

## HEADLEY PARISH COUNCIL

Minutes of a General Meeting held via ZOOM  
at 7.30pm on Monday 30<sup>th</sup> November 2020

### PRESENT

Cllr David Preedy – Chairman  
Cllrs Laverty, Pickard, Furr, Steventon & Coe (joined the meeting at 7.45pm)  
Tracy Hamer – Clerk  
1 member of the public

1. **APOLOGIES** Nil
2. **OPEN PUBLIC FORUM** Nil
3. **DECLARATIONS OF INTEREST** Nil.
4. **MINUTES** of the meeting dated Monday 28<sup>th</sup> September 2020 were approved.  
*Proposed by Cllr Pickard and seconded by Cllr Furr.*

### 5. MATTERS ARISING

COVID-19 UPDATE: Cllr Preedy confirmed that Mole Valley will move into Tier 2 from Wednesday 2<sup>nd</sup> December. Guidance can be found at [www.gov.uk/coronavirus](http://www.gov.uk/coronavirus)

INSTALLATION OF BROADBAND IN THE VILLAGE HALL: No updates. It was agreed that this should be left until use of the Village Hall resumes post-Covid.

TRAFFIC CALMING IN THE VILLAGE: Cllrs Preedy and Laverty have completed the first stage of a survey of the roads and an inventory of all signage. Once complete, the results will be discussed with HHRA and MV Cycling Forum for input before a plan is formulated. Cllr Laverty suggested that we refer the completed report to Rob Fairbanks, Director of Surrey Hills AONB who may have some helpful suggestions. Following two quotes from independent consultants it was decided that a feasibility study would be too costly and would not yield the correct results. The proposed budget includes funds for traffic calming measure such as pole mounted speed cameras placed at strategic points in the village.

Councillors also approve the PC making a submission about the unsuitable HGV traffic on the roads through the village.

FORMALLY NOTE DECISION TO REFER HEADLEY COURT COMPLAINT TO THE OMBUDSMAN: Cllr Preedy confirmed that a submission was made from HPC to the Ombudsman on 17/11/2020, as unanimously agreed by Councillors by email on 29/10/2020.

Cllr Preedy updated those in attendance that conversations are ongoing regarding the validity of a petition. If a petition is permissible, 800 signatures from MV residents will be required to trigger a debate at Full Council.

Cllr Steventon asked if funds should be earmarked for legal advice for a Judicial Review (JR) in the 2021/22 budget. As HPC does not carry enough finance to take on the risk of a JR, it was agreed that we would rely on the advice given to any Group prepared to lead such an action and bear any financial risk. It was also agreed that HPC would engage in a JR in a supportive role, unless it was ruled out by other risks such as

reputational damage, and would consider providing a modest financial sum in support. This would be decided at Full Council.

CONFIRMATION OF 2021 MEETING DATES: The following dates are confirmed, although changes are expected due to Covid-19.

January 27<sup>th</sup>

March 30<sup>th</sup>

May 14<sup>th</sup> – Annual Village Meeting TBC

May 18<sup>th</sup> – Annual General Meeting

July 27<sup>th</sup>

September 28<sup>th</sup>

November 30<sup>th</sup>

## 6. FINANCE

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

Date	Payee	Chq no	Amount
20/10/20	Staff Salaries October 2020	DD	1065.08
20/11/20	Staff Salaries November 2020	DD	414.47

Approval was requested for the following payments:

Date	Payee	Chq no	Amount
30/11/20	Clerks Expenses	788	78.78
30/11/20	Payroll Fees Inv # 5549	789	18.00
30/11/20	NJ Birch Inv # 1485	790	1274.00
30/11/20	ICO Annual Fee	791	40.00
30/11/20	Village Hall Payment (March 2020)	792	37.00

The Clerk confirmed that cheque 792 is a replacement for cheque 771 issued in March 2020 which has been cancelled.

Approval for the above expenditure was agreed.

*Proposed by Cllr Pickard and seconded by Cllr Furr.*

## 7. 2021/22 BUDGET AND PRECEPT REQUIREMENT: Cllr Preedy noted that the council tax base for previous years is as follows:

2018/19	342
2019/20	342
2020/21	317 – due to Dale View/Cunliffe Close vacant and for sale
2021/22	347 – due to Dale View/Cunliffe Close mostly sold and occupied

This means that if we retain our total precept unchanged for 21/22, the amount per property will decrease to slightly below the level it was in 2019/20.

**The following motion was proposed by Cllr Preedy and seconded by Cllr Laverty.**

Headley Parish Council notes that:

- Since the announcement that the MoD was planning to leave Headley Court, the Parish Council has been actively managing two risks:
  - That the future use of the Headley Court estate might permanently reduce the Council Tax base for the Parish;
  - That the redevelopment phase of the Headley Court estate might lead to a temporary reduction of the Council Tax base
- As part of managing these risks, the Parish Council had taken prudent steps to build the Council's reserves above the level needed to support normal operations. As a result, the Council has deliberately built up a surplus over recent years, building an excess of about £7,000.
- The new owner of Dale View and Cunliffe Close has decided to sell the properties as they stand and most are now occupied by their new owners.

The Council therefore resolves:

1. To remove these risks from our Risk Register;
2. To treat the excess reserves of £7,000 as a windfall and allocate them to the Future Projects reserve with the intention that they be spent over the next two years on priority safety improvements arising from the current Highways survey;
3. To increase the annual transfer to the Playground refurbishment reserve to £2,000 per year with effect from 2021-22

**The motion was passed unanimously.**

The **2021/22 Budget** (see appendix 1) was proposed by Cllr Preedy and seconded by Cllr Laverty following the above changes to the reserves. This was unanimously agreed.

The **2021/22 Precept Requirement** will remain unchanged at £13,500. This was proposed by Cllr Preedy and seconded by Cllr Laverty and unanimously agreed.

## 8. MAINTENANCE

**PLAYGROUND:** Cllr Laverty noted the wooden steps to the slide are slippery. The Clerk will take advice from MVDC and/or Playforce and order parts as required.

The Clerk noted an ongoing situation regarding dangerous trees and leaf fall around the homes and parking area adjacent to the play area at Broome Close/The Spinney. MVDC have advised that Clarion Housing Group would be responsible. The Clerk has written to them and is waiting for a response.

**FOOTPATHS AND GRIT BINS:** Minor items regarding the footpaths have been reported as necessary. Cllr Pickard to check the grit bin at Broome Close. The rest have been checked by Cllrs Preedy and Laverty.

**HIGHWAYS AND PEBBLE HILL JUNCTION:** Following the May 2021 County Elections, The PC will contact the new Councillor for Reigate & Banstead and ask them to pursue the safety issues at Pebble Hill Junction.

SES WATERWORKS: Currently progressing along Headley Common Road. Cllr Furr will ask for advance knowledge of road closures once the work is back along Church Lane. Cllr Furr was asked to tell SES Water that the Parish Council is strongly opposed to any closure of Headley Common Road unless it is absolutely essential.

## 9. PLANNING

HEADLEY COURT: See Item 5.

CHURCH LANE NURSERY: Nil.

CURRENT PLANNING APPLICATIONS:

MO/2020/1940/CC - Headley Court, Headley Road, Headley, Epsom, Surrey, KT18 6JN Variation of Conditions 1 and 2 of planning permission MO/2017/1828 to allow the continued use of 2 No. temporary buildings to accommodate a 48 bed ward and a therapy building for a further 3 years and for the permission to solely benefit the National Health Service and Surrey County Council (revised description).

MO/2020/1865/TFC - St Mary's Church, Church Lane, Headley, Epsom, Surrey, KT18 6LQ  
Proposal: Reduce lateral branches of Western Red Cedar (marked T3 on submitted plan) by 2 - 2.5 metres, remove secondary branches by approximately 5 metres.

MO/2020/1901/TFC - Fairacre, Headley Grove, Headley, Epsom, Surrey, KT18 6NR  
Proposal: Oak tree (marked T1 on submitted plan) - remove crossing branches and trunk growth to adjacent roof height, reduce one limb over roof by 2 metres. (Includes removal of dead wood - exempt works).

MO/2020/1921/LBC - Vine Cottage, Leech Lane, Headley, Epsom, Surrey, KT18 6PJ  
Replacement of a portion of the existing picket fence to side of property to timber feather boarding fencing.

MO/2020/1975/PLA - The Pigeon House, Headley Court, Headley Road, Headley, Epsom, Surrey, KT18 6JN  
Proposal: Change of use of land to residential and erection of part single, part two storey, part first floor side and front extensions, first floor rear extension and rear dormer window.

*Note: Cllr Preedy and the Clerk to make contact with Clerkenwell to discuss movement of the footpath.*

MO/2019/2258/ECL - APPEAL REF APP/C3620/X/20/3259376

Location: Springfield, Church Lane, Headley, Epsom, Surrey, KT18 6LG

Proposal: Certificate of Lawfulness for the existing use of former stable as a residential dwelling for a period in excess of 4 years.

MO/2020/0795/PLAH - 1 Cunliffe Close, Headley, Epsom, Surrey, KT18 6EG

Erection of a two-storey side, single storey rear extension following demolition of existing garage.

**Decision: APPROVED WITH CONDITIONS**

MO/2020/1357/PLA - Garages at Dale View, Headley, Surrey

Erection of 4 detached dwellings with associated landscaping, parking and access following demolition of existing garage block. **Decision: WITHDRAWN**

*Note: MVDC has raised an enforcement issue regarding the hard standing which is outside the curtilage of the buildings, therefore constitutes inappropriate development in the Green Belt.*

MO/2020/1512/PLAH - The Pigeon House, Lee Green Lane, Headley, Epsom, Surrey, KT18 6AJ

Erection of part single, part two storey, part first floor side and front extensions, first floor rear extension and rear dormer window. **Decision: WITHDRAWN**

The Parish Council were contacted by Kingacre Estates seeking to promote land south of Headley Road, Leatherhead, for inclusion in the Mole Valley District Council Local Plan (Future Mole Valley) for up to 150 new homes.

It was agreed that the Parish Council should reply to oppose development of this site on the grounds that it would:

- Remove the Green Belt separation between Leatherhead and The Drive, which in turn is connected to Headley
- Overload the already dangerous junction onto the A24
- Generate more traffic on the narrow lanes leading to and through Headley

**10. REPORTS FROM OTHER BODIES:** Nil

**11. CONSULTATIONS:** Future Mole Valley - The Regulation 19 stage of the process is now expected to be early summer next year. It was delayed to allow full consideration of all of the responses made to the Draft Local Plan consultation held in February and March and give MVDC enough time to respond appropriately to the concerns raised and amend the Plan accordingly. It has also allowed consideration of potential changes necessary to the Plan as a response to the pandemic. Cllr Preedy explained that the Reg19 consultation was a different type of consultation primarily targeted at information to the Inspectors who have to approve the plan and focused on the legality of the plan preparation process rather than the details of policies and specific development sites.

**12. QUESTIONS FROM PARISH COUNCILLORS:** Cllr Steventon raised the issue of co-option to fill the vacancy for a Parish Councillor. A newsletter/poster will be circulated with full details. Cllr Lavery recommended that we contact the relevant person regarding the defibrillator to ascertain whether any contents needed replacing and/or servicing, as it had been in place for some time.

The meeting closed at 9.42pm.

The next meeting date will be held on Monday 25<sup>th</sup> January at 7.30pm.

Signed: ..... Chairman

Dated:.....

## Appendix 1

Headley Parish Council 2021/22 Budget		2018-19		2019-20		2020-21		2021-22	
		Budget	Final	Budget	Final	Budget	Forecast	Budget	Forecast
<b>RECEIPTS</b>									
Precept	13,500	13,500	13,500	13,500	13,500	13,500	13,500	13,500	
MVDC Concomitant Grant	250	796	1,049	822	1,049	845		850	
Bank Interest	10	9	7	11	7	8		7	
M&G	70	92	70	97	70	60		70	
Misc	-	30	30	-	-	-	-	-	-
CL	-	-	-	2,418	-	-	1,515	-	-
<b>Total income</b>	<b>£13,830</b>	<b>£14,427</b>	<b>£14,656</b>	<b>£16,848</b>	<b>£14,626</b>	<b>15,928</b>		<b>14,427</b>	<b>£8</b>
<b>PAYMENTS</b>									
Salaries	4,900	4,041	4,600	5,201	4,600	5,441		5,500	
Payroll Fees	180	63	130	140	100	100		130	
Clerks Expenses	20	36	25	-	25	-		25	
Chairmans Allowance	-	-	-	-	-	-		300	
Broadband Contribution	120	120	140	120	140	120		140	
Clerks Mileage	180	228	300	175	480	120		250	
IT Equipment and Supplies	100	38	100	97	100	160		300	
Village Hall Rental	450	133	450	296	517	150		450	
SSALC Membership	195	195	200	197	220	158		180	
SLCC Membership	130	75	130	109	150	150		150	
Subscriptions and Donations	130	40	130	100	130	130		130	
Insurance	575	506	600	822	620	630		700	
Internal Audit	250	163	230	133	200	120		200	
AGAR Fees	-	-	-	-	-	-		-	-
ICD Annual Fee	40	35	40	35	40	40		40	
Satowena DPD Annual Fee	150	150	150	150	150	150		150	
ZOOM Annual Subscription	-	-	-	-	-	180		125	
Training	300	114	525	110	500	30		500	
Contested Election Costs	-	-	-	-	-	-		-	-
Miscellaneous	-	-	-	-	-	-		-	-
Playground Lease Rent	50	50	50	50	50	50		50	
Projects	1,000	1,000	1,000	-	1,000	1,000		1,000	
Play Area weed spraying	150	-	150	100	150	-		150	
Play Area Annual Check	-	-	-	-	-	-		-	-
Play Area Maintenance and New Equipment	500	-	500	294	500	500		2,000	
Strimming Costs	2,090	2,090	2,090	2,212	2,350	2,350		2,600	
Gift for Broome Close Bin	100	-	100	-	100	-		300	
Catering for AVM	300	197	250	220	250	-		1,500	
Other public meeting refreshment costs	140	99	152	84	140	-		150	
Website Annual Hosting & Maintenance	300	-	300	899	300	300		300	
Contingencies & Small Works	300	-	300	-	300	-		300	
Traffic Calming Measures	-	-	-	-	-	-		7,000	
Newsletter	300	180	180	263	325	200		500	
Section 137 Fund	100	-	100	-	100	-		300	
<b>Total out going</b>	<b>£13,230</b>	<b>£9,843</b>	<b>£13,502</b>	<b>£11,599</b>	<b>13,537</b>	<b>12,079</b>		<b>£24,610</b>	<b>£8</b>
<b>Balance</b>	<b>£600</b>	<b>£4,585</b>	<b>£1,154</b>	<b>£5,249</b>	<b>£1,089</b>	<b>£3,849</b>		<b>-£10,183</b>	<b>£0</b>
<b>Reserves</b>									
Provision for Contested Election Costs			3,000		3,500		3,900		
Provision for Playground refurbishment			205		705		2,705		
Future Projects			1,166		9,186		1,166		
CL Reserve			2,418		3,033		3,933		
General Reserve			11,934		11,099		8,836		
<b>TOTAL</b>			<b>£18,713</b>		<b>£29,303</b>		<b>£22,130</b>		
Precept cover			88.3%		88.9%		65.3%		

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