

JUNE 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)
- Order confirmation of new playground equipment
- Response back from SCC Highways regarding year old request to redo white lines on PH (see Highways for detail)
- Query from parishioner re grave allocation
- Correspondence from MD of MVDC following complaint made regarding issues with planning enforcement chasing up department for information
- Correspondence from allotment holders confirming wait position
- Copy correspondence from County Clack and PH residents chasing key outstanding areas and a meeting date
- Correspondence from planning with missing documents to allow Council to consider planning application at Council meeting
- Acknowledgement from agreeing to support safety of lithium batteries, we will be kept updated once parliament reconvenes
- Acknowledgement and thanks received from PCC of St Micheal's for the grant provided for the website (sent to councillors for information and noting)
- Receipt of cooption application form for Councillor Vacancy
- Certificate of internment
- Notification from County Cllr Clack that additional bollards are currently being priced and notified that a new engineer will be picking up the issues moving forward with her.
- Confirmation from MVDC that I can now advertise a Vacancy for Co-option
- List of Top 5 areas that Surrey Police are working on in district (sent to Councillors for information)
- Request from parishioner about creating a village calendar (in liaison with parishioner about detailed requirements)
- Email from District Cllr Budd re overgrown hedges in the village
- Chase up and evidence from Parishioner re waste being emptied from bin by foxes in Church Car Park (see Footpaths)
- Request to use GG for WI meeting as clashes with election day (Cllr Wilson and Winter cc'd) - approved
- Request to publicise school fayre on board by Church Street (Cllr Wilson and Winter cc'd) - approved
- Confirmation that MVDC will remove the existing bin in Church Car Park to replace (see footpaths for detail)
- Multiple Correspondence from PH residents chasing the list of outstanding actions on Pebblehill

- Responses from County Cllr Clack to PH residents (cc Highways Cllrs and Chair)
- Formal Confirmation that BPC AGAR has been received and logged by External Auditor
- Correspondence via County Cllr Clack stating that we are not allowed to replace the village gateway by Betchworth Roundabout (see Highways for detail)
- Acknowledgement from County Cllr Clack of note sent by Clerk in response to SCC position on Village Gateway
- Copy correspondence of photos of the collapsing embankment by the temporary railings on Pebblehill sent to County Cllr Clack
- Acknowledgement from County Cllr Clack re collapsing embankment and reassurance that she has sent to the correct area of SCC Highways for repair in a short time
- Confirmation of new specification for Burial Ground Gate from supplier
- Confirmation that County Cllr Clack has escalated the collapsing embankment issue to senior Highways representatives for an urgent review
- Burial Notification Request
- Response back from SCC re the lack of repeater signs on The Street
- Bank mandates from HSBC ready for completion after July meeting
- Confirmation from Playdale that the work is not yet complete due to late delivery of equipment, the scramble net is installed and suppliers are due back later in the week to complete
- Invitation to attend planning meeting to discuss MO2024/0595 6 Oakley Gardens as BPC made representation (sent to planning group for decision)
- Request from parishioner for new fencing to be added at the end of School Path and remove the existing metal bars that are a potential safety issue for children (to discuss under open forum at BPC meeting for further discussion)
- Response back from Highways regarding the erosion of the embankment on Pebblehill
- Copy correspondence from PH residents chasing the key o/s areas to Cllr Clack

Footpaths

- Request for 2 additional poo bins sent to MVDC as agreed at Council meeting
- Reported the graffiti on the road and along The School Path – ref 620342523.
- Chased MVDC re the replacement of the waste bin in The Church Car Park, job for MVDC in place to remove the existing bin
- Site visit to start the project to improve the footpath by the Church – update to be given at July meeting

Highways/ Rail

- SCC Highways response back to a year old request for the repainting of white lines was a generic response which was deemed unsatisfactory – responded back asking for timescales and copied in County Cllr Clack, Highways Cllrs and resident of PH
- Chased County Cllr Clack regarding the permission to replace the village gateway on Station Road
- Chased County Cllr Clack regarding the o/s issue with Something Special
- Chased County Cllr Clack regarding Betchworth Bridge
- Contact has been made with the owners of Something Special, in process of setting up a meeting with County Cllr Clack, District Cllr Budd, Cllr Randall, Clerk and owners to discuss the issues with the entrance to the depot and also the destruction of the grass verge opposite
- The village gateway by Betchworth Roundabout is rotten and needs replacing, SCC do not have the funds so BPC agreed to fund this at a council meeting and discussed with County Cllr Clack for her

support which was given. Quotations have been received and approved, SCC have NOW said that we are unable to do this and we MUST go through them and the due process – have written to CC Clack to show our unease and disappointment of such a negative response, awaiting a response. County Cllr Clack has supported our response and pushed back at SCC Highways

- Reported the serious erosion of the embankment alongside Pebblehill by the temporary barriers following the accident with the tractor (County Cllr Clack is also aware and escalating as it is a serious issue of safety ref 2988478) – **response received back from SCC which was deemed unacceptable, Cllr Randall is requesting a site visit and has expressed concerns about the potential danger that may occur, request has been made to see report that SCC are using to assess the danger/risk of the area**
- Emailed Senior Highways engineer to request additional repeater signs on The Street that comply with the safety officer recommendations and to ensure that the 2 existing ones that have just been erected also comply – responded back stating that they did what they could and referred to the Road Safety Team – with Cllr Randall for comment
- **Meeting with Something Special set up to discuss the issues with turning lorries**

Burial Ground

- Marked 4 graves for pending burials
- Issued letter to family with unapproved memorial on ashes plot
- Completed the paperwork for ashes interment
- Requested revised estimates for burial ground gate following new requirements
- Completed the paperwork for a burial on 8/7/24

Finance & Policies

- Completed the invoices and made payments that were approved in formal council meeting
- Chased Zurich for acknowledgement of payment and policy documents for BPC annual insurance
- Requested HSBC mandate forms to allow correct signatories following new Chair, appointment of new clerk and councillor – cannot be completed until after July meeting minutes
- Amending signatories on UNITY account

Meetings Attended / Training

- Pre BPC meeting
- BPC Monthly Meeting
- MVDC/Clerk Meeting
- Clerk Interview
- Site meeting with Cllrs Randall & Laidler to scope out the projects for The Church Path – on June agenda to provide an update

Planning

- Weekly planning monitoring
- Requested additional paperwork that was missing from Planning Application MO/2024/0122
- Correspondence and looking at previous planning relating to Meadow View, Station Road in preparation for comment
- **Obtaining information to ascertain the ownership of the dropped kerb in preparation for the meeting with Something Special**

Items in red have been added since agenda was issued

Other Items of Note

- Updated noticeboard
- Issued village emails and updated calendar
- Updated The Circuit with defibrillator status'
- Completed content for magazine
- Working up installation plan for the new playground equipment (Cllr Wilson and Cllr Laidler)
- Liasing with the volunteer parishioner regarding the restoration of the bus shelter
 - Risk assessment to be completed and high viz jacket to be provided
 - Instructed Josh to clear the overgrown weeds which has been confirmed

- Updated the allotments waiting list and confirmed waiting position removing 2 from the waiting list
- Preparing paperwork for new co-option of councillor at July meeting
- Preparing new contract for Clerk
- Contract issued and position offered for new clerk
- Completing the paperwork and comms plan for the new playground equipment installation
- Requesting the revised specifications for the new burial ground gate and liaison with suppliers
- Handover with new clerk, admin etc, village tour
- Installation of the new playground equipment – meeting to discuss maintenance and reseeding to be had and comms to be agreed re launch
- Arranged a meeting with Something Special