

West Hill Parish Council

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To Members of West Hill Parish Council

25th April 2018

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 1st May 2018 at West Hill Village Hall.

Alison Carr, Clerk to the Council

AGENDA – ANNUAL MEETING OF THE PARISH COUNCIL

Item (a)	Discussion and decisions (b)
18/142	Welcome and Chairman's announcements
18/143	To elect the Chairman of the Parish Council
18/144	To elect the Vice-Chairman of the Parish Council
18/145	To consider membership of outside bodies and committees and arrangements for reporting back <ol style="list-style-type: none"> 1. Airport Consultative Committee 2. Leisure East Devon Forum 3. Others?
18/146	To confirm membership of Working Groups: <ol style="list-style-type: none"> 1. Finance Working Group 2. Personnel Working Group 3. Website Working Group
18/147	To review and adopt the Parish Council Financial Regulations
18/148	To review and adopt the Parish Council Standing Orders (amended for GDPR as per NALC's model SO)
18/149	To review the inventory of land and assets including buildings and office equipment – asset register
18/150	To confirm arrangements for insurance cover in respect of all insured risks
18/151	To review subscriptions/memberships to other bodies <ol style="list-style-type: none"> 1. DALC/NALC 2. SLCC
18/152	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)
18/153	Welcome and Chairman's announcements
18/154	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.
18/155	District and County Councillors' reports for information
18/156	Apologies. To receive apologies and approve reasons for absence.
18/157	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).
18/158	Police Crime Statistics Councillors are reminded that they can search for reported crimes in the Parish at https://www.police.uk/devon-and-cornwall/DEV.4087/crime/
18/159	Minutes a. To approve the minutes of the meeting on 3 rd April 2018, previously circulated b. To approve the minutes of the meeting on 17 th April 2018, previously circulated
18/160	Updates on actions and matters arising from the last meeting (action tracker)
18/161	Planning applications received (previously notified to Councillors) 18/0802/FUL Pentafield, West Hill Road. Proposal: Construction of single storey side and rear extension to provide annexe. 18/0810/FUL Stones House, Lower Broad Oak Road. Proposal: Construction of two storey side extension (revised scheme to 17/1822/FUL) 18/0859/PDQ Babbling Brook, Lower Broad Oak Road. Proposal: Prior approval for conversion of agricultural building to 1 no dwelling (use class C3)
18/162	Street trading application received (previously notified to Councillors) Graeme James T/A The Codfather Proposal: Mobile fish and chip van, Thursday 5pm - 7pm - 2 sites (map was circulated)
18/163	Tree preservation orders received for information 18/0001/TPO Land at The Needles – TPO confirmed (original report to last WHPC meeting was wrong)
18/164	Planning decisions received for information (*denotes WHPC differed) 18/0318/FUL Lowena, Lowena Lane, West Hill – approved with conditions 18/0678/FUL 17 Moorlands – approved 18/0496/FUL Downalong, Higher Metcombe – approved*
18/165	Internal Auditor's report for information To receive the report from the internal auditor AGAR Part 3
18/166	Annual Governance Statement 2017-18 (AGAR Part 3) 1. To consider the findings of the review of the effectiveness of the system of internal control 2. To approve the Annual Governance Statement by resolution

18/167	Annual Accounting Statements 2017-18 (AGAR Part 3) 1. To consider the Accounting Statements 2. To approve the Annual Accounting Statements by resolution
18/168	To approve the bank reconciliation for the year to 31st March 2018
18/169	To receive the explanation of year-on-year variances For information, letter to external auditor
18/170	Period for the Exercise of Public Rights 2017-18 To approve the dates for the Exercise of Public Rights – 4 th June 2018 to 13 th July 2018
18/171	To approve the 2017-18 Financial Reserves Policy
18/172	To consider the allocation of General and Earmarked Reserves (paper from CH)
18/173	Correspondence received for information 1. Letter from resident re rainwater runoff into Perrys Gardens, and reply from WHPC 2. Letter from resident in Moorlands re dog fouling (circulated) 3. Letter from Moorlands Neighbourhood Watch (circulated)
18/174	Finance and invoice & payments tracker a. To receive the invoice and payments tracker, for information b. To sign off invoices received: 1. EDDC 40049180 playpark safety (for information, previously agreed) 2. Clerk's expenses and office sundries 3. Reimburse Cllr Christopher Hall for purchase of wine used at Annual Parish Meeting c. To receive the monthly bank reconciliation, for information
18/175	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>
18/176	Motion to exclude the general public for discussion of a confidential staffing matter at item 18/177
18/177	To consider the report from the Personnel Working Group (circulated)
18/178	Next meeting To confirm the date of the next meeting which is scheduled for Tuesday 15 th May or Tuesday 5 th June

Signed: *Alison Carr*, Clerk to the Council

25th April 2018