

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

Present:	Chairman Cllr Margaret Hall (MH), Cllr Amanda Townsend (AT), Cllr Quentin Tailford (QT), Cllr Alan Cook (ABC)  District Cllr/WHPC Cllr Jessica Bailey (JB),
In attendance:	Anne Oliver Parish Clerk, 2 members of the public attended the meeting
Apologies received from:	Cllr Alison Carr (AC), Cllr Margaret Piper (MP)

Item (a)	Discussion and decisions (b)
<b>20/083</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>20/084</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; MP</li> </ul>
<b>20/085</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>• <b>No</b> attendees wished to speak</li> </ul>
<b>20/086</b>	<p><b>Declarations of Interest</b></p> <ol style="list-style-type: none"> <li>a. Register of Interests: Councillors are reminded of the need to update their register of interests.</li> <li>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).</li> </ol> <ul style="list-style-type: none"> <li>• <b>No</b> Declarations of Interest reported.</li> </ul>
<b>20/087</b>	<p><b>Minutes</b></p> <ol style="list-style-type: none"> <li>1. To approve the minutes of the Parish Council meeting on 3<sup>rd</sup> March 2020, previously circulated.</li> </ol> <ul style="list-style-type: none"> <li>• <b>Noted and approved</b></li> </ul>
<b>20/088</b>	<p><b>Planning applications received</b></p> <p><b>18/1222/MFUL Land South of Lily Cottage, Exeter Road, Whimple</b> Applicant MRH (GB) Ltd Councillors considered the new CGI information provided. They considered this was inadequate, not according to standard procedures and lacking technical information. The</p>

	<p>viewpoints were inadequate, not to the appropriate scale, taken from an odd angle and seemed unrepresentative.</p> <p>The submitted proposed materials still present an urbanised appearance which is out of keeping with the rural location.</p> <p>Councillors continue to be concerned about granting permission for this retail site in association with a filling station, which is contrary to Policy E11 of the EDLP:</p> <p><i>“Large retail developments of over 500 m2 that are proposed on sites outside of a defined Town Centre Shopping Area will be required to demonstrate that it would not have an unacceptable impact on centres within the catchment of the proposed development either in itself or when considered cumulatively with other existing or proposed developments of a similar type. New retail developments will not be permitted where they would be on land allocated for other uses unless satisfactory alternative provision for such uses can be made elsewhere within the immediate locality.”</i></p> <p>Councillors were also concerned that the proposed facility makes scant provision for electric car charging points. If planning permission is granted, this would be an ideal site to provide an electric car charging point hub, as promoted in the Chancellor’s speech last week and in line with EDDC targets.</p> <p><b>20/0460/FUL Upwey, West Hill Road, Applicant Mr &amp; Mrs R Hill</b></p> <p>Councillors supported this application. However, as the roof space is to be altered, they considered a bat survey should have been requested.</p> <p><b>20/0482/RES Hasta La Vista, Windmill Lane Applicant Mr E Flowers</b></p> <p>Councillors had no objection to the application, subject to the Tree Officers being satisfied with the Root Protection Area for the walnut tree in the adjacent garden.</p> <p><b>20/0478/FUL Belbury View, Lower Broad Oak Road Applicant Mr &amp; Mrs Ollier</b></p> <p>Councillors supported the application</p> <p><b>20/0532/FUL Beech House, Windmill Lane Applicant Mr and Mrs G Peters</b> This application was considered at the West Hill Parish Council Meeting on 17<sup>th</sup> March 2020.</p> <p>Councillors supported this application, but wished to have a condition that the upstairs accommodation is not to be used as a separate dwelling. They considered that a bat survey should have been requested as the roof space is to be breached.</p>
<p><b>20/089</b></p>	<p><b>Planning decisions received</b> for information (*denotes WHPC differed)</p> <p><b>20/0477/CPL</b> Belbury View Lower Broad Oak Road : Certificate of lawful development for single storey rear extension <b>Approved</b></p> <p><b>20/0276/FUL</b> The Royal British Legion School Lane Extension to the existing kitchen <b>Approved</b></p> <p><b>20/0243/FUL</b> 11 Eastfield Construction of rear extension. <b>Approved</b></p> <ul style="list-style-type: none"> <li>• <b>Noted</b></li> </ul>
<p><b>20/090</b></p>	<p><b>TPO notifications – for information</b></p> <p><b>19/0090/TPO</b> Samguri, Bendarroch Road</p> <ul style="list-style-type: none"> <li>• <b>Noted</b></li> </ul>

**Committee & Working Groups**

<b>20/091</b>	<p><b>Finance Working Group</b> - To resolve to open an additional bank account.</p> <ul style="list-style-type: none"> <li>• It was resolved to open a new current and deposit accounts with an additional provider, The Co-operative Bank with the same mandate as the existing arrangements.</li> </ul>
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**Other Matters**

<b>20/092</b>	<p><b>Updates on matters arising from the last meeting</b></p> <p>a. Coronavirus</p> <p>Councillors discussed the anticipated impact of the Covid19 virus on the operation of the Council and on the West Hill Community</p> <p><b>Operation of the West Hill Parish Council</b></p> <p>Cllr MH summarised the current national situation and outlined how current Government advice, such as self-isolation, no public gathering will affect the operation of the Council. The situation is evolving quickly. All future public meetings of the Council will be cancelled until further government advice is received.</p> <p>DALC and NALC have issued bulletins advising that they are in consultation with the Government regarding Statutory regulations, such as the requirement to hold an Annual Council Meeting, Annual Parish Meeting and Financial Audit. They expect the regulations to be relaxed and that MHCLG and NALC will issue guidance notes in the coming days. Cllrs agreed that changes to current protocols need to be put in place until further guidance is received. .</p> <p><b>It was agreed to enact Delegated Powers to deal with the impact of Covid19:</b></p> <ol style="list-style-type: none"> <li>1. Coronavirus: <b>To delegate authority</b> to the Proper Officer (Anne Oliver) to take such actions and decisions as are required at this time, subject to the extant Standing Orders and Financial regulations of West Hill Parish Council and in conjunction with the Chair and Vice-Chair. Such actions and decisions to be reported to Councillors as soon as possible after execution and to be subject to ratification once Council resumes normal operation and meetings can be safely convened as per Government advice.</li> <li>2. Planning: To suspend protocol of considering planning applications at a public meeting.             <ul style="list-style-type: none"> <li>• To continue to post planning application references on the WHPC website and encourage residents to submit comments to the Parish Council and EDDC.</li> <li>• To circulate planning applications to Councillors for consideration and comment.</li> <li>• <b>To delegate authority</b> to the Proper Officer (Anne Oliver) to take such actions and decisions in response to Planning Applications as are required at this time, subject to the extant Standing Orders of West Hill Parish Council and in conjunction with the Chair and Vice-Chair. Such actions and decisions to be reported to Councillors as soon as possible after execution</li> </ul> </li> <li>3. Finance: <b>To delegate authority</b> to the Proper Officer (Anne Oliver) to take such actions and decisions as are required at this time, subject to the extant Standing Orders and Financial regulations of West Hill Parish Council and in conjunction with the Chair and Finance Working Group.             <ul style="list-style-type: none"> <li>• There will be no change to standard dual authorisation protocol.</li> </ul> </li> </ol>
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	<p><b>Council Meetings: It was agreed</b></p> <ol style="list-style-type: none"> <li>1. To maintain current schedule for Council and Committee Meetings. <ul style="list-style-type: none"> <li>• To issue and publish meeting agendas as per Standing Orders.</li> <li>• To advise the public via the WHPC website, noticeboard and mailing list as per standard practice, but advise that a public meeting will not be held</li> <li>• To hold virtual meetings, if this is permitted by government.</li> <li>• To issue meetings minutes as per standard practice.</li> </ul> </li> <li>2. To investigate opportunities for telephone and video conferencing to enable virtual meetings. <ul style="list-style-type: none"> <li>• It was agreed to authorise subscriptions to telephone and video conferencing, subject to investigation and permission by government.</li> </ul> </li> </ol> <p><b>Projects: It was agreed to</b></p> <ol style="list-style-type: none"> <li>1. New access to Village Hall from West Hill Road – postpone</li> <li>2. VAS signs – proceed – Installation to be undertaken by DCC Highways</li> <li>3. Broadband – subject to Jurassic Fibre</li> <li>4. Picnic Benches – proceed – installation by contractors</li> <li>5. Village Lengthsman – proceed – contractor</li> <li>6. Himalayan Balsam – continue to plan – will be reviewed</li> <li>7. First Responders – on hold</li> <li>8. VE Day 75 – under review by RBL.</li> </ol> <p><b>Coronavirus Action Plan</b></p> <p>Cllr MH reported that many small, local initiatives were underway across the village. Councillors discussed how the Council could be most effective in this situation.</p> <p>It was resolved to</p> <ul style="list-style-type: none"> <li>• Establish the West Hill Parish Council Help Scheme</li> <li>• To act as the focal point <ul style="list-style-type: none"> <li>○ for volunteers</li> <li>○ for residents</li> <li>○ authorities, groups, shops etc</li> <li>○ to signpost help available</li> </ul> </li> <li>• To be mindful of safeguarding residents and volunteers.</li> <li>• To distribute a letter to all households setting out the actions the Parish Council will be taking.</li> </ul> <p>b. March newsletter distribution – completed.</p> <p><b>Noted</b></p> <p>c. Any urgent matters arising.</p>
<p><b>20/093</b></p>	<p><b>Councillors questions, reports and items for future agenda</b></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><b>No matter arising</b></p>
<p><b>20/094</b></p>	<p><b>Next meeting:</b></p> <p>To confirm the date of the next meeting which is scheduled for Tuesday 7<sup>th</sup> April</p>

Signed: *Anne Oliver*, Clerk to the Council, 19<sup>th</sup> March 2020