

## HEADLEY PARISH COUNCIL

Minutes of the Annual General Meeting held  
via ZOOM at 7.30pm on Tuesday 4<sup>th</sup> May 2021

### PRESENT

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

1. **APOLOGIES** Cllr Coe
2. **DECLARATIONS OF INTEREST**  
MO/2021/0098/PLAH 4 Hookwood Cottages – Cllr Pickard
3. Appointment of:  
Chairman: Cllr Preedy was nominated by Cllr Laverty, seconded by Cllr Pickard and elected unanimously.  
Vice Chairman: Cllr Laverty was nominated by Cllr Preedy, seconded by Cllr Pickard and elected unanimously.  
Hedegrow & Footpaths Officer: Carmel Laverty has agreed to continue with her role as Hedgerow and Footpaths Officer. The Parish Council formally thanked her.  
SALC Representative: Cllr Preedy nominated Cllr Laverty to continue in his role as SALC Representative, this was seconded by Cllr Furr and unanimously agreed.
4. **MINUTES** of the meeting dated Monday 29<sup>th</sup> March 2021 were approved.  
*Proposed by Cllr Laverty and seconded by Cllr Preedy.*
5. **CHAIRS ANNOUNCEMENTS** Cllr Preedy formally noted the resignation of Cllr Steventon on 28<sup>th</sup> April 2021 and expressed thanks for his efforts and hard work during his time as a Councillor for HPC. Cllr Preedy confirmed there are two vacancies for co-option onto the Parish Council.
6. **MATTERS ARISING COVID-19 UPDATE:** Cllr Preedy confirmed that the next formal meeting of HPC will be a face-to-face meeting at the Village Hall on Monday 26<sup>th</sup> July.  
  
TRAFFIC CALMING IN THE VILLAGE: Cllr Preedy noted that Headley Horse Riders have supplied a list of dangerous road crossings for riders, which will be considered during the continuation of the survey around the village. It was noted that 2 location fall outside the boundary of Headley.
7. **FINANCE** Cllr. Laverty reported that he had checked the reconciliation of the bank accounts dated 16<sup>th</sup> March 2021 on 31<sup>st</sup> March 2021. The financial statement for year ending March 2021 was reviewed and approved.  
*Proposed by Cllr Laverty and seconded by Cllr Preedy.*

The Internal Audit for Year Ending March 2021 was reviewed, and it was noted that HPC consider its reserves with a view to future spending. It was also noted that the Financial Regulations will be reviewed in July and will include a shift to electronic payments using 'dual authorisation'.

The Annual Governance and Accountability Return 2020/21 was reviewed and approved by all members.  
*Proposed by Cllr Preedy and seconded by Cllr Laverty.*

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

Date	Payee	Chq no	Amount
20/04/21	Staff Salaries April 2021	DD	414.47
20/05/21	Staff Salaries May 2021	DD	414.47
31/03/21	NJ Birch via Clerks Expenses	802	.40

Approval was requested for the following payments:

Date	Payee	Chq no	Amount
04/05/21	Clerks Expenses	803	56.58
04/05/21	Mulberry & Co Internal Audit Fee	804	175.25
04/05/21	SCA Payroll Fee	805	48.00
04/05/21	NJ Birch	806	199.20
04/05/21	Came & Company Insurance	807	886.71

Approval for the above expenditure was agreed. The payment to re-new the PC insurance is on hold until a second quote has been sought.

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

**8. TO REVIEW AND APPROVE PURCHASE OF REPLACEMENT PC LAPTOP AND RBS RIALTUS ACCOUNTS**

**PACKAGE:** Following discussion it was unanimously agreed to approve the purchase.

*Proposed by Cllr Preedy and seconded by Cllr Laverty.*

**9. MAINTENANCE PLAYGROUND:** The Clerk to reissue the inspection rota. Cllr Laverty reported he has cleaned the wooden steps to the slide.

FOOTPATHS AND GRIT BINS: Nil.

HIGHWAYS AND PEBBLE HILL JUNCTION: Nil.

SES WATERWORKS: Road closures are in place on Church Lane from the 10<sup>th</sup> May 2021. Concern has been raised regarding the negative impact of the work on local businesses. Cllr Furr to liaise with SES to ensure optimum use of labour to progress the works as fast as possible and to raise the issue of enabling fast-track compensation for affected businesses.

**10. PLANNING**

HEADLEY COURT: See AVM Minutes, item 5.

CURRENT PLANNING APPLICATIONS:

MO/2021/0430/PNHH - The Pigeon House, Lee Green Lane, Headley, Epsom, Surrey, KT18 6AJ

Proposal: Prior notification for the erection of a single storey rear extension of 8 metres deep and 3.981 metres high with a maximum eaves height of 3.7 metres.

MO/2021/0098/PLAH - 4 Hookwood Cottages, Hurst Lane, Headley, Epsom, Surrey, KT18 6EA

Proposal: Erection of two storey rear extension and internal alterations.

MO/2020/2338/PLAH - 49 Dale View, Headley, Epsom, Surrey, KT18 6EH

Proposal: Erection of a single storey rear extension.

**Decision: APPROVED WITH CONDITIONS**

MO/2021/0026/PLAH - The Manor House, Headley Common Road, Headley, Epsom, Surrey, KT18 6NA

Proposal: Replacement of existing rear conservatory with Orangery.

**Decision: APPROVED WITH CONDITIONS**

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.)

**Decision: APPROVED WITH CONDITIONS**

- 11. **OTHER PARISH COUNCIL ACTIVITIES:** A village litter pick will be organised for Saturday 26<sup>th</sup> June, 10am to midday. The Clerk to liaise with MVDC.

Members discussed the desire to organise a Summer village event for Headley, once Covid-19 restrictions allow. The suggested date is Saturday 28<sup>th</sup> August. Cllr Preedy will commence initial plans with the Village Hall committee.

- 12. **REPORTS FROM OTHER BODIES** Nil.

- 13. **CONSULTATIONS:** Nil.

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

The meeting closed at 9.15pm.

The next meeting will be held at the Village Hall at 7.30pm on Monday 26<sup>th</sup> July 2021.

Signed: ..... Chairman

Dated:.....