

BETCHWORTH PARISH COUNCIL AGENDA

Members of Betchworth Parish Council are summoned to attend the **Annual Meeting** of the Parish Council, to be held on **Monday 13th May at 8.00pm** in The Hamilton Room, Betchworth

Residents of Betchworth are invited to attend the meeting

1. ELECTION OF CHAIRMEN

To elect Chairman and Vice – Chairman
To receive declarations of acceptance of office from elected Chairman and Vice Chairman

2. APOLOGIES FOR ABSENCE

To receive any apologies for absence from Councillors

3. DECLARATIONS OF INTEREST

To receive any declarations of interest from Councillors with respect to any item to be considered at the meeting.

4. MINUTES of PREVIOUS MEETING (8th April 2024)

To approve and sign the minutes from the last Parish Council meeting on 8th April 2024.

5. OPEN FORUM

An opportunity for local residents and businesses to raise topics with the Parish Council.

6. ELECTION OF GROUPS

To elect Parish Council representative/s for The Finance Group
To elect Parish Council representative/s for Betchworth United Charities
To elect Parish Council representative/s for The Village Memorial Hall Committee
To elect Parish Council representative/s for Biodiversity Forum
To elect Parish Council representative/s for The Planning Group
To elect a Footpaths Officer(s)
To elect a Highways Officer(s)

7. COMMUNITY POLICE REPORT

To receive an update from the Neighbourhood Police Team

8. TRANSPORT, HIGHWAYS AND FOOTPATHS

Footpath Officers Report – an update on local footpaths and rights-of-way -Cllr Winter
Highways and Transportation Update – Cllr Randall/Cllr Ashdown

- To agree the purchase and installation of a replacement gateway to replace the existing rotten gateway by Betchworth Roundabout

To ratify agreement to support BERT and Brockham Parish Council in the reassignment of a verge on Middle Street to be cut to allow the ongoing flood prevention programme to continue

Gatwick update – Cllr Winter

9. PLANNING

Ratification of Planning Observations made since last meeting (1)

MO/2024/0452

Betchworth Quarry, The Quarry, Betchworth, Surrey, RH3 7BP

Certificate of Lawfulness for an existing use in respect of the site being used for

commercial vehicle maintenance and repairs for a period in excess of 10 years.

Ratify No Comment

New Applications (4)

[MO/2024/0553](#)

Orchard Cottage, Gadbrook Road, Betchworth, Surrey, RH3 7AN

Erection of a detached single-storey dwelling with rooms in the roof space and detached garage following the demolition of existing dwelling, detached garage, and outbuilding.

[MO/2024/0581](#)

Great Oaks, Snowerhill Road, Betchworth, Surrey, RH3 7AQ

Certificate of Lawfulness fro a proposed development in respect of the erection of 2 No. outbuildings and laying out of hard surfaces within the curtilage of the dwelling.

[MO/2024/0595](#)

6, Oakley Gardens, Betchworth, Surrey, RH3 7AZ

Erection of two storey extension including garage with accommodation over.

[MO/2024/0677](#)

Crossways Kennels And Cattery, Crossways Farm, Station Road, Betchworth, Surrey, RH3 7DF

Prior notification for the erection of an agricultural storage barn of 30.48 metres x 5.5 metres for the storage of agricultural plant and machinery.

Decisions (0)

Appeal Decisions (0)

Other Matters (1)

To acknowledge response back from MVDC Planning enforcement and agree next steps

10. AMENITIES

To acknowledge play equipment dates checked

To acknowledge that defibrillators in Betchworth have been checked

[Approve memorial requests](#)

Acknowledge the gate on GG was fixed by Cllr Wilson

[To approve final quotation from Playdale for the provision of approved new playground equipment at £6839.79 excl VAT and approve the payment for 50% deposit to be paid now to secure cost and installation before the summer](#)

11. COMMUNITY AND COMMUNICATIONS

To review and approve proposed Councillor responsibilities and identify any new areas to cover:

Airports	Councillor Wilson, Councillor Winter
Allotments	Councillor Wilson
Betchworth Station	Councillor Randall
Betchworth United Charities	Councillor Higgins
Burial Ground & Pavilion	Clerk, Councillor Wilson
Church	Councillor Higgins
Community Resilience	Councillor Laidler
Data Protection	Councillor Winter
Estate	Chairman
Finance Group	Councillors Winter (Chair), Wilson, Laidler, Clerk
Footpaths Officer	Councillors Winter & Laidler
Goulburn Green	Councillor Wilson
Re-Betchworth	Councillor Winter, Councillor Higgins
Health	Chairman

Highways & Transport
Police
Planning Group
School & Education
Website

Councillor Randall, Councillor Ashdown
Councillor Randall, Councillor Ashdown
Councillors Higgins, Randall, Wilson, Winter, Clerk
Councillor Laidler
Councillor Laidler, Clerk

12. POLICIES AND PROCEDURES

To readopt the following policies as part of the annual review:

- Standing Order (to reflect the increase in the contract amount from £25k to £30k and also links to the new Financial Regs)
- Scheme of delegation (no change since last adopted in May 2023)
- Financial Regulations (to reflect new template from NALC)
- Council Risk Register for 2024/25

13. CLERKS UPDATE

Acknowledge the clerks report and correspondence noted

Acknowledge ongoing action log and close down for 2023/24 and start new one

Agree observations on any new planning applications that fall outside of meeting timescales.

Ratify decision to support existing Select Committee members for re-election as discussed at April meeting

14. FINANCE

To review and approve signatories on bank accounts

Present Internal Audit Report to Council and formally adopt

To complete and approve AGAR section 1 – Annual Governance Statement

To approve AGAR section 2 – Accounting Statements

To acknowledge notification dates for Exercise of Public Rights

To acknowledge receipt of £15,606.25 (Interest £51.12, BurialGround £5,090, £10,265.13 1st Half Precept & Grants & £200 Allotments)

To acknowledge the transfer of £12000 from current account to reserve

Monthly Financial Summary – to note the current financial position

To approve the following amounts for payment in May

IB00661	HSBC Monthly Bank Charge	£	5.00
IB00662	Cheryl Sexton – Salary, Phones, expenses	£	1451.85
IB00663	HMRC – NI & Tax (April 24)	£	255.29
IB00664	Mulberry & Co	£	155.40
IB00665	C Sexton (Door stops for Gate)	£	24.40
IB00666	Zurich (Insurance)	£	413.31
IB00667	Surrey Hills Society (annual membership)	£	30.00
IB00668	Josh Flynn Gardening Services	£	856.50
IB00669	Hamilton Room	£	20.00
IB00670	Playdale (Deposit)	£	4103.88
IB00671	Viking (Stationery)	£	76.13

15. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING AND FOR INCLUSION ON A FURTHER AGENDA

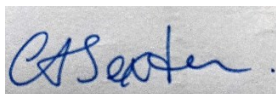
Please advise Chairman prior to the meeting

16. CONFIDENTIAL ITEMS (Closed to Public and Press)

17. MEETING DATES to acknowledge and note

- a. Next Parish Council Meetings – 3rd June, 1st July

Parish Magazine Article: deadline for June mag: May 13th (invitation for email address, link to website for minutes and highways report, reminder to cut back vegetation)

A handwritten signature in blue ink, appearing to read 'Cheryl Sexton', is written on a light-colored rectangular background.

Signed: Cheryl Sexton, Parish Clerk 7th May 2024

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