

WESTFIELD PARISH COUNCIL

C18-05 Minutes of Annual General Meeting of the Council held in the Church Hall on 2nd May 2018 at 7:00pm

Present: *Councillors*, M Edwards (ME) Chairman, H Monro (HM) Vice Chairman, R Bowe (RB), T Hills (TH), P Edwards (PE), S Green (SG), M Horley (MH), P Stapley (PS), M Stratford (MS), C Taylor (CT), J Woodhead (JW), K Darbyshire (KD) (Parish Clerk), Cllrs J Johnson (JJ), C Maynard (CM) and 3 members of the public.

1. Election of Chairman

HM proposed ME and MH seconded the motion. ME was elected as Chairman to the Council.

2. Election of Vice Chairman

MS proposed HM and ME seconded the motion. HM was elected as Vice Chairman to the Council.

3. Apologies for absence.

None

4. Disclosure of interests under the Council's Code of Conduct.

There were no disclosures of interest.

5. Questions from Members of the Public on matters on the agenda

A resident asked if the Clerk could contact the Brede and Northiam Clerks to ask if any residents in their parishes had raised concerns about the cut in bus service from Ashford to Hastings, which takes effect from 3rd June. KD was asked to write to Stage Coach and ESCC expressing Council's concerns about the impact cutting the service will have on residents. CM advised that he had raised the matter with ESCC and was awaiting a response.

6. Minutes of the Planning and Council Meetings held on the 4th April 2018 were approved and signed by the Chairman who presided over the meeting.

TH advised that an extra bollard has now been placed by East Sussex Highways on the grass verge on Workhouse Lane, despite them saying they could not do so. There is therefore no longer a need to apply for a license for placing new bollards on the verge, as previously agreed at the last meeting.

7. Appointment of Working Groups and Committees

7.1 Planning – Council **resolved** to appoint all Councillors to the Planning Committee.

7.2 Recreation - Council will appoint a working group as and when one is needed.

7.3 Finance - Council **resolved** to appoint all Councillors.

7.4 Personnel - ME and HM will oversee personnel issues, and another Councillor will be appointed if necessary.

7.5 Emergency Planning – Council did not appoint a Committee

8. Policies and TOR for Committees and Working Groups - to review and consider adopting

8.1 Standing Orders - Council **resolved** to adopt the Standing Orders

8.2 Financial Regulations - Council **resolved** to adopt the Financial Regulations

8.3 Financial Controls Risk Assessment - Council **resolved** to adopt the Risk Assessment

8.4 Data Protection Policy – Deferred until next meeting

8.5 IT Security Policy – Deferred until next meeting

8.6 Training Policy - Council **resolved** to adopt the policy

9. Appointment of Parish Council Representatives

9.1 Church Hall - Council **resolved** to appoint MH

9.2 Tennis Club - Council **resolved** to appoint RB

9.3 WCA Management Committee - Council **resolved** to appoint TH

9.4 Tree Warden - Council **resolved** to appoint SG

9.5 RALC - Council **resolved** to appoint ME and MH

10. Agree a Schedule for meeting dates in the forthcoming year

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Council **resolved** to set all the meetings for the first Wednesday of the month, except for the January meeting which will be the 9th January 2019 (venue TBC).

11. Action Plan – Council discussed the plan that had been drafted by the Clerk, which includes forthcoming projects and events and Council **resolved** to approve Council's 12-month plan

12. WW1 Exhibition – Council received an update from the Clerk, and discussed the showing of film on Saturday 3rd November and **approved** the expenditure of £50 for the licensing fee. Residents are being invited to contribute to a 'Wall of Remembrance' with details of Westfield relatives. Forms can be downloaded from the website or from the New Inn. Completed forms to be returned to the New Inn or e-mailed to the Clerk. Council also agreed to invite the Westfield Cubs, Beavers, Guides and Brownies groups to create a poppy display for the four entrances to the village.

13. Grass cutting Churchyard – Council discussed including the Churchyard grass cutting in Council's contract for 2019/20, but **agreed** not to do so.

14. General Data Protection Regulations (GDPR) – Council considered appointing a Data Protection Officer (DPO). The Information Commissioner Officer (ICO) has now advised that Parish Council's do not have to appoint a DPO, however SSALC are advising that it is good practice to do so. SG advised that she is doing a lot of work on GDPR at work and is happy to investigate the matter further. JW expressed concerns about whether an external DPO would be liable for any data breaches. CM suggested that the expenditure for appointing a DPO could be used for Councillor training on GDPR instead. Council agreed to defer the item for another 3 months.

15. District and County Councillor's report

JJ apologised for not being able to attend any meetings over the last few months.

CM advised that the Music Service Consultation has now gone live. The proposal is that the service will be cut altogether. £1.77m has been earmarked by Central Government for repairing pot holes. The wet weather has stopped permanent repairs but there are now double the number of gangs out repairing pot holes.

HM asked if a Planning Officer from RDC could attend a Planning meeting to discuss the current planning policy. CM advised that if Councillors wished to discuss Enforcement issues, then the questions would need to be forwarded in advance of the meeting.

16. Clerk's report – The report was noted

(http://westfieldvillage.co.uk/images/13_Clerks_report_18-05.pdf)

TH advised that footpath 30 from New Cut to Chapel Lane is becoming difficult to use with a mobility scooter. KD advised she is awaiting a response from ESCC Rights of Way team about footpath 25b, as two of the drains are blocked. HM believes they were last cleared approximately 10 years ago.

17. Chairman of Trustees report

None

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

James Woodhead advised that there is tarmac covering the drain outside the GP's surgery. KD was asked to report it to Highways.

Tim Hills has received a quote of approximately £500 for a company in Halisham for sandblasting the telephone box. PE has another contact for sandblasting. KD advised will need 3 quotes. Paint will cost approximately £100. TH believes the project will cost between £800 to £1000.

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Michael Horley expressed disappointment that Inspector Dan Russell was unable to attend the Parish Assembly. KD advised that for very legitimate personal reasons he was unable to attend at very short notice.

Min Stratford spoke to some new residents who attended the Parish Assembly. They had suggested that members of the Council could be at the door to welcome attendees and not to assume that everyone already knows what the Council does at the next assembly.

Hamish Monro was asked by users of the Recreation Ground if Council would consider installing a track all around the Recreation Ground that could be used by bikes and scooters. Council agreed to discuss this matter again in 6 months.

19. Playground Report. The report was noted.

20. Correspondence

20.1 RoSPA – Council considered the quote for play area inspections in June, and **resolved** to appoint RoSPA

20.2 National Rural Crime Survey – The survey was noted and residents are encouraged to complete it

20.3 Meeting with Roads Minister on A21, 14 March 2018 – The minutes were noted

21. Financial

21.1 Dog waste bin Churchfield – KD advised she was still awaiting quotes. Council **resolved** to authorise KD to choose the best bin once the quotes have been received.

21.2 Internal audit – KD advised that it is best practice to appoint a new auditor every three years. Council **resolved** to appoint Keith Robertson.

21.3 Clerk's salary – Council **resolved** to approve the new NJC pay scales with effect from 1st April 2018

21.3 Monthly reports. KD advised that there was a problem with the RBS software this month which had meant that the reports were not available this month.

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

22. Dates of forthcoming events/meetings

22.1 6th June 2018 – Planning and Council meeting in the Church Hall from 6.30pm

22.2 9th June 2018 – Village fete, Parish Field 12.30pm to 4.30pm

The meeting closed at 8:20pm

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Schedule of payments and receipts

2nd May 2018

PAYMENTS				
Payee	Item	Cost £	Vat £	TOTAL £
K Darbyshire	Clerk's April salary	937.06		937.06
K Darbyshire	Mileage and expenses April	180.31	25.71	206.02
B Firman	April payment for weekly playgrounds/bus shelters litter collection	40.00		40.00
Paul Masters	Playground inspection April & clean fingerpost	27.00		27.00
PCC St John's	Churchyard grant	1500.00		1500.00
Optivo	Annual rent play area Churchfield	10.00		10.00
ESALC	ESALC & NALC subscriptions 2018-19	892.27		892.27
Wellers Hedleys	Legal fees for purchase of Cricket Ground	850.00	170.00	1020.00
Autela Group Ltd	Payroll services Jan/Feb/Mar	38.40	7.68	46.08
NF Designs Ltd	Structural Engineer's report and testing of soil samples Cricket Pavilion	635.00		635.00
WCA	Fee for stall at village fete	10.00		10.00
Lexis Nexis	Arnold Baker Local Council Administration 10 th Edition	52.99		52.99
RECEIPTS				
HMRC	VAT refund 2017-18		2772.82	2772.82
RDC	Precept (6 months)	18,000.00		18,000.00
Hastings Lions	Grant for Cricket Pavilion	1000.00		1000.00
Roger Carrier	Donation for purchase of Cricket Ground	5000.00		5000.00