

West Hill Parish Council

Clerk to the Council: Anne Oliver

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30th August 2023

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 5th September 2023** 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 **12 noon Monday 4th September 2023**.
3. Agendas and minutes of meeting are available on the Council's website.

Anne Oliver, Clerk to the Council

AGENDA – EXTRAORDINARY MEETING OF THE PARISH COUNCIL

Part A

Item (a)	Discussion and decisions (b)
23/270	Welcome and Chairman's announcements
23/271	Apologies. To receive apologies and approve reasons for absence.
23/272	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. <i>Individual contributions are limited to 3 minutes.</i> This item includes issues submitted to the Clerk prior to the meeting.
23/273	To receive District and County Councillors' reports for information (items raised for decision will appear on the agenda for the next meeting).
23/274	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 in items on the agenda and their nature. (Councillors with DPIs must leave the room for the relevant items).
22/275	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. To consider, if appropriate, any agenda items should be considered in Part B. Proposed: 23/302 and 23/303
23/276	Minutes: To approve and sign the minutes of the Parish Council <ol style="list-style-type: none"> a. Ordinary Meeting on 6th June 2023 b. Extraordinary Meeting on 20th July 2023
23/277	Planning Applications received: <ol style="list-style-type: none"> 1. To consider a response to: <ul style="list-style-type: none"> • 23/1581/OUT Little Orchard West Hill Road EX11 1UZ Applicant Mr + Mrs Mariott

	<p>Removal of 1 No Existing Dwelling (Little Orchard) and Replacement with 3 No Dwellings</p> <ul style="list-style-type: none"> • 23/1814/TRE Springfield House West Hill Road Remove lowest first order branch on west side of T1 Oak and T2 Sycamore • 23/1493/FUL South Oak, Higher Metcombe Proposed side and rear extensions, and detached single garage • 23/1862/FUL 5 Eymore Drive Construction of single storey rear extension. • 23/1865/TRE West Hayes West Hill Road Various treeworks: G2 : Fell 6 Lawson Cypress and the removal of one co-dominant stem from a Lawson Cypress from northern side of group. G4 : Fell 9 Lawson Cypress and 1 Western Red Cedar from eastern end of group. <p>2. To confirm WHPC consultee responses on applications considered by Cllrs under delegated powers due to the cancellation of inquorate meetings. (The Council's responses are summarised on a meeting paper available on the Parish Council website.)</p>
<p>23/278</p>	<p>EDDC Planning Decisions: received for information (*denotes WHPC differed)</p> <p>23/1022/TRE Broad Oak Lodge Ford Lane EX11 1XE Status: Approved 23/0968/TRE 15 Warren Park West Hill Ottery St Mary EX11 1TN Status: Approved 23/0646/FUL 28 Ashley Brake West Hill EX11 1TW Status: Approved 23/1337/FUL Amberley House West Hill Road Status: Approved 23/1314/FUL West Hayes West Hill Road Status: Approved 23/1273/TRE West Hill Primary School Beech Park West Hill Status: Approved 23/1204/FUL 3 Broadoak Close Status: Approved 23/0959/TRE Grasmere West Hill Road Status: Refused 22/2533/MOUT Land North Of Oak Road West Hill EX11 1SJ Appeal lodged 23/1579/FDO Mount Houlditch Farm Toadpit Lane Status: Withdrawn 23/1550/FUL Harwood Lea West Hill Road West Hill EX11 1TP Status: Approved 23/1483/TRE Toad Hall (formerly East Grange) Toadpit Lane Status: Approved 23/1481/FUL Acorns Higher Metcombe Status: Approved 23/1469/TRE Woodstock West Hill Road Status: Approved 23/1454/TRE Wrenswood Lower Broad Oak Road Status: Approved 23/1369/FUL Knapp Cottage Lower Broad Oak Road Status: Approved 22/2108/FUL Aloha, Lower Broad Oak Road EX11 1XQ Status: Approved* 23/1132/TRE 12 Heather Grange Status: Approved* 23/0346/FUL Lower Mead West Hill Road Status: Approved* 22/1606/FUL Tuftbury Higher Broad Oak Road Status: Approved*</p> <p>Planning Appeal APP/U1105/W/23/3317817 Touch Wood 3 Hylands Close Higher Broad Oak Road Status: Refused</p>
<p>23/279</p>	<p>To receive notifications of Tree Preservation Orders:</p> <ol style="list-style-type: none"> 1. 23/006/TPO Land South of Windmill Lane and North of Eastfield: confirmed with modifications. 2. 23/0007/TPO Land at Tuftbury, Higher Broad Oak Road: confirmed

23/280	<p>Planning Matters:</p> <ol style="list-style-type: none"> 1. To receive an update on major planning applications in West Hill: <ul style="list-style-type: none"> o 22/2533/MOUT (Major) Land north of Oak Road o 23/0727/MOUT Land North of Eastfield West Hill o 23/1143/FUL Land South of Windmill Lane 2. To receive an update on Emerging Local Plan <ul style="list-style-type: none"> o Strategic Planning Committee meetings 21st July + 5th September (if available). 3. Neighbourhood Plan for West Hill <ul style="list-style-type: none"> o To consider correspondence from Ottery St Mary Town Council o To sign an application form for the Designation of a Neighbourhood Area for West Hill, if considered appropriate.
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WHPC Groups + Initiatives

23/281	To consider the Parish Council plan for 2023-2024/2027.
23/282	<ol style="list-style-type: none"> a. To consider membership of WHPC working groups and representation on outside bodies, subject to 23/282. b. To consider arrangements for weekly inspection of the playpark and bus shelter.
23/283	<p>Remembrance Service 2023</p> <ol style="list-style-type: none"> 1. To approve, if appropriate, Terms of Reference for the 2023 Remembrance Service Task + Finish Group 2. To confirm a decision made under Delegated Powers to apply for a temporary road closure (Sunday 12th November 2023 9.30 – 11.00am) and to write to local residents in the immediate area. 3. To consider arrangements for the 2023 event.
23/284	To receive a verbal update on the Village Hall Pedestrian Link project.

Other Matters

23/285	Clerks Report: (for information)
23/286	To receive an update on Councillor Vacancies .
23/287	To consider grant applications from local organisations: <ol style="list-style-type: none"> a. St Michael's PCC - top up funding for West Hill Welcome Pack Scheme (£50). b. West Hill Branch RBL – contribution towards the cost of 3 new noticeboards (£1,000)
23/288	Playpark: To consider correspondence from a resident.
23/289	To review and adopt (if appropriate) updated WHPC Standing Orders .
23/290	To consider appointing a new Domain Registrar .
23/291	To note upcoming temporary road closures (proposed dates are subject to change) <ol style="list-style-type: none"> a. B3180 southwest from Tipton Cross for the replacement of damaged pole on Tues 14th November 06:00 – 14:00hrs (TTRO2352203) b. Exeter Road, Ottery St Mary for the installation of 950m cable on roadside poles (14 -16 November 2023 inclusive, 09:30 and 15:30hrs. (TTRO2352391)
23/292	To consider proposed temporary road/footpath closures (Wales & West Utilities). <ul style="list-style-type: none"> - road past the Salston Hotel, West Hill Rd. Target dates 13th Nov to 22nd Dec 2023 - Footpath 70 (Ottery St Mary), nr Salston Hotel, West Hill Rd Target dates 20th Nov to 22nd Dec 2023.
23/293	To consider the transfer of the WHPC landline telephone number to a new provider (the number will be unchanged)
23/294	To note the receipt of correspondence to the Council and actions taken by the Council.

23/295	To review and adopt (if appropriate) WHPC Training Policy + Record
23/296	To consider attendance at the DALC Annual AGM + Conference
23/297	To consider amendments to the Council's Risk Register
23/298	To receive a verbal update on an objection submitted to the External Audit regarding the 2022-23 Annual Governance and Accounts Return.
23/299	<p>Financial matters:</p> <ol style="list-style-type: none"> 1. To consider amendments to the mandate for the Council's Building Society Account. 2. To receive and consider a Financial Report for Apr-Jul 2023 incl CIL/S106 statement. 3. To consider and approve, if appropriate, the Schedule of Payments. 4. To consider any additional payments presented to the meeting. 5. To receive, if available, monthly Bank Reconciliations.
23/300	<p>Councillor questions, reports and items for future agenda</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>
23/301	<p>Next meeting: To confirm arrangements for the next WHPC ordinary meeting Tuesday 3rd October 7.30pm at the Village Hall.</p>

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.

23/302	To update Cllrs on advice received from External Bodies.
23/303	To consider Personnel Matters.

Signed: *Anne Oliver*, Clerk to the Council, 30th August 2023