

West Hill Parish Council

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

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To Members of West Hill Parish Council

28th November 2017

You are duly summoned to attend the next meeting of West Hill Parish Council to be held at 7.30pm on Tuesday 5th December 2017 at West Hill Village Hall.

Alison Carr, Clerk to the Council

Public Question Time: 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.

District and County Councillors' reports for information (items raised for decision will appear on the agenda for the next meeting).

Police Report for information.

AGENDA

1. **Apologies.** To receive apologies and approve reasons for absence.
2. **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).
3. **Planning applications received** (all previously emailed to Councillors)

17/2555/TRE Woodlands, 2 Birch Grove (PC comments by 7/12/17)

Proposal: Remove x2 Norway spruce, remove x1 damaged beech tree, crown raise oak above road to give a safe clearance.

17/2572/FUL The Warehouse, Toadpit Lane (PC comments by 6/12/17)

Proposal: Changes to the external envelope to the building granted approval for conversion to residential use under ref no. 16/0133/PDP, together with landscaping and the construction of a double garage.

17/2623/TRE Pine Bank, Warren Close (PC comments by 7/12/17)

Proposal: 6 x Pines (marked on map with an X) and replant - works are on poor health of the trees.



17/2757/FUL 1 Eymore Drive

Proposal: Construction of two-storey side extension.

17/2786/FUL Woodlee, West Hill Road

Proposal: Re-modelling of existing bungalow with the addition of a new first floor, demolition of front gable and addition of single storey side extension containing garage and utility.

4. Planning decisions received (a * indicates decision differs from PC)

- **17/0094/TPO** land at Almeda House, Higher Broad Oak Road. TPO confirmed.
- **TPO 58/0002** Notification of Tree works considered an exception to TPO 58/0002 at 2 Ashley Brake
- **17/2167/FUL** Greendale Farm Shop – approved
- **17/1413/FUL** West Hayes – approved
- **17/2150/TRE** Hideaway, Bendarroch Road – split*
- **17/2516/FUL** The Lawns, West Hill Road – approved
- **17/2481/TRE** Shenne, West Hill Road – approved*

5. Planning appeal received

Appeal relating to application **17/0523/OUT** Land at The Gap, Lower Broad Oak Road, appeal reference **APP/U1105/W/17/3183352** by Stuart Partners Ltd.

Outline application for up to two dwellings with associated access (details of layout, scale, appearance and landscaping reserved).

Deadline for comments is 27th December 2017.

6. Planning policy

Consider whether to make comment on Cranbrook DPD Masterplan

7. Internal audit for information

To receive a presentation on the internal audit process by Paul Hayward, Clerk to Newton Poppleford & Harpford Parish Council.

8. Minutes. To approve the minutes of the last meeting (7th November 2017), previously circulated.

9. Matters arising from last meeting

10. Updates on actions from last meeting

- WHPC website update & business advertising (KH/MH/JT)
- Parishes Together (MH)
- Report on the litter-pick/sign cleaning held on Saturday 2nd December (KH/JB)
- Update on Public Realm Study

11. Budget for information

To receive an update from the Finance Group on progress with budget for 2018-19

12. Consider planning delegation protocol and if needed, amend Standing Orders (MH paper emailed on 10 Nov)

13. Consider recording meetings protocol and if needed, amend Standing Orders



14. Consider adopting Model Publication scheme (MH email & attachments 15 Nov)
15. Consider adopting Transparency Code (same email)
16. Consider additional litter bins and/or dog bins
17. Consider name badges for Councillors and Clerk
18. Consider having a fire proof safe to hold hard copies of deeds and other important legal documents, and where it should be located
19. Consider opening a savings account with Unity Trust Bank
20. Consider payment of new invoices received since last meeting
 - Clerk's expenses and mileage
21. **Finance** updates for information
 - Update on first VAT claim – letter from HMRC
 - Invoice tracker - note small invoices authorised by Chairman and paid
 - Receive the monthly bank reconciliation
22. **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. *Councillors are respectfully reminded that this is not an opportunity for debate or decision making.*
23. **Date of the next meeting.** To confirm the date of the next meeting which is scheduled for 19th December or 2nd January 2018.

Councillors be aware that the agenda for 2nd January will need to be posted on 27th December at the latest, due to public holiday dates.

Signed: *Alison Carr*, Clerk to the Council

28th November 2017