

West Hill Parish Council

Clerk to the Council: Anne Oliver

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31st January 2024

To Members of West Hill Parish Council

You are duly summoned to attend the next meeting of West Hill Parish Council to be held at 7.30pm on **Tuesday 6th February 2024** at the Village Hall.

Information for members of the public

1. Parish Council meetings are open to the public. Every agenda includes an item for public participation giving members of the public the opportunity to speak.
2. If you wish to comment on an item on this agenda (but don't wish to speak at the meeting) please submit this in writing by **5pm Friday 2nd February 2024**.
3. Agendas and minutes of meetings are available on the Council's website.

Anne Oliver, Clerk to the Council

AGENDA – ORDINARY MEETING OF THE PARISH COUNCIL

Part A

Item (a)	Discussion and decisions (b)
24/039	Welcome and Chairman's announcements
24/040	Apologies. To receive apologies and approve reasons for absence.
24/041	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. This item includes issues submitted to the Clerk prior to the meeting. <i>Individual contributions are limited to 3 minutes.</i>
24/042	To receive District and County Councillors' reports for information (items raised for decision will appear on the agenda for the next meeting).
24/043	Declarations of Interest: <ul style="list-style-type: none"> - Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, members are required to declare any interests that are not currently entered in the Member's register of interests including the nature and extent of such interests they may have, in items to be considered at this meeting. - Members are also reminded that any change to their Declaration of Interests must be notified to the Monitoring Officer at East Devon District Council within 28 days of the change. - Receipt of requests for dispensations for new Disclosable Pecuniary Interests, Other Registerable Interests or Non-Registerable Interests for items on the Agenda.
24/044	Confidential/exempt items. In consideration of the Public Bodies (Admission to Meetings) Act 1960 (publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted): to agree any items to be dealt with after the public and press have been excluded.

	To consider, if appropriate, any agenda items should be considered in Part B. Proposed items 24/068 and 24/069.
24/045	<p>Minutes: To receive the Minutes of the Parish Council meeting of</p> <ul style="list-style-type: none"> - 3rd January 2024 (Minute24/001-24/023) - Extraordinary Meeting 16th January 2024 (Minute 23/024-23/038), both previously circulated and to approve the signing of the Minutes by the Chairman as a true record.
24/046	<p>Planning Applications received: To consider and agree a response to:</p> <p>24/0036/FUL Mulberry House, Higher Broad Oak Road West Hill Construction of a single storey extension on north/front elevation</p> <p>24/0109/TRE Birch House, 4 Birch Grove West Hill EX11 1XP G1- Mixed species, mostly Beech and Willow- Crown lift to up to 5m to clear from lawn and garage. T1- Redwood - crown lift to approximately 2.5m above roof.</p>
24/047	<p>EDDC Planning Decisions: received for information (*denotes WHPC differed)</p> <p>23/2570/FUL Summerhill Higher Metcombe Ottery St Mary EX11 1SJ Status: Approved Single storey rear / side extension, alterations to roof on south end and changes to fenestration and materials.</p> <p>23/2558/FUL Mill House Bendarroch Road West Hill Devon EX11 1TS Status: Approved Replacement porch to the front of the property. Replacement garden room to the rear of the property. Alterations and recladding to the existing elevations and associated external works.</p> <p>23/2517/TRE Summerhill Higher Metcombe Devon EX11 1SJ Status: Approved</p> <p>23/2431/TRE 20 Eastfield West Hill Devon EX11 1XN Status: Approved</p> <p>23/2367/FUL 10 Perrys Gardens West Hill Devon EX11 1XA Status: Approved Conversion of existing garage with front and rear single storey extensions</p> <p>23/2357/FUL Toad Hall Toadpit Lane West Hill EX11 1TR Status: Approved Proposed single storey extension on north/east elevation and French doors to existing bay window.</p> <p>23/2336/TRE 3A Ashley Brake West Hill Ottery St Mary EX11 1TW Status: Approved</p> <p>23/2656/TRE Hathersage House Higher Metcombe Status: Approve</p> <p>23/2670/FUL 3 Broadoak Close West Hill Status: Approved Erection of a rear orangery, and replacement of the flat roof</p> <p>23/2020/FUL Rosedale Elsdon Lane West Hill Status: Approved Kitchen, porch and utility room extension</p>
24/048	<p>Planning Matters:</p> <ol style="list-style-type: none"> a. To note the decision of EDDC Strategic Planning Committee 9th January 2024 in regard to Housing Land Supply. b. To consider arrangements for WHPC to speak at the Public Hearing of Planning Appeal: <ul style="list-style-type: none"> - APP/U1105/W/23/3322776 regards 22/2533/MOUT Land at Oak Road

	<ul style="list-style-type: none"> - 10.00 am on Wednesday 28 February 2024 at EDDC Offices, Blackdown House, Border Road, Heathpark Industrial Estate, Honiton, EX14 1EJ. c. To receive an update on applications awaiting decision by East Devon District Council.
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WHPC Groups + Initiatives

24/049	<p>HR Working Group</p> <ul style="list-style-type: none"> a. To note correspondence received from a resident since 11th January 2024. b. To consider recommendations regarding actions and costs agreed by the Parish Council (24/033, 16th January 2024): <ul style="list-style-type: none"> i. The engagement of legal advice regarding correspondence received and the Council's Duty of Care as an Employer ii. Keeping the Council's Insurer informed of the correspondence. c. To assess the WHPC Risk Register and consider appropriate steps to manage those risks.
24/050	To receive a verbal update on the Village Hall Pedestrian Link project .
24/051	<p>Finance Working Group: To receive an update on:</p> <ul style="list-style-type: none"> a. The Parish Council's response to the objection to the Council's 2022-23 Annual Return. b. 2023-2024 Internal Audit.

Other Matters

24/052	To receive an update on the Casual Vacancy advertised in January 2024 and to consider co-option.
24/053	To receive an update on the distribution of the WHPC Newsletter January 2024.
24/054	<p>To consider DCC Highways schemes and actions the Council may wish to take:</p> <ul style="list-style-type: none"> a. 20mph Scheme b. Self-funded works on the Highway
24/055	<p>West Hill Public Footpaths</p> <ul style="list-style-type: none"> 1. To receive the annual Public Footpath survey and to consider recommendations. 2. To approve the annual grant application for maintenance works (Parish Paths Partnership scheme)
24/056	To consider WHPC's social media presence and determine whether the Council should maintain its Facebook page and/or X feed.
24/057	To receive a report on WHPC's Annual Playpark Inspection and to consider recommended actions.
24/058	To consider arrangements for the West Hill Annual Parish Meeting on Thursday 18 th April 2024.

24/059	To receive a verbal update on arrangements for production of VAS Reports and agree actions as appropriate.
24/060	To consider a response to Devon Wildlife's offer of a Landmark Tree and agree actions as appropriate.
24/061	To receive an update on a meeting with Morrison's Regional Manager.
24/062	To consider a response to EDDC's Polling Station Review 2024 .
24/063	Clerks Report: (for information)
24/064	To review WHPC Action Tracker
24/065	<p>Financial matters:</p> <ol style="list-style-type: none"> 1. To consider and approve, if appropriate, the Schedule of Payments. 2. To consider and approve, if appropriate, any additional payments presented to the meeting. 3. To note the transfer of £5,000 between WHPC deposit/current accounts. 4. To receive, if available, monthly Bank Reconciliations and finance trackers.
24/066	<p>Councillor questions, reports and items for future agenda</p> <p>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>
24/067	Next meeting: To confirm arrangements for the next WHPC ordinary meeting Tuesday 6th February 2024 7.30pm at the Village Hall.

Part B - Confidential/exempt items. In consideration of the Public Bodies (Admission to Meetings) Act 1960 (publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted): to agree any items to be dealt with after the public and press have been excluded.

24/068	To consider land for sale in the Parish and actions the Council may wish to take, if considered appropriate.
24/069	To continue consideration of agenda item 24/049 HR Working Group if appropriate.

Signed: *Anne Oliver*, Clerk to the Council, 31st January 2023