

West Hill Parish Council

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To Members of West Hill Parish Council

29th May 2024

You are duly summoned to attend the next meeting of West Hill Parish Council (WHPC) to be held at 7.30pm on **Tuesday 4th June 2024**.

Information for members of the public

1. Parish Council meetings are open to the public. Every agenda includes an item for public participation giving members of the public the opportunity to speak.
2. If you wish to comment on an item on this agenda (but don't wish to speak at the meeting) please submit this in writing to the Clerk by **5pm Friday 31st May 2024**.
3. Agendas and minutes of meeting are available on the Council's website.

Anne Oliver, Clerk to the Council

AGENDA – ORDINARY MEETING OF THE PARISH COUNCIL

Item (a)	Discussion and decisions (b)
24/185	Welcome and Chairman's announcements
24/186	Apologies. To receive apologies and approve reasons for absence, if considered appropriate.
24/187	Public question time (3 minutes): To allow members of the public present to give their question/comments to 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. <i>(Contributions are limited to 3 minutes)</i>
24/188	District and County Councillors' reports: To receive reports for information (items raised for decision will appear on the agenda for the next meeting)
24/189	To receive Declarations of interest for items on the Agenda and receipt of requests for new Disclosable Pecuniary Interests (DPIs) dispensations for items on the Agenda. Members are also reminded that any change to their Declaration of Interests must be notified to the Monitoring Officer at East Devon District Council within 28 days of the change.
24/190	Confidential/exempt items. 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. Proposed item 24/212 Village Hall Path project.
24/191	Minutes: To receive the Minutes of the Parish Council meeting of 7th May 2024 (Minute 24/128 - 24/172) and the Extraordinary meeting of 21 st May (Minute 24/173 -24/1184) and to approve the signing of the Minutes by the Chairman as a true record.
24/192	To receive an update on Councillor vacancies .
24/193	Planning Applications received: To consider a response to:

	24/0992/FUL Banjul Toadpit Lane West EX11 1LQ Proposed extension and amendments to front porch/lobby.
24/194	<p>Planning decisions received for information (*denotes WHPC differed)</p> <p>24/0352/FUL Lindridge Elsdon Lane EX11 1UB Status: Approved * Demolition of existing bungalow and garage with construction of a replacement house and integral double garage.</p> <p>24/0044/FUL Potters Country Market West Hill Road EX11 1TY Status: Withdrawn Demolition of existing buildings and redevelopment to provide 9no. dwellings and replacement commercial/retail (Class E) space, with associated access, parking and landscaping.</p> <p>23/1973/FUL The Croft Bendarroch Road EX11 1UW Status: Approved Replacement dwelling, including the demolition of the existing dwelling and multiple outbuildings located within the grounds.</p>
24/195	<p>Planning Matters: Strategic Planning Working Group:</p> <ol style="list-style-type: none"> 1. To consider and approve, if considered appropriate, Terms of Reference for the working group. 2. To receive a verbal report, if available, on the EDDC Strategic Planning Committee held on 4th June 2024. 3. To note a further Draft Local Plan Consultation (Closing: Thursday 27th June, 5pm). 4. To consider a WHPC response to the consultation. 5. To consider arrangements for an “Emerging Local Plan” drop-in session on Friday 7th June 4.00-6.30pm at the Village Hall.

WHPC Groups + Initiatives

24/196	<p>Finance Working Group:</p> <p>Annual Governance Statement 2023-24 (AGAR Part 3)</p> <ol style="list-style-type: none"> a. To receive and consider the findings of the independent review of the effectiveness of the system of internal control. To note no issues raised by the internal auditor. b. To resolve to complete and sign the Annual Governance Statement.
24/197	<p>Annual Accounting Statements 2023-24 (AGAR Part 3)</p> <ol style="list-style-type: none"> a. To receive and consider the Accounting Statements. b. To resolve to approve the Annual Accounting Statements are accurate.
24/198	To approve the Period for the Exercise of Public Rights 2023-24 (proposed dates 6th June 2024 to 17th July 2024, including the first 14 days of July as required by law.)
24/199	To receive a verbal update on the challenge to the 2022-23 Annual Return.
24/200	<p>Village Hall Pedestrian Path Working Group:</p> <ol style="list-style-type: none"> a. To receive an update on the project including updated quotations + progress on the lease. b. To resolve to accept quotations subject to the future agreement of a lease, if considered appropriate, from <ol style="list-style-type: none"> a. JRC Engineers (s278/post construction sign off) b. Richard Green Ecology (ecological services)
24/201	<p>Emergency Plan Working Group:</p> <ol style="list-style-type: none"> a. To receive a verbal update on the Emergency Plan workshop held on 18th April. b. To note the successful grant application to the Devon Communities Resilience Forum (£75).

	c. To receive a verbal update on membership of the group and to resolve to appoint named members of the public to the group, if considered appropriate.
24/202	Remembrance Service Working Group: a. To consider and approve, if considered appropriate, a risk assessment for the D-Day 80 Memorial event on Thursday 6th June 11.00am at the War Memorial to coincide with the national events. b. To confirm arrangements for the D-Day 80 service and road closure for the event.
24/203	Communications Working Group.: a. To consider and approve, if considered appropriate, Terms of Reference for the Working Group. b. To receive recommendations for WHPC activities at the West Hill Summer Fete Saturday 29 th June 12.00-4.00pm at the School Field. c. To confirm arrangements and budget for the WHPC activities at the fete.
24/204	Playpark Working Group: a. To receive recommendations for replacement playpark bench(es). b. To resolve actions, expenditure and the use of CIL monies if considered appropriate.

Other Matters

24/205	To determine the time and place of informal monthly Cllr training workshops .
24/206	To note decisions made under delegated powers: To purchase 10 discounted copies of the Good Councillor Guide 2018, in total £20+postage.
24/207	To receive a report from the Parish Clerk
24/208	To review WHPC's Action Tracker .
24/209	Financial matters: 1. To consider and approve, if appropriate, the Schedule of Payments. 2. To consider and approve, if appropriate, any additional payments presented to the meeting. 3. To receive, if available, monthly Bank Reconciliations and finance trackers.
24/210	Councillor 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>
24/211	Next meeting: To confirm arrangements for upcoming WHPC meeting on Tuesday 2nd July 2024 7.30pm at the Village Hall.

Part B - Confidential/exempt items. 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.

24/212	Village Hall Pedestrian Path Working Group: To resolve to appoint a contractor for the construction of a pedestrian path, subject to the future agreement of a lease, if considered appropriate.
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Signed: *Anne Oliver*, Clerk to the Council, 29th May 2024