

AUGUST CLERK REPORT

Betchworth Parish Council

Correspondence to acknowledge.

- Daily work communications (message out the comms that impact Betchworth)
- In the Know weekly and daily bulletin reports
- GATCOM Weekly News Bulletin's (issued to councillors for information)
- NALC Chief Exec Weekly Bulletin's (issued to councillors for information)
- Weekly statements from Cllr Cooksey (issued to councillors for information)
- Poland Meadow email and introduction
- Re Betchworth GG wilding correspondence
- Re Betchworth village comms
- Litter bin on church footpath comms

Footpaths

- Correspondence SCC footpath 460 ownership and maintenance responsibilities
- Update to residents re above footpath
- Obtain quotation for footpath clearing
- Initiation of tender process for church pathway

Highways/ Rail

- Liaison with SCC to arrange invites and venue for introductory workshop for the 3'Bs regarding the A25 safety scheme.
- Reconciliation of outstanding issues as part of clerk handover to be followed up with MVDC/SCC Cllrs and residents

Burial Ground

- Correspondence re burial enquiry x 2
- Correspondence re existing memorial x 1
- Correspondence re replacement gate and scheduling of work
- Correspondence re quote for replacement of fence post

Finance & Policies

- Completed the July invoices and made payments that were approved through scheme of delegation as no August Meeting
- Prepared August invoices for approval

Meetings Attended / Training

- Final Clerk Handover mtg
- SCC A25 Safety
- Resident Bus Shelter project
- Quote for school safety railings
- Introductory mtg Re Betchworth and to discuss GG clearing

Planning

- Weekly planning monitoring
- Responses to planning apps MO/2024/1229/PLA MO/2024/0859/PLA

Other Items

- Updated noticeboards
- Parish News Letter – Bus Shelter Project
- Set up of new Cllr email
- Change of clerk contact for website and email host provider
- Change of clerk contact Parish Newsletter
- Phone set up to new clerk
- Back up account created for clerk mobile
- Clerk P45 and final pay slip issued to outgoing clerk
- Authentication completed for mail chimp so that emails do not go to junk