

West Hill Parish Council

Clerk to the Council: A Carr, Mañana, Higher Broad Oak Road, West Hill.

Tel: 07413 932406

Email: clerk@westhillparishcouncil.gov.uk

To Members of West Hill Parish Council

28th November 2018

You are duly summoned to attend the next meeting of West Hill Parish Council to be held at 7.30pm on Tuesday 4th December 2018 at West Hill Village Hall.

Alison Carr, Clerk to the Council

AGENDA

Item (a)	Discussion and decisions (b)
18/409	Welcome and Chairman's announcements
18/410	Apologies. To receive apologies and approve reasons for absence.
18/411	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.
18/412	To receive the monthly crime stats for information
18/413	District and County Councillors' reports for information (items raised for decision will appear on the agenda for the next meeting).
18/414	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. 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).
18/415	Minutes a. To approve the minutes of the Parish Council meeting on 6 th November 2018, previously circulated b. To approve the minutes of the Parish Council meeting on 20 th November 2018, previously circulated
18/416	Updates on actions and matters arising from the last meeting (action tracker)
18/417	Planning applications received 18/2594/TRE 14 Warren Park Proposal: T2 White Oak fell due to excessive shading to garden and more significantly causing poor light quality to property - and close proximity to building with branches of the tree overhanging the building 18/2678/FUL Parsonage House, Bendarroch Road Proposal: Glass balustrade to rear (revisions to 18/1481/FUL)

	<p>18/2624/TRE 11 Moorlands Proposal: T1 Oak , Crown lift over garden reducing lateral branches and removing epicormic growth from stem, to give 4.5m clearance from ground level.</p>
18/418	<p>Planning decisions received for information (*denotes WHPC differed) 18/2122/TRE 14 Perrys Gardens – refused 18/2484/FUL The Lawns – approved retrospective* 18/2472/FUL The Moor – approved</p>
18/419	<p>Updates and reports from Working Groups</p> <ol style="list-style-type: none"> a. Finance b. Invasive weeds c. Personnel d. Playing field/open space e. School field f. Website
18/420	<p>To consider the draft 2019-20 budget (paper by CH)</p>
18/421	<p>Employer’s Pension Scheme: To consider offering the incoming Parish Clerk the option to take up an approved Automatic Enrolment pension scheme currently on a non-contributory basis where the Parish Council (The Employer) pays in the 8% maximum required under AE rules.</p> <p>This scheme will replace the option to join East Devon’s Local Government Pension Scheme. This is to meet current workplace pension rules. Councillors are reminded that the Parish Council, as an employer, is required to provide a workplace pension for its employees (currently only the Clerk), and that it is in the Clerk’s employment contract that a pension is offered.</p> <p>If the Parish Council wishes to switch the offer from LGPS to an approved AE provider a minuted agreement is required.</p> <p>Clause 20.1 in the West Hill Parish Council Staff Contract template will also need to be amended as follows:</p> <p><i>“Full details of the scheme will be provided when you are enrolled, including the minimum contribution level that you will be required to make and your right to opt out if you do not want to join the scheme.</i></p> <p><i>While participating in the scheme, you agree to worker pension contributions being deducted from your salary.</i></p> <p><i>West Hill Parish Council (The Employer) will pay in 8% of your salary from the start of the month following expiry of your Probation Period, and therefore initially this will be a “non-contributory” basis for you as the Government total contribution requirements will be met.</i></p> <p><i>You may choose to pay further sums into the scheme if you wish by deduction from your net pay.</i></p> <p><i>The scheme is subject to its rules as may be amended from time to time, and the Employer may replace the scheme with another pension scheme at any time.</i></p> <p><i>You will have the right to “Opt Out” but the Council strongly advises you do not do so.”</i></p>
18/422	<p>Contract of employment: To agree an amendment to the draft contract of employment, para 4.1 to change the probationary period from 12 months to 3 months. Proposed wording:</p> <p><i>“4.1 Your appointment is subject to satisfactory completion of a probationary period of 3 months. There will be a formal review after 6 months’ employment and thereafter annual appraisals.</i></p>

	<i>It is a condition of your employment that you work to obtain the Certificate in Local Council Administration within 1 year of your appointment."</i>
18/423	To consider the next steps to be taken in seeking reinstatement of community access to the school field and agree what action should be taken, including: <ol style="list-style-type: none"> 1. Draft letter to DCC 2. Update on application as Asset of Community Value 3. Discussion on letter from Charity Commissioners
18/424	To approve the purchase of OS MasterMap data for the Traffic Study
18/425	Update on Ottery Hospital and Health & Care Forum
18/426	Update on Communities Together – meeting at OSM on 12/11/18 and to consider the bid from Ottery Help Scheme and any other bids and agree what action should be taken.
18/427	To consider establishing a Planning Working Group
18/428	To agree a Council representative on the Village Hall Management Committee
18/429	GDPR and publishing applicant names on planning applications To consider whether to publish the names of applicants and/or owners with regard to planning applications on Parish Council agendas/minutes and if so, to identify on which lawful basis the information is being processed, to comply with GDPR regulations (see https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/)
18/430	Correspondence received To consider the email received from a resident about dog waste on pavements between West Hill Road (HBO Rd junction) and McColls shop and agree what action should be taken, if any.
18/431	Finance and invoice tracker Invoices received – for approval: <ol style="list-style-type: none"> 1. Clerk's claim for reimbursed expenses 2. Village hall invoice for room hire in November 3. Invoice from Steve Radcliffe for play park grounds maintenance in October 4. Invoice 5263 from PJA Associates for traffic study (1 of 2) Paid invoices – for information: <ol style="list-style-type: none"> a. DALC invoice 7418 AGM & conference b. Invoice for hire of Narthex on 2 November c. Invoice 54240386 from Devon County Council for advertising Clerk vacancy To receive the bank reconciliation for November – for information
18/432	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>
18/433	Next meeting To confirm the date of the next meeting which is scheduled for Tuesday 18 th December or WEDNESDAY 2 nd January 2019 if there are no urgent planning matters to consider.

Signed: *Alison Carr*, Clerk to the Council

28th November 2018