

## West Hill Parish Council

Clerk to the Council: Anne Oliver  
 Tel: 01404 232 100 / 07413 932406  
 Email: clerk@westhillparishcouncil.gov.uk

25<sup>th</sup> September 2024

### 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> October 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 by 5pm Friday 27<sup>th</sup> September 2024. 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)
24/292	<b>Welcome and Chairman's announcements</b>
24/293	<b>Apologies.</b> To receive apologies and approve reasons for absence, if considered appropriate.
24/294	<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> )
24/295	<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)
24/296	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.
24/297	<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: 24/320 if required (Lengthsman Contract)
24/298	<b>Minutes:</b> To receive the Minutes of the Parish Council meetings of <b>2<sup>nd</sup> July 2024</b> (Minute 24/185 - 24/212) and <b>5<sup>th</sup> August 2024</b> (Minute 24/267–24/291) and to approve the signing of the Minutes by the Chairman as a true record.
24/299	<b>Planning Applications received:</b> To consider a response to:

	<p><b>24/1579/VAR</b> Little Glade West Hill Road EX11 1TU Variation of condition 2 (approved plans) on planning permission 21/2989/FUL (erection of a single replacement two-storey dwelling) to allow alterations to the fenestration, driveway, and infilling of covered parking area to create a home gym.</p> <p><b>24/1494/FUL</b> Merrow Cottage Hawkins Lane, West Hill, EX11 1XG Proposed construction of single storey front extension</p> <p><b>24/1716/MOUT</b> Land Abutting Strawberry Lane Strawberry Lane Salston Ottery St Mary Outline application for up to 65 dwellings and associated infrastructure and works, with details of access layout and landscaping provided.</p> <p><b>24/1864/TRE</b> Hawkins Cottage Hawkins Lane West Hill Ottery St Mary EX11 1XG T1, T2 &amp; T3 (English Oaks): reduce via thinning western aspects of trees crown by removing approximately 2m branch sections to reduce lateral crown spread by approximately 1-1.5m making pruning cuts up to approximately 50mm in diameter.</p> <p><b>24/1913/TRE</b> Woodlands 2 Birch Grove West Hill EX11 1XP T1, Silver Birch Tree: Fell.</p> <p><b>24/1761/MFUL</b> Land At Meadow Mead Higher Metcombe EX11 1SL Proposed erection of 3no detached dwellings, stable block and paddock with associated hard and soft landscaping/access</p> <p><b>24/2001/TRE</b> 24 Moorlands West Hill EX11 1UL T1, Oak - reduce height by approximately 2m. Shorten back branches over neighbouring roof to a suitable pruning position to clear 2m. Re-shape remainder of crown by 1-2m to leave a natural form. Remove dead wood over 75mm.</p> <p>To confirm responses made under Delegated Powers:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;"></td> <td style="text-align: right;">WHPC response</td> </tr> <tr> <td><b>24/1361/ADV</b> Hidden Oak Equine And Country EX5 2JP Signage to advertise</td> <td style="text-align: right;">Support</td> </tr> <tr> <td><b>24/1555/FUL</b> Mulberry House Higher Broad Oak Road EX11 1XJ Construction of a first floor side extension and detached garage with alterations to fenestrations.</td> <td style="text-align: right;">Support</td> </tr> <tr> <td><b>24/1793/TRE</b> Birchbank Cottages Lower Broad Oak Road EX11 1XH Various tree works (T2 to G12)</td> <td style="text-align: right;">Support</td> </tr> </table>		WHPC response	<b>24/1361/ADV</b> Hidden Oak Equine And Country EX5 2JP Signage to advertise	Support	<b>24/1555/FUL</b> Mulberry House Higher Broad Oak Road EX11 1XJ Construction of a first floor side extension and detached garage with alterations to fenestrations.	Support	<b>24/1793/TRE</b> Birchbank Cottages Lower Broad Oak Road EX11 1XH Various tree works (T2 to G12)	Support
	WHPC response								
<b>24/1361/ADV</b> Hidden Oak Equine And Country EX5 2JP Signage to advertise	Support								
<b>24/1555/FUL</b> Mulberry House Higher Broad Oak Road EX11 1XJ Construction of a first floor side extension and detached garage with alterations to fenestrations.	Support								
<b>24/1793/TRE</b> Birchbank Cottages Lower Broad Oak Road EX11 1XH Various tree works (T2 to G12)	Support								
<b>24/300</b>	<p><b>Planning decisions received</b> for information (*denotes WHPC differed)</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;"></td> <td style="text-align: right;">EDDC Decision</td> </tr> <tr> <td><b>24/1435/PDQ</b> Weggis Farm Higher Metcombe 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)</td> <td style="text-align: right;">Refused</td> </tr> <tr> <td><b>24/1436/PDQ</b> Weggis Farm Higher Metcombe n 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)</td> <td style="text-align: right;">Refused</td> </tr> <tr> <td><b>24/1562/TRE</b> Stuckeys House West Hill Road EX11 1TU Oak: T1 + Oak T2 various works</td> <td style="text-align: right;">Refused</td> </tr> </table>		EDDC Decision	<b>24/1435/PDQ</b> Weggis Farm Higher Metcombe 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)	Refused	<b>24/1436/PDQ</b> Weggis Farm Higher Metcombe n 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)	Refused	<b>24/1562/TRE</b> Stuckeys House West Hill Road EX11 1TU Oak: T1 + Oak T2 various works	Refused
	EDDC Decision								
<b>24/1435/PDQ</b> Weggis Farm Higher Metcombe 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)	Refused								
<b>24/1436/PDQ</b> Weggis Farm Higher Metcombe n 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)	Refused								
<b>24/1562/TRE</b> Stuckeys House West Hill Road EX11 1TU Oak: T1 + Oak T2 various works	Refused								
<b>24/301</b>	<p><b>Tree Protection Order Notifications:</b> To consider:</p> <p><b>24/0039/TPO</b> Land at Birchbank Cottages, Lower Broad Oak Road, West Hill (provisional)</p>								

<b>24/302</b>	<b>Emerging East Devon Local Plan:</b> To receive a report on EDDC's Strategic Planning Committee Meeting held on 23 <sup>rd</sup> September to consider site allocations for Ottery St Mary, West Hill and surrounding areas.
---------------	--

### WHPC Groups + Initiatives

<b>24/303</b>	<p><b>Finance Working Group:</b></p> <p>a. <b>Annual Governance and Accountability Return (AGAR) 2022-23:</b> To consider the findings of the External Auditor (if available) regarding a challenge to the Council's AGAR for 2022-23</p> <p>b. <b>Annual Governance and Accountability Return (AGAR) 2023-24:</b> To consider the findings of the External Auditor (if available) regarding the eligibility of a challenge to the Council's AGAR for 2023-24.</p> <p>c. To consider the appointment of an <b>Internal Auditor for 2024-2025.</b></p> <p>d. To consider arrangements for setting the 2025-6 Budget and Precept Demand</p>
<b>24/304</b>	<p><b>HR+ Policy Working Group:</b></p> <p>a. To consider the appointment of a Solicitor on an annual retained basis and to approve funding if considered appropriate.</p> <p>b. To adopt, if considered appropriate, a Scheme of Delegation.</p>
<b>24/305</b>	<p><b>Village Hall Pedestrian Path Working Group:</b></p> <p>a. To receive an update on progress of the project and matters to be considered at future meetings:</p> <ul style="list-style-type: none"> <li>• Lease on land at the Village Hall</li> <li>• A Section 278 legal agreement allowing works to the public highway.</li> <li>• Application for a Traffic Regulation Order</li> </ul> <p>b. To consider:</p> <ol style="list-style-type: none"> <li>i. a revised contractors quote (if available)</li> <li>ii. the establishment of a Section 278 bond.</li> <li>iii. The appointment of a Solicitor with regards to the s278 legal agreement.</li> </ol>
<b>24/306</b>	<p><b>Emergency Plan Working Group:</b></p> <p><b>Grant application</b></p> <ol style="list-style-type: none"> <li>To approve a grant application to Devon Communities Together for the publication of an Emergency Plan brochure to all West Hill households.</li> <li>To approve the publication and costs of a brochure prepared by the Working Group, if considered appropriate.</li> </ol>
<b>24/307</b>	<p><b>Remembrance Service Working Group:</b></p> <p>a. To consider arrangements for the Remembrance Service on Sunday 10<sup>th</sup> November 2024:</p> <p>b. To confirm an order for a Remembrance Wreath and a donation to the 2024 Poppy Appeal under s137 Powers.</p>

### Other Matters

<b>24/308</b>	To approve the publication of a Parish Council Newsletter and associated costs.
<b>24/309</b>	To consider arrangements for appointing a <b>Lengthsman</b> for 2025, if considered appropriate.
<b>24/310</b>	To confirm decisions made under Delegated Powers:

	<p>Following the cancellation of the (inquorate) 3<sup>rd</sup> September WHPC Meeting Cllrs FP/TI gave authority for the Clerk to take the following actions:</p> <ol style="list-style-type: none"> <li>a. To make payments as listed on the published payment schedule for the 3<sup>rd</sup> September WHPC Meeting.</li> <li>b. To register attendance of 4 WHPC representatives at the Devon Association of Local Councils AGM and Conference 2024 (£200)</li> <li>c. To submit an application for a Traffic Regulation Order and to pay the associated reduced fee £3,000 (Village Hall Path Project Min 24/253).</li> <li>d. To order a Poppy Wreath for the 2024 West Hill Remembrance Service</li> </ol> <p>In addition,</p> <ol style="list-style-type: none"> <li>e. To arrange for the removal of old tree trunk from the Playpark (Health + Safety), £140+vat.</li> </ol>
<b>24/311</b>	To consider the WHPC vote on items on the agenda for the DALC AGM.
<b>24/312</b>	<ol style="list-style-type: none"> <li>a. To receive the annual <b>RoSPA playpark inspection report</b> and consider remedial actions, if required.</li> <li>b. To approve a budget for remedial actions, if appropriate.</li> <li>c. To approve inspection costs of up to £150.00+vat (awaiting confirmation)</li> </ol>
<b>24/313</b>	<p><b>To consider correspondence received:</b></p> <ol style="list-style-type: none"> <li>a. Works at the entrance to the quarry, West Hill Road</li> <li>b. Road markings at junction of Ash Hill Road/Higher Broad Oak Road</li> <li>c. Community Warm Spaces</li> </ol>
<b>24/314</b>	To record the Council's response to recent <b>Freedom of Information (FOI) Requests and Subject Access Requests (SAR)</b> .
<b>24/315</b>	To receive a report from the Clerk
<b>24/316</b>	To review WHPC's <b>Action Tracker</b>
<b>24/317</b>	<p><b>Financial matters:</b></p> <ol style="list-style-type: none"> <li>1. To consider and approve, if appropriate, the Schedule of Payments.</li> <li>2. To consider and approve, if appropriate, any additional payments presented to the meeting.</li> <li>3. To receive, if available, monthly Bank Reconciliations and finance trackers.</li> </ol>
<b>24/318</b>	<p><b>Councillor questions, reports and items for future agenda</b></p> <p>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></p>
<b>24/319</b>	<b>Next meeting:</b> To confirm arrangements for upcoming WHPC meeting on <b>Tuesday 5<sup>th</sup> November 2024</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.

<b>24/320</b>	To consider arrangements for appointing a <b>Lengthsman</b> for 2025, if considered appropriate.
---------------	--

Signed: *Anne Oliver*, Clerk to the Council, 25<sup>th</sup> September 2024