

West Hill Parish Council
MINUTES OF THE PARISH COUNCIL MEETING
HELD ON 5TH NOVEMBER AT 7.30PM
AT WEST HILL VILLAGE HALL

Present:	Chairman Cllr Margaret Hall (MH), Cllr Margaret Piper (MP), Cllr Alison Carr (AC), Cllr Quentin Tailford (QT), Cllr Amanda Townsend (AT), Cllr Alan Cook (ABC) and District Cllr/WHPC Cllr Jessica Bailey (JB)
In attendance:	Anne Oliver Parish Clerk, 1 member of the public attended the meeting – Sharon Thorne (TRIP Community Transport)
Apologies received from:	DCC Cllr Claire Wright

Item (a)	Discussion and decisions (b)
19/312	Welcome and Chairman's announcements The meeting began at 7.30pm. Chair (MH) welcomed everyone and reminded everyone that the meeting was being recorded.
19/313	Apologies. To receive apologies and approve reasons for absence. <ul style="list-style-type: none"> • Apologies were received from DCC Cllr Claire Wright
19/314	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. <ul style="list-style-type: none"> • Sharon Thorne (Deputy Manager TRIP Community Transport) spoke in support of their application for grant funding. TRIP support people across East Devon including 40 registered users in West Hill. • TRIP offer many services incl a Ring and Ride, transport for shopping, medical and social appointments, wheelchair friendly transport, passenger clubs for weekend trips to help breakdown rural isolation, help with mobility equipment. • TRIP are looking to expand their befriending service. • The service is used by people of all ages. • TRIP have undertaken a fundraising project for a new minibus to enable the group to continue to provide services. They have a target of £34,345+VAT and have raised £13,000 in the past three months.
19/315	Minutes 1. To approve the minutes of the Parish Council meeting on 1 st October 2019, previously circulated. <ul style="list-style-type: none"> • Approved and signed

19/316	<p>District and County Councillors' reports for information (items raised for decision will appear on the agenda for the next meeting).</p> <p>District Cllr Jess Bailey reported</p> <ul style="list-style-type: none"> Work is continuing to develop the East Devon District Plan which will set out the Council's strategy for the next 4 years. The plan will be discussed at Full Council in December and will undergo public consultation in January 2020.
19/317	<p>Declarations of Interest</p> <p>a. Register of Interests: Councillors are reminded of the need to update their register of interests.</p> <p>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).</p> <ul style="list-style-type: none"> Cllr ABC declared an interest in item 19/322 as he owns land in the village. Cllr JB declared a personal interest in item 19/319 as the applicant is an acquaintance.
19/318	<p>To consider a Grant application received from TRIP Community Transport.</p> <ul style="list-style-type: none"> Cllrs considered the grant application received from TRIP together with the earlier short presentation from Sharon. Cllrs were supportive of the range of services provided by the group and in particular noted the number of West Hill residents (40) using the services. Cllr QT asked how the organisation was funded – small grants from Devon County Council and East Devon District Council, fundraising and user fees. Cllr MH reminded Cllrs that the Council's Grant Policy is to provide funding for a project rather than ongoing running costs. Cllr QT proposed the council offer £30 per West Hill user (£1,200) towards a new minibus which Cllrs unanimously supported. It was agreed that the Council would award a grant of £1,200 to TRIP Community Transport towards the purchase of a new minibus. Cllrs asked to be kept informed of the project's progress. Sharon thanked the Council on behalf of TRIP.
19/319	<p>Planning applications received</p> <p>19/2302/FUL 15 Moorlands, West Hill, EX11 1UL Applicant Mr & Mrs Hayball</p> <p>Replacement of first floor dormer window with full height gable, addition of single storey side extension.</p> <ul style="list-style-type: none"> Cllrs considered the application and Councillors unanimously supported the application.
19/320	<p>Planning decisions received for information (*denotes WHPC differed)</p> <p>19/2055/FUL Woodlee West Hill Road Approved</p> <p>19/1841/FUL 3 Warren Close West Hill Approved</p> <p>19/1704/FUL The Gables West Hill Road Approved *</p> <p>19/1659/TRE The Vicarage Bendarroch Road Approved</p>

	<p>19/1658/FUL Field North Of Higher Fluxton Cottage Higher Metcombe Approved</p> <p>19/1427/FUL West Hayes West Hill Road Approved</p> <ul style="list-style-type: none"> • All noted
19/321	<p>TPO notifications – for information</p> <p>19/0040/TPO Land at Westleas, West Hill - confirmed</p> <p>19/0046/TPO Land to the rear of the Old Village Hall – confirmed</p> <ul style="list-style-type: none"> • Noted
19/322	<p>To receive an update on the Greater Exeter Strategic Plan</p> <p>Cllr MH updated Cllrs on the Greater Exeter Strategic Plan (GESP).</p> <ul style="list-style-type: none"> • The local authorities of East Devon, Exeter, Mid Devon and Teignbridge and Devon County Council are working together, engaging with stakeholders and communities, to prepare a Greater Exeter Strategic Plan. GESP is a “formal statutory document which will provide the overall spatial strategy and level of housing and employment land to be provided up to 2040”. (www.gesp.org.uk). • GESP is now working to a revised timetable and a draft plan is due for consultation in June 2020. • GESP will include proposed new build housing allocation across the Greater Exeter region. This may be of the order of 845 houses per year, which may be allocated per village or they could propose a new town such as Cranbrook. • The “North West” sector, including West Hill, is identified as the least constrained sector. • Cllrs briefly discussed that it may be helpful for villages to work together. • Cllrs noted that very little information was available. • It was agreed to request a meeting to seek further information. Cllrs MH/JB to attend.
19/323	<p>To consider the Newton Poppleford Neighbourhood Plan and consider whether to submit comments.</p> <ul style="list-style-type: none"> • Cllr MH reported that there were no particular concerns for West Hill and proposed that no comments were required. Cllrs noted that there were interesting ideas that could be adopted into the West Hill Neighbourhood Plan if it was revised at some point. • Cllr AC noted that the plans for a sustainable access route to Ottery St Mary were included. • It was agreed that WHPC would provide a “no comments” response and would support their views on sustainable transport.

Open Spaces Working Group

19/324	<p>Updates on actions and matters arising from the last meeting</p> <p>Actions</p> <ol style="list-style-type: none"> 1. Bus Shelter – add roof repairs/replacement to list of possible future expenditure. Done
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	<ol style="list-style-type: none"> 2. Bus Shelter - publicise Bus Shelter repairs Done 3. Lengthsman - request map of gullies in West Hill & ascertain which are Highways responsibility. Done 4. Playpark ropes – rope replacement. Work Completed 5. Broadoak - chase Tilhill response (Clerk) : Done The Parish Council has permission to install a picnic bench 6. Picnic benches in Broadoak– agree action plan for benches and sponsorship Ongoing 7. Write to Landowners re Himalayan Balsam 2019 and plans for 2020. Ongoing 8. Check Playpark lease for maintenance obligation (Clerk) Done – no <p>To receive a report from the Open Spaces Working Group meeting (October) – previously circulated.</p> <ol style="list-style-type: none"> a. Lengthsman – September work <ul style="list-style-type: none"> • Cllr JB proposed that this contractual item should be discussed in confidential session. Cllrs agreed and recording was suspended at 7.35pm. • It was agreed to write to Hartwood Trees Ltd <p>Recording resumed at 7.40pm</p> <ol style="list-style-type: none"> b. Footpaths – Japanese Knotweed <ul style="list-style-type: none"> • Cllr MH advised the meeting that Japanese Knotweed was present on Footpath 7. This had been reported to Devon County Council. They believe that the Japanese Knotweed originates in the hedge bordering the path and as such is the responsibility of the landowner. They would be contacting the landowner requesting action. • It was agreed that WHPC should also write to the landowner requesting action to eradicate the Japanese Knotweed. c. Broadoak - picnic benches <ul style="list-style-type: none"> • Cllr ABC reported that Tilhill have confirmed that The Woodland Trust have given permission to install a picnic bench in Broadoak Plantation. • The Clerk reported that EDDC had confirmed that CIL monies could be used to fund this project. • It was agreed that Cllr AT would contact Tillhill to discuss the benches and their location. • It was agreed to establish a provisional project budget of £2,000. • It was agreed, in addition, to install a picnic bench in the Playpark if a suitable location could be found.
<p>19/325</p>	<p>To consider submitting an application to the Highways Maintenance Community Enhancement Fund for a 2020 project to remove the Himalayan Balsam along West Hill Road.</p> <ul style="list-style-type: none"> • Cllr MH reported that a draft grant application had been prepared. • The Highways Neighbourhood Officer had confirmed that the proposed project met the criteria for the grant and had offered advice on traffic management. • The key elements of the proposal are <ul style="list-style-type: none"> ○ Seek permission to close West Hill Road for 1-2 days to facilitate a safe working environment (preferably a weekend) ○ To carry out the work in June/July before the weeds are fully grown. ○ Seek landowner permission for the weeds to be burnt in the neighbouring fields. ○ Encourage village residents to volunteer ○ Informal party to close the project.

	<ul style="list-style-type: none"> • The estimated project cost is £5,000. The grant application would be for half of these costs. • It was agreed to submit the application form to the Highways Maintenance Community Enhancement Fund. • Cllrs noted that the Himalayan Balsam was present further along West Hill Road outside the Parish. Cllr ABC suggested that WHPC should inform Ottery St Mary of the proposed project. • It was agreed to notify Ottery St Mary Town Council (Clerk)
19/326	<p>To consider the process to put the Playpark maintenance contract out for re-tender including Specification for the Grounds Maintenance Work, Advertising and timetable</p> <ul style="list-style-type: none"> • Cllr MH reported that the proposed advert and specification was discussed at the recent OSWG meeting. • It was agreed to place the advert requesting tenders for a 1year Grounds Maintenance Contract 2020.

Finance Working Group

19/327	<p>Updates on actions and matters arising from the last meeting</p> <p>To receive a report from the Finance Working Group meeting (October) Papers previously circulated.</p> <ul style="list-style-type: none"> a. ½ Year Income and Expenditure review : Noted and Signed b. CIL – Apr-Sep 2019 income received : Noted and Signed c. VAT Re-claim : Noted and signed d. 2020-2021 budget review e. Bank Accounts
19/328	<p>To consider the draft 2020-2021 budget proposal (paper previously circulated)</p> <ul style="list-style-type: none"> • Cllr AC updated the meeting on budget preparations for 2020/2021 • The budget proposal had been prepared taking into account actual and forecast 2019/20 expenditure, planned projects and existing reserves. • The Finance WG proposed to keep the budget and Precept unchanged. • Councillors discussed projects, including the Traffic Study, and considered their likely funding requirements. As yet the design and costs for the new Village Hall pedestrian access are unknown and may be sizeable if street lighting is required. • It was agreed to accept the 2020/21 budget recommendations • It was agreed that the Finance WG will submit the budget for sign off at the December meeting.
19/329	<p>To consider recommendations for the Council's bank accounts in view of FSCS protection limits.</p> <ul style="list-style-type: none"> • It was agreed in principle to set up deposit accounts with additional providers. • It was agreed to research options for deposit accounts with additional providers. (Clerk)

People and Policy Working Group - no matters to report

Other Matters

19/330	<p>Traffic Study: Updates on actions and matters arising from the last meeting</p> <p>Actions</p> <ol style="list-style-type: none"> a. Offer to work with Village Hall Trust to prepare a planning application for a new access to join the existing pathway at the corner of the car park. Done b. Contact Jon Tricker re Council's decision not to proceed with the West Hill Road safe walking route scheme. Done c. Seek information on gateways and speed cameras Ongoing d. Write to Paul Mesner in response to his meeting with Claire Wright. Done <p>To receive an update on</p> <ol style="list-style-type: none"> 1. Village Hall new pedestrian access proposal –an update from the Village Hall Trustee meeting (October). <ul style="list-style-type: none"> • Cllr MH updated the meeting on progress on the proposal <ul style="list-style-type: none"> ○ The Village Hall Trustees recently held an Extraordinary Meeting and have agreed to support the proposal. ○ Their representatives will join a joint WHPC/VH/School working group to work with the Traffic Consultants to design the scheme ○ This will be followed by a public consultation prior to a planning application. • It was agreed <ul style="list-style-type: none"> ○ to contact EDDC Planning to confirm their requirements in support of a planning application.(JB) ○ Cllrs MH + JB plus Clerk would represent WHPC on the working group. ○ to set up the working group/traffic consultant meeting (MH) 2. Speed cameras and speed activated signs <ul style="list-style-type: none"> • Cllrs discussed other traffic calming actions and re-affirmed their support for Paul Mesner's B3180 campaign. • It was agreed <ul style="list-style-type: none"> ○ Cllr JB would liaise with Paul Mesner re his B3180 campaign. ○ To publicise Paul's campaign on the WHPC website • Cllrs discussed the Speed Camera/Vehicle Activated Signs (VAS) paper previously circulated. • It was agreed <ul style="list-style-type: none"> ○ to visit Newton Poppleford to discuss their experience of VAS ○ to arrange a meeting with West Hill Community Speedwatch to discuss VAS and possible locations for signs.
19/331	<p>To receive an update on the West Hill Map 2019 project and to consider production of a WHPC Newsletter and its distribution</p> <ol style="list-style-type: none"> a. Village Map 2019 - update on sign off/payments and printing <ul style="list-style-type: none"> • It was agreed that the Village Map would be printed in November. b. WHPC Newsletter <ul style="list-style-type: none"> • Councillors discussed the possibility of producing a newsletter for circulation to residents. • It was agreed to consider this at a future meeting c. Target date for distribution of the Village Map <ul style="list-style-type: none"> • It was agreed to distribute the map in early December. Distribution to be co-ordinated by Cllr JB.
19/332	<p>Climate Change</p>

	<p>a. To consider the Greener Ottery proposal to get as many people in town to change to renewable energy suppliers in particular their initiative with Octopus Energy</p> <ul style="list-style-type: none"> • Cllr AC reported that Cllr Dean Stewart & the Greener Ottery Campaign are in discussions with Octopus Energy, a renewable energy supplier. They are proposing a scheme where a fixed sum will be paid to Greener Ottery and Plastic Free Ottery for each resident signing up with the supplier. • It was agreed that WHPC will publicise the scheme and will not look to develop a separate scheme for West Hill (AC/Clerk) • It was agreed that Cllr AC would be the Parish Councils lead on Climate Change matters. <p>b. To consider an action plan for 2020.</p> <ul style="list-style-type: none"> • It was agreed that Cllr AC would join the next Open Spaces WG to discuss a tree-focussed 2020 action plan.
<p>19/333</p>	<p>To receive an update on the proposed weight limit to vehicles on A375</p> <ul style="list-style-type: none"> • Cllr JB reported that a Devon county councillor and Sidmouth ward member has announced he wants to secure a change to the weight restriction on the A375 through Sidbury to the traffic light junction at Sidford Cross. If implemented, all HGV's more than 7.5tonnes would need to divert away from the area via Daisymount. DCC Cllr Claire Wright has requested a full impact assessment of the existing and also likely increase of HGVs on the proposed diversion routes. • It was agreed to write to DCC Highways expressing the Parish Council concerns. (JB)
<p>19/334</p>	<p>Updates on actions and matters arising from the last meeting</p> <p>Actions</p> <ol style="list-style-type: none"> 1. Remembrance Day – complete risk assessment Done • It was agreed that Cllr Alan Cook would represent the Parish Council at the Sunday 10th November Services (10.15am at the War memorial) and Cllr Hall will attend the Remembrance Service on Monday 11th November (10.50am at the War Memorial) 2. Broadband – meet Jurassic Fibre MarketingTeam (QT/JB) Done <ul style="list-style-type: none"> • It was agreed that Cllr QT would contact residents registered with the Broadband project with a progress update. 3. Teenagers & RBL Ongoing (JB/AT) 4. Roadside Adverts Enforcement Ongoing (Clerk) 5. “Contact the Elderly” – awaiting grant application – Ongoing (JB) 6. Letters to Landowners Ongoing (JB) 7. AONB – contact Chris Woodruffe EDDC AONB Manager asking for West Hill to be included in the review of Devon/Dorset AONB boundaries. <ul style="list-style-type: none"> • Cllrs MH+JB had recently met with Chris Woodruffe <ul style="list-style-type: none"> ○ Chris was supportive however warned that only one AONB (Suffolk) had managed to change boundaries and that took 8 years. ○ However the Glover Review of AONB and National Parks is underway which may reconsider boundary changes. ○ Ottery St Mary, the Otter Valley and West Hill area were not put forward for consideration when the East Devon AONB was established in 1963. ○ Any project to re-consider the boundary is likely to include the Otter Valley and surrounding areas. ○ The project would need the support of EDDC Planning.

	<ul style="list-style-type: none"> • It was agreed that Cllr MH should continue to research the matter and report back to the Parish Council. <p>Other matters</p> <ol style="list-style-type: none"> a. OSM Hospital Working Group <ul style="list-style-type: none"> ▪ Cllr MP reported that she had received a welcome email from the group. b. Planning Enforcement West Hill Road – ongoing (Clerk) c. Exeter Airport Consultative Committee - no updates (MH) d. Communication with residents - WHPC 2020 monthly “surgery” – consider at future meeting (Clerk) e. Clyst Valley Green Infrastructure Project <ul style="list-style-type: none"> ▪ WHPC to provide a named contact ▪ Liaise with Ottery St Mary rep re ancient trees ▪ It was agreed that Cllr MP would be the WHPC contact point. f. Correspondence from residents <ul style="list-style-type: none"> ▪ Lower Broad Oak Hedge – Highways notified ▪ Warren Park Potholes – Highways notified ▪ Hawthorne Close – EDDC Tree Officers have placed TPO on the perimeter trees
<p>19/335</p>	<p>Finance and invoice tracker</p> <p>Invoices received – for approval:</p> <ol style="list-style-type: none"> 1. Clerk claim for expenses 2. Alastair Guy – Playpark repairs **note increased fee 3. DALC – training course fee – Clerk 4. Garden and Countryside Maintenance Ltd – Footpath Maintenance 5. Monica Highnam - Village Planters (Autumn) <p>All noted and signed</p> <p>Paid invoices – for information:</p> <ol style="list-style-type: none"> a. West Hill Village Hall – room bookings (Sep) b. PJA Ltd – External and drawing updates c. Nick Pike – Bus Shelter repairs and installation of new canopy <p>All noted and signed</p> <p>To receive the bank reconciliation for October and November – noted and signed</p>
<p>19/336</p>	<p>Councillors 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> <ul style="list-style-type: none"> • Cllr MH reported that the Clerk had begun a CiLCA training course and would be enrolling for the CiLCA qualification (50% of costs will be paid by WHPC as per contract). Cllr MH advised Cllrs that there is a significant amount of study required and the Clerks workload will be monitored.
<p>19/337</p>	<p>Next meeting</p> <ul style="list-style-type: none"> • The next meeting scheduled for Tuesday 3rd December 2019 or Tuesday 19th Nov to meet Planning Application deadlines (if necessary)

Meeting closed 10.00pm

Signed: *Anne Oliver*, Clerk to the Council, 6^h Nov 2019