

## **Westfield Parish Clerks Report – For period covering 6<sup>th</sup> to 28<sup>th</sup> November 2018**

### **WW1 display**

- 8<sup>th</sup> Nov – received notification from Head teacher that Year 5 & 6 pupils would be visiting the exhibition on Friday 9<sup>th</sup> Nov.
- 19<sup>th</sup> Nov – dropped off £35 cash to Ruth Carter for battle of the Somme tickets received in advance of the night.

### **'There but not there' silhouettes**

- 15<sup>th</sup> Nov – sent e-mail to Cllrs Monro and Horley to ask if they could collect the silhouettes
- 20<sup>th</sup> Nov – Cllr Horley collected all of the silhouettes and dropped them off to me for storage. Still one to be collected from Community Hall, and Cllr Horley still has the fixings.

### **Poppy Display**

- 8<sup>th</sup> Nov – received call from producer at BBC Sussex radio requesting interview regarding the poppy display. Made arrangements for myself and Chairman, Michael Edwards to attend.
- 9<sup>th</sup> Nov – attended interview with Michael Edwards at Churchfields at 7.30am. Interview was broadcast live.
- 13<sup>th</sup> Nov – sent e-mail to Cllrs asking if they were happy to sell poppies from the display for donations to the RBL. The majority of Cllrs e-mailed their support of the idea.
- 19<sup>th</sup> /20<sup>th</sup> Nov – removed all the poppies from Churchfield. Thank you to the Councillors that helped!

### **Royal British Legion – Poppy wreath for Remembrance Day**

- 7<sup>th</sup> Nov – gave wreath to Cllr Michael Horley
- 27<sup>th</sup> Nov – got cheque for £250 for donation signed by two Councillors, and advised Pauline Filsell-Page.

### **Land to south west of Cricket Ground**

- 12<sup>th</sup> Nov – received call from resident who expressed concerns about the trees that have been felled on the land, and the blocking off of the footpath that runs across this land. Advised that this land was acquired by the Bakers when the Parish Council bought the Cricket Ground, but that it was an entirely separate purchase. Advised that fencing at the border of this land and the Cricket ground is likely to be erected. Advised that the footpath is not a designated 'right of way' and that the Rights of Way map on the East Sussex County Council website only shows footpath 31d which runs along the boundary with Westfield Down. Sent e-mail to Matthew Harper, Rights of Way Officer, ESCC for confirmation of the same.  
<https://www.eastsussex.gov.uk/leisureandtourism/countryside/rightsofway/map/>
- 12<sup>th</sup> Nov – took photos of tree felling and sent to Councillors for information.
- 13<sup>th</sup> Nov – wrote press release with maps of Cricket Ground boundary and rights of way map and published on FB page and asked Cllr Roger Bowe to upload onto website.

### **Cricket Club**

- 12<sup>th</sup> Nov – received notification that the Club have removed all of the tree stumps at the cricket ground and levelled off the ground at the same time building a bank around the outside from the excess soil. The next stages will be next Spring when they put a layer of top soil on the ground and seed it.
- 13<sup>th</sup> Nov – e-mailed grant application for £20,000 to Hastings Lions
- 13<sup>th</sup> Nov – tried to register online for Rural Payments in order to apply for WARR Partnership grant scheme.
- 13<sup>th</sup> Nov – e-mailed further documents to Alison Spring for RDC grant application
- 15<sup>th</sup> Nov – called HMRC and successfully registered for Rural Payments
- 20<sup>th</sup> Nov – e-mailed Roger Taylor, Wellers Hedleys, to confirm Cricket Clubs appointment of Trustees at their AGM and asked for lease to be drawn up accordingly.

## **Tennis Courts**

- 7<sup>th</sup> Nov – picked up £22 in court hire fees from Londis.
- 12<sup>th</sup> Nov – received reports from Tennis and Bowls Clubs that dead tree between the grounds is losing branches, which nearly fell on sheds. Called Cllr Tim Hills, who advised he would have look later today. Tim has had a look and confirmed the tree has been dead for some time. TCV will remove the tree in the next couple of days, at reduced day hire rate previously agreed by Council.
- 12<sup>th</sup> Nov – received a report from a resident that several bags full of bottles and take away containers had been left by the RDC bin by the gate to the Tennis Courts. Advised that RDC normally empty the bins on a Monday so should be cleared later today.
- 13<sup>th</sup> Nov – received a photo from Cllr Min Stratford of the rubbish which is yet to be cleared. Sent e-mail to Tracey Morgan, RDC Waste & Recycling Administrator to advise.
- 13<sup>th</sup> Nov – received reply form Tracey Morgan to advise rubbish will be collected asap.
- 13<sup>th</sup> Nov – received confirmation that Cllr Tim Hills has made safe the tree, and will cut down the stump (tall stump) as soon as he can and will repair the court fence as soon as he can. The top wire snapped when the tallest branch caught it. Advised Tennis Club of the same.

## **Tennis Club lease**

- 12<sup>th</sup> Nov – e-mailed Club Secretary to advise that Council had agreed to the terms of the lease and that a lease would be sent out in the next few days.
- 22<sup>nd</sup> Nov – e-mailed Club Secretary to advise that been signed off work by GP so would be a delay in getting contract to them.

## **Footpath between Tennis Courts and Recreation Ground**

- 13<sup>th</sup> Nov – e-mailed Bruce & Co to advise that their quote had been accepted by Council for the full repair i.e. £2250 + VAT and asked when the work could start. Advised Tom's Groundworks that their quote had been unsuccessful.
- 27<sup>th</sup> Nov – e-mailed Bruce & Co chasing for a start date.

## **Recreation Ground**

- 15<sup>th</sup> Nov – sent e-mail to Cllr Hamish Monro, reminding him to look at damaged 'D' latch on gate into Recreation Ground (closest to Heathlands)
- 16<sup>th</sup> Nov – received notification from Cllr Monro that he has fixed the latch

## **Bus shelter – Church Lane**

- 15<sup>th</sup> Nov – sent e-mail to Cllr Michael Horley, reminding him to look at bus shelter on Church Lane, to see if it would be possible to make an opening on one side so that users can see buses coming from within the shelter.

## **Land between Goulds Drive and Church Lane**

- 13<sup>th</sup> Oct – received a further complaint from a resident about activity on this land.
- 5<sup>th</sup> Nov – advised resident that I would contact Enforcement about this. To date it has not been included in any of their reports. E-mailed Dan Bevan Enforcement team to ask if they have been notified of activity on this land, and to advise that it is our understanding that some of the neighbouring properties have extended their gardens onto the land and at least one greenhouse has been erected.

## **Clerk's Technical Training and Networking**

- 6<sup>th</sup> Nov – attended training day in East Grinstead. Training consisted of:  
Preventative approach to Wellbeing workshop  
Elections & Co-option  
The Relationship between the Clerk and Council – how to work in harmony

## **Hall bookings**

- 12<sup>th</sup> Nov – booked Church Hall for AGM on Weds 15<sup>th</sup> May 2019
- 12<sup>th</sup> Nov – booked Dining Hall for meeting on 9<sup>th</sup> January 2019

- 13<sup>th</sup> Nov – sent e-mail to enquire about availability for Budget Planning meeting on 27<sup>th</sup> Nov. Church, Community and Dining halls unavailable. Spoke to Dave Thomas and booked Bowls Clubhouse.

### **Budget Planning meeting**

- 27<sup>th</sup> Nov – organised and attended meeting which was attended by 7 Councillors

### **Trustees**

- 7<sup>th</sup> Nov – e-mailed contact details of the new Chairman of the Scout's group to Chairman of the Trustees and asked him to arrange a meeting to discuss 'Min's Hut'.
- 8<sup>th</sup> Nov – received copy of Football Club's PL insurance and cheque for license fee.
- 15<sup>th</sup> Nov – banked cheque

### **Battle Area Community Transport (BACT) - grant application**

- 13<sup>th</sup> Nov – e-mailed to advise grant application of £500 had been successful and asked for bank details in order to make BACS transfer
- 14<sup>th</sup> Nov – received confirmation of bank details and asked to pass on thanks to Council for awarding the grant.

### **Personnel**

- 13<sup>th</sup> Nov – e-mailed Autela Payroll services to confirm increase in payscale as agreed by Council on 7<sup>th</sup> November.

### **Sussex Police funding 2018-20**

- 13<sup>th</sup> Nov – put link to Police Commissioner's survey about funding on village website and FB page and forwarded to Cllrs.

### **Christmas Lights**

- 15<sup>th</sup> Nov – e-mailed Inspector Dan Russell, Sussex Police, to chase provision of large electronic sign to be placed on A28/Church Lane, warning motorists about Christmas Lights. Received a reply to say he has now left Rother but has forwarded this onto colleagues who will be in touch.
- 23<sup>rd</sup> Nov – chased Dan Russell again
- 29<sup>th</sup> Nov – chased Sussex Police again

### **Cottage Lane Footpath**

- 22<sup>nd</sup> Aug – e-mail from Joseph Okai, Project Manager, East Sussex Highways  
'My colleague Nigel Bodle and I had a meeting on site with officers of East Sussex County Council Land Searches (ESCC), the owner of Westfield Garage site, and her agent to ascertain the true location of the highway boundary. We are currently awaiting verification of our highway boundary drawings from East Sussex County Council Land Searches to finally know which strip of land is to be acquired from property owners or be dedicated by them for the footway works. The validated drawings would then enable us to have discussions with the East Sussex County Council legal team.

The detailed design has been safety audited and the recommendations are being addressed for a target cost to be calculated. We have liaised with Rother District Council Planning in connection with the planning requirement to provide a footway across the frontage of Westfield Garage. Like the owner of the Westfield Garage, they are happy for East Sussex County Council to undertake the footway works across their private forecourt.

As this is a Community Match Scheme whereby the Westfield Parish Council's provides 50% of the cost, I would be grateful to know if Westfield Parish Council is still happy to provide the required funding to enable East Sussex Highways proceed with the scheme to completion.'

- 23<sup>rd</sup> Aug – e-mailed Joseph Okai, Project Manager, East Sussex Highways:  
'The Parish Council have earmarked £23k for this project, with the understanding that it would be matched by the RDC community match fund grant. Council are very keen for this project to go ahead, as it is a major safety concern in the village. I understand from our Councillor Roger Bowe

who I believe you may have met yesterday, that there is the possibility of looking to extend the footpath further? As stated Council are keen for this project to proceed. However, any additional funds above the £23k budgeted would need to be approved by Council. It is unlikely that any additional funds would be available for 2018/19 budget.'

- 28<sup>th</sup> Nov – e-mailed Joseph Okai, Project Manager, East Sussex Highways:  
'it has been several months since we have received an update on the Cottage Lane Footpath. I would be very grateful if you would advise of the latest situation so that I can update Council at their meeting next Wednesday 5th December. Council will be approving their budget for 2019/20 at this meeting so it would be very helpful to get an idea of when work is likely to start on the project.'

#### **Footpath A28 Westfield Lane from Ripleys to Westfield**

- 28<sup>th</sup> Nov – following pressure from County Cllr Maynard, noticed that Highways had started on re-instating the footpath on the left hand side of the A28 on Westfield Lane going towards Westfield. Asked gang of workers to confirm they would be re-instating designated crossing point and footpath on opposite side of the road, going towards Ripleys. They advised they did not think so. E-mailed photos to Highways Steward and asked for clarification of work to be carried out. Received a reply to advise the work as was to include the Ripley's side and that she would liaise directly with the gang accordingly.

#### **Bowls Club**

- 28<sup>th</sup> Nov – received cheque for annual rent of £10

Kate Darbyshire (Parish Clerk)  
29<sup>th</sup> November 2018