

MARCH CLERK REPORT

Betchworth Parish Council

Correspondence to acknowledge.

- Daily work communications (message out the comms that impact Betchworth)
- Prepared and sent weekly councillor update comms
- GATCOM Weekly News Bulletin's (issued to councillors for information)
- Weekly statements from Cllr Cooksey (issued to councillors for information)
- Prepared and posted minutes of March meeting
- Prepared Agenda with supporting documentation for cllr packs
- Updated news article on website re Church Farm Footpath to enable link to WhatsApp group
- Correspondence with Re-Betchworth
- Correspondence with stakeholders to advise of works on Church Farm Path
- Correspondence with residents and CCllr over dangerous fence close to highway
- Correspondence re location of wedding certificate
- Correspondence with B&B society regarding their annual BBQ event
- Correspondence with residents regarding current works on Church Farm Path and possibility of extended works
- Comms to successful Grant applicants
- Prepared draft comms for Parish News

Footpaths

- Liaison & site visits with contractor for church farm path resurfacing works
- Liaison with cllrs & residents over issues

Highways/ Rail

- Follow up with Network Rail and GWR over tickets on bus when line closure

Burial Ground

- Correspondence re burial enquiries

Allotments

- Liaison with contractor and residents over boundary hedge
- Order of RSPB recommended whips for hedge planting
- Liaison with new contractor & Cllr over repair of stand pipe to feed tap to allotments
- Liaison with residents over water issue at site
- Prepared 2025/26 invoices

Finance & Policies

- Processed payment of February Invoices
- Prepared March invoices for approval
- Reconciled February banking
- Chased bank on error on mandate
- Completed 3 applications for Parish Council Insurance quotes
- Completed the terms of business and engagement letter for the payroll provider
- Completed the VAT return

Meetings Attended / Training

- Monthly Parish Meeting
- Visit to bank x 1 to resolve issues with mandate
- Meeting with a new prospective councillor
- Meeting with councillors to discuss APM plans and 2025/26 projects (inc. CIL initiatives)

Planning

- Weekly planning monitoring

Other Items

- Updated noticeboards
- Updated website – Parish monthly correspondence
- Updated and circulated action log
- Continued to update the website (ongoing)
- Obtained quote for failing notice board locks
- Completed the risk assessment for the litter pick
- Created a BBQ risk assessment for the litter pick
- Placed order with MVDC for litter pick equipment
- Liaison with volunteer over planter staining
- Liaison with contractor over quote for GG gate solution and BG fixture
- Prepare Co-Option documents