

**WEST HILL PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING
HELD ON 2nd May 2023 AT 7.30PM**

Present:	Chairman Cllr Della Cannings (DC) , Cllr Margaret Piper (MP), Cllr Amanda Townsend (AT), Cllr Alison Carr (AC), Cllr Neil Bromley (NB)
In attendance:	Anne Oliver Parish Clerk, DCC/EDDC Cllr Jess Bailey, 1 member of the public attended the meeting
Absent	Cllr Stephen Owen (SO)

Minutes of the Ordinary Meeting of the Parish Council

Item (a)	Discussion and decisions (b)
23/122	<p>Welcome and Chairmans announcements The meeting started at 7.30pm.</p> <p>The Chairman, Cllr DC, welcomed everyone to the meeting and gave a short report:</p> <ul style="list-style-type: none"> • Local Election: This is the last meeting of the current Council as all 7 councillor seats were up for election. 3 candidates came forward and they have been elected, returned unopposed. Thursday 4th May Local Election is solely for the District Councillor seat, voting at the Village Hall 7am to 10pm and photo ID required to vote. <p>The Chairman thanked all Councillors past and present who have contributed to the work of the Council and also to the community and community organisations who have worked with the Council.</p> <p>Cllr DC advised Cllrs she would not put herself forward to continue as the Chairman of the new Council.</p> <ul style="list-style-type: none"> • Planning <ul style="list-style-type: none"> - EDDC have yet to make a decision on the application for development north of Oak Road. - A recent application (23/0727/MOUT) to develop land at Eastfield will be considered at the Council meeting of 23rd May. The public as always are invited to that meeting and to make their views known in the Public Question Time, as well as providing their views direct to EDDC. • WHPC has received a complaint from a resident. This will be dealt with under the WHPC Complaints Policy.
23/123	<p>Apologies. To receive apologies and approve reasons for absence. Cllr SO's apology and reasons for absence were noted and approved.</p>
23/124	<p>Public question time (3 minutes) From 7.30pm residents are invited to give their views and question the Parish Council on issues on this agenda or raise issues for further consideration at the discretion of the Chairman, before the start of the Parish Council meeting. Members of the public may not take part in the Parish Council meeting itself. <i>Individual contributions are limited to 3 minutes.</i> This item includes issues submitted to the Clerk prior to the meeting.</p> <p>On behalf of a resident the Clerk raised concerns about recent inconsiderate/dangerous parking at the War Memorial. Cllr DC reported that she had also received similar concerns.</p>

	<p>The Council had previously acted on behalf of residents by contacting the local Police team and by writing to households in the vicinity asking for co-operation. Road safety at the War Memorial improved. Cllrs were disappointed that the problems were recurring and considered whether to write again. However, they agreed to contact the Police as vehicles were parked too close to the junctions and were causing an obstruction.</p>
23/125	<p>District and County Councillors' reports for information (items raised for decision will appear on the agenda for the next meeting)</p> <p>DCC/EDDC Cllr Jess Bailey:</p> <ul style="list-style-type: none"> o 219 have contacted EDDC to request a Voter Authority Certificate. Cllr JB was concerned that was a very low proportion of the electorate and voters may be excluded from voting if they do not have photo id. o raised concerns about the effectiveness of the Devon County Council Governance Review
23/126	<p>Declarations of Interest</p> <ol style="list-style-type: none"> a. Register of Interests: Councillors are reminded of the need to update their register of interests. b. To declare any personal interests in items on the agenda and their nature. To declare any disclosable pecuniary interests in items on the agenda and their nature (Councillors with DPIs must leave the room for the relevant items). <p>Cllrs DC, MP, NB, AT declared no interests. Cllr AC declared an interest in planning application 23/0823/TRE: as the previous Clerk she had met the applicant to process forms. Cllr AC was confident that she could approach the application with an open mind and free from pre-determination and proposed to take part in discussion. Cllrs agreed.</p>
23/127	<p>Confidential/exempt items. 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. Proposed items, to be considered in Part B, if appropriate: n/a N/A</p>
23/128	<p>Minutes: To approve and sign the minutes of the Parish Council Meeting on 4th April 2023. Cllrs discussed whether the minutes of item 23/101 Chairmans Report should be amended to include Councillor Bennett's resignation letter which was read to the 4th April meeting. Cllrs resolved to approve the minutes with no amendments and the Chairman signed the minutes. Cllr AC abstained as she was not present at the 4th April meeting.</p>
23/129	<p>Planning Applications received</p> <p>23/0823/TRE 10 Heather Grange, EX11 1XZ Applicant: Mrs Stephano T1, Birch: reduce by approximately 3m and shorten side growth by 1 - 2m to a suitable side branch to leave a natural form.</p> <p>Cllrs noted no arboricultural report or photographs had been submitted to justify the proposed tree works. Cllrs agreed there was insufficient information available for them to make an informed decision on the extent of the works required. They asked for the EDDC Tree Officers to review the proposed treeworks alongside the current undecided application 23/0652/TRE, taking a holistic view of the site.</p> <p>WHPC consultee comments submitted under Delegated Powers:</p> <ul style="list-style-type: none"> • 23/0658/FUL 2 Warren Close West Hill EX11 1XB Applicant Mr Panzeri Removal of existing rear conservatory. Demolition of a existing single storey garage. rection of single storey side extensions. Cllrs raised concerns regarding the adverse impact on hedges and trees. • 22/1606/FUL Tuftbury Higher Broad Oak Road West Hill Devon

	<p>Amendments relate to Amended Arboricultural Impact Assessment and Tree Protection Measures. Amended Elevations, Floor and Site Plan</p> <p>Cllrs objected to the application</p> <ul style="list-style-type: none"> - loss of amenity for neighbouring properties by the proposed development of a two storey building. - Raised concerns regarding the adverse impact on trees and hedges <ul style="list-style-type: none"> • 23/0552/FUL Treetops Toadpit Lane EX11 1LQ Installation of 32 ground Mounted solar panels and the 16 existing solar panels to be put together on 5 adjustable frames. Cllrs supported the application All noted and confirmed
<p>23/130</p>	<p>Planning decisions received for information (*denotes WHPC differed)</p> <p>23/0398/TRE Land North Of Higher Metcombe Status: Refused 29 Beech - Fell to ground level. Plant single Beech in immediate vicinity.</p> <p>22/1998/FUL Blackmores Elsdon Lane EX11 1UB Status: Approved First floor side extension, replacement single storey side extension, rear roof extension, demolition of existing rear conservatory, alterations to fenestration and internal modifications and erection of a detached double garage.</p> <p>23/0534/TRE Wyndhams Higher Broad Oak Road EX11 1XF Status: Approved T1 + T4 Beech trees: Various tree works All noted and confirmed</p>

WHPC Groups + Initiatives

<p>23/131</p>	<p>Village Hall Pedestrian Link: To receive a verbal update on the project. Cllr AC gave an update on behalf of the working group:</p> <ul style="list-style-type: none"> - a Stage 2 Road Safety Audit, a condition of the planning application, has been commissioned. The consultant's report is expected before the next Council meeting on 23rd May. - An Agreement between the Village Hall Trustees and the Parish Council has been drafted. Amendments, relating to possible future closure of the path, proposed by the Council reps have been discussed and incorporated into a revised draft agreement prepared for consideration by the new Council.
<p>23/132</p>	<p>Finance Working Group</p> <p>1. To approve, if considered appropriate, the WHPC Insurance Renewal quotes for 2023-2024. Cllrs considered two quotes: a renewal quote from the current provider and a new quote from BHIB Councils Insurance. The Council's current policy, a three year term, ends on 16th May 2023.</p> <p>Cllrs noted</p> <ul style="list-style-type: none"> - the quoted premiums were an increase on the current policy which was in a three year agreement - Both policies included £10m Public and Products Liability and £10m Employers liability - Both offered 3yr Long Term Agreements - WHPC has made a statement of fair representation to both providers. <p>Cllrs unanimously resolved to</p> <ol style="list-style-type: none"> a. confirm the policy provided sufficient cover. b. accept the BHIB Councils Insurance quote in a three year term to afford greater rate stability at a cost of £746.34, including tax and fees, for 2023-24. c. To authorise the invoice and payment of £746.34

	<p>d. To accept the subscription offer for Parish Online, mapping and publishing software.</p> <p>2. To receive a verbal update on the 2022-23 Internal Audit. The Clerk confirmed the Internal Audit 2022-23 was carried out on 28th April 2023. The Council's appointed auditor conducted a detailed audit of the Council's bookkeeping, financial procedures and Governance. No issues or concerns were raised. The Internal Auditors report was completed and will be presented to the Annual Meeting on 23rd May for consideration with the end of year Annual Governance & Accountability Return to be submitted to the External Auditor.</p> <p>Cllrs approved the Internal Auditors Invoice, £65 + £19.80 travel costs, £84.80.</p> <p>Cllr AC, supported by Cllrs, thanked the Clerk for achieving another "clean bill of health" for WHPC.</p> <p>3. To approve a £20,000 funds transfer from WHPC current account to deposit account. Cllrs resolved to transfer £20,000 funds transfer from WHPC's current account to deposit account.</p>
<p>23/133</p>	<p>Community Engagement: To confirm arrangements for the unveiling of the Coronation storytelling throne and bench. Cllr MP reported</p> <ul style="list-style-type: none"> - On Friday 5th May Cllrs will be joined by the West Hill Pre-school children, children and staff from the Primary School for the official opening of the Coronation storytelling throne and bench. - Local author Jo Earlam has kindly agreed to read a short story - The commemorative throne and bench have been delivered and assembled. Groundworks have been completed in the playpark and the items will be installed before Friday 5th. - BBC Spotlight plan to cover the event subject to other news stories on the day. Local newspapers may also cover the event. <p>Cllrs resolved to set a budget of £20 for decorations for the event.</p>
<p>23/134</p>	<p>HR Group: To receive a verbal update on recruitment of a new Clerk.</p> <p>DCC/EDDC Cllr JB and 1 member of the public left the meeting. 20.08pm</p> <p>The Chairman, Cllr DC, reminded Cllrs of the Council's previous decision, with the Clerk's consent, to extend the Clerk's current contract to 7-July 2023 pending discussions with the new Council. In view of the uncontested WHPC election and four of the seven available seats remaining unfilled there was an increased risk of the Council being inquorate ie not achieving a minimum of three Cllrs present for a Council meeting to take place.</p> <p>Cllrs unanimously resolved to extend the Clerk's contract, with her agreement, to 7th August 2023 to enable business continuity during a period of high risk of inquoracy.</p>

Other Matters

<p>23/135</p>	<p>2022/2023 Plan: To receive a report on Outcomes and Council Achievements 2019 – 2023</p> <p>Cllrs considered the report WHPC outcomes 2 May 2023 V1 available on the WHPC website Cllrs resolved</p> <ul style="list-style-type: none"> - To note the outcomes of the 2022-23 Plan - To note the achievements of WHPC 2019-2023 - To acknowledge the contributions of Cllrs and Clerks past and present who have contributed to the work of the Council. <p>Cllr AT said a picnic bench was also added to the Playpark. This was noted and the Chairman stated it was covered by the improvements made to the Playpark.</p>
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23/136	<p>Clerks Report:</p> <ol style="list-style-type: none"> 1. To confirm decisions taken under Delegated Powers <ol style="list-style-type: none"> a. To support the renewal of Street Trading Licence for The Wandering Pig, (McColls Car park) Noted and confirmed 2. Action points from previous WHPC meetings <ol style="list-style-type: none"> a. 23/113 A Chairman's letter was sent to McColls/Morrisons however no response has been received to date. It was agreed that the Chairman would send a further letter. b. 23/115 East and Mid Devon Community Safety Group has confirmed that no meetings are scheduled. 3. Matters arising 4. Resident Communications <ol style="list-style-type: none"> a. The Council was advised of the creation of a new entrance onto Lower Broad Oak Road. WHPC referred the matter to the EDDC Planning Enforcement Team. b. Building Contractors have re-instated and re-seeded a verge on Lower Broad Oak Road which was damaged during building works. 5. Any urgent matters arising The WHPC VAS device on the B3180 appears to be faulty and is continually displaying a warning sign. This will be investigated and referred to the manufacturer if necessary.
23/137	<p>Subscriptions: To approve, if considered appropriate,</p> <ol style="list-style-type: none"> a. continued membership of the National Association of Local Council (NALC) and Devon Association of Local Councils (DALC), Annual membership fees £523.02 incl VAT Cllrs resolved to continue membership of NALC and DALC and authorised payment of the invoice. b. annual subscription renewal for Parish Online £124.80 + vat See item 23/132.
23/138	<p>Website: To approve, if considered appropriate, annual WHPC website hosting and support costs, £570.00 incl VAT. Cllrs resolved to approve Project Cosmic's annual website hosting and support fees, £570.00 incl vat.</p>
23/139	<p>Street Trading – To approve, if considered appropriate, an application for the renewal of a Street Trading Licence for The Codfather, (RBL Car Park, School Lane) Cllrs considered the renewal application for</p> <ul style="list-style-type: none"> - The Codfather Fish & Chip van - Location: The Royal British Legion car park, School Lane, West Hill, EX11 1TX - Dates: Renewal - Annual - Every Thursday - Times: 16:30 - 19:00 <p>Cllrs supported the application as no related complaints had been submitted to the Council.</p>
23/140	<p>Exeter Airport Consultative Committee: To receive an update from the recent meeting. Cllrs noted Cllr DC's report from the Committee meeting held on 5th April 2023. The airport's business continues to get back to pre-covid levels. Currently providing 26 routes to 9 countries and 7 domestic routes, they are seeking additional routes to Norwich, Manchester, Amsterdam and Paris.</p>
23/141	<p>Police Matters: To receive the monthly West Hill crime stats: November-22 to April-23 if available (for information). No data is available on the Police.uk website.</p>
23/142	<p>Financial matters:</p> <ol style="list-style-type: none"> 1. To consider and approve the Schedule of Payments for WHPC 2nd May 2023. <p>No questions or issues were raised regarding the schedule of payments or invoices circulated to all Cllrs with the agenda.</p> <p>The Clerk presented additional invoices (incl VAT where appropriate):</p>

	<p>a. West Hill Village Hall – Room Hire (Apr-23), £20.25 b. PLG Services – Playpark Maintenance £72.00 c. PLG Services – Grass cutting £72.00 d. PLG Services – Assembly and installation of Coronation Throne + bench £180.00</p> <p>Cllrs approved and signed the payment schedule, invoices and additional payments a-d.</p> <p>2. To receive if available: WHPC Finance Tracker, Bank reconciliation March, April 2023, if available. All noted and signed. No matters were raised.</p>
23/143	<p>Councillor 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> No matters were raised.</p>
23/144	<p>Next meeting: To confirm arrangements for the next WHPC meeting – Annual Meeting Tuesday 23rd May 7.30pm at the Village Hall.</p>

Part B - Confidential/exempt items. 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.

	n/a
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The meeting closed at 8.36pm