

WESTHAM PARISH COUNCIL

Stone Cross School, Adur Drive, Stone Cross
East Sussex BN24 5EF

Minutes of the Full Council Meeting held on Monday, 15 July 2019
at Stone Cross School Stone Cross at 7.00pm

Present:

Cllr MH Haffner (Chair), Cllr N Beany, Cllr I Belcher, Cllr F Durling, Cllr I Fenner,
Cllr J Hayward, Cllr R Mayfield

ESCC T Lydiard

WDC A Snell

In attendance: S Sanders (Locum Clerk)

14 members of the public

31. Apologies

Cllr K Colbran

32. Declarations of Interest

None

33. Minutes of the previous meeting held on 10th June 2019

Councillors were asked to agree the Minutes for accuracy. Cllr Durling told councillors that there should be an amendment to Minute numbers 17 and 19. After a short discussion it was decided that the Minutes should be agreed with the exception of those two Minute numbers.

It was proposed that Minute numbers 17 and 19 should be deferred to the next Full Council Meeting.

Proposed: Cllr R Mayfield

Seconded: Cllr M Haffner

Resolved: That the Minutes of 10th June 2019 are agreed with the exception of Minute numbers 17 and 19 with these items being deferred to the next Full Council Meeting.

Unanimous agreement.

34. Parish Clerk

This item was moved to the end of the meeting as it was deemed to be a confidential matter to be discussed in private without the presence of the public.

35. To receive a brief report from the County Councillor on matters from the County Council affecting the Council

ESCC T Lydiard spoke on a number of issues including:

Grass verge cutting – Highways have now started cutting some of the major carriageways and improvements should be seen shortly.

Rattle Road – ‘Cats Eyes’ replacements are needed along this stretch of road. This was agreed by everyone and further plans would be awaited from ESCC.

Rattle Road – Replacement speed sign needed.

Stone Cross – house building is causing ‘congestion’ between Stone Cross and Westham

Proposed improvements to the A27, A22, and Golden Jubilee Way.

A Councillor asked about a pedestrian bridge to cross Golden Jubilee Way at Dittons Roundabout as there was now a number of developments in that area and a connection to both sides of Dittons Road was needed. Cllr Lydiard answered that he was unaware of any plans to construct a bridge but it was an issue that would be needed to be addressed in the near future.

Pevensey Bay library – This is now up and running and well used by the local residents of Westham and Stone Cross. Cllr Lydiard said that donations of books are always welcome and invited councillors contribute if they could.

The Chair thanked Cllr Lydiard for his report.

36. To receive a brief report from the District Councillor on matters from the District Council affecting the Council

WDC A Snell was not in attendance at the time of the item but joined the meeting later.

Standing Orders were suspended at 19.15 to take questions.

37. Questions from members of the public – limited to two questions per member for a maximum two minutes per question

Questions were received from 2 members of the public which the Chair answered.

Standing Orders were re-instated at 19.20.

38. Minutes of any Committee Meeting held since the last Full Council Meeting for adoption and to formally agree the recommendations made

None to be reported on

39. Reports on outside meetings attended since the last Full Council meeting and reports regarding branches of trees being cut, tourism, covered litter bins and parking

The Chair and Vice Chair attended the SALC Conference at East Grinstead. A number of issues were discussed including Cyber Security, over stretched reserves, the reduction of the Parish Levy and the use of volunteers to help carry out council tasks. A short discussion was held on broken branches and the reduced height of saplings with members of the pond working group members.

40. Co-Option of Councillors

There are 5 vacancies on Westham Parish Council and 4 members of the public had put their names forward.

Each of the applicants was asked to speak to the meeting for 2 minutes about themselves, why they wanted to be a councillor and what they hoped to achieve in that role if they were successful.

The applicants were: K. Farley, J Jones, M Lewis, D. Upton

Standing Orders suspended.

After the short presentations Councillors left the room to consider whether to co-opt the applicants. The meeting was temporarily suspended for 5 minutes.

When Councillors returned they agreed to co-opt all applicants with immediate effect.

Standing Order re-instated.

All applicants were asked to sign their Declarations of Acceptance at the meeting so that they could take office as Councillor of Westham Parish Council

immediately which they duly did. They also read out the Declaration of Acceptance to the Council and members of the public in attendance.

Cllr K Farley – Dittons Ward

Cllr J Jones – Dittons Ward

Cllr M Lewis – Stonecross Ward

Cllr D Upton – Stonecross Ward

41. Playparks

Progress on the new playpark at Castle Bolton

Cllr Fenner had checked the playpark for any issues. He thought the soil very poor. Cllr Haffner said that some small changes to the play area had to be made and these had been emailed to the Council. As a result no additional charges were to be made.

The Council were told that all decisions had been made by the previous Council and the date of completion of the work was not known currently. Further information would be sought from the contractor installing the equipment.

Update on the provision for inspection of playpark equipment

There was a general discussion regarding the inspection of playparks in particular the equipment. There did not seem to be a current document detailing all types of play equipment in the various playparks which would make it very difficult to carry out a comprehensive risk assessment and an audit of equipment at each playpark was urgently needed so that the Council was aware of any problems with equipment.

Zurich Insurance recently carried out one of the two inspections they make per year and made a number of comments about equipment at the playparks. In general the equipment was in good working order but Council agreed that there must be a professional inspection soon.

WDC Cllr Snell asked if she could add a comment. She spoke of the services used by Polegate Council and that Lewes Council did carry out play park inspections. There may be a charge for these services.

It was proposed that Cllr Beany would carry out safety checks in the short term until a playpark equipment inspector is found.

Proposed: Cllr F Durling

Seconded: Cllr M Haffner

Resolved: that Cllr. Beany would carry out safety checks on the playpark equipment in the short term until an inspector is found.

Unanimous agreement.

Adur Park- consider installing a fence around the children's play area

Councillors considered installing fencing around the children's play area. This had been investigated previously and it needed to be re-visited.

It was decided to defer this item until the full Council meeting in two months' time.

Proposed: Cllr F Durling

Seconded: Cllr R Mayfield

Resolved: To defer the investigation into fencing the children's area at Adur Park until the Full Council meeting in two months' time.

Unanimous agreement.

42. Communicating with the public

This item covered a number of issues including:

A communication policy

A forum for a limited amount of time

Website / Webpage – currently very out of date

Mobile phone for the Parish Clerk

Facebook page

Councillors proposed that a Communications Working Group should be set up to look at all aspects of communication. It would comprise of four councillors and any reports and recommendations would be referred to Full Council.

Councillors to serve on the working group are: Cllr J Belcher, Cllr K Farley, Cllr R Mayfield, Cllr D Upton.

Cllr K Colbran would be asked if she would like to be added to the group.

Cllr Durling stated that new IT equipment was needed for administration purposes as soon as possible particularly a new laptop.

Cllr Durling also said that a Westham Parish Council Facebook page was set up but had not been used recently.

Cllr Upton commented that he had a good working knowledge of IT equipment particularly laptops.

It was proposed that a new laptop be purchased as soon as possible with Cllr Upton to advise upon the type of machine.

Proposed: Cllr F Durling

Seconded: Cllr R Mayfield

Resolved: That a laptop for administration use be purchased as soon as possible.

Unanimous agreement.

43. Questions from Parish Councillors

- (i) Cllr N Beany – Confirmation of terms of waste disposal site on Potts Barn Industrial Estate.

Cllr Beany wanted to know who sets the time limit for the opening and closing of the waste disposal site particularly at weekends.

What are the Terms of Reference does the waste disposal site operates under?

Who is responsible for the waste disposal units running at Wealden DC?

It was agreed that the Councillor with responsibility for the environment and waste would be contacted for further information on recycling.

- (ii) State of road / Sign for Hobney Rise

It was agreed that the road was owned by Westham Parish Council and is maintained by Chaffins on behalf of the Council. More work needed to be done to bring the standard up and a special mower was required for the work.

It was proposed that a sign was needed for Hobney Rise and all councillors agreed.

Proposed: Cllr N Beany

Seconded: Cllr J Belcher

Resolved: That a sign be ordered and erected at Hobney Rise

- (iii) Traceability of recycled rubbish

Cllr Belcher asked if it was possible to trace what happened to recycled rubbish with Wealden DC. Where is it taken?

It was agreed that the Councillor with responsibility for the environment and waste would be contacted for further information on recycling.

Any update would be reported back at a later date to the Council.

44. Westham Pond

(i) Family Friendly Pond Event

This was a good opportunity to publicise the Pond Management Plan in a family event for about 2 hours at the Westham village hall.

It was proposed that Westham Parish Council could set up the event in the next two months in liaison with the Pond Group.

Proposed: Cllr F Durling

Seconded: Cllr J Hayward

Resolved: That a 'Family Friendly; event be set up in the next two months at the Westham village hall.

Unanimous agreement

(ii) Membership of the Pond Working Group

At the Annual Council Meeting it had been agreed that 4 councillors be members of the Pond Working Group.

These are: Cllr J Belcher, Cllr F Durling, Cllr J Hayward, and Cllr J Jones.

(iii) Terms of Reference

The Terms of Reference for the Pond working Group are a one page document and it was proposed to accept these terms.

Proposed: Cllr F Durling

Seconded: Cllr J Hayward

Resolved: That the Terms of Reference are agreed.

Unanimous agreement

(iv) Water Quality Testing Kit

Councillors to agree the expenditure of a water quality testing kit to a member of the Pond Working Group. It was proposed to agree the payment.

Proposer: Cllr M Haffner

Seconded: Cllr J Hayward

Resolved: That the purchaser of the water quality testing kit is reimbursed the full amount spent.

(v) Pond update statement

It was decided to defer this item until the next Full Council meeting

(vi) Statement regarding the pollarding of the pond willows

It was decided to defer this item for one week so Councillors could read the statement and email the Chair with any concerns they may have with the statement.

45. Planning Applications

The Chair said that notification had been received of one planning application. It was WD/2019/1462/F.

All Councillors were invited to view the plan on the Wealden DC planning portal where all details can be found. He then asked for councillors to contact him with their comments on the plan as soon as possible so that observations can be forwarded to WDC.

46. Next Meeting

The Next Full Council meeting will be held on Monday 19 August 2019 at 7.00pm