

# 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 29<sup>th</sup> July 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 23<sup>rd</sup> May 2024
4. Chair's Announcements
5. Reports from District and County Councillors
6. Open Public Forum
7. Matters Arising
8. Financial Report
  - Quarter 1 financial situation and bank reconciliations for April, May, June 2024.
  - To formally note and approve the following payments to be paid via BACS.

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 – Awaiting Invoice	-
<b>TOTAL</b>	<b>1151.64</b>

9. Review and approval of the following policies and documents:
  - Financial Regulations – NALC updates May 2024
10. Maintenance
  - Playground – inspection rota (rota for next 3 months: July – Cllr Knight, August – Cllr Denyer, September – Cllr Bennett)
  - Footpaths and grit bins
  - Highways
11. Planning
  - Current and recent planning applications as follows:

Registered Applications	Location	Description	Publicity start date
MO/2024/0551/PLA MAJOR	Church Lane Nursery, Church Lane, Headley, Surrey	Demolition of existing buildings on site and erection of 10 No. dwellings.	24 <sup>th</sup> May 2024
MO/2024/0959/TFC	Headley Court, Headley Road, Headley, KT18 6JW	Norway Maple fell and replace	28 <sup>th</sup> June 2024
MO/2024/1060/LBC	Headley Court, Headley Road, Headley, KT18 6JW	Erection of 1 No. fascia mounted sign applied to the north-west fascia of the Grade II Listed former stable building.	15 <sup>th</sup> July 2024

MO/2024/1061/ADV	Headley Court, Headley Road, Headley, KT18 6JW	Advertisement consent for 4 No. free standing signs and 3 No. printed PVC banners for a period of 5 years.	15 <sup>th</sup> July 2024
MO/2024/1086/TFC	Headley Court, Headley Road, Headley, KT18 6JW	T49, T58, & T126 - 3 No. Beech trees - fell, grind out stumps, and replace.	19 <sup>th</sup> July 2024
<b>Decisions</b>	<b>Location</b>	<b>Description</b>	<b>Outcome</b>
MO/2024/0665/PLAH	23 Broome Close, Headley, Epsom, Surrey, KT18 6LW	Insulated render to all external facing walls.	REFUSED
MO/2024/0662/PLAH	16 Broome Close, Headley, Epsom, Surrey, KT18 6LW	Insulated render to all external facing walls.	REFUSED

12. Other Parish Council Activities
13. Reports from other bodies.
14. Consultations
15. Questions from Parish Councillors

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The next Parish Council Meeting will be held at The Village Hall on Monday 30<sup>th</sup> September 2024 at 7.30pm.

Signed



Date 23<sup>rd</sup> July 2024  
Tracy Hamer  
Clerk to Headley Parish Council [clerk@headley-pc.gov.uk](mailto:clerk@headley-pc.gov.uk)



## HEADLEY PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held at  
Headley Village Hall at 7.30pm on Thursday 23<sup>rd</sup> May 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 Paula Keay (MVDC), Tracy Hamer (Clerk) taking the minutes, 2 members of the public. The meeting was chaired by Cllr Preedy.

Agenda Item	Issue	Actions
1	<p><b>To elect the following appointments for the coming municipal year:</b></p> <ul style="list-style-type: none"> <li>Chairman: Cllr Preedy was nominated by Cllr Knight and seconded by Cllr Bennett and elected unanimously.</li> <li>Vice Chairman: Cllr Bennett was nominated by Cllr Preedy and seconded by Cllr Woolley and elected unanimously.</li> <li>Hedgerow &amp; Footpaths Officer: Carmel Laverty has agreed to continue with her role as Hedgerow and Footpaths Officer. The Parish Council formally thanked her.</li> <li>SALC Representative: Cllr Preedy was nominated by Cllr Woolley, seconded by Cllr Bennett and unanimously agreed.</li> </ul>	
2	<p><b>To receive and accept apologies of absence.</b> Cllr Denyer (HPC), Cllr Paul Potter (MVDC), Cllr Hazel Watson (SCC).</p>	
3	<p><b>To receive any declarations of interest relevant to items on this agenda.</b> Nil.</p>	
4	<p><b>To sign as a correct record, the minutes of the Parish Council Meeting dated 25th March 2024</b></p> <p>The Council <b>resolved</b> to unanimously agree the content of the minutes and the Chair signed them. <i>Proposed by Cllr Preedy and seconded by Cllr Knight.</i></p>	
5	<p><b>Chair's Announcements.</b> Cllr Preedy noted that he would be attending Headley Court on Friday 7<sup>th</sup> June to accept the flag on behalf of residents to commemorate D-Day 80.</p>	

6	<p><b>Reports from Parish and District Councillors.</b> Cllr Bennett – noted that ongoing work at Headley Court is noisy, but well within agreed working hours.</p>	
7	<p><b>Open Public Forum.</b> Members of the public asked HPC to consider the application for Church Lane Nursery – MO/2024/0551/PLA MAJOR. Cllr Preedy explained that at present, the application had not been formally discussed by members but he asked that residents share any concerns directly via email either to <a href="mailto:chair@headley-pc.gov.uk">chair@headley-pc.gov.uk</a> or <a href="mailto:clerk@headley-pc.gov.uk">clerk@headley-pc.gov.uk</a>. It was also noted that any CIL funds received will be consulted on with all residents.</p>	
8	<p><b>Dates for future Council meetings.</b> The previously circulated calendar of meetings for the year was <b>AGREED</b>. It was confirmed that meetings start at 7.30pm unless otherwise advised.</p> <p>Monday 29<sup>th</sup> July Monday 30<sup>th</sup> September Monday 25<sup>th</sup> November Monday 26<sup>th</sup> January Monday 28<sup>th</sup> March Monday 19<sup>th</sup> May (bought forward one week due to Bank Holiday)</p>	
9	<p><b>Matters Arising.</b> TRAFFIC CALMING IN THE VILLAGE – The VAS has now been installed. It was queried why the display does not react to all traffic movements. The Clerk confirmed the below from SCC who also confirmed further speed surveys are planned:</p> <p><i>SCC VAS policy doesn't support the installation of the smiley/sad face VAS. Because they illuminate all vehicles, they quickly get ignored. They also provide a challenge to some drivers, to see what speed 'score' they can get. We don't want to encourage this anti-social and dangerous sort of behaviour. We only need to remind drivers over the threshold to SLOW DOWN and what the speed limit is.</i></p> <p><i>For the vast majority of those over the speed limit, this is sufficient. There is a small section of drivers, who aren't influenced by VAS or any other similar measures.</i></p>	Clerk
10	<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. Cllr Preedy reported that he had checked the reconciliation of the bank accounts dated 31st March 2024 on the 23rd of May 2024 - see Appendix 1.</li> <li>The Council reviewed the findings of the Internal Audit dated 10<sup>th</sup> May 2024 (Appendix 2) and noted the below actions:</li> </ul>	Clerk

	<p><u>2023/24 Audit Points</u></p> <p>Within the financial regulations the clerk has to obtain authorisation to order goods and services from full council where the item in question is valued in excess of £500, and where below authorisation for the chair or council. It was noted that this regulation does appear to give councillors in the absence of the clerk power order goods and services. Please note councillors are not allowed to act in this manner. I recommend a review of this regulation in the light of the new model regulations recently issued.</p> <p>The council has a model publication scheme dated 2009. I recommend this is reviewed and updated during the 2024/25 council year.</p> <ul style="list-style-type: none"> <li>The Council <b>resolved</b> to approve the Exemptions Certificate and Annual Governance Statement 2023/24 – see appendix 3. <i>Proposed by Cllr Bennett and seconded by Cllr Woolley.</i></li> <li>The Council <b>resolved</b> to approve the end of year accounts and AGAR 2023/24. <i>Proposed by Cllr Knight and seconded by Cllr Bennett - see appendix 3.</i></li> <li>The Council confirmed that dates set for the period for the exercise of public rights will commence on Monday 3 June 2024 and end on Friday 12 July 2024 - see appendix 3.</li> <li>The Council <b>resolved</b> to approve the following payments. <i>Proposed by Cllr Preedy and seconded by Cllr Bennett.</i></li> </ul> <table border="1" data-bbox="354 835 1271 1083"> <thead> <tr> <th>Payments between meetings</th> <th></th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>April Staff Salaries &amp; Associated Costs</td> <td>DD</td> <td>589.97</td> </tr> <tr> <td>May Staff Salaries &amp; Associated Costs</td> <td>DD</td> <td>589.97</td> </tr> <tr> <td>Rialtas Inv 29498 – Accounting software</td> <td>BACS</td> <td>230.40</td> </tr> <tr> <td>SCA Payroll Inv 7213 &amp; 6983</td> <td>BACS</td> <td>102.00</td> </tr> <tr> <td>T&amp;N Gorrings Inv 1440 - Strimming</td> <td>BACS</td> <td>199.00</td> </tr> <tr> <td>RBLI Inv 234804 - Newsletter Printing</td> <td>BACS</td> <td>125.00</td> </tr> <tr> <td>SALC Inv 2718 – Annual Subscription</td> <td>BACS</td> <td>208.35</td> </tr> </tbody> </table> <table border="1" data-bbox="354 1108 1271 1325"> <thead> <tr> <th>To be authorised for payment 22.05.2023</th> <th></th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Clerks expenses</td> <td>BACS</td> <td>115.00</td> </tr> <tr> <td>Gallagher Insurance</td> <td>BACS</td> <td>1121.05</td> </tr> <tr> <td>Village Hall Hire – x5 meetings</td> <td>BACS</td> <td>205.00</td> </tr> <tr> <td>Headley Village Stores – AVM Catering</td> <td>BACS</td> <td>207.00</td> </tr> <tr> <td>Mulberry &amp; Co Inv 0187 – Internal Audit</td> <td>BACS</td> <td>179.28</td> </tr> <tr> <td><b>TOTAL</b></td> <td></td> <td><b>1827.28</b></td> </tr> </tbody> </table>	Payments between meetings		Amount	April Staff Salaries & Associated Costs	DD	589.97	May Staff Salaries & Associated Costs	DD	589.97	Rialtas Inv 29498 – Accounting software	BACS	230.40	SCA Payroll Inv 7213 & 6983	BACS	102.00	T&N Gorrings Inv 1440 - Strimming	BACS	199.00	RBLI Inv 234804 - Newsletter Printing	BACS	125.00	SALC Inv 2718 – Annual Subscription	BACS	208.35	To be authorised for payment 22.05.2023		Amount	Clerks expenses	BACS	115.00	Gallagher Insurance	BACS	1121.05	Village Hall Hire – x5 meetings	BACS	205.00	Headley Village Stores – AVM Catering	BACS	207.00	Mulberry & Co Inv 0187 – Internal Audit	BACS	179.28	<b>TOTAL</b>		<b>1827.28</b>	
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11	<p><b>Maintenance.</b></p> <ul style="list-style-type: none"> <li>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 two contacts for an update.</li> <li>Footpaths and grit bins: Nil.</li> <li>Highways: Nil.</li> </ul>	Clerk																																													
12	<p><b>Planning.</b></p> <p>Current and recent planning applications – see appendix 4. MO/2024/0665 – No objection. MO/2024/0662 – No objection. MO/2020/0185/1/DOV – No objection as long as assurance is received that affordable homes remain mixed and do not become isolated.</p>	Clerk																																													
13	<b>Other Parish Council Activities</b>																																														

	Nil.	
14	<b>Reports from other bodies.</b> Nil.	
15	<b>Consultations.</b> Transform Leatherhead – delayed due to General Election.	
16	<b>Questions from Parish Councillors.</b> Nil.	

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

There being no further business, the meeting closed at 8.50pm.

Signed

Chairman

Dated



**Bank Reconciliation Statement as at 30/06/2024  
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	30/06/2024		3,113.21
			<u>3,113.21</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			3,113.21
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			3,113.21
		<b>Balance per Cash Book is :-</b>	<b>3,113.21</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name ..... Signed ..... Date .....

**Signatory 2:**

Name ..... Signed ..... Date .....



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

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Savings Account	30/06/2024		30,161.75
			<u>30,161.75</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			30,161.75
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			30,161.75
		<b>Balance per Cash Book is :-</b>	<b>30,161.75</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name ..... Signed ..... Date .....

**Signatory 2:**

Name ..... Signed ..... Date .....

## Detailed Receipts &amp; 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
<b><u>100 Income</u></b>						
1076 Precept	8,500	17,000	8,500			
1080 Bank Interest	98	100	2			
1085 CIL	0	3,933	3,933			
1090 MVDC Grant Received	462	850	388			
1100 M&G Income	31	70	39			
Income :- Receipts	<b>9,091</b>	<b>21,953</b>	<b>12,862</b>			<b>0</b>
<b>Net Receipts</b>	<b>9,091</b>	<b>21,953</b>	<b>12,862</b>			
<b><u>200 Payments</u></b>						
4000 Salaries	1,770	7,750	5,980		5,980	
4060 Payroll Fees	85	120	35		35	
4070 Clerk's Expenses	0	25	25		25	
4080 Chairman's Allowance	0	100	100		100	
4090 Broadband Contribution	25	150	125		125	
4100 Clerk's Mileage	90	275	185		185	
4110 IT Equipment and Supplies	192	300	108		108	
4120 Village Hall Rental	205	500	295		295	
4230 SALC Membership	208	210	2		2	
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		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	
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	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	
Payments :- Indirect Payments	<b>4,377</b>	<b>22,870</b>	<b>18,493</b>	<b>0</b>	<b>18,493</b>	<b>0</b>
<b>Net Payments</b>	<b>(4,377)</b>	<b>(22,870)</b>	<b>(18,493)</b>			

## Detailed Receipts &amp; 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
<u>999 VAT Data</u>						
515 VAT on Payments	(445)	0	445		445	
VAT Data :- Indirect Payments	<u>(445)</u>	<u>0</u>	<u>445</u>	<u>0</u>	<u>445</u>	<u>0</u>
<b>Net Payments</b>	<u>445</u>	<u>0</u>	<u>(445)</u>			
Grand Totals:- Receipts	<b>9,091</b>	<b>21,953</b>	<b>12,862</b>			
Payments	<b>3,931</b>	<b>22,870</b>	<b>18,939</b>	<b>0</b>	<b>18,939</b>	
<b>Net Receipts over Payments</b>	<u><b>5,160</b></u>	<u><b>(917)</b></u>	<u><b>(6,077)</b></u>			
<b>Movement to/(from) Gen Reserve</b>	<u><b>5,160</b></u>					