

**WEST HILL PARISH COUNCIL
 MINUTES OF THE ANNUAL PARISH COUNCIL MEETING
 AND THE ORDINARY COUNCIL MEETING
 HELD ON 1st May 2018 AT 7.30 P.M.
 AT WEST HILL VILLAGE HALL**

Present:	Chairman Margaret Hall (MH) Cllr Jo Talbot (JT) Cllr Jill Ingle (JI) Cllr Alan Cook (AC) Cllr Christopher Hall (CH)
In attendance:	Alison Carr, Parish Clerk District Cllr Paul Carter No members of the public

ANNUAL MEETING OF THE PARISH COUNCIL

Item (a)	Discussion and decisions (b)	Action (c)
18/142	<p>Welcome and Chairman's announcements Chairman MH welcomed everyone, reminded everyone that the meeting was being recorded and opened the meeting at 7.30pm MH announced that Michael Potter had passed away. No details have been released yet about the funeral. She paid tribute to all the work he did for West Hill and the campaign to set up the Parish Council and expressed her sincere condolences on behalf of the Parish Council.</p>	
18/143	<p>To elect the Chairman of the Parish Council MH was nominated for Chairman. There being no other nominations, MH was elected Chairman. Nominated by AC, seconded by JI, all in favour</p>	
18/144	<p>To elect the Vice-Chairman of the Parish Council JT was nominated for Vice-Chairman. There being no other nominations, JT was elected Vice-Chairman. Nominated by MH, seconded by JI, all in favour</p>	
18/145	<p>To consider membership of outside bodies and committees and arrangements for reporting back</p> <ol style="list-style-type: none"> 1. Airport Consultative Committee – it was resolved that CH will represent the Parish Council on this committee. 2. Leisure East Devon Forum – it was resolved that AC will represent the Parish Council on this committee 3. Others? There was a short discussion about other outside bodies but it was felt that at this time, there was no requirement for further representation. This will be kept under review. 	
18/146	<p>To confirm membership of Working Groups:</p> <ol style="list-style-type: none"> 1. Finance Working Group – membership was confirmed as the Clerk, CH and JB. As JB was not present for the discussion, if she does not wish to be a member, JT said she would do it 	

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	<p>2. Personnel Working Group – membership was confirmed as MH and JI</p> <p>3. Website Working Group – membership was confirmed as MH, JT and the Clerk</p> <p>4. There was a discussion about the Neighbourhood Plan Working Group and it was agreed that there will be an ongoing need for updating and reviewing the Neighbourhood Plan and driving forward the actions on behalf of West Hill parish. It is important that West Hill has a strong representation and works with Ottery St Mary.</p> <p>ACTION: Clerk to put on the agenda for the next meeting to discuss how WHPC can work with Ottery to take the Neighbourhood Plan forward.</p>	Clerk
18/147	<p>To review and adopt the Parish Council Financial Regulations</p> <p>It was resolved to adopt the amended Financial Regulations, updated as per NALC's recommendations.</p>	
18/148	<p>To review and adopt the Parish Council Standing Orders (amended for GDPR as per NALC's model SO)</p> <p>It was resolved to adopt the amended Standing Orders, updated as per NALC's recommendations.</p>	
18/149	<p>To review the inventory of land and assets including buildings and office equipment – asset register</p> <p>There were no queries arising from the asset register.</p>	
18/150	<p>To confirm arrangements for insurance cover in respect of all insured risks</p> <p>Insurance has been renewed from 17/5/18 with Inspire, underwritten by AXA, for a 3-year long-term agreement.</p>	
18/151	<p>To review subscriptions/memberships to other bodies</p> <ol style="list-style-type: none"> 1. DALC/NALC – it was agreed to continue membership 2. SLCC – it was agreed to continue membership 	
18/152	<p>To determine the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council</p> <p>It was agreed to continue the schedule of Parish Council meetings on the first and third Tuesdays of the month.</p> <p>As the first Tuesday in January is a bank holiday (1st Jan), it was agreed to hold the Parish Council meeting on Wednesday 2nd January 2019 instead.</p> <p>MH proposed to schedule the Annual Parish Council meeting for Tuesday 7th May 2019 and the Annual Parish meeting on a date in April to be decided.</p> <p>There being no further business for the Annual Parish Council meeting, MH closed the meeting at 8.04pm</p>	

Signed & dated

ORDINARY MEETING OF THE PARISH COUNCIL

Present:	Chairman Margaret Hall (MH) Cllr Jo Talbot (JT) Cllr Jill Ingle (JI) Cllr Alan Cook (AC) Cllr Christopher Hall (CH)
In attendance:	Alison Carr, Parish Clerk District Cllr Paul Carter No members of the public

Item (a)	Discussion and decisions (b)	Action (c)
18/153	Welcome and Chairman's announcements MH welcomed everyone and opened the meeting at 8.04pm. The recording continued.	
18/154	Public question time (3 minutes) There were no members of the public present.	
18/155	District and County Councillors' reports for information District Cllr PC mentioned the recent planning training attended by the Clerk and AC. One of the biggest changes to planning law will be the introduction in June of Permissions in Principle (PIP) for bigger developments. These will give EDDC planners only 5 weeks to decide these planning applications. The government wants to speed up the planning process and allow more building. If planners miss the 5-week deadline, the default position is that outline permission will be granted (though extra time will be allowed for public holidays). Once PIP is granted, developers will then need to submit detailed plans for Technical Detail Consent (TDC). The green waste scheme will be very good and has proved popular with residents. The relocation of EDDC from the Knowle to Heathpark in Honiton is still on track for completion by the end of 2018. Next year there will be local council elections and the Local Government Boundary Commission review has determined that there will only be one District Councillor for the West Hill and Aylesbeare ward instead of the current two.	
18/156	Apologies. To receive apologies and approve reasons for absence. Apologies were received from County Cllr Claire Wright and Parish Cllr Jessica Bailey.	
18/157	Declarations of Interest There were no personal or disclosable pecuniary interests.	
18/158	Police Crime Statistics Councillors are reminded that they can search for reported crimes in the Parish at https://www.police.uk/devon-and-cornwall/DEV.4087/crime/ The Clerk reported that PCSO Jonathan Sims has offered to attend a Parish Council meeting to talk about crime and safety. ACTION: Clerk to organise a suitable date and put it on the agenda.	Clerk
18/159	Minutes a. To approve the minutes of the meeting on 3 rd April 2018, previously circulated It was resolved that the minutes of the meeting of 3 rd April 2018 be signed as a true and accurate record. b. To approve the minutes of the meeting on 17 th April 2018, previously circulated	

Signed & dated

	<p>It was resolved that the minutes of the meeting of 17th April 2018 be signed as a true and accurate record.</p>	
18/160	<p>Updates on actions and matters arising from the last meeting (action tracker)</p> <p>Play park sign – the Clerk reported that EDDC want to change the wording to reflect the S106 funding. She is waiting to hear from them. Councillors suggested tidying up the fonts to make it look less “busy”.</p> <p>Wood preserver – the Clerk has found an online supplier at a good price and will order from there.</p> <p>Notice boards – CH needs to liaise with the village hall cttee to be shown where the new village hall board needs to go, but will do so soon. The boards at McColls will be straightforward.</p> <p>Bark chippings. It was agreed that CH should go ahead and orders 2 bags of chippings.</p> <p>Press release photo at the play park – waiting for the bark chippings and new signage.</p> <p>Woodland Trust – CH has sent the proposed scheme to the Woodland Trust but has not heard back yet. The work will have to wait until September now after the nesting season.</p> <p>Planning training attended by AC and the Clerk. AC reported that it will be more difficult to refuse planning applications in future. Chris Rose encouraged consultees to give details of WHY an application is supported/not supported. AC will go and see Nick Wright about the EDDC planning website and how to view information better. If some information is not on the portal, consultees should say that in their comments.</p> <p>P3 – the Clerk has not yet received the form from Ros Davies.</p> <p>GDPR – MH and the Clerk are working through it.</p> <p>NPPF – MH sent a copy of her paper to Claire Wright. She also submitted the agreed comments to the consultation as agreed by Councillors at the last meeting.</p> <p>Assets of Community Value – it was agreed to wait for further information from the McColls developers.</p> <p>Playpark repairs – the Clerk should go ahead with the amended quote for repairs.</p> <p>Members’ Allowances – the Clerk gave out forms for Councillors to complete.</p> <p>Request from Cllr JB to put applicants’ names on the agenda with the planning applications. Not appropriate due to new GDPR rules.</p> <p>Insurance – has been arranged with Inspire, underwritten by AXA on a 3-year long-term agreement.</p> <p>Villages in Action – the Clerk wrote to Ian Heard to update him that the Parish Council would not be supporting Villages in Action.</p> <p>Tree felling in Eastfield – Cllr JB and the Clerk were to write to the Forestry Commission to see if a felling licence should have been acquired. ACTION: Clerk to liaise with JB</p>	Clerk/JB

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	<p>MH established that Blue Cedar owns the field where the felling was done. Letter from Blue Cedar to the Neighbourhood Plan Working Group – it was decided to take no action at this point.</p>	
18/161	<p>Planning applications received (previously notified to Councillors) 18/0802/FUL Pentafield, West Hill Road. Proposal: Construction of single storey side and rear extension to provide annexe.</p> <p>Councillors were concerned about the extension's proximity to the boundary hedge and thought that the hedge should be protected. They also noted that the extension should not be used as a separate dwelling. Councillors had no objections but would like assurances that there will be no damage to the boundary hedge and request that a planning condition is added to indicate that the extension will be ancillary to the main house and not used as separate accommodation.</p> <p>18/0810/FUL Stones House, Lower Broad Oak Road. Proposal: Construction of two storey side extension (revised scheme to 17/1822/FUL)</p> <p>Councillors noted that the proposed extension is slightly bigger than in the original application 17/1822/FUL. Councillors thought that the application should have provided more information, particularly a site plan. The extension appears to be very close to the boundary with the next door neighbour, but without a proper site plan it is not possible to determine how close it will be. Councillors were unable to make a decision, due to the lack of a proper site plan.</p> <p>18/0859/PDQ Babbling Brook, Lower Broad Oak Road. Proposal: Prior approval for conversion of agricultural building to 1 no dwelling (use class C3)</p> <p>Councillors supported this application, with the following comments: Although Councillors would not wish to see development in this location, it seems that the cowshed fits the very relaxed planning rules. Councillors were concerned that as soon as the work is completed, an extension will be sought and therefore decided to seek the following conditions:</p> <ol style="list-style-type: none"> 1. Removal of permitted development rights. 2. The hay barn is removed completely prior to any other work. 3. Trees. Councillors do not accept the tree surgeon's report although they do accept that many of the trees are not fine examples. The tree cover is the character of the village and its removal destroys this character. The tree report suggests that the life expectancy of oaks is 10-20 years, which is not correct – they could live for more than 100 years. There should be a complete review of the tree report to limit the numbers of trees removed to perhaps 1 or 2 and proposals for maintenance and replacement with indigenous species – oak or beech. 	
18/162	<p>Street trading application received (previously notified to Councillors) Graeme James T/A The Codfather Proposal: Mobile fish and chip van, Thursday 5pm - 7pm - 2 sites (map was circulated)</p> <p>There were no objections.</p>	
18/163	<p>Tree preservation orders received for information 18/0001/TPO Land at The Needles – TPO confirmed (original report to last WHPC meeting was wrong) NOTED</p>	
18/164	<p>Planning decisions received for information (*denotes WHPC differed) 18/0318/FUL Lowena, Lowena Lane, West Hill – approved with conditions NOTED</p>	

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	18/0678/FUL 17 Moorlands – approved NOTED 18/0496/FUL Downalong, Higher Metcombe – approved* NOTED	
18/165	Internal Auditor’s report for information To receive the report from the internal auditor AGAR Part 3 The narrative of the internal auditor’s report had not been received yet by the Clerk, but Councillors noted that he had completed and signed the appropriate section of the AGAR form.	
18/166	Annual Governance Statement 2017-18 (AGAR Part 3) 1. To consider the findings of the review of the effectiveness of the system of internal control 2. To approve the Annual Governance Statement by resolution Councillors considered the findings of the review of the effectiveness of the system of internal control. It was resolved to approve the Annual Governance Statement.	
18/167	Annual Accounting Statements 2017-18 (AGAR Part 3) 1. To consider the Accounting Statements 2. To approve the Annual Accounting Statements by resolution Councillors considered the Accounting Statements. It was resolved to approve the Accounting Statements.	
18/168	To approve the bank reconciliation for the year to 31st March 2018 Seen and approved.	
18/169	To receive the explanation of year-on-year variances For information, letter to external auditor The Clerk reported that the external auditor had indicated that they would accept a letter instead of the standard pro-forma, to explain that because the Parish Council was new, there were no previous figures from which to calculate variances.	
18/170	Period for the Exercise of Public Rights 2017-18 To approve the dates for the Exercise of Public Rights – 4 th June 2018 to 13 th July 2018 These dates were approved.	
18/171	To approve the 2017-18 Financial Reserves Policy Councillors considered the 2017-18 Financial Reserves Policy. It was resolved to adopt the Financial Reserves Policy.	
18/172	To consider the allocation of General and Earmarked Reserves (paper from CH) It was resolved to allocate a provision of £15,000 to General Reserves, £6,000 to Earmarked Reserves to cover known expenses deferred from the 2017-18 financial year and a further £533 to an Earmarked Reserve for election expenses.	
18/173	Correspondence received for information 1. Letter from resident re rainwater runoff into Perrys Gardens, and reply from WHPC The Clerk informed DCC Highways about the issue and they inspected the gulleys and pronounced them clear. Councillors discussed what action could be considered. If the SuDS system installed by Blue Cedar for the development behind Perrys Gardens is not working properly, the matter should be referred to EDDC planning. It was decided to keep the situation under review. 2. Letter from resident in Moorlands re dog fouling (circulated) 3. Letter from Moorlands Neighbourhood Watch (circulated)	

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	<p>Items 2 and 3 are connected because they address the same issues. The Clerk reported that the Neighbourhood Watch had written to District Cllr Matt Coppell who said he would investigate whether EDDC could install a dog waste bin. Councillors discussed who might be responsible for the upkeep of the common lawned areas in Moorlands. They thought it might be similar to what happens at Beech Park, where technically it is the responsibility of DCC Highways but the residents also help out.</p>	
18/174	<p>Finance and invoice & payments tracker</p> <ol style="list-style-type: none"> a. To receive the invoice and payments tracker, for information b. To sign off invoices received: <ol style="list-style-type: none"> 1. EDDC 40049180 playpark safety – signed off 2. Clerk’s expenses and office sundries – signed off 3. Reimburse Cllr Christopher Hall for purchase of wine used at Annual Parish Meeting – signed off c. To receive the monthly bank reconciliation, for information. The Clerk reported that the bank statement had not been received in time for the meeting. She will circulate the bank reconciliation by email instead. <p>ACTION: Clerk to proceed with the repairs at the play park based on the revised quote.</p>	<p>Clerk</p> <p>Clerk</p>
18/175	<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>ACTION: Clerk to put on the agenda for the next meeting to discuss the public realm study and how it can be moved forward.</p> <p>ACTION: Clerk to put on the agenda for the next meeting to discuss co-opting another Councillor</p> <p>CH put forward a suggestion about gathering a contact list of residents who want to be kept informed about Parish Council events. There was a discussion about the implications of GDPR and the difficulty of maintaining a permission-based list. Against this is the Parish Council’s desire to improve communication with residents. Not everyone reads the Messenger, accesses the Parish Council website or uses Twitter. Another idea was to produce a biannual newsletter which would be delivered to each household, but this would inform people about things after they had already happened. Another issue is the difficulty of reaching younger residents and families.</p> <p>A newsletter could be considered, containing a review of what the Parish Council has done in the year, with a tear-off to submit a name and email which could be put on a contact list for keeping informed about Parish Council events and news. If it was to be delivered with July’s Messenger, time would be needed for printing.</p> <p>AC circulated Ordnance Survey maps. He is working on ways of putting information on it.</p>	<p>Clerk</p> <p>Clerk</p>
18/176	<p>Motion to exclude the general public for discussion of a confidential staffing matter at item 18/177</p> <p>So moved. The meeting went into confidential session.</p>	
18/177	<p>To consider the report from the Personnel Working Group (circulated)</p>	

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	It was resolved to adopt the recommendations made by the Personnel Working Group regarding the Clerk's hours and salary. NALC released new pay scales for 2018-19 to be applied from 1 April 2018	
18/178	Next meeting The date of the next Parish Council meeting was confirmed as Tuesday 15 th May. There being no further business, MH thanked everyone and closed the meeting at 9.40pm.	

SIGNED:**DATE:****Signed & dated**www.westhillparishcouncil.gov.uk @WestHillPC