

## **HEADLEY PARISH COUNCIL**

Draft Minutes of the meeting held on Monday 21<sup>st</sup> May 2018

**Present:**

Cllr. David Preedy (Chairman)

Cllr. Jon Laverty

Cllr. Vivienne Williams

Cllr. Paul Furr

Cllr. Jane Pickard

District Councillor Ladell

Clerk Tracy Hamer

**1. APOLOGIES**

Cllr. Suzanne Lewis

Cllr. Erin Sheridan

**2. DECLARATIONS OF INTEREST**

Nil.

**3. APPOINTMENT OF CHARMAN AND VICE CHAIRMAN**

Cllr. Preedy asked for nominations for Chairman. Cllr. Preedy was nominated by Cllr. Pickard and seconded by Cllr. Laverty and was elected unanimously. The Chairman asked for nominations for Vice Chairman; Cllr. Sheridan was proposed by Cllr. Preedy and seconded by Cllr. Laverty which was unanimously agreed. To be confirmed with Cllr. Sheridan by email.

**4. MINUTES OF LAST MEETING**

26/03/18 – proposed by Cllr. Preedy and seconded by Cllr. Laverty.

19/04/18 – proposed by Cllr. Preedy and seconded by Cllr. Laverty.

**5. OPEN PUBLIC FORUM**

No issues raised.

**6. CHURCH LANE NURSERY SITE**

Cllr. Preedy explained that PC support is required before pre-planning will commence. It was generally felt that the Parish Council is happy to offer this support but the Parish Council will not endorse any scheme until it has been broadly approved by the local community. Cllr. Preedy to action the above communication to Jonathan Greenberg,

**7. COMMUNITY LED HOUSING**

Cllr. Preedy reported that one volunteer had shown an interest following the Village Meeting and asked if the attending Councillors could suggest others who may be able to offer their expertise. Cllr. Preedy is very happy to discuss the matter with anyone who would like to know more.

**8. GDPR**

Cllr. Preedy explained the benefits of appointing an external DPO to ensure the Parish Council is fully compliant. The cost to appoint Satswana is £150 + VAT per year. This was proposed by Cllr. Preedy and seconded by Cllr. Laverty and unanimously agreed. TH to action.

## 9. INSURANCE

The annual insurance renewal was reviewed and it was decided to agree a 3 year fixed term arrangement.

## 10. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2017/18

Cllr. Preedy explained the findings following the Internal Audit 2017/18 as well as the End of Year Financial Statement and the Annual Governance and Accountability Return 2017/18 Part 2. Proposed by Cllr. Preedy and seconded by Cllr. Laverty. All details unanimously agreed to be correct.

## 11. FINANCE

Cllr. Laverty reported that he had checked the reconciliation of the bank accounts dated 21<sup>st</sup> May 2018 on 21<sup>st</sup> May 2018.

### Payments

The Clerk reported the following payments had been made since the last meeting:

Date	Cheque No.	Payee	Service	Amount
20/04/18	Direct Debit	Tracy Hamer	April Salary	336.80
20/05/18	Direct Debit	Tracy Hamer	May Salary	375.16

The Clerk requested approval for the following payments:

Date	Cheque No.	Payee	Service	Amount
21/05/18	691	Mulberry & Co	2017/18 Internal Audit	194.58
21/05/18	692	Headley Village Stores	AVM Refreshments	196.42
21/05/18	693	Headley Village Hall	AVM Hall Hire – 16/05/18	37.00
21/05/18	694	Headley Village Hall	HPC Hall Hire – 21/05/18	37.00
21/05/18	696	Tracy Hamer	April/May Expenses	111.65
21/05/18	695	Headley Village Hall	HPC Hall Hire – 09/05/18	37.00
21/05/18	697	Came & Company	2018/19 Insurance Renewal	596.54
21/05/18	698	NJ Birch	Strimming Services	289.20

Approval for the above expenditure was agreed - proposed by Cllr. Preedy and seconded by Cllr. Laverty.

## 12. - MAINTENANCE

### i) Playground

Cllr. Furr reported that part of the fence has been pushed over.  
Cllr. Williams to check.

**ii) Footpaths**

Cllr. Lavery reported that Carmel Lavery (Footpaths Officer) will report the fallen tree in Springfield which is partially blocking the adjacent footpath, to Surrey Highways.

**iii) Highways**

**Pebble Hill Junction** – No updates.

**13. HEADLEY COURT**

No updates.

**14. PLANNING**

**No new applications.**

**Decisions considered between meetings:**

**MO/2018/2291 PLAH** - Old Court, The Drive, KT22 8QW – Alteration to windows and doors of existing detached outbuilding. APPROVED WITH CONDITIONS.

**15. OTHER PARISH COUNCIL ACTIVITIES**

Cllr. Furr would like to talk to the National Trust regarding maintenance on the corner of Headley Grove. Cllr. Lavery to help with contacts.

**16. CONSULTATIONS**

None to be discussed.

**17. QUESTIONS FROM PARISH COUNCILLORS**

Cllr. Preedy read a letter out from ex councilor Geoffrey Robb in relation to two caravans and some substantial wooden huts that have been built on the outskirts of the village. Cllr. Preedy to investigate.

Cllr. Preedy and District Councillor Ladell explained that they have received comments of concern in relation to the recent change of use application for The Bungalow. Cllr. Preedy explained he has been given written assurance that it will be a residential home for children with emotional/behavioral needs, but not young offenders.

The meeting closed at 9.35pm.

The next meeting will be held on Monday 30th July 2018 at 7:30pm in the Village Hall

Signed.....Chairman

Dated.....

