

Westfield Parish Clerks Report – For period covering 7th to 2nd July

Fingerpost – Bluemans Lane/Parsonage Lane

- 7th June - advised Highways that Phill Signs could be at Parsonage Lane on the 15th June for Highways to deliver the fingerpost back from the depot in Sidley.
- 11th June- received call from Highways to say no longer able to bring fingerpost back, and that a fee would now be payable to do so. Advised Phill Signs accordingly, who has said he will arrange collection of the fingerpost.

WW1 display – November 2018

- 21st June – submitted a grant application for 10 silhouettes
The charity called Remembered, which aims to commemorate the Fallen of the First World War, are running a grant scheme with the Armed Forces Covenant Fund Trust to help communities host a fully funded commemorative silhouette installation, without having to worry how to pay for it. Community, Neighbourhood, Town and Parish Councils are eligible for this scheme. The silhouettes represent those lost in the First World War, whose names appear on local war memorials around the country, bringing them back into their place of worship, their school, their workplace or wherever their absence was felt, as the centenary approaches.

Cottage Lane Footpath

- 26th June – received the following notification from Cllr R Bowe: ‘This morning there were four people outside my house in high-viz jackets so I introduced myself. Two were from ESCC and two from highways to discuss further options for the footpath. They will now draw up revised plans for submission to the next or subsequent planning meeting and if all goes well work should start in 6 to 18 months.’

Annual Report

- 12th June – published on website

Annual Return

- 8th June – published notice of public rights to view accounts on website and noticeboards
- 11th June – completed all paperwork for Annual Return and posted to PKF Littlejohn (External Auditor)
- 15th June – published Annual Return on the website

No Cold Calling Zone

- 15th June – updated website with deadline for petition of 24th June and put a post on FB page.

Cloud4Charity – e-mail hosting and on-line back up

- 8th June – received notification from Cloud4Charity that he mailboxes have now been setup as requested. Given instructions on how the Setup Details/DNS changes needed.
- 27th June – tried to set up new mailboxes with 1&1 internet (who host domain westfieldcouncil.org), but problem with SPF record. Reported problem to Cloud4Charity

Dog waste bin - Churchfield

- 7th June – Paul Masters collected bin and installed in location agreed by Council
- 18th June – advised RDC of location of bin to be included in weekly emptying, and requested a revised invoice.
- 20th June – received confirmation from RDC that Kier have been advised of the location of the bin, and an invoice for 40 weeks at £2.79 per empty will be raised.

Rubbish – Churchfield

- 11th June – rubbish bags left next to green RDC bin (next to British Heart Foundation bin) had been attacked by animals and rubbish strewn everywhere. My husband went and cleared it all.
- 26th June – received a report from Cllr Min Stratford to say that the same thing has happened again. Left a voicemail for Brian Firman, as thought that it could be the litter that he collects from around the village on a Monday. He leaves the bags next to the green bin ready for collection by RDC on a Tuesday. Brian called back to confirm they are his bin bags, and that RDC had already come along and cleared the

rubbish. We talked about a solution to prevent the same thing happening and I agreed to collect the rubbish on a Monday pm and put in my black bin.

Grass cutting

- 18th June – sent e-mail to contract manager at iDverde asking for confirmation of when the last grass cutting/strimming was last done on Parish Field, Recreation Ground and around Tennis Courts as noticed they are all looking overgrown. Received a reply to say he will check with the team and advise asap. Received the following reply:
'I can confirm the team will attend this week, Wednesday afternoon or Thursday morning progress elsewhere depending. The team last attended to complete the cutting week commencing 28th May towards the end of the week, they were due back to complete the fortnightly cuts, however we had a machine breakdown which pushed us back, apologies for not updating you on this sooner, I have spoken with the team leader and supervisor about reporting this and therefore enabling us to update yourself. I have arranged a cut to be added onto the end so Westfield get the amount of cuts that are being paid for.'
- 19th June – noticed the strimming and mowing were in progress around the Recreation Ground.
- 20th June – checked the Recreation Ground and tennis courts. Two of the grass banks around the tennis courts have not been strimmed. Sent e-mail with photos to iDverde to ask when they will be done. Received a reply with details of our new Contract Manager. Advised work will be arranged asap.
- 2nd July – checked grass cutting the Parish Field play areas and along footpath to Cottage Lane entrance. All have now been cut. Hedge behind football nets on A28 boundary, and grass around the blue bin are very overgrown. Sent photo of 'Sussex Wildlife Control' advert on post at entrance to the Parish Field to Chairman and Vice Chairman of the Trustees. Noticed lots of grass cuttings left behind one of football bunkers and near the fence by play area. Both look like grass cuttings from the football pitch.

Bulb planting project

- 18th June – sent a reminder to Chairman of the WCA to ask for volunteers for people wishing to help with planting bulbs, and to request funding
- 20th June – completed and e-mailed grant application to the WCA for £100
- 20th June – sent a reminder e-mail to Cllr Peter Stapley for prices etc for bulbs so that can place an order
- 22nd June – received and e-mail from Cllr Stapley with details of a wholesalers that sell native species of bulbs. Had a quick look on-line and most of the bulbs are out of stock. Will look again in more detail in coming weeks.

Tennis courts

- 11th June – was advised by a parent of children attending the coaching session that one of the courts was in use by two members of the public. Sent an e-mail to 6.0 Coaching to advise if this happened again they must advise the public that the 6.0 Coaching have use of the courts at this time.
- 13th June – received an e-mail from the Tennis Club to advise that they have had a few incidents where members of the public have been given the key from the shop when the Club has use of both courts. Sent a reply to say that I am in the process of designing a booking form for the shop to use, so that they only issue the key when the courts are available to the public.
- 21st June – sent booking form to Cllr Roger Bowe for approval.
- 22nd June – took booking forms to Londis and advised that all users of the courts need to fill it in when collecting keys. Forms include when the courts are available to the public and when junior coaching is. Collected £66 in court fees.
- 27th June – registered new users on FastCourts on-line booking system (13 members registered to date). Put post on FB page encouraging people to register and use the courts.
- 29th June – received a report from a neighbour that the sign on the gate has been damaged. This is the third time in the space of a month that this has happened.

Junior Tennis Coaching – Summer Camp

- 7th June – e-mailed Cllr Roger Bowe to advise that 6.0 Coaching have enquired about the possibility of running a two-week summer camp at Westfield Tennis courts. They would need use of the clubhouse facilities in order to do so. Cllr Bowe agreed to contact the Tennis Club to make enquiries.
- 17th June – received confirmation from the Tennis Club that they were happy for 6.0 Coaching to use their facilities for a two week period, but only at times when the Club do not have use of the courts. They

have stipulated certain other conditions regarding damage and key cutting etc. Forwarded on details to 6.0 Coaching to see if they could facilitate this.

- 2nd July – received a reply from 6.0 Coaching to say they would no longer be able to provide a summer camp, as one of their coaches has now left, which means they won't be able to cover a camp at Westfield as well as Amhurst Tennis Club. Replied to say perhaps we could look at doing something next summer?

Village fete

- 9th June – attended fete and set up Parish Council stand with Ruth Carter who had a display about the WW1 exhibition. Spoke to lots of people about the poppy display and improving facilities on the Parish Field. Thank you to all the Councillors who helped on the day!

Tree felling/hedge cutting

- 18th June – e-mailed Westfield Trees to advise that Council had approved their quotes for hedge cutting on the Parish Field and tree felling at Cricket Ground and minor works around the Recreation Ground. Received notification that works will be carried out week commencing 2nd July.
- 21st June – sent e-mail to Football Club and Cricket Ground advising of scheduled works
- 21st June – e-mailed Westfield Trees to make arrangements to get keys for Parish Field and Cricket Ground

SSALC - Chair's networking Day, Brighton 12th July

- 27th June – booked places for Cllrs M Edwards and H Monro (£80+VAT per delegate)

Parish Walkabout – Monday 30th July 3pm

- 27th June – sent e-mail to Cllrs M Edwards and H Monro to suggest Parish Walkabout for 30th July, when should have received RoSPA playground reports by then. Received reply from H Monro to say could attend, so have provisionally set this as the date on the agenda.

Cricket Club lease

- 21st June – e-mailed Roger Taylor, Wellers Hedley to confirm Council have agreed a 99 year lease with break clauses every 10 years on the Cricket Clubs side. Annual rent yet to be agreed.

CIL (Community Infrastructure Levy) Survey

- 20th June – forwarded e-mail from NALC to Councillors and asked them to complete the survey

Speed Indication Device

- 29th June – sent e-mails to Messagemaker, Radar Speed Signs and Swarco for an indication of price for a sign. Received quotes from all three, which have been forwarded to Cllrs.

Development and Site Allocations (DaSA) Local Plan

- 29th June – updated website with details of the plan, and how to view information relating to Westfield. Uploaded RDC Planning newsletter onto the website and provided a link on the FaceBook page.

Nest Swing – Recreation Ground

- 29th June – e-mailed Paul Masters to say I am in receipt of the parts.

Recreation Ground

- 29th June – received a report from neighbour of the Recreation Ground that someone had thrown part of the baby swing into the Tennis Courts on the night of Wednesday 27th June. Collected the part from the neighbour, and also found screws to attach the part in the Recreation Ground. Also found the remains of some fireworks, and a small area of scorched grass. Reported both incident to the Police on-line.

Parish Field – gym equipment

- 8th June – wrote questionnaire, and put a display together for the Village Fete
- 9th June - 25 questionnaires about the gym equipment were completed by parishioners
- 21st June – created questionnaire on SurveyMonkey and put details of the survey on the website and FaceBook page. (As of 2nd July had 40 completed on-line and 25 paper surveys completed).

- 2nd July – provisionally arranged a meeting with the Working Party for the 9th July to discuss specific equipment and grant applications.

Telephone kiosk

- 28th June – received notification from Cllr Tim Hills that the sandblasting should be taking place on Wednesday 4th July and he will remove the remaining Perspex panels from the box on Saturday 20th June. I advised that a Risk Assessment will need to be carried out.
- 29th June – letters hand delivered to residents of Churchfield advising them of the works, and notice put on box
- 29th June – Cllr Hills forwarded copies of contractors Public Liability and Employers Insurance policies to be kept on file.

Councillor vacancy

- 8th June – received resignation from Carly Taylor. Wrote notice of vacancy, placed on all noticeboards and forwarded to Richard Adams, Electoral Service Manager RDC.
- 29th June – chased Richard Adams to see if Council can now co-opt the position. Received confirmation that Council can do so.
- 2nd July – advertised vacancy on noticeboards, website and FaceBook page, with deadline for applications of 27th July, for co-option at meeting on the 1st August. Also e-mailed two other candidates who applied for last vacancy.

Poppy display

- 2nd July – sent hall booking enquiry to Church Hall, and WCA Halls for poppy making workshop on Saturday afternoons 15th, 22nd, 29th September. Church Hall is fully booked.

Kate Darbyshire (Parish Clerk)

2nd July 2018