



HEADLEY PARISH COUNCIL

Minutes of an **Ordinary Meeting** held at
Headley Village Hall at 7.30pm on Monday 27th March 2023

	In attendance	Apologies	Absent
Cllr David Preedy (Chair)	✓		
Cllr Jon Laverty	✓		
Cllr Jane Pickard	✓		
Cllr Paul Furr	✓ (arrived 7.45pm)		
Cllr Nick Woolley	✓		
Cllr Ben Jarvis		✓	

In attendance: Tracy Hamer (Clerk) taking the minutes, 3 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 Meetings dated 30th January 2023. The Council resolved to unanimously agree the content of the minutes and the Chair signed them. <i>Proposed by Cllr Laverty and seconded by Cllr Preedy.</i>	
4	Chair's Announcements. <ul style="list-style-type: none"> - Following the recent incident involving 2 HGV's causing an overnight obstruction on Slough Lane, Cllr Preedy has requested legal width restriction signage to be implemented, as well investigation of automated signs to warn HGVs to change route when entering roads designated "Unsuitable for HGVs". - The Pebble Hill junction will be closed for 2 weeks over the Easter holidays during the work to improve the junction. Cllr Preedy is awaiting confirmation of changes to affected bus routes. - Cllr Preedy confirmed he will not be standing as a District Councillor this year and also formally thanked all Headley Parish Councillors for their commitment to the village over the last term. 	
5	Open Public Forum. <ul style="list-style-type: none"> - How will the S106 agreement for Headley Court benefit the village and who is responsible for discharging the terms? Cllr Preedy confirmed that whoever 	Cllr Preedy

	<p>begins work first (either Vistry or Audley) will be responsible for the S106 terms. St present, the funds have potentially been earmarked for highways improvement to the A24 junction, Clay Lane/Tilley Lane junction, and to widen the road and improve footpaths near Headley Court.</p> <ul style="list-style-type: none"> - The issue of frequent fly tipping at the bottom of Tumber Street was raised. Action: DP to liaise with MVDC regarding mobile CCTV. - There is littering on the heath, and it was suggested that more bins should be installed at the food hut. Action: JL/TH to liaise with NT. 																																					
6	<p>Matters Arising.</p> <ul style="list-style-type: none"> • TRAFFIC CALMING IN THE VILLAGE – No further updates at this time. Action: TH to liaise with Highways to progress the next stage. • SURREY HILL AONB BOUNDARY REVIEW CONSULTATION – Cllr Preedy noted that the consultation will run until June and can be viewed here - https://consult.defra.gov.uk/ne-landscape-heritage-and-geodiversity-team/surrey-hills-boundary-variation. The recommendations for Headley are straightforward and mirror the PC submission. It was agreed to formally review and comment on the consultation in the May Parish Council meeting. 	Clerk																																				
7	<p>Financial items.</p> <ul style="list-style-type: none"> • The Council discussed the present financial situation and Q3 update and noted it as satisfactory. • Cllr Laverty reported that he had checked the reconciliation of the bank accounts dated 31st January 2023 and 28th February 2023 on the 27th of March 2023 - see Appendix 1. • The Council resolved to approve the following payments. The Clerk noted that the payments for Greenhouse Graphics differed slightly to the agenda as VAT had been omitted and the two payments had also been amalgamated. <i>Proposed by Cllr Laverty and seconded by Cllr Pickard.</i> <table border="1"> <thead> <tr> <th>Payments between meetings</th><th>Chg</th><th>Amount</th></tr> </thead> <tbody> <tr> <td>February Staff Salaries & Associated Costs</td><td>DD</td><td>550.97</td></tr> <tr> <td>March Staff Salaries & Associated Costs</td><td>DD</td><td>550.97</td></tr> <tr> <td>Village Hall Hire 22/23 (authorised by email)</td><td>BACS</td><td>375.00</td></tr> <tr> <td>AVM Catering (authorised by email)</td><td>BACS</td><td>191.50</td></tr> <tr> <td>Richard Buxton Solicitors (authorised by email)</td><td>BACS</td><td>350.00</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>888</td><td>123.05</td></tr> <tr> <td>Parish Online Inv 43UE007-0002</td><td>889</td><td>72.00</td></tr> <tr> <td>Greenhouse Graphics Inv 27053 and 27244</td><td>890</td><td>468.00</td></tr> <tr> <td>RBLI Inv 2107567</td><td>891</td><td>205.00</td></tr> <tr> <td>TOTAL CHEQUES</td><td></td><td>801.05</td></tr> </tbody> </table>	Payments between meetings	Chg	Amount	February Staff Salaries & Associated Costs	DD	550.97	March Staff Salaries & Associated Costs	DD	550.97	Village Hall Hire 22/23 (authorised by email)	BACS	375.00	AVM Catering (authorised by email)	BACS	191.50	Richard Buxton Solicitors (authorised by email)	BACS	350.00	To be authorised for payment 30.01.2023	Chg	Amount	Clerks expenses	888	123.05	Parish Online Inv 43UE007-0002	889	72.00	Greenhouse Graphics Inv 27053 and 27244	890	468.00	RBLI Inv 2107567	891	205.00	TOTAL CHEQUES		801.05	
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8	<p>Maintenance.</p> <ul style="list-style-type: none"> • Playground: The inspection log is up to date. It was noted that the steps to the slide are slippery. Action: Cllr Laverty to investigate. <p>The rota for next 2 months is confirmed as April – Cllr Preedy, May – Cllr Furr. The Clerk noted that MVDC have confirmed they are due to commence the annual safety inspection this month.</p>	Cllr Laverty																																				

	<ul style="list-style-type: none">Footpaths and grit bins: The Footpath Officer noted that all paths have been walked and any issues have been reported to SCC. Cllr Preedy formally thanked the Footpath Officer for her continued support.Highways: Nil																																	
9	<p>Planning.</p> <ul style="list-style-type: none">Headley Court – Nil.Church Lane Nursery – An updated scheme has been presented to MVDC who are broadly supportive. There will be an update to the Parish Council following the May elections.Current and recent planning applications: <table><tr><th>Registered Applications</th><th>Location</th><th>Description</th><th>Publicity start date</th></tr><tr><td>MO/2023/0104/PLAH</td><td>8 Dale View, Headley, Epsom, Surrey, KT18 6EH</td><td>Erection of single storey side and rear extension and new front porch.</td><td>23.01.2023</td></tr><tr><td>MO/2023/0286/PLA</td><td>Highfield Stables, Heath Farm, Headley Common Road, Headley, Surrey</td><td>Convert two stables into one dwelling including a linked extension following demolition of part of stable one</td><td>24.03.2023</td></tr><tr><td>MO/2023/0301/CC</td><td>Headley Court (Mansion House Site), Headley Road, Headley, Epsom, Surrey, KT18 6JN</td><td>Variation of conditions 11 and 12 of approved planning [permission MO/2022/1596 for the retention and conversion of existing listed mansion house to C2 accommodation and associated communal facilities, alongside the relocation of the sarcophagus flower trough, sundial, and winged lion seat garden features and temporary dismantling of left hand pier of gate located at the northern Headley Road 'Jubilee' access to facilitate construction access (application for Listed Building Consent), to allow alteration of wording.</td><td>17.03.2023</td></tr><tr><th>Decisions</th><th>Location</th><th>Description</th><th>Outcome</th></tr><tr><td>MO/2019/2258/ECL</td><td>Springfield, Church Lane, Headley, Epsom, Surrey, KT18 6LG</td><td>Certificate of Lawfulness for the existing use of former stable as a residential dwelling for a period more than 4 years.</td><td>ALLOWED</td></tr><tr><td>MO/2022/1596/LBC</td><td>Headley Court (Mansion House Site), Headley Road, Headley, Epsom, Surrey, KT18 6JN</td><td>Retention and conversion of existing listed mansion house to C2 accommodation and associated communal facilities, alongside the relocation of the sarcophagus flower trough, sundial, and winged lion seat garden features and temporary dismantling of left-hand pier of gate located at the northern Headley Road 'Jubilee' access to facilitate construction access (application for Listed Building Consent).</td><td>APPROVED WITH CONDITIONS</td></tr><tr><td>MO/2023/0107/PCL</td><td>8 Dale View, Headley, Epsom, Surrey, KT18 6EH</td><td>Certificate of Lawfulness for a proposed development in respect of a loft conversion.</td><td>APPROVED</td></tr></table>	Registered Applications	Location	Description	Publicity start date	MO/2023/0104/PLAH	8 Dale View, Headley, Epsom, Surrey, KT18 6EH	Erection of single storey side and rear extension and new front porch.	23.01.2023	MO/2023/0286/PLA	Highfield Stables, Heath Farm, Headley Common Road, Headley, Surrey	Convert two stables into one dwelling including a linked extension following demolition of part of stable one	24.03.2023	MO/2023/0301/CC	Headley Court (Mansion House Site), Headley Road, Headley, Epsom, Surrey, KT18 6JN	Variation of conditions 11 and 12 of approved planning [permission MO/2022/1596 for the retention and conversion of existing listed mansion house to C2 accommodation and associated communal facilities, alongside the relocation of the sarcophagus flower trough, sundial, and winged lion seat garden features and temporary dismantling of left hand pier of gate located at the northern Headley Road 'Jubilee' access to facilitate construction access (application for Listed Building Consent), to allow alteration of wording.	17.03.2023	Decisions	Location	Description	Outcome	MO/2019/2258/ECL	Springfield, Church Lane, Headley, Epsom, Surrey, KT18 6LG	Certificate of Lawfulness for the existing use of former stable as a residential dwelling for a period more than 4 years.	ALLOWED	MO/2022/1596/LBC	Headley Court (Mansion House Site), Headley Road, Headley, Epsom, Surrey, KT18 6JN	Retention and conversion of existing listed mansion house to C2 accommodation and associated communal facilities, alongside the relocation of the sarcophagus flower trough, sundial, and winged lion seat garden features and temporary dismantling of left-hand pier of gate located at the northern Headley Road 'Jubilee' access to facilitate construction access (application for Listed Building Consent).	APPROVED WITH CONDITIONS	MO/2023/0107/PCL	8 Dale View, Headley, Epsom, Surrey, KT18 6EH	Certificate of Lawfulness for a proposed development in respect of a loft conversion.	APPROVED	
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10	<p>Other Parish Council Activities</p> <ul style="list-style-type: none">Headley Summer/Coronation Celebrations 2023: Cllr Preedy formally thanked MVDC who have provided a grant of £400 towards the cost of organising the	Cllr Furr/ Clerk																																

	event. Tickets are now on sale and banners will be distributed around the village this week.	
11	Reports from other bodies. Nil.	
12	Consultations. See Item 6.	
13	Questions from Parish Councillors. Nil.	

To confirm the date of the next Parish Council Meeting: 12 Hurst Close on Friday 21st April 2023 at Midday. The Annual General Meeting of the Parish Council will be held on Monday 22nd May 2023 at The Village Hall at 7.30pm.

There being no further business, the meeting closed at 8.40pm.

Signed

Chairman

Dated

Appendix 1

Date: 10/03/2023	Headley Parish Council	Page 1	
Time: 11:00	Bank Reconciliation Statement as at 28/02/2023 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	28/02/2023		1,648.88
			<u>1,648.88</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,648.88
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,648.88
	Balance per Cash Book is :-		1,648.88
	Difference is :-		0.00

Date: 10/03/2023	Headley Parish Council	Page 1	
Time: 11:01	Bank Reconciliation Statement as at 28/02/2023 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	28/02/2023		24,768.46
			<u>24,768.46</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			24,768.46
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			24,768.46
		Balance per Cash Book is :-	24,768.46
		Difference is :-	0.00