

## **HEADLEY PARISH COUNCIL**

### **Minutes of the Annual Meeting held on Monday 22nd May 2017**

**Present:**

Cllr. David Preedy (Chairman)

Cllr. Jon Laverty

Cllr. Suzanne Lewis

Cllr. Vivienne Williams

Cllr. Jane Pickard

Cllr. Paul Furr

District Councillor Ladell

Clerk Tracy Hamer

**1. APOLOGIES**

Cllr. Erin Sheridan

**2. APPOINTMENT OF CHARMAN AND VICE CHAIRMAN**

Cllr. Preedy asked for nominations for Chairman. Cllr. Preedy was nominated by Cllr. Pickard and seconded by Cllr. Laverty and was elected unanimously. The Chairman asked for nominations for Vice Chairman; Cllr. Sheridan was proposed by Cllr. Preedy and seconded by Cllr. Williams which was unanimously agreed.

**3. OPEN PUBLIC FORUM**

No public were in attendance.

**4. DECLARATIONS OF INTEREST**

Cllr. Pickard regarding MO/2017/0521/PLA – see item 10.

Cllr. Preedy declared a prejudicial interest regarding proposed payment on cheque 240.

**5. MINUTES OF LAST MEETING**

Approval of the minutes of the meeting held on Monday 27<sup>th</sup> March 2017 proposed by Cllr. Pickard and seconded by Cllr. Lewis and agreed unanimously.

**6. MATTERS ARISING**

**Clarification of November 2016 minutes** – Budget was discussed – see item 6.3 as minuted on 28.11.16. It was pointed out that the minute of the meeting had omitted to state that the proposed budget for 2017/18 had been agreed by the Council. Cllr. Preedy proposed that, in order to avoid any ambiguity, the Council should record that this had been agreed at the November meeting. This was proposed by Cllr. Preedy and seconded by Cllr. Laverty and agreed unanimously.

## **7. REVIEW ASSET REGISTER, GOVERNANCE STATEMENT AND FINANCIAL STANDING ORDERS**

i)Asset Register: It was agreed that the Vehicle Activated Sign should be removed. This will be clarified during the audit. No other changes required at this stage. Proposed by Cllr. Laverty and seconded by Cllr. Pickard.

ii) Governance Statement: Cllr. Preedy explained the importance of the statement and discussed each point as follows to ensure a sound system of control, including the preparation of accounting statements for the year ended 31/03/17;

1. The Council has put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.
2. The Council maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
3. The Council took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.
4. The Council provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.
5. The Council carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
6. The Council maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.
7. The Council took appropriate action on all matters raised in the reports from internal and external audit.
8. The Council considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statement.

Proposed by Cllr. Williams and seconded by Cllr. Pickard and agreed unanimously.

iii)Financial Standing Orders: Current statement to be retained. Proposed by Cllr. Preedy and seconded by Cllr. Furr and agreed unanimously.

## **FINANCE**

i)The following items were noted:

- An amount of £36 from May 2016 (a cheque which has not been presented for payment by the payee) has now expired. This will be cancelled and re-issued.

- The final Financial Statement for year ending 31<sup>st</sup> March was 2017 was reviewed. Proposed by Cllr. Pickard and seconded by Cllr. Laverty and all details unanimously agreed to be correct.

ii) Cllr. Laverty reported that he had checked the reconciliation of the bank accounts dated 10th April 2017 on 16<sup>th</sup> May 2017.

## Payments

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

Date	Cheque	Payee	Service	Amount
20/04/17	Direct Debit	Surrey Community Action	Clerk's April Salary	336.80
20/04/17	633	Headley Village Stores	March PC Meeting Tea/Coffee	16.00
20/04/17	634	Sell Electrical Ltd	Public Access Defib Installation	210.00
03/05/17	635	Came & Company	Parish Council Insurance	548.39
03/05/17	636	RBLI Ltd	News letter Printing	90.00
20/05/17	Direct Debit	Surrey Community Action	Clerk's May Salary	336.80

The Clerk requested approval for the following payments:

Date	Cheque	Payee	Service	Amount
22/05/17	637	Headley Village Hall	May PC Meeting Village Hall Hire	36.00
22/05/17	638	Headley Village Stores	May PC Meeting Tea/Coffee	12.00
22/05/17	639	Tracy Hamer	April/May Clerks Expenses	110.48
22/05/17	640	David Preedy	Loan Repayment	250.00
22/05/17	641	Headley Village Hall	Annual Village Meeting Village Hall Hire	36.00
22/05/17	642	Headley Village Hall	Annual Village Meeting Catering	210.52

Approval for the above expenditure was agreed - proposed by Cllr. Williams and seconded by Cllr. Laverty.

Cllr. Preedy said that following the latest partial repayment of the loan, he wished the rest of his loan to be treated as a gift to the Council to be used to contribute to the costs of the netting around the playground. This was agreed by the remaining Councillors.

## **8. MAINTENANCE**

### **i) Playground**

- Cllr. Pickard noted that the welcome archway needs to be cleaned and will organize. Cllr. Pickard has also volunteered to weed kill along the path, it was agreed this would happen during an evening to ensure no children are present.
- Netting: Planning permission for the netting has been granted. Cllr. Furr currently purchasing netting and accompanying items to complete the project.

### **ii) Footpaths**

Cllr. Laverty reported from Carmel Laverty (the footpaths warden) a response from SCC in reference to the submitted footpaths report. SCC have explained that no further action will be taken due to funding cuts. Cllr. Laverty suggested the level of footpath checking will continue and any particularly pressing issues will be reported via the SCC website. At this time the only particular problem relates to a tree which has slipped onto the path. Cllr. Preedy to contact the landowner to investigate its prompt removal.

### **iii) Highways**

Cllr. Pickard reported that various roadside drains around the village are still blocked and that the drains should be cleared properly before it becomes problematic during the icy Winter months. Cllr. Preedy to discuss with County Cllr. Hazel Watson.

Cllr Furr commented on the potential danger of the junction between Pebble Hill and Headley Common Road. It was previously noted that this is technically in Reigate & Banstead but affects Dorking Rural and Dorking Hills electoral divisions; he has agreed to raise the concerns with County Cllr. Hazel Watson.

Cllr. Williams expressed concern that another serious accident has occurred at the sharp corner approaching the Headley Grove end of the village. It was unanimously agreed that traffic calming solutions need to be addresses as a matter of urgency. Cllr. Preedy has agreed to raise this with County Cllr. Hazel Watson.

## **9. HEADLEY COURT**

No further updates at this time.

## 10. PLANNING

Cllr. Pickard expressed concern regarding the architectural integrity of the proposed plans for Woodstock.

**MO/2017/0521/PLA** - Woodstock, Tot Hill, Headley KT18 6PU - Erection of one dwelling with associated parking following demolition of existing commercial buildings.

**MO/2017/0631/PCL** - Old Court, The Drive, Leatherhead KT22 8QW – Proposed certificate of lawfulness in respect of construction of detached leisure building and indoor swimming pool.

**MO/2017/0633/PCL** - Old Court, The Drive, Leatherhead KT22 8QW – Certificate of lawfulness for a proposed development in respect of the erection of a single storey gym and garden room.

### Decisions considered between meetings:

**MO/2017/0420** – Gasson Stables, Hurst Lane, Headley KT18 6DY – Crown reduce 2 ash trees by 30%. Approved with conditions.

**MO/2017/0175/PLAH** – 2 Heath Farm Cottages, Church Lane, Headley KT18 6LD - Erection of a single storey rear extension. Approved with conditions.

**MO/2017/0034/PLA** – Nower Wood Educational Nature Reserve, Mill Way KT22 8QA – Clear and area of shrub to create additional parking spaces for the new Education Centre. The new parking area will include some low level bollard lighting. Approved with conditions.

**MO/2017/0486/PLA** – Headley Playground, Broome Close, Headley – Erection of demountable netting on playground boundary with 5 The Spinney. 3.7 metres in height and 15 metres in length. Approved with conditions.

**MO/2017/0492/PLAH** - Grove Farm Cottage, Headley Grove, Headley KT18 6NR - Erection of two storey side extension following demolition of side and rear extension. Approved with conditions.

**MO/2017/0496/PLA** - Webbs Farm, Church Lane, Headley KT18 6LZ - Erection of a replacement dwelling following demolition of side existing dwelling. Approved with conditions.

## 9. OTHER PARISH COUNCIL ACTIVITIES

- **Public Access Defibrillator** – The PAD is now installed and registered. Training confirmed for 7pm on Tuesday 6<sup>th</sup> June.

## 10. CONSULTATIONS

None to be discussed.

## 11. ANY OTHER URGENT BUSINESS

Cllr. Preedy received a request from the church to use the beacon on May 27<sup>th</sup> to celebrate Ascension Day. The activity will be overseen by Jon Laverty and Peter Denyer. This was approved by email.

The meeting closed at 09:05pm.

The next meeting will be held on Monday 31<sup>st</sup> August 2017 at 7:30pm in the Village Hall

Signed.....Chairman

Dated.....