

## **Westfield Parish Clerks Report – For period covering 6<sup>th</sup> March to 1<sup>st</sup> April**

### **East Sussex Highways**

- **00219221** 17<sup>th</sup> March - reported Footpath along A28 from Mill Lane towards Brede is very overgrown, which means you have to walk over grass and mud to use the pavement
- **00219223** 17<sup>th</sup> March – reported overgrown footpath/pavement on right hand side of the road if walking from Sandhole farm towards Westfield. There is so much mulch and mud on the tarmac from previously uncleared grass cuts, that it is now impossible to see the path in places. The path no longer goes far enough down on the right-hand side of the road to be able to cross at the designated area, where there are drop down kerbs on either side of the road. (N.B. this was first reported last summer)
- **00219225** 17<sup>th</sup> March – reported crossroad sign facing the hedge which borders the Parish field along the A28. This sign is for the junction of Mill Lane and the A28, a dangerous junction so it is very important that the signage can be seen warning drivers.
- **00219229** 17<sup>th</sup> March – reported overgrown hedges along the main road at the back of Stablefield, making it very dangerous for pedestrians who are crossing the busy road, from the footpath from Cottage Lane to cross the road towards the GP's surgery.
- **00219233** 17<sup>th</sup> March – reported hedge around the 40 speed limit sign has not been cut properly. By the junction of Mill Lane and the A28.
- **00219239** 17<sup>th</sup> March – reported a trip hazard from the drive from the Church hall drive to the carriageway on Vicarage Lane. Repairs were carried out last year, but there is still a drop from the drive to the carriageway, which is a trip hazard. The Parish Council has received a report that a user of the hall has recently fractured their ankle as a result.

### **Grass cutting**

- 14<sup>th</sup> March – sent an e-mail to Rupert Clubb, ESCC, advising that Council will accept the contribution of £751 for the two grass cuts that Highways would still provide this year, and Council will employ its own contractor.
- 16<sup>th</sup> March - sent an e-mail to neighbouring parish clerks to enquire if they would be interested in a shared contract with a grass contractor.
- 23<sup>rd</sup> March – received letter from RDC to say they will cover shortfall of 4 cuts

### **Grit and grit bins**

- 16<sup>th</sup> March – Shared post from RDC about grit placed in various locations including Rye, Northiam and Battle that people can help themselves to. Answered an enquiry from a resident of New Moorsite about filling the grit bin on the estate which is empty. Advised that the grit bin is not owned by ESCC or Parish Council, and presume it is owned by Orbit who will therefore be responsible for filling it.

### **Bulb planting**

- 14<sup>th</sup> March – sent an e-mail to the resident who requested additional bulb planting, to say that Council have approved the purchase of bulbs with planting planned for August/September.

### **Fingerpost – Workhouse Lane/Moor Lane**

- 8<sup>th</sup> March – noticed the fingerpost was leaning (a lot!). Took photos and straightened again. Hole in the ground is far too big for the post, possibly because someone has been pushing it. Sent photos to Paul Masters, and asked him to investigate.
- 11<sup>th</sup> March – received notification from Paul that he has used some hardcore to fix the fingerpost in place.

### **Fingerposts – Stonestile, Little Knight and Wheel Lane**

- 15<sup>th</sup> March – arranged for Paul Masters to clean the fingerpost on Stonestile and Little Knight, both signs were very green!
- 1<sup>st</sup> April – sent Paul an e-mail asking him to clean the fingerpost at the junction of Church Lane and Wheel Lane

### **Fingerpost – Bluemans Lane/Parsonage Lane**

- 13<sup>th</sup> March – sent further e-mail to Phill Signs chasing quote to retrieve fingerpost from Highways Ringmer depot and reinstate.
- 16<sup>th</sup> March – received a reply from Phill signs asking if Highways can bring back the post at a designated time. Sent an e-mail to Highways enquiring.
- 19<sup>th</sup> March – received confirmation from Highways they will bring the post back. Sent stats for post to Phill Signs and asked for quote and dates available.

### **Byway 48c – Moat Lane to Irelands Farm**

- 6<sup>th</sup> March – walked the length of the path, which is very overgrown with ivy in places, and there was a large part of a fallen tree obstructing the path. I managed to move it to one side. Sent photo to C Taylor to confirm this was the tree mentioned at the February meeting.
- 12<sup>th</sup> March – sent e-mail and photos to Rights of Way Officer at ESCC asking who is responsible for keeping the byway clear.
- 19<sup>th</sup> March – received following reply: 'I'll put it on the programme for the Team to inspect this and assess any clearance. I'll let you know what they do or if they report back that we need to contact a landowner.'

### **Barracks footpath – New Cut**

- 17<sup>th</sup> March – received a report from a resident that the path is very overgrown and path is crumbling due to water flowing down path. Advised resident to e-mail Rights of Way Team at ESCC, and said I would have a look next week.

### **Maplehurst Wood – coppicing contract**

- 17<sup>th</sup> March – sent an e-mail to Matthew Harper, ESCC Rights of Way Officer asking for an update on the meeting he was due to have with coppicers. Sent him photos of the broken bricks that have been laid at the entrance to the field from Westfield Lane, to alleviate the problem with mud on the road/public right of way.

### **Community Warden**

- 12<sup>th</sup> March – forwarded article in Clerks magazine to Councillors, about an example of how a town council has employed their own Community Warden to work alongside the police.

### **Parish Field – gym equipment**

- 13<sup>th</sup> March – confirmed arrangements for Working Group and Clerk to meet on Thurs 22<sup>nd</sup> March to discuss quotes and applying for funding. (Meeting was postponed, need to rearrange).

### **WW1 display – November 2018**

- 11<sup>th</sup> March – confirmed arrangements for a meeting of the Working Group on Tuesday 13<sup>th</sup> March
- 13<sup>th</sup> March – had meeting, will circulate minutes in due course. Good progress was made with ideas. Date changed to 3<sup>rd</sup>/4<sup>th</sup> November.

### **Nest swing – Recreation Ground**

- 13<sup>th</sup> March – forwarded quote from Fenland Leisure to Paul Masters for confirmation for correct parts
- 17<sup>th</sup> March – sent manufacturer details and product number to Playdale to ensure quote is for the correct parts.

### **Inclusive roundabout – Recreation Ground**

- 17<sup>th</sup> March – forwarded photos of roundabout to Playdale, showing missing screws.
- 20<sup>th</sup> March – received notification from Playdale that engineer will visit the site when they are in the area at no charge. Will advise of outcome after site visit.

### **Trustees**

- 13<sup>th</sup> March – sent cheque to Secretary of the Football Club for license refund of £250

## **Cottage Lane Footpath**

- 26<sup>th</sup> March – received the following update from Highways Project Manager:  
“Land plans received from ESCC Highway Searches. Ian Tingley currently amending draft land plan, it will be sent to Client for approval before any design work undertaken. In the meantime, Nigel is talking to UK Power Networks about the Electricity Pole which carries overhead cable and ensure we can work around it. We need to establish their agreement for it. Detail design for the footway is completed, once the land demarcation is agreed and established, we will be in a position to undertake the RSA (Road Safety Audit) together.”

## **Bank accounts**

### **Lloyds**

- 8<sup>th</sup> March - received confirmation that mandate has now been approved
- 9<sup>th</sup> March – received card readers and pins for R Bowe and H Monro

### **Co-op** (Trustees bank account)

- 10<sup>th</sup> March –sent new mandate off (which includes change of address)

## **A21 meeting with Roads Minister in House of Commons – 14<sup>th</sup> March**

- 10<sup>th</sup> March – sent an e-mail to Amber Rudd asking why Westfield, as a stakeholder, had not been invited to send representatives to attend (RDC, ESCC, Hurst Green PC, Whatlington PC, Sedlescombe PC, Ticehurst PC, Vine Hall School, Battle Town Council all invited).
- 13<sup>th</sup> March – received notification that Westfield not being invited was an administrative error, and an invite for two Councillors to attend
- 14<sup>th</sup> March – sent an e-mail to say that because of the short notice no-one was able to attend. I have been asked to be included in feedback from the meeting, which was agreed.

## **ESALC conference – Cooden Beach**

- 8<sup>th</sup> March – attended conference with M Edwards, R Bowe and T Hills
- 13<sup>th</sup> March – sent Rupert Clubb’s, Director of Communities, Economy & Transport for East Sussex County Council, presentation to all Councillors.

## **School alarm system**

- 14<sup>th</sup> March – sent an e-mail to Head teacher asking for assurance that procedures have been put in place to avoid a repeat of the recent problem with the alarm system, and asked for key holder’s details to be available in case of an emergency.
- 22<sup>nd</sup> March – spoke to Head Teacher, Matt Jarvis, who assured me that the fault with the alarm has now been resolved. The system will now automatically alert the alarm system company, who are the appointed key holder.

## **Household Waste Recycling Site Service consultation**

- 14<sup>th</sup> March – sent details of consultation to Councillors and put a link on the website and FB page <https://consultation.eastsussex.gov.uk/economy-transport-environment/household-waste-recycling-sites-have-your-say-1/>

## **Petition to reduce speed limit on Stonestile Lane**

- 14<sup>th</sup> March – put details of petition on the FB page and sent e-mail to resident who sent details of the petition to say the same.

## **Hands of Hope grant request**

- 14<sup>th</sup> March – sent an e-mail to Chair of charity to advise that Council had considered request, but application was not successful.

## **VAT return**

- 15<sup>th</sup> March – completed annual VAT return and posted to HMRC.

### **Certificate in Local Council Administration (CiLCA)**

- 29<sup>th</sup> March – submitted all coursework to EMMA, the SLCC on-line portfolio. 4 of the 5 units are still awaiting assessment. May need to complete some minor referral work, but essentially, I have now completed the course.

In order for a Council to apply for the General Power of Competence (GPC) they must have a qualified Clerk and at least 2/3<sup>rd</sup> of its members must be elected. Council currently has 4 co-opted members, which unfortunately means Council will not be able to apply for GPC until after the next election in May 2019.

I will be putting together my CiLCA portfolio for Council to review in the next couple of months.

### **Patrick Edwards – new Councillor**

- 13<sup>th</sup> March – e-mailed new Councillor pack to Patrick
- 15<sup>th</sup> March – met with Patrick to run through procedures for meetings, and to advise on ongoing/planned projects etc
- 2<sup>nd</sup> April – sent completed Declarations of Interest to RDC Monitoring Officer

### **Parish Assembly**

- Have received replies from tennis, bowls, cricket clubs, Girl Guides, Horticultural Society, WW1 display, Footpaths Group to say they want a table for a display (will chase the other groups who have not replied)
- 19<sup>th</sup> March – e-mailed Min to make arrangements to collect the Rose Bowl
- 2<sup>nd</sup> April – ordered display stand to promote Council's projects etc
- 2<sup>nd</sup> April – sent Certificates of Thanks nominations to Michael Edwards and Hamish Monro

Kate Darbyshire (Parish Clerk)

2<sup>nd</sup> April 2018