

**WEST HILL PARISH COUNCIL  
MINUTES OF THE PARISH COUNCIL MEETING  
HELD ON 6th Oct 2020 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, Two 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)
20/308	<p><b>Welcome and Chairman's announcements</b></p> <ul style="list-style-type: none"> <li>The meeting started at 7.30PM. The Chair MH welcomed everyone and reminded everyone that the meeting was being sound recorded.</li> </ul>
20/309	<p><b>Apologies.</b> To receive apologies and approve reasons for absence.</p> <ul style="list-style-type: none"> <li>Apologies were received from DCC Cllr Claire Wright</li> </ul>
20/310	<p><b>Public question time (3 minutes)</b></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>A West Hill resident asked for the Council's support in providing bicycle parking at the village hall. She spoke in support of the proposal and commented that there were 40+ car parking spaces but no provision for bicycles. The installation of a bike rack would reduce traffic volumes at the Village Hall+School and across the village.</p> <p>Cllr JB stated that she had recently contacted the Village Hall to explore the idea with them.</p> <p>Cllrs thanked the resident for joining and speaking at the meeting.</p>
20/311	<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 Cllr CW submitted a report to the meeting, including updates on</p> <ol style="list-style-type: none"> <li>20mph limits Pilot Study</li> <li>Diversity in Devon/anti-racism campaign and motion – King's School students lead the way!</li> <li>Ccoronavirus and nursing homes in Devon</li> </ol> <p>District/WHPC Cllr JB reported</p> <ol style="list-style-type: none"> <li>She is seeking a meeting with Highways to discuss whether a Vehicle Activated Sign could be installed on West Hill Road between the War Memorial and Beech Park.</li> <li>Re-wilding verges – EDDC are supporting this campaign. Are there any further areas in West Hill?</li> </ol> <p><b>Cllrs agreed</b> to discuss this at the next Open Spaces Committee meeting.</p>

	<p>3. EDDC have agreed, in principle, funding for an enterprise zone with a view to increase job opportunities.</p>
20/312	<p><b>Declarations of Interest</b></p> <ul style="list-style-type: none"> <li>a. Register of Interests: Councillors are reminded of the need to update their register of interests.</li> <li>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).</li> </ul> <p>Cllr DC declared a personal interest in item 20/325 as she has responsibility for the Church Electoral Roll Cllr JB declared a personal interest as an East Devon District Cllr.</p>
20/313	<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>Cllr MH proposed item 20/330 be considered as a Confidential Item. All agreed.</p>
20/314	<p><b>Minutes</b></p> <ul style="list-style-type: none"> <li>1. To approve the minutes of the Parish Council meeting on 1<sup>st</sup> September 2020, previously circulated.</li> <li>2. To approve the minutes of the Parish Council meeting on 15<sup>th</sup> September 2020, previously circulated.</li> </ul> <p><b>Both noted and approved</b></p>
20/315	<p><b>Planning applications received</b></p> <p><b>20/2066/TRE</b> Land Adjoining West Hayes Eastfield West Hill Applicant Ms M Beaton Sycamore (T1) - Remove dead wood over 50mm in dia. Large diameter dead wood to be "truncated" at approx. 50cm in length, Remove crossing branch in contact with one of the main stems at approximately 3 m.</p> <p><b>Councillors supported the application.</b></p> <p><b>20/1618/FUL</b> Land To West Of B3180 Between The Existing Houses Tetry And Panorama West Hill Applicant Mr H Slade Proposed new two storey dwelling.</p> <p>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.</p> <p><b>Councillors objected</b> to this application and recommend 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.</p> <p>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.</p> <p>Additionally, councillors noted that there was no site plan or block plan uploaded, so it is not possible to assess position of the proposed building in relation to the existing trees on the site, which are of high amenity value. Also there is no plan to indicate details of the access onto the B3180. 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.</p>

	<p><b>DCC/4132/2019</b> Marshbroadmoor, North of Rockbeare Quarry EX5 2HB Variation of Condition 3 of the above planning permission to allow the importation of material until 31 March 2021.</p> <p><b>Councillors supported the application.</b></p> <p><b>20/2079/FUL</b> Keymer House, Bendarroch Road EX11 1UW Applicant Mr &amp; Mrs J Stone Construction of single storey rear extension, patio, raised terrace with steps and ramp; replace first floor window on east elevation with French doors and Juliet balcony on east elevation and provision of render to existing extension</p> <p><b>Councillors supported the application.</b></p> <p><b>20/2098/TRE</b> 24 Moorlands, West Hill Applicant Mrs Beer T1 Oak: Crown raise to give 1.75m (5ft) clearance above ground level. Reason: Causing excessive shading and low branches are causing an obstruction when accessing the garden.</p> <p><b>Councillors supported the application.</b></p> <p><b>20/2096/TRE</b> Malmvall, 1 Birch Grove, West Hill, EX11 1XP Applicant Mrs White Goat Willow ( T1) - fell, because it is overhanging street light, obstructing it and likely to cause damage in the near future. Surrounding area has several mature trees and no room to replant without causing congestion. Conifer - Thuya (T2) - fell. This tree has overgrown and is interfering with both a mature Birch tree and a Scots Pine of higher amenity value. This area has several mature trees and replacement is not required as will cause further overcrowding. Beech (T3) - remove single branch. This branch is rubbing against the trunk of a semi mature Oak tree, causing damage both to the Oak tree, and to the branch, with the likelihood that this will break at some point, potentially causing damage or injury. Removing this branch will also improve the future health of the Oak tree</p> <p><b>Councillors supported the application.</b></p>
<b>20/316</b>	<p><b>Planning decisions received</b> for information (*denotes WHPC differed)</p> <p><b>20/1717/FUL</b> Pindari Ford Lane West Hill Approved* Construction of single storey side extension, steps, provision of cladding to the existing garage and retaining wall</p> <p><b>20/1534/FUL</b> Holly Bank Lower Broad Oak Road Approved* Construction of single storey rear/side extension to provide annex</p> <p><b>20/1423/TRE</b> 20 Moorlands West Hill Approved T1, Dead Cupressus macrocarpa - fell. Reason dead T2, Cupressus macrocarpa adjacent to T1 - fell. Reason the tree has grown in close proximity to T1 and removing T1 will leave it with an asymmetric form with the live growth weighted on the house side. T3, Magnolia - prune away from window and re-shape to leave a natural form. Reason to allow light into the house.</p> <p><b>20/1336/FUL</b> The Reddings Higher Broad Oak Road Approved Construction of single storey rear, side and front extensions, alterations to the front dormer and porch roof, covered porch to rear and provision of cladding</p> <p><b>Noted</b></p>
<b>20/317</b>	<b>TPO notifications</b> - n/a
<b>20/318</b>	<b>To receive</b> an update on Planning matters and agree a consultation response and letter to Simon Jupp MP:

	<p>1. Government White Paper - Planning for the future  <a href="https://www.gov.uk/government/consultations/planning-for-the-future">https://www.gov.uk/government/consultations/planning-for-the-future</a>  Cllrs agreed the Council's response to the consultation on the Government White Paper – Planning for the Future. Cllrs did not support the proposals.</p> <p>Cllrs agreed to</p> <ol style="list-style-type: none"> <li>Send a letter to Simon Jupp MP</li> <li>Submit a response to the National Association of Local Councils (NALC)</li> <li>Post the above documents on the website together with any replies.</li> </ol> <p><a href="https://www.westhillparishcouncil.gov.uk/sites/default/files/documents/WHPC%20Consultation%20response%20to%20NALC%2006102020.pdf">https://www.westhillparishcouncil.gov.uk/sites/default/files/documents/WHPC%20Consultation%20response%20to%20NALC%2006102020.pdf</a></p>
<b>20/319</b>	<p><b>Covid-19: To consider</b></p> <ol style="list-style-type: none"> <li>The impact of any recent Government Covid-19 announcements.</li> <li>Devon Local Outbreak Management Plan</li> <li>WHPC Help Scheme Review</li> </ol> <p>Cllrs noted the ever-changing situation nationally but agreed that the Help Scheme does not need to be re-launched yet. However, the Clerks telephone number 01404 232 100 is always available to residents.</p> <p>Cllrs agreed to publish an article in the next WHPC newsletter to update residents and ensure they are aware of the Parish Council's phone number.</p> <p>Cllr MH and Clerk have recently attended briefings on the Devon Local Outbreak Management Plan (LOMP) led by Devon County Council.  <a href="https://www.devon.gov.uk/coronavirus-advice-in-devon/lomp/">https://www.devon.gov.uk/coronavirus-advice-in-devon/lomp/</a></p> <p>Cllrs discussed the findings of the Help Scheme survey previously circulated by Cllr DC.</p> <p>There was a high response rate. Overwhelmingly the responses were positive and very appreciative of the Volunteers and Parish Council. Cllrs considered submitted comments and learning points for if/when the scheme is re-launched.</p> <p><b>Cllrs agreed</b> to post a summary of the Help Scheme Survey on the website.</p>

## Committee & Working Groups

### Finance Working Group

<b>20/320</b>	<p><b>To receive an update on</b></p> <ol style="list-style-type: none"> <li>Opening a Cambridge Building Society Council Saver Account <ul style="list-style-type: none"> <li>The application forms have been submitted and the application is in progress.</li> </ul> </li> <li>2021/2022 budget timetable <ul style="list-style-type: none"> <li>Cllrs were asked to consider items for the 2021/2022 budget. This will be discussed at the next WHPC meeting on 3<sup>rd</sup> Nov. The Open Spaces Committee will also review their plans at their meeting on 27<sup>th</sup> Oct.</li> </ul> </li> <li>2019/2020 External Audit <ul style="list-style-type: none"> <li>The External Auditors report is not yet available.</li> </ul> </li> <li>Period for the exercise of public rights concluded on 14<sup>th</sup> September. <ul style="list-style-type: none"> <li>No requests were received during the period for the exercise of public rights</li> </ul> </li> </ol>
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## Open Spaces Committee

20/321	<p><b>To note and confirm the minutes of the meeting of 29<sup>th</sup> September 2020, to answer questions arising and present recommendations.</b></p> <p>For information West Hill Vehicle Activated Signs Scheme (VAS): Recommendation to approve the installation of 8 additional mounting brackets (£400.00 + vat)</p> <p>Cllr MH reported that Highways have installed poles for the VAS unit however the mounting brackets have not been installed. Cllrs expressed their frustration with Highways for the ongoing delays.</p> <p><b>Cllrs agreed</b> that the Clerk should seek to resolve this with Highways and clarify their invoice.</p> <p>Cllrs also discussed an ongoing matter – flood water from Lower Broad Oak Road. Cllrs had sought unsuccessfully to resolve this matter with the Landowner. However Cllr ABC reported there had been success with Highways as they have agreed to address the problem of excess rainwater running off Hawkins Lane onto Lower Broad oak Road.</p> <p>Cllrs had a general discussion regarding such Highways issues. Cllr MH noted that Parish Councils have very few if any related powers to take action and were often in the position of “piggy in the middle” between residents, landowners and Highways.</p> <p>Cllrs agreed to continue to promote and signpost residents to Highways “report a problem” website enabling resident to report problems directly to Highways <a href="https://www.devon.gov.uk/roadsandtransport/report-a-problem/">https://www.devon.gov.uk/roadsandtransport/report-a-problem/</a> and to include an item in the next WHPC newsletter.</p>
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## People & Policy Working Group

20/322	<p><b>To receive an update</b> a. <b>Website Accessibility</b> - WHPC website</p> <p>Cllr AC reported Project Cosmic had completed the changes to the website within the require deadline. These were required for the website to comply with the requirements of the Website Accessibility legislation. An Access Statement has been added to the website as required.</p>
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## Traffic Study Working Group

20/323	<p><b>To receive</b> a Traffic Study update from the Joint Working Group on a new pedestrian access to the Village Hall and agree further actions.</p> <p>The Working Group expressed their frustration with the slow progress in reaching an agreed design with the Village Hall Trustees (VHT). The latest plan from the Traffic Consultants PJA, based on the Village Hall proposal has been produced and circulated to the Joint Working Group. However, the Village Hall Trustees have again expressed concerns.</p> <p>The WHPC Traffic Study Working Group recommended one further attempt to reach an agreed design.</p> <p>Cllrs expressed their concerns regarding the time and money spent to-date. They recognised that the proposed access was across VHT land but felt they could not justify funding ongoing iterations of the plan.</p> <p><b>Cllrs agreed</b> to fund a meeting between PJA and the Village Hall representatives (with the Parish Clerk in attendance) subject to the VHT agreement.</p>
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## Other Matters

20/324	<p><b>To receive an update on</b></p> <ol style="list-style-type: none"> <li>the monthly crime stats (for information) <b>Noted</b></li> <li>the Council's request for a local Police briefing at a Council meeting. <ul style="list-style-type: none"> <li><b>Inspector Weekes from the local policing team will attend the 1<sup>st</sup> December WHPC meeting.</b></li> </ul> </li> <li>The Community Safety Partnership (paper previously circulated).</li> <li>The Councillor Advocate Scheme (Police &amp; Crime Commissioner) (paper previously circulated).</li> </ol> <p><b>Cllr DC reported on a recent meeting of the Community Safety Partnership and gave an update on the Councillor Advocate Scheme. However, most of the elements of the scheme are on hold due to Covid-19.</b></p>
20/325	<p><b>To consider grant applications from</b></p> <ol style="list-style-type: none"> <li>TRIP Community Transport Association <p><b>Cllrs considered the grant application. Cllrs were keen to support the organisation as it's services are used by many people in the village. In view of the large grant awarded to TRIP in 2019/2020 and their reserves Cllrs discussed making a smaller grant this year.</b></p> <p><b>TRIP - <a href="https://www.tripcta.org/">https://www.tripcta.org/</a></b></p> <p><b>It was agreed to make a grant award of £200 to TRIP</b></p> </li> <li>St Michaels – West Hill Village themed cards and calendar project <p><b>The grant application from St Michael's asked for support for their project to sell cards and a 2021 calendar to raise funds for community accessible lunches and coffee mornings.</b></p> <p><b>It was agreed to fund the grant request in full, £300.</b></p> </li> <li>Royal British Legion (RBL) - easily clean tables and chairs <p><b>Cllrs considered the application from the RBL West Hill Branch. They are currently undertaking a project to create and equip a new kitchen. They have raised significant funds already however have a remaining funding gap. Cllrs were keen to support the Project as they recognised that the RBL was a village facility used by many residents and open to all.</b></p> <p><b>Cllrs agreed to make a grant award of £1,000.</b></p> <p><b>Cllrs also suggested that the project may be eligible for a grant from the EDDC Rural Community Buildings Fund. The latest scheme has recently opened to applications.</b></p> </li> <li>Village Hall – bike rack <p><b>Cllr MH explained that this was an "in principle" discussion as a grant application had not yet been submitted.</b></p> </li> </ol>

	<p>Cllr JB explained that she had approached the Village Hall Trustees on behalf of residents. They had asked whether it was possible to install a bike rack at the village hall as currently there was no provision for bicycle parking.</p> <p>The VHT had carried out an initial assessment and had identified a possible location and bicycle rack (cost £1,300 +vat, incl installation). Given their lack of income due Covid-19 the VHT may be reluctant to undertake capital projects in the near future.</p> <p>Cllrs were interested in the scheme as it would be a “green” transport scheme that could reduce traffic volumes in the vicinity of the Village Hall/School and across the wider village.</p> <p>Cllrs discussed whether they would be willing to fund the scheme in full. This would be an exception to usual practice.</p> <p><b>Cllrs agreed</b>, in principle, to support a grant application, but required the Village Hall to submit an application.</p> <p><b>Cllrs agreed</b> to investigate whether CIL monies could be used to fund this infrastructure project.</p>
<b>20/326</b>	<p><b>To receive</b> an update on the Council’s response to The Woodland Trust regarding a proposed lease for Broadoak Plantation</p> <ul style="list-style-type: none"> <li>The Clerk reported that the Woodland Trust (WT) had acknowledged the WHPC letter declining the proposed lease. The WHPC proposals have been referred to the WT Site Manager for Broadoak Plantation.</li> </ul>
<b>20/327</b>	<p><b>To receive</b> an update on plans for Remembrance Sunday and for approval of associated costs.</p> <p>Cllr MH reported on a meeting with the organising team from the RBL and St Michael’s. Due to (a) Covid-19 restrictions and (b) RBL HQ advice the arrangements for the Remembrance Service and wreath laying would be different this year.</p> <ul style="list-style-type: none"> <li>On Sunday 8<sup>th</sup> Nov the Remembrance Service will take place at the RBL car park, beginning at 10.50am. Nominated representatives will then transfer to the War Memorial to lay the Remembrance wreaths.</li> <li>On 11<sup>th</sup> Nov there will be a short service at the War Memorial with nominated representatives only.</li> </ul> <p>These arrangements are subject to change if covid-19 guidance changes.</p> <p><b>Cllrs agreed</b> to provide insurance cover for the events at the War Memorial.</p> <p><b>Cllrs agreed</b> to order a wreath and make a £50 contribution to the RBL</p> <p><b>To consider</b> WHPC’s role in future Remembrance Day Events</p> <p>Cllr MH advised that WHPC would be asked to provide insurance cover for future Remembrance events due to revised RBL HQ guidelines. The number of people attending this year are limited this due to Covid-19 restrictions but may be larger in future years. This is likely to necessitate a road closure which will require training and forward planning.</p> <p>Cllr DC reminded the meeting of the need to consider an individual’s Health &amp; Safety Responsibility as the organiser.</p> <p><b>Cllr AT</b> agreed to take the lead for Remembrance events, subject to looking into the H&amp;S issues.</p>
<b>20/328</b>	<p><b>To consider</b> publication of the next WHPC newsletter.</p>



	<b>Cllrs agreed</b> to distribute a WHPC newsletter to all residents in October 2020.
<b>20/329</b>	<p><b>To consider</b> a response to the consultation on East Devon District Council- Statement of Licensing Policy 2021-2026</p> <p><b>Cllrs agreed</b> to submit a “no comment” response.</p>
<b>20/330</b>	<p><b>Confidential item: To consider personnel matters</b></p> <p><b>Standing orders suspended and recording of the meeting stopped.</b></p> <p><b>Cllrs approved</b> a salary increase and increased holiday provision for the Clerk, backdated to April, as set out in the recently agreed 2020 Local Government pay scales as per National Association of Local Councils guidance.</p> <p><b>Standing orders resumed and recording of the meeting resumed.</b></p>
<b>20/331</b>	<p><b>Clerks Report: Actions and matters arising from the last meeting</b></p> <p><b>1. Actions, incl outstanding action</b></p> <p><b>2. Matters arising</b></p> <ul style="list-style-type: none"> <li>a. Resident communication</li> <li>b. Any urgent matters arising. <ul style="list-style-type: none"> <li>1. Broadband – Jurassic Fibre update</li> </ul> </li> </ul> <p>The Clerk reported that Jurassic Fibre are expecting to issue an announcement in the coming weeks.</p>
<b>20/332</b>	<p><b>Finance and Invoices Tracker</b></p> <p>Invoices received for approval:</p> <ul style="list-style-type: none"> <li>1. Clerk - claim for expenses (Microsoft subscription)</li> <li>2. Clerk – replacement mobile phone £149.00</li> <li>3. Cllr MH - Help Scheme Survey stationery and postage £130.00</li> </ul> <p><b>Additional Invoices</b></p> <ul style="list-style-type: none"> <li>4. Lengthsman - various project approved by the Open Spaces Committee £340.40+vat</li> <li>5. DALC training courses Cllrs DC + MH £45.00+vat</li> </ul> <p><b>All Noted and approved</b></p> <p>To receive the 2020-21 Finance Tracker (Half year). Bank reconciliation (Aug +Sep)</p> <p><b>All Noted and approved</b></p>
<b>20/333</b>	<p><b>Councillors 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><b>Cllr AC reported that the response from the DCC Electric Car Charging initiative was overdue.</b></p>
<b>20/334</b>	<p><b>Next meeting:</b> To confirm the date of the next meeting (by video-conference) which is scheduled for Tuesday 3<sup>rd</sup> November or 20<sup>th</sup> October to deal with planning applications (if required).</p>

Meeting closed 9.33pm

Signed: *Anne Oliver*, Clerk to the Council, 7<sup>th</sup> Oct 2020