SEPTEMBER 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 September meeting
- Prepared Agenda with supporting documentation for cllr packs
- Request to Police Community Support Officer for updated report
- Prepared draft for Parish Magazine and submitted
- Correspondence with MOP re facilities in Betchworth x 2
- Correspondence re GG fencing with MOP

Highways/ Rail

- Comms with SCC, County Cllr and Working Group re A25 DfT Safety Roads Fund & Speed Check to set up meeting

Burial Ground

- Correspondence with funeral director over Ashes Interment
- Liaised with MOPs re enquiry on existing plot and memorial
- Meeting with Cllrs to look at Burial Ground expansion plan 2025/26
- Site visit with Cllrs to consider Burial Ground expansion (including allotment works) and review existing perimeter and fencing issues

Allotments

- Reviewed waiting list and liaised with potential new tenant(s)
- Visited site with new tenant and allocated plot to new tenant
- Supported further clearing of site
- Met with allotment holders to discuss Burial Ground expansion plan and maintenance at site
- Correspondence with tenant over 2025/26 invoice and plans for plot
- Correspondence with tenant re refund

Footpaths

- Liaison with Cllrs and District Cllr re footpath 90a
- Liaison with MOPs re access

Finance & Policies

- Processed payment of September Invoices
- Prepared Octobers's invoices for approval
- Completed mth end for September and bank recs
- Posted policies approved at September meeting to website
- Posted conclusion of Audit on website and notice boards
- Completed VAT return

Meetings Attended / Training

- Monthly Parish Meeting
- Mtg with Chair
- Mtg with Chair & Vice Chair
- Mtg with Cllrs re Burial Ground Expansion
- Site Visit with Cllrs to Burial Ground
- Allotment Tenants Meeting
- SALC Meeting on new Employments Rights Bill
- SCC Road Safety Mtg with officers and Cllrs
- SALC Forum

Planning

- Weekly planning monitoring
- Followed up with SCC on date field required on new application portal
- Submitted comments letter

Other Items

- Updated noticeboards
- Updated and circulated action log
- Prepared September Backup
- Uninstalled out of date virus software from Clerks laptop and ensured Microsoft defender settings appropriate