

# WESTFIELD PARISH COUNCIL

Ref: **C17-12** Minutes of Council meeting held in the Parish Hall on 6<sup>th</sup> December 2017 at 7:00pm

**Present:** *Councillors* M Edwards (ME) Chairman, R Bowe (RB), M Horley (MH), T Hills (TH), M Stratford (MS), C Taylor (CT), P Stapley (PS), K Darbyshire (KD) (Parish Clerk), Councillor Carl Maynard (CM) and 2 members of the public.

- 1. Apologies for absence.**  
were received from S Green, M McNamara, H Monro, J Woodhead, and J Johnson 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**  
None
- 4. Minutes of the Planning and Council Meetings** held on the 1<sup>st</sup> November were approved and signed by the Chairman.
- 5. Matters arising from the minutes**  
ME asked members if they had completed the RDC Civil Parking Enforcement survey.
- 6. Backup/storage, Council domain and e-mail addresses.** Prior to the meeting KD had circulated to Councillors some background into the merits of using business e-mail addresses for Councillors, and on-line file sharing, and had provided some quotes. TH advised that he has gone through a subject data request at work, which was very complicated. He opined that with new General Data Protection Regulations (GDPR) coming into force in May 2018, that he believes Councillors should use Council e-mail addresses and utilise on-line file sharing. Concerns were expressed about not being able to print off papers for meetings. KD was asked to provide some more quotes and options ready for discussion at the January meeting.
- 7. Recreation facilities Parish Field.** Councillors had been provided with two quotes for a variety of outdoor gym equipment prior to the meeting. RB opined that the equipment was not as costly as he predicted. CM advised that there are currently match funding grants available from RDC. TH has been advised that HBC removed some equipment from a play area, which has not been used, and this might be available to purchase. He will get more information about the equipment, but consideration would need to be made about who would install the equipment. KD advised that a third quote would be needed before a decision could be made, and MS advised she would get another quote from Sovereign. It is hoped that a decision can be made at the January meeting.
- 8. WW1 display November 2018.** KD advised she had met with Ruth Carter to discuss ideas for a display in the Parish Hall on the 10<sup>th</sup>/11<sup>th</sup> November next year, and then moving the display into the Church. Council **resolved** to pay for the hire of the Parish Hall, and appointed a Working Group consisting of R Bowe, M Horley, C Taylor and T Hills. KD was asked to contact Ruth Carter to advise accordingly, and draft Terms of Reference for the working party. KD has spoken to the Headmaster at Westfield School, who is very keen to get involved with the project.
- 9. Dog waste bin Churchfield.** Council considered a possible location for a new bin, following reports that the bin by the play area is being used as a dog waste bin. KD was asked to contact Optivo (formerly Amicus) to ask about permission for a bin, and to enquire if there is a grant available to pay for the bin.
- 10. Policies**
  - 10.1 Document Retention Policy**– Council **resolved** to adopt the policy.
  - 10.2 Publication Scheme** – Council **resolved** to adopt the policy.

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## Reports

### 11. District and County Councillor's report

CM advised that the Bexhill Governance review will be finalised at the next RDC meeting in December. The application for a new dwelling on New Cut will be heard on the 7<sup>th</sup> December, and is likely to be approved. Until RDC can demonstrate a 5 year supply of dwellings, it is likely that permission will be granted for properties outside the permitted development boundary.

### 12. Clerk's report

The report was noted, and KD gave the following updates:

- KD has chased Sussex Police several times about the electronic sign to be placed near the Church warning drivers about the Christmas lights. The equipment is faulty and is awaiting repair.
- KD has already thanked Toby Walsh for his efforts with the war memorial again this year.

### 13. Chairman of Trustees report

There was no report, but it was noted that a new Chairman of the Football club has been elected.

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

**Min Stratford** opined that the Christmas lights in the village look great again this year, but was disappointed that the Parish Council did not go ahead with putting up lights on the trees at Churchfield, as previously suggested. ME suggested this could be addressed next year.

**Roger Bowe** asked for an update on the 'School Slow' sign on Moor Lane and 'tennis court' sign on Main Road. KD advised that Highways will only put up school signs on roads where the school is sited. Highways have advised will need to apply for a license for the tennis court sign, and KD will get quotes for a new sign. KD was asked to contact Cllr McNamara to ensure Council is ready for the on-line tennis booking to start on the 1<sup>st</sup> January.

**Tim Hills** advised that cars are often parked outside the New Inn on the corner of Main Road and Workhouse Lane, making the junction very dangerous for pedestrians and drivers. It is not illegal to park there, as there are no double yellow lines. MS will mention it to the landlord. There continues to be problems with parking in the village, particularly at school drop off/pick up. The school newsletters regularly asks parents to park considerately, but police won't enforce fines. TH advised that he has recently carried out work in Forest Row who have employed a community warden. He wondered if 3 or 4 neighbouring villages in the area could do the same. CM advised the warden would not have any enforcement powers.

### 15. Playground Report.

The report was noted and KD was asked to contact Paul Masters to establish if he can repair the chains on the nest swing in the Recreation Ground.

## Correspondence:

### 16. Police Commissioners consultation on paying more for policing.

Residents are encouraged to complete the on-line survey by 5th January 2018  
<http://www.sussex-pcc.gov.uk/get-involved/public-consultations>

## 17. Financial

**17.1 Westfield Trees quote for tree felling Cricket Ground**– Council discussed the quote, and KD advised that she has requested permission from the Dunkley Trust to fell the trees. TH advised that the Tree Conservation Volunteers (TCV) would like to quote to carry out the work.

**17.2 Draft budget 2018-19-** Council discussed the draft budget and precept. ME opined that a modest precept rise is a good idea. TH believes that further ESCC and RDC cuts are likely, and the Parish Council may wish to pay for more services. ME asked Councillors to review the figures ready for the budget and precept to be approved at the next meeting.

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

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

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### 18. Dates of forthcoming meetings

**18.1 10<sup>th</sup> January 2018** - Planning and Council meeting in the Community Dining Hall from 6.30pm

The meeting closed at 8:15pm

### Schedule of payments and receipts

6<sup>th</sup> December 2017

| <b>PAYMENTS</b>      |   |               |              |                |
|----------------------|---|---------------|--------------|----------------|
| <b>Payee</b>         | <b>Item</b>                             | <b>Cost £</b> | <b>Vat £</b> | <b>TOTAL £</b> |
| K Darbyshire         | Clerk's November salary                 | 934.54        |              | 934.54         |
| K Darbyshire         | Travel & Expenses November              | 64.39         | 8.12         | 72.51          |
| B Firman             | Bus shelters litter collection November | 40.00         |              | 40.00          |
| P Masters            | Playground inspection November          | 18.00         |              | 18.00          |
| Victim Support       | Donation 2017/18                        | 50.00         |              | 50.00          |
| Royal British Legion | Donation 2017/18                        | 250.00        |              | 250.00         |
| PJC Consultancy Ltd  | Condition & Safety survey of trees      | 610.00        | 122.00       | 732.00         |
| Idverde Ltd          | Grass cutting 2017/18                   | 1570.16       | 314.04       | 1884.20        |
| SSALC Ltd            | Clerk's GDPR Training                   | 48.00         | 9.60         | 57.60          |
| <b>RECEIPTS</b>      |   |               |              |                |
| Londis               | Tennis hire Fees                        | 116.00        |              | 116.00         |