

## WEST HILL PARISH COUNCIL MINUTES OF THE COUNCIL MEETING HELD ON 3<sup>RD</sup> APRIL 2018 AT 7.30 P.M. AT WEST HILL VILLAGE HALL

Present:	Cllr Margaret Hall (MH) – Chairman Cllr Jo Talbot (JT) – Vice Chairman Cllr Christopher Hall (CH) Cllr Jill Ingle (JI) Cllr Alan Cook (AC)
In attendance:	Clerk Alison Carr Eileen Perkins, volunteer paths warden 2 members of the public

Item (a)	Discussion and decisions (b)	Action (c)
18/105	Welcome and Chairman's announcements The Chairman welcomed Parish Councillors and members of the public, reminded everyone that the meeting was being recorded and started the meeting at 7.30pm.	
18/106	Public question time (3 minutes) Ralf Pearson spoke briefly about Babbling Brook and advised Councillors of his intention to submit a revised planning application soon. He said the intention was to build a family home for his family and mother. MH said that each planning application is decided solely on planning criteria. Councillors thanked Mr Pearson for his remarks, who then left the meeting.	
18/107	District and County Councillors' reports – for information DCC Cllr Claire Wright updated Councillors on the Health and Adult Care Scrutiny Committee, in particular the government's Sustainability and Transformation Plan – a programme of cuts and centralisation aiming to save money and cut Devon's £500m overspend by 2020. She said committee members had been given no detailed information about how the savings would be achieved, despite having been told in September that they would be kept informed. Her concern is that many small cuts and changes could be made that do not need consultation, thereby avoiding public scrutiny. She emphasised her determination to see that any proposals were properly debated.	
	She went on to update Councillors on the introduction of accountable care organisations (ACOs). This represents a major reorganisation of the health and adult social care system. Despite an ongoing judicial review, the Devon system went live on 1/4/18. The ACO model was supposed to simplify governance and decision making, and facilitate providers working together. But it is not clear how this will work. Cllr Wright has asked for it to be put on the agenda for the Health and Adult Care Scrutiny Committee. She is seeking assurances that no part of Devon will be subject to more cuts.	
	Plastic agenda. Ottery St Mary is launching a plastic-free initiative on Facebook to look at ways of reducing single-use plastics in Ottery. People can suggest ways of reducing the use of plastic via the Facebook page.	
18/108	Apologies Apologies were received from District Cllr Paul Carter, District Cllr Matt Coppell, Cllr Kilian Hall, Cllr Jessica Bailey	
18/109	Declarations of Interest MH declared a personal interest in item 18/121 the application for a street trading consent as the proposed location is opposite her house.	





18/110	Police Crime Statistics Councillors were reminded that they can search for reported crimes	
18/111	in the Parish at https://www.police.uk/devon-and-cornwall/DEV.4087/crime/  Minutes	
	a. Minutes of the meeting on 6 <sup>th</sup> March 2018  It was resolved that the minutes of the meeting of 06/03/18 be signed as a true and accurate record.	
	b. Minutes of the meeting on 20 <sup>th</sup> March 2018  It was resolved that the minutes of the meeting of 20/03/18 be signed as a true and accurate record.	
18/112	Updates on actions and matters arising from the last meeting (action tracker)	
	Strategic Plan – will be updated when the final public realm report from LDA Design is received	
	Wood preserver for play park equipment – will be ordered by the Clerk ready for drier weather in the summer	Clerk
	New notice boards – CH has still to put them up Woodland Trust plantation – is on this agenda	СН
	Cosmic – amended website design invoice has been paid Snow warden – Clerk asked for an invoice for the 4 tonnes of salt (£250) and is liaising with Craig to pay the agreed honorarium NPPF framework paper – is on this agenda McColls public meeting – was well attended by residents	Clerk
	Playpark signage – is on this agenda  Bark chippings for play park – CH will look into that	СН
	Press photo of play park – CH will look into that  Press photo of play park is on hold pending bark chippings to cover the muddy areas  Chris Rose meeting – AC will go to the planning training with the Clerk and speak to him there	AC
18/113	Planning decisions received for information (*denotes WHPC differed)	
	18/0118/TRE 1 Oak Tree Gardens* Tree 1 - sycamore - Remove lowest branch NE and lowest branch E at 5m. Tree 2 - Sycamore - Remove lowest branch NE (with squirrel damage at base) Tree 3 - Sycamore - No action Tree 4 - Sycamore - Fell. Status: Approval with conditions (WHPC did not support the felling) NOTED	
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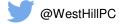




	To consider measures necessary to comply with the General Data Protection Regulation (GDPR), including completing the Action Plan, Personal Audit Questionnaire, Consent Forms, Privacy Notices, appointment of a Data Protection Officer and Registration with the Information Commissioner's Office, Training.  MH explained that the new data protection regulations come into force in May. The Parish Council needs to do an audit on what data it holds and why. As the Parish Council has only existed for a year, it has not accumulated much data but the GDPR regulations still apply. There was a discussion about appointing a Data Protection Officer, which should not be the Clerk or a Councillor. The Clerk said that she had received an email from NALC who are lobbying the Information Commissioner that the Data Protection Officer could be the Clerk – that is ongoing and has not yet been determined.	
	DALC has a GDPR training course on 19/4/18 ACTION: Clerk to book training for herself and MH	CLERK
	It was resolved that MH and the Clerk will take whatever action is necessary for the parish council to comply with the new GDPR regulations.	
18/117	<b>National Planning Policy Framework (NPPF) Review Consultation</b> (MH circulated paper) To receive a paper by MH and decide whether West Hill Parish Council should make a response to the Consultation.	
	DCC Cllr Claire Wright requested a copy of the paper. ACTION: MH	МН
	The main thrust of the NPPF is to increase the supply of housing. There was some discussion about what the implications could be for West Hill. It could bring smaller sites into play, which might encourage small, local building firms to get involved, whereas the sites could be too small to interest large national companies.  There was a discussion about how the NPPF could affect the Neighbourhood Plan, which goes before the EDDC cabinet in May. The Plan formalises the built-up area boundary (BUAB) in West Hill, and there was concern that the NPPF could override the Neighbourhood Plan. It was thought that the Neighbourhood Plan will still provide more protection against development outside the BUAB but may not be a cast-iron guarantee and the Parish Council will need to monitor the effect of the NPPF ongoing.	
	It was resolved to nominate MH to submit comments based on her paper.	МН
18/118	Assets of Community Value  To consider whether to take legal advice on the possibilities arising from the Localism Act and the Registration of Assets of Community Value, with reference to the McColls site.  There was concern that the Parish Council lacks the depth of knowledge required on this subject, which has been informed by a lot of case law and practice. McColls is an important community asset and Councillors wanted to ensure they had access to the best information on behalf of the community. CH found the website of a barrister with considerable expertise in this area. There was a discussion about whether the Parish Council should take some legal advice on whether the community has any leverage with regard to the plans for McColls. The owner has not given any indication about future plans following the current proposed development. Councillors were concerned that once the new flats were built, the owner could turn his attention to the ground floor – currently McColls shop and the post office, or the rest of the car park. These important assets need to be preserved for the community.	
	It was resolved that CH should contact the barrister to explore likely costs and options.	СН
	It was suggested that Devon Communities Together (formerly The Community Council of Devon) might have information that could be useful.  ACTION: Clerk to contact Devon Communities Together	Clerk



18/119	Woodland Trust Land at Broadoak Plantation To consider a review of the proposals for the Woodland Trust Land – Broadoak, Clayton and The Keep  Councillors supported the idea of creating a clearing to enhance the potential for enjoyment of the woodland by the local community.  It was resolved that CH should send his proposal to the Woodland Trust to seek their agreement on what work should be done, the timescale etc.  It was resolved that the Parish Council would fund the work. The Parish Council has the power to provide and contribute to a wide range of recreational facilities in or outside the Council's area.  JT reminded Councillors that Keith Browell had offered his services to help out, for which Councillors expressed their appreciation.  Annual Parish Meeting To agree details for the Annual Parish Meeting on Monday 23rd April 2018 including Agenda, Publicity, Refreshments  It was agreed:  a. The event would be publicised in as many places as possible, including a press release to the Ottery Herald, asking the Head Teacher to put a note in the primary school newsletter, the West Hill Women's Group, the Parish Council's website, the notice boards.  b. The agenda will include an opportunity for all grant recipients to talk for 3-5 minutes about what they will use the grant for.  c. The agenda will include a 5-minute presentation by the Parish Council on what it has done in the past year, especially noting a few key policies from the Public Realm study eg road safety, walking groups, open space, and the Neighbourhood Plan ACTION: MH to present the year's review  ACTION: MH to present the year's review  ACTION: AC, JI and JT to work on the public realm precis	MH AC, JI,
	ACTION: Clerk to ask LDA Design for a summary of the final report d. Refreshments will be organised by CH, to include red/white wine, non-alcoholic options ACTION: CH to organise drinks, and JI to organise snacks  It was suggested that around 50 people should be catered for.  It was resolved to budget £100 for purchasing drinks and £30 for snacks.  A table cloth or paper will be required to cover the drinks/snacks table.  The village hall has a sound system.	JT Clerk CH, JI
	ACTION: Clerk to ask Ian Heard about the sound system, operating instructions and key for cupboard where it is stored.	Clerk
18/121	Street Trading Application (previously circulated) To consider commenting on the application for a street trading consent by Tom Siddorn trading as The Wandering Pig, at various locations in East Devon including at West Hill (Saturdays 5pm-8pm). The application is for a wood-fired pizza van. Comments to be received by EDDC Licensing Dept. by 9/4/18.  Councillors thought that the proposed sites marked in yellow on the aerial map were not suitable. They suggested a better place would be where the weekly fish and chip van parks,	
	which the Clerk marked on the aerial map for the EDDC licensing team. The road site marked in red was not thought to be suitable. It was suggested that if the application was approved, it should be for a 6-month trial period.  It was resolved to support the application.	
18/122	Correspondence received for information (previously circulated)	





	Letter from resident, response from WHPC and reply from resident	
	The resident has had a long-standing dispute with DCC Highways regarding the street lights being left on, particularly after the clocks go forward in March, which means the lights are on until 1.45am. The Clerk reported this again to Highways.  Regarding the aircraft noise, the Clerk printed off a leaflet for the resident produced by the airport with information about flight times, noise etc. West Hill Parish Council should have a representative on the airport committee. This will be sorted out at the AGM when memberships of external committees will be discussed.	
18/123	Play park  a. To approve wording for the replacement sign  Councillors approved the wording and requested a mockup of the layout	
	b. To select a preferred quotation for the replacement sign  It was resolved to approve the quotation from Fenny Signs in Honiton	
	c. To approve the quotation from SJ Surfacing Solutions for repairs to the old equipment It was resolved to approve the quotation minus the work to cover the exposed footings on the main legs, as this has been covered with rubber matting by Wicksteeds.	
18/124	Finance and invoice tracker	
	Invoices received: a. To approve payment of invoice 6726 from DALC for training for Cllr CH and Clerk  It was resolved to approve payment b. To approve Clerk's claim for use of home office and other expenses  It was resolved to approve payment of the Clerk's claim	
	Pre-approved payments – for information: e. Reimbursement of Kilian Hall for MS Office 365 for Business (MARCH) <b>noted</b>	
	To receive the bank reconciliation for March – for information – signed and noted	
	The Clerk confirmed that the latest VAT reclaim had been received and that the first tranche of the 2018-19 precept had been received.	
18/125	Councillors questions, reports and items for future agenda  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. Councillors are respectfully reminded that this is not an opportunity for debate or decision making.	
	There was a brief discussion of Members' Allowances. ACTION: Clerk to find out from Ottery Clerk if there is a set procedure for claiming. Members' Allowances were agreed at the Parish Council meeting on 7/11/17	Clerk
18/126	Next meeting It was resolved that the Parish Council will meet on Tuesday 17 <sup>th</sup> April 2018 at 7.30pm. There being no further business, the Chairman thanked everyone and closed the meeting at 9.15pm.	

MINUTES SIGNED BY: DATE:

