrey RH3 7DJ. This was discussed and agreed no comment required. To appear on next months agenda to ratify.		CS

41	Cllrs Budd and Potter left the meeting at 9.03pm	
	FINANCE	
42	Clerk presented the quotations for the annual insurance, and it was recommended and unanimously agreed that Zurich Municipal to continue as insurers for the coming year at a cost of £433.93	
43	Signatories agreed for HSBC account to be all Betchworth Parish Councillors. Clerk to arrange the removal of Colin Rogers as he is no longer a councillor.	CS
44	Signatories agreed for UNITY account to be Finance Group. Clerk to arrange the removal of Colin Rogers as he is no longer a councillor.	CS
45	The Clerk displayed the earmarked and general reserves Final Version 1, which had been approved by The Finance Committee and was presented to council recommending approval. Formal approval was received and it was noted that any further changes in earmarked reserves shall be approved by Council following recommendation from Finance Committee as part of the budgetary control process.	
46	Clerk reported a clean audit from Mulberry & Co with one outstanding action regarding Councillor email addresses which will be actioned this year. Councillors considered and formally adopted the internally audited accounts for y/e 31 March 2023.	
47	Councillors resolved to approve Section 1 of the Annual Governance Statement 2022/23 which was completed and signed by Clerk and Councillor Hardy (Chair) in the presence of Councillors.	
48	Councillors resolved to approve Section 2 of the Annual Return with associated notes which was duly signed by Councillor Hardy (Chair) in the presence of Councillors.	
49	Councillors acknowledged dates for the Exercise of Public Rights commencing on Monday 5 th June 2023 until Friday 14 th July 2023.	
50	Council acknowledged the receipt of £ £10691.11 (£9128.70 1 st half precept & Grants), (£1325 Burial Ground) (£200 allotments) & (£37.41 Interest)	
51	Clerk displayed the Monthly Financial Summary which was discussed and acknowledged, highlighting that Capital Spend will be reported separately.	

52	The following amounts were approved for payment in May 2023 by Cllrs Wilson and Hardy, with Cllr Randall countersigning Cllr Hardys expenses:		
	IB00550	HSBC Monthly Bank Charge	£5.00
	IB00551	Cheryl Sexton – Salary & expenses	£1112.86
	IB00552	HMRC – NI & Tax (April)	£73.10
	IB00553	Hamilton Room Hall Hire – May Meeting	£20.00
	IB00554	Cheryl Sexton – Zoom Subs (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
53	URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING AND INCLUSION ON A FURTHER AGENDA Cllr Randall informed Council that a request has been received to complete a speed survey on Wonham Lane due to the concerns of increase of speed along the road. It was agreed that a estimate from Highways would be requested for consideration for a speed survey.		CS
54	FUTURE MEETING DATES The following dates were acknowledged: a. Next Parish Council Meetings – 5 th June, 3 rd July b. 3 B's Alignment Meeting – 24 th May – Clerk c. Highways meeting re Pebblehill and The Street – 31 st May d. MVDC Clerk Meeting – 14 th June – Clerk\ PARISH MAGAZINE ARTICLE: Invitation for email address, speedwatch.		CS
55	MEETING CLOSED AT 9.20pm		
	THIS IS A CONTROLLED DOCUMENT – Betchworth Parish Council will NOT be held responsible for content when downloaded from the website.		