

## West Hill Parish Council

Clerk to the Council: Anne Oliver  
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### To Members of West Hill Parish Council

29<sup>th</sup> April 2020

You are duly summoned to attend the next meeting of West Hill Parish Council to be held at 7.30pm on Tuesday 5<sup>TH</sup> May 2020.

- 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.
- Members of the public wishing to attend the meeting via video conferencing should contact the Parish Clerk (see contact details above).
- Alternatively, members of the public are invited to submit issues or concerns to the Clerk who will raise the matter at the meeting on their behalf.

*Anne Oliver*, Clerk to the Council

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

Item (a)	Discussion and decisions (b)
20/111	Welcome and Chairman's announcements
20/112	To elect the Chairman of the Parish Council
20/113	To elect the Vice-Chairman of the Parish Council
20/114	<b>To confirm membership of Committees and Working Groups:</b> <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. Website Working Group</li> <li>5. Traffic Working Group</li> </ol>
20/115	<b>To review and adopt the Parish Council Standing Orders</b> <ul style="list-style-type: none"> <li>• To resolve to adopt supplementary Standing Orders to meet the statutory requirements for the holding of remote meetings, and this lasts until May 7th, 2021 or the repeal of legislation whichever is the earlier.</li> </ul>
20/116	<b>To review and adopt the Parish Council Financial Regulations</b>
20/117	<b>To review and accept the Councils Code of Conduct:</b> Each Councillor must undertake to abide by the Councils code of conduct.
20/118	<b>To review and accept the Council's Policies such as Grants Policy, GDPR</b> <ul style="list-style-type: none"> <li>• To consider the proposal to defer the review of policies given the current Covid-19 situation</li> </ul>
20/119	<b>To review the inventory of land and assets including buildings and office equipment – asset register</b>
20/120	<b>To confirm arrangements for insurance cover in respect of all insured risks</b>

<b>20/121</b>	<p><b>Review Training Requirements for Councillors</b></p> <ul style="list-style-type: none"> <li>• Being a good Councillor, Planning, Being a Good Chairman</li> <li>• Others?</li> </ul>
<b>20/122</b>	<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. Joint Neighbourhood Plan Working Group (joint working group with Ottery St Mary Council) – 2 representatives</li> <li>5. Ottery St Mary Hospital Working Group</li> </ol> <p>Others?</p>
<b>20/123</b>	<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. Others</li> </ol>
<b>20/124</b>	<p><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></p>

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

Item (a)	Discussion and decisions (b)
<b>20/125</b>	<b>Welcome and Chairman’s announcements</b>
<b>20/126</b>	<b>Apologies.</b> To receive apologies and approve reasons for absence.
<b>20/127</b>	<p><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.</p>
<b>20/128</b>	<p><b>Declarations of Interest</b></p> <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>20/129</b>	<b>To receive the monthly crime stats</b> for information
<b>20/130</b>	<p><b>Consider the impact of recent legislation</b> allowing Councils to hold virtual meetings</p> <ol style="list-style-type: none"> <li>a. Further announcements?</li> </ol>
<b>20/131</b>	<b>Receive a report from the WHPC Help Scheme and consider further actions required</b>
<b>20/132</b>	<p><b>Minutes</b></p> <ol style="list-style-type: none"> <li>1. To approve the minutes of the Parish Council meeting on 21<sup>st</sup> April 2020, previously circulated.</li> </ol>

<b>20/133</b>	<b>Planning applications received – None</b>
<b>20/134</b>	<b>Planning decisions received for information (*denotes WHPC differed) – None</b>
<b>20/135</b>	<b>TPO notifications – for information - None</b>

**Committee & Working Groups**

**Finance Working Group**

<b>20/136</b>	<p><b>Consider the impact of recent Legislation (Coronavirus Act)</b> on the 2019/2020 audit and accounting timetable as the statutory audit deadlines have been extended. Further guidance regarding internal audit and external audits is awaited.</p> <p>To be considered:</p> <ol style="list-style-type: none"> <li>1. Internal Audit 2019/2020</li> <li>2. Annual Accounting Statements 2019-2020 (AGAR Part 3)</li> <li>3. To approve the bank reconciliation for the year to 31st March 2019</li> <li>4. To receive the explanation of year-on-year variances</li> <li>5. For information, letter to external auditor</li> <li>6. Period for the Exercise of Public Rights 2019-2020</li> <li>7. To approve the dates for the Exercise of Public Rights</li> </ol>
<b>20/137</b>	<b>To review and approve the banking mandate for the additional bank account.</b>
<b>20/138</b>	<b>To consider the latest CIL summary</b>

**Open Spaces Committee**

<b>20/139</b>	<b>To note and confirm the minutes of the meeting of 28th April 2020, to answer questions arising and present recommendations.</b>
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**Other Matters**

<b>20/140</b>	<b>To receive an update on renewing the registration of McColls as an Asset of Community Value.</b>
<b>20/141</b>	<p><b>Clerks Report: Actions and matters arising from the last meeting</b></p> <ol style="list-style-type: none"> <li>1. <b>Actions, incl</b> <ol style="list-style-type: none"> <li>a. <b>Clerks laptop</b></li> </ol> </li> <li>2. <b>Matters arising</b> <ol style="list-style-type: none"> <li>a. Letter from resident (Moorlands)</li> <li>b. Any urgent matters arising.</li> </ol> </li> </ol>
<b>20/142</b>	<p><b>Finance and Invoices Tracker</b></p> <p>Invoices received for approval:</p> <ol style="list-style-type: none"> <li>1. Clerk - claim for expenses (Microsoft, Land Registry)</li> <li>2. Clerk – new laptop £649.95</li> <li>3. Traffic Study – PJA Road Safety Audit and Speed Survey, £1771.20</li> <li>4. Information Commissioners Office annual Renewal (paid – for information)</li> <li>5. Project Cosmic – website annual fee £474.00 (paid – for information)</li> <li>6. Help Scheme – Clerk Expenses</li> <li>7. Help Scheme - D Underwood expenses</li> </ol> <p>To receive the bank reconciliation, YTD v Budget</p>
<b>20/144</b>	<p><b>Councillors questions, reports and items for future agenda</b></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>

**20/145**

**Next meeting:**

To confirm the date of the next meeting (by video-conference) which is scheduled for Tuesday 2<sup>nd</sup> June or 19<sup>th</sup> May if required to meeting Planning deadlines

Signed: *Anne Oliver*, Clerk to the Council, 29<sup>th</sup> April 2020