

HEADLEY PARISH COUNCIL

YOU ARE HEREBY SUMMONED to attend the **ANNUAL GENERAL MEETING OF THE PARISH COUNCIL** to be held at **The Village Hall, Headley at 7.30pm on Monday 30th May 2022** for the purpose of considering and resolving upon the business set out in the following agenda. To press and members of the public: You are welcome to attend the meeting and address the Parish Council during Public Participation only. Questions should be sent in advance to the Clerk by email.

AGENDA

1. Apologies
2. Appointment of:
 - Chairman
 - Vice Chairman
 - Hedgerow & Footpaths Officer
 - SALC Representative
3. Declarations of Interest
4. Minutes of the meeting dated Monday 28th March 2022
5. Chair's Announcements
6. Matters Arising:
 - Traffic calming in the village – update
 - To discuss costs for replacement PC noticeboard at the Shop and a new noticeboard at Dale View
7. Financial Report
 - Financial report and bank reconciliation
 - Review and note findings following the Internal Audit dated 11th May 2022
 - Review and approval of Annual Governance and Accountability Return 2020/21

Payments between meetings	Chq no	Amount
Clerk April Salary	DD	511.97
Clerk May Salary	DD	511.97
Cornerstone Barristers	EP	£3,000

To be authorised for payment 30.05.2022	Chq no	Amount
Clerks expenses	847	£215.50
Mulberry & Co Internal Audit	848	£154.80
Headley Village Hall – Room Hire x2	849	£74.00
Greenhouse Graphics Inv 25607	850	£294.00
Hiscox Insurance	851	£1050.48
RBS Rialtas	852	£154.80
SCA Payroll Fees	853	£54.00

8. Maintenance
 - Playground – inspection and rotas, trees, parking
 - Footpaths and grit bins
 - Highways and Pebble Hill Junction
 - Waterworks
9. Planning

Registered Applications	Location	Description	Publicity end date
MO/2022/0470/PLAH	Fairacre, Headley Grove, Headley KT18 6NR	Erection of a single storey extension to the north and east elevation, enlarge thatched dormer with new	22 nd April 2022

		timber window to match existing and erection of a front entrance porch.	
MO/2022/0666/TFC	Gasston Stables Site, Hurst Lane, Headley KT18 6D	Crown reduce 2 No. Ash trees by 30%.	22 nd April 2022
MO/2022/0692/RM MAJOR	Defence Services, Headley Court, Headley Road, Headley KT18	Reserved matters application in respect of layout, scale, external appearance of buildings, car parking and landscaping (condition 1) and the discharge of planning conditions 3 (materials and surfaces), 4 (boundary treatments), 6 (Travel Plan), 10 (LEMP), 16 (SUDS) 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.	6 th June 2022
MO/2022/0774/PLA	Land adj to 24 and 25, Dale View, Headley KT18 6EH	Erection of 2 No. new dwellings and associated uses.	13 th June 2022
MO/2022/0775/PLA	Land adj to 6 and 7, Dale View, Headley KT18 6EH	Erection of 2 No. new dwellings and associated uses	13 th June 2022
MO/2022/0776/PLA	Garages at Dale View, Headley, Surrey	Demolition of existing garages and erection of a new single storey dwellings and associated uses.	13 th June 2022
MO/2022/0820/PLAH	23 Dale View, Headley, Epsom, Surrey, KT18 6EH	Erection of single storey rear extension.	13 th June 2022
MO/2022/0816/PLAH	The Tractor Shed, Slough Farm, Tumber Street, Headley, Surrey	Installation of 2 No. frosted windows: One window on the ground floor, second window on the first floor to meet the fire safety regulations	13 th June 2022
Decisions	Location	Description	Outcome
MO/2022/0506/PLAH	Garden Cottage, Goodmans Furze, Headley Common Road, KT18 6NQ	Erection of a single-storey detached garden gym and store.	REFUSED
MO/2021/1912/SCC	Land at Headley Court, Headley Road KT218 6JW	Erection of a modular building and retention of existing modular building, marquee, hoarding, 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/2022/0472/TFC	Headley Park, Tilley Lane, Headley KT18 6EE	Remove one Horse Chestnut tree (marked T1 on submitted plan).	APPROVED
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Note: In order to avoid the risk of pre-determination in his role on MVDC Development Management Committee, Cllr. Preedy does not participate in the Parish Council's discussion on planning applications other than on issues of process. This excludes applications that the Parish Council deems to be "major", where he will stand aside should they come to Mole Valley's Development Management Committee.

10. Other Parish Council Activities
11. Reports from other bodies
12. Consultations
 - MV Warding Boundary Review
13. Questions from Parish Councillors

The next Parish Council Meeting will be held on Monday 25th July 2022 at 7.30pm.

Signed T Hamer

Date 24.05.2022

Tracy Hamer, Clerk to Headley Parish Council
clerk@headley-pc.gov.uk
07778 546477



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. 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. 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

Item 6 – New and replacement PC noticeboards

The Parish Noticeboard Company

www.parishnoticeboards.co.uk



Seasoned Oak

Prices from £1,430 + VAT, 2 door A1, 4mm glazing, magnetic boards.

Prices from £1,265 + VAT, 2 door A2, 4mm glazing magnetic boards.

Greenbarnes

www.greenbarnes.co.uk



Seasoned Oak

Prices from £1178.80 + VAT, 4x4 A4, lockable and 4mm glazing.

Noticeboards Online

www.noticeboard.company



Sustainable wood

Prices from £1650.00 + VAT, 4x4 A4, lockable and 4mm glazing.

**Bank Reconciliation Statement as at 30/04/2022
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	30/04/2022		8,770.24
			<u>8,770.24</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			8,770.24
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			8,770.24
		Balance per Cash Book is :-	8,770.24
		Difference is :-	0.00

Time: 12:47

Bank Reconciliation up to 30/04/2022 for Cashbook No 1 - Lloyds Bank Accounts

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
05/04/2022	844	199.99		199.99		R <input type="checkbox"/>	Surrey ALC Limited
05/04/2022	843	120.00		120.00		R <input type="checkbox"/>	NJ Birch Garden Maintenance
12/04/2022	DD	511.97		511.97		R <input type="checkbox"/>	Tracy Hamer
20/04/2022			7,531.50	7,531.50		R <input type="checkbox"/>	Receipt(s) Banked
		<u>831.96</u>	<u>7,531.50</u>				

**Bank Reconciliation Statement as at 30/04/2022
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	30/04/2022		29,729.94
			<u>29,729.94</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			29,729.94
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			29,729.94
		Balance per Cash Book is :-	29,729.94
		Difference is :-	0.00

Time: 12:48

Bank Reconciliation up to 30/04/2022 for Cashbook No 2 - Savings Account

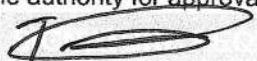
<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
11/04/2022			0.26	0.26		R <input type="checkbox"/>	Receipt(s) Banked
14/04/2022			784.66	784.66		R <input type="checkbox"/>	Receipt(s) Banked
		<hr/>	<hr/>				
		0.00	784.92				

Section 2 – Accounting Statements 2021/22 for

HEADLEY PARISH COUNCIL

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £		
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>	
1. Balances brought forward	25,054	30,618	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>	
2. (+) Precept or Rates and Levies	13,500	13,500	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>	
3. (+) Total other receipts	2,973	1,405	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>	
4. (-) Staff costs	5,514	5,318	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>	
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>	
6. (-) All other payments	5,395	9,189	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>	
7. (=) Balances carried forward	30,618	31,016	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>	
8. Total value of cash and short term investments	30,618	31,016	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>	
9. Total fixed assets plus long term investments and assets	64,013	64,227	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>	
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A	<i>The Council as a body corporate acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			✓	<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.
Signed by Responsible Financial Officer before being presented to the authority for approval



Date

11/05/2022

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved