

## West Hill Parish Council

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26<sup>th</sup> March 2025

### To Members of West Hill Parish Council

You are duly summoned to attend the next meeting of West Hill Parish Council (WHPC) to be held at 7.30pm on **Tuesday 1<sup>st</sup> April 2025** at the Village Hall.

### 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 by 5pm Friday 28<sup>th</sup> March 2025. This will be read out under public participation for members to consider, subject to Council Policies. Please contact the Clerk by email to clerk@westhillparishcouncil.gov.uk
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)
25/129	<b>Welcome and Chairman's announcements</b>
25/130	<b>Apologies.</b> To receive apologies and approve reasons for absence, if considered appropriate.
25/131	To receive <b>Declarations of interest</b> 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.
25/132	<b>Public question time (3 minutes):</b> 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> ).
25/133	<b>District and County Councillors' reports:</b> To receive reports for information (items raised for decision will appear on the agenda for the next meeting)
25/134	<b>Confidential/exempt items. In consideration of the Public Bodies (Admission to Meetings) Act 1960</b> (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 items: <b>n/a</b>
25/135	<b>Minutes:</b> To receive the Minutes of the Parish Council meeting of <b>4<sup>th</sup> March 2025</b> (Minute 25/089 - 25/117) and Extraordinary Meeting <b>19<sup>th</sup> March 2025</b> (Minute 25/118–25-128) to approve the signing of the Minutes by the Chairman as a true record.
25/136	<b>Planning Applications received:</b> To consider a response to:  <b>25/0672/FUL</b> 5 Pinefields Close West Hill Devon EX11 1XL

	Proposed demolition of existing lean to structure, alterations, construction of single storey rear extension with roof terrace over, addition of cladding and render, Proposed Conversion of existing garage into residential accommodation.  <b>25/0671/FUL</b> 6 Potters Close West Hill Ottery St Mary EX11 1YE Proposed two storey infill extension between the existing house and the detached garage. Proposed first floor extension above the garage including external steps. Single storey extension on the Northwest elevation. Revised window and roof window arrangements to accord with revised internal layout.	
<b>25/137</b>	<b>Planning decisions received</b> for information (* denotes WHPC differed)	EDDC <u>Decision</u>
	<b>25/0148/TRE</b> 20 Moorlands West Hill EX11 1UL Various tree works	Approved
	<b>25/0027/PDQ</b> Weggis Farm Higher Metcombe Ottery St Mary EX11 1SQ Prior notification (Class Q (a) and (c)) for a change of use from a building on an agricultural unit to 1no. dwellinghouse (Use Class C3)	Approved*
	<b>25/0026/PDQ</b> Weggis Farm Higher Metcombe Ottery St Mary EX11 1SQ Prior notification (Class Q (a) and (c)) for a change of use from buildings on an agricultural unit to 5no. dwellinghouses (Use Class C3)	Approved*
	<b>25/0019/TRE</b> Land Adjoining West Hayes Eastfield West Hill T1, Birch : dismantle in stages to near ground level.	Approved
	<b>24/2716/FUL</b> South Oak Higher Metcombe Ottery St Mary EX11 1SQ Proposed single storey rear extension and enlargement of existing porch	Approved
<b>25/138</b>	<b>Planning Matters:</b>  1. <b>24/0039/TPO:</b> Land at Birchbank Cottages, Lower Broad Oak Road, 2. <b>Emerging East Devon Local Plan:</b> To note: a. the deadline, 31 <sup>st</sup> March 2025, for responses to the public consultation. b. the WHPC response to the consultation.	<b>Confirmed</b>

#### WHPC Groups + Initiatives

<b>25/139</b>	<b>Finance Working Group:</b> To consider arrangements for insurance cover for 2025-26.
<b>25/140</b>	<b>Neighbourhood Plan Working Group:</b>  a. To receive a progress report. b. To consider a request for the WHPC newsletter to be published in June 2025 to publicise a Neighbourhood Plan survey.
<b>25/141</b>	<b>Village Hall Pedestrian Path Working Group:</b> To receive an update, including (if available):  a. Certificate of Lawfulness b. Traffic Regulations Order
<b>25/142</b>	<b>Emergency Plan Working Group:</b>  a. To receive a progress report and agree actions, if appropriate. b. To receive a report from Devon Communities Together Resilience Conference attended by WHPC representatives.
<b>25/143</b>	<b>HR Working group:</b> To adopt, if considered appropriate, a WHPC Volunteer Policy and application form.
<b>25/144</b>	<b>Playpark Working Group:</b>  a. To consider a draft Playpark strategy and to decide actions, as appropriate.

	b. To consider a revised checklist for Weekly Playpark Inspections and to decide actions, as appropriate.
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**Other Matters**

<b>25/145</b>	To receive an update on land for sale in the Parish and to decide actions, as appropriate.
<b>25/146</b>	To consider a grant application submitted by West Hill RBL for a contribution towards a VE Day 80 community street party on 10 <sup>th</sup> May.
<b>25/147</b>	To consider arrangements for a road closure for VE Day 80 street party event and to approve costs.
<b>25/148</b>	To receive an update on nominations of Assets of Community Value: Broad Oak Plantation and Potters Country Market
<b>25/149</b>	To consider correspondence received: a. Aircraft movements and noise
<b>25/150</b>	To receive a report from the Parish Clerk:
<b>25/151</b>	To review WHPC's <b>Action Tracker</b> and agree actions as considered appropriate. a. 381 and 382 bus services in West Hill
<b>25/152</b>	<b>Financial matters:</b> 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 consider and approve, if appropriate, an internal bank transfer £15,000. 4. To receive, if available, monthly Bank Reconciliations and finance trackers.
<b>25/153</b>	<b>Councillor questions, reports and items for future agenda</b> 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>
<b>25/154</b>	<b>Next meeting:</b> To confirm arrangements for upcoming WHPC meeting on <b>Tuesday 6<sup>th</sup> May 2025</b> 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.

Signed: *Anne Oliver*, Clerk to the Council, 26<sup>th</sup> March 2025