

# SEPTEMBER CLERK REPORT

Betchworth Parish Council

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## Correspondence to acknowledge

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- Daily work communications (message out the comms that impact Betchworth)
- In the Know weekly and daily bulletin reports
- GATCOM Weekly News Bulletin's (issued to councillors for information)
- NALC Chief Exec Weekly Bulletin's (issued to councillors for information)
- Weekly statements from Cllr Cooksey (issued to councillors for information)
- Receipt of Burial Reg Number
- Email from MVDC re 2 new bins on Pebblehill (requesting confirmation further details)
- Query regarding dangerous bus stop on Pebblehill (escalated to Highways, County and Metrobus via parishioner)
- South Esat Employees (SEE) Newsletter
- Provisional booking of internal audit
- Response back from Highways re vegetation from Roundabout to Footpath on Station Road (see Highways for detail)
- Chapter 8 training being offered by SCC (declined as we do not manage any road closures)
- Email confirmation that the 2<sup>nd</sup> Precept Installment has been received
- Agenda items for upcoming MVDC meeting
- Contact from SCC re VAS request (provided them with all the information that they require to pursue and set up a site visit)
- Email from SCC re road markings on The Street (responded back with further information)
- Quotation for replacement gate on GG
- Copy of email sent to District Cllrs about the deterioration of postal deliveries
- SALC Newsletter (sent to councillors for info)
- Email from MVDC Safety and Enforcement detailing plan for the abandoned caravan and waste left on Gadbrook Road (email to Councillors and villagers for information)
- Confirmation of renewal and receipt of Payment for annual renewal with ICO (Information Commission Office) for Data Protection
- Email querying the road closure on Old Reigate Road – confirmed that signs have been implemented
- Copy of email to planning at MVDC querying the movement of earth from a property on Wonham Lane
- Copy Correspondence of complaint sent to MVDC regarding lack of response to resident
- Invoice for SALC AGM and conference
- Copy correspondence chasing up the position on the bus stops on Pebblehill /Station Road
- Copy correspondence from County Cllr Clack for instruction of footpath clearance on Station Road
- Email querying the guidelines for the Burial Ground (sent to Church Wardens as it was for Churchyard)
- Copy correspondence from Sir Paul Beresford in response to complaint of deterioration of postal deliveries

- Temporary events notice regarding event at Village Hall on 29/09/23 (sent to councillors for information)
- Copy correspondence chasing MVDC planning dept re Evergreens
- Copy correspondence from Cllr Budd to resident re speeding issues
- Copy of Pebblehill and Headley Road Junction Road Safety Audit (issued to councillors for information)
- Acknowledgement and agreement from SCC Highways to move to estimate for the line along the kerb on The Street
- Acknowledgement of VAT submission
- Copy Correspondence of report following query made of the movement of earth on Wonham Lane (issued to councillors for information- case closed no need for further action)
- Email from MVDC planning committee re change to how to comment on planning applications (noted for future reference)
- Letter of engagement from Mulberry requiring approval (on October agenda for approval)
- Invitation from Capel Parish Council to attend a meeting regarding the Gatwick Northern Runway Consultation (sent to Cllr Winter)
- Email from resident requesting VAS Signage on Station Road (acknowledged and responded that we are looking at locations in the village)
- Email from resident requesting better signage by Betchworth Bridge for cyclists and to write to local clubs (to discuss at next council meeting )
- Notice of SALC AGM
- Monthly newsletter from Office for National Statistics
- Highways and Parish Council Focus Group Output
- Leigh Parish Update
- Confirmation of payment for memorial
- Press release from Mole Valley regarding the Draft Council Strategy consultation (issued on village email and added onto the agenda for 2/10 Meeting)
- Invitation to a virtual UK Shared Prosperity Fund meeting/workshop - Wednesday 11 October at 10.00am (issued to councillors for interest)
- Invitation from NALC to join utility aid (not relevant to BPC)
- Request for an interment of ashes
- MVDC Press release regarding Neighbourhood Fund allocation (issued to councillors for information)
- MVDC Press release regarding the Local Cycling and Walking Infrastructure Project Funding Approved (issued to councillors for approval)
- Copy Correspondence and response between resident and County Cllr Clack re Pebblehill o/s issues
- Complaint regarding footpath 463 being overgrown
- Request for memorial
- MVDC Press Release regarding 'Cabinet Approves Adaptation Priority of Climate Change Strategy' (issued to all councillors for information and Re-Betchworth for information)
- Confirmation email that the slide repainting has been completed (update at Council meeting)
- Query re broken manhole cover by Betchworth Station asking ownership of asset
- Copy Correspondence of MVDC complaint from resident
- Press release from MVDC regarding entering a new 4 year contract with LASER energy
- TRO for road closure on The Street w/c 28<sup>th</sup> October (sent out on village email)
- Email from Hartsfield re ownership of overgrown hedges on footpath 463 (cc: Cllr Winter)

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## Footpaths

- Requested that the estate clear the overgrown vegetation on footpath 448 – all cleared
- Communication with Hartsfield Manor regarding footpath 463 being overgrown, this has been acknowledged and will be looked at

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## Highways/ Rail

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- Response rec'd back regarding request to SCC Highways to clear the vegetation and pathway and to extend the pathway to 1.8m (ref 273935) from roundabout to footpath on Pebblehill response states that they have visited the location and submitted a request for consideration of works. This type of work will be considered alongside other jobs requiring specific funding and would normally be undertaken in winter months. – escalated to Cllr Clack who has secured funding for this work to take place
- Meeting to be set up with VAS expert from SCC regarding getting detailed recommendations and estimates for VAS placements on Old Reigate Road, The Street and Pebblehill – due on 29/9.
- Old Reigate Rad and Wellhouse Lane speed reduction now implemented
- Quotation for the new accessible gate on GG (further quotes to be obtained to present at future meeting)
- Receipt of gas and water plans for GG in preparation for the playground provision project
- Ref Number confirmation from Cllr Budd re request for street name refurbishment for Old Reigate Road & Kiln lane due to damage
- Contacted Environmental Health regarding foul water at the bottom of Station Road by A25 Roundabout ref 2187438
- SCC have agreed to proceed to provide plans and an estimate to paint a solid white line along the kerbside on The Street
- Chased up progress
  - Refurbishment of lines on The Street
  - Chevron refurbishment on Pebblehill
  - Refurbishment of lines on Pebblehill
  - Clearance of the vegetation in the culvert at base of Pebblehill

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## Burial Ground

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- Administration and preparation for burial 8/9 completed
- Administration for approved memorial
- Query regarding 2 ashes burials that want to be conducted privately
- Query re guidelines on recent space
- Administration for interment of ashes due to take place in October
- Administration for memorial to be approved

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## Finance & Policies

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- Completed the invoices and made payments that were approved in formal council meeting
- VAT Submission for 1/3/23 – 31/8/23 completed and issued
- Prepared statements for independent reconciliation

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## Meetings attended / Training

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- Meeting with SCC Highways and other clerks for Highways/Clerk taskforce meeting (Clerk)

- Meeting with grave digger regarding the feasibility of utilising The Hamilton Strip (Clerk)
- Surrey ALC Clerks Forum (Clerk)
- MVDC/Clerk Meeting (Clerk)
- Meeting with VAS expert from SCC to discuss feasibility and positioning of potential VAS in Betchworth as agreed at September meeting

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## Planning

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- Weekly planning monitoring
- Made comment on The Old Forge planning application

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## Other Items of Note

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- Updated noticeboard
- Issued village emails and updated calendar
- Proceeded with looking at creating new email addresses for the councillors in line with audit requirements (written to Mole Valley as domain owners)
- Prepared paper for discussion at Council Meeting to create new email addresses
- Prepared tender document for Grounds Maintenance for approval
- Requested additional quotations for the removal of lower branches on large oak tree in Burial Ground