



## HEADLEY PARISH COUNCIL

Minutes of the **General Meeting of the Parish Council** held at  
Headley Village Hall at 7.30pm on Monday 27<sup>th</sup> November 2023

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

Also in attendance: Tracy Hamer (Clerk) taking the minutes, 5 members of the public.  
The meeting was chaired by Cllr Preedy.

Agenda Item	Issue	Actions
1	<b>To receive and accept apologies of absence</b> Cllr Mary Denyer (HPC) and Cllr Nick Woolley (HPC).	
2	<b>To receive any declarations of interest relevant to items on this agenda.</b> None.	
3	<b>To sign as a correct record, the minutes of the Parish Council Meeting dated 25/09/2023.</b> The Council <b>resolved</b> to unanimously agree the content of the minutes and the Chair signed them. <i>Proposed by Cllr Knight and seconded by Cllr Bennett</i>	
4	<b>Chair's Announcements.</b> Epsom Town Centre Masterplan - Cllr Preedy highlighted and noted the closing date for submissions is 22 <sup>nd</sup> December 2023. The following points were circulated at the meeting and the Chair asked members to review and feedback to the Clerk before Wednesday 6 <sup>th</sup> December:  The primary interest for HPC is the accessibility and attractiveness of Epsom Town Centre for shopping, leisure, and entertainment. HPC are surprised that South Street itself seems to be virtually ignored in the plan, despite it forming one of the primary gateways to the Town Centre and containing a cluster of listed buildings. Of the 6 times mentioned in the entire plan, half the references are specifically about the junction with West Street and the High Street. No development strategies are proposed for South Street itself.  Our experience is that the current environment of South Street (since the re-introduction of 2-way traffic flow) meets the needs of neither motorists, nor cyclists, nor pedestrians: <ul style="list-style-type: none"> <li>For motorists, the three narrow lanes are crowded and often obstructed by vehicles making deliveries; the resultant tailback often stretches onto Dorking</li> </ul>	HPC

	<p>Road and Woodcote Road and, for drivers arriving from Headley, the expectation of a long wait to turn out of Woodcote Road onto South Street encourages use of the “rat-run” along Worple Road to either Ashley Road or to Church Street.</p> <ul style="list-style-type: none"> <li>• For cyclists, the narrowness of the traffic lanes and the volumes of traffic, especially those switching between the two Northbound lanes, makes the road hazardous. We note that the draft Transport Strategy (on page 45) designates Ashley Avenue and Ashley Road as the “A24 pedestrian and cycle priority street” but it is not clear how this meets the need of cyclists arriving from the Southwest.</li> <li>• For pedestrians, South Street has narrow pavements (to accommodate the three lanes of traffic) and may be susceptible to higher pollution levels from stationary traffic.</li> </ul>	
5	<p><b>Open Public Forum.</b> A member of the public submitted questions prior to the meeting. These items were discussed as follows:</p> <p><b>TRAFFIC CALMING MEASURES</b> <b>Item 1</b></p> <p>I note the work currently being progressed regarding provision of a Vehicle Activated Sign. Assuming this is the preferred solution to address the need for traffic calming in the village, it is not obvious how this solution has been arrived at.</p> <p>The minutes of the Council meeting 26 May 23 stated – “further speed survey to be organised by SCC with results <b>informing next steps</b>” – did this happen? are there any results? <i>Yes, this survey was conducted by SCC which led to a meeting to discuss the placement of a VAS in the village. HPC do not have a copy of the results as they were not commissioned by the Parish Council.</i></p> <p>The minutes of the Council meeting 20 July 2023 stated under item 7 “traffic calming in the village”– “clerk email SCC to organise meeting” – did this happen? Is there any feedback from this meeting? <i>Members of HPC have met with SCC on various occasions, both remotely and in person. The remote meeting took place on 22/09/2022. A face-to-face meeting with the SCC Senior Traffic Engineer took place on 20/01/2023, which led to the introduction to the VAS team at SCC and a preliminary meeting on 21/04/2023. The VAS team then surveyed the area to propose the best suggestion for two VAS on Church Lane. A southbound scheme has been suggested for Church Lane (see item 6). A northbound scheme is not currently viable.</i></p> <p>The minutes of the Council meeting 25 September 2023 contained the un-assigned action against item 5 “where have you got to with traffic calming”? - “continue exploring traffic calming options” <i>This refers to ongoing conversations with SCC and the VAS team, as outlined above.</i></p> <p>The minutes of the Council meeting 22 September 2022 records “that it is suggested that a further speed survey should be commissioned in March 2023 to assess the need to extend the change in speed limit along Church Lane.” <i>This was ‘suggested’ by SCC and took place prior to the next meeting to discuss the citing of the VAS.</i></p> <p>Results of last published speed survey appear to be February 2022 – <i>This was the speed survey commissioned and paid for by HPC.</i></p>	

<p><b>Question to the Council:</b> Would it be possible to provide an update on progress against items as minuted and how the conclusion to progress a VAS has been reached? <i>SCC have been liaising with HPC members to progress a VAS, the cost of which is to be discussed and hopefully approved during this meeting – see item 7.</i></p> <p><b>Item 2</b> Whilst the focus seems to be on reducing the speed through the village what if any progress is being made to address the danger on the road as a consequence of the removal of lines down its centre and replacing them with lines down the edge?</p> <p>The minutes of Council meeting of the 26 September 2022 states “Cllr Laverty explained that following the resurfacing of the roads earlier in the year, the central white line was replaced by a solid white line on either side of the road. This gives the illusion of a narrow road, with the intention of slowing traffic down. However, this approach is not suitable on the blind brow of the hill next to the church and members are concerned that this creates a significant hazard to the village.”</p> <p><b>Question to the Council:</b> Do they accept the response from SCC ie “SCC explained that the regulatory criteria had changed and that roads below a certain width no longer had central white lines. They noted that several Parish Councils had found the removal of central white lines to reduce speeds but were unable to offer any clear reports or data that could be distributed to concerned residents.”</p> <p>Surely the original concern has not been addressed and neither has the issue gone away. What is the Council’s advice to concerned residents in the village?</p> <p><i>Members explained that concerns relating to the above have been discussed on several occasions with representatives of the Highways Team at SCC. Members noted that although criteria for the white lines makes it viable, each case should be assessed in situ, rather than a tick box exercise. The Clerk suggested that concerned residents should also lodge the issue with their ward and district councillors. Members agreed to write to Cllr Watson again.</i></p> <p><b>Item 3</b> Minutes of Council meeting 30 January 2023 stated “agreed to survey village and plot suggestions for slow to be painted on road in advance of potential change to speed limit to 30mph”</p> <p><b>Question to the Council:</b> whatever this meant did it actually take place? <i>Cllr Preedy explained that areas where SLOW has been painted on the road have been checked and reported as sufficient in the required areas.</i></p> <p><b>Item 4</b> Minutes of 26 September 2022 makes reference to “Hurst Lane (minutes to be updated to Hurst Road) reduction to 30 to be included in SCC 2023 budget” <b>Question to Council:</b> is this proposal taking place? - <i>SCC proposed extending this to cover Hurst Road (to Walton) and Walton Road but this required budget support from the team covering Walton. HPC to chase SCC for updates.</i></p> <p><b>DRAIN ISSUES BRIDLEPATH</b></p> <p><b>Item 5</b> “Drain issue bridlepath” as minuted at the Council meeting on 25 September 2023 with an unassigned action “Cllrs to investigate” <b>Question to the Council:</b> Any update on progress? <i>This was previously raised last year (see minute ref 25/07/22 Item 5) and the Clerk actioned and reported the issue with SCC as they</i></p>
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	<p><i>are responsible for bridlepaths. The resurfacing issue of the bridlepath was also raised addressed with enforcement, as well as various other issues pertaining to use of the area by the gun club.</i></p> <p><b>CLEARANCE OF VEGETATION OBSCURING ROAD SIGNS AND SIGHTING</b></p> <p><b>Item 6</b> Measures to be taken where overhanging vegetation is identified</p> <p><b>Question to Council:</b> What advice would the Council give to individuals where they identify locations where overhanging vegetation is affecting safe driving? What if any formal role do the Council have in these circumstances?</p> <p><i>The Parish Council is not formally responsible for any works or repairs on the Highway. Any form of highway issue should be reported via the SCC website here <a href="#">Report it online - Surrey County Council (surreycc.gov.uk)</a> or via FixMyStreet here - <a href="http://www.fixmystreet.com">www.fixmystreet.com</a> Responsibility lies with the land-owner and the Highways Authority but in many places it can be difficult to ascertain the precise boundary between land owned by Highways and that owned privately.</i></p> <p><b>FLOODED ROADS</b></p> <p><b>Item 7</b> There are two locations near Headley where the road regularly floods, namely part way along Hurst Lane and along Clay Lane, which cause a potential traffic hazard and in the case of the site at Hurst lane, damage to the road surface. In both cases the cause appears to be the same - traditionally these low points in the road would have drained into the adjacent land and thus the water would have dispersed away from the road surface (a similar situation to the low point of Tumber Street though this has a fairly elaborate mechanism for collecting the water). However, over time, dirt and road debris has built up on the verge and now prevents the water draining away off the road.</p> <p><b>Question to the Council:</b> any thoughts on how the problems can be addressed?</p> <p><i>Unfortunately, the Parish Council do not have powers to make changes to the Highway and any issue must be reported as above.</i></p>	
6	<p><b>To consider co-option to fill Casual Vacancy</b></p> <p>No potential residents attended the meeting to be co-opted.</p>	
7	<p><b>Matters Arising.</b></p> <p><u>Traffic Calming in the Village</u> – Cllr Preedy explained the associated cost of a Southbound VAS to be installed on Church Lane as follows (see appendix 3):</p> <p>Installation by Milestone - £6124.38 excluding VAT Cost of VAS - £3,200 excluding VAT</p> <p>Approx total cost £9324.38 excluding VAT</p> <p>It was <b>resolved</b> that Headley Parish Council will pay £7,500 towards the above costs, with SCC funding the shortfall. The Clerk will liaise with SCC to progress works. <i>Proposed by Cllr Preedy and seconded by Cllr Bennett</i></p> <p>It is not known currently if there is a suitable position for a Northbound VAS.</p> <p><u>Grass cutting and strimming tender 2024-2026</u> – The Clerk explained that the strimming tender is due for renewal and asked for suggestions of companies to invite to tender.</p>	<p>Clerk</p> <p>Clerk</p>

8	<p><b>Financial items.</b></p> <ul style="list-style-type: none"> <li>The Council discussed the present financial situation and noted it as satisfactory.</li> <li>Cllr Preedy checked the reconciliation of the bank accounts dated 30<sup>th</sup> September 2023 and 31<sup>st</sup> October 2023 on the 27<sup>th</sup> November 2023 - see Appendix 1.</li> <li>Budget and precept 2024/25 – Cllr Preedy discussed the notion of medium-term management and forward financial planning for the Council given the unusual situation regarding the imminent increase in dwellings in the parish. Members agreed with the principles outlined at the end of Appendix 2.</li> </ul> <p>It was agreed to add £1,000 to the budget for costs associated with a public consultation to be arranged to engage with parishioners regarding the use of CIL funds from development at Headley Court.</p> <p>Headley Parish Council <b>resolved</b> to agree the 2024/25 budget (Appendix 3). The precept requirement for 2024/25 will see a 9% increase, rising to £17,000. <i>The aforementioned items were proposed by Cllr Preedy, seconded by Cllr Bennett and unanimously agreed.</i></p> <ul style="list-style-type: none"> <li>Members were asked to note the annual incremental rise to the Clerks Salary, for year ending March 2024, backdated to April 2023.</li> <li>The Council <b>resolved</b> to approve the below payments. The Clerk noted that expenses have increased by £8 due to extra purchases since the agenda was distributed. The strimming cost is £55 as the balance of £250 was approved and paid at the previous meeting following approval for the cost of maintenance required at the playground. Members agreed to authorize the Clerk to make the payments electronically via BACS. <i>Proposed by Cllr Bennett and seconded by Cllr Knight.</i></li> </ul> <table border="1" data-bbox="358 1121 1274 1222"> <thead> <tr> <th>Payments between meetings</th> <th>Chg</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>October Staff Salaries &amp; Associated Costs</td> <td>DD</td> <td>550.97</td> </tr> <tr> <td>November Staff Salaries &amp; Associated Costs</td> <td>DD</td> <td>877.45</td> </tr> </tbody> </table> <table border="1" data-bbox="358 1257 1274 1459"> <thead> <tr> <th>To be authorised for payment 27.11.2023</th> <th>BACS</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Clerks expenses</td> <td>-</td> <td>112.30</td> </tr> <tr> <td>Trevor Gorringe – Strimming Invoice 1298</td> <td>-</td> <td>55.00</td> </tr> <tr> <td>Newsletter contribution – The View</td> <td>-</td> <td>200.00</td> </tr> <tr> <td>SALC AGM &amp; Conference Attendance Invoice 2667</td> <td>-</td> <td>24.00</td> </tr> <tr> <td><b>TOTAL CHEQUES</b></td> <td></td> <td><b>391.30</b></td> </tr> </tbody> </table>	Payments between meetings	Chg	Amount	October Staff Salaries & Associated Costs	DD	550.97	November Staff Salaries & Associated Costs	DD	877.45	To be authorised for payment 27.11.2023	BACS	Amount	Clerks expenses	-	112.30	Trevor Gorringe – Strimming Invoice 1298	-	55.00	Newsletter contribution – The View	-	200.00	SALC AGM & Conference Attendance Invoice 2667	-	24.00	<b>TOTAL CHEQUES</b>		<b>391.30</b>	Clerk
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9	<p><b>Maintenance.</b></p> <ul style="list-style-type: none"> <li>Playground: The inspection log is up to date (rota for next 3 months: December – Cllr Woolley, January – Cllr Preedy, February – Cllr Denyer). The Clerk confirmed that estimates have been sought for replacement signage and will be distributed via email for approval in the coming week. The Clerk will attempt to find a solution to the removal of the goal as previously agreed, although this is proving to be problematic.</li> <li>Footpaths and grit bins: Cllr Preedy to check the bins this week.</li> <li>Highways: See Item 5.</li> </ul>	Cllr Preedy /Clerk																											
10	<p><b>Planning.</b> Current and recent planning applications – see appendix 4.</p>	Clerk																											

	<p>MO/2023/1710/LBC – No objection. No further comments to application as listed are required.</p> <p>MO/2023/0424 APPEAL – Refusal of gated access at Cunliffe Close. Members discussed the appeal and agreed to retain the view expressed in the previous submission at the time of the application.</p>	
11	<p><b>Other Parish Council Activities</b> Nil.</p>	
12	<p><b>Reports from other bodies.</b> Nil.</p>	
13	<p><b>Consultations.</b> See Item 4.</p>	
14	<p><b>Questions from Parish Councillors.</b> Nil.</p>	

To confirm the date of the next Parish Council Meeting will be held on Monday 29<sup>th</sup> January 2024 at The Village Hall at 7.30pm.

There being no further business, the meeting closed at 9.20pm.

Signed

Chairman

Dated

## Detailed Receipts &amp; Payments by Budget Heading 31/10/2023

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b><u>100 Income</u></b>							
1076 Precept	15,600	15,600	0			100.0%	
1080 Bank Interest	138	7	(131)			1972.9%	
1090 MVDC Grant Received	1,324	850	(474)			155.8%	
1100 M&G Income	79	70	(9)			113.2%	
1110 Headley Hop Ticket Income	4,781	0	(4,781)			0.0%	
	<b>21,922</b>	<b>16,527</b>	<b>(5,395)</b>			<b>132.6%</b>	<b>0</b>
Income :- Receipts							
<b>Net Receipts</b>	<b>21,922</b>	<b>16,527</b>	<b>(5,395)</b>				
<b><u>200 Payments</u></b>							
4000 Salaries	3,857	7,500	3,643		3,643	51.4%	
4060 Payroll Fees	90	120	30		30	75.0%	
4070 Clerk's Expenses	0	25	25		25	0.0%	
4080 Chairman's Allowance	0	100	100		100	0.0%	
4090 Broadband Contribution	69	140	71		71	49.3%	
4100 Clerk's Mileage	146	250	104		104	58.3%	
4110 IT Equipment and Supplies	0	300	300		300	0.0%	
4115 Stationery	13	0	(13)		(13)	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	352	220	(132)		(132)	160.1%	
4270 ICO Annual Fee	0	40	40		40	0.0%	
4280 Satswana DPO Annual Fee	150	180	30		30	83.3%	
4300 Training	95	500	405		405	19.0%	
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	2,037	2,800	763		763	72.8%	
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	50	150	100		100	33.3%	
4410 Website Hosting and Maint	390	400	10		10	97.5%	
4420 Contingency and Small Works	62	300	238		238	20.6%	
4430 Traffic Calming Measures	0	3,500	3,500		3,500	0.0%	
4440 Newsletter	520	500	(20)		(20)	104.0%	
4450 Section 137 Fund	0	100	100		100	0.0%	
4460 Grants	0	1,500	1,500		1,500	0.0%	

## Detailed Receipts &amp; Payments by Budget Heading 31/10/2023

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4470 Professional Fees	54	1,000	946		946	5.4%	
4480 Events	335	1,000	665		665	33.5%	
Payments :- Indirect Payments	<b>14,611</b>	<b>26,910</b>	<b>12,299</b>	<b>0</b>	<b>12,299</b>	<b>54.3%</b>	<b>0</b>
<b>Net Payments</b>	<b>(14,611)</b>	<b>(26,910)</b>	<b>(12,299)</b>				
Grand Totals:- Receipts	<b>21,922</b>	<b>16,527</b>	<b>(5,395)</b>			<b>132.6%</b>	
Payments	<b>14,611</b>	<b>26,910</b>	<b>12,299</b>	<b>0</b>	<b>12,299</b>	<b>54.3%</b>	
<b>Net Receipts over Payments</b>	<b>7,311</b>	<b>(10,383)</b>	<b>(17,694)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>7,311</b>						



**Bank Reconciliation Statement as at 30/09/2023  
for Cashbook 1 - Lloyds Bank Accounts**

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<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Current Account	30/09/2023		10,345.14
			<hr/> 10,345.14
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			10,345.14
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			10,345.14
		<b>Balance per Cash Book is :-</b>	<b>10,345.14</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 30/09/2023  
for Cashbook 2 - Savings Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Savings Account	30/09/2023		25,348.19
			<u>25,348.19</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			25,348.19
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			25,348.19
		<b>Balance per Cash Book is :-</b>	<b>25,348.19</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 31/10/2023  
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	31/10/2023		1,884.17
			<u>1,884.17</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,884.17
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,884.17
		<b>Balance per Cash Book is :-</b>	<b>1,884.17</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 31/10/2023  
for Cashbook 2 - Savings Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Savings Account	31/10/2023		31,372.38
			<u>31,372.38</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			31,372.38
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			31,372.38
		<b>Balance per Cash Book is :-</b>	<b>31,372.38</b>
		<b>Difference is :-</b>	<b>0.00</b>

# Headley Parish Council

## Medium-term financial strategy

### Introduction

This paper has been written to inform the discussion on setting the Parish Council budget & precept for 2024/2025. It tries to explain the unusual set of circumstances the Parish Council will face over the coming years.

It proposes a number of principles that the Council should consider in managing its finances over the next few years.

### Background

Whilst the annual precept for a Band D property in Headley is less than £1 per week, many households are continuing to face higher energy and other household bills and the PC should be trying to manage its call on public funds effectively.

The Council's annual precept stayed unchanged from at least 2016/17 to 2021/22 at £13,500. In 2022/23 it rose by 11% to £14,175 and in 2023/24 by 10% to £15,600. This is a common pattern amongst the 13 Parish Councils in Mole Valley. Indeed we have dropped down the "league table" from the 4<sup>th</sup> highest charge per band D property in 2020/21 to the 6<sup>th</sup> highest in 2023/24. Spread over the past 7 years our precept has only grown at 2% pa.

The imminent developments at Headley Court and (subject to planning permission) the Church Lane Nursery site will increase the number of properties in the Parish by about 75%. This will have two substantial impacts on the Parish Council finances:

- It will increase the Council Tax base, ie the total income that the PC gets by increasing the Band D Council Tax by £1) allowing us to either increase the Parish Council's precept income or to reduce the amount charged per property (or a mixture of both);
- It will generate £50,000 - £60,000 of Community Infrastructure Levy (CIL) which has to be spent on Infrastructure improvements for the benefit of the community within 5 years

Whilst it will not directly increase the Parish Council's regular expenditure, the larger number of residents may increase pressure to take on more responsibilities.

Another key issue is the continuing pressure of inflation affecting not just the Parish Council's own costs but also the ability/willingness of other Councils to provide local services.

### Uncertainties

The key uncertainties are listed below:

- Whether the Church Lane Nursery development is granted Planning Permission
- The start and completion dates for the Headley Court residential & Church Lane Nursery developments will affect the receipt of CIL;

- The occupation dates will affect the timing of the receipt of Precept - the Council Tax base for a fiscal year is based on the number of occupied properties in September of the previous year; this creates a lag between the occupation of new properties and when the Parish Council actually receives income from them;
- Council tax banding decisions will affect the impact of the new properties on the Council tax base
- Over the next few years, Governments may decide to change various of the regulations, particularly around CIL.

## Prudent financial management

Headley Parish Council has not historically benefited from major gifts or capital gains which might have enabled the Council to build a substantial capital reserve. There is a long-standing investment which has been left untouched for many years although it does generate a small income. Instead the Council has largely relied on managing its annual expenditure in line with the annual income.

Over recent years the Council has built up a number of named reserves where we have put aside income for possible future demands:

- A reserve to cover costs if the Parish Council should be required to meet the costs of contested election;
- A reserve to build up funds to contribute to the eventual replacement/upgrading of playground equipment;
- A reserve for CIL receipts to ensure they are only spent on qualifying infrastructure projects;
- A reserve for future project expenditure outside those funded by CIL or grants; its purpose is to set aside funds to enable projects that could not be covered by a single year's surplus.

The surplus of the Council's funds above those in these named reserves is the General Reserve.

A key metric for the prudent financial management of the Council is the Precept Cover; this is the ratio of the General Reserve to the annual precept income. A good guideline is to keep this between 50% & 100%: if the Precept Cover falls below 50% the Council faces potential risks from some unexpected urgent expenditure; if it exceeds 100% then residents may reasonably ask for what purpose the Council is raising its precept.

## Medium-term financial illustration

The following illustration has been constructed to show how (under reasonable assumptions), the Council's financial situation might develop over the next 5 years. **It is not intended to be a forecast or plan, but rather to model how one set of projections might evolve.**

### Medium-term Financial illustration

	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
<b>New properties</b>						
Audley	0	0	0	30	50	100
Western site	0	0	0	0	35	70
Nursery site	0	0	0	9	9	9

<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>39</b>	<b>94</b>	<b>179</b>
<b>Precept</b>						
No of properties	239	239	239	278	333	418
Band weighting	1.46	1.46	1.46	1.46	1.46	1.46
Precept per Band D	44.82	48.84	53.15	49.40	46.40	41.07
<b>Total precept</b>	<b>15600</b>	<b>17000</b>	<b>18500</b>	<b>20000</b>	<b>22500</b>	<b>25000</b>
% increase per dwelling	11.9%	9.0%	8.8%	-7.1%	-6.1%	-11.5%
<b>Regular finances</b>						
Other regular income	1584	1020	1400	1400	1400	1000
Total regular income	17184	18020	19900	21400	23900	26000
Regular expenditure	15345	18120	19000	20000	21000	22000
Transfer to reserves	900	1500	1500	1500	1500	1500
<b>Regular Balance</b>	<b>939</b>	<b>-1600</b>	<b>-600</b>	<b>-100</b>	<b>1400</b>	<b>2500</b>
<b>Project finance</b>						
CIL income	0		21000	21000	16000	
Grant income	0					
Project expenditure	7500			20000	20000	16000
<b>Project balance</b>	<b>-7500</b>	<b>0</b>	<b>21000</b>	<b>1000</b>	<b>-4000</b>	<b>-16000</b>
<b>Reserves</b>						
Contested elections	4000	4000	4000	4000	4000	4000
Playground refurbishment	4306	5806	7306	8806	10306	11806
CIL/future projects			21000	22000	18000	2000
General reserve	17048	15448	14848	14748	16148	18648
<b>Total reserves</b>	<b>25354</b>	<b>25254</b>	<b>47154</b>	<b>49554</b>	<b>48454</b>	<b>36454</b>
Precept cover	109.3%	90.9%	80.3%	73.7%	71.8%	74.6%

The key things to note are:

➤ **Regular expenditure**

- The increase for 2024/25 is 18% as various budget lines were underspent in 2023/2024 and it is prudent not to assume that such an underspend is repeated; also there is likely to be continuing inflation pressure, especially as the 3-year Footpath Maintenance contract is up for renewal.
- After the 2024/25 year, regular expenditure is planned to rise by about 5% per annum which should be slightly higher than inflation; this should cover inflationary increases in on-going commitments, such as the footpath maintenance and allow for some additional services to be provided;
- On top of this regular expenditure it is planned to continue to transfer £1500 pa to build up a Playground refurbishment reserve; this is designed to reduce the need for a major

fund-raising exercise when the current playground equipment reaches the end of its usable life

➤ **Precept**

- In this illustration we have chosen to increase the total Precept by about 10% pa
- Whilst this creates an increase in the precept per dwelling over the next 2 years, this unwinds as the new properties come into occupation; by 2028/29, when the new developments are virtually fully occupied, the precept per dwelling has fallen below its 2023/24 level

➤ **Precept cover**

- For 2024/25 & 2025/26 the Council would run its regular expenditure at a small loss, meaning that the General Reserve is declining, causing the Precept Cover to decrease from over 100% to 80%.
- In 2026/27, the regular expenditure is approximately in balance, but because the Precept is increasing the Precept Cover continues downwards to 74%;
- In 2027/28 and 2028/29 the regular expenditure moves into profit, allowing the General Reserve to rebuild and in the final year the Precept Cover itself starts to rebuild.

➤ **Platform for the future**

- Looking beyond 2028/29, the Parish Council would have a number of options including:
  - Allowing the surpluses to accumulate in the General Reserve to increase the Precept Cover towards 100%;
  - Taking on additional regular expenditure;
  - Allocating to a Future Projects Fund to build up annual surpluses to fund larger projects after the CIL has been used up;
  - Reducing the surplus by reducing the Precept;

## Key principles for medium-term financial management

Based on a review of this illustration, the following principles are proposed to form the basis for financial management over the medium-term.

### Managing over the medium-term

The PC should be prepared to set budgets that may not be balanced at the start of the next 5-year period, provided that it remains confident that the overall 5-year outlook is balanced and that a balanced final year provides a sound platform for the future.

### Precept cover

In setting its budgets or deciding unbudgeted expenditure the Council should aim to keep the Precept Cover above 67% and should only consider allowing it to fall below 50% in very special circumstances.

If the Precept Cover is predicted to increase above 100%, then the Council should consider either reducing the Precept or allocating surplus reserves to a Future Projects Reserve

### Precepts per household

The PC should not be looking to increase the precept per household by more than inflation over the medium-term. It should also look to take advantage of the increased Council Tax base to bring the precept per household down.



### Building Reserves

The PC should continue building the Playground Refurbishment Reserve and should consider re-starting the Future Projects Reserve for use once the CIL income has been exhausted.

### Investment Income

Given the increase in the Playground Investment Reserve and the delay in spending CIL income, the PC should look at risk-free investments which might generate more income. It is suggested that any investment income so generated should be allocated to the Future Projects reserve.

### Major projects

Given the short-term pressures on the Council, it is suggested that any significant capital expenditure should be either be funded by third-party grants or delayed until CIL is available.

### Public consultation

The PC has a responsibility to ensure that its activities reflect the community's priorities, especially in the light of the likely scale of CIL income. It is proposed that a new Parish Plan be created to identify residents' priorities and map out how the Council can use its influence and/or its resources to deliver these.

# Appendix 3

## Headley Parish Council

Proposed 2024/25 Budget

	2022-23		2023-24		2024-25
	Budget	Actual	Budget	Forecast	
<b>RECEIPTS</b>					
Precept	14,175	14,175	15,600	15,600	17,000
MVDC Concurrent Grant	850	888	888	924	850
Bank Interest	7	50	7	160	100
M&G	70	99	70	100	70
	-	-	-	400	-
CIL	-	-	-	-	-
<b>Total income</b>	<b>£15,102</b>	<b>15,212</b>	<b>£16,565</b>	<b>17,184</b>	<b>18,020</b>
<b>PAYMENTS</b>					
Salaries	6,000	6,877	7,500	7,100	7,750
Payroll Fees	120	75	120	120	120
Clerks Expenses	25	-	25	-	25
Chairmans Allowance	100	-	100	-	100
Broadband Contribution	140	120	140	140	150
Clerks Mileage	250	200	250	250	275
IT Equipment, Software and Supplies	150	222	300	-	300
Village Hall Rental	450	452	450	450	500
SALC Membership	200	200	250	200	210
SLCC Membership	175	71	175	175	200
Subscriptions and Donations	100	130	250	250	250
Insurance	950	1,050	1,100	1,089	1,200
Internal Audit	220	129	220	132	220
AGAR Fees	-	-	-	250	250
ICO Annual Fee	40	40	40	40	40
Satswana DPO Annual Fee	150	150	180	150	180
ZOOM Annual Subscription	125	44	-	-	-
Training	500	50	500	95	300
Contested Election Costs	-	-	-	-	-
Miscellaneous	-	-	-	-	-
Playground Lease Rent	50	50	50	50	50
Projects	-	-	-	-	-
Play Area Maintenance and New Equipment	1,500	100	1,500	600	1,500
Strimming Costs	2,800	2,024	2,800	2,400	3,000
Grit for Broome Close Bin	100	-	100	-	100
Catering for AVM	1,750	363	250	250	300
Other public meeting refreshment costs	150	90	150	75	150
Website Annual Hosting & Maintenance	400	480	400	390	500
Contingencies & Small Works	300	1,375	300	100	300
Traffic Calming Measures	3,500	-	3,500	7,500	-
Newsletter	500	295	500	650	650
Grants	1,500	-	1,500	-	-
Professional fees	-	4,600	1,000	54	1,000
Consultation Fee	-	-	-	-	1,000
Events	-	-	1,000	335	-
<b>Total out going</b>	<b>£22,245</b>	<b>£19,187</b>	<b>24,650</b>	<b>22,845</b>	<b>£20,620</b>
<b>Balance</b>	<b>-£7,143</b>	<b>-£3,975</b>	<b>-£8,085</b>	<b>-£5,661</b>	<b>-£2,600</b>
<b>Closing reserves</b>					
Provision for Contested Election Costs	4,000		4,000		4,000
Provision for Playground refurbishment	3,406		4,306		4,306
Future Projects	3,166		-		-
CIL Reserve	3,933		-		-
Traffic calming					
General Reserve	16,510		17,048		14,448
<b>Total</b>	<b>31,015</b>		<b>25,354</b>		<b>22,754</b>
Savings account	28,945		23,354		20,754
Current account	2,070		2,000		2,000
<b>TOTAL</b>	<b>31,015</b>		<b>25,354</b>		<b>22,754</b>
Precept cover	116.5%		109.3%		85.0%
Band D	38.87		40.05		48.85

## Appendix 4

Registered Applications	Location	Description	Publicity start date
MO/2023/1367/PLA	2, Heath Farm Cottages, Church Lane, Headley, Epsom, Surrey, KT18 6LD	The erection of a replacement barn for storage incorporating stable stalls.	October
MO/2023/1520/CC MAJOR	Headley Court (Mansion House Site), Headley Road, Headley, Epsom, Surrey, KT18 6JN	Variation of conditions 2, 20 and 39 and removal of conditions 11 and 12 of approved planning permission 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	October
MO/2023/1710/LBC	Vine Cottage, Leech Lane, Headley, Surrey, KT18 6PJ	Addition of a new partition at first floor.	November
Decisions	Location	Description	Outcome
MO/2022/0774/PLA	Land adjacent to 24 and 25, Dale View, Headley, Epsom, Surrey, KT18 6EH	Erection of 2 No. new dwellings and associated uses.	APPEAL DISMISSED
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 DISMISSED
MO/2022/0776/PLA	Garages at Dale View, Headley, Surrey	Demolition of existing garages and erection of a new single storey	APPEAL DISMISSED
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.	APPROVED WITH CONDITIONS
MO/2023/1165/TFC	7, Dale View, Headley, Epsom, Surrey, KT18 6EH	Remove one Hornbeam tree (marked T1 on submitted plan)	REFUSED
MO/2023/0932/PLA	Coppers, Tot Hill, Headley, Epsom, Surrey, KT18 6PY	Hard surface turning and parking area.	REFUSED
MO/2023/1321/TFC	8, Foxwood House, Hurst Close, Headley, Epsom, Surrey, KT18 6DZ	Remove 1 No. Sycamore (marked T1 on submitted plan).	NO FURTHER ACTION
MO/2023/1188/TFC	Dale View, Headley, Surrey	Crown lift to provide 3 metres ground clearance the canopies of various trees including Silver Birch, Horse Chestnut and Sycamore bordering the Dale View Recreation Ground and overhanging the surrounding streets.	APPROVED WITH CONDITIONS
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	APPROVED WITH CONDITIONS

		northern corner with window and door to eastern elevation; internal layout alterations to stable 2 and altered fenestration to stable 1.	
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