



HEADLEY PARISH COUNCIL

Minutes of a **Meeting of the Parish Council** held at
Headley Village Hall at 7.30pm on Monday 29th July 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, 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 23rd May 2024. The Council resolved to unanimously agree the content of the minutes following updates to include: <ul style="list-style-type: none"> 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 become clustered in a single location</i> <p>The Chair signed them. <i>Proposed by Cllr Preedy and seconded by Cllr Bennett</i></p>	
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 potential ‘gifting’ of open spaces around the proposed development at Church Lane Nursery and whether this creates a financial liability for the parish. Cllr Preedy explained that no decision has been made and residents would be consulted on any potential plans. <i>edit 30/09/24: The Parish Council discussed the notion that any potential liability would need to be covered by developer contributions. It was argued that the above minute doesn't reflect that the design that the council has supported will potentially include land ownership.</i>																					
7	Matters Arising. Nil.																					
8	Financial items. <ul style="list-style-type: none"> The Council discussed the present financial situation at the end of Quarter 1 and noted it as satisfactory. Cllr Denyer reported that she had checked the reconciliation of the bank accounts dated 1st April 2024 to 30th June 2024 - see Appendix 1. The Council resolved to approve the following payments. <i>Proposed by Cllr Denyer and seconded by Cllr Preedy who will authorise the payments electronically.</i> <table border="1" data-bbox="451 1066 1159 1157"> <thead> <tr> <th>Payments between meetings</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>June Staff Salaries & Associated Costs – Direct Debit</td> <td>589.97</td> </tr> <tr> <td>July Staff Salaries & Associated Costs – Direct Debit</td> <td>589.97</td> </tr> </tbody> </table> <table border="1" data-bbox="451 1188 1159 1398"> <thead> <tr> <th>To be authorised for payment 25.03.2024</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Clerks expenses</td> <td>49.30</td> </tr> <tr> <td>T&N Gardening Services – Inv 1493/1515/1486</td> <td>974.00</td> </tr> <tr> <td>SCA Payroll Fees – Inv 7346</td> <td>36.00</td> </tr> <tr> <td>Headley Playground Rent – Inv 7000021850</td> <td>92.34</td> </tr> <tr> <td>Surrey CC – Inv 20571508</td> <td>7500.00</td> </tr> <tr> <td>TOTAL</td> <td>8651.64</td> </tr> </tbody> </table>	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	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 Regulations <i>Proposed by Cllr Preedy and seconded by Cllr Knight.</i>																					
10	Maintenance. <ul style="list-style-type: none"> 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 	Clerk																				

	<p>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.</p> <p><i>edit 30/09/24: This repeated previous concerns about the lack of white lines in the centre of the road in the village.</i></p>	
11	<p>Planning. MO/2024/1060/LBC Headley Court – no objection MO/2024/1062/ADV Headley Court – no objection MO/2024/1086/TFC Headley Court – no objection but with advisory to question to stand alone tree, now that the Jubilee Buildings have been removed the tree might recover.</p>	Clerk
12	<p>Other Parish Council Activities The next Litter-pick will be held on Saturday 21st September.</p>	Cllr Knight
13	<p>Reports from other bodies. Nil.</p>	
14	<p>Consultations. Nil.</p>	
15	<p>Questions from Parish Councillors. Nil.</p>	

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

Date: 15/07/2024

Headley Parish Council

Page 1

Time: 18:28

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

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
		Balance per Cash Book is :-	30,161.75
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

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
<u>100 Income</u>						
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	9,091	21,953	12,862			0
Net Receipts	9,091	21,953	12,862			
<u>200 Payments</u>						
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	4,377	22,870	18,493	0	18,493	0
Net Payments	(4,377)	(22,870)	(18,493)			

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
<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>
Net Payments	<u>445</u>	<u>0</u>	<u>(445)</u>			
Grand Totals:- Receipts	9,091	21,953	12,862			
Payments	3,931	22,870	18,939	0	18,939	
Net Receipts over Payments	<u>5,160</u>	<u>(917)</u>	<u>(6,077)</u>			
Movement to/(from) Gen Reserve	<u>5,160</u>					