

**WEST HILL PARISH COUNCIL  
MINUTES OF THE PARISH COUNCIL MEETING  
HELD ON 5<sup>th</sup> September 2023 AT 7.30PM**

Present:	Chairman Cllr Alison Carr (AC), Cllr Neil Bromley (NB), Cllr Trevor Ingram (TI), Cllr Stanley Paulo (SP)
In attendance:	Anne Oliver Parish Clerk, DCC/EDDC Cllr Jess Bailey, 3 members of the public attended the meeting
Absent	n/a

**Minutes of the Ordinary Meeting of the Parish Council**

Item (a)	Discussion and decisions (b)
<b>23/270</b>	<p><b>Welcome and Chairmans announcements</b>  The meeting started at 7.30pm.  The Chairman, Cllr AC, welcomed everyone to the meeting and gave a short report including a reminder that the Council has 3 Cllr vacancies to be filled by co-option.</p>
<b>23/271</b>	<p><b>Apologies.</b> To receive apologies and approve reasons for absence.  N/A</p>
<b>23/272</b>	<p><b>Public question time (3 minutes)</b>  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. <i>Individual contributions are limited to 3 minutes.</i>  This item includes issues submitted to the Clerk prior to the meeting.</p> <p>West Hill Footpath Warden, Eileen Perkins, had contacted the DCC Public Rights of Way team to report (a) damage to the fingerpost sign for Footpath 1 (Bendarroch Road, near St Michael's Church) and (b) the "disappearance" of the damaged fingerpost sign for Footpath 40. She also commented that the verge at the junction of West Hill Road and School Lane was very overgrown. Cllrs advised that the verge was the responsibility of DCC Highways who cut the visibility splay and the full verge in the autumn.</p>
<b>23/273</b>	<p><b>District and County Councillors' reports</b> for information (items raised for decision will appear on the agenda for the next meeting)</p> <p>DCC/EDDC Cllr Jess Bailey reported:</p> <ul style="list-style-type: none"> <li>o She had been contacted by several residents concerned about staffing levels at the Morrison's store in the village.</li> <li>o DCC has pulled back on cuts to the Homelessness budget.</li> <li>o DCC Mobile Library Service is under review (a mobile library visits West Hill weekly on Tuesday's at 3pm). A public petition to keep the service has been endorsed by several public figures.</li> <li>o Key points from EDDC's Strategic Planning Committee on 5<sup>th</sup> September included: the Council supported the Officers advice that there were insufficient grounds to challenge the Housing Numbers for East Devon. EDDC Cllr JB had stressed the need for the Local Plan to define "Green Wedges" to prevent communities coalescing.</li> <li>o EDDC is awaiting notification from the Planning Inspectorate confirming the appeal for 22/2533/MOUT (Oak Road). Cllr Bailey commented it may not be received for some time.</li> </ul>
<b>23/274</b>	<p><b>Declarations of Interest</b></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><b>Cllrs AC, NB, SP and TI each declared no interests in any agenda item.</b></p>
<b>23/275</b>	<p><b>Confidential/exempt items. In consideration of the Public Bodies (Admission to Meetings) Act 1960</b> (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: n/a</p> <p><b>Cllrs resolved 23/302 and 23/303 would be considered in confidential session.</b></p>
<b>23/276</b>	<p><b>Minutes:</b> To approve and sign the minutes of the Parish Council</p> <p>a. Ordinary Meeting on 6<sup>th</sup> June 2023</p> <p>b. Extraordinary Meeting on 20<sup>th</sup> July 2023</p> <p><b>The minutes were unanimously accepted as a true record of the meetings and were signed by the Chairman.</b></p>
<b>23/277</b>	<p><b>Planning Applications received:</b></p> <p>1. To consider a response to:</p> <ul style="list-style-type: none"> <li>• <b>23/1581/OUT</b> Little Orchard West Hill Road EX11 1UZ Applicant Mr + Mrs Mariott Removal of 1 No Existing Dwelling (Little Orchard) and Replacement with 3 No Dwellings</li> </ul> <p><b>Cllrs supported the replacement of the existing building In principle, however a number of concerns were raised:</b></p> <ul style="list-style-type: none"> <li>- <b>Density</b> - Policy 26 of the Ottery St Mary and West Hill Neighbourhood Plan states that new development must reflect the low density pattern of development in West Hill and reflect the layout of the surroundings. Councillors considered that three substantial properties on this site is too many and does not reflect the layout of the surroundings. They thought that the site could better accommodate a maximum of two properties.</li> <li>- <b>Trees:</b> Councillors noted the mature trees on the site and also on the additional section of land to be allocated to Little Orchard from the neighbouring property. A number of concerns were raised including: <ul style="list-style-type: none"> <li>i. The application refers to a tree survey but this wasn't available to Cllrs.</li> <li>ii. Close proximity of dwellings to boundary trees.</li> <li>iii. Tree protection measures would be necessary during construction work.</li> <li>iv. Future pressure to trim or remove trees due to their close proximity.</li> <li>v. Councillors disagreed with the Design and Access Statement which downplays the amenity value of the trees: "many of the trees on both sites have been allowed to get out of control and become too large". And further states "The sites may benefit from some additional tree removal" and acknowledges "there may be pressure to remove further trees owing to their size and their effect on light levels" [<i>of the proposed properties</i>]. West Hill is a woodland village and all trees contribute to its sylvan character. This is recognised in the Neighbourhood Plan and highly valued by residents.</li> </ul> </li> <li>- <b>Access</b> to the site is via a narrow drive shared with Little Orchard and four neighbouring properties. Councillors were concerned about heavy construction traffic using this access. Arrangements for parking contractors' vehicles and storing materials have not been mentioned.</li> <li>- <b>Ecology:</b> No ecology report or bat survey have been provided so Councillors were unable to properly consider the environmental impact.</li> <li>- <b>Surface water</b> drainage was also a concern.</li> <li>- Cllrs supported the neighbours' comments.</li> </ul> <p><b>In summary, in principle, Cllrs supported the replacement of the existing building. However, Councillors voted to object to the application in its current form, in particular, due to overcrowding on site, drainage and the adverse impact on trees. If the application is approved or re-submitted Cllrs asked for a detailed Arboricultural Report to be provided.</b></p>

	<ul style="list-style-type: none"> <li>• <b>23/1814/TRE</b> Springfield House West Hill Road Remove lowest first order branch on west side of T1 Oak and T2 Sycamore Cllrs noted that there was no arboricultural report to justify the work. However, they supported the application on the basis that it was reasonable tree management subject to the views of the EDDC Tree Officer.</li> <li>• <b>23/1493/FUL</b> South Oak, Higher Metcombe: Proposed side and rear extensions, and detached single garage  Councillors noted that the property is next to the B3180 and that other trees on site contribute to the woodland character of West Hill village, particularly T5 and T6 so care should be taken that these are not damaged. Councillors voted to support the application on condition that the tree report recommendation to move the garage is implemented</li> <li>• <b>23/1862/FUL</b> 5 Eymore Drive: Construction of single storey rear extension. Councillors voted by majority to support the application.</li> <li>• <b>23/1865/TRE</b> West Hayes West Hill Road: Various treeworks: G2 : Fell 6 Lawson Cypress and the removal of one co-dominant stem from a Lawson Cypress from northern side of group. G4 : Fell 9 Lawson Cypress and 1 Western Red Cedar from eastern end of group.  Cllrs noted the property’s history, in particular, a previous application (23/1314/TRE) which involved a site visit from the Tree Officer in June. The Officer’s Report stated “The tree cover on the site makes an important contribution to the sylvan character of this part of West Hill and to local public amenity”.  Councillors were concerned that the felling is being requested for reasons other than safety. Councillors were also concerned that there is a stated intent to fell more trees in the future (Statement of Reasons for Work “we envision making a future planning application to remove the remaining Cypress”) and that ultimately the treescape could be altered to the extent that it detracts from the sylvan character of the village. Cllrs felt it would have been helpful to have an insight into the long-term tree management of the site from the outset, rather than applications made in a piecemeal fashion.  Cllrs noted the application did not provide a detailed replanting plan. Cllrs considered It would be important for the local ecology that appropriate native broadleaf species are chosen.  In summary, Councillors voted to object to the proposed felling of so many trees. They would support more limited appropriate works to protect the Copper Beech 1886 and Sycamore 1891 and requested that the Tree Officer advises how best this could be achieved with minimum felling.</li> </ul> <p>2. To confirm WHPC consultee responses on applications considered by Cllrs under delegated powers due to the cancellation of inquorate meetings. (The Council’s responses are summarised on a meeting paper available on the Parish Council website.) All noted and confirmed.</p>
<p><b>23/278</b></p>	<p><b>EDDC Planning Decisions:</b> received for information (*denotes WHPC differed)</p> <p><b>23/1022/TRE</b> Broad Oak Lodge Ford Lane EX11 1XE Status: Approved  <b>23/0968/TRE</b> 15 Warren Park West Hill Ottery St Mary EX11 1TN Status: Approved  <b>23/0646/FUL</b> 28 Ashley Brake West Hill EX11 1TW Status: Approved  <b>23/1337/FUL</b> Amberley House West Hill Road Status: Approved  <b>23/1314/TRE</b> West Hayes West Hill Road Status: Approved  <b>23/1273/TRE</b> West Hill Primary School Beech Park West Hill Status: Approved  <b>23/1204/FUL</b> 3 Broadoak Close Status: Approved  <b>23/0959/TRE</b> Grasmere West Hill Road Status: Refused</p>

	<p> <b>22/2533/MOUT</b> Land North Of Oak Road West Hill EX11 1SJ Appeal lodged  <b>23/1579/FDO</b> Mount Houlditch Farm Toadpit Lane Status: Withdrawn  <b>23/1550/FUL</b> Harwood Lea West Hill Road West Hill EX11 1TP Status: Approved  <b>23/1483/TRE</b> Toad Hall (formerly East Grange) Toadpit Lane Status: Approved  <b>23/1481/FUL</b> Acorns Higher Metcombe Status: Approved  <b>23/1469/TRE</b> Woodstock West Hill Road Status: Approved  <b>23/1454/TRE</b> Wrenswood Lower Broad Oak Road Status: Approved  <b>23/1369/FUL</b> Knapp Cottage Lower Broad Oak Road Status: Approved  <b>22/2108/FUL</b> Aloha, Lower Broad Oak Road EX11 1XQ Status: Approved*  <b>23/1132/TRE</b> 12 Heather Grange Status: Approved*  <b>23/0346/FUL</b> Lower Mead West Hill Road Status: Approved*  <b>22/1606/FUL</b> Tuftbury Higher Broad Oak Road Status: Approved*         </p> <p> <b>Planning Appeal APP/U1105/W/23/3317817</b> Touch Wood 3 Hylands Close Higher Broad Oak Road Status: Refused         </p> <p>AI noted</p>
<p><b>23/279</b></p>	<p>To receive notifications of Tree Preservation Orders:</p> <ol style="list-style-type: none"> <li><b>23/006/TPO</b> Land South of Windmill Lane and North of Eastfield: confirmed with modifications.</li> <li><b>23/0007/TPO</b> Land at Tuftbury, Higher Broad Oak Road: confirmed</li> </ol> <p>All noted</p>
<p><b>23/280</b></p>	<p><b>Planning Matters:</b></p> <ol style="list-style-type: none"> <li>To receive an update on <b>major planning applications</b> in West Hill:             <ul style="list-style-type: none"> <li>22/2533/MOUT (Major) Land north of Oak Road: Cllr AC reported that she represented the Parish Council at the 28<sup>th</sup> July 2023 EDDC Planning Committee. The Chairman, EDDC Cllr Jess Bailey and a number of residents spoke against the application. The Committee’s decision was to notify the Planning Inspectorate that had the planning authority been able to determine the planning application then this would have resulted in a refusal. The Committee also supported the public’s preference for the appeal to be dealt with by way of a public hearing rather than by way of written representations and would write to the Planning Inspectorate. Cllrs noted EDDC Cllr JB’s report (22/273) that EDDC is still awaiting notification from the Planning Inspectorate confirming the appeal for 22/2533/MOUT (Oak Road).</li> <li>23/0727/MOUT Land North of Eastfield West Hill: Cllr AC reported that a number of EDDC Officer’s reports had been published on the EDDC website in recent months.</li> <li>23/1143/FUL Land South of Windmill Lane: : Cllr AC reported that a number of consultee reports (Trees, Landscape, Flood Risk) had been published on the EDDC website in recent months.</li> <li>To receive an update on <b>Emerging Local Plan</b>: Cllrs noted District Cllr JB’s report on the EDDC Strategic Planning Committee meetings 5<sup>th</sup> September (re Minute 23/273)</li> </ul> </li> <li><b>Neighbourhood Plan</b> for West Hill             <ul style="list-style-type: none"> <li>To consider correspondence from Ottery St Mary Town Council</li> </ul> <p>Cllr AC reported that Ottery St Mary Town Council (OSMTC) had written to seek confirmation that the “new” West Hill Parish Council (following the May elections) intended to uphold its decision to develop a Neighbourhood Plan (NP) for West Hill.</p> <p>Cllrs discussed the request. Comments included:</p> </li> </ol>

	<ul style="list-style-type: none"> <li>- the development of a NP for West Hill will be a challenge requiring significant Council and Community resources however the Council is not currently capable of this given the Cllr vacancies.</li> <li>- There are significant benefits of an NP for West Hill rather than the current joint NP with Ottery St Mary.</li> <li>- Development of the NP will take a number of years.</li> <li>- The first step, to apply for a Neighbourhood Area, could be completed and then the detailed work could be started at a later date when resources were available.</li> <li>- Look to work with OSMTC on areas of common interest.</li> </ul> <p>The Clerk reported that EDDC had undertaken lengthy research into the unusual situation of developing an NP where a current joint NP is in place. This was now complete and the application process confirmed.</p> <p>It was resolved to:</p> <ol style="list-style-type: none"> <li>a. Sign and submit an application for the Designation of a Neighbourhood Area for West Hill as the first step in defining a Neighbourhood Plan for West Hill.</li> <li>b. To write to OSMTC confirming the WHPC decision to proceed with the development of a NP for West Hill and to seek to work together on areas of mutual interest.</li> </ol> <ul style="list-style-type: none"> <li>o To sign an application form for the Designation of a Neighbourhood Area for West Hill, if considered appropriate.</li> </ul> <p style="text-align: center;">The application form was signed by the WHPC Chairman and Clerk.</p>
--	--

**WHPC Groups + Initiatives**

<b>23/281</b>	<p>To consider the <b>Parish Council plan</b> for 2023-2024/2027.</p> <p>The Chairman proposed that Cllrs needed more time to discuss a plan for WHPC than was available at the meeting. It was agreed to hold an informal Cllr workshop during September to</p> <ol style="list-style-type: none"> <li>a. Review what the Council is already committed to; and</li> <li>b. agree memberships of working groups and outside bodies;</li> <li>c. Consider what new projects Members wish to undertake, with cost and staffing implications.</li> </ol> <p>The proposed plan would be considered at the next meeting of the Council (3<sup>rd</sup> October 2023).</p>
<b>23/282</b>	<ol style="list-style-type: none"> <li>a. To consider membership of WHPC working groups and representation on outside bodies, subject to 23/282. <b>Deferred to the next Council meeting subject to 23/281.</b></li> <li>b. To consider arrangements for weekly inspection of the playpark and bus shelter. Cllrs agreed the rota for the weekly inspection of the playpark: Week 1 Cllr AC, Week 2 Cllr TI, Week 3 NB, Week 4 Cllr SP, Week 5 Cllr AC</li> </ol>
<b>23/283</b>	<p><b>Remembrance Service 2023</b></p> <ol style="list-style-type: none"> <li>1. To approve, if appropriate, Terms of Reference for the 2023 Remembrance Service Task + Finish Group: <b>It was resolved to approve and sign the Terms of Reference.</b></li> <li>2. To confirm a decision made under Delegated Powers to apply for a temporary road closure (Sunday 12<sup>th</sup> November 2023 9.30 – 11.00am) and to write to local residents in the immediate area: <b>Noted and confirmed. No concerns had been raised by residents.</b></li> <li>3. To consider arrangements for the 2023 event. Cllr AC outlined the schedule for the Remembrance Service on Sunday 12<sup>th</sup> November. It was resolved:             <ol style="list-style-type: none"> <li>a. To order a Remembrance Wreath and to make a £50 donation to the Poppy Appeal.</li> <li>b. To update and consider the event Risk Assessment at the next Council meeting.</li> <li>c. Cllr SP would represent the Council at the service.</li> <li>d. To liaise with The Lengthsman, as the suitably qualified contractor: to order road closure signs and confirm arrangements for event marshalls.</li> </ol> </li> </ol>

<b>23/284</b>	To receive a verbal update on the <b>Village Hall Pedestrian Link</b> project. Cllr AC reported the Village Hall Trustee's application for grant funding was unsuccessful. The joint Working Group would be meeting to discuss next steps. A further update will be given to the next Council meeting.
---------------	---

**Other Matters**

<b>23/285</b>	<p><b>Clerks Report:</b> (for information)</p> <ol style="list-style-type: none"> <li>1. Footpath 6 (off Bendarroch Road): several residents contacted the Parish Council to report barbed wire on a gate. This has been reported to DCC's Public Rights of Way team who investigated and confirmed that the path is accessible so no further action is required.</li> <li>2. DCC Highways have created a Stakeholder team to improve communications and will be seeking to improve information provided to local town/parish Councils.</li> <li>3. The Clerk accepted an EDDC invitation for local Parish/Town Council to discuss WHPC's experience of the CIL/S106 process. A report proposing improvements to the process and resourcing has since been taken to EDDC's Strategic Planning Committee (5<sup>th</sup> September 2023) for approval.</li> <li>4. Actions Points: The bank mandate has been updated to include Cllrs TI+SP.</li> <li>5. Reminder: Further Cllrs induction sessions to be arranged.</li> </ol>
<b>23/286</b>	<p>To receive an update on <b>Councillor Vacancies</b>.</p> <p>The Chairman reported the vacancy arising following the resignation of a Cllr had been advertised as required. EDDC Democratic Services have confirmed that an election was not requested and the Council could seek to fill the vacancy by co-option. The Council now has three vacancies to fill by co-option.</p> <p>Cllrs discussed how they could encourage residents to put themselves forward for co-option. They were keen to develop stronger links with other village groups for the benefit of the community.</p> <p>It was resolved the Chairman would write to village organisations to encourage them to nominate candidate(s).</p> <p>8.30pm EDDC Cllr JB and a member of the public left the meeting.</p>
<b>23/287</b>	<p>To consider <b>grant applications</b> from local organisations:</p> <ol style="list-style-type: none"> <li>a. St Michael's PCC - top up funding for West Hill Welcome Pack Scheme (£50).  Cllr AC noted the project to deliver a Welcome Pack to newcomers to the village had been successful and well received. Cllr TI, as a newcomer to the village, applauded the initiative and felt the project was well worth £50 funding as the information provided was very useful. Cllrs supported the application and awarded the grant request in full, £50.</li> <li>b. West Hill Branch RBL – contribution towards the cost of 3 new noticeboards (£1,000)  Cllr AC explained that the RBL club had requested a grant towards the cost of replacing three dilapidated wooden noticeboards. Cllrs considered the remaining grant budget (£2,280) and also noted the request was slightly higher than 50% of the cost of the replacing the existing boards (contrary to the WHPC grant policy).  It was resolved to support the application and award the grant in full, £1000.00 (as an exception to the grant policy).</li> </ol>
<b>23/288</b>	<b>Playpark:</b> To consider correspondence from a resident.

	<p>Cllrs considered a resident's suggestion to re-locate the storytelling throne and bench (currently in the WHPC playpark) in the pre-school grounds.</p> <p>Cllrs unanimously agreed that the chair and bench were purchased for community use and should remain in the playpark where the greatest number of people can access them. Cllrs were however willing to re-site the chair and bench within the playpark if a suitable site could be found. They also suggested the Pre-School may wish to consider making a grant application to WHPC subject to their eligibility.</p> <p>It was resolved to write to the resident to advise of the Council's decision.</p>
<b>23/289</b>	<p>To review and adopt (if appropriate) updated <b>WHPC Standing Orders</b>.</p> <p>It was resolved to adopt the WHPC Standing Orders updated to reflect WHPC decision 23/201.</p>
<b>23/290</b>	<p>To consider appointing a new <b>Domain Registrar</b>.</p> <p>Cllr AC explained that the Council had received notification from its current Domain Registrar advising that they will be withdrawing Registrar Services as a result of new regulations introduced for ".gov.uk" domains effective from September 2024. A list of alternative UK providers had been provided together with their recommendation. The WHPC website and emails would be unaffected.</p> <p>Cllr NB queried the annual fee, £60. The Clerk explained that Registrars apply a range of charges according to the type of domain and ".gov.uk" domains incur a higher annual fee.</p> <p>It was resolved to:</p> <ol style="list-style-type: none"> <li>a. Transfer the domain name westhillparishcouncil.gov.uk from Cosmic to a new registrar Freethought Internet Limited.</li> <li>b. To write to the current Registrar to initiate the transfer.</li> <li>c. To note the increase in annual costs from £50 to £60.</li> </ol>
<b>23/291</b>	<p>To note upcoming <b>temporary road closures</b> (proposed dates are subject to change)</p> <ol style="list-style-type: none"> <li>a. B3180 southwest from Tipton Cross for the replacement of damaged pole on Tues 14<sup>th</sup> November 06:00 – 14:00hrs (TTRO2352203)</li> <li>b. Exeter Road, Ottery St Mary for the installation of 950m cable on roadside poles (14 -16 November 2023 inclusive, 09:30 and 15:30hrs. (TTRO2352391)</li> </ol> <p><b>Noted.</b> Cllr AC noted that such works are often delayed and the scheduled dates for the closures may change.</p>
<b>23/292</b>	<p>To consider proposed <b>temporary road/footpath closures</b> (Wales &amp; West Utilities).</p> <ul style="list-style-type: none"> <li>- road past the Salston Hotel, West Hill Rd. Target dates 13<sup>th</sup> Nov to 22<sup>nd</sup> Dec 2023</li> <li>- Footpath 70 (Ottery St Mary), nr Salston Hotel, West Hill Rd Target dates 20<sup>th</sup> Nov to 22<sup>nd</sup> Dec 2023.</li> </ul> <p><b>Noted.</b></p>
<b>23/293</b>	<p>To consider the transfer of the WHPC landline <b>telephone number</b> to a new provider (the number will be unchanged).</p> <p>Cllrs discussed the benefits of a VOIP account including low call charges and the telephone number is not tied to a physical location. Cllrs also noted how the VOIP is administered: Funds have to be deposited and these are drawn down with use. Reminders are sent when funds get low and the account can be topped up as required.</p> <p>It was resolved to:</p> <ol style="list-style-type: none"> <li>a. establish a WHPC account with Voicehost.</li> <li>b. transfer the current WHPC telephone number 01404 232100 to the new account.</li> <li>c. note the transfer administration costs of £9.00.</li> <li>d. approve an initial payment of £100.00 for call charges.</li> <li>e. note the outgoing call costs and zero cost for inbound calls from landline/mobile.</li> </ol>

<b>23/294</b>	<p>To note the receipt of <b>correspondence</b> to the Council and actions taken by the Council.</p> <p>a. Cllrs noted the Chairman's update:</p> <ul style="list-style-type: none"> <li>- all complaints and Subject Access Requests received in July/August have been processed and responded to according to WHPC Policies and Legislation. No matters are outstanding.</li> <li>- With the exception of one, all Freedom of Information requests received in July/August have been processed and responded to according to WHPC Policies and Legislation. Regarding the outstanding item, WHPC is awaiting external advice before this can be finalised.</li> </ul> <p>b. Cllrs considered a request circulated by the Chardstock Eco Group to local Parish/Town Council regarding Dark Skies and Street Lighting. It was agreed that The Chairman would respond on the behalf of the Council to provide information on the Council's experience of working with DCC Highways.</p>
<b>23/295</b>	<p>To review and adopt (if appropriate) <b>WHPC Training Policy + Record</b></p> <p>It was resolved to adopt an updated WHPC Training Policy.</p> <p>Cllrs were reminded to complete/re-visit their self-assessment and to contact the Clerk regarding training courses.</p>
<b>23/296</b>	<p>To consider attendance at the <b>DALC Annual AGM + Conference</b></p> <p>It was resolved Cllrs AC and NB would attend the full day AGM + Conference on 27<sup>th</sup> September at a cost of £45pp+vat.</p> <p>Cllrs considered the motions to be considered at the AGM and agree the WHPC response.</p> <p>9.00pm A member of the public left the meeting.</p>
<b>23/297</b>	<p>To consider amendments to the Council's <b>Risk Register</b></p> <p>Cllrs considered the WHPC Risk Register and proposed amendments, in particular recognising the risk of the Council becoming inquorate.</p> <p>It was resolved to adopt an updated WHPC Risk Register.</p>
<b>23/298</b>	<p>To receive a verbal update on an objection submitted to the <b>External Audit</b> regarding the 2022-23 Annual Governance and Accounts Return.</p> <p>The Chairman reported a Notice of Objection against the Parish Council's 2022-23 Annual Governance and Accounts Return has been submitted to the External Auditor (EA). The EA had identified 10 objections of which 6 were assessed as ineligible. The Parish Council awaits the EA's decision regarding the acceptance of any eligible objections for further consideration.</p> <p>Cllrs noted</p> <ul style="list-style-type: none"> <li>- a resident has the right to submit an objection.</li> <li>- an objection can be withdrawn at any time.</li> <li>- the EA will charge the Parish Council for their work in processing the objection at £355/hr+vat.</li> </ul>
<b>23/299</b>	<p><b>Financial matters:</b></p> <p>1. To consider amendments to the mandate for the Council's Building Society Account.</p> <p>It was resolved to amend the mandate for the Cambridge Building Society:</p> <ul style="list-style-type: none"> <li>- to remove former Cllrs Margaret Piper and Della Cannings</li> <li>- to add Cllrs Trevor Ingram and Stanley Paulo</li> </ul> <p>2. To receive and consider a Financial Report for Apr-Jul 2023 incl CIL/S106 statement.</p> <p>Cllrs noted:</p> <p>a. The receipt of £13,368.12 CIL monies. This includes outstanding 2022 CIL payments. CIL monies available now total £27,808.34. The Clerk advised Cllrs to consider available CIL/S106 monies at their informal planning workshop.</p>



	<p>b. An expected overspend on the Audit fee budget as the Council will incur additional External Auditor costs relating to the Notice of Objection. The budget includes a contingency of £2,500, however this may be insufficient.</p> <p>c. No issues arising regards other operational or project costs.</p> <p>3. To consider and approve, if appropriate, the Schedule of Payments.</p> <p>Cllrs considered the payments and associated invoices previously circulated. No issues were raised. Cllrs approved and confirmed payments made under Delegated Powers. All other payments were approved and invoices signed.</p> <p>4. To consider any additional payments presented to the meeting. <i>N/A</i></p> <p>5. To receive, if available, monthly Bank Reconciliations. Cllrs considered the monthly bank reconciliations previously circulated. No issues were raised and the papers were signed.</p>
<b>23/300</b>	<p><b>Councillor questions, reports and items for future agenda</b></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>The Chairman reported an invitation from West Hill RBL for Cllrs to attend their AGM (7.30pm 18th Oct) at their clubhouse.</p>
<b>23/301</b>	<p><b>Next meeting:</b> To confirm arrangements for the next WHPC ordinary meeting <b>Tuesday 3rd October 7.30pm</b> at the Village Hall.</p>

Part A ended 9.23pm All members of the public left the meeting.  
Part B opened at 9.30pm.

**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.

<b>23/302</b>	<p>To update Cllrs on advice received from External Bodies.</p> <p>Cllrs noted the external advice received and resolved to take no action at this time.</p> <p>Cllrs unanimously resolved to extend the meeting beyond 2.5hrs.</p>
<b>23/303</b>	<p>To consider Personnel Matters.</p> <p>Cllrs resolved to appoint a Locum if required.</p>

Part B closed at 10.23pm  
The meeting closed at 10.25pm