



## HEADLEY PARISH COUNCIL

Minutes of a **Meeting of the Parish Council** held at  
Headley Village Hall at 7.30pm on Monday 30<sup>th</sup> September 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), Cllr Paula Keay (MVDC).  
Tracy Hamer (Clerk) taking the minutes, 6 members of the public. The meeting was chaired by Cllr Preedy.

Agenda Item	Issue	Actions
1	<b>To receive and accept apologies of absence.</b> Nil.	
2	<b>To receive any declarations of interest relevant to items on this agenda.</b> Cllr Preedy – Item 11 (planning) MO/2024/1541/PNHH Cllr Knight – Item 11 (planning) MO/2024/1333/PLAH and 24/01488	
3	<p><b>To sign as a correct record, the minutes of the Parish Council Meeting dated 23<sup>rd</sup> May 2024.</b></p> <p>The Council <b>resolved</b> to unanimously agree the content of the minutes following updates to include:</p> <ul style="list-style-type: none"> <li>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.</li> <li>Concerns had been recorded by a resident about the speed of some cyclists on Slough Lane/Tumber Street</li> <li>Planning comment on MO/2020185/1/DOV) change end of note to <i>do not become clustered in a single location</i></li> </ul> <p>The Chair signed them. <i>Proposed by Cllr Bennett and seconded by Cllr Preedy</i></p> <p><b>To sign as a correct record, the minutes of the Parish Council Meeting dated 29<sup>th</sup> July 2024.</b></p>	

	<p>The Council <b>resolved</b> to unanimously agree the content of the minutes once the following amendments are made, as requested by a member of the public.</p> <p><i>Item 6 - 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></p> <p><i>Item 10 – 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> <p><i>Proposed by Cllr Preedy and seconded by Cllr Bennett</i></p>	
4	<p><b>Chair's Announcements.</b></p> <ul style="list-style-type: none"> <li>- Cllr Preedy noted that the Local Plan has been approved by the Planning Inspectorate and it will be taken to Council for adoption on the 15<sup>th</sup> October.</li> <li>- Cllr Preedy introduced and welcomed the new Curate, Karen Wheatley, to the village.</li> </ul>	
5	<p><b>Reports from District and County Councillors.</b></p> <p>Nil.</p>	
6	<p><b>Open Public Forum.</b></p> <ul style="list-style-type: none"> <li>- Cllr Preedy discussed 2 planning items (24/01033 and MO/2024/1333/PLAH – see item 11) which raise potential enforcement implications as actions have been take prior to determination of the planning applications. Cllr Preedy requested that District Councillors be mindful of these issues and raise with enforcement at MVDC as a matter of urgency.</li> <li>- Reduction of speed limit – Cllr Preedy reported that progress to reduce the speed limit from 60mph to 40mph is progressing and that a public consultation is forthcoming. Surrey Police have also agreed that a reduction to 40mph is adequate. However, Cllr Preedy raised the point that if roads in the village are considered too narrow for a central white line, the maximum speed should be reduced to 30mph.</li> <li>- Tot Hill signage is confusing, and states 30mph with additional advisory signage of 20mph. The Clerk will raise this concern with Surrey Highways.</li> <li>- It was noted that the cats eyes and the central white line have not been reinstated since the section of road was resurfaced between the Beaverbrook roundabout to Tyrells Wood.</li> <li>- Cllr Preedy read out an email from a resident who expressed further concern relating to the narrowing of the road at the brow of the hill near The Cock Inn. Everyone agrees that the decision not to repaint the central white line is a hazard and should be addressed. A member of the public noted that the lack of white lines and 'brow of the hill' should be assessed as separate issues.</li> <li>- It is unclear who is responsible for cutting back vegetation that encroaches on the public highway. The Clerk confirmed that following a Clerks Update with MVDC, the landowner of bordering trees and hedges are responsible. Details have been shared on social media and a mail drop to all residents will be organised imminently. Visibility issues with road signage should be reported to MVDC <a href="#">here</a>.</li> </ul>	

	<ul style="list-style-type: none"> <li>- It was agreed that a public meeting with Surrey Highways Cllr Hazel Watson (SCC) should be organised, with a view to all of the above issues for discussion. The Clerk will liaise with SCC and progress a date.</li> <li>- A member of the public requested that white lines and vegetation concerns should be added to the agenda as a recurrent item for discussion.</li> </ul>																	
7	<p><b>Casual Vacancy</b></p> <p>The Clerk confirmed that the candidate is qualified to become a Councillor and is not disqualified from being a Councillor as set out in the Local Government Act 1972 S79 and S80.</p> <p>Erin Sheridan was nominated by Cllr Preedy and seconded by Cllr Denyer. A vote was taken by a show of hands and Erin Sheridan was co-opted to join Headley Parish Council Parish Council (unanimous).</p> <p>The Clerk will liaise with Cllr Sheridan regarding required admin and next steps.</p>																	
8	<p><b>Matters Arising.</b></p> <p>Nil.</p>																	
9	<p><b>Financial items.</b></p> <ul style="list-style-type: none"> <li>• Cllr Denyer reported that she had checked the reconciliation of the bank accounts dated 31<sup>st</sup> July 2024 to 31<sup>st</sup> August 2024 - see Appendix 1.</li> <li>• The Council <b>resolved</b> to approve the following payments. <i>Proposed by Cllr Bennett and seconded by Cllr Denyer who will authorise the payments electronically.</i></li> </ul> <table border="1"> <thead> <tr> <th>Payments between meetings</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>August Staff Salaries &amp; Associated Costs – Direct Debit</td> <td>589.97</td> </tr> <tr> <td>September Staff Salaries &amp; 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 (Aug/Sep)</td> <td>49.30</td> </tr> <tr> <td>T&amp;N Gardening Services – <u>Inv 1562 &amp; 1572</u></td> <td>775.00</td> </tr> <tr> <td><u>NetWise – Inv 3593 &amp; 3704</u></td> <td>468.00</td> </tr> <tr> <td><b>TOTAL</b></td> <td><b>1292.30</b></td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>• The Council <b>noted</b> the engagement of the Internal Auditor until 31<sup>st</sup> March 2026 as agreed previously. Members also noted they are satisfied with the competence and independence of the auditor. <i>Proposed by Cllr Preedy and seconded by Cllr Woolley</i></li> <li>• The Council <b>resolved</b> to approve and adopt the Investment Strategy as a requirement of Financial Regulation 12.3. <i>Proposed by Cllr Preedy and seconded by Cllr Bennett</i></li> <li>• Cllr Preedy reminded members that the 2025/26 Budget and Precept will be set during the November meeting of the Full Council, and that he will distribute preparatory items in advance.</li> </ul>	Payments between meetings	Amount	August Staff Salaries & Associated Costs – Direct Debit	589.97	September Staff Salaries & Associated Costs – Direct Debit	589.97	To be authorised for payment 25.03.2024	Amount	Clerks expenses (Aug/Sep)	49.30	T&N Gardening Services – <u>Inv 1562 &amp; 1572</u>	775.00	<u>NetWise – Inv 3593 &amp; 3704</u>	468.00	<b>TOTAL</b>	<b>1292.30</b>	Clerk
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<b>TOTAL</b>	<b>1292.30</b>																	
10	<p><b>Maintenance.</b></p> <ul style="list-style-type: none"> <li>• Playground: The inspection log is up to date.</li> </ul>																	

	<ul style="list-style-type: none"> <li>The Clerk has circulated the annual safety inspection from MVDC – a moderate risk was noted on the swing. The Clerk will take advice from a specialist supplier regarding repairs. The Clerk confirmed a meeting with a signage supplier on site on the 8/10.</li> <li>Footpaths and grit bins: Nil</li> <li>Highways: see Item 6</li> </ul>	
11	<p><b>Planning.</b> MO/2024/1333/PLAH Headley Hall – concern raised regarding demolition of buildings prior to determination of the planning application. It was agreed to ask enforcement to investigate as no bat survey has been forthcoming and neighbours have reported an increase in bat numbers following the demolition of the garage. There are also concerns regarding lack of privacy due to the proposed annex and that conditions should be applied to guarantee its future use. MO/2024/1344/AC Headley Court – no objection MO/2024/1355/AC Headley Court – no objection MO/2024/1078/CC 1 Cunliffe Close – neutral MO/2024/1392/AC Headley Court – no objection MO/2024/1393/AC Headley Court – no objection 24/01033 – Concern raised as stables have already been erected with services. There are also concerns regarding access, inappropriate lighting and animal welfare. 24/01488 – no objection MO/2024/1207/CC – no response required</p> <p>Cllr Preedy agreed to prepare text for submissions reflecting the concerns raised.</p>	Clerk
12	<p><b>Other Parish Council Activities</b></p> <ul style="list-style-type: none"> <li>Cllr Bennett to schedule a further meeting with Elivia Homes regarding the Construction Management plan.</li> <li>Future Litter Picks have been confirmed on Saturday 15<sup>th</sup> March 2025 and Saturday 20<sup>th</sup> September 2025. These dates will be shared in all future newsletters and relevant communications.</li> </ul>	
13	<p><b>Reports from other bodies.</b> Nil.</p>	
14	<p><b>Consultations.</b> Nil.</p>	
15	<p><b>Questions from Parish Councillors.</b> Nil.</p>	

The date of the next Parish Council Meeting is Monday 25<sup>th</sup> November 2024 at The Village Hall at 7.30pm.

There being no further business, the meeting closed at 9.30pm.

Signed

Chairman

# Appendix 1

Date: 25/09/2024

Headley Parish Council

Page 1

Time: 10:51

**Bank Reconciliation Statement as at 31/07/2024  
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	31/07/2024		1,871.60
			<u>1,871.60</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,871.60
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,871.60
		<b>Balance per Cash Book is :-</b>	<b>1,871.60</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

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

**Signatory 2:**

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

**Bank Reconciliation Statement as at 31/07/2024  
for Cashbook 2 - Savings Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Savings Account	31/07/2024		22,194.11
			<u>22,194.11</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			22,194.11
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			22,194.11
		<b>Balance per Cash Book is :-</b>	<b>22,194.11</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

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

**Signatory 2:**

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

**Bank Reconciliation Statement as at 31/08/2024  
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	31/08/2024		2,333.30
			<u>2,333.30</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			2,333.30
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			2,333.30
		<b>Balance per Cash Book is :-</b>	<b>2,333.30</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

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

**Signatory 2:**

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

**Bank Reconciliation Statement as at 31/08/2024  
for Cashbook 2 - Savings Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Savings Account	31/08/2024		21,221.29
			<u>21,221.29</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			21,221.29
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			21,221.29
		<b>Balance per Cash Book is :-</b>	<b>21,221.29</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 31/08/2024

## 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	176	100	(76)			
1085 CIL	0	3,933	3,933			
1090 MVDC Grant Received	462	850	388			
1100 M&G Income	82	70	(12)			
Income :- Receipts	<b>9,220</b>	<b>21,953</b>	<b>12,733</b>			<b>0</b>
<b>Net Receipts</b>	<b>9,220</b>	<b>21,953</b>	<b>12,733</b>			
<b><u>200 Payments</u></b>						
4000 Salaries	2,950	7,750	4,800		4,800	
4060 Payroll Fees	115	120	5		5	
4070 Clerk's Expenses	0	25	25		25	
4080 Chairman's Allowance	0	100	100		100	
4090 Broadband Contribution	50	150	100		100	
4100 Clerk's Mileage	114	275	161		161	
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	92	50	(42)		(42)	
4330 Play Area Maint and New Equipm	0	1,500	1,500		1,500	
4370 Strimming Costs	1,173	3,000	1,827		1,827	
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	7,500	3,500	(4,000)		(4,000)	7,500
4440 Newsletter	125	650	525		525	
4470 Professional Fees	0	1,000	1,000		1,000	
Payments :- Indirect Payments	<b>14,202</b>	<b>22,870</b>	<b>8,668</b>	<b>0</b>	<b>8,668</b>	<b>7,500</b>
<b>Net Payments</b>	<b>(14,202)</b>	<b>(22,870)</b>	<b>(8,668)</b>			
6000 plus Transfer from EMR	7,500					
<b>Movement to/(from) Gen Reserve</b>	<b>(6,702)</b>					

## Detailed Receipts &amp; Payments by Budget Heading 31/08/2024

## 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	(439)	0	439		439	
VAT Data :- Indirect Payments	<u>(439)</u>	<u>0</u>	<u>439</u>	<u>0</u>	<u>439</u>	<u>0</u>
<b>Net Payments</b>	<u>439</u>	<u>0</u>	<u>(439)</u>			
Grand Totals:- Receipts	<b>9,220</b>	<b>21,953</b>	<b>12,733</b>			
Payments	<b>13,763</b>	<b>22,870</b>	<b>9,107</b>	<b>0</b>	<b>9,107</b>	
<b>Net Receipts over Payments</b>	<u><b>(4,543)</b></u>	<u><b>(917)</b></u>	<u><b>3,626</b></u>			
plus Transfer from EMR	<b>7,500</b>					
<b>Movement to/(from) Gen Reserve</b>	<u><b>2,957</b></u>					

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<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320 EMR Contested Election Costs	4,000.00		4,000.00
321 EMR Playground Refurbishment	4,906.00		4,906.00
323 EMR CIL	3,933.00	-3,933.00	0.00
324 EMR Traffic Calming	3,567.00	-3,567.00	0.00
	<b><u>16,406.00</u></b>	<b><u>-7,500.00</u></b>	<b><u>8,906.00</u></b>