

**WEST HILL PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING
HELD ON 7th June 2022 AT 7.30PM**

Present:	Chairman Cllr Della Cannings (DC), Cllr Margaret Piper (MP), Cllr Alison Carr (AC), Cllr Stephen Owen (SO), Cllr Alan Cook (ABC), Cllr Peter Bennett (PB)
In attendance:	Anne Oliver Parish Clerk, DCC/EDDC Cllr Jess Bailey, 2 members of the public attended the meeting
Apologies received from:	Cllr Amanda Townsend (AT)

AGENDA – ORDINARY MEETING OF THE PARISH COUNCIL

Item (a)	Discussion and decisions (b)
22/170	<p>Welcome and Chairman’s announcements The meeting started at 7.30pm. Chairman DC welcomed everyone and reminded everyone that the meeting was being sound recorded.</p> <ol style="list-style-type: none"> The Chairman congratulated the Royal British Legion on the success of their Jubilee Street Party. Cllrs were keen to express their thanks to everyone involved in the “fabulous” well attended community event. Cllrs agreed to write to the West Hill branch of the Royal British Legion The Chairman explained that the purpose of Agenda Item 22/198 was a fresh consideration of whether a resident is a vexatious complainant.
22/171	<p>Apologies. To receive apologies and approve reasons for absence. Apologies from Cllr AT were received and approved.</p>
22/172	<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. This item included issues submitted to the Clerk prior to the meeting. No attendee wished to speak.</p>
22/173	<p>District and County Councillors’ reports for information (items raised for decision will appear on the agenda for the next meeting) DCC/EDDC Cllrs Jess Bailey (JB) gave her monthly report to the meeting:</p> <ol style="list-style-type: none"> Aggregate Industries have submitted a last minute appeal against the decision to refuse Straitgate Quarry. Consideration of the appeal will include a public enquiry. Details will be available in due course. Cllr DC proposed that WHPC will wait until details are available before making comment. Cllrs agreed. She noted the 1,000s of acres of tenanted farmland owned by DCC and expressed the view that DCC were not taking opportunities to make an environmental difference by banning neonictinoids. The EDDC Planning Committee will consider the planning application for the Halfway Inn 21/2835/FUL at their meeting on 14th June 2022. Cllr DC noted that WHPC has previously submitted comments and concerns particularly regarding road safety. No WHPC Cllr was

	<p>available to attend the Committee meeting to speak. Cllr Bailey will be speaking at the meeting.</p>
21/174	<p>Declarations of Interest</p> <p>a. Register of Interests: Councillors are reminded of the need to update their register of interests.</p> <p style="text-align: center;">The Chairman reminded Cllrs to update their Register of Interests following the changes to the Council's representatives on outside bodies.</p> <p>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> <p>Cllr ABC – declared a personal interest in item 22/178 planning decisions 22/0737/TRE as a near neighbour. Cllrs agreed that he remain in the room for that item.</p> <p>Cllr PB declared a personal interest in items 22/175, 22/176, 22/192, 22/193 and 22/198 as these items related to him. Cllr PB stated that he would not participate in these items and would decide whether to leave the room at each item. The Chairman advised that Standing Orders may require that he left the room for an item.</p> <p>Cllr DC declared that she approached every item on the agenda with an open mind, free from bias or pre-determination.</p> <p>Cllrs MP, AC, SO each declared no further interests.</p>
22/175	<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.</p> <ul style="list-style-type: none"> Proposed confidential items 221/98 <p>One Cllr felt that it was not necessary to consider the item in confidential session. The Chairman suggested that confidentiality was necessary as there was the potential for discussion that should not be in the public domain.</p> <p>Five Cllrs agreed that item 22/198 should be considered in confidential session with one against</p>
22/176	<p>Minutes: To approve and sign the minutes of the Parish Council meeting on 10th May and 31st May 2022, both previously circulated.</p> <ul style="list-style-type: none"> 10th May 2022: Cllrs approved the minutes as a true and accurate record of the meeting. 31st May: Those Cllrs present at the meeting , Cllrs MP, AC,DC approved the minutes as a true and accurate record of the meeting. <p>Cllr DC signed both sets of minutes.</p>
22/177	<p>Planning Applications received</p> <p>22/1094/OUT Hasta La Vista Windmill Lane EX11 1JP Applicant Mr Webb Outline application for the construction of a single dwelling house with all matters reserved</p> <p>Cllrs considered the application. They did not support the application for the following reasons:-</p> <ul style="list-style-type: none"> it is unclear how this application varies from the approved scheme 20/0482. The application is contrary to Policy NP26: West Hill Design <ul style="list-style-type: none"> NP26 Pt 7: the arboricultural report is out of date (dated 15/05/14) NP26 5,8,9: Landscaping details have not been submitted as required by the outline approval

	<ul style="list-style-type: none"> ○ NP26 pts 3, 4: It appears that there could be separate accesses which would be unacceptable and these are not defined on the plans. Details have not been provided <p>Cllr ABC noted that the scheme was incorrectly shown as a outline application on EDDC website and any approval should have a condition for approval of main external materials</p>
22/178	<p>Planning decisions received for information (*denotes WHPC differed)</p> <p>22/0737/TRE Dene Lower Broad Oak Road EX11 1XH Status: Approved Oak (T2), fell and Oak (T3) reduce to four.</p> <p>22/0683/TRE Fair View 1 Brackendown EX11 1NT Status: Approved Scots Pine 1 : remove large limb; cut back two smaller limbs; crown thin 20%</p> <p>22/0624/TRE Little Glade West Hill Road EX11 1TU Status: Approved* Removal of macrocarpa and 2 leylandii</p> <p>22/0614/TRE Oasis Toadpit Lane EX11 1TR Status: Refused Norway Spruce T610 - removal</p> <p>22/0466/FUL 2 Warren Close EX11 1XB Status: Approved Erection of single storey side extensions, including demolition of conservatory and single storey garage</p> <p>All noted</p>

WHPC Groups + Initiatives

22/179	<p>Policy Group: To consider, if appropriate, adopting new WHPC policies:</p> <p>Cllrs considered draft documents previously circulated:</p> <ol style="list-style-type: none"> 1. New Model Code of Conduct <p>Cllr MP explained that the draft new Code of Conduct was based on the new model Code of Conduct prepared by National Association of Local Councils (NALC) and subsequently EDDC. The new version clarifies the definition of Cllr, co-opted Cllrs, associate and volunteer. All Cllrs had attended a training on this in March 2022. Cllrs unanimously resolved to adopt the new model Code of Conduct.</p> <ol style="list-style-type: none"> 2. Investment Policy <p>The Policy Group recommended this addition to the suite of Council policies given the increase to Council reserves. Cllrs unanimously resolved to adopt the Investment Policy.</p> <ol style="list-style-type: none"> 3. Training Policy and Record <p>The Policy Group recommended this addition to the suite of Council policies. Cllrs unanimously resolved to adopt the Training Policy and Record.</p>
22/180	<p>Declarations of Interest: Subject to the adoption of the new model code of conduct, (item 22/179)</p> <ol style="list-style-type: none"> 1. 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>No further declarations were made.</p>
22/181	<p>Community Engagement Group:</p> <ol style="list-style-type: none"> 1. To consider arrangements for WHPC stall at the Village Fete on 9th July

	<p>Cllr MP updated Cllrs on arrangements for the WHPC stall at the fete. Cllrs approved the arrangements including rota, display information, provision of garden games, sweets for games participants. Cllr MP will liaise with Cllr ABC regards setting up the stall.</p> <p>2. To review feedback on the May WHPC Newsletter</p> <p>Cllrs welcomed the continued positive feedback from residents on the WHPC newsletter. The Chairman noted the Council's ongoing aim to inform residents and the newsletter was an effective means of achieving this.</p> <p>Residents had reported an error in the newsletter. The article on the events to commemorate the Queen's Jubilee incorrectly stated that the tree planted by the Garden Club was an oak tree. The tree is a Hankerchief Tree. Cllr DC apologised and said that an article correcting the error was available on the website.</p>
22/182	<p>Village Hall Pedestrian Link: To receive a verbal update, if appropriate.</p> <p>Cllr DC reported that she expected the detailed construction drawings to be signed off by the Village Hall/Parish Council working group on 9th June and the Tender Pack to be finalised in June for circulation to request contractor quotes.</p>
22/183	<p>West Hill Arboretum group: To consider a request for WHPC support and funding for the publication of a tree leaflet.</p> <p>Cllr ABC set out a proposal to produce a West Hill's walks/tree leaflet. A draft version had been circulated prior to the meeting but Cllrs had been unable to view the document in detail.</p> <p>Cllr ABC was asked to circulate the draft leaflet to Cllrs and have paper copies available for the next meeting. The group were also asked to consider various issues including copyright, ownership, upload to the website and options for distribution.</p> <p>It was agreed the Group should establish printing costs and consider a "postcard" to be included in the village Welcome Pack.</p>
22/184	<p>New Playpark Equipment: To receive a verbal update on</p> <ol style="list-style-type: none"> 1. New playpark lease The Clerk advised that the lease was completed and was effective from 1st June 2022. The Chairman thanked the Village Hall Trustees for their support and co-operation in establishing the new lease. Cllrs resolved to use S106 monies, £1,658.20 to fund the associated legal fees subject to approval by EDDC. 2. Use of S106 monies The Clerk advised Cllrs of delays at EDDC and as a result the S106 Grant Form had not been received for signature as expected. 3. Installation of new equipment An installation date was not yet available due to the delays noted above (pt 2)
22/185	<p>Remembrance Day Events 2022: To receive a report and consider the recommended arrangements for a road closure and communication with residents.</p> <p>Cllrs considered a report submitted by Cllrs AC, ABC and MP which set out details of a proposed road closure (School Lane, 10.00-11.30am) for the Remembrance Service on Sunday 13th November 2022. The proposals had been developed in conjunction with representatives of West Hill RBL.</p> <p>Cllrs resolved to</p> <ol style="list-style-type: none"> a. Apply to DCC Highways for a temporary road closure. b. Consult with residents in School Lane by letter.

22/186	<p>Queen's Platinum Jubilee: To receive a verbal update on</p> <ol style="list-style-type: none"> 1. West Hill Jubilee Scarecrow Competition sponsored by WHPC. Cllr MP reported on the competition which ran from 2nd-5th June 2022. The event was organised by West Hill's Pre-School with prizes sponsored by WHPC. Judging was a challenge due to the high standard of entries. 1st, 2nd, 2rd prizes had been awarded together with two Highly Commended awards. Th Pre-School team were very pleased with the success of the competition and hope to run it again in 2023. Cllrs agreed to publish an article on the WHPC website. Cllr DC congratulated everyone involved and Cllr MP for her work on the project. 2. The Jubilee Bench for the garden at St Michael's Church The Clerk confirmed that the bench had been ordered but delivery was not expected for 2-3 months. 3. West Hill's Jubilee Tree Cllr ABC reported that the Jubilee Tree planted on Courtfiled Close had not come into leaf. Cllrs/DC/JB commented that EDDC had advised that WHPC should continue to monitor the tree as it may be developing a root structure. Cllrs resolved, if necessary, to replace the tree later in the year during the autumn-winter planting season.
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Other Matters

22/187	<p>Clerks Report:</p> <ol style="list-style-type: none"> 1. To confirm decisions taken under Delegated Powers: <ul style="list-style-type: none"> • Lengthsman to remove decayed playpark bench Decision noted and confirmed. Lengthsman costs approved. 2. Action points from previous WHPC meetings <ul style="list-style-type: none"> • Broadoak: Following a report of "parties" taking place in Broadoak Plantation Cllr DC had contacted the resident for more information. Unfortunately the Woodland Trust's contractor postponed a scheduled meeting to discuss this and other matters. They have previously agreed to re-install one of the picnic benches in it's original position. • Public Footpath 1: DCC Public Rights of Way approved works completed: The handrails have been installed and the repair works completed on schedule. 3. Matters arising <ul style="list-style-type: none"> • The Council's insurers had been informed of possible litigation against the Council (Ref 22/163 and 22/164). 4. Resident Communications <ul style="list-style-type: none"> • Residents reports of (a) fly tipping on Ash Hill Road and (b) poor visibility at the junction of Bendarroch Road/B3180 had been actioned and resolved. 5. Any urgent matters arising <ol style="list-style-type: none"> a. Cllrs resolved to renew the Council's subscription to Zoom, £119.90.
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22/188	<p>Annual Parish Meeting 2023: To consider the date for the 2023 meeting.</p> <p>Cllrs noted the limited availability at the Village Hall and resolved, if possible, the meeting should take place on Friday 10th March 2023.</p>
22/189	<p>West Hill Playpark: To receive a verbal update on recent incidents.</p> <p>The Clerk and Chairman reported that the Playboat in the playpark was becoming a popular meeting spot for teenagers. This was preventing use by younger children but was also a concern as the equipment was designed for use by younger children. As an immediate action a safety notice had been placed on the playboat.</p> <p>Cllr PB noted the recent incidents that had been reported to the Police.</p> <p>Cllrs resolved to seek advice from EDDC playpark safety inspection team and local youth service groups.</p>
22/190	<p>Exeter Airport Consultative Committee: To receive feedback from a recent meeting.</p> <p>Cllrs considered a report on a recent meeting of the Committee prepared by Cllr ABC. The Chairman thanked Cllr ABC for representing the Council and for the reminder that low-flying over the village can be reported online via the Exeter Airport website.</p>
22/191	<p>OPCC Cllr Advocate Scheme: To receive an update from a meeting of representatives of local Town/Parish Councils.</p> <p>Cllr DC reported that the OPCC scheme was seeking to establish "local" meetings. Exmouth based Police Inspector Weekes is trialling a scheme for the wider West Hill area to enable regular communication between the Police and locally elected representatives. The meetings will take place bi-monthly. The first meeting was held on 18th May 2022. Cllr DC had raised the issue of low level anti-social behaviour at the West Hill playpark and that the PCSO was aware. She noted other areas were experiencing greater problems.</p>
22/192	<p>Complaint against WHPC: To receive an update on the investigation, if appropriate.</p> <p>Cllr PB stated he would leave the room for this item and 22/193. The Chairman advised that this was not required. Cllr PB left the meeting at 21.02pm.</p> <p>The Chairman reported that the complainant had been advised that the investigation was underway but was unlikely to be completed with standard timescales and the anticipated completion date was early July.</p> <p>The Chairman checked whether Cllr PB wished to return to the room. He declined.</p>
22/193	<p>Request for SAR Review: To receive an update on the investigation, if appropriate.</p> <p>The Chairman reported that the request had been processed as a complaint as the correspondent was dis-satisfied with the Council's response to two Subject Access Requests. The investigation had been completed and a letter sent to the complainant.</p> <p>Cllr PB re-joined the meeting at 21.06pm. The Chairman gave a summary of items 22/192 and 22/193.</p>
22/194	<p>Police Matters: To receive the monthly West Hill crime stats: March/April 2022 if available (for information)</p> <p>Noted</p>
22/195	<p>Financial matters:</p> <ol style="list-style-type: none"> 1. To consider and approve the May 2022 Council Schedule of Payments <p>The Clerk presented additional payments for approval:</p> <ol style="list-style-type: none"> a. PLG Services VAS Transfers £91.20 b. Cllr MP reimbursement for Scarecrow Competition Prizes £85.00 c. PLG Services Grass cutting £68.40 d. PLG Services – remove/dispose of rotted bench £52.00 e. Village Hall Room Hire (April) £18.60

	<p>f. Village Hall Room Hire (May) £54.05</p> <p>All noted, approved and signed.</p> <p>2. To approve an internal transfer of £10,000 between WHPC Accounts Noted and Approved</p> <p>3. To receive if available: WHPC Finance Tracker, Bank reconciliation Apr/May 2022 Finance Tracker and Bank reconciliation Apr 2022 – noted, accepted and signed.</p>
22/196	<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 ABC asked when the verge cutting would be carried out by the Lengthsman. The Clerk advised that it was scheduled for the week of 13th June.</p> <p>Cllr DC reported on the first deployment of the West Hill Community Public Access Defibrillators. The one located at Eastfield had been collected in response to an incident but, fortunately, in the event was not used.</p>
22/197	<p>Next meeting: To confirm arrangements for the next WHPC ordinary meeting Tuesday 5th July 2022 7.30pm at the Village Hall.</p>

Part A closed at 21.16pm:

DCC/EDDC Cllr JB and all members of the public left the room at 21.16pm

Cllr PB indicated he would leave the room. The Chairman asked if wished to re-join the meeting after item 22.198. He declined.

Cllr PB left the room at 21.17pm.

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.

Part B started at 21.17pm

22/198	<p>Vexatious Complainant: To conduct a six-month review of the designation.</p> <p>Cllrs carried out a detailed assessment of correspondence against the criteria set out in the Council's complaint policy.</p> <p>Those present Cllrs DC, MP, AC, SO, ABC unanimously resolved</p> <ul style="list-style-type: none"> • that the Complainant is freshly considered a vexatious complainant. • This designation will last until 4th May 2023. • The Council will write to the complainant advising of this decision.
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Part B of the meeting closed at 21.48pm

The meeting resumed at 21.48pm and closed at 21.49pm

Signed: *Anne Oliver*, Clerk to the Council 10th June 2022