

West Hill Parish Council

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

To Members of West Hill Parish Council

25th Sep 2019

You are duly summoned to attend the next meeting of West Hill Parish Council to be held at 7.30pm on Tuesday 1st October 2019 at West Hill Village Hall.

Anne Oliver, Clerk to the Council

AGENDA

Item (a)	Discussion and decisions (b)
19/290	Welcome and Chairman's announcements
19/291	Apologies. To receive apologies and approve reasons for absence.
19/292	Public question time (3 minutes) From 7.30pm 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.
19/293	To receive the monthly crime stats for information
19/294	District and County Councillors' reports for information (items raised for decision will appear on the agenda for the next meeting).
19/295	Declarations of Interest a. Register of Interests: Councillors are reminded of the need to update their register of interests. b. To declare any personal interests in items on the agenda and their nature. 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).
19/296	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
19/297	Planning applications received 18/1222/MFUL Land south of Lily Cottage, Exeter Road, Whimble Applicant Rapleys LLP Application for the development of a new roadside service area to include a petrol filling station comprising sales building, canopy over, car and caravan parking, fuel pumps, HGV fuel pumps, 2 no. underground storage tanks and ancillary arrangements, new A3/A5 use building and drive-thru, HGV and coach parking, new access arrangements and landscaping and Drainage 19/2055/FUL Woodlee West Hill Road Applicant Mr & Mrs Davey Installation of replacement gates and entrance walls

19/298	<p>Planning decisions received for information (*denotes WHPC differed)</p> <p>19/1620/FUL West Catalpa Bendarroch Road Approved with conditions 19/0929/FUL The Birches Lower Broad Oak Road Approved 19/1699/TRE Bendarroch House Bendarroch Road Split decision 19/1560/TRE Greytops West Hill Road Approved</p>
---------------	---

Open Spaces Working Group

19/299	<p>Updates on actions and matters arising from the last meeting</p> <p>Actions from last meeting</p> <ol style="list-style-type: none"> 1. Re-tender Playpark maintenance contract (Sep/Oct) for Dec decision <ul style="list-style-type: none"> • see item below 2. Lengthsman - cancel the Himalayan Balsam clearance this year. <ul style="list-style-type: none"> • Done 3. Lengthsman - set up meeting to discuss progress to date & the remaining schedule for 2019. <ul style="list-style-type: none"> • Done 4. Consider creating a separate project for the clearance of Himalayan Balsam in 2020 <ul style="list-style-type: none"> • see item below 5. Fly-tipping Grass Cuttings - write to householders in the surrounding area reminding them of their responsibilities - fly-tipping grass cuttings is not permitted and other means of disposing of the green waste are available. <ul style="list-style-type: none"> • Done 6. Request EDDC to make the necessary rope repairs/replacement on the Playboat as a matter of urgency. <ul style="list-style-type: none"> • Done - item see below 7. Bus Shelter – continue to chase outstanding quotes, review and circulate. <ul style="list-style-type: none"> • Done - see item below <p>To receive a report from the Open Spaces Working Group meeting (September)</p> <ol style="list-style-type: none"> a. Bus Shelter maintenance and repairs scheduled for week beginning 23rd September b. Lengthsman schedule for September and winter period. c. Playpark –progress on urgent rope repairs/replacement required on the Playboat d. Broadoak
19/300	<p>To consider submitting applications to the Highways Maintenance Community Enhancement Fund for</p> <ol style="list-style-type: none"> a. a 2020 project to remove the Himalayan Balsam along West Hill Road b. a second year of funding for the Lengthsman to continue the maintenance and improvement of verges and gullies in the village with an emphasis on improving visibility at key road junctions.
19/301	<p>To consider the process to put the Playpark maintenance contract out for re-tender (previously agreed at 6th August meeting)</p> <ul style="list-style-type: none"> • contract tender process • advertising
19/302	<p>Confidential Matter: to consider the possibility of a new Open Space area in West Hill.</p>

Finance Working Group

19/303	<p>Updates on actions and matters arising from the last meeting</p> <p>Actions from last meeting</p> <ol style="list-style-type: none"> 1. Determine whether the CIL monies could be used to fund PJA Consultancy for the Traffic Study. <ul style="list-style-type: none"> • Done – confirmation received from EDDC that the Parish Council could use the CIL payments in this manner. <p>To receive a report from the Finance Working Group meeting in September</p> <ol style="list-style-type: none"> a. Timetable for the 2020 Budget and Precept process b. External Audit completed – no issues raised. Notice of closure of Audit available on the website.
---------------	--

People and Policy Working Group - no matters to report

19/304	<p>Updates on actions and matters arising from the last meeting</p> <p>Working Group meeting - no meeting in September</p>
---------------	---

Other Matters

19/305	<p>To receive an update on the Traffic Study and to agree next steps</p> <ol style="list-style-type: none"> 1. Village Hall new pedestrian access proposal – to receive an update on site visit meeting held with Devon County Council Highways, East Devon District Council Planning, PJA Traffic Consultants, Ian Heard (Village Hall) and WH Primary School. 2. Subject to the outcome of the site visit consider and agree next steps.
19/306	<p>To receive an update on the West Hill Map project</p>
19/307	<p>To agree preparations for Remembrance Day</p> <ul style="list-style-type: none"> • provision of WHPC wreath and maroons for the Royal British Legion • risk assessment • WHPC representative on Remembrance Day
19/308	<p>Updates on actions and matters arising from the last meeting</p> <p>Actions</p> <ol style="list-style-type: none"> 1. Request a list of EDDC assets in West Hill. (Clerk/Jess) <ul style="list-style-type: none"> • Done 2. Broadband – consultation with Jurassic Fibre re pricing and West Hill (& Aylesbeare) consultation (Quentin) <ul style="list-style-type: none"> • Progress update 3. Feedback - Invite Consultant Anne Reeder to observe a future Council meeting and to seek her feedback and advice <ul style="list-style-type: none"> • Done – Anne Reeder will attend the December meeting 4. Teenagers & Royal British Legion - contact parents and teenagers to assess their interest and then liaise with the RBL as appropriate. (AT/JB) <ul style="list-style-type: none"> • Progress update 5. Village Event – Cancel Village Hall booking for November <ul style="list-style-type: none"> • Done

	<p>6. Roadside Adverts - It was agreed that the Clerk would check their status with EDDC.(Clerk)</p> <ul style="list-style-type: none"> • Information requested & update <p>7. Circulate EDDC "Working Together for the Future of East Devon" invitation to other West Hill groups.</p> <ul style="list-style-type: none"> • Done <p>Other matters</p> <ul style="list-style-type: none"> a. OSM Hospital Working Group – West Hill Parish Council representative b. Planning Enforcement West Hill Road - update c. Exeter Airport Consultative Committee - update from recent meeting d. Greener Ottery initiative – update from meeting e. West Hill "Contact the Elderly" initiative f. Communication with residents - WHPC monthly "surgery"
19/309	<p>Finance and invoice tracker</p> <p>Invoices received – for approval:</p> <ol style="list-style-type: none"> 1. Clerk claim for expenses 2. PFK Littlejohn - external audit 2018/2019 fee 3. DALC – training course fee – Cllr AT <p>Paid invoices – for information:</p> <ol style="list-style-type: none"> a. West Hill Village Hall – room bookings (Aug) b. Paul Hayward - 2018/2019 internal audit fee c. Playpark Gardening (July & August) <p>To receive the bank reconciliation for August & September – for information</p>
19/310	<p>Councillors 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>
19/311	<p>Next meeting</p> <p>To confirm the date of the next meeting which is scheduled for Tuesday 5th Nov 2019 or Tuesday 15th Oct to meet Planning Application deadlines (if necessary)</p>

Signed: *Anne Oliver*, Clerk to the Council

25th Sep 2019