

**WEST HILL PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING
HELD ON 2nd April 2019 AT 7.30PM
AT WEST HILL VILLAGE HALL**

Present:	Chairman Cllr Margaret Hall (MH), Cllr Alan Cook (AC), Cllr Jessica Bailey (JB), Cllr Christopher Hall (CH) EDDC Cllr Geoff Pratt, DCC Cllr Claire Wright
In attendance:	Anne Oliver Parish Clerk, plus 2 members of the public
Apologies received from:	Cllr Quentin Tailford (QT), Cllr Jill Ingle (JI), Cllr Jo Talbot,

Item (a)	Discussion and decisions (b)
19/094	The Chairman welcomed everyone, reminded everyone that the meeting was being recorded and started the meeting at 7.30pm
19/095	Apologies. Apologies were received from Cllr Quentin Tailford, Cllr Jill Ingle, Cllr Jo Talbot, District Cllr Paul Carter.
19/096	Public question time (3 minutes) No members of public wished to speak.
19/097	To receive the monthly crime stats: It was noted that the crime stats for February and March 2019 are not yet available to the public. Cllrs noted that two crimes (“other theft”) had been reported for January 2019.
19/098	District and County Councillors’ reports for information: Cllr Geoff Pratt reported on two issues <ul style="list-style-type: none"> • East Devon District Council EDDC will be working with Devon County Council DCC to review homelessness, roll-out of universal credit and the provision of food banks. • EDDC and DCC will be working together and with local groups and charities to establish what can be done locally regarding climate change. <p>Cllr Geoff Pratt explained that this was his last meeting at WHPC as, if elected, he will represent a different Parish. On behalf of the Council, Chairman MH thanked Cllr Pratt for his support over recent years.</p> <p>Cllr Claire Wright reported on two issues</p> <ul style="list-style-type: none"> • Care at Home – an initiative to care for people at home rather than in hospital where medically possible. There have been significant recruitment issues however DCC now report that the initiative is fully staffed. Cllr Wright believes that this has been achieved through the use of agency staff which has budget implications. She has asked for a full written report on the project. • A spotlight review on Unpaid Carers is underway
19/099	Declarations of Interest: <ul style="list-style-type: none"> • All Cllrs declared an interest in item 19/101 (4) Planning Application 19/0493/FUL as this was submitted on behalf of the Council and related to the proposed Devon Air Ambulance Landing Site in West Hill • No other Declarations of Interest were declared

19/100	<p>Minutes</p> <p>a. The minutes of the Parish Council meeting on 5th March 2019 were approved as a true and accurate record</p> <p>b. The Parish Council meeting on 19th March 2019 was cancelled.</p>
19/101	<p>Planning applications received</p> <p>19/0450/FUL The Warehouse, Toadpit Lane Applicant Mr Andrew Gorton Proposal: Installation of an underground gas tank</p> <ul style="list-style-type: none"> • Councillors supported this application <p>19/0467/FUL Beech House, 9 Windmill Lane Applicant Mr G and Mrs F Peters Proposal: Construction of single storey extension.</p> <ul style="list-style-type: none"> • Councillors supported this application <p>19/0481/FUL “West Pigsty”, The Pygthle, Lower Broad Oak Road Applicant Mrs Arkwright Proposal: Prior approval for a change of use from storage (class B8) to a use falling within class C3 (dwelling house) for “West Pigsty”.</p> <ul style="list-style-type: none"> • The Parish Council did not support the application. Councillors noted that the building is used for domestic storage, as stated in this application and in the Planning Officer’s Report for previous applications for this site, not commercial storage or business use. Therefore, the building does not come under the Class B8 use and therefore does not comply with Class P of the GPDO 2015 regulations. For this reason, Councillors thought that the basis for the application was incorrect. • They also noted that no mechanism has been submitted to secure a contribution towards measures to mitigate the impacts of recreational use of the ecologically sensitive habitats of the European designated East Devon Pebblebed Heaths Special Area of Conservation and Special Protection Area by the occupants of the development. <p>19/0493/FUL West Hill Primary School, Beech Park Applicant Ms A Oliver (WHPC) Proposal: Installation of a single 10m column with two LED lights for the purposes of providing an illuminated night landing zone</p> <ul style="list-style-type: none"> • This application was submitted on behalf of WHPC. Councillors supported this application <p>18/1222/MFUL Straightway Head Junction, Exeter Road, Whimple. Applicant MRH (GB) Ltd Proposal: development of a new roadside service area to include a petrol filling station comprising sales building, canopy over, car and caravan parking, fuel pumps, HGV fuel pumps, 2 no. underground storage tanks and ancillary arrangements, new A3/A5 use building and drive-thru, HGV and coach parking, new access arrangements and landscaping and drainage</p> <ul style="list-style-type: none"> • The Parish Council voted unanimously to not support the application, for the following reasons. Councillors were concerned about light pollution, especially as the development will be located on a hill. It is also located in close proximity to the airport. • They were also concerned about the increase in traffic using the Daisymount roundabout, which has already seen a considerable increase in traffic due to large-scale housing developments in Cranbrook and Ottery St Mary since the original application some years ago. • They thought that the design of the scheme was not sympathetic to the local rural environment and they were concerned that there could be an increase in rubbish and litter. • Cllrs noted that there appeared to be no significant changes from the earlier application.

	<p>19/0633/PDP The “Feed Store”, The Pygthle, Lower Broad Oak Road Applicant Mrs RA Arkwright Proposal: Prior approval for a change of use of the “Feed Store” from storage (class B8) to a dwelling (class C3)</p> <ul style="list-style-type: none"> • Cllrs did not support this application (for the reasons noted for 19/0481/FUL above) <p>19/0635/PDP “The Middle Pigsty”, The Pygthle, Lower Broad Oak Road Applicant Mrs RA Arkwright Proposal: Prior approval for a change of use of the “The Middle Pigsty” from storage (class B8) to 2 no. dwellings (class C3)</p> <ul style="list-style-type: none"> • Cllrs did not support this application (for the reasons noted for 19/0481/FUL above) <p>19/0634/PDP “The East Pigsty”, The Pygthle, Lower Broad Oak Road Applicant Mrs RA Arkwright Proposal: Prior approval for a change of use of the “The East Pigsty” from storage (class B8) to a dwelling (class C3)</p> <ul style="list-style-type: none"> • Cllrs did not support this application (for the reasons noted for 19/0481/FUL above) <p>19/0191/FUL Country House Estate, London Road, Whimble Applicant Clifton Emery Design Proposal: demolition of garage block and parking area, and construction of office building (use Class B1) and associated development</p> <ul style="list-style-type: none"> • This item was not discussed as it was sent to WHPC in error.
<p>19/102</p>	<p>Planning decisions received for information (*denotes WHPC differed)</p> <p>19/0211/FUL Rylands Hawkins Lane Approved – noted. Cllrs noted that the EDDC Planners had followed their recommendation for an obscured window.</p> <p>18/2026/VAR Site Of The Star And Shenne West Hill Road Approved - noted</p>
<p>19/103</p>	<p>Planning Appeal Notifications – for information APP/U1105/W/18/3218802 WI Hall and Adjacent Land, West Hill Road Proposal: Demolition of WI Hall and construction of three dwellings. Cllrs agreed to make a submission to the Appeals Inspectorate supporting EDDC’s refusal of permission.</p>
<p>19/0104</p>	<p>To consider the Devon Futures Conference to be held on 28th June and confirm attendee(s). The conference will focus on Devon’s village halls, parish councils, sport and play organisations It was resolved that Cllr QT will attend.</p>
<p>19/105</p>	<p>To consider the Devon Community Resilience Forum to be held on Thursday 13th June and confirm attendee(s). The conference will focus on community emergency plans and will review case studies including helping vulnerable people. It was resolved that Cllr MH will attend</p>
<p>19/106</p>	<p>To consider and agree arrangements for the Annual Parish Meeting on Tuesday 16th April including Agenda, Publicity and Refreshments The agenda for the meeting was agreed and will include</p> <ul style="list-style-type: none"> • a report from WHPC Chairperson • grant award • and short reports from local groups and organisations giving their headlines for the past year and plans for the year ahead. • All residents are welcome to attend <p>It was agreed that Cllrs QT/JI will organise refreshments. The event will be publicised on the website, Facebook etc (Clerk)</p>

19/107	<p>To consider making a charitable donation in recognition of the late Peter Lonsdale's contribution and support to the Council and village life. It was agreed that the Council will make a charitable donation of £50 to Hospiscare (as chosen by Peter's family) (Clerk)</p>
19/108	<p>To consider the Reuse Credit Scheme consultation and to agree the Council's preferred option and response. Cllrs discussed East Devon District Council's proposal to amend the current system where registered groups are paid a "discretionary credit" for furniture and other items collected for re-distribution. It was agreed to recommend that the current funding arrangements are maintained rather than amend them.</p>
19/109	<p>To receive an update on the Traffic Study consultation held on 22nd March and agree further actions. The consultation was considered very successful. 80-100 local residents attended the session to learn about the proposals and share their views. 30+ written responses have been received so far. Very early discussions have taken place between the Village Hall and WHPC regarding the potential for access to the Village Hall and School from West Hill Road. It is clear that it will take time to review the various options and also consult organisations such as Highways, Police etc regarding the safety of the proposals. WHPC are unable to make major decisions until after the upcoming elections have taken place and the new Council is in place in mid-May. Cllrs are encouraging residents to continue to submit their views in this period.</p>
19/110	<p>To consider actions required to appoint a Lengthsman now that the funding bid has been approved by the Highways Maintenance Communities Enhancement Fund. WHPC application for funding has been approved by EDDC. They will fund 50% of the cost of appointing a Lengthsman (circa. 1 day per month). Cllrs discussed the key duties which will include cutting verges, clearing ditches, clearing rubbish (in those areas not covered by the Highways Department). It was resolved to confirm the list of duties (Cllr AC/Clerk) and place advertisements (Clerk)</p>
19/111	<p>To receive an update on the new Playpark equipment, now including a climbing ramp, and to confirm actions and expenditure (previously agreed in principle at the meeting of 5th Mar 2019) Cllr JB confirmed that, as agreed in the 5th March 2019 meeting, the order had been placed for the new equipment. The implementation date is to be confirmed (possibly Ju/July). Cllr JB/Clerk confirmed that the EDDC monthly safety inspections are taking place and no concerns had been recorded. Cllr JB/Clerk reported that they had conducted the Council's annual check of the playpark and equipment. No major issues were recorded however some maintenance work, such as wood treatment, is required. Cllr AC recommended that the maintenance work should be included in the ongoing annual budget to ensure that this work is done regularly. It was resolved to seek quotes for the maintenance work. (Clerk)</p>
19/112	<p>To consider the revised EDDC Service charge for emptying of litter and dog bins and to agree service levels required for 2019/20. Cllrs discussed the current service provision and associated costs. It was resolved to reduce the collections from three to two collections per week. (Clerk) It was noted that this could be reversed if the reduced service was found to cause problems.</p>
19/113	<p>To receive an update on the Open spaces meeting held with EDDC Planning (Policy) and agree further actions. Consider establishing an Open Spaces Working Group Cllr MH reported that the meeting looked at the lack of Open Spaces in the village. Opportunities for sport and leisure are not currently available. The EDDC Planning Policy department are unable to lead on this issue but are willing to support WHPC. WHPC is unable to take any action during the Election period. However, once the new Council is in place WHPC will look to write to landowners.</p>

19/114	<p>Following the advice from DALC that e-mail and telephone details are deemed sufficient contact information consider removing parish address details from public documents and the website. Agree actions. Cllrs discussed the advice from DALC. It was agreed that as telephone and e-mail contact details are provided address details will be removed from website etc. (Clerk)</p>
19/115	<p>Updates on actions and matters arising from the last meeting (action tracker)</p> <ul style="list-style-type: none"> • Himalayan Balsam – Cllr AC suggested that this would be a task for the Lengthsman although it may need a team of people to be organised. • Himalayan Balsam – put news item on WHPC website giving advice to homeowners (Clerk) • Planning - arrange meeting with Planning to discuss planning application process for new Council, late May (Clerk) • Working Groups – new Council to review and agree Working Groups for the coming year (Clerk)
19/116	<p>To receive any comments and sign off the Financial Controls 2019/20 (Finance Working Group) No changes required It was resolved to sign off the Financial Controls 2019/20</p>
19/117	<p>To receive any comments and sign off the Risk Assessment 2019/20 (Finance Working Group) No changes required It was resolved to sign off the Risk Assessment 2019/20</p>
19/118	<p>Confidential item: To consider personnel matters (Personnel Working Group) It was agreed to consider this item after the Public session had been concluded. It was resolved to confirm the Clerk’s appointment after a 3 month probationary period, and the hours of work and pay scales and pension arrangements. (Action QT, clerk).</p>
19/119	<p>Updates and reports from Working Groups</p> <ol style="list-style-type: none"> a. Finance b. Invasive weeds c. Personnel d. Playing field/open space e. School field f. Website
19/120	<p>Finance and invoice tracker</p> <p>Invoices received – for approval:</p> <ol style="list-style-type: none"> 1. Clerk Anne Oliver claim for expenses - noted 2. Clerk Anne Oliver – reimbursement of Planning Application fee and service charge - noted 3. Came & Co Invoice 12773 - Insurance Renewal (5th Mar-agenda 19/086) - noted 4. Wall Art - questionnaires and posters - noted 5. Clerk Anne Oliver – DALC training courses 6th Feb & 6th March - noted <p>Paid invoices – for information:</p> <ol style="list-style-type: none"> 1. Village Hall room bookings (Feb) - noted 2. Steve Radcliffe -play park gardening (Feb) - noted <p>To receive the bank reconciliation for March – noted.</p> <p>It was noted that the following had been received</p> <ol style="list-style-type: none"> 1. VAT re-claim (£926.04) – noted 2. Footpath Grant £360 – noted

19/121	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> <ul style="list-style-type: none">• Cllr MH had been surprised to receive EDDC consultation document on Affordable Housing during the election period. The timing of this has meant that WHPC is unable to comment on this consultation. MH to write to planning officer• Cllr JB had been contacted by a resident who was concerned about bonfires. Cllrs asked for a related article to put on the website (Clerk)
19/093	Next meeting To confirm the date of the next meeting which is scheduled for <ul style="list-style-type: none">• Annual Parish Meeting Tuesday 16th April 2019• WHPC meeting Tuesday 14th May 2019. Meeting closed : 9.00pm

Signed: *Anne Oliver*, Clerk to the Council

3rd April 2019