

**BETCHWORTH PARISH COUNCIL**

**MINUTES** of the **MEETING** of the **BETCHWORTH PARISH COUNCIL** held on **MONDAY 6<sup>th</sup> November 2023**, commencing at 8pm in The Hamilton Room, Betchworth

**Councillors (Cllrs) present:**

Cllr Julie Hardy (JH) Chairman  
Cllr Graham Randall (GR)  
Cllr Ed Winter (EW)  
Cllr Martin Higgins (MH)  
Cllr Ian Wilson (IW)  
Cllr Robert Ashdown (RA)

**Attending:**

District Councillor Potter (PP)  
District Councillor Budd (SB)  
District Councillor Keay (PK)  
Member of the Public (MOP)

**Apologies:**

County Councillor Clack (HC)

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

<b>Minute #</b>	<b>Agenda item</b>	<b>Who</b>
	<b>APOLOGIES FOR ABSENCE</b>	
<b>211</b>	Apologies were received from County Councillor Clack.	
	<b>DECLARATIONS OF INTEREST</b>	
<b>212</b>	Declaration of interest received from Cllr Wilson relating to item 7 a planning application for Wonham Forge Farm MO2023/1482, the book was signed.	
	<b>MINUTES OF THE PREVIOUS MEETING</b>	
<b>213</b>	The minutes of the meeting held on 2 <sup>nd</sup> October 2023 were approved and signed by Councillor Hardy.	
	<b>OPEN FORUM</b>	
<b>214</b>	Following an inspection of Betchworth Bridge during the flooding, Cllr Budd raised the concern of the overgrown vegetation on the clapper bridge which may cause issues with seeing oncoming vehicles and does not allow for the safe passage for pedestrians. It was agreed that this is the landowners responsibility and the Clerk would write to them to request that it is cut back to allow clear sight of oncoming traffic and to ensure that the hedge is trimmed back to be clear of the walking surface.	<b>CS</b>
	<b>COMMUNITY POLICE REPORT</b>	
<b>215</b>	The police report with incidents for October 2023 was displayed,	

	discussed, and acknowledged.	
	<b>TRANSPORT, HIGHWAYS AND FOOTPATHS</b>	
<b>216</b>	Cllr Winter provided the Footpaths Officers report, a footpath officer from Surrey County Council has been to visit footpath 463 following our request and letter to the landowner, it was agreed that this needs cutting back and they too will follow up with a letter to the landowner.	<b>CS</b>
<b>217</b>	There are many concerns being raised about overgrown footpaths as was reported last month. Betchworth Parish Council put a notification into the Parish Magazine to remind people of their responsibility, it was discussed and agreed that we should do more and write to landowners reminding them of their responsibility.	<b>CS /EW</b>
<b>218</b>	The new 'No Cycling' sign has been purchased for The School Path and will be installed shortly.	
<b>219</b>	A Highways report was displayed and presented by Cllr Randall, discussions were had around each topic. A copy of the report will be added to the website 'supporting files' with the minutes and on the noticeboards. Actions arising from the report and discussions:	
<b>220</b>	<ul style="list-style-type: none"> <li>Cllr Hardy to arrange to meet with Something Special to discuss the unsuitability of the size of lorries that are accessing their site and causing repeated damage to the verges.</li> </ul>	<b>JH</b>
<b>221</b>	<ul style="list-style-type: none"> <li>During the topic of the flooding of the footpath from The Coombe to the station, it was noted following a conversation between Cllr Randall and Marshall Surfacing, Marshall Surfacing have kindly offered to put in a temporary fill to make the path passable for residents. Betchworth Parish Council would like to thank The Director, Mr Phillips for this kind gesture.</li> </ul>	<b>CS</b>
<b>222</b>	<ul style="list-style-type: none"> <li>Betchworth Parish Council continue to be disappointed with the lack of progress and communication from Surrey Highways on a number of maintenance requests that have been raised over the last year. It was agreed that Cllr Hardy as Chair would write to the head of Highways and copy in County Cllr Clack.</li> </ul>	<b>CS/JH</b>
<b>223</b>	The Welcome to Betchworth Gateway by the roundabout was discussed as it is in need for repair/clean. Cllr Randall requested approval to investigate the cost to replace the gate vs ongoing maintenance. This was unanimously approved and Cllr Randall will present findings' back to Council.	<b>GR</b>
<b>224</b>	Betchworth Parish Council have formally registered as an interested party for the Gatwick Airport Expansion and have submitted comments. As the deadline was before this meeting, Parish	<b>CS</b>

	Councillors approved this on email and today have unanimously ratified the submission. The full submission is on display on our website and has been shared with neighbouring parishes. It was noted that due to issues on the website the deadline has now been extended, Clerk to issue a village email to let Parishioners know and also to publicise our submission.	
225	<b>PLANNING</b>  <b>New Applications (1)</b> <a href="#">MO/2023/1482</a> <b>Wonham Forge Farm, Wonham Lane, Betchworth, Surrey, RH3 7AD</b> Certificate of Lawfulness for the existing use in respect of the land outlined in red being used for agricultural purposes. <b>To submit comment that the land has not been used for agriculture for the 10 years required therefore a Certificate of Lawfulness is unable to be requested.</b>	CS
226	<b>Decisions (3)</b> <a href="#">MO/2023/0976</a> <b>The Forge, The Street, Betchworth, Surrey, RH3 7DW</b> Listed Building Consent for the restoration of Betchworth Forge and change of use from light industrial to office. <b>Approved with Conditions</b> <a href="#">MO/2023/1201</a> <b>The Forge, The Street, Betchworth, Surrey, RH3 7DW</b> Restoration of Betchworth Forge and change of use from light industrial to office. <b>Approved with Conditions</b> <a href="#">MO/2023/1211</a> <b>Garden Cottage, Roothill Lane, Betchworth, Surrey, RH3 7AT</b> Certificate of Lawfulness for a proposed development in respect of the stationing of a caravan ancillary to the main dwelling. <b>Refused</b>	CS
227	<b>Other Matters (1)</b> The Clerk raised that Cllr Margaret Cooksey will be attending the next MVDC/Clerks meeting and has invited to hear about concerns that Parish Councils have with enforcement. Betchworth Parish Council would like to raise the concern that they feel that there is no enforcement followed through in Betchworth and the clerk will provide examples. District Cllr Keay agreed to feedback directly and chase up the out-standing cases.	CS
228	<b>AMENITIES</b>  It was acknowledged that the play equipment was checked on 9 <sup>th</sup> , 23 <sup>rd</sup> and 26 <sup>th</sup> October.	

<b>229</b>	It was acknowledged that all 3 defibrillators were inspected by Cllrs Hardy and Winter.	
<b>230</b>	The memorial request for an additional inscription for Keen was approved.	<b>CS</b>
<b>231</b>	It was confirmed that the water is now turned off and insulated for the allotments and agreed that it should also be switched off in Goulburn Green.	<b>IW</b>
<b>232</b>	It was acknowledged that the releveled programme for Betchworth Burial Ground has taken place and is now complete.	
<b>233</b>	The Clerk displayed the proposed design for the replacement gate on Goulburn Green which was discussed and agreed in principle. It was reiterated that the purpose of the gate was to prevent children from running out onto the road, which continues to be the Council's priority. It was agreed that a site visit is to take place with Councillors to discuss the design in detail before submitting it for final approval. Clerk to liaise with parishioner to arrange.	<b>CS</b>
<b>234</b>	<p>The recommendations for the Goulburn Green Play Provision were displayed, discussed, and agreed in principle to allow the next level of detail to commence. The main points being:</p> <ul style="list-style-type: none"> <li>• The stepping logs will be sourced locally and we will encourage the community to volunteer for the installation of these.</li> <li>• To continue to pursue dialogue with Playdale as the preferred supplier of the 1m scramble net and grass matting for underneath the swings.</li> </ul> <p>A question was raised about utilising the stepping logs as a seating area and if this meets the initial requirements of an additional seating area if the logs are being used by children. The project is to re-look at the need for an additional seating area or if the stepping logs meet the criteria.</p>	<b>CS</b>
<b>235</b>	Betchworth Parish Council would like to recognise the time and effort that Katie Leak has put into the two projects on Goulburn Green and would like to thank her for her continued support and drive on these initiatives. It was also noted that the project will continue to consult and liaise with Walled Garden residents to ensure their requirements are also met.	<b>CS</b>
<b>236</b>	<p><b>COMMUNITY AND COMMUNICATIONS</b></p> <p>Council acknowledged that the poppies had been placed around the village and would like to thank all volunteers involved. Thanks also to District Cllr Paul Potter for the Remembrance Solider that has been placed in the village again this year and Cllr Keay for laying the</p>	<b>CS</b>

	wreath on behalf of Betchworth Parish Council at the remembrance service on Sunday.	
<b>237</b>	The Clerk displayed the request to support the Climate & Ecology Bill as previously distributed. A discussion was had to ensure that as a Parish Council we remain non-political. It was deemed that this is indeed not political and it was unanimously agreed to support this Bill.	<b>CS</b>
<b>238</b>	The Council agreed to ratify 'no comment' to the Consultation on the Polling Review as there was no change to impact Betchworth.	
<b>239</b>	The Council discussed the ongoing issues faced in the village with the lack of post being delivered. It was acknowledged that MVDC have made a formal complaint and are currently awaiting a response. It was unanimously agreed that Betchworth Parish Council should also send a letter supporting Mole Valleys complaint.	<b>CS</b>
	<b>CLERKS UPDATE</b>	
<b>240</b>	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. No further comment.	
<b>241</b>	Ongoing action log was acknowledged.	
<b>242</b>	The dates for the 2024 meetings were approved as the following: 8 <sup>th</sup> Jan, 5 <sup>th</sup> Feb, 4 <sup>th</sup> March, 8 <sup>th</sup> April, 13 <sup>th</sup> May (late due to bank holiday), 3 <sup>rd</sup> June, 1 <sup>st</sup> July, 5 <sup>th</sup> August, 2 <sup>nd</sup> Sept, 7 <sup>th</sup> Oct, 4 <sup>th</sup> Nov, 2 <sup>nd</sup> Dec. The Annual parish meeting date to be agreed. It was noted that these will be booked for The Hamilton Room (excl the Annual Parish Meeting).	<b>CS</b>
<b>243</b>	District Cllrs Potter, Keay & Budd left the meeting at 9.10pm.	
	<b>FINANCE</b>	
<b>244</b>	Following the Finance Committees recommendation, Council approved the estimate and purchase of the new laptop for the clerk. It was noted that this has come in under the approved budget of £1200 and approved the release of the funds. This will be done in December when quieter as Clerk will be without her laptop for the transfer of data.	<b>CS</b>
<b>245</b>	Council acknowledged the receipt of £4,048.95 (£48.95 interest, & £4000 Burial Ground).	
<b>246</b>	Clerk displayed the Monthly Financial Summary which was discussed and acknowledged.	

<b>247</b>	<p>The following payments which were made in October (IB00598 was approved under minute 194 and IB00599 was approved by Finance Committee on 20/10) were formally ratified and approved by Cllrs Randall &amp; Wilson</p> <table border="1"> <tr> <td>IB00598</td><td>C Sexton – Wreath</td><td>£30.00</td></tr> <tr> <td>IB00599</td><td>C Sexton – Conveyancing Packs</td><td>£104.85</td></tr> </table>	IB00598	C Sexton – Wreath	£30.00	IB00599	C Sexton – Conveyancing Packs	£104.85																									
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<b>248</b>	<p>The following amounts were approved for payment in November 2023 by Cllrs Randall and Wilson.</p> <table border="1"> <tr> <td>IB00600</td><td>HSBC Monthly Bank Charge</td><td>£5.00</td></tr> <tr> <td>IB00601</td><td>Cheryl Sexton – Salary &amp; expenses</td><td>£1139.10</td></tr> <tr> <td>IB00602</td><td>HMRC – NI &amp; Tax (October)</td><td>£88.49</td></tr> <tr> <td>IB00603</td><td>Hamilton Room (Nov Mtg)</td><td>£20.00</td></tr> <tr> <td>IB00604</td><td>SafetySigns4Less – Cycling Sign</td><td>£33.98</td></tr> <tr> <td>IB00605</td><td>Shires Payroll (mth 7-12 &amp; P35)</td><td>£122.40</td></tr> <tr> <td>IB00606</td><td>SLCC (Training for Clerk)</td><td>£36.00</td></tr> <tr> <td>IB00607</td><td>Bank Charges Qtly UNITY</td><td>£18.00</td></tr> <tr> <td>IB00608</td><td>Josh Flynn Gardening Serv (October)</td><td>£724.80</td></tr> <tr> <td>IB00609</td><td>Josh Flynn Gardening BG Relevelling</td><td>£720.00</td></tr> </table>	IB00600	HSBC Monthly Bank Charge	£5.00	IB00601	Cheryl Sexton – Salary & expenses	£1139.10	IB00602	HMRC – NI & Tax (October)	£88.49	IB00603	Hamilton Room (Nov Mtg)	£20.00	IB00604	SafetySigns4Less – Cycling Sign	£33.98	IB00605	Shires Payroll (mth 7-12 & P35)	£122.40	IB00606	SLCC (Training for Clerk)	£36.00	IB00607	Bank Charges Qtly UNITY	£18.00	IB00608	Josh Flynn Gardening Serv (October)	£724.80	IB00609	Josh Flynn Gardening BG Relevelling	£720.00	
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<b>249</b>	<p><b>URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING AND FOR INCLUSION ON A FURTHER AGENDA</b></p> <p>It was noted that the local government services pay agreement has taken place for 2023. The new pay rates have been agreed and are applicable from April 2023, The Clerks salary will increase by £1 an hour and will be backdated to 1<sup>st</sup> April 2023.</p>	<b>CS</b>																														
<b>250</b>	<b>MOP left the meeting at 9.20pm.</b>																															
<b>251</b>	<p><b>CONFIDENTIAL ITEMS (Closed to Public and Press)</b></p> <p>The clerk displayed the tender document for the removal of branches on the large Oak Tree in the burial ground and revealed the estimates that had been received from the 3 companies. It was agreed unanimously to instruct Josh Flynn Gardening to complete this work.</p>	<b>CS</b>																														
<b>252</b>	<p><b>FUTURE MEETING DATES</b></p> <p>The following dates were acknowledged:</p> <ul style="list-style-type: none"> <li>a. Next Parish Council Meetings - 4<sup>th</sup> December, 8<sup>th</sup> January</li> <li>b. Interim Internal Audit – 8<sup>th</sup> November – Clerk</li> <li>c. Budget Planning Meeting – 15<sup>th</sup> Nov – Finance Committee</li> <li>d. Meeting with The Estate – to be scheduled</li> <li>e. MVDC Clerk Meeting – 6<sup>th</sup> December - Clerk</li> </ul>																															

<b>253</b>	PARISH MAGAZINE ARTICLE: Invitation for email address and signposting of minutes and Highway report	
<b>254</b>	<b>MEETING CLOSED AT 9.25pm</b>	
	<b>THIS IS A CONTROLLED DOCUMENT – Betchworth Parish Council will NOT be held responsible for content when downloaded from the website.</b>	