

**WEST HILL PARISH COUNCIL  
MINUTES OF THE PARISH COUNCIL MEETING  
HELD ON 7<sup>th</sup> January 2020 AT 7.30PM  
AT WEST HILL VILLAGE HALL**

Present:	Chairman Cllr Margaret Hall (MH), Cllr Alison Carr (AC), Cllr Amanda Townsend (AT), Cllr Alan Cook (ABC), Cllr Quentin Tailford (QT) and  District Cllr/WHPC Cllr Jessica Bailey (JB) & DCC Cllr Claire Wright
In attendance:	Anne Oliver Parish Clerk, 5 members of the public attended the meeting
Apologies received from:	Margaret Piper (MP)

Item (a)	Discussion and decisions (b)
<b>20/001</b>	<p><b>Welcome and Chairman’s announcements</b></p> <ul style="list-style-type: none"> <li>The meeting started at 7.30pm. Chair (MH) welcomed everyone and reminded everyone that the meeting was being recorded.</li> </ul>
<b>20/002</b>	<p><b>Apologies.</b> To receive apologies and approve reasons for absence.</p> <ul style="list-style-type: none"> <li>Apologies were accepted from Cllr MP</li> </ul>
<b>20/003</b>	<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><b>1. Broadband</b></p> <p>Daniel Langworthy-Smith of <b>Jurassic Fibre</b> briefed the meeting on Phase 1 progress and plans for bringing Ultrafast broadband to West Hill. Phase 1 is well underway and cabling has almost reached Exmouth. Planning for stage 2, including West Hill, will start soon. Working with WHPC Jurassic Fibre plan to hold a public meeting in West Hill (probably during March) which will present details of the products available, prices, the proposed route for cables, voucher scheme funding etc. Jurassic Fibre are keen to minimise impact on the village and will, wherever possible, use existing ducts. They plan to liaise with residents to determine the optimum cabling route. Daniel encouraged residents to register their interest (not a firm commitment) in the scheme as the location of interested parties may affect the new broadband coverage across the village. Cllr QT encouraged residents to register as Cllrs are keen that all areas of the village are included within the scheme. Approximately 150 people are currently registered and Jurassic Fibre hope this reaches 200.</p> <p>Residents can email Cllr QT on <a href="mailto:Quentin.Tailford@westhillparishcouncil.gov.uk">Quentin.Tailford@westhillparishcouncil.gov.uk</a> or contact the Clerk on 01404 232 100.</p> <p><b>2. Accident on West Hill Road</b></p> <p>A resident requested the following message to be read out:</p> <p>“On 16 December 2019 at approximately 6.40 pm in the vicinity of the War Memorial on West Hill Road, a 92year old lady was struck and seriously injured by a single vehicle (car) travelling along the road. The lady subsequently died in RD&amp;E hospital. Police were appealing for witnesses. It</p>

	<p>would appear that the collision took place in the 20mph zone at a position where the street lighting is deficient. The driver of the car was uninjured. Can the Parish Council request a copy of the accident report from the Police/Highway Authority as it would appear that a contributory factor may be a defect in the highway. Can the Parish Council express their condolences to members of the lady's family?"</p> <p>Councillors expressed their condolences but unfortunately do not know the identity of the lady involved in the accident. WHPC have contacted The Police and DCC Highways but no information is currently available whilst investigations are underway. It may be some time before the Police report is available.</p>
<p><b>20/008</b></p>	<p><b>Chair MH suspended Standing Orders to bring forward item 20/008</b></p> <p><b>Ottery Help Scheme</b></p> <p>Emily Lezzeri (Chief Officer) gave an overview of the Ottery Help Scheme. The Charity has been operational since 1992 and covers the area served by the Coleridge Medical Centre. 93 West Hill residents are registered with the Scheme.</p> <p>118 volunteers are kept busy offering a range of services:</p> <ul style="list-style-type: none"> <li>• Transport - on average there are 150 bookings per week for transport to/from medical appointments. Volunteers can accompany people into the waiting room etc.</li> <li>• Minibus Hire – a wheelchair adapted minibus is available for appointments and wellbeing trips.</li> <li>• Memory Café – meets monthly offers a social event for c25 people and carers.</li> <li>• Wheelchair hire - useful for visiting relatives etc</li> <li>• Be-friending/Home visits</li> <li>• Bereavement Support</li> <li>• Nail cutting - at Ottery Hospital by NHS trained staff (currently over-subscribed)</li> </ul> <p>Emily then gave an update on two projects previously awarded WHPC Grants</p> <ul style="list-style-type: none"> <li>• Teenage Mental Health Project</li> <li>• Dementia Alliance Project</li> </ul> <p>For more information on services or volunteering contact Ottery Help Scheme on 01404 813041 or</p> <ul style="list-style-type: none"> <li>• Ottery Help Scheme, The Station, Mill Street, Ottery St Mary, Ex11 1AH</li> <li>• Email: <a href="mailto:info@otteryhelpscheme.org.uk">info@otteryhelpscheme.org.uk</a></li> <li>• Website <a href="http://www.otteryhelpscheme.org.uk">www.otteryhelpscheme.org.uk</a></li> </ul>
<p><b>20/004</b></p>	<p><b>To receive the monthly crime stats</b> for information</p> <ul style="list-style-type: none"> <li>• Report for November – 2 incidents. <b>Noted</b></li> </ul>
<p><b>20/005</b></p>	<p><b>Minutes</b></p> <ol style="list-style-type: none"> <li>1. To approve the minutes of the Parish Council meeting on 3<sup>rd</sup> December 2019, previously circulated. <ul style="list-style-type: none"> <li>• <b>Approved and signed</b></li> </ul> </li> </ol>
<p><b>20/006</b></p>	<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>Devon County Councillor Claire Wright reported</p> <ul style="list-style-type: none"> <li>• Cllr Wright has received many emails about traffic speeds and safety on the the B3180. In light of this she will request a Highways Review.</li> </ul> <p>District Cllr Jess Bailey reported</p> <ul style="list-style-type: none"> <li>• Community Group Seaton Area Health Matters have put forward plans to acquire Seaton Hospital currently run by NHS Property Services. East Devon District Council's cabinet will consider proposals to enable the purchase of the site. If approved EDDC would buy the hospital from NHS Property Services and then immediately sell it to Seaton Area Health Matters with the loan to be repaid the council over a 40 year period. Cllr JB has raised concerns regarding the implications for OSM hospital.</li> </ul>

	<ul style="list-style-type: none"> <li>The sale of the former EDDC offices at The Knowle, Sidmouth hasn't completed on schedule.</li> <li>OSM Mayor Roger Giles been made an Honorary Alderman of East Devon</li> </ul>
<b>20/007</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. 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 DPs must leave the room for the relevant items).</p> <ul style="list-style-type: none"> <li><b>Cllr JB</b> declared a personal interest as a District Councillor</li> </ul>
<b>20/008</b>	<b>To receive a report from Ottery Help Scheme – considered earlier on the agenda</b>
<b>20/009</b>	<p><b>To consider a grant application from Re-engage</b></p> <ul style="list-style-type: none"> <li>Cllr MH reported that Re-engage have deferred their grant application until later in 2020.</li> </ul>
<b>20/010</b>	<p><b>Planning applications received</b></p> <p><b>19/2677/FUL</b> The Reddings, Higher Broad Oak Road Applicant: Mr&amp; Mrs Gingell Demolition of an existing side extension and garage and construction of replacement two storey side extension and carport; replacement of flat roof of existing front dormer window with pitch roof, replacement of cladding</p> <ul style="list-style-type: none"> <li>Councillors noted that the application had been validated despite the plans omitting a neighbouring building. Councillors supported the application subject to a TPP/AMS being provided.</li> </ul> <p><b>19/2701/FUL</b> Little Copse, Lower Broad Oak Road Applicant: Mr Rea Construction of single storey side extension and rear/side decking. Provision of cladding to front.</p> <ul style="list-style-type: none"> <li>Councillors supported the application subject to an AMS being provided</li> </ul> <p><b>19/2697/VAR</b> Rylands, Hawkins Lane Applicant Mr Shepherd Variation of condition 2, 3 and 4 of planning permission 19/0211/FUL to allow alterations to the window on west elevation, roof windows to west and east to be non-obscured and openable, and screen on east side of terrace changed to blockwork.</p> <ul style="list-style-type: none"> <li>Neighbouring householders attended the meeting to raise concerns that the proposed amendments (non-obscured and openable velux and study windows) would result in overlooking and loss of privacy. The applicant also attended the meeting to support the application. He explained that, following the initial application, he had significantly modified the layout of the first floor to address neighbours concerns. He explained that Building Control have requested the study window should be openable in case of fire. However, he believed that the window is unlikely to be opened due to the building's mechanical ventilation system.</li> <li>Councillors had previously raised concerns about overlooking, particularly from the 1<sup>st</sup> floor study window, when considering the initial application. They discussed the proposed changes to condition 3 and considered the comments raised in the meeting. They noted that future owners may have a different view on opening the study window.</li> <li>Councillors support the amendments to conditions 2 &amp; 4 but do not support the proposed velux/study changes to condition 3. They suggested that further discussion between the applicant and neighbours might enable a satisfactory solution to be agreed.</li> </ul>
<b>20/011</b>	<p><b>Planning decisions received</b> for information (*denotes WHPC differed)</p> <p><b>19/2460/TRE</b> 23 Moorlands Approved</p> <p><b>19/2302/FUL</b> 15 Moorlands Approve</p>

	<p><b>19/1654/CPE</b> Fair Acre, Lower Broad Oak Road Decided (Approved)</p> <ul style="list-style-type: none"> <li>• <b>noted</b></li> </ul>
<b>20/012</b>	<p><b>TPO notifications – for information</b></p> <p><b>19/0066/TPO Land at Broad Hayes, Toadpit Lane</b></p> <p><b>19/0049/TPO Land to the west of Catalpa, Bendarroch Road</b></p> <p><b>19/2708/PRETDD Mulberry House, School Lane</b></p> <p><b>19/2709/PRETDD 1 Hayes End</b></p> <ul style="list-style-type: none"> <li>• <b>noted</b></li> </ul>
<b>20/013</b>	<p><b>Planning: Updates and matters arising since the last meeting</b></p> <ol style="list-style-type: none"> <li>1. AONB review – to consider a request from Ottery St Mary Town Council <ul style="list-style-type: none"> <li>• Cllr MH reported that OSM Town Council had previously asked WHPC to attend their Council meeting in February to present an overview of the proposed project to seek to include West Hill and parts of the Otter Valley in the AONB. This has been deferred to the April meeting.</li> </ul> </li> <li>2. Neighbourhood Plan Survey – request from The University of Reading to complete a Government commissioned research survey. <ul style="list-style-type: none"> <li>• Cllr MH and former Cllr Jo Talbot have prepared a response based on work done to prepare the Neighbourhood Plan,</li> </ul> <p><b>Action:</b> Cllr MH to contact OSMTC to establish whether they want to contribute a response.</p> </li> <li>3. Ottery Regeneration Working Group - to consider a request from OSMTC to support the projects. (Briefing note previously circulated) <ul style="list-style-type: none"> <li>• OSMTC have proposed a series of projects arising from the Neighbourhood Plan. Cllrs discussed the projects and the potential for WHPC/OSMTC joint working. Cllrs identified areas of mutual interest to be discussed with OSMTC.</li> </ul> <p><b>Action:</b> Cllr MH to meet OSMTC to discuss projects of interest and others where there may a separate focus/priority.</p> </li> <li>4. Comments invited - Otterton Neighbourhood Plan <b>Action :</b> Clerk to reply with a nil response.</li> <li>5. Comments invited - Amendments to Membury Neighbourhood Plan <b>Action :</b> Clerk to reply with a nil response.</li> </ol>

**Open Spaces Working Group**

<b>20/014</b>	<p><b>Updates on actions and matters arising from the last meeting</b></p> <p><b>Clerk's report on</b></p> <ol style="list-style-type: none"> <li>1. Grounds Maintenance 2020-2021 contract <ul style="list-style-type: none"> <li>• The contract has been agreed by WHPC and Idverde. Grass cutting will begin in March.</li> </ul> </li> <li>2. Lengthsman 2019 – outstanding invoice &amp; HMCEF grant monies <ul style="list-style-type: none"> <li>• The contractor has been given a deadline for any outstanding invoices.</li> <li>• The Clerk will then contact DCC to resolve Grant Funding issues.</li> </ul> </li> <li>3. Broadoak Plantation broken gate &amp; fallen tree <ul style="list-style-type: none"> <li>• The broken gate and fallen birch tree were reported to Tilhill, the Contractor for Broadoak.</li> <li>• The tree has been cleared and it's believed that work has started on the gate.</li> </ul> </li> </ol>
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	<p>4. Landmark Tree</p> <ul style="list-style-type: none"> <li>• WHPC has applied for a Landmark Tree to replace the diseased Coronation Tree at Courtfield Close.</li> </ul> <p>5. Playpark – Control of dogs</p> <ul style="list-style-type: none"> <li>• The Playpark has been registered on EDDC Public Space – control of dogs schedule.</li> </ul> <p>6. Special Trees of West Hill survey and report</p> <ul style="list-style-type: none"> <li>• Cllr ABC circulated the printed reports. The report is now available from the Clerk.</li> </ul> <p>7. <b>Other items</b></p> <ul style="list-style-type: none"> <li>• <b>Footpaths</b> - The village Footpath Warden reported that Dave Underwood had volunteered to clear a fallen tree on Footpath Path 6.</li> </ul> <p><b>Action:</b> On behalf of residents Cllrs wanted to publicly thank Dave Underwood for his public spirited actions. Clerk to write to D Underwood.</p>
<p><b>20/015</b></p>	<p><b>To approve the advert and specification for the Lengthsman 2020-21 contract. To agree submitting a grant application</b> for Lengthsman funding to the DCC Highways Maintenance Community Enhancement Fund</p> <ul style="list-style-type: none"> <li>• Cllrs agreed the advert and specification</li> </ul> <p><b>Action:</b> Clerk to post and distribute the advert (response deadline Friday 24<sup>th</sup> January)</p>
<p><b>20/016</b></p>	<p><b>Chair MH suspended Standing Orders to take comments from a member of the public</b></p> <p><b>To receive an update on installing a picnic bench in Broadoak Plantation</b></p> <p>A member of the public attended the meeting to discuss the picnic bench proposal. Whilst he supported the principle of installing picnic benches and the community making greater use of the outdoor space he was concerned that dog fouling would undermine the Council's aim. As a neighbouring householder he was aware that many dog walkers let their dogs off the lead and do not clear dog fouling.</p> <p>Cllrs noted that many residents do clear up after their dogs, evidenced, by the overflowing dog bins at the entrances. However, they agreed that, sadly, some dog owners don't follow this practice.</p> <p>Cllr JB suggested that signs could be installed at the entrances to remind dog owners. Cllrs agreed but noted that Broadoak is private land and WHPC need to work with the Woodland Trust to achieve this.</p> <p>A letter setting out the WHPC proposal for picnic benches in Broadoak had been delivered to neighbouring properties before Christmas. In addition a notice had been attached to the entrance post. Cllr MH reported that the Council had received several letters with the majority of responses against the proposal. Cllrs felt that residents needed additional time to respond and the proposal needed wider publicity.</p> <p>It was agreed to defer the proposal until a wider public consultation had taken place via the Council's newsletter.</p> <p>As agreed at the previous meeting Cllr AT had written to Tilhill, the contractor for Broadoak. After chasing for a response. Tilhill confirmed that the Woodland Trust will need to agree the wording and design for information boards. Information on the picnic bench location and specification remains outstanding.</p> <p><b>Actions</b></p> <ul style="list-style-type: none"> <li>• Increase frequency of bin collections from 2 to 3 times per week. (Clerk)</li> <li>• Cllr AT to request a meeting with Tilhill to discuss picnic benches, information boards and management of the Glade</li> <li>• Cllr ABC to draft the wording for the proposed information boards.</li> </ul>
<p><b>20/017</b></p>	<p><b>To receive an update on DCC Highways issues raised at the 3<sup>rd</sup> December meeting.</b></p> <p>At the December meeting various issues were raised concerning verges, ditches and the highway. In general the Parish Council has no responsibility in this matter. Cllr MH reported that she and Clerk had since met with DCC Highways to clarify their understanding of DCC &amp; residents responsibilities.</p> <p>Cllrs agreed that it would be helpful to provide a guidance note for residents.</p>

	<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• Include a "Ditches, Verges, Hedges, Highways" guidance note in a future newsletter</li> </ul>
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**Finance Working Group** : no matters to report

**People and Policy Working Group**

<b>20/018</b>	<p><b>To receive an update from the People and Policy Working Group</b> (report previously circulated)</p> <p>a. Proposed website changes : <b>Seek approval</b> to request a quote from Cosmic</p> <ul style="list-style-type: none"> <li>• <b>Cllrs agreed</b> to obtain a quote and pre-approved a budget of £1000</li> </ul> <p>b. WHPC mailing list - GDPR - mailing list authorisation</p> <ul style="list-style-type: none"> <li>• <b>Cllrs agreed</b> to ask residents to renew their subscription to the mailing list (Clerk)</li> </ul> <p>c. WHPC listing on WHOIS has been updated with clerk 's email details</p> <ul style="list-style-type: none"> <li>• <b>Noted</b></li> </ul>
<b>20/019</b>	<p><b>To review the December newsletter</b></p> <ul style="list-style-type: none"> <li>• Feedback from residents</li> <li>• Distribution</li> <li>• Future newsletters?</li> </ul> <p>Cllrs considered that the response to the December newsletter was very positive. Numerous verbal and written responses had been received and the newsletter had encouraged residents to communicate with the Council.</p> <p>Cllrs considered that a newsletter delivered to each household was the best way to reach all residents. However, they felt that it would be helpful to have a greater number of people available to deliver the newsletter.</p> <p>The Clerk confirmed that there was sufficient budget allocation for 2019/2020 and 2020/2021 to cover printing costs.</p> <p><b>It was agreed</b></p> <ul style="list-style-type: none"> <li>• To produce a newsletter 3-4 times per year to be delivered to each household</li> <li>• To seek volunteers to deliver future editions (via the mailing list update etc)</li> </ul>

**Other Matters**

<b>20/020</b>	<p><b>Traffic Study: Updates on actions and matters arising from the last meeting</b></p> <p><b>To receive an update and consider next steps:</b></p> <p>1. Village Hall new pedestrian access proposal</p> <ul style="list-style-type: none"> <li>• Layout and design commissioned from PJA Traffic Consultants.</li> <li>• To discuss Plans for public consultation including leaflets, Village Hall public session.</li> <li>• <b>To approve the budget</b> for reports to support the planning application <ul style="list-style-type: none"> <li>○ Road safety report</li> <li>○ Ecology report</li> <li>○ Tree report</li> </ul> </li> </ul> <p>Cllr MH reported that the joint working group (representatives from WHPC, Village Hall Trustees, WH School) had met with Jon Tricker (Traffic Consultant) in December to discuss the proposed scheme.</p>
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	<p>His design document had just been received. Once the design has been finalised a Road Safety Audit will be commissioned.</p> <p>Quotes (x4) for an Ecology Report and a Tree Report to support the planning application were reviewed.</p> <p><b>Cllrs approved</b></p> <ul style="list-style-type: none"> <li>• Ecology Report (Richard Green Ecology£250+VAT)</li> <li>• Tree Report (East Devon Tree Care £250+VAT)</li> </ul> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• Joint Working Group to meet to review the design and agree any required changes. (Clerk)</li> <li>• Contact Jon Tricker to confirm who will seek Highways feedback on the design.</li> </ul> <p>2. Speed cameras and Vehicle Activated Signs (VAS) (paper previously circulated)</p> <ul style="list-style-type: none"> <li>• To receive feedback from the meeting with West Hill Community Speedwatch</li> <li>• To receive an update on suggested VAS locations and feedback from Highways</li> <li>• To consider personnel requirements to regularly move the sign between locations.</li> <li>• To discuss next steps, budget and options for funding.</li> </ul> <p>Cllr MH reported on progress. A meeting with West Hill Community Speedwatch had identified the current Speedwatch locations and other possible sites for the signs. DCC Highways have evaluated each proposed location and have ruled some out due to user safety requirements, proximity to the start of a speed restrictionetc. However there are 4-5 potential sites. Further work needs to be done to finalise the list and in particular to seek a solution for the West Hill Road/War Memorial area.</p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• Organise a meeting with DCC Highways to review proposed locations for VAS (Clerk)</li> </ul>
<p><b>20/021</b></p>	<p><b>To receive an update on the Broadband project and discuss next steps</b> (incl mailing list, timescales).</p> <p>Cllr QT reported that he will email residents registered with the project when the Council has received further detail from Jurassic Fibre.</p>
<p><b>20/022</b></p>	<p><b>To consider the request for additional Defibrillators and Community First Responders.</b></p> <p>Cllrs agreed to consider this request at the WHPC workshop in January to finalise priorities and plans for 2020.</p>
<p><b>20/023</b></p>	<p><b>Updates on actions and matters arising from the last meeting</b></p> <p><b>Actions</b></p> <ol style="list-style-type: none"> <li>1. Roadside Adverts – get update from Enforcement Clerk <ul style="list-style-type: none"> <li>• EDDC Enforcement have removed one advert and will contact Blue Cedar requiring them to remove the advert at the Bendarroch Road.B3180 junction.</li> </ul> </li> <li>2. Planning Enforcement West Hill Road <ul style="list-style-type: none"> <li>• The householder will be submitting a planning application.</li> </ul> </li> <li>3. Research additional Deposit Account providers <b>Ongoing</b></li> </ol> <p><b>Other matters</b></p> <ol style="list-style-type: none"> <li>a. WHPC workshop on 13th January <ul style="list-style-type: none"> <li>• <b>Noted</b></li> </ul> </li> <li>b. Lynton &amp; Lynmouth Fire Service cuts – have asked WHPC to support their request for a judicial review. <ul style="list-style-type: none"> <li>• Cllrs considered the recent announcement that the proposals will be scaled back. Cllrs agreed not to support the request.</li> </ul> </li> <li>c. Exeter Airport Consultative Committee - update from recent meeting</li> </ol>

	<ul style="list-style-type: none"> <li>• <b>Cllr MH</b> gave feedback from the recent meeting. The Airport are looking to widen the area under Air Traffic Control and to introduce tighter controls on aircraft movements into/out of the airport.</li> </ul> <p><b>d.</b> Correspondence from residents (Clerk)</p> <ul style="list-style-type: none"> <li>• During the election a resident contacted the Council having mistakenly taken election campaign material to be on the WHPC noticeboards at McColls. The Clerk subsequently contacted the Conservative Association asking them to replace the missing title on their noticeboard.</li> <li>• The faulty lights in the School Lane footpath &amp; potholes were reported to Highways on behalf of residents during the month.</li> </ul>
<p><b>19/366</b></p>	<p><b>Finance and invoice tracker</b></p> <p>Invoices received – for approval:</p> <ol style="list-style-type: none"> <li>1. Clerk claim for expenses (Dec)</li> </ol> <p>Paid invoices – for information:</p> <ol style="list-style-type: none"> <li>a. Frontline Consulting – meeting observation and feedback</li> <li>b. West Hill Village Hall – room bookings (Nov)</li> </ol> <p>To receive the bank reconciliation for December, plus Dec YTD v Budget report</p> <p><b>All noted and approved</b></p>
<p><b>19/367</b></p>	<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>Cllr ABC requested that the Council contact landowners regarding overgrown hedges at the North and south end of Lower Broad Oak Road.</p> <p>Action: Cllr ABC to identify the landowners.</p>
<p><b>19/368</b></p>	<p><b>Next meeting:</b></p> <p>To confirm the date of the next meeting which is scheduled for Tuesday 4<sup>th</sup> February 2020 or Tuesday 21<sup>st</sup> January to meet Planning Application deadlines (if required)</p>

Meeting ended : 21.50pm  
Signed: *Anne Oliver*, Clerk to the Council  
8<sup>th</sup> January 2020