

**WEST HILL PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING
HELD ON 5th January 2022 AT 7.30PM**

Present:	Chairman Cllr Margaret Piper (MP), Cllr Alison Carr (AC), Cllr Alan Cook (ABC), Cllr Peter Bennett (PB)
In attendance: Apologies received from:	Anne Oliver Parish Clerk, District Cllr Jessica Bailey (JB) ,2 members of the public attended the meeting Cllr Amanda Townsend (AT), Cllr Della Cannings (DC)

AGENDA – ORDINARY MEETING OF THE PARISH COUNCIL

Item (a)	Discussion and decisions (b)
22/001	<p>Welcome and Chairman's announcements</p> <p>The meeting started at 7.30pm. Chairman MP welcomed everyone and reminded everyone that the meeting was being sound recorded.</p> <p>The Chairman reported two applications were received in response to the Councillor vacancy advert published in December 2021. Interviews will take place in January and co-option is scheduled for the next Council meeting, 1st February 2022.</p>
22/002	<p>Apologies. To receive apologies and approve reasons for absence. Apologies were received and accepted from Cllr AT and Cllr DC</p>
22/003	<p>Public question time (3 minutes)</p> <p>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.</p> <p>This item included issues submitted to the Clerk prior to the meeting.</p> <p>2 members of the public attended the meeting. They wished to speak on item 21/010 East Devon Local Plan.</p> <p>The Chairman agreed to suspend Standing Orders to bring this item forward and allow public participation.</p>
22/004	<p>District and County Councillors' reports for information (items raised for decision will appear on the agenda for the next meeting): DCC/EDDC Cllr Jess Bailey gave a brief update on</p> <ul style="list-style-type: none"> East Devon Local Plan Review – a working draft of the local plan has been published on EDDC's website. Cllr Bailey expressed concern that the December meeting of the EDDC Strategic Planning Committee began the review of chapter 8 (tackling the climate emergency and responding to the climate change) rather than chapter 2 (vision and objectives) and chapter 3 (spatial strategy). She recognised that individual policies are important, however believed that the key discussions should focus on the feasibility of a new town and matters which will underpin the housing allocations. Devon County Council reasons for their refusal of the Straitgate Quarry application DCC are carrying out a Spotlight Review of Southwestern Ambulance Service Trust service provision. <p>Further detail is available on the WHPC website: Microsoft Word - west hill report Jan 22 (westhillparishcouncil.gov.uk)</p>

22/005	<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 MP, AC, ABC, PB declared no interests.</p>
22/006	<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>The Chairman proposed to consider 22/012 in confidential session (if necessary).</p>
22/007	<p>Minutes</p> <p>To approve the minutes of the Ordinary Parish Council meeting on 7th Dec 2021. Noted and approved</p>
22/010 Brought forward	<p>Standing Orders were suspended</p> <p>Planning matters:</p> <ol style="list-style-type: none"> To consider establishing a Strategic Planning Task + Finish Group To receive an update on EDDC Local Plan Review. <p>Cllr MP thanked DCC/EDDC Cllr Jess Bailey (JB) for her update on the East Devon Local Plan review.</p> <p>A member of the public expressed concern about the potential scale of future development in West Hill and asked about the process for setting housing targets for East Devon. EDDC Cllr JB explained that the housing target for East Devon is set by the Government and the allocation for East Devon towns and villages is set out in the Local Plan. The working draft of the Local Plan sets out the current proposals but Cllr JB noted that the review process is at a very early stage and the housing allocation may change. She noted several key factors in the allocation of housing targets:</p> <ul style="list-style-type: none"> A proposal for a new town in the west of the district. If this is not progressed the planned housing (2000+) will have to be re-allocated. A significant proportion of East Devon is designated as an Area of Natural Beauty (AONB) which restricts development, so increasing the impact on the non-AONB part of the district. <p>Other concerns expressed included</p> <ul style="list-style-type: none"> Settlements could coalesce as future development nears the parish/town boundary (such as West Hill/Ottery St Mary) West Hill appears to carry an unfair proportion of housing allocation The number of West Hill sites put forward by landowners is proportionally higher than other settlements. West Hill has few facilities and poor road infrastructure. The impact of a new town on the existing infrastructure (roads etc). No information is available on improvements to infrastructure to accommodate the proposals. <p>EDDC have scheduled a Public Consultation for summer 2022.</p> <p>Cllr MP proposed to establish a WHPC Task and Finish Group to focus on the Local Plan with a focus on consultation with residents.</p> <p>Standing Orders were resumed</p> <p>Cllrs resolved to establish a Strategic Planning Task and Finish Group and approved the Terms of Reference.</p>

	The members of the public left the meeting.
22/008	<p>Planning Applications received</p> <ul style="list-style-type: none"> None received <p>To confirm applications considered and Consultee comments submitted under Delegated Powers (in order to meet Planning deadlines):</p> <p>21/3215/FUL Trelowen Higher Metcombe EX11 1SL Applicant Mr&Mrs McKelvie Replace flat roof with apex roof over studio outbuilding, double garage and car port, including enclosing car port and other associated works. Councillors supported the application Noted and confirmed</p>
22/009	<p>EDDC Planning decisions received for information (*denotes WHPC differed)</p> <p>21/2968/FUL Northwood Bendarroch Road EX11 1TS Approved Single storey rear extension</p> <p>21/2933/FUL Timbers Lower Broad Oak Road EX11 1UF Approved Two storey front/side extension and single storey rear extension, addition of a carport and rear dormer</p> <p>21/2886/FUL Cherry Cottage School Lane EX11 1TX Approved Erection of a 12ft garden office with apex roof (maximum elevation 3m).</p> <p>21/2814/TRE Hideaway Bendarroch Road West Hill EX11 1JY Approved Various tree works</p> <p>21/2745/TRE The Warren Warren Park West Hill EX11 1TN Approved Various tree works</p> <p>21/2249/FUL Longreach Lower Broad Oak Road West Hill EX11 1UF Approved* Part two storey part single storey side extension with re cladding of dwelling.</p> <p>21/1951/VAR Straitgate Farm Exeter Road EX11 1LG Approved Variation of condition 8 (landscaping)</p> <p>21/0914/FUL Samguri Bendarroch Road West Hill EX11 1TS Approved* Construction of two storey side and rear extension and single storey side extension</p> <p>20/1025/TRE Oak Tree Lodge 1 Oak Tree Gardens West Hill EX11 1FR Approved Various tree works All noted</p> <p>Cllr ABC proposed that WHPC writes to EDDC Planning regarding recent applications that have been approved contrary to the Parish Council's recommendation. Cllrs agreed.</p>

Committee & Working Groups

22/011	<p>Finance Working Group:</p> <ol style="list-style-type: none"> 1. WHPC Plan: To approve the WHPC Plan and organisation structure from Jan 2022 including: <ol style="list-style-type: none"> a. Closure of the Open Spaces Committee <p>Cllr MP noted the Open Spaces Committee was suspended at the outset of Covid Lockdown in 2020. She recommended that the OSC was formerly closed as alternative arrangements of operational matters delegated to the Clerk with decisions at Full Council had worked well.</p> <p>Cllrs resolved to close the Open Spaces Committee (Cllr ABC abstained).</p> b. Creation of new Task + Finish (T+F) Groups: <ol style="list-style-type: none"> i. Strategic Planning T+F: Approved (see item22/010) ii. Community Engagement Working Group: Agreed and Terms of Reference approved. The scope will include the Annual Parish Meeting. iii. Community Public Access Defibrillators (CPADs) T+F: <p>Cllrs agreed to establish a T+F group and approved the Terms of Reference.</p> <p>Cllrs approved the recommendations:</p> <ul style="list-style-type: none"> - To liaise with South West Ambulance Service Trust (SWAST) - To seek sites for 2 CPADs - A budget of £4,500+vat - Provisional target date Easter 2022 <p>Plus,</p> <ol style="list-style-type: none"> iv. West Hill Royal British Legion (WHRBL) T+F: Cllrs agreed to establish a Task and Finish group to liaise with the WHRBL. (Terms of reference to be approved at the next meeting) v. Pedestrian Safety T+F: Cllr MP proposed a decision on this group was deferred until April-May 2022. This was due to limited resources available due to the focus on the Local Plan. Cllrs agreed. 2. 2022-23 WHPC Budget: To approve 2022-23 WHPC Budget and Precept Demand <p>Cllrs discussed a paper circulated prior to the meeting. Cllrs debated for/against changes to the budget taking into account factors such as</p> <ul style="list-style-type: none"> - Impact of inflation on WHPC operational costs and on household budgets - Projects, such as the new Pedestrian Path (if approved), could not yet be fully costed - Existing reserves <p>Cllr AC proposed an unchanged Budget and Precept Demand (£56,875), seconded by Cllr ABC.</p> <p>Cllrs voted on setting the 2022-23 budget, which was decided by The Chairman's decision to leave the budget unchanged at £56,875.</p> <p>Cllrs resolved to set the 2022-23 budget and Precept Demand at £56,875.</p> 3. Bookkeeping: To consider the purchase of Accounts package <p>Cllrs considered a paper recommending the purchase of an Accounts Package. The Clerk and Chairman had investigated options for improving the Council's bookkeeping to improve Financial Controls and reduce the Clerks Workload. Various accounts packages had been investigated and assessed against various criteria including functionality, reporting, security and cost.</p>
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	<p>Cllrs resolved to agree the recommendation and purchase Scribe Accounts package at a cost of £269+ vat for 2021-2 including set up and training, and £288+vat for 2022-23.</p>
22/012	<p>Playpark Equipment Task + Finish Group: To consider the tenders received and a recommendation for the purchase of additional playpark equipment.</p> <p>Cllrs considered the response to request for Tenders. In December 2021 WHPC approached three suppliers: one replied, one could not meet the deadline, the other did not respond. EDDC had advised that other Councils were experiencing similar response rates to requests for Tenders.</p> <p>Cllrs assessed the received proposal against the criteria determined by the survey of school children and agreed it met their requirements: options for climbing plus a slide. Cllr ABC reported that EDDC confirmed the proposed equipment met the specification.</p> <p>Cllrs considered whether to seek additional tenders and accepted the recommendation that this was unlikely to achieve an improved proposal or cost.</p> <p>Cllrs resolved</p> <ol style="list-style-type: none"> 1. To accept the tender submitted by Rhino Play Ltd at a cost of £14,176+vat including groundworks, installation and re-location of items of equipment. 2. To write to EDDC to request the release of S106 monies 3. To liaise with the Village Hall 4. To prepare an article for the WHPC website <p>Cllr ABC advised that there was a 2-3 month lead time but would seek to complete installation before Easter 2022.</p>

Other Matters

22/013	<p>Coronavirus: To consider latest Government guidance, local case rates and community needs.</p> <p>Cllrs noted the increasing rate of Covid cases nationally and in the local area. They agreed to continue to monitor Government guidelines and the local situation.</p>
22/014	<p>Clerks Report:</p> <ol style="list-style-type: none"> 1. To confirm decisions taken under Delegated Powers: <ol style="list-style-type: none"> a. Village Hall room booking (Playpark Group) 14th Dec 2021 Noted and confirmed 2. WHPC - Action points from previous meetings No questions were raised. The Clerk advised that the 2nd VAS device had been ordered with delivery expected late February/March. DCC Cllr Jess Bailey had kindly agreed to consider a £1,000 grant from her Locality Budget. 3. Matters arising <ol style="list-style-type: none"> a. Bus Shelter: Cllrs weekly inspections identified maintenance work was required to re-fresh the paintwork. Cllrs approved costs of up to £150+vat. b. Parish Paths Partnership Annual Forms: West Hill's Footpath Warden will present the annual survey of the local public footpaths at the February WHPC meeting. c. SLCC Annual Renewal Cllrs approved the subscription renewal, £186. Additional items d. Playpark: Cllrs agreed to revise the playpark inspection rota.

	<p>e. Playpark: Cllrs ABC/PB agreed to carry out the annual WHPC inspection and report to the February WHPC meeting.</p> <p>4. Any urgent matters arising.</p> <p>Cllr ABC agreed to represent WHPC at the Planning Inspectors Appeal Hearing for appeal ref APP/TPO/U1105/7502 14 Warren Park West Hill Ottery St Mary EX11 1TN</p>
22/015	<p>WHPC Pedestrian Safety Campaign: To receive an update and agree arrangements for distribution.</p> <p>Cllr MP confirmed arrangements for the distribution of Hi-Viz jackets and stickers:</p> <ol style="list-style-type: none"> 1. A Hi-viz jacket will be given to each child at West Hill Primary School following a Road Safety assembly on 12th January 2022. PCSO Jonathan Sims kindly agreed to lead the assembly alongside WHPC. 2. The jackets will be available to residents on Saturday 22nd January, 10-12am outside McColls. This will be advertised in the WHPC newsletter, website and noticeboards.
22/016	<p>WHPC Newsletter: To approve the January 2022 edition and arrangements for distribution.</p> <p>Cllrs approved the newsletter for publication on 16th January 2022.</p>
22/017	<p>Police Matters: To receive the monthly West Hill crime stats (Nov 2021) (for information)</p> <p>Noted and no issues raised</p>
22/018	<p>Finance and Invoices Tracker Invoices received for approval:</p> <ol style="list-style-type: none"> 1. Clerk - claim for monthly expenses (incl Microsoft 365 monthly subscription) £63.48 2. DALC Cllr Bennett Training (x2) £36.00 <p>Additional Items</p> <ol style="list-style-type: none"> 3. PLG Services VAS Transfers (Dec/Jan) £91.20 4. Village Hall Room Bookings (Dec) £27.60 5. Cllr MP reimbursement Hi-viz jackets + stickers £548.93 <p>All noted, approved and signed</p> <p>To confirm payments made under Delegated Powers: n/a</p> <p>To receive: 2021-22 Finance Tracker, Bank reconciliations 2021, CIL/S106 summary: To be circulated when bank statements are available.</p>
22/019	<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. Councillors are respectfully reminded that this is not an opportunity for debate or decision making. No matters raised</p>
22/020	<p>Next meeting: To confirm arrangements for the next WHPC meeting Tuesday 1st February 2022 7.30pm at the Village Hall.</p>

Signed: Anne Oliver, Clerk to the Council, 6th January 2022