



HEADLEY PARISH COUNCIL

Minutes of the **General Meeting of the Parish Council** held at
Headley Village Hall at 7.30pm on Monday 25th March 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 Simon Budd (MVDC), Cllr Paul Potter (MVDC), Tracy Hamer (Clerk) taking the minutes.
The meeting was chaired by Cllr Preedy.

Agenda Item	Issue	Actions
1	To receive and accept apologies of absence Cllr Hazel Watson (SCC), Cllr Paula Keay (MVDC) and Cllr Mary Denyer (HPC).	
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 29/01/2024. The Council resolved to unanimously agree the content of the minutes and the Chair signed them. <i>Proposed by Cllr Woolley and seconded by Cllr Knight.</i>	
4	Chair's Announcements. Cllr Preedy wished to thank all those that volunteered at the village litter picks on Saturday 16 th March and Saturday 23 rd March. There was a great turnout and lots of waste was collected from around the village.	
5	Open Public Forum. One member of the public in attendance enquired regarding traffic calming in the village which will be covered in the next item.	
6	Matters Arising. <u>Traffic Calming in the Village</u> – The Clerk updated members that the column is now in place and the VAS will be installed in the coming weeks. It was noted that the VAS does not record any data but that a device can be retrofitted at the cost of £400 that will record data if deemed necessary. <u>Confirm dates of AVM and May Parish Council Meeting</u> – The following dates were confirmed by the clerk and The Village Hall has been booked.	Clerk

	HPC Annual Parish Meeting – Thursday 9 th May HPC May AGM and Parish Council Meeting – Thursday 23 rd May																							
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 checked the reconciliation of the bank accounts dated 31st January 2023 and 29th February 2024 on the 25th January 2024 - see Appendix 2. The Council resolved to approve the below payments. The Clerk noted that the insurance payment will be deferred until May once the invoice has been issued. It was not felt necessary to renew the Parish Online subscription. 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 Woolley and seconded by Cllr Knight.</i> The Clerk confirmed that an Extra Ordinary Meeting will be required in April to review and approve Section 1 – Annual Governance Statement 2023/24. Dates to be circulated. The Internal Audit is booked for Friday 10th May 2024. <table border="1"> <thead> <tr> <th>Payments between meetings</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>February Staff Salaries & Associated Costs – Direct Debit</td> <td>589.97</td> </tr> <tr> <td>March Staff Salaries & Associated Costs – Direct Debit</td> <td>589.97</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>To be authorised for payment 25.03.2024</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Clerks expenses</td> <td>47.50</td> </tr> <tr> <td>Headley Village Stores – meeting refreshments</td> <td>15.00</td> </tr> <tr> <td>T&N Gardening Services – path clearance</td> <td>80.00</td> </tr> <tr> <td>Clovers Grounds Maintenance – playground works</td> <td>1032.00</td> </tr> <tr> <td>Parish Online – NOT TO BE RENEWED</td> <td>0</td> </tr> <tr> <td>Insurance - DEFERRED</td> <td>TBC</td> </tr> <tr> <td>TOTAL</td> <td>1174.50</td> </tr> </tbody> </table>	Payments between meetings	Amount	February Staff Salaries & Associated Costs – Direct Debit	589.97	March Staff Salaries & Associated Costs – Direct Debit	589.97	To be authorised for payment 25.03.2024	Amount	Clerks expenses	47.50	Headley Village Stores – meeting refreshments	15.00	T&N Gardening Services – path clearance	80.00	Clovers Grounds Maintenance – playground works	1032.00	Parish Online – NOT TO BE RENEWED	0	Insurance - DEFERRED	TBC	TOTAL	1174.50	Clerk
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8	<p>To review and adopt the following HPC policies and documents.</p> <ul style="list-style-type: none"> Financial Regulations Standing Orders Asset Register Risk Register – remove final risk relating to Covid-19 <p>Council resolved to adopt the above-named policies, with no changes apart from the risk register as noted. <i>Proposed by Cllr Preedy and seconded by Cllr Knight.</i></p>																							
9	<p>Maintenance.</p> <ul style="list-style-type: none"> Playground: The inspection log is up to date and the new rota has been circulated (rota for next 3 months: April – Cllr Bennett, May – Cllr Preedy, June – Cllr Woolley) The Clerk will chase MVDC regarding grass cutting arrangements. Footpaths and grit bins: The hedge behind the tar path has been cut and lowered. Cllr Woolley noted his thanks to the landowner. Highways: Cllr Preedy has written to Audley to share concerns that the Construction Management Plan (CMP) is not being adhered to at this early stage. Cllr Preedy will chase Audley regarding the issue to make sure any problems are ironed out before contractors change onsite according to the nature of ongoing works. 	Clerk/ Cllr Preedy																						

10	Planning. Current and recent planning applications – see appendix 1.	Clerk
11	Other Parish Council Activities Nil.	
12	Reports from other bodies. Nil.	
13	Consultations. Nil.	
14	Questions from Parish Councillors. Nil.	

To confirm the date of the next Parish Council Meeting will be held on Thursday 23rd May 2024 at The Village Hall at 7.30pm.

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

Signed

Chairman

Dated

Appendix 1

Registered Applications	Location	Description	Publicity start date
MO/2024/0225/PLAH	Headley Hall, Headley Grove, Headley, Surrey, KT18 6NR	Erection of a single storey rear infill glazed extension, repair, refurbishment and restoration works including internal and external alterations: External alterations comprise the enlargement and improvement of the design of the rear portico; the implementation of eaves brackets on the northeast wing; reinstatement of the front porch; Internal alterations aim to fully re-integrate the formerly three separate dwellings to restore the house to a single dwelling, windows across the property are to be refurbished to match the existing.	23 rd February
MO/2024/0227/LBC	Headley Hall, Headley Grove, Headley, KT18 6NR	Erection of a single storey rear glazed infill extension, repair, refurbishment and restoration works including internal and external alterations; External alterations comprise the enlargement and improvement of the design of the rear portico; the implementation of eaves brackets on the northeast wing; reinstatement of the front porch; Internal alterations aim to fully re-integrate the formerly three separate dwellings to restore the house to a single dwelling, windows across the property are to be refurbished to match the existing. (Application for Listed Building Consent)	23 rd February
MO/2024/0226/PLA	2, Heath Farm Cottages, Church Lane, Headley, Epsom, Surrey, KT18 6LD	Conversion of stables to provide residential annex accommodation.	23 rd February
MO/2024/0288/PLA	Highfield Stables, Heath Farm, Headley Common Road, Headley, Surrey	Erection of a replacement dwelling.	1 st March
MO/2024/0291/CC	Headley Court (Mansion House Site), Headley Road, Headley, Epsom, Surrey, KT18 6JN	Variation of condition 2 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	1 st March
		Building Consent), to vary the wording of condition 2 in order to substitute approved drawings relating to internal works.	
Decisions	Location	Description	Outcome
MO/2023/1740/TFC	Headley Court, Headley Road, Headley, Epsom, Surrey, KT18 6JN	Various tree works as described in the documents submitted.	APPROVED WITH CONDITIONS

Appendix 2

Date: 04/03/2024

Headley Parish Council

Page 1

Time: 10:23

**Bank Reconciliation Statement as at 31/01/2024
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	31/01/2024		2,577.87
			<hr/> 2,577.87
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			2,577.87
<u>Unpresented Receipts (Plus)</u>			
22/01/2024 22012024		1,000.00	
			<hr/> 1,000.00
			3,577.87
		Balance per Cash Book is :-	3,577.87
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 31/01/2024
for Cashbook 2 - Savings Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Savings Account	31/01/2024		27,970.71
			<u>27,970.71</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			27,970.71
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			27,970.71
		Balance per Cash Book is :-	27,970.71
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 29/02/2024
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	29/02/2024		1,846.89
			<u>1,846.89</u>
<u>Unpresented Payments (Minus)</u>			<u>Amount</u>
22/01/2024 Reverse Savings Account		1,000.00	
			<u>1,000.00</u>
			846.89
<u>Unpresented Receipts (Plus)</u>			
22/01/2024 22012024		1,000.00	
			<u>1,000.00</u>
			1,846.89
		Balance per Cash Book is :-	1,846.89
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 29/02/2024
for Cashbook 2 - Savings Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Savings Account	29/02/2024		28,002.02
			<u>28,002.02</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			28,002.02
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			28,002.02
		Balance per Cash Book is :-	28,002.02
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Detailed Receipts & Payments by Budget Heading 29/02/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>100 Income</u>						
1076 Precept	15,600	15,600	0			
1080 Bank Interest	268	7	(261)			
1090 MVDC Grant Received	1,324	850	(474)			
1100 M&G Income	104	70	(34)			
1110 Headley Hop Ticket Income	4,781	0	(4,781)			
Income :- Receipts	22,077	16,527	(5,550)			0
Net Receipts	22,077	16,527	(5,550)			
<u>200 Payments</u>						
4000 Salaries	6,504	7,500	996		996	
4060 Payroll Fees	125	120	(5)		(5)	
4070 Clerk's Expenses	0	25	25		25	
4080 Chairman's Allowance	0	100	100		100	
4090 Broadband Contribution	119	140	21		21	
4100 Clerk's Mileage	170	250	80		80	
4110 IT Equipment and Supplies	8	300	292		292	
4115 Stationery	13	0	(13)		(13)	
4120 Village Hall Rental	160	450	290		290	
4230 SALC Membership	0	250	250		250	
4235 SLCC Membership	71	200	129		129	
4240 Subscriptions and Donations	5,462	130	(5,332)		(5,332)	
4250 Insurance	1,089	1,100	11		11	
4260 Internal Audit	352	220	(132)		(132)	
4270 ICO Annual Fee	40	40	0		0	
4280 Satswana DPO Annual Fee	150	180	30		30	
4300 Training	115	500	385		385	
4310 Playground Lease Rent	0	50	50		50	
4320 Play Area Weed Spraying	0	150	150		150	
4330 Play Area Maint and New Equipm	250	3,605	3,355		3,355	
4370 Strimming Costs	2,092	2,800	708		708	
4380 Grit for Broome Close Bin	0	100	100		100	
4390 Catering for AVM	0	250	250		250	
4400 Public Meeting Refreshments	80	150	70		70	
4410 Website Hosting and Maint	390	400	10		10	
4420 Contingency and Small Works	62	300	238		238	
4430 Traffic Calming Measures	0	3,500	3,500		3,500	
4440 Newsletter	520	500	(20)		(20)	
4450 Section 137 Fund	0	100	100		100	
4460 Grants	0	1,500	1,500		1,500	

Detailed Receipts & Payments by Budget Heading 29/02/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4470 Professional Fees	54	1,000	946		946	
4480 Events	335	1,000	665		665	
Payments :- Indirect Payments	<u>18,162</u>	<u>26,910</u>	<u>8,748</u>	<u>0</u>	<u>8,748</u>	<u>0</u>
Net Payments	<u>(18,162)</u>	<u>(26,910)</u>	<u>(8,748)</u>			
Grand Totals:- Receipts	<u>22,077</u>	<u>16,527</u>	<u>(5,550)</u>			
Payments	<u>18,162</u>	<u>26,910</u>	<u>8,748</u>	<u>0</u>	<u>8,748</u>	
Net Receipts over Payments	<u>3,915</u>	<u>(10,383)</u>	<u>(14,298)</u>			
Movement to/(from) Gen Reserve	<u>3,915</u>					