



HEADLEY PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held at
Headley Village Hall at 7.30pm on Monday 22nd May 2023

	In attendance	Apologies	Absent
Cllr David Preedy (Chair)	✓		
Cllr Paul Furr	✓		
Cllr Nick Woolley	✓		
Cllr Sharon Knight	✓		
Cllr Callum Bennett	✓		
Cllr Mary Denyer		✓	

Also in attendance: Cllr Simon Budd (MVDC), Cllr Paul Potter (MVDC), Cllr Paula Keay (MVDC), Tracy Hamer (Clerk) taking the minutes, 3 members of the public. The meeting was chaired by Cllr Preedy.

Agenda Item	Issue	Actions
1	<p>To elect the following appointments for the coming municipal year:</p> <ul style="list-style-type: none"> Chairman: Cllr Preedy was nominated by Cllr Furr and seconded by Cllr Knight and elected unanimously. Vice Chairman: Cllr Furr was nominated by Cllr Preedy and seconded by Cllr Woolley and elected unanimously. Hedgerow & Footpaths Officer: Carmel Laverty has agreed to continue with her role as Hedgerow and Footpaths Officer. The Parish Council formally thanked her. SALC Representative: Cllr Preedy was nominated by Cllr Woolley, seconded by Cllr Furr and unanimously agreed. 	
2	<p>To receive and accept apologies of absence. Cllr Denyer.</p>	
3	<p>To receive any declarations of interest relevant to items on this agenda. Cllr Bennett – Item 3, Dale View Planning Appeal</p>	
4	<p>To sign as a correct record, the minutes of the Parish Council Meetings dated 27th March 2023 and 21st April 2023.</p> <p>The Council resolved to unanimously agree the content of the minutes and the Chair signed them. <i>Proposed by Cllr Preedy and seconded by Cllr Woolley</i></p>	
5	<p>Chair's Announcements. Cllr Preedy thanked outgoing Councillors for their commitment to the Parish Clerk over the previous 4 years and welcomed newly elected members to the Parish Council.</p>	

	Introductions were heard from those in attendance, including Mole Valley District Councillors.	
6	Reports from District Councillors. Nil.	
7	Open Public Forum. Nil.	
8	Dates for future Council meetings. The previously circulated calendar of meetings for the year was AGREED . It was confirmed that meetings start at 7.30pm unless otherwise advised.	
9	To agree that the Parish Council meets the criteria for eligibility and agrees to adopt the General Power of Competence (GPC). Following the May 2023 elections, 6 councillors were returned uncontested, and the Clerk is qualified in the Certificate in Local Council Administration (CiLCA), therefore the criteria for eligibility is met. Headley Parish Council resolved and unanimously agreed that from 22 nd May 2023 until the next relevant Annual Meeting of the Council, that having met the conditions and eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, to adopt the General Power of Competence. <i>Proposed by Cllr Preedy and seconded by Cllr Bennett.</i>	Clerk
10	Matters Arising. <ul style="list-style-type: none"> TRAFFIC CALMING IN THE VILLAGE – Cllr Preedy updated members regarding a meeting between Surrey Highways and representatives from the Parish Council with regards to the progression of two Vehicle Activated Signs at strategic points in the village. A further speed survey will be organised by SCC with results informing next steps. It was also agreed to explore options regarding electronic messaging to discourage HGV's entering the village. 	Clerk
11	Financial items. <ul style="list-style-type: none"> The Council discussed the present financial situation and noted it as satisfactory. Cllr Preedy reported that he had checked the reconciliation of the bank accounts dated 30th April 2023 on the 22nd of May 2023 - see Appendix 1. The Council reviewed the findings of the Internal Audit dated 22nd May 2023 and noted that no actions are required. The Council resolved to approve the end of year accounts and AGAR 2022/23. <i>Proposed by Cllr Preedy and seconded by Cllr Furr.</i> The Council confirmed that dates set for the period for the exercise of public rights will commence on Monday 5 June 2023 and end on Friday 14 July 2023 The Council resolved to approve the following payments. The Clerk noted that the amount originally stated for the Clerks Expenses did not include £20 towards refreshments. The invoice for the Village Hall hire has also been received at a cost of £40 and members agreed this will be paid via BACS. <i>Proposed by Cllr Knight and seconded by Cllr Bennett.</i> 	Clerk

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12	<p>Maintenance.</p> <ul style="list-style-type: none"> • Playground: The inspection log is up to date. The rota will be updated and circulated by the Clerk. The Clerk noted that MVDC have completed the annual safety inspection which has been circulated and deemed acceptable. • Footpaths and grit bins: Nil. • Highways: Concern has been raised by members of HPC as well as surrounding Parish Council with regards to the updates made to Pebble Hill junction and whether they have improved the junction. Action: Cllr Preedy to liaise with relevant County and Ward Councillors to request an urgent review of the current scheme with the outcome reported at the next HPC meeting on the 29th July. 	Cllr Preedy																												
13	<p>Planning.</p> <ul style="list-style-type: none"> • Headley Court – Nil. • Church Lane Nursery – A meeting has been arranged on 15th June 2023 to discuss potential next steps. Members have been invited to attend. • Current and recent planning applications: <table border="1"> <thead> <tr> <th>Registered Applications</th> <th>Location</th> <th>Description</th> <th>Publicity start date</th> </tr> </thead> <tbody> <tr> <td>MO/2023/0501/PLAH</td> <td>Woodside Cottage, Tumber Street, Headley, Epsom, Surrey, KT18 6PA</td> <td>Erection of front entrance area and two storey rear extension. Alterations to existing fenestration.</td> <td>13/04/2023</td> </tr> <tr> <td>MO/2023/0446/PCL</td> <td>Garden Cottage, Goodmans Furze, Headley Common Road, Headley, Epsom, Surrey, KT18 6NQ</td> <td>Certificate of Lawfulness for the proposed development in respect of the erection of a garden building</td> <td>14/04/2023</td> </tr> <tr> <td>MO/2023/0503/CC</td> <td>The Pigeon House, Lee Green Lane, Headley, Epsom, Surrey, KT18 6AJ</td> <td>Variation of Condition 2 of approved planning application MO/2021/2046 for the erection of part single, part two storey, part first floor side and front extensions, first floor rear extension and rear dormer window for the provision of a basement</td> <td>22/04/2023</td> </tr> <tr> <td>MO/2022/0774/PLA</td> <td>Land adj to 24 and 25, Dale View, Headley, Epsom, Surrey, KT18 6EH</td> <td>Erection of 2 No. new dwellings and associated uses.</td> <td>27/04/2023 APPEAL</td> </tr> <tr> <td>MO/2023/0424/PLA</td> <td>Cunliffe Close, Headley, Epsom, Surrey, KT18 6EG</td> <td>Erection of entrance gates to Cunliffe Close.</td> <td>19/04/2023</td> </tr> <tr> <th>Decisions</th> <th>Location</th> <th>Description</th> <th>Outcome</th> </tr> </tbody> </table>	Registered Applications	Location	Description	Publicity start date	MO/2023/0501/PLAH	Woodside Cottage, Tumber Street, Headley, Epsom, Surrey, KT18 6PA	Erection of front entrance area and two storey rear extension. Alterations to existing fenestration.	13/04/2023	MO/2023/0446/PCL	Garden Cottage, Goodmans Furze, Headley Common Road, Headley, Epsom, Surrey, KT18 6NQ	Certificate of Lawfulness for the proposed development in respect of the erection of a garden building	14/04/2023	MO/2023/0503/CC	The Pigeon House, Lee Green Lane, Headley, Epsom, Surrey, KT18 6AJ	Variation of Condition 2 of approved planning application MO/2021/2046 for the erection of part single, part two storey, part first floor side and front extensions, first floor rear extension and rear dormer window for the provision of a basement	22/04/2023	MO/2022/0774/PLA	Land adj to 24 and 25, Dale View, Headley, Epsom, Surrey, KT18 6EH	Erection of 2 No. new dwellings and associated uses.	27/04/2023 APPEAL	MO/2023/0424/PLA	Cunliffe Close, Headley, Epsom, Surrey, KT18 6EG	Erection of entrance gates to Cunliffe Close.	19/04/2023	Decisions	Location	Description	Outcome	
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MO/2022/1972/TFC	21, Dale View, Headley, Epsom, Surrey, KT18 6EH	Remove 1 No. Atlas Cedar tree (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 trees (T3) by 2.5 metre	APPROVED WITH CONDITIONS
MO/2022/2087/PLA	Tumber House, Slough Lane, Headley, Epsom, Surrey, KT18 6NZ	Replacement of existing stables and erection of 1 No. dwelling.	REFUSED
MO/2023/0104/PLAH	8, Dale View, Headley, Epsom, Surrey, KT18 6EH	Erection of single storey side and rear extension and new front porch.	APPROVED WITH CONDITIONS
MO/2023/0151/TFC	8, Dale View, Headley, Epsom, Surrey, KT18 6EH	Remove three lower limbs from one Oak tree (T1 on the submitted plan); and remove dead and dangerous limbs and a snapped branch from Oak trees (T2 and T3) as exempt works.	APPROVED WITH CONDITIONS
MO/2020/2263/OUT MAJOR	Headley Court, Headley Road, Headley, Leatherhead, Surrey, KT18 6JW	Outline application for consideration of access, layout and scale, with matters of landscaping and appearance reserved, for works at the Headley Court Mansion Site (land to the east of Headley Road) to comprise the retention and conversion of the listed mansion building to deliver 14 senior living (Use Class C2) units with ancillary facilities, demolition of existing buildings and redevelopment to deliver 100 new-build senior living (Use Class C2) units and associated facilities between 1 and 3 storeys in height over lower ground with associated works including parking (Outline). Retention and conversion of the listed mansion building comprising change of use to deliver 14 senior living (Use Class C2) units with ancillary facilities	WITHDRAWN
MO/2022/1756/TFC	Site at, Headley Court, Headley Road, Headley, Surrey	Reduce by up to 2 metres a group of Beech trees (marked G275 on the submitted plans). Then, following the above works being carried out on one occasion, the group may be neatly pruned seasonally on two occasions each year, so as to maintain the box feature at approximately 6m height, 18m width (East to West) and 40m length (North to South), until the	APPROVED WITH CONDITIONS

			year 2042. (includes deadwood removal as exempt works).		
	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.	APPROVED WITH CONDITIONS	
	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.	APPROVED WITH CONDITIONS	
	Actions: Cllr Preedy to circulate draft submissions to members for comment on current applications.				
14	Other Parish Council Activities <ul style="list-style-type: none"> Headley Summer/Coronation Celebrations 2023: Cllr Furr reported to members that the Coronation Event held on the 6th May had been a great event with over 200 tickets sold. The event made a profit which will be shared between The Children Trust and Headley Cricket Club. Cllr Preedy thanked all those involved for their hard work in creating such a successful event again. Cllr Furr will liaise with the working group to discuss potential future events. 				Cllr Furr
11	Reports from other bodies. Nil.				
12	Consultations. Surrey Hills Boundary Review – Action: Cllr Preedy will prepare a draft submission which approves the current proposal.				Cllr Preedy
13	Questions from Parish Councillors. Nil.				

To confirm the date of the next Parish Council Meeting will be held on Monday 20th July 2023 at The Village Hall at 7.30pm.

There being no further business, the meeting closed at 9.15pm.

Signed

Chairman

Dated

Appendix 1

Date: 16/05/2023

Headley Parish Council

Page 1

Time: 18:05

**Bank Reconciliation Statement as at 30/04/2023
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	30/04/2023		2,533.74
			<u>2,533.74</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			2,533.74
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			2,533.74
		Balance per Cash Book is :-	2,533.74
		Difference is :-	0.00

Date: 16/05/2023

Headley Parish Council

Page 1

Time: 18:06

**Bank Reconciliation Statement as at 30/04/2023
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	30/04/2023		31,248.47
			<u>31,248.47</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			31,248.47
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			31,248.47
		Balance per Cash Book is :-	31,248.47
		Difference is :-	0.00

