

# FEBRUARY CLERK REPORT

Betchworth Parish Council

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## Correspondence to acknowledge.

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- Daily work communications (message out the comms that impact Betchworth)
- Prepared and sent weekly Councillor update comms
- Prepared and posted minutes of February meeting
- Prepared Agenda with supporting documentation for cllr packs
- Police Community Support Officer for updated report
- Liaison with Hartsfield Manor re meeting over proposed planning
- Comms with parishioners re Hartsfield Manor and Plans
- Liaison with Cllr and parishioners re Flooding

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## Highways/ Rail

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- Contacted SCC and Cllr Clack re Flooding
- Liaison with SCC over inclusion of gateway
- Liaison with SCC and update to parishioners re Betchworth roundabout works
- Liaison with SCC, County Cllr Clack and update to parishioners re Pebble Hill safety works

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## Burial Ground (Provided by BG Clerk)

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- Prepared new draft policy document and webpage and shared with working group
- Prepared new administration forms and templates and shared with working group
- Completed updates to paper register
- Face to face meetings with working group
- Meeting at site for ERB
- Marked plot(s) for burials
- Arranged supplier meetings for quotes for improvement works
- maintenance/improvements
- Collected electoral register for Betchworth and arranged for monthly updates to be sent to us
- Chased groundsman to complete existing contract and inspected works
- Completed general review of site to identify any issues

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## Allotments

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- Update sent to tenants
- Review of site

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## Footpaths

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- Correspondence with SCC re invoicing and repair works to Church Farm path

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## Finance & Policies

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- Processed payment of February Invoices
- Prepared March's invoices for approval
- Completed mth end for February and bank recs (reported error to Council)
- Advise parishioners of Grant 2026/27 opportunity
- Prepared Contract & JD for Amenities Clerk

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### Meetings Attended / Training

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- Monthly Parish Meeting
- Mtg with Chair & Vice Chair

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### Planning

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- Weekly planning monitoring
- Correspondence re Hartsfield Manor

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### Other Items

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- Updated and circulated action log
- Ordered Defib Pads
- Prepared February Backup
- Ongoing comms with support clerk re BG improvement work