

**WEST HILL PARISH COUNCIL  
MINUTES OF THE ANNUAL + ORDINARY PARISH COUNCIL MEETING  
HELD ON 10<sup>th</sup> May 2022 AT 7.30PM**

Present:	Chairman Cllr Della Cannings (DC), Cllr Margaret Piper (MP), Cllr Alison Carr (AC), Cllr Alan Cook (ABC), Cllr Peter Bennett (PB), Cllr Amanda Townsend (AT), Cllr Stephen Owen (SO)
In attendance: Apologies received from:	District Cllr Jessica Bailey (JB), Anne Oliver Parish Clerk, 2 members of the public attended the meeting

**AGENDA – ANNUAL MEETING OF THE PARISH COUNCIL**

Item (a)	Discussion and decisions (b)
<b>22/106</b>	<b>Welcome and Chairman’s announcements</b> The meeting opened at 7.30pm. The outgoing Chairman welcomed everyone to the meeting and reminded everyone that the meeting was being recorded.
<b>22/107</b>	<b>To elect the Chairman of the Parish Council:</b> To receive nominations and to carry out a vote accordingly. The outgoing Chairman (DC) invited nominations for Chairman. As no nominations were received. Cllr DC nominated herself, seconded by Cllr MP. Cllr DC accepted the nomination and was unanimously elected to the office of Chairman.
<b>22/108</b>	<b>Declaration of Acceptance of Office:</b> Once elected the Chairman will sign the Declaration of Acceptance Cllr DC then signed the Declaration of Acceptance of Office, countersigned by the Clerk
<b>21/109</b>	<b>To elect the Vice-Chairman of the Parish Council:</b> to receive nominations and to carry out a vote accordingly The Chairman (DC) invited nominations for Vice-Chairman. Cllr MP nominated herself, seconded by Cllr AC. Cllr MP accepted the nomination and was unanimously elected to the office of Vice-Chairman.
<b>22/110</b>	<b>Declaration of Acceptance of Office:</b> Once elected the Vice-Chairman will sign the Declaration of Acceptance Cllr MP signed the Declaration of Acceptance of Office, countersigned by the Clerk
<b>22/111</b>	<b>Apologies.</b> To receive apologies and approve reasons for absence. n/a
<b>22/112</b>	<b>Declarations of Interest</b> <ol style="list-style-type: none"> <li>a. Register of Interests: Councillors are reminded of the need to update their register of interests.</li> <li>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).</li> </ol> <p>Cllr AC declared a personal interest in Item 22/136 planning application 22/0740/TRE as she knew the applicant. She proposed to stay in the room but not take part in discussion. Accepted by Cllrs.</p> <p>Cllr AT declared a personal interest in Item 22/136 planning application 22/0885/TRE as she was acquainted with the applicant some years ago. She proposed to take part in discussion and consider the application with an open mind. Accepted by Cllrs.</p> <p>Cllr PB declared a personal interest in items</p> <ul style="list-style-type: none"> <li>• 22/136 planning application 22/0740/TRE as he knew the applicant. He proposed to stay in the room but not take part in discussion. Accepted by Cllrs.</li> </ul>

	<ul style="list-style-type: none"> <li>22/151 + 22/152 and proposed to leave the room. Accepted by Cllrs.</li> </ul> <p>Cllr MP declared a personal interest in Item 22/136 planning application 22/0874/FUL as a neighbour and proposed to leave the room. Cllrs agreed that Cllr MP could remain in the room for the discussion but not take part in discussions.</p> <p>Cllrs SO and DC declared no interests.</p>
22/132 Brought Forward	<p><b>The Chairman agreed to suspend Standing Orders</b> to bring forward item 22/132 to enable a member of the public to speak to Cllrs</p> <p><b>Public question time (3 minutes)</b> 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. This item included issues submitted to the Clerk prior to the meeting.</p> <p>A member of the public reported several parties had taken place in Broadoak Plantation. This had raised concerns regarding noise and litter including glass. It was agreed that Cllr DC would liaise with the resident.</p> <p><b>Standing Orders were resumed</b> A member of the public left the meeting.</p>
22/113	<p><b>To confirm (a) membership of Working / Task + Finish Groups and (b) their Terms of Reference:</b></p> <ol style="list-style-type: none"> <li>Finance Working Group</li> <li>HR Working Group</li> <li>Policy Working Group</li> </ol> <p>Task and Finish Groups</p> <ol style="list-style-type: none"> <li>Strategic Planning Group (Local Plan)</li> <li>Village Hall Pathway Group</li> <li>Community Engagement Group</li> <li>West Hill Tree Group</li> <li>Road Safety Group</li> <li>Remembrance Service 2022</li> </ol> <p>Cllrs resolved to establish the groups listed above for 2022-23 subject to re-naming the West Hill Tree Group to the West Hill Arboretum Group.</p> <ul style="list-style-type: none"> <li>Membership of each group was confirmed</li> <li>The Terms of Reference for each group was approved and signed</li> </ul> <p>The Clerk presented the 2022-23 budget which had been re-allocated to reflect the Terms of Reference. Cllrs resolved to accept and sign off the re-allocated budget.</p>
22/114	<p><b>To review and adopt (if appropriate) the Parish Council Standing Orders.</b> Cllrs unanimously resolved to adopt the Parish Council Standing Orders..</p>
22/115	<p><b>To review and adopt (if appropriate) the Parish Council Financial Regulations</b> Cllrs unanimously resolved to adopt the Parish Council Financial Regulations..</p>
22/116	<p><b>To consider and accept (if appropriate) the Parish Council Review of Internal Financial Controls.</b> Cllrs unanimously resolved to accept the Parish Council Review of Internal Financial Controls. No matters of concern were raised.</p>
22/117	<p><b>To consider the recommendations of the People +Policy Working Group:</b></p> <ol style="list-style-type: none"> <li><b>To review and adopt if appropriate, the new WHPC Code of Conduct:</b> Each Councillor must undertake to abide by the Councils code of conduct.</li> </ol> <p>The Chairman reported a revised EDDC Code of Conduct had been circulated to Councils on 9<sup>th</sup> May 2022. Cllrs resolved the WHPC Policy Group would review the new WHPC</p>

<p><b>22/118</b></p>	<p>Code of Conduct against the EDDC amendments (which appear to be minor) and also to check the sections regarding co-opted members. The group were asked to circulate the draft WHPC Code of Conduct for consideration at the next meeting.</p> <p>and,</p> <p><b>To review and adopt (if appropriate) the Council's Policies and Protocols.</b></p> <ol style="list-style-type: none"> <li>1. Anonymous Communications</li> <li>2. Business Continuity</li> <li>3. Complaints Policy</li> <li>4. Grant Award Policy</li> <li>5. Grievance &amp; Disciplinary Policies</li> <li>6. Privacy Notice including Data Protection Policy</li> <li>7. Website Accessibility Statement</li> <li>8. Protocol re Developers</li> <li>9. Publication Scheme</li> <li>10. New Cllrs Induction Pack</li> </ol> <p>Cllrs unanimously resolved to adopt the Council's polices and protocols.</p>
<p><b>22/119</b></p>	<p><b>To review the inventory of assets and equipment (Asset register)</b> Cllrs unanimously resolved to approve the Asset Register subject to</p> <ul style="list-style-type: none"> <li>• the addition of display boards</li> <li>• update the item for the 2<sup>nd</sup> VAS to include 2 VAS poles</li> </ul> <p>The Clerk was asked to research how defunct items can be removed from the register.</p>
<p><b>22/120</b></p>	<p><b>To review and confirm the Council's bank mandate</b> Cllrs unanimously resolved to accept the recommendation to</p> <ul style="list-style-type: none"> <li>• add Cllr Della Cannings to the Cambridge Building Society bank mandate to replace former Cllr Margaret Hall</li> <li>• add new Cllrs SO and PB to the Unity Trust bank mandate.</li> </ul>
<p><b>22/121</b></p>	<p><b>To confirm arrangements for insurance cover in respect of all insured risks</b> Cllrs unanimously agreed that adequate insurance cover was in place. Consideration of the Council's Cyber Insurance cover is included as item 21/147.</p>
<p><b>22/122</b></p>	<p><b>To review and approve, if appropriate, the Councils Risk Assessment.</b> Cllrs unanimously resolved to approve the WHPC Risk Assessment.</p>
<p><b>22/123</b></p>	<p><b>To Review and accept (if appropriate) Members Allowances Policy:</b> To consider the current policy for Chairman's and Member Allowances and whether it should be continued. Cllrs unanimously resolved to confirm the current policy for Chairman's and Member Allowances.</p>
<p><b>22/124</b></p>	<p><b>To Review and approve (if appropriate) a schedule of Regular Payments</b> Cllrs unanimously resolved to approve the schedule of Regular Payments circulated to Cllrs prior to the meeting.</p>
<p><b>22/125</b></p>	<p><b>Review Training Requirements for Councillors</b> Cllrs reviewed the training courses available at DALC. Cllrs were reminded to contact the Clerk with their training requirements.</p>
<p><b>22/126</b></p>	<p><b>To consider membership of outside bodies and committees and arrangements for reporting back</b></p> <p>Cllrs confirmed the following representatives:</p> <ol style="list-style-type: none"> <li>1. Airport Consultative Committee Cllr Cook</li> <li>2. Leisure East Devon Forum (to be confirmed) Cllr Townsend</li> <li>3. Ottery St Mary Hospital Working Group - n/a group disbanded by Ottery St Mary TC</li> <li>4. East Devon Community Safety Group – Cllr Bennett</li> <li>5. OPCC Councillor Advocate Scheme Cllr Cannings</li> </ol>

<b>22/127</b>	<p><b>To review subscriptions/memberships to other bodies</b></p> <ol style="list-style-type: none"> <li>1. DALC/NALC</li> <li>2. SLCC</li> <li>3. ICO</li> <li>4. Devon Communities Together</li> <li>5. Breakthrough Communications</li> <li>6. Parish Online</li> <li>7. Scribe Accounts Software</li> <li>8. Zoom remote meetings</li> </ol> <p>Cllrs unanimously resolved to renew 2022-23 subscriptions/membership for all of the bodies listed above, 1-8.</p>
<b>22/128</b>	<p><b>To approve the WHPC Playpark Weekly Inspection Rota</b></p> <p>Cllrs agreed to amend the weekly playpark/bus shelter inspection rota as follows: Week 1 Cllr AC, Week 2 Cllr PB, Week 3 Cllr ABC, Week 4 Cllr MP, Week 5 Cllr SO</p>
<b>22/129</b>	<p><b>To consent to receive electronic summons (annual renewal)</b></p> <p>Each Councillor signed a consent to receive electronic form.</p>
<b>22/130</b>	<p><b>To determine the time and place of ordinary meetings of the full council up to and including the next Annual Meeting of full council.</b></p> <p>Cllrs resolved to continue to meet on the first Tuesday of the month at 7.30pm at the Village Hall with one exception:</p> <ul style="list-style-type: none"> <li>• The January 2023 meeting will be held on <b>Wednesday</b> 4<sup>th</sup> January due to bank holidays. The agenda for this meeting will be published on Wednesday 28<sup>th</sup> December.</li> </ul> <p>The 2022-23 meeting dates will be published on the Council's noticeboard and website.</p>

## AGENDA – ORDINARY MEETING OF THE PARISH COUNCIL

<b>Item (a)</b>	<b>Discussion and decisions (b)</b>
<b>22/131</b>	<p><b>Welcome and Chairman's announcements</b></p> <p>The Chairman noted the recent news of the McColl's group going into Administration. Cllrs were very concerned as the McColl's shop and Post Office facility is important to the village. It was agreed to send letters to the interested parties, the Administrators and Morrisions</p> <ul style="list-style-type: none"> <li>• to highlight the Council's concerns,</li> <li>• to alert them WHPC registered the shop as an Asset of Community Value with EDDC in 2020.</li> </ul>
<b>22/132</b> Taken earlier on the agenda	<p><b>Public question time (3 minutes)</b></p> <p>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.</p> <p>This item included issues submitted to the Clerk prior to the meeting.</p>
<b>22/133</b>	<p><b>District and County Councillors' reports</b> for information (items raised for decision will appear on the agenda for the next meeting)</p> <p>DCC/EDDC Cllr Jess Bailey gave an update on the Local Plan Review:</p> <ul style="list-style-type: none"> <li>• EDDC have written to the Government to challenge the Housing Targets set for East Devon.</li> <li>• The Government's response is available on the EDDC website or via Cllr Bailey's <a href="#">monthly report</a> on the WHPC website.</li> <li>• A further "Call for Sites" is underway with a focus on brownfield sites</li> </ul>

	<ul style="list-style-type: none"> <li>The next stage of the Review process will be to focus on the “town sites” put forward for development.</li> </ul> <p>Further details are available on Cllr Bailey’s <a href="#">monthly report</a> on the WHPC website. Cllrs thanked Cllr Bailey for her detailed report.</p>
22/134	<p><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. N/A</p>
22/135	<p><b>Minutes:</b> To approve and sign the minutes of the Parish Council meeting on 5<sup>th</sup> April 2022. The minutes were approved and signed as a true record of the meeting.</p>
22/136	<p><b>Planning Applications received</b></p> <p><b>22/0847/FUL</b> Longreach Lower Broad Oak Road EX11 1UF Applicant Mr+Mrs Turner Part two storey, part single storey side extension, alterations to fenestration, cladding and associated works</p> <p>Councillors re-iterated their concerns about the previous application (ref 21/2249/FUL) and recommended refusal due to overlooking of neighbouring dwellings.</p> <p><b>22/0885/TRE</b> Pinegrove Lower Broad Oak Road W EX11 1XQ Applicant Ms Goodwin T1, Scots pine : removal of tree and replacement.</p> <p>Councillors noted that the tree is one of a group. They could see no good reason to remove the tree and recommended refusal. Cllrs felt that a qualified arboriculturalist could carry out remedial work including cleaning the stump of the broken branch to protect tree from ingress of water and potential rot.</p> <p><b>22/0893/FUL</b> Coppins Higher Broad Oak Road EX11 1XJ Applicant Mr + Mrs Doggett Construction of pitched roof over existing flat roof garage to include 1 x front dormer/sound room, construction of a car port, installation of 9 x PV panels on proposed roof and alterations to fenestration Cllrs supported the application.</p> <p><b>22/0740/TRE</b> 11 Warren Park, West Hill EX11 1TN Applicant Mr Fry T1, Scots Pine : Fell.</p> <p>Councillors noted that the tree is one of a group that forms a significant part of the character of this part of the village. Its removal would leave a gap which may make adjacent trees vulnerable to storm damage. WHPC does not approve the felling of this tree.</p> <p><b>22/0936/TRE</b> 1 Heather Grange EX11 1XZ Applicant W McAllister (agent) T1-T3, Beech : Crown lift: T4, Oak : Heavy reduction to improve form after main leader failure. Reduce height by 0m, span by 2 - 4m, keeping cuts as small as possible</p> <p>Cllrs supported the proposed work to trees T1-3 and recommended that the remaining work should be carried out by a suitably qualified arboriculturalist. Cllrs noted the absence of an arboricultural report providing a justification for the proposed works.</p> <p>Confirmation of decision made under delegated powers to enable EDDC deadline to be met:</p> <p><b>21/2835FUL</b> Halfway Inn Aylesbeare Exeter EX5 2JP Applicant</p>

	<p>New equestrian shop within existing building with alteration to fenestration. New storage building, parking, landscaping, and external works. Use of ancillary building as a dog grooming business</p> <ul style="list-style-type: none"> <li>• <b>Comments submitted including road safety concerns.</b></li> </ul> <p><b>22/0737/TRE</b> Dene Lower Broad Oak Road EX11 1XH Applicant Mrs Duffy Oak (T2 ), fell and Oak (T3) reduce to four metres as suggested within the arboriculture report.</p> <ul style="list-style-type: none"> <li>• <b>No objections</b></li> </ul> <p><b>22/0624/TRE</b> Little Glade West Hill Road EX11 1TU Applicant Dr Moul</p> <p>Removal of macrocarpa and 2 leylandii in South East corner of Little Glade.</p> <ul style="list-style-type: none"> <li>• <b>Object</b></li> </ul> <p><b>22/0466/FUL</b> 2 Warren Close EX11 1XB Applicant Mr C Panzeri Erection of single storey side extension, including demolition of conservatory and single storey garage</p> <ul style="list-style-type: none"> <li>• <b>comments submitted</b></li> </ul> <p><b>All noted and confirmed</b></p>
<b>22/137</b>	<p><b>Planning decisions received</b> for information (*denotes WHPC differed)</p> <p><b>22/0525/TRE</b> The Old Orchard Elsdon Lane EX11 1TZ Status: Approved G1, Oaks(4) : Reduce crown spread</p> <p><b>22/0466/FUL</b> 2 Warren Close EX11 1XB Status: Approved Erection of single storey side extensions, including demolition of conservatory and single storey garage</p> <p><b>22/0408/FUL</b> Calluna 1B Beech Park EX11 1UQ Status: Approved Two storey front extension</p> <p><b>All noted</b></p>

**WHPC Groups + Initiatives**

<b>22/138</b>	<p><b>Strategic Planning Group:</b> To receive an update on development of the East Devon Local Plan.</p> <p><b>Cllrs thanked DCC/EDDC Cllr Bailey for her detailed report on the EDDC Local Plan Review at the 9<sup>th</sup> May 2022 Annual Parish Meeting. Details are available on Cllr Bailey's <a href="#">monthly report on the WHPC website.</a></b></p>
<b>22/139</b>	<p><b>Village Hall Path Group:</b> To receive an update</p> <p><b>Cllr DC reported that a detailed topographical survey had been completed and the Group were awaiting the detailed construction drawings.</b></p>
<b>22/140</b>	<p><b>Finance Working Group:</b></p> <p><b>Cllr AC reported that the Finance Working Group had met to review the Annual Governance and Accountability Return for submission to the External Auditors. The Working Group also prepared the Financial reserves recommendations. The components of the report are as follows:</b></p> <p><b>Annual Governance Statement 2021-22 (AGAR Part 3)</b></p> <p>a. To consider the findings of the review of the effectiveness of the system of internal control</p> <p><b>Cllrs noted</b></p> <ul style="list-style-type: none"> <li>• that the Internal Audit had been carried out and the Internal report had been circulated to Councillors.</li> <li>• The auditor complimented the RFO on “the exemplary standard of the financial accounts provided to members” and stated that “West Hill Parish Council continues to evidence effective financial controls and that the members of the council, via the Clerk/RFO, are all aware of the Council’s financial position at any given moment in time and that, similarly, members have ensured as far as</li> </ul>

	<p>possible that the relevant rules and regulations are usually followed, as per the published Governance and Accountability legislation.</p> <ul style="list-style-type: none"> <li>• However, the audit noted “the unreasonable amount of time being spent by the Council on one particular subject and (it seems) dealing with requests for information from one particular individual” had adversely impacted on the operation of the Council and that a risk assessment, although scheduled for this meeting 10<sup>th</sup> May 2022, had not been minuted within the previous year.</li> </ul> <p>The Finance Working Group have taken action to schedule, at least, a mid-year review of the Council’s risks. Cllrs noted the extensive time spent during 2021-2 managing the reputational risk of the Council.</p> <p>Cllrs accepted the Internal Audit Report and approved payment to the Auditor. They noted the findings and agreed the actions required. The Chairman congratulated the RFO and Finance Working Group on the Auditors report.</p> <p>b. To approve the Annual Governance Statement by resolution Councillors considered the findings of the review of the effectiveness of the system of internal control. It was resolved to approve and sign the Annual Governance Statement.</p>
<b>22/141</b>	<p><b>Annual Accounting Statements 2021-22(AGAR Part 3)</b></p> <p>a. To consider the Accounting Statements</p> <p>b. To approve the Annual Accounting Statements by resolution</p> <p>Councillors considered the Accounting Statements. It was resolved to approve and sign the Accounting Statements.</p>
<b>22/142</b>	<p><b>To approve the bank reconciliation for the year to 31<sup>st</sup> March 2022</b></p> <p>It was resolved to approve the bank reconciliation.</p>
<b>22/143</b>	<p><b>To receive the explanation of year-on-year variances</b></p> <p>The explanation was received and noted.</p>
<b>22/144</b>	<p><b>To approve the Period for the Exercise of Public Rights 2021-22</b></p> <p>a. To approve the dates for the Exercise of Public Rights – proposed dates 1<sup>st</sup> June 2022 to 14th July 2022</p> <p>Noted and approved.</p>
<b>22/145</b>	<p><b>To approve the 2021-22 Financial Reserves Policy and allocation of reserves</b></p> <p>It was resolved to adopt the Financial Reserves Policy and Financial Reserves Recommendation, including</p> <ul style="list-style-type: none"> <li>• provision for professional services to support the Council’s response to the Local Plan review</li> <li>• costs for a by-election, if required.</li> </ul> <p>The Chairman noted that, as a “new” Council, it continued to build reserves to enable future activities.</p>
<b>22/146</b>	<p><b>To approve the</b></p> <p><b>a. Financial Statement for year ending 31<sup>st</sup> Mar 2022</b></p> <p><b>b. CIL statement for year ending 31<sup>st</sup> Mar 2022</b></p> <p>The Financial Statement and CIL Statements were approved and signed.</p>
<b>22/147</b>	<p><b>Cyber Insurance Renewal:</b> To approve arrangements and costs for 2022-23</p> <p>It was resolved to approve the renewal of the Cyber Insurance Policy.</p>
<b>22/148</b>	<p><b>Community Engagement Group:</b></p> <p>a. To receive an update on the Annual Parish Meeting</p> <p>Cllrs noted the positive feedback from attendees who found the meeting friendly and informative. Cllrs thanked representatives of village groups for their updates and in particular, DCC/EDDC Cllr Jess Bailey for her feedback on the Local Plan Review. They thanked the Chairman for her report to the meeting on behalf of the Council. Cllrs hoped to further increase attendance for the 2023 meeting.</p> <p>b. To approve, if appropriate, the WHPC newsletter for publication in May</p> <p>Approved</p> <p>c. To approve arrangements for distribution and printing costs of £395.</p> <p>Cllrs noted the significant increase in costs. Previous newsletters had received a positive response from residents and agreed it was a cost effective means of providing information to every house in the village.</p> <p>Cllrs approved printing costs £395 and distribution from 20<sup>th</sup> May.</p>

	<p>d. To confirm, if appropriate, attendance at the West Hill Village Fete Saturday 9<sup>th</sup> July: to confirm arrangements and confirm associated costs if any.  <b>Cllrs agreed</b></p> <ul style="list-style-type: none"> <li>o to have a stall at the 2022 Village Fete</li> <li>o to provide activities to raise the profile of the Parish Council stall: hire garden games and a West Hill Treasure Map (fund raised to be donated to the PTFA).</li> <li>o to approve a budget of £150 for printing and hire of games from EDDC.</li> </ul> <p>e. To consider arrangements for judging the Pre-School Jubilee Scarecrow Competition  <b>Cllr MP to liaise with the Pre-School Group.</b></p>
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**Other Matters**

<b>22/149</b>	<p><b>Clerks Report:</b></p> <ol style="list-style-type: none"> <li>1. To confirm decisions taken under Delegated Powers:</li> <li>2. Action points from previous WHPC meetings <ul style="list-style-type: none"> <li>• Queen’s Jubilee – Jubilee bench for community garden at St Michael’s  <b>The Clerk reported that St Michael’s PCC had accepted the Council’s offer to provide a Jubilee Bench and Covid Memorial Tree.</b></li> </ul> </li> <li>3. Matters arising <ul style="list-style-type: none"> <li>• DCC Public Rights of Way team (PROW) had approved the budget for remedial work to Footpath1 (install handrail and address subsidence problem)</li> <li>• <b>Cllrs agreed to commission the work and to request the grant from DCC PROW</b></li> </ul> </li> <li>4. Resident Communications</li> <li>5. Any urgent matters arising. <ol style="list-style-type: none"> <li>a. Anti-Social Behaviour at playpark  <b>Recent damage to the picnic table had been reported to the Police. The local Neighbourhood Policing Team were checking the playpark when possible.</b></li> <li>b. Application for Street Trading Licence Renewal – The Codfather  <b>Cllrs supported the application as no concerns have been raised in the previous year.</b></li> </ol> </li> </ol>
<b>22/150</b>	<p><b>Playpark Lease:</b></p> <ol style="list-style-type: none"> <li>a. To consider and, if appropriate, accept a new lease for the Children’s Playpark  <b>Cllrs resolved to accept and sign a new lease for the playpark.</b></li> <li>b. To resolve to use S106 monies for the associated costs and for the new equipment (climbing frame/slide).  <b>Cllrs resolved to use S106 monies for the new equipment and to enter into a grant agreement with East Devon District Council.</b></li> <li>c. To confirm arrangements for the signing of the EDDC S106 Grant form on behalf of WHPC.  <b>It was agreed that two Cllrs and the Clerk will sign the agreement on behalf of the Council.</b></li> </ol>
<b>22/151</b>	<p><b>Information Commissioners Office:</b> Notification of a complaint against WHPC, WHPC’s response and ICO outcome.  <b>Cllr PB left the room at 9.17pm.</b>  <b>The Chairman noted Cllr PB had chosen to leave the room however this was not necessary.</b></p> <p><b>The Chairman reported the receipt of a ICO notification of a complaint against the Parish Council (7<sup>th</sup> April). The Council had provided the information requested. On 14<sup>th</sup> April the ICO concluded:</b></p> <ul style="list-style-type: none"> <li>• <b>“We have considered the information available in relation to this complaint and we are of the view that your organisation has complied with your data protection obligations. This is because you have properly responded to the subject access request (SAR).”</b></li> </ul>
<b>22/152</b>	<p><b>Subject Access Request (SAR):</b></p>



	<p>a. To note WHPC's 29<sup>th</sup> April 2022 response to the SAR received on 23<sup>rd</sup> April 2022. b. To note the receipt of a SAR on 29<sup>th</sup> April 2022.</p> <p><b>Cllrs noted the SARs received and processed in April 2022. The Council has responded to the most recent SAR 29<sup>th</sup> April, on 10<sup>th</sup> May.</b></p> <p><b>Cllr PB re-joined the meeting at 9.24pm and and the Chairman advised him of Councils decisions on the items he had absented himself.</b></p>
<b>22/153</b>	<p><b>Police Matters:</b> To receive the monthly West Hill crime stats: if available (for information) <b>Noted</b></p>
<b>22/154</b>	<p><b>Financial matters:</b></p> <ol style="list-style-type: none"> <li>1. To consider and approve the April-May 2022 Council Schedule of Payments</li> <li>2. To receive if available: WHPC Finance Tracker, Bank reconciliation April 2022</li> </ol> <p><b>All payments were approved and invoices signed.</b></p>
<b>22/155</b>	<p><b>Councillors 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>N/A</b></p>
<b>22/156</b>	<p><b>Next meeting:</b> To confirm arrangements for the next WHPC ordinary meeting <b>Tuesday 7th June 2022 7.30pm</b> at the Village Hall. Please note the agenda for this meeting will be issued on Monday 30<sup>th</sup> May due to the Bank Holidays occurring in June. <b>Cllr AT gave her apologies for the 7<sup>th</sup> June meeting</b></p>

The meeting closed at 21.28pm

Signed: *Anne Oliver*, Clerk to the Council 11<sup>th</sup> May 2022