

BETCHWORTH PARISH COUNCIL

MINUTES of the **MEETING** of the **BETCHWORTH PARISH COUNCIL** held on **MONDAY 1st September 2025**, commencing at 8pm in The Hamilton Room, Betchworth

Councillors (Cllrs) present:

Cllr Ed Winter (EW) Chairman
Cllr Ian Wilson (IW)
Cllr Martin Higgins (MH)
Cllr Mark Targett (MT)
Cllr Robert Ashdown (RA)

Attending:

District Cllr Keay (PK)
District Cllr Potter (PP)
District Cllr Budd (SB)
County Cllr Helyn Clack (HC)

Apologies:

Cllr Alice Laidler (AL) Vice Chair
Cllr Govinda Prashar

In attendance: Julie Vear (JV) Clerk & RFO

MOP: 0

Minute #	Agenda item	Who
	1. APOLOGIES FOR ABSENCE	
180	Council resolved to accept apologies of absence from Parish Cllrs Laidler and Prashar	
	2. DECLARATIONS OF INTEREST.	
181	Cllr Winter declared an interest in the ongoing planning appeal for Great Oaks	
	3. MINUTES OF THE PREVIOUS MEETING	
182	Council resolved to approve the Minutes of the Meeting held on Monday 4 th August. The minutes were duly signed by the Chair as a correct record.	
	4. OPEN FORUM	
183	Nothing was raised	

September 2025

184	5. COMMUNITY POLICE REPORT The police report with incidents was displayed, discussed. The clerk took an action to feedback on the apparent increase in rural incidents	JV
185	6. TRANSPORT, HIGHWAYS, FLOODING AND FOOTPATHS Council was updated by Cllr Winter on a response from SCC on scheme 7 of the A25 Road Safety Improvement works. Further to the suggestion by the highways team of a potential option for an island crossing, C Cllr Clack agreed to support Council in arranging a meeting with SCC to explore options and costs. It is hoped that this meeting can also cover the Pebblehill feasibility and options for Station Road and The Street as safety concerns have also been raised on these roads. The clerk took an action to follow up with SCC and C Cllr Clack re dates.	JV
186	A discussion took place regarding speeding concerns through the village and all councilors resolved the recommendation at the August meeting to have a speed survey completed on the Street as a first action towards addressing this issue https://www.surreycc.gov.uk/roads-and-transport/road-safety/a25-dorking-to-reigate-road-safety-improvements-scheme#schemes	JV
187	The clerk advised Council that despite escalation to GWR regarding their failure to enable tickets to be accepted on the No 32 bus during the September line closure (Sunday 14 th to Saturday 27 th September), they were unable to provide this as costs were just too prohibitive. The clerk took an action to communicate closure to residents.	SB
188	Cllr Winter asked D Cllr Budd if there had been an update from SCC or Brockham PC on funding for improvements to footpath 90A (which runs across the boundary of Betchworth and Brockham). D Cllr Budd took an action to follow up with BPC and SCC as he had not received any communication since the site meeting. Post meeting note: Surrey CC have now advised that they will be completing this work in the near future.	
189	Cllr Winter advised that the decision is expected very soon to approve the Gatwick runway expansion. There remains some hope that the Heathrow 3 rd runway will make the Gatwick expansion less commercially viable and make investors in Gatwick more cautious.	

	7. PLANNING	
190	Council resolved to ratify that the decision not to comment on the following applications had been made by delegated authority, as Council was unable to review at the last meeting due to being unable to access documentation due to MVDC not having the new planning portal available:	
191	MO/2025/0749/CERTLB The Old House South, The Street, Betchworth, Surrey, RH3 7DJ Certificate of lawfulness for a proposed development in respect of repairs to the damage to an external perimeter wall and pier (Listed Building)	
192	MO/2025/01002 Snowerhill Farm, Snowerhill Road, Betchworth, Surrey, RH3 7AG Prior notification for the change of use of part of the building from agriculture to Storage and Distribution (Use Class B8)	
	Applications to Consider (2):	
193	MO/2025/02039 LINK Royce Service & Engineering Works, Station Road, Betchworth, Surrey, RH3 7BZ Replacement of roof and wall cladding with alterations to fenestration and installation of Photovoltaic Panels to the roof.	
194	Council resolved to comment on MO/2025/02039 and the clerk took an action to draft comment to MVDC	JV
195	MO/2025/02098 Link Location: North Lodge, Brockham Park, Middle Street, Betchworth, Surrey, RH3 7AL Proposal: Discharge of condition 3 of approved planning application MO/2024/1822 for to Raise the roof to create a first floor extension.	
196	Council resolved to review MO/2025/02098 as it fell outside of the meeting schedule	
	Council acknowledged the following:	
	Decisions (1)	
197	MO/2025/1026 LINK Location: 3, Church Street, Betchworth, Surrey, RH3 7DN Proposal: Re-tile the roof of the entire property. (Listed Building Consent). MVDC Decision: APPROVED WITH CONDITIONS BPC: Comment	
198	MO/2025/0717 Link Orchard Cottage, Gadbrook Road, Betchworth, Surrey, RH3 7AN Discharge conditions 5, 7, 8, 9, 12, 13, 15, 16 and 18 of planning permission MO/2024/2171 for the demolition of existing dwelling, garage and outbuilding and	

199	erection of 1 No. dwelling with detached garage, bin and cycle store, parking and associated landscaping. MO/2025/0749 Link The Old House South, The Street, Betchworth, Surrey, RH3 7DJ Certificate of lawfulness for a proposed development in respect of repairs to the damage to an external perimeter wall and pier (Listed Building) MVDC Decision: APPROVED BPC: No Comment	
200	MO/2025/1052 Link 6 Coombe Cottages, The Coombe, Betchworth, Surrey, RH3 7BT Erection of a two storey side extension, front porch to be relocated to the side extension, erection of a single storey rear extension, erection of 2 No. dormers and 1 No. rooflight to the rear roof elevation and 2 No. rooflight to front roof elevation to facilitate loft conversion. MVDC Decision: APPROVED WITH CONDITIONS BPC: No Comment	
201	Appeals (1): MO/2025/0443 LINK Great Oaks, Snowerhill Road, Betchworth, Surrey, RH3 7AQ Certificate of Lawfulness for a proposed development in respect of the erection of two outbuildings and the laying out of hard surface.	
202 203	8. AMENITIES • Council noted that the play equipment was checked. • Council noted that defibrillators were checked.	
204 205 206	9. COMMUNITY & COMMUNICATIONS Council approved the clerk to explore opportunities to run a scam workshop for residents over the winter months. Depending on the agenda and venue options, Council suggested inclusion and involvement from neighbouring Parishes. The clerk took an action to progress Cllr Winter shared an update on the Community questionnaire. It has been some time since Council captured feedback from parishioners in this way. Council approved the idea, and the clerk took an action to share a draft of the proposed questionnaire for 2025/26 with Council. County Cllr Clack agreed she may be able to support the initiative with some funding if this is not available via SCC directly. Council requested the clerk take an action to prepare a Parish News article to request ideas and views from residents on the community questionnaire.	JV JV JV

	10. POLICIES & PROCEDURES																									
207	Council resolved to adopt the new Information Technology (IT) Policy that had been shared prior to the meeting by the clerk and approved a 3 year review cycle. The clerk took an action to update the website and policy review schedule	JV																								
208	Council resolved to adopt the updated GDPR, Social Media and Records retention policies that had been shared prior to the meeting by the clerk and approved a 3 year review cycle. The clerk took an action to update the website and policy review schedule.	JV																								
	11. CLERKS UPDATE																									
209	There were no questions or comments on the clerk’s report which can be located under supporting files on the website.																									
210	The ongoing action log was acknowledged.																									
211	C & D Cllrs left the meeting																									
	12. FINANCE & GOVERNANCE																									
212	Cllr Winter asked council to formally acknowledge conclusion of the external audit for year ending 31 March 2025 further to the clerk advising that PKF Littlejohn LLP (Council’s external auditor) confirming on 29 th July 2025, that it had completed its review of Betchworth’s 2024/25 Annual Governance and issued its report and certificate. Further to the clerk’s recommendation the notice be displayed for a period of 14 days commencing Friday 5th September 2025, council resolved to adopt the Notice of Completion of Audit and to approve the Clerk’s recommendation.																									
213	Council resolved to acknowledge the following amounts received: <table><tr><td>Allotments</td><td>£0.00</td></tr><tr><td>Bank Interest</td><td>£60.37</td></tr><tr><td>Burial Ground Income</td><td>£6030.00</td></tr><tr><td>VAT Return</td><td>£0.00</td></tr><tr><td>Other</td><td>£0.00</td></tr></table>	Allotments	£0.00	Bank Interest	£60.37	Burial Ground Income	£6030.00	VAT Return	£0.00	Other	£0.00															
Allotments	£0.00																									
Bank Interest	£60.37																									
Burial Ground Income	£6030.00																									
VAT Return	£0.00																									
Other	£0.00																									
214	Council resolved to approve the following for payment in September: <table><tr><td>IB00795</td><td>Clerks Expenses</td><td>£</td><td>126.69</td></tr><tr><td>IB00796</td><td>Hamilton Room</td><td>£</td><td>25.00</td></tr><tr><td>IB00797</td><td>Parish Online</td><td>£</td><td>362.40</td></tr><tr><td>IB00798</td><td>GDPR Data Protection</td><td>£</td><td>52.00</td></tr><tr><td>IB00799</td><td>Gardening Services</td><td>£</td><td>90.00</td></tr><tr><td>IB00780</td><td>PKF – External Audit</td><td>£</td><td>378.00</td></tr></table>	IB00795	Clerks Expenses	£	126.69	IB00796	Hamilton Room	£	25.00	IB00797	Parish Online	£	362.40	IB00798	GDPR Data Protection	£	52.00	IB00799	Gardening Services	£	90.00	IB00780	PKF – External Audit	£	378.00	
IB00795	Clerks Expenses	£	126.69																							
IB00796	Hamilton Room	£	25.00																							
IB00797	Parish Online	£	362.40																							
IB00798	GDPR Data Protection	£	52.00																							
IB00799	Gardening Services	£	90.00																							
IB00780	PKF – External Audit	£	378.00																							

215	Council resolved to acknowledge the following scheduled payments for September: <table> <tr> <td>HSBC Monthly Bank Charge</td><td>£</td><td>5.00</td></tr> <tr> <td>Unity Monthly Bank Charge</td><td>£</td><td>6.00</td></tr> <tr> <td>HMRC – NI & Tax</td><td>£</td><td>448.82</td></tr> <tr> <td>Clerks Salary</td><td>£</td><td>1193.79</td></tr> <tr> <td>Clerks Pension</td><td>£</td><td>69.83</td></tr> <tr> <td>Clerks Mobile</td><td>£</td><td>8.00</td></tr> <tr> <td>Josh Flynn Gardening Services</td><td>£</td><td>856.50</td></tr> <tr> <td>Hosting Charges</td><td>£</td><td>8.46</td></tr> </table>	HSBC Monthly Bank Charge	£	5.00	Unity Monthly Bank Charge	£	6.00	HMRC – NI & Tax	£	448.82	Clerks Salary	£	1193.79	Clerks Pension	£	69.83	Clerks Mobile	£	8.00	Josh Flynn Gardening Services	£	856.50	Hosting Charges	£	8.46	
HSBC Monthly Bank Charge	£	5.00																								
Unity Monthly Bank Charge	£	6.00																								
HMRC – NI & Tax	£	448.82																								
Clerks Salary	£	1193.79																								
Clerks Pension	£	69.83																								
Clerks Mobile	£	8.00																								
Josh Flynn Gardening Services	£	856.50																								
Hosting Charges	£	8.46																								
216	13.URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING AND FOR INCLUSION ON A FURTHER AGENDA No urgent matters were noted for discretion of the chair																									
217	14.MEETING DATES to acknowledge and note Council resolved to acknowledge the following: • Full Parish Meeting 6th October • Clerks Holiday - w/c 22nd September one week • SALC/WORKNEST – Employment Rights Bill Training - 18th September • SALC Clerk Forum – 30th September • SALC Cllr Forum – 1st October • SAL Conference & AGM – 13th November																									
218	MEETING CLOSED AT 9.17pm																									