



HEADLEY PARISH COUNCIL

Draft Minutes of an **Ordinary Meeting** held at
Headley Village Hall at 7.30pm on Monday 28th February 2022

	In attendance	Apologies	Absent
Cllr David Preedy (Chair)	✓		
Cllr Jon Lavery	✓		
Cllr Jane Pickard	✓		
Cllr Paul Furr	✓		
Cllr Nick Woolley	✓		
Cllr Ben Jarvis		✓	

In attendance: Tracy Hamer (Clerk) taking the minutes, 0 members of the public.
 The meeting was chaired by Cllr Preedy.

Agenda Item	Issue	Actions
1	To receive and accept apologies of absence. Apologies were received from Cllr Jarvis.	
2	To receive any declarations of interest relevant to items on this agenda. Cllr Pickard – Item 9, MO/2022/0364/PLAH	
3	To sign as a correct record, the minutes of the Ordinary Meeting of Headley Parish Council held on 31st January 2022. The Council resolved to unanimously agree the content of the minutes. It was noted that the number of strips quoted in Item 4 regarding the traffic survey was later reduced to 10 (reflected in the invoice). The Chairman signed the minutes. <i>Proposed by Cllr Preedy and seconded by Cllr Furr.</i>	
4	To receive any Chairman’s announcements. <ul style="list-style-type: none"> • Surrey hills AONB boundary review: Cllr Preedy noted that over 2000 contributions were received, and it is expected that the next stage of the consultation will be published around the end of the year. • Concern has been raised regarding unpleasant smells associated with the sewage works. Thames Water have been informed by a resident. In addition, the Clerk will liaise with Environmental Health. • The battery and pads have been replaced on the defibrillator and will require replacements in February 2024. The Village Stores have agreed to check the cabinet weekly, and the parish council will check it every 6 months. 	Clerk
5	Public Participation Session.	

	Nil.	
6	<p>Matters arising.</p> <ul style="list-style-type: none"> • Traffic Calming in the village: The Traffic survey is now complete. Cllr Preedy met with Headley Horse-Riders Association (HHRA) last week and will share the results with HHRA for their thoughts and input. It was noted that speeds in excess of 70mph were recorded. The Clerk has contacted SCC for engagement concerning next steps and will organise a meeting with the Road Safety Team. It was agreed that Cllrs Preedy, Jarvis & Lavery would meet before the next Council meeting to analyse the findings • Annual General Meeting: It was confirmed that the AGM will take place on Monday 30th May at 7.30pm at The Village Hall. • MV Ward Boundary Review: The draft recommendations are for 13 three-councillor wards. It is proposed to merge the existing wards of Brockham, Betchworth & Buckland and Box Hill & Headley to create a three-member ward. This proposal also moves boundary with Leatherhead so that the whole of the Headley Court estate would be within the new ward. • Confirm arrangements for the parish council noticeboard damaged in the storms: The Clerk will investigate options for a replacement and a new notice board at Dale View. 	Cllr Preedy/ Cllr Lavery/Clerk
7	<p>Financial items.</p> <ul style="list-style-type: none"> • The Council noted the present financial situation is satisfactory. See Appendix 1. • Cllr Lavery reported that he had checked the reconciliation of the bank accounts dated January 31st and February 28th 2022 on the 28th March 2022 - <i>see Appendix 1.</i> • The Annual Governance Statement on page 5 of the AGAR and the Exemption Certificate on page 3 was reviewed and approved by all members. • The Clerk confirmed the Internal Audit is booked for Thursday 28th April 2022. • The Council resolved to approve the payments in Appendix 2 to these minutes. The annual increase to the clerk's salary was formally noted. <i>Proposed by Cllr Lavery and seconded by Cllr Furr.</i> 	Clerk
8	<p>Maintenance.</p> <ul style="list-style-type: none"> • Playground: The inspection log is up to date. Cllr Woolley noted that the playground is well presented but the path needs to have weed killer in some areas and that he will action this using appropriate weedkiller. The areas where the logs were removed has been consolidated. • Footpaths and grit bins – Nil. • Highways and Pebble Hill – Reigate & Banstead have contacted Cllr Preedy to confirm that safety at the Pebble Hill junction is of concern and will be investigated. 	Cllr Woolley

9	<p>Planning.</p> <ul style="list-style-type: none"> • Headley Court – It is currently unclear as to whether the appeals for the applications at Headley Court will be heard by a hearing or an inquiry. Cllr Preedy reported that he has had discussions with Headley Residents Action Group and Tyrrells Wood Estates Association about a unified approach to the appeals. There are no further updates at this time. • Church Lane Nursery – MVDC have confirmed the appeal has been postponed and will be heard as an inquiry due to the complicated nature of the situation. • Springfield – Appeal due to be heard this week. • See Appendix 3 for current and recent planning applications. 	
10	<p>Other Parish Council Activities</p> <ul style="list-style-type: none"> • Headley Jubilee and Hamper Hop: Cllr Furr updated members and noted that the working group are extremely proactive and enthusiastic. Cllr Preedy thanked all involved for their hard work. The Clerk will investigate finding a qualified first aider for the event and will complete the risk assessment. <p>The Parish Council have agreed to spend £1,500 as agreed in the 2022/23 Parish Council budget. The Parish Council also unanimously resolved to underwrite a potential loss of £1,500 in addition to this figure.</p> <p>Organisers of the event have suggested that all event profits should be donated to Surrey Stands with Ukraine (registered charity no 1117155). The Parish Council agree.</p> <p>Subject to agreement from the Council’s auditor, it was agreed that the Council’s bank account can be used to handle the funds associated with the event.</p> <p>The Parish Council unanimously resolved to allow the Beacon to be lit on Thursday 2nd June 2022 at 9.45pm. This will be a separate event from the Hamper Hop.</p>	Cllr Furr/Clerk
11	<p>Reports from other bodies.</p> <p>Nil.</p>	
12	<p>Consultations</p> <ul style="list-style-type: none"> • Smaller Council Committee – Cllr Preedy suggested that feedback should be given in regard to limited capacity, Standing Orders for smaller councils and CIL guidance for councils who do not have a neighbourhood plan in place. 	Clerk
13	<p>Questions from Parish Councillors.</p> <p>Nil.</p>	
14	<p>To confirm the date of the next Parish Council Meeting as Monday 30th May 2022 at 7.30pm at Headley Village Hall.</p>	

	There being no further business, the meeting closed at 10pm.	
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Signed..... Chairman

Dated.....

Item 7 – Appendix 1

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account	28/02/2022		1,015.15
			<u>1,015.15</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,015.15
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,015.15
		Balance per Cash Book is :-	1,015.15
		Difference is :-	0.00

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Savings Account	28/02/2022		30,944.78
			<u>30,944.78</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			30,944.78
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			30,944.78
		Balance per Cash Book is :-	30,944.78
		Difference is :-	0.00

Item 7 – Appendix 2

Payments between meetings	Chq	Amount
February Staff Salaries & Associated Costs	DD	503.39
March Staff Salaries & Associated Costs	DD	654.45
To be authorised for payment 28.03.2022	Chq	Amount
Clerks expenses	842	35.00
NJ Birch <u>Inv # 1999</u>	843	120.00
Surrey ALC 2022/23 subscriptions	844	199.99
Headley Village Hall <u>Inv # 0009</u>	845	74.00
Headley Village Stores <u>Inv # 1006</u>	846	15.00

Item 9 – Appendix 2

Registered Applications	Location	Description	Publicity end date
MO/2022/0364/PLAH	Box Cottage, Tot Hill, Headley, Epsom, Surrey, KT18 6PY	Demolition of existing conservatory and erection of new replacement single storey rear extension.	4 th April 2022 No objection from the PC.
Decisions	Location	Description	Outcome
MO/2021/0083/PLA	Garages at Dale View, Headley	Erection of 2 No. detached dwellings with associated landscaping, parking and access following demolition of existing garages.	REFUSED
MO/2021/2046/PLAH	The Pigeon House, Lee Green Lane, Headley, Epsom, Surrey, KT18 6AJ	Erection of part single, part two storey, part first floor side and front extensions, first floor rear extension and rear dormer window.	APPROVED WITH CONDITIONS
MO/2021/1789/PLA	Coppers, Tot Hill, Headley, Epsom, Surrey, KT18 6PY	Erection of a new open fronted oak framed car port and outbuilding and widening of existing access following demolition of existing outbuilding.	REFUSED

