



HEADLEY PARISH COUNCIL

Minutes of the **General Meeting of the Parish Council** held at
Headley Village Hall at 7.30pm on Monday 25th September 2023

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

Also in attendance: Cllr Simon Budd (MVDC), Cllr Paul Potter (MVDC), Laura Mann (Locum Clerk) taking the minutes, 5 members of the public. The meeting was chaired by Cllr Preedy.

Agenda Item	Issue	Actions
1	To receive and accept apologies of absence. Tracy Hamer (Clerk) Cllr Paula Keay (MVDC) absent due to illness. The Chair wished her a speedy recovery.	
2	To receive any declarations of interest relevant to items on this agenda. None.	
3	To sign as a correct record, the minutes of the Parish Council Meeting dated 20/07/2023. The Council resolved to unanimously agree the content of the minutes and the Chair signed them. <i>Proposed by Cllr Knight and seconded by Cllr Woolley.</i>	
4	Chair's Announcements. The Chair confirmed that he had received Cllr Furr's resignation from the Council. He had offered to continue helping especially around village events. The Chair formally thanked him for his service to the village. As is required, the casual vacancy has been advertised being held open for two weeks. It was noted that interest has been expressed by a couple of residents informally. Should they apply formally they will be considered on their merits and co-opted if suitable. As Cllr Furr had been Vice-Chair, Councillors were asked to consider taking on the role. <i>Cllr Bennett was proposed by Cllr Denyer and seconded by Cllr Preedy.</i>	
5	Open Public Forum. There had been a drop-in session on the Church Lane Nursery Developments prior to the meeting. The planning applicants were invited to speak. They outlined the development plans and history of the site briefly. Residents had been invited to write comments on the boards in the forum and asked questions. <i>There was a specific query regarding how they</i>	

	<p><i>defined the affordable housing. It was through the local housing needs survey. They were still exploring which housing associations they would be approaching.</i></p> <p><i>Where have you got with traffic calming?</i> The Chair confirmed that this was an ongoing action point. It was noted that the village was suffering with additional traffic due to the M25 night resurfacing, where cars were diverting through the village. The Chair had informed National Highways, who had been unaware of the impact on the village. NH stated they would investigate how to encourage HGV's to remain on the correct diversion. Other options were considered including lobbying to reduce road speeds to 40mph. This could result in navigation systems discounting the village as a route due to reduced speed. It was also felt that better signage could discourage the HGVs from using the roads as they needed reminding that the lanes are unsuitable. It was noted that the white lines had not been replaced on the roads since resurfacing. This was felt to be very dangerous resulting in drivers straddling the middle of the road. ACTION – continue exploring traffic calming options.</p> <p><i>Can we get a suitable crossing for horse riders, pedestrians, and off-road bikes at the bridleway by the cricket green?</i> It was agreed that this made crossing the road dangerous at times and would be considered.</p> <p>The Chair has submitted a complaint to SCC that the Headley Road closure for gas works had resulted in a 5-mile diversion while they waited for resurfacing. In situations creating such disruption, it was felt that the Parish Council should be consulted with.</p> <p>It was confirmed that according to the Audley (Headley Court Development) Construction Management Plan, all construction traffic would go via Leatherhead. They had also proposed a convoy system where vehicles and plant would move in batches at agreed times. This would hopefully appease residents and avoid issues with the buses.</p> <p><i>Resident noticed there was a rain-drain issue on the bridlepath by the Nursery. It is eroding the bridleway and is dangerous when flooded.</i> Cllrs agreed and will investigate who owns the drain.</p> <p>(All attending residents left after the public forum)</p>	
6	<p>Matters Arising. Traffic calming had been covered in the public forum.</p> <p>It was noted that road traffic strips had been installed in two locations in the village: Headley Road and Mill Lane/Langley Lane. It was agreed that these were likely to be for the construction Management Plan.</p> <p>The village hedges were overgrown and had been cut badly by SCC over the summer. ACTION – request SCC address the hedges as they are narrowing the roads further.</p> <p>Cllr Budd and Cllr Potter left the meeting to attend another (8:05pm)</p>	Clerk
7	<p>Financial items.</p> <ul style="list-style-type: none"> The Council discussed the present financial situation and noted it as satisfactory. The only notable variances from the budget were the increase in income and expense, arising from the Jubilee and Coronation events. 	Clerk

- Cllr Denyer checked the reconciliation of the bank accounts dated 31st July 2023 and 31st August 2023 on the 25th September 2023 - see Appendix 1.
- Members were asked 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. No matters were raised and all relevant items have been published. A notice of thanks to the clerk for a successful audit.
- The Council **resolved** to approve the following payments. The Locum Clerk noted that a second invoice for Netwise (Inv 3060 £72) has also been included for payment this month.
Proposed by Cllr Bennett and seconded by Cllr Denyer
- Budget Planning/Precept 2024/25. The Chair explained that the budget needs to be agreed at our November meeting to meet the mid-December deadline, to enable an appropriate level of precept to be requested from MVDC. Over the next 2 months, the Chair and the clerk will put together a skeleton, draft budget. Various areas were briefly discussed including: disability access improvements, playground equipment to replace goals. ACTION – all Councillors to consider what items and areas should be included in the budget and circulate by email.
- CIL money. It was understood that the Community Infrastructure Levy likely to be received from the Headley development would be capped at around £45K due to it being linked to number of residents. It was noted that once the development was occupied, the base rate for the precept would increase. Cllrs briefly discussed opportunities for consideration including access routes linking areas of the parish to each other otherwise cut off.

Payments between meetings	Chg	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	Chg	Amount
Clerks expenses	903	88.60
Councillor expenses – Sharon Knight (litter pickers)	904	61.70
Netwise – Payroll Invoice 2983	905	396.00
Trevor Gorrige – Strimming Invoice 1285	906	919.00
Locum Clerk – 3 hours + mileage 25 th September 2023	907	54.00
Trevor Gorrige – Playground work	908	250.00
PKF Littlejohn – External Audit	909	252.00
Greenhouse Graphics – Newsletter	910	66.00
RBLI – newsletter printing	911	205.00
Village Hall Invoicing – July, September and November	912	120.00
TOTAL CHEQUES		2412.30

8	<p>Maintenance.</p> <ul style="list-style-type: none"> • Playground: The inspection log is up to date (rota for next 2 months: September – Cllr Woolley, October – Cllr Bennett, November – Preedy). Cllr Preedy noted that following an inspection of the playground the Clerk has organised the overhanging 	Cllr Preedy
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	<p>tree to be cut back, as well as other grounds maintenance, totaling £250. This work is scheduled for October. One of the panels of the roof on the pagoda is not secure, the Chair intends to try and repair this himself. It was generally felt that the grass could be cut more frequently through the growing season.</p> <ul style="list-style-type: none"> • Footpaths and grit bins: The Chair will check the grit levels in the bins in October. Cllr Denyer asked that grit bins be requested from Surrey County Council to be sited in Tumber Street Hill at both ends as there are currently none. • Highways: A request has been submitted to repair the state of the road at Clay Lane near the quarry as it is quite bad. 	Clerk
9	<p>Planning.</p> <ul style="list-style-type: none"> • Current and recent planning applications – see appendix 2. No additional comments made or actions requested. • It was confirmed that an additional application to develop land off Headley Road had gone to appeal and inquiry. The application falls outside Headley Parish. 	Clerk
10	<p>Other Parish Council Activities</p> <ul style="list-style-type: none"> • Autumn Litter Pick organised by Cllr Knight at 10am on Saturday 30th September. Cllr Knight requested that residents be encouraged to litterpick even if not on that day and leave at the two locations for collection - the shop and Dale View. • SALC AGM and conference. Open to all. Clerk will circulate invitation. 	Cllr Knight/ Preedy Clerk
11	<p>Reports from other bodies. Nil.</p>	
12	<p>Consultations.</p> <p>Gatwick Northern Runway. It was accepted that the development although impactful on areas south, would have limited effect on Headley Parish.</p> <p>MVDC Draft Corporate Strategy. This has only just been issued. The chair will circulate the document. All Cllrs are encouraged to respond via email once considered.</p> <p>Road Safety Audit at Pebble Hill. It was noted that the solar panels had not been fitted correctly and need adjusting. There have been two head on collisions since the report. Betchworth and Buckland PCs are also concerned, and it is possible the three parishes will have a joint public meeting to discuss concerns and next steps.</p>	Cllr Preedy
13	<p>Questions from Parish Councillors.</p> <p>The Councillors considered the Nursery Road application further. It was understood that there was an opportunity for the Parish Council to manage the land around the site should an appropriate proposal be agreed. They agreed they would need to explore the practical uses and the impact of managing it.</p>	

To confirm the date of the next Parish Council Meeting will be held on Monday 27th November 2023 at The Village Hall at 7.30pm.

There being no further business, the meeting closed at 9:30 pm.

Signed

Chairman

Dated

Appendix 1

Date: 08/08/2023

Headley Parish Council

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Time: 14:32

**Bank Reconciliation Statement as at 31/07/2023
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	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
		Balance per Cash Book is :-	1,340.94
		Difference is :-	0.00

Date: 08/08/2023

Headley Parish Council

Page 1

Time: 14:33

**Bank Reconciliation Statement as at 31/07/2023
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	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
		Balance per Cash Book is :-	27,304.63
		Difference is :-	0.00

Date: 01/09/2023

Headley Parish Council

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Time: 10:31

**Bank Reconciliation Statement as at 31/08/2023
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	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
		Balance per Cash Book is :-	2,838.41
		Difference is :-	0.00

Date: 01/09/2023

Headley Parish Council

Page 1

Time: 10:31

**Bank Reconciliation Statement as at 31/08/2023
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	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
		Balance per Cash Book is :-	25,324.53
		Difference is :-	0.00

Appendix 2

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
Decisions	Location	Description	Outcome
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	CONDITIONS APPROVED

		units.	
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 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).	CONDITIONS APPROVED
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