

BETCHWORTH PARISH COUNCIL

MINUTES of the **MEETING** of the **BETCHWORTH PARISH COUNCIL** held on **MONDAY 11th May 2026**, 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 Alice Laidler (AL) Vice Chair
Cllr Robert Ashdown (RA)

Attending:

District Cllr Keay (PK)
District Cllr Potter (PP)

Apologies:

County Cllr Helyn Clack (HC)
District Cllr Budd (SB)
Cllr Govinda Prashar

In attendance: Julie Vear (JV) Clerk & RFO Katie Leak (KL) Facilities Clerk **MOP: 1**

Minute #	Agenda item	Who
	1. ELECTION OF CHAIRMAN	
1	Cllr Winter was proposed as Chair by Cllr Wilson and seconded by Cllr Higgins. Council resolved to approve the appointment and Cllr Winter signed the Declaration of Acceptance of Office for Chair.	
2	Cllr Laidler was proposed as Vice Chair by Cllr Winter and seconded by Cllr Higgins. Council resolved to approve the appointment and Cllr Laidler signed the Declaration of Acceptance of Office for Vice Chair.	
	2. APOLOGIES FOR ABSENCE	
3	Cllr Potter raised the sad passing of Bernard Hawkins. The Chair asked Council to take a moment to consider the great contribution Bernard had made not only during his time with the Parish Council but to the village in general. Cllr Higgins will pass on Councils condolences to his direct family and partner.	
4	Council resolved to accept apologies from Cllr Prashar and noted apologies had also been received from Helyn Clack and Simon Budd.	
	3. DECLARATIONS OF INTEREST	
5	Council declared an interest in planning application MO/2026/00454	

	4. MINUTES OF THE PREVIOUS MEETING	
6	Council resolved to approve the Minutes of the Meeting held on Monday 13 th April 2026. The minutes were duly signed by the Chair as a correct record.	
	5. OPEN FORUM	
7	MOP presented feedback on the recent allotment inspections and policy that came into effect 01/04/2026. Council noted concerns and took an action to meet with MOP regarding specific feedback regarding their individual plot.	
8	Cllr Winter acknowledged the great working relationship the Parish Council had with County Councillor Helyn Clack and all her work on behalf of the Parish over the years. The clerk took an action to welcome the new councillors and extend an invitation to the APM	
	6. ELECTION OF GROUPS	
9	Resolved: Council discussed the appointment of Councillors to various working groups for 2026/27. While individual Councillors may be named as leads for each group, this designation is intended solely to facilitate the development of informed recommendations to support decision-making by the full Council.	
10	Council resolved Cllrs Winter, Laidler, Wilson and Ashdown will continue on the Finance Group.	
11	Council resolved Cllr Higgins will continue as representative for Betchworth United Charities	
12	Council resolved Cllr Wilson will continue as representative for The Village Memorial Hall	
13	Council resolved Cllr Laidler will continue as Footpaths Officer	
14	Council resolved Cllr Ashdown will continue as Highways Office	
	7. COMMUNITY POLICE REPORT	
15	The clerk advised Council that due to a staffing issue Police reports were currently being requested but not made available	
	8. TRANSPORT, HIGHWAYS, FLOODING AND FOOTPATHS	
16	Highways: Council acknowledged recent safety improvement works at the Betchworth roundabout. Comment was made that traffic did appear to have	

<p>17</p> <p>18</p> <p>19</p> <p>20</p>	<p>been slowed but potentially due to the layout, the lanes narrowing a little late, it was possible to be cut up. Council concluded that as more people get used to the n w layout, the situation should improve.</p> <p>Council considered the request for cutting of the grass on the triangle at the entrance to The Street. This is acknowledged as SCC responsibility and can be reported but given Council provided the sign at this site they agreed they would consider additional maintenance if it became dangerous due to sight lines. An action was taken to review.</p> <p>Footpaths: Council raised the increase in dog fouling and agreed when time permitted they would look at a campaign which could potentially include signage. An action was noted for a future project.</p> <p>Gatwick: Cllr Winter advised there had been no updated and the expected outcome of the judicial review is now very overdue.</p> <p>District Cllrs left the meeting</p>	
<p>21</p> <p>22</p> <p>23</p>	<p>9. PLANNING</p> <p>New Applications</p> <p>MO/2026/00454 Link THE CEMETERY, THE STREET, BETCHWORTH T2 - Oak with large split down middle and fungal infection and to be removed. T3 - Ash is a completely dead tree and to be removed. Following not within conservation area; T1- stumps to be removed, T4 - Cherry to be removed, T5 - Oak to be uplifted to 2m.</p> <p>Council were provided with an update on the Oak tree as a survey by a LANTRA qualified arboriculturist had been requested. Subsequently, having received and reviewed the report, work will be carried out to preserve the tree for as long as possible.</p> <p>MO/2026/00515 Link HIGHRIDGE BROCKHAMHURSTROAD BETCHWORTH RH3 7AP Certificate of Lawfulness for a proposed development in respect the erection of a detached outbuilding for use as a temporary honey house.</p> <p>The clerk took an action to question the red line of the house on the plans and the appropriateness of the scale of the proposal. Subsequently, the certificate of lawfulness has been determined and refused as an application.</p> <p>Council had no objections to the following applications</p> <p>MO/2026/00529 Link</p>	

24	<p>HIGHVELD PEBBLEHILLROAD BETCHWORTH RH3 7BP Construction of a hard surfaced tennis court with fencing.</p> <p>MO/2026/00541 Link WILLOW COTTAGE PEBBLE HILL ROAD BETCHWORTH RH3 7BP Removal of existing outbuilding in front driveway and replacement with a detached double garage and erection of driveway access gates.</p> <p>Decisions:</p>	
25	<p>MO/2026/00407 Link ORCHARD COTTAGE GADBROOK ROAD BETCHWORTH RH3 7AN Discharge of Condition 17 of planning permission MO/2024/2171 for demolition of existing dwelling, garage and outbuilding and erection of 1 No. dwelling with detached garage bin and cycle store, parking and associated landscaping. CONDITIONS APPROVED</p>	
26	<p>MO/2026/00332 Link MEADOW VIEW STATION ROAD BETCHWORTH RH3 7DF Erection of a carport with annexe above, ancillary to main residence. WITHDRAWN</p>	
27	<p>MO/2026/00332 Link MEADOW VIEW STATION ROAD BETCHWORTH RH3 7DF Erection of a carport with annexe above, ancillary to main residence. WITHDRAWN</p> <p>Appeals:</p>	
28	<p>MO/2025/00141 Link GREAT OAKS SNOWERHILL ROAD BETCHWORTH RH3 7AQ Replacement vehicular and pedestrian access onto Snowerhill Road, retention of drive and two outbuildings.</p>	
29 30 31	<p>10. AMENITIES</p> <ul style="list-style-type: none"> • Council noted that the play equipment was checked. • Council noted that defibrillators were checked. • Council received an update on the proposal for purchase of a community asset, Tranquil Wood. Due diligence by the working group 	

32	<p>continues to establish viability and initial conversations are planned with solicitors, consultation to gauge parishioner feedback will follow.</p> <ul style="list-style-type: none"> • There were no Burial Permits to approve 	
33	<p>Council discussed the meeting being held to present plans for the 'Big Field' in Brockham and the potential impact to Betchworth residents. It was agreed Cllr Winter would attend on behalf of Council and provide an update so plans and impact could be better understood.</p>	
	<p>11. COMMUNITY & COMMUNICATIONS</p>	
34	<p>Council resolved to appoint the following representatives for the 2026/27 year:</p>	
35	Aviation - Councillor Winter, Councillor Wilson	
36	St Michaels Church - Councillor Higgins	
37	Re-Betchworth - Councillor Winter, Councillor Higgins	
38	School & Education - Councillor Laidler	
39	Planning Group - Council	
40	Police - Council	
41	Website - Council	
42	Health – Council	
43	Hamilton Estate – Councillor Winter	
	<p>The Burial Ground, Allotments and Goulburn Green will all fall under the newly formed green spaces group – Cllrs Winter, Wilson and Higgins</p>	
	<p>12. POLICIES AND PROCEDURES</p>	
44	<p>Council noted the Clerk had circulated the Standing Orders, Financial Regulations, Scheme of delegation and Risk Register prior to the meeting for approval. Council resolved to adopt for a further 12-month period.</p>	
45	<p>Action: Clerk to update review dates and publish.</p>	JV
	<p>13. CLERKS UPDATE</p>	
46	<p>There were no questions or comments on the clerk's report which can be located under supporting files on the website.</p>	
47	<p>The ongoing action log was acknowledged.</p>	
	<p>14. FINANCE & GOVERNANCE</p>	
48	<p>a.1) Council resolved HSBC bank account signatories to be all Cllrs, the clerk and amenities clerk. This included authority to add the new clerk when recruited. The clerk took an action to update</p>	JV
49	<p>a.2) Council resolved Unity bank account signatories to be the Finance Group.</p>	JV

50	b) Council noted the financial information pack circulated by the clerk prior to the meeting and resolved to formally adopt the internal Audit Report and																																																									
51	c) acknowledged the finance group and internal auditors' reviews of effectiveness of systems of internal control of financial systems.																																																									
52	d) Council resolved to approve section 1 of the Annual Governance Statement 2025/26, and accordingly, the AGAR was signed by Cllr Winter, Chair.																																																									
53	e) Council resolved to approve section 2 of the Annual Return 2025/26, and accordingly, the AGAR was signed by Cllr Winter, Chair.																																																									
54	f) Council resolved to accept dates for the Exercise of Public Rights commencing Wednesday 3 June 2026 until Tuesday 14 July 2026																																																									
55	g) Council resolved to approve the CIL return to submit to MVDC																																																									
56	h) Council considered and resolved to formally adopted the internally audited accounts for Y/E 31 st March 2026																																																									
	The clerk took an action to submit the annual return to the external auditor PKF Littlejohn prior to 1 st July 2026.	JV																																																								
57	i) Council resolved to approve the payment schedule for regular payments of clerk's salary, pension, HMRC, hosting, clerks mobile and monthly maintenance contract for 2026/27.																																																									
58	j) Council noted completion of bank reconciliation checks for Q4 by Cllr Laidler.																																																									
59	Council acknowledged the following amounts received:																																																									
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60	*Council acknowledged a potential duplicate payment to the Burial Ground of £835.00 which may have to be refunded																																																									
61	Council resolved to approve the following for payments in May:																																																									
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62	15.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	
63	16.MEETING DATES to acknowledge and note The following dates were acknowledged: <ul style="list-style-type: none"> • Next Parish Meeting - 8th June • Annual Parish Meeting – 18th May 	
	17. CONFIDENTIAL ITEMS (Closed to Public & Press)	
64	Council resolved to approve training costs	
65	Council resolved to approve interim payment for BG works	
66	Council resolved to approve bench spend	
67	MEETING CLOSED AT 9.35pm	