

**WEST HILL PARISH COUNCIL  
MINUTES OF THE PARISH COUNCIL MEETING  
HELD ON 1<sup>st</sup> July 2025 AT 7.00pm**

Present:	Chairman Cllr Francis Pullman (FP), Cllr ShirleyMay Saunders (SMS), Cllr Ann Cooper (AC)
In attendance:	Anne Oliver Parish Clerk, 4 members of the public,
Apologies	Cllr Trevor Ingram (TI), DCC/EDDC Cllr Jess Bailey

Item (a)	Discussion and decisions (b)
25/250	<b>Welcome and Chairman's announcements</b> The meeting started at 7.00pm. The Chairman, Cllr FP, welcomed everyone to the meeting.
25/251	<b>Apologies.</b> To receive apologies and approve reasons for absence, if considered appropriate. Cllrs received apologies from Cllr TI and accepted and his reason for non-attendance.
25/252	To receive an update on <b>Councillor</b> vacancies and to consider applications for co-option, if available. No applications for co-option had been received. The Council continued to have vacancies for three Councillors.
25/253	<b>Public question time (3 minutes):</b> To allow members of the public present to give their question/comments to 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>(Contributions are limited to 3 minutes).</i>  Members of the public raised the following matters:  <ul style="list-style-type: none"> <li>a. to raise concerns regarding the proposed tree works <b>25/1169/TRE</b> (agenda item 25/258). The residents commented that no justification had been submitted in support of the extensive works to 17 protected trees.</li> <li>b. The Footpath Warden reported that the Japanese Knotweed present on Footpath 6 would be treated during August 2025.</li> <li>c. The West Hill Arboretum group have scheduled two events: a Bug Safari (19<sup>th</sup> July) and a further event on 5<sup>th</sup> October.</li> <li>d. A resident spoke in support of the grant application to be considered at the meeting (25/263 provision of a first aid course)</li> </ul> Under Standing Orders <b>Agenda Item 25/263</b> (Grant Application) was brought forward.  3 members of the public left the meeting.
25/254	<b>District and County Councillors' reports:</b> To receive reports for information (items raised for decision will appear on the agenda for the next meeting). <b>No report was available.</b>
25/255	To receive <b>Declarations of interest</b> for items on the agenda and receipt of requests for new Disclosable Pecuniary Interests (DPIs) dispensations for items on the agenda. Cllrs FP, SMS and AC each declared no interests in items on the agenda.  Members are also reminded that any change to their Declaration of Interests must be notified to the Monitoring Officer at East Devon District Council within 28 days of the change.

	Members of the Council were asked to review their Register of Interests and to provide an updated version if applicable.
25/256	<b>Confidential/exempt items. In consideration of the Public Bodies (Admission to Meetings) Act 1960</b> (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. <b>None</b>
25/257	<b>Minutes:</b> To receive the Minutes of the Parish Council meeting of <b>3<sup>rd</sup> June 2025</b> (Minute 25/220 -25/249) and to approve the signing of the Minutes by the Chairman as a true record. <b>The minutes of the meeting of 3<sup>rd</sup> June 2025 were unanimously confirmed as a true record and were signed by the Chairman.</b>
25/258	<p><b>Planning Applications received:</b> To consider a consultee response to:</p> <p><b>25/1294/FUL</b> Braeside School Lane West Hill Devon Single storey front and side extension</p> <p>Councillors raised concerns regarding the proposed side extension which extended the building close to the boundary with the neighbouring property. The extension included windows/doors opening towards the neighbouring property and considered that it may result in loss of amenity.</p> <p><b>It was resolved</b> to support this application provided that there is no adverse comment from the neighbouring residents.</p> <p><b>25/1271/FUL</b> 15 Perrys Gardens West Hill Devon EX11 1XA Proposed side, rear extension (and porch rebuild) including part garage conversion.</p> <p>Councillors noted the proposed side extension extended the building close to the boundary with the neighbouring property, but without windows/doors opening towards the neighbouring property.</p> <p><b>It was resolved</b> to support this application provided that there is no adverse comment from the neighbouring residents.</p> <p><b>25/1169/TRE</b> 2 Heather Grange West Hill Devon EX11 1XZ Tree works T1-T17 (reduce/remove)</p> <p>Councillors noted the proposed extensive works to 17 protected trees including 4 trees (birch/beech) to be felled.</p> <p>Councillors considered the trees make a significant contribution to the woodland character of Higher Broad Road and Heather Grange.</p> <p><b>The meeting resolved</b> not to support the application as no justification for the works was provided.</p> <p><b>25/1220/VAR</b> 2 Warren Close West Hill Devon EX11 1XB Variation of Condition 3 (approved materials) on planning permission 23/0658/FUL to re-tile bungalow roof with the same tiles as the new extensions and add timber wall cladding on the rear/south elevation</p> <p><b>The meeting supported the application.</b></p> <p>To confirm consultee comments submitted under Delegated Powers:</p> <p><b>25/1095/FUL</b> Four Pines Hawkins Lane West Hill EX11 1XG Enlargement of roof dormer on principal elevation, introduction of new cladding on principal elevation and roof dormers (Support) <b>Confirmed</b></p>

<b>25/259</b>	<p><b>Planning decisions received</b> for information (*denotes WHPC differed)  <b>All noted</b></p> <p><b>25/0867/TRE</b> Bendarroch House Bendarroch Road West Hill Devon EX11 1JY  T1, Beech : reduce by 15-20% T2, Oak : fell tree T3, Cyprus L fell tree</p> <p><b>25/0879/TRE</b> 1 Heather Grange West Hill Devon EX11 1XZ  T1, willow : fell. T2, lime : reduce by 1m. T3, maple : fell. T4, whitebeam: reduce.  T5, bird cherry : fell. T6, bird cherry : prune as for T2.</p> <p><b>25/0818/TRE</b> 9 Ashley Brake West Hill Ottery St Mary EX11 1TW  T1, Evergreen Leylandii tree : removal due to heavily listing  T2-T10 Evergreen Leylandii tree : reduction of height by 8m</p>	<p>EDDC  <u>Decision</u></p> <p>Decided</p> <p>Approved</p> <p>Approved</p>
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## WHPC Groups + Initiatives

### Finance Working Group:

<b>25/260</b>	<p><b>Village Hall Path Working Group:</b></p> <p>Councillors considered a paper circulated prior to the meeting.</p> <ul style="list-style-type: none"> <li>To receive Devon County Council's (DCC) response to WHPC application for a Traffic Regulation Order regarding parking restrictions on West Hill Road.</li> </ul> <p>The Working Group report included:</p> <p>DCC's public consultation on the proposed parking restrictions ran from 5th March until 26th March 2025. DCC Highways have confirmed members of the public responded in support of the proposal. No objections were raised.</p> <p>On 5th June 2025 DCC wrote to WHPC to confirm that a date for the construction works can be arranged.</p> <p>DCC will formally seal the Traffic Order. Parking restrictions on West Hill Road will come into force once the line markings are installed on West Hill Road.</p> <ul style="list-style-type: none"> <li>To formally accept and sign, If, considered appropriate, a Section 278 legal agreement relating to development of a new pedestrian entrance from West Hill Road to West Hill Village Hall site.</li> </ul> <p>The Working Group report included:</p> <p><u>Section 278</u></p> <p>Development of a new pedestrian access onto West Hill Road requires line markings and a guard rail barrier to be installed on West Hill Road for road safety purposes. Before WHPC can carry out these works a section 278 legal agreement with DCC Highways must be in place.</p> <p>The Section 278 (s278) agreement requires WHPC to deposit a refundable security bond with DCC. This bond ensures the developer (WHPC) will complete the agreed-upon highway works, and it protects DCC against potential costs if the developer defaults on their obligation. The Parish Council awaits confirmation of the bond to be deposited with DCC. The scale of the bond will be determined by DCC following their consideration of the information provided by WHPC (construction costs to be incurred by the Parish Council).</p> <p>Previously, WHPC appointed Tozers LLP (Min 24/305) to liaise with DCC's legal team on its behalf. A provisional estimate of Tozers legal costs were approved, up to £1,800+vat (Min 24/333). In February 20205 WHPC resolved to make payment on account of £1,030.00 to Tozers regarding DCC s278 legal costs (Min 25/063).</p> <p>A final draft of the s278 was available for consideration.</p>
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**It was resolved to** accept the terms of the section 278 agreement relating to:

- the development of new entrance on West Hill Road providing pedestrian access to the West Hill Village Hall site'

and to sign the agreement, **subject to** the value of the security bond requested by DCC being less than £10,000.00.

**It was resolved to:**

- approve payment of DCC Legal fees (Interim) £326.00 (within sum previously approved £1,030 Min 25/063), and
- approve an increased budget of £2,500 +vat for Tozers legal fees

- To decide the payment of a refundable security bond to be deposited with DCC.

**It was resolved to** deposit a security bond with DCC relating to:

- the development of new entrance on West Hill Road providing pedestrian access to the West Hill Village Hall site'

**subject to** the value of the security bond requested by DCC being less than £10,000.00.

- To decide arrangements and approve costs for the construction of a new pedestrian access onto West Hill Road.

The Working Group report included:

- Having received the go-ahead from DCC Highways there was some urgency to make arrangements such that construction of the new pedestrian entrance and footpath could be scheduled during the school summer holiday period. This would minimise disruption in the Village Hall car park and for safety purposes.
- Construction work on the village hall site will take place between Monday 18<sup>th</sup> August and Friday 29<sup>th</sup> August. Subject to the weather, works on West Hill Road will take place on Tuesday 26<sup>th</sup> August
- The Village Hall Trustees, Primary School and Pre-School had been advised of the scheduled dates.

#### Works on West Hill Road

- Works on West Hill Road will include:
  - Installation of double yellow lines and SCHOOL CLEAR road markings
  - Installation of buff coloured road surface treatment
  - Installation of a guard rail adjacent to West Hill Road
  - Re-location of flashing School Warning Road Sign (WIG Wag sign).
  - Installation of additional "No Stopping" sign (re parking restrictions)
  - Traffic Management (by traffic lights)
- Three contractors will carry out the works on West Hill Road:
  - Devon Tarmasters (line markings, guard rail and trenches for road sign)
  - National Grid to decommission the electrical supply to the existing road sign and commission a new supply to the new location.
  - Enverveo to relocate the exiting road sign. Commission and test Wig-Wag device
- DCC Highways require a Stage 3 Road Safety Audit (RSA) to be commissioned. (Stage1 and 2 audits were previously commissioned). A Stage 4 audit is mandated twelve months after the

	<p>opening of the new entrance and prior to DCC assuming responsibility for the works on West Hill Road.</p> <ul style="list-style-type: none"> <li>JRC Engineers will carry out site visits during the construction works to oversee works on behalf of the Parish Council.</li> <li>A DCC Highways Inspector will visit to review the works on West Hill Road</li> </ul> <p><u>Works on the Village Hall grounds</u></p> <ul style="list-style-type: none"> <li>Works on the Village Hall grounds will include: <ul style="list-style-type: none"> <li>Break through hedge line</li> <li>Installation of pedestrian path and associated drainage</li> <li>Installation of chicane barrier</li> <li>Installation of lighting bollards</li> <li>Install sign and posts</li> </ul> </li> <li>To meet the conditions of the planning permission (22/1864/VAR) the parish council is required to implement tree protection measures and commission an ecological check prior to the removal of the hedge and devon bank.</li> </ul> <p><b>It was resolved to</b> confirm the arrangements and to approve costs as follows:</p> <p>a. <b>Devon Tarmarsters</b></p> <p>The quote, £21,452.80+vat previously accepted by WHPC Min24/239 was being revised to include additional work now required including, but not exclusively, trenches for the School Wig Wag sign.</p> <p><b>It was resolved to</b> approve a revised Devon Tarmasters quote up to the value of £30,000+vat.</p> <p>b. <b>It was resolved to</b> accept the <b>Enerveo</b> quote for the relocation of the Wig-Wag sign and approve costs of £1,023.51 +vat.</p> <p>c. National Grid: Quote, £1,354.12+vat previously accepted Min 25/162</p> <p>d. <b>It was resolved to</b> appoint <b>The Road Safety Forum</b> to commission a Stage 3 Road Safety Audit and to approve costs £1,300.00 +vat</p> <p>e. <b>It was resolved to</b> appoint <b>East Devon Tree Care Ltd</b> to oversee and monitor tree protection measures, £385.00+vat</p> <p>f. Pre-commencement ecological search of hedge previously accepted; Richard Green Ecology Min 24/200.</p> <p>g. <b>It was resolved to</b> set a provisional budget up to £2,750+vat for electrical work: to provide, commission and test 3 lighting bollards and connection to the Village Hall</p> <p><b>It was resolved to</b> contact the Village Hall's preferred electrician to negotiate lower terms from or to seek 3 alternative quotes.</p> <p>h. <b>It was resolved to</b> approve a budget of up to £413.00+vat for a direction sign.</p> <p>i. <b>It was resolved to</b> approve costs up to £40.00 for the printing of a temporary WHPC pre-commencement notice on West Hill Road</p>
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	<p>j. <b>It was resolved</b> to approve costs up to £150+vat for the Council's Lengthsman to clear overgrown vegetation from the pavement alongside the new entrance prior to the construction work.</p> <p>k. <b>It was resolved</b> that items 25/260 (a) – (j) (excluding item h) to be funded from CIL</p> <p><b>It was resolved to:</b></p> <p>l. Approve a WHPC letter to be (a) distributed to residents in the vicinity of the works (b) published on the WHPC noticeboards and website.</p> <p>m. Temporarily close the playpark for the duration of the works on the village hall site.</p>
<b>25/261</b>	<p><b>Finance Working Group:</b> To receive a report on the changes to be reflected in the 2025/26 Annual Governance and Accountability Return (AGAR) and make decisions as appropriate.</p> <p>Councillors considered a Finance WG paper circulated prior to the meeting.</p> <p>The meeting received a report on the requirements of a new assertion to be included in the Annual Return for 2025-2026. It was noted that the Parish Council met one of the new requirements as it owned the domain name "westhillparishcouncil" for its websites and email. The meeting considered the remaining new requirements and accepted the action plan recommended by the Working Group.</p> <p><b>It was resolved:</b></p> <p>a. To commission the Council's website provider (Cosmic) to make the website technically compliant with the new standard (Website Content Accessibility Guidelines (WCAG) 2.2; and to accept their quote of £480.00+vat (plus 2 hours covered under the WHPC annual fee).</p> <p>b. To register for Breakthrough Communications Local Council Data Protection Toolkit and to approve costs of £495+vat.</p> <p><b>Action:</b> The Finance WG to:</p> <ul style="list-style-type: none"> <li>- Review website content against Website Content Accessibility Guidelines (WCAG) 2.2. and to take appropriate actions.</li> <li>- Update accessibility statement on the website.</li> </ul> <p><b>Action:</b> The Finance WG to present an IT Strategy for consideration at a future WHPC meeting,</p> <ul style="list-style-type: none"> <li>- a suite of IT Policies (Model documents are available but need to be tailored for WHPC use.</li> <li>- A consideration of the provision of Council provided devices to ensure that WHPC owns its data. (Cost: to be determined)</li> </ul>
<b>25/262</b>	<p>To receive progress reports from other <b>Working Groups</b> (if available):</p> <ul style="list-style-type: none"> <li>- Neighbourhood Plan Working Group</li> </ul> <p>The meeting received an update on the Neighbourhood Plan:</p> <ul style="list-style-type: none"> <li>o The Government has withdrawn 2025-2026 funding for the development of new Neighbourhood plans. If considered appropriate, and with Parish Council agreement at a future meeting, external consultancy support would be funded from WHPC reserves,</li> <li>o The West Hill Neighbourhood Plan Survey was underway and will close on 19<sup>th</sup> July 2025.</li> </ul> <ul style="list-style-type: none"> <li>- Emergency Plan Working Group: Cllr FP gave a brief progress report.</li> <li>- Playpark Working Group: Cllr AC gave a brief progress report.</li> </ul>

## Other Matters

<b>25/263</b>	<p>Under Standing Orders this item was brought forward and considered following Agenda Item 25/253.</p> <p>To consider a <b>Grant Applications</b> from West Hill Village Hall request for £400 funding towards the provision of a first aid course.</p> <p>The meeting considered an application by the West Hill Village Hall Trustees for a grant of £400 towards the cost of providing a certificated first aid course.</p> <p>Cllr FP noted the proposed course would provide training for 9-12 individuals and questioned how this would provide a benefit to the wider village.</p> <p><b>Standing Orders were suspended</b></p> <p>A member of the public proposed that those attending the course would be asked to support the West Hill Emergency Plan ie to establish a core of trained people to be available in an emergency situation and in particular, to support the Emergency Plan Community Hub. This would be in addition to any First Responders available on the day.</p> <p><b>Standing Orders were resumed.</b></p> <p>Cllr SMS proposed that the Parish Council should support the request. Cllr FP noted that attendees should be asked to step up in an emergency situation if a grant was awarded.</p> <p><b>It was resolved to</b> award a grant of £300 towards the provision of a first aid course at the Village Hall and asked organisers to make clear that attendees should be available in an emergency situation.</p>
<b>25/264</b>	<p>To receive a report on the Parish Council attendance at the <b>PTFA Summer Fete</b> including the Council's Crazy Golf activity and to consider recommendations.</p> <p>Councillors considered the Parish Council presence at the fete to be a success. The Crazy Golf activity was busy throughout the day and raised £142.30 for the PTFA. The Council received excellent feedback from children, parents and the PTFA. A formal thank you was received from West Hill Primary School.</p> <p>Councillors were disappointed that few people engaged with Councillors on Council matters, but noted that many more people were aware of the Council's presence at the fete.</p> <p>The Chairman thanked members of the Neighbourhood Plan Working Group for joining Councillors at the fete to encourage people to complete the Neighbourhood Plan survey.</p> <p>Learning points for a future event included: greater use of the WHPC logo, additional golf clubs/balls, more space for the crazy golf activity if possible, revised layout of the WHPC stall, additional medals.</p> <p>It was noted:</p> <ol style="list-style-type: none"> <li>The expenditure on the crazy golf activity was £211.14. This exceeded the budget set by the Council but approved under delegated powers</li> <li>Much of the equipment can be re-used in future years.</li> </ol>
<b>25/265</b>	<p>To confirm arrangements made under delegated powers in response to a <b>request to inspect the accounts for 2024-2025</b>.</p> <p>The Parish Council had received a request to inspect the accounts during the Period for Exercise of Public Rights. Arrangements had been made for the inspection to take place on 3<sup>rd</sup> July, 2.00-4.30pm. It was confirmed that Cllrs FP and SMS would accompany the Clerk to answer questions that may arise.</p> <p><b>It was resolved</b> to set a fee of £7.50 per page for copies of requested documents.</p>



25/266	<p>To consider <b>Councillor training requirements</b> and to decide actions and costs.</p> <p>The Clerk thanked Councillors for returning their training requirements and the meeting considered a training schedule.</p> <p><b>It was resolved</b> to book training courses at a cost of £183.00.</p> <p><b>Action:</b> Cllr SMS and TI to liaise with the Clerk regarding training courses.</p>
25/267	<p>To consider correspondence received:</p> <p>The meeting considered a number of items:</p> <ul style="list-style-type: none"> <li>a. Road safety concerns - junction of Beech Park and West Hill Road</li> <li>b. Speeding cyclists on West Hill Road near the junction with Toadpit Lane</li> <li>c. Weeds in Moorlands</li> </ul> <p>The meeting considered that items were outside the powers of the Parish Council but agreed to raise items a+b at an upcoming meeting with a Highways Officer.</p> <p><b>Action:</b> Clerk to contact EDDC Streetscene regarding weeds at the entrance to Moorlands.</p>
25/268	<p><b>Personnel Matter:</b> To consider a request for payment of additional hours worked during June 2025.</p> <p><b>It was resolved</b> to approve payment to the Clerk of 10 hours overtime.</p>
25/269	<p>To receive a report from the Parish Clerk and to note decisions made under delegated powers (if applicable).</p> <p><b>Action:</b> On behalf of WHPC, the Clerk to submit an application for a Temporary Traffic Regulation Order for the Remembrance Service in November 2025.</p> <p>The Clerk gave an update on</p> <ul style="list-style-type: none"> <li>• Repairs to the playpark fence have been completed.</li> <li>• The Government's decision to support the facility for smaller authorities to hold remote and hybrid meetings.</li> </ul> <p>Decisions made under Delegated Powers (approved by Cllrs FP/AC):</p> <ul style="list-style-type: none"> <li>• Payment: Neighbourhood Plan Survey banner + posters (Min 25/202) £118.66</li> <li>• Payment: WHPC Newsletters (Min25/140) £290.00</li> </ul>
25/270	<p>To review WHPC's <b>Action Tracker</b> and agree actions as considered appropriate.</p> <p>The Chairman lead a review and noted nearly all actions had been completed.</p> <ul style="list-style-type: none"> <li>• 25/223 Resident request for painted white lines at the junction of Eastfield and the Eastfield Gardens.</li> </ul> <p>The Clerk has contacted the resident to advise that DCC Highways would consider the works as Oak Tree Gardens is an unadopted road. Blue Cedar would be the relevant organisation.</p> <ul style="list-style-type: none"> <li>• 25/223 DCC's Public Right of Way team had confirmed the work on Footpath 1 had been completed</li> </ul>
25/271	<p><b>Financial matters:</b></p> <ol style="list-style-type: none"> <li>To consider and approve, if appropriate, the Schedule of Payments.</li> </ol> <p>The meeting considered the Schedule of Payments and invoices circulated and published before the meeting. No questions were raised. It was resolved to approve the payments and sign the invoices.</p> <ol style="list-style-type: none"> <li>To consider and approve, if appropriate, any additional payments presented to the meeting.</li> </ol> <p style="text-align: right;">Village Hall - room hire (June) £24.13</p>



	<p>Clerk Reimbursement - materials+medals for Crazy Golf Min 25/201      £37.17  Inv 3425 Pro-Lawn Garden Services VAS Transfers      £96.00</p> <p>3. To receive, if available, monthly Bank Reconciliations and finance trackers. <b>To be considered at the next meeting.</b></p>
<b>25/272</b>	<p><b>Councillor 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>
<b>25/274</b>	<p><b>Next meeting:</b> To confirm arrangements for the upcoming WHPC meeting on <b>Tuesday 2<sup>nd</sup> September 2025</b> 7.00pm at the Village Hall</p>

All remaining members of the public left the meeting.  
Part A ended 9.10pm  
Meeting closed at 9.10pm

Signed .....

Date .....