

# **AGENDA**

**MEETING OF WEST HILL PARISH COUNCIL TO BE HELD ON 30<sup>th</sup> MAY 2017 AT  
8.30 P.M. AT WEST HILL VILLAGE HALL**

**Chairman: Margaret Hall**

**Vice Chairman: Jo Talbot**

## **1. Welcome**

## **2. Apologies for absence**

## **3. Disclosures of Interests**

To receive disclosures of personal and prejudicial interests from Councillors on matters to be considered at the meeting. The disclosure must include the nature of the interest.

If you become aware, during the course of a meeting, of an interest that has not been disclosed under this item you must immediately disclose it. You may remain in the meeting and take part fully in discussion and voting unless the interest is prejudicial.

A personal interest is prejudicial if a member of the public with knowledge of the relevant facts would reasonably regard it as so significant that it is likely to prejudice.

## **4. Minutes of last meeting APPENDIX 1**

## **5. Matters arising not in the agenda**

## **6. Chairman's announcements**

## **7. Public questions, comments or representations (3 mins)**

## **8. Councillors updates on business matters**

## **9. Ottery in Bloom**

See correspondence from Keith Spittlehouse at **APPENDIX 2**

To consider:

- 1) A request from Ottery in Bloom to adopt the planter outside McColl's
- 2) Grass cutting and maintenance for other grass verges, footpaths etc. In West Hill.

## **10. Planning Applications**

To consider the following planning applications and note decisions:

1. 17/1047/TRE Watersmeet, Lower Broad Oak Road, West Hill – Fell 10 trees. **APPENDIX 3**
2. 12 Heather Grange West Hill Ottery St Mary EX11 1XZ

010000248177 Variation of condition 2 of planning permission 16/0810/FUL (erection of replacement garage and extensions to dwelling) to amend the approved plans to simplify the extensions. **APPENDIX 4.**

**11. Finance update**

- 1) Invoices paid.
- 2) Grant payments received/in progress.

**12. Appointment of a permanent clerk**

- 1) Progress report re recruitment.
- 2) Consider purchase of a copy of Local Council Administration by Arnold Baker (Paul Claydon edn.)

**13. Membership of relevant organisations - progress report**

## **APPENDIX 1**

### **MINUTES OF THE MEETING OF WEST HILL PARISH COUNCIL**

#### **WEST HILL VILLAGE HALL**

**16 MAY 2017 AT 19:30**

#### **Present:**

Cllr Jessica Bailey (JB)  
Cllr Alan Cook (AC)  
Cllr Christopher Hall (CH)  
Cllr Margaret Hall (MH)  
Cllr Jo Talbot (JT)

#### **Also present:**

PCSO Maria Clapp  
Matt Coppell (East Devon District Council) (MC)  
Clarissa Place (Sidmouth Herald) (CP)  
Carmel Wilkinson (Locum Parish Clerk & note taker) (CW)

#### **Apologies received from:**

Paul Carter (East Devon District Council)  
Claire Wright (Devon County Council)

#### **1. ELECTION OF CHAIRMAN FOR 2017/18**

Cllr. Margaret Hall elected as Chairman of West Hill Parish Council having been proposed by Cllr. Alan Cook and seconded by Cllr. Jo Talbot.

#### **2. APPOINTMENT OF VICE CHAIRMAN FOR 2017/18**

Cllr Jo Talbot elected as Vice Chairman of West Hill Parish Council, having been proposed by Cllr. Christopher Hall and seconded by Cllr. Jessica Bailey.

#### **3. ACCEPTANCE OF OFFICE**

Cllrs signed Acceptance of Office, forms signed and witnessed by the locum Clerk (CW).

#### **4. APPOINTMENT OF PARISH CLERK AND RESPONSIBLE FINANCIAL OFFICER**

MH proposed to start the process of recruiting a permanent Clerk/Responsible Financial Officer (RFO).  
Seconded by JD and CH.

## **5. DISCUSSION RE CO-OPTION TWO MEMBERS TO FILL VACANCIES ON PC**

MH explained that five councillors have been elected to the Parish Council leaving two spaces to be filled by co-option.

Residents of West Hill are encouraged put their names forward to join the parish council.

On 20<sup>th</sup> June 2017 there will be an opportunity for prospective candidates to speak to the parish council about what they have to offer.

Cllrs will write to West Hill organisations to get the widest representation possible.

JB - recruitment notices to be posted.

Closing date, 13 June 2017.

## **6. APOLOGIES FOR ABSENCE**

Paul Carter (East Devon District Council), sent best wishes to the new WHPC.  
Claire Wright (Devon County Council)

## **7. APPROVE MINUTES OF INTERIM COUNCIL MEETING ON 13<sup>TH</sup>**

Minutes approved. Proposed: JB. Seconded: JT.

## **8. TO AGREE THE NAME AND POSTAL ADDRESS FOR THE COUNCIL**

West Hill Parish Council

c/o Heathlands, Higher Metcombe, West Hill EX11 1TZ

Email: [clerk@westhill.eastdevon.gov.uk](mailto:clerk@westhill.eastdevon.gov.uk)

## **9. PUBLIC QUESTIONS AND COMMENTS**

Jim Cocks raised the issue of lack of fibre broadband capacity in West Hill despite new cabinets having been installed.

**ACTION:** MH to contact BT Open Reach about this issue and report back to the next meeting.

## **10. POLICE REPORT**

PCSO Maria Clapp reported that in April 2017 there were three recorded crimes, there were two in the same period in 2016.

Offences included:

- Sending offensive and abusive emails, relating to domestic abuse.
- Causing alarm and distress.
- A car window was smashed in the Prickly Pear car park and a handbag stolen from under the seat.

The local policing team for Ottery St Mary area is one Police Officer and three Police Community Support Officers.

## **11. REPORTS FROM EDDC COUNCILLORS AND DCC COUNCILLORS**

Matt Coppell (EDDC) expressed congratulations and good wishes to the new WHPC.

- Next month residents can find out about roll-out of the new waste and recycling service at Sidmouth Library 9:30 to 12:30 and OSM Library 10:00 to 13:00. <http://eastdevon.gov.uk/recycling-and-rubbish/new-recycling-and-waste-service-2017/>
- Committee changes following EDDC's recent AGM include Mike Howe's nomination for Development Management Committee (DMC) aka the Planning Committee.
- Recently an election placard was removed from a local private property - to damage, deface or remove election materials could amount to a criminal offence.

**ACTION:** MC was asked when the Villages Plan would be confirmed.

<http://eastdevon.gov.uk/planning/planning-policy/villages-plan/villages-plan-2017/proposed-submission-plan-and-supporting-documents/>

## **12. CONSIDERATION AND ADOPTION OF MEMBERS' CODE OF CONDUCT**

Code of Conduct adopted. Proposed AC, seconded JB.

## **13. TO NOTE THE POWERS, DUTIES AND RESPONSIBILITIES OF PARISH COUNCILLORS**

Agreed and noted by all.

## **14. CONSIDERATION & ADOPTION OF MODEL STANDING ORDERS**

Standing Orders adopted. Proposed JB, seconded JT.

## **15. DECLARATIONS OF INTERESTS & REQUESTS FOR DISPENSATIONS**

MH proposed that WHPC abide by NALC guideline – agreed by all.

Declarations of Interest will be uploaded to the website soon.

## **16. CONSIDER DRAFT FINANCIAL REGULATIONS & ADOPTION OF AN APPROPRIATE MODEL FOR GOVERNANCE OF THE FINANCIAL CONDUCT OF THE PARISH COUNCIL.**

Financial Regulations based on NALC guidelines were adopted. Proposed AC, seconded CH.

**17. CONSIDER OPTIONS FOR ONLINE BANKING**

Agreed to apply for on-line account with Unity Trust bank. Proposed JB, seconded JT.

**18. INVESTIGATE SOFTWARE OPTIONS FOR MANAGING PARISH ACCOUNTS**

Proposed by CH that WHPC continues using a spreadsheet until a permanent clerk has been appointed. All agreed.

**19. CONSIDER OPTIONS FOR PARISH COUNCIL INSURANCE & SELECT PREFERRED QUOTE**

Quotes received from: Zurich, Came & Co. and Hiscox. Need public liability insurance for the play park as soon as possible.

Hiscox was accepted as the better quote – proposed JT, seconded JB.

**ACTION** (clerk): Hiscox invoice to be signed by two councillors and submitted to EDDC for payment.

**20. CONSIDER BENEFITS OF MEMBERSHIP OF THE DEVON ASSOCIATION OF LOCAL COUNCILS (DALC) AND/OR THE SOCIETY FOR LOCAL COUNCIL CLERKS (SLCC)**

All agreed to progress membership of DALC – WHPC is already an associate.

**21. ICT - WEBSITE AND EMAIL: Consider options including .gov.uk domain website & .gov.uk email account for parish councillors**

MH recommended a working group (MH, JT & CW) to research available options and report back. NB the Cranbrook website is a good example.

**22. DISCUSSION RE PLANNING: Agree consultation process with EDDC, adopt a planning protocol and nominate a lead for planning.**

OSMTC clerk has been helpful in forwarding planning application for West Hill to the PC.

EDDC Planning Central & Tree Officer are now sending notifications direct to the PC.

PC meetings will be on first and third Tuesday of the month to enable all planning applications to be considered within the twenty-one day consultation period, without the need for a planning subcommittee.

AC will lead on planning for the PC.

Discussion JB and Matt Coppell: Question re process: What happens if MC's view differs from planning officer's? Answer: Application is referred to DMC.

Question (JB to MC): If there are objections, is there an automatic right to address DMC?

Reply (MC to JB): No – need to register to speak, three days before the meeting.

**Actions:** JB to invite planning officer to attend a meeting of WHPC.

JB - EDDC Tree Officer to be invited to attend WHPC meeting.

Note: EDDC runs training on planning.

## **23. CONSIDERATION OF PLANNING APPLICATIONS**

### **1 Brackendown:**

**T2, Remove lowest two branches to southwest to raise and balance the crown. T3, Fell.**

Fair View 1 Brackendown West Hill Ottery St Mary EX11 1NT

Ref. No: 17/0798/TRE | Validated: Fri 31 Mar 2017 | Status: Awaiting decision

CH declared an interest in this application i.e. he owns the property. Spoke briefly from the floor, as a member of the public, in support of the application and removed himself from the room and further discussion.

**JT proposed: Support for the proposal including to fell one tree and replant with sweet chestnut or other indigenous tree species. Plus remove only one branch from the second tree.**

**AC seconded. Carried.**

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### **Treeferns:**

17/0797/TRE | T1, Remove 3 x branches over Treeferns drive - maximum 12cm cuts. T2, Remove 1 x lowest branch over Treeferns drive - 8cm cut. T4, Remove branch over Sylvaways garden - 8cm cut. T5, Remove 2 x low branches over

Sylvaways garden next to each other - 1x 14cm & 1 x 18cm cut. T8, Remove branch over chimney - 14cm cut, remove branch to side of chimney - 12cm cut, remove small branch over garden - 7cm cut, reduce branch towards house - 10cm cut. T9, Remove lowest branch over garden - 22cm cut. T11, (a) Remove branch into garden - 18cm cut, remove branch above (a) - 10cm cut. T12, Remove split branch just below hedge height - 30cm cut. | Treeferns Higher Broad Oak Road West Hill Ottery St Mary EX11 1XJ

Councillors praised the applicant for providing a full description of proposed work, and for having consulted the Tree Officer prior to application. JB encouraged all to consult with the Tree Officer prior to submitting applications.

**JB proposed to support this application.**

**AC seconded. Carried.**

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**The Birches:**

Demolition of existing bungalow and construction of two detached dwellings (outline application including details of access)

Jo Deakin, immediate neighbour, has submitted an objection to EDDC re this application and would like it recorded in the minutes of this meeting.

JT & JB both declared a personal interest remained in the room and not comment.

AC comments: There is a report about the arboricultural and ecological merits of the application, which is of limited value because the site has already been cleared.

The Neighbourhood Plan would support replacement but not with two dwellings, which would also be contrary to the Local and Villages Plans.

CH agreed with these comments on condition that bat habitat is not created in the dwelling.

AC comments: The arboricultural and ecological reports were of limited value because the site had already been cleared.

Planning policies would support replacement but not with two dwellings, which would be contrary to the Local Plans and Village Design Statement.



CH agreed with these comments on condition that bat habitat is not created in the dwelling.

MH expressed concern about the proposal because the property is outside the built up area boundary (<http://eastdevon.gov.uk/planning/planning-policy/villages-plan/proposed-criteria-for-revised-built-up-area-boundaries/>) of the (unadopted) Villages Plan. MH supports replacement with one dwelling, not two.

A member of the public attempted to speak in support of this application but had missed the appointed time for this denoted on the agenda and was asked to stop.

AC proposed refusal of this application but PC would accept a proposal for replacement of the single dwelling with following conditions:-

1. Appropriate landscaping is undertaken and there is extensive planting of native tree species on the site.
2. No work is undertaken in the breeding season.
3. Bats habitat is provided and monitoring of bats is undertaken.

Reasons for objection:

1. If passed, the current application would be over-development.
2. Development is outside the proposed built up area boundary (Neighbourhood Plan).
3. Two replacement buildings would be too high density for the site and therefore out of character and not in compliance with the Village Design Statement.

**CH seconded. Carried by majority.**

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#### **4 Ashley Brake**

T1 Oak - To carry out a crown reduction via thinning to remove up to 15% of the foliar area, making target pruning cuts of no more than 50mm in diameter, removing branch ends of a maximum of 2.5m in length & remove deadwood. In order to reduce shade / improve light levels in rear garden. T2 Cypress - To dismantle to ground level. T3 - T12 Cypress Screen - To reduce height to leave the retained screen at a finished height of approx. 4m

**JB comment: lack of information about the reason this work is needed. JB proposed object to pruning unless there is solid justification for it. If it goes ahead should be conditional on the cypress being replace with a suitable indigenous species.**

**JT seconded. Carried.**

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**2 Ashley Brake**

**JB proposed do not support.**

**JT seconded. Carried by majority.**

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**Rose Cottage**

JB declared interest and excused herself.

AC proposed support.

JT seconded. Carried

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**Old Vicarage**

Construction of a dwelling (approval of matters reserved under application 16/1039/OUT)

JB stated that EDDC Tree Officer (David Lomas) is satisfied with this application.

JT agreed – a complex case.

JB suggested support on condition that the arboriculture team closely monitor works.

AC comment – Arb team cannot monitor, will need to impose a relevant condition and enforce if breached.

Member of the public suggested that staged reports will be required.

**JB proposed support with condition that monthly checks are carried out to ensure arb team recommendations are met.**

**CH seconded. Carried.**

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#### **24. NEIGHBOURHOOD PLAN UPDATE**

Consultation starts Friday 19 May, ends 30 June.

All are encouraged to respond.

Forms to comment on the Neighbourhood Plan can be found on OSMTC website.

[http://www.otterystmary-tc.gov.uk/Ottery-St-Mary-Town Council/Neighbourhood Plan 22718.aspx](http://www.otterystmary-tc.gov.uk/Ottery-St-Mary-Town-Council/Neighbourhood_Plan_22718.aspx)

Drop-in event at West Hill on Fri 9 June 14:30 to 19:30.

Process is – analysis of feedback is considered and amended Plan submitted to EDDC. A further Regulation 16 public consultation is carried out by EDDC and the results of that are submitted to a Planning Inspector with the Plan. After inspection of the Plan and any required modifications, the Plan will be put to public referendum.

#### **25. COMMUNITY STRATEGY UPDATE: Decision re funding for phase 1**

Phase 1: Questionnaire and public consultation.

**JB proposed commission LGRC carry out consultation for fee of £850.**

**AC seconded** and suggested that LGRC be asked to establish what the community wants, what it needs, what its priorities are, and devises a programme based on this for the next 3/5/10+ years.

Note: WHPC will have a stall at the village fete re this consultation.

#### **26. PLAY AREA UPDATE: Decision re funding for equipment, insurance and post installation inspection.**

JB EDDC consulted local children and liaised with village hall committee.

Action: purchase to be agreed with Wicksteed and enter into deed with EDDC to accept the s.106 funding - £13,640 – is available for additional play equipment.

Work will be done after the school summer holiday; park will be closed for up to two weeks.

Wicksteed suggested remove willow tunnel to make space for monkey bars but quoted £2k to do the work. Agreed that the tunnel isn't well used and

residents could remove it to free up a flat area for monkey bars, a basket swing, small slide, twister and half-log walks, etc.

**JB proposed sign deed and place order.**

**CH seconded. Carried.**

MH raised issue re frayed rope which has been fixed with tape and made safe but not ideal. This to be picked up at inspection.

MH Invoice for grass cutting received from OSMTC.

**JT proposed pay bill.**

**MH seconded. Carried.**

Action: Jess to collect lease from OSMTC and forward to Land Registry to update records.

Action: Member of public – need to look closely at safety element of lease.

Action: JB to investigate new signage for play park e.g. ROSPA etc and contact details to go on signs.

## **27. ANY OTHER BUSINESS**

JB – Village hall committee has kindly offered space on outside wall for PC noticeboard – WHPC grateful.

The board outside McColls is cracked.

To be discussed at a future meeting.

CH thanked the public for coming to this meeting and showing support for the new PC.

## **28. NEXT MEETING**

It is a legal requirement to hold an annual parish meeting and report on the business of the previous year. Therefore the next meeting on 30 May at 7:30 p.m. will be the annual PM. At 8.30 p.m. the parish council will meet to discuss parish business and consider any relevant planning applications.

If there are not enough planning applications to justify holding a meeting on the third Tuesday of the month that meeting will be cancelled.

## APPENDIX 2

### OTTERY IN BLOOM

25 Moorlands

West Hill

EX11 1UL

16 May 2017

West Hill Parish Council

Dear Sirs

You will no doubt be aware of the planter stand in the grass verge outside Potters which was located there some years ago by Ottery in Bloom. It is planted seasonally in summer and autumn by the West Hill Garden Club whose members also maintain the planter. Plants are supplied by Ottery in Bloom along with those for planters in Ottery for which Ottery Town Council has provided an annual grant which covers the cost of plants, compost and fertilizer with my fellow members of Ottery in Bloom undertaking the planting and maintenance. With the help of the Garden Club we will arrange the planting for this summer.

Ottery in Bloom would welcome West Hill Parish Council adopting the planter in West Hill and would encourage the formation of a similar 'in Bloom' group to enhance other areas of the village. We will give every assistance and probably the West Hill Garden Club would consider helping with the planting and maintenance.

The grassed area around the planter is vested in Devon County Highways, being the visibility splay for Beech Park. At one time Devon County Council undertook to cut the grass four times a year but recently have decreed that only grass which impedes traffic visibility would be cut once annually. This appears not to include the area around the planter. Presuming that West Hill Parish Council will be undertaking grass cutting around the village will you please include this site in your programme.

I have copied this letter to the Secretary of West Hill Garden Club.

Yours sincerely

## APPENDIX 3

**Clerk To West Hill Parish Council**

11 May 2017

<b>17/1047/TRE</b>				
<b>Date Valid:</b>	2 May 2017	<b>Target Date:</b>	27 June 2017	
<b>Ward:</b>	Ottery St Mary Rural	<b>Parish:</b>	WEST HILL	
<b>Applicant:</b>	Mr S Retter-Hyde	<b>Agent:</b>		
	Watersmeet Lower Broad Oak Road West Hill Ottery St Mary EX11 1UF			
<b>Proposal:</b>	TG1: Fell 10 trees.			
<b>Location:</b>	Broad Oak Lodge Ford Lane West Hill Ottery St Mary EX11 1XE			
<b>UPRN:</b>	100041127016			
<b>Map Ref:</b>	307132	93356		
<b>Area Team:</b>	Mr D Lomas			

**COMMENTS** in writing or by email to David.lomas@eastdevon.gov.uk

**LIST OF NEIGHBOURS CONSULTED:**

## APPENDIX 4

## Clerk To West Hill Parish Council

23 May 2017

<b>17/1151/VAR</b>			
<b>Date Valid:</b>	17 May 2017	<b>Target Date:</b>	12 July 2017
<b>Ward:</b>	Ottery St Mary Rural	<b>Parish:</b>	WEST HILL
<b>Applicant:</b>	Mr S Wickers	<b>Agent:</b>	Palfrey Design Ltd
	12 Heather Grange West Hill Ottery St Mary EX11 1XZ		Shady Orchard Sunnyhill Ottery St Mary EX11 1DZ
<b>Proposal:</b>	Variation of condition 2 of planning permission 16/0810/FUL (erection of replacement garage and extensions to dwelling) to amend the approved plans to simplify the extensions		
<b>Location:</b>	12 Heather Grange West Hill Ottery St Mary EX11 1XZ		
<b>UPRN:</b>	010000248177		
<b>Map Ref:</b>	306663	93523	
<b>Area Team:</b>	Central Team		

**COMMENTS** in writing or by email to [planningcentral@eastdevon.gov.uk](mailto:planningcentral@eastdevon.gov.uk)

**LIST OF NEIGHBOURS CONSULTED:**

1 Heather Grange West Hill Ottery St Mary EX11 1XZ

14 Heather Grange West Hill Ottery St Mary EX11 1XZ

2 Heather Grange West Hill Ottery St Mary EX11 1XZ

3 Heather Grange West Hill Ottery St Mary EX11 1XZ

5 Heather Grange West Hill Ottery St Mary EX11 1XZ

9 Heather Grange West Hill Ottery St Mary EX11 1XZ

Heather Down 11A Heather Grange West Hill Ottery St Mary EX11 1XZ

White Lodge West Hill Road West Hill Ottery St Mary EX11 1UZ