

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 29th January 2024** 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 27th November 2023
4. Chair's Announcements
5. Open Public Forum
6. Matters Arising
 - Traffic calming in the village – update
 - Confirm date of Annual Parish Meeting 2024
7. Financial Report
 - Financial situation and bank reconciliations for November and December 2023.
 - To formally note and approved the following payments to be paid via BACS.

Payments between meetings	Amount
December Staff Salaries & Associated Costs – Direct Debit	589.97
January Staff Salaries & Associated Costs – Direct Debit	589.97

To be authorised for payment 29.01.2024	Amount
Clerks expenses	88.60
SLCC Membership	71.40
Surrey Community Action – payroll fees	42.00
TOTAL	202.00

8. Maintenance
 - Playground – inspection rota (rota for next 3 months: February – Cllr Denyer, March – Cllr Knight, April – Cllr Bennett)
 - Footpaths and grit bins
 - Highways
9. Planning
 - Current and recent planning applications as follows:

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
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	APPROVED WITH CONDITIONS

		the southern Lee Green Lane access.	
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

10. Other Parish Council Activities

11. Reports from other bodies.

12. Consultations.

- SCC Rights of Way
- Surrey Road Safe Vision Zero Public Consultation

13. Questions from Parish Councillors

14. 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.

15. To update Councillors regarding commercial matters.

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

Signed T Hamer

Date 23rd January 2024

Tracy Hamer

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

**Bank Reconciliation Statement as at 30/11/2023
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	30/11/2023		2,877.81
			<u>2,877.81</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			2,877.81
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			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
			<u>28,906.91</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			28,906.91
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			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
			<u>28,940.82</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			28,940.82
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			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

Detailed Receipts & Payments by Budget Heading 31/12/2023

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	15,600	15,600	0			100.0%	
1080 Bank Interest	207	7	(200)			2950.6%	
1090 MVDC Grant Received	1,324	850	(474)			155.8%	
1100 M&G Income	92	70	(22)			130.9%	
1110 Headley Hop Ticket Income	4,781	0	(4,781)			0.0%	
Income :- Receipts	22,003	16,527	(5,476)			133.1%	0
Net Receipts	22,003	16,527	(5,476)				
<u>200 Payments</u>							
4000 Salaries	5,324	7,500	2,176		2,176	71.0%	
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	94	140	46		46	67.1%	
4100 Clerk's Mileage	170	250	80		80	68.0%	
4110 IT Equipment and Supplies	8	300	292		292	2.7%	
4115 Stationery	13	0	(13)		(13)	0.0%	
4120 Village Hall Rental	160	450	290		290	35.6%	
4230 SALC Membership	0	250	250		250	0.0%	
4235 SLCC Membership	0	200	200		200	0.0%	
4240 Subscriptions and Donations	5,462	130	(5,332)		(5,332)	4201.6%	
4250 Insurance	1,089	1,100	11		11	99.0%	
4260 Internal Audit	352	220	(132)		(132)	160.1%	
4270 ICO Annual Fee	40	40	0		0	100.0%	
4280 Satswana DPO Annual Fee	150	180	30		30	83.3%	
4300 Training	115	500	385		385	23.0%	
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	250	3,605	3,355		3,355	6.9%	
4370 Strimming Costs	2,092	2,800	708		708	74.7%	
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	65	150	85		85	43.3%	
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 & Payments by Budget Heading 31/12/2023

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	16,836	26,910	10,074	0	10,074	62.6%	0
Net Payments	(16,836)	(26,910)	(10,074)				
Grand Totals:- Receipts	22,003	16,527	(5,476)			133.1%	
Payments	16,836	26,910	10,074	0	10,074	62.6%	
Net Receipts over Payments	5,168	(10,383)	(15,551)				
Movement to/(from) Gen Reserve	5,168						

Item 12 – Consultations

1. **SCC Rights of Way consultation - please see attached information.**

2. **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:

1. Safe speeds – ensuring our roads have appropriate speed limits, people comply with speed limits, and they are safe for walkers and cyclists
2. Safe road users – encouraging competent, safe and respectful road users
3. Safe roads and streets – streets that are well-designed, well-maintained streets and support active travel
4. Safe vehicles – vehicles are well-maintained and designed
5. Post Collision Response – a fast and effective multi-agency response to collisions.

Surrey County Council is carrying out a [public consultation](#) on the strategy that runs until 24/03/2024.

HAVE YOUR SAY ON SURREY'S RIGHTS OF WAY

Surrey County Council is responsible for around 2164 miles (3482 km) of public footpaths, bridleways, restricted byways, and byways open to all traffic across the whole of the County.

We are creating a new Rights Of Way Improvement Plan (ROWIP) and want to hear your views.

Take part in our **online survey** and tell us how and where you use the network and any ideas on how it can better meet your needs now and in the future.

<https://bit.ly/48h9GwG>



20 December 2023

Clerk
Headley Parish Council

Countryside Access Team
Surrey County Council
Whitebeam Lodge
Merrow Depot
Merrow Lane
GUILDFORD
Surrey
GU4 7BQ

claire.saunders@surreycc.gov.uk

Dear Headley Parish Council Clerk

Subject: Review of Surrey County Council's Rights of Way Improvement Plan

Surrey County Council's Rights of Way Improvement Plan (ROWIP) is an important strategic policy document, which the council is required by law to have in place. It sets out how Surrey County Council can make sure the public rights of way network meets the needs of the public, now and in the future. More information on ROWIPs can be found at <https://www.gov.uk/guidance/local-authority-rights-of-way-improvement-plans>

A public right of way is a public highway and is part of, and connects with, the wider highway network. Although they are mainly in the countryside, there are public rights of way in towns and villages too. There are four types of public right of way:

- **Public footpaths** – a public right of way only for pedestrians (including dog walkers, users of wheelchairs, mobility scooters and people with buggies);
- **Public bridleways** – As per public footpaths, and in addition can be used horse riders and cyclists;
- **Restricted byways** – As per public footpaths and bridleways, and in addition can be used by horse-drawn carriage drivers;
- **Byways Open to All Traffic (BOATs)** – a public right of way for all users, including motor vehicles.

Surrey County Council is writing to inform Headley Parish Council that the process of carrying out a new assessment and review of Surrey's ROWIP is beginning.

The process of reviewing the ROWIP, and the engagement being carried out before a new ROWIP is drafted, will help Surrey County Council to better understand the needs of Surrey's residents. The ROWIP aims to address the priorities of the area in terms of health and wellbeing, supporting people living with disabilities and mental health issues,

regeneration, growth, transport, climate change, tourism and other priorities. The views of parish and town councils are important to do this. To help us, we'd like the views of Headley Parish Council. The feedback will help to develop the priorities and actions of the new Rights of Way Improvement Plan, which will be produced later in 2024.

I would be grateful if Headley Parish Council could fill in the questionnaire below.

<https://www.surreysays.co.uk/environment-and-infrastructure/rowip>

The questionnaire closes at midnight on 10 March 2024.

Please submit only one official response on behalf of Headley Parish Council. This link is for parish and town councils only and should not be shared with the public.

So that you can discuss your answers before filling in the questionnaire, a copy is appended to this letter. It is preferred that you submit your response to this questionnaire through the online link above; however, electronic or paper responses will also be accepted.

If you wish to submit an emailed response, or additional information, please email Sharon Bayne at sharon.bayne@blackwoodbayne.co.uk who is working on behalf of Surrey County Council to support the development of the new ROWIP. Paper copies should be sent to Blackwood Bayne Ltd, 8 Herts Crescent, Loose, Maidstone, Kent ME15 0AX. Please submit your parish response by midnight on 10 March 2024.

Views of Individual Councillors and Members of the Public

The views of individual councillors and members of the public are also important and welcome. To gather these, we have also set up an online public questionnaire. We would be grateful if you could publicise this questionnaire and encourage people to complete it. We have attached a poster to this email which you may wish to display on site or use on social media.

The questionnaire for the public is online at:

<https://www.surreysays.co.uk/environment-and-infrastructure/rowip-public>

This questionnaire also closes at midnight on 10 March 2024.

If you need to discuss the process of preparing the new ROWIP or specific questions about the engagement exercise please contact Sharon. She can be contacted on sccrowip@blackwoodbayne.co.uk or 01622 746316. Alternatively contact sccrowip@surreycc.gov.uk.

Visit <https://www.surreycc.gov.uk/culture-and-leisure/countryside> for more information about public rights of way and country parks in Surrey. To report an issue on a public right of way, visit Surrey County Council's website at <https://rightsofway.surreycc.gov.uk/>

The draft ROWIP is due to be completed later in 2024. All parish and town councils will be invited to comment on the draft.

Yours faithfully

Claire Saunders
Countryside Access Team Manager

Overview

Surrey County Council is responsible for around 2164 miles (3482 km) of public rights of way. These paths are both in the countryside and urban areas. They are important for enjoying and exploring, for travelling to work or school and for health and wellbeing. They are part of what makes Surrey a special place to live, work and enjoy.

A public right of way is a path that anyone, by law, has the right to use. There are four types:

- Footpaths for walking, mobility scooters or powered wheelchairs
- Bridleways for walking, horse riding, cycling, mobility scooters or powered wheelchairs
- Restricted byways for walking, horse riding, cycling, mobility scooters or powered wheelchairs and horse-drawn carriages Byways for all modes including motorised vehicles

Every council that is responsible for public rights of way must have a Rights of Way Improvement Plan (ROWIP). This sets out how public rights of way meet the needs of the public, now and in the future. Our current Rights of Way Improvement Plan dates from 2014 and needs to be reviewed.

Why your views matter

Your council's views will help us to make sure that our new Rights of Way Improvement Plan meets the needs of everyone in Surrey.

Your feedback will help to develop the priorities and actions of the new Rights of Way Improvement Plan, which will be produced in 2024. Once the new Rights of Way Improvement Plan has been finalised and approved by the council it will be published on Surrey County Council's website.

Please complete our survey by 10 March 2024.

Please only submit one official response for your council.

If you wish to respond as an individual, please visit <https://www.surreysays.co.uk/environment-and-infrastructure/rowip-public> for our public survey. This also closes on 10 March 2024.

The process of producing the new ROWIP is being supported by an external consultant. If you need to discuss the process of preparing the new ROWIP please contact sccrowip@blackwoodbayne.co.uk. Alternatively, please contact Surrey County Council at sccrowip@surreycc.gov.uk or on 0300 200 1003.

This survey is to support the Improvement Plan only. If you want to report an issue on a public right of way please click on this link: Contact us or report an issue on a Right of Way - Surrey County Council (surreycc.gov.uk) <https://rightsofway.surreycc.gov.uk/> or call 0300 200 1003.

Section 1

Please enter the name of the town or parish council you are replying on behalf of:
(Required)

Please provide your name
(Required)

Please provide your contact details in case we need to get in touch with you. This could be an email address or a phone number

In what capacity are you representing the parish or town council (choose all that apply). Note – this should be the official response of the council
(Required)

Please select only one item

- ☐ Parish or town clerk
- ☐ Chair
- ☐ Parish or town councillor
- ☐ Footpaths / access warden
- ☐ Other (please specify)

If other selected, please specify below:

Does your parish have a public rights of way officer, warden or other representative?

(Required)

Please select only one item

- ☐ Yes
☐ No

If yes, please provide further details on the role of your public rights of way officer, warden or other parish council representative.

Do you pay for any maintenance work on public rights of way in your parish?

(Required)

Please select only one item

- ☐ Yes
☐ No

If yes, please provide further details. On average, how much do you pay annually? Do you have an annual budget? What works do you pay for?

Do you have volunteers who help with the maintenance and improvement of public rights of way in your area?

(Required)

Please select only one item

- ☐ Yes
☐ No

If yes, please provide further details on what work your volunteers carry out. Please provide an estimate of how many work days volunteers contribute to works on public rights of way

Does your council promote any routes?

(Required)

Please select only one item

- ☐ Yes
- ☐ No

If yes, please provide further details or a link to your promoted routes.

Section 2

How satisfied are you with the following aspects of public rights of way in your parish?

	Very dissatisfied	Dissatisfied	Neither satisfied or dissatisfied	Satisfied	Very satisfied
Vegetation clearance (paths are not overgrown) <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reinstatement and clearance of paths through crops <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Waymarking of routes – the directional signing along routes <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fingerposts at the end of public rights of way where the route leaves the road <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The condition of stiles and gates <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Surface condition <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Accessibility for less mobile users <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Paths being free from obstructions (not including crops) <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Would your council be interested in exercising your powers as a Parish Council under Section 43 Highways Act 1980 to maintain public rights of way, or to increase your involvement in other ways?

Please select only one item

- ☐ Yes
☐ No

Please provide reasons for your answer below:

To what extent do you agree or disagree with the following statements? The public rights of way network in our parish is:

	Strongly disagree	Disagree	Neither agree or disagree	Agree	Strongly agree
An important asset for residents in our parish <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Important to support the health and well-being of residents in our parish <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Important for travelling to work and school <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Important for enjoying and exploring nature <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Important for tourism and the visitor economy <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Do you feel that over the last 10 years the general condition of public rights of way in your parish has:

Please select only one item

- ☐ Improved
- ☐ Stayed the same
- ☐ Declined
- ☐ Not sure / don't know

Please provide reasons for your answer below.

Section 3

Have you reported a public rights of way issue to Surrey County Council in the past 12 months?

(Required)

Please select only one item

- ☐ Yes (go to Section 4)
 - ☐ No (go to Section 5)
-

Section 4

How would you rate the service of Surrey County Council when you reported an issue?

	Very poor	Poor	Neutral	Good	Very good	Not applicable
Ease of reporting the issue <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ease of tracking the progress of your report online <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overall service you received <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

How could we have improved your experience of reporting a problem on a public right of way?

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Section 5

We aim to provide a public rights of way network that serves the needs of Surrey County residents. To do this, we may need to prioritise where we spend our available budget while delivering on our responsibilities under (within) the law. In your opinion how important are each of the following:

	Not at all important	Of little importance	Neither important or unimportant	Important	Very important
Maintaining the current public rights of way network <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Protecting and improving the public rights of way network through changes due to development and major infrastructure projects <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Improving access for those living with disabilities <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Improving access for people to improve their health and well-being <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Improving public rights of way for commuting, to work, school or other facilities <i>Please select only one item</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Are there other areas which you think should be a priority?

Do you have any additional comments which will help us to draft the Rights of Way Improvement Plan?

Please tell us of any specific public right of way issues or improvements in your parish. Please provide route numbers (if possible) and/or a precise description of the location of the route.

Continue separately if necessary and email to sccrowip@blackwoodbayne.co.uk or sccrowip@surreycc.gov.uk