

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 25th November 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 30th September 2024
4. Chair's Announcements
5. Reports from District and County Councillors
6. Open Public Forum
7. Matters Arising
8. Financial Report
 - To formally note the bank reconciliations for September and October 2024.
 - To formally note and approve the following payments to be paid via BACS.
 - To formally note annual incremental increase to the Clerks Salary, backdated to April 2024
 - To agree the budget and precept for 2025/26

| 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 |
| TOTAL | 913.07 |

9. Maintenance
 - Playground – inspection rota (rota for next 3 months: December – Cllr Knight, January – Cllr Sheridan, February – Cllr Bennett)
 - Footpaths and grit bins
 - Highways
10. Planning
 - Current and recent planning applications as follows:

| Registered Applications | Location | Description | Publicity start date |
|-------------------------|---|--|----------------------|
| MO/2024/1542/CONS | Land Parcel Adjacent To Heathfield Stables At Heath Farm Headley, Common Road, Headley Epsom Surrey | Change of use of the existing agricultural field for equestrian use with associated access track, parking and post and rail fencing. | Oct 24 |
| MO/2024/1633/AC | Headley Court, Headley Road | Discharge of Condition 28 | Oct 24 |
| MO/2024/1665/AC | Headley Court, Headley Road | Discharge of Condition 35 | Oct 24 |
| MO/2024/1687/CC | Headley Court, Headley Road | Variation of condition 2 | Oct 24 |

| MO/2024/1531/PLA | Headley Hall, Headley Grove, Headley, Epsom, KT18 6NR | Replacement entry gates and provision of a sand school | Nov 24 |
|------------------|---|--|---------------------|
| MO/2024/1787/CC | Highfield Stables, Headley Common Road, Headley, Surrey, KT18 6ND | Variation of condition 2 and 10 of approved planning application MO/2024/0288 for the erection of a replacement dwelling to allow changes to plans incorporating a change in materials, removal of porch and chimney, addition of solar panels and air source heat pump changes to fenestration and details of proposed 2m high black metal fencing. | Nov 24 |
| Decisions | Location | Description | Outcome |
| MO/2024/1392/AC | Headley Court, Headley Road, Headley, Surrey | Brickwork samples | CONDITIONS APPROVED |
| MO/2024/1393/AC | Headley Court, Headley Road, Headley, Surrey | | CONDITIONS APPROVED |
| MO/2024/1078/CC | 1, Cunliffe Close, Headley, Epsom, Surrey, KT18 6EG | Variation of conditions 2 and 4 of approved planning application MO/2020/0795 | CONDITIONS APPROVED |
| MO/2024/1344/AC | Headley Court, Headley Road, Headley, Surrey | Discharge of condition 25 | CONDITIONS APPROVED |
| MO/2024/1534/AC | Headley Court, Headley Road, Headley, Surrey | | CONDITIONS APPROVED |
| MO/2024/1670/AC | Headley Court, Headley Road, Headley, Surrey | Discharge of Condition 19 | APPROVED |

11. Other Parish Council Activities

12. Reports from other bodies.

13. Consultations

- **Public Consultation Remote Meetings and Proxy Voting** - This consultation seeks views on introducing remote attendance and proxy voting in local authority meetings in England. The closing date is 19th December 2024 – [find out more and respond](#)
- **30mph and 40mph speed limit proposals in Headley, Leatherhead and Mickleham.** The closing date is 5th December 2024 – [find out more and respond](#)
- **Surrey Rights of Way Improvement Plan** - The closing date is 9th February 2025 – [find out more and respond](#)

14. Questions from Parish Councillors

The next Parish Council Meeting will be held at The Village Hall on Monday 27th January 2025 at 7.30pm.

Signed



Date 19th November 2024, Tracy Hamer
Clerk to Headley Parish Council clerk@headley-pc.gov.uk

**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 |
| | | Balance per Cash Book is :- | 3,705.33 |
| | | Difference is :- | 0.00 |

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 |
| | | Balance per Cash Book is :- | 3,705.33 |
| | | Difference is :- | 0.00 |

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 |
| | | | <u>1,823.06</u> |
| <u>Unpresented Payments (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 1,823.06 |
| <u>Unpresented Receipts (Plus)</u> | | | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 1,823.06 |
| | | Balance per Cash Book is :- | 1,823.06 |
| | | Difference is :- | 0.00 |

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 |
| | | Balance per Cash Book is :- | 28,259.64 |
| | | Difference is :- | 0.00 |

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Detailed Receipts & 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>100 Income</u> | | | | | | |
| 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 | 18,203 | 18,020 | (183) | | | 0 |
| Net Receipts | 18,203 | 18,020 | (183) | | | |
| <u>200 Payments</u> | | | | | | |
| 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 | 16,597 | 22,870 | 6,273 | 0 | 6,273 | 7,500 |
| Net Payments | (16,597) | (22,870) | (6,273) | | | |
| 6000 plus Transfer from EMR | 7,500 | | | | | |
| Movement to/(from) Gen Reserve | (9,097) | | | | | |

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