

West Hill Parish Council

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28th July 2021

To Members of West Hill Parish Council

You are duly summoned to attend the next meeting of West Hill Parish Council to be held at 7.30pm on Tuesday 3rd August 2021 at the Village Hall.

Information for members of the public

1. Parish Council meetings are returning to the Village Hall as per standard practice. The meeting is 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 **12 noon Monday 2nd August 2021**. This will be read out for members to consider.
3. Agendas and minutes of meeting are available on the Council's website.

Covid Precautions: Cllrs and members of the public are reminded

- to stay at home if unwell
- to bring their own papers to the meeting as papers cannot be shared.
- to bring a drink (if required) and cushion (if required) as padded chairs will not be available.

In addition, Cllrs and members of the public are requested to carry out a Covid lateral flow test on the day of the meeting. [Order coronavirus \(COVID-19\) rapid lateral flow tests - GOV.UK \(www.gov.uk\)](https://www.gov.uk/order-coronavirus-covid-19-rapid-lateral-flow-tests)

Anne Oliver, Clerk to the Council

AGENDA – ORDINARY MEETING OF THE PARISH COUNCIL

Item (a)	Discussion and decisions (b)
21/067	Welcome and Chairman's announcements
21/068	Apologies. To receive apologies and approve reasons for absence.
21/069	Public question time (3 minutes) 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.
21/070	District and County Councillors' reports for information (items raised for decision will appear on the agenda for the next meeting)
21/071	Declarations of Interest <ol style="list-style-type: none"> 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 (DPIs) in items on the agenda and their nature (Councillors with DPIs must leave the room for the relevant items).

21/072	<p>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.</p>
21/073	<p>Minutes</p> <p>1. To approve the minutes of the Ordinary Parish Council meeting on 6th July 2021.</p>
21/074	<p>Planning Applications received</p> <p>21/1824/TRE 19 Hayes End West Hill EX11 1GG Applicant Mr K Murray Various treeworks. Reasons: The trees are causing excessive shading to the southern element of the client's garden.</p> <p>21/1688/MFUL Land South Of Lily Cottage Exeter Road Whimple Applicant Motor Fuel Group Roadside Service Area (RSA), including a Petrol Filling Station (PFS) comprising of a forecourt sales building, canopy, separate HGV and Car fuel pumps and underground storage tanks and a new Class E/Sui Generis drive-thru restaurant alongside associated car, coach and HGV parking, landscaping and off-site highway works on the B3174.</p> <p>21/2001/TRE The Old Stable Windmill Lane EX11 1JP Applicant Ms K Green Pine 1: Crown raise to give a clear stem of 2 metres. This is to prevent branches overhanging the highway and buildings. Advised by tree officer Robin Offer when he came to view the tree Monday 19th July.</p> <p>21/2041/TRE Fair View 1 Brackendown EX11 1NT Applicant Mr C Hall Crown reduction to the northwest quadrant of the crown to achieve 3 metre clearance from chimney. Maximum diameter cuts of 100mm. Reason: to reduce needle fall on roof and gutters and maintain clearance from chimney</p> <p>21/1784/FUL 13 Beech Park EX11 1UH Applicant Mr & Mrs Spencer Partial extension of existing garage, addition of first floor side extension over garage and dormer window</p> <ul style="list-style-type: none"> • Considered and supported application under Delegated Powers
21/075	<p>EDDC Planning decisions received for information (*denotes WHPC differed)</p> <p>21/1784/FUL 13 Beech Park EX11 1UH Approved Partial extension of existing garage, addition of first floor side extension over garage and dormer window.</p> <p>21/1529/FUL Touch Wood 3 Hylands Close Higher Broad Oak Road EX11 1XJ Approved Single storey rear extension, front extension to provide a garage with storage over, 8 roof lights, conversion of attached garage to habitable use, alterations to front porch and enlargement of driveway</p> <p>21/0874/FUL Amberley Grange West Hill EX11 1UX Approved 17 metre long noise barrier 2 metres high along highway boundary to replace existing fence.</p>
21/076	<p>TPO notifications - for information</p> <p>21/0024/TPO Land North of Oak Road - Provisional order to be confirmed</p>
21/077	<p>Planning Appeal: To approve a response to the appeal ref APP/U1105/W/21/3276272 Land to the west of B3180 adj Panorama</p>
21/078	<p>Planning matters:</p> <ol style="list-style-type: none"> 1. To receive an update on Strategic Planning Committee/Local Plan Review 2. To approve a response to an EDDC request to fact-check the analysis of community services and facilities (Role and function of Settlements)

Committee & Working Groups

21/079	Traffic Study Working Group: <ol style="list-style-type: none"> To receive an update on the Planning Application for proposed pedestrian link to the Village Hall To approve Terms of Reference for the Working Group.
21/080	Slide Working Group: <ol style="list-style-type: none"> To receive an update on the project timetable and consultation with Playpark users. To consider an updated draft Terms of Reference for the Working Group.
21/081	Finance Working Group <ol style="list-style-type: none"> To note the end of the Period for the Exercise of Public Rights.
21/082	People and Policy Working Group <ol style="list-style-type: none"> To approve arrangements for a West Hill Community Survey 2021. To consider proposed amendments to the West Hill Complaints Policy in respect of appeals.

Other Matters

21/083	Coronavirus: To consider recent Government Covid announcements (if any) and their impact on WHPC: (EDDC decision) Covid numbers: <ol style="list-style-type: none"> Review the WHPC Risk Assessment for in-person Council meetings and agree amendments as required (if any). To consider the venue for future meetings in 2021 (Acorn/Beech Room). To consider if WHPC suspended Working Groups can be resumed? To consider recent updated Government safety guidelines for Playparks.
21/084	Clerks Report: <ol style="list-style-type: none"> Decisions taken under Delegated Powers: purchase 2year renewal McAfee anti-virus software WHPC - Action points from previous meetings Matters arising <ol style="list-style-type: none"> Lengthsman – To approve the works <ol style="list-style-type: none"> Playpark bark £188.40 + vat (as 2020) Playpark Hedge cutting £76+vat (as 2020) VAS <ol style="list-style-type: none"> To approve the schedule for Sep onwards 2021 To receive an update on an additional site for VAS Resident emails – Broadband Transport consultations – consider response to <ol style="list-style-type: none"> Peninsula Transport survey National Bus Strategy survey Email protocol – to consider protocol for external emails sent to all Cllrs. Any urgent matters arising.
21/085	Queens’s Platinum Jubilee 2022: To receive feedback from village groups and to consider how WHPC/West Hill could mark the Jubilee.
21/086	Broadoak Plantation: To consider resident’s concerns regarding access to the Woodland Trust land.
21/087	Open Spaces: To consider a proposal to create a Community Land Working Group.
21/088	Public Footpaths: To receive an update on the process to create a new Public Right of Way (ref in consideration of concerns raised by the Footpath Warden re Footpath 5 and B3180)
21/089	Complaint: To receive the findings of the investigations into a complaint.
21/090	Police Matters: To receive the monthly West Hill crime stats (Jun 2021) (for information)

21/091	Freedom of Information (FOI): To note the receipt of an FOI request.
21/092	St Michael's Village Welcome Packs: To receive an update on proposed arrangements
21/093	WHPC Wildflower Challenge: To receive an update and consider arrangements for judging.
21/094	Confidential Item: To discuss personnel matters
21/095	<p>Finance and Invoices Tracker Invoices received for approval:</p> <ol style="list-style-type: none"> 1. Clerk - claim for expenses (incl Microsoft subscription, paper £77.38+vat 2. Clerk - McAfee 2yr renewal £99.99+vat 3. DCC Highways – re-locate Village Gateway signs £420.00 4. Cosmic – annual domain name renewal £80.00 + vat 5. Lengthsman – Playpark timber treatment £417.48+vat 6. Lengthsman – Remove memorial bench and verge maintenance £47.50+vat 7. Lengthsman – VAS transfers (Jul21) £76.00 + vat <p>Transfer between WHPC Accounts for approval: £5,000 to current account</p> <p>To receive: 2021-22 Finance Tracker, Bank reconciliations 2021, CIL/S106 summary</p>
21/096	<p>Councillors questions, reports and items for future agenda 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>
21/097	Next meeting: To confirm the date of the next meeting at the Village Hall which is scheduled for Tuesday 7 th September 2021, 7.30pm at the Village Hall.

Signed: *Anne Oliver*, Clerk to the Council, 28th July 2021