

DRAFT

BETCHWORTH PARISH COUNCIL

MINUTES of the **ANNUAL MEETING** of **BETCHWORTH PARISH COUNCIL** held on **MONDAY 13th May 2024**, commencing at 8pm in The Hamilton Room, Betchworth

Councillors (Cllrs) present:

Cllr Julie Hardy (JH)
Cllr Ed Winter (EW) Chairman
Cllr Ian Wilson (IW)
Cllr Alice Laidler (AL)
Cllr Graham Randall (GR)
Cllr Robert Ashdown (RA)

Attending:

District Councillor Keay (PK)
1 x Member of the Public (MOP)
District Councillor Budd (SB) joined 8.45

Apologies:

County Councillor Clack
District Councillor Potter (PP)

Apologies:

Cllr Martin Higgins (MH)

In attendance: Cheryl Sexton (CS), Clerk & RFO

Minute #	Agenda item	Who
	ELECTION OF CHAIRMEN	
1	Councillor Hardy proposed and Councillor Wilson seconded Cllr Ed Winter as Chair for the coming year. Councillor Wilson proposed and Councillor Winter seconded Cllr Alice Laidler as Vice Chair for the coming year.	
2	Chair and Vice Chair both verbally accepted responsibilities. Signing of declarations by both Councillor Winter and Councillor Laidler was completed in the presence of councillors and signed by the Clerk as Proper Officer of the Council.	
	APOLOGIES FOR ABSENCE	
3	Apologies were received from Cllr Martin Higgins, County Cllr Clack, and District Councillor Potter.	
4	Cllr Winter welcomed the Member of Public to the meeting and introductions were made.	
	DECLARATIONS OF INTEREST	
5	Declarations of interest were received from Cllr Winter relating to item 9 a planning application for Great Oaks MO/2024/0581 and from Cllr Wilson relating to item 8 regarding the Wonham Lane flooding, the book was signed.	
	MINUTES OF THE PREVIOUS MEETING	

May 2024

6	The minutes of the meeting held on 8 th April 2024 were approved and signed by Councillor Winter.	
	OPEN FORUM	
7	A request was received from residents of Pebblehill to expediate the installation of VAS on Pebblehill, it was agreed to pass this request to County Cllr Clack as part of the traffic calming programme.	CS
	ELECTION OF GROUPS	
8	The newly elected Finance Group comprises of Councillors Winter (Chair), Wilson, Laidler and Clerk.	
9	Councillor Higgins was elected to be the representative for Betchworth United Charities.	
10	Councillor Wilson was elected to be the representative for The War Memorial Village Hall.	
11	Councillor Winter was elected to be the representative for The Biodiversity Forum	
12	The newly elected Planning Group comprises of Councillors Winter, Higgins, Randall, Wilson and Clerk.	
13	Councillors Winter & Laidler were elected Footpaths Officers.	
14	Councillors Randall and Ashdown were elected Highways Officers.	
	COMMUNITY POLICE REPORT	
15	The police report with incidents for April 2024 was displayed, discussed and acknowledged. Council raised concerns about the accident on Pebblehill relating to the tractor and the footpath barriers. It was suggested that action should be taken by the Police to notify local farmers of the danger of not securing loose parts of farm machinery whilst driving.	CS
	TRANSPORT, HIGHWAYS AND FOOTPATHS	
16	Cllr Winter provided the Footpaths Officers report, noting that the plaques have now been installed on the kissing gates that are in situ. There are still some kissing gates to be installed, Cllr Winter will make contact with The Estate to confirm positioning and organise installation.	EW
17	A Highways report was displayed and presented by Cllr Randall, discussions were had around each topic. A copy of the report is displayed on the website under 'supporting files' and in the	

<p>18</p> <p>19</p> <p>20</p> <p>21</p> <p>22</p>	<p>noticeboards around the village. Actions and decisions arising from the discussions further to what is noted on the report:</p> <ul style="list-style-type: none"> It was unanimously agreed that Betchworth Parish Council would utilise CIL funding and replace the village Gateway on Station Road. Clerk to gain support from County Cllr Clack and complete business case for approval at next meeting. Councillors concern was again discussed regarding the verge damage on Pebblehill and the continued danger and inappropriate disruption that it causes. Parish Council are continuing to review remedial action with County Cllr Clack. District Cllr Budd has agreed to make contact with County Councillor Clack regarding the Wonham Lane Drainage issues to bring to a conclusion for all parties. <p>Council ratified the decision 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.</p> <p>Councillor Winter updated the Council that the hearing for the 2nd runway at Gatwick continues and is due to be finished in August 2024.</p>	<p>CS</p> <p>SB</p> <p>CS</p>
<p>23</p> <p>24</p> <p>25</p> <p>26</p>	<p>PLANNING</p> <p>Ratification of Planning Observations made (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. <p style="text-align: right;">No Comment Ratified</p> <p>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. <p style="text-align: right;">No Comment</p> <p>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. Comment to be made regarding concern of usage and request condition to ensure it is only to be used for domestic car storage rather than for commercial usage.</p> <p>MO/2024/0595 6, Oakley Gardens, Betchworth, Surrey, RH3 7AZ Erection of two storey extension including garage with</p> </p></p>	<p>CS</p> <p>CS</p> <p>CS</p>

27	<p>accommodation over.</p> <p>Comment on concern expressed with regard to the bulk & mass of the proposed extension which could be detrimental to the street scene & not consistent with the original design concept of plot development in Brockham Park. It may create a precedent for further overdevelopment of plots.</p> <p>MO/2024/0677</p> <p>Crossways Kennels And Cattery, Crossways Farm, Station Road, Betchworth, Surrey, RH3 7DF</p> <p>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.</p> <p>Comment on concern about the increase of vehicle movements using entrance to Crossways due to the additional servicing of hay production & its removal from site together with the potential conflict with frequent traffic movements to and from Knights Garden Centre.</p>	CS
28	<p>District Councillor Budd joined the meeting at 8.45pm and was welcomed by Chair.</p>	
29	<p>Other Matters (1)</p> <p>Council acknowledged the response and correspondence back from Mole Valley Planning following the complaint sent regarding the lack of enforcement on breached conditions within the village. Council expressed their disappointment regarding the lack of enforcement and the message that this gives to residents. Clerk to escalate to Managing Director at MVDC requesting action. District Councillor Key will also continue to champion this for Betchworth Parish Council.</p>	CS/PK
	<p>AMENITIES</p>	
30	<p>It was acknowledged that the play equipment was checked on 5th, 8th, 18th, 29th April & 3rd, 6th and 10th May.</p>	
31	<p>It was acknowledged that all 3 defibrillators were inspected by Cllrs Hardy and Winter.</p>	
32	<p>The memorial request for Van Loock was approved by Cllr Wilson and ratified by Council.</p>	
33	<p>It was acknowledged that Cllr Wilson has successfully fitted the stoppers onto the new gate at Goulburn Green, which has been well received in the community.</p>	
34	<p>The Clerk displayed the final quotation and summary paper for Council to review and give final approval to proceed with Playdale Playgrounds and purchase the new equipment at a cost of £6839.79 excl VAT. This money will come from CIL and the power to provide a wide range of recreational facilities will be used. Summary paper is displayed on 'Supporting Files'. Council unanimously approved to</p>	CS

35	<p>proceed and approved for the deposit to be paid. Council also noted that the agreed provisions for additional seating will be actioned separately.</p> <p>It was noted that the stepping logs have now unexpectedly been placed on Goulburn Green, Councillor Laidler to inspect safety and confirm with Clerk Ok to continue. Clerk to notify groundsman of installation.</p>	AL/CS																																						
36	<p>COMMUNITY AND COMMUNICATIONS</p> <p>Councillor responsibilities were reviewed and agreed for 2024 as follows:</p> <table border="0"> <tr> <td>Airports</td> <td>Councillors Wilson & Winter</td> </tr> <tr> <td>Allotments</td> <td>Councillor Wilson</td> </tr> <tr> <td>Betchworth Station</td> <td>Councillor Randall</td> </tr> <tr> <td>Betchworth United Charities</td> <td>Councillor Higgins</td> </tr> <tr> <td>Burial Ground & Pavilion</td> <td>Councillor Wilson, Clerk</td> </tr> <tr> <td>Church</td> <td>Councillor Higgins</td> </tr> <tr> <td>Community Resilience</td> <td>Councillor Laidler</td> </tr> <tr> <td>Data Protection</td> <td>Councillor Winter</td> </tr> <tr> <td>Estate</td> <td>Chairman</td> </tr> <tr> <td>Finance Group</td> <td>Councillors Winter (Chair), Wilson, Laidler, Clerk</td> </tr> <tr> <td>Footpaths Officer</td> <td>Councillors Winter & Laidler</td> </tr> <tr> <td>Goulburn Green</td> <td>Councillor Wilson</td> </tr> <tr> <td>Re-Betchworth</td> <td>Councillors Winter & Higgins</td> </tr> <tr> <td>Health</td> <td>Chairman</td> </tr> <tr> <td>Highways & Transport</td> <td>Councillors Randall & Ashdown</td> </tr> <tr> <td>Police</td> <td>Councillors Randall & Ashdown</td> </tr> <tr> <td>Planning Group</td> <td>Councillors Higgins, Randall, Wilson, Winter, Clerk</td> </tr> <tr> <td>School & Education</td> <td>Councillor Laidler</td> </tr> <tr> <td>Website</td> <td>Councillor Laidler, Clerk</td> </tr> </table>	Airports	Councillors Wilson & Winter	Allotments	Councillor Wilson	Betchworth Station	Councillor Randall	Betchworth United Charities	Councillor Higgins	Burial Ground & Pavilion	Councillor Wilson, Clerk	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	Councillors Winter & Higgins	Health	Chairman	Highways & Transport	Councillors Randall & Ashdown	Police	Councillors Randall & Ashdown	Planning Group	Councillors Higgins, Randall, Wilson, Winter, Clerk	School & Education	Councillor Laidler	Website	Councillor Laidler, Clerk	
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37	<p>POLICIES AND PROCEDURES</p> <p>The following policies and procedures which have been previously distributed were acknowledged and formally adopted by council:</p> <ul style="list-style-type: none"> • Standing Order (changed to align with new Financial Regulations) • Financial Regulations (changed to align with the new NALC approved template) • Scheme of Delegation (no change from previous year) • Council Risk Register for 2024/25 																																							
38	Clerk to update the website to show newly adopted policies.	CS																																						

	CLERKS UPDATE	
39	Clerk displayed the revised Clerks Report which will be added to the website 'supporting files' with the minutes, highlighting areas in red since the issuing of the agenda. It was noted that the invoice has been issued for the approved grant for St Michael's website so the money can now be released which will be approved at next meeting. A discussion was also had regarding the abandoned horse box by the Post Office, District Cllr Budd will be meeting with Police to discuss this as it is continuing to cause danger on the road. A suggestion was made to Cllr Randall to look at the possibility of 'time restricted' parking by the Post Office to deter such issues in the future.	CS
40	The ongoing action log was acknowledged and Clerk noted that the 2023/24 actions are now closed and a new action log will be started for 2024/25, any open actions will be carried forward.	
41	Following on from minute number 469 (April 2024 meeting), the decision was ratified to support Cllrs Deborah Jones and Stuart McLachlan to continue as Parish representatives on the MVDC Standards Committee.	CS
42	Cllrs Keay and Budd left the meeting at 9.15pm	
	FINANCE	
43	Signatories agreed for HSBC account to be all Betchworth Parish Councillors. Clerk to update the mandate accordingly.	CS
44	Signatories agreed for UNITY account to be the Finance Group. Clerk to arrange the removal of Cllr Hardy and add Cllr Laidler as new membership has been elected.	CS
45	Clerk reported a clean audit from Mulberry & Co Councillors considered and formally adopted the internally audited accounts for y/e 31 March 2024.	
46	Councillors resolved to approve Section 1 of the Annual Governance Statement 2023/24 which was discussed, completed and signed by Clerk and Councillor Winter (Chair) in the presence of Councillors.	
47	Councillors resolved to approve Section 2 of the Annual Return with associated notes which was duly signed by Councillor Winter (Chair) in the presence of Councillors.	
48	Councillors acknowledged dates for the Exercise of Public Rights commencing on Monday 3 rd June 2023 until Friday 12 th July 2024.	

49	Council acknowledged the receipt of £15,606.25 (£10,265.13 1 st half precept & Grants), (£5,090 Burial Ground) (£200 allotments) & (£51.12 Interest)																																		
50	Council acknowledged that £12000 has been transferred to the reserve account from the current account.																																		
51	Clerk displayed the Monthly Financial Summary which was discussed and acknowledged.																																		
52	<p>The following amounts were approved for payment in May 2024 by Cllrs Randall and Laidler:</p> <table border="1" data-bbox="284 577 1257 1003"> <tr> <td>IB00661</td> <td>HSBC Monthly Bank Charge</td> <td>£5.00</td> </tr> <tr> <td>IB00662</td> <td>Cheryl Sexton – Salary & expenses</td> <td>£141.85</td> </tr> <tr> <td>IB00663</td> <td>HMRC – NI & Tax (April)</td> <td>£255.29</td> </tr> <tr> <td>IB00664</td> <td>Mulberry & Co</td> <td>£155.40</td> </tr> <tr> <td>IB00665</td> <td>Cheryl Sexton – Gate Stoppers</td> <td>£24.40</td> </tr> <tr> <td>IB00666</td> <td>Zurich Insurance</td> <td>£413.31</td> </tr> <tr> <td>IB00667</td> <td>Surrey Hills Society (annual membership)</td> <td>£30.00</td> </tr> <tr> <td>IB00668</td> <td>Josh Flynn Gardening (April Grass)</td> <td>£856.50</td> </tr> <tr> <td>IB00669</td> <td>Hamilton Room (May Mtg)</td> <td>£20.00</td> </tr> <tr> <td>IB00670</td> <td>Playdale Deposit</td> <td>£4103.88</td> </tr> <tr> <td>IB00671</td> <td>Viking (Stationery)</td> <td>£76.13</td> </tr> </table>	IB00661	HSBC Monthly Bank Charge	£5.00	IB00662	Cheryl Sexton – Salary & expenses	£141.85	IB00663	HMRC – NI & Tax (April)	£255.29	IB00664	Mulberry & Co	£155.40	IB00665	Cheryl Sexton – Gate Stoppers	£24.40	IB00666	Zurich Insurance	£413.31	IB00667	Surrey Hills Society (annual membership)	£30.00	IB00668	Josh Flynn Gardening (April Grass)	£856.50	IB00669	Hamilton Room (May Mtg)	£20.00	IB00670	Playdale Deposit	£4103.88	IB00671	Viking (Stationery)	£76.13	
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53	<p>URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING AND INCLUSION ON A FURTHER AGENDA</p> <p>The guidelines for Burial Ground charging were discussed for residents who have left the area within a specific timeline and for those who have had to go into fulltime care as the guidelines need to be clarified. Councillor Wilson to document the rules for Council to formally approve.</p>	IW																																	
54	Councillor Julie Hardy handed her resignation with immediate effect to Cllr Winter as Chair. Councillor Winter thanked Councillor Hardy for her 20 years as a Councillor and 10 years as Chairman and expressed the gratitude of the council and the village for everything that she has done.																																		
55	Clerk to arrange for a vacancy notice for a co-option and notify Mole Valley District Council.	CS																																	
56	<p>FUTURE MEETING DATES</p> <p>The following dates were acknowledged:</p> <p>a. Next Parish Council Meetings – 3rd June, 1st July</p>																																		
57	PARISH MAGAZINE ARTICLE: Invitation for email address, link to website for minutes and highways report, reminder to cut back vegetation and Councillor Vacancy.	CS																																	

58	MEETING CLOSED AT 9.40pm	
	THIS IS A CONTROLLED DOCUMENT – Betchworth Parish Council will NOT be held responsible for content when downloaded from the website.	