

**WEST HILL PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING
HELD ON 3rd November 2020 AT 7.30PM**

**** The meeting was held by video-conference due to the Covid-19 situation**

Present:	Chairman Cllr Margaret Hall (MH),), Cllr Alison Carr (AC), District Cllr/WHPC Cllr Jessica Bailey (JB), Cllr Della Cannings (DC), Cllr Margaret Piper (MP), Cllr Amanda Townsend (AT), Cllr Alan Cook (ABC)
In attendance: Apologies received from:	Anne Oliver Parish Clerk, no members of the public attended the meeting DCC Cllr Claire Wright (CW)

AGENDA – ORDINARY MEETING OF THE PARISH COUNCIL

Item (a)	Discussion and decisions (b)
20/352	<p>Welcome and Chairman’s announcements</p> <p>The meeting started at 7.30PM. The Chair MH welcomed everyone and reminded everyone that the meeting was being sound recorded.</p>
20/353	<p>Apologies. To receive apologies and approve reasons for absence. Apologies were received from DCC Cllr Claire Wright.</p>
20/354	<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.</p> <p>No matters raised.</p>
20/355	<p>District and County Councillors’ reports for information (items raised for decision will appear on the agenda for the next meeting)</p> <p>DCC Cllr CW submitted a report to the meeting, including updates on</p> <ol style="list-style-type: none"> 1. Ottery Community Larder 2. Redbridge – Harford 3. Help available to pay for basic household essentials <p>It was agreed to put Cllr Wright’s report on the website.</p> <p>District/WHPC Cllr JB reported</p> <ol style="list-style-type: none"> 1. There are concerns regarding hidden poverty in the community and reported the numbers of benefit claimants had risen significantly during the year. EDDC are currently working on a poverty strategy for East Devon 2. Devon County Council are undertaking an Economic Vulnerability Assessment and have made funding available. <p>It was agreed to publicise the Financial and other help available from DCC, EDDC and locally.</p>
20/356	<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.

	<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 JB declared a personal interest as an East Devon District Cllr.</p>
20/357	<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> <p>n/a</p>
20/358	<p>Minutes</p> <ol style="list-style-type: none"> 1. To approve the minutes of the Parish Council meeting on 6th October 2020, previously circulated. 2. To approve the minutes of the Parish Council meeting on 20th October 2020, previously circulated. <p>Noted and Approved</p>
20/359	<p>Planning applications received</p> <p>20/1618/FUL Land To West Of B3180 between the existing houses Tatry And Panorama West Hill Applicant Mr H Slade Proposed new two storey dwelling.</p> <p>Councillors considered the additional information now provided. They noted that the site block plan was now available but agreed their comments submitted on 7th October 2020 still applied.</p> <p>Councillors still have concerns regarding the exit onto the B3180 which is a dangerous road. The visibility splay was considered inadequate for the site and traffic conditions. Whilst there is a 30mph speed limit, in reality many vehicles exceed this.</p> <p>In addition, Councillors noted that the proposed building was larger than adjacent properties. If permission is granted, councillors request that a condition is applied that an Arboricultural Method Statement is submitted, as there are a considerable number of significant trees on the site.</p> <p>20/2314/TRE Thrushes Anvil, Windmill Lane, West Hill, EX11 1JP Applicant Mr L Morrison T1 : trim back overhanging limbs from neighbouring Leylandii hedge T2, T3 , T4 , Lawson Cypress : fell to open up the bottom area of the garden. One has had bonfire damage at the base whilst all three have poor "V" shapes unions on them. Removal of one may leave the other two exposed to conditions they are not used to, creating potential Hazards. T7 semi mature Oak tree which will be a bit one sided, a light reductions to shorten over extended limbs. This would also alleviate and potential issue with it over phone lines and over neighbouring property. T5, Chestnut : crown lift approximately 3 Chestnut trees to 3m removing limbs that have not been pruned properly. Also severing ivy. T6 : Prune off limbs over hanging from neighbouring conifer which is very top heavy and damaging fences.</p> <p>Whilst Councillors did not have any objections, they expressed their dissatisfaction with the supporting information provided. Councillors were concerned that they could not make an informed decision as the plan supplied lacked detail and scale.</p> <p>Cllrs agreed to write to Ed Freeman, (EDDC Service Lead Planning Strategy and Development Management) to express concerns regarding the unsatisfactory level of information supplied in support of TREE applications.</p> <p>The meeting also discussed the matter of neighbour consultations. EDDC notification of planning applications sent to WHPC no longer list the neighbouring properties consulted. This raised concerns as there have been instances where all relevant neighbouring properties have not been consulted and given the opportunity to comment.</p>

	<p>It was agreed</p> <ol style="list-style-type: none"> a. Clerk to contact neighbouring Parish Councils to seek their feedback b. Clerk to check for previous correspondence on the matter c. Review at next WHPC meeting. <p>For information</p> <p>20/2357/PRETDD 8 Warren Close, West Hill EX11 1XB Applicant Ms R Barton Works considered an exception to 58/0002/TPO</p>
20/360	Planning decisions received for information (*denotes WHPC differed) n/a
20/361	TPO notifications - n/a
20/362	<p>Covid-19: To consider</p> <ol style="list-style-type: none"> 1. The impact of any recent Government Covid-19 announcements. <p>The Government announcement on 31st October set out a second period of national lockdown to begin on 5th November (to be confirmed by an MP's vote on Wed 4th Nov).</p> <p>Councillors agreed to re-launch the Help Scheme if Lockdown is confirmed,</p> <p>Residents have been alerted to this as the WHPC newsletters were due to be distributed to each household from 31st October. The Clerk quickly inserted a slip into each newsletter advising that the Help Scheme would be re-launched if Lockdown was confirmed.</p> <p>Since the Government's announcement</p> <ul style="list-style-type: none"> • Volunteers Dave Underwood and Clive Thomas have confirmed that they will resume prescription deliveries as necessary. Hopefully demand will be lower as many residents have signed up for deliveries direct from the Pharmacies. • McColls have confirmed they will offer a "order by phone" service • The Government have issued guidelines that state outdoor playgrounds can remain open. <p>It was agreed to notify residents by a notice on the playpark and in the school newsletter.</p> <p>It was agreed to contact Ottery St Mary Volunteers to confirm whether West Hill residents can access the Ottery Larder.</p> <p>Cllr JB reported the EDDC helpline will be re-activated</p>

Committee & Working Groups

Finance Working Group

20/363	<p>To receive an update on</p> <ol style="list-style-type: none"> 1. Opening a Cambridge Building Society Council Saver Account <p>Cllr AC confirmed the Cambridge Building Society Council Saver Account has been opened and the transfer of £50,000.00 successfully transferred from the Unity Bank account.</p> <p>It was agreed to consider cancelling the WHPC Yorkshire Bank application at the WHPC meeting on 1st Dec.</p> <ol style="list-style-type: none"> 2. CIL – overdue development payments <p>Cllr AC reported that the Finance Working Group will work with EDDC to audit the list of agreed West Hill planning applications to check for any overdue payments.</p> <p>To approve an insurance policy adjustment for the Footpath Handrail</p>
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	<p>It was agreed to add the Footpath Handrail to the Council's Insurance Policy, increasing the annual premium by £1.54.</p>
20/364	<p>To consider the draft WHPC budget for 2021-22</p> <p>Cllr MH presented the draft WHPC budget for 2021-22. The Finance Working Group had produced the draft budget</p> <ul style="list-style-type: none"> • paying particular attention to operational recurring costs such as staff costs, insurance, subscriptions etc. • incorporating the OSC budget recommendations • including known 2021-22 commitments <p>Operational costs had increased slightly year on year however the Finance Working Group recommended the Precept remains unchanged.</p> <p>Councillors will discuss plans and projects for 2021-22 at a separate meeting scheduled for 5th Nov. The output from this meeting will be incorporated into the draft budget and will be presented for sign off at the WHPC meeting on 1st December.</p>
20/365	<p>Open Spaces Committee (OSC)</p> <p>To note and confirm the minutes of the meeting of 29th September 2020, to answer questions arising and present recommendations.</p> <p>For information</p> <ul style="list-style-type: none"> • West Hill Vehicle Activated Signs Scheme (VAS) Cllr MP updated that Highways advised that there would be a further delay to the VAS unit update. Due to Lockdown the suppliers had re-scheduled their visit to Devon. <p>It was agreed to liaise directly with the suppliers and to courier the VAS unit to/from them.</p> <p>Cllrs agreed a provisional budget of £100 for courier costs.</p> <ul style="list-style-type: none"> • Grounds Maintenance 2021 Contract The Clerk confirmed the advert for the 2021 contract had been published. • Lengthsman 2021 Contract Cllr ABC advised the OSC had agreed to renew the Lengthsman contract. • Public Rights of Way - Definitive Map Review Cllr ABC reported that Devon County Council's Public Rights of Way team will be attending the next OSC meeting to give a presentation on their Definitive Map Review. This will start the review of the West Hill area to ensure that all known paths are recorded and documented. <p>Cllr ABC also reported on two additional matters</p> <ul style="list-style-type: none"> • The OSC had acted on the concerns raised on Facebook regarding access to Broadoak Plantation, in particular horses. The OSC had requested guidance from The Woodland Trust and had advised the concerned resident. • Cllrs AT/AC will prepare a draft Playpark Strategy for discussion in early 2021.
20/366	<p>People & Policy Working Group</p> <p>No matters to report</p>

20/367	<p>Traffic Study Working Group</p> <p>To receive a Traffic Study update from the Joint Working Group on a new pedestrian access to the Village Hall and agree further actions.</p> <p>Cllr MH reported that a meeting is scheduled between the Village Hall representatives with PJA Traffic Consultants to discuss the latest proposal for the pedestrian path.</p> <p>Cllrs approved the PJA invoice for the revised sketch £500+vat.</p> <p>It was noted that PJA have asked for the ongoing fee structure to be reviewed. The current fee structure was agreed in 2018.</p> <p>Cllrs agreed the next WHPC will discuss next steps for the project depending on the outcome of the meeting.</p>
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Other Matters

20/368	<p>To receive an update on</p> <p>a. the monthly crime stats (for information) Cllr AC commented that the number of crimes reported for the year to date (7 months) equals the total for 2020 in full. It was noted There have been several clusters regarding anti-social behaviour.</p> <p>Cllrs agreed to discuss this with the Police Neighbourhood Officer who is due to attend the Parish Council meeting on 1st December.</p> <p>Further matters to be discussed will be agreed at the WHPC meeting on 17th Nov.</p> <p>b. The Community Safety Partnership c. The Councillor Advocate Scheme (Police & Crime Commissioner)</p> <p>Cllr DC reminded Cllrs to submit any issues before the next meetings.</p>
20/369	<p>To receive an update on the West Hill Community Emergency Plan Cllr DC reminded Cllrs to submit their risk assessment.</p>
20/370	<p>To consider a Devon Cornwall Police Consultation on pavement parking.</p> <p>Cllrs agreed to submit a response to the consultation. They noted that although West Hill has few pavements there is often parking on verges. However due to the nature of narrow lanes in the village this is often the only available option.</p> <p>Cllrs agreed that Local Councils are best placed to enforce the rules on pavement parking however their Enforcement team must be funded sufficiently if they are to be effective.</p> <p>It was agreed that Cllr DC would complete the survey on behalf of the Council.</p>
20/371	<p>To receive an update on plans for Remembrance Sunday</p> <p>Following the announcement of a National Lockdown West Hill's Royal British Legion (RBL) and St Michael's Church cancelled the scheduled Remembrance events and agreed the revised plan:</p> <p>On Sunday 8th November the village organisations will lay their wreaths at the War Memorial during an allocated 10 minute time slot to ensure social distancing. Clerk Anne Oliver will represent the Parish Council.</p>

	<p>Members of the public will be asked to pay their respects at the War Memorial individually during their period of daily exercise.</p> <p>On Wednesday 11th November the RBL will sound maroons to mark the start/end of the two minute silence. Individuals will be asked to stand outside their homes to observe the silence.</p> <p>It was confirmed that the Parish Council Insurance would not cover the above events on 8th and 11th November.</p>
<p>20/372</p>	<p>Clerks Report: Actions and matters arising from the last meeting</p> <p>1. Actions, incl outstanding action</p> <p>Outstanding actions:</p> <p>20/349 Art Group Display boards: Cllr ABC agreed to store the boards on behalf of the village. Cllrs agreed, in principle, to fund a tarpaulin (or such) to protect the boards. Cllr ABC to update Cllrs at the next meeting.</p> <p>20/347 Remote Meeting Policy - outstanding</p> <p>2. Matters arising</p> <ol style="list-style-type: none"> a. Resident communication b. Any urgent matters arising. <p>Other matters It was agreed that Cllr ABC will organise photographs of the picnic benches and new handrail.</p>
<p>20/373</p>	<p>Finance and Invoices Tracker</p> <p>Invoices received for approval:</p> <ol style="list-style-type: none"> 1. Clerk - claim for expenses (Microsoft subscription) 2. RBL - Remembrance wreath donation £50.00 3. PKF Littlejohn - External Audit Services £360.00 <p>Additional Items</p> <ol style="list-style-type: none"> 4. Wall Art - WHPC Oct Newsletter £125 5. PLG Services – purchase and installation of footpath handrail £479.96+vat 6. PJA Traffic Consultants – revised design sketch £500+vat <p>All noted and approved</p> <p>To receive the 2020-21 Finance Tracker (Oct), Bank reconciliation (Oct) Noted and approved</p>
<p>20/374</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 ABC raised several issues:</p> <ul style="list-style-type: none"> • Dog Waste Bin collections had been missed. <p>This had also been reported by Cllr AC as she had started to check the bins regularly as waste collections had been sporadic over recent weeks.</p> <p>The Clerk had contacted EDDC to report the recent missed collection.</p> <p>Cllrs agreed to write to EDDC to ask what action they will be taking as the waste collection service was unreliable and unsatisfactory.</p>

	<ul style="list-style-type: none">• Cllr ABC reported on a recent Facebook post seeking a place for children to play football.• In contravention of Highway rules residents have placed notices on verges regarding wildflowers. Cllrs agreed this was a highways matter. <p>Cllr AC reported that she had not received a DCC update on the Electric Charge Point project but would continue to chase for news.</p> <p>Cllr DC reported that congregation at a recent St Michael's service thanked the Parish Council for their actions to support the village during the Covid-19 measures via the Help Scheme.</p>
20/375	Next meeting: To confirm the date of the next meeting (by video-conference) which is scheduled for Tuesday 17 th November.

Meeting closed 9.04pm

Signed: *Anne Oliver*, Clerk to the Council, 4th Nov 2020