

**WEST HILL PARISH COUNCIL
MINUTES OF THE COUNCIL MEETING
HELD ON 5TH DECEMBER 2017 AT 7.30 P.M.
AT WEST HILL VILLAGE HALL**

Present:

Chairman Parish Councillor Margaret Hall (MH)
Vice Chairman Parish Councillor Jo Talbot (JT)
Parish Councillor Christopher Hall (CH)
Parish Councillor Jessica Bailey (JB)
Parish Councillor Alan Cook (AC)
Parish Councillor Jill Ingle (JI)
Clerk Alison Carr (Clerk)

WELCOME AND CHAIRMAN'S ANNOUNCEMENTS

MH welcomed EDDC Cllr Matt Coppell (MC), members of the public, Parish Councillors and Paul Hayward (Newton Poppleford Clerk) and opened the meeting at 7.30pm.
MH reminded everyone that the meeting was being recorded.

Public Questions:

No residents asked to speak.

District and County Councillors' reports:

EDDC Cllr Matt Coppell informed Councillors that the Villages Plan should be adopted by mid-March. He reminded Councillors that there will be a full EDDC council meeting week commencing 11/12/17. Amongst other items being discussed at EDDC are drones and the planning portal. He informed Councillors that EDDC has produced an A to Z guide to recycling materials.

Police Report:

The Clerk said that the October crime report was received by her on 1/12/17 and circulated to Councillors by email. Councillors expressed disappointment that West Hill parish data were still conflated with those of Ottery Rural.

ACTION: Cllr CH to write a letter to the local policing team asking whether data for West Hill parish could be provided separately from Ottery Rural.

1. Apologies

- Received from Cllr Kilian Hall, District Cllr Paul Carter and County Cllr Claire Wright.

2. Declarations of Interest

- MH declared a DPI regarding the planning application by Woodlee as she lives next door. MH to leave the room when the item comes up for discussion and JT to take the chair.
- JT reported that she is no longer a Trustee of the Ottery Heritage Society and has updated her RoI form, which she gave to the Clerk before the meeting.

3. Planning applications received:

- **17/2555/TRE** Woodlands, 2 Birch Grove

Proposal: Remove x2 Norway spruce, remove x1 damaged beech tree, crown raise oak above road to give a safe clearance.

Councillors voted to support the application, with a request that the trees removed are replaced with indigenous species. Councillors also commented that it would be helpful if the applicant could include a plan to show the location of the trees being affected. **Proposed by: AC All in favour**

- **17/2572/FUL** The Warehouse, Toadpit Lane
Proposal: Changes to the external envelope to the building granted approval for conversion to residential use under ref no. 16/0133/PDP, together with landscaping and the construction of a double garage.

Councillors were concerned that the double garage encroaches on the tree root protection area and that the planning authority appears not to have requested a tree report. Councillors voted to support the application on condition that the Tree Officer looks at the issue of tree roots before approval is granted.

Proposed by: JB All in favour

- **17/2623/TRE** Pine Bank, Warren Close
Proposal: 6 x Pines and replant - works are on poor health of the trees.

Councillors did not agree that the trees needed to be felled and voted not to support the application. If the Tree Officer overrules the Parish Council's objection, Councillors requested that the felled trees are replaced with Scots Pines.

Proposed by: CH All in favour

- **17/2757/FUL** 1 Eymore Drive
Proposal: Construction of two-storey side extension.

Councillors voted to support the application.

Proposed by: MH All in favour

- **17/2786/FUL** Woodlee, West Hill Road
Proposal: Re-modelling of existing bungalow with the addition of a new first floor, demolition of front gable and addition of single storey side extension containing garage and utility.

Chairman Margaret Hall, having declared a pecuniary interest at the beginning of the meeting, left the room while the application was considered and Vice Chairman Jo Talbot took the chair.

Some Councillors had concerns about the proposed design and that it does not look in keeping with a woodland village. The flat roof was an issue and it was discussed that the village design statement does not favour flat roofs. Although there are some properties in the village built with flat roofs, they are in more secluded sites. Councillors accepted that the village is an eclectic mix of designs and welcomed the construction of interesting buildings. However, Woodlee is in the middle of the village and is not well screened from West Hill Road, a main thoroughfare. Councillors were also concerned about the scale of the proposal and that the re-modelled property will dominate the site and will look out of proportion to the neighbouring properties.

Councillors voted not to support the application for the reasons stated above.

Proposed by: JT Passed: 3 in favour, 2 against

- As a separate planning issue, Councillors noted that the residents of Woodlee had erected two advertising signs on the garden wall facing the road. In view of the planning regulations governing signs, it was felt that the planning authority should be made aware.

(Note that following the meeting it was observed that the signs had already been removed).

4. Planning decisions received (a * indicates decision differs from WHPC)

Councillors noted the following planning decisions received as approved:

- 17/0094/TPO** land at Almeda House, Higher Broad Oak Road. TPO confirmed.
- TPO 58/0002** Notification of Tree works considered an exception to TPO 58/0002 at 2 Ashley Brake
The works in question are considered an exception from the normal requirement to seek the consent of this Council under Regulation 14 of the Town and Country Planning (Tree Preservation) (England) Regulations 2012. (This regulation of the Act provides for works to be carried out on dead and dangerous trees [or parts of trees] in the interests of safety).
- 17/2167/FUL** Greendale Farm Shop – approved
- 17/1413/FUL** West Hayes – approved*
- 17/2150/TRE** Hideaway, Bendarroch Road – split*
- 17/2516/FUL** The Lawns, West Hill Road – approved
- 17/2481/TRE** Shenne, West Hill Road – approved* (Councillors expressed disappointment with the response from the Tree Officer to their comments)

5. Planning appeal received

Appeal relating to application **17/0523/OUT** Land at The Gap, Lower Broad Oak Road, appeal reference **APP/U1105/W/17/3183352** by Stuart Partners Ltd.

Outline application for up to two dwellings with associated access (details of layout, scale, appearance and landscaping reserved)

It was proposed that Councillors delegate the response to MH and the Clerk.

Proposed by: MH All in favour

6. Planning policy

Consider whether to make comment on Cranbrook DPD Masterplan.

Councillors were concerned about the effect that an additional large number of houses would have on traffic using the Daisymount roundabout and the A30, as well as setting a precedent for future expansion. However, it was felt that overall, comments from WHPC would carry little weight.

It was decided that WHPC would not comment.

7. Internal audit

Councillors were given a presentation by Paul Hayward, Clerk to Newton Poppleford PC, about the internal audit process and what he will look at when he audits WHPC. The

internal audit is a legal requirement for a Parish Council of West Hill's size and complements the external audit. He recommended an initial visit in Jan/Feb to flag any issues and allow time to fix any identified weaknesses before the official internal audit a few months later.

ACTION: Clerk to draft a letter of appointment for Paul Hayward, to be approved by Councillors before sending.

8. Minutes: To consider the approval of the minutes of the last meeting of the Council.

- The minutes of the last Parish Council meeting (7th November 2017) were approved and signed by MH.

9. Matters arising from last meeting:

Councillors approved of the Action Tracker designed by the Clerk to keep track of actions arising from meetings. The Clerk explained that completed actions would be deleted each month, leaving in-progress actions and not-started actions (including new ones).

10. Updates on actions from last meeting

- WHPC website update and business advertising
MH reported that the layout of the Home Page has been approved, and reminded Councillors to have their photos taken for the website.
The @westhillparishcouncil.gov.uk email addresses have been set up, although some Councillors had teething problems interfacing with their existing email programmes.

Business advertising – should WHPC allow local businesses to pay a small fee to advertise on its website? The site is being designed to allow for this. Councillors did not wish to “compete” with The Messenger, which has a classified advertising section. Some were concerned that it could look like WHPC was endorsing those businesses, and there were questions about whether it should be restricted to certain types of business, or those just in West Hill. It was felt that it would help to keep the website fresh, other Parish Councils allow it on their site and it could be a useful resource for residents. Councillors agreed that business advertising could be trialled, when the website is ready.

- Parishes Together
Councillors had been circulated the minutes of the joint meeting in Ottery on 24/11/17 between various Parish Councils in the local area. A joint project is being considered around mental health for young people. MH confirmed that because EDDC calculated elector numbers in February 2017 when West Hill was still counted in with Ottery, technically West Hill's grant had not been separated from Ottery's. This will not be the case from 2018-19 and beyond. The closing date for applying is 7/2/18 and it is likely WHPC will submit a joint project with Ottery anyway. It was decided that WHPC could ask EDDC about separating this year's allocation.

ACTION: JB to email Jamie Buckley about separating WHPC's allocation from Ottery's.

- Report on the litter pick/sign cleaning held on Saturday 2nd December.

It was reported to have gone well, with several sacks of litter collected. It is hoped that future litter picks will have more West Hill resident volunteers. A photograph was posted on WHPC's Twitter account.

- Update on Public Realm Study
The walkaround was postponed as Sophie Thompson injured her knee. A new date of 18/12/17 had been proposed and confirmation was awaited from Sophie.
- Play park improvements
JB tried to arrange a meeting with Wicksteeds, Keith Browell and a contractor but nothing will happen until the new year.
- P3 update
MH was contacted by Colin Strickland and his wife who are public rights of way volunteers with the Ottery group, but live in West Hill. He informed MH that an active P3 survey for Ottery covers West Hill public footpaths. MH told him that Ros Davies will address WHPC Councillors at the meeting on 6/2/18.
- Woodland Trust forest land opposite Brackendown. The Clerk confirmed emailing Paul Allen but had not had a reply.

ACTION: Clerk to email Paul Allen again about a meeting.

11. Budget for information

CH updated Councillors on progress made by the Finance Group in drafting the budget for 2018-19. The final draft will be presented on 2/1/18 when Councillors will be asked to vote on it and agree the precept for 2018-19.

ACTION: Clerk to research public works loans.

11a ITEM 19 was brought forward

Councillors considered opening a savings account with Unity Trust Bank. It was agreed that the Clerk could take steps to open the savings account.

Proposed by: MH All in favour

12. Planning delegation protocol

Councillors considered a paper prepared by MH on dealing with planning applications whose deadlines time out before they can be considered by Councillors at a Parish Council meeting. Councillors rejected the option of forming a Planning Sub-committee, and the option of delegating to the Clerk.

It was decided that WHPC would revert to holding two full council meetings per month, with the second meeting restricted to considering planning applications that would otherwise time out before the next meeting. If there are no such applications in any month, that meeting would be cancelled.

Proposed by: CH All in favour

13. Recording meetings protocol

It was decided that Parish Council meetings should be recorded and kept for a year on cloud-based storage for safekeeping, and the WHPC Standing Orders amended accordingly.

Proposed by: MH All in favour

ACTION: CH to investigate recording equipment.

14. Model Publication Scheme

MH proposed that WHPC adopts the Model Publication Scheme suggested by the Information Commissioner's Office and circulated to Councillors. It was agreed that the Model Publication Scheme should be adopted by WHPC.

Proposed by: MH All in favour

15. Transparency Code

Councillors considered adopting the Transparency Code as published by the Dept for Communities and Local Government. Although not a legal requirement for WHPC, it was felt that it would be good practice. However, all agreed that it should be deferred because WHPC is still very new and more time is needed for everyone to "learn the ropes".

Decision: defer All in favour

16. Additional litter bins and/or dog bins

The Clerk informed Councillors that Tom Green at EDDC had confirmed costs as £200 per year per bin for emptying (dog or litter were the same cost), and £400 to purchase a litter bin or £80 to purchase a dog waste bin. It was resolved to buy 2 dog waste bins and signs from EDDC and put them at the east and west entrances to the Woodland Trust forest area.

Proposed by: MH All in favour

ACTION: Clerk to contact EDDC and order the bins.

17. Name badges for Councillors and the Clerk

Councillors agreed that name badges would be useful, especially when attending external meetings. The badge should have the WHPC logo, West Hill Parish Council, and Councillor Firstname Lastname.

ACTION: Clerk to contact Ottery Clerk for suggested supplier.

18. Fire proof safe

Councillors agreed that it would be sensible to have a fire proof strong box to hold hard copies of deeds and other important documents and that it should be kept at the Clerk's house. It was not considered necessary to have a bolt-in safe and that a box would be sufficient as long as it is fire proof.

ACTION: Clerk to investigate options and prices.

19. Savings account with Unity Trust Bank

Item moved up to 11a.

20. Payment of new invoices received

Councillors agreed the expenses claim for the clerk. There were no other new invoices.

21. Finance updates

- Update on first VAT claim – letter from HMRC acknowledging receipt of claim. Noted.
- Invoice tracker – the Clerk presented the latest invoice tracker showing minor invoices agreed for payment by the Chairman since the last meeting. Councillors requested that in future, could the Clerk bring invoices received during the month to the meetings for inspection and scrutiny.
- Councillors noted the latest monthly bank reconciliation.

22. Councillors' questions, reports and items for future agenda.

- MH remarked that WHPC can order a bigger poppy wreath next year for Remembrance Sunday with the logo on it.
- MH drew Councillors' attention to the chain of emails about parking in Beech Park.

23. Date of next meeting: The date of the next Parish Council meeting was confirmed as Tuesday 2nd January 2018. If any planning applications need to be considered before then, a meeting will be held on 19th December to consider those.

Councillors please be aware that due to public holiday dates, the agenda for 2nd January meeting will need to be fixed on 27th December at the latest.

There being no further business, the Chairman thanked Councillors and formally closed the meeting at 9.58pm.

Minutes signed by:

Date: