

West Hill Parish Council

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

23rd December 2025

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 **7.00pm on Tuesday 6th January 2026** at the Village Hall.

Information for members of the public

- a. 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.
- b. If you wish to make a comment (but don't wish to speak at the meeting) please submit this by email to clerk@westhillparishcouncil.gov.uk by **5pm Monday 5th January 2026**. Your comment will be read out under public participation for members to consider, subject to Council Policies.
- c. 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)
26/001	Welcome and Chairman's announcements
26/002	Apologies. To receive apologies and approve reasons for absence, if considered appropriate.
26/003	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>).
26/004	District and County Councillors' reports: To receive reports for information (items raised for decision will appear on the agenda for the next meeting).
26/005	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.
26/006	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.
26/007	Minutes: To receive the Minutes of the Parish Council meeting of 2nd December 2025 (Minute 25/358 -25/385) and to approve the signing of the Minutes by the Chairman as a true record.
26/008	Planning Applications received: To decide a response to: 25/2466/TRE 15 Warren Park West Hill Ottery St Mary EX11 1TN T1: Scots Pine - remove outermost limb on S.E. side. T2: Scots Pine - remove lower limb overhanging neighbours garden.T3 Oak: crown reduction of 1.5 m to nearest growth points

	<p>25/2375/MRES Land To The North Of Eastfield West Hill Page 2 of 4 Reserved matters application for layout, scale, appearance and landscaping for the construction of 26 dwellings with associated infrastructure and drainage and the discharge of conditions 3, 8, 9, 10, 15 and 17 pursuant to outline application 23/0727/MOUT</p> <p>25/0062/TPO Land at Cholmondeley Cottage, Lower Broad Oak Road, West Hill</p>
26/009	Planning decisions received for information (* denotes WHPC differed) : N/A
26/010	<p>Other planning matters:</p> <ul style="list-style-type: none"> a. To decide a response to the 2nd Regulation 19 public consultation on the East Devon Emerging Local Plan (deadline for comments noon Monday 26th January 2026). b. To receive a verbal report on the Water Cycle Study commissioned by East Devon District Council.

WHPC Groups + Initiatives

26/011	<p>Finance Working Group:</p> <ol style="list-style-type: none"> 1. 2026-27 WHPC Plan + Budget: (paper previously published) <ul style="list-style-type: none"> a. To approve the budget for 2026-27 b. To determine the Parish Council Precept Demand for 2026-27. 2. To receive an update regarding the application for a Parish Council Charge Card and approve amendments to WHPC policies, if considered appropriate: <ul style="list-style-type: none"> a. Financial Risk Management b. Internal Controls 3. To receive an update on financial matters.
26/012	Village Hall Path Working Group: To note the receipt of Devon County Council Highways Completion Certificate for works on West Hill Road and partial refund of cash deposit.
26/013	<p>Other Working Groups: To receive a progress update and decide actions/costs.</p> <ul style="list-style-type: none"> a. Neighbourhood Plan WG b. Emergency Plan WG c. Road Safety Working Group
26/014	To approve terms of reference for WHPC 2026-27 working groups (if available).

Other Matters

26/015	To review the Christmas Tree and Switch on event and agree learning points for future events.
26/016	To receive the monthly crime statistics for West Hill (for information).
26/017	WHPC Action Tracker: To receive updates on actions and matters arising from the last meeting and to agree actions/costs as considered appropriate.
26/018	To consider correspondence received (if any). <ul style="list-style-type: none"> a. Request for a litter bin at the junction of Eastfield/West Hill Road
26/019	<p>Clerk Matters:</p> <ol style="list-style-type: none"> 1. To receive a report from the Parish Clerk and to agree actions as appropriate 2. To note decisions made under delegated powers (if applicable). 3. Urgent matters (if applicable)

26/020	Financial matters: <ul style="list-style-type: none"> a. To consider and approve, if appropriate, the Schedule of Payments. b. To consider and approve, if appropriate, any additional payments presented to the meeting. c. To receive, if available, monthly Bank Reconciliations and finance trackers.
26/021	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>
26/022	Next meeting: To confirm arrangements for the upcoming WHPC meeting on Tuesday 3rd February 2026 7.00pm 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.

26/023	To decide arrangements for pedestrian and vehicle access to the playpark and to approve costs if considered appropriate.
26/024	To consider correspondence received and to decide actions and costs as considered appropriate.

Signed: *Anne Oliver*, Clerk to the Council, 23rd December 2025