

## West Hill Parish Council

Clerk to the Council: Anne Oliver  
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28<sup>th</sup> May 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 **7.00pm** on **Tuesday 3<sup>rd</sup> June 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 30<sup>th</sup> May 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)
25/220	<b>Welcome and Chairman's announcements</b>
25/221	<b>Apologies.</b> To receive apologies and approve reasons for absence, if considered appropriate.
25/222	To receive an update on <b>Councillor</b> vacancies and to consider applications for co-option.
25/223	<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>
25/224	<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)
25/225	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.
25/226	<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.
25/227	<b>Minutes:</b> To receive the Minutes of the Parish Council meeting of <b>6<sup>th</sup> May 2025</b> (Minute 25/167 - 25/209) and Extraordinary Meeting <b>19<sup>th</sup> May 2025</b> (Minute 25/210–25/219) to approve the signing of the Minutes by the Chairman as a true record.
25/228	<b>Planning Applications received:</b> To consider a response to: <b>25/0818/TRE</b> 9 Ashley Brake West Hill Ottery St Mary EX11 1TW

	T1, Evergreen Leylandii tree: removal due to heavily listing T2-T10 Evergreen Leylandii tree: reduction of height by 8m from the top, too tall.	
	<b>25/1018/FUL</b> Pitfield Farm House Exeter Road Ottery St Mary EX11 1LE Conversion of existing outbuilding into annexe ancillary to the main dwelling	
<b>25/229</b>	<b>Planning decisions received</b> for information (* denotes WHPC differed)	EDDC <u>Decision</u>
	<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 .....	Refused
	<b>25/0115/CPE</b> Village Hall West Hill Beech Park West Hill EX11 1UQ Certificate of existing lawfulness for the confirmation that planning permission has been implemented with the preparation of a trench for the foundations of a section of a new pedestrian path on the Village Hall grounds	Decided

**WHPC Groups + Initiatives**

**Finance Working Group:**

<b>25/230</b>	<b>Internal Audit Report for 2024-25:</b>	
	<ul style="list-style-type: none"> <li>a. To receive and consider the findings of the independent review of the effectiveness of the system of internal control.</li> <li>b. To authorise that this be submitted to the External Auditor.</li> </ul>	
<b>25/231</b>	<b>Finance Working Group:</b>	
	<ul style="list-style-type: none"> <li>a. To consider and approve the bank reconciliation for the year to 31st March 2025.</li> <li>b. To receive and approve a Financial Report, Accounts and Financial Statement for year ending 31st Mar 2025.</li> <li>c. To approve and sign WHPC's CIL statement for year ending 31st Mar 2025.</li> <li>d. To approve the WHPC Financial Reserves Policy and allocation of reserves held at 31<sup>st</sup> March 2025.</li> <li>e. To review and approve amendments (if appropriate) to the Council's bank mandate.</li> <li>f. To resolve: <ul style="list-style-type: none"> <li>i. the Council's automated payments (direct debits) and to approve their continued use</li> <li>ii. payments by BACs or CHAPs if appropriate</li> <li>iii. supplier account details.</li> </ul> </li> <li>g. To review and approve (if appropriate) a schedule of regular payments.</li> </ul>	
<b>25/232</b>	<b>Annual Governance Statement 2024-25:</b>	
	<ul style="list-style-type: none"> <li>a. To complete the Annual Governance Statement 2024-25 of the Annual Governance and Accountability Return and to authorise that this be signed on behalf of the Parish Council and submitted to the External Auditor.</li> </ul>	
<b>25/233</b>	<b>Annual Accounting Statements 2024-25 (AGAR Part 3)</b>	
	<ul style="list-style-type: none"> <li>a. To receive and consider the Accounting Statements of the Annual Governance and Accountability Return 2024-25 presented by the RFO.</li> <li>b. To resolve, if considered appropriate, to approve the Annual Accounting Statements are accurate.</li> <li>c. To authorise that this be signed on behalf of the Parish Council and submitted to the External Auditor.</li> </ul>	

<b>25/234</b>	To consider and, if appropriate, to approve supporting documents in respect of the Financial Year 2024-25 and to authorise that these be submitted to the External Auditor as required within the Annual Governance and Accountability Return.
<b>25/235</b>	<b>To approve the Period for the Exercise of Public Rights for the financial year 2024-25</b> (proposed dates 5 <sup>th</sup> June to 16 <sup>th</sup> July, including the first 14 days of July as required by law.)
<b>25/236</b>	<b>Neighbourhood Plan Working Group:</b>  a. To receive a progress report including Neighbourhood Plan Survey: 7 <sup>th</sup> June – 19 <sup>th</sup> July. b. To confirm the decision made under Delegated Powers to approve the wording of the WHPC Newsletter for June 2025.
<b>25/237</b>	<b>Village Hall Pedestrian Path Working Group:</b> To receive a progress report and to agree actions and costs. Report including:  a. Application for Certificate of Lawfulness b. Traffic Regulations Order
<b>25/238</b>	<b>Emergency Plan Working Group:</b> To receive a progress report and agree actions, if appropriate.
<b>25/239</b>	<b>Playpark Working Group:</b> To receive a progress update on the development of a playpark strategy

#### Other Matters

<b>25/240</b>	To consider a <b>Grant Applications</b> from West Hill PTFA request for £450 funding towards the cost of the Summer Fayre.
<b>25/241</b>	To decide a response to East Devon District Council's <b>Rural Broadband consultation</b> .
<b>25/242</b>	To consider <b>Councillor training</b> requirements and to approve costs.
<b>25/243</b>	To confirm arrangements for the Parish Council stall at the <b>PTFA Summer Fete</b> : a. To decide arrangements for the Neighbourhood Plan Working Group attendance. b. To consider and if appropriate, approve a Risk Assessment for a Crazy Golf activity provided by the Parish Council. c. To consider actions and confirm costs (£200.00 budget previously approved 25/201)
<b>25/244</b>	To receive a report from the Parish Clerk.
<b>25/245</b>	To consider correspondence received:
<b>25/246</b>	To review WHPC's <b>Action Tracker</b> and agree actions as considered appropriate.
<b>25/247</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 receive, if available, monthly Bank Reconciliations and finance trackers.
<b>25/248</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>25/249</b>	<b>Next meeting:</b> To confirm arrangements for upcoming WHPC meeting on <b>Tuesday 1<sup>st</sup> July 2025</b> 7.00pm 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, 28<sup>th</sup> May 2025