



HEADLEY PARISH COUNCIL

Minutes of an **Ordinary Meeting** held at
Headley Village Hall at 7.30pm on Monday 28th November 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, 11 members of the public.
 The meeting was chaired by Cllr Preedy.

Agenda Item	Issue	Actions
1	To receive and accept apologies of absence. Cllr Jarvis.	
2	To receive any declarations of interest relevant to items on this agenda. Nil.	
3	To sign as a correct record, the minutes of the Parish Council Meeting dated 26th September 2022. The Council resolved to unanimously agree the content of the minutes and the Chair signed the minutes. <i>Proposed by Cllr Pickard and seconded by Cllr Lavery.</i>	
4	To receive any Chairman's announcements. Cllr Preedy noted that there are two main items for discussion this evening which include the Surrey Highways consultation for Headley Common Road and Headley Court. It was requested that any discussion relating to Headley Court should be evidence based to inform the discussion relating to the recent appeal decision.	
5	Public Participation Session. <u>Headley Common Road One Way and Prohibition of Entry</u> Cllr Preedy e residents had expressed concern that the suggested scheme would not make the junction safer. Cllr Furr supported this view and suggested that there is unused space that could be utilised to formulate a different and safer scenario. It was agreed that HPC will request that SCC review the plans before making a final decision. <u>Headley Court – Mansion House Application MO/2022/1595 & 1596 and Residential Development at MO/2021/0871/RM APPEAL</u>	

	<p>Cllr Preedy noted that HPC remain concerned regarding the parking proposals. However, it was also noted that the application will ensure the protection of associated heritage assets.</p> <p>Representatives of Headley Residents Action Group (HRAG) do not feel that the local community support the mansion house application and that the cumulative effect of the scale of both developments will not be sustainable and will only be exacerbated by the growth in associated traffic locally.</p> <p>Concerns were noted regarding the construction methods statement and the effect on the village and that the suggestions within the planning application are not realistic.</p> <p>HPC noted the following areas for further discussion with the applicant and MVDC:</p> <ul style="list-style-type: none"> • Effects of cumulative traffic • Lack of infrastructure • Construction methods statement • Help for Heroes building <p>It was noted that HPC are holding a resident's event on Wednesday 14th December to allow residents to view the plans and provide feedback.</p> <p>HRAG have been advised that a Judicial Review (JR) could be raised against the appeal decision and request that HPC initiate a JR using the Aarhus Convention with payment of associated legal costs via public funding.</p> <p>Cllr Laverty asked those in attendance what outcome they wish to see, and the overall feeling of those in attendance was a reduction in numbers to approximately 120 units in total.</p>	
6	<p>Matters arising.</p> <ul style="list-style-type: none"> • Traffic Calming in the village: The Clerk confirmed a meeting with SCC at 10am on Friday 20th January 2023 to follow up requests for substantial traffic calming in the village. • To confirm 2023 Parish Council meeting dates as follows: January 30th, March 27th, Annual Village Meeting – Monday 24th April, May AGM – TBC, July 31st, September 25th, November 27th 	Clerk
7	<p>Financial items.</p> <ul style="list-style-type: none"> • Cllr Laverty reported that he had checked the reconciliation of the bank accounts dated September 30th, 2022, and October 31st 2022 on the 28th November 2022 - <i>see Appendix 1.</i> • The half year spend against budget was discussed and noted as satisfactory <i>see Appendix 2.</i> • The Council resolved to approve the following payments. <i>Proposed by Cllr Furr and seconded by Cllr Pickard</i> 	Clerk

	<table border="1"> <thead> <tr> <th>Payments between meetings</th> <th>Chg</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>October Staff Salaries & Associated Costs</td> <td>DD</td> <td>511.97</td> </tr> <tr> <td>November Staff Salaries & Associated Costs</td> <td>DD</td> <td>833.07</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>To be authorised for payment 28.11.2022</th> <th>Chg</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Clerks expenses</td> <td>873</td> <td>107.47</td> </tr> <tr> <td>Village Hall Hire (28/11 & 14/12)</td> <td>874</td> <td>107.00</td> </tr> <tr> <td>Netwise – Invoices 2653 & 2654</td> <td>875</td> <td>216.00</td> </tr> <tr> <td>RBLI – Newsletter printing</td> <td>876</td> <td>205.00</td> </tr> <tr> <td>Greenhouse Graphics – Newsletter artwork</td> <td>877</td> <td>66.00</td> </tr> <tr> <td>ICO</td> <td>878</td> <td>40.00</td> </tr> <tr> <td>Surrey Community Action - Payroll</td> <td>879</td> <td>18.00</td> </tr> <tr> <td>TOTAL CHEQUES</td> <td></td> <td>759.47</td> </tr> </tbody> </table> <ul style="list-style-type: none"> The 2023/24 Budget and Precept requirement was discussed, and it was generally agreed that an 8% increase in precept is recommended, totaling £15,350. The final figure is dependent on the outcome of discussion relating to Item 5 – Headley Court. The Council noted the incremental rise to the Clerks salary, which was backdated to April 2022. 	Payments between meetings	Chg	Amount	October Staff Salaries & Associated Costs	DD	511.97	November Staff Salaries & Associated Costs	DD	833.07	To be authorised for payment 28.11.2022	Chg	Amount	Clerks expenses	873	107.47	Village Hall Hire (28/11 & 14/12)	874	107.00	Netwise – Invoices 2653 & 2654	875	216.00	RBLI – Newsletter printing	876	205.00	Greenhouse Graphics – Newsletter artwork	877	66.00	ICO	878	40.00	Surrey Community Action - Payroll	879	18.00	TOTAL CHEQUES		759.47	
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8	<p>Maintenance.</p> <ul style="list-style-type: none"> Playground: The inspection log is up to date and no issues reported. The rota for next 3 months is confirmed as December – Cllr Furr, January – Cllr Pickard, February – Cllr Jarvis. Cllr Laverty has volunteered to clear the steps to the slide area. Footpaths and grit bins: Nil Highways and Pebble Hill: See item 5. 	Cllr Laverty																																				
9	<p>Planning.</p> <ul style="list-style-type: none"> Headley Court – See Item 5. Church Lane Nursery – Cllr Pickard noted that plans will be available for residents to view and comment on at the residents meeting on the 14th December. Springfield – No further updates. 																																					
10	<p>Other Parish Council Activities</p> <ul style="list-style-type: none"> Headley Summer/Coronation Celebrations 2023: Cllr Furr agreed to talk with the Headley Hop organizers and report back in January. 	Cllr Furr																																				
11	<p>Reports from other bodies.</p> <p>Nil.</p>																																					
12	<p>Consultations.</p> <ul style="list-style-type: none"> Headley Common Road – One-way and Prohibition of Entry: See item 5. 																																					
13	<p>Questions from Parish Councillors.</p> <p>Nil.</p>																																					
14	<p>Confidential Matters.</p> <p>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</p>																																					

	this meeting as publicity will be prejudicial to the confidential nature of the business. <i>Proposed by Cllr Laverty and seconded by Cllr Pickard</i>	
15	To discuss financial and legal matters pertinent to the Parish Council.	

To confirm the date of the next Parish Council Meeting as Monday 30th January 2022 at 7.30pm at Headley Village Hall.

There being no further business, the meeting closed at 10.30pm.

Signed.....
Chairman

Dated.....

DRAFT

Appendix 1

Date: 01/11/2022 Headley Parish Council Page 1
Time: 16:38 **Bank Reconciliation Statement as at 31/10/2022** User: TRACY
for Cashbook 2 - Savings Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Savings Account	31/10/2022		30,234.00
			30,234.00
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			30,234.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			30,234.00
		Balance per Cash Book is :-	30,234.00
		Difference is :-	0.00

Date: 01/11/2022 Headley Parish Council Page 1
Time: 16:34 **Bank Reconciliation Statement as at 31/10/2022** User: TRACY
for Cashbook 1 - Lloyds Bank Accounts

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Current Account	31/10/2022		2,009.68
			2,009.68
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			2,009.68
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			2,009.68
		Balance per Cash Book is :-	2,009.68
		Difference is :-	0.00

Date: 07/10/2022

Headley Parish Council

Page 1

Time: 10:05

**Bank Reconciliation Statement as at 30/09/2022
for Cashbook 1 - Lloyds Bank Accounts**

User: TRACY

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Current Account	30/09/2022		9,416.85
			<u>9,416.85</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			9,416.85
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			9,416.85
		Balance per Cash Book is :-	9,416.85
		Difference is :-	0.00

Date: 07/10/2022

Headley Parish Council

Page 1

Time: 10:06

**Bank Reconciliation Statement as at 30/09/2022
for Cashbook 2 - Savings Account**

User: TRACY

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Savings Account	30/09/2022		26,232.86
			<u>26,232.86</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			26,232.86
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			26,232.86
		Balance per Cash Book is :-	26,232.86
		Difference is :-	0.00

Appendix 2

21/11/2022 Headley Parish Council Page 1
13:11 Detailed Receipts & Payments by Budget Heading 31/10/2022

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	14,175	14,175	0			100.0%	
1080 Bank Interest	4	7	3			61.7%	
1090 MVDC Grant Received	888	850	(38)			104.5%	
1100 M&G Income	74	70	(4)			106.1%	
1110 Headley Hop Ticket Income	6,766	0	(6,766)			0.0%	
Income :- Receipts	21,908	15,102	(6,806)			145.1%	0
Net Receipts	21,908	15,102	(6,806)				
200 Payments							
4000 Salaries	3,584	6,000	2,416		2,416	59.7%	
4060 Payroll Fees	60	120	60		60	50.0%	
4070 Clerk's Expenses	0	25	25		25	0.0%	
4080 Chairman's Allowance	0	100	100		100	0.0%	
4090 Broadband Contribution	60	140	80		80	42.9%	
4100 Clerk's Mileage	31	250	219		219	12.5%	
4110 IT Equipment and Supplies	189	150	(39)		(39)	126.0%	
4120 Village Hall Rental	23	450	427		427	5.2%	
4230 SALC Membership	200	200	0		0	100.0%	
4235 SLCC Membership	0	175	175		175	0.0%	
4240 Subscriptions and Donations	5,658	130	(5,528)		(5,528)	4352.2%	
4250 Insurance	1,050	950	(100)		(100)	110.6%	
4260 Internal Audit	129	220	91		91	58.6%	
4270 ICO Annual Fee	0	40	40		40	0.0%	
4280 Salswans DPO Annual Fee	150	150	0		0	100.0%	
4290 ZOOM Annual Subscription	0	125	125		125	0.0%	
4300 Training	50	500	450		450	10.0%	
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	100	1,500	1,400		1,400	6.7%	
4370 Strimming Costs	1,858	2,800	942		942	66.4%	
4380 Grit for Broome Close Bin	0	100	100		100	0.0%	
4390 Catering for AVM	174	1,750	1,576		1,576	10.0%	
4400 Public Meeting Refreshments	60	150	90		90	40.0%	
4410 Website Hosting and Maint	300	400	100		100	75.0%	
4420 Contingency and Small Works	1,175	300	(875)		(875)	391.7%	
4430 Traffic Calming Measures	0	3,500	3,500		3,500	0.0%	
4440 Newsletter	0	500	500		500	0.0%	
4450 Section 137 Fund	0	100	100		100	0.0%	
4460 Grants	0	1,500	1,500		1,500	0.0%	

21/11/2022 Headley Parish Council Page 2
13:11 Detailed Receipts & Payments by Budget Heading 31/10/2022

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4470 Professional Fees	2,500	0	(2,500)		(2,500)	0.0%	
4480 Events	2,723	0	(2,723)		(2,723)	0.0%	
Payments :- Indirect Payments	20,125	22,525	2,400	0	2,400	89.3%	0
Net Payments	(20,125)	(22,525)	(2,400)				
Grand Totals:- Receipts	21,908	15,102	(6,806)			145.1%	
Payments	20,125	22,525	2,400	0	2,400	89.3%	
Net Receipts over Payments	1,783	(7,423)	(9,206)				
Movement to/(from) Gen Reserve	1,782						

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