

**WEST HILL PARISH COUNCIL  
MINUTES OF THE PARISH COUNCIL MEETING  
HELD ON 15<sup>th</sup> 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  1 member of the public

Item (a)	Discussion and decisions (b)	Action (c)
18/179	<b>Welcome and Chairman's announcements</b> MH welcomed everyone, reminded everyone that the meeting was being recorded and opened the meeting at 7.30pm	
18/180	<b>Public question time (3 minutes)</b> No members of the public wished to speak.	
18/181	<b>Apologies</b> Apologies were received from Cllr Jessica Bailey, District Cllr Paul Carter and DCC Cllr Claire Wright MH requested that the Clerk put on the agenda for 5/6/18 that the Council will consider a leave of absence for Cllr JB.	<b>Clerk</b>
18/182	<b>Declarations of Interest</b> a. Register of Interests: Councillors are reminded of the need to update their register of interests. b. To declare any personal interests in items on the agenda and their nature. c. To declare any disclosable pecuniary interests in items on the agenda and their nature (Councillors with DPs must leave the room for the relevant items).  None to declare.	
18/183	<b>Planning applications received</b> (previously notified to Councillors)  <b>18/0996/FUL</b> Lower Church Mead, Toadpit Lane Proposal: Alterations to playroom/home office to form under cover campervan store and annexe (revised scheme to 17/3052/FUL)  Councillors supported the application, with the condition that it should not be permitted to become a separate dwelling.  <b>18/0886/TRE</b> 8 Warren Park Proposal: T1 - Juniper - Fell due to considerable lean toward the property. To replant with a smaller ornamental tree such as Cherry or Maple. Species to be agreed prior to planting.	

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	<p>Councillors did not agree that the tree should be felled on the basis that it was leaning toward the property. If the tree is dangerous, there should be an Arboricultural report to support that judgement. As an Arboricultural report has not been submitted, Councillors must infer that the tree is not dangerous. Therefore, Councillors did not support felling. However, if the Tree Officer agrees to felling, Councillors requested that a replacement native species should be planted.</p> <p><b>18/0892/TRE</b> The Zephyrs, Elsdon Lane Proposal: Large Pine located on the boundary with West Hill Road overhanging electricity cables and the roadway. The tree has only a handful of branches and is top heavy. Propose to fell and re-plant if required.</p> <p>Councillors did not agree that there was any justification for felling because the tree appears to be healthy. They thought that the reasons given for felling were weak. If the Tree Officer agrees to felling, Councillors requested that 3 indigenous pines should be planted as replacements.</p> <p><b>18/0810/FUL</b> Stones House, Lower Broad Oak Road. Proposal: Construction of two storey side extension (revised scheme to 17/1822/FUL) Following comments submitted by WHPC, planners responded with measurements indicating the extension will be 1 metre closer to the neighbouring property.</p> <p>Councillors wished to make no further comment.</p>	
<p><b>18/184</b></p>	<p><b>Planning decisions received</b> for information (*denotes WHPC differed) 18/0589/FUL Perrimead, Hawkins Lane – Approved (WHPC made no further comment)</p> <p>Noted.</p>	
<p><b>18/185</b></p>	<p><b>Neighbourhood Plan</b> To consider how WHPC can work with Ottery Town Council to drive the Plan forward.</p> <p>MH reported that the Neighbourhood Plan Working Group would be meeting tomorrow (16/5/18) to look at publicity for the referendum to encourage as many people as possible to vote. Publicity is governed by rules which state that it must present the facts even-handedly and not encourage either a Yes or a No vote.</p> <p>Councillors discussed how many projects might affect both West Hill and Ottery and concluded that with a few exceptions, most of the projects in the Plan are specific to each individual area. The Ottery Regeneration Group will concentrate mostly on things affecting historic Ottery, which will not affect West Hill.</p> <p>It was agreed that the Neighbourhood Plan Working Group should retain “ownership” of the Plan and concentrate on keeping the policies up to date. JT would continue to represent West Hill in that group. Other than that, it would be up to each individual Council to push forward with projects</p> <p>JT reported that the referendum on the Neighbourhood Plan will be on Thursday 21<sup>st</sup> June. EDDC will send out a detailed information pack to all registered voters in the two parishes along with the polling cards.</p> <p>MH agreed to write to the newly-elected Mayor of Ottery Town Council and express West Hill Parish Council’s desire to carry on participating in the Neighbourhood Plan Working Group.</p> <p>Standing Orders were suspended for a few minutes at 7.50pm as the member of the public asked questions about the Neighbourhood Plan and MH explained what it is, and what the referendum is for.</p>	<p><b>MH</b></p>

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18/186	<p><b>Public realm study</b></p> <p>a. To consider the public realm study and future actions and priorities  b. To consider road safety issues regarding pedestrian access to the primary school</p> <p>Firstly, questions from LDA about the final report:</p> <ul style="list-style-type: none"> <li>• Does the Parish Council want its logo on the title page? – YES</li> <li>• How can residents submit comments? – Email or write to the Parish Council using the Clerk's email and address</li> </ul> <p><b>ACTION:</b> Clerk to pass this on to LDA and a request for 8 printed copies.</p> <p>Councillors discussed the best way of communicating the findings to residents and seeking their feedback.  It was agreed that a printed leaflet would be delivered directly to residents' homes. Using The Messenger had been considered but this would have restricted the size of the leaflet too much.</p> <ul style="list-style-type: none"> <li>• Road safety</li> </ul> <p><b>It was agreed that safe walking routes through the village should be a priority policy.</b></p> <p>An early-stage discussion had taken place with DCC Cllr Claire Wright to seek her support to lobby DCC Highways, whose cooperation will be vital. Early indications from Highways have not been promising, although until a formal plan is put forward, it is not known how much support they will provide.</p> <p>All agreed that pedestrian safety around the Primary School is a problem, with many parents parking illegally, causing danger to children and inconvenience to residents.</p> <p>School governors had asked Councillors to look into putting a zebra crossing in Beech Park but there would likely be resistance from residents and the cost of between £30,000 and £50,000 (source: DCC Highways) prohibitive.</p> <p>Residents have been lobbying the Parish Council to consider creating access from West Hill Road through to the village hall/school. This would entail digging out part of the hedge and other landscaping and safety measures. Councillors were sympathetic to the benefits of this, but foresaw several safety problems that would need to be looked into:</p> <ul style="list-style-type: none"> <li>• West Hill Road is even less safe than Beech Park and many motorists disregard the 20mph speed limit. Pedestrians exiting the village hall land would be stepping onto a narrow footpath beside a busy road and the hedge would conceal pedestrians until the last minute.</li> <li>• With the Play park adjacent to this site, there is a risk that unaccompanied children might run out onto West Hill Road, even with the barrier in place</li> <li>• Parents will likely park on West Hill Road to drop off, even though this would be illegal, resulting in even less visibility for pedestrians and passing motorists.</li> <li>• The current congestion around Beech Park may simply move to other places like Ashley Brake.</li> <li>• The project would depend on support from the village hall, which owns the land, and DCC Highways which is responsible for the road and footway.</li> </ul> <p>Councillors thought that traffic flow along the whole section of West Hill Road from the top of Higher Broad Oak down to the mini roundabout at McColls needed to be looked at, to avoid simply moving problems from one place to another without solving anything.</p>	Clerk
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	<p>Councillors thought that the services of a specialised road safety/highway design company would be required to develop a feasibility plan with costings. LDA Design may be able to help with identifying a suitable contact and give an idea of likely costs.</p> <p>Another idea from the Public Realm Study was to make West Hill Road “access only” to discourage through-traffic. This would effectively increase traffic on Bendarroch Road, and would need careful consideration, as well as support from residents and DCC Highways.</p> <ul style="list-style-type: none"> <li>• Reconfiguring the space around the war memorial – it was decided that this was not a priority for now.</li> <li>• Creating a footpath through to Windmill Lane from the village hall. This would run along the edge of fields owned by Blue Cedar Homes and a private individual. This could be investigated with the landowners first and has minimal immediate financial implications</li> <li>• Green open spaces. Councillors thought the Council should look at enhancing the open spaces the village already has: <ul style="list-style-type: none"> <li>a. Woodland Trust Broadoak Plantation – the Council is waiting for a response from Paul Allen but assuming the Woodland Trust agrees with the proposal sent to them, the project to create a useable clearing could be achieved in the autumn. Suggestions to enhance the woodland, as suggested in the Public Realm Study with information boards, and other enhancements should also be pursued with the Woodland Trust. ACTION: CH to follow up.</li> <li>b. The playing field behind the primary school – Councillors would like clarity on what more can be done with the field. The big gate is offputting for the public but there might be a problem with security for the school if the field was wide open. ACTION: CH to find out more about the Smile Learning Trust.</li> </ul> </li> <li>• A new open space playing field – owners of all viable land plots would need to be contacted to assess whether purchasing a new field could be viable. If no owners are interested in working with the Parish Council, this will be a very long-term option, if at all.</li> </ul>	<p>MH</p> <p>MH/Clerk</p> <p>CH</p> <p>CH</p> <p>MH</p>
18/187	<p><b>GDPR</b></p> <ol style="list-style-type: none"> <li>a. To consider and approve the Data Audit</li> <li>b. To consider and approve the General Privacy Notice</li> <li>c. To consider and approve the Staff Privacy Notice</li> <li>d. To consider and approve the Privacy Policy</li> <li>e. To consider and approve the Document Retention Policy</li> <li>f. To consider and approve the Consent to Hold Contact Information form</li> </ol> <p>All documents were approved. MH reported that it is still unclear whether Parish Councils will be exempted from the requirement to appoint a Data Protection Officer.</p>	
18/188	<p><b>To consider developing an email contact list for communicating with residents</b></p> <p>It was agreed that the Clerk would begin creating an email list to enable the Parish Council to communicate with residents, subject to their consent. A suitable invitation will be included in the leaflet to be sent out to every household in the parish.</p> <p>The purpose of the contact list would be to enable the Clerk to email residents about meetings or special public consultations and other events.</p>	Clerk

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18/189	<p><b>Co-opting a Councillor</b> In the absence of an election being called, to discuss co-opting a Councillor to replace Kilian Hall</p> <p>The Clerk confirmed that she had received confirmation from the Returning Officer at EDDC that no election had been called so the Parish Council may proceed with co-option.</p> <p>Councillors discussed how to communicate the vacancy to residents and it was agreed to tell people by word of mouth, the Parish Council website, the notice boards, and laminated signs on strategic telegraph poles</p> <p>It was agreed to set a suitable closing date to enable applications to be considered at the meeting on Tuesday 19<sup>th</sup> June. Completed applications to be sent to the Clerk.</p>	
18/190	<p><b>McColls redevelopment</b> To discuss how to deal with a planning application, once received (Avalon have submitted an application to EDDC, currently awaiting validation)</p> <p>The Parish Council has not yet received formal notification of the application from EDDC. Councillors were hopeful that it would be received in time to go on the agenda for the meeting on 5<sup>th</sup> June. If that is the case, the public question session will be extended to allow residents to ask questions and put forward their views.</p> <p>It was thought unnecessary to invite Murray Ross (Avalon Planning) to the meeting.</p> <p>Councillors wondered whether one of the District Councillors could request that the application be considered at DMC due to the significant impact of the development on the village.</p> <p>As many residents as possible should be notified about the application with the help of the village hall committee, West Hill Women's Group, and the PTFA as well as the Parish Council website and notice board.</p> <p>The EDDC planning portal will not be of much use to view the drawings, so the Clerk could request hard copies from Murray Ross.</p>	Clerk
18/191	<p><b>To receive the year end financial statement – updated to show reserves – and approve publication on the website</b> Approved for publication and signed.</p>	
18/192	<p><b>Urgent finance</b></p> <ol style="list-style-type: none"> <li>a. To approve invoice 25467 from LDA Design for second half of public realm study Although Councillors approved the invoice, they asked the Clerk to hold payment until 8 hard copies of the final report are supplied.</li> <li>b. To reimburse the Clerk for purchase of the wood preserver for the play park Approved</li> <li>c. To approve invoice 7185 from DALC for GDPR training, Clerk and MH Approved</li> </ol>	
18/193	<p><b>Village fete – to discuss actions and requirements</b></p> <p>The village fete will be on Saturday 30<sup>th</sup> June. Not all Councillors will be available but it was agreed that the Parish Council should take a stall.</p> <p>ACTION: Clerk to confirm with Sarah Woolfries that a stall will be required, along with a table, chair and gazebo.</p>	Clerk

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	<p>It was agreed that the Clerk should look into purchasing a weatherproof banner for the front of the table, and some giveaways to hand people – she suggested packs of post-it notes branded with the Parish Council logo, website and Twitter name.</p> <p>There should be a copy of the public realm study on the stall for people to look at.</p> <p>Jl offered to write a leaflet – A4 folded in half that could be used to hand out at the fete and for door to door distribution, telling the public what the Parish Council has been doing and some key points from the public realm study.</p>	<p><b>Clerk</b></p> <p><b>Jl</b></p>
<b>18/194</b>	<p><b>Councillors questions, reports and items for future agenda</b></p> <p>CH said that 2 cu m of woodchips had been laid at the play park but only covered half the area required, so will get more.</p> <p>AC noticed a problem at the bottom of the slide but MH said this would be addressed by the repairs agreed with Scott Johnson which should be completed next week.</p> <p>JT agreed to sign off the completed works. The Clerk has emailed her a copy of the quotation.</p>	<p><b>CH</b></p> <p><b>JT</b></p>
<b>18/195</b>	<p><b>Next meeting</b></p> <p>The date of the next meeting was confirmed as Tuesday 5<sup>th</sup> June 2018. There being no further business, the Chairman thanked everyone and closed the meeting at 9.25pm</p>	

**SIGNED:****DATE:****Signed & dated**