

WESTFIELD PARISH COUNCIL

Ref: **C17-03** Minutes of Council meeting held in the Community Dining Hall on 1st March 2017 at 7:00pm

Present: *Councillors* J Smith (JS) Chair, M Edwards (ME) Vice Chair, J Anderson (JA), J Downing (JD), P Stapley (PS), M Stratford (MS) J Woodhead, K Darbyshire (KD) (Parish Clerk), Councillor C Maynard (CM) and 4 members of the public.

1. Apologies for absence.

Apologies were received from R Bowe, Sarah Green, M Horley, H Monro, 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

A member of the public highlighted that the lights by the zebra crossing outside the school are not functioning properly. KD was asked to report this. In relation to item 11.2, a member of the public wanted it noted that he would prefer the Parish Council to offer support to a Sunday bus service that goes through Westfield.

4. Minutes of the Full Council Meeting held on the 1st February were approved and signed by the Chairman.

Reports

5. Cricket Pavilion Project – Ian Taylor's (IT) report was noted, to include the proposed use of a septic tank, brick build, and an artificial tile roof. IT met with a local builder who has provided a detailed breakdown of works required, which will be used in the tender process. He has received an estimated quote which could save £100k on the Sports Clubhouse quote. IT has received confirmation from the English Cricket Board (ECB) that the plans meet their regulations. IT went onto give Council a breakdown of the planning application fee payable to Rother District Council (RDC). Junior's coaching starts on Thursday 6th April 6-7pm. They will be entered into a league. In conjunction with the ECB the Cricket Club will be launching an 'All Stars' coaching programme for 5-8 year olds at the beginning of May.

12.1 Planning Application fee for Cricket Pavilion

JS moved this agenda item forward, and Council **resolved** to approve payment of the application fee of £577.50 to RDC.

6. District and County Councillor's report

CM gave a breakdown of the approved budget for 2017/18 it has been ratified to increase Council Tax by 2%. In addition there will be an Adult Social Care Levy of 3% this year and another 3% next year. This means a total of 5% increase for 2017/18. There will be a spend of £1m p.a. for the next 4 years on a recommendation and remedy approach to drainage problems. There are currently 70 sites with ongoing problems which will be covered under the new scheme. £1.3m has been agreed from the highways budget, to maintain the condition of roads and pavements to prevent trips and falls. The current Community Match scheme is oversubscribed, so there will be an increase from £100k to £250k p.a. for the next 4 years.

CM advised that there is an ongoing issue with landownership with regard to the footpath at Cottage Lane. He does not believe the scheme will be cost effective unless the whole scheme can be implemented, i.e. in front of the garage forecourt. CM suggested a letter be written via the Clerk to RDC and ESCC to get the matter progressing.

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7. Clerk's report

The report was noted, and KD gave the following updates: repairs were carried out to various potholes on Moat Lane on Saturday 25th February, BT have received the 'Adopt-a-Kiosk' contract and will return in due course, the Spring Tidy is on Saturday 4th March and KD encouraged Councillors and residents to take part.

8. Chairman of Trustees report

In Michael Horley's absence KD advised that the Football Club have submitted a Planning Application. Council **resolved** to ask Michael Horley to obtain a copy of the application.

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

John Anderson explained that there continues to be heavy traffic on Moat Lane. He did not feel that the repair works recently carried out by East Sussex Highways were very satisfactory.

Min Stratford opined that the imminent closure of Westfield News was a loss to the village.

James Woodhead advised that the wooden gate to the field near Hole Farm, which is the start of a public footpath, needs replacing. Council **resolved** to ask KD to investigate who is responsible for the gate, and ask them to replace it.

10. Other Matters

10.1 Westfield Christmas Lights – Council agreed that when the marketing company for Hyundai lit the trees up on Churchfield last year, it looked very good. It has been suggested that the Parish Council may be able to do similar this year. JS opined that she thinks the Parish Council should contribute in some way, as the Christmas Lights have become a significant event for the village, and the money raised for St Michael's Hospice is a fantastic achievement. MS advised that she has tentatively spoken to the WCA, and they are happy to support the lights in principle. It was agreed that there would be Health & Safety implications, which the Council would need to consider. ME volunteered to get some quotes for suitable battery powered lights, and KD will investigate if the Landscape Group could erect the lights. The possibilities of getting local business to sponsor the lights, asking for volunteers through the WCA Newsletter, and asking for suggestions at the Parish Assembly were discussed. CM left the meeting.

10.2 Parish Assembly – Council discussed various ideas for the Parish Assembly to include, inviting St Michael's Hospice to give a short presentation. Also paramedics could be invited to give a demonstration on how to use the defibrillator in the village. It was suggested that the Theatre Sense could be invited to get the children to sing a song. The Council could have a display about the 'Adopt-a-Kiosk' project and invite residents to provide feedback on the ideas. The Rose Bowl and 'Certificates of Thanks' will be presented at the assembly. Residents have been invited to make nominations in the quarterly newsletter.

10.3 Social Media Policy – It was agreed that some amendments were need to the policy. KD will amend and circulate the policy to Councillors before the next meeting, so that the Council's FaceBook page can be set up. Council will consider formerly adopting the policy at the next meeting.

10.4 VAT consultancy – Council **resolved** to invite Mark Mulberry to provide a consultancy service on the Council's VAT position on large projects. KD was asked to arrange a meeting for Councillors on the 15th May if not before. MS left the meeting.

10.5 Personnel Working Group – Council **resolved** to pay the Clerk for TOIL and allow the Clerk to carry holiday forward to next year.

10.6 External Audit – it was noted that the accounts for 2015/16 have been approved

10.7 Internal Auditor – Council **resolved** to appoint Sally Sharp as the Internal Auditor for the 2016/17 accounts.

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11. Correspondence

11.1 Letter from Lian Kent – JS wished to thank Mrs Kent for her letter and all her positive Christmas ideas. Council agreed that traffic is always going to be an issue with organising events in the village. MS was supportive of the ideas and suggested inviting Mrs Kent to talk to Council about her ideas in more detail. Council believe that the WCA would be the best source of funding for any ideas, but the Parish Council would be happy to offer support with traffic calming.

11.2 Sunday 349 Bus Service – Council concluded that the service does not directly benefit Westfield residents and therefore does not meet the Council's donations criteria. Council **resolved** to decline the request for a donation.

12. Financial

12.1 Planning Application fee for Cricket Pavilion – this item was dealt with after item 5.

12.2 Cheque for Clerk's January salary – it was noted that a cheque was signed by JS and JD on the 16th February.

12.3 Monthly reports. KD explained that a cheque issued in June 2016 to a contractor needed to be reissued as it has not been received. Council **resolved** to accept the reports.

12.4 Council resolved to approve the attached schedule of payments and receipts

13. Dates of forthcoming events/meetings

13.1 5th April 2017 – Planning and Council meeting in the Community Hall from 6.30pm

The meeting closed at 9:15pm

Westfield Parish Council

Schedule of payments and receipts

1st March 2017

PAYMENTS				
Payee	Item	Cost £	Vat £	TOTAL £
K Darbyshire	Clerk's February salary	840.69		840.69
B Firman	February payment for weekly playgrounds/bus shelters litter collection	40.00		40.00
Paul Masters	Fit new bin Recreation Ground	29.98		29.98
Paul Masters	Fit bin Parish Field & clean play surface	126.97		126.97
RDC	Cricket Pavilion Planning Application	577.50		577.50
SLCC	Clerk's CiLCA Registration fee	250.00		250.00
Glasdon Uk Ltd	2 x bins (1x Parish Field, 1 xRec Ground)	340.86	68.17	409.03
1066 Fencing	Repairs Tennis court & Rec Ground	115.00		115.00
PKF Littlejohn	External audit fees	300.00	60.00	360.00
SSALC Ltd	Year End Finance Training	40.00	8.00	48.00
Caloo	Repair Traverse Stepper Rec Ground	698.30	139.66	837.96
RECEIPTS				
Santander	February interest	4.59		4.59