

# WESTFIELD PARISH COUNCIL

Ref: **C17-09** Minutes of Council meeting held in the Community Dining Hall on 13<sup>th</sup> September 2017 at 7:00pm

**Present:** *Councillors* M Edwards (ME) Chairman, H Monro (HM) Vice Chairman, R Bowe (RB), M Horley (MH), P Stapley (PS), C Taylor (CT), J Woodhead (JW), K Darbyshire (KD) (Parish Clerk), Councillor J Johnson (JJ) and 4 members of the public.

**1. Apologies for absence.**

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

**2. Disclosure of interests under the Council's Code of Conduct.**

There were no disclosures of interest.

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

A resident commented that they preferred the Community Hall as the venue for Council meetings. Council was advised that the drain on the A28 by the GP Surgery has dipped again. KD was asked to report to Highways.

**4. Minutes of the Planning and Council Meetings** held on the 6<sup>th</sup> August were approved and signed by the Chairman. An amendment Item 7 was made to state that Heath Moir represented the Football Club.

**5. Matters arising from the minutes**

None

**6. First Responder**– Council watched a video and received a presentation from Adam Streater from Secamb, on the roles of First Responders in the community, and how Westfield may recruit one.

**7. Policies**

**7.1 Grievance procedure** – Council **resolved** to adopt the policy

**7.2 Code of Conduct** - Council **resolved** to adopt the policy

**8. Christmas Lights**

ME stated how supportive the Council is of the lights, and all the efforts of residents each year. Council have previously discussed the possibility of placing lights on the trees at Churchfield. KD has secured an offer for idVerde to put up the lights at no cost. Councillors and KD will speak to residents about the feasibility of this idea. KD will contact the Police to arrange the electronic road sign that the Council borrowed last year.

**9. Came & Company Insurance**

Council **resolved** to renew the policy. KD explained that Came & Company have requested that the Council's asset register must contain reinstatement figures. KD will gather quotes, update the register and forward to Came & Company.

## Reports

**10. District and County Councillor's report**

**11. Clerk's report**

KD advised that she had recently attending training course on On-line mapping and the new General Data Protection Regulations (GDPR) which come into force in May 2018. Council will need to implement new strategies and procedures to ensure compliance.

The grass around the tennis courts has not been cut in several weeks. KD has been in contact with the contractor and they have assured it will be done this week.

KD advised the inclusive roundabout in the Recreation Ground is now in place, and she has received very positive feedback from residents.

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KD is continuing to liaise with Toby Walsh about plans to have chains put around the War memorial.

KD was asked to write to the owners of Sandhole Farm about the overgrown hedges along Westfield Lane.

## 12. Chairman of Trustees report

MH advised that a date needs to be set for the Trustees AGM. It was agreed to hold the AGM immediately after the next Council meeting on the 4<sup>th</sup> October

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

**Michael Horley** opined that the footpath on the A28 from the GP surgery towards Mill Lane is in an appalling state. KD has reported the issue to Highways, and the Highways Steward has made a recommendation for siding works to be carried out to expose the full extent of the footpath. The Highways Steward has also inspected the hedge along there and has reported this to ESCC who own that hedge.

**Roger Bowe** has been contacted by the Secretary of the Tennis Club, to say that visitors to their recent inter-club match, had difficulty in finding the courts. They asked about the possibility of having a sign placed by the footpath between the Recreation Ground and Bowls Club, directing pedestrians to the courts. Council discussed the proposal and agreed it was a good idea in principle to promote the use of the courts. Council would consider funding this. KD was asked to look into getting permission from ESCC and getting quotes for signs.

## 14. Playground Reports

KD advised that she had not received a report from Paul Masters this month, but gave the following updates:

- Recreation Ground – baby swing frame and picnic table painted
- Parish Field – bin made safe after act of vandalism
- Cricket Ground – graffiti on sign painted over.

## 15. Financial

**15.1 Monthly reports.** Council noted and approved the monthly reports.

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

## 16. Dates of forthcoming meetings

**16.1 4<sup>th</sup> October 2017** – Planning and Council meeting in the Community Dining Hall from 6.30pm

The meeting closed at 8:10pm

## Schedule of payments and receipts

13<sup>th</sup> September 2017

<b>PAYMENTS</b>				
<b>Payee</b>	<b>Item</b>	<b>Cost £</b>	<b>Vat £</b>	<b>TOTAL £</b>
K Darbyshire	Clerk's August salary	958.24		958.24
B Firman	Bus shelters litter collection August	40.00		40.00
Westfield Football Club	Grant towards free standing goals	400.00		400.00
RALC	Annual subscription	40.00		40.00
Playdale	Balance for inclusive roundabout	3599.78	719.96	4319.74
Came & Company	Insurance renewal 1/10/17 – 30/9/18	1102.19		1102.19
<b>RECEIPTS</b>				
Santander	August interest	4.60		4.60