

**DRAFT**

**BETCHWORTH PARISH COUNCIL**

**MINUTES** of the **MEETING** of the **BETCHWORTH PARISH COUNCIL** held on **MONDAY 3rd June 2024**, commencing at 8pm in The Hamilton Room, Betchworth

**Councillors (Cllrs) present:**

Cllr Ed Winter (EW) Chairman  
Cllr Ian Wilson (IW)  
Cllr Alice Laidler (AL)  
Cllr Graham Randall (GR)  
Cllr Martin Higgins (MH)

**Attending:**

1 x Member of the Public (MOP)

**Apologies:**

District Councillor Keay (PK)  
District Councillor Potter (PP)

**Apologies:**

Cllr Robert Ashdown (RA)

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

<b>Minute #</b>	<b>Agenda item</b>	<b>Who</b>
	<b>APOLOGIES FOR ABSENCE</b>	
<b>59</b>	Apologies were received from Cllr Ashdown, District Councillors Keay & Potter. Cllr Winter welcomed the MOP to the meeting.	
	<b>DECLARATIONS OF INTEREST</b>	
<b>60</b>	Declaration of interest was received from Cllr Winter relating to item 10 (new planning applications) for MO/2024/0745 Great Oaks, Snowehill Road, Betchworth, Surrey, RH3 7AQ, the book was signed.	
	<b>MINUTES OF THE PREVIOUS MEETING</b>	
<b>61</b>	The minutes of the meeting held on 13 <sup>th</sup> May 2024 were approved and signed by Councillor Winter.	
	<b>OPEN FORUM</b>	
<b>62</b>	An email has been received from a parishioner regarding an incident of a neighbour burning garden rubbish and allowing smoke to cause a significant nuisance. Council discussed this issue and agreed that a communication would be appropriate, particularly as we are coming into the summer months, and this may happen more frequently. Whilst it is recognised that it is not illegal to burn rubbish, we would like to politely remind parishioners to be mindful of the impact any bonfires may have on neighbours. It was also agreed to ask Re-Betchworth to produce an article on bonfires and the burning of rubbish and the impact it has on health and the environment.	<b>CS</b>

June 2024

	<b>COMMUNITY POLICE REPORT</b>	
<b>63</b>	The police report with incidents for May 2024 was displayed, discussed, and acknowledged with no action required.	
	<b>TRANSPORT, HIGHWAYS AND FOOTPATHS</b>	
<b>64</b>	Cllr Winter provided the Footpaths Officers report, recognising that at this time of year there are lots of reports of overgrown vegetation. In particular it was mentioned about The School Path being impassable in areas, this has since been reported to SCC Highways and District Councillor Potter has been in touch with Clarion to get this resolved. It was noted that it is the responsibility of the landowners to clear any overgrown vegetation from footpaths and any that is obscuring street furniture and a polite reminder will be issued in the Parish Magazine.	<b>CS</b>
<b>65</b>	Cllr Winter told Council that he will be appealing to the footpath champions to complete a 2-week audit of problem areas of vegetation blocking footpaths and broken bridges etc. in the village which will be used to create a comprehensive action plan for the months ahead.	<b>EW</b>
<b>66</b>	Cllr Laidler brought to the attention of Council an issue of purple graffiti that has been drawn on the highway of The Street and also along the School Path. It was noted that it was not from a known activity or source, Clerk to raise with MVDC/SCC to arrange for it to be cleaned.	<b>CS</b>
<b>67</b>	Following a report in the Parish Magazine regarding the issue of discarded poo bags, it was noted that it would be of benefit to obtain some specific poo bins in the troublesome areas. A request for 2 new poo bins to be positioned at Wellhouse Lane near the parking area and Gadbrook Road opposite Hall Farm was discussed and agreed. Clerk to raise with MVDC. A third problem area is by The Coombe, it was noted that there is already a waste bin in that area which could be used. Cllr Winter to speak to parishioner about putting a sign at the end of the footpath to indicate the position of the bin which will hopefully encourage walkers to place it in the right place rather than the bins of residents. Whilst discussing poo bins, it was also noted that the bin in the Church Car Park is often disturbed by foxes who leave the litter strewn across the car park, MVDC have agreed to replace the existing bin with one that has a lid.	<b>CS / EW</b>
<b>68</b>	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 noticeboards around the village. Cllr Randall was thanked for	

69	<p>representing Betchworth Parish Council at the Dorking Master Plan meeting.</p> <p>Cllr Winter updated Council on the Gatwick Consultation stating that there were no updates and that enquiry continues.</p>	
70	<p><b>PLANNING</b></p> <p><b>Decisions (3)</b>  <b>MO/2024/0391</b>  <b>6 New Cottages, The Coombe, Betchworth, Surrey, RH3 7BU</b>  Erection of a detached garage.  <p style="text-align: right;"><b>Refused</b></p> </p>	
71	<p><b>MO/2024/0452</b>  <b>Betchworth Quarry, The Quarry, Betchworth, Surrey, RH3 7BP</b>  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;"><b>Approved</b></p> </p>	
72	<p><b>MO/2024/0677</b>  <b>Crossways Kennels And Cattery, Crossways Farm, Station Road, Betchworth, Surrey, RH3 7DF</b>  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 style="text-align: right;"><b>Prior Approval Refused</b></p> </p>	
73	<p>Council agreed to move the discussion for the late entry to planning from agenda item 10 MO/2024/0745 (Great Oaks, Snowhill Road, Betchworth, Surrey, RH3 7AQ) to this part of the agenda. This was discussed and it was agreed to make no comment which will be ratified at the next meeting.</p>	<b>CS</b>
74	<p><b>AMENITIES</b></p> <p>It was acknowledged that the play equipment was checked 2nd, 6th, 14th, 16th, 23rd, and 27th May.</p>	
75	<p>It was acknowledged that all 3 defibrillators in the village were inspected.</p>	
76	<p>The business case for the replacement of the rotten gate in the burial ground was displayed and presented by the Clerk. It was unanimously agreed that the gate needs replacing and it was agreed that the funds will come out of CIL money but was suggested that rather than replacing it with a like for like gate we should look at replacing it with a pedestrian gate included. Clerk to go back to suppliers and request suggestions and revised estimates for the best option that meets the needs of creating a pedestrian gate as</p>	<b>CS</b>

	well as the option of opening it fully. Clerk will then bring back proposals to July meeting and an agreed way forward.	
77	Guidelines for the charging structure for Betchworth Burial Ground were displayed and discussed to further clarify the rules for residents who have left Betchworth village through choice or who have moved into full time care. Several amendments were made to provide clarity to Clerk when discussing charges with 3 <sup>rd</sup> parties. These were agreed and will take effect immediately, it was also noted that these were internal guidelines only.	
78	It was noted that the Burial Ground has had lots of activity over the past few months and the need to revisit and complete an audit of the burial ground is required. It was noted that budget had been put aside to look at the extension of the burial ground and it was agreed that this would be pursued this year following a full audit.	CS
79	Council acknowledged that all allotment fees have been settled for the year 2024/25.	
	<b>COMMUNITY AND COMMUNICATIONS</b>	
80	A request to support a campaign to improve the safety of lithium batteries (used in e-bikes and e-scooters) and their disposal has been sent to local councils. Council discussed the request and agreed to offer their support. Clerk to make contact following the meeting.	CS
81	Cllr Winter led the discussion on how to gain greater involvement with parishioners moving forward. Several ideas were discussed from a relaunch of the Parish Council to creating a suggestion box and communicating better about what the Council actually do. Cllr Winter agreed to take the thoughts away and collate some ideas to present back to Council.	EW
	<b>CLERKS UPDATE</b>	
82	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. Clerk noted that some emergency work has been instructed to be undertaken at the burial ground following the burrowing of an animal by the ashes plot leaving an open space. Clerk also notified Council that the planned installation date for the playground was w/c 24/6, more details will follow.	CS
83	Ongoing action log was acknowledged.	
84	MO/2024/0745 as a late entry for planning (Great Oaks, Snowerhill Road, Betchworth, Surrey, RH3 7AQ) was discussed under item 7.	

85	Clerk updated Council that the formal notice for the position of councillor has been displayed and MVDC has been notified. If a by-election is not called within the timescales a co-option vacancy will be displayed from 7 <sup>th</sup> June inviting applicants with the view to co-opt in the July meeting.	CS																			
86	Clerk updated Council that the Clerk vacancy has been advertised with an application received and some further interest has been received. Closing date is 7 <sup>th</sup> June and interviews will take place with Cllr Winter and Clerk w/c 10 <sup>th</sup> June.																				
87	Council acknowledged that the Notice of Public Rights has been published as agreed.																				
88	Council acknowledged that they have received the latest version of the Good Councillors Guide to refamiliarise themselves with the role.																				
<b>FINANCE</b>																					
89	Council acknowledged the receipt of £5,535.75 (£55.29 interest, £900 Burial Ground & £4,540.46 CIL money).	CS																			
90	Council acknowledged the transfer of £4540.46 (CIL Money) to UNITY account where all the CIL funding is kept.																				
91	Council acknowledged an amount of £228 which was incorrectly paid to Betchworth Parish Council by Stoneman Funeral Service was refunded back.																				
92	Clerk displayed the Monthly Financial Summary which was discussed and acknowledged and Clerk informed that there is still a significant amount of accrued monies to be received for the Burial Ground.																				
93	The following amounts were approved for payment in June 2024 by Cllrs Randall & Laidler:																				
<table border="1" data-bbox="284 1464 1265 1733"> <tr> <td>IB00672</td> <td>HSBC Monthly Bank Charge</td> <td>£5.00</td> </tr> <tr> <td>IB00673</td> <td>Cheryl Sexton – Salary &amp; expenses</td> <td>£1196.33</td> </tr> <tr> <td>IB00674</td> <td>HMRC – NI &amp; Tax (May)</td> <td>£107.97</td> </tr> <tr> <td>IB00675</td> <td>C Sexton (Title Deeds Request)</td> <td>£6.00</td> </tr> <tr> <td>IB00676</td> <td>PCC of St Michaels (Grant)</td> <td>£500.00</td> </tr> <tr> <td>IB00677</td> <td>Hamilton Room (June Mtg)</td> <td>£20.00</td> </tr> <tr> <td>IB00678</td> <td>Josh Flynn Gardening Services</td> <td>£856.50</td> </tr> </table>	IB00672		HSBC Monthly Bank Charge	£5.00	IB00673	Cheryl Sexton – Salary & expenses	£1196.33	IB00674	HMRC – NI & Tax (May)	£107.97	IB00675	C Sexton (Title Deeds Request)	£6.00	IB00676	PCC of St Michaels (Grant)	£500.00	IB00677	Hamilton Room (June Mtg)	£20.00	IB00678	Josh Flynn Gardening Services
IB00672	HSBC Monthly Bank Charge	£5.00																			
IB00673	Cheryl Sexton – Salary & expenses	£1196.33																			
IB00674	HMRC – NI & Tax (May)	£107.97																			
IB00675	C Sexton (Title Deeds Request)	£6.00																			
IB00676	PCC of St Michaels (Grant)	£500.00																			
IB00677	Hamilton Room (June Mtg)	£20.00																			
IB00678	Josh Flynn Gardening Services	£856.50																			
94	It was noted that the approved deposit for Playdale IB00670 under minute 52 is to be paid in June and it is 1p less than approved at £4103.87.																				

95	<p><b>URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING AND FOR INCLUSION ON A FURTHER AGENDA</b></p> <p>A question was asked about the need for an August meeting, as a number of Councillors will be away it was agreed in principle that the August meeting would not take place, this will be ratified at the July meeting. All August invoices will be approved at July meeting and Scheme of Delegation will be in place for planning and other decisions.</p>	CS
96	<p><b>FUTURE MEETING DATES</b></p> <p>The following dates were acknowledged:</p> <ul style="list-style-type: none"> <li>a. Next Parish Council Meetings – 1 July</li> <li>b. MVDC/Clerk Meeting – 5<sup>th</sup> June – Clerk</li> <li>c. Clerk Vacancy Interviews – w.b 10<sup>th</sup> June</li> <li>d. SALC &amp; Digital Cabinet Office .Gov.Uk Briefing – 12<sup>th</sup> June – Clerk</li> <li>e. SALC Clerk Forum – 2<sup>nd</sup> July - Clerk</li> </ul>	
97	<p>PARISH MAGAZINE ARTICLE: Invitation for email address, signposting of minutes and Highways report and reminder about overgrown vegetation.</p>	
98	<p><b>MEETING CLOSED AT 9.15pm</b></p>	
	<p><b>THIS IS A CONTROLLED DOCUMENT – Betchworth Parish Council will NOT be held responsible for content when downloaded from the website.</b></p>	