

WESTFIELD PARISH COUNCIL

Ref: **C17-04** Minutes of Council meeting held in the Community Dining Hall on 5th April 2017 at 7:00pm

Present: *Councillors* M Edwards (ME) Vice Chair, J Anderson (JA), R Bowe (RB), J Downing (JD), S Green (SG), M Horley (MH), H Monro (HM), P Stapley (PS), M Stratford (MS) J Woodhead, K Darbyshire (KD) (Parish Clerk), Councillor C Maynard (CM) and 4 members of the public.

1. Election of Chairman

Following the resignation of Jackie Smith as Chairman and Councillor, the first order of business was to elect a Chairman. JW proposed ME and JD seconded the motion. ME 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, 1 against and 1 abstained. HM was therefore elected as Vice Chairman to the Council.

There was then a break in Standing Orders as ME wished to offer condolences on behalf of the entire Council to MH on his recent bereavement. MH thanked Council or its support, and then left the meeting.

ME went on to thank Jackie Smith for all her work as a Councillor, Vice Chairman and most recently Chairman. He also thanked JW for his work as Chairman.

3. Apologies for absence.

Apologies were received from Councillor Johnson and M Horley 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 reported that the lights by the zebra crossing outside the school are now working. However the paint at the crossing is very worn. There is also a 'Playground' sign on Main Road near Churchfield that is facing the hedge. KD was asked to report both these issues to Highways.

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

Reports

7. Rother Rural Trust – Stephen Hardy was unable to attend so this item was postponed.

8. District and County Councillor's report

CM advised that the list of candidates for the local elections has now been published. CM also explained the electoral review for the district. The new electoral arrangements will be implemented at the local elections in 2019, and this will include Westfield being joined with Sedlescombe.

9. Clerk's report

ME was pleased to note that The Landscape Group have agreed to put up the Christmas lights on the trees at Churchfield at no cost. ME will contact Amber Rudd to discuss the possibility of her turning on the Christmas lights this year. KD thanked ME and JD for their help with the Spring Tidy. Approximately 30 volunteers helped on the day with over 20 bags of rubbish collected. KD gave an update on the Cottage Lane footpath project. The garage

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have appointed an architect and RDC are expecting them to submit plans for the footpath shortly.

10. Chairman of Trustees report

None

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

Min Stratford raised concerns about the level of traffic at the junction of Wheel Lane and Main Road. HM opined that the volume of traffic may be reduced when the Queensway Gateway is completed, as vehicles currently use Wheel Lane as a rat run.

Roger Bowe recently met with the Tennis Club. They asked when the grass around the courts is due to be cut. KD advised that it should be on Friday 7th April. The Tennis Club believe the courts need repainting as the gravel is beginning to come loose. KD was asked to find out when they were last painted, and how long the treatment is expected to last for. RB suggested that the new tennis coach might be able to offer an opinion on the condition of the court.

RB recently attended the SSALC Spring Conference. RB informed Councillors about the issues covered at the conference, which included: SCAMS website that residents can use; how Parish Councils can comment on planning appeals; conflict resolution in Councils; the roles of PCSOs; Health & Rural isolation.

James Woodhead advised that the hedge around the churchyard along the A28 is overgrown. KD advised that a letter has already been sent to Rev Mulford, and she has also spoken to him about the possibility of The Landscape Group cutting it back.

12. Playground report

The report was noted. KD advised that the chains connecting the Traverse Steeper to the ground in the Recreation Ground had come loose. They have been temporarily repaired. KD will contact the contractor who made the original repairs to advise that the job was not carried out satisfactorily.

13. Other Matters

13.1 Recreation Ground playground equipment

Council considered three quotes for an inclusive roundabout and a quote for an inclusive slide and climbing frame. Council **resolved** to purchase an Inclusive Orbit roundabout from Playdale Ltd and instruct them to install the equipment as per their quote.

13.2 Tree survey

Council decided to seek another quote, in addition to the two already received, and add this as an agenda item for the next meeting.

13.3 Social Media Policy. Council **resolved** to adopt the policy.

13.4 Financial Regulations & Financial Controls Risk Assessment. Council **resolved** to adopt the policies.

13.5 Complaints Procedure. Council **resolved** to adopt the policy.

13.6 Assets List. Other than the addition of the phone box, the updated list was noted.

14. Correspondence

14.1 Chapel Lane surfacing

Council discussed a letter from a resident about the poor condition of the surface, and the heavy traffic using Chapel Lane. Councillors explained that in order for a road to be adopted by Highways, the road will need to be made up to the required standards to include adequate drainage and footpaths etc. The cost of this will need to be met by the residents of Chapel Lane. Unfortunately there is no financial support from authorities, including the Parish Council. Council **resolved** to ask KD to write a reply to the resident.

14.2 Rother District Council dog waste bins

Council **resolved** to approve the renewal of the contract.

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15. Financial

15.1 Council noted that the Clerk will be on new pay scales under the 2016-18 National Salary Award as of 1st April 2017.

15.2 Monthly reports. Council noted the monthly reports and **resolved** to ask RFO to adjust budget headings to allow for additional expenditure on the Recreation Ground this year.

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

15.4 Earmarked Reserves

Council noted the changes on the RBS software

16. Dates of forthcoming events/meetings

16.1 3rd May 2017 – Planning and Annual General meeting in the Community Hall from 6.30pm
The Chairman gave his apologies for both meetings, and he made a resolution to agree to stand for election of Chairman, and accept office if elected.

16.2 9th May 2017 - Parish Assembly in the Parish Hall from 6.30pm

The meeting closed at 8:10pm

Westfield Parish Council

Schedule of payments and receipts

5th April 2017

PAYMENTS				
Payee	Item	Cost £	Vat £	TOTAL £
K Darbyshire	Clerk's March salary	854.63		854.63
K Darbyshire	Mileage and expenses January & February	163.86		163.86
B Firman	March payment for weekly playgrounds/bus shelters litter collection	40.00		40.00
Paul Masters	Playground inspection Feb	18.00		18.00
Paul Masters	Replacement cheque for invoice 10 th May 2016	114.95		114.95
R Bowe	Travel Allowance	18.00		18.00
Autela Payroll	Payroll Jan/Feb/Mar & Auto Enrolment set up	68.50		68.50
HMRC	PAYE & NIC Contributions	153.06		153.06
SSALC Ltd	Spring Conference	80.00	16.00	96.00
I Taylor	Maps for Cricket Pavilion planning application	39.18	7.84	47.02
East Sussex ALC	ESALC & NALC Subscriptions	813.11		813.11
F Richardson	Website hosting	99.00	19.80	118.80
RECEIPTS				
Santander	March interest	4.15		4.15
Tennis Club	Rent (6 months rent)	130.00		130.00