

**WEST HILL PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING
HELD ON 2nd June 2020 AT 7.30PM
AT WEST HILL VILLAGE HALL**

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

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

AGENDA – ORDINARY MEETING OF THE PARISH COUNCIL

Item (a)	Discussion and decisions (b)
20/146	<p>Welcome and Chairman’s announcements</p> <ul style="list-style-type: none"> • The meeting started at 7.30PM. The Chair MH welcomed everyone and reminded everyone that the meeting was being sound recorded.
20/147	<p>Apologies. To receive apologies and approve reasons for absence.</p> <ul style="list-style-type: none"> • Apologies were received and accepted from DCC Cllr Claire Wright
20/148	<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.</p> <ul style="list-style-type: none"> • no members of the public attended the meeting
20/149	<p>District and County Councillors’ reports for information (items raised for decision will appear on the agenda for the next meeting) including DCC Cllr Claire Wrights’ Annual report (submitted for previous meeting 5th May 2020) DCC Cllr Claire Wright submitted a report prior to the meeting covering</p> <ul style="list-style-type: none"> • NHS: new Nightingale hospital at Sowton, Exeter, East Devon ‘R’ value is 0.85 (at 27-May), reminder that A&E is open • Devon Climate change news: It’s estimated that Devon’s carbon emissions reduced by 23% during lockdown. Average traffic flows reduced by 60%, Air quality has improved, with nitrogen dioxide falling by 50% compared to last year. <p>EDDC Cllr Jess Bailey reported on the recent leadership and cabinet changes. Paul Arnott, has been elected as leader. Cllr Bailey remains as a member of the cabinet with responsibility for Corporate Services and Covid 19 Response and Recovery. A new Chairman will be elected on 8th Jun.</p>
20/150	<p>Declarations of Interest</p> <ol style="list-style-type: none"> a. Register of Interests: Councillors are reminded of the need to update their register of interests. 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).

	<ul style="list-style-type: none"> • Cllr ABC declared a personal interest in item 20/168 as his property has been affected by power cuts. • Cllr JB declared an interest in item 20/168 as she knows the correspondent (Justice campaign). • Cllr JB declared an interest as an EDDC Councillor.
20/151	<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> <ul style="list-style-type: none"> • Cllrs agreed to consider item 20/165 in confidential session.
20/152	<p>To receive the monthly crime stats for information</p> <ul style="list-style-type: none"> • Data for April – May is now available (on www.police.uk) • Report noted
20/153	<p>Consider the impact of recent Government Covid-19 announcements including</p> <ol style="list-style-type: none"> a. When to resume meetings at the Village Hall b. When to restart WHPC projects <p>Cllrs noted that lockdown restrictions were beginning to be lifted and some changes were being introduced allowing members of the public to meet outdoors (with restrictions). The Village Hall is working with West Hill Primary School regarding the gradual return of pupils and when open will have to implement strict guidelines. Councillors agreed that it was too early to consider public meetings.</p> <p>Councillors agreed to continue</p> <ol style="list-style-type: none"> a. to hold virtual WHPC and Open Spaces Committee by video conference. b. to keep projects on hold (the next stage of the West Hill Rd/Village Hall path project is a public consultation) c. to keep the children's playpark closed <p>Cllrs will be review the situation at the 7th July meeting.</p>
20/154	<p>Receive a report from the WHPC Help Scheme and consider further actions required</p> <ol style="list-style-type: none"> a. To consider recent Government announcements and implications for the WHPC Help Scheme b. Latest Help Scheme update c. June Newsletter (previous edition 8th May) d. Resident Email – offering financial support for the Help Scheme e. Recognition <p>Cllrs noted that Covid19 Lockdown restrictions were beginning to be lifted and this would affect the demand for support from the Help Scheme. Cllrs agreed that the volunteers cannot be expected to continue indefinitely. In fact some would be returning to work. The focus should be towards helping those self-isolating and the shielded.</p> <p>To date the Help Scheme has received over 430 requests:</p> <ul style="list-style-type: none"> • 29 General enquiries and signposting information/services • 1 Financial query • 367 Prescriptions • 33 Shopping <p>Action: Contact Ottery Help Scheme to establish what help will be available in the coming months (Clerk)</p> <p>Cllrs agreed</p> <ul style="list-style-type: none"> • to continue the Help Scheme on a “business as usual” basis but start to encourage residents to consider how they will collect their future prescriptions.

	<ul style="list-style-type: none"> • to issue a newsletter on 5th or 12th Jun to include <ul style="list-style-type: none"> ○ an update on the Help Scheme ○ ask residents to consider their future plans for shopping and prescription collections, as we will move towards a focus on those self-isolating or shielded. ○ WHPC news, incl Lengthsman ○ EDDC service updates <p>The Clerk reported that many residents had expressed their thanks over recent weeks and several residents had offered financial support for volunteers and the Help Scheme.</p> <p>Cllrs agreed that the costs of the Help Scheme were low and would be met by WHPC. Points to note included</p> <ul style="list-style-type: none"> • volunteers were able to claim petrol costs, in particular prescription deliveries • the Clerk would not be claiming for the extra hours worked • printing costs had been kept low <p>Cllrs discussed options for residents to make a donation to a charity as an alternative. Suggestions included</p> <ul style="list-style-type: none"> • Royal British Legion new kitchen project • Local school PTFA groups making laptops available for children working at home. <p>Cllrs agreed to explore this further.</p> <p>Cllrs also discussed the possibility of organising a community event to recognise the efforts of the volunteers, friends and neighbours across the village. However this will not be possible in the near future.</p>
<p>20/155</p>	<p>Minutes</p> <p>1. To approve the minutes of the Parish Council meeting on 5th May 2020, previously circulated.</p> <ul style="list-style-type: none"> • Noted and approved • The minutes will be signed in public during the first meeting when Cllrs are able to meet together post Covid- 19 lockdown
<p>20/156</p>	<p>Planning applications received</p> <p>20/0939/TRE Cuckoo Down West Hill Road Applicant Mr Miles T1 and T2, poplar - dismantle and fell to as near ground level as possible and treat stumps. Reason - suppressed and suckering in field and adjacent development site</p> <p>In the absence of an arboricultural report giving detailed reasons for the proposed work Councillors could not support the application.</p> <p>20/0906/FUL Fairacre Lower Broad Oak Road Applicant Mr(s) Priestly Construction of single storey side and two storey rear extension; dormer window to rear including balcony and terrace. Provision of cladding to main house.</p> <p>Councillors noted that the proposed work include major alterations to the existing roof. Councillors supported the application subject to a bat survey report.</p> <p>20/0578/FUL Rest Harrow Bendarroch Road Applicant Mr M Down Construction of a single storey extension and a detached double garage</p> <p>Councillors expressed surprise that the application had been validated by the Planning team as very little detailed information had been provided.</p>

	<p>Councillors were unable to support the application due to</p> <ol style="list-style-type: none"> a. Insufficient information was provided to support the application, in particular b. Insufficient details on the siting, access and turning circle of the garage c. The application states there are trees nearby however no details or tree report have been provided. <p>Councillors requested that the proposed building(s) should be used as one dwelling.</p>
20/157	<p>Planning decisions received for information (*denotes WHPC differed)</p> <p>20/0532/FUL Beech House 9 Windmill Lane Status: Approved</p> <p>20/0389/FUL Broad Hayes Toadpit Lane Status: Refused</p> <p>Cllr ABC acknowledged that the EDDC Planning team had refused the application however expressed concerns regarding some of the trees on site.</p> <p>Action: Cllr ABC to contact EDDC Tree Officers to check the TPO status of the trees on site. All Noted</p>
20/158	<p>TPO notifications – for information</p> <p>19/0100/TPO Land to the south and east of Hawthorne Close - confirmed</p>

Committee & Working Groups

Finance Working Group

20/159	<p>To receive an update on</p> <ol style="list-style-type: none"> a. New Bank Account <p>The Clerk reported that the application was progressing very slowly with the new provider.</p>
20/160	<p>To agree the 2020 timetable for Internal Audit, AGAR, Exercise of Public Rights and External Audit (previously circulated).</p> <ul style="list-style-type: none"> • Following Coronavirus Act Legislation the dates for External Audit have been extended • Cllrs agreed the WHPC timetable with public inspection period 3rd Aug-14th Sep.
20/161	<p>To review the current CIL summary and agree a CIL Policy.</p> <p>Cllrs noted that £5,820.81 CIL monies are available with the first tranche expiring in October 2023.</p> <p>Cllrs agreed to use CIL monies to fund projects wherever there is an opportunity, as per the guidelines.</p>

Open Spaces Committee

20/162	<p>To note and confirm the minutes of the meeting of 26th May 2020, to answer questions arising and present recommendations.</p> <p>For information</p> <ul style="list-style-type: none"> • Himalayan Balsam Clearance (West Hill Road) date 8-10th Jun • Himalayan Balsam Clearance (Lower Broad Oak Road/Ford Lane) completed • Lengthsman - road sign cleaning completed and verge cutting (Jun) • Broadoak plantation - picnic benches to be installed in June • Footpath 5 (section West Hill Rd /Eastfield) - recommended installation of handrail to DCC. If approved the OSC recommend the work is funded from CIL monies. <p>It was agreed to use CIL monies to fund the handrail (or such) on Footpath 5.</p>
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People & Policy Working Group

20/163	<p>To receive recommendations for a Complaints Policy</p> <p>Cllrs resolved to adopt the Complaints Policy. Action: Add the Complaints Policy to the website</p>
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Other Matters

20/164	<p>To receive an update on Assets of Community Value.</p> <p>a. McColls b. Broadoak Plantation</p> <p>Cllr JB confirmed that EDDC had completed the renewal of the registration for McColls as an Asset of Community Value.</p> <p>Cllr MH noted that registering an Asset of Community Value with East Devon District Council gives some protection for an asset that is considered to have significant social wellbeing or social interests of the local community. The Parish Council will be notified if the asset is listed for sale within the five year listing period. The community can then enact the Community Right to Bid, which gives them a moratorium period of six months to determine if they can raise the finance to purchase the asset.</p> <p>Cllrs then considered the proposed nomination of Broadoak Plantation. Cllrs were not aware of any likelihood that Broadoak would be sold, rather Cllrs wanted to protect one of the very few open spaces in the village.</p> <p>It was agreed to submit the nomination papers to EDDC.</p> <p>Action: Submit the Asset of Community Value for Broadoak Plantation Action: Write to the Woodland Trust to outline the Parish Councils reason for seeking the registration of Broadoak Plantation as an Asset of Community Value. (Cllr JB)</p>
20/165	<p>For information: A Subject Access Request (SAR) was received on 14th May 2020.</p> <p>The meeting went into confidential session.</p> <p>Cllrs reviewed the SAR submitted by a resident and will reply within the month deadline.</p> <p>Confidential session ended and recording resumed.</p>
20/166	<p>To consider supporting a West Hill Scarecrow Festival 27th June – 5th July</p> <p>Cllrs considered a resident's proposal for a West Hill Scarecrow Festival and were keen to support the initiative.</p> <p>It was agreed to sponsor a prize of £50 for West Hill Scarecrow Festival 2020</p> <p>Action: Cllr MH to contact the organisers to confirm the award and discuss arrangements for judging.</p>
20/167	<p>To receive an update on West Hill Broadband</p> <p>Cllr QT reported that Jurassic Fibre (JF) had made good progress despite the Covid-19 situation and were now operational in Aylesbeare. Cllr JB has seen favourable reports from residents in Aylesbeare.</p>

	<p>JF expected to be in West Hill within 3 months. In place of a public consultation they will be offering a series of webinars to provide information and allow a Q&A session. They asked for the Councils' help in publishing the dates and times of the webinars</p> <p>Product details are available on the JF website. They confirmed that installation costs will range from £0 to a maximum of £250, subject to contract etc.</p> <p>It was agreed to include an item in the WHPC newsletter to publicise the Jurassic Fibre webinar Q&As.</p>
<p>20/168</p>	<p>Clerks Report: Actions and matters arising from the last meeting</p> <p>1. Actions, incl</p> <ul style="list-style-type: none"> • Actions completed other than re-purpose the Clerks laptop. <p>2. Matters arising</p> <p>a. Resident communication</p> <ul style="list-style-type: none"> ▪ Facilities for Teenagers A resident reported many instances of members of the public straying off the Public Footpaths into fields and asked for help to remind the public of their responsibilities. Action: Include another item on the Countryside Code in the newsletter. Cllrs considered whether signage was sufficient and whether the path was clearly marked. Action: Produce additional signs to remind people to keep to the footpath Action: Circulate examples of marked paths ▪ Request for publicity and support for a Justice campaign A resident contacted the Parish Council asking for publicity and support for his "Justice for Litigants in Person" campaign. Cllr MH note that financial support was not possible as the initiative did not meet the terms of the Council's Grant Policy, in particular it did not focus on the West Hill community. Councillors agreed that they did not have sufficient legal knowledge or understanding to support or publicise the campaign <p>b. Village Electricity Supply</p> <p>Cllr ABC reported a recent power cut in parts of the village and suggested that there had been an increase in power cuts affecting the village. Action: Submit a request to Western Power asking for details of the number and causes of incidents. (Clerk)</p> <p>Any urgent matters arising.</p> <p>No matters arising</p>
<p>20/169</p>	<p>Finance and Invoices Tracker Invoices received for approval:</p> <ol style="list-style-type: none"> 1. Clerk - claim for expenses (Microsoft) 2. Clerk - claim for Help Scheme expenses (Zoom) 3. Idverde – 2 x grass cutting playpark/McColls £216.00 <p>New item</p> <ol style="list-style-type: none"> 4. PGL Services – Lengthsman cutting verges at key junctions £540.00

	<ul style="list-style-type: none"> • Noted and approved <p>To receive the bank reconciliation, YTD v Budget</p> <ul style="list-style-type: none"> • Noted and approved
20/170	<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> <p>No matters arising.</p>
20/171	<p>Next meeting:</p> <p>To confirm the date of the next meeting (by video-conference) which is scheduled for Tuesday 7th July or 16th Jun if required to meet planning deadlines</p>

Meeting closed 21.25pm

Signed: *Anne Oliver*, Clerk to the Council, 3rd June 2020

DRAFT