



## HEADLEY PARISH COUNCIL

Minutes of an **Ordinary Meeting** held at  
Headley Village Hall at 7.30pm on Monday 30<sup>th</sup> January 2023

	In attendance	Apologies	Absent
Cllr David Preedy (Chair)	✓		
Cllr Jon Laverty	✓		
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	<b>To receive and accept apologies of absence.</b> Cllrs Pickard and Jarvis.	
2	<b>To receive any declarations of interest relevant to items on this agenda.</b> Cllr Laverty - MO/2022/1845/PLA	
3	<b>To sign as a correct record, the minutes of the Extra Ordinary Parish Council Meetings dated 5th December 2022 and 9<sup>th</sup> December 2022.</b>  The Council resolved to unanimously agree the content of both sets of minutes and the Chair signed them both. <i>Proposed by Cllr Furr and seconded by Cllr Woolley</i>	
4	<b>Chair's Announcements.</b> Cllr Preedy noted that there will be a village litter pick on Saturday 11 <sup>th</sup> March with details to be shared via the website and upcoming newsletter.	
5	<b>Open Public Forum.</b> Nil.	
6	<b>Matters Arising.</b> <ul style="list-style-type: none"> <li>TRAFFIC CALMING IN THE VILLAGE – Cllr Preedy noted that along with Cllrs Furr and Woolley and the Clerk, a meeting had taken place with the Senior Traffic Officer from SCC, who has since forwarded details to the Clerk regarding the installation of a VAS. It was also agreed to survey the village and plot suggestions for SLOW to be painted on the road in advance of a potential change to speed limit to 30mph. Cllr Preedy will also investigate the possibility</li> </ul>	Cllr Preedy/ Clerk

	<p>of accessing residual neighbourhood CIL funds to assist with funding any traffic calming scheme in the village. It was agreed to purchase Parish Online at a cost of £72 to assist with mapping the village.</p> <ul style="list-style-type: none"> <li>DATES OF FORTHCOMING MEETINGS - To confirm the 2023 AGM date as Monday 22<sup>nd</sup> May and the 2023 APM as Thursday 16<sup>th</sup> March at 7pm.</li> <li>REVIEW AND APPROVAL OF THE FOLLOWING POLICIES:  <b>HPC Standing Orders</b> - Approved with no changes.  <b>HPC Financial Regulations</b> - Approved with no changes.  <b>HPC Asset Register</b> - Approved with removal of logs from playground and updates to Beacon and noticeboard for Broome Close.  <b>HPC Risk Register</b> - Approved with addition of risks to HPC of not spending CIL funds in time.</li> </ul> <p>The above was unanimously agreed  Proposed by Cllr Preedy and seconded by Cllr Laverty</p>																																					
7	<p><b>Financial items.</b></p> <ul style="list-style-type: none"> <li>The Council discussed the present financial situation and Q3 update and noted it as satisfactory.</li> <li>Cllr Laverty reported that he had checked the reconciliation of the bank accounts dated 30<sup>th</sup> November 2022 and 31<sup>st</sup> December 2022 on the 30<sup>th</sup> of January 2023 - see Appendix 1.</li> <li>The Council <b>resolved</b> to approve the following payments.  Proposed by Cllr Preedy and seconded by Cllr Woolley</li> </ul> <table border="1"> <thead> <tr> <th>Payments between meetings</th> <th>Chg</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>December Staff Salaries &amp; Associated Costs</td> <td>DD</td> <td>511.97</td> </tr> <tr> <td>January Staff Salaries &amp; Associated Costs</td> <td>DD</td> <td>806.90</td> </tr> <tr> <td>Octagon Room Hire</td> <td>881</td> <td>54.00</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>To be authorised for payment 30.01.2023</th> <th>Chg</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Clerks expenses</td> <td>882</td> <td>177.20</td> </tr> <tr> <td>Village Hall Hire (30/01)</td> <td>883</td> <td>37.00</td> </tr> <tr> <td>Surrey Community Action - Payroll</td> <td>884</td> <td>24.00</td> </tr> <tr> <td>SLCC Membership</td> <td>885</td> <td>70.80</td> </tr> <tr> <td>NJ Birch Inv 2335</td> <td>886</td> <td>199.20</td> </tr> <tr> <td>Conservation &amp; Access</td> <td>887</td> <td>240.00</td> </tr> <tr> <td><b>TOTAL CHEQUES</b></td> <td></td> <td><b>748.20</b></td> </tr> </tbody> </table>	Payments between meetings	Chg	Amount	December Staff Salaries & Associated Costs	DD	511.97	January Staff Salaries & Associated Costs	DD	806.90	Octagon Room Hire	881	54.00	To be authorised for payment 30.01.2023	Chg	Amount	Clerks expenses	882	177.20	Village Hall Hire (30/01)	883	37.00	Surrey Community Action - Payroll	884	24.00	SLCC Membership	885	70.80	NJ Birch Inv 2335	886	199.20	Conservation & Access	887	240.00	<b>TOTAL CHEQUES</b>		<b>748.20</b>	
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8	<p><b>Maintenance.</b></p> <ul style="list-style-type: none"> <li>Playground: The inspection log is up to date and no issues reported. The rota for next 3 months is confirmed as February – Cllr Jarvis, March – Cllr Woolley, April – Cllr Preedy. The Clerk noted that MVDC are yet to conduct the annual inspection – Cllr Preedy will make enquiries at MVDC.</li> <li>Footpaths and grit bins: Nil</li> <li>Highways and Pebble Hill:</li> </ul>	Cllr Preedy/ Clerk																																				
9	<p><b>Planning.</b></p> <ul style="list-style-type: none"> <li>Headley Court – No updates.</li> <li>Church Lane Nursery – No updates.</li> <li>Springfield – No updates.</li> <li>Current and recent planning applications:</li> </ul>																																					

Registered Applications	Location	Description	Publicity start date
MO/2022/2087/PLA	Timber House, Slough Lane, Headley, Epsom, Surrey, KT18 6NZ	Replacement of existing stables and erection of 1 No. dwelling.	09.12.2022
MO/2022/1972/CAT	21, Dale View, Headley, Epsom, Surrey, KT18 6EH	Remove 1 No. atlas cedar (T1), remove two stems of 1 No. ash tree (T2) leaning over the rear garden, cut back all new growth of a row of veteran beech (T3) by 2.5 metres	19.12.2022
Decisions	Location	Description	Outcome
MO/2022/1845/PLA	Costal Wood, Church Lane, Headley, Surrey	Retention of clay pigeon shooting shelter and earth mound for a further period of 5 years.	APPROVED WITH CONDITIONS

  

10	<p><b>Other Parish Council Activities</b></p> <ul style="list-style-type: none"> <li>Headley Summer/Coronation Celebrations 2023: Cllr Furr has met with the team who organised the event for the Jubilee celebrations and confirmed that an evening event will be held on Saturday 6<sup>th</sup> May. HPC agreed they wish to support the event and more details will follow.</li> <li>A newsletter will be distributed around the village during February.</li> </ul>	Cllr Furr/ Clerk
11	<p><b>Reports from other bodies.</b></p> <p>Nil.</p>	
12	<p><b>Consultations.</b></p> <p>Nil.</p>	
13	<p><b>Questions from Parish Councillors.</b></p> <p>Nil.</p>	

To confirm the date of the next Parish Council Meeting at the Village Hall on Monday 27<sup>th</sup> March 2023 at 7.30pm. The Annual Village Meeting will be held on Thursday 16<sup>th</sup> March 2023 at 7pm.

There being no further business, the meeting closed at 8.47pm.

Signed

Chairman

Dated

**Bank Reconciliation Statement as at 31/12/2022  
for Cashbook 1 - Lloyds Bank Accounts**

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<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Current Account	31/12/2022		2,714.56
			<hr/> 2,714.56
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			2,714.56
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			2,714.56
		<b>Balance per Cash Book is :-</b>	<b>2,714.56</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 31/12/2022  
for Cashbook 2 - Savings Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Savings Account	31/12/2022		26,243.93
			<u>26,243.93</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			26,243.93
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			26,243.93
		<b>Balance per Cash Book is :-</b>	<b>26,243.93</b>
		<b>Difference is :-</b>	<b>0.00</b>

## Detailed Receipts &amp; Payments by Budget Heading 31/12/2022

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b><u>100 Income</u></b>							
1076 Precept	14,175	14,175	0			100.0%	
1080 Bank Interest	14	7	(7)			203.6%	
1090 MVDC Grant Received	888	850	(38)			104.5%	
1100 M&G Income	87	70	(17)			123.8%	
1110 Headley Hop Ticket Income	6,766	0	(6,766)			0.0%	
	<b>21,930</b>	<b>15,102</b>	<b>(6,828)</b>			<b>145.2%</b>	<b>0</b>
Income :- Receipts							
<b>Net Receipts</b>	<b>21,930</b>	<b>15,102</b>	<b>(6,828)</b>				
<b><u>200 Payments</u></b>							
4000 Salaries	4,968	6,000	1,032		1,032	82.8%	
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	80	140	60		60	57.1%	
4100 Clerk's Mileage	55	250	195		195	21.8%	
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 Satswana DPO Annual Fee	150	150	0		0	100.0%	
4290 ZOOM Annual Subscription	14	125	111		111	11.5%	
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	75	150	75		75	50.0%	
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	90	500	410		410	17.9%	
4450 Section 137 Fund	0	100	100		100	0.0%	
4460 Grants	0	1,500	1,500		1,500	0.0%	

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4470 Professional Fees	4,250	0	(4,250)		(4,250)	0.0%	
4480 Events	2,723	0	(2,723)		(2,723)	0.0%	
Payments :- Indirect Payments	<b>23,422</b>	<b>22,525</b>	<b>(897)</b>	<b>0</b>	<b>(897)</b>	<b>104.0%</b>	<b>0</b>
<b>Net Payments</b>	<b>(23,422)</b>	<b>(22,525)</b>	<b>897</b>				
Grand Totals:- Receipts	<b>21,930</b>	<b>15,102</b>	<b>(6,828)</b>			<b>145.2%</b>	
Payments	<b>23,422</b>	<b>22,525</b>	<b>(897)</b>	<b>0</b>	<b>(897)</b>	<b>104.0%</b>	
<b>Net Receipts over Payments</b>	<b>(1,492)</b>	<b>(7,423)</b>	<b>(5,931)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>(1,492)</b>						