

West Hill Parish Council

Clerk to the Council: Anne Oliver,
Tel: 01404 232 100 or 07413 932406
Email: clerk@westhillparishcouncil.gov.uk

To Members of West Hill Parish Council

8th May 2019

You are duly summoned to attend the Annual Meeting of West Hill Parish Council, followed by the Ordinary meeting of West Hill Parish Council to be held at 7.30pm on Tuesday 14th May 2019 at West Hill Village Hall.

Anne Oliver, Clerk to the Council

AGENDA – ANNUAL MEETING OF THE PARISH COUNCIL

Item (a)	Discussion and decisions (b)
19/123	Welcome and Election of Chairman The newly elected chair will make a Declaration of Acceptance and will complete and sign the prescribed form before the Parish Clerk (Note requires proposer/seconded)
19/124	To elect the Vice-Chairman of the Parish Council
19/125	Acceptance of Office All Parish Councillors will complete and witness the Declaration of Acceptance forms before the Clerk
19/126	Declarations of interests & requests for dispensations Councillors to submit their completed declaration of interest forms
19/127	To Review and Accept Electronic Service of Summons Councillors to submit their Electronic Service of Summons form
19/128	To review and agree Councillor Contact details and procedures To receive and review contact details for all Councillors. To discuss and agree Councillor details to be published on the website & noticeboards, including whether address and photos should be included. To discuss and agree emergency contact procedure. To discuss and agree updated the Councils e-mail addresses.
19/129	To review and adopt (if appropriate) the Parish Council Financial Regulations
19/130	To review and adopt (if appropriate) the Parish Council Standing Orders
19/131	To Review the Powers, Duties and Responsibilities of Parish Councillors The principal powers and duties of parish councils are set out in the Good Councillor Guide published by the National Association of Local Councils
19/132	To Review and Accept the Councils Code of Conduct Each Councillor must undertake to abide by the Councils code of conduct.
19/133	Review Training Requirements for New and Existing Councillors <ul style="list-style-type: none"> • Being a Good Councillor • Planning

	<ul style="list-style-type: none"> • Being a Good Chairman • Others?
19/134	<p>To Review and Accept (if appropriate) Members Allowances Policy To consider the current policy for Chairman's and Member Allowances and whether it should be continued.</p>
19/135	<p>Discussion re co-option of one person to fill vacancy on the Parish Council To consider whether the Council should seek to fill the vacancy on the Council and agree the process and timescales for this.</p> <p>Section 21 of the Representation of the People Act 1985 gives the Parish Council the power of co-option to fill vacancies remaining unfilled following an ordinary election. If the Council believes that it is in the interests of the Parish that the vacancies on the Council are filled, and that this be achieved by co-option.</p> <p>Eligibility for co-option, is as follows: (a) 21 years of age, and (b) either:</p> <ul style="list-style-type: none"> • Be a local government elector for the parish, or • Be an occupier (owner or tenant) of land or premises in the parish for the previous 12 months, or • Have their place of work in the parish for the previous 12 months, or • Have resided in the parish for the previous 12 months, or • Have resided within three miles of the parish boundary for the previous 12 months.
19/136	<p>To consider membership of outside bodies and committees and arrangements for reporting back</p> <ol style="list-style-type: none"> 1. Airport Consultative Committee 2. Leisure East Devon Forum 3. Village Hall Committee 4. Joint Neighbourhood Plan Working Group (joint working group with Ottery St Mary Council) – 2 representatives 5. Others?
19/137	<p>To review subscriptions/memberships to other bodies</p> <ol style="list-style-type: none"> 1. DALC/NALC 2. SLCC 3. Others
19/138	To review an accept changes to the Council's Banking Mandate
19/139	To determine the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council

AGENDA – ORDINARY MEETING OF THE PARISH COUNCIL

Item (a)	Discussion and decisions (b)
19/140	Welcome and Chairman's announcements
19/141	Apologies. To receive apologies and approve reasons for absence.
19/142	Public question time (3 minutes)

	Residents are invited to give their views and question the Parish Council on issues on this agenda, or raise issues for further consideration at the discretion of the Chairman, before the start of the Parish Council meeting. Members of the public may not take part in the Parish Council meeting itself.
19/143	District and County Councillors' reports for information
19/144	<p>Declarations of Interest</p> <p>a. Register of Interests: Councillors are reminded of the need to update their register of interests.</p> <p>b. To declare any personal interests in items on the agenda and their nature.</p> <p>c. To declare any disclosable pecuniary interests in items on the agenda and their nature (Councillors with DPIs must leave the room for the relevant items).</p>
19/145	To receive the monthly crime stats for information
19/146	<p>Minutes</p> <p>a. To approve the minutes of the meeting on 2nd April 2019, previously circulated</p> <p>b. To receive the minutes of the Annual Parish Meeting held on 16th April 2019 and to consider any matters raised</p>
19/147	<p>Planning applications received (previously notified to Councillors)</p> <p>19/0707/FUL 21 Eastfeld : Applicant Mr & Mrs Jackson Alterations and extensions to dwelling house to create first floor accommodation, alterations to rear conservatory and porch canopy to front</p> <p>19/00069/FUL Arborfield Applicant Mr Sullivan Construction of detached dwelling and driveway and demolition of existing garages</p> <p>19/0790FUL The Octave, West Hill Road Applicant Mr & Mrs Quincey Construction of rear dormer window</p> <p>19/0161/FUL Workshop at Old Village Hall, West Hill Road Applicant Mr Oldrieve Change of use from workshop to residential including first floor and roof extension to form a 2 bed dwelling with integral garage.</p> <p>19/0776/VAR The Old Vicarage, Bendarroch Road Applicant Laing Bespoke Homes Variation of condition – modifications to layout, floorplans, elevations and external appearance.</p> <p>19/0745/TRE Summercourt House, Elsdon Lane: Beech, lift canopy and remove dead wood</p> <p>19/0721/TRE 7 Heather Grange: Lift crown and remove deadwood (5 trees) to give clearance form the house and garage and to reduce shading</p> <p>19/0720/TRE: Higher Metcombe Cottage: to lift crown/reduce and thin laterals (4 trees) to give clearance and reduce weight on laterals overhanging the property</p> <p>19/0719/TRE 25 Eastfield: Coppice/remove dead wood /dismantle beech (4 trees)</p> <p>19/0792/TRE 14 Warren Park: fell Beech tree due to shading proposed site for dwelling.</p> <p>19/0909/TRE Amberley Grange, Exmouth Road Crown clean 3 trees and reduced height of 1 coppiced Beech tree to create small hedge.</p>
19/148	<p>Tree preservation orders received for information</p> <p>19/0040/TPO Westleas, West Hill</p>

19/149	<p>Planning decisions received for information (*denotes WHPC differed)</p> <p>19/0707/FUL 21 Eastfield – Approved 19/0467/FUL Beech House, Windmill Lane – Approved 19/0481/PDP West Pigsty, The Pygthle, Lower Broad Oak – Approved * 19/0450/FUL The Warehouse, Toadpit Lane - Approved</p>
19/150	<p>Street trading application received (previously notified to Councillors) To consider the application by Thomas Siddorn of Wandering Pig - RENEWAL of annual consent for a street trading licence for 1 catering van each Friday in West Hill Car Park</p>
19/151	<p>West Hill Parish Council Lengthsman To receive an update on the recruitment of a Lengthsman and agree next steps.</p>
19/152	<p>Internal Auditor's report (for information) To receive the report from the internal auditor AGAR Part 3</p>
19/153	<p>West Hill Devon Air Ambulance Landing Site To receive an update on the planning application for the landing light column and the next steps</p>
19/154	<p>West Hill Summer Fete To consider whether WHPC will take a stall the Summer Fete and to consider any associated requests for funding</p>
19/155	<p>Updates on actions and matters arising from the last meeting (action tracker)</p>
19/156	<p>Finance and invoice & payments tracker</p> <p>Invoices received – for approval:</p> <ol style="list-style-type: none"> 1. Clerk Anne Oliver claim for expenses 2. Clerk AO – donation in memory of Peter Lonsdale (agreed meeting 2nd April item 19/107) 3. Village Hall – room bookings (April) <p>Paid invoices – for information:</p> <ol style="list-style-type: none"> 1. PJA – Inv 005882 Further sketch design /Traffic Study Consultation and display boards 2. Otterhill Builders – Playpark gardening (Mar) 3. Project Cosmic – Inv 13501 website annual fees 4. Village Hall – room hire (March) 5. PJA – Inv 005666 for 2nd and final part of Traffic Study Report 6. St Michael's Church - Grant award agreed Mtg 5th Feb 2019 min 19/035 7. Clerk salary (May)– for information <p>a. To receive the bank reconciliation for April – for information</p>
19/157	<p>Councillors questions, reports and items for future agenda Each Councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas. <i>Councillors are respectfully reminded that this is not an opportunity for debate or decision making.</i></p>
19/158	<p>Next meeting To confirm the date of the next meeting which is scheduled for Tuesday 4th June 2019</p>

Signed: *Anne Oliver*, Clerk to the Council

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