

JUNE CLERK REPORT

Betchworth Parish Council

Correspondence to acknowledge.

- Daily work communications (message out the comms that impact Betchworth)
- Prepared and sent weekly councillor update comms
- GATCOM Weekly News Bulletin's (issued to councillors for information)
- Weekly statements from Cllr Cooksey (issued to councillors for information)
- Prepared and posted minutes of June meeting
- Prepared Agenda with supporting documentation for cllr packs
- Followed up on May police report
- Prepared draft for Parish Magazine
- MOP correspondence re opportunities for room bookings in Betchworth
- Liaised with County Councillor over meeting attendance and Devolution update at July meeting
- Correspondence with ICCM regarding membership
- District Cllr correspondence regarding defibrillator schemes
- Estate correspondence regarding defibrillator locations in village
- Submission of CIL return to MVDC for 2024/25

Highways/ Rail

- Liaised with County Cllr and Parish Cllrs regarding dates for Highways review of issues

Burial Ground

- Correspondence with funeral directors re permit requests
- Correspondence with funeral director re ashes internment x 1
- Correspondence with MOP re ashes plots x 1
- Preparation for Interment
- Visits x 2 with Cllrs Winter and Wilson
- Liaison with MOP and Cllrs re memorial query
- Prepared recommendation paper for July meeting

Allotments

- Followed up on 2025/26 invoicing
- Reviewed waiting list and liaised with potential new tenant(s)

Footpaths

- Liaison with District Cllr re adjoining footpath with another Parish
- Correspondence with MOP over clearing

Finance & Policies

- Processed payment of June Invoices
- Prepared July's invoices for approval
- Prepared and submitted VAT return

Meetings Attended / Training

- Monthly Parish Meeting
- Village APM
- CiLCA Training x 1 session

Planning

- Weekly planning monitoring
- Liaised with resident re planning works

Other Items

- Updated noticeboards
- Updated website to include Defib locations
- Updated The Circuit to reflect recently installed Pads on the VH defib and checked all data up to date
- Updated and circulated action log
- liaised with Cllr Winter to review locks on noticeboards and ordered replacements for boards where locks have completely failed.
- Review of document sharing solution(s) for Council papers and packs