



HEADLEY PARISH COUNCIL

Minutes of the **General Meeting of the Parish Council** held at
Headley Village Hall at 7.30pm on Monday 29th January 2024

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

Also in attendance: Cllr Hazel Watson (SCC), Cllr Simon Budd (MVDC), Cllr Paul Potter (MVDC), Cllr Paula Keay (MVDC), Tracy Hamer (Clerk) taking the minutes (remotely via Teams). The meeting was chaired by Cllr Preedy.

Agenda Item	Issue	Actions
1	To receive and accept apologies of absence Nil.	
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 27/11/2024. 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 Bennett</i>	
4	Chair's Announcements. Cllr Preedy noted the MVDC Local Plan will recommence – details can be found here .	
5	Open Public Forum. No members of the public in attendance. Cllr Hazel Watson wished to note there is an active reduction of the 60mph speed limit in Dorking Hills, with a statutory consultation to follow. The roads affected in Headley by this change would be as follows: Lodge Bottom Road – 60mph to 30mph Headley Lane - 60mph to 30mph Mill Way, Leatherhead - 60mph to 30mph Reigate Road - 60mph to 40mph Headley Road - 60mph to 30mph Hurst Lane - 60mph to 30mph/20mph	

	<p>Concern was again raised regarding the removal of the central line white line from the highway at strategic points in the village, namely the bends on Tilley Lane and the brow of the hill by Church Approach. Cllr Watson noted that the removal of white lines in other areas has been deemed successful. Members asked Cllr Watson to note that a 'one size fits all' scenario isn't appropriate in Headley and that the general feeling in the Parish is that the recent update is a retrograde step. Cllr Watson was requested to feedback to SCC.</p>																			
6	<p>Matters Arising.</p> <p><u>Traffic Calming in the Village</u> – The Clerk updated members that the column is due to be fitted imminently. The VAS is ordered and will follow shortly, although HPC have not been invoiced yet.</p> <p><u>Confirm dates of future Council Meeting and Events</u> – The following dates were proposed by members. The Clerk will check availability with The Village Hall and confirm.</p> <p>Spring Litter Pick – Saturday 23rd March HPC Meeting – Monday 25th March HPC Annual Parish Meeting – Thursday 9th May HPC May AGM and Parish Council Meeting – Thursday 23rd May HPC Meeting – Monday 29th July HPC Meeting – Monday 30th September HPC Meeting – Monday 25th November</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. Cllr Preedy and Cllr Denyer checked the reconciliation of the bank accounts dated 30th November 2023 and 31st December 2023 on the 29th January 2024 - see Appendix 2. The Council resolved to approve the below payments. The Clerk noted that Clerks expenses have decreased to £40 as no mileage has been claimed. Members agreed to authorize the Clerk to make the payments electronically via BACS, with a second online authorisation required by Cllr Preedy. <i>Proposed by Cllr Denyer and seconded by Cllr Woolley.</i> <table border="1"> <thead> <tr> <th>Payments between meetings</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>December Staff Salaries & Associated Costs – DD</td> <td>589.97</td> </tr> <tr> <td>January Staff Salaries & Associated Costs – DD</td> <td>589.97</td> </tr> <tr> <td>To be authorised for payment 29.01.2024</td> <td>Amount</td> </tr> <tr> <td>Clerks expenses</td> <td>40.00</td> </tr> <tr> <td>SLCC Membership</td> <td>71.40</td> </tr> <tr> <td>Surrey Community Action – payroll fees</td> <td>42.00</td> </tr> <tr> <td>Village Hall Hire – Jan and March</td> <td>90.00</td> </tr> <tr> <td>TOTAL</td> <td>243.40</td> </tr> </tbody> </table>	Payments between meetings	Amount	December Staff Salaries & Associated Costs – DD	589.97	January Staff Salaries & Associated Costs – DD	589.97	To be authorised for payment 29.01.2024	Amount	Clerks expenses	40.00	SLCC Membership	71.40	Surrey Community Action – payroll fees	42.00	Village Hall Hire – Jan and March	90.00	TOTAL	243.40	Clerk
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8	<p>Maintenance.</p> <ul style="list-style-type: none"> Playground: The inspection log is up to date (rota for next 3 months: February – Cllr Denyer, March – Cllr Knight, April – Cllr Bennett) The Clerk confirmed that an estimate is due for the removal of the goal as previously agreed. Cllr Woolley mentioned the bench needs repairing, and some shingles on the pergola roof are 	Clerk/ Cllr Preedy																		

	<p>loose. The Clerk recommended that repairs to any associated play equipment are only carried out by authorised contractors.</p> <ul style="list-style-type: none"> • Footpaths and grit bins: The gate behind the Church Lane Nursery Site is damaged and The Clerk will report to SCC. Cllr Bennett is concerned that children using the path via Cunliffe Close to walk to the school bus will lose access if the appeal for the installation of gates is approved. Cllr Watson advised members that any obstruction to the highway should be reported here. • Highways: Cllrs Preedy, Bennett and Woolley are meeting Headley Court contractors on site for a meeting on Wednesday 31st January to discuss the Construction Management Plan (CMP) to ensure no conflict with buses and rush hour, confirmation of the date that the CMP will commence and to allay any fears of problems that may arise as a consequence of the CMP. Cllr Preedy to feedback. 	
9	<p>Planning. Current and recent planning applications – see appendix 1.</p>	Clerk
10	<p>Other Parish Council Activities Nil.</p>	
11	<p>Reports from other bodies. Nil.</p>	
12	<p>Consultations.</p> <ul style="list-style-type: none"> • SCC Rights of Way – detailed information can be read here. The aim of the consultation is to review the current Rights of Way Improvement Plan which was approved in 2014. Members are asked to send feedback to the Clerk who will collate responses prior to the closing date of 10th March 2024. • Surrey Road Safe Vision Zero Public Consultation - Surrey County Council, Surrey Fire and Rescue Service, National Highways, Surrey Police and the Police and Crime Commissioner, have set out their plans to eliminate road collisions resulting in death or serious injury by 2050. In line with international and national best practice, a new, draft ‘Surrey Road Safe Vision Zero’ strategy has been developed by the partners, which focusses on five areas to help minimise the risk on Surrey’s roads. These are Safe speeds – ensuring our roads have appropriate speed limits, people comply with speed limits, and they are safe for walkers and cyclists; Safe road users – encouraging competent, safe and respectful road users; Safe roads and streets – streets that are well-designed, well-maintained streets and support active travel; Safe vehicles – vehicles are well-maintained and designed; Post Collision Response – a fast and effective multi-agency response to collisions. <p>HPC encourages residents to read and complete the consultation here – the closing date is 24th March 2024.</p>	
13	<p>Questions from Parish Councillors. Nil.</p>	
14	<p>Confidential matters. Admission to meeting to pass a resolution in accordance with the public bodies (Admission to meetings) act 1960 to exclude the public and press from the remainder of this meeting as publicity will be prejudicial to the confidential nature of the business. <i>Proposed by Cllr Preedy and seconded by Cllr Woolley</i></p>	

15	<p>To update Parish Councillors regarding commercial matters. The strimming tender for the next 3 years, starting 1st April 2024, was discussed and awarded as appropriate. <i>Proposed by Cllr Preedy and seconded by Cllr Woolley and unanimously agreed.</i></p>	

To confirm the date of the next Parish Council Meeting will be held on Monday 25th March 2024 at The Village Hall at 7.30pm.

There being no further business, the meeting closed at 9.06pm.

Signed

Chairman

Dated

Appendix 1

Registered Applications	Location	Description	Publicity start date
MO/2023/1740/TFC	Headley Court, Headley Road, Headley, Epsom, Surrey, KT18 6JN	Various tree works as described in the documents submitted.	4 th December 2023 NO OBJECTION
MO/2024/0104/DED	Epsom And St Helier Hospitals Nhs Trust, Headley Court	Prior notification for the demolition of Med Admin and SHQ Centre for Mental and Cognitive Health (MTBI) Rehab, NRUPlant Room, Dining and Ward Annex, RSW Workshop - Hydro Pool Rehab - Patients Records.	29 th January 2023 NO OBJECTION (WILL BE WITHDRAWN)
Decisions	Location	Description	Outcome
MO/2023/1514/PLA	Headley Court, Headley Road, Headley, Surrey	Temporary installation of a prefabricated single storey mono-pitched building to the north-east corner of the existing tennis court, with associated temporary pathway, low level lighting and 4 no. parking spaces alongside temporary installation of a secure storage compound and temporary replacement of gates located at the southern Lee Green Lane access.	APPROVED WITH CONDITIONS
MO/2023/1515/LBC	Headley Court, Headley Road, Headley, Leatherhead, Surrey	Temporary replacement of gates located at the southern Lee Green Lane access. (Listed Building Consent)	APPROVED WITH CONDITIONS
MO/2023/1710/LBC	Vine Cottage, Leech Lane, Headley, Epsom, Surrey, KT18 6PJ	Addition of a new partition at first floor.	APPROVED WITH CONDITIONS

Appendix 2

Date: 22/01/2024

Headley Parish Council

Page 1

Time: 11:47

**Bank Reconciliation Statement as at 30/11/2023
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	30/11/2023		2,877.81
			<hr/> 2,877.81
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			2,877.81
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			2,877.81
		Balance per Cash Book is :-	2,877.81
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 30/11/2023
for Cashbook 2 - Savings Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Savings Account	30/11/2023		28,906.91
			<hr/> 28,906.91
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			28,906.91
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			28,906.91
		Balance per Cash Book is :-	28,906.91
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 31/12/2023
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	31/12/2023		2,167.84
			<u>2,167.84</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			2,167.84
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			2,167.84
		Balance per Cash Book is :-	2,167.84
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 31/12/2023
for Cashbook 2 - Savings Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Savings Account	31/12/2023		28,940.82
			<hr/> 28,940.82
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			28,940.82
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			28,940.82
		Balance per Cash Book is :-	28,940.82
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date