

HEADLEY PARISH COUNCIL

Minutes of the Annual Meeting held on Monday 23rd May 2016

Present:

Cllr. David Preedy (Chairman)
 Cllr. Paul Furr
 Cllr. Jon Laverty
 Cllr. Suzanne Lewis
 Cllr. Jane Pickard
 Cllr. Erin Sheridan
 Cllr. Vivienne Williams
 Clerk Anne Leguen de Lacroix

Also in attendance: District Cllr. Malcolm Ladell (part Meeting)

1. APPOINTMENT OF CHAIRMAN AND VICE CHAIRMAN

Cllr Preedy welcomed everyone and asked for nominations for Chairman. Cllr. Preedy was proposed by Cllr. Sheridan and seconded by Cllr. Pickard and was elected unanimously. The Chairman asked for nominations for Vice Chairman, Cllr. Sheridan was proposed by Cllr. Preedy and seconded by Cllr. Pickard which was unanimously agreed.

2. APOLOGIES

County Cllr. Hazel Watson, District Cllr. Ladell (for first part of meeting)

3. SURREY POLICE

PCSO David Sadler had attended the Village meeting held on 19th May and made his report. There was no further update to this recent report.

4. DECLARATIONS OF INTEREST

The Chairman asked all Councillors to check that their Declarations of Interest were up to date and if there were any amendments to be made to inform the Clerk.

The following non-prejudicial declarations of interest were made:

- Cllr. Suzanne Lewis – item 8 – non-prejudicial – Affordable Housing/Church Lane Nurseries: she may be interested in applying for an affordable home in the village.
- Cllrs. Pickard and Laverty - item 10 - Church Extension as they are members of the church.
- Cllr. Preedy - item 10 - The Drive – he is a member of Tyrells Wood Golf Club.
- All councillors declared knowing Sarah Connolly – item 10.

5. MINUTES OF LAST MEETING

Approval of the Minutes of the meeting held on 21st March 2016 was proposed by Cllr. Williams and seconded by Cllr. Pickard and agreed unanimously.

6. MATTERS ARISING

Cllr. Williams reported another accident had occurred on bend near Brimmer Car Park since the last meeting.

7. REVIEW OF STANDING ORDERS

The Standing Orders were circulated prior to the meeting, reviewed and approved - Cllr. Laverty proposed and Cllr. Pickard seconded this motion and it was unanimously agreed.

8. FINANCE

i) Internal Audit Year Ended 31st March 2016

Cllr. Preedy reported that the Annual Return, supporting schedules to be submitted to the external auditor, fixed asset register, full year financial analysis (compared to budget and prior year), risk assessments had been submitted to Mulberry & Co the Council's internal auditor. It was noted that the internal audit had been completed on 20th May and that no issues had been raised and feedback had been given to the Councillors.

ii) Adoption of Annual Governance Statement 2015-16

Cllr. Preedy read this document to the Councillors point by point. Councillors resolved to adopt the Annual Governance Statement, Page 2 of the Annual Return proposed by Cllr Laverty and seconded by Cllr. Sheridan this was then signed by Cllr. Preedy, Chairman and Anne Leguen de Lacroix, Clerk.

iii) Accounting Statements 2015-16

Cllr. Preedy read this document point by point to the Councillors, all present agreed that the Accounting Statements fairly represented the financial position of the Council and its receipts and payments for the year ending 31 March 2016. Proposed by Cllr. Pickard and seconded by Cllr. Furr. Accordingly, the Accounting Statements set out on Page 3 of the Annual Return was signed by Cllr. Preedy, Chairman and Anne Leguen de Lacroix, Responsible Financial Officer.

iv) Intermediate Review Questionnaire for Year Ended 31 March 2016

Cllr. Preedy mentioned that the Council had been randomly selected to receive the intermediate review questionnaire as part of the 5% sample. This would be duly completed with all supporting documents and signed by the Clerk to accompany the Annual Return to the External Auditors.

v) Asset Register

Councillors had copies of the Asset Register which was up for review, it was agreed to add a Bench which had been added to the playground. Asset Register to be updated. **ACTION CLERK**

vi) Clerk's Salary

Cllr. Preedy mentioned that the Clerk's Salary would increase in line with the recent NALC pay grades for 2016-17. Cllr. Preedy proposed this motion and it was seconded by Cllr. Pickard. Cllr. Preedy thanked the Clerk for her contribution.

vii) Payments

| Date | Cheque No. | Payee | Service | Amount |
|---------|------------|----------------|--------------------------|---------|
| 11/4/16 | 606 | Came & Company | Annual Insurance Renewal | £525.16 |

| | | | | |
|---------|-----|----------------------|--------------------------|--------|
| 21/3/16 | 607 | Headley Village Hall | Rental for March Meeting | £36.00 |
|---------|-----|----------------------|--------------------------|--------|

The Clerk reported that the following payments had been made since the last meeting:

| Date | Cheque No. | Payee | Service | Amount |
|---------|------------|-----------------------------|--|---------|
| 16/5/16 | 608 | Surrey Community Action | Clerk's (May) Salary - Direct debit amended due to Bank A/c Change | £350.16 |
| 19/5/16 | 609 | Headley Village Hall | Hall Rental for Annual Village meeting | £36.00 |
| 20/5/16 | 610 | Headley Village Hall Stores | Catering for Annual Village Meeting | £239.10 |
| 22/5/16 | 611 | Mulberry & Co | Internal Audit | £255.12 |
| 23/5/16 | 612 | Headley Village Hall | Hall Rental for Annual Village meeting | £36.00 |

The Clerk requested approval for the following payments: Approval for the above expenditure was agreed - proposed by Cllr. Furr and seconded by Cllr. Pickard.

7. MAINTENANCE

i) Playground

Cllr. Sheridan reported that she had been made aware of a parking issue at the Playground. Namely a commercial van was parking in a Playground allocated slot which was 'saving' the space for another car so the slot was occupied continuously. It is thought that neither drivers of these vehicles lives in Headley and it was further reported that the police had apparently been called to speak to the van driver who had previously been parking in Broom Close. Cllr. Sheridan to draft a note to leave on van's windscreen. **ACTION ES**

Following the last meeting were a damaged fence was reported due to footballs landing in the neighbouring garden to the Playground, it was decided to get quotes for netting to be erected to stop this from happening, after getting the fence post repaired. District Cllr. Ladell would look into finding out if MVDC funding may be available to contribute towards this. Cllr. Preedy to research costs of netting and posts forward all information to District Cllr. Ladell. It was agreed that this ought to be done before the school summer holidays. **ACTION ML/DP**

ii) Footpaths

Tar Path - Following the report from the last meeting that the rainwater was eroding the path, Cllr. Laverty has contacted Hannah Gutteridge who is arranging for SCC to come and inspect the path and see what can be done to remedy this. County Cllr. Watson has also been made aware of this. A date for the inspection is to be given, probably in early July.

iii) Highways

Cllr. Pickard mentioned that the holes around the drains on Tot Hill had been filled but the excess material used to fill these holes has blocked the drains. She has reported this problem and was waiting for action from SCC. It was also noted that a similar problem had occurred by Church Cottage, near the Church.

8. AFFORDABLE HOUSING

Cllr. Preedy has been contacted recently by Tudors regarding the plans for the Church Lane Nursery site. It was agreed that the Council will continue to await a final agreement between the owners of the Church Lane site and Raven Housing Trust before putting it to the community for consultation.

9. HEADLEY COURT

This was item was kept for a Part Two - Confidential Session following this meeting.

10. PLANNING

Applications considered between meetings:

MO/2016/0518/ECL - 1 Heath Farm Cottages, Church Lane, Headley - Certificate of lawfulness for an existing use in respect of the occupation of the property by persons not working in agriculture.

Decisions made between meetings:

MO/2016/0075/PLA - St Mary's Church, Church Lane, Headley - Erect single storey extension to north elevation. Approved

MO/2016/0352/PLA - The Drive (Close to Headley Court), Leatherhead - Erection of hand operated gate on The Drive on Boundary with DMRC Headley Court. Approved.

There were no objections to the above.

Cllr. Preedy mentioned that two caravans had been reported being seen on a piece of land behind the Clay Pigeon Shoot off Church Lane which comes under the planning of Reigate and Banstead Council. He suggested drafting a letter to the planning department requesting guidance on this matter.

11. WEBSITE POLICY

The Clerk mentioned that she received many emails by businesses requesting to be linked to the HPC website. It was decided that only businesses linked with the village plus a number of public services that would benefit the village should be included. All were in agreement that this should be adopted as a Council policy so that the Clerk could refer to this when replying to requests.

12. REPORTS FROM OTHER BODIES

- **Request for Poppies** - The Clerk enquired whether the village would want to support the October/November Poppy display. It was agreed that 20 would be requested.

13. CONSULTATIONS

- **Superfast Broadband** - Cllr. Preedy explained that Surrey was carrying out a consultation for superfast broadband. Priority would be given to areas that were getting less than 15mB. Cllr. Preedy reported that he had checked the postcodes in Headley and that the consultation appeared to have correctly identified those areas falling below this level – specifically including the area around Tot Hill where several residents had reported poor performance from the fibre-based service.

14. ANY OTHER URGENT BUSINESS

- **SALC Annual Conference** - Cllr. Lavery confirmed that he would be happy to attend this meeting on the council's behalf. He was formally adopted as the Council's representative to SALC

The meeting closed at 9.25pm.

The next meeting will be held on Monday 25th July 2016 at 7:30pm in the Village Hall

Signed.....Chairman

Dated.....