

HEADLEY PARISH COUNCIL

Minutes of an Ordinary Meeting held Headley Village Hall at 7.30pm on Monday 26th July 2021

PRESENT

Cllr David Preedy – Chairman
Cllrs Pickard, Furr, Lavery, Jarvis and Woolley
Tracy Hamer – Clerk
No members of the public were in attendance.

1. APOLOGIES Nil

2. DECLARATIONS OF INTEREST

Cllr Preedy – MO/2021/0581 & MO/2021/1231
Cllr Lavery – MO/2021/0683
Cllr Furr – MO/2021/1231

3. MINUTES of the Extraordinary Meeting dated Friday 2nd July 2021 were approved.

Proposed by Cllr Preedy and seconded by Cllr Lavery.

4. CHAIRS ANNOUNCEMENTS Cllr Preedy reported that it has been confirmed that the PC are responsible for the Public Access Defibrillator (PAD). The Clerk has contacted SECAMB for details of the cabinet and will formulate an ongoing maintenance plan. **TH to action.**

5. OPEN PUBLIC FORUM Nil.

6. MATTERS ARISING

Cllr Preedy formally confirmed the resignation of Cllr Coe on 15th June 2021. Cllrs Jarvis and Woolley were welcomed to the Parish Council following their co-option on 2nd July 2021. Acceptance of Office and Members Interests Forms have been completed and submitted to MVDC as required.

TRAFFIC CALMING IN THE VILLAGE: Cllrs Preedy and Lavery will resume the ongoing survey of the village to determine the best solutions for traffic calming. Once this has been established, a meeting will be organised with SCC to discuss options. HPC have earmarked funds towards any agreed scheme.

Cllrs Preedy and Lavery to action.

REVIEW AND APPROVE UPDATED HPC STANDING ORDERS: The Council unanimously resolved to approve and adopt the updated HPC Standing Orders.

Proposed by Cllr Pickard and seconded by Cllr Lavery.

7. FINANCIAL REPORT The Council discussed the present financial situation and noted it as satisfactory. There is currently one overspend against budget due to the purchase of a replacement PC laptop. It is also expected that training costs might exceed budget due to CiLCA fees and new Councillor training. See Appendix 1.

Cllr Lavery reported that he had checked the reconciliation of the bank accounts dated April 30th 2021, May 31st 2021 and June 30th 2021 on 2nd July 2021. See Appendix 2.

Approval for the below expenditure was agreed.

Proposed by Cllr Laverty and seconded by Cllr Preedy.

Payments between meetings	Chq no	Amount
Clerk June Salary	DD	414.47
Clerk July Salary	DD	414.47
SCA Payroll – 27 th April 2021 – cancelled	805	48.00
NJ Birch – 4 th May 2021	806	199.20
Came & Company – 4 th May 2021	807	886.71
Laptop Purchase – 12 th May 2021	808	529.00
SLCC CiLCA fee – 20 th May 2021	809	307.70
Rialtus Software – 17 th June 2021	810	595.80
Mulberry & Co – 17 th June 2021	811	42.00
NJ Birch – 17 th June 2021	812	1015.20
Satswana Ltd – 17 th June 2021	813	180.00
Greenhouse Graphics – 17 th June 2021	814	219.00
To be authorised for payment 26.07.2021	Chq no	Amount
Clerks expenses	815	133.90
SCA Payroll Inv 5714 and Inv 5833	816	66.00
Headley Village Stores – Litter Pick teas	817	17.00
Headley Village Hall Hire – 3 months	818	111.00
Headley Village Stores – meetings refreshments	819	13.50
NJ Birch Inv 1743	820	199.20

- 8. MAINTENANCE PLAYGROUND:** Cllr Furr confirmed the new tabletop has been fitted. Cllr Pickard noted the path needs weed killing. Cllr Preedy has asked EHRA to cut back the spikey shrub that protrudes through the fence.

Cllr Preedy met with a representative from ERHA to discuss ongoing issues concerning overhanging trees at The Spinney. ERHA are in the process of acquiring quotes to undertake the work. In the interim they are pressing for the branches overhanging the carpark and playground to be removed.

Cllr Preedy will also meet with Clarion Homes to discuss long term concerns following the costs of the upgraded septic tank at Hookwood Cottages and how the cost should be met.

FOOTPATHS AND GRIT BINS: The grit bins are to be checked in September to prepare for the winter. TH to ask Birch Garden Maintenance to notify the Council prior to planned work.

HIGHWAYS AND PEBBLE HILL JUNCTION: Nil.

SES WATERWORKS: Cllr Laverty will email for an update regarding proposed dates for completion.
Cllr Laverty to action.

- 9. PLANNING HEADLEY COURT:** Cllr Preedy circulated the draft submission for third revision of the Mansion House application MO/2020/2263. It is also confirmed that HPC will meet with Angle Property

and Millgate Homes on the 5th August 2021 at 10am.

CHURCH LANE NURSERY: Nil.

CURRENT AND RECENT PLANNING APPLICATIONS:

Registered Applications	Location	Description	Publicity end date
MO/2021/0596	The Cock Inn, Church Lane KT18 6LE	Relocation of gas tanks, renovation of external patio, erection of covered pergola, children's play area and replacement windows.	28 th May 2021
MO/2021/0859	5 Cunliffe Close, Headley KT18 6EG	Erection of two storey side extension following demolition of attached garage, tile cladding to existing first floor front elevation, and new detached garage.	25 th June 2021
MO/2021/0871	Headley Court, Headley Road, Headley KT18 6JW	Reserved Matters application in respect of layout, scale, external appearance of buildings, car parking and landscaping and discharge of planning conditions 3 (Materials and Surfaces), 4 (Boundary Treatments), 6 (Travel Plan), 9 (CEMP), 10 (LEMP), 13 (Site Investigations), 16 (SUDS), 17 (Soil Survey) and 19 (Tree Planting) pursuant to Outline planning permission MO/2020/0185 for the demolition of existing buildings and redevelopment to comprise up to 70 residential units (Use Class C3), landscaping, car parking, access routes and other associated works.	14 th July 2021 Submission from HPC in objection.
MO/2021/1069	The Lodge, Tilley Lane, Headley KT18 6EN	Erection of a detached two-bay garage with home office following demolition of existing.	16 th July 2021
MO/2021/1231/PLAH	Foxwood House, 8 Hurst Close, Headley KT18 6DZ	Erection of single storey rear extension following demolition of existing conservatory, minor internal alterations, amended window location inside elevation and conversion of existing double garage to habitable accommodation.	6 th August 2021
MO/2021/1245/PLAH	2 Cunliffe Close, Headley KT18 6EG	Erection of a single storey rear extension.	13 th August 2021
Decisions	Location	Description	Outcome
MO/2021/0860	21 Dale View, Headley KT18 6EH	Certificate of Lawfulness for a proposed development in respect of a loft dormer extension to rear roof pitch and 2 No. rooflights on the front elevation.	APPROVED
MO/2021/0932	1 Cunliffe Close, Headley KT18 6EG	Variation of condition 2 of approved planning permission MO/2020/0795 for erection of a two-storey side, single storey rear extension following	APPROVED WITH CONDITIONS

		demolition of existing garage, to allow alterations to roof.	
MO/2021/0132	Farriers, Tilley Lane, Headley KT18 6EE	Erection of a timber carport.	APPROVED WITH CONDITIONS
MO/2021/0232	27 Dale View, Headley KT18 6EH	Erection of single storey side extension.	APPROVED WITH CONDITIONS HPC no objection.
MO/2021/0098	4 Hookwood Cottages, Hurst Lane, Headley KT18 6EA	Erection of two storey rear extension and internal alterations.	APPROVED WITH CONDITIONS HPC no objection.
MO/2021/0430	The Pigeon House, Lee Green Lane, Headley KT18 6AJ	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 2.7 metres.	WITHDRAWN
MO/2021/0581	10 Hurst Close, Headley, Epsom, KT18 6DZ	Crown reduce one Beech tree (marked T5 on submitted plan) by 2-3 metres.	APPROVED WITH CONDITIONS HPC no objection.
MO/2021/0770	5 Headley Park, Tilley Lane, Headley KT18 6EE	Certificate of Lawfulness for a proposed development in respect of the erection of home office and garden room.	APPROVED WITH CONDITIONS HPC no objection.
MO/2021/0825	2 Cunliffe Close, Headley KT18 6EG	Erection of single storey rear extension.	APPROVED WITH CONDITIONS
MO/2021/0841	The Pigeon House, Lee Green Lane, Headley KT18 6AJ	Prior notification for the erection of a single storey rear extension of 8 metres deep and 3.981 metres high with an eaves height of 2.7 metres.	PRIOR APPROVAL NOT REQUIRED
MO/2021/0683	Tunbarr, Tot Hill Lane, Headley KT18 6PQ	Variation of Condition 2 of planning permission MO/2018/1439 for the erection of 2 replacement dwellings, one with integral garage and one with carport, following demolition of the existing dwellings and garage to allow removal of dormer window on south east elevation of Plot 1 and insertion of 2 roof lights and 8 sun tunnels and installation of 10 solar panels with associated internal and elevational alterations; removal of dormer window on south east elevation of Plot 2 and insertion of 2 roof lights and 4 sun tunnels with associated internal and elevational alterations.	APPROVED WITH CONDITIONS
MO/2021/0805	3 Cunliffe Close, Headley KT18 6EG	Erection of a two-storey side/single storey rear extension following demolition of attached garage.	APPROVED WITH CONDITIONS

10. OTHER PARISH COUNCIL ACTIVITIES: Members discussed plans to organise a summer village event for Headley in 2022. It was agreed to promote the event locally to gauge interest and form a working group.
TH to action.

11. REPORTS FROM OTHER BODIES Nil.

12. CONSULTATIONS: Nil.

13. QUESTIONS FROM PARISH COUNCILLORS: Nil.

The meeting closed at 8.55pm.

The next meeting will be held at the Village Hall at 7.30pm on Monday 27th September 2021.

Signed: Chairman

Dated:.....

Detailed Receipts & Payments by Budget Heading 30/06/2021

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Income</u>							
1076 Precept	6,750	13,500	6,750			50.0%	
1080 Bank Interest	1	7	6			10.4%	
1090 MVDC Grant Received	431	850	419			50.7%	
1100 M&G Income	19	70	51			27.8%	
Income :- Receipts	7,201	14,427	7,226			49.9%	0
Net Receipts	7,201	14,427	7,226				
<u>200 Payments</u>							
4000 Salaries	1,243	5,500	4,257		4,257	22.6%	
4060 Payroll Fees	0	120	120		120	0.0%	
4070 Clerk's Expenses	0	25	25		25	0.0%	
4080 Chairman's Allowance	0	100	100		100	0.0%	
4090 Broadband Contribution	20	140	120		120	14.3%	
4100 Clerk's Mileage	8	250	242		242	3.1%	
4110 IT Equipment and Supplies	529	100	(429)		(429)	529.0%	
4120 Village Hall Rental	0	450	450		450	0.0%	
4230 SALC Membership	175	180	5		5	97.4%	
4235 SLCC Membership	0	150	150		150	0.0%	
4240 Subscriptions and Donations	0	130	130		130	0.0%	
4250 Insurance	887	700	(187)		(187)	126.7%	
4260 Internal Audit	120	200	80		80	60.0%	
4270 ICO Annual Fee	0	40	40		40	0.0%	
4280 Satswana DPO Annual Fee	0	150	150		150	0.0%	
4290 ZOOM Annual Subscription	29	125	96		96	23.0%	
4300 Training	343	500	157		157	68.5%	
4310 Playground Lease Rent	0	50	50		50	0.0%	
4320 Play Area Weed Spraying	0	150	150		150	0.0%	
4330 Play Area Maint and New Equipm	0	2,000	2,000		2,000	0.0%	
4350 Projects	0	1,000	1,000		1,000	0.0%	
4370 Strimming Costs	1,012	2,600	1,588		1,588	38.9%	
4380 Grit for Broome Close Bin	0	100	100		100	0.0%	
4390 Catering for AVM	0	1,500	1,500		1,500	0.0%	
4400 Public Meeting Refreshments	0	150	150		150	0.0%	
4410 Website Hosting and Maint	0	300	300		300	0.0%	
4420 Contingency and Small Works	0	300	300		300	0.0%	
4430 Traffic Calming Measures	0	7,000	7,000		7,000	0.0%	
4440 Newsletter	219	500	281		281	43.8%	
4450 Section 137 Fund	0	100	100		100	0.0%	
Payments :- Indirect Payments	4,585	24,610	20,025	0	20,025	18.6%	0
Net Payments	(4,585)	(24,610)	(20,025)				

Detailed Receipts & Payments by Budget Heading 30/06/2021

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Receipts	7,201	14,427	7,226			49.9%	
Payments	4,585	24,610	20,025	0	20,025	18.6%	
Net Receipts over Payments	<u>2,616</u>	<u>(10,183)</u>	<u>(12,799)</u>				
Movement to/(from) Gen Reserve	<u>2,616</u>						

**Bank Reconciliation Statement as at 30/04/2021
for Cashbook 1 - Lloyds Bank Accounts**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account	30/04/2021		8,723.90
			<hr/> 8,723.90
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			8,723.90
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			8,723.90
		Balance per Cash Book is :-	8,723.90
		Difference is :-	0.00

**Bank Reconciliation Statement as at 30/04/2021
for Cashbook 2 - Savings Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Savings Account	30/04/2021		28,942.10
			<u>28,942.10</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			28,942.10
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			28,942.10
		Balance per Cash Book is :-	28,942.10
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/05/2021
for Cashbook 1 - Lloyds Bank Accounts**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account	31/05/2021		6,712.58
			<u>6,712.58</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			6,712.58
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			6,712.58
		Balance per Cash Book is :-	6,712.58
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/05/2021
for Cashbook 2 - Savings Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Savings Account	31/05/2021		28,942.35
			<u>28,942.35</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			28,942.35
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			28,942.35
		Balance per Cash Book is :-	28,942.35
		Difference is :-	0.00

**Bank Reconciliation Statement as at 30/06/2021
for Cashbook 2 - Savings Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Savings Account	30/06/2021		32,942.59
			<u>32,942.59</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			32,942.59
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			32,942.59
		Balance per Cash Book is :-	32,942.59
		Difference is :-	0.00

**Bank Reconciliation Statement as at 30/06/2021
for Cashbook 1 - Lloyds Bank Accounts**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account	30/06/2021		515.01
			<u>515.01</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			515.01
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			515.01
		Balance per Cash Book is :-	515.01
		Difference is :-	0.00