

**WEST HILL PARISH COUNCIL
MINUTES OF THE ANNUAL MEETING and ORDINARY PARISH COUNCIL MEETING
HELD ON 5th May 2020 AT 7.30PM
AT WEST HILL VILLAGE HALL**

**** The meeting was held by video-conference due to the Covid-19 situation**

Present:	Chairman Cllr Margaret Hall (MH), Cllr Amanda Townsend (AT), , Cllr Alan Cook (ABC), Cllr Alison Carr (AC), Cllr Margaret Piper (MP), Cllr Quentin Tailford (QT) District Cllr/WHPC Cllr Jessica Bailey (JB),
In attendance:	Anne Oliver Parish Clerk, no members of the public attended the meeting
Apologies received from:	DCC Cllr Claire Wright

AGENDA – ANNUAL MEETING OF THE PARISH COUNCIL called by the chair

Item (a)	Discussion and decisions (b)
20/111	<p>Welcome and Chairman's announcements</p> <ul style="list-style-type: none"> • The meeting started at 7.30pm Chair MH welcomed everyone and reminded everyone that the meeting was being sound recorded
20/112	<p>To elect the Chairman of the Parish Council</p> <ul style="list-style-type: none"> • Outgoing Chair MH reported that she hoped to stand down as Chairman. However due to the covid-19 situation proposed to remain as Chair for a further 3 months. • Cllr Jess Bailey nominated Margaret Hall as Chair for the coming three months seconded by Cllr Quentin Tailford. Cllr MH accepted the nomination and was elected unanimously. • It was agreed to review the Chairman role at the 4th August 2020 Council meeting.
20/113	<p>To elect the Vice-Chairman of the Parish Council</p> <ul style="list-style-type: none"> • Vice-Chair QT confirmed that he was willing to continue as Vice-Chair but reported that he was very busy due to the Covid-19 situation. Cllr AC offered to stand as Vice-Chair if necessary. • Chair MH nominated Quentin Tailford as Vice-Chair for the coming three months seconded by Cllr Margaret Piper. Cllr QT accepted the nomination and was elected unanimously. • It was agreed to review the Vice-Chairman role at the 4th August 2020 Council meeting.
20/114	<p>To confirm membership of Committees and Working Groups:</p> <ol style="list-style-type: none"> 1. Open Spaces Committee 2. Finance Working Group 3. People and Policy Working Group 4. Website Working Group 5. Traffic Working Group <ul style="list-style-type: none"> • It was agreed to continue current membership of the Open Spaces Committee and Working Groups.
20/115	<p>To review and adopt the Parish Council Standing Orders</p> <ul style="list-style-type: none"> • To resolve to adopt supplementary Standing Orders to meet the statutory requirements for the holding of remote meetings, and this lasts until May 7th, 2021 or the repeal of legislation whichever is the earlier.

	<ul style="list-style-type: none"> It was resolved to adopt a Remote Meetings Addendum to Standing Orders.
20/116	<p>To review and adopt the Parish Council Financial Regulations</p> <ul style="list-style-type: none"> The Parish Council Financial Regulations were agreed and adopted.
20/117	<p>To review and accept the Councils Code of Conduct: Each Councillor must undertake to abide by the Councils code of conduct.</p> <ul style="list-style-type: none"> Cllrs agreed to abide by Councils Code of Conduct.
20/118	<p>To review and accept the Council's Policies such as Grants Policy, GDPR</p> <ul style="list-style-type: none"> To consider the proposal to defer the review of policies given the current Covid-19 situation <ul style="list-style-type: none"> It was agreed to defer the review of Council policies to enable consideration of covid19 related advice.
20/119	<p>To review the inventory of land and assets including buildings and office equipment – asset register</p> <p>Action: Clerk to re-circulate the WHPC Asset Register</p>
20/120	<p>To confirm arrangements for insurance cover in respect of all insured risks</p> <ul style="list-style-type: none"> The Finance Working Group confirmed that adequate insurance was in place including a new Cyber-Security policy, both agreed at 21st April 2020 Council meeting. <p>Meeting suspended at 8.12pm as Cllr JB lost internet connection. Recording paused. Meeting resumed at 8.20pm as Cllr re-joined the meeting. Recording re-sumed.</p>
20/121	<p>Review Training Requirements for Councillors</p> <ul style="list-style-type: none"> Being a good Councillor, Planning, Being a Good Chairman Others? Councillors agreed to review trainings needs when training courses were re-started (Covid-19)
20/122	<p>To consider membership of outside bodies and committees and arrangements for reporting back</p> <ol style="list-style-type: none"> Airport Consultative Committee – confirmed, to be continued (Cllr MH) Leisure East Devon Forum confirmed, to be continued (Cllr ABC) Village Hall Committee The Parish Council is not currently represented Joint Neighbourhood Plan Working Group (joint working group with Ottery St Mary Council) – 2 representatives – not required as the group not currently meeting. Ottery St Mary Hospital Working Group confirmed, to be continued (Cllr MP) <p>Others?</p> <ul style="list-style-type: none"> It was agreed to continue membership of external bodies as noted above. Current reporting arrangements to continue.
20/123	<p>To review subscriptions/memberships to other bodies</p> <ol style="list-style-type: none"> DALC/NALC SLCC ICO Devon Communities Together Others <ul style="list-style-type: none"> It was agreed to continue membership and subscriptions to the organisations noted above.
20/124	<p>To determine the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council</p>

	<ul style="list-style-type: none"> • It was agreed to continue the current meeting schedule <ul style="list-style-type: none"> ○ Full Council meetings on the first Tuesday of each month, with a mid-month Tuesday meeting if required to meet planning deadlines. ○ The Open Spaces Committee to meet on the last Tuesday of the month. <p>Action: Publish the WHPC meeting 2020-21 schedule on the website</p>
--	--

Annual Meeting closed at 8.00pm

AGENDA – ORDINARY MEETING OF THE PARISH COUNCIL

Item (a)	Discussion and decisions (b)
20/125	<p>Welcome and Chairman’s announcements</p> <ul style="list-style-type: none"> • The meeting started at 8:01 PM. The Chair MH welcomed everyone and reminded everyone that the meeting was being sound recorded.
20/126	<p>Apologies. To receive apologies and approve reasons for absence.</p> <ul style="list-style-type: none"> • Apologies were received and accepted from DCC Cllr Claire Wright • DCC Cllr CW submitted her Annual Report prior to the meeting <p>Action: It was agreed to publish DCC Cllr CW’s report (with her permission) on the WHPC website and review it at the next Council meeting.</p>
20/127	<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> <ul style="list-style-type: none"> • no members of the public attended the meeting
20/128	<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). <ul style="list-style-type: none"> • Cllr JB declared an interest as an EDDC Councillor.
20/129	<p>To receive the monthly crime stats for information</p> <ul style="list-style-type: none"> • The Clerk reported that the crime stats would not be available during the covid-19 period as the Police has re-allocated resources. Data is available but requires considerable effort to extract required district data.
20/130	<p>Consider the impact of recent legislation allowing Councils to hold virtual meetings</p> <ol style="list-style-type: none"> a. Further announcements? <ul style="list-style-type: none"> • No further announcements have been issued
20/131	<p>Receive a report from the WHPC Help Scheme and consider further actions required</p> <ul style="list-style-type: none"> • The Clerk reported <ul style="list-style-type: none"> ○ Since mid-March the Help Scheme had been contacted over 325 times. ○ The majority of requests were for prescription collections. (Dave Underwood 175+, Clive Thomas 40+) ○ The Help Scheme continued to carry out Duty of Care checks. ○ Requests for McColls deliveries remain low at 1-2 per week.
20/132	<p>Minutes</p> <ol style="list-style-type: none"> 1. To approve the minutes of the Parish Council meeting on 21st April 2020, previously circulated. <ul style="list-style-type: none"> • Noted and approved

	<ul style="list-style-type: none"> The minutes will be signed in public during the first meeting when Cllrs are able to meet together post covid- 19 lockdown
20/133	Planning applications received – None
20/134	Planning decisions received for information (*denotes WHPC differed) – None
20/135	TPO notifications – for information – None

Committee & Working Groups

Finance Working Group

20/136	<p>Consider the impact of recent Legislation (Coronavirus Act) on the 2019/2020 audit and accounting timetable as the statutory audit deadlines have been extended. Further guidance regarding internal audit and external audits is awaited.</p> <p>To be considered:</p> <ol style="list-style-type: none"> Internal Audit 2019/2020 Annual Accounting Statements 2019-2020 (AGAR Part 3) To approve the bank reconciliation for the year to 31st March 2019 To receive the explanation of year-on-year variances For information, letter to external auditor Period for the Exercise of Public Rights 2019-2020 To approve the dates for the Exercise of Public Rights <ul style="list-style-type: none"> It was noted that the Finance Working Group and Internal Auditor, Paul Hayward, had agreed a revised internal audit procedure for 2019-20 in view of the current COVID-19 situation. It was noted that the basic process for External Audits and reporting however the Government has changed the deadlines for approval and publication in 2020. <p>Action: The Finance Working Group to circulate draft timetable for the 2019/2020 Accounts and Audit process, including the Exercise of Public Rights for agreement at the next Council meeting 2nd June 2020.</p>
20/137	<p>To review and approve the banking mandate for the additional bank account.</p> <ul style="list-style-type: none"> It was resolved that Yorkshire Bank be appointed as the bankers for West Hill Parish Council and that a bank account or accounts be opened and further accounts opened as we may request from time to time in the name of the Council with the bank. We acknowledge that the account(s) shall be subject to the relevant terms and conditions published by the bank and we agree to be bound by these terms and conditions. It was agreed that two Councillors, the Chairman Vice-Chairman, would authorise the opening of the account and all Cllrs would be registered as signatories. The account would be operated according to the Councils Financial Regulations.
20/138	<p>To consider the latest CIL summary</p> <ul style="list-style-type: none"> It was noted that the Council had received CIL monies for the six months Oct 2019-Mar 2020. CIL monies available now total £6,824.26 and are time limited with the first tranche expiring in Nov 2022. Cllr ABC proposed that the Council should prepare a policy on how the CIL monies will be spent. <p>Action: Finance Working Group to prepare a CIL monies policy for consideration at the 2nd June WHPC meeting.</p> <p>Action: Clerk to contact EDDC to confirm that the Broadoak and Playpark picnic benches can be funded from CIL monies.</p>

Open Spaces Committee

20/139	To note and confirm the minutes of the meeting of 28th April 2020, to answer questions arising and present recommendations.
---------------	--

	<ul style="list-style-type: none"> • Minutes of the Open Spaces Committee meeting were noted and approved. • Cllr ABC, Chair of the OS Committee reported that the annual charges for emptying litter/dog waste bins had been increased by EDDC. The Council had budgeted 3x£250. The EDDC charge had increased to £260 per bin resulting in an overrun of £30. • Cllr ABC reported that DCC had begun a Definitive Review of Footpaths and would soon be starting a review of West Hill. The Footpath Warden has carried an initial check on the recorded data and had identified several updated to be made. Cllrs queried the status of the School Lane/Potters Close and Moorlands/Beech Park footpaths. <p>Action: OS Committee to contact Highways and DCC Definitive Footpath Review team to query the status of the School Lane/Potters Close and Moorlands/Beech Park footpaths.</p> <p>Himalayan Balsam Project 2020</p> <ul style="list-style-type: none"> • Cllr ABC reported that the community project to clear the Himalayan Balsam along West Hill Road was cancelled for 2020 due to Covid-19 as it would be difficult to ensure safe distancing during the work. • The OS Committee were keen for the clearance work to be done this year and proposed an alternative approach: commission the Lengthsman to carry out the work. The quote for the work £1,568+VAT was within budget. • Cllrs discussed that the work may need to be repeated to tackle re-growth during the summer. • It was agreed to appoint the Lengthsman, PLG Services to clear the Himalayan Balsam along West Hill Road at a project cost of £1,568.00+VAT. The work to be completed within 3-4 weeks, before the weeds flower/set seed.
--	--

Other Matters

20/140	<p>To receive an update on renewing the registration of McColls as an Asset of Community Value.</p> <ul style="list-style-type: none"> • Cllr JB reported that EDDC planning had confirmed that McColls had been re-listed as an Asset of Community Value <p>Action: Cllr JB to confirm when (a) the Land Registry had updated the listing and (b) EDDC had updated their website.</p> <p>Action: (carried forward) Clerk to include an item on the 2nd June agenda to consider registering Broadoak Plantation as an Asset of Community Value.</p>
20/141	<p>Clerks Report: Actions and matters arising from the last meeting</p> <p>1. Actions, incl</p> <p>a. Clerks new laptop in use.</p> <p>Action: (carried forward) Re-use of the old laptop to be investigated</p> <p>2. Matters arising</p> <p>a. Letter from resident (Moorlands)</p> <ul style="list-style-type: none"> • Cllrs acknowledged receipt of the email and report (anti-social behaviour). • Cllrs agreed to take no further action at present <p>Action: Clerk to reply to the resident confirming the Council will take no further action.</p> <p>b. It was noted that the Council should have a Complaints Policy.</p> <p>Action: People and Policy Working Group to draft a Complaints Policy to be considered at the next Council meeting, 2nd June</p> <p>c. Any urgent matters arising.</p>

	<ul style="list-style-type: none"> • The Council has received a request for the renewal of Annual Street Trading Consent – Wandering Pig (wood-fired pizza) at McColls car park • It was unanimously agreed to renew the consent for the Wandering Pig. <p>Action: Clerk to contact EDDC to confirm WHPC approval for the renewal of the licence for the Wandering Pig.</p>
<p>20/142</p>	<p>Finance and Invoices Tracker Invoices received for approval:</p> <ol style="list-style-type: none"> 1. Clerk - claim for expenses (Microsoft, Land Registry) 2. Clerk – new laptop £649.95 3. Traffic Study – PJA Road Safety Audit and Speed Survey, £1771.20 4. Information Commissioners Office annual Renewal (paid – for information) 5. Project Cosmic – website annual fee £474.00 (paid – for information) 6. Help Scheme – Clerk Expenses 7. Help Scheme - D Underwood expenses <ul style="list-style-type: none"> • Noted and approved • New item: Cllr QT – claim for printing the Help Scheme newsletter 1st May 2020 £67.52 • Noted and approved <p>To receive the bank reconciliation, YTD v Budget</p> <ul style="list-style-type: none"> • To be circulated.
<p>20/144</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>Cllr JB raised several matters</p> <ul style="list-style-type: none"> • DCC had recently cut the verge near the War Memorial. In previous years they had cut a strip at the roadside rather than the full verge in order for the wild flowers to set seed. Cllr JB will raise the matter with DCC Cllr CW. • ONS covid-19 data is now available by Local Authority area. • The planning application for the proposed Daisymount Services may be on the next EDDC Development Management Committee (DMC) agenda, a virtual meeting. To be confirmed. <p>Cllr JB queried whether there was an update on Jurassic Fibre(JF) progress.</p> <p>Action: Cllr QT to chase JF for a progress update.</p>
<p>20/145</p>	<p>Next meeting: To confirm the date of the next meeting (by video-conference) which is scheduled for Tuesday 2nd June or 19th May if required to meeting Planning deadlines</p>

Meeting closed 21.07pm

Signed: *Anne Oliver*, Clerk to the Council, 6th May2020