

HEADLEY PARISH COUNCIL

Minutes of a **General Meeting** held via ZOOM
at 7.30pm on Monday 25th January 2021

PRESENT

Cllr David Preedy – Chairman
Cllrs Laverty, Pickard, Furr, Steventon & Coe
Tracy Hamer – Clerk
4 members of the public

1. **APOLOGIES** Nil
2. **OPEN PUBLIC FORUM** Paul Fenton from the ONS gave a short presentation regarding the Census 2021 and how marginal groups will be supported. See Appendix 1 for the slides.
3. **DECLARATIONS OF INTEREST** Cllr Pickard – MO/2020/2276.
4. **MINUTES** of the meeting dated Monday 30th November 2020 were approved.
Proposed by Cllr Pickard and seconded by Cllr Laverty.

5. MATTERS ARISING

COVID-19 UPDATE: Cllr Preedy noted that whilst infection rates are beginning to fall, hospital admissions remain high. The Seacole Centre continues to treat patients.

TRAFFIC CALMING IN THE VILLAGE: Cllrs Preedy and Laverty noted that the Road Survey is still ongoing, with the outer roads of the village to be completed.

6. FINANCE

PAYMENTS: The financial situation was reviewed and noted as satisfactory. See Appendix 2.
The following payments have been made since the last meeting.

Date	Payee	Chq no	Amount
20/12/20	Staff Salaries December 2020	DD	414.47
20/01/21	Staff Salaries January 2021	DD	414.47

Approval was requested for the following payments:

Date	Payee	Chq no	Amount
25/01/21	Clerks Expenses	793	69.06
25/01/21	Payroll Fees Inv # 5620	794	18.00
25/01/21	SLCC Membership	795	166.00
25/01/21	RBLI Printing	796	162.00
25/01/21	NJ Birch Inv # 1485 (re-issue)	797	1274.00

Approval for the above expenditure was agreed.
Proposed by Cllr Pickard and seconded by Cllr Furr.

7. 2021 CENSUS ARRANGEMENTS: See Item 2.

8. MAINTENANCE

PLAYGROUND: The Annual Safety Check conducted by MVDC in December 2020 was reviewed. The Clerk will take advice from Playdale and order parts as required regarding the following:

- Hazard Secondary Chain on Group Swing
- Slippery Steps on Mound Slide

The Clerk noted the ongoing situation regarding dangerous trees and leaf fall around the homes and parking area adjacent to the play area at Broome Close/The Spinney. Clarion have arranged for the leaf litter to be disposed of. Clarion are currently investigating ownership of the trees.

FOOTPATHS AND GRIT BINS: Cllr Pickard noted the grit bin at Broome Close is now empty. TH to action.

HIGHWAYS AND PEBBLE HILL JUNCTION: Three roadside areas have been noted which cause localized water collection (Church Lane, Lee Green Lane and Clay Lane). Cllr Preedy to liaise with SCC to address the issue.

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: Cllr Furr reported that the current phase which cease at Leech Lane. Work will then revert to the Pebble Hill area to complete previous works. An approximate closure is planned for July 2021 to complete the phase along Church Lane. Cllr Furr has requested a change to this to allow the pub to be open in the Summer whilst the road is open.

9. PLANNING

HEADLEY COURT: MO/2020/2263/OUTMAJ was discussed by the Major Application Group (MAG) who have proposed the following approach to the PC submission, due by the 4th February 2021. The outline application covers 3 themes – Scale, Layout and Access; areas of concern were noted as follows:

1. Scale – This is dependent on which buildings have permission to be there. Buildings with personal permission should have been removed, so this ambiguity challenges the scale of development. Also, the scale of development reduces the openness of the Greenbelt. Very special circumstances cited in the application mention the benefit of the public being able to access the gardens. However, the gardens associated with the Seacole Centre are no included within the application, so reintegration of the gardens post Covid-19 is required, to ensure the gardens remain historically, as one entity.
2. Layout – There is a shift of volume from West to East, although not objectional, it is a notable change and may impact heritage assets. The proposed layout also uses the footprint of buildings without valid permission.
3. Access – Concerns remain regarding the previous assumptive traffic/transport study and reassurances from SCC will be sought. There is also concern regarding the suitability of access via Lea Green Lane and the volume of traffic this will cause at the Lea Green Lane/Tilley Lane Junction.

Cllr Preedy noted the PC did not initially object to previous application MO/2020/1940/CC. However, once emergency legislation was extended until the end of 2021, the PC submission changed to an objection to

ensure the facility did not drift into longer term use. The application was then withdrawn. HPC wish to thank HRAG for their diligence in noting the legislative changes.

CURRENT PLANNING APPLICATIONS:

MO/2020/2294/PCL 52 Dale View, Headley KT18 6EH - Certificate of Lawfulness for a proposed development in respect of a single storey rear extension, loft conversion with Juliette balcony and 3 No. roof lights to front elevation.

MO/2020/2276/PLAH Vine Cottage, Leech Lane, Headley KT18 6PJ - Replacement of a portion of existing picket fence to side of property to timber hit and miss fencing.

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

MO/2020/2064/PCL 2 Cunliffe Close, Headley KT18 6EG - Certificate of Lawfulness for a proposed development in respect of the erection of a habitable room in roof space with rear dormer. **APPROVED**

MO/2020/1496 5 Headley Park, Tilley Lane, Headley KT18 6EE - Remove one Ash tree (marked T1 on submitted plan) and one Western Red Cedar tree (T2). **APPROVED**

MO/2020/1865 St Mary's Church, Church Lane, Headley KT18 6LQ - Reduce lateral branches of western red cedar (marked T3 on submitted plan) by 2 - 2.5 metres, remove secondary branches by approximately 5 metres. **APPROVED**

- 10. REPORTS FROM OTHER BODIES:** Cllr Preedy reported changes to the internal structure of SSALC. Cllr Preedy is attending a forum on Wednesday 27 January to include this matter and will update the Parish Council as required.

- 11. CONSULTATIONS:** *Supporting housing delivery and public service infrastructure* - the overall consultation has three parts:

1. A proposal for a new Permitted Development Right allowing Change of Use (without the need for planning permission) from the new Use Class E (Commercial, Business and Service) to residential;
2. A package of proposals to alter the planning process for public service infrastructure relating to health, education and prison facilities
3. Consolidation and simplification of existing Permitted Development Rights

Cllr Preedy noted that part 2 might inadvertently allow the conversion of the Emergency use of the Seacole Centre into a permanent establishment. As a result, the following changes to MVDC's response are proposed and were unanimously agreed by all HPC members via email dated 21st January 2021;

- Q8 - answer Yes and comment "PDRs for hospital expansion should not apply to buildings whose permission for use relies on the Emergency Planning Regulations introduced in 2020 in response to the Covid-19 pandemic. Such usage has not gone through the normal planning review process and may lead to development in locations that are unsuitable for long-term use, for instance due to inadequate local highways and transport links or location in the Green Belt."
- Q9.1 – answer Yes and comment "Further to our response to question 8, it is unfair that communities who have supported the use of local facilities to assist in coping with the emergency phase of the Covid-19 pandemic should face the risk of such facilities becoming permanent establishments without the normal checks associated with the planning application process. Even the perception that such a risk might arise will deter local communities from proposing/supporting similar facilities in future national crises."

12. QUESTIONS FROM PARISH COUNCILLORS: Cllr Lavery requested that the status of the defibrillator to be researched from a maintenance perspective. The Clerk will action.

Headley Parish Council members wished to formally note their thanks to Mr. Ian Simms for his hard work and chairmanship of TWEA.

The meeting closed at 9.03pm.

The next meeting date will be held on Monday 29th March 2021 at 7.30pm.

Signed: Chairman

Dated:.....

Appendix 1

HEADLEY PARISH COUNCIL - FINANCIAL POSITION AT 19-Jan-21						
Expenditure	Previous	Adjusted	Anticipated/		Full year	Variance
	Year	Budget	Paid	Committed	Forecast	on budget
Administration:						
Clerk's expenses	0.00	25.00	0.00	0.00	0.00	25.00
Broadband contribution	120.00	140.00	80.00	40.00	120.00	20.00
Clerk's mileage	175.80	462.98	98.58	21.42	120.00	342.98
IT Equipment and Stationary Supplies	97.06	100.00	127.71	32.29	160.00	(60.00)
Village Hall rental (including Heritage W/E)	296.00	537.00	148.00	0.00	148.00	389.00
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	100.00	30.00	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	190.00	0.00	190.00	10.00
Bank - Certificate holding fee	0.00	0.00		0.00	0.00	0.00
Courses/training	110.00	500.00	30.00	0.00	30.00	470.00
Council tax shortfall	0.00	0.00		0.00	0.00	0.00
Total Administration:	2,741.04	3,284.98	1,682.00	273.71	1,956.77	1,329.27
Salary Costs:						
Clerk's salary (inc annual leave lieu payment)	5,203.17	4,600.00	4,685.09	830.00	5,515.09	(915.09)
Payroll fees	140.00	100.00	80.00	20.00	100.00	0.00
Total Salary Costs:	5,343.17	4,700.00	4,765.09	850.00	5,615.09	(915.09)
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		0.00	0.00	150.00
Playground grass "cut & collect" service	0.00	0.00		0.00	0.00	0.00
Football/play area inspection & annual safety check	0.00	0.00		0.00	0.00	0.00
Playground equipment	294.00	500.00		500.00	500.00	0.00
Gateway signs and around shop - strimming	1,143.00	500.00	0.00	500.00	500.00	0.00
Footpath maintenance	775.00	1,350.00	856.00	494.00	1,350.00	0.00
Church Lane Footpath Clearance	0.00	240.00		240.00	240.00	0.00
Grill for Broome Close grill bin	0.00	100.00		0.00	0.00	100.00
Annual Village Meeting refreshments	219.12	250.00		0.00	0.00	250.00
PC meeting refreshments	84.00	140.00		0.00	0.00	140.00
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
Newspaper	263.00	325.00	145.00	55.00	200.00	125.00
Section 137 Fund	100.00	100.00		100.00	100.00	0.00
Total Community Support:	3,627.12	5,305.00	1,351.00	3,189.00	4,540.00	765.00
Total expenditure excluding VAT	11,311.33	13,289.98	7,798.09	4,312.71	12,110.80	1,179.18
VAT on PC expenditure	530.01	0.00	241.20	0.00	241.20	(241.20)
Gross expenditure including VAT	11,841.34	13,289.98	8,039.29	4,312.71	12,352.00	937.98

Income	Prev Yr	Budget	Received	Anticipated	Forecast	Variance
						on budget
Precept	13,500.00	13,500.00	13,500.00	0.00	13,500.00	0.00
MVDC recreation grant	822.00	1,049.00	845.00	0.00	845.00	(204.00)
Bank interest	11.46	7.00	7.02	0.60	7.62	0.62
M & G dividends	97.09	70.00	64.60	5.40	70.00	0.00
Miscellaneous	2,418.36	0.00	1,515.21	0.00	1,515.21	1,515.21
Total income excluding VAT	16,848.91	14,626.00	15,931.83	6.00	15,937.83	1,311.83
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	16,461.84	6.00	16,467.84	1,841.84
Balance Sheet						
Reserves:	Prev Yr	Current yr		Bank balances at	19-Jan	
Opening Reserves from previous year	19,441.86	25,053.86		Current account	2,991.62	
Plus: anticipated full-year gross receipts	17,353.34	16,467.84		Savings account	30,484.79	33,476.41
Less: Anticipated full-year gross expenses	11,741.34	12,352.00		add: anticipated income and VAT receivable		6.00
Uncleared cheques at year-end	342.98			less: anticipated expenditure and VAT paid		4,312.71
Anticipated Closing Reserves at year-end	25,053.86	29,169.70		Anticipated Bank balances at year-end		29,169.70
				Long-term Investment		
				M & G Bonds @ Book Value		1,995.84
				Total realisable funds at year-end		31,165.54
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
CL Reserve		2,418.36			1,515.21	3,933.57
General reserve		18,263.50	16,467.84	12,352.00	(2,015.21)	20,364.13
Total reserves		25,053.86	16,467.84	12,352.00	0.00	29,169.70
General reserve as % of Precept		135.3%				150.8%

cyfrifiad
census
2021

Information for Parish Councils

This slide deck has been provided to parish councils for internal promotion

@Census2021 | @Cyfrifiad2021

The census

- The census is a survey that happens every 10 years and everyone takes part.
- The ONS is responsible for the census in England and Wales.
- The census is important because it gives the most detailed information we have about our society.
- Scotland and Northern Ireland will hold their own in March 2022.

Keeping personal information safe

- Before we publish our statistics, we make sure that they don't include any personal information.
- The information we collect in the census remains anonymous for 100 years.
- Everyone must complete the census. Legislation made the modern census a legal obligation in 1920.



Why we have a census

The census provides information that government needs to:

- Shape policy
- Allocate resources
- Plan services
- Monitor equality



Census information informs decisions that improve lives



Planning and development

Census information is used to develop local plans to better reflect future needs and to identify inequalities at a very local level.



Public health and social care

Census information is used to inform service demand, to identify pockets of health deprivation and to support future care planning.



Housing

Census information is used to assess local housing needs and to measure housing affordability.

Census information informs decisions that improve lives



Education

Census information is used for pupil forecasting models, to inform capital bids and to monitor the supply of qualified persons.



Transport

Census information is used for funding bids for road improvements, and informs planning and profiles around areas of transport change.



Other

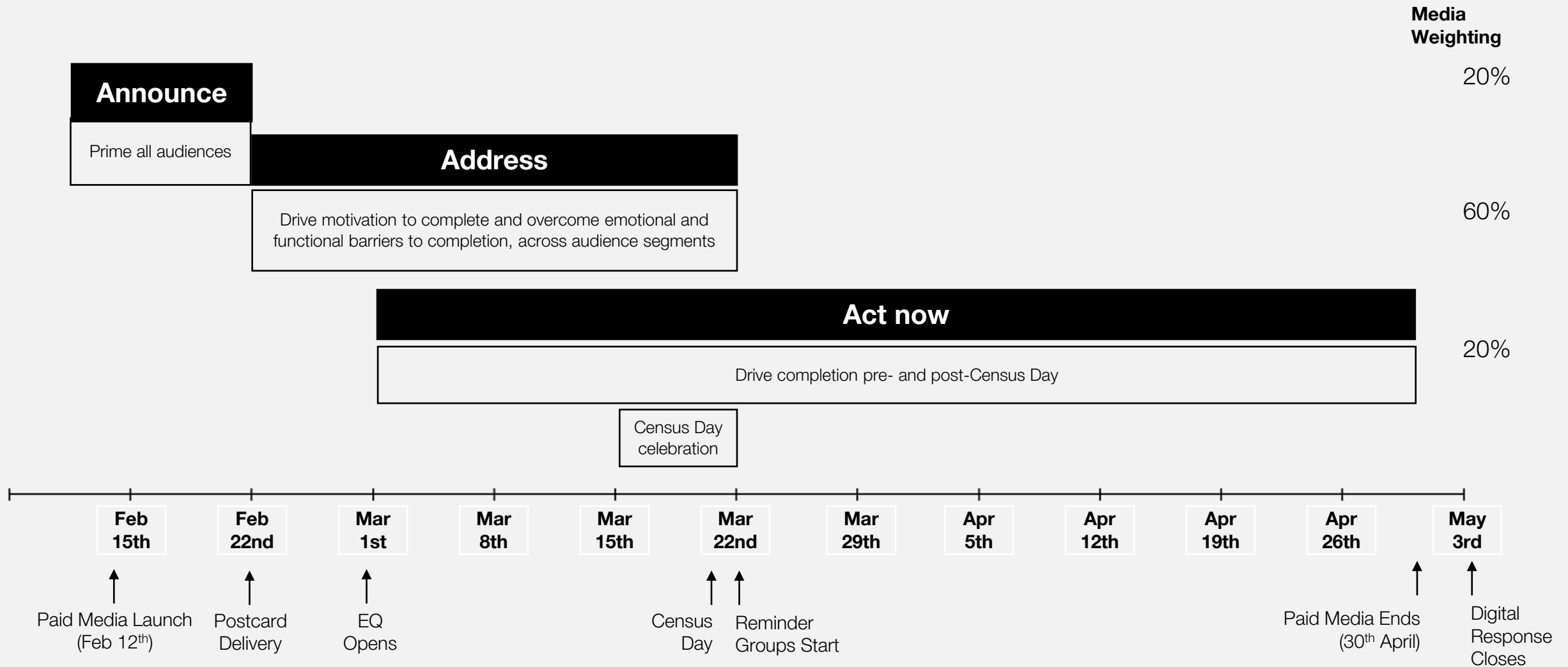
Census information is used to inform emergency services, libraries and waste collection and disposal.

Census 2021 facts

- The next census will take place on **Sunday 21 March 2021.**
- For the first time this will be a digital-first census, but paper will be available for those who need it.
- We'll focus on engaging with everyone, including under-represented and hard to reach groups.
- Help will be available for people who need support to take part online.



National Campaign Timing



Task	Announce	ADDRESS		ACT NOW
Take-out	12th Feb – 22nd Feb	22nd Feb – 22nd March		1st March – End April
Target	The census is here. It informs decisions about services that are important to my community	The census is relevant to me and important to my life	There's nothing stopping you doing the census	It's time to do the census
Messages	All adults	Specific Segments	Specific Segments	Lower Willingness To Complete
	<p>It's about us</p> <p>It's about the next generation <i>(Education)</i></p> <p>It's about our healthcare <i>(Healthcare)</i></p> <p>It's about learning new skills <i>(Economy (Skills/Training))</i></p> <p>It's about a cleaner future <i>(Environment)</i></p> <p>It's about what we really need in our community <i>(Local Community)</i></p> <p>It's because so much has changed <i>(Covid-19 Context / 'census is important to the world we live in')</i></p>	<p>It's about us, too <i>(Tackling Inequality (D&I))</i></p> <p>It's about wherever becomes home <i>(Housing)</i></p> <p>It's for taking the next step <i>(Economy (Business/Entrepreneurship))</i></p> <p>It's about the things we'll need in the future <i>(Healthcare)</i></p> <p>It's for round here (v1) <i>(Transport)</i></p> <p>It's for round here (v2) <i>(Local area)</i></p>	<p>How quickly you can complete the census <i>(Time)</i></p> <p>How we protect your census answers <i>(Data security)</i></p> <p>How you stay anonymous <i>(Identification)</i></p> <p>It's our responsibility <i>(Encouraging all to complete)</i></p> <p>Where anyone can get help to complete their census <i>(Signpost)</i></p>	<p>The census takes about ten minutes per person to complete</p> <p>The census is a once-in-a-decade chance to inform decisions about services in your community</p> <p>Help a friend or a family member that you care for complete their census</p> <p>You will be visited by the ONS team to help you complete your census</p> <p>It is a legal requirement to complete the census</p> <p><X days> until Census Day, 21st March</p> <p>It is Census Day</p> <p>Thank you for completing the census</p>

Media partnerships

Exciting media partnerships will amplify and extend the core advertising campaign in the run up to the census weekend and make 21 March a national occasion



News UK

Reach




Strategic partners



The census is a unique survey that takes place every 10 years in England and Wales.

By taking part, you'll help inform decisions about services that shape your community.



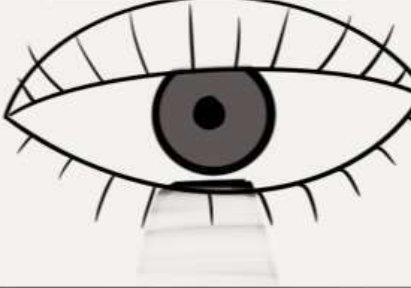
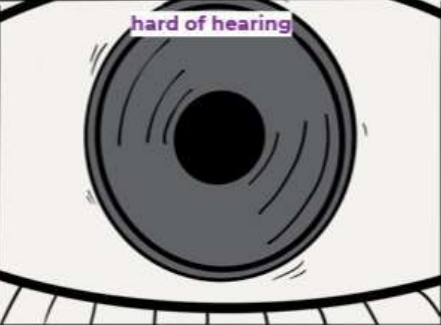

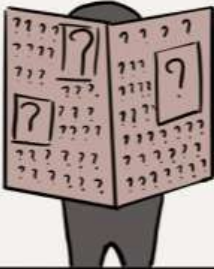


Things like healthcare, schools and colleges and public transport.



census 2021

- Amazon Alexa
- Premier League
- English Football League
- Welsh Rugby Union
- Royal Mail
- Boots
- Association of Convenience Stores
- Metrobank
- LNER
- Greater Manchester Passenger Board

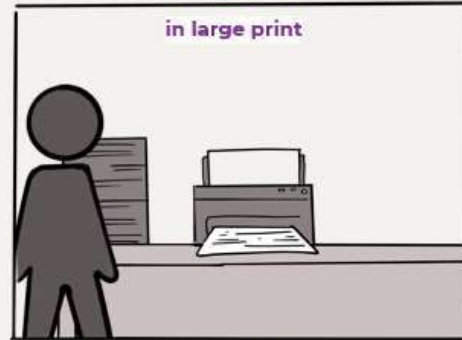
Infographics - Key Groups Support

<p>It's important that everyone</p> 	<p>Is included in the census</p> 	<p>So if you're visually impaired</p> 	<p>hard of hearing</p> 
<p>We see a person standing alone.</p>	<p>From left and right paperchain rows of people link hands with them.</p>	<p>The person's head becomes the pupil of an eye that blinks</p>	<p>Then the eye turns into a speaker's woofer that vibrates.</p>
<p>suffer from a cognitive impairment</p> 	<p>or don't speak English</p> 	<p>we've made the census</p> 	<p>very accessible</p> 
<p>The speaker pulls back to show that it is the dot of an enormous question mark (that rotates like a mobile)</p>	<p>The question mark pulls back and becomes one of many hundreds laid out on a newspaper that is being held up by the same person.</p>	<p>The person folds up the paper and walks towards a door.</p>	<p>They don't even need to reach the door handle. Someone, inside lets them in.</p>

Infographics - Key Groups Support



Inside is an office. The person walks past a stack of papers.



They walk past a large printer printing out a large piece of paper



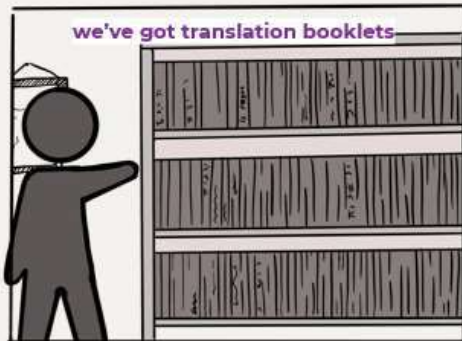
And then another one printing out braille.



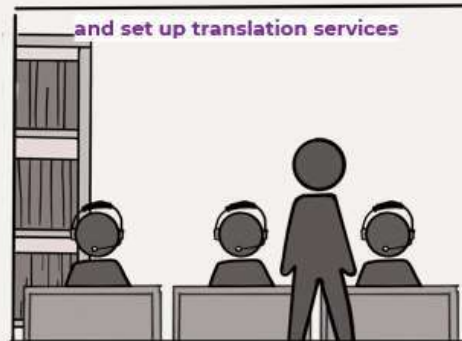
And then another one printing out a piece of paper with a big 'A' on it.



Finally, they come to one that prints out a really tall page



Then the person walks past a bookcase, full of books. Each book has a different language on the spine.



The person walks past a row of people of different nationalities manning the phones



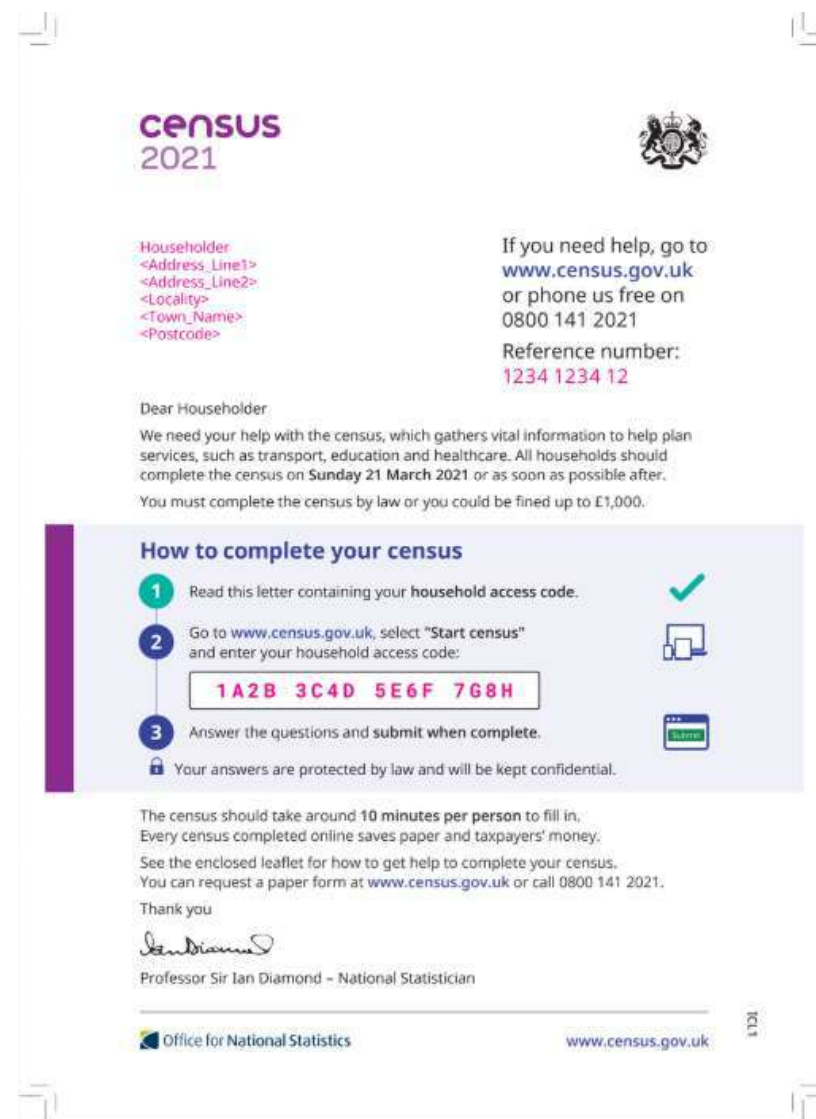
And enters an old fashioned phone box.

Initial Contact Letters

Digital-first pack:

Aims to:

- Provide Digital-First households (89% of all households) with their household access code for the electronic questionnaire.
- Replicate messaging that appears on the front page of the paper questionnaire.
- Provide help options - including where to request a paper questionnaire.



Where we need your help...

Local Knowledge and communications



1. Identify to your Census Engagement Manager any groups you may think will need particular help within your parish
2. Pass on any local insight you may have that could affect the census
3. Which of your current communication channels can be used?
5. Provide practical support to the field operation (for example, meeting rooms).
6. Share Census 2021 information content through your media channels and newsletters
7. Share feedback from your community
8. Provide local information to support quality assurance.
9. Use the census data that will be available through your local authority

We'll keep you up to date

- Council Newsletters (sign up)
- Media content aligned with national campaign
- Response to feedback from your community
- help and support when you request it

Keep in touch

- If you have any questions about our partnership activities with local authorities please email us at paul.fenton22@field.census.gov.uk
- Bookmark the Census 2021 website: www.census.gov.uk
- Follow us on social Media
 - [#Census2021](https://twitter.com/Census2021)

