

HEADLEY PARISH COUNCIL

YOU ARE HEREBY SUMMONED to attend an **ORDINARY MEETING OF THE PARISH COUNCIL** to be held at **The Village Hall, Headley at 7.30pm on Thursday 20th July 2023** 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. Declarations of Interest
3. Minutes of the Parish Council Meetings dated 22nd May 2023
4. Chair's Announcements
5. Open Public Forum
6. Matters Arising
 - Traffic calming in the village.
7. Financial Report
 - Financial situation, Q1 update and bank reconciliation

Payments between meetings	Chq	Amount
June Staff Salaries & Associated Costs	DD	550.97
July Staff Salaries & Associated Costs	DD	550.97
Headley Old Freemans Cricket Ltd (authorised by email)	BACS	3866.40
Childrens Trust (authorised by email)	BACS	979.60
Trevor Gorringe Strimming Costs (authorised by email)	BACS	974.00
Mulberry @ Co Inv 21287 (authorised by email)	897	170.64
Mulberry @ Co Inv 51166 (authorised by email)	898	114.00
Satswana Inv M2653 (authorised by email)	899	180.00

To be authorised for payment 30.01.2023	Chq	Amount
Clerks expenses	900	100.08
Trevor Gorringe Strimming Costs – Invoice 1191	901	144.00
Surrey Community Action – Payroll Invoice 6848	902	36.00
Surrey Community Action – Payroll Invoice 6569	903	24.00
TOTAL CHEQUES		304.48

8. Maintenance
 - Playground – inspection rota (rota for next 2 months: (August – Cllr Denyer, September – Cllr Preedy, October – Cllr Bennett)
 - Footpaths and grit bins
 - Highways
9. Planning
 - Church Lane Nursery Update
 - Dale View Appeal
 - Current and recent planning applications as follows:

Registered Applications	Location	Description	Publicity start date
MO/2022/0775/PLA	Land adj to 6 and 7, Dale View, Headley, Epsom, Surrey, KT18 6EH	Erection of 2 No. new dwellings and associated uses.	APPEAL STARTED 1st June
MO/2022/0776/PLA	Garages at Dale View, Headley, Surrey	Demolition of existing garages and erection of a new single storey dwelling and associated uses	APPEAL STARTED 1st June

MO/2023/0780/ECL	Hyde Farm House, Leech Lane, Headley, Epsom, Surrey, KT18 6PN	Certificate of Lawfulness for the existing use in respect of a one bedroom self-contained dwelling for in excess of 10 years.	
MO/2023/0868/PLAH	The Pigeon House, Lee Green Lane, Headley, Epsom, Surrey, KT18 6AJ	Erection of part single, part two storey, part first floor rear side, and front extensions and basement.	
MO/2023/0887/PLA	Tumber House Stables, Slough Lane, Headley, Epsom, Surrey, KT18 6NZ	Replacement of existing stables building with 1 No. dwelling.	
Decisions	Location	Description	Outcome
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.	REFUSED
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	APPROVED
MO/2023/0424/PLA	Cunliffe Close, Headley, Epsom, Surrey, KT18 6EG	Erection of entrance gates and brick piers to Cunliffe Close.	REFUSED

10. Other Parish Council Activities
11. Reports from other bodies.
12. Consultations.
13. Questions from Parish Councillors

The next Parish Council Meeting will be held at The Village Hall on 25th September 2023 at 7.30pm.

Signed *T Hamer*

Date 16th June 2023

Tracy Hamer

Clerk to Headley Parish Council clerk@headley-pc.gov.uk

**Bank Reconciliation Statement as at 30/06/2023
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	30/06/2023		2,660.93
			<u>2,660.93</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			2,660.93
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			2,660.93
		Balance per Cash Book is :-	2,660.93
		Difference is :-	0.00

**Bank Reconciliation Statement as at 30/06/2023
for Cashbook 2 - Savings Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Savings Account	30/06/2023		27,285.75
			<u>27,285.75</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			27,285.75
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			27,285.75
		Balance per Cash Book is :-	27,285.75
		Difference is :-	0.00

Detailed Receipts & Payments by Budget Heading 30/06/2023

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Income</u>							
1076 Precept	7,800	15,600	7,800			50.0%	
1080 Bank Interest	51	7	(44)			735.3%	
1090 MVDC Grant Received	862	850	(12)			101.4%	
1100 M&G Income	31	70	39			44.0%	
1110 Headley Hop Ticket Income	4,781	0	(4,781)			0.0%	
	13,525	16,527	3,002			81.8%	0
Income :- Receipts							
	13,525	16,527	3,002				
Net Receipts							
<u>200 Payments</u>							
4000 Salaries	1,653	7,500	5,847		5,847	22.0%	
4060 Payroll Fees	40	120	80		80	33.3%	
4070 Clerk's Expenses	0	25	25		25	0.0%	
4080 Chairman's Allowance	0	100	100		100	0.0%	
4090 Broadband Contribution	20	140	120		120	14.3%	
4100 Clerk's Mileage	49	250	201		201	19.4%	
4110 IT Equipment and Supplies	0	300	300		300	0.0%	
4120 Village Hall Rental	40	450	410		410	8.9%	
4230 SALC Membership	0	250	250		250	0.0%	
4235 SLCC Membership	0	200	200		200	0.0%	
4240 Subscriptions and Donations	5,262	130	(5,132)		(5,132)	4047.8%	
4250 Insurance	1,089	1,100	11		11	99.0%	
4260 Internal Audit	0	220	220		220	0.0%	
4270 ICO Annual Fee	0	40	40		40	0.0%	
4280 Satswana DPO Annual Fee	0	180	180		180	0.0%	
4300 Training	0	500	500		500	0.0%	
4310 Playground Lease Rent	0	50	50		50	0.0%	
4320 Play Area Weed Spraying	0	150	150		150	0.0%	
4330 Play Area Maint and New Equipm	0	3,605	3,605		3,605	0.0%	
4370 Strimming Costs	974	2,800	1,826		1,826	34.8%	
4380 Grit for Broome Close Bin	0	100	100		100	0.0%	
4390 Catering for AVM	0	250	250		250	0.0%	
4400 Public Meeting Refreshments	20	150	130		130	13.3%	
4410 Website Hosting and Maint	0	400	400		400	0.0%	
4420 Contingency and Small Works	0	300	300		300	0.0%	
4430 Traffic Calming Measures	0	3,500	3,500		3,500	0.0%	
4440 Newsletter	260	500	240		240	52.0%	
4450 Section 137 Fund	0	100	100		100	0.0%	
4460 Grants	0	1,500	1,500		1,500	0.0%	
4470 Professional Fees	0	1,000	1,000		1,000	0.0%	

Detailed Receipts & Payments by Budget Heading 30/06/2023

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4480 Events	335	1,000	665		665	33.5%	
Payments :- Indirect Payments	<u>9,742</u>	<u>26,910</u>	<u>17,168</u>	<u>0</u>	<u>17,168</u>	<u>36.2%</u>	<u>0</u>
Net Payments	<u>(9,742)</u>	<u>(26,910)</u>	<u>(17,168)</u>				
Grand Totals:- Receipts	13,525	16,527	3,002			81.8%	
Payments	<u>9,742</u>	<u>26,910</u>	<u>17,168</u>	0	17,168	36.2%	
Net Receipts over Payments	<u>3,783</u>	<u>(10,383)</u>	<u>(14,166)</u>				
Movement to/(from) Gen Reserve	<u>3,783</u>						