

# WESTFIELD PARISH COUNCIL

Ref: **C17-06** Minutes of Council meeting held in the Community Dining Hall on 7<sup>th</sup> June 2017 at 7:00pm

**Present:** *Councillors* M Edwards (ME) Chairman, H Monro (HM) Vice Chairman, R Bowe (RB), J Downing (JD), M Horley (MH), P Stapley (PS), M Stratford (MS) J Woodhead (JW), K Darbyshire (KD) (Parish Clerk), Councillor J Johnson (JJ) and 7 members of the public.

**1. Apologies for absence.**

Apologies were received from Councillors S Green, M McNamara and accepted by those present.

**2. 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.

**3. Questions from Members of the Public on matters on the agenda**

None

**4. Minutes of the Annual General Meeting** held on the 3<sup>rd</sup> May were approved and signed by the Chairman.

**5. Westfield Down Project** – A report from Roger Carrier was received, which included confirmation that Matthew Homes have pulled out of the purchase of the land. The current owners have retained a consultancy firm, and will be applying for planning permission so that when a new purchaser is found the sale can proceed quickly. There was some discussion about the proportion of affordable housing and a new lease for the Cricket Club. Council thanked Roger Carrier for his efforts to date, and hoped that he would remain as project manager for the project. Roger confirmed that he was happy to do so, and Council **resolved** for Roger Carrier to act as Project Manager.

**6. Cricket Club**

**6.1 Lease** – The Cricket Club will require a new lease in order to obtain funding for the pavilion. Council **resolved** to ask the Clerk to write to the owner of the land to formerly ask permission to build the new pavilion. Roger Carrier and Ian Taylor will both make themselves available to discuss the pavilion and lease with the owner.

**6.2 Signage** – Council discussed the Cricket Club's request to erect a sign at the junction of the A28 and Mill Lane that leads to the cricket ground and Downoak residences. MH will speak to residents to see if they will give permission to have a sign on their land. It was suggested that the Cricket Club contact Carl Maynard to see if permission could be sought from ESCC.

**6.3 Cricketfest 2017** – Council discussed the Cricket Club's request to hold an event on Sunday 9th July to include a session of All Stars, T20 games, BBQ and mini-bar. The Council is very supportive of the event, and granted formal permission for the event to take place.

**7. Tennis**

**7.1 Booking/hiring of courts** – Council discussed the possibility of an on-line booking system and having an additional key holder. It was **resolved** to appoint a working party of Roger Bowe, Martin McNamara and Hamish Monro to investigate further and report back to full Council.

**7.2 Court Surface** – Council discussed the Tennis Club's request to repaint the courts. Council has been advised by a professional tennis coach that the court is in relatively good condition, and re-painting/resurfacing is not required at this time. Council **resolved** to ask the Clerk to write to the tennis club, and advise them accordingly. Council agreed that a financial plan needs to be put in place to ensure funds are available when resurfacing, perimeter fence repairs, replacement nets etc are required.

**8. Emergency Plan** –ME and HM are to meet in July to discuss drafting and implementing a plan.

**9. First Responder** – Council currently has £1800 in Earmarked Reserves to cover training and equipment costs for a Community First Responder. Council asked the Clerk to obtain more information about the recruitment process from Secamb.

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**10. Churchfield play area** – Amicus Horizon have requested that the Parish Council install a sign to inform people that the equipment belongs to the Parish Council. Council **resolved** to do so, and asked the Clerk to get quotes.

**11. War memorial** – Council discussed painting the stones around the memorial, and other ways of deterring people from parking on the grass verge. HM & MH volunteered to get a price for putting more stones around the memorial.

## Reports

**12. District and County Councillor's report** – Councillor Johnson apologised for not being at recent meetings, due to other commitments.

### 13. Clerk's report

ME thanked KD for organising the Parish Assembly, which was very well attended. KD advised that Chris Miller had resigned as Councillor. KD has already updated the noticeboards and informed RDC of the casual vacancy for Kent Ward. KD opined that once RDC give permission to co-opt the position, that a deadline for applications of the end of July be set, with a view to co-opting the position at the Council meeting on the 2<sup>nd</sup> August. Council **resolved** to do so.

### 14. Chairman of Trustees report

MH advised that Westfield Football Club (WFC) and Pass + Move have parted company. At the last meeting with WFC the renewal of the license was discussed and it was agreed to renew the license, the details of which still need to be confirmed. WFC have submitted a planning application for the changing rooms, but are yet to do so for the flood lights.

### 15. Chairman of the Council and other member's reports

**Michael Horley** suggested Council meetings be held in the Parish Hall. The motion was proposed and seconded and 5 members were in favour. Therefore Council **resolved** to hold future meetings in the Parish Hall, except for meetings in September 2017 and January 2018 which will be held in the Dining Hall. KD was asked to make the necessary arrangements. **Hamish Monro** advised that he had taped up and put a sign not to use the 'dinosaur springer' located at the Churchfield play area. This was following an act of vandalism, when a bracket on the springer was broken, and the handles bent. The police were notified of the incident at the time.

### 16. Playground report

The report was noted. Council **resolved** to order replacement parts for the damaged 'dinosaur springer' as per the Jupiter quote. KD will arrange for Paul Masters to fit the new parts.

### 17. Other Matters

**17.1 Grants Policy** – Council **resolved** to adopt the policy

**17.2 Child Protection Policy** – Council **resolved** to adopt the policy

### 18. Correspondence

**18.1 Speed Indication Device (SID)** – Council discussed the offer from ESCC to use a device for a week. RB opined that it was a good idea for the village. Council would need a volunteer to be trained on how to set up the device. Council asked KD to get more information before the next meeting.

### 19. Financial

**19.1 Arboricultural survey** – Council considered three quotes and **resolved** to appoint PJC Consultancy to carry out the survey to include the Silver Birch trees at Churchfield.

**19.2 Monthly reports.** Council noted the monthly reports and **resolved** to make a virement of £400 from Clerk's gratuity fund to Publicity & Advertising budget.

**19.3** Council approved the attached schedule of payments and receipts

**19.4 Annual Governance Statement** – Council considered the statement to go to the external Auditor

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**19.5 Annual Governance Statement** - Council **resolved** to approve the statement to go to the external Auditor

**19.6 Accounting statements** – The Chairman signed and dated the statement for which approval was given. KD to send to PKF Littlejohn External Auditor.

## 20. Dates of forthcoming meetings

**20.1 5<sup>th</sup> July 2017** – Planning and Council meeting in the Parish Hall from 6.30pm

The meeting closed at 8:40pm

## Westfield Parish Council

### Schedule of payments and receipts

7<sup>th</sup> June 2017

<b>PAYMENTS</b>				
<b>Payee</b>	<b>Item</b>	<b>Cost £</b>	<b>Vat £</b>	<b>TOTAL £</b>
K Darbyshire	Clerk's May salary	859.08		859.08
K Darbyshire	Mileage and expenses April/May	207.72		207.72
Westfield Parish Hall	Hall hire Spring Tidy and Parish Assembly	35.00		35.00
Digital Image Solutions	Annual Report printing	380.00		380.00
Mulberry & Co	VAT Briefing	128.67	25.73	154.40
B Firman	May payment for weekly playgrounds/bus shelters litter collection	40.00		40.00
<b>RECEIPTS</b>				
Santander	May interest	4.45		4.45
Westfield Bowls Club	Annual rent	5.00		5.00