

**WEST HILL PARISH COUNCIL
MINUTES OF THE COUNCIL MEETING
HELD ON 2nd JANUARY 2018 AT 7.30 P.M.
AT WEST HILL VILLAGE HALL**

Present:	Cllr Margaret Hall (MH), Chairman Cllr Jo Talbot (JT), Vice Chairman Cllr Jessica Bailey (JB) Cllr Jill Ingle (JI) Cllr Alan Cook (AC) Cllr Christopher Hall (CH) Cllr Kilian Hall (KH)
In attendance:	Alison Carr, Parish Clerk Eileen Perkins, Tree Warden and P3 volunteer

Item (a)	Discussion and decisions (b)	Action (c)
18/001	Welcome and Chairman's announcements MH welcomed Parish Councillors, reminded everyone that the meeting was being recorded and opened the meeting at 7.30pm	
18/002	Public questions There were no members of the public present but Eileen Perkins asked about the defibrillator at the village hall and the arrangements for maintenance and training for volunteers. MH said it was donated to the village hall and should be useable without training. ACTION: Clerk to check this with Ian Heard Eileen Perkins said she still wants to be a P3 volunteer. MH said Ros Davies will speak about P3 at the next PC meeting on 6/2/18. Eileen told Councillors that the footpaths are checked at the end of winter and a report written, and confirmed that there is a map showing the footpaths with their corresponding numbers.	Clerk
18/003	District and County Councillors' reports There were no District or County Councillors reports (see Apologies).	
18/004	Police report The Clerk confirmed that no police report had been received and confirmed that she had written to Superintendent de-Reya asking whether the crime report data for West Hill parish could be provided separately from Ottery Rural. She had not had a reply. ACTION: Clerk to send a reminder, then if no response, Cllr CH will take further	Clerk/ CH
18/005	Apologies Apologies were received from County Cllr Claire Wright, District Cllr Matt Coppell and District Cllr Paul Carter	
18/006	Declarations of interest Cllr JB declared a personal interest regarding the tree planning application at 14 Ashley Brake.	
18/007	Planning applications received: 17/2988/VAR Barnside, West Hill Road	

	Noted.	
18/010	TPO confirmed – for information 17/0141/TPO Land to the South East of Badgers Bend Lower Broad Oak Road Noted.	
18/011	Notification of Tree works considered an exception to TPO 58/0002 6 Warren Park West Hill. Proposal: fell 1x Douglas Fir which has cauliflower fungus Noted.	
18/012	Planning decisions received (asterisk indicates where WHPC differed) 17/2555/TRE Woodlands, 2 Birch Grove *split decision (oak tree crown raise not permitted – insufficient information. WHPC supported. 17/2497/FUL Alberoni, Higher Broad Oak Rd approved. Agree retain obscured windows (application amended) 17/2623/TRE Pine Bank, Warren Close *amended application – only 3 trees to be felled, replant with applicant's choice. All noted. ACTION: Clerk to ask Ottery Clerk how they receive these decisions as WHPC is not receiving them	Clerk
18/013	To approve the minutes of the last meeting It was resolved that the minutes of the meeting of 5/12/17 be signed as a true and accurate record.	
18/014	Matters arising from the last meeting None	
18/015	Updates on actions from the last meeting <ul style="list-style-type: none"> WHPC website – all agreed that Cosmic were providing a disappointing service and that the website was taking too long to progress. ACTION: Cllr KH to request a meeting with the designer from Cosmic to obtain a firm commitment to deliver the finished website asap. P3 – it was confirmed that Ros Davies had agreed to attend the next meeting on 6/2/18 to explain about P3 Meeting with the Woodland Trust – the Clerk said she had twice emailed Paul Allen about setting up a meeting with Councillors and had not had a reply. ACTION: Cllr CH agreed to try contacting him Recording equipment for meetings – Cllr CH has done some research and thinks it should be possible to plug in a microphone directly into the Clerk's laptop (or possibly a wireless solution may exist) ACTION: Cllr CH will seek further advice and has been given a budget of up to £70 Dog bins – location has been agreed, Councillors were concerned that standard EDDC signage is rather abrupt. ACTION: Clerk to investigate possibility of variation in design with EDDC, and if nothing suitable is available, WHPC will purchase more polite signage from Amazon 	KH CH CH Clerk

	<ul style="list-style-type: none"> Name badges – Ottery did not provide a useful contact but Cllr AC said he knows someone who provides name badges and will pass the contact to the Clerk. ACTION: AC Fireproof box – a suitable product has been sourced by the Clerk and so Councillors agreed for her to go ahead and order it. Unity Trust savings account – Councillors have signed the application form and the Clerk will post it. 	<p>AC</p> <p>Clerk</p> <p>Clerk</p>
18/016	<p>East Devon Villages Plan To consider whether to comment on the proposed schedule of main modifications as notified by Linda Renshaw. It was resolved that there was no need to comment.</p>	
18/017	<p>Parishes Together 1. Councillors discussed the information provided by Chairman MH on “The Project” Mental Health Support Scheme for Young People. It was resolved that WHPC would support a joint bid with OsM Town Council to provide funding for The Project. 2. Councillors discussed the requirement for WHPC to authorise the final bid on behalf of WHPC as it is a joint bid and cannot be signed off solely by OsM Town Council. It was resolved to delegate authority to the Clerk, Cllr JT and Cllr JB to inspect the completed bid and authorise on behalf of WHPC and report back to the WHPC meeting on 6/2/18.</p> <p>Chairman MH suggested seeking ideas for next year’s project at the Annual Parish Meeting in April.</p>	
18/018	<p>Special Trees of West Hill Project Councillors received an update and initial report on the Special Trees of West Hill project from Cllr AC. The project will take a further year to complete. On its completion, leaflets will be sent to all households in West Hill signposting where people can obtain information on trees. There may be a Tree Trail similar to one in Sidmouth. It is estimated the design, print and distribution of the leaflets should cost no more than £1,000. It was resolved to support the cost of producing and distributing the leaflets.</p>	
18/019	<p>Standing Orders amendment Councillors considered changing the wording in their Standing Orders to permit audio recordings of meetings made by the Clerk to be retained. 1. It was resolved to remove the current wording in paragraph 12 e) “Upon a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.” 2. It was resolved to add a new clause in the Section on Openness of Local Government Regulations: “3 x) The Council may make an audio recording of a meeting and may store any such recordings for a period of 12 months.”</p>	<p>Clerk</p> <p>Clerk</p>
18/020	<p>Budget and precept demand for F/Y 2018-19 1. It was resolved to approve the budget put forward by the Finance Working Group of £56,468 2. It was resolved to authorise the Clerk to submit the 2018-19 precept demand to EDDC. Taking off the Council Tax Support Grant of £93, the precept demand is £56,375 which equates to a Band D equivalent of £49.71, and an increase of 2.5% on F/Y 2017-18</p>	<p>Clerk</p>

18/021	<p>Noticeboards It was resolved to approve the purchase of new noticeboards and magnetic holders from an online company. Two new boards will replace the dilapidated ones at McColls, and the third will be put up at the village hall</p>	Clerk
18/022	<p>Consider payment of new invoices received since the previous meeting It was resolved to pay the following invoices:</p> <ul style="list-style-type: none"> • Clerk's claim for office expenses • Reimbursement of Cllr KH for items purchased on behalf of WHPC for the litter pick and Christmas lights • Reimbursement of Cllr KH for the monthly subscription to Microsoft Office 365 Business Essentials 	
18/023	<p>Consider a standing agreement to reimburse Cllr KH for the ongoing monthly subscription to MS Office 365 Business Essentials, or agree an alternative method of payment Cllr KH was willing to carry on paying the subscription for WHPC and claiming it back. It was resolved to reimburse him every month ongoing, unless the cost changes or the subscription ceases.</p>	
18/024	<p>Finance updates for information</p> <ul style="list-style-type: none"> • The Clerk informed Councillors that payment had been received from HMRC for the first VAT claim. • The invoice tracker was presented by the Clerk and Councillors noted the minor invoices authorised by the Chairman and paid. • The Clerk informed Councillors that the monthly bank reconciliation had not been done as she had not received the bank statement due to the bank holidays, but she would perform the reconciliation as soon as possible and email it to Councillors. 	Clerk
18/025	<p>Councillors' questions, reports and items for future agenda</p> <ul style="list-style-type: none"> • Public Realm Survey – Chairman MH will contact Sophie Thompson to see when she can begin work • Neighbourhood Plan update from Cllr JT – EDDC's consultation ended on 1/12/17 and JT received the list of comments from that consultation on 16/12/17. These were forwarded at the time by the Clerk to Councillors not in the NP Working Group. There were many comments from developers with vested interests. EDDC was upbeat about the Plan. • Strategic planning – Cllr KH will do more work on the spreadsheet discussed in December's planning workshop to prioritise the Parish Council's projects. • Play park improvements – on 4/1/18 Wicksteeds, Keith Browell, Cllr JB, someone from the village hall and Craig Williams will meet on site to discuss the works required. The willow tunnel has been removed. If additional expenditure is needed, it will need to be approved at a Parish Council meeting. 	MH KH
18/026	<p>Date of the next Parish Council meeting It was resolved that the Parish Council will only meet on 16th January if there are urgent planning applications to discuss. Otherwise the next meeting will be on 6th February. The Clerk will let everyone know by 9th January if there will be a meeting on 16th. There being no further business, the Chairman thanked Councillors and formally closed the meeting at 9.08pm.</p>	Clerk

Minutes signed by:

Date: