

**WEST HILL PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING
HELD ON 4th January 2023 AT 7.30PM**

Present:	Chairman Cllr Della Cannings (DC) , Cllr Margaret Piper (MP), Cllr Stephen Owen (SO), Cllr Amanda Townsend (AT), Cllr Alison Carr (AC)
In attendance:	Anne Oliver Parish Clerk, DCC/EDDC Cllr Jess Bailey, 9 members of the public attended the meeting
Absent	Cllr Peter Bennett (PB)

Minutes of the Ordinary Meeting of the Parish Council

Item (a)	Discussion and decisions (b)
23/010	<p>Welcome and Chairman's announcements The meeting started at 7.30pm.</p> <p>The Chairman welcomed everyone to the meeting and explained that the agenda included several key matters: the response to the Draft Local Plan and the Planning Application for Oak Road. Plus, consideration of the co-option of a Councillor to fill the current vacancy.</p> <p>The Chairman stated</p> <ul style="list-style-type: none"> ○ In Oct 2022 a Cllr had declined to continue receiving the agenda and summons to the meeting via their Council email account. The agenda and Summons for the November and December meetings were posted to the Cllr. The summons to this meeting had been emailed to all Cllrs but due an oversight the summons to this meeting was not posted to the Cllr in question. The Chairman apologised for the omission. ○ I am aware that as a Cllr, a Cllr has written to an external body (EDDC) and such is contrary to the WHPC Communications Policy. They are of course at liberty to write as a citizen but not to bring their role as a Cllr into the matter unless they have the agreement of the Council and the correspondence is then sent by the Clerk. I hope such will not happen again.
23/011	<p>Apologies. To receive apologies and approve reasons for absence. No apologies received.</p> <p>The Chairman noted that Cllr PB had not sent his apologies for the meeting and was present and seated with members of the public.</p>
23/011b	<p>Standing Orders were suspended</p> <p>The Chairman invited comments/questions from the public</p> <p>A resident queried the EDDC deadline for comments on planning application 22/2533/MOUT, advising that the Planning Portal was now closed for submission.</p> <ul style="list-style-type: none"> - Cllr DC advised that comments could be emailed/posted to EDDC Planning in the coming days. <p>The resident noted that the primary purpose of the application was for the vehicular and pedestrian access. He stated that the plans submitted were suitable for access onto a 30mph road whereas Oak Road was not limited to 30mph. The appropriate design would be wider and require removal of further sections of Devon Bank and probably trees.</p> <ul style="list-style-type: none"> - Cllr DC thanked the resident and confirmed that the Council's draft response included comments on this matter. <p>A resident queried the legality of the revised Settlement Boundary (previously known as Built Up Area Boundary BUAB) set out in the Draft Local Plan.</p>

	<ul style="list-style-type: none"> - Cllr DC explained that the current BUAB was established when the Neighbourhood Plan was created. The Draft Local Plan, published by EDDC, included a revised boundary, now called "The Settlement Boundary". Members of the public have the opportunity to submit comments on this within the public consultation running until 15th January. <p>A representative for Morrish Homes, Marlies Koutstaal, read a statement referring to</p> <ul style="list-style-type: none"> - East Devon needs more housing and the housing supply lags behind - The proposed development represents proportional growth - Since the public exhibition in Sep 2021 the design has been amended to include bungalows, further screening etc - Many of the homes will be adaptable for elderly or disabled residents - This is an outline application and the design will be subject to further scrutiny if the application progresses to the next stage - Ecologists have determined that the impact on ecology can be mitigated - In discussion with EDDC regards affordable homes and financial contribution to education and services. - The site does not impact on the gap between West Hill and Ottery St Mary. - This site is available and deliverable. <p>Cllr JB queried the speed survey provided in support of the Morrish Homes application as she expected the application to include details of the survey and further design details for the site access.</p> <p>Cllr PB, speaking as a resident, asked for a copy of the Chairman's introduction. The Chairman noted that minutes of the meeting would be available to the public as usual.</p> <p>The Chairman thanked the public for their comments and Standing Orders were resumed.</p>
<p>23/012</p>	<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). <p>Cllrs MP, AT, SO, AC each declared no interests. Cllr DC declared that she would approach every item on the agenda with an open mind, free from bias or pre-determination based on the facts available at the meeting.</p>
<p>23/013</p>	<p>Councillor Vacancy: To consider the co-option of a Councillor. The Chairman deferred this Item to later in the agenda.</p>
<p>23/014</p>	<p>District and County Councillors' reports for information (items raised for decision will appear on the agenda for the next meeting)</p> <p>EDDC/DCC Cllr JB comments included:</p> <ul style="list-style-type: none"> - 22/2533/MOUT <ul style="list-style-type: none"> o a declaration that one of the applicants had submitted a complaint to EDDC against her but the complaint was not upheld. o Was pleased that the issue of the Oak Road speed limit and the design requirements for access to the site had been raised - DCC Highways have invited Parish Council to apply for additional 20mph zones. The deadline is at the end of the month - Funding for Tipton St John Primary School has been confirmed however the site is not yet determined. I feel the school should remain in the village. - Raised concerns about the poor publicity regarding the new Voter photo ID requirements being introduced from the May 2023 elections - A reminder of the Local Plan Public Consultation deadline Sunday 15th January 2023

	<p>- Devon County Council will be considering a motion raised by Cllr JB “there is an attack on nature as there is too much focus on development at the expense of nature”</p> <p>Action: EDDC/DCC Cllr JB to provide details of an NHS APP, showing waiting times at local hospitals, to be publicised by WHPC.</p>
23/015	<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>Proposed items, to be considered in Part B, if appropriate</p> <p>The Chairman proposed the following items would be considered in Part B</p> <ol style="list-style-type: none"> 1. 23/026 Seeking Resolution with a Resident 2. 23/103 Consideration of the co-option of a Cllr. <p>Both were unanimously accepted by Cllrs.</p>
23/016	<p>Minutes: To approve and sign the minutes of the Parish Council meeting on 6th December 2022 previously circulated.</p> <p>Cllrs accepted the minutes as a true record of the meeting and the Chairman signed the minutes.</p>
23/017	<p>Planning Applications received</p> <p>22/2533/MOUT Land North Of Oak Road West Hill EX11 1SJ Applicant Morrish Homes & Messrs Compton Stephenson Olliff & Sanders Outline application for the erection of 23no. dwellings with all matters reserved save for formation of vehicular and pedestrian access</p> <p>The Chairman noted 50+ residents had attended the Extraordinary meeting of 3rd January 2023 to voice their concerns. Also, more than 90 objections had been submitted to EDDC Planning.</p> <p>The WHPC draft response to the application had been updated since the 3rd January meeting to</p> <ul style="list-style-type: none"> - take account of the strong concerns raised meeting - to reference specific objections submitted to EDDC with regards to Ecology, 5 year housing supply and the mis-leading/inaccurate Transport Report presented by Morrish Homes. - Oak Road speed limit and the proposed design for access to the site <p>The revised document had been circulated to Cllrs prior to the meeting.</p> <p>Cllrs unanimously accepted the proposed response without further amendment. It was resolved to submit a Strong Objection to the application.</p> <p>7.59pm A member of the public left the meeting.</p>
23/018	<p>Planning decisions received for information (*denotes WHPC differed)</p> <p>22/2325/TRE 6 Hayes End West Hill: T1 and T2, Lawson cypress: Fell Status: Approved Noted</p>
23/019	<p>Other Planning Matters: To note the confirmed TPO: 22/0013/TPO Lindridge, Elsdon Lane Noted</p>

WHPC Groups + Initiatives

23/020	<p>WHPC Strategic Planning Group:</p> <ol style="list-style-type: none"> 1. Emerging East Devon Local Plan: To consider the WHPC Consultee response to the public consultation.
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	<p>The draft WHPC response to the Local Plan had been updated by the WHPC Strategic Planning Working Group following consideration at the 6th December 2022 meeting. The amended document had been circulated to Cllrs and was published on the WHPC website prior to the meeting. Cllrs were invited to make comments or propose further amendments.</p> <p>Standing Orders were suspended</p> <p>Dr Hall, a public member of the Working Group, proposed that the response should include reference to the recently published Planning Inspectors decision on the Appeal against EDDC's refusal for development on Land to the South of Treetops, Toadpit Lane. 21/2531/FUL. The Inspectors comments regarding lack of sustainability were relevant to sites proposed in the Draft Local Plan.</p> <p>Standing Orders were resumed.</p> <p>It was resolved</p> <ul style="list-style-type: none"> - To approve the proposed WHPC response to the application, subject to the amendment identified by Dr Hall. - To submit it as a written response directly to EDDC. - To advertise the closing date for the EDDC consultation, 15th January 2023. <p>2. Neighbourhood Plan: To receive a verbal update.</p> <p>Cllr DC confirmed</p> <ul style="list-style-type: none"> - Ottery St Mary Town Council had been informed of the WHPC decision to develop a Neighbourhood Plan for West Hill. - An application for the designation for a Neighbourhood Area was underway with EDDC. (Ref 22/358)
23/021	<p>Village Hall Pedestrian Link:</p> <ol style="list-style-type: none"> 1. To receive a verbal update on the Invitation to Tender <p>Cllr DC confirmed the deadline for tenders, sealed bids, was Monday 16th January 2023. The joint Village Hall+ Parish Council working Group were seeking a minimum of three responses. At that stage both parties will have a better understanding of the costs associated with the project.</p> <ol style="list-style-type: none"> 2. To consider arrangements for the next stage of the project. <p>Cllrs unanimously resolved</p> <ul style="list-style-type: none"> - to accept the Terms of Reference for the next stage of the project - Cllrs AC and SO (and Clerk) will represent WHPC on the working group.
23/022	<p>Community Engagement Group:</p> <ol style="list-style-type: none"> 1. To receive an update on the December drop-in session. <p>Cllr MP reported that no members of the public attended the December drop-in session. A section of the next WHPC newsletter would focus on the May 2023 election and becoming a Cllr.</p> <p>8.09pm A member of the public left the meeting.</p> <ol style="list-style-type: none"> 2. To confirm arrangements for the January 2023 WHPC newsletter. <p>It was resolved</p> <ul style="list-style-type: none"> - A WHPC newsletter would be distributed from Saturday 21st January with printing costs estimated to be £400. - A draft newsletter to be circulated and approved by email
23/023	<p>Finance Working Group:</p> <ol style="list-style-type: none"> 1. To approve the 2023-2024 budget proposal and precept demand (paper previously circulated)

	<p>A paper prepared and circulated by the Finance Working Group was considered. The paper set out minor amendments to the 2023-24 budget previously discussed at the November/ December Council meetings.</p> <p>Cllrs were satisfied that the draft 2023-24 budget would be sufficient for the requirements of the new Council to be elected in May 2023.</p> <p>It was resolved</p> <ul style="list-style-type: none"> • To set the 2023-24 budget at £63,096.00 • To request an unchanged Precept of £56,875.00 • To fund the budget shortfall from reserves if the need arose. <p>The Clerk/RFO completed and signed the Precept Demand to be submitted to EDDC.</p> <p>2. To receive a verbal update for the appointment of an Internal Auditor 2022-2023</p> <p>The Clerk confirmed Cllr's preferred candidate had agreed to undertake the WHPC 2022-23 Internal Audit.</p>
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Other Matters

23/024	<p>Clerks Report:</p> <ol style="list-style-type: none"> 1. To confirm decisions taken under Delegated Powers 2. Action points from previous WHPC meetings 3. Matters arising <ol style="list-style-type: none"> a. Action - Cllr MP/Clerk to invite village groups and organisations to the Annual Parish Meeting on Friday 10th March 2023 b. Action - Cllr MP/Clerk to publicise the community meeting, 30th January 7.30pm, to discuss West Hill events to celebrate the coronation of King Charles III. c. Children's Playpark <ul style="list-style-type: none"> - The noticeboard will be installed during January - The Playpark Playboat will be dismantled and removed on Friday 20th January. The Playpark will be closed for the day. - Fencing repairs will take place on 2nd February. The playpark will be closed for the day. d. The Annual WHPC Inspection of the Playpark will be carried out during January e. The West Hill Footpath warden will carry out the annual survey of West Hill's Public Footpaths during January. The findings will be reported to the February Council meeting. f. The Covid Memorial Tree will be planted in January (date to be confirmed by St Michael's PCC). 4. Resident Communications 5. Any urgent matters arising <ul style="list-style-type: none"> • It was resolved the Annual Meeting of the Council will take place on Tuesday 23rd May (subject to room availability). The monthly meeting will be held, as usual on the 1st Tuesday of the month, 2nd May 2023. • Graffiti at the Bus Shelter had been reported to the Police. <p>Cllrs resolved the Lengthsman would re-paint the bus shelter, anticipated costs £100 + vat.</p>
23/025	<p>VAS: To approve the January – June 2023 VAS transfer schedule. Noted and approved Cllr AT asked for the schedule to be shared with the Community Speedwatch Group.</p>

23/026	Seeking Resolution with a Resident: To consider the outcome of the mediation process. <i>This item was considered in Part B.</i>
23/027	Police Matters: To receive the monthly West Hill crime stats: November 2022 if available (for information) <i>Noted</i>
23/028	Financial matters: 1. To consider and approve the Schedule of Payments for WHPC 4 th January 2023. <i>The Clerk presented an additional invoice</i> <i>- PLG Services VAS Transfers £96</i> <i>All payments were noted, approved and signed.</i> 2. To receive if available: WHPC Finance Tracker, Bank reconciliation Nov/Dec 2022. <i>Carried forward to the February WHPC meeting.</i>
23/029	Councillor 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> <i>Cllr AT asked for an item on the next agenda regards playpark equipment to replace the playboat.</i> <i>Cllr MP asked for an item on the next agenda to receive an annual VAS report.</i> <i>Both items were accepted.</i>
23/030	Next meeting: To confirm arrangements for the next WHPC ordinary meeting Tuesday 7th February 2023 7.30pm at the Village Hall.

Part A closed at 20.34hrs. EDDC/DCC Cllr JB and all remaining members of the public, except co-option candidate Neil Bromley, left the meeting.

Part B opened at 20.40hrs

Part B - 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.

23/013	Councillor Vacancy: To consider the co-option of a Councillor. <i>The Chairman reported that two applications had been received but unfortunately one candidate was unable to attend the meeting and had withdrawn. Cllrs thanked the resident for their interest and encouraged her to consider standing as a candidate for the May 2023 election.</i> <i>Cllrs interviewed the remaining candidate and then voted by secret ballot.</i> <i>It was unanimously resolved to co-opt Neil Bromley as a Member of the Council.</i> Cllr Bromley (NB) <ul style="list-style-type: none"> - Signed a Declaration of Acceptance of Office - Signed a Consent to Electronic Service of Summons - Received a Cllr Welcome Pack - was reminded to complete a Register of Interests form with 28 days. Cllrs resolved to <ul style="list-style-type: none"> - add Cllr NB to the Council's banking mandate
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	<ul style="list-style-type: none"> - order a name badge for Cllr NB estimated cost £10+vat. - make arrangements for Good Councillor training available via DALC at a cost of £75.00 to £120.00 + vat.
23/026	<p>Seeking Resolution with a Resident: To consider the outcome of the mediation process.</p> <p>Cllrs considered the outcome of the mediation session held on 7th December.</p> <p>Cllrs unanimously resolved: a Confidential Minute</p>

Part B ended at 21.28hrs

The meeting resumed at 21.28hrs

The meeting closed at 21.31hrs.

Signed: *Anne Oliver*, Clerk to the Council, 6th January 2023