

# 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 Monday 25<sup>th</sup> September 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 20<sup>th</sup> July 2023
4. Chair's Announcements
5. Open Public Forum
6. Matters Arising
  - Traffic calming in the village.
7. Financial Report
  - Financial situation and bank reconciliations for July and August 2023.
  - To note and accept the External Auditors review of the Annual Governance & Accountability Return (AGAR) for Headley Parish Council for the year ended 31st March 2023 and note the Conclusion of Audit.
  - Budget planning and precept for 2024/25

Payments between meetings	Chq	Amount
August Staff Salaries & Associated Costs	DD	550.97
September Staff Salaries & Associated Costs	DD	550.97

To be authorised for payment 25.09.2023	Chq	Amount
Clerks expenses	903	88.60
Councillor expenses – Sharon Knight (litter pickers)	904	TBC
Netwise – Payroll Invoice 2983	905	396.00
Trevor Gorringe – Strimming Invoice 1285	906	919.00
Locum Clerk – 3 hours + mileage 25 <sup>th</sup> September 2023	907	54.00
Trevor Gorringe – Playground work	908	250.00
PKF Littlejohn – External Audit	909	252.00
Greenhouse Graphics – Newsletter	910	TBC
RBLI – newsletter printing	911	205.00
Village Hall Invoicing – July, September and November	912	120.00
<b>TOTAL CHEQUES</b>		<b>TBC</b>

8. Maintenance
  - Playground – inspection rota (rota for next 2 months: September – Cllr Preedy, October – Cllr Bennett, November – Cllr Furr) and removal of goal/net.
  - Footpaths and grit bins
  - Highways
9. Planning
  - Current and recent planning applications as follows:

Registered Applications	Location	Description	Publicity start date
MO/2023/0932/PLAH	Coppers, Tot Hill, Headley, Epsom, Surrey, KT18 6PY	Hard surface turning and parking area.	July

MO/2023/1161/TFC	Land to the side of 33, Dale View, Headley, Epsom, Surrey, KT18 6EH	Remove 1 No mature Ash tree.	August
MO/2023/1165/TFC	7, Dale View, Headley, Epsom, Surrey, KT18 6EH	Remove one Hornbeam tree.	August
MO/2023/1166/TFC	19, Dale View, Headley, Epsom, Surrey, KT18 6EH	Remove lower branches of 2 No. Sycamore trees, remove limb growing over rear garden of 1 No. Horse Chestnut (T3)	August
MO/2023/0986/PLAH	Farriers, Tilley Lane, Headley, Epsom, Surrey, KT18 6EE	Erection of a detached outbuilding/summer house, to form a children's playroom and home gym.	August
MO/2023/1307/CC.	Highfield Stables, Heath Farm, Headley Common Road, Headley, Surrey	Variation of Conditions 2 & 6 of approved planning application MO/2023/0286 to convert two stables into one dwelling including a linked extension following demolition of part of stable one, to allow a pent roof to stable 1; solar panels to new pent roof; extension to round northern corner with window and door to eastern elevation; internal layout alterations to stable 2 and altered fenestration to stable 1.	August
MO/2023/1321/TFC	8, Foxwood House, Hurst Close, Headley, Epsom, Surrey, KT18 6DZ	Remove 1 No. sycamore.	August
<b>Decisions</b>	<b>Location</b>	<b>Description</b>	<b>Outcome</b>
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.	APPROVED
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	REFUSED
MO/2023/0928/AC	Headley Court, Headley Road, Headley, Leatherhead, Surrey, KT18 6JW	Discharge of Condition 11 of approved application MO/2022/1595 for the retention and conversion of existing listed mansion house to C2 accommodation and associated communal facilities; demolition of existing buildings and construction of additional C2 accommodation and associated facilities, alongside parking, landscaping, and associated infrastructure to provide 112 units.	CONDITIONS APPROVED
MO/2023/0951/AC	Headley Court (Mansion House Site), Headley Road, Headley, Epsom, Surrey, KT18 6JN	Discharge of conditions 6 and 9 of approved planning permission MO/2022/1596 for the retention and conversion of existing listed mansion house to C2	CONDITIONS APPROVED

		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).	
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.	APPROVED WITH CONDITIONS
MO/2023/0887/PLA	Tumber House Stables, Slough Lane, Headley, Epsom, Surrey, KT18 6NZ	Replacement of existing stables building with 1 No. dwelling.	WITHDRAWN

10. Other Parish Council Activities

11. Reports from other bodies.

12. Consultations.

- Gatwick Airport Northern Runway Project - All interested parties can now submit their representation to GAL and must do so by **29 October 2023**. Confirmation of the commencement and the relevant guidance note on the stage can be found at the links below:

<https://infrastructure.planninginspectorate.gov.uk/projects/south-east/gatwick-airport-northern-runway/#>

<https://infrastructure.planninginspectorate.gov.uk/legislation-and-advice/advice-notes/advice-note-8-2-how-to-register-to-participate-in-an-examination/>

For now, a list of key points/comments can be used to secure your place as an interested party, and a more detailed response can be submitted at the later 'Written Representation' stage, anticipated to take place after Christmas.

- MVDC Draft Corporate Strategy Consultation - MVDC's next Council Strategy will run from 2024 – 2028 and will set out the Council's vision and priorities for its day to day work, as well as providing the overarching framework for decision making within MVDC will go out for consultation from 25th September to 5th November 2023 – More details can be found here ['Have We Got It Right? Tell Us What You Think about our Draft Council Strategy' | Mole Valley District Council](#)

13. Questions from Parish Councillors

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The next Parish Council Meeting will be held at The Village Hall on 27th November 2023 at 7.30pm.

Signed T Hamer

Date 19th September 2023

Tracy Hamer

Clerk to Headley Parish Council [clerk@headley-pc.gov.uk](mailto:clerk@headley-pc.gov.uk)

**Bank Reconciliation Statement as at 31/07/2023  
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	31/07/2023		1,340.94
			<u>1,340.94</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,340.94
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,340.94
		<b>Balance per Cash Book is :-</b>	<b>1,340.94</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 31/07/2023  
for Cashbook 2 - Savings Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Savings Account	31/07/2023		27,304.63
			<u>27,304.63</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			27,304.63
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			27,304.63
		<b>Balance per Cash Book is :-</b>	<b>27,304.63</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 31/08/2023  
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	31/08/2023		2,838.41
			<u>2,838.41</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			2,838.41
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			2,838.41
		<b>Balance per Cash Book is :-</b>	<b>2,838.41</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 31/08/2023  
for Cashbook 2 - Savings Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Savings Account	31/08/2023		25,324.53
			<u>25,324.53</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			25,324.53
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			25,324.53
		<b>Balance per Cash Book is :-</b>	<b>25,324.53</b>
		<b>Difference is :-</b>	<b>0.00</b>

## Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

EN Headley Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

21/04/2023

and recorded as minute reference:

X

MINUTE REFERENCE 3

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

*JK Preeley*

Clerk

*[Signature]*

www.headley-pc.gov.uk PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS



## Section 2 – Accounting Statements 2022/23 for

EN Headley Parish Council

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	30,618	31,016	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	13,500	14,175	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	1,405	8,588	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	5,318	6,877	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	9,189	22,064	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	31,016	24,838	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	31,016	24,838	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	64,227	64,227	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

19/05/2023

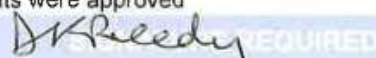
I confirm that these Accounting Statements were approved by this authority on this date:

22/05/2023

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved



## Section 3 – External Auditor’s Report and Certificate 2022/23

In respect of

**Headley Parish Council – SU0044**

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor’s limited assurance opinion 2022/23

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

In the prior year, the smaller authority was exempt from our review, thus we have not reviewed any evidence to support the prior year comparatives on the AGAR.

### 3 External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature

*PKF Littlejohn LLP*

Date

01/08/2023