



HEADLEY PARISH COUNCIL

Minutes of an ordinary **Meeting of the Parish Council** held at
Headley Village Hall at 7.30pm on Monday 29th September 2025

	In attendance	Apologies	Absent
Cllr David Preedy (Chair)	✓		
Cllr Sharon Knight	✓		
Cllr Mary Denyer		✓	
Cllr Erin Sheridan	✓		
Cllr Neil White	✓		
Cllr Jane Jenkins	✓		
Cllr Stephen Worsfield	✓		

Also in attendance: Cllr Simon Budd (MVDC, 5 members of the public. The meeting was chaired by Cllr Preedy. Tracy Hamer (Clerk) taking the minutes.

Agenda Item	Issue	Actions
1	To receive and accept apologies of absence. Cllr Mary Denyer (HPC) and Cllr Paula Keay (MVDC).	
2	To receive any declarations of interest relevant to items on this agenda. Nil.	
3	Approval of the Minutes The minutes of the Full Council Meeting dated Monday 14 th July 2025 were approved as an accurate record and signed by the Chairman. <i>Proposed by Cllr Sheridan and seconded by Cllr Knight</i>	
4	Chair's Announcements. <ul style="list-style-type: none"> - Cllr Preedy formally welcomed new members, Cllr Jenkins, White and Worsfield. - It was noted that a member of the public contacted HPC regarding an AirBnB operating in the village. The Council sent a polite letter to the owner, advising them to seek guidance from MVDC on any planning permission requirements. - Cllr Preedy has submitted a complaint to MVDC regarding the new planning portal, raising concerns about the organisation of documents in the system. - It was noted that the Clerk Vacancy has still not been filled, but that there are now interested parties. Members agreed on the process for filling the vacancy. - It was noted that Cllr Preedy would be attending the Neighbourhood Area Committee (NAC) pilot meetings, organised by SCC to act as a conduit between unitary authorities and residents. 	
5	Reports from District and County Councillors. Nil.	

6	Open Public Forum. Items were covered during Item 7.	
7	Matters Arising. <u>Traffic calming in the village</u> <ul style="list-style-type: none"> - Cllr Preedy noted that the resurfacing, white line and cats eyes have been completed on Tot Hill. - Members discussed the rationale for the use of white lines in the village. It was agreed that a survey would be conducted to gather residents' views and experiences, which would then be shared with Surrey County Council (SCC). A member of the public volunteered to help with the compilation of the survey. The Clerk also reported that further correspondence is ongoing, following a letter sent to SCC by Members of Parliament. - Following receipt of a report on the impact of the changes to the junction at Pebble Hill, the Chair has replied reminding the County Councillor for the area that the junction remains hazardous, with several incidents reported involving cars turning right from Walton have collided with vehicles exiting on Headley Common Road. SCC has been asked to review the positioning of signage and road markings. - A member of the public enquired whether the Vehicle Activated Sign (VAS) is operational. It was confirmed that the VAS is functioning and displays vehicle speed along with a warning when the speed limit is exceeded. <u>Community speed watch</u> <ul style="list-style-type: none"> - Members considered a request from residents regarding increasing levels of traffic and speeding through the village, particularly on Church Lane near the Cock Pub and the blind brow of the hill. Members expressed their support for the concerns raised but suggested they check where in the village the layout of the roads facilitates speed-watch activities before committing to the project. 	Clerk/Cllr Preedy
8	Financial items. <ul style="list-style-type: none"> • Cllr Preedy reported that he had checked the reconciliation of the bank accounts dated June, July and August 2025 on the 29th of September 2025 - see Appendix 2. • Council formally noted the incremental pay rise for the Clerk, backdated to April 2025. • It was resolved to review and approve the engagement of the internal auditor for the year ending 31st March 2025, with the arrangement confirmed to continue until 31st March 2026. Members are satisfied with the competence and independence of the auditor. <i>Proposed by Cllr Sheridan and seconded by Cllr Preedy</i> • Budget and precept 2026/27 – Cllr Preedy presented a breakdown of the budget process. The Clerk will circulate a draft budget in due course. Members were encouraged to note any future projects that may affect the budget. • The Council resolved to approve the payments in Appendix 1. The Clerk noted an additional payment of £205 to RBL Industries for newsletter printing. <i>Proposed by Cllr Jenkins and seconded by Cllr Sheridan</i> 	Clerk
9	Maintenance. <ul style="list-style-type: none"> • Playground: The inspection log is up to date. It was noted that residents have requested the removal of the spikey tree, but this has not yet been actioned. The 	Clerk

	<p>Clerk will write to English Rural to request its removal, as it presents a significant hazard to users of the playground.</p> <ul style="list-style-type: none"> • Footpaths and grit bins: Nil. • Highways: See Item 7 	
10	<p>Planning.</p> <p>Cllr Preedy presented his notes for the Development Management Committee meeting on 1st October 2025 regarding application MO/2025/0990. The speech reflects the formal Parish Council submission, and all members confirmed their support for the decision.</p> <p>MO/2025/1094 – The Parish Council does not object to the application but requests that officers consider whether it affects the amenity of neighbouring occupants.</p> <p>MO/2024/1318 – The Parish Council will request that MVDC officers investigate the current and historic use of the stable block, clarify ownership and access arrangements relating to the sand school, and ensure that any decision taken is consistent with planning policy and the new Local Plan.</p> <p>MO/2025/0228 – Cllr Preedy noted that the address on the application is incorrect and needs updating. It was also noted that the current use of the containers should be checked, including clarification of whether they are being used commercially to support a business.</p> <p>MO/2025/0904 – No objection.</p>	Clerk
11	<p>Other Parish Council Activities</p> <p>A replacement noticeboard is required at Broome Close, and an additional one is needed at Dale View. The Clerk will research the prices and initiate discussions with the owners of Dale View.</p>	Clerk
12	<p>Reports from other bodies.</p> <p>Nil.</p>	
13	<p>Consultations.</p> <p><u>Community Governance Review</u></p> <p>MVDC is conducting the first stage of a Community Governance Review, inviting parish councils, residents, and other stakeholders to suggest areas in Mole Valley and provide input on their representation. Members discussed the suggested response from HPC, noting in the main:</p> <ul style="list-style-type: none"> - All dwellings on the Headley Court estate should lie within the parish boundary. - If residents of Tyrrells Wood wish to join Headley Parish rather than Leatherhead South, this would be acceptable. - Headley Parish Council (HPC) does not wish to merge with Boxhill. - Town councils should be established to protect services and community assets. <p>The consultation closes on Friday, 17th October. Further details can be found on the MVDC website.</p> <p><u>Neighbourhood Governance Review</u></p> <p>The council has also been asked to comment on the government's Neighbourhood</p>	Cllr Preedy

	Governance Review. The Chair read through the proposed response which was agreed as reasonable. The most significant comments were the difficulty of reflecting the views of many diverse rural communities and the importance that all representatives follow the Nolan principle.	
15	Questions from Parish Councillors. The Chair proposed that the date of the next meeting be changed to 1 st December. In principle this was agreed, subject to the hall being available.	

The date of the next Parish Council Meeting is Monday 1st December 2025 at The Village Hall at 7.30pm.

There being no further business, the meeting closed at 10.10pm.

The Clerk left the meeting at 9:45 pm. No decisions were made after this time.

Signed

Chairman

Appendix 1

Payments between meetings		Amount
August Staff Salaries & Associated Costs	DD	644.17
September Staff Salaries & Associated Costs	DD	776.03

To be authorised for payment 15.05.2025		Amount
Clerks expenses	BACS	136.09
N&T Gorrige Inv 1807 and 1822	BACS	985.00
Room Hire at The Octagon	BACS	48.00
MVDC – Playground Rent	BACS	71.17
Netwise – Inv 4359	BACS	396.00

Appendix 2

Date: 08/07/2025

Headley Parish Council

Page 1

Time: 09:29

Bank Reconciliation Statement as at 30/06/2025
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	30/06/2025		3,884.07
			<u>3,884.07</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			3,884.07
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			3,884.07
		Balance per Cash Book is :-	3,884.07
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 30/06/2025
for Cashbook 2 - Savings Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Savings Account	30/06/2025		70,545.99
			<u>70,545.99</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			70,545.99
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			70,545.99
		Balance per Cash Book is :-	70,545.99
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 31/08/2025
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	31/08/2025		1,738.67
			<u>1,738.67</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,738.67
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,738.67
		Balance per Cash Book is :-	1,738.67
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 31/07/2025
for Cashbook 2 - Savings Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Savings Account	31/07/2025		70,586.58
			<u>70,586.58</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			70,586.58
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			70,586.58
		Balance per Cash Book is :-	70,586.58
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 31/07/2025
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	31/07/2025		3,038.15
			<u>3,038.15</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			3,038.15
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			3,038.15
		Balance per Cash Book is :-	3,038.15
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 31/08/2025
for Cashbook 2 - Savings Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Savings Account	31/08/2025		70,631.25
			<u>70,631.25</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			70,631.25
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			70,631.25
		Balance per Cash Book is :-	70,631.25
		Difference is :-	0.00

Signatory 1:

Name Signed Date

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Name Signed Date