

**WEST HILL PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING
HELD ON 2nd July 2019 AT 7.30PM
AT WEST HILL VILLAGE HALL**

Present:	Chairman Cllr Margaret Hall (MH), Cllr Quentin Tailford (QT), Cllr Alan Cook (ABC), Cllr Amanda Townsend (AT), Cllr Jessica Bailey (JB), County Councillor Claire Wright
In attendance:	Anne Oliver Parish Clerk, plus 1 member of the public Plus Claire Foster (WH School PTFA) joined the meeting briefly to receive the fundraising monies raised at the Village Fete.
Apologies received from:	Cllr Alison Carr (AC), Cllr Margaret Piper (MP)

Item (a)	Discussion and decisions (b)
19/192	Welcome and Chairman's announcements The meeting began at 7.30pm. Chair (MH) welcomed everyone and reminded everyone that the meeting was being recorded.
19/193	Apologies. To receive apologies and approve reasons for absence. Apologies were received from Parish Councillors Alison Carr & Margaret Piper (Holidays) and DCC Cllr Claire Wright
19/194	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.
19/195	To receive the monthly crime stats for information Crime reports for May were not yet published on www.police.co.uk
19/196	District and County Councillors' reports for information District Councillor Jess Bailey reported <ul style="list-style-type: none"> • Climate Change - next week East Devon District Council will consider signing off an EDDC action plan in support of Government targets. Progress will be reviewed in 6 months. • There is a potential £7m budget deficit. Next week 's EDDC meeting will consider possible actions to address the budget gap. • Cllr JB has been appointed the portfolio holder for Corporate Services which include back-office services including HR, Democratic Services, Electoral Services etc. County Councillor Claire Wright was unable to join the meeting and previously circulated her report to Councillors <ul style="list-style-type: none"> • Unpaid carers spotlight review • Devon continues to record high levels of risk over adult social care • Devon's NHS failing on cancer treatment waits • Devon Count Council launches wildflower verge policy and calls for champions.
19/197	Declarations of Interest <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.

	<p>c. 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). Cllr JB – Personal interest in 19/201 Copperhayes as she knows the applicant Cllrs JB, ABC, MH Personal Interest - 19/201 Pinecroft - knows the applicant</p>
19/198	<p>Minutes The minutes of the Parish Council meeting on 4th June 2019 were approved as a true and accurate record.</p>
19/199	<p>To consider the request from teenage residents for facilities in the village and how the Council can assist.</p> <p>A teenage resident of the village had recently contacted the Parish Council requesting facilities for teenagers in the village. A number of Councillors subsequently met him and a number of his friends to get a better understanding of their requirements. They're looking for</p> <ul style="list-style-type: none"> • somewhere to meet indoors after school, poss 5-7pm, poss Friday evening • between 5- 10 people, probably 8 people • 12-15yrs old • room with table, chairs, • they are willing to fundraise, set and abide by rules • have considered CCTV <p>At the Council meeting Councillors discussed the matter and agreed that the group had made a very modest, reasonable and sensible request. Councillors again noted the lack of facilities for teenagers within the village. As the Council doesn't own land or facilities it was suggested that the Council should approach organisations on the teenager's behalf.</p> <p>Cllr AT suggested that parents would be willing to volunteer to be on a rota to supervise the session.</p> <p>It was agreed that Cllrs should informally approach the Royal British Legion to explore options. (QT/ABC) Arrange meeting (Clerk)</p>
19/200	<p>To consider facilitating the publication of an updated West Hill Village Map and House Name Index</p> <ul style="list-style-type: none"> • The current printed version is c2011. McColls continue to get requests for copies • The latest on-line version and house name index is September 2018 <p>Jim Cocks explained how the current printed map had been produced. He commented that formatting the document to be printed was complicated and time consuming. Jim volunteered to keep the electronic version up-to-date but needed someone to provide the updates as houses are built or re-named.</p> <p>The map was printed locally and the costs were covered by sales of adverts and sponsorship. The maps were distributed via the Residents Association, McColls, the Garage etc.</p> <p>Cllr QT suggested giving a free copy to each house in the village.</p> <p>If the map is printed it should be advertised on Facebook, Website, noticeboard etc.</p> <p>It was agreed in principle to re-print the map subject to printing costs</p> <ul style="list-style-type: none"> • seek quotes for printing the map and index (Clerk) • use the latest electronic version Dec 2018 • draft out WHPC summary (ABC) • seek advertising and sponsorship (if printing to go ahead) (AC) • Councillors to consider how the Names Index can be kept up to date

19/201	<p>Planning applications received</p> <p>19/0920/FUL Copperhayes, West Hill Road Applicant Mr Henry Siburn Construction of first floor extension and balcony</p> <ul style="list-style-type: none"> • This application was considered at West Hill Parish Council meeting on 2nd July 2019. Councillors unanimously supported the application. <p>19/0069/FUL Arborfield, West Hill Road: Applicant Mr Sullivan Construction of detached dwelling and driveway and demolition of existing garages.</p> <ul style="list-style-type: none"> • This amended application was considered at West Hill Parish Council meeting on 2nd July 2019. Councillors noted that the plans had been revised addressing some of their concerns raised when assessing the previous plan. Councillors comments from the 4th June Council meeting still apply: <ol style="list-style-type: none"> 1. The properties were considered to be in close proximity (c21.5m) and Councillors were again concerned about overlooking and loss of amenity. They discussed the proposed landscaping of Devon bank and native hedging to be constructed between the properties, but believed that overlooking remained an issue, in particular in relation to the playroom. 2. Councillors acknowledged that the revised plan for the driveway reduced the impact on the boundary hedge and trees. However some trees will be removed and the current border narrowed. Councillors asked for this matter to be referred to the Tree Officer. 3. Councillors noted that the existing garages will be demolished and were concerned about the provision for parking. In particular if Arborfield is sold there is no provision for off road parking, contrary to Policy NP26. A future application for a new garage for Arborfield in front of the property would be resisted. 4. Councillors asked for a bat survey to be carried out which should include the garages to be demolished and trees. • Councillors unanimously supported the application subject to the bat survey and concerns listed above. <p>19/1203/FUL Rosemorran, West Hill (B3180) Applicant Mr & Mrs Bint Construction of detached garage/store</p> <ol style="list-style-type: none"> 1. This application was considered at West Hill Parish Council meeting on 2nd July 2019. Councillors unanimously supported the application. <p>19/1361/FUL Pinecroft, Hawkins Lane Applicant Mr & Mrs Charles Construction of single storey side/rear extension</p> <ol style="list-style-type: none"> 2. This application was considered at West Hill Parish Council meeting on 2nd July 2019. Councillors supported this application subject to the Tree Officer's advice and conditions. <p>19/1270/TRE Broad Oak Plantation: Applicant Tilhill Forestry Tree Tag 3435. 4 Mature common Beech, Fagus Sylvatica, Ganoderma decay fungi bracket on stem base.</p> <ol style="list-style-type: none"> 3. This application was considered at West Hill Parish Council meeting on 2nd July 2019. Councillors unanimously supported the application.
19/202	<p>Planning decisions received for information (*denotes WHPC differed)</p> <p>19/0776/VAR The Old Vicarage Bendarroch Road - Approved</p>

	<p>19/0721/TRE 7 Heather Grange - Decided 19/0719/TRE 25 Eastfield - Decided 19/0792/TRE 14 Warren Park – Refused All Noted</p>
19/203	<p>Planning Appeal decisions received for information (*denotes WHPC differed)</p> <p>APP/U1105/W/18/3218802: WI Hall and adjacent land at West Hill Road – Appeal dismissed</p> <p>Councillors noted that the Inspectors report upheld the Built Up Area Boundary and referred to sections of the West Hill Neighbourhood Plan.</p>
19/204	<p>TPO notifications- for information</p> <p>19/0010/TPO The Gable, West Hill Road - confirmed 19/0022/TPO Longmead and Timbercroft, Lower Broad Oak Road – not confirmed 18/0130/TPO Land at Ashley brake – confirmed All Noted</p>

Open Spaces Working Group

19/205	<p>To receive a report from the Open Spaces Working Group</p> <p>Notes of the meeting were previously circulated. Cllr ABC reported the following</p> <ol style="list-style-type: none"> 1. Playpark <ol style="list-style-type: none"> a. Maintenance work in the playpark is now complete b. The climbing ramp has been installed and invoice received. <p style="margin-left: 40px;">It was agreed to authorise hedge cutting in the Playpark (up to 4hours work)</p> 2. Broad Oak Plantation <ol style="list-style-type: none"> a. On 22nd July members of the OSWG will meet a representative of Tihill, the management agent for Broadband to discuss picnic benches, benches and the existing Management Plan 3. Lengthsman <ol style="list-style-type: none"> a. The Lengsthman team are due to start work week beginning 1-July b. They have an annotated map showing verges to be cut and signs to be checked. 4. Bus Shelter <ol style="list-style-type: none"> a. Cllr ABC has been contacted by the contractors and their quotes are due in the coming weeks 5. West Hill Open Spaces <ol style="list-style-type: none"> 1. Cllrs will meet with Claire Rodway, Senior Planning Officer & Matt Dickins, Planning Policy on 9th July to discuss the need for “Open Space facility” in the village and to explore possible actions. 6. Hedges <p style="margin-left: 40px;">It was agreed to write to 5 households where the roadside hedge was causing concern regarding pedestrian and road safety. (Clerk)</p>
19/206	<p>To seek approval to renew the annual RoSPA inspection of the Playpark.</p> <p>It was agreed to approve the Annual RoSPA inspection (August)</p>
19/207	<p>To receive an update on the meeting with East Devon Council Tree Offices and discuss next steps</p> <p>Councillors reviewed the recent meeting with EDDC Tree Officers. Cllr ABC reported</p>

	<p>1. The Tree Officers outlined the planning process and at what points they are involved. A couple of recent planning applications that had given rise to concerns regarding trees, hedges and banks were then discussed.</p> <p>It was agreed that Councillors will notify the Tree Officers, as soon as possible, of any concerns arising when Planning Applications are considered.</p> <p>2. The Tree Officers had stressed the benefits of community involvement and awareness of trees within the village. Several suggestions were considered including</p> <ul style="list-style-type: none"> ○ Children focussed ideas – favourite trees, growing seeds, measuring trees, ○ 2007 WH School Tree Leaflet ○ The Tree Survey - guided walk around the village ○ ○ ○ Tree advice surgeries ○ Free trees are available to organisations/schools <ul style="list-style-type: none"> ▪ Cllr MH reported that WESC have planted 100's of trees on their site on Exmouth Road. ▪ They're keen to work with organisations within the village <p>3. Forest School at WH Primary</p> <p>Councillors discussed the proposal to hold an Eco-Forum involving experts living in the village.</p> <p>Councillors agreed to have a further meeting to develop some of these ideas and bring them to the next meeting. (Clerk)</p> <p>It was agreed to have an informal meeting, if possible, with WH Primary School to explore some of these ideas and if the School and WHPC could work together on an initiative.(Clerk)</p>
--	--

People and Policy Working Group

19/208	<p>To receive a report from the People and Policy Working Group</p> <p>Notes of the meeting were previously circulated. Cllr MH reported that the Working Group had considered</p> <ol style="list-style-type: none"> 1. Personnel - no matters arising 2. Communication - the Working Group are seeking to increase and improve the use of Social Media and will review recent changes at the end of July. 3. The list of Policies and Protocols currently in place were reviewed with the following suggestions:
19/209	<p>To review and agree a draft Website and Social Media Policy.</p> <p>Cllr MH explained that the increased use of social media to interact with residents necessitates a policy that sets guidelines for behaviour and practice. Cllr MH reminded Councillors of the need to observe standards when communicating in a personal or Council capacity. The Working Group had drafted a Website and Social Media Policy.</p> <p>It was agreed to adopt the Website and Social Media Policy</p>
19/210	<p>To review and agree</p> <ol style="list-style-type: none"> 1. Proposed new policies and procedures to be developed during 2019/20: Transparency Code, Health and Safety, Complaints Procedure 2. Proposed Policy review schedule

19/211	<p>To receive an update from the Community Resilience Conference and discuss possible next steps including a Village Emergency Plan. Cllr MH reported that the Forum meets twice a year and is attended by members of the Emergency Services, Parish/Town Councils, other interested parties.</p> <p>It is recommended that we should have an emergency plan. West Hill is currently included in the Ottery St Mary plan which is now out of date and is under review. There are guidelines and templates available for the plan, risk assessments etc. Cllr MH volunteered to take the lead on this.</p> <p>It was agreed</p> <ul style="list-style-type: none"> • to develop an Emergency Plan for West Hill • liaise with Ottery St Mary on the review of their plan
---------------	--

Other Matters

19/212	<p>To receive feedback on the Council's stall at the Village Fete and the recent St Michael's Craft and Flower Festival and to consider a future annual event for West Hill (in addition to the Fete).</p> <p>Councillors commented that the stall was busy throughout the afternoon were pleased to note that their fundraising at the Village Fete had raised £111 for the PTFA. There was a lot of interest in the Council's Broadband initiative and over 70 "Interest" forms had been completed. Plus Cllrs made some very useful contacts some of whom volunteered to join a working group.</p> <p>Cllr MH reported that St Michael's Craft and Flower Festival was also a great success. Cllrs discussed the possibility of developing this idea into a Village Show for 2020 – perhaps with a focus on trees. Everyone agreed that it would require a lot of work to make this happen. Other possible ideas were explored</p> <ul style="list-style-type: none"> • Royal British Legion holds an event • A Green/ECO Forum in the Autumn 2019 • Music Festival • Open Gardens/Guided Tree Walk using the Tree Survey leaflet • Art Fest • Could the Parish Council help St Michaels to organise their event next year? <p>It was agreed that Councillors should consider possible ideas and bring them to the next meeting. (ALL)</p>
19/213	<p>To receive an update on the Rural Futures Conference and discuss next steps. Cllr QT reported that the recent Forum ran a series of short presentations including community buildings and Green initiatives. Whilst some of the topics were too specific it was useful to network with Parish Councillors. Devon Communities Together have a lot of useful information on their website including templates, grant information and guidance.</p>
19/214	<p>To receive an update on the Traffic Study meeting with the Traffic Consultants and the next stage of work.</p> <p>Cllr MH reported that the Traffic Consultants have provided a quote for the West Hill Road/Village Hall Access project: Prepare Transport Statement, Update design proposal, Road Safety Audit, DCC consultation £2,500+VAT.</p> <p>There was some concern that this money could be spent and ultimately the project could be refused. Cllr MH noted that the consultants had advised that DCC required this work to be done before they would consider the proposal. Cllrs noted that this was the highest priority</p>

	<p>project in the recent consultation. Cllr AC commented that for the Northern/Southern Gateway project must also be taken further if the overall scheme was to achieve its goals.</p> <p>It was agreed to</p> <ul style="list-style-type: none"> • authorise the next stage of work on the West Hill Road/Village Hall Access Project , £2,500+VAT • ask for a quote and agreed to authorise a budget of up to £2000 for the Northern and Southern Gateway projects.
19/215	<p>To receive an update on the proposed changes to the Devon and Somerset Fire Service and the 12week consultation period which begins on 1-July. Cllr MH reported that the proposals had just been published and local Fire Stations appeared to be unaffected. Cllrs agreed to keep a watching brief on the proposals.</p>
19/216	<p>To receive an update on West Hill Air Ambulance Landing Site following the installation of the lighting column</p> <ol style="list-style-type: none"> 1. Request for additional fencing and hedging 2. Memorandum of Understanding 3. Installation invoice 4. Devon Air Ambulance Trust Grant 5. Annual electrical and maintenance check <p>Cllr QT reported that the installation was now complete. The overall cost of the project was £6,436.03. With the Probus Fundraising of £3,055 and the Devon Air Ambulance Trust Grant £3,086.48 the cost to WHPC was £294.55 plus ongoing maintenance costs.</p> <p>Cllrs approved the additional fencing/hedging barrier around the lighting column.</p> <p>The installation contractor offers an annual service and maintenance contract for the lighting column, with extended guarantees, for £89.95+VAT</p> <p>It was agreed to approve the service contract for the Lighting Column.</p> <p>Cllr MH reported that a draft MOU and the grant paperwork had now been received and would soon be finalised.</p>
19/217	<p>Updates on actions and matters arising from the last meeting (action tracker)</p> <ol style="list-style-type: none"> 1. Broadband (QT): Cllr QT reported that 81 residents had, so far, registered their interest in the project. He was looking to add more residents and businesses to the list before contacting Openreach. In the meantime he will have discussions with alternative providers. <p>It was agreed to publicise the project and form on social media and school newsletter if possible.</p> <ol style="list-style-type: none"> 2. Renewal of software licence (Clerk) <p>It was agreed to renew the Council's McAfee software licence (2yr)</p>
19/218	<p>Finance and invoice tracker</p> <p>Invoices received – for approval:</p> <ol style="list-style-type: none"> 1. Clerk Anne Oliver claim for expenses 2. Clerk Anne Oliver – reimbursement for landing site hedging 3. L Godfrey – Post and rail fence at WH landing site <ol style="list-style-type: none"> a. DAAT have agreed to fund the labour element of invoice 4. MAT Electrics – DAAT landing site lighting column and installation.

	<p style="margin-left: 40px;">a. DAAT have agreed to fund the labour element of invoice</p> <p>5. DALC membership</p> <p>6. S. Radcliffe Playpark Gardening</p> <p>7. Clerk Anne Oliver – Amazon gift card for Fete</p> <p>Paid invoices – for information:</p> <p style="margin-left: 40px;">a. West Hill Village Hall – room bookings (May)</p> <p style="margin-left: 40px;">b. Wall Art - Treasure Map for Village Fete</p> <p style="margin-left: 40px;">c. Abalone Graphics – name badge Margaret Piper</p> <p style="margin-left: 40px;">d. EDDC – Dog bin/litter emptying – annual service charge</p> <p>To receive the bank reconciliation for May & June – for information</p> <p>All noted and approved</p>
<p>19/219</p>	<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. <i>Councillors are respectfully reminded that this is not an opportunity for debate or decision making.</i></p> <ol style="list-style-type: none"> 1. Anti-social behaviour: The council had received a response from PCSO Simms and LiveWest. No further incidents had been received by the Council. 2. Ottery St Mary - a problem with a roof leak had been escalated to Cll JB and work was now underway 3. Litter bins/Dog waste bins – reports of overflowing rubbish had been received. <p style="margin-left: 40px;">Cllr ABC agreed to monitor the bin on Lower Broad Oak Road to determine when collections were taking place Confirm which litter bins are included in the Council contract. (Clerk)</p> <ol style="list-style-type: none"> 4. Cllr MH reported on the recent open day at WESC. They are keen to work with the village and school. Councillors agreed to arrange a meeting with WESC to discuss how WHPC could work with WESC (MH,JB) 5. Cllr ABC raised a concern from residents that planes are regularly overflying the village contrary to guidelines. Cllr MH is attending the Exeter Airport Consultative Committee next week.
<p>19/220</p>	<p>Next meeting</p> <p>To confirm the date of the next meeting which is scheduled for Tuesday 6th Aug 2019</p>