

HEADLEY PARISH COUNCIL

Draft Minutes of a **General Meeting** held on Monday 25th November 2019

PRESENT

Cllr David Preedy – Chairman

Cllrs Laverty, Williams (left the meeting at 9pm), Furr, Pickard, Steventon & Coe

Tracy Hamer - Clerk

11 members of the public

1. **APOLOGIES** Nil

2. **OPEN PUBLIC FORUM**

A member of the public expressed concern regarding increased traffic levels and speed of traffic and the associated risk to horses and their riders. It was agreed to invite a speaker from the BHS to raise awareness. TH will contact Surrey CC regarding the bridleway that was closed across Headley Court when the MOD were in residence.

A member of the public expressed concern regarding the timing of the planning application for Headley Court falling over the Christmas period. Cllr Preedy explained that legislative timescales will apply but urged all local residents to make their submissions and that all submissions received in the 13 week period will, by law, be considered by planning officers. Cllr Furr stated that the Parish Council will make a timely response to the application.

A member of the public requested clarification regarding the traffic survey undertaken by Angle. It was noted that a recent survey was commissioned in September 2019 and that full details will be published in the planning application.

The Clerk will publish the documents from the recent public exhibition on the Parish Council website.

Local residents asked for an update on the application for the Church Lane Nursery site – see Item 8.

Councillors will organise Open Events for local residents at the Village Hall to discuss the applications for both Church Lane and Headley Court. A printed mailer will be distributed to all households.

3. **DECLARATIONS OF INTEREST** Cllr Preedy declared a potential non-pecuniary interest in current or potential future planning applications as Chair of the Development Management Committee at MVDC. During the Public Forum, a member of public asked whether any Parish Councillors faced personal conflicts of interest with respect to Headley Court. Cllr Pickard stated she understood that Wates Construction had been named as a possible participant in the project; she explained she and her husband have been personal friends since childhood of the Wates family but that neither this nor her husband's role as a company co-director alongside two members of the Wates family constituted a pecuniary conflict of interest.

3. **MINUTES** Minutes of the meeting dated 30th September 2019 were read and approved. Proposed by Cllr Laverty and seconded by Cllr Williams.

4. **MATTERS ARISING**

WEBSITE: The Clerk reminded Councillors they need to write and submit their photo and biography details asap.

APPROVAL OF PLANNING WORKING GROUP TERMS OF REFERENCE: See Item 8.

5. FINANCE

RECONCILIATION OF ACCOUNTS: Cllr Laverty reported that he had checked the reconciliation of the bank accounts dated 18th October 2019 on 19th November 2019. The financial statement was reviewed and no concerns were noted.

2020/21 BUDGET CONSIDERATIONS AND PRECEPT: The draft budget (Appendix 1) was approved and unanimously approved. It was also unanimously agreed to make no increase to the 2020/21 precept. Proposed by Cllr Steventon and seconded by Cllr Pickard.

The Parish Council reviewed the adequacy of the General Reserve for the current year and for 2020/21. It was decided that the Council could afford to spend up to £5000 either in 2019/20 or 2020/21 if necessary, to get external advice on planning issues (Appendix 1).

PAYMENTS: The following payments have been made since the last meeting:

Date	Payee	Chq no	Amount
20/10/19	Staff Salary October	DD	379.43
20/11/19	Staff Salary November	DD	379.43

Approval was requested for the following payments:

Date	Payee	Chq no	Amount
25/11/19	October/November Clerks Expenses	755	43.40
25/11/19	Headley Village Hall – November Meeting	756	37.00
25/11/19	Headley Village Shop – Meeting Refreshments	757	12.50
25/11/19	SCA – Payroll Costs	758	120.00
25/11/19	NJ Birch – Strimming	759	985.20
25/11/19	New printer for office	760	56.49

Approval for the above expenditure was agreed – proposed by Cllr Preedy and seconded by Cllr Furr.

7. MAINTENANCE

PLAYGROUND: The new table top has been installed.

FOOTPATHS AND GRIT BINS: Cllr Preedy confirmed there are 7 Surrey CC grit bins in the village to be checked.

HIGHWAYS AND PEBBLE HILL JUNCTION: Cllr Preedy met with Surrey CC and presented a possible change to the junction which may be funded with CIL money. Feedback will be provided following discussion to enhance the width of the road at the crossing point.

8. PLANNING

GENERAL PLANNING ISSUES: There was some discussion of the operations of the Planning Working Group. It was felt that the Group needed to concentrate its attention on major planning applications. Cllrs Laverty & Pickard agreed to take responsibility for preparing responses to more

routine applications. Cllrs Preedy, Lavery and Pickard to review previous applications to form a checklist for future applications. Terms of Reference were not approved and will be added to the January 2020 agenda under the advice of the Clerk.

CHURCH LANE NURSERY SITE: Cllr Preedy left the room for this discussion and Cllr Lavery took the Chair. Cllr Pickard reported that the planning application is expected December/January 2019 and Cllr Lavery gave a brief summary of the revised proposals of the site. It was unanimously agreed that members will respond as a statutory consultee once the planning application is lodged. The Parish Council will organise an Open Day at the Village Hall for residents to discuss their views with Councillors.

HEADLEY COURT: All members (except Cllr Preedy – see item 2) will be informed of discussions and matters relating to Headley Court.

Discussion was focused on the best way to progress before and after the planning application is lodged with MVDC.

Members of the Planning Working Group recommended that the Council should take early professional advice on the impact of historic Personal planning consents on the permissible scale of development at Headley Court. Cllr Lavery expressed concern that the Parish Council would be spending a significant percentage of our annual precept on a single item, particularly as MVDC had not as yet decided on their course of action. It was agreed that Cllr Coe should obtain three quotes for the work and that an upper limit of £5000 be set for any expenditure on this. Proposed by Cllr Coe and seconded by Cllr Lavery. **Cllr Coe to action.**

9. **CURRENT PLANNING APPLICATIONS:**

MO/2019/1895/PLAH - 1 Cunliffe Close, Headley KT18 6EG - Erection of a two-storey side and rear extensions following demolition of attached garage.

MO/2019/1951/PLAH - Woodside Cottage, Tumber Street, Headley KT18 6PA - Erection of two storey side extension (part enveloping existing single storey structure) with single storey front projection; erection of two storey rear extension set into bank and erection of front entrance porch (reinstatement of original).

MO/2019/1997 - 3 Church Lane, Headley KT18 6LP - Erection of a detached garage and single storey rear extension.

MO/2019/1591/PCL - Farriers, Tilley Lane, Headley KT18 6EE - Certificate of Lawfulness for a proposed development in respect of a loft conversion to include 2 No. side dormer windows; 2 rooflights to front roof elevation and glass to front gable - **APPROVED**

MO/2019/1588/PLAH - Farriers, Tilley Lane, Headley KT18 6EE - Erection of conservatory to side - **APPROVED WITH CONDITIONS**

MO/2019/1423/TFC - Fairacre, Headley Grove, Headley KT18 6NR - Reduce elongated branches of Oak tree (marked T1 on submitted plan) by approx. 1.5m and reduce 2 large limbs which overhang roof by approximately 3 metres - **REFUSED**

19/01711/CLE - The use of 2 caravans used for seasonal works on an agricultural holding (Reigate & Banstead) – **NO OBJECTIONS BY MVDC**

Note: Headley Parish Council submitted an objection to this application – see Appendix 2.

Note: In order to avoid the risk of pre-determination in his role on MVDC Development Control Committee, Cllr. Preedy does not participate in the Parish Council's discussion on planning applications other than on issues of process.

- 10. **OTHER PARISH COUNCIL ACTIVITIES:** Nil.
- 11. **REPORTS FROM OTHER BODIES:** Nil.
- 12. **CONSULTATIONS:** Broome Close Phone Box – It was unanimously agreed that the removal of the phone box due to lack of use is reasonable and no objection will be made.
- 13. **QUESTIONS FROM PARISH COUNCILLORS:**
Cllr Preedy noted the Clerk has not been paid accrued holiday according to the terms of the Clerks contract of employment. It was unanimously agreed to action back payment of holiday pay. **Cllr Preedy to action.**

The meeting closed at 10.50pm.

The next meeting will be held on Monday 27th January at 7.30pm in The Village Hall.

Signed: Chairman

Dated:.....

Appendix 1

HEADLEY PARISH COUNCIL - BUDGET 2020/21					
	Actual		Budget		Est
Expenditure	2018/19		2019/20		Forecast
					Est
					Budget
					2020/21
Administration					
Clerk's expenses	50		25		25
Broadband contribution	120		140		140
Clerk's mileage	360		415		380
IT Equipment and Supplies	100		100		100
Village Hall rental (including Heritage W/E)	450		450		500
SALC membership	192		200		220
SLCC membership	130		130		150
Subscriptions & donations	130		130		130
Insurance	600		600		613
Internal Audit	163		230		200
District Audit (BDO)	0		0		0
Data Protection - annual notification fee	185		200		200
Bank - certificate holding fee	0		0		0
Courses/training	300		525		500
Council Tax shortfall	0		0		0
Contested election costs	500		500		500
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	3280		3645		2996
					3665
Salary Costs:					
Clerk's salary (inc annual leave lieu payment)	4041		4600		4231
Payroll fees	68.2		110		80
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	4109.2	0.00	4710	0.00	4311
					4700
Community Support					
Playground lease rent	50		50		50
Projects	1000		1000		1000
Playground - weed spraying	0		150		150

Playground - grass "cut and collect" service	0	0	0	0
Football/play area inspection & annual safety check	0	0	0	0
Playground - new equipment/maintenance	500	500	500	500
Church Lane Footpath Clearance	240	240	240	240
Gateway sign strimming	500	500	500	500
Footpath maintenance & V/H strimming	1350	1350	1350	1350
Grit for Broome Close grit bin	0	100	0	100
Catering: Annual Village Meeting	198	250	220	250
Other public meeting refreshments	140	155	80	140
Website set-up/hosting/maintenance & support	0	900	899	300
Contingencies & small works	100	300	0	300
Newsletter	180	180	200	250
Section 137 Fund	100	100	100	100
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	4358	5775	5139	5230
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Total Expenditure excl VAT	11747.2	14130	12446	13595
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			Est	Budget
	Actual	Budget	Forecast	Budget
Income	2018/19	2019/20	2019/20	2020/21
Precept	13500	13500	13500	13500
MVDC concurrent grant	1049	1049	822	822
Bank interest	7	7	8	7
Dividends	70	70	71	70
Miscellaneous	30	30	2418	0
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Total income	14656	14656	16819	14399
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Surplus/deficit(-)	£ 2,909	£ 526	£ 4,373	£ 804

Impact of proposed budget on Reserves

	19/20 close	20/21 Budget	20/21 Close
Contested election costs	3000	500	3500
Playground Equipment	205	500	705
Projects (incl VetY & Parish Plan)	3884	1000	4884
Uncleared cheques	0	0	0
General reserve	11924	804	12728

450

Total Reserves	19013	2804	21817
Precept cover	88.3%		94.3%

Appendix 2

MVDC
Pippbrook
Dorking RH4 1SJ

13th November 2019

Ref: 19/01711/CL– Land Parcel Known As SY499306 Hurst Road Walton On The Hill Surrey

The use of 2 caravans used for seasonal works on an agricultural holding.

Please see below comments regarding this application from Headley Parish Council following consideration of the application.

The Parish Council strongly object to this application and recommend enforcement action to remove the existing caravans. The site is inappropriate for any residential use being within the Green Belt and an Area of Great Landscape Value. Furthermore, the site will be accessed by a public bridleway through the village of Headley. This is a narrow track frequented by other users including horse riders, cyclists and walkers and vehicles on the track would endanger those users.

The Parish Council sincerely hope that these comments are helpful to your deliberations.

Kind Regards,

Tracy Hamer

Clerk - On behalf of Headley Parish Council

clerk@headley-pc.gov.uk