

Westfield Parish Clerks Report – For period covering 3rd February to 5th March

East Sussex Highways

- **00200660** 31st Jan – resubmitted report of people parking on grass verge at junction of Workhouse Lane and A28. Can bollards be repositioned to prevent this?
9th Feb - Highways Steward has inspected and found no defect
- **00200678** 31st Jan – reported overhanging tree by grass verge by the entrance to Bowls Club on Church Lane. Understood to belong to ESCC. Branches are touching telephone lines.
20th Feb – Highways Steward has inspected and found no defect
- **00200683** 31st Jan – reported pothole around drain on carriageway Church Lane.
22nd Feb – defect raised by Highways Steward
- **00201263** 1st Feb – reported pot holes in carriageway causing pedestrians at bus stop to get wet - Opposite Londis, outside school.
9th Feb – received notification that Highways Steward will inspect and report back, but also that the drains there are blocked and waiting to be cleared
3rd March – sent e-mail chasing report from Highways Steward

Fingerpost – Workhouse Lane/Moor Lane

- 7th Feb – received a report via the FB page that the post has been spray painted. Sent an e-mail to Paul Masters to have a look. He will have a look the next time he is in the village. I also asked him to look at 30 mph and dog fouling signs as noticed they have been painted too.
- 9th Feb – spray paint has been removed from all three signs as best as possible.
- 19th Feb- e-mailed Highways and RDC about the signs as they may wish to replace dog fouling and 30mph signs as in poor condition.

Fingerpost – Bluemans Lane/Parsonage Lane

- 27th Feb – sent an e-mail to Phill Signs chasing quote to retrieve fingerpost from Highways Ringmer depot and reinstate.
- 27th Feb – sent map to East Sussex Highways to confirm location where post should be placed.

Councillor vacancy

- 20th Feb – received application form, and replied explaining co-option process
- 26th Feb – received additional application form, and replied explaining co-option process

Bowls Club – grant application

- 8th Feb – delivered cheque for grant to Dave Thomas.

Parish Field – gym equipment

- 8th Feb – confirmed arrangements for Working Group and Clerk to meet on Monday 26th Feb to discuss quotes and applying for funding.
- 26th Feb – meeting postponed due to illness.

WW1 display – November 2018

- 8th Feb – confirmed arrangements for a meeting of the Working Group on Tuesday 27th Feb.
- 27th Feb – meeting postponed due to snow.

Poppy Display

- 26th Feb – spoke to member of craft group of Westfield WI about plans to knit/crochet poppies and how they would be displayed
- 26th Feb - received confirmation that Horticultural Society will get involved in the project. They will advise of how many poppies and how they will need to be displayed after next committee meeting.
- 5th March –sent e-mails/letters to all groups in the village inviting them to make poppies for the display. Have asked them to advise how many they will make, and how they will be need to be fixed into the ground/onto the trees.

Telephone Box – Churchfield

- Various posts on FB page encouraging resident to take part in on-line survey
- 27th Feb – paid £35 for upgrade on free survey, as only get 100 responses on free survey

Nest swing – Recreation Ground

- 23rd Feb – sent e-mail to SSALC to circulate to other Clerks to see if they know of a supplier for just the chains for the nest swing (to date only been able to source whole new seat and chains)
- 23rd Feb – received a reply from Clerk to Brede to say they have recently replaced the chains and fixings with parts from Fenland Leisure. Sent an e-mail to Paul Masters with details of parts available, to ask if suitable for Recreation Ground. Also sent details of B&S Chains website.

Dog waste bin – Workhouse Lane

- 1st Feb – received an e-mail from Paul Masters to say has reinstated bin. Had to put in new post. Sent a reply asking if thinks the actual bin needs replacing.
- 7th Feb – received a reply to say that although the bin looks old, it is in good working order.

Horticultural Society

- 8th Feb – forwarded some information from SSALC about South East in Bloom. Also asked whether the society would like to be involved in the planting of more bulbs this year around the village.
- 21st Feb – replied to e-mail enquiry about vehicles parking on grass verge by Westfield village sign. Advised that should report incidents to companies (i.e. BT in this case) and East Sussex Highways. Also put a post on FB page advising of the same.

Trustees

- 8th Feb – sent e-mail to secretary of the Football Club to say that Trustees have agreed a refund of £250, and a cheque will be organised in due course.

Cricket Ground – tree felling

- 20th Feb – sent e-mail to Butters Grey chasing reply to letter and e-mail sent 4th Dec asking Dunkleys for permission to fell trees.

Cricket Ground – purchase

- 7th Feb – sent e-mail to Roger Taylor, Hedleys Solicitors asking for an update.
- 27th Feb – received the draft Transfer Deed produced by David Butters Grey (Dunkley's Solicitors), with notes from Hedleys (Council's Solicitors). Roger Carrier has advised he will review document and comment.

GDPR

- 20th Feb – sent new NALC guidelines on reporting data breaches to Councillors.

Westfield Village Website

- 20th Feb – made card payment to renew web hosting and domain name for website (due for renewal 23rd March 2018)

Parish Assembly – Tues 17th April

- 20th Feb – received request from Cricket Club and Horticultural Society for a table
- 21st Feb – created event on FB page
- 1st March – created poster and put on noticeboards, shops, pub etc
- 3rd March – sent poster for volunteer awards to M Edwards and H Monro for approval, and to confirm closing date of 30th March for nominations. Received approval from both.
- 3rd March – sent e-mail to Insp Dan Russell confirming arrangements for presentation and equipment needed etc.
- 3rd March – updated website with links to posters for Parish Assembly and volunteer awards.
- 4th March – received confirmation of attendance and that no equipment is required from Insp Russell
- 4th March – sent e-mail to Councillors, and put a post on FB page inviting nominations for volunteer awards.
- 5th March – sent letters/emails to all groups in the village inviting them to attend, and if they would like a table for a display. Also asked for nominations for Certificates of Thanks.

Spring Tidy – Sat 21st April

- 1st March – created poster and put on noticeboards, shops, pub etc
- 3rd March – created event on FB page, and sent details to Councillors via e-mail
- 3rd March – Following an enquiry from a Councillor, sent a copy of the Risk Assessment and disclaimer that volunteers have to sign when helping at village tidy. Both mention sharp objects/clinical waste, and advise that gloves must be worn at all times. The Clerk also advises volunteers not to pick up sharps, and provides a sharp bucket at all events.

WCA

- 21st Feb – sent e-mail to Chair of WCA thanking her for cheque for grant for Cricket Pavilion, and to advise that Cllr Tim Hills is the new WCA representative.
- 27th Feb – sent e-mail to Cllrs to advise that Village Fete is 9th June.

Tennis on-line booking

- 23rd Feb – set up Westfield Tennis Courts on Fast Courts website, with welcome page, and set up block booking Tennis Club usage.
- 23rd Feb – updated village website with link to on-line booking and put a post on FB page.
- 27th Feb – sent link to Mary Potterton, Secretary of the Tennis Club to advise that new booking system is live, and to advise that the Parish Council can advertise Club membership, events, tournaments etc on the new system should they wish.
- 2nd March - received confirmation from Tennis Club that the block bookings for the Club are correct, and thanks for including details of the Tennis Club on the on-line booking system.

Tennis coaching

- 23rd Feb – sent e-mail to 6.0 Coaching to try and arrange coaching sessions this year for 5-10 year olds and 11+ year olds.
- 1st March – junior tennis coaching will start again on Monday 16th April, 5-6pm. This session will now be open to primary and secondary age children, and age appropriate coaching will be provided. £5 for drop in session. Price for block booking for the term to be confirmed.

Action in Rural Sussex

- 1st March – put posters of upcoming networking event for rural business on noticeboards and FB page. 28th March between 7pm and 8.30pm at Sedlescombe Village Hall

Greenacres – dog barking

- 27th Feb – sent an e-mail to Cllr Carl Maynard to ask if had spoken to Environmental Health to see if they have investigated complaints about a dog being left out and nuisance barking.

Orchard Cottages – planning application

- 27th Feb – sent an e-mail to Cllr Carl Maynard to ask if any further developments with the planning application, and comments made by a parishioner at the last Council meeting about the pavement being made up as part of granting permission.

Cottage Lane Footpath

- 27th Feb – received the following update from Project Manager at East Sussex Highways 'The land drawing is being prepared by Ian Tingley and he will liaise with ESCC to establish the boundary by 30th March. Highways to finalise the design by mid-April.'

No Cold Calling Zone

- 27th Feb – sent further e-mail to Edward Kemp, Chairman & Police volunteer for Rother Neighbourhood Watch, enquiring about consultation process.
- 1st March – received call from Chris Ashford, Treasurer for Rother Neighbourhood Watch. He gave an overview of the consultation process followed for Bexhill, and the subsequent implementation of a cold calling zone. He has given details of next steps for Council to take, and this will be added as an agenda item next month.

Church Hall Drive

- 27th Feb – sent e-mail to PCC Secretary in reply to a letter asking about who is responsible for the join at the edge of the road and bottom of drive (following a recent incident where someone fractured their foot). Advised that concerns have been raised at previous Parish Council meetings and have reported pot holes etc to Highways, who have subsequently carried out repair works. However, the Parish Council does not have any statutory power or duties on roads within the parish and they will need to contact Customer Service Manager to seek clarification. Provided the correct contact details.

Bank accounts

Lloyds

- 27th Feb – send amended mandate back to remove former signatories who are no longer on the Council. On-line payment can now be made.
- 5th March – prepared new mandate for Co-Op (Trustees bank account) for Councillors to sign at the next meeting.

Kate Darbyshire (Parish Clerk)

5th March 2018