

**WEST HILL PARISH COUNCIL  
MINUTES OF THE COUNCIL MEETING  
HELD ON 17<sup>th</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) Cllr Jessica Bailey (JB)
In attendance:	Clerk Alison Carr

Item (a)	Discussion and decisions (b)	Action (c)
18/127	<b>Welcome and Chairman's announcements</b> The Chairman welcomed Parish Councillors, reminded everyone that the meeting was being recorded and started the meeting at 7.30pm	
18/128	<b>Public question time (3 minutes)</b> No members of the public were present.	
18/129	<b>Apologies</b> Apologies were received from County Cllr Claire Wright, District Cllr Paul Carter, Cllr Kilian Hall	
18/130	<b>Declarations of Interest</b> JB declared a personal interest in Item 18/131 planning application for Downalong but said she would participate in the discussion.  JB requested that in future, could the Clerk include the names of applicants in planning applications.	<b>Clerk</b>
18/131	<b>Planning applications received</b> (previously notified to Councillors)  <b>18/0588/FUL</b> The Octave, West Hill Road Proposal: Construction of first floor extension to rear, alterations to roof covering and installation of cladding.  Councillors noted that the proposed works will not alter the footprint, but the pitch of the roof would be changed. The property is quite well screened, but they thought that the proposed design was of poor quality and not consistent with neighbouring properties. The Village Design Statement requires good quality design. They also thought that a bat survey should be required. <b>It was resolved</b> to support the application, but requested a bat survey.  <b>18/0522/FUL</b> Rest Harrow, Bendarroch Road Proposal: Raising of ridge and construction of front and rear dormer windows to provide first floor accommodation.  Councillors thought that the proposed design was of poor quality and not in keeping with the Village Design Statement, a particularly important consideration because the property is in a row of houses and is very visible from the road. They also noted that a bat survey had not been carried out.	

	<p><b>It was resolved</b> to not support the application on the grounds of poor design and the absence of a bat survey.</p> <p><b>18/0678/FUL</b> 17 Moorlands Proposal: Cement rendering of all brickwork on each elevation and painted white.</p> <p><b>It was resolved</b> to support the application.</p> <p><b>18/0496/FUL (AMENDED)</b> Downalong, Higher Metcombe Proposal: Raising the roof to allow the addition of a new first floor, and remodelling of the external elevations.</p> <p>Councillors noted that they did not support the original application and that the amended application was not sufficiently different to warrant a different decision. They reiterated their previous comments that the scale and massing of the amended application would still be out of character for the area and contrary to Policy D1 of the East Devon Local Plan. They also noted the absence of a bat survey.</p> <p><b>It was resolved</b> to not support the application.</p> <p><b>18/0603/VAR</b> Site of Little Field, Toadpit Lane Proposal: Variation of Conditions 2, 3, 4, 5 and 6 of planning permission 17/1321/VAR (detached dwelling) to raise the floor level by 0.5m, reduce the paved area and discharge conditions relating to materials, trees and landscaping</p> <p><b>It was resolved</b> to support the application.</p> <p><b>18/0589/FUL</b> Perrimead, Hawkins Lane Proposal: Alterations to roof and construction of dormer window to provide first floor accommodation and construction of balcony to rear.</p> <p>Councillors did not have any comments to add to what they said previously.</p>	
<p><b>18/132</b></p>	<p><b>Tree preservation orders</b> for information 17/0138/TPO Land at Sylvania, Hawkins Lane – TPO confirmed 18/0005/TPO Land at White House, West Hill Road – TPO confirmed 18/0006/TPO Land at Barrymore, White Farm Lane – TPO confirmed</p> <p>18/0001/TPO Land at The Needles, Hawkins Lane – TPO not confirmed (WHPC had requested the trees should be protected) A resident had contacted the Clerk to say that she had received a letter from the Tree Officer indicating that the TPO had been confirmed. ACTION: Clerk to write to the Tree Officer for clarification.</p> <p>18/0009/TPO Land at and immediately to the north of Whirlow, Hawkins Lane – TPO not confirmed</p>	<p><b>Clerk</b></p>
<p><b>18/133</b></p>	<p><b>Planning decisions received</b> for information (*denotes WHPC differed) None received</p>	
<p><b>18/134</b></p>	<p><b>To consider action to be taken following the felling of trees north of Eastfield</b> Councillors expressed their disappointment that a large number of oak trees had been felled within a Devon bank on the boundary of fields north of Eastfield. At their request, the Clerk had written to the Tree Officer prior to the meeting and had circulated his response to Councillors. Councillors were dissatisfied with the response and felt the works amounted to more than simply reducing an overgrown hedge. Hedgerows make the character of the woodland village and therefore are important. From the diameter of the trunks, it was thought that the trees were about 40 years old. Councillors wondered whether the trees were felled to facilitate building works. They thought that the Tree Officer should be more supportive of the Parish Council's mission to protect the character of the woodland village.</p>	

	<p><b>The following actions were agreed unanimously</b></p> <ol style="list-style-type: none"> <li>1. Write to the Tree Officer expressing the Parish Council's grave concern, and asking whether a felling licence was required and if so, obtained.</li> <li>2. MH to search Land Registry to find out who owns both fields.</li> <li>3. If the developers Blue Cedar are the owners, write to them expressing the Parish Council's concern and disappointment that trees contributing to the woodland village's character have been removed, possibly to prepare the site for building.</li> </ol>	
18/135	<p><b>To consider response to Blue Cedar's letter to the Neighbourhood Plan Working Group regarding retirement homes in the Neighbourhood Plan Area.</b></p> <p>MH explained that Nick Yeo from Blue Cedar wrote a letter to the Neighbourhood Plan Working Group, care of the Clerk at Ottery. A response is required from West Hill Parish as part of the Neighbourhood Plan area.</p> <p>From Strategy 27 of the East Devon Local Plan, villages are only supposed to have development to meet local needs. Councillors said that there is no demand for more retirement properties in West Hill. Properties in Oak Tree Gardens (over 55s development) remain unsold. Furthermore, Ottery will be getting a McCarthy &amp; Stone development which will be within walking distance of amenities like the doctor's surgery and supermarket.</p> <p><b>It was agreed</b> that the Parish Council would submit comments to the Clerk at Ottery for incorporation in the comments being submitted on behalf of Ottery St Mary.</p>	
18/136	<p><b>Parish Council insurance renewal</b> (circulated to Councillors) To consider the three competitive quotes received for insurance and select one.</p> <p>Last year's insurer Hiscox was not the cheapest of the three quotes supplied by Came &amp; Company. The cheapest quote was from a company called Inspire, underwritten by AXA. Councillors discussed the option of signing up for a 3-year long-term agreement which would reduce the annual premium even further and would fix the price which facilitates budget setting. Councillors thought this was a good idea and asked the Clerk to check whether the administration fee would be payable each year or just in the first year.</p> <p><b>It was resolved</b> to approve the 3-year long-term agreement with Inspire.</p>	Clerk
18/137	<p><b>EDDC parking consultation</b> (circulated to Councillors) Consider whether to submit a response on behalf of WHPC</p> <p>West Hill does not have any car parks, although parking in general would be an issue for West Hill residents. <b>It was resolved</b> not to submit a response from the Parish Council.</p>	
18/138	<p><b>Villages in Action</b> Villages in Action letter received (circulated to Councillors) – to consider the response from WHPC</p> <p>Councillors noted that the Village Hall stages a popular pantomime and other events. They thought they would rather support events put on by the Village Hall. They would keep it under review for the time being.</p> <p><b>It was resolved</b> to make no response at the present time.</p> <p>ACTION: Clerk to write to Ian Heard informing him that the Parish Council will not be supporting Villages in Action at the moment.</p>	Clerk
18/139	<p><b>Urgent finance</b></p> <ol style="list-style-type: none"> <li>a. To approve payment of invoice INV25330 from LDA Design (Public Realm study – 50%) <b>It was resolved</b> to pay the invoice.</li> <li>b. To approve payment of INV 7069 DALC annual membership fee 2018-19 <b>It was resolved</b> to renew the Parish Council's DALC membership and payment was approved.</li> </ol>	

	<p>c. To approve ongoing reimbursement of the Clerk for MS Office 365 email subscriptions previously paid by Cllr Kilian Hall</p> <p><b>It was resolved</b> to reimburse the Clerk ongoing for the MS Office 365 email subscription.</p>	
18/140	<p><b>Councillors 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> <p>MH updated Councillors on the payment of Members' Allowances. She said that Councillors wishing to claim the Allowance would have to be put on the Parish Council's payroll system so that the proper tax could be deducted. She said that most Parish Councils operate a straightforward system of reimbursing expenses. Councillors said they would prefer a lump-sum allowance rather than reimbursement.</p> <p><b>ACTION:</b> Clerk to investigate what information is needed for the payroll system.</p> <p><b>Annual Parish Meeting updates</b></p> <p>MH asked Councillors to be at the village hall for 6.45 to assist with setting up. CH has purchased wine and is sourcing glasses. JI is purchasing crisps/snacks and soft drinks.</p> <p>Running order</p> <ol style="list-style-type: none"> <li>1. Overview of last year by MH, emphasising that the 2018-19 precept led to a reduction for average Band D properties. Also promoting the WHPC website and @WestHillPC Twitter feed</li> <li>2. Grant presentations</li> <li>3. Neighbourhood plan</li> <li>4. Public realm survey</li> <li>5. CH will speak about the Woodland Trust Broadoak Plantation</li> <li>6. Open questions from residents</li> <li>7. Refreshments</li> </ol> <p>CH wondered about asking people to fill in a form giving contact details to be kept informed about Parish Council business. MH said she and the Clerk would be attending GDPR training and would think about it.</p> <p>JT said searching for West Hill Parish Council on Google brought up the old parish council campaign website rather than the new website. MH said if people land on the wrong site, there is a redirection, but she would remove the old site. However, it will probably still come up on Google searches as it would be in their archive. Also, the order of search results depends on Google algorithms and is outside the Parish Council's control.</p> <p>AC said he thought it would be good to encourage Geoff Green who writes a piece for the Messenger on Birds of West Hill to broaden it to include Animals of West Hill, as there is a wide variety of wildlife in the village. He said he would speak to Geoff about it.</p> <p>JB reminded everyone that the West Hill Village Fete is on Saturday 30<sup>th</sup> June and wondered whether the Parish Council would have a stall for promotional purposes. She also wondered whether the Parish Council could give out some complementary things like mugs or stickers or something for children. Save the date for manning the stall – a rota will be required.</p> <p>CH said the Finance Working Group met to discuss the allocation of reserves at the end of the financial year 2017-18. He will present recommendations to Councillors for discussion and decision at the next meeting.</p>	<p><b>Clerk</b></p> <p><b>AC</b></p> <p><b>CH</b></p>
18/141	<p><b>Next meeting</b></p> <p><b>It was resolved</b> that the Parish Council will meet on Tuesday 1<sup>st</sup> May 2018 at 7.30pm.</p>	

	There being no further business, the Chairman thanked everyone and closed the meeting at 9pm.	
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**MINUTES SIGNED BY:**

**DATE:**

**Signed & dated:**