

West Hill Parish Council

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

17th May 2023

You are duly summoned to attend the next meeting of West Hill Parish Council (WHPC) to be held at 7.30pm on Tuesday 23rd May 2023.

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 to the Clerk by **12 noon Monday 22nd May 2023**.
3. Agendas and minutes of meeting are available on the Council's website.

Anne Oliver, Clerk to the Council

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

Item (a)	Discussion and decisions (b)
23/145	Welcome and Chairman's announcements
23/146	To elect the Chairman of the Parish Council: To receive nominations and to carry out a vote accordingly.
23/147	Declaration of Acceptance of Office: Once elected the Chairman will sign the Declaration of Acceptance of Office.
23/148	To elect the Vice-Chairman of the Parish Council: to receive nominations and to carry out a vote accordingly.
23/149	Declaration of Acceptance of Office: Once elected the Vice-Chairman will sign the Declaration of Acceptance
23/150	Apologies. To receive apologies and approve reasons for absence, if considered appropriate.
23/151	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).
23/152	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>

23/153	<p>Planning Applications received</p> <p>23/0727/MOUT Land North of Eastfield, West Hill Applicant: Blue Cedar Erection of up to 30 dwellings with all matters reserved apart from means of access.</p> <p>(Further planning applications will be considered under item 23/176)</p>		
23/154	<p>District and County Councillors' reports: To receive reports for information (items raised for decision will appear on the agenda for the next meeting)</p>		
23/155	<p>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.</p>		
23/156	<p>Minutes: To receive the minutes of the Parish Council meeting on 2nd May 2023 and to approve the signing of the minutes by the Chairman as a correct record.</p>		
23/157	<p>Council Member Vacancies: To consider arrangements to seek the co-option of 4 Councillors.</p>		
23/158	<p>To confirm (a) membership of Working / Task + Finish Groups and (b) their Terms of Reference:</p> <ol style="list-style-type: none"> 1. Governance Group 2. Village Hall Pathway Group 		
23/159	<p>To review and adopt (if appropriate) WHPC Standing Orders</p>		
23/160	<p>To review and adopt (if appropriate) WHPC Financial Regulations</p>		
23/161	<p>To consider and accept (if appropriate) the WHPC Review of Internal Financial Controls.</p>		
23/162	<p>To review and adopt if considered appropriate, the WHPC Code of Conduct: Each Councillor must undertake to abide by the Councils code of conduct.</p>		
23/163	<p>To review and adopt (if appropriate) the Council's Policies and Protocols.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <ol style="list-style-type: none"> 1. Anonymous Communications 2. Asset Valuation Policy 3. Business Continuity 4. Complaints Policy 5. Communications Policy 6. Grant Award Policy 7. Grievance & Disciplinary Policies </td> <td style="width: 50%; vertical-align: top;"> <ol style="list-style-type: none"> 8. Investment Policies 9. Privacy Notice incl Data Protection Policy 10. Website Accessibility Statement 11. Protocol re Developers 12. Publication Scheme 13. Training Policy and Record 14. New Cllrs Induction Pack </td> </tr> </table>	<ol style="list-style-type: none"> 1. Anonymous Communications 2. Asset Valuation Policy 3. Business Continuity 4. Complaints Policy 5. Communications Policy 6. Grant Award Policy 7. Grievance & Disciplinary Policies 	<ol style="list-style-type: none"> 8. Investment Policies 9. Privacy Notice incl Data Protection Policy 10. Website Accessibility Statement 11. Protocol re Developers 12. Publication Scheme 13. Training Policy and Record 14. New Cllrs Induction Pack
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23/164	<p>To consider and review the inventory of WHPC assets and equipment (Asset register)</p>		
23/165	<p>To consider and approve arrangements for playpark and bus shelter inspections.</p>		
23/166	<p>To review and confirm the Council's bank mandate.</p>		
23/167	<p>To confirm arrangements for insurance cover in respect of all insured risks including</p> <ul style="list-style-type: none"> • To confirm arrangements and costs for Cyber Insurance 2023-24 		
23/168	<p>To review and approve, if appropriate, the Councils Risk Assessment.</p>		
23/169	<p>To review and accept (if appropriate) Members Allowances Policy: To consider the current policy for Chairman's and Member Allowances and whether it should be continued.</p>		
23/170	<p>To review and approve (if appropriate) a schedule of regular payments</p>		
23/171	<p>Training: To consider and approved (if appropriate) Councillor's training requirements.</p>		

23/172	<p>To consider membership of outside bodies and committees and arrangements for reporting back</p> <ol style="list-style-type: none"> 1. Airport Consultative Committee 2. Leisure East Devon Forum (to be confirmed) 3. Ottery St Mary Health Matters Group (to be confirmed) 4. East Devon Community Safety Group 5. OPCC Councillor Advocate Scheme 								
23/173	<p>To review subscriptions/memberships to other bodies</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">5. DALC/NALC</td> <td style="width: 50%;">5. Breakthrough Communications</td> </tr> <tr> <td>6. SLCC</td> <td>6. Parish Online</td> </tr> <tr> <td>7. ICO</td> <td>7. Scribe Accounts Software</td> </tr> <tr> <td>8. Devon Communities Together</td> <td>8. Zoom remote meetings</td> </tr> </table>	5. DALC/NALC	5. Breakthrough Communications	6. SLCC	6. Parish Online	7. ICO	7. Scribe Accounts Software	8. Devon Communities Together	8. Zoom remote meetings
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23/174	<p>To consent to receive electronic summons.</p>								
23/175	<p>To determine the time and place of ordinary meetings of the full council up to and including the next Annual Meeting of full council.</p>								
23/176	<p>Planning Applications received</p> <p>23/0959/TRE Grasmere West Hill Road EX11 1UZ Applicant: Mr +Mrs Milton T1, Beech : crown reduction via thinning by approximately 15 to 20% of the foliar area; removing branch lengths of up to 4m maximum, making target pruning cuts of up to 60mm diameter</p> <p>23/0968/TRE 15 Warren Park EX11 1TN Applicant Mr A Pitts Scots Pine : crown lift in all directions to approximately 7m.</p> <p>21/1688/MFUL Land South Of Lily Cottage Exeter Road Whimple Applicant: Motor Fuel Group Roadside Service Area (RSA), including a Petrol Filling Station (PFS) comprising of a forecourt sales building, canopy, separate HGV and Car fuel pumps and underground storage tanks and a new Class E/Sui Generis drive-thru restaurant alongside associated car, coach and HGV parking, landscaping and off-site highway works on the B3174. Amendments: Updated ecological report to include results of dormouse surveys. Amended plans and CGI's to include a new fence on the eastern boundary and re-positioning of proposed southern hedgerow further away from the development.</p> <p>23/1022/TRE Broad Oak Lodge Ford Lane Applicant Mrs Hills T1, birch - dismantle and fell.</p>								
23/177	<p>Planning decisions received for information (*denotes WHPC differed)</p> <p>23/0652/TRE 10 Heather Grange EX11 1XZ Status: Approved Various tree works</p> <p>23/0534/TRE Wyndhams Higher Broad Oak Road EX11 1XF Status: Approved T1, Beech : reduce crown by a maximum of 3m, maximum diameter of cut (MDC) 60mm. T4, Beech: reduce height of eastern stem by up to 5m, MDC 125mm and lateral spread by 2-3m, MDC 50mm. Reduce lateral spread of western stem by up to 3m, MDC 50mm.</p> <p>23/0293/FUL Greenwood Lodge West Hill Road EX11 1UZ Status: Approved Proposed part conversion of existing garage, replacement windows, insertion of new doors, windows & rooflights, and external finishes.</p>								
23/178	<p>Planning Appeal: To note the notification for</p> <ul style="list-style-type: none"> • APP/U1105/W/23/3317817 Touch Wood 3 Hylands Close Higher Broad Oak Road 								

	Retrospective application to retain 1.8m fence to front of property, bordering turning area (ref application 22/2253/FUL)
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WHPC Groups + Initiatives

23/179	Village Hall Path: To receive a Stage 2 Road Safety Audit report, if available.
23/180	Annual Governance Statement 2022-23 (AGAR Part 3) a. To consider the findings of the review of the effectiveness of the system of internal control b. To approve the Annual Governance Statement by resolution
23/181	Annual Accounting Statements 2022-23(AGAR Part 3) a. To consider the Accounting Statements b. To approve the Annual Accounting Statements by resolution
23/182	To approve the bank reconciliation for the year to 31st March 2023
23/183	To receive a. a Financial Report for 2022-23 b. The explanation of year-on-year variances
23/184	To approve the Period for the Exercise of Public Rights 2022-23 (proposed dates 5 th June 2023 to 14th July 2023.)
23/185	To approve the 2022-23 Financial Reserves Policy and allocation of reserves
23/186	To approve the a. Financial Statement for year ending 31st Mar 2023 b. CIL statement for year ending 31st Mar 2023

Other Matters

23/187	Clerks Report: (for information) 1. To note decisions taken under Delegated Powers 2. To note action points from previous WHPC meetings 3. To note any specific correspondence received. 4. Any urgent matters arising.
23/188	Grant Application: To consider an application from the PTFA for £430 funding towards the cost of the Summer Fayre (open to the public).
23/189	To receive an update on West Hill Coronation Events .
23/190	To approve, if appropriate, publication and costs for the distribution of a WHPC newsletter in May.
23/191	Complaint: To note the receipt of a complaint against the Clerk received 29 th April 2023.
23/192	Financial matters: 1. To consider and approve the WHPC Monthly Schedule of Payments 2. To receive if available: WHPC Finance Tracker, Bank reconciliation May 2023
23/193	Councillors 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>
23/194	Next meeting: To confirm arrangements for the next WHPC ordinary meeting Tuesday 6th June 2023 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, 17th May 2023