

HEADLEY PARISH COUNCIL

A remote ordinary meeting of the Parish Council will be held on **Monday 27th July 2020** at 7.30pm be held online at <http://zoom.us>.

Members of the public are most welcome to attend the meeting remotely and address the Parish Council during the Open Public Forum only. Total time allocated for this session is 15 minutes. Please email the Clerk at clerk@headley-pc.gov.uk for the Meeting ID and Passcode to join the meeting remotely, before 5pm on the day of the meeting. Questions can also be sent in advance to the Clerk by email or phone.

AGENDA

1. Apologies
2. Open Public Forum
3. Declarations of Interest
4. Minutes of the meeting dated Monday 13th July 2020
5. Matters Arising
 - Covid-19 update
 - Wifi provision to Shop and Village Hall
 - Strimming tender
 - Casual Vacancy
 - Agree protocols for HPC regarding engagement in legal actions
6. Financial Report
 - Financial report

Payments between meetings	Chq no	Amount
Clerk June Salary	DD	396.10
Clerk July Salary	DD	396.10
Came & Company Insurance	779	629.83
Satswana - DPO	780	180.00
MVDC Playground Rent	781	50.00
Netwise – Annual Hosting & Maintenance	782	300.00

To be authorised for payment 18.05.20	Chq no	Amount
Clerks expenses	783	56.58
Payroll fees	784	18.00
NJ Birch Garden Services – Strimming	785	834.00

7. Maintenance
 - Playground – inspection and rotas, trees, parking, annual safety check
 - Footpaths and grit bins
 - Highways and Pebble Hill Junction
 - Waterworks
8. Planning
 - Headley Court
 - Church Lane Nursery
 - Current Planning Applications as follows:

MO/2020/0795/PLAH - 1, Cunliffe Close, Headley KT18 6EG - Erection of a two-storey side, single storey rear extension following demolition of existing garage.

MO/2020/0823/PLAH - Highlands Farm, Headley Road KT22 8QD - Proposal: Erection of a tractor shed attached to the rear of garage.

MO/2020/0874/DEA - Land at The Drive, Leatherhead - Prior notification for the erection of an agricultural building of 9.10 metres x 6.10 metres for the storage of machinery - **PRIOR APPROVAL NOT REQUIRED**

MO/2020/0569/ECL - Land at Lodgebottom Road and Mill Way - Certificate of Lawfulness for an existing use in respect of the land being used for forestry for a period in excess of 10 years - **APPROVED**

Note: In order to avoid the risk of pre-determination in his role on MVDC Development Management Committee, Cllr. Preedy does not participate in the Parish Council's discussion on planning applications other than on issues of process. This excludes applications that the Parish Council deems to be "major", where he will stand aside should they come to Mole Valley's Development Management Committee.

9. Other Parish Council Activities
10. Reports from other bodies
11. Consultations – NALC Code of Conduct <https://www.nalc.gov.uk/news/entry/1500-nalc-calls-on-government-to-introduce-sanctions-to-support-the-proposed-code-of-conduct>
12. Questions from Parish Councillors

The next Parish Council Meeting will be held remotely on Monday 27th September 2020 at 7.30pm

Signed

Date.....

Tracy Hamer, Clerk to Headley Parish Council
clerk@headley-pc.gov.uk
07778 546477

HEADLEY PARISH COUNCIL

Headley Parish Council Protocols regarding engagement in legal actions

- Advice should be sought from SALC as to whether such action is within our powers;
- A maximum budget should be set aside and agreed at Full Council for costs associated with such actions;
- Such funding may be used to support a joint case with other parties, but HPC's liability should be capped;
- A specific Risk Assessment should be undertaken to ensure that the risks associated with factors such as cost over-runs, consequential liability and awards of costs should be undertaken;
- The insurance company should be consulted to ensure that Councillors are not at risk of personal liability;
- An assessment should be carried out to ensure that other possible resolutions have been explored to the full before joining in legal action;
- Research should be undertaken to ascertain whether HPC's financial liability can be managed via a no-win/no-fee arrangement with a suitably competent legal organisation

HEADLEY PARISH COUNCIL - FINANCIAL POSITION AT 15-Jul-20

Expenditure	Previous Year	Adjusted Budget	Paid	Anticipated/ Committed	Full year Forecast	Variance on budget	Notes
Administration:							
Clerk's expenses	0.00	25.00		25.00	25.00	0.00	
Broadband contribution	120.00	140.00	20.00	120.00	140.00	0.00	
Clerk's mileage	175.80	462.98	82.98	380.00	462.98	0.00	£82.98 o/s cheque @ 1/4/20
IT Equipment and Stationary Supplies	97.06	100.00	41.37	58.63	100.00	0.00	
Village Hall rental (Including Heritage W/E)	296.00	537.00	148.00	352.00	500.00	37.00	£37 o/s cheque @ 1/4/20 plus £74 o/s @ 1/4/20
SALC membership	197.19	220.00	157.88	0.00	157.88	62.12	
SLCC membership	109.00	150.00		150.00	150.00	0.00	
Subscriptions & donations	100.00	130.00		130.00	130.00	0.00	
Insurance	612.94	620.00	629.83	0.00	629.83	(9.83)	
Internal Audit	133.05	200.00	120.00	0.00	120.00	80.00	
Audit Commission (PKF)	0.00	0.00		0.00	0.00	0.00	
Data Protection - annual notification fee and GDPR	190.00	200.00	150.00	40.00	190.00	10.00	ICO in clerks expenses
Bank - Certificate holding fee	0.00	0.00		0.00	0.00	0.00	
Courses/training	110.00	500.00		500.00	500.00	0.00	
Council tax shortfall	0.00	0.00		0.00	0.00	0.00	
<i>Total Administration:</i>	<i>2,141.04</i>	<i>3,284.98</i>	<i>1,350.06</i>	<i>1,755.63</i>	<i>3,105.69</i>	<i>179.29</i>	
Salary Costs:							
Clerk's salary (inc annual leave lieu payment)	5,203.17	4,600.00	1,584.40	3,015.60	4,600.00	0.00	
Payroll fees	140.00	100.00		100.00	100.00	0.00	
<i>Total Salary Costs:</i>	<i>5,343.17</i>	<i>4,700.00</i>	<i>1,584.40</i>	<i>3,115.60</i>	<i>4,700.00</i>	<i>0.00</i>	
Community Support:							
Playground Lease Rent	50.00	50.00	50.00	0.00	50.00	0.00	
Projects	0.00	1,000.00		1,000.00	1,000.00	0.00	
Playground - weed spraying	0.00	150.00		150.00	150.00	0.00	
Playground grass "cut & collect" service	0.00	0.00		0.00	0.00	0.00	Offset against extra grant from MVDC
Football/play area inspection & annual safety check	0.00	0.00		0.00	0.00	0.00	Free of Charge inspection 2015-18
Playground equipment	294.00	500.00		500.00	500.00	0.00	Adjusted into Reserve
Gateway signs and around shop - strimming	1,143.00	500.00	161.00	339.00	500.00	0.00	
Footpath maintenance	775.00	1,350.00		1,350.00	1,350.00	0.00	
Church Lane Footpath Clearance	0.00	240.00		240.00	240.00	0.00	
Grit for Broome Close grit bin	0.00	100.00		100.00	100.00	0.00	
Annual Village Meeting refreshments	219.12	250.00		250.00	250.00	0.00	
PC meeting refreshments	84.00	140.00		140.00	140.00	0.00	
Website hosting/maintenance & support	899.00	300.00	300.00	0.00	300.00	0.00	
Contingencies and small works	0.00	300.00		300.00	300.00	0.00	
Newsletter	263.00	325.00	145.00	180.00	325.00	0.00	£75 o/s cheque @ 1/4/20
Section 137 Fund	100.00	100.00		100.00	100.00	0.00	
<i>Total Community Support:</i>	<i>3,827.12</i>	<i>5,305.00</i>	<i>656.00</i>	<i>4,649.00</i>	<i>5,305.00</i>	<i>0.00</i>	
Total expenditure excluding VAT	11,311.33	13,289.98	3,590.46	9,520.23	13,110.69	179.29	
VAT on PC expenditure	530.01	0.00	86.20	0.00	86.20	(86.20)	
Gross expenditure including VAT	11,841.34	13,289.98	3,676.66	9,520.23	13,196.89	93.09	
	=====	=====	=====	=====	=====	=====	

Income							
	Prev Yr	Budget	Received	Anticipated	Forecast	Variance	
						on budget	
Precept	13,500.00	13,500.00	6,750.00	6,750.00	13,500.00	0.00	
MVDC recreation grant	822.00	1,049.00	422.50	422.50	845.00	(204.00)	
Bank interest	11.46	7.00	4.69	7.00	11.69	4.69	
M & G dividends	97.09	70.00	24.06	70.00	94.06	24.06	
Miscellaneous	2,418.36	0.00	1,515.21	0.00	1,515.21	1,515.21	CIL
	-----	-----	-----	-----	-----	-----	
Total income excluding VAT	16,848.91	14,626.00	8,716.46	7,249.50	15,965.96	1,339.96	
VAT refund (prior year)	0.00	0.00	0.00	0.00	0.00	0.00	
VAT refund (current year)	504.43	0.00	530.01	0.00	530.01	530.01	
	-----	-----	-----	-----	-----	-----	
Gross income including VAT	17,353.34	14,626.00	9,246.47	7,249.50	16,495.97	1,869.97	
	=====	=====	=====	=====	=====	=====	
Balance Sheet							
Reserves:	Prev Yr	Current yr	Bank balances at		15-Jul		
			Current account		2,141.21		
Opening Reserves from previous year	19,441.86	25,053.86	Savings account		28,482.46	30,623.67	
Plus: anticipated full-year gross receipts	17,353.34	16,495.97	add: anticipated income and VAT receivable			7,249.50	
Less: Anticipated full-year gross expenses	11,741.34	13,196.89	less: anticipated expenditure and VAT paid			9,520.23	
Uncleared cheques at year-end	342.98						
	-----	-----				-----	
Anticipated Closing Reserves at year-end	25,053.86	28,352.94	Anticipated Bank balances at year-end			28,352.94	Correctly balanced
	-----	-----				-----	
			Long-term Investment				
			M & G Bonds @ Book Value			1,995.84	Value at Nov 2017 is 2086.24

			Total realisable funds at year-end			30,348.78	
						=====	
Forecast Reconciliation of reserves @ 31/3/2021							
		b/f	Income	Expenditure	Transfer	Carried forward	
Reserve for contested election costs		3,000.00			500.00	3,500.00	
Reserve for playground equipment		206.00				206.00	
Future projects		1,166.00				1,166.00	
CIL Reserve		2,418.36			0.00	2,418.36	
General reserve		18,263.50	16,495.97	13,196.89	(500.00)	21,062.58	
		-----	-----	-----	-----	-----	
Total reserves		25,053.86	16,495.97	13,196.89	0.00	28,352.94	
		=====	=====	=====	=====	=====	
General reserve as % of Precept		135.3%				156.0%	50% is typical prudent level