

DECEMBER 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
- Prepared and posted minutes of December meeting
- Prepared Agenda with supporting documentation for cllr packs
- Request to Police Community Support Officer for updated report
- Comms re temporary footpath closure for resurfacing
- Email to MVDC re annual equipment check of Goulburn Green
- Request sent to Hartsfield Manor re meeting over proposed planning
- Cllr liaison re filming project at Betchworth Castle
- Enquiry with British Legion representative re purchase of lamp post poppies
- Invite sent to local clerks re Public Mtg of Gatwick expansion.
- Provided the January article for the Parish News
- Enquiry to Surrey Police re recent break ins and advice for residents

Highways/ Rail

- Liaison with SCC over consultation for Pebble Hill
- Liaison with SCC re A25 safety works
- Prep and comms for Pebble Hill residents mtg

Burial Ground

- Visit to check site plan over query
- Liaised with funeral director over burial plans
- Liaised with MOPs re enquiry on ERBs and issued invoice
- Site visit to look at consecrated plot options
- Chased overdue bill payments
- Followed up with contractor over completion of Autumn works

Allotments

- Mtg with current tenant over plot options
- Clearance works on communal plot
- Update sent to tenants over work

Footpaths

- Correspondence with SCC re payment for resurfacing and repair works to Church Farm path

Finance & Policies

- Processed payment of December Invoices
- Prepared December's invoices for approval
- Completed mth end for December and bank recs
- Updated and recirculated draft 2026/27 budget pack inc agenda to all cllrs.
- Contacted MVDC re Precept request date falling outside of meeting cycle.
- Prepared invoice to MVDC for litter picks

Meetings Attended / Training

- Monthly Parish Meeting
- Mtg with Chair & Vice Chair
- BG session with support clerk
- MVDC in person Clerks mtg
- SLCC in person Branch mtg
- Pebble Hill Residents drop in with SCC

Planning

- Weekly planning monitoring
- Letter to MVDC planning re MO/2025/02679

Other Items

- Updated and circulated action log
- Prepared December Backup
- Update website with GACC Public Mtg
- Ongoing comms with support clerk re BG database improvement work
- Prep 2026/27 dates for Parish Council meetings