

HEADLEY PARISH COUNCIL

Draft Minutes of an Ordinary Meeting held at
Headley Village Hall at 7.30pm on Monday 31st January 2022

PRESENT

CLlr David Preedy – Chairman
 Cllrs Furr, Laverty, Jarvis and Woolley
 Tracy Hamer – Clerk
 Five members of the public were in attendance.

1. **APOLOGIES** Cllr Pickard.
2. **DECLARATIONS OF INTEREST** Nil.
3. **MINUTES** of the meeting dated Monday 29th November 2021 were approved.
Proposed by Cllr Preedy and seconded by Cllr Furr.
4. **CHAIRS ANNOUNCEMENTS** Cllr Preedy noted the placement of speed survey strips at 12 key points around the village which have been commissioned by the Parish Council, working with SCC to implement the most effective road safety and traffic calming measures around Headley.

WARD BOUNDARY REVIEW: The Local Government Boundary Commission for England will publish the warding pattern for MVDC on the 1st March 2022 and a public consultation will follow, closing 9th May 2022.

5. OPEN PUBLIC FORUM

The current situation regarding planning applications at Headley Court was recapped as follows:

- All proposals/applications for the Jubilee Complex have been withdrawn. Angle Property have indicated that they have no further plans for this area.
- One of the applications for the body storage facility has been withdrawn (MO/2021/1911/SCC). The alternative application was approved by SCC last week. The facility has been used in recent weeks.
- MVDC have been advised that Angle Property will appeal the decision by public enquiry regarding the Mansion House at Headley Court (MO/2020/2263). It was felt we should investigate a collaborative approach to apply for a Rule 6 Interested Party representation and the clerk agreed to research the associated competencies and logistics.
- Angle Properties have told the Chair that they intend to progress a new detailed application for the mansion house, similar to the refused application. It would require listed building consent which might address the heritage assets reasons for refusal. However, it is not clear how this could address the other reasons - balance of build from east to west and permitted development according to personal permissions.
- The Dale View application for 2 houses and garages was refused (MO/2021/0083).

6. MATTERS ARISING

TRAFFIC CALMING IN THE VILLAGE: See Item 4.

SURREY HILLS AONB BOUNDARY REVIEW: The Parish Council submitted a review of the area and how it might be rated against the Boundary Review selection criteria. HPC have also asked interested residents to make their own personal submissions.

REVIEW AND APPROVAL OF THE FOLLOWING POLICIES:

Standing Orders – to be deferred to the March 2022 meeting.

Financial Regulations – approved with no changes, *proposed by Cllr Preedy and seconded by Cllr Laverty.*

Asset Register – approved following removal of logs from playground, *proposed by Cllr Laverty and seconded by Cllr Preedy.*

Risk Register – approved following changes to item 13, *proposed by Cllr Preedy and seconded by Cllr Laverty.*

APPROVAL OF GRANT AWARDING POLICY: The Parish Council approved the grant awarding policy and application form.

Proposed by Cllr Laverty and seconded by Cllr Furr.

- 7. FINANCIAL REPORT** The Council discussed the present financial situation and Q3 update and noted it as satisfactory - *see Appendix 1.* In view of certain changes since the budget was approved in November, it was agreed to produce a re-forecast of the expected position in 2022/23.

Cllr Laverty reported that he had checked the reconciliation of the bank accounts dated November 30th 2021 and 31st December 2021 on the 7th January 2022 - *see Appendix 2.*

Approval for the below expenditure was agreed.

Proposed by Cllr Preedy and seconded by Cllr Laverty.

Payments between meetings	Chq no	Amount
December Staff Salaries & Associated Costs	DD	422.27
January Staff Salaries & Associated Costs	DD	422.27
Authorised for payment 31.01.2022	Chq no	Amount
Clerks expenses	832	48.00
RBLI Industries Ltd	833	162.00
Greenhouse Graphics	834	172.80
SLCC Membership	835	171.00
DefibShop	837	382.80
Surrey ALC Ltd	838	120.00
Surrey CA	839	18.00
NJ Birch Inv 1871	840	84.00
Surrey CC – speed surveys	841	1300.00

MAINTENANCE PLAYGROUND: The inspection rota for the next 3 months has been circulated. The rotten logs have been removed but the metal fixings are still in place and are a potential hazard to users, removal is required - *TH to action.*

Anti-slip paint is required for the sleeper steps - *TH to action.*

FOOTPATHS AND GRIT BINS: Nil.

HIGHWAYS AND PEBBLE HILL JUNCTION: The changes to the white lines since the road resurfacing is still causing concern. The removal of a central line in favour of two white lines at the edge of the road are in place to visually narrow the road and influence slower speeds in the village. However, residents have reported incidents of drivers drifting towards oncoming traffic, especially at the brow of hills. SCC

have been advised but a more formal approach will be applied - *TH to action*.

8. PLANNING HEADLEY COURT: See Item 5.

CHURCH LANE NURSERY: An appeal will be heard at the end of March. Cllr Preedy will attend and speak on behalf of HPC.

SPRINGFIELD APPEAL: No further updates.

CURRENT AND RECENT PLANNING APPLICATIONS:

Registered Applications	Location	Description	Publicity end date
Decisions	Location	Description	Outcome
MO/2021/2018/PLAH	3 Dale View, Headley KT18 6EH	Erection of a single storey rear and side extension.	APPROVED WITH CONDITIONS
MO/2021/1893/PLAH	7 Cunliffe Close, Headley KT18 6EG	Two Storey and single storey side extension, single storey rear extension, rear dormers and style changes to main roof, changes to existing windows following demolition of existing garage.	APPROVED WITH CONDITIONS
MO/2021/1846/CC	Jubilee Complex, Headley Court, Headley Road, Headley KT18 6JW	Retention of 2 buildings and continued use for a 48-bed ward and a therapy building.	WITHDRAWN
MO/2021/1847/CC	Jubilee Complex, Headley Court, Headley Road, Headley KT18 6JW 6JW	Retention and continued use of the car park.	WITHDRAWN
MO/2021/1897/PLA	Jubilee Complex, Headley Court, Headley Road, Headley KT18 6JW	Application for external works including the installation of replacement windows, erection of internal garden fences, installation of 1 new door, new substation and gas meter housing, provision of additional carparking spaces, landscaping, and associated works.	WITHDRAWN
MO/2021/2243/PLA	Jubilee Complex, Headley Court, Headley Road, Headley KT18 6JW	Installation of 16 external air condensers and 2 plant generators and associated works.	WITHDRAWN
MO/2021/1911/SCC	Land at Headley Court, Headley Road KT18 6JW	Retention of 2 modular buildings, marquee and hoarding and associated infrastructure and plant for the temporary use of the site for a body storage facility (Surrey County Council application - for consultation purposes only).	WITHDRAWN
MO/2021/2018/PLAH	3 Dale View, Headley KT18 6EH	Erection of a single storey rear and side extension.	APPROVED WITH CONDITIONS

9. OTHER PARISH COUNCIL ACTIVITIES:

Queens Platinum Jubilee/Summer Celebration 2022 – The agreed date of the event is Thursday 2nd June, to be held at Headley Old Freemans Cricket Club Cricket Club in the afternoon and into the evening. A working group has been formed of Cllrs Furr and Woolley and the Clerk, plus members of the Cricket Club and residents of the village to progress plans. Any associated costs or liabilities will be brought to Full Council for discussion.

10. REPORTS FROM OTHER BODIES Nil.

11. CONSULTATIONS: Nil.

12. QUESTIONS FROM PARISH COUNCILLORS: Nil.

13. ADMISSION TO MEETING TO PASS A RESOLUTION IN ACCORDANCE WITH THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 TO EXCLUDE THE PUBLIC AND PRESS FROM THE REMAINDER OF THIS MEETING AS PUBLICITY WILL BE PREJUDICIAL TO THE CONFIDENTIAL NATURE OF THE BUSINESS.

It was resolved that in accordance with the public bodies (Admission to meetings) act 1960 to exclude the public and press from the remainder of this meeting as publicity will be prejudicial to the confidential nature of the business.

Proposed by Cllr Preedy and seconded by Cllr Laverty.

14. It was resolved to increase the Clerks hours to 9 per week from 1st February 2022.

Proposed by Cllr Preedy and seconded by Cllr Laverty.

The meeting closed at 9.35pm.

The next meeting will be held at the Village Hall at 7.30pm on Monday 28th March 2022.

Signed: Chairman

Dated:.....

Detailed Receipts & Payments by Budget Heading 31/12/2021

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Income							
1076 Precept	13,500	13,500	0			100.0%	
1080 Bank Interest	2	7	5			33.7%	
1090 MVDC Grant Received	862	850	(12)			101.4%	
1100 M&G Income	71	70	(1)			101.2%	
Income :- Receipts	14,435	14,427	(8)			100.1%	0
Net Receipts	14,435	14,427	(8)				
200 Payments							
4000 Salaries	3,738	5,500	1,762		1,762	68.0%	
4060 Payroll Fees	70	120	50		50	58.3%	
4070 Clerk's Expenses	0	25	25		25	0.0%	
4080 Chairman's Allowance	0	100	100		100	0.0%	
4090 Broadband Contribution	80	140	60		60	57.1%	
4100 Clerk's Mileage	128	250	122		122	51.1%	
4110 IT Equipment and Supplies	1,032	100	(932)		(932)	1031.5%	
4120 Village Hall Rental	111	450	339		339	24.7%	
4230 SALC Membership	175	180	5		5	97.4%	
4235 SLCC Membership	0	150	150		150	0.0%	
4240 Subscriptions and Donations	100	130	30		30	76.9%	
4250 Insurance	887	700	(187)		(187)	126.7%	
4260 Internal Audit	120	200	80		80	60.0%	
4270 ICO Annual Fee	40	40	0		0	100.0%	
4280 Satswana DPO Annual Fee	150	150	0		0	100.0%	
4290 ZOOM Annual Subscription	72	125	53		53	57.6%	
4300 Training	378	500	122		122	75.5%	
4310 Playground Lease Rent	50	50	0		0	100.0%	
4320 Play Area Weed Spraying	0	150	150		150	0.0%	
4330 Play Area Maint and New Equipm	9	2,000	1,991		1,991	0.4%	
4350 Projects	0	1,000	1,000		1,000	0.0%	
4370 Strimming Costs	1,978	2,600	622		622	76.1%	
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	31	150	120		120	20.3%	
4410 Website Hosting and Maint	321	300	(21)		(21)	107.0%	
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	310	500	190		190	62.0%	
4450 Section 137 Fund	0	100	100		100	0.0%	
Payments :- Indirect Payments	9,779	24,610	14,831	0	14,831	39.7%	0
Net Payments	(9,779)	(24,610)	(14,831)				

Detailed Receipts & Payments by Budget Heading 31/12/2021

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	14,435	14,427	(8)			100.1%	
Payments	9,779	24,610	14,831	0	14,831	39.7%	
Net Receipts over Payments	<u>4,657</u>	<u>(10,183)</u>	<u>(14,840)</u>				
Movement to/(from) Gen Reserve	<u>4,657</u>						

**Bank Reconciliation Statement as at 31/12/2021
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	31/12/2021		2,132.26
			<u>2,132.26</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			2,132.26
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			2,132.26
		Balance per Cash Book is :-	2,132.26
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/12/2021
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	31/12/2021		32,944.22
			<u>32,944.22</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			32,944.22
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			32,944.22
		Balance per Cash Book is :-	32,944.22
		Difference is :-	0.00