

West Hill Parish Council

Clerk to the Council: Anne Oliver
 Tel: 01404 232 100 / 07450 388198
 Email: clerk@westhillparishcouncil.gov.uk

28th August 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 3rd September 2024** 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 30th August 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)
24/267	Welcome and Chairman's announcements
24/268	Apologies. To receive apologies and approve reasons for absence, if considered appropriate.
24/269	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>
24/270	District and County Councillors' reports: To receive reports for information (items raised for decision will appear on the agenda for the next meeting)
24/271	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.
24/272	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.
24/273	Minutes: To receive the Minutes of the Parish Council meeting of 2nd July (Minute 24/213 -24/242) and the Extraordinary meeting of 5th August 2024 (Minute 24/243 -24/266) and to approve the signing of the Minutes by the Chairman as a true record.
24/274	Planning Applications received: To consider a response to:

	<p>24/1361/ADV Hidden Oak Equine And Country Aylesbeare EX5 2JP Signage to advertise, to road users, the business taking place on the property. This will be a combination of raised signage and signage attached to our existing fencing.</p> <p>24/1555/FUL Mulberry House Higher Broad Oak Road West Hill EX11 1XJ Construction of a first floor side extension and detached garage with alterations to fenestrations.</p> <p>24/1793/TRE Birchbank Cottages Lower Broad Oak Road West Hill EX11 1XH T2: Lawsons Cypress - Remove split branch. T3: Birch - Dismantle declining tree in sections to near ground level. T4: Western Red Cedar - Crown lift to 4m above ground level. T6: Plum - Dismantle dead tree in sections to near ground level (Includes small dead Larch adjacent). T8: Juniper - Reduce height of all stems by approximately 2.5m, 75mm Maximum Diameter of Cuts (MDC). T9: Cherry - Crown lift to 4m above ground level, 50mm MDC. Reduce lower third of canopy by 2m, on north, west & eastern aspects. G11: Birch - Reduce limb growing in southerly direction on southernmost tree of group by 2-3m to suitable growth points, 50mm MDC. Remove major hazardous deadwood from group of 5 Birch trees G12: Mixed species - Crown lift over driveway entrance to 4m above ground level, 25mm MDC</p>
24/275	<p>Planning decisions received for information (*denotes WHPC differed)</p> <p>24/1358/TRE The Warren Warren Park West Hill EX11 1TN Status: Approved* Various treeworks: G1 Scots Pine, G10 Pines, T4 Holly, T5 Birch, T6 Beech, T7 Beech, T8 Beech, T9 Willow, T11 Beech, T13 Beech</p> <p>24/1236/FUL 14 High Bank West Hill Devon EX11 1XX Status: Approved Proposed garage conversion and a forward-facing infill extension to the front elevation.</p> <p>24/1232/TRE Oak Tree Gardens West Hill EX11 1FR Status: Decided (Split decision) Oaks (T5 and T7 of 23/0006/TPO): T330 and T326 - reduce branches by 3m from nos. 6 and no. 7.</p>
24/276	<p>Tree Protection Order Notifications: To note: 24/0027/TPO Land at Weggis Farm, Higher Metcombe, Ottery St Mary</p>
24/277	<p>Strategic Planning Working Group: Planning Matters:</p> <ol style="list-style-type: none"> To receive an update on the Emerging Local Plan and the upcoming Strategic Planning Committee Meetings. To consider WHPC representation at the Strategic Planning Committee on Monday 23rd September which will consider site allocations for West Hill.

WHPC Groups + Initiatives

24/278	<p>Finance Working Group:</p> <ol style="list-style-type: none"> Annual Governance and Accountability Return (AGAR): To consider the findings of the External Auditor (if available) regarding: <ol style="list-style-type: none"> A challenge to the Council's AGAR for 2022-23. The eligibility of a challenge to the Council's AGAR for 2023-24.
24/279	<p>Village Hall Pedestrian Path Working Group:</p> <ol style="list-style-type: none"> To receive an update on the DCC Highways fee to be paid by the Parish Council for a Traffic Regulation Order. To receive an update on progress of the project and matters to be considered at future meetings.
24/280	<p>HR+ Policy Working Group:</p> <ol style="list-style-type: none"> To consider the appointment of a Solicitor on an annual retained basis and to approve funding if considered appropriate.

	2. To record the Council's response to recent Freedom of Information (FOI) Requests and Subject Access Requests (SAR).
24/281	Emergency Plan Working Group: 1. To approve a grant application to Devon Communities Together for the publication of an Emergency Plan brochure to all West Hill households. 2. To approve the publication and costs of a brochure prepared by the Working Group, if considered appropriate.
24/282	Remembrance Service Working Group: To consider arrangements for the Remembrance Service on Sunday 10 th November 2024: a. To confirm an order for a Remembrance Wreath and a donation to the 2024 Poppy Appeal under s137 Powers. b. To confirm which Councillor(s) will represent the Council at the Remembrance Service. c. To confirm which Councillor(s) will act as wardens at the event. d. To confirm a risk assessment for the event will be considered at the next meeting, 1 st October 2024 e. To receive an update on the application for a temporary road closure f. To write to local residents in the vicinity of the road closure.
24/283	Playpark Working Group: To receive an update on: a. The installation of equipment at the playpark. b. Development of a playpark strategy.

Other Matters

24/284	To approve the publication of a Parish Council Newsletter and to approve costs.
24/285	To consider attendance at the Devon Association of Local Councils AGM and Conference 2024.
24/286	To consider correspondence received: a. Works at the entrance to the quarry, West Hill Road
24/287	To receive a report from the Parish Clerk: - Lengthsman contract for 2025
24/288	To review WHPC's Action Tracker .
24/289	Financial matters: 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.
24/290	Councillor 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>
24/291	Next meeting: To confirm arrangements for upcoming WHPC meeting on Tuesday 1st October 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.

Signed: *Anne Oliver*, Clerk to the Council, 28th August 2024