NOVEMBER 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
- Prepared and posted minutes of November meeting
- Prepared Agenda with supporting documentation for cllr packs
- Request to Police Community Support Officer for updated report
- Chased MVDC for Police report
- Corresponded re VH bookings

Highways/ Rail

- Liaison with SCC over expected consultation for Pebble Hill
- Liaison with SCC re A25 safety works

Burial Ground

- Correspondence with funeral director over full Interment
- Correspondence with funeral director re Permit
- Liaised with MOPs re enquiry on ERBs and issued invoice
- Site visit to look at consecrated plot options
- Met with contractor re Autumn works and fencing estimate
- Reviewed current database and hard copy records in preparation for induction with new support clerk to improve BG processes.
- Chased overdue bill payments
- Visit with 2nd contractor for fencing estimates

Allotments

- Reviewed waiting list and liaised with tenants
- Email to tenants re update on policy and communal area following November full Council mtg
- Met with contractor re quote for tap relocation and improvement works to water supply at site
- Site visit to prepare communal plot

Footpaths

- Liaison with Cllrs and SCC re 484 resulting in site visit
- Liaison with Cllrs, SCC and MOP re dangerous steps on footpath off Wonham Lane resulting in site visit
- Further correspondence with SCC over potential for funding to support resurfacing and repair works 457 & 458 resulting in site visit

- Meeting with Estate to discuss footpath matters

Finance & Policies

- Processed payment of November Invoices
- Prepared December's invoices for approval
- Completed mth end for November and bank recs
- Sent draft 2026/27 budget pack inc agenda to Finance Group

Meetings Attended / Training

- Monthly Parish Meeting
- Mtg with Chair & Vice Chair
- BG visit to discuss Autumn works
- Finance Group Mtg to review 2026/27 Budget
- SCC Footpath Officer on Site Mtg
- Induction sessions x2 with support clerk
- Estate Meeting to discuss Parish Programme of works
- SCC Contractor visit to look at fencing options
- SALC annual meeting

Planning

- Weekly planning monitoring

Other Items

- Updated noticeboards
- Updated and circulated action log
- Prepared November Backup
- Completed risk assessment for Litter Pick
- Arranged supplies from MVDC for litter pick
- Prepared schedule and updated notice boards with 2026 meeting dates
- Booked Hamilton room for Jan/Feb/March mtgs and enquired about availability for 2nd Monday of the month
- Post Redirection and updating of address
- Update website with A25 safety changes news