

## West Hill Parish Council

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

30<sup>th</sup> October 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 5<sup>th</sup> November 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 1<sup>st</sup> November 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)
24/321	<b>Welcome and Chairman's announcements</b>
24/322	<b>Apologies.</b> To receive apologies and approve reasons for absence, if considered appropriate.
24/323	<b>Public question time (3 minutes):</b> 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>
24/324	<b>District and County Councillors' reports:</b> To receive reports for information (items raised for decision will appear on the agenda for the next meeting)
24/325	To receive <b>Declarations of interest</b> 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.
24/326	<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.
24/327	<b>Minutes:</b> To receive the Minutes of the Parish Council meeting of <b>1<sup>st</sup> October 2024</b> (Minute 24/292 -24/320) and to approve the signing of the Minutes by the Chairman as a true record.
24/328	<b>Planning Applications received:</b> To consider a response to: <b>24/0366/VAR</b> Rockbeare Hill Quarry Rockbeare Exeter EX5 2HB

	<p>Variation of additional condition added (by NMA dated 26 January 2024) to planning permission 16/1464/MFUL to allow the use of the building for operations falling under Use Class B2 General Industry and/or B8 Storage and Distribution Use. Variation of condition 4 of planning permission 16/1464/MFUL to vary the approved drainage strategy.</p> <p><b>24/2095/TRE</b> 10 Warren Park West Hill Ottery St Mary EX11 1TN T1 - Cherry, dismantle in sections to near ground level.</p> <p><b>24/2203/TRE</b> The Gables West Hill Road West Hill EX11 1UZ T1, Copper Beech: crown thinning, removing up to 20% of the foliar area to allow dappled light through the canopy; to also reduce extended vertical leaders to tie in with the main canopy, as per annotated photograph attached, removing up to 3m branch ends and making target pruning cuts of up to 40mm.</p> <p><b>24/0047/TPO</b> Land North of Woodbines, Ford Lane, West Hill</p> <p>To confirm the consultee response made under Delegated Powers: <b>24/2028/TRE</b> The Vicarage Bendarroch Road West Hill Ottery St Mary - Object</p>																		
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**WHPC Groups + Initiatives**

<p><b>24/331</b></p>	<p><b>Remembrance Service Working Group:</b> To consider arrangements for the Remembrance Service on Sunday 10<sup>th</sup> November 2024.</p>
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<b>24/332</b>	<b>HR+ Policy Working Group:</b> To receive a report on the national pay award for the Local Government sector and the Clerk's salary.
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<b>24/345</b>	<b>Councillor 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>
<b>24/346</b>	<b>Next meeting:</b> To confirm arrangements for upcoming WHPC meeting on <b>Tuesday 3<sup>rd</sup> December 2024</b> 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.

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24/321	<b>Welcome and Chairman's announcements</b>
24/322	<b>Apologies.</b> To receive apologies and approve reasons for absence, if considered appropriate.
24/323	<b>Public question time (3 minutes):</b> 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>
24/324	<b>District and County Councillors' reports:</b> To receive reports for information (items raised for decision will appear on the agenda for the next meeting)
24/325	To receive <b>Declarations of interest</b> 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.
24/326	<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.
24/327	<b>Minutes:</b> To receive the Minutes of the Parish Council meeting of <b>1<sup>st</sup> October 2024</b> (Minute 24/292 -24/320) and to approve the signing of the Minutes by the Chairman as a true record.
24/328	<b>Planning Applications received:</b> To consider a response to: <b>24/0366/VAR</b> Rockbeare Hill Quarry Rockbeare Exeter EX5 2HB

	<p>Variation of additional condition added (by NMA dated 26 January 2024) to planning permission 16/1464/MFUL to allow the use of the building for operations falling under Use Class B2 General Industry and/or B8 Storage and Distribution Use. Variation of condition 4 of planning permission 16/1464/MFUL to vary the approved drainage strategy.</p> <p><b>24/2095/TRE</b> 10 Warren Park West Hill Ottery St Mary EX11 1TN T1 - Cherry, dismantle in sections to near ground level.</p> <p><b>24/2203/TRE</b> The Gables West Hill Road West Hill EX11 1UZ T1, Copper Beech: crown thinning, removing up to 20% of the foliar area to allow dappled light through the canopy; to also reduce extended vertical leaders to tie in with the main canopy, as per annotated photograph attached, removing up to 3m branch ends and making target pruning cuts of up to 40mm.</p> <p><b>24/0047/TPO</b> Land North of Woodbines, Ford Lane, West Hill</p> <p>To confirm the consultee response made under Delegated Powers: <b>24/2028/TRE</b> The Vicarage Bendarroch Road West Hill Ottery St Mary - Object</p>																		
<p><b>24/329</b></p>	<p><b>Planning decisions received</b> for information (* denotes WHPC differed)</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="text-align: right; width: 20%;">EDDC Decision</th> </tr> </thead> <tbody> <tr> <td><b>24/1864/TRE</b> Hawkins Cottage Hawkins Lane Ottery St Mary EX11 1XG T1, T2 &amp; T3 (English Oaks): Various tree works</td> <td style="text-align: right;">Decided</td> </tr> <tr> <td><b>24/1793/TRE</b> Birchbank Cottages Lower Broad Oak Road EX11 1XH Various treeworks</td> <td style="text-align: right;">Approved</td> </tr> <tr> <td><b>24/1579/VAR</b> Little Glade West Hill Road EX11 1TU Variation of condition 2 (approved plans) on planning permission 21/2989/FUL (erection of a single replacement two-storey dwelling) to allow alterations to the fenestration, driveway, and infilling of covered parking area to create a home gym</td> <td style="text-align: right;">Approved</td> </tr> <tr> <td><b>24/1555/FUL</b> Mulberry House Higher Broad Oak Road EX11 1XJ Construction of a first floor side extension and detached garage with alterations to fenestrations</td> <td style="text-align: right;">Approved</td> </tr> <tr> <td><b>24/1494/FUL</b> Merrow Cottage Hawkins Lane EX11 1XG Proposed construction of single storey front extension</td> <td style="text-align: right;">Approved</td> </tr> <tr> <td><b>24/1153/FUL</b> Tale End Toadpit Lane West Hill Ottery St Mary EX11 1TR Proposed single storey garage/carport, conversion of the existing coach house and link extension between the coach house and main house</td> <td style="text-align: right;">Approved</td> </tr> <tr> <td><b>24/0829/FUL</b> Lower Church Mead Toadpit Lane West Hill Devon EX11 1TR Demolition of existing garage, construction of new garage and residential annexe</td> <td style="text-align: right;">Approved</td> </tr> <tr> <td><b>Planning Appeal: APP/U1105/W/24/3338889 23/2535/PIP</b> Land Adjacent Elsdon House: Permission in principle for the demolition of an existing greenhouse and the construction of two dwellings</td> <td style="text-align: right;">Inspector Decision: Appeal Dismissed</td> </tr> </tbody> </table>		EDDC Decision	<b>24/1864/TRE</b> Hawkins Cottage Hawkins Lane Ottery St Mary EX11 1XG T1, T2 & T3 (English Oaks): Various tree works	Decided	<b>24/1793/TRE</b> Birchbank Cottages Lower Broad Oak Road EX11 1XH Various treeworks	Approved	<b>24/1579/VAR</b> Little Glade West Hill Road EX11 1TU Variation of condition 2 (approved plans) on planning permission 21/2989/FUL (erection of a single replacement two-storey dwelling) to allow alterations to the fenestration, driveway, and infilling of covered parking area to create a home gym	Approved	<b>24/1555/FUL</b> Mulberry House Higher Broad Oak Road EX11 1XJ Construction of a first floor side extension and detached garage with alterations to fenestrations	Approved	<b>24/1494/FUL</b> Merrow Cottage Hawkins Lane EX11 1XG Proposed construction of single storey front extension	Approved	<b>24/1153/FUL</b> Tale End Toadpit Lane West Hill Ottery St Mary EX11 1TR Proposed single storey garage/carport, conversion of the existing coach house and link extension between the coach house and main house	Approved	<b>24/0829/FUL</b> Lower Church Mead Toadpit Lane West Hill Devon EX11 1TR Demolition of existing garage, construction of new garage and residential annexe	Approved	<b>Planning Appeal: APP/U1105/W/24/3338889 23/2535/PIP</b> Land Adjacent Elsdon House: Permission in principle for the demolition of an existing greenhouse and the construction of two dwellings	Inspector Decision: Appeal Dismissed
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<p><b>24/330</b></p>	<p><b>Planning Matters:</b></p> <ol style="list-style-type: none"> <li>1. To receive a verbal report on the EDDC Planning Committee consideration of applications: 23/1143/MFUL Land south of Windmill Lane + 23/0727/MOUT Land north of Eastfield</li> <li>2. <b>Emerging East Devon Local Plan:</b> To receive a report on EDDC's Strategic Planning Committee Meeting held on 23<sup>rd</sup> and 29<sup>th</sup> October to consider site allocations for Ottery St Mary, West Hill and surrounding areas.</li> </ol>																		

**WHPC Groups + Initiatives**

<p><b>24/331</b></p>	<p><b>Remembrance Service Working Group:</b> To consider arrangements for the Remembrance Service on Sunday 10<sup>th</sup> November 2024.</p>
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<b>24/332</b>	<b>HR+ Policy Working Group:</b> To receive a report on the national pay award for the Local Government sector and the Clerk's salary.
<b>24/333</b>	<b>Village Hall Pedestrian Path Working Group:</b> <ol style="list-style-type: none"> <li>1. To consider arrangements for phase 1 construction works and to approve associated costs.</li> <li>2. To receive a verbal report on DCC Highways matters including (Traffic Regulations Order + s278 agreement) and to decide actions and costs, considered appropriate.</li> </ol>
<b>24/334</b>	<b>Finance Working Group</b> <ol style="list-style-type: none"> <li>a. Annual Governance and Accountability Return (AGAR) 2023-24: To receive the findings of the External Auditor (if available) regarding the challenge to the Council's Annual Return (AGAR) for 2023-24.</li> <li>b. To receive a Draft Financial Report for 1st Half 2024-2025 and to agree actions.</li> <li>c. To receive the Chairman's Draft Report for 1st Half 2024-2025 and to agree actions.</li> <li>d. To consider a draft budget for 2025-26 and to agree actions/amendments.</li> <li>e. To consider the WHPC CIL schedule and agree actions considered appropriate.</li> </ol>
<b>24/335</b>	<b>Emergency Plan Working Group:</b> To note the receipt of a grant award of <b>£250</b> from Devon Communities Together.

**Other Matters**

<b>24/336</b>	To consider a response to: <ol style="list-style-type: none"> <li>a. Ottery St Mary Town Council public consultation: <a href="#">proposed town centre improvements</a>.</li> <li>b. DCC's public consultation: <a href="#">Local Cycling and Walking Infrastructure Plan (LCWIP)</a>.</li> </ol>
<b>24/337</b>	To consider a grant application received from West Hill Village Hall Trustees for a contribution towards the cost of new fencing for the pre-school play area.
<b>24/338</b>	To consider arrangements for the 2025 Annual Parish Meeting.
<b>24/339</b>	To consider a subscription renewal to Breakthrough Communications.
<b>24/340</b>	To consider correspondence received
<b>24/341</b>	To consider the purchase of a replacement laptop for the Clerk.
<b>24/342</b>	To receive a report from the Parish Clerk
<b>24/343</b>	To review WHPC's <b>Action Tracker</b> .
<b>24/344</b>	<b>Financial matters:</b> <ol style="list-style-type: none"> <li>1. To consider and approve, if appropriate, the Schedule of Payments.</li> <li>2. To consider and approve, if appropriate, any additional payments presented to the meeting.</li> <li>3. To receive, if available, monthly Bank Reconciliations and finance trackers.</li> </ol>
<b>24/345</b>	<b>Councillor 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>
<b>24/346</b>	<b>Next meeting:</b> To confirm arrangements for upcoming WHPC meeting on <b>Tuesday 3<sup>rd</sup> December 2024</b> 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, 30<sup>th</sup> October 2024