

OCTOBER CLERK REPORT

Betchworth Parish Council

Correspondence to acknowledge

- 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)
- Request for a memorial bench via Cllr Keay (discussed at October meeting and responded back)
- Correspondence regarding memorial stone colour
- Request for Betchworth Parish Council to support the Climate and Ecology Bill (sent to councillors for information and included on agenda for November meeting)
- Quotation x2 for removal of branches on large oak tree in Betchworth Burial Ground (to be agreed at November meeting)
- CPRE Newsletter
- GACC Briefing on DCO Representation (issued to councillors for information)
- Communication from GATCOM and Gatwick Airport looking to recruit four new volunteer members to join GATCOM's Passenger Advisory Group (PAG) (issued on village email for information)
- Polling station consultation (issued to councillors for comment, assume no comment and ratify at next council meeting)
- Confirmation of request for light grey granite on memorial
- Email from resident re broken post on pavement after collision on Pebblehill
- Minutes of MDV/Clerk meeting
- Notification of Trail Setting in Brockham and Betchworth on Sunday 15th October (sent to villagers for information)
- Details of GACC meeting in Capel (sent to villagers for information)
- Copy Correspondence from MVDC to villager regarding complaint made re vegetation on Pebblehill
- Copy correspondence from parishioner to Enforcement officer regarding Evergreens
- Surrey Hills October Newsletter
- Correspondence from Highways following escalation of no response back re work requests
- Various correspondence regarding clearance work being done by Betchworth Station by NCP preparing space for a carpark (Cllr Randall/Ashdown informed) – update to be added to agenda
- Email from SCC Highways stating that County Cllr Clack will pay for the line on The Street (see Highways for detail)
- Notification that GATCOM meeting has been postponed and rearranged (sent to Cllr Winter)
- SEE (South East Employees Newsletter)
- Notification of front counter at Reigate Police station is being re-located to Caterham (sent to Councillors for information)
- SLCC News Bulletin
- Copy correspondence from parishioner chasing planning enforcement

- Interim Internal Audit requirements in preparation for internal audit in November
- Office of National Statistics Newsletter
- Memorial request (on agenda for next meeting)
- Request regarding allotments and feasibility (sent to Cllr Wilson, Winter and Hardy for views)
- Request for an allotment space (responded back with info on the waiting list)
- Details of van fire on Pebblehill
- Press release regarding the existing 3 PSPC (Public Space Protection Order) in Leatherhead and Dorking has been extended (sent to councillors for information)
- Email from Highways regarding works on The Street (see Highways for more information)
- Confirmation from volunteer resident that poppies have been put up on Pebblehill, The Coombe and Betchworth Bridge
- Copy correspondence regarding the clearance of field by Betchworth Station by NCP confirming that planning permission is required for change of use – enforcement officer has been and visited site and confirmed requirements
- Leigh copy correspondence on comments on Gatwick expansion (sent to councillors for information)
- Newdigate Copy Correspondence on comments on Gatwick expansion (sent to Cllr Winter)
- Notification that the Gatwick Northern Runway have acknowledged issues with the website on Sunday and have accepted email submissions – further detail to follow
- SALC Change of address
- **Whats on at Mole Valley Hub Correspondence (put on noticeboards)**
- **Email requesting that it is noted about the large vehicles reversing into Something Special Site and churning up the grass verges (bollards have been chased and to be formally noted at next Council meeting)**
- **Confirmation of 3 B's alignment meeting**
- **M25 J10 A3 Scheme - Upcoming Road Closures notification about a new petition being raised (issued to Councillors for information)**
- **Email from UK Power Networks about Storm Ciaran (sent to villagers for information)**
- **Confirmation email from Highways on the bollards by Something Special that the scheme will be drafted for estimate**
- **Copy Correspondence from residents chasing Cllr Clack re progress on Pebblehill issues**
- **Surrey Hills Newsletter (issued to Councillors for information)**
- **Copy Correspondence issued to SCC re flooding on path by The Coombe (see highways for more information)**
- **Confirmation of SALC and NALC 2024 Subscriptions (to be included in budget provisions)**
- **Request to tender for the Grounds Maintenance Contract (tender issued)**
- **Email response back from Marshall Surfacing acknowledging letter and detailing what actions they have in place to ensure vehicles turn left out of the site (issued to Councillors for information and detail given to residents who raised issue).**

Footpaths

- Letter issued to residents along footpath 463 asking to cut back overhanging vegetation
- Ordered new 'No Cycling' sign to replace the missing sign on The School Path by the bus stop

Highways/ Rail

- Email issued to Mole Valley Cycling Forum regarding issues of cyclists approaching local bridges

- Chased up progress
 - Refurbishment of lines on The Street
 - Clearance of the vegetation in the culvert at base of Pebblehill
- Confirmation that Cllr Clack has agreed to fund the new edge of carriageway markings on The Street. A plan has been completed and raised with contractors to complete.
- Confirmation that the work on The Street cannot all be done together as a road closure is required for the repainting of the school and road signs. The line on the edge of the carriageway will be completed on its own.
- Following a request to fund new road signs from our CIL funding SCC has stated that it does not have the capacity to take on any new jobs until the next financial year (to discuss at next council meeting)
- **Chased Highways for the schedule for the bollards on Station Road opposite Something Special - it has been acknowledged that work will begin on completing the scheme for estimate**
- **Flooding on footpath at the end of The Coombe which has been reported by parishioner, now been escalated to Cllr Clack as part of SCC Highways**
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Burial Ground

- Administration for approved memorial and correspondence regarding headstone colour
- Relevelling of the graves identified following inspection completed by Josh Flynn Gardening
- Grave marked and administration completed for ashes interment on 16/10
- Memorial request received for approval at next meeting
- Completed an invoice for recent interment

Finance & Policies

- Completed the invoices and made payments that were approved in formal council meeting
- Formally approved Mulberry & Co as internal auditors for 2023/24
- Completed all of the HSBC documentation to align membership following meeting with bank, awaiting signature before issuing
- **Started-completed the draft reforecast for 2023 in preparation for the budget meeting**
- Started to request fees for 2024 in preparation for the budget submission
- **Preparation for internal audit and uploading on new financial requirements back to 2018**

Meetings attended / Training

- 3 B's Meeting
- Site visit with tree surgeon for quotation in Burial Ground
- Budgeting Basics Course
- Surrey ALC AGM & Conference (Clerk & Cllr Hardy as Chair and nominated voter at AGM)
- Meeting with parishioner regarding the playground and new gate

Planning

- Weekly planning monitoring
- Ordered title deeds for the station following the works started by NCP in preparation for planning request
- **Made comment on The Old Forge planning application**

Items in red have been added since agenda was issued

Other Items of Note

- Updated noticeboard
- Issued village emails and updated calendar
- Booked budget training course for Clerk
- Updated The Circuit with defibrillator status'
- Requested and collected wreath for Betchworth Parish Council
- Completed article for magazine
- Requested additional poppies for Betchworth Lamposts and collected
- Correspondence regarding additional poppies and volunteers
- Completed the work for hosting renewal
- Began enquiries to replace existing laptop
- Emailed existing allotment holders re rates and turning off of the water
- Completed response on Councils Draft Strategy
- Tender document for Grounds Maintenance issued for estimates
- Completed upgrade of phone and tariff
- Completed the Electoral Register Publication and Supply form for Betchworth Parish
- Updated the allotment waiting list