

**WEST HILL PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING
HELD ON 2nd March 2021 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, seven members of the public attended the meeting DCC Cllr Claire Wright (CW)

AGENDA – ORDINARY MEETING OF THE PARISH COUNCIL

Item (a)	Discussion and decisions (b)
21/069	<p>Welcome and Chairman’s announcements The meeting started at 7.30PM. The Chair MH welcomed everyone and reminded everyone that the meeting was being sound recorded.</p>
21/070	<p>Apologies. To receive apologies and approve reasons for absence. Apologies were received from DCC Cllr Claire Wright.</p>
21/071	<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> <p>Two members of the public asked to speak on items on the agenda 21/076 and 21/086. Cllrs agreed to suspend Standing Orders during the respective agenda item.</p>
20/072	<p>District and County Councillors’ reports for information (items raised for decision will appear on the agenda for the next meeting)</p> <p>DCC Cllr Claire Wright submitted a written report to the meeting (available on WHPC website) covering</p> <ul style="list-style-type: none"> • DCC Council 2021/22 tax rise of 4.99%, bee killing pesticides, anti-racism, unpaid carers <p>EDDC Cllr Jess Bailey gave an update:</p> <ul style="list-style-type: none"> • Broadband – Following recent confusing messages from suppliers Cllr JB is seeking clarification from Openreach and Jurassic Fibre regarding their roll out plans for West Hill. • Land near Hayes End – acting on concerns of residents Cllr JB asked EDDC Tree Officers to visit the site and a TPO was placed on the site. <p>EDDC have approved the 2021/22 budget. Full Details will be available on the EDDC website www.eastdevon.gov.uk/council-tax/ : An average band D property annual council tax will increase by £5.</p>
21/073	<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 DPLs must leave the room for the relevant items).</p> <p>Cllr JB declared an interest as a District Cllr and a member of the Planning Committee. She stated she would not take part in the planning agenda item 21/076 and should any of these applications subsequently come to EDDC planning committee she will approach them with an open mind and will not be predetermined. She will examine any such applications based on the final report and having seen and heard all of the arguments presented to me.</p> <p>Cllrs MH, ABC, AC, DC, AT, MP no interests declared. All noted and accepted</p>
21/074	<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. N/A</p>
21/075	<p>Minutes</p> <ol style="list-style-type: none"> 1. To approve the minutes of the Parish Council meeting on 2nd February 2021. 2. To approve the minutes of the Parish Council meeting on 16th February 2021 subject to the inclusion of 21/058 and 21/064. <p>Both noted and approved</p>
21/076	<p>Planning Applications received</p> <p>21/0142/FUL Land To West Of B3180 Between Tatry And Panorama West Hill Applicant Mr H Slade Erection of new dwelling and construction of public footway adjacent to the B3180</p> <p>Standing Order were suspended</p> <p>The applicant's Planning Agent attended the WHPC meeting to make a short presentation in support of the application.</p> <p>Standing Orders were resumed</p> <p>Cllrs did not support the application for the following reasons:</p> <ol style="list-style-type: none"> 1. Cllrs agreed that their comments regarding the related application 20/1618/FUL still applied: Councillors noted that although the site is within the village of West Hill, it is in Aylesbeare parish. Therefore the Ottery St Mary and West Hill Neighbourhood Plan does not apply. Councillors objected to this application and recommended refusal. The site is outside the BUAB for West Hill. This area was considered in the Villages Plan site by site assessment and was considered to be remote from the village centre. The site is in an unsustainable location and occupants would be likely to be dependent on the car for transport. In planning terms, the site is therefore in the countryside and Strategy 7 of the East Devon Local Plan applies. There are no specific Local Plan or Neighbourhood Plan policies which explicitly permit such development. The applicant has not submitted any planning reasons why this should be considered as an exception site. Although in a 30mph zone, this section of the B3180 is dangerous and prone to speeding traffic, and an additional residential access onto the road would be a safety concern. 2. Councillors expressed concerns about the proposed footway, including serious safety issues:

	<ul style="list-style-type: none"> a. The footway would run alongside the B3180 which is a busy, narrow B-road. Pedestrians using the footway would be in very close proximity to traffic including large lorries, particularly at Great Brake. West Hill residents regard this as a dangerous road and are reluctant to walk in this area. b. The speed limit for the section of road is 30mph however VAS data from the site (@ Little Stockleigh) demonstrates an 85th centile speed of 37.9mph. <p>3. Cllrs considered the installation and sustainability of the footway:</p> <ul style="list-style-type: none"> a. Creation of the footpath would require the removal of a mature tree and sections of Devon Banks. b. Creation of the footpath would require the re-instatement of drainage grips. c. Cllrs query whether sections of the route are owned by householders (driveways, verges). It is unclear whether householders have been consulted by the applicant. d. The proposed footway would connect the site to PROW Footpath 5. It does not link well to other roads/footpaths or create a circular route for the village, and is not well used by residents for this reason. The proposed footway does not provide a betterment of this. e. Footpath 5 has a stile, is steep, muddy and unlit and ends in West Hill Road in a narrow section without streetlights or footways On the B3180 it terminates with no obvious continuation for walkers, and the proposed footway does not assist, except for the few households along the route. The walking distance to the village centre shop is above the recommended limit of 1200m, and even further to the Village Hall, School, church and Royal British Legion clubhouse. f. The Planning Inspector for a previous planning appeal (ref Little Portion, Toadpit Lane 2210478) regarded a similar footpath as not suitable for access to the village centre and not making the appeal site sustainable. g. Creation of the footway would urbanise the area. h. Councillors are unclear who would be responsible for ongoing maintenance of the footway. i. If permission is granted, Cllrs request a condition that the footway is constructed before completion of the new house. <p>21/0426/FUL Creag Mhor Ford Lane West Hill EX11 1XE Applicant Mrs S Clarkson Construction of side extension, veranda and associated hardstanding (revised scheme to 20/0736/FUL)</p> <p>Cllrs supported the application.</p>
<p>21/077</p>	<p>Planning decisions received for information (*denotes WHPC differed)</p> <p>21/0065/FUL Woodbines Ford Lane EX11 1XE Approved* Two storey rear and side extension, addition of dormer window and remodelling of front doorway Noted</p>
<p>21/078</p>	<p>TPO notifications - for information</p> <p>21/003/ TPO Land at West Hayes, Hayes End, West Hill, EX11 1UZ Noted</p>
<p>21/079</p>	<p>East Devon Local Plan Public Consultation: To agree the Council's response (deadline for responses 15th March 2021).</p> <p>Following Cllrs discussion at the WHPC meeting on 16th February 2021 Cllr MH circulated a draft response to the EDDC survey questions.</p>

	<p>Cllrs approved the response document subject to the addition of a comment regarding membership of the site assessment panel. Cllrs wanted this to have a more balanced outlook by extending membership to include representatives for Parish/Town Councils and conservation bodies.</p> <p>It was agreed Cllr MH will upload the WHPC response and publish this on the Council's website.</p>
21/080	<p>To receive an update on a planning matters:</p> <p>a. Land to the north of Oak Road: To consider a Developer's request for a meeting with the Council (Ref WHPC Protocol on Planning Application Meetings with Landowners, Developers or their Agents)</p> <p>Cllr MH reported WHPC had received a request from Morrish Homes for meeting to brief Cllrs on the site off Oak Road.</p> <p>If a meeting takes place Cllrs want it to be open to the Public. Cllrs referred Morrish Homes to WHPC's "Protocol on planning application meetings with landowners, Developers or their agents ('developers') available on the WHPC website. Microsoft Word - WEST HILL PARISH COUNCIL</p> <p>b. To receive an update on an informal EDDC/WHPC/OSMTC meeting to discuss a possible review of the AONB boundary.</p> <p>In May 2021 Natural England will consider a review of the AONB designation process. Cllrs MH and JB recently represented WHPC at a joint meeting with EDDC, East Devon AONB and Ottery Town Council to explore the possibility of reviewing the local AONB boundary once the national process has been defined.</p>

Committee & Working Groups

21/081	<p>Finance Working Group: For information</p> <p>a. To approve the updated WHPC Asset Register.</p> <p>Cllrs approved the updated Asset Register subject to the addition of one item: name plaques mounted on picnic benches.</p> <p>Cllrs will review redundant assets before next year's review.</p>
21/082	<p>Open Spaces Committee</p> <p>To note and confirm the minutes of the meeting of 26th January 2021. Noted and approved</p> <p>To receive recommendations and answer questions arising from the recent Committee meeting on 23rd February 2021 incl:</p> <ol style="list-style-type: none"> i. Definitive Map Review ii. Review of Playpark facilities iii. Broadoak Woodland – WHPC has received permission to carry out limited maintenance iv. New noticeboard for Bus Shelter <p>The possible review of Playpark facilities was referred back to the Open Spaces Committee for clarification.</p> <p>Cllrs agreed to the recommended purchase of a noticeboard for the bus shelter, at a cost of £241+vat+delivery £14.95</p>

	<p>Other matters</p> <ul style="list-style-type: none"> • Urgent matters arising <p>No matter arising</p>
21/083	<p>People & Policy Working Group</p> <p>a. To approve WHPC policies reviewed and updated by P&P WG:</p> <ol style="list-style-type: none"> i. WHPC Grant Policy, Application Form and Questionnaire ii. Risk Assessment iii. WHPC Model Publication Scheme (Freedom of Information). <p>Cllrs adopted the revised</p> <ol style="list-style-type: none"> i. WHPC Grant Policy, Application Form and Questionnaire subject to a wording change "... To show a worthwhile benefit" (page 2) ii. Risk Assessment subject to a correction to the OSC meeting date (page 1) <p>It was agreed to defer review of the WHPC Model Publication Scheme to the 6th April WHPC meeting.</p> <p>Cllr MH thanked Cllr DC for drafting a Business Continuity Policy. This will be reviewed by the People & Policy Working Group for the WHPC meeting on 6th April.</p>
21/084	<p>Traffic Study Working Group</p> <p>a. To receive an update from the Joint WHPC/Village Hall Working Group on a new pedestrian access to the Village Hall:</p> <ol style="list-style-type: none"> i. Amendments to Design ii. Public Consultation iii. Memorandum of Understanding <p>Cllr MH reported that PJA Traffic Consultants had amended the path design to address points raised by the Village Hall Trustees (VHT). The VHT and WHPC working group have, in principle, agreed the revised sketch. Following discussions WHPC Working Group had reviewed the decision to forego a public consultation prior to the planning application. A meeting with VHT representatives was scheduled to discuss arrangements for a residents' consultation to be carried out on behalf of both parties. Cllr AC proposed that separate WHPC and VHT documents are published on the website setting out their support for the project.</p> <p>b. To receive an update on additional site(s) for VAS.</p> <p>Cllrs thanked a West Hill Road Householder for their, in principle, agreement to using their verge as a site for the VAS device. DCC Highways had proposed this site as the only possible site on West Hill Road near the War Memorial.</p> <p>It was agreed the Clerk will liaise with Highways and householder to progress this VAS site.</p> <p>Cllr DC suggested the Council should consider the purchase of a 2nd VAS device as the number of possible sites will be increasing and Cllrs may want to increase the frequency of operation on the B3180. It was agreed to review this at a later date.</p>

Other Matters

21/085	<p>Covid-19: To consider</p> <p>a. To consider recent Government Covid-19 announcements:</p> <ol style="list-style-type: none"> i. Lifting of Covid restrictions ii. WHPC Public Meetings: the legislation permitting councils to meet remotely will come to an end on 6 May 2021.
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	<p>The Government has not issued any extensions or amendments to the Coronavirus Act Legislation that expires on 6th May 2021. This legislation enables WHPC to hold virtual meetings.</p> <p>It was agreed</p> <ul style="list-style-type: none"> a. The 6th April WHPC meeting will consider the Council's future meeting schedule, venues, attendance issues etc. b. Cllr JB will seek advice from EDDC. <p>b. The WHPC Help Scheme: To receive an update on the Help Scheme and to consider next steps for the scheme.</p> <p>The number of requests for help remain low and are predominately prescription collections.</p>
<p>21/086</p>	<p>Litter + Fly tipping: To receive reports of roadside litter/ flytipping and to consider proposed actions.</p> <p>Standing Orders were suspended to enable a member of the public to present a proposal to Cllrs and answer their questions</p> <p>Prior to the meeting Dave Underwood submitted a paper outlining problems with litter in and around West Hill and proposed actions to address this.</p> <p>Cllrs thanked him for taking action and bring this matter to their attention. They also expressed their concern for his safety on West Hill's roads.</p> <p>Standing Orders were resumed</p> <p>Cllrs were keen to support his anti-litter campaign and agreed to</p> <ul style="list-style-type: none"> a. Liaise with EDDC re items dropped by Waste Collection crews, removal of debris following accidents, Contractors,(Cllr JB) b. Liaise with DCC Highways regarding their policy for litter collection from verges. (Clerk)
<p>21/087</p>	<p>West Hill's Trees: To consider</p> <ul style="list-style-type: none"> a. the proposal to develop a programme of actions focussed on West Hill's trees. b. To consider progress to date <p>At a recent informal meeting Cllrs discussed the woodland character of the village and the possible threats that may affect this in the short and long term. Including: ageing trees, disease, poor management, removal, climate etc.</p> <p>A provisional, information gathering, plan was agreed:</p> <ul style="list-style-type: none"> a. To liaise with EDDC Tree Officers re a professional review if West Hill Trees (possibly Treeconomics), TPO coverage in West Hill, Tree Wardens. (Cllr JB) b. To investigate what Treeconomics can offer West Hill (Cllr MP) c. To investigate their work at Sidmouth and Cranbrook (Cllr MP) d. To start to publish "tree articles" on the WHPC website (Cllrs AC/ABC) <p>Progress will be reviewed in April.</p>
<p>21/088</p>	<p>PTFA: To receive an update on the Logo competition and the winning entry chosen by Councillors.</p> <p>Cllrs were delighted to be invited by West Hill Primary School PTFA to judge their logo competition. Cllrs MH, AC + DC reviewed the 18 entries submitted by children at the school and unanimously agreed the winner.</p>
<p>21/089</p>	<p>To receive the monthly West Hill crime stats (for information) Noted</p>

	No matters were raised for referral to OPCC/LAG.
21/090	To receive an update on Complaint to EDDC Monitoring Officer Following the Subject Access Request submitted to WHPC in 2020 a resident submitted a complaint to the EDDC Monitoring Officer. EDDC have informally resolved the matter with no further action required.
21/091	2021 Remembrance Events: To receive an update on WHPC preparations for 2021 events. In 2020 Royal British Legion (RBL) branches were advised that should approach their local Council to request that Remembrance Events be covered by the local Parish/Town council's Public Liability Insurance rather than the RBL itself. Prior to the meeting Cllr AT circulated a paper considering the 2021 implications for WHPC including timing of this year's events, possible road closures, training requirements, costs etc. In particular if WHPC's insurance covers the event the Parish Council must take responsibility for the event. Cllr DC stressed the need to understand the insurance company's requirements including the risk assessment and the need for a well-organised plan. Cllrs agreed <ul style="list-style-type: none"> a. To continue to liaise with the West Hill RBL. b. To seek road closure(s) for the Remembrance Sunday event due to the greater number of people involved. This will require 3 months notice. c. To employ the Lengthsman to be in charge of the road closure as they have the relevant training. d. Cllr AT will not attend a Signing, Lighting and Guarding Course. However other courses may be appropriate.
21/092	Broadband: To receive an update on the Jurassic Fibre schedule for West Hill. Following recent confusing messages from suppliers Cllr JB is seeking clarification from Openreach and Jurassic Fibre regarding their roll out plans for West Hill. Cllr JB will prepare an update for the website and to be distributed to the Council's Broadband mailing list.
21/093	WHPC Newsletter: To consider the date and content for the next Parish Council newsletter. Cllrs agreed a date for the next edition of the WHPC newsletter – Sat April 17th
21/094	Clerks Report: Actions and matters arising from the last meeting <ol style="list-style-type: none"> 1. Actions, incl outstanding action <ol style="list-style-type: none"> i. 2021 Census – publicity material ordered ii. Kings School Grant Award – Thankyou letter received from Headteacher iii. Letters to residents re parking at the War Memorial – The Council has received a good response from residents, but the problem persists. 2. Matters arising <ol style="list-style-type: none"> a. Resident communication. b. Any urgent matters arising. 3. To consider the purchase of a new external hard drive with greater storage capacity (costs £77.49+vat) Noted and approved
21/095	Finance and Invoices Tracker Invoices received for approval:

	<p>1. Clerk - claim for expenses (incl Microsoft subscription, stationery) 2. Clerk - claim for PC equipment (external hard drive for back ups)</p> <p>Noted and approved To receive the 2020-21 Finance Tracker + Bank reconciliation January/February 2021. Noted and approved</p>
<p>21/096</p>	<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>It was agreed that Cllrs MP and AC would attend a DALC course: Communications Strategy at a cost of £30pp + vat.</p> <p>Cllr AT reported that the EDDC website page “to report a full dog waste bin” had not been updated to include the West Hill bins as promised, Cllr JB will follow up.</p> <p>Cllr DC gave an update on the Wildflower Challenge (140 packs of seed distributed so far) and encouraged Cllrs to “spread the word” to reach as many residents as possible.</p>
<p>21/097</p>	<p>Next meeting: To confirm the date of the next meeting (by video-conference) which is scheduled for Tuesday 16th March 2021 to deal with planning applications.</p>

Meeting closed 21.44pm

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