

MARCH 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)
- Weekly Surrey Highway Newsletter (open to all subscribers so not passed on)
- TRO for Station Road (sent to Councillors and village email)
- Response and acknowledgement back from Knights following letter issued regarding barriers outside (issued to Councillors for information)
- Hedgehog Highway Project request (added to the agenda for April to discuss)
- APM reports from various organisations
- Press release from MVDC regarding the local plan (issued to councillors for information and call to action to review)
- Surrey Hills Society Subscription
- GACC Update on the Northern Runway Project (issued to Councillors for information)
- SLCC Meeting Agenda
- Notification of a burial
- Acknowledgement from District Cllr Keay that she has escalated our enforcement issues
- Copy correspondence from a resident chasing up enforcement regarding the sheds at the station (copied onto District Cllr who is managing our enforcement issues)
- Acknowledgement and thanks from ReBetchworth for the grant offered to them
- Acknowledgement from Friends of The Nursery for the grant offered to them
- Email from bus depot asking asking for feedback on extended No32 Sunday bus service (responded asking for a central feedback email and will send out note if appropriate – copied to neighboring Parishes)
- Request for revised burial ground costs
- Confirmation that the road closure on Pebblehill for the drains will also be used to complete the road cleaning
- Acknowledgement and thanks for the grant offers made to the successful applicants
- Thames Valley Flood Scheme Update (issued to Councillors for information)
- Terms of Business and engagement letter from Shires Accountants (Payroll provider)
- Invitation to SALC Clerks Forum
- Invitation to SALC Councillors Forum (issued to Councillors for action)
- SALC Newsletter (issued to Councillors for information, all items covered by BPC nothing new)
- UNITY bank statement (reconciled)
- Copy Correspondence with new owner of Quarry (to arrange a meeting to make introduction)
- Details of revised 32 Sunday Bus service (issued on village email requesting feedback)

- Notification of suspicious activity on Pebblehill on the morning of 12th March and theft of trees
- Copy Correspondence re overflow on Soakaway (copied to Cllr Clack to escalate)
- Correspondence regarding the gas kiosk on GG (following request from playground inspection)
- Press release from MVDC re progress against Climate Change (sent to Rebetchworth for interest and Councillors for information)
- Quotation for annual insurance from Ansvar
- Press release from MVDC re demolition re Claire and James House in Leatherhead (sent to Councillors for interest)
- Update from County Cllr Clack on Wonham Lane priorities (sent to Highways Councillors for information)
- Confirmation that broken sign has been removed on Pilgrims Way (see footpath for more information)
- Burial Certificate for pending burial on 15/4
- Copy correspondence of a subsidence report on Wellhouse Lane (sent to Chair and Highway Cllrs for information)
- Correspondence from SGN (Southern Gas Network) confirming that the gas cabinet is due to be replaced, awaiting confirmation from maintenance department
- Insurance quotations received
- Surrey Hills Newsletter (sent to Councillors for information as we are members)
- Paperwork to be completed for Internal and External Audit
- Correspondence from Police in relation to request to move replacement bus stops (awaiting a meeting date to discuss the way forward)
- Notification that a bollard has been damaged on Station Road (reported to SCC Highways)
- Copy correspondence to MVDC re success of road sweep on Pebblehill and Station Road
- Confirmation of rescheduled meeting regarding the bollards positioning opposite Something Special
- Burial registration number
- Response back from Surrey Polce agreeing to look into our requested positions for additional speed enforcement following our request on the back of the Net Vision Strategy (sent to Highways Cllrs for information)
- SALC Surveys to complete for Surrey Resilience plans and Biodiversity – Clerk to update
- Communication from resident to organise the maintenance of the bus stop opposite The Post Office
- Thanks from Friends of Betchworth & Buckland Nursery for the grant offer
- Details of upgrade to bollards on A25 following query that they may be removed – clarification received that they are being upgraded and not removed
- Confirmation from Police that abandoned vehicle reported on Old Reigate Road is not a police issue and to report to MVDC – have gone back to seek clarification
- Acknowledgement and ref for abandoned car from MVDC
- Policy on non statutory consultations from MVDC (Clerk to review)
- Insurance quotation from Zurich (on agenda to approved in April)
- Response from police following request for additional police presence for speed enforcement
- Copy correspondence from resident re planning enforcement
- Ongoing correspondence with Knights Garden Centre regarding the outstanding permission for the entrance which is delaying the fix on the pavement – this has been chased by County Cllr Clack and is now awaiting final approval
- Acknowledgement from Police re unsafe parked car on Old Reigate Road, told that this was of no interest and to discuss with MVDC
- Acknowledgement from MVDC re unsafe parked car on Old Reigate Road, told it does not meet their criteria to deal with and to discuss with Police (escalated with District Cllr Potter)

- Follow up correspondence summarising the bollard meeting and feelings of residents
- New revised diversion map for replacement buses to be considered
- Request for nominations for the Standards Committee (to be added as AOB to April agenda)
- Copy correspondence to County Cllr Clack asking for timescales for the fixing of the now identified broken drains on Station Road/Pebblehill
- Copy Correspondence re white markings on Wonnham Lane

Footpaths

- Reported knocked over sign on Pilgrims Way Your web reference number is: 240387820, broken post has been removed and will be replaced.
- Village litter pick completed on 16th March, updated Great Britain Tidy up bag count

Highways/ Rail

- Requested that appropriate signage is put in places ahead of the Pebblehill road closure giving motorists plenty of warning – County Cllr Clack has acknowledged and made the formal request
- Reported broken bollards opposite Something Special ref 2913309, acknowledged and sent to team for repairs
- Requested and acknowledged from SCC that Betchworth are to be consulted on any highway issues that impact Betchworth or neighbouring parishes due to the potential knock on impact
- **Attended meeting regarding the bollards on PH, it was agreed to take away some actions regarding ownership of land before agreeing a plan. It was requested to have a temporary solution to protect pedestrians in the meantime**
- **Chased progress on testing the road by Betchworth Bridge**
- **Acknowledges receipt of correspondence from PC Ed Ferris regarding our request for additional speed enforcement requesting that they liaise with Speedwatch co-ordinator, also reminded him of the offer to utilise driveways on Pebblehill for safe speed measuring**
- **Investigating ownership of land on Station Road to ascertain the possibility of adding bollards to the dropped kerb**

Burial Ground

- Completed the paperwork for 2 approved memorials
- Completed the paperwork for burial on 15th April
- Query regarding burial and memorial for ashes
- Query regarding the interment for 2 ashes (conferred with Cllr Wilson)
- Updated dimensions on the guidelines due to incorrect metric conversions
- Updated the burial ground charges and notified local Funeral Directors
- Query on process of a memorial
- Burial application requested for a pre purchased space
- Confirmation and administration for burial of ashes (10th April)
- Meeting with family re burial of ashes

Finance & Policies

- Completed the invoices and made payments that were approved in formal council meeting

- Signed the engagement letter and terms of business for Shires Accountants (Payroll Provider)
- Completed VAT submission (01/09/23 – 29/02/24)
- Prepared bank reconciliations for Cllr Winter independent review
- Updated asset register following adoption of revised register at March meeting
- Completed unaudited end of year accounts in preparation for annual parish meeting
- Requested quotations for Parish Council Insurance x 3
- **Completed year end unaudited end of year accounts**
- **Prepared AGAR forms for preparation for end of year audit**
- **Issue receipts for allotment fees**

Meetings Attended / Training

- Finance Group to look at Grant Requests to make a recommendation for Full Council Meeting
- SLCC Meeting
- Pre AGM Meeting
- 3 Bs Alignment Meeting
- APM Meeting
- **Meeting with Highways, County Cllr Clack, District Councillor Budd re bollards**

Planning

- Weekly planning monitoring
- Chase up of enforcement for Evergreens and sheds by the station (response received for the sheds which is in progress)
- Escalated lack of contact from enforcement team at MVDC regarding 2 outstanding cases (to be discussed at next BPC meeting)

Other Items of Note

- Updated noticeboard
- Issued village emails and updated calendar
- Updated The Circuit with defibrillator status' and now correct location at Woodstock Farm
- Completed content for magazine
- Review of the Local Plan modifications consultation
- Coordination, communication and risk assessment for litter pick
- Responded to Martyns Law consultation
- Raised request with Southern Gas Network regarding the audit action on the playground inspection report – a site visit will take place to assess and report back
- Coordination of Grunsdon visit for ReBetchworth
- Annual Parish Meeting preparation and collation of reports
- Dealing with IT issues with email service provider causing emails to be undelivered – this has now been resolved and authentication has been updated
- Reporting of abandoned vehicle on Old Reigate Road with no TAX and MOT to MVDC and Police
- **Issued the invoices for 2024/25 allotment contracts**
- **Completed the draft annual parish meeting minutes and posted on website**

