

WW1 display – November 2018

- 5th Sep – e-mailed Mr Jarvis, Head Teacher, asking him for contributions from the pupils. Either a letter to someone in the trenches or a poem about WW1. Deadline for contributions is the 5th October. Received a reply to say he would speak to the teachers, but they would definitely be doing something.
- 17th Sep – dropped off the last of the 'Wall of Remembrance' forms to Ruth Carter.
- 17th Sep – sent e-mail to Working Group to arrange a meeting. Arranged for Tues 25th Sep.
- 25th Sep – attended meeting
- 28th Sep – put up posters on noticeboards and started advertising the event on-line.

'There but not there' silhouettes

- 17th Sep – 10 silhouettes received. Will need help with displaying them week commencing 22nd October.

Poppy Display/Workshop

- 5th Sep - e-mailed Mr Jarvis, Head Teacher, asking him for contributions from the pupils. Also asked him to include poster about the workshop in the school newsletter.
- 10th Sep – spoke to Guides/Brownies leader about displays at entrances to the village. Will liaise with her to finalise arrangements for fixing the poppies in place etc. They are expecting to make approx 80 poppies out of foam.
- 11th Sep – spoke to Beavers, Cubs and Scout leaders, about displays at entrances to the village. They will include poppy making in their activities in October.
- 14th Sep – dropped off flyers to 'The Hub'
- 25th Sep – spoke to Head teacher who has asked me to come in and help run workshops with each of the classes. Dates to be arranged, and school will advise of what materials/equipment they have available.
- 26th Sep – booked in to run workshops with each of the classes week commencing 1st October.
- 26th Sep – visited Chair of Westfield Women's Institute to discuss the possibility of putting their display on and around the memorial bench at the junction of Cottage Lane and Main Road. Need to get permission from property owner to out some chicken wire on their wall.
- 29th Sep – made arrangements for, and attended Poppy making workshop at the Bowls Club. Approximately 40 people attended and lots of poppies painted/knitted/crocheted.
- With all the groups', school's, workshop's contributions I believe there should be approx. 1,500 poppies on display in the village. Probably more individual contributions to come. I have asked for all donations of poppies to be given to me by 21st October, and will start displaying them week commencing 22nd October. I will need some help!

Cricket Club – WARR partnership grant application

- 24th Sep – e-mailed completed 'Expression of Interest' form to Don Cranfield
- 28th Sep – received invitation to complete formal grant application

Cricket Club – RDC Community Grant Scheme application

- 28th Sep – completed grant application form in conjunction with Ian Taylor, and forwarded to Cllr Cral Maynard for his endorsement. Cllr Maynard has forward the application onto Alison Spring. Maximum award is for £30k and we have applied for £50k. May have to have a meeting with Alison Spring to discuss the application further.

Cricket Club lease

- 17th Sep – e-mailed Cllrs Edwards and Monro for further clarification of points raised by Cricket Club.
- 20th Sep – chased Roger Taylor, Wellers Hedleys for clarification of issue of Cricket Club members being appointed as Trustees for the purposes of the lease.
- 21st Sep – sent further e-mail to Ian Taylor answering various queries about the lease including answer from Roger Taylor about the need for Cricket Club to appoint Trustees. He advised the Club needs to take legal advice if they are in any doubt.

Tennis Club lease

- 21st Sep – e-mailed proposed new terms of lease to Club Secretary

Recreation Ground

- 13th Sep – received notification that a member of the Tennis Club had tripped on the footpath between the Recreation Ground and the tennis courts. They had been taken to A&E after the fall and had suffered bruised

ribs and two stitches to the head. E-mailed secretary of the Tennis Club to advise that Council had discussed the path at the last meeting and that quotes were being sought to replace part of the path. Advised Cllrs M Edwards and H Monro.

- 20th Sep – left messages with three contractors to arrange quotes (Tom’s Groundworks, HandyAndy1066)
- 25th Sep - met Tom from Tom’s Groundworks on site. Received quote:
1st Part of path, To break out path 12m long, To make levels suit with crushed aggregate. To relay in C35 concrete
These prices includes plant, labour, materials & muck away.
Total excluding VAT: £1,588
2nd Part of path
As above
Also to remove barrier to concrete the wider part of path and then to refit
These prices includes plant, labour, materials & muck away.
Total excluding VAT: £1,836

Bus shelters – Main Road and Westfield Lane

- 12th Sep – received notification from Nick Stretton that he had cleaned the bus shelters on Main Road and Westfield Lane.
- 14th Sep – checked both shelters and they are much better! Sent an e-mail to Nick to thank him.

Autumn Village Tidy

- 13th Sep – answered an enquiry from a resident about parish boundary line for village tidies.
- 14th Sep – dropped off flyers to ‘The Hub’

SALC Meeting with Chief Constable of Sussex Police – 16th November

- 30th Sep – sent e-mail to SALC with questions raised by Westfield Parish Councillors.

Bulb planting

- 11th Sep – received e-mail from Cllr Tim Hills to say TCV could do some planting on the 15th October.
- 17th Sep – ordered bulbs from Wild Flower Shop
- 18th Sep – created a FaceBook post asking for volunteers for bulb planting and also put on website. Will need to ensure grass is short for when planting takes place (see below).
- 24th Sep – emailed Horticultural Society to advise bulbs have arrived. They are planning on planting their area on the 21st October.

Grass cutting – urban cut

- 24th Sep – checked grass cutting schedule with East Sussex Highways. 4th cut due 11th Oct, 5th cut due 25th Nov, 6th cut TBC.

Planters – next to ‘Westfield’ sign on A28 by Frehsfields and on Wheel Lane

- 3rd Sep – received an e-mail from The Horticultural Society Chair, to say that the committee have declined the request to maintain the two barrel planters, as they cannot commit to regular watering.
- 5th Sep – Cllr Monro has agreed to water the planters in the summer months, the Clerk to remind him. Will include both planters in bulb planting areas, but Council may wish to consider purchasing some more plants for them in spring?

RDC Development and Site Allocation Plan (DASA)

- 19th Sep – received a call from Holly Harrison, RDC Planning Officer. DASA plan will be considered at the next Cabinet meeting on the 1st October. The plans will then be considered at the Full Council meeting on the 15th October, and it is expected that the next public consultation period of 6 weeks will start at the end of October. I advised that WPC will consider the plans at their meeting on the 7th November. Essentially the plans for Westfield remain unchanged i.e. 38 dwelling Westfield Down, 40 dwelling Moorhurst and 10 dwellings land at Goulds Drive. The only change is the use of the land between Moor Lane and Greenacres which was originally earmarked as a cycle path. RDC will now recommend this be used for allotments.
- 20th Sep – sent an e-mail to Cllr Carl Maynard asking if he has received an update from Kevin Foster on the Moorhurst site.

Parish-on-line – Online mapping

- 28th Sep - received e-mail from Battle Town Council Clerk:
There has been a positive response from 20 Councils in relation to the renewal of the online mapping, with no response from 9. The Chairman of RALC has therefore proposed that the renewal is confirmed and that there is an

agenda item to agree any shortfall as an expenditure against training, given the circumstances. Additionally it is proposed an agenda item to discuss 2019 renewal/cancellation at April's meeting, with payment from councils due by latest July if renewal is agreed.

Annual Return

- 12th Sep – provided additional breakdown of cost in Box 6 of Annual Return to PKK Littlejohn (External Auditor)
- 25th Sep – received e-mail from PKF Littlejohn with completed External Auditor Report and Certificate. Council's completed AGAR is in accordance with regulation and no further matters have been raised.
- 28th Sep – completed the 'Notice of Conclusion of Audit' form and published on website and noticeboards

Parish Field – Recreation facilities

- 18th Sep – received written notification from RDC that grant application for £15,000 has been successful (N.B. This is a match funding grant, so they will only cover up to 50% of overall project cost)

The Hub

- 21st Sep – dropped off flyers for Poppy making workshop and Autumn Tidy. Discussed the idea of a Parish Council surgery, giving people the opportunity to ask questions about the work of the Council etc. Agreed to hold a surgery on Friday 12th October, 10am to 12pm. If any Councillors are able to attend please let me know.

Insurance Policy

- 28th Sep – received quote from Came & Company (current provider) for £1,196.28 p.a. or £1,130.96 pa. for a 3 year agreement
- 28th Sep – instructed Norris & Fisher that Council would like to arrange cover with them at the quoted price of £1,075.96 pa. for a 3 year agreement
- 28th Sep – received the following reply:
- Thank you very much for your instructions. I will hold cover with effect from 1st October 2018 on the basis of a 3 year Long Term Agreement and your documents will be prepared. In the meantime, please find attached the invoice for your records and I would be grateful if you could arrange payment within the next 14days.

Clerk's Annual Review to include pay review (due 1st July 2018)

- 27th Sep – received e-mail from Cllr M Edwards that he is unable to attend review on the 1st October, but he has made arrangement for Cllr Horley to take his place.
- 30th Sep –sent completed annual appraisal form to Cllr Monro and Horley along with NALC pay scale recommendations and further supporting documentation.
- 1st Oct –due to attend review at 11am.

Kate Darbyshire (Parish Clerk)

30th September 2018