

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 27th January 2025** 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

- Apologies
- Declarations of Interest
- Minutes of the Parish Council Meetings dated 25th November 2024
- Chair’s Announcements
- Reports from District and County Councillors
- Open Public Forum
- Matters Arising
 - Traffic calming in the village
- Financial Report
 - To formally note the bank reconciliations for November and December 2024.
 - To formally note the financial situation at the end of quarter 3.
 - To formally note and approve the following payments to be paid via BACS.

Payments between meetings	Amount
December Staff Salaries & Associated Costs – Direct Debit	818.43
January Staff Salaries & Associated Costs – Direct Debit	614.54

To be authorised for payment 27 th January 2025	Amount
Clerks expenses (Dec/Jan)	59.20
SLCC Membership	60.00
MVDC – Playground Rent	71.17
Surrey Community Action – Inv 7593	42.00
Hall Hire – January and March	90.00
TOTAL	322.37

- Maintenance
 - Playground – inspection rota (rota for next 3 months: February – Cllr Bennett, March – Cllr Preedy, April – Cllr Woolley)
 - Footpaths and grit bins
 - Highways
- Planning
 - Current and recent planning applications as follows:

Registered Applications	Location	Description	Publicity start date
MO/2024/1787	Highfield Stables, Headley Common Road, Headley, Surrey, KT18 6ND	Variation of condition 2 and 10 of approved planning application MO/2024/0288	Dec 24
MO/2024/2050/PNQ	Ash Barn, Hyde Farm, Leech Lane, Headley, Epsom, Surrey, KT18 6PN	Prior notification for the change of use and extension of the existing agricultural barn to create 1 No. dwelling (Use Class C3).	Dec 24
MO/2024/1633/AC	Headley Court, Headley Road, Headley, Surrey	Discharge of Condition 28 of approved planning application MO/2024/0565	Dec 24

MO/2024/2107/PCL	49, Dale View, Headley, Epsom, Surrey, KT18 6EH	Certificate of Lawfulness for a proposed development in respect of a hip to gable loft conversion with rear dormer and 3 No. front rooflights	Dec 24
MO/2024/2047/PLAH	The Pigeon House, Lee Green Lane, Headley, Epsom, Surrey, KT18 6AJ	Erection of part single, part two storey, part first floor rear side and front extensions and basement.	Dec 24
MO/2024/1733/PLAH L	Headley Hall, Headley Grove, Headley, Epsom KT18 6NR	Installation of new gates and railings.	Jan 25
MO/2024/2174/PLAH	Great Hayes, Headley Common Road, Headley, Epsom, Surrey, KT18 6NE	Erection of a single storey rear extension.	Jan 25
MO/2024/2006/PLAH	2, Cunliffe Close, Headley, Epsom, Surrey, KT18 6EG	Extend existing porch.	Jan 25
Decisions	Location	Description	Outcome
MO/2024/1687/CC	Headley Court, Headley Road, Headley, Surrey	Variation of condition 2 of approved planning permission MO/2024/0291	APPROVED WITH CONDITIONS
MO/2024/1888/PLAH	Headley Hall, Headley Grove, Headley, Epsom KT18 6NR	Demolition of existing double garage, pool house, greenhouse and erection of spa orangery.	APPROVED WITH CONDITIONS
MO/2024/1665/AC	Headley Court (Mansion House Site), Headley Road, Headley, Epsom KT18 6JN	Discharge of Condition 35 of planning permission MO/2024/0565	SPLIT DECISION (TREE OR CONDITIONS)

- Other Parish Council Activities
 - To discuss a request for support from the Parish Council to organise the Hamper Hop 2025.
- Reports from other bodies.
- Consultations
 - **Surrey Rights of Way Improvement Plan** - The closing date is 9th February 2025 – [find out more and respond](#)
 - **English Devolution White Paper** - [Full details](#)
 - **Strengthening Standards and Conduct Framework for Local Councils** - The closing date is 26th February 2025 - [Find out more and respond](#)
 - **Local Audit Reform** - The closing date is 29th January 2025 - [Find out more and respond](#)
- Questions from Parish Councillors

The next Parish Council Meeting will be held at The Village Hall on Monday 24th March 2025 at 7.30pm.

Signed



Date 21st January 2025, Tracy Hamer
Clerk to Headley Parish Council clerk@headley-pc.gov.uk

**Bank Reconciliation Statement as at 30/11/2024
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	30/11/2024		2,332.49
			<u>2,332.49</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			2,332.49
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			2,332.49
		Balance per Cash Book is :-	2,332.49
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 30/11/2024
for Cashbook 2 - Savings Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Savings Account	30/11/2024		26,285.19
			<u>26,285.19</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			26,285.19
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			26,285.19
		Balance per Cash Book is :-	26,285.19
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 31/12/2024
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	31/12/2024		3,514.06
			<u>3,514.06</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			3,514.06
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			3,514.06
		Balance per Cash Book is :-	3,514.06
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 31/12/2024
for Cashbook 2 - Savings Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Savings Account	31/12/2024		24,306.07
			<u>24,306.07</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			24,306.07
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			24,306.07
		Balance per Cash Book is :-	24,306.07
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Detailed Receipts & Payments by Budget Heading 31/12/2024

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	243	100	(143)			
1090 MVDC Grant Received	924	850	(74)			
1100 M&G Income	95	70	(25)			
Income :- Receipts	18,261	18,020	(241)			0
Net Receipts	18,261	18,020	(241)			
<u>200 Payments</u>						
4000 Salaries	5,538	7,750	2,212		2,212	
4060 Payroll Fees	145	120	(25)		(25)	
4070 Clerk's Expenses	0	25	25		25	
4080 Chairman's Allowance	0	100	100		100	
4090 Broadband Contribution	100	150	50		50	
4100 Clerk's Mileage	187	275	88		88	
4110 IT Equipment and Supplies	292	300	8		8	
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	40	40	0		0	
4280 Satswana DPO Annual Fee	0	180	180		180	
4300 Training	0	300	300		300	
4310 Playground Lease Rent	92	50	(42)		(42)	
4320 Play Area Weed Spraying	50	0	(50)		(50)	
4330 Play Area Maint and New Equipm	390	1,500	1,110		1,110	
4370 Strimming Costs	2,028	3,000	972		972	
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	190	650	460		460	
4470 Professional Fees	0	1,000	1,000		1,000	
Payments :- Indirect Payments	18,834	22,870	4,036	0	4,036	7,500
Net Payments	(18,834)	(22,870)	(4,036)			
6000 plus Transfer from EMR	7,500					
Movement to/(from) Gen Reserve	(11,334)					

Detailed Receipts & Payments by Budget Heading 31/12/2024

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	(277)	0	277		277	
VAT Data :- Indirect Payments	<u>(277)</u>	<u>0</u>	<u>277</u>	<u>0</u>	<u>277</u>	<u>0</u>
Net Payments	<u>277</u>	<u>0</u>	<u>(277)</u>			
Grand Totals:- Receipts	18,261	18,020	(241)			
Payments	18,557	22,870	4,313	0	4,313	
Net Receipts over Payments	<u>(295)</u>	<u>(4,850)</u>	<u>(4,555)</u>			
plus Transfer from EMR	7,500					
Movement to/(from) Gen Reserve	<u>7,205</u>					