

West Hill Parish Council

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

26th June 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 2nd July 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 28th June 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)
24/213	Welcome and Chairman's announcements
24/214	Apologies. To receive apologies and approve reasons for absence, if considered appropriate.
24/215	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>
24/216	District and County Councillors' reports: To receive reports for information (items raised for decision will appear on the agenda for the next meeting)
24/217	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.
24/218	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 items: 24/239 Village Hall Path Project, 24/240 To review a designation of vexatious complainant, 24/241 Correspondence received (Open Space), 24/242 Correspondence received (Letters).
24/219	Minutes: To receive the Minutes of the Parish Council meeting of 4th June 2024 (Minute 24/185 - 24/212) and to approve the signing of the Minutes by the Chairman as a true record.
24/220	Planning Applications received: To consider a response to:

	<p>24/1123/TRE 10 Heather Grange West Hill EX11 1XZ: T1 Birch - fell. T2-T5 Various tree works.</p> <p>24/1232/TRE 6 Oak Tree Gardens West Hill EX11 1FR: T5 and T7 Oaks reduce branches by 3m from nos. 6 and 7.</p>
24/221	<p>Planning decisions received for information (*denotes WHPC differed)</p> <p>24/0992/FUL Banjul Toadpit Lane West Hill Ottery St Mary EX11 1LQ Status: Approved Proposed extension and amendments to front porch/lobby.</p> <p>24/0874/FUL Gorse Lands Hawkins Lane West Hill Devon EX11 1XG Status: Approved Proposed rear terrace, swimming pool and pool house, alongside a two-storey side extension and single storey front and side extensions and addition of pergola.</p> <p>23/1973/FUL The Croft Bendarroch Road West Hill Devon EX11 1UW Status: Approved* Replacement dwelling, including the demolition of the existing dwelling and multiple outbuildings located within the grounds</p>
24/222	<p>Tree Protection Order Notifications: To note</p> <p>23/0063/TPO Land at Lower Broad Oak Road, West Hill, Ottery St Mary - Confirmed 24/0020/TPO The Finches, Lower Broad Oak Road - provisional</p>
24/223	<p>Strategic Planning Working Group: Planning Matters:</p> <ol style="list-style-type: none"> 1. To receive a report on the WHPC Drop-in Session held on 7th June 2024 and to confirm the WHPC response to the Further Draft Local Plan Consultation. 2. To consider the agenda for EDDC's Strategic Planning Committee meeting on 9th July and items relevant to West Hill. 3. To receive a verbal report on progress of the Emerging East Devon Local Plan,

WHPC Groups + Initiatives

24/224	<p>Finance Working Group:</p> <ol style="list-style-type: none"> a. To receive a 1st Quarter 2024-25 Financial Report b. To consider the use of CIL monies due to expire 2024-25. c. To consider the External Auditor findings on the challenge to the 2022-23 Annual Return, if received, and agree actions as considered appropriate.
24/225	<p>Village Hall Pedestrian Path Working Group:</p> <ol style="list-style-type: none"> a. To approve a lease, if available, on land at the site of West Hill Village Hall for the purposes of constructing a pedestrian path b. To receive JRC Engineers comments on contractor quotations.
24/226	<p>Communications Working Group:</p> <ol style="list-style-type: none"> a. To receive a report on the WHPC activities at the West Hill Summer Fete and consider any recommendations arising. b. To approve the publication of a WHPC newsletter during September 2024 and to approve a budget up to £500+vat. c. To consider artwork for a WHPC promotional banner.
24/227	<p>HR+ Policy Working Group:</p> <ol style="list-style-type: none"> a. To consider a proposed Parish Council Policy on Gifts to the Parish Council. b. Under the WHPC Complaints Policy, to review a current designation of vexatious complainant.

24/228	<p>Emergency Plan Working Group:</p> <p>a. To receive a verbal update on the Emergency Plan workshop held on 24th June 2024.</p> <p>b. To approve the publication of an West Hill Emergency Plan leaflet to be distributed to village households during September 2024 and to approve a budget up to £350+vat if grant funding is not available from other bodies.</p>
24/229	<p>Remembrance Service Working Group:</p> <p>a. To receive a report on the D-Day 80 Memorial event on Thursday 6th June at the War Memorial and consider any recommendations arising.</p> <p>b. To approve the submission of a road closure application for the 2024 Remembrance Service at the War Memorial.</p>
24/230	<p>Playpark Working Group:</p> <p>a. To receive a report on recent playpark inspections and actions taken.</p> <p>b. To receive an update on replacement playpark bench(es).</p>
24/231	<p>Infrastructure Working Group:</p> <p>a. To receive a report on ownership of the Bendarroch Road bus shelter and to agree actions, if considered appropriate.</p> <p>b. To consider road safety and verge maintenance at the junction of School Lane/West Hill Road.</p>

Other Matters

24/232	To consider a Grant Application received from West Hill Wasps for match balls and Respect signage and barriers, £977.82.
24/233	<p>To consider correspondence received:</p> <p>a. Open Space in West Hill (letter to Chairman).</p> <p>b. Complaint re verge cutting at the junction of Lower Broad Oak Road + Ash Hill Road (email to the Clerk).</p> <p>c. Letters to Chairman, Councillors and Clerk</p>
24/234	To receive a report from the Parish Clerk
24/235	To review WHPC's Action Tracker .
24/236	<p>Financial matters:</p> <p>1. To consider and approve, if appropriate, the Schedule of Payments.</p> <p>2. To consider and approve, if appropriate, any additional payments presented to the meeting.</p> <p>3. To receive, if available, monthly Bank Reconciliations and finance trackers.</p>
24/237	<p>Councillor questions, reports and items for future agenda</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>
24/238	Next meeting: To confirm arrangements for upcoming WHPC meeting on Tuesday 3rd September 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.

24/239	Village Hall Pedestrian Path Working Group: To appoint a preferred contractor, subject to agreement to the terms of a lease.
24/240	Under the WHPC Complaints Policy, to review a current designation of vexatious complainant.
24/241	To consider correspondence to the Council regarding Open Space in the village.
24/242	To consider letters sent to the Chairman, Councillors and Clerk

Signed: *Anne Oliver*, Clerk to the Council, 26th June 2024