

HEADLEY PARISH COUNCIL

<u>Minutes of a Meeting of the Parish Council held at</u> <u>Headley Village Hall at 7.30pm on Monday 29th July 2024</u>

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

Also in attendance: Cllr Simon Budd (MVDC), Cllr Paul Potter (MVDC), Tracy Hamer (Clerk) taking the minutes, 1 member of the public. The meeting was chaired by Cllr Preedy.

Agenda Item	Issue	Actions
1	To receive and accept apologies of absence. Cllr Paula Keay (MVDC).	
2	To receive any declarations of interest relevant to items on this agenda. Nil.	
3	To sign as a correct record, the minutes of the Parish Council Meeting dated 23 rd May 2024.	
	The Council resolved to unanimously agree the content of the minutes following updates to include:	
	• Concerns were raised that the pedestrian access from Dale View to the bus stop is not a public right of way as part of it goes within Lee Green field. This may need to be addressed when the Section 106 works for Headley Court are completed.	
	 Concerns had been recorded by a resident about the speed of some cyclists on Slough Lane/Tumber Street 	
	 Planning comment on MO/2020185/1/DOV) change end of note to <i>do not</i> become clustered in a single location 	
	The Chair signed them. Proposed by Cllr Preedy and seconded by Cllr Bennett	
4	Chair's Announcements. Cllr Preedy commented on the success of the commemorative D-Day 80 event at Headley Court on Friday 7 th June, when he formally accepted the flag on behalf of residents. The flag will be hosted by Audley following completion of works at the mansion house.	

5	Reports from Parish, District and County Councillors. Nil.				
6	Open Public Forum. A member of the public raised concerns with regards to the pote spaces around the proposed development at Church Lane Nurser creates a financial liability for the parish. Cllr Preedy explained th been made and residents would be consulted on any potential pl	ry and whet at no decision	her this		
7	Matters Arising. Nil.				
8	 Financial items. The Council discussed the present financial situation at tand noted it as satisfactory. Cllr Denyer reported that she had checked the reconcilia accounts dated 1st April 2024 to 30th June 2024 - see App The Council resolved to approve the following payments Proposed by Cllr Denyer and seconded by Cllr Preedy whe payments electronically. 	ation of the pendix 1. s.	bank	Clerk	
	Payments between meetings	Amount			
	June Staff Salaries & Associated Costs – Direct Debit	589.97			
	July Staff Salaries & Associated Costs – Direct Debit	589.97			
	To be authorised for payment 25.03.2024	Amount]		
	Clerks expenses	49.30			
	T&N Gardening Services – Inv 1493/1515/1486	974.00			
	SCA Payroll Fees – Inv 7346	36.00			
	Headley Playground Rent – Inv 7000021850	92.34			
	Surrey CC – Inv 20571508	7500.00			
	TOTAL	8651.64			
9	The Council resolved to approve and adopt the new Financial Reg Proposed by Cllr Preedy and seconded by Cllr Knight.	gulations			
10	Maintenance.			Clerk	
	 Playground: The inspection log is up to date. The Clerk noted that MVDC are yet to complete the annual safety inspection despite the Clerk emailing again. The maintenance of the playground is also under discussion. Footpaths and grit bins: The hedge adjacent to the Tar Path requires cutting. The Clerk will report to SCC. Highways: Cllr Knight expressed concerns about the overgrown foliage on Tumber Street & Slough Lane. It was also noted that foliage growth is affecting various other roads in the village, including Clay Lane & Lodge Bottom Road, effectively narrowing the usable carriageway; it is especially risky as the foliage often includes (and hides) solid branches. The Clerk will investigate responsibilities at the next MVDC Clerk Forum and give feedback. The recent surface dressing work carried out on Mill Way appears to have masked broken sections at the edge of the road, meaning that they are no longer readily visible. 				

11	Planning.MO/2024/1060/LBC Headley Court – no objectionMO/2024/1062/ADV Headley Court – no objectionMO/2024/1086/TFC Headley Court – no objection but with advisory to question tostand alone tree, now that the Jubilee Buildings have been removed the tree mightrecover.	Clerk
12	Other Parish Council Activities The next Litter-pick will be held on Saturday 21 st September.	Cllr Knight
13	Reports from other bodies. Nil.	
14	Consultations. Nil.	
15	Questions from Parish Councillors. Nil.	

The date of the next Parish Council Meeting will be held on Monday 30th September 2024 at The Village Hall at 7.30pm.

There being no further business, the meeting closed at 9.10pm.

Signed

Chairman

Dated

Appendix 1

Time: 18:28

Date: 15/07/2024

Signatory 2:

Headley Parish Council

Bank Reconciliation Statement as at 30/06/2024 for Cashbook 1 - Lloyds Bank Accounts

Bank Statement Account Name (s)	Statement Date Page	Balances
Current Account	30/06/2024	3,113.21
	-	3,113.21
Unpresented Payments (Minus)	Amount	
	0.00	
	-	0.00
		3,113.21
Unpresented Receipts (Plus)		
	0.00	
		0.00
	_	3,113.21
	Balance per Cash Book is :-	3,113.21

Name Date

Date: 15/07/2024

Time: 18:31

Headley Parish Council

Page 1 User: TRACY

Bank Reconciliation Statement as at 30/06/2024 for Cashbook 2 - Savings Account

Bank Statement Account Name (s)	Statement Date	Page	Balances
Savings Account	30/06/2024		30,161.75
		—	30,161.75
Unpresented Payments (Minus)		Amount	
		0.00	
		_	0.00
			30,161.75
Unpresented Receipts (Plus)			
		0.00	
			0.00
			30,161.75
	Balance pe	er Cash Book is :-	30,161.75
		Difference is :-	0.00
Signatory 1: Name Signatory 2:	Signed	Date	

Name	 Signed	 Date	

Headley Parish Council

Page 1

Detailed Receipts & Payments by Budget Heading 30/06/2024

Cost Centre Report

102 Income 1076 Precept 8.500 17.000 8.500 1086 Bank Interest 98 100 2 1090 MVDC Grant Received 462 850 388 1000 MVCC Grant Received 462 850 388 100 MXC Grant Received 462 850 388 100 MXC Grant Received 9,091 21,953 12,862 0 200 Payments 9,091 21,953 12,862 0 4000 Salaries 1,770 7,750 5,980 5,980 4000 Charimaris Allowance 0 125 125 125 4010 Clerk's Mileage 90 275 185 165			Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
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Income :- Receipts 9,091 21,953 12,862 0 Net Receipts 9,091 21,953 12,862 0 200 Payments 1,770 7,750 5,980 5,980 4000 Salaries 1,770 7,750 5,980 5,980 4001 Dick's Expenses 0 25 25 25 4080 Chairman's Allowance 0 100 100 100 4000 Elk's Expenses 0 25 25 25 4080 Chairman's Allowance 0 100 100 100 4000 Clerk's Expenses 192 300 108 108 4100 Clerk's Mileage 90 275 185 185 4110 T Expensity 200 200 200 200 4230 SALC Membership 0 200 200 200 250 4250 Insurance 1,121 1,200 79 79 79 <	1090	MVDC Grant Received	462					
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4235 SLCC Membership 0 200 200 200 4240 Subscriptions and Donations 0 250 250 250 4250 Insurance 1,121 1,200 79 79 4260 Internal Audit 149 220 71 71 4270 ICO Annual Fee 0 40 40 4280 Satswana DPO Annual Fee 0 180 180 4300 Training 0 300 300 300 4310 Playground Lease Rent 0 50 50 50 4330 Play Area Maint and New Equipm 0 1,500 1,500 1,500 4340 Strimming Costs 199 3,000 2,801 2,801 440 4380 Grit for Broome Close Bin 0 100 100 100 100 4390 Catering Refreshments 0 150 150 150 4410 Website Hosting and Maint 0 500 500 300 4420 Contingency and Small Works 0 <t< td=""><td>4120</td><td>Village Hall Rental</td><td>205</td><td>500</td><td>295</td><td></td><td>295</td><td></td></t<>	4120	Village Hall Rental	205	500	295		295	
4240 Subscriptions and Donations 0 250 250 250 4250 Insurance 1,121 1,200 79 79 4260 Internal Audit 149 220 71 71 4270 ICO Annual Fee 0 40 40 40 4280 Satswana DPO Annual Fee 0 180 180 180 4300 Training 0 300 300 300 4300 Training 0 1,500 1,500 1,500 4330 Play Area Maint and New Equipm 0 1,500 1,500 1,500 4370 Strimming Costs 199 3,000 2,801 2,801 4380 Grit for Broome Close Bin 0 100 100 100 4380 Catering Refreshments 0 150 150 150 4400 Public Meeting Refreshments 0 300 300 300 4410 Website Hosting and Maint 0 500 500 500 4420 Contingency and Small Works 0	4230	SALC Membership	208	210	2		2	
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4270 ICO Annual Fee 0 40 40 40 4280 Satswana DPO Annual Fee 0 180 180 180 4300 Training 0 300 300 300 4310 Playground Lease Rent 0 50 50 50 4330 Play Area Maint and New Equipm 0 1,500 1,500 1,500 4330 Grit for Broome Close Bin 0 100 100 100 4380 Grit for Broome Close Bin 0 150 150 150 4400 Public Meeting Refreshments 0 150 150 150 4410 Website Hosting and Maint 0 500 500 300 4420 Contingency and Small Works 0 3,500 3,500 3,500 4440 Newsletter 125 650 525 525 525 4470 Professional Fees 0 1,000 1,000 1,000 1,000	4250	Insurance	1,121	1,200	79		79	
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4300 Training 0 300 300 300 4310 Playground Lease Rent 0 50 50 50 4330 Play Area Maint and New Equipm 0 1,500 1,500 1,500 4370 Strimming Costs 199 3,000 2,801 2,801 4380 Grit for Broome Close Bin 0 100 100 100 4390 Catering for AVM 207 300 93 93 4400 Public Meeting Refreshments 0 150 150 4410 Website Hosting and Maint 0 500 500 4420 Contingency and Small Works 0 3,500 3,500 4430 Traffic Calming Measures 0 3,500 3,500 4440 Newsletter 125 650 525 525 4470 Professional Fees 0 1,000 1,000 1,000 Payments :- Indirect Payments 4,377 22,870 18,493 0 18,493 0	4270	ICO Annual Fee	0	40	40		40	
4310 Play Area Maint and New Equipm 0 50 50 4330 Play Area Maint and New Equipm 0 1,500 1,500 4370 Strimming Costs 199 3,000 2,801 2,801 4380 Grit for Broome Close Bin 0 100 100 100 4390 Catering for AVM 207 300 93 93 4400 Public Meeting Refreshments 0 150 150 150 4410 Website Hosting and Maint 0 500 500 500 4420 Contingency and Small Works 0 3,500 3,500 3,500 4440 Newsletter 125 650 525 525 4470 Professional Fees 0 1,000 1,000 1,000 Payments :- Indirect Payments 4,377 22,870 18,493 0 18,493 0	4280	Satswana DPO Annual Fee	0	180	180		180	
4330 Play Area Maint and New Equipm 0 1,500 1,500 1,500 4370 Strimming Costs 199 3,000 2,801 2,801 4380 Grit for Broome Close Bin 0 100 100 100 4390 Catering for AVM 207 300 93 93 4400 Public Meeting Refreshments 0 150 150 4410 Website Hosting and Maint 0 500 500 4420 Contingency and Small Works 0 3,500 3,500 4440 Newsletter 125 650 525 525 4470 Professional Fees 0 1,000 1,000 1,000 Payments :- Indirect Payments 4,377 22,870 18,493 0 18,493 0	4300	Training	0	300	300		300	
4370 Strimming Costs 199 3,000 2,801 2,801 4380 Grit for Broome Close Bin 0 100 100 4390 Catering for AVM 207 300 93 93 4400 Public Meeting Refreshments 0 150 150 150 4410 Website Hosting and Maint 0 500 500 500 4420 Contingency and Small Works 0 3,500 3,500 3,500 4440 Newsletter 125 650 525 525 4470 Professional Fees 0 1,000 1,000 1,000	4310	Playground Lease Rent	0	50	50		50	
4380 Grit for Broome Close Bin 0 100 100 4390 Catering for AVM 207 300 93 93 4400 Public Meeting Refreshments 0 150 150 4410 Website Hosting and Maint 0 500 500 4420 Contingency and Small Works 0 300 300 4430 Traffic Calming Measures 0 3,500 3,500 4440 Newsletter 125 650 525 525 4470 Professional Fees 0 1,000 1,000 1,000	4330	Play Area Maint and New Equipm	0	1,500	1,500		1,500	
4390 Catering for AVM 207 300 93 93 4400 Public Meeting Refreshments 0 150 150 4410 Website Hosting and Maint 0 500 500 4420 Contingency and Small Works 0 300 300 300 4430 Traffic Calming Measures 0 3,500 3,500 3,500 4440 Newsletter 125 650 525 525 4470 Professional Fees 0 1,000 1,000 1,000	4370	Strimming Costs	199	3,000	2,801		2,801	
4400 Public Meeting Refreshments 0 150 150 4410 Website Hosting and Maint 0 500 500 4420 Contingency and Small Works 0 300 300 4430 Traffic Calming Measures 0 3,500 3,500 4440 Newsletter 125 650 525 525 4470 Professional Fees 0 1,000 1,000 1,000 Payments :- Indirect Payments 4,377 22,870 18,493 0 18,493 0	4380	Grit for Broome Close Bin	0	100	100		100	
4410 Website Hosting and Maint 0 500 500 4420 Contingency and Small Works 0 300 300 4430 Traffic Calming Measures 0 3,500 3,500 4440 Newsletter 125 650 525 525 4470 Professional Fees 0 1,000 1,000 1,000 Payments :- Indirect Payments 4,377 22,870 18,493 0 18,493 0	4390	Catering for AVM	207	300	93		93	
4420 Contingency and Small Works 0 300 300 4430 Traffic Calming Measures 0 3,500 3,500 4440 Newsletter 125 650 525 525 4470 Professional Fees 0 1,000 1,000 1,000 Payments :- Indirect Payments 4,377 22,870 18,493 0 18,493 0	4400	Public Meeting Refreshments	0	150	150		150	
4430 Traffic Calming Measures 0 3,500 3,500 4440 Newsletter 125 650 525 525 4470 Professional Fees 0 1,000 1,000 1,000 Payments :- Indirect Payments 4,377 22,870 18,493 0 18,493 0	4410	Website Hosting and Maint	0	500	500		500	
4440 Newsletter 125 650 525 525 4470 Professional Fees 0 1,000 1,000 1,000 Payments :- Indirect Payments 4,377 22,870 18,493 0 18,493 0	4420	Contingency and Small Works	0	300	300		300	
4470 Professional Fees 0 1,000 1,000 1,000 Payments :- Indirect Payments 4,377 22,870 18,493 0 18,493 0	4430	Traffic Calming Measures	0	3,500	3,500		3,500	
Payments :- Indirect Payments 4,377 22,870 18,493 0 18,493 0	4440	Newsletter	125	650	525		525	
	4470	Professional Fees	0	1,000	1,000		1,000	
Net Payments (4,377) (22,870) (18,493)		Payments :- Indirect Payments	4,377	22,870	18,493	0	18,493	0
		Net Payments	(4,377)	(22,870)	(18,493)			

Headley Parish Council

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Detailed Receipts & Payments by Budget Heading 30/06/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
999 VAT Data						
515 VAT on Payments	(445)	0	445		445	
VAT Data :- Indirect Payments	(445)	0	445	0	445	0
Net Payments	445	0	(445)			
Grand Totals:- Receipts	9,091	21,953	12,862			
Payments	3,931	22,870	18,939	0	18,939	
Net Receipts over Payments	5,160	(917)	(6,077)			
Movement to/(from) Gen Reserve	5,160					