

## **HEADLEY PARISH COUNCIL**

Minutes of the meeting held on Monday 30th January 2017

**Present:**

Cllr. David Preedy (Chairman)

Cllr. Jon Laverty

Cllr. Suzanne Lewis

Cllr. Erin Sheridan

Cllr. Vivienne Williams

District Councillor Ladell

Clerk Anne Leguen de Lacroix

**1. PUBLIC FORUM**

No public were in attendance.

**2. APOLOGIES**

County Cllr. Hazel Watson, Cllr. Furr and Cllr. Pickard

**3. DECLARATIONS OF INTEREST**

Cllr. Williams - Grove Farm - Item 8 – is immediate neighbor of the application site

Cllr. Preedy - Old Court – Item – member of Tyrrells Wood Golf Club which adjoins the site

**4. MINUTES OF LAST MEETING**

Approval of the Minutes of the meeting held on 28th November 2016 was proposed by Cllr. Williams and seconded by Cllr. Laverty and agreed unanimously.

**5. MATTERS ARISING**

Headley Grove - Cllr. Preedy reported that he had sent a further request to the MVDC Planning Department but had not received a response he mentioned that he would go direct to Jack Straw. District Cllr Ladell said he would also add his input to this.

UK Power Networks - Power cuts - Cllr. Preedy reported that he had received an explanation that over the last three years UK Power Networks have been fitting a 'robot' on supply lines that detects an early warning on supply failure, but there is a side effect caused by this which can lead to short (approx 10 minute) power cuts. They also mentioned that powercuts would be more frequent until some trees have been cut back.

Open Reach - Cllr. Preedy reported that following various discussions it appears that it is up to residents to contact them to make complaints as they are not engaging with councils or groups. Cllr. Preedy declared that the Parish Council would keep trying get help.

TENs - Cllr. Preedy reported that the Parish Council would not be given advance notice of any planned events as to change the law would not be a simple issue.

Tar Footpath - The path is dangerous; photos have been taken and sent to the SCC Footpath Officer for further update. Cllr Preedy and Cllr Laverty are liaising with County Cllr Hazel Watson and SCC Footpath Officer to find a solution.

**6. RISK REGISTER REVIEW**

Cllr. Preedy brought up the revision that was added to the Risk Register last year - The Future of Headley Court. His concern remains that when Headley Court is closed down what happens to the precept the Parish Council receives from the properties on this land?

As it is a Crown Property they are exempt but the MOD is honouring the council tax payment for the time being - however there is a risk if the ownership of Headley Court reverts back to the Charity Trust or a third party the voluntary payment will cease. The properties in Headley Court provide a significant amount towards the precept. Cllr. Preedy suggests revising the risk we have to clarify a) that this may be triggered in 2018-19 if the properties remain empty but under MOD ownership and b) if sold to a third party. Action to be proposed after May 2017 talk to MVDC about how different options might affect our precept. Meet finance team to discuss further. This information would be needed before we set the Council's budget for 2018-19.

Cllr. Sheridan suggested changing the layout of the Risk Register to highlight high or low risks with a traffic light system - red for severe impact, amber medium impact and green low impact. It was thought to be a good idea and Cllr. Sheridan was asked to produce the new format.

It was also agreed to change the wording on Personal Data section to clarify treatment of non-physical data, such as computer records. Once all changes have been made this is to be approved at next meeting.

## **FINANCE**

- i) It was agreed to accept the new letter of Engagement from the Internal Auditor - Mark Mulberry. Proposed by Cllr. Sheridan and seconded by Cllr. Laverty.
- ii) The Financial Statement was reviewed. Several items were noted:
- The £1,000 expense of supplying fencing/netting for the playground as agreed at last meeting needs to be added onto the Financial Statement.
  - an amount of £36 (a cheque which has not been presented for payment by the payee) has now expired. A question to raise with the internal auditor on how to deal with this.
  - It was discovered that the Parish Council had not received an invoice from the Parish Council's email/website supplier. Clerk to contact and request invoice.
  - Cllr. Preedy has agreed to write off the remaining half of the loan owed to him following the scheduled repayment of £250 due in April. The funds generated will contribute to the costs of the planned netting at the Playground.
- iii) Cllr. Laverty reported that he had checked the reconciliation of the bank accounts dated 20th December on 26th January 2017.

### **i) Payments**

The Clerk reported that the following payments had been made since the last meeting (all approved by email):

| Date     | Cheque No.   | Payee                       | Service                           | Amount |
|----------|--------------|-----------------------------|-----------------------------------|--------|
| 28/11/16 | 626          | Headley Village Hall        | Hall Rental for HPC Meeting       | 36.00  |
| 20/11/16 | Direct Debit | Surrey Community Action     | Clerk's December Salary           | 350.16 |
| 06/1/17  | 627          | Headley Village Hall Stores | Refreshments for November Meeting | 12.00  |
| 20/1/17  | Direct Debit | Surrey Community Action     | Clerk's January Salary            | 350.16 |

The Clerk requested approval for the following payments:

| Date     | Cheque No. | Payee | Service             | Amount |
|----------|------------|-------|---------------------|--------|
| 27/01/17 | 628        | SLCC  | Annual subscription | 101.00 |

Approval for the above expenditure was agreed - proposed by Cllr. Sheridan and seconded by Cllr. Williams.

## 6. MAINTENANCE

### i) Playground

- No issues reported.
- Netting: Cllr. Furr to submit a planning application as council gets a reduction in cost of application. Cllr. Sheridan to update neighbours on situation and get their input of where posts should be placed.

### ii) Footpaths

**Tar Path** -see Matters Arising

### Highways

It was reported that Church Lane and Tot Hill would be closed at various times in February due to various works carried out by BT OpenReach and Network Power. Cllr. Preedy reported that he was contact by a resident of Tot Hill who reported icy roads - this road is not gritted. It was thought that this item would be added to forthcoming newsletter. District Cllr. Ladell added that as roads do get gritted by gritting lorries the grit bins do not get refilled

## 7. HEADLEY COURT

Cllr. Preedy reported that there was no further update for the time being. District Cllr. Ladell mentioned that he was due to attend a meeting in the week with the Trustees, Knight Frank and MVDC.

## 8. PLANNING

Old Court - it was reported that various applications have been made for permitted development rights - volume and footprint exceeds normal amounts. Headley Parish Council will ask MVDC to look at all the applications as one.

### Applications considered between meetings:

**MO/2016/1750/PCL** - Burley Cottage, Headley Common Road, Headley KT18 6NE - Application for proposed certificate of lawfulness in respect of the erection of an outbuilding containing office and games room.

**MO/2016/1943/TFC** - Hallega Folly, 12 Hurst Close, Headley KT18 6DZ - Remove 1 No. Portuguese laurel tree and remove a low lateral branch from 1 No. sycamore tree, overhanging garden wall; both trees located in rear garden.

**MO/2016/1867/ECL** - Red Cottage, Boxhill Road, Box Hill, Tadworth KT20 7PD - Box Hill (Unparished) Within 20m of Box Hill & Headley Parish - Certificate of lawfulness for an existing use in respect of use of part of the garage as habitable accommodation for a period of more than 10 years.

**MO/2016/1871/PLAH** - Grove Farm Cottage, Headley Grove, Headley, KT18 6NR - Erection of a two storey side extension following the demolition of existing side/rear extension.

**MO/2016/1990/PLAH** - The Nower, Tilley Lane, Headley KT18 6EE - Enlarge ground floor porch and add single storey front/side extension. Enlarge loft space into a gable to increase habitable accommodation at first floor level.

**MO/2017/0040/PCL** - Old Court, The Drive, Leatherhead KT22 8QW - Certificate of lawfulness for a proposed development in respect of the construction of a detached outbuilding housing an indoor swimming pool, home office and other leisure facilities

**MO/2017/0041/PCL** - Old Court, The Drive, Leatherhead KT22 8QW - Certificate of lawfulness for a proposed development in respect of the erection of a single storey side extension.

**Decisions considered between meetings:**

**MO/2016/1579/PLAH** - 2 Heath Farm Cottages, Church Lane, Headley KT18 6LD - Retrospective application for conversion of existing garage to habitable accommodation. Approved with Conditions

**MO/2016/1750/PCL** - Burley Cottage Headley Common Road, Headley KT18 6NE - Application for proposed certificate of lawfulness in respect of the erection of an outbuilding containing office and games room. Approved with Conditions

**MO/2016/1943/TFC** - Hallega Folly, 12 Hurst Close, Headley KT18 6DZ - Remove 1 No. Portuguese laurel tree and remove a low lateral branch from 1 No. sycamore tree, overhanging garden wall; both trees located in rear garden. Approved

**MO/2016/1771/PLAH** - Brackenhurst, Ashurst Drive, Box Hill KT20 7LR - Within 20m of Headley Parish - Erection of a replacement outbuilding for ancillary use to the main dwelling. Withdrawn

**9. OTHER PARISH COUNCIL ACTIVITIES**

- Cllr. Preedy reported that he will be seeking three quotes from electricians to fix the Village defibrillator. He would also seek advice from both electrician and Village Shop owners as to where the best position for it to be fixed. Training sessions on how to use the defibrillator would be set up. This would also be advertised in the HPC Newsletter.
- Cllr. Preedy asked for thoughts for speakers for the Annual Village Meeting. Several ideas were put forward: Headley Court/National Trust in relation to Headley Heath plus community groups.
- Village Litter Pick - Cllr. Williams mentioned 4th March between 10am-12pm. She mentioned she needed to check this with Cllr. Furr as to the use of his pick-up and confirm. A second litter pick was proposed for autumn 23rd September 10 am - 12pm
- Replacement Clerk - the current Clerk asked to step down by 28th February - it was agreed that if now suitable candidate had been found by that time that the role would be allocated temporarily to a councillor. This was proposed by Cllr. Sheridan and seconded by Cllr. Lewis .

**10. CONSULTATIONS**

None to be discussed.

The meeting closed at 09:30 pm.

The next meeting will be held on Monday 27<sup>th</sup> March 2017 at 7:30pm in the Village Hall

Signed.....Chairman

Dated.....