

**WEST HILL PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING
HELD ON 1st December 2020 AT 7.30PM**

**** The meeting was held by video-conference due to the Covid-19 situation**

Present:	Chairman Cllr Margaret Hall (MH), Cllr Alison Carr (AC), District Cllr/WHPC Cllr Jessica Bailey (JB), Cllr Della Cannings (DC), Cllr Margaret Piper (MP), Cllr Amanda Townsend (AT), Cllr Alan Cook (ABC)
In attendance: Apologies received from:	Anne Oliver Parish Clerk, Police Sgt Richard Stonecliffe, 1 member of the public attended the meeting DCC Cllr Claire Wright (CW)

AGENDA – ORDINARY MEETING OF THE PARISH COUNCIL

Item (a)	Discussion and decisions (b)
20/392	<p>Welcome and Chairman's announcements</p> <p>The meeting started at 7.30PM. The Chair MH welcomed everyone and reminded everyone that the meeting was being sound recorded.</p>
20/393	<p>Apologies. To receive apologies and approve reasons for absence. Apologies were received from DCC Cllr Claire Wright.</p>
20/394	<p>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. This item included issues submitted to the Clerk prior to the meeting. No matters raised.</p>
20/395	<p>To receive an update on Policing matters in West Hill and the local area from Inspector Weeks (Exmouth and Ottery St Mary team)</p> <p>Insp Weeks had previously advised WHPC that she was unable to attend the meeting. In her place Sgt Richard Stonecliffe joined the meeting to give an update on local Policing matters and answer questions previously submitted by Cllrs:</p> <ul style="list-style-type: none"> Resourcing: The local Police Neighbourhood team covers a wide area ranging from Exmouth, Ottery St Mary, Bramford Speke to Otterton. The team is split across two sites <ul style="list-style-type: none"> Exmouth - 3 PCs and 4 PCSOs Ottery St Mary – 3 PCs and 2 PCSOs (however they are currently operating with 1 PC only) <p>The team works with the Response teams (who are available 24/7)</p> <p>The Government scheme to recruit 20,000 officers is expected to increase staffing levels across Devon by 141 in addition to the 50 officers currently in training. However Sgt Stonecliffe did not expect his Neighbourhood staffing levels to be increased in 2021.</p> Priorities: Working with the Chief Constable the Police and Crime Commissioner (PCC) sets the the Policing priorities for Devon and Cornwall. They are available on the PCC website Commissioning Intentions Plan 2020-21 FINAL (devonandcornwall.s3.amazonaws.com). Members of the public are invited to help

	<p>shape future priorities by completing an online survey Have your say on the funding of policing in Devon, Cornwall and the Isles of Scilly Survey (survey.monkey.co.uk)</p> <ul style="list-style-type: none"> How to improve WHPC/Police Communications? Sgt Stonecliffe advised that the Police.uk website shows the mot up to date crime data. (WHPC reviews this each month). He suggested that the Council should email queries to PCSO Sims and his colleagues. <p>He asked the Council to encourage residents to report all crimes as Cllrs had raised concerns that some crimes were unrecorded.</p> <p>Cllr DC thanked Sgt Stonecliffe and raise the concern that the general public are generally not aware of the various means of contacting the Police and suggested that this could be better publicised. Sgt Stonecliffe agreed pass this feedback on and acknowledged that 101 phonecalls can be lengthy.</p> <p>Cllrs thanked Sgt Stonecliffe for his update and he then left the meeting at 20.06pm</p>
20/396	<p>District and County Councillors' reports for information (items raised for decision will appear on the agenda for the next meeting)</p> <p>Cllr JB EDDC Cabinet meeting tomorrow (2nd December) will approve a Statement of Intent and a timetable for the preparation of a new Council Plan 2021-23.</p> <p>DCC Cllr Wright submitted details of £4,500 grant funding remaining in her Locality budget. Parishes within her ward were invited to submit applications for capital projects. Cllrs agreed to pass details of the scheme to local organisations.</p>
20/397	<p>Declarations of Interest</p> <ol style="list-style-type: none"> Register of Interests: Councillors are reminded of the need to update their register of interests. 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>Cllr JB declared personal interests</p> <ul style="list-style-type: none"> as an East Devon District Cllr, 20/415 member of RBL West Hill 20/400 knows the applicants for 20/1480/FUL so abstained from this item. 20/411 has a child at West Hill Primary School but proposed to participate in debate <p>Cllr MP declared a personal interest as a member of RBL West Hill (item 20/415). Cllr AC declared a personal interest as a member of RBL West Hill (item 20/415). Cllr AT declared personal interests</p> <ul style="list-style-type: none"> knows the applicants for item 20/400 20/1480/FUL so abstained from this item. <p>All noted and accepted</p>
20/398	<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> <p>n/a</p>
20/399	<p>Minutes</p> <ol style="list-style-type: none"> To approve the minutes of the Parish Council meeting on 3rd November 2020, previously circulated. To approve the minutes of the Parish Council meeting on 17th November 2020, previously circulated. <p>Both noted and approved</p>

20/400	<p>Planning applications received</p> <p>20/2442/FUL Land at Higher Metcombe Farm, Higher Metcombe Applicant Dr M Morey Change of use of land to include equine use and construction of field shelter and store.</p> <p>Councillors supported the application in principle but noted that the proposed shelter building was to be sited in a prominent, visible position.</p> <p>20/1480/FUL Oaks End, Lower Broad Oak Rd, EX11 1XH Applicant Mr & Mrs M Assante Construction of two storey side and rear extensions; single and two storey front extensions.</p> <p>Councillors noted the presence of many trees in close proximity to the proposed building. They supported the application in principle but requested that all trees were protected as, based on similar applications, in future years the householder may want to address shading/overhanging issues. The boundary trees form part of the significant character of the area.</p>
20/401	<p>Planning decisions received for information (*denotes WHPC differed)</p> <p>20/2098/TRE 24 Moorlands EX11 1UL Approved T1 Oak: Crown raise to give 1.75m (5ft) clearance above ground level. Reason: Causing excessive shading and low branches are causing an obstruction when accessing the garden</p> <p>20/2079/FUL Keymer House Bendarroch Road EX11 1UW Approved Construction of single storey rear extension, patio, raised terrace with steps and ramp; replace first floor window on east elevation with French doors and Juliet balcony on east elevation and provision of render to existing extension</p> <p>20/2066/TRE Land Adjoining West Hayes Eastfield West Hill Approved Sycamore (T1) - Remove dead wood over 50mm in dia. Large diameter dead wood to be "truncated" at approx. 50cm in length, Remove crossing branch in contact with one of the main stems at approximately 3 m AGL.</p> <p>DCC/4197/2020 Marshbroadmoor, North of Rockbeare Quarry EX5 2HB Approved Extend period for import of landscaping materials (delayed due to Covid-19) All noted</p>
20/402	<p>TPO notifications - n/a</p>
20/403	<p>To receive an update on a planning matters</p> <p>a. AONB</p> <p>Cllr JB advised that EDDC Cllr Geoff Pratt is on the management board for the East Devon AONB. In view of the proposed review of the AONB boundary and uncertainty regarding the planning White Paper it may be helpful to liaise with Cllr Pratt. Cllr JB suggested that if the AONB could be extended to include the west side of the Otter Valley this would bring greater protection for the countryside surrounding West Hill.</p> <p>Cllrs felt that a project involving local parishes would have the greatest impact.</p> <p>It was agreed to have an initial informal meeting with Geoff Pratt and Cllr Vicky Johns (Ottery St Mary).</p> <p>b. Planning application neighbour notifications</p> <p>As neighbouring parishes had not raised any concerns it was agreed not to ask the EDDC Planning team to re-instate the practice of providing a list of neighbouring properties advised per planning application.</p>

	<p>Cllr DC suggested that many residents were not aware of how to monitor planning applications.</p> <p>It was agreed to include and items on the planning process in a future newsletter, with particular attention to where planning application details are published.</p>
--	--

Committee & Working Groups

Finance Working Group

20/404	<p>To approve</p> <p>a) the WHPC plan for 2021-22</p> <p>Cllr MH advised the draft 2021-22 plan had been updated to include projects discussed at the previous meeting. Cllr ABC confirmed the Open Spaces Committee did not have any further updates for the plan as all proposed activities has been discussed or dismissed.</p> <p>No resourcing/timescale issues were raised by Cllrs. In particular the Community Survey was regarded as a key activity and preparation work should begin in Jan 2020.</p> <p>It was resolved to adopt the WHPC plan for 2021-22.</p> <p>It was agreed that the plan should be communicated to residents in due course.</p> <p>b) the WHPC budget for 2021-22</p> <p>Cllr AC reported that, following a working session on the 5th November to discuss 2021-22 activities the Finance Working Group had reviewed the draft budget and updated it for</p> <ul style="list-style-type: none"> • known amendments eg ground maintenance costs • agreed projects and associated costs <p>Cllr MH proposed that the final version of the WHPC 2021-22 budget should be approved. Seconded by MP. Unanimously agreed.</p> <p>It was resolved to adopt the 2021-22 budget.</p> <p>It was agreed that the Clerk would publish details of the budget on the WHPC website.</p> <p>c) the WHPC Precept for 2021-22</p> <p>The Working Group had considered Cllrs' proposal that the Precept should increase by inflation. Cllrs were reluctant to increase the Precept but noted that a large part of the budget (operational costs) increase by annual inflation. Cllr ABC suggested that a £500 increase was not sufficient but agreed that the Council has sizeable reserves that could be utilised if necessary.</p> <p>Cllr MH proposed that the Precept should be increased by inflation (approximately), £500, to £56,875. Seconded by Cllr AC. Unanimously agreed.</p> <p>It was resolved to set the Precept at £56,875.</p> <p>It was agreed that the Clerk should submit a Precept request to EDDC. It was agreed that the Clerk should publish details of the Precept on the WHPC website.</p>
20/405	<p>To consider closing the Council's Yorkshire Bank account (nil funds deposited).</p> <p>The WHPC meeting on (WHPC 5th May 20/137) resolved to open an additional WHPC bank account with the Yorkshire Bank. Despite detailed research the account could not be operated according to the Councils Financial Regulations. Cllrs subsequently</p>

	<p>resolved to open a deposit account with the Cambridge Building Society (WHPC 4th Aug ref20/231). This account was now up and running.</p> <p>No funds have been deposited in the Yorkshire Bank account.</p> <p>MH proposed to close the Yorkshire Bank account. Seconded by AC. Unanimously agreed.</p> <p>It was resolved to close the Council's Yorkshire Bank Account. It was agreed that the Clerk will write to Yorkshire Bank with the instruction to close the WHPC account.</p>
20/406	<p>a) To consider using CIL monies to fund the handrail on the footpath between West Hill Road and Eastfield.</p> <p>Cllrs agreed to use CIL monies, £480, to fund the purchase and installation of a handrail on the Public Footpath between West Hill Road and Eastfield.</p> <p>b) To approve the WHPC's Annual CIL report</p> <p>Previously approved (WHPC 7th Jul 20/209)</p>
20/407	<p>Open Spaces Committee</p> <p>To note and confirm the minutes of the meeting of 27th October 2020, to answer questions arising and present recommendations.</p> <p>For information</p> <ul style="list-style-type: none"> • Projects for 2021-2 • Playpark Strategy Update <p>The minutes of the OSC meeting were approved at their meeting on 24th Nov.</p> <ul style="list-style-type: none"> • Noted and approved by WHPC <p>No matters arose for discussion from the OSC meeting on 24th Nov.</p>
20/408	<p>People & Policy Working Group</p> <p>No matters to report</p>
20/409	<p>Traffic Study Working Group</p> <p>To receive a Traffic Study update from the Joint Working Group on a new pedestrian access to the Village Hall and agree further actions.</p> <p>Cllr MH reported on the ongoing challenge to reach the point when a planning application can be submitted. The Village Hall Trustee (VHT) representatives have not yet agreed a design drawing. A meeting between the VHT representatives and PJA Consultants was called to enable the VHT to discuss their concerns however negotiations are still ongoing. The VHT prefer a curved path however it may not be able to achieve this within building regulations.</p> <p>Following the WHPC meeting on 17th November 2020 (Minute ref 20/385) Cllr MH had advised the VHT that the Council would only fund one further iteration of the drawing given the escalating costs. The Parish Council again acknowledged that the VHT are the decision makers as the path will be sited on VHT land and VHT will have ongoing responsibility for the path. However, the focus of the planning application will be the new access point onto West Hill Road rather than the detail of the associated path. Subsequent construction drawings will set out the full detail of the path.</p>

	<p>Cllrs expressed concerns that an agreed final design drawing may not be achievable in the coming months. Cllrs then had a lengthy discussion about this scenario and possible options for the project.</p> <p>Cllrs agreed</p> <ul style="list-style-type: none"> • Cllr MH to write to Ian Heard, Chair of the VHT • To facilitate one further design drawing. • To continue to work with PJA Consultants and VHT representatives to resolve issues and reach an agreed drawing for submission to the Planning team.
--	---

Other Matters

20/410	<p>Covid-19: To consider The impact of any recent Government Covid-19 announcements.</p> <p>The Clerk reported that the WHPC Help Scheme had received no further requests for help. Cllr DC proposed that, following the end of the current period of National Lockdown on 2nd December the Help Scheme should continue to be available for a further two weeks. Following that the scheme would be placed “on hold”</p> <p>Action: Clerk to update the Help Scheme Volunteers</p>
20/411	<p>To consider a grant application from West Hill PTFA – to create an all weather path and install a canopy for shade.</p> <p>Cllrs considered a grant application from West Hill PTFA. Given the Covid-19 situation the Primary School was making greater use of their outdoor classroom to enable the various “bubbles” to remain isolated. The PTFA wanted to create an all-weather path to allow pupils to avoid having to cross a muddy field.</p> <p>The PTFA had obtained two quotes for the work and had decided against a installing a weather-proof shade. The PTFA had requested up to 50% of their preferred quote which would cost £3,300 to implement</p> <p>Cllrs acknowledged that the fundraising activity of the PTFA had been seriously curtailed this year due to covid-restrictions. In particular their major even, the summer fete, had been cancelled and the associated income lost.</p> <p>Cllr queried whether the Council could award a grant to the School, however Cllr MH clarified that the grant would be awarded to the PTFA. In previous years WHPC has awarded grants in support of the PTFA summer fete.</p> <p>Cllrs agreed to make a £1,000 grant award (two Cllrs abstained)</p>
20/412	<p>To consider a grant application from Ottery Help Scheme – to support projects enabling clients to meet and socialise outside the home.</p> <p>Cllrs considered a grant application from Ottery Help Scheme.</p> <p>During 2021 Ottery Help Scheme will be implementing developing services for vulnerable groups. Current Covid-19 measures has increased the level of support required by residents of West Hill and also placed additional constraints on the services offered.</p> <p>Cllrs unanimously agreed to make a £1,000 grant award.</p>
20/413	<p>To receive an update on the development of the Community Emergency Plan for West Hill.</p> <p>Cllrs discussed a paper previously circulated by Cllr DC outlining progress to date, in particular</p>

	<p>a. West Hill Risk Register: Cllr DC had collated the assessments by individual Councillors to produce the first version. The register must be regularly reviewed and updated.</p> <p>Cllr ABC queried some of the “scores” and asked for the opportunity to discuss the assessment.</p> <p>It was agreed that Cllrs should submit their comments/issues to Cllr DC prior to sign off at the next WHPC meeting.</p> <p>b. EDDC Emergency Plans for West Hill</p> <p>It was agreed that Cllr JB would establish what provision EDDC has made for an emergency in West Hill.</p>
20/414	<p>To receive an update on</p> <ol style="list-style-type: none"> the monthly crime stats (for information) noted The Community Safety Partnership The Councillor Advocate Scheme (Police & Crime Commissioner) <p>Cllrs considered a paper previously circulated by Cllr DC which gave an update on The Community Safety Partnership and The Councillor Advocate Scheme.</p> <p>No questions were raised.</p>
20/415	<p>To consider a licensing application relating to a Variation to a Club Premises (RBL West Hill)</p> <p>The RBL West Hill Club Chairman Dave Underwood attended the meeting to support the licence application.</p> <p>The licence variation will</p> <ul style="list-style-type: none"> Amend the licensed plan to extend the licensed area to include the grassed area. To permit the supply of alcohol (to members of the club) for consumption OFF the premises. <p>The RBL Chairman explained that the Club had asked the EDDC Licensing team for a copy of their license (as the current paper certificate was in poor condition). Initially EDDC were unable to locate a copy of the licensed plan and this had to be retrieved from the archive. This showed that the club's license did not include the garden area so as the RBL decide to apply for a license variation as the RBL have used the grassed area and served alcohol outdoors since the club was established (c 70yrs ago).</p> <p>The RBL have consulted all neighbouring properties regarding their application to vary the terms of their license. No issues have been raised</p> <p>Cllr MH asked if the RBL had received any complaints. The RBL Chairman confirmed that only two complaints have been raised in many years (concerning a birthday fireworks event and once instance of regarding anti-social behaviour associated with over-consumption).</p> <p>Cllrs agreed to write to the EDDC Licensing Team in support of the application</p>
20/416	<p>Clerks Report: Actions and matters arising from the last meeting</p> <ol style="list-style-type: none"> Actions, incl outstanding action <ul style="list-style-type: none"> Otter Nurseries Christmas Lunches Matters arising <ol style="list-style-type: none"> Resident communication

	<p>b. Any urgent matters arising.</p> <ul style="list-style-type: none"> Reference Book update– Arnold Baker “Local Council Administration” £119.99 (incl 20% NALC discount) <p>No matters raised Cllrs agreed to purchase the new edition of Arnold Baker “Local Council Administration” £119.99</p>
20/417	<p>Finance and Invoices Tracker Invoices received for approval:</p> <ol style="list-style-type: none"> Clerk - claim for expenses (Microsoft subscription) DALC – training Course D Cannings Reference Book update– Arnold Baker “Local Council Administration” £119.99 <p>Additional Invoices</p> <ol style="list-style-type: none"> Clerk – claim for expenses - Smartwater tracing liquid and 5 yr registration/VAS phone top up (£152.16) Idverde – grounds maintenance (£108.00) <p>All noted and approved</p> <p>To receive the 2020-21 Finance Tracker + Bank reconciliation – will not be available for 1st Dec and will be circulated following the meeting. Noted</p>
20/418	<p>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></p> <p>Cllr AC reported that the DCC Electric Charging Point Project had assessed the proposed West Hill sites but were not suitable for the Scheme.</p>
20/419	<p>Next meeting: To confirm the date of the next meeting (by video-conference) which is scheduled for Tuesday 5th January 2021 or 15th December 2020 to deal with planning applications (if required).</p>

Meeting closed 10.00pm

Signed: *Anne Oliver*, Clerk to the Council, 2nd Dec 2020