



## HEADLEY PARISH COUNCIL

Minutes of a **Meeting of the Parish Council** held at  
Headley Village Hall at 7.30pm on Monday 25<sup>th</sup> November 2024

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

Also in attendance: Cllr Paul Potter (MVDC), Cllr Paula Keay (MVDC). Tracy Hamer (Clerk) taking the minutes, 3 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> Cllr Hazel Watson (SCC).	
2	<b>To receive any declarations of interest relevant to items on this agenda.</b> Nil.	
3	<b>Approval of the Minutes</b> The minutes of the following meeting were <b>approved</b> as an accurate record and signed by the Chairman.  <i>Full Council Monday 30<sup>th</sup> September 2024</i> <i>Proposed by Cllr Woolley and seconded by Cllr Knight</i>	
4	<b>Chair's Announcements.</b> Nil.	
5	<b>Reports from District and County Councillors.</b> The District Councillors confirmed that the MVDC Local Plan has been adopted.	
6	<b>Open Public Forum.</b>  A member of the public emailed the following questions to the Clerk prior to the meeting.  <b>1 Roadside Vegetation Clearance.</b> In view of recent wholesale clearance using tractor and flail (presumably paid for by the Council) what is the current policy? This will be useful for future years when problem occurs again?	



	<ul style="list-style-type: none"> <li>- Who decides how money will be spent? Will residents get the opportunity to make suggestions? What is the mechanism for them providing input?</li> </ul> <p><i>Cllr Preedy explained that the first CIL payment is expected in April 2025 and that during the Annual Parish Meeting in April, residents will be informed of the amount and future consultation process.</i></p>																							
7	<p><b>Matters Arising.</b> Nil.</p>																							
8	<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 30<sup>th</sup> September 2024 to 31<sup>st</sup> October 2024 - see Appendix 1.</li> <li>• The Council <b>resolved</b> to approve the following payments. <i>Proposed by Cllr Knight and seconded by Cllr Bennett. Cllr Preedy 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>October Staff Salaries &amp; Associated Costs – Direct Debit</td> <td>589.97</td> </tr> <tr> <td>November 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 (Oct/Nov)</td> <td>238.59</td> </tr> <tr> <td>T&amp;N Gardening Services – Inv 1551</td> <td>80.00</td> </tr> <tr> <td>ICO</td> <td>40.00</td> </tr> <tr> <td>Surrey Community Action – Inv 7469</td> <td>36.00</td> </tr> <tr> <td>Playscene – Inv 2347</td> <td>468.48</td> </tr> <tr> <td>T&amp;N Gardening Services – Inv 1608</td> <td>50.00</td> </tr> <tr> <td><b>TOTAL</b></td> <td><b>913.07</b></td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>• Members noted the annual incremental rise to the Clerks Salary, for year ending March 2025, backdated to April 2024.</li> <li>• Budget and precept 2025/26 - Cllr Preedy discussed the notion of medium-term management and forward financial planning for the Council given the confirmation of the CIL that will be paid to HPC next year.</li> </ul> <p>It was agreed to increase Contingency &amp; Small Works to £500 and the Clerk will liaise with SCC to confirm any maintenance costs associated with the VAS.</p> <p>Headley Parish Council <b>resolved</b> to agree the 2025/26 budget (Appendix 2). The precept requirement for 2025/26 will see a 9% increase, rising to £18,500. This is in line with the medium-term plan agreed in November 2023 which will lead to a percentage reduction in the precept per property once the developments at Headley Court are occupied. <i>The aforementioned items were proposed by Cllr Bennett, seconded by Cllr Woolley and unanimously agreed.</i></p>	Payments between meetings	Amount	October Staff Salaries & Associated Costs – Direct Debit	589.97	November Staff Salaries & Associated Costs – Direct Debit	589.97	To be authorised for payment 25.03.2024	Amount	Clerks expenses (Oct/Nov)	238.59	T&N Gardening Services – Inv 1551	80.00	ICO	40.00	Surrey Community Action – Inv 7469	36.00	Playscene – Inv 2347	468.48	T&N Gardening Services – Inv 1608	50.00	<b>TOTAL</b>	<b>913.07</b>	Clerk
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<b>TOTAL</b>	<b>913.07</b>																							
9	<p><b>Maintenance.</b></p> <ul style="list-style-type: none"> <li>• Playground: The inspection log is up to date.</li> <li>• The swing seat has been fitted with a Secondary Support Retrofit Kit as recommended in the risk assessment.</li> </ul>																							

	<ul style="list-style-type: none"> <li>• Footpaths and grit bins: Nil</li> <li>• Highways: see item 6</li> </ul>	
10	<p><b>Planning.</b></p> <p>MO/2024/1531/PLA Headley Hall – response submitted; no objection provided a condition is added to restrict nighttime illumination of the menage.</p> <p>MO/2024/1787/CC Highfield Stables - response submitted; objected to addition of 2-meter fence and requested a new application should be made given the extent of the changes.</p> <p>MO/2024/1888 – Cllr Preedy noted that he has contacted the case officer for clarification and will circulate the response.</p>	Clerk/ Cllr Preedy
11	<p><b>Other Parish Council Activities</b></p> <p>Nil.</p>	
12	<p><b>Reports from other bodies.</b></p> <p>Nil.</p>	
13	<p><b>Consultations.</b></p> <p><b>Public Consultation Remote Meetings and Proxy Voting</b> - This consultation seeks views on introducing remote attendance and proxy voting in local authority meetings in England. The closing date is 19th December 2024.</p> <p>The Clerk will respond to the consultation on behalf of HPC to support remote meetings, noting that members should be in attendance, either in person or remote, to be able to vote.</p> <p><b>30mph and 40mph speed limit proposals in Headley, Leatherhead and Mickleham.</b> The closing date is 5th December 2024.</p> <p>The Clerk will respond to the consultation on behalf of HPC to support the suggested improvement and speed restrictions in Headley.</p> <p><b>Surrey Rights of Way Improvement Plan</b> - The closing date is 9th February 2025 This item was deferred to the January meeting of the Parish Council.</p>	
14	<p><b>Questions from Parish Councillors.</b></p> <p>Cllr Denyer voiced concern regarding recent correspondence informing HPC of a planned cycling event in May next year, and the associated impacts on the roads in the village. Cllr Preedy offered to contact the organiser for further details and an enhanced map.</p>	

The date of the next Parish Council Meeting is Monday 27<sup>th</sup> January 2025 at The Village Hall at 7.30pm.

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

Signed

Chairman

# Appendix 1

Date: 02/10/2024

Headley Parish Council

Page 1

Time: 14:36

**Bank Reconciliation Statement as at 30/09/2024  
for Cashbook 1 - Lloyds Bank Accounts**

User: TRACY

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<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Current Account	30/09/2024		3,705.33
			<hr/> 3,705.33
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			3,705.33
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			3,705.33
		<b>Balance per Cash Book is :-</b>	<b>3,705.33</b>
		<b>Difference is :-</b>	<b>0.00</b>

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**Signatory 1:**

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

**Signatory 2:**

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

**Bank Reconciliation Statement as at 30/09/2024  
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	30/09/2024		3,705.33
			<u>3,705.33</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			3,705.33
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			3,705.33
		<b>Balance per Cash Book is :-</b>	<b>3,705.33</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

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

**Signatory 2:**

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

**Bank Reconciliation Statement as at 31/10/2024  
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	30/09/2024		1,823.06
			<hr/> 1,823.06
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			1,823.06
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			1,823.06
		<b>Balance per Cash Book is :-</b>	<b>1,823.06</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

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

**Signatory 2:**

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

**Bank Reconciliation Statement as at 31/10/2024  
for Cashbook 2 - Savings Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Savings Account	31/10/2024		28,259.64
			<hr/> 28,259.64
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			28,259.64
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			28,259.64
		<b>Balance per Cash Book is :-</b>	<b>28,259.64</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 31/10/2024

## 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	17,000	17,000	0			
1080 Bank Interest	196	100	(96)			
1090 MVDC Grant Received	924	850	(74)			
1100 M&G Income	82	70	(12)			
Income :- Receipts	<b>18,203</b>	<b>18,020</b>	<b>(183)</b>			<b>0</b>
<b>Net Receipts</b>	<b>18,203</b>	<b>18,020</b>	<b>(183)</b>			
<b><u>200 Payments</u></b>						
4000 Salaries	4,130	7,750	3,620		3,620	
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	75	150	75		75	
4100 Clerk's Mileage	139	275	136		136	
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	1,948	3,000	1,052		1,052	
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	390	500	110		110	
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>16,597</b>	<b>22,870</b>	<b>6,273</b>	<b>0</b>	<b>6,273</b>	<b>7,500</b>
<b>Net Payments</b>	<b>(16,597)</b>	<b>(22,870)</b>	<b>(6,273)</b>			
6000 plus Transfer from EMR	7,500					
<b>Movement to/(from) Gen Reserve</b>	<b>(9,097)</b>					

## Detailed Receipts &amp; Payments by Budget Heading 31/10/2024

## 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	(361)	0	361		361	
VAT Data :- Indirect Payments	<u>(361)</u>	<u>0</u>	<u>361</u>	<u>0</u>	<u>361</u>	<u>0</u>
<b>Net Payments</b>	<u><b>361</b></u>	<u><b>0</b></u>	<u><b>(361)</b></u>			
Grand Totals:- Receipts	<b>18,203</b>	<b>18,020</b>	<b>(183)</b>			
Payments	<b>16,235</b>	<b>22,870</b>	<b>6,635</b>	<b>0</b>	<b>6,635</b>	
<b>Net Receipts over Payments</b>	<u><b>1,967</b></u>	<u><b>(4,850)</b></u>	<u><b>(6,817)</b></u>			
plus Transfer from EMR	<b>7,500</b>					
<b>Movement to/(from) Gen Reserve</b>	<u><b>9,467</b></u>					

## Forward Budget Detail - By Centre

	Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
<b>100 Income</b>						
1076 Precept	17,000	18,500	20,000	22,500	25,000	0
1080 Bank Interest	100	200	175	150	125	0
1085 CIL	0	31,448	0	0	0	0
1090 MVDC Grant Received	850	950	950	950	950	0
1100 M&G Income	70	100	100	100	100	0
<b>Total Income</b>	<b>18,020</b>	<b>51,198</b>	<b>21,225</b>	<b>23,700</b>	<b>26,175</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>18,020</b>	<b>51,198</b>	<b>21,225</b>	<b>23,700</b>	<b>26,175</b>	<b>0</b>
<b>200 Payments</b>						
4000 Salaries	7,750	8,000	8,250	8,500	8,750	0
4060 Payroll Fees	120	150	175	200	225	0
4070 Clerk's Expenses	25	25	25	25	25	0
4080 Chairman's Allowance	100	100	100	100	100	0
4090 Broadband Contribution	150	150	150	150	150	0
4100 Clerk's Mileage	275	275	275	300	325	0
4110 IT Equipment and Supplies	300	300	320	340	360	0
4120 Village Hall Rental	500	500	600	700	800	0
4230 SALC Membership	210	210	275	300	325	0
4235 SLCC Membership	200	100	110	115	120	0
4240 Subscriptions and Donations	250	200	200	200	200	0
4250 Insurance	1,200	1,150	1,200	1,250	1,300	0
4260 Internal Audit	220	400	400	450	450	0
4270 ICO Annual Fee	40	40	40	40	40	0
4280 Satswana DPO Annual Fee	180	0	0	0	0	0
4300 Training	300	200	200	200	200	0
4310 Playground Lease Rent	50	75	75	75	75	0
4320 Play Area Weed Spraying	0	150	150	150	150	0
4330 Play Area Maint and New	1,500	1,400	1,500	1,500	1,500	0
4350 Projects	0	5,000	26,448	0	0	0
4370 Strimming Costs	3,000	2,360	2,360	2,400	2,400	0
4380 Grit for Broome Close Bin	100	100	100	100	100	0
4390 Catering for AVM	300	300	320	340	360	0
4400 Public Meeting Refreshments	150	0	0	0	0	0
4410 Website Hosting and Maint	500	500	550	600	650	0
4420 Contingency and Small Works	300	500	500	500	500	0
4430 Traffic Calming Measures	3,500	0	0	0	0	0
4440 Newsletter	650	650	650	650	650	0
4470 Professional Fees	1,000	1,000	1,000	1,000	1,000	0
<b>Total Overhead Expenditure</b>	<b>22,870</b>	<b>23,835</b>	<b>45,973</b>	<b>20,185</b>	<b>20,755</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(22,870)</b>	<b>(23,835)</b>	<b>(45,973)</b>	<b>(20,185)</b>	<b>(20,755)</b>	<b>0</b>
<b>Total Budget Income</b>	18,020	51,198	21,225	23,700	26,175	0
<b>Expenditure</b>	22,870	23,835	45,973	20,185	20,755	0
<b>Movement to/(from) Gen Reserve</b>	<b>(4,850)</b>	<b>27,363</b>	<b>(24,748)</b>	<b>3,515</b>	<b>5,420</b>	<b>0</b>