

## West Hill Parish Council

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### To Members of West Hill Parish Council

28<sup>th</sup> April 2021

You are duly summoned to attend the next meeting of West Hill Parish Council to be held at 7.30pm on Tuesday 4<sup>th</sup> May 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 Tuesday 4<sup>th</sup> May 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/91662503705?pwd=aEVUWVczbS9za0NFK3IJMlpyYjNvdz09>  
Meeting ID: 916 6250 3705  
Passcode: 069675

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

*Anne Oliver*, Clerk to the Council

### AGENDA – ANNUAL MEETING OF THE PARISH COUNCIL called by the chair

Item (a)	Discussion and decisions (b)
21/167	Welcome and Chairman's announcements
21/168	<b>To elect the Chairman of the Parish Council</b> <ul style="list-style-type: none"><li>To approve the timetable for the Declaration of Acceptance: it is proposed the newly elected chair to make the Declaration of Acceptance and to complete and sign the prescribed form before the Parish Council at the next in-person meeting scheduled for 1st June.</li></ul>
21/169	<b>To elect the Vice-Chairman of the Parish Council</b>

21/170	<p><b>To confirm membership of Committees and Working Groups:</b></p> <ol style="list-style-type: none"> <li>1. Open Spaces Committee</li> <li>2. Finance Working Group</li> <li>3. People and Policy Working Group</li> <li>4. Traffic Working Group</li> <li>5. Community Survey and Engagement</li> <li>6. Community Events</li> <li>7. Planning Policy</li> <li>8. Emergency Plan</li> <li>9. Playpark/Slide</li> <li>10. West Hill Trees</li> </ol>
21/171	<p><b>To review and adopt (if appropriate) the Parish Council Standing Orders, plus</b></p> <ul style="list-style-type: none"> <li>• To note the supplementary Standing Orders to meet the statutory requirements for the holding of remote meetings expires May 7<sup>th</sup>.</li> </ul>
21/172	<p><b>To review and adopt (if appropriate) the Parish Council Financial Regulations</b></p>
21/173	<p><b>To review and adopt (if appropriate) the Council's Policies.</b></p> <ol style="list-style-type: none"> <li>1. Privacy Notice including Data Protection Policy</li> <li>2. Website Accessibility Statement</li> <li>3. Grievance &amp; Disciplinary Policy &amp; Capability Procedure</li> <li>4. Complaints Policy</li> <li>5. Anonymous Communications</li> <li>6. Members Allowance Policy</li> <li>7. Grant Award Policy</li> <li>8. Protocol re Developers</li> <li>9. WHPC Business Continuity</li> </ol>
21/174	<p><b>To review and accept the Councils Code of Conduct:</b> Each Councillor must undertake to abide by the Councils code of conduct.</p>
21/175	<p><b>To review the inventory of land and assets including buildings and office equipment – asset register</b></p>
21/176	<p><b>To confirm arrangements for insurance cover in respect of all insured risks</b></p>
21/177	<p><b>To Review and Accept (if appropriate) Members Allowances Policy</b> <b>To consider the current policy for Chairman's and Member Allowances and whether it should be continued.</b></p>
21/178	<p><b>Review Training Requirements for Councillors</b></p>
21/179	<p><b>To consider membership of outside bodies and committees and arrangements for reporting back</b></p> <ol style="list-style-type: none"> <li>1. Airport Consultative Committee</li> <li>2. Leisure East Devon Forum</li> <li>3. Village Hall Committee</li> <li>4. Ottery St Mary Hospital Working Group</li> <li>5. East Devon Community Safety Group</li> <li>6. OPCC Councillor Advocate Scheme</li> <li>7. Special Trees of West Hill</li> </ol>
21/180	<p><b>To review subscriptions/memberships to other bodies</b></p> <ol style="list-style-type: none"> <li>1. DALC/NALC</li> <li>2. SLCC</li> <li>3. ICO</li> <li>4. Devon Communities Together</li> <li>5. Breakthrough Communications</li> </ol>

	6. Parish Online
<b>21/181</b>	<b>To determine the time and place of ordinary meetings of the full council up to and including the next Annual Meeting of full council.</b>

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

Item (a)	Discussion and decisions (b)
<b>21/182</b>	<b>Welcome and Chairman’s announcements</b>
<b>21/183</b>	<b>Apologies.</b> To receive apologies and approve reasons for absence.
<b>21/184</b>	<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.
<b>21/185</b>	<b>District and County Councillors’ reports</b> for information (items raised for decision will appear on the agenda for the next meeting)
<b>21/186</b>	<b>Declarations of Interest</b> <ol style="list-style-type: none"> <li>a. Register of Interests: Councillors are reminded of the need to update their register of interests.</li> <li>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).</li> </ol>
<b>21/187</b>	<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.
<b>21/188</b>	<b>Minutes</b> <ol style="list-style-type: none"> <li>1. To approve the minutes of the Parish Council meeting on 6<sup>th</sup> April 2021.</li> <li>2. To approve the minutes of the Parish Council meeting on 26<sup>th</sup> April 2021. <ol style="list-style-type: none"> <li>o To clarify a statement made at the 26th April meeting ref 21/155</li> </ol> </li> </ol>
<b>21/189</b>	<b>Planning Applications received</b> <p><b>21/1159/TRE</b> Oasis Toadpit Lane West Hill EX11 1TR Applicants Mr &amp; Mrs Pyne Pinus Sylvestris T615 indicated as such on sketch plan: Grainge Architects Proposed Site Plan (Drawing no. 1060/102 Rev B) - felling due to extreme level of needle drop and the high likelihood of loss or damage to the Applicants' property due to a stress fracture</p> <p><b>21/1122/FUL</b> Upwey West Hill Road EX11 1UZ Applicants Mr &amp; Mrs Hill Construction of two dormers to the south east elevation. Alterations to the existing windows and doors. Change of roof material to slate.</p> <p><b>21/1191/TRE</b> Pine Bank Warren Close EX11 1XB Applicant Mrs Cox 1843, Scots Pine: Section Fell. Reason: Tall leaning tree with reduced vitality, has the potential to fall onto road or drive. G1.1, Scots Pine: Remove all dead wood greater than 100mm in diameter. 1839, Scots Pine: Installation of through bolt unit with 12mm threaded bar. Reason: poor branch union between stems at bifurcation at approx. 16m. See attached tree survey. Re-planting: The garden is heavily wooded and there is a high number of trees</p>

	<p>planted within the last twenty years therefore replacement planting is not necessary to maintain tree coverage at this site.</p> <p><b>21/1201/TRE</b> 16 Eastfield West Hill EX11 1XN Applicant Mrs Munday Various tree works: T1 - 4 Lawson cypress - fell. The trees have out grown their position. T5, horse chestnut - cut to a six foot stump. To allow more light into the garden. T6, beech - reduce by approximately 0.5m to allow more light into the glasshouse.</p>
<b>21/190</b>	<p><b>Planning decisions received</b> for information (*denotes WHPC differed)</p> <p><b>20/2589/FUL</b> Woodview West Hill Road EX11 1TU Approved* Widening of vehicular entrance and driveway (partially retrospective). <b>21/0864/FUL</b> Fern Lodge Bendarroch Road West Hill EX11 1JX Approved* Construction of two storey side extension</p>
<b>21/191</b>	<p><b>TPO notifications</b> - for information n/a</p>

### Coronavirus

<b>21/192</b>	<p>To consider the impact of legislation permitting councils to hold remote meetings ending on 7th May 2021 and to confirm arrangements for the return to in-person meetings:</p> <ol style="list-style-type: none"> <li>a. To complete the Return to In-person Meetings checklist</li> <li>b. To approve the actions detailed in the WHPC Risk Assessment for In-person Council Meetings</li> <li>c. To enact the WHPC Emergency Schedule of Delegation.</li> <li>d. Agree a rota for venue preparation pre/post meeting (moving/cleaning furniture)</li> </ol>
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### Committee & Working Groups

#### Finance Working Group

<b>21/193</b>	<p><b>Annual Governance Statement 2020-21 (AGAR Part 3)</b></p> <ol style="list-style-type: none"> <li>a. To consider the findings of the review of the effectiveness of the system of internal control</li> <li>b. To approve the Annual Governance Statement by resolution</li> </ol>
<b>21/194</b>	<p><b>Annual Accounting Statements 2020-21 (AGAR Part 3)</b></p> <ol style="list-style-type: none"> <li>a. To consider the Accounting Statements</li> <li>b. To approve the Annual Accounting Statements by resolution</li> </ol>
<b>21/195</b>	<b>To approve the bank reconciliation for the year to 31<sup>st</sup> March 2021</b>
<b>21/196</b>	<b>To receive the explanation of year-on-year variances</b>
<b>21/197</b>	<p><b>To approve the Period for the Exercise of Public Rights 2020-21</b></p> <ol style="list-style-type: none"> <li>a. To approve the dates for the Exercise of Public Rights– proposed dates 14<sup>th</sup> June 2021 to 23<sup>rd</sup> July 2021</li> </ol>
<b>21/198</b>	<b>To approve the 2020-21 Financial Reserves Policy</b>
<b>21/199</b>	<b>To approve the CIL statement for year ending 31<sup>st</sup> Mar 2021</b>

<b>21/200</b>	<p><b>Open Spaces Committee</b></p> <p><b>To note and confirm</b> the minutes of the meeting of 30th March 2021. <b>To receive</b> recommendations and answer questions arising from the recent Committee meeting on 27<sup>th</sup> April 2021</p>
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21/201	<b>Traffic Study Working Group:</b> To receive an update on <ol style="list-style-type: none"> <li>a. Memorandum of Understanding</li> <li>b. Ecology Report</li> <li>c. Public Consultation</li> </ol>
21/202	<b>Slide Working Group:</b> <ol style="list-style-type: none"> <li>a. To confirm the Terms of Reference for this stage of the project</li> <li>b. To receive an update on timetable for the group's feasibility report.</li> </ol>
21/203	<b>Community Events Working Group:</b> <ol style="list-style-type: none"> <li>a. To consider arrangements for the 2021 Remembrance Events.</li> </ol>

#### Other Matters

21/204	To discuss <b>Code of Conduct</b> issues.
21/205	To consider the WHPC response to the <b>Government's Call for Evidence</b> regarding virtual Council meetings.
21/206	<b>Police Matters:</b> <ol style="list-style-type: none"> <li>a. To receive the monthly West Hill crime stats (for information)</li> <li>b. To receive an update on the OPCC review of the Community Speed Watch scheme (for information).</li> </ol>
21/207	<b>WHPC Newsletter:</b> To consider the content for the next Parish Council newsletter (16 <sup>th</sup> May)
21/208	<b>Clerks Report: Actions and matters arising from the last meeting</b> <ol style="list-style-type: none"> <li>1. <b>Actions, incl outstanding action</b></li> <li>2. <b>Matters arising</b> <ol style="list-style-type: none"> <li>a. Resident communication</li> <li>b. Any urgent matters arising.</li> </ol> </li> </ol>
21/209	<b>Finance and Invoices Tracker</b> Invoices received for approval: <ol style="list-style-type: none"> <li>1. Clerk - claim for expenses (incl Microsoft subscription, postage)</li> <li>2. Paul Hayward - Internal Audit Services 2020-21 £100</li> <li>3. Richard Green Ecology Ltd - Ecology Report for planning application £250+vat</li> </ol> <p>To receive the 2021-22 Finance Tracker + Bank reconciliation April 2021.</p>
21/210	<b>Councillors 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>
21/211	<b>Next meeting:</b> To confirm the date of the next meeting at the Village Hall which is scheduled for Tuesday 1 <sup>st</sup> June.

Signed: *Anne Oliver*, Clerk to the Council, 28<sup>th</sup> April 2021