

**WEST HILL PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING
HELD ON 1st OCTOBER 2019 AT 7.30PM
AT WEST HILL VILLAGE HALL**

Present:	Chairman Cllr Margaret Hall (MH), Cllr Margaret Piper (MP), Cllr Alison Carr (AC), Cllr Quentin Tailford (QT), Cllr Amanda Townsend (AT), Cllr Alan Cook (ABC) and 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

Item (a)	Discussion and decisions (b)
19/290	Welcome and Chairman's announcements The meeting began at 7.39pm. Chair (MH) welcomed everyone and reminded everyone that the meeting was being recorded.
19/291	Apologies. To receive apologies and approve reasons for absence. <ul style="list-style-type: none"> • Apologies were received from DCC Cllr Claire Wright
19/292	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. <ul style="list-style-type: none"> • No members of the public attended the meeting.
19/293	To receive Monthly Crime stats for information <ul style="list-style-type: none"> • The August data was considered and noted.
19/294	District and County Councillors reports for information (items raised for decision will appear on the agenda for next month's meeting) <p>District Cllr Jess Bailey reported</p> <ul style="list-style-type: none"> • McColls - Negotiations regarding the S106 contribution are underway and EDDC continue to wait for a response from the developer • EDDC Cabinet meeting on 2nd October will discuss proposed increases to some car parking charges. Many charges have not increased since 2010. <p>Devon County Councillor Claire Wright submitted two reports (previously circulated)</p> <ul style="list-style-type: none"> • Unfortunately, fibre to home broadband in Devon has hit a major obstacle. Contracts given to Gigaclear, supposed to have been completed in December 2019 will not be put out to tender again until 2020. Even if the funding is restored, officers agreed that the 2023 target is likely to prove unrealistic for a new contractor. Claire will be asking questions when this is debated on Thursday at the DCC full council meeting • Claire recently met a West Hill resident to discuss traffic speeds on the B3180 and safe walking routes in the village. (This item was discussed under item 19/305)

19/295	<p>Declarations of Interest</p> <p>a. Register of Interests: Councillors are reminded of the need to update their register of interests.</p> <p>b. To declare any personal interests in items on the agenda and their nature.</p> <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).</p> <ul style="list-style-type: none"> • Cllr MH declared a personal interest in item 19/297 as she is a neighbour of the applicant and proposed to leave the room when the matter was discussed. • Cllr ABC declared a personal interest in item 19/299 (a) as he knew the contractor from previous projects.
19/296	<p>In consideration of the Public Bodies (Admission to Meetings) Act 1960 (publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted): to agree any items to be dealt with after the public and press have been excluded</p> <ul style="list-style-type: none"> • It was agreed to consider item 19/302 in private.
* Item omitted from agenda	<p>Minutes</p> <p>a. To approve the minutes of the Parish Council meeting on 3rd September 2019, previously circulated</p> <p>b. To approve the minutes of the Parish Council meeting on 17th September 2019, previously circulated</p> <ul style="list-style-type: none"> • Both were noted, approved and signed.
19/297	<p>Planning applications received</p> <p>18/1222/MFUL Land south of Lily Cottage, Exeter Road, Whimple Applicant MRH (GB) Ltd Application for the development of a new roadside service area to include a petrol filling station comprising sales building, canopy over, car and caravan parking, fuel pumps, HGV fuel pumps, 2 no. underground storage tanks and ancillary arrangements, new A3/A5 use building and drive-thru, HGV and coach parking, new access arrangements and landscaping and Drainage</p> <p>Councillors discussed the application and the amendments from the previous application (April 2019). The Parish Council, again, voted unanimously to not support the application, for the following reasons.</p> <ul style="list-style-type: none"> • No evidence has been provided to demonstrate the need for the development. • Light pollution - The development is sited near the top of the hill and will be visible across a wide area. It is also located in close proximity to the airport. • Provision of a fast food outlet contrary to healthy eating guidelines. • Design of the scheme is not sympathetic to the local rural environment • There could be an increase in rubbish and litter • Insufficient landscaping to screen the development <p>19/2055/FUL Woodlee West Hill Road Applicant Mr & Mrs Davey Application for the Installation of replacement gates and entrance walls</p> <p>Councillors again noted that this was a retrospective application and much of the work had already been completed before seeking permission. Several Councillors were concerned that the proposal for a wall and gates was “urban” and out of line with the character of the village and Neighbourhood Plan. However, Councillors acknowledged that the previous application for the walls and gates 19/1622/FUL had been approved in Aug 2019.</p> <p>Councillors suggested that a planting scheme for the road-facing side of the of the wall could be a mitigating action.</p>

19/298	<p>Planning decisions received for information (*denotes WHPC differed)</p> <p>19/1620/FUL West Catalpa Bendarroch Road Approved with conditions 19/0929/FUL The Birches Lower Broad Oak Road Approved 19/1699/TRE Bendarroch House Bendarroch Road Split decision 19/1560/TRE Greytops West Hill Road Approved</p> <p>All noted.</p>
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Open Spaces Working Group (OSWG)

19/299	<p>Updates on actions and matters arising from the last meeting</p> <p>Actions from last meeting</p> <ol style="list-style-type: none"> 1. Re-tender Playpark maintenance contract (Sep/Oct) for Dec decision <ul style="list-style-type: none"> • see item below 2. Lengthsman - cancel the Himalayan Balsam clearance this year. <ul style="list-style-type: none"> • Done 3. Lengthsman - set up meeting to discuss progress to date & the remaining schedule for 2019. <ul style="list-style-type: none"> • Done 4. Consider creating a separate project for the clearance of Himalayan Balsam in 2020 <ul style="list-style-type: none"> • see item below 5. Fly-tipping Grass Cuttings - write to householders in the surrounding area reminding them of their responsibilities - fly-tipping grass cuttings is not permitted and other means of disposing of the green waste are available. <ul style="list-style-type: none"> • Done 6. Request EDDC to make the necessary rope repairs/replacement on the Playboat as a matter of urgency. <ul style="list-style-type: none"> • Done - item see below 7. Bus Shelter – continue to chase outstanding quotes, review and circulate. <ul style="list-style-type: none"> • Done - see item below <p>To receive a report from the Open Spaces Working Group meeting (September)</p> <ol style="list-style-type: none"> a. Bus Shelter maintenance and repairs scheduled for week beginning 23rd September <ul style="list-style-type: none"> • Cllr ABC reported that work began on Monday 23rd September and was completed on Friday 27th • The interior has been cleaned and decorated (2 coats of paint) • A canopy has been installed and guttering replaced at the front of the shelter. • Some pointing has been done on the roof however it was noted that major repairs would be needed within 3-4years. • Cllr JB reported that she had received positive comments from residents <p>It was agreed</p> <ul style="list-style-type: none"> • To publicise the project on the website, noticeboard and Facebook. Plus to put a notice in the bus shelter confirming West Hill Parish Council commissioned the work. • To approve the contractor invoice. <ol style="list-style-type: none"> b. Lengthsman schedule for September and winter period. <ul style="list-style-type: none"> • Cllr MH reported on a meeting with the Lengthsman. In September/October the Lengthsman will focus on verges and junctions and during the winter period the focus will be on gullies and ditches.
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	<p>It was agreed</p> <ul style="list-style-type: none"> • To contact Highways for a map of gullies and to confirm which areas are the responsibility of Devon Highways. <p>c. Playpark – progress on urgent rope repairs/replacement required on the Playboat</p> <ul style="list-style-type: none"> • The Clerk reported that the frayed ropes on the Playboat have been removed. One of the ropes has been replaced. However the metal fixing bolt for the second rope needs to be replaced. The contractor will return to complete this work in the coming weeks. <p>d. Broadoak</p> <ul style="list-style-type: none"> • Cllr MH reported that despite chasing for a progress report the Tilhill representative has not yet contacted the Council following the meeting held earlier this year. <p>It was agreed</p> <ul style="list-style-type: none"> • The Open Spaces Working Group will discuss options for sponsorship of picnic benches to be installed in Broadoak Plantation.
<p>19/300</p>	<p>To consider submitting applications to the Highways Maintenance Community Enhancement Fund for</p> <ol style="list-style-type: none"> a. A 2020 project to remove the Himalayan Balsam along West Hill Road b. A second year of funding for the Lengthsman to continue the maintenance and improvement of verges and gullies in the village with an emphasis on improving visibility at key road junctions. <p>Cllr MH reported that the Neighbourhood Highways Officer has given an in principle agreement for the eligibility of the proposals.</p> <p>It was agreed</p> <ul style="list-style-type: none"> • To submit applications to the HMCEF fund • To write to Landowners previously contacted regarding Himalayan Balsam with an update on the 2019 work and plans for 2020.
<p>19/301</p>	<p>To consider the process to put the Playpark maintenance contract out for re-tender (previously agreed at 6th August meeting)</p> <ul style="list-style-type: none"> • contract tender process • advertising <p>It was agreed</p> <ul style="list-style-type: none"> • To check the maintenance obligations detailed in the Playpark lease • OSWG to manage the advertising and selection process with the preferred contractor to be agreed at the December WHPC meeting.
<p>19/302</p>	<p>Confidential Matter: to consider the possibility of a new Open Space area in West Hill. As agreed by item 19/296 this matter was discussed in a private session. Potential sites for public open space were discussed.</p> <p>It was agreed</p> <ul style="list-style-type: none"> • to contact landowners.

Finance Working Group

19/303	<p>Updates on actions and matters arising from the last meeting</p> <p>Actions from last meeting</p> <ol style="list-style-type: none"> 1. Determine whether the CIL monies could be used to fund PJA Consultancy for the Traffic Study. <ul style="list-style-type: none"> • Done – confirmation received from EDDC that the Parish Council could use the CIL payments in this manner. <p>To receive a report from the Finance Working Group meeting in September (previously circulated)</p> <ol style="list-style-type: none"> a. Timetable for the 2020 Budget and Precept process <ul style="list-style-type: none"> • Cllr AC reported that a draft budget will be presented at the November FULL council meeting and the final budget to be agreed at the December meeting. • Cllrs to identify items for 2020 budget before 21st October. b. External Audit completed – no issues raised. Notice of closure of Audit available on the website. <ul style="list-style-type: none"> • Noted
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People and Policy Working Group

19/304	<p>Updates on actions and matters arising from the last meeting</p> <p>The People and Policy Group did not meet in September – no matters to report</p>
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Other Matters

19/305	<p>To receive an update on the Traffic Study and to agree next steps</p> <ol style="list-style-type: none"> 1. Village Hall new pedestrian access proposal – to receive an update on site visit meeting held with Devon County Council Highways, East Devon District Council Planning, PJA Traffic Consultants, Ian Heard (Village Hall) and WH Primary School. 2. Subject to the outcome of the site visit consider and agree next steps. <p>Cllr MH reported that the site visit has considered the possible access points from West Hill Road. The visit helped to clarify the options and Highways opinion.</p> <ul style="list-style-type: none"> • It was clear that the view of Highways had changed since the planning application in 2002 partly in view of the speed humps and 20mph speed limit now in place. • It is very unlikely that Highways would support the proposal to create a safe walking route on this stretch of West Hill Road around the beech tree. Councillors agreed that it would be difficult and expensive to pursue this proposal. <p>It was resolved that:</p> <ul style="list-style-type: none"> • WHPC should offer to work with Village Hall Trust to prepare a planning application for a new access to join the existing pathway at the corner of the car park. • WHPC will meet the costs of the work needed for the planning application - road safety audit, topographical survey, ecology study for the hedgerow that would need to be removed, and detailed engineering drawings to incorporate Highways requirements. • WHPC will meet the cost of implementing the scheme and construction of the path inside the Village Hall grounds as far as the corner of the car park. • Together with the Village Hall Trustees arrange a public consultation before submitting a planning application to EDDC.
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	<ul style="list-style-type: none"> • If the new path is a Permissive path seek a Memorandum of Understanding with the Village Hall regarding operation of the path. • Not to proceed with the West Hill Road safe walking route scheme. <p>Cllrs discussed other Traffic Study proposals in view of the Highways response to the West Hill Road schemes. Cllr JB suggested that the Council had to be realistic in terms of what was achievable in terms of engineering solutions and timescales. Cllrs were keen to pursue other traffic calming options</p> <p>It was agreed that</p> <ul style="list-style-type: none"> • the Council would seek further guidance on village gateways and speed cameras <p>Cllr MH reported that the Council had been contacted by DCC Cllr Claire Wright following her meeting with a resident. They had discussed his concerns regarding traffic speeds on the B3180, possible actions and also pedestrian safety on West Hill Road. Claire has raised these matters with Highways.</p> <p>Cllrs unanimously supported these concerns</p> <p>It was resolved</p> <ul style="list-style-type: none"> • to write to the resident offering WHPC support
<p>19/306</p>	<p>To receive an update on the West Hill Map project</p> <p>Cllr MH reported that the printers' proof had been produced. Next steps are to seek sign off from the advertisers.</p> <p>It was agreed</p> <ul style="list-style-type: none"> • Councillors will deliver the map together with a WHPC newsletter in November or December.
<p>19/307</p>	<p>To agree preparations for Remembrance Day</p> <ul style="list-style-type: none"> • provision of WHPC wreath and maroons for the Royal British Legion • risk assessment • WHPC representative on Remembrance Day <p>The Clerk reported that the maroons and wreath had been ordered. The 2018 risk assessment will be reviewed and updated as necessary.</p> <p>It was agreed</p> <ul style="list-style-type: none"> • Cllr MH will represent WHPC at the event.
<p>19/308</p>	<p>Updates on actions and matters arising from the last meeting</p> <p>Actions</p> <ol style="list-style-type: none"> 1. Request a list of EDDC assets in West Hill. (Clerk/JB) <ul style="list-style-type: none"> • Done – aside from Council Houses there is one EDDC asset in West Hill, a storm drain. 2. Broadband – consultation with Jurassic Fibre re pricing and West Hill (& Aylesbeare) consultation (QT) <ul style="list-style-type: none"> • Progress update – Cllr QT reported that he and Cllr JB will have a further discussions with Jurassic Fibre and hope to update residents shortly after the meeting. 3. Feedback - Invite Consultant Anne Reeder to observe a future Council meeting and to seek her feedback and advice <ul style="list-style-type: none"> • Done – Anne Reeder will attend the December meeting

	<p>4. Teenagers & Royal British Legion - contact parents and teenagers to assess their interest and then liaise with the RBL as appropriate. (AT/JB)</p> <ul style="list-style-type: none"> • Progress update – outstanding item <p>5. Village Event – Cancel Village Hall booking for November</p> <ul style="list-style-type: none"> • Done <p>6. Roadside Adverts - It was agreed that the Clerk would check their status with EDDC.(Clerk)</p> <ul style="list-style-type: none"> • Information requested – awaiting response <p>7. Circulate EDDC “Working Together for the Future of East Devon” invitation to other West Hill groups.</p> <ul style="list-style-type: none"> • Done <p>Other matters</p> <p>a. OSM Hospital Working Group</p> <ul style="list-style-type: none"> • Cllr MP will represent West Hill Parish Council. <p>b. Planning Enforcement West Hill Road</p> <ul style="list-style-type: none"> • EDDC Planning Enforcement team will carry out a site visit. <p>c. Exeter Airport Consultative Committee - update from recent meeting</p> <ul style="list-style-type: none"> • Cllr MH reported that the airspace around Exeter is under review and is likely to be more closely defined. • Passenger numbers are expected to exceed 1million in 2019. <p>d. Greener Ottery initiative.</p> <ul style="list-style-type: none"> • Cllr AC had attended the Greener Ottery meeting where groups gave a progress update. Having declared a Climate Emergency Ottery St Mary Town Council are focussing on their buildings etc and the Greener Ottery Group are pursuing community led projects. <p>e. West Hill “Contact the Elderly” initiative</p> <ul style="list-style-type: none"> • Cllr JB reported that she had been contacted by a resident to discuss the possibility of a Grant Application as she wished to work with “Contact the Elderly” to establish a network in West Hill. <p>It was resolved</p> <ul style="list-style-type: none"> • in principle to be supportive and to consider a grant application <p>f. Communication with residents - WHPC monthly “surgery”</p> <ul style="list-style-type: none"> • Cllrs discussed the proposal to hold a monthly “surgery” as an alternative method of communicating with the Council. Some Councillors had previous experience of this and reported that it hadn’t been successful as it was rarely used by residents. <p>It was resolved</p> <ul style="list-style-type: none"> • To hold a monthly WHPC “surgery” for a three month period (date to be agreed)
<p>19/309</p>	<p>Finance and invoice tracker</p> <p>Invoices received – for approval:</p> <ol style="list-style-type: none"> 1. Clerk claim for expenses 2. PFK Littlejohn - external audit 2018/2019 fee 3. DALC – training course fee – Cllr AT <p>Paid invoices – for information:</p> <ol style="list-style-type: none"> a. West Hill Village Hall – room bookings (Aug) b. Paul Hayward - 2018/2019 internal audit fee c. Playpark Gardening (July & August) <p>All noted and approved</p>

	<p>To receive the bank reconciliation for August – noted and approved.</p> <p>The bank reconciliation for September will be presented to the November meeting</p>
19/310	<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> <ul style="list-style-type: none"> • Cllr JB reported a suggestion that WHPC should enquire whether West Hill should be considered in the Glover Review of the Devon/Dorset AONB boundaries. <p>It was agreed</p> <ul style="list-style-type: none"> • WHPC should write to the Manager of the East Devon AONB. • Cllr AC reported a dangerous gully on Higher Broad Oak Road <ul style="list-style-type: none"> - To be reported to Highways
19/311	<p>Next meeting To confirm the date of the next meeting which is scheduled for Tuesday 15th October 2019 (if required) or Tuesday 5th November.</p>

The meeting ended 10.05pm

Signed: *Anne Oliver*, Clerk to the Council, 3rd Oct 2019