

**WEST HILL PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING
HELD ON 1st June 2021 AT 7.30PM**

Present:	Chairman Cllr Margaret Piper (MP), Cllr Della Cannings (DC), Cllr Margaret Hall (MH), Cllr Amanda Townsend (AT), Cllr Alan Cook (ABC)
In attendance: Apologies received from:	Anne Oliver Parish Clerk, no members of the public attended the meeting District Cllr/WHPC Cllr Jessica Bailey (JB), Cllr Alison Carr (AC),

AGENDA – ORDINARY MEETING OF THE PARISH COUNCIL

Item (a)	Discussion and decisions (b)
21/001	<p>Welcome and Chairman’s announcements Chairman to make the Declaration of Acceptance and sign the prescribed form. <i>The meeting started at 7.30PM. Chair MP welcomed everyone and reminded everyone that the meeting was being sound recorded.</i></p> <p><i>Cllr Margaret Piper was elected Chair at the Annual Meeting held on 4th May 2021. Cllrs had agreed that the Declaration of Acceptance would be signed at the first in-person Council meeting. Cllr MP signed the Declaration of Acceptance of the role of Chairman.</i></p>
21/002	<p>Apologies. To receive apologies and approve reasons for absence. <i>Apologies were received and accepted from Cllrs JB, AC.</i></p>
21/003	<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. <i>No members of the public attended the meeting. Cllrs agreed to consider comments submitted by a resident under item 21/008.</i></p>
21/004	<p>District and County Councillors’ reports for information (items raised for decision will appear on the agenda for the next meeting)</p> <p><i>DCC + EDDC Cllr JB circulated a report prior to the meeting:</i></p> <ul style="list-style-type: none"> <i>• Following her election as the DCC Cllr for the Ottery valley ward Cllr JB will sit on the DCC Health and Adult Care Scrutiny Committee.</i> <i>• At EDDC Cllr JB will sit on the Strategic Planning Committee</i> <i>• Broadband: Over recent weeks Cllr JB has met with Jurassic and Connecting Devon and Somerset and will be seeking further information from DCC.</i> <p><i>Cllrs asked Cllr JB to provide a Broadband update for the next meeting and website.</i></p> <ul style="list-style-type: none"> <i>• The planning application for the new cattle crossing at Straitgate Farm (ref 20/2542) is to be decided by EDDC planning committee on 9th June.</i> <i>• DCC is the planning authority for minerals and will be deciding the planning application for the 100-acre quarry at Straitgate Farm (ref DCC/3944/2017). This planning application has been live since 2017 but now the applicant, Aggregate Industries, have asked for this planning application to be determined. It is still possible for residents to comment if they wish via Devon County Council’s website. As the new DCC Cllr for the area Cllr JB has submitted her response, objecting to the proposal.</i>

21/005	<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> <p>Cllrs AT, ABC, MH, MP – no interests declared Cllr DC declared a personal interest in item 21/025 as a member of St Michael's. She would take part in discussion. Cllr DC has recently updated her Register of Interests. All noted and accepted.</p>
21/006	<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>
21/007	<p>Minutes</p> <p>1. To approve the minutes of the Annual and Ordinary Parish Council meeting on 4th May 2021.</p> <p>Noted and approved.</p>
21/008	<p>Planning Applications received</p> <p>21/1222/FUL South Oak Higher Metcombe EX11 1SQ Applicant Mr J Wilde Erection of front porch, single storey rear and side extension, and replacement of existing two garages with single garage and workshop and alterations to fenestration.</p> <p>Cllrs supported the application.</p> <p>21/1364/FUL 12 Ashley Brake West Hill EX11 1TW Applicants Mr Carpenter + Ms Henry Proposed first floor side extension above existing garage/car port. Proposed single storey rear extension. Proposed installation of roof windows to side elevation.</p> <p>Cllrs considered the application and recommended obscured glass for windows that may be overlooking. Councillors supported the application.</p> <p><u>Applications considered under Delegated Powers since 4th May 2021</u></p> <p>21/1144/FUL Treetops Lodge 6 Birch Grove West Hill EX11 1XP Ms Broughton Demolition of conservatory and erection of a balcony</p> <ul style="list-style-type: none"> • WHPC Cllrs supported the application. <p>21/0874/FUL Amberley Grange West Hill EX11 1UX Applicant Mrs Mesner 17 metre long noise barrier 2 metres high along highway boundary to replace existing fence.</p> <ul style="list-style-type: none"> • WHPC Cllrs supported the application in principle but asked for conditions to be applied <p>21/0914/FUL Samguri Bendarroch Road EX11 1TS Applicant Ms C Hunt Amended application - Construction of two storey side and rear extension and single storey side extension</p> <ul style="list-style-type: none"> • WHPC Cllrs objected <p>21/1031/FUL 4 Moorlands West Hill EX11 1UL Applicant Mr+Mrs Williams Addition of dormer window to front elevation of garage</p> <ul style="list-style-type: none"> • WHPC Cllrs supported the application.

	<p>The Chairman read out a resident's communication regarding the planning application 21/1031/FUL noting the Council had submitted its comments to EDDC before he had the opportunity to submit comments to WHPC. This application had been considered by WHPC under delegated powers due to Covid restrictions. Cllrs acknowledged the feedback and agreed, for future applications, to delay submission of their consultee comments until closer to the response deadline. Cllr MP commented that Council had acted on the resident's previous email and Cllrs had re-considered the application but decided there was no change to their previous decision to support. Cllr MH advised that EDDC decide planning applications rather than WHPC. They are also responsible for notifying neighbours and publicising the application. Details of planning application are published on the WHPC website however this is not a duty of the Parish Council.</p> <p>Cllrs agreed</p> <ol style="list-style-type: none"> a. To reply to the resident regarding the planning process and the Council's speed of response. b. To post an article on the website outlining the planning application process and the Parish Council and District Council responsibilities.
<p>21/009</p>	<p>EDDC Planning decisions received for information (*denotes WHPC differed)</p> <p>21/0940/FUL Banjul Toadpit Lane West Hill EX11 1LQ Approved Construction of single storey rear extensions and provision of replacement timber cladding to south elevation</p> <p>21/0927/FUL Bendarroch House Bendarroch Road EX11 1JY Approved Construction of greenhouse</p> <p>21/0923/FUL Brackenbed Bendarroch Road EX11 1JY Approved Construction of front porch, alterations to roof design and provision of new external materials.</p> <p>21/1122/FUL Upwey West Hill Road EX11 1UZ Approved Construction of two dormers to the south east elevation. Alterations to the existing windows and doors. Change of roof material to slate.</p> <p>21/0616/TRE 15 Hayes End West Hill EX11 1GG Approved* Various tree works</p> <p>21/0523/TRE 18 Eastfield West Hill EX11 1XN Approved* Various tree works</p> <p>All noted</p>
<p>21/010</p>	<p>TPO notifications - for information n/a</p>
<p>21/011</p>	<p>Neighbourhood Consultations: WHPC is invited to comment on Neighbourhood Plans now open for consultation:</p> <ul style="list-style-type: none"> • Colyton • Dalwood <p>https://eastdevon.gov.uk/planning/planning-policy/neighbourhood-and-community-plans/neighbourhood-plans/neighbourhood-plans-being-produced-in-east-devon/</p> <p>Cllrs confirmed no comments were required.</p>

Committee & Working Groups

<p>21/012</p>	<p>Traffic Study Working Group: To receive an update on</p> <ol style="list-style-type: none"> a. Public Consultation b. Arboricultural Report c. Ecology Report d. Memorandum of Understanding
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	<p>Cllr MH gave an update on the public consultation regarding the proposed pedestrian link which is due to end on 4th June. 100+ responses had been received so far with the majority received on Survey Monkey. The joint WHPC/VH working group will meet before the end of June to review the responses.</p> <p>The meeting will also discuss the recent reports:</p> <ul style="list-style-type: none"> a. The Arboricultural Report identified that the root area of one of the nearby birch trees may be marginally affected. The report recommended that the tree is monitored and suggested re-planting. b. The ecology report raised lighting as a possible issue. <p>The VH representatives are continuing to work on the MOU and will circulate a revised draft to the Parish Council in due course.</p>
<p>21/013</p>	<p>Slide Working Group:</p> <ul style="list-style-type: none"> a. To consider a feasibility report and its recommendations. <p>Cllr DC abstained from participation on this item. Cllr MP thanked the Working Group for the feasibility report submitted to the meeting. The reported summarised feedback from various suppliers regarding the potential of installing a slide in the playpark. The existing equipment and the associated safety areas occupy a significant proportion of the site but suppliers have identified a number of locations where a slide could be installed.</p> <p>Cllrs supported, in principle, the proposal to install a slide, subject to</p> <ul style="list-style-type: none"> a. Liaison with the Village Hall Trustees regarding the installation of a new item of playpark equipment. b. Liaison with EDDC regarding the use of S106/CIL monies and the associated process for community consultation. <p>Subject to the outcome of these points the Working Group will seek tenders for a slide as per WHPC Financial Regulations.</p>
<p>21/014</p>	<p>People and Policy Working Group</p> <ul style="list-style-type: none"> a. To receive an update on arrangements for a West Hill Community Survey 2021. b. To approve a WHPC Communications + Media Policy <ul style="list-style-type: none"> a. Cllr MP gave an overview of the proposed timetable to prepare for a community survey in September 2021. A draft survey will be presented to Cllrs at the meeting in August. b. Cllrs approved and adopted the WHPC Communications + Media Policy.
<p>21/015</p>	<p>Community Events Working Group:</p> <ul style="list-style-type: none"> a. To receive an update on arrangements for the 2021 Remembrance Events. b. To consider whether WHPC wishes to take responsibility for the Sunday 14th November event. <ul style="list-style-type: none"> a. Cllrs discussed a briefing paper, circulated following a meeting with West Hill RBL representatives, setting out the events planned for 2021: <ul style="list-style-type: none"> • 11th November: short service at the War Memorial to observe the national 2 minute silence. • Sunday 14th November: wreath laying at the War Memorial followed by a Church Service at St Michael's. b. Following RBL Headquarters guidance to branches, WH RBL requested WHPC to take responsibility for the Sunday event. This would include provision of insurance for the event and organisation of road closures. Cllrs agreed that it was important that the event took place but expressed concern that the Council did not have the resources to organise the event. Cllrs suggested the event could be revised to avoid road closures. <p>Cllrs agreed to decline the request to organise the 14th November Remembrance service.</p>

Other Matters

21/016	<p>Coronavirus: Following the return to in-person meetings review the WHPC Risk Assessment for in-person Council meetings.</p> <p>Following the lifting of Covid precautions this was the first Council meeting at the Village Hall since Lockdown. Cllrs considered the Return to In-Person Risk Assessment and agreed no amendments were required.</p>
21/017	<p>Clerks Report:</p> <ul style="list-style-type: none"> a. Decisions taken under Delegated Powers: As summarised under item 21/008 4 planning applications were considered by Cllrs under Delegated Powers and Consultee comments submitted to EDDC. b. Weekly reports: Cllrs confirmed the weekly reports issued by the Clerk were informative and timely. c. WHPC - Action points from previous meetings <p style="padding-left: 40px;">Outstanding action: 21/181 Investigate an alternative venue for Council meetings.</p> <p style="padding-left: 40px;">Cllrs were disappointed that the Village Hall Acorn Room was no longer suitable due to disruption from the new regular session in the adjacent room. They noted that the only alternative room at the Village Hall, a 1st floor room, was inaccessible for some residents.</p> <p style="padding-left: 40px;">Cllrs agreed to extend the room booking for 2021 but may explore the potential for hybrid meetings in due course.</p> <ul style="list-style-type: none"> d. OSC – Action points from previous meetings: Completed e. Lengthsman <p style="padding-left: 40px;">Village sign cleaning was completed in May. Cllrs agreed verge cutting at junctions should take place in June.</p> <p style="padding-left: 40px;">Cllrs asked Cllr JB to provide an update on DCC verge cutting at the junction of School Lane/West Hill Road (in relation to the wildflower verge).</p> <ul style="list-style-type: none"> f. Matters arising <ul style="list-style-type: none"> a. Resident communication - VAS Data + B3180 <p style="padding-left: 40px;">A resident contacted the Office of the Police and Crime Commissioner regarding the recent WHPC report highlighting the initial findings of the VAS data collected on the B3180.</p> <p style="padding-left: 40px;">Cllrs requested an update on this matter from Cllr JB.</p> g. Any urgent matters arising. <p style="padding-left: 40px;">Cllrs agreed the Unity Trust bank mandate should be updated to reflect the change of Chairmanship.</p>
21/018	<p>Broad oak Plantation: To receive an update from Tilhill on plans for dealing with Ash Die Back in the woodland.</p> <p>Tilhill, the contractor for the Woodland Trust, have advised that they have confirmed the presence of Ash Die Back disease in the trees in Broad oak Plantation. They will be applying for a licence to fell all the ash trees during winter 2021/22. The Parish Council has been invited to submit suggestions for re-planting during the 2022/23 winter.</p>

	<p>Cllrs noted that a considerable area of the plantation would be cleared near to Higher Broad Oak Road.</p> <p>Cllrs agreed to</p> <ol style="list-style-type: none"> a. Submit proposals for re-planting b. Write to Tilhill to explore opportunity for Community activity such as picnic benches, outdoor gym etc.
21/019	<p>Membership of External Bodies: To receive feedback from the Village Hall Trustees.</p> <p>The Village Hall Chairman advised that a representative from WHPC could be invited to attend a Trustees meeting on a specific subject. However, as previously, if a WHPC representative was to join the committee they would have to become a Trustee according to the rules set out by The Charity Commission.</p> <p>Cllrs reflected on previous experience and noted that this requirement may lead to a conflict of interests. Cllrs expressed disappointment and agreed to write to the VHT to explore options once their new Chairman was appointed.</p>
21/120	<p>Annual Parish Meeting 2022: To consider the date for the next Annual Parish Meeting.</p> <p>Cllrs agreed the next Annual Parish Meeting will take place at the Village Hall on Friday 25th March 2022, subject to availability. Cllrs wanted this to be a community event with representation of village groups and organisations.</p>
21/021	<p>Police Matters:</p> <ol style="list-style-type: none"> a. To receive the monthly West Hill crime stats (Mar/Apr 2021) (for information) <p>Noted</p>
21/022	<p>PTFA Sunflower Competition: To agree which Cllrs will act as judges for the competition. It was agreed that Cllrs AT and MH will represent WHPC on the village panel.</p>
21/023	<p>WHPC Wildflower Challenge: To consider arrangements for judging and agree prize awards.</p> <p>Cllrs agreed that the prize money across the various categories would be up to £120. This represents an increase of £55 on funds committed to date. The judging panel will be agreed at a later meeting.</p>
21/024	<p>War Memorial Bench: To receive an update on planned maintenance and consider purchase of bench.</p> <p>Cllrs had previously agreed that, due to its poor condition, repairs were uneconomic and to research options for a replacement bench. Cllrs considered a report submitted by the Clerk outlining options for traditional wooden and recycled materials benches.</p> <p>Cllrs preferred a recycled materials bench as a low-maintenance option. Cllrs selected a bench they considered sympathetic to the War Memorial setting and</p> <ul style="list-style-type: none"> • agreed the purchase of a Glasdon, Phoenix 1.8m bench £482.37+vat. • To contact EDDC to determine if CIL monies can be used for the purchase. <p>Cllrs agreed the memorial plaque would be installed on the new bench.</p>
21/025	<p>New Village Residents: To consider a proposal from St Michael's to create a Welcome Pack for new residents.</p> <p>The Clerk reported on a St Michael's initiative to create a welcome pack for people moving into the village.</p> <p>Cllrs were keen to support the initiative and agreed to provide copies of the WHPC Village Map and explanatory note giving an overview of the Parish Council.</p> <p>As a community initiative Cllrs asked St Michael's to consider applying for a WHPC grant.</p>

21/026	<p>Finance and Invoices Tracker Invoices received for approval:</p> <ol style="list-style-type: none"> 1. Clerk - claim for expenses (incl Microsoft subscription, postage) 2. PLG Services – Grass Cutting £57.00 + vat 3. Wall Art – WHPC Newsletter and Public Consultation £292.00 4. DALC Training £60+vat 5. M Highnam Village Planters £25.97 6. PLG Services – Sign Cleaning £364.00 + vat 7. PLG Services – Transfer VAS £76.00 + vat <p>Transfer between WHPC Accounts</p> <ol style="list-style-type: none"> 1. Transfer to Cambridge Bldg Soc £15,000.00 <p>To receive</p> <ol style="list-style-type: none"> a. 2021-22 Finance Tracker b. Bank reconciliation April 2021. The bank reconciliation for May 2021 will be presented at the July meeting. c. CIL + S106 summary <p>All noted and approved.</p>
21/027	<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>No matters were raised.</p>
21/028	<p>Next meeting: To confirm the date of the next meeting at the Village Hall which is scheduled for Tuesday 6th July.</p>

Signed: *Anne Oliver*, Clerk to the Council, 3rd June 2021