

**WEST HILL PARISH COUNCIL  
MINUTES OF THE PARISH COUNCIL MEETING  
HELD ON 17th March 2020 AT 7.30PM  
AT WEST HILL VILLAGE HALL**

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

Item (a)	Discussion and decisions (b)
<b>20/057</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>20/058</b>	<p><b>Apologies.</b> To receive apologies and approve reasons for absence.</p> <ul style="list-style-type: none"> <li>Apologies were received and accepted from Cllrs AC &amp; ABC</li> </ul>
<b>20/059</b>	<p><b>Public question time (3 minutes)</b> 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> <ul style="list-style-type: none"> <li>Ian Heard, Chairman of the Village Hall Trustees reported that he had been contacted by the Parish Council regarding a potential risk in the Playpark. An overhanging branch appears to be decaying/dead. The VH were taking action and would be commissioning a risk assessment of trees in or overhanging the Playpark.</li> </ul> <p>Cllr MH thanked the VH for taking action.</p>
<b>20/060</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 DPLs must leave the room for the relevant items).</p> <ul style="list-style-type: none"> <li><b>Cllr AT</b> declared a Personal Interest in 20/061 as she is an acquaintance of a committee member of the Association</li> <li><b>Cllr JB</b> declared a Personal Interest as she is an EDDC District Cllr <b>Cllr JB</b> declared a personal interest in item 20/072 as Internal Auditor is an EDDC District Cllr.</li> </ul>
<b>20/061</b>	<p><b>To consider a Grant Application from Ottery St Mary Twinning Association for funding towards a website (£500)</b></p> <ul style="list-style-type: none"> <li>Cllr MH noted that the Twinning Association has asked for a grant of £500 towards their website project (total £1,500).</li> <li>The WHPC Grant Policy states that the Council may award up to 50% of a project (on the basis that the remainder is self-funded). Councillors considered whether the application was eligible for a Grant as the group had already received £750 funding from Ottery St Mary Town Council.</li> <li>Cllr MH commented that the Twinning arrangement is a formal process and had been set up some years ago under Ottery St Mary Council. West Hill Parish Council could choose to set up its own Twinning arrangement.</li> <li>Councillors felt the Twinning Association was very Ottery focussed (with little mention of West Hill) but noted that a sizeable number of members were West Hill residents.</li> <li>Cllrs JB &amp; AT suggested that perhaps an award could be made as a gesture of goodwill.</li> <li>Cllrs found this a difficult matter to agree and decided to have a vote: split decision 3-2</li> </ul> <p><b>Action:</b> It was agreed to make a grant award of £100 to the Ottery Twinning Association as a goodwill gesture</p>

<b>20/062</b>	<p><b>To consider a Grant Application from West Hill Village Hall for funding towards re-surfacing 90sqm section of Beech Park (£500)</b></p> <p>Cllr MH suspended Standing Orders to enable Ian Heard (VHT) to speak in support of the application:</p> <ul style="list-style-type: none"> <li>The VHT were requesting a grant of £500 towards a project to re-surface approx. 90sqm of Beech Park. This section of road is not the responsibility of Highways and requires work to replace the surface. Several quotes had been provided and the preferred quote was c£4,000. The work was scheduled for 8<sup>th</sup> April 2020.</li> </ul> <p>Standing Orders resumed</p> <ul style="list-style-type: none"> <li>Cllr QT noted that this area was well used by the community. The grant request was 12.5% of the overall cost. There was general support for the application.</li> </ul> <p><b>Action:</b> It was agreed to make a grant award of £500 to the Village Hall Trustees toward road re-surfacing in Beech Park.</p>
<b>20/063</b>	<p><b>To consider renewing the Community Asset listing for McColls, West Hill Road.</b></p> <ul style="list-style-type: none"> <li>Cllr MH reported that McColls, West Hill Road is currently registered as a Community Asset with EDDC. This expires on 29<sup>th</sup> April 2020.</li> <li>The registration of a property as an Asset of Community Value places restrictions on the owner of the property's freedom to sell it when the community is given the opportunity to raise capital and bid for the property before it is sold on the open market.</li> </ul> <p><b>Action:</b> It was agreed to submit a nomination form to re-register McColls West Hill Road as an Asset of Community Value.</p>
<b>20/064</b>	<p><b>To receive the monthly crime stats</b> for information</p> <ul style="list-style-type: none"> <li><b>Jan 2020 stats - noted</b></li> </ul>
<b>20/065</b>	<p><b>Minutes</b></p> <p>1. To approve the minutes of the Parish Council meeting on 4<sup>th</sup> February 2020, previously circulated.</p> <ul style="list-style-type: none"> <li><b>Noted and approved</b></li> </ul>
<b>20/066</b>	<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 Claire Wright</p> <ul style="list-style-type: none"> <li>Devon County Council budget was signed off on 20<sup>th</sup> February and reflects major savings and the reduced Government Support Funding</li> <li>B3174: Claire reported little success with her meetings with Highways to explore possible actions to address the number of cars going into the ditches alongside the B3174. In particular she is seeking for the speed limit to be reduced.</li> <li>B3180: The B3180 Campaign Group have produced an extensive report outlining the perceived problems and recommended actions. Claire has raised the matter with Highways and the issue has been referred to the Highways/Police SCARF process (SPEED COMPLIANCE ACTION REVIEW FORUM). <a href="https://www.devon.gov.uk/roadsandtransport/safe-travel/road-safety/safer-roads/">https://www.devon.gov.uk/roadsandtransport/safe-travel/road-safety/safer-roads/</a></li> <li>NHS budget/funding cuts proposals are currently being finalised. Claire had asked for this to be put to the scrutiny panel.</li> </ul> <p>Dist Cllr JB</p> <ul style="list-style-type: none"> <li>The Service Station at Daisymount proposal is likely to re-presented to EDDC Planning's Development Management Committee in April.</li> <li>EDDC cabinet meetings have been re-scheduled to be held in the early evening.</li> <li>EDDC have approved their budget.</li> </ul>
<b>20/067</b>	<p><b>Planning applications received</b></p> <p><b>20/0276/FUL Royal British Legion, School Lane Applicant Mr C Thomas</b> Extension to the existing kitchen</p> <ul style="list-style-type: none"> <li>This application was considered at the West Hill Parish Council Meeting on 3<sup>rd</sup> March 2020. Councillors unanimously supported the application.</li> </ul> <p><b>20/0288/FUL Higher Field West Hill Road West Hill</b> Applicant Mr Hart and Mrs Crocker-Hart</p>

	<p>Proposed vehicle access from West Hill Road including on site drive, turning and parking; alterations and extensions including raising roof to provide first floor accommodation and a two-storey side extension including a car port; provision of cladding</p> <ul style="list-style-type: none"> <li>Councillors discussed the proposed new entrance onto West Hill Road, visibility onto West Hill Road and the gradient of the new driveway. They also discussed the existing access onto Beech Park.</li> </ul> <p>Councillors supported the application with the following comments</p> <ul style="list-style-type: none"> <li>They would have like to have seen a bat survey submitted with the application as the proposed work will entail removing the existing roof structure.</li> <li>Very limited information has been supplied regarding the visibility splay for the new entrance</li> <li>As per the Neighbourhood Plan Councillors would prefer the roadside boundary to be a hedge in keeping with the village character. The applicant attended the meeting and agreed to this proposal.</li> <li>Councillors understand a tree report will be submitted.</li> </ul> <p><b>20/0312/TRE Oasis Toadpit Lane West Hill</b> Applicant Mrs Kath Pyne Pinus Sylvestris T615 + T614 Fell because the extreme level of needle drop is such that all the guttering, downpipes and drain gullies are severely and continually blocked, the tree sways dangerously towards the building, replace with one Pinus Sylvestris and one Quercus Robur Fastigiata Koster Common Maple T624 Fell because the thousands of sycamore seeds also add to the blockage of the gutters, gullies etc. and in addition are highly invasive not only to our property and garden</p> <ul style="list-style-type: none"> <li>The applicants attended the meeting and spoke in support of their application, in particular referring to previous comments from Tree Surgeons and Tree Officers. However, Councillors noted that supporting documents had not been submitted with the application. Councillors were supportive of the principle of re-planting to replace the trees.</li> </ul> <p>Councillors were unable to support the application in the absence of an Arboricultural Report which would provide information on the health of the trees, as the applicant claims that the Pinus trees are diseased</p> <p><b>20/0344/FUL White Farm Cottage White Farm Lane West Hill</b> Applicant Mr &amp; Mrs Murphy Construction of single and two storey extensions to side, alteration to first floor side facing opening and porch canopy to front</p> <ul style="list-style-type: none"> <li>Councillors supported the application.</li> </ul> <p><b>20/0243/FUL 11 Eastfield, West Hill</b> Applicant Ms D Cannings Construction of rear extension</p> <ul style="list-style-type: none"> <li>Councillors supported the application.</li> </ul>
<p><b>20/068</b></p>	<p><b>Planning decisions received</b> for information (*denotes WHPC differed)  <b>19/2810/FUL</b> Great Brake West Hill <b>Approved</b>  <b>19/2701/FUL</b> Little Copse Lower Broad Oak Road <b>Approved</b>  <b>19/2697/VAR</b> Rylands Hawkins Lane <b>Approved</b>  <b>18/1064/FUL</b> Potters Country Market West Hill Road <b>Approved</b></p> <ul style="list-style-type: none"> <li>Noted</li> </ul>
<p><b>20/069</b></p>	<p><b>TPO notifications – for information</b></p> <p><b>20/0018/TPO</b> Samguri, Bendarroch Road</p> <ul style="list-style-type: none"> <li>Noted</li> </ul>
<p><b>20/070</b></p>	<p><b>Planning: Updates and matters arising since the last meeting</b></p> <ul style="list-style-type: none"> <li>AONB review – Briefing meeting with Ottery St Mary Town Council (<b>Pending</b>)</li> <li>No further news.</li> </ul>

**Committee & Working Groups**

20/071	<p><b>Open Spaces Committee</b> - To note and confirm the Minutes of the meeting of 25th February 2020, to answer questions arising and present recommendations:</p> <ul style="list-style-type: none"> <li>• <b>The minutes of the Open Spaces Committee of 25<sup>th</sup> February 2020</b> (minute refs 20/001 – 20/017 were presented, approved and signed by the Chair as a correct record</li> <li>• <b>Cllr JB</b> asked that residents speaking at the meeting are named in the minutes. Cllr MH reminded the meeting that Council had previously decided against this, however the matter could be reviewed,</li> </ul> <p><b>Action:</b> To include an item on the April WHPC meeting agenda to discuss recording the names of speakers at meetings. (Clerk)</p> <ol style="list-style-type: none"> <li>1. <b>Broad oak and Playpark picnic bench</b> purchase/installation</li> </ol> <ul style="list-style-type: none"> <li>• <b>Councillors accepted and approved</b> the recommendation from the OS Comm for             <ul style="list-style-type: none"> <li>○ Purchase of 3 picnic benches £960.70</li> <li>○ Two benches to be installed in Broad oak Plantation by Tilhill's contractor (£300+vat, to include groundworks)</li> <li>○ One bench to be installed in the Playpark (£59+vat plus minor groundworks)</li> </ul> </li> </ul> <p><b>Action:</b> Councillor AT to oversee the purchase and installation of three picnic benches.</p> <ol style="list-style-type: none"> <li>2. <b>Source of funding – CIL</b> <ul style="list-style-type: none"> <li>• Councillors agreed to seek approval to use CIL monies to fund the purchase and installation of the three benches.</li> </ul> </li> </ol> <p><b>Action:</b> Clerk to seek EDDC approval to use CIL monies to fund the purchase and installation of three picnic benches.</p> <ol style="list-style-type: none"> <li>3. <b>Snow Warden</b> <ul style="list-style-type: none"> <li>• The OSC had not yet received further information regarding the Snow Gritter and proposed fees. The matter will be followed up at the next OS Comm.</li> </ul> </li> </ol>
20/072	<p><b>Finance Working Group</b> - To confirm Paul Hayward as Internal Auditor for 2019/2020</p> <ul style="list-style-type: none"> <li>• <b>Cllrs agreed to appoint Paul Hayward</b> for the 2019/2020 Internal Audit.</li> <li>• Cllr QT reported that the Finance WG will be meeting in March to carry an annual document review and to discuss additional bank accounts.</li> </ul>
20/073	<p><b>People and Policy Working Group</b> - To receive an update on</p> <ol style="list-style-type: none"> <li>a. Proposed website changes</li> <li>b. Website Accessibility Legislation Changes</li> </ol> <ul style="list-style-type: none"> <li>• Cllr MH reported that the website changes had been made and were now operational. The changes made it easier to add and find information,</li> <li>• <b>Website Accessibility Legislation Changes were ongoing</b></li> </ul>
20/074	<p>To approve the <b>March 2020 edition of the WHPC newsletter</b> and agree plans for distribution</p> <ul style="list-style-type: none"> <li>• Councillors agreed to distribute a newsletter during March. Cllr QT agreed to manage distribution.</li> <li>• Cllrs approved the printing quote for £186.</li> </ul> <p><b>Action:</b> Cllrs to review the newsletter for sign off by close of play on Friday 6<sup>th</sup> March (All).</p>

**Other Matters**

20/075	<p><b>Traffic Study: To receive an update and consider next steps:</b></p> <ol style="list-style-type: none"> <li>1. <b>Village Hall new pedestrian access proposal</b> <ul style="list-style-type: none"> <li>• The independent Road Safety Audit report has been received and will be reviewed by Joint Working Group</li> <li>• West Hill Road Pavement opposite Ashley Brake has been cleared of overgrown vegetation.</li> <li>• Consider a recommendation for a West Hill Road Speed Survey for a period of 1 week (not to be done during school holidays) estimated cost £350+VAT.</li> <li>• Consider arrangements for Public Consultation.</li> </ul> </li> </ol>
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	<ul style="list-style-type: none"> <li>• Cllr MH reported that the joint working group will review the <b>Road Safety Audit Report</b> on 4<sup>th</sup> March and if necessary, will discuss amendments to the scheme The Village Hall Trustees will then discuss the proposals during their meeting later in March.</li> <li>• <b>Cllrs approved the speed survey to be carried out on West Hill Road £350+vat.</b></li> <li>• Cllr MH noted that the <b>public consultation</b> is now likely to be held in April, after the Easter school holidays. .</li> </ul> <p>2. <b>Vehicle Activated Signs (VAS):</b> signs triggered by vehicles exceeding the speed limit.</p> <ul style="list-style-type: none"> <li>• To consider the 2-stage scheme approved by Highways <ul style="list-style-type: none"> <li>○ Phase 1 – 4 locations: Bendarroch Road (nr Moorlands), Junction of Bendarroch Road /West Hill Road, B3180 near Ridge House, B3180 near Little Stockleigh</li> <li>○ Phase 2 - West Hill Road 4 locations awaiting decision on new pedestrian access to the Village Hall and further road safety/school consultations.</li> </ul> </li> <li>• To discuss next steps, budget and options for funding. <ul style="list-style-type: none"> <li>○ Estimated costs for Phase 1: 4 posts, installation and one mobile device estimate £3,600+VAT</li> </ul> </li> <li>• Cllr MH reported that DCC Cllr CW had offered to fund half of the VAS costs £1,800 from her Locality Budget. Cllrs also considered funding the remainder £1,800 from CIL monies.</li> <li>• <b>Councillors approved the purchase of 1 mobile VAS device and installation of 4 posts to be funded from DCC Cllr Claire Wrights Locality Fund and CIL (if possible).</b></li> </ul> <p><b>Action:</b> Contact Highways to order the VAS device and installation of 4 posts.  <b>Action:</b> Complete Locality Fund forms for the purchase and installation of VAS phase 1 (£1,800)(50%)  <b>Action:</b> Clerk to seek EDDC approval to use CIL monies to fund the purchase and installation of VAS phase 1 (£1,800).</p> <p>3. <b>Kerbside Stickers:</b> To consider a proposal for Speed Limit Stickers (Cllr JB)</p> <ul style="list-style-type: none"> <li>• Cllr JB reported that speed limit stickers are widely available. People stick them on their rubbish bins and when the bins are placed at the roadside are a visual reminder of the speed limit.</li> <li>• Whether these stickers are legal seems to be a confusing matter.</li> <li>• Cllr MH reported that Devon Highways are not in favour of the stickers. The roundel on these stickers is in the form of one of the road signs prescribed by the Traffic Signs Regulations so should only be placed on the highway where it is authorised. They are also concerned that this may lead to holders leaving bins at the side of the road.</li> </ul>
<p><b>20/076</b></p>	<p><b>To receive an update on the Broadband project and discuss next steps.</b></p> <ul style="list-style-type: none"> <li>• Jurassic fibre has booked the Village Hall for 1<sup>st</sup> April for a Public Consultation: drop-in sessions 3.00-7.00pm and presentation at 7pm.</li> <li>• Cllr QT confirmed that a briefing note had been sent to all registered residents and information was available on the website.</li> </ul> <p><b>Action:</b> Cllr QT to get an update from Jurassic Fibre.</p>
<p><b>20/077</b></p>	<p>To receive an update on <b>SW Ambulance Service Foundation Trust (SWASFT)</b> First Responders and Defibrillators scheme and to agree next steps.</p> <ul style="list-style-type: none"> <li>• Cllr MH has written to the Chief Exec of SWASFT requesting information on the First Responder scheme and asked for a presentation at the Annual Parish Meeting on 15<sup>th</sup> May. A reply has been received from the Community First Responder lead officer, who hopes to be able to attend.</li> </ul>
<p><b>20/078</b></p>	<p><b>To consider a resident's correspondence regarding anti-social behaviour.</b></p> <p><b>It was agreed that the following item be discussed in Confidential Session with the public excluded and voice recording paused:</b></p> <ul style="list-style-type: none"> <li>• Cllrs considered a resident's letter received by the Council regarding alleged anti-social behaviour on Moorlands and in/near the Village Hall.</li> </ul>

	<ul style="list-style-type: none"> <li>• Cllrs agreed the following comments             <ul style="list-style-type: none"> <li>○ Are these concerns shared by other residents in Moorlands? The Council has not received any other comments.</li> <li>○ Anti-social behaviour in/near the Village Hall is the remit of the Village Hall Trustees rather than the Parish Council.</li> <li>○ Cllrs want to strike a note of caution regarding outing pictures of members of the public into the public domain, especially children</li> </ul> </li> </ul> <p>Recording of the meeting was resumed.</p>
<p><b>20/079</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. Research additional Deposit Account providers <b>Ongoing</b></li> </ol> <p><b>Other matters</b></p> <ol style="list-style-type: none"> <li>a. Village Hall booked for Annual Parish Meeting 15<sup>th</sup> May. (confirmed)</li> <li>b. B3180 Campaign - report submitted to DCC via DCC Cllr Claire Wright. (see item 20/066)</li> <li>c. RBL plans for VE Day 75             <ul style="list-style-type: none"> <li>▪ The RBL will be holding a Garden Party on the 8th May 2.00-6.00pm. It will have the theme "Coming Home". All village residents are invited to bring a picnic, listen to 1940's music and (optional) wear period dress.</li> <li>▪ Cllrs suggested that they would be happy to consider a grant proposal.</li> </ul> </li> <li>d. St Michaels Church West Hill Christmas Cards &amp; Calendar project.             <ul style="list-style-type: none"> <li>▪ St Michael's are planning a West Hill themed 2021 Calendar and Greeting Cards. They're encouraging residents to take and submit photos throughout the year.</li> <li>▪ Cllrs suggested that they would be happy to consider a grant proposal.</li> </ul> </li> <li>e. Communication from residents             <ul style="list-style-type: none"> <li>▪ Perry's Gardens: Residents contacted the Council to report flood water coming off the neighbouring field onto their gardens and houses. WHPC contacted Blue Cedar to discuss the problem and the actions they planned to take.</li> <li>▪ Pension/Proof of Life: For information, the Clerk is regularly requested to complete "Proof of Life/residency forms on behalf of residents.</li> <li>▪ Bendarroch Road parking: The Council was contacted by a resident of Hillside Cottages to raise the problem of parking in the area. He will contact Highways to discuss whether a "residents only" parking scheme could be introduced.</li> </ul> </li> <li>f. Any urgent matters arising.             <ul style="list-style-type: none"> <li>▪ <b>Coronavirus:</b> Cllr MH noted that the Parish Council does not have an Emergency or Resilience Plan. The Council and Village may have to take action in coming months.</li> </ul> </li> </ol>
<p><b>20/080</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 (Microsoft monthly charge, Telephone) (Feb)</li> <li>2. Cllr MH claim for expenses (Land Registry)</li> <li>3. Cosmic – website changes £480.00+VAT</li> <li>4. Pro-Lawn Garden Services - clearing West Hill Road Pavement</li> </ol> <p>Paid invoices – for information: a. Village Hall Room Bookings (Jan)</p> <p>To receive the bank reconciliation for January and February, plus Jan YTD v Budget report.</p> <p><b>All noted and approved.</b></p>
<p><b>20/081</b></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> <p>Cllr AT (ref item 20/063) asked whether there are any other registered "Assets of Community Value"</p> <p>Cllrs discussed this and suggested that Broadoak Plantation could be eligible.</p> <p>Action: Next OS Comm meeting to consider registering Broadoak as a Community Asset and to bring a recommendation to the April WHPC meeting.</p> <p>Cllr JB suggested a "litter picking event"</p>

	Action: Next WHPC meeting to include an item on a West Hill Litter Pick and to agree a date.
<b>20/082</b>	<b>Next meeting:</b> To confirm the date of the next meeting which is scheduled for Tuesday 7 <sup>th</sup> April 2020 or Tuesday 17 <sup>th</sup> March 2020 to meet Planning Application deadlines (if required)

Signed: *Anne Oliver*, Clerk to the Council, 4<sup>th</sup> March 2020