

HEADLEY PARISH COUNCIL

Minutes of a General Meeting held via ZOOM
at 7.30pm on Monday 29th March 2021

PRESENT

Cllr David Preedy – Chairman
Cllrs Laverty, Pickard, Furr
Tracy Hamer – Clerk
3 members of the public

1. **APOLOGIES** Cllrs Steventon & Coe

2. **OPEN PUBLIC FORUM** A member of the public (MOP) raised concern over the state of Bridleway 506 that also provides access to Headley Clay Pigeon Shooting Club. Land ownership of the bridleway to be established. It was also noted that quantities of lead shot are littering the bridleway. TH and Cllr Preedy will write to the club expressing concern.

A MOP enquired if planning application MO/2019/2258/ECL – Springfield, has been decided. Cllr Preedy reported that the application was refused and the owners have appealed the decision. MVDC have issued an enforcement notice to the landowner, which has also been appealed against. Both appeals are yet to be heard.

Cllr Preedy reported that the road safety survey is in progress, with the outer roads of the village to be completed.

3. **DECLARATIONS OF INTEREST**
MO/2021/0026/PLAH The Manor House – Cllrs Laverty, Pickard & Furr
MO/2021/0091/LBC The Manor House - Cllrs Laverty, Pickard & Furr
MO/2020/2276/PLAH Vine Cottage – Cllr Laverty
MO/2020/2362/PLAH 10 Hurst Close – Cllrs Laverty & Preedy
MO/2020/1901/TFC Fairacre – Cllr Furr

4. **MINUTES** of the meeting dated Monday 25th January 2021 were approved.
Proposed by Cllr Pickard and seconded by Cllr Laverty.

5. **CHAIRS ANNOUNCEMENTS** Cllr Preedy explained that under the Localism Act 2011, a requirement of the membership of the Mole Valley Standards Committee is that there be two representatives from the District's Parish Councils. These two representatives are non-voting positions. As the two places on the committee are to represent the 13 Parish Council's within the District, the two nominees need to be agreed by the 13 Parish Councils. Currently Deborah Jones and Stuart McLachlan act as the Parish Representatives. All members agreed they are happy that both individuals should continue in their role.

6. **MATTERS ARISING COVID-19 UPDATE:** Today is the next stage of the government's roadmap out of lockdown for England. The 'stay at home' rule has ended, replaced by 'stay local', but many restrictions remain in place. People should minimise the number of journeys they make where possible, avoiding travel at the busiest times and should continue to work from home where they can.

TRAFFIC CALMING IN THE VILLAGE: See Item 2.

7. **FINANCE** The financial situation was reviewed and noted as satisfactory. See Appendix 1.

ANNUAL GOVERNANCE STATEMENT AND CERTIFICATE OF EXEMPTION: The statement on page 5 of the AGAR and the Exemption Certificate on page 3 was reviewed and approved by all members.

The Internal Audit for Year Ending March 2020 was reviewed again and the following actions were noted: In July HPC will review and adopt the most recent NALC model financial regulations. The Clerk will also check the status of electronic payments to replace payment by cheque.

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

Date	Payee	Chq no	Amount
20/02/20	Staff Salaries February 2021	DD	414.47
20/03/21	Staff Salaries March 2021	DD	414.47
02/02/21	Netwise Inv # 2007	798	199.00

Approval was requested for the following payments:

Date	Payee	Chq no	Amount
29/03/21	Clerks Expenses	799	48.78
29/03/21	SALC 21/22 Subscription	800	175.25
29/03/21	Cllr Preedy - Expenses	801	67.16

Approval for the above expenditure was agreed. The requested payment to re-issue the Netwise cheque for Invoice # 2007 as noted in the Agenda is no longer a requirement. *Proposed by Cllr Pickard and seconded by Cllr Furr.*

8. **REVIEW AND APPROVAL OF POLICIES:** Headley Parish Council Standing Orders and Financial Regulations were reviewed and adopted with no changes. The Asset Register will be updated with the removal of the vehicle activated signage. The risk register will be updated to note the additional risk to HPC who do not have the use of a large hall/communal space to host face to face meetings with adequate social distancing. It will also be noted under Item 27 that HPC engage an external DPO. The new Emergency Powers Policy was agreed and adopted.
Proposed by Cllr Preedy and seconded by Cllr Laverty.
9. **CONFIRMATION OF DATES AND ARRANGEMENTS FOR MAY MEETINGS** Both the Annual Parish Meeting and the May AGM/Parish Council Meeting for 2021 will be held remotely, via Zoom, at 6pm and 7.30pm respectively, on Tuesday 4th May.
10. **CONFIRMATION OF CILCA COSTS FOR THE CLERK** Members agreed the payment and allocation of costs between both Parish Councils the Clerk works for.
11. **APPOINTMENT OF TREE WARDEN** Cllr Preedy reported that a resident at Dale View has been discussing taking the role of Tree Warden for Headley. Everyone was in agreement that this would be beneficial to the village.
12. **MAINTENANCE PLAYGROUND:** It was noted that the Hazard Secondary Chain on Group Swing is not required. Cllr Laverty has offered to clean the steps to the slide to remove the slippery residue.

FOOTPATHS AND GRIT BINS: Cllr Laverty informed the council that all the footpaths have been walked and any issues reported to SCC.

Cllr Pickard noted interest to create a new footpath at the top of Tothill. The associated landowners have expressed consent. Cllr Pickard has offered to liaise with them and determine any shared ownership with the National Trust.

HIGHWAYS AND PEBBLE HILL JUNCTION: Cllr Preedy noted that a complaint has been registered regarding the road closure at Church Lane.

SES WATERWORKS: Cllr Furr to contact SES for a progress update.

13. PLANNING

HEADLEY COURT: Cllr Preedy to discuss with the Case Officer whether an outline application is acceptable with listed buildings. Millgate Homes have taken the western area of the site and a Reserved Matters Planning Application is expected imminently. HPC have attempted to meet with Millgate Homes to discuss the application but this has not been successful so far. NHS Seacole is now only active in the Jubilee Complex. We understand that plans are being prepared for 2 further pairs of semi-detached houses in the open spaces at Dale View.

Cllr Preedy has proposed that HPC write to Silvertown Properties Ltd to enable certain issues to be addressed on behalf of new residents. These include the footpath between Dale View and the Mansion House, placement of a notice board to establish better links to the village, future plans for Dale View, parking issues, problems with sewage disposal and surface water from Cunliffe Close.

CURRENT PLANNING APPLICATIONS:

MO/2021/0026/PLAH - The Manor House, Headley Common Road, Headley, Epsom, Surrey, KT18 6NA
Proposal: Replacement of existing rear conservatory with Orangery.

MO/2021/0091/LBC - The Manor House, Headley Common Road, Headley, Epsom, Surrey, KT18 6NA
Proposal: Replacement of existing rear conservatory with Orangery. (Application for Listed Building Consent)

MO/2021/0083/PLA - Garages at, Dale View, Headley, Surrey
Proposal: Erection of 2 No. detached dwellings with associated landscaping, parking and access following demolition of existing garages.

MO/2021/0232/PLAH - 27 Dale View, Headley, Epsom, Surrey, KT18 6EH
Proposal: Erection of single storey side extension.

MO/2020/2276/PLAH - Vine Cottage, Leech Lane, Headley, Epsom, Surrey, KT18 6PJ

Proposal: Replacement of a portion of existing picket fence to side of property with timber hit and miss fencing. **Decision: APPROVED WITH CONDITIONS**

MO/2020/1901/TFC - Fairacre, Headley Grove, Headley, Epsom, Surrey, KT18 6NR

Proposal: Oak tree - remove crossing branches and trunk growth to adjacent roof height, reduce one limb over roof by 2 metres. **Decision: REFUSED**

MO/2020/1975/PLA - The Pigeon House, Lee Green Lane, Headley, Epsom, Surrey, KT18 6AJ

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 - **Decision: APPROVED**

MO/2020/2294/PCL - 52 Dale View, Headley, Epsom, Surrey, 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 - **Decision: APPROVED**

MO/2020/2362/PLAH - 10 Hurst Close, Headley, Epsom, Surrey, KT18 6DZ

Proposal: Erection of two storey side extension, single storey rear extension, garage extension, façade alterations, insertion of rooflights, floor plan redesign and all associated works - **Decision: APPROVED**

- 14. OTHER PARISH COUNCIL ACTIVITIES:** Cllr Preedy reported litter picking activities in the village and with agreement from MVDC, bags of waste will be collected every Monday morning when left at the following agreed collection points: Dale View entrance, the shop and the corner of Tothill Lane. Cllr Furr suggested a village wide litter pick to be organised in May.

- 15. REPORTS FROM OTHER BODIES** Nil.

- 16. CONSULTATIONS:** HPC will formally note their reaction to the Government decision to halt the legal use of remote meetings and the expectation to return to face-to-face meetings from May 7th 2021.

- 17. QUESTIONS FROM PARISH COUNCILLORS:** Nil.

The meeting closed at 9.15pm.

The Annual Village Meeting will be held on Tuesday 4th May 2021 at 6pm.

This will be followed by the May AGM and HPC Meeting at 7.30pm. Both to be hosted remotely.

Signed: Chairman

Dated:.....

Appendix 1

HEADLEY PARISH COUNCIL - FINANCIAL POSITION AT 24-Mar-21						
Expenditure	Previous Year	Adjusted Budget	Anticipated/ Paid	Full year Forecast	Variance on budget	Notes
Administration:						
Clerk's expenses	0.00	25.00	0.00	0.00	25.00	
Broadband contribution	120.00	140.00	120.00	0.00	20.00	
Clerk's mileage	175.80	462.98	98.58	0.00	364.40	E82 98 o/s cheque @1/14/20
IT Equipment and Stationary Supplies	97.86	100.00	205.55	0.00	(105.55)	
Village Hall rental (including Heritage W/E)	296.00	537.00	185.00	0.00	352.00	E37 o/s cheque @ 1/14/20 plus E74 o/s @ 1/14/20
SALC membership	197.19	220.00	157.88	0.00	62.12	
SLCC membership	109.00	150.00	166.00	0.00	(16.00)	
Subscriptions & donations	100.00	130.00	100.00	0.00	30.00	
Insurance	612.94	620.00	629.83	0.00	(9.83)	
Internal Audit	133.05	200.00	120.00	0.00	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	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	470.00	30.00 SLCC conference (paid via clerks expenses)
Council tax shortfall	0.00	0.00	0.00	0.00	0.00	
Total Administration:	2,141.04	3,284.98	2,002.84	0.00	1,282.14	
Salary Costs:						
Clerk's salary (inc annual leave payment)	5,203.17	4,600.00	5,514.03	0.00	(914.03)	
Payroll fees	140.00	100.00	95.00	0.00	5.00	
Total Salary Costs:	5,343.17	4,700.00	5,609.03	0.00	(909.03)	
Community Support:						
Playground Lease Rent	50.00	50.00	50.00	0.00	0.00	
Projects	0.00	1,000.00	0.00	0.00	1,000.00	Balance transferred to Reserve
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	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 by MVDC every Nov
Playground equipment	294.00	500.00	0.00	0.00	500.00	Balance transferred to Reserve
Gateway signs and around shop - strimming	1,143.00	500.00	0.00	0.00	500.00	
Footpath maintenance	775.00	1,360.00	2,130.00	0.00	(780.00)	
Church Lane Footpath Clearance	0.00	240.00	0.00	0.00	240.00	
Grit for Broome Close grit 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	499.00	0.00	(199.00)	V2 Upgrade
Contingencies and small works	0.00	300.00	0.00	0.00	300.00	
Newsletter	263.00	325.00	307.00	0.00	18.00	E75 o/s cheque @ 1/14/20
Section 137 Fund	0.00	100.00	67.16	67.16	32.84	Litter pickers
Total Community Support:	3,727.12	5,305.00	2,986.00	67.16	2,251.84	
Total expenditure excluding VAT	11,211.33	13,289.98	10,597.87	67.16	2,624.95	
VAT on PC expenditure	530.01	0.00	244.20	0.00	(244.20)	
Gross expenditure including VAT	11,741.34	13,289.98	10,842.07	67.16	2,380.75	

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	7.49	0.00	7.49	0.49
M & G dividends	97.09	70.00	75.94	0.00	75.94	5.94
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	15,943.64	0.00	15,943.64	1,317.64
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	16,473.65	0.00	16,473.65	1,847.65
Balance Sheet						
Reserves:	Prev Yr	Current yr	Bank balances at 24-Mar			
			Current account	2,200.18		
Opening Reserves from previous year	19,441.86	25,053.86	Savings account	28,485.26	30,685.44	
Plus: anticipated full-year gross receipts	17,353.34	16,473.65	add: anticipated income and VAT receivable		0.00	
Less: Anticipated full-year gross expenses	11,741.34	10,909.23	less: anticipated expenditure and VAT paid		67.16	
Uncleared cheques at year-end	342.99					
Anticipated Closing Reserves at year-end	25,053.86	30,618.28	Anticipated Bank balances at year-end		30,618.28	Correctly balanced
			Long-term Investment			
			M & G Bonds @ Book Value	1,955.84	1,955.84	Value at Nov 2017 is 2086.24
			Total realisable funds at year-end		32,614.12	
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			500.00	706.00	Transfer of unspent budget
Future projects	1,166.00			8,000.00	9,166.00	Unspent budget - £7000 per Nov meeting
CIL Reserve	2,418.36			1,515.21	3,933.57	
General reserve	18,263.50	16,473.65	10,909.23	(15,915.23)	13,312.71	
Total reserves	25,053.86	16,473.65	10,909.23	0.00	30,618.28	
General reserve as % of Precept	135.3%				98.6%	50% is typical prudent level