

## **West Hill Parish Council**

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

### **To Members of West Hill Parish Council**

24<sup>th</sup> February 2021

You are duly summoned to attend the next meeting of West Hill Parish Council to be held at 7.30pm on Tuesday 2<sup>nd</sup> March 2021.

### **Information for members of the public**

1. Due to the Covid-19 situation the meeting cannot be held in the Village Hall as per standard practice. Recent legislation changes enable Councils to hold virtual meetings. West Hill Parish Council will meet by video conferencing. The meeting is open to the public.
2. You can join the meeting either by phone, computer or android/apple device. Please ensure that your full name is displayed.
3. 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 **12 noon Monday 1<sup>st</sup> March 2021**. This will be read out under public participation for members to consider.
4. For members of the public/press that wish to speak at the meeting, under public participation, please raise your hand and wait for the Chairman to prompt you.
5. For those who have no visual access to the meeting, members will state their name before speaking and voting.
6. For those who are unable to hear, the agendas and the minutes of the meeting will be available on the Council's website.

### **To join the Zoom meeting**

<https://zoom.us/j/92448962573?pwd=aXJOZmc4RExDNm5NN3hINHMzY1BhQT09>

Meeting ID: 924 4896 2573  
Passcode: 112863

Dial by your location: Find your local number: <https://zoom.us/u/adwDjwcToD>

*Anne Oliver*, Clerk to the Council

**AGENDA – ORDINARY MEETING OF THE PARISH COUNCIL**

Item (a)	Discussion and decisions (b)
21/069	<b>Welcome and Chairman's announcements</b>
21/070	<b>Apologies.</b> To receive apologies and approve reasons for absence.
21/071	<b>Public question time (3 minutes)</b> 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. This item included issues submitted to the Clerk prior to the meeting.
21/072	<b>District and County Councillors' reports</b> for information (items raised for decision will appear on the agenda for the next meeting)
21/073	<b>Declarations of Interest</b> 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. To declare any disclosable pecuniary interests in items on the agenda and their nature (Councillors with DPIs must leave the room for the relevant items).
21/074	<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.
21/075	<b>Minutes</b> 1. To approve the minutes of the Parish Council meeting on 2 <sup>nd</sup> February 2021. 2. To approve the minutes of the Parish Council meeting on 16 <sup>th</sup> February 2021 subject to the inclusion of 21/058 and 21/064.
21/076	<b>Planning Applications received</b>  <b>21/0142/FUL</b> Land To West Of B3180 Between Tatry And Panorama West Hill Applicant Mr H Slade Erection of new dwelling and construction of public footway adjacent to the B3180  <b>21/0426/FUL</b> Creag Mhor Ford Lane West Hill EX11 1XE Applicant Mrs S Clarkson Construction of side extension, veranda and associated hardstanding (revised scheme to 20/0736/FUL)
21/077	<b>Planning decisions received</b> for information (*denotes WHPC differed)  <b>21/0065/FUL</b> Woodbines Ford Lane EX11 1XE Approved* Two storey rear and side extension, addition of dormer window and remodelling of front doorway
21/078	<b>TPO notifications</b> - for information  <b>21/003/ TPO</b> Land at West Hayes, Hayes End, West Hill, EX11 1UZ
21/079	<b>East Devon Local Plan Public Consultation:</b> To agree the Council's response (deadline for responses 15 <sup>th</sup> March 2021).

<b>21/080</b>	<p>To receive an update on a <b>planning matters</b>:</p> <ol style="list-style-type: none"> <li>a. Land to the north of Oak Road: To consider a Developer's request for a meeting with the Council (Ref WHPC Protocol on Planning Application Meetings with Landowners, Developers or their Agents)</li> <li>b. To receive an update on an informal EDDC/WHPC/OSMTC meeting to discuss a possible review of the AONB boundary.</li> </ol>
---------------	--

### Committee & Working Groups

<b>21/081</b>	<p><b>Finance Working Group:</b> For information</p> <ol style="list-style-type: none"> <li>a. <b>To approve</b> the updated WHPC Asset Register.</li> </ol>
<b>21/082</b>	<p><b>Open Spaces Committee</b></p> <p><b>To note and confirm</b> the minutes of the meeting of 26<sup>th</sup> January 2021. <b>To receive</b> recommendations and answer questions arising from the recent Committee meeting on 23<sup>rd</sup> February 2021 incl:</p> <ol style="list-style-type: none"> <li>i. Definitive Map Review</li> <li>ii. Review of Playpark facilities</li> <li>iii. Broadoak Woodland – WHPC has received permission to carry out limited maintenance</li> <li>iv. New noticeboard for Bus Shelter</li> </ol> <p><b>Other matters</b></p> <ol style="list-style-type: none"> <li>a. Urgent matters arising</li> </ol>
<b>21/083</b>	<p><b>People &amp; Policy Working Group</b></p> <ol style="list-style-type: none"> <li>a. <b>To approve</b> WHPC policies reviewed and updated by P&amp;P WG:             <ol style="list-style-type: none"> <li>i. WHPC Grant Policy, Application Form and Questionnaire</li> <li>ii. Risk Assessment</li> <li>iii. WHPC Model Publication Scheme (Freedom of Information).</li> </ol> </li> </ol>
<b>21/084</b>	<p><b>Traffic Study Working Group</b></p> <ol style="list-style-type: none"> <li>a. <b>To receive</b> an update from the Joint WHPC/Village Hall Working Group on a new pedestrian access to the Village Hall:             <ol style="list-style-type: none"> <li>i. Amendments to Design</li> <li>ii. Public Consultation</li> <li>iii. Memorandum of Understanding</li> </ol> </li> <li>b. <b>To receive</b> an update on additional site(s) for VAS.</li> </ol>

### Other Matters

<b>21/085</b>	<p><b>Covid-19: To consider</b></p> <ol style="list-style-type: none"> <li>a. To consider recent Government Covid-19 announcements:             <ol style="list-style-type: none"> <li>i. Lifting of Covid restrictions</li> <li>ii. WHPC Public Meetings: the legislation permitting councils to meet remotely will come to an end on 6 May 2021.</li> </ol> </li> <li>b. The WHPC Help Scheme: To receive an update on the Help Scheme and to consider next steps for the scheme.</li> <li>c.</li> </ol>
---------------	--

<b>21/086</b>	<b>Litter + Fly tipping:</b> To receive reports of roadside litter/ flytipping and to consider proposed actions.
<b>21/087</b>	<b>West Hill's Trees:</b> To consider <ol style="list-style-type: none"> <li>a. the proposal to develop a programme of actions focussed on West Hill's trees.</li> <li>b. To consider progress to date</li> </ol>
<b>21/088</b>	<b>PTFA:</b> To receive an update on the Logo competition and the winning entry chosen by Councillors.
<b>21/089</b>	<b>To receive</b> the monthly West Hill crime stats (for information)
<b>21/090</b>	<b>To receive</b> an update on Complaint to EDDC Monitoring Officer
<b>21/091</b>	<b>2021 Remembrance Events:</b> To receive an update on WHPC preparations for 2021 events.
<b>21/092</b>	<b>Broadband:</b> To receive an update on the Jurassic Fibre schedule for West Hill.
<b>21/093</b>	<b>WHPC Newsletter:</b> To consider the date and content for the next Parish Council newsletter.
<b>21/094</b>	<p><b>Clerks Report: Actions and matters arising from the last meeting</b></p> <ol style="list-style-type: none"> <li><b>1. Actions, incl outstanding action</b> <ol style="list-style-type: none"> <li>i. 2021 Census – publicity material</li> <li>ii. Kings School Grant Award</li> <li>iii. Letters to residents re parking at the War Memorial</li> </ol> </li> <li><b>2. Matters arising</b> <ol style="list-style-type: none"> <li>a. Resident communication</li> <li>b. Any urgent matters arising.</li> </ol> </li> <li>3. To consider the purchase of a new external hard drive with greater storage capacity (costs £77.49+vat)</li> </ol>
<b>21/095</b>	<p><b>Finance and Invoices Tracker</b></p> <p>Invoices received for approval:</p> <ol style="list-style-type: none"> <li>1. Clerk - claim for expenses (incl Microsoft subscription, stationery)</li> <li>2. Clerk - claim for PC equipment (external hard drive for back ups)</li> </ol> <p>To receive the 2020-21 Finance Tracker + Bank reconciliation January/February 2021.</p>
<b>21/096</b>	<p><b>Councillors 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>21/097</b>	<b>Next meeting:</b> To confirm the date of the next meeting (by video-conference) which is scheduled for Tuesday 16 <sup>th</sup> March 2021 or 6 <sup>th</sup> April 2021 to deal with planning applications (if required).

Signed: *Anne Oliver*, Clerk to the Council, 24<sup>th</sup> February 2020