

WESTFIELD PARISH COUNCIL

Ref: **C17-05** Minutes of Council meeting held in the Community Dining Hall on 3rd May 2017 at 7:00pm

Present: *Councillors* H Monro (HM) Vice Chair, R Bowe (RB), J Downing (JD), S Green (SG), M Horley (MH), P Stapley (PS), M Stratford (MS) J Woodhead (JW), K Darbyshire (KD) (Parish Clerk), Councillor C Maynard (CM) and 9 members of the public.

1. Election of Chairman

JW proposed ME and HM seconded the motion. ME had advised the Clerk prior to the meeting that he was happy to be nominated. All Councillors voted in favour with a show of hands. ME was therefore elected as Chairman to the Council.

2. Election of Vice Chairman

MH proposed HM and SG seconded the motion. HM was happy to be nominated. There followed a vote with a show of hands, 6 in favour. HM was therefore elected as Vice Chairman to the Council.

3. Apologies for absence.

Apologies were received from Councillors Edwards and Johnson and accepted by those present.

4. Disclosure of interests under the Council's Code of Conduct.

There were no disclosures of interest, nor were there any changes to the Register of Interests

5. Questions from Members of the Public on matters on the agenda

A resident wished to thank the Parish Council for their support in their recent planning application.

A resident commented that there are tree branches overhanging the road on Westfield Lane near the left hand bend by Cockmartins Farm. KD asked to report it.

Council received a report that a van has been parking on the grass area around the war memorial. Councillors agreed that this would be added as an agenda item for the next meeting.

6. Minutes of the Full Council Meeting held on the 5th April were approved and signed by the Vice Chairman.

7. Co-option of new Councillors

Applications were received from three candidates, for two casual vacancies, one for Westfield Ward and the other for Kent Street Ward. The candidates were: Victor Lambert, Martin McNamara and Chris Miller. HM invited each of the candidates to give a brief background of themselves, and advise what they felt they could offer as a Councillor. HM advised that a written vote would be taken for the Westfield Ward vacancy. KD counted the votes. No candidate received a majority of votes. The candidate with the least number of votes, Victor Lambert, was eliminated from the voting, and a second round of votes was taken. KD announced that Martin McNamara had received a majority vote. Martin McNamara (MM) was therefore co-opted as a Councillor for Westfield Ward. HM asked if both remaining candidates wished to stand for the Kent Street Ward vacancy. They both advised they were happy to do so. A written vote took place. KD counted the votes and announced that Chris Miller had received a majority vote. Chris Miller (CM) was therefore co-opted as a Councillor for Kent Street Ward.

8. Appointment of Planning Committee

Council **resolved** to appoint all Councillors to the Planning Committee.

9. Appointment of Working Groups

9.1 Recreation – Council will appoint a working group as and when one is needed.

9.2 Finance – Council **resolved** to appoint all Councillors.

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- 9.3 Personnel – MH and HM will oversee personnel issues, and another Councillor will be appointed if necessary.
- 9.3 Emergency Planning – ME and HM to discuss the Westfield Emergency Plan, and this will be added as an agenda item next month, when a new working group will be appointed if necessary.

10. Appointment of Parish Council Representatives

- 10.1 Parish Hall – Council **resolved** to appoint JD
- 10.2 Tennis Club - Council **resolved** to appoint RB
- 10.3 WCA Management Committee - Council **resolved** to appoint MM
- 10.4 Tree Warden - Council **resolved** to appoint SG
- 10.5 RALC- Council **resolved** to appoint ME and JD

11. Agree a Schedule for meeting dates in the forthcoming year

Council **resolved** to set all the meetings for the first Wednesday of the month, except for the September meeting which will be the 13th September 2017, and the January meeting will be the 10th January 2018.

12. Agree a Schedule to review policies and TOR

Council **resolved** to review two policies at each meeting.

Reports

13. District and County Councillor's report

CM advised that he has had a discussion with the owner of the garage on the corner of Cottage Lane. The owner has marked out the area for the proposed footway, and will be putting in a new planning application shortly.

14. Clerk's report

The report was noted. KD advised that she was experiencing difficulty organising the additional rural grass cut, as Highways won't allow other contractors to work on rural roads. CM advised that if the Council has received this in writing from Highways then to forward this onto him.

15. Chairman of Trustees report

MH advised that due to other commitments he felt he could not continue in his capacity as Chairman of the Trustees. A Trustees meeting is scheduled immediately after this meeting.

16. Chairman of the Council and other member's reports

Sarah Green advised that she has been having ongoing discussions with residents of Churchfield and Amicus regarding the silver birch trees. Residents have expressed concerns that branches are growing close to the telegraph pole and associated wires, roots are causing damage to the pavements, and the seeds from the trees are a nuisance. Amicus have advised that they will not reduce the height of the trees, but they may consider removing the branches that are close to wires. Some residents have expressed that they would be happy to pay for the trees to be removed themselves. SG suggested that the trees could be included in the Council's upcoming arboricultural survey.

SG has received a request from the Estate Services Manager at Amicus Horizon to install a play area sign near to the Parish Council's play equipment which is sited on the estate's communal grass; helping any user identify who to contact about the equipment should the need arise. This will be added as an agenda item for the next meeting.

Michael Horley advised that a new water main is currently being installed at Mill Lane. He also expressed his gratitude to the Council for its personal support over the last month.

Roger Bowe recently attended the Tennis Club AGM. They thanked the Parish Council for their ongoing support. They are aware that their license is up for renewal in 2018, and they are actively encouraging new members. It was agreed that tennis would be an agenda item next month.

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17. Playground report

The report was noted. In the last month, there have been several acts of vandalism in the village. The litter bin in the Recreation Ground has now been repaired. The slide at Churchfield has been damaged. Paul Masters has sanded the fibre glass to make it as smooth as possible but Council **resolved** to ask him to remove the slide if possible, until KD can get quotes for a replacement. MS advised that her and her husband had recently put out a fire in the compost heap in the Churchyard.

18. Other Matters

18.1 Standing Orders - Council **resolved** to adopt the Standing Orders.

19. Correspondence

19.1 RoSPA– Council **resolved** to instruct the play area inspections in June, as per e-mail received

20. Financial

20.1 Monthly reports. Council noted the monthly reports and **resolved** to make a virement of £400 from Clerk's gratuity fund to Publicity& Advertising budget. This is because the WCA have recently invoiced for 3 years' worth of printing costs for the WCA newsletter, which has taken the Council over budget for this year.

20.2 Council **resolved** to approve the attached schedule of payments and receipts

21. Dates of forthcoming events/meetings

21.1 9th May 2017 - Parish Assembly in the Parish Hall from 6.30pm

21.2 7th June 2017 – Planning and Council meeting in the Community Hall from 6.30pm

The meeting closed at 8:20pm

Westfield Parish Council

Schedule of payments and receipts

3rd May 2017

PAYMENTS		Cost £	Vat £	TOTAL £
Payee	Item			
K Darbyshire	Clerk's April salary	981.29		981.29
K Darbyshire	Mileage and expenses March	42.47	1.64	44.11
B Firman	April payment for weekly playgrounds/bus shelters litter collection	40.00		40.00
Paul Masters	Playground inspection March & invoice traverse stepper & repairs to train	111.84		111.84
PCC St John's	Churchyard grant	1500.00		1500.00
Amicus	Annual rent play area Churchfield	10.00		10.00
RDC	Dog waste bins Apr 17 – Mar 18	1295.33	259.07	1554.40
WCA	Contribution to newsletter printing costs May 2014 – Feb 2017	840.74		840.74
SLCC	Clerk's membership Mar 17 – Feb 18	169.00		169.00
ALCC	Clerk's membership Mar 17 – Feb 18	10.00		10.00
Dunkley Trust	Annual rent	0.05		0.05
RECEIPTS				
Santander	April interest	4.59		4.59
HMRC	VAT refund 2016-17		4428.65	4428.65
RDC	Precept (6 month & CTS Grant))	17584.05		17584.05