

**WEST HILL PARISH COUNCIL  
MINUTES OF THE PARISH COUNCIL MEETING  
HELD ON 14<sup>th</sup> May 2019 AT 7.30PM  
AT WEST HILL VILLAGE HALL**

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| Present:                 | Chairman Cllr Margaret Hall (MH), Cllr Quentin Tailford (QT), Cllr Alan Cook (AC), Cllr Jessica Bailey (JB), Cllr Amanda Townsend (AT), Cllr Alison Carr (ACr)<br>EDDC Cllr Jessica Bailey |
| In attendance:           | Anne Oliver Parish Clerk, plus 4 members of the public   |
| Apologies received from: | County Councillor Claire Wright  |

| Item<br>(a) | Discussion and decisions<br>(b)  |
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| 19/123      | <b>Welcome and Election of Chairman</b><br>Outgoing Chair (MH) welcomed everyone and reminded everyone that the meeting was being recorded.<br>Cllr Alan Cook nominated Margaret Hall as Chairman for the coming year, seconded by Cllr Jess Bailey. Cllr MH accepted the nomination and was elected unanimously, and signed the Declaration of Acceptance.  |
| 19/124      | <b>To elect the Vice-Chairman of the Parish Council</b><br>Cllr MH proposed Cllr Quentin Tailford as Vice-Chairman for the coming year, seconded by Cllr Alison Carr. Cllr QT accepted the nomination and was elected unanimously, and signed the Declaration of Acceptance.   |
| 19/125      | <b>Acceptance of Office</b><br>Cllrs then completed and signed their Declaration of Acceptance forms.  |
| 19/126      | <b>Declarations of interests &amp; requests for dispensations</b><br>Councillors submitted their completed declaration of interest forms, other than Cllr AT (form to be submitted within deadline)  |
| 19/127      | <b>To Review and Accept Electronic Service of Summons</b><br>Councillors submitted their Acceptance of Electronic Service of Summons forms   |
| 19/128      | <b>To review and agree Councillor Contact details and procedures</b><br><b>It was agreed</b> to publish Councillor contact details and photos on the website & noticeboards.<br><b>It was agreed</b> that the Council will have an emergency contact procedure. The Clerk will be the initial contact. Details of the procedure to be developed.<br><b>It was agreed</b> to update the Council's e-mail addresses to include the new Councillors and to remove the outgoing Councillors. |
| 19/129      | <b>To review and adopt (if appropriate) the Parish Council Financial Regulations</b><br>The Parish Council Financial Regulations were <b>agreed and adopted</b> .  |
| 19/130      | <b>To review and adopt (if appropriate) the Parish Council Standing Orders</b><br>The Parish Council Standing Orders were <b>agreed and adopted</b> .  |
| 19/131      | <b>To Review the Powers, Duties and Responsibilities of Parish Councillors</b>   |

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|        | <p><b>Cllrs agreed</b> to be familiar with the powers and duties of parish councils as set out in the Good Councillor Guide published by the National Association of Local Councils</p>  |
| 19/132 | <p><b>To Review and Accept the Councils Code of Conduct</b><br/>Cllrs agreed to abide by the Councils code of conduct.</p>   |
| 19/133 | <p><b>Review Training Requirements for New and Existing Councillors</b><br/>Cllrs discussed their training requirements.<br/><b>It was agreed</b> that the Clerk would book the following Courses</p> <ul style="list-style-type: none"> <li>• Being a Good Councillor - Cllr ACr</li> <li>• Planning – Cllr AT</li> <li>• Being a Good Chairman – Cllr QT</li> </ul>  |
| 19/134 | <p><b>To Review and Accept (if appropriate) Members Allowances Policy</b><br/>Cllrs considered the existing policy for Chairman’s and Member Allowances and whether it should be continued. An alternative method of expense claims was also considered.<br/><b>It was agreed</b> to continue the current policy for Chairman’s and Member Allowances. However if Cllrs chose not to take the allowance they could submit claims for incurred expenses such as mileage.</p>  |
| 19/135 | <p><b>Discussion re co-option of one person to fill vacancy on the Parish Council</b><br/>Councillors considered whether the Council should seek to fill the vacancy on the Council. As the Council has a quorum, co-option can take place straight away. Cllr MH commented that the Council can establish its own procedure ensuring the process is open and fair to all.<br/><b>It was agreed</b> to seek to co-opt a Councillor to fill the vacancy.<br/>Cllr MH proposed a process to elect a co-opted Councillor at the next Council Meeting on 4<sup>th</sup> June. The eligibility criteria will be as for the recent election. Proposed candidates should be asked to submit a short CV and attend the next Council meeting.<br/><b>It was agreed</b> to advertise the vacancy on the website, noticeboard and Facebook.</p> |
| 19/136 | <p><b>To consider membership of outside bodies and committees and arrangements for reporting back</b><br/><b>It was agreed</b> to continue membership of the following with representatives as noted</p> <ol style="list-style-type: none"> <li>1. Airport Consultative Committee – representative Cllr MH</li> <li>2. Leisure East Devon Forum – representative Cllr AC</li> <li>3. Village Hall Committee - representative Cllr QT</li> <li>4. Joint Neighbourhood Plan Working Group (joint working group with Ottery St Mary Council) – representatives Cllr MH and JB</li> </ol>  |
| 19/137 | <p><b>To review subscriptions/memberships to other bodies</b><br/><b>It was agreed</b> to continue membership of the following</p> <ol style="list-style-type: none"> <li>1. DALC/NALC</li> <li>2. SLCC</li> <li>3. Woodland Trust</li> </ol>  |
| 19/138 | <p><b>To review an accept changes to the Council’s Banking Mandate</b><br/><b>It was agreed</b> to update the mandate to include new Councillors ACr and AT, Plus outgoing Cllrs Christopher Hall and Jo Talbot would be removed from the mandate.</p>   |
| 19/139 | <p><b>To determine the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council</b><br/><b>It was agreed</b> to meet on the first Tuesday of each month only (removing the “middle of month” meeting). It was agreed not to establish a Planning Sub-Committee. As a result it may be necessary to request extended deadlines for planning applications.</p>  |

## AGENDA – ORDINARY MEETING OF THE PARISH COUNCIL

| Item<br>(a) | Discussion and decisions<br>(b)   |
|-------------|---|
| 19/140      | <p><b>Welcome and Chairman’s announcements</b><br/>The Chairman welcomed everyone and reminded everyone that the meeting was being recorded.</p>  |
| 19/141      | <p><b>Apologies.</b><br/><b>Apologies</b> were received from County Councillor Claire Wright.</p>   |
| 19/142      | <p><b>Public question time (3 minutes)</b><br/>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.</p> <ul style="list-style-type: none"> <li>• Two members of the Public asked to speak about Planning Application for Arborfield, West Hill Road.</li> <li>• Tree Warden Eileen Perkins updated the Council on work on the Parish footpaths.<br/><b>It was agreed</b> to notify her when footpath invoices were received.<br/>Eileen asked for an update on a bench for the clearing in Broad Oak Plantation.<br/><b>It was agreed</b> to discuss this at the next meeting 4th-June.</li> </ul>  |
| 19/143      | <p><b>District and County Councillors’ reports</b> for information<br/>New <b>District Cllr Jess Bailey</b> reported that the Aylesbeare and West Hill ward had the highest Election turn-out in East Devon. She has started a blog at</p> <ul style="list-style-type: none"> <li>• <a href="http://Jessicabailey.home.blog">Jessicabailey.home.blog</a></li> </ul> <p>Jess has started her induction training and will attend the EDDC Annual Council meeting on Wed 22<sup>nd</sup> May.<br/>Jess has contacted East Devon District Council EDDC Planning department regarding a recent Planning Application approval contrary to WHPC recommendation.</p> <p>County Cllr Claire Wright submitted a report to the meeting. Devon County Council has launched its wildflower verge policy. Claire’s blog gives further details of this and other initiatives.</p>  |
| 19/144      | <p><b>Declarations of Interest</b></p> <ol style="list-style-type: none"> <li>a. Register of Interests: Councillors are reminded of the need to update their register of interests.</li> <li>b. To declare any personal interests in items on the agenda and their nature.</li> <li>c. To declare any disclosable pecuniary interests in items on the agenda and their nature (Councillors with DPs must leave the room for the relevant items). <ul style="list-style-type: none"> <li>• Cllr MH declared an interest in planning application <b>19/00069/FUL</b> Arborfield as she knows the applicant</li> <li>• Cllr MH declared an interest in the lengthsman vacancy as she knows both applicants.</li> <li>• Cllr QT is a near neighbour of one of the Lengthsman applicants.</li> <li>• Cllr ACr declared an interest in <b>19/0792/TRE</b> 14 Warren Park as she is a near neighbour.</li> </ul> </li> </ol> |
| 19/145      | <p><b>To receive the monthly crime stats</b> for information<br/>Cllrs considered the crime statistics for February and March (available on <a href="http://www.police.uk">www.police.uk</a>)</p>   |
| 19/146      | <p><b>Minutes</b></p> <ol style="list-style-type: none"> <li>a. The minutes of the Parish Council meeting on 2nd April 2019 were approved as a true and accurate record.</li> </ol>   |

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|                      | <p>b. The minutes of the Annual Parish Meeting held on 16<sup>th</sup> April 2019 were noted and will be signed at next year's Annual Parish Meeting. One matter was noted for action.<br/><b>It was agreed</b> to include a "Citizen of Year" award scheme on a future agenda.</p>  |
| <p><b>19/147</b></p> | <p><b>Planning applications received</b></p> <p><b>19/0707/FUL</b> 21 Eastfield: Applicant Mr &amp; Mrs Jackson<br/>Alterations and extensions to dwelling house to create first floor accommodation, alterations to rear conservatory and porch canopy to front</p> <ul style="list-style-type: none"> <li>• Approved by EDDC</li> </ul> <p><b>19/00069/FUL</b> Arborfield Applicant Mr Sullivan<br/>Construction of detached dwelling and driveway and demolition of existing garages</p> <p>Two members of the public attended the meeting to speak in support of the application. They explained the reason for the application, wanting a sympathetic design and their approach to protecting the trees wherever possible.</p> <ul style="list-style-type: none"> <li>• This amended application was considered at the West Hill Parish Council meeting on 14<sup>th</sup> May 2019.</li> <li>• The properties were considered to be in close proximity (c21.5m) and Councillors were again concerned about overlooking and loss of amenity. They discussed the proposed landscaping of Devon bank and native hedging to be constructed between the properties, but believed that overlooking remained an issue, in particular in relation to the playroom.</li> <li>• Councillors acknowledged that the revised plan for the driveway reduced the impact on the boundary hedge and trees. However some trees will be removed and the current border narrowed. Councillors asked for this matter to be referred to the Tree Officer.</li> <li>• Councillors noted that the existing garages will be demolished and were concerned about the provision for parking. In particular if Arborfield is sold there is no provision for off road parking, contrary to Policy NP26. A future application for a new garage for Arborfield in front of the property would be resisted.</li> <li>• Again, Councillors asked for a bat survey to be carried out which should include the garages to be demolished and trees.</li> <li>• Councillors <b>supported</b> the application however it was a split decision (4 in favour, 2 abstentions)</li> </ul> <p><b>19/0790FUL</b> The Octave, West Hill Road Applicant Mr &amp; Mrs Quincey<br/>Construction of rear dormer window</p> <ul style="list-style-type: none"> <li>• This application was considered at the West Hill Parish Council meeting on 14<sup>th</sup> May 2019. Councillors unanimously supported this application</li> <li>• Councillors unanimously <b>supported</b> this application</li> </ul> <p><b>19/0161/FUL</b> Workshop at Old Village Hall, West Hill Road Applicant Mr Oldrieve<br/>Change of use from workshop to residential including first floor and roof extension to form a 2 bed dwelling with integral garage.</p> <ul style="list-style-type: none"> <li>• This application with further information was considered at the West Hill Parish Council meeting on 14<sup>th</sup> May 2019.</li> <li>• The Councillors noted that a letter from the developers had been received which set out their strategy for the site.</li> <li>• Councillors again resolved unanimously to <b>object</b> to this application because             <ul style="list-style-type: none"> <li>○ The proposed development is contrary to Section 32: Loss of Employment Opportunities. The Council acknowledge that the building has been empty for some time however Councillors have again checked the advertised rent and consider it to be unrealistic and significantly above local levels.</li> </ul> </li> </ul> |

- The proposed roof lights will be within 2m of a large industrial vent pipe from the neighbouring garage. The garage operates a paint shop and the associated noxious fumes could present a hazard.
- The proposed development will adversely affect light levels in the neighbouring flat.
- The upper parts of the building will go into the canopy of trees which are very close to the building. This could lead to future requests for these trees to be reduced in size because of shading.

**19/0776/VAR** The Old Vicarage, Bendarroch Road Applicant Laing Bespoke Homes  
Variation of condition – modifications to layout, floorplans, elevations and external appearance.

- This application was considered at the West Hill Parish Council meeting on 14<sup>th</sup> May 2019. Councillors unanimously **supported** this application

**19/0745/TRE** Summercourt House, Elsdon Lane: Beech, lift canopy and remove dead wood

- This application was considered at the West Hill Parish Council meeting on 14<sup>th</sup> May 2019.
- Councillors unanimously **objected** to the application
  - Insufficient detail available to make a decision
  - No reasons were provided to support the proposal to lift the tree canopy.

It was noted that it has become common to receive Tree Applications that do not have sufficient detail or justification to enable the Cllrs to make a decision.  
**It was agreed** that District Cllr JB will contact Tree Officers and Nick Wright (EDDC Planning) to discuss this matter.

**19/0721/TRE** 7 Heather Grange: Lift crown and remove deadwood (5 trees) to give clearance from the house and garage and to reduce shading

- This application was considered at the West Hill Parish Council meeting on 14<sup>th</sup> May 2019.
- Councillors unanimously **objected** to the application
- Insufficient detail is available to make a decision. In particular the application does not make clear which branches are to be cut.

**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

- This application is outside West Hill Parish and has been reviewed by Ottery St Mary Town Council.

**19/0719/TRE** 25 Eastfield: Coppice/remove dead wood /dismantle beech (4 trees)

- This application was considered at the West Hill Parish Council meeting on 14<sup>th</sup> May 2019.
- Councillors unanimously **objected** to this application.
- The trees and hedge form a significant boundary with West Hill Road and have a high amenity value.
- Loss of the trees would have a major adverse effect on loss of amenity for the village.

**19/0792/TRE** 14 Warren Park: fell Beech tree due to shading proposed site for dwelling.

- This application was considered at the West Hill Parish Council meeting on 14<sup>th</sup> May 2019.

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|               | <ul style="list-style-type: none"> <li>• Councillors noted three letters of objection from residents.</li> <li>• Councillors unanimously <b>objected</b> to this application.</li> <li>• The request to fell the tree because of a proposed new building is premature. A planning application for a new building has not yet been submitted and therefore cannot be taken into consideration.</li> <li>• The Beech tree is a significant tree in the village and has high amenity value.</li> <li>• Loss of the tree would have a major adverse effect on amenity.</li> </ul> <p><b>19/0909/TRE</b> Amberley Grange, Exmouth Road: Crown clean 3 trees and reduced height of 1 coppiced Beech tree to create small hedge.</p> <ul style="list-style-type: none"> <li>• This application was considered at the West Hill Parish Council meeting on 14<sup>th</sup> May 2019.</li> <li>• Councillors unanimously <b>supported</b> this application.</li> </ul> |
| <b>19/148</b> | <b>Tree preservation orders received</b> for information<br><b>19/0040/TPO</b> Westleas, West Hill - noted   |
| <b>19/149</b> | <b>Planning decisions received</b> for information (*denotes WHPC differed)<br><br><b>19/0707/FUL</b> 21 Eastfield – Approved<br><b>19/0467/FUL</b> Beech House, Windmill Lane – Approved<br><b>19/0481/PDP</b> West Pigsty, The Pygthle, Lower Broad Oak – Approved *<br><b>19/0450/FUL</b> The Warehouse, Toadpit Lane – Approved<br><br>Cllrs were unhappy with the EDDC “Approval” given to <b>19/0481/PDP</b> West Pigsty, The Pygthle, Lower Broad Oak for the change of use. District Cllr JB reported that she had contacted the EDDC planning officer and as the District Councillor she will be consulted regarding other applications for the site.   |
| <b>19/150</b> | <b>Street trading application received</b> (previously notified to Councillors)<br>Cllrs considered the application by Thomas Siddorn of Wandering Pig for the renewal of the annual consent for a street trading licence for 1 catering van each Friday in West Hill Car Park. No objections were raised.<br><b>It was agreed</b> to approve the licence renewal.   |
| <b>19/151</b> | <b>West Hill Parish Council Lengthsman</b><br>The Council has received 2 applications for the role of part-time Lengthsman. Councillors discussed the applications and agreed not to seek a third application.<br><b>It was resolved</b> to award the one year contract to Hartwood Trees Ltd subject to interview.<br><b>It was agreed</b> that the schedule of works and monitoring would be managed by a Working Group. (Working Groups to be agreed at the next Council meeting).  |
| <b>19/152</b> | <b>Internal Auditor’s report</b> (for information)<br><b>It was noted</b> that the Internal Audit had been successfully carried out and the Internal report had been circulated to Councillors.  |
| <b>19/153</b> | <b>West Hill Devon Air Ambulance Landing Site</b><br>Cllr MH reported that the planning application for a lighting column for the landing site had been approved by EDDC on 14 <sup>th</sup> May. A pre-installation meeting with West Hill Primary School and Toby Russell (DAA) will take place on 16 <sup>th</sup> May with a target installation date of May half-term.<br>Cllr JB reminded Councillors that the Memorandum of Understanding needs to be signed before work begins.  |
| <b>19/154</b> | <b>West Hill Summer Fete</b><br><b>It was agreed</b> that the Council will have a stall at the West Hill Summer Fete.<br>In previous years the Council has displayed information. Councillors discussed possible alternatives for a fundraising activity on this year’s stall  |

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|        | <p><b>It was agreed</b> to have a fundraising activity in support of WH Primary School. (Activity to be agreed at the next meeting, 4<sup>th</sup> June). Clerk to contact the organising group.</p>  |
| 19/155 | <p><b>Updates on actions and matters arising from the last meeting</b> (action tracker)</p> <p><b>Playpark Maintenance</b></p> <ul style="list-style-type: none"> <li>• The Council has received two quotes for the wood treatment work identified in the annual maintenance check.</li> <li>• Cllrs discussed the two proposed approaches. Cllr JB believed the pieces of equipment should be the same colour (as the central climbing frame). Some Cllrs preferred natural weathering of the wood which be treated with a clear product. Councillors noted a substantial difference in cost.</li> <li>• <b>It was agreed</b> to offer the contract to Pro-Lawn Garden Services and to use             <ul style="list-style-type: none"> <li>○ A “clear”- product on the equipment except for</li> <li>○ the central Climbing frame where the same product as last year should be used.</li> <li>○ Clerk to contact the applicants</li> </ul> </li> </ul> <p><b>Playpark – new climbing ramp</b></p> <ul style="list-style-type: none"> <li>• Cllr JB to seek a delivery update from Alastair Guy</li> </ul> <p><b>Communities Together – Wasps Goalposts</b></p> <ul style="list-style-type: none"> <li>• The Clerk reported that the EDDC Grant had been received plus the agreed contributions from King s PTFA and West Hill Wasps. The order had been placed and delivery is expected in 2-3 weeks.</li> </ul> <p><b>Trees</b></p> <ul style="list-style-type: none"> <li>• It was agreed to re-schedule the meeting with Tree Officers which was booked to discuss the planning process, notifications and West Hill Trees.</li> </ul> <p><b>Bonfires</b></p> <ul style="list-style-type: none"> <li>• There is now an article on the website reminding residents of their responsibilities.</li> <li>• Cllr JB reported that a village resident may be able to offer expert advice.</li> <li>• It was agreed that Cllr JB should ask the resident to provide, if possible, -an article for the website</li> </ul> <p><b>Working Groups</b></p> <ul style="list-style-type: none"> <li>• Working Groups for 2019 will be agreed at the next Council meeting on 4<sup>th</sup> June</li> </ul> |
| 19/156 | <p><b>Finance and invoice &amp; payments tracker</b></p> <p>Invoices received – for approval:</p> <ol style="list-style-type: none"> <li>1. Clerk Anne Oliver claim for expenses - agreed</li> <li>2. Clerk AO – donation in memory of Peter Lonsdale (agreed meeting 2<sup>nd</sup> April item19/107) - agreed</li> <li>3. Village Hall – room bookings (April) - agreed</li> </ol> <p>Paid invoices – for information:</p> <ol style="list-style-type: none"> <li>1. PJA – Inv 005882 Further sketch design /Traffic Study Consultation and display boards - noted</li> <li>2. Otterhill Builders – Playpark gardening (Mar) - noted</li> <li>3. Project Cosmic – Inv 13501website annual fees - noted</li> <li>4. Village Hall – room hire (March) - noted</li> <li>5. PJA – Inv 005666 for 2<sup>nd</sup> and final part of Traffic Study Report - noted</li> <li>6. St Michael’s Church - Grant award agreed Mtg 5<sup>th</sup> Feb 2019 min 19/035 - noted</li> <li>7. Clerk salary (May)– for information - noted</li> </ol> <p>a. To receive the bank reconciliation for April – for information - noted</p>  |
| 19/157 | <p><b>Councillors questions, reports and items for future agenda</b></p>  |

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|               | <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> <ul style="list-style-type: none"><li>• East Devon District Council are offering grants under a Community Buildings Scheme. Councillors discussed the bus shelter on Bendarroch Road which is in need of repairs. There was discussion on possible improvements - whether the bus shelter should include a window, be replaced with a glass structure, include an outdoor bench. Councillors agreed to discuss this in more detail at the next meeting. In the interim,<ul style="list-style-type: none"><li>○ <b>it was agreed</b> to get quotes for the required repair work (Clerk)</li></ul></li></ul> |
| <b>19/158</b> | <p><b>Next meeting</b><br/>To confirm the date of the next meeting which is scheduled for Tuesday 4<sup>th</sup> June 2019</p> <p>Meeting ended 9.57pm</p>  |

Signed: *Anne Oliver*, Clerk to the Council  
16<sup>th</sup> May 2019

Signed:

Date: