

**WEST HILL PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING
HELD ON 3rd JULY 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, 2 members of the public, PCSO Jonathan Sims
Absent:	County Cllr Claire Wright; Cllr Jessica Bailey

Item (a)	Discussion and decisions (b)	Action (c)
18/218	Welcome and Chairman's announcements The Chairman welcomed everyone, reminded everyone that the meeting was being recorded and started the meeting at 7.30pm	
18/219	Public question time (3 minutes) No members of the public requested to speak. There was one application for the co-opted Councillor vacancy but the applicant was not present as he was on holiday.	
18/220	<p>Police report for information (crime stats previously circulated) PCSO Jonathan Sims spoke about crime and safety and neighbourhood policing. The neighbourhood policing team will no longer be reporting any crime data to parish councils, nor routinely attend parish council meetings. It is recommended that councils and residents subscribe to the online service at www.police.co.uk which is updated straight from Police Headquarters and can be accessed by everyone. He talked about the challenges and changes to neighbourhood policing. Although the local station is in Ottery, it is unmanned. The blue wall phone connects to 101. Alternatively the Clerk at Ottery will accept a note which can be picked up by one of the policing team. Police resources are increasingly under pressure. He said people should report any suspicious activity to the police – 101 or email if it is not urgent, or 999 if they think a crime is about to be committed. Generally West Hill is a very safe neighbourhood but he recommended securing sheds as power tools are a magnet for thieves, as well as lead and wrought-iron gates. He also recommended signing up for the service provided by Devon & Cornwall Alerts which sends regular emails and text messages about crimes reported in the area.</p> <p>MH asked about Neighbourhood Watch. Jonathan said it still exists and provides an effective way of liaising with elderly people who may not be able to access online services and of disseminating the information received from Devon & Cornwall Alerts.</p> <p>MH asked about the category in the crime figures labelled "violence and sexual offences". Jonathan said the majority of those crimes are domestic incidents.</p> <p>Lastly, he mentioned a new initiative where if people find an item, they can keep it, as long as they register it with the police, and subject to certain key exceptions such as drugs, large sums of money etc.</p>	

Signed:

Date:



18/221	<p>District and County Councillors' reports for information (items raised for decision will appear on the agenda for the next meeting).</p> <p>District Cllr Paul Carter spoke about the green waste collections which are very popular. The more people who sign up, the more sustainable the scheme will be and will help those people who need it more.</p> <p>The new EDDC HQ at Heathpark in Honiton is still on track for the move from The Knowle in December 2018. He was asked what will happen to the Park & Walk car park, currently part of The Knowle car park, but he was unsure whether it would remain available for public use. He said it will be taken over by Sidmouth Town Council.</p> <p>He mentioned parking for campervans in Exmouth which currently tend to park en masse at the sea front. More spaces have been allocated for them in Exmouth car parks.</p> <p>McColls redevelopment – he is aware of the parish council's views and the comments that were submitted to EDDC. He was asked whether he could request that the application be referred to DMC and said he would. He commented that he had the impression that planners were not particularly happy with it in its current state, mostly issues about design. MH mentioned parking but PC said use of the car park by residents was a result of goodwill rather than a hard and fast agreement. MH pointed out that there would not be enough parking under the current proposals to service a new café, more successful shop etc.</p> <p>CH said the parish council supports doing something but not the current proposal.</p> <p>MH asked the Clerk to copy PC in to all planning comments.</p> <p>Finally, PC mentioned that Ottery St Mary Rural electoral ward only has 1 elected member at the moment due to a vacancy left by Matt Coppell.</p>	Clerk
18/222	<p>Apologies. To receive apologies and approve reasons for absence.</p> <p>County Cllr Claire Wright due to a diary clash; Cllr Jessica Bailey due to work commitments</p> <p>Both were approved.</p>	
18/223	<p>Declarations of Interest</p> <p>There were no relevant declarations of interest. Cllr Alan Cook declared a personal interest in item 18/229 regarding 18/0059/TPO trees at Dene, but as this item was for information, not decision, it was agreed that this was not relevant.</p>	
18/224	<p>Minutes</p> <p>The minutes of the parish council meeting on 5th June 2018 were approved and signed as a true and accurate record. There was no parish council meeting on 19th June.</p>	
18/225	<p>Updates on actions and matters arising from the last meeting (action tracker)</p> <p>Bark chippings for the play park – CH is looking for another supplier</p> <p>Play park press release photo – can the Clerk find out if anyone from EDDC wishes to be included?</p> <p>Play park signs – The Clerk reported that they have arrived. CH said he would install them.</p> <p>Wood preserver – The Clerk reported that she had received delivery several weeks ago. There was a brief discussion about who might be able to carry out the painting. Clerk to ask whether Keith Browell or possibly Steve Ratcliffe might be able to do it.</p> <p>Woodland Trust – CH has not had any response from Paul Allen and is looking into who else can be consulted on the parish council's proposals</p> <p>Play park repairs – The Clerk has been chasing Scott at SJ Surfacing Solutions for weeks and had emailed Dave Cook at EDDC to ask if he could help chase him. If there is no progress, Clerk to ask Dave Cook if there is anyone else suitable to carry out the work.</p>	<p>CH Clerk</p> <p>CH</p> <p>Clerk</p> <p>CH</p> <p>Clerk</p>
18/226	<p>Councillor vacancy</p> <p>To discuss any applications received and approve a candidate by co-option.</p>	

Signed:

Date:

	<p>The Clerk reported that one application had been received from a resident. MH reported that she and the Clerk had had a detailed discussion with him and that he was an excellent candidate with previous experience as a councillor. However, as none of the other councillors had met him, it was resolved to defer the decision to the next suitable parish council meeting to give the other councillors a chance to meet him.</p> <p>ACTION: Clerk to contact the applicant to update him and ascertain his availability for the next meeting.</p>	Clerk
18/227	<p>Planning applications received</p> <p>18/1222/MFUL Land south of Lily Cottage, Straightway Head Application for the development of a new roadside service area to include a petrol filling station comprising sales building, canopy over, car and caravan parking, fuel pumps, HGV fuel pumps, 2 no. underground storage tanks and ancillary arrangements, new A3/A5 use building and drive-thru, HGV and coach parking, new access arrangements and landscaping and drainage. (Neighbouring Parish consultee)</p> <p>Councillors voted unanimously to not support the application, for the following reasons. Councillors were concerned about light pollution, especially as the development will be located on a hill. They were also concerned about the increase in traffic using the Daisymount roundabout, which has already seen a considerable increase in traffic due to large-scale housing developments in Cranbrook and Ottery St Mary since the original application some years ago. They thought that the design of the scheme was not sympathetic to the local rural environment and they were concerned that there could be an increase in rubbish and litter</p> <p>18/1387/FUL 2a Hillside, Bendarroch Road Proposal: Provision of off-street parking</p> <p>Councillors voted unanimously to not support the application. Whilst they expressed sympathy with the applicant's position in wishing to reduce on-street parking, they were concerned that the proposal involved removing a hedge. They were also concerned about the potential to set a precedent with neighbouring properties, resulting in the destruction of more hedgerows and a row of concrete driveways. Councillors pointed out that this goes against the principles regarding boundaries and frontages contained in Policy NP26 of the Neighbourhood Plan For The Parishes of Ottery St Mary and West Hill 2017-2031, which having been approved by residents in a referendum, Councillors are bound to uphold.</p> <p>18/1145/TRE Flat 7, Elsdon House, Elsdon Lane Proposal: Silvicultural thinning to remove up to 30% canopy cover. Coniferous species to maintain deciduous species</p> <p>Councillors felt that there was insufficient information provided to enable them to reach a decision.</p> <p>18/1416/FUL Babbling Brook, Lower Broad Oak Road Proposal: External works to barn to facilitate permitted conversion to dwelling, including infill extension, porch, external cladding, roof alterations and flue</p> <p>Councillors voted unanimously to not support the application for the following reasons. The previous application 18/0859/PDQ was approved as the proposed development conformed to the criteria of Class Q of the GPDO, in particular h) that development would not be permitted if the development would result in the external dimensions of the building extending beyond the external dimensions of the existing building at any given point.</p> <p>Having gained prior approval, the current application now seeks to add insulation and cladding outside the dimensions of the existing building, and raise the eaves and ridge height significantly, and add a porch and flue, all outside the dimensions of the existing</p>	

Signed:

Date:



	<p>building. This is in breach of the conditions for prior approval, and it is not acceptable to vary these now.</p> <p>Councillors also requested that if the LPA is minded to approve this application, it should be a condition that the adjacent derelict hay barn should be removed as it is a dangerous structure.</p>	
18/228	<p>Planning decisions received for information (*denotes WHPC differed) 18/0859/PDQ Babbling Brook, Lower Broad Oak Road – PDQB Prior Approval Granted 18/0886/TRE 8 Warren Park – split decision* 18/0892/TRE The Zephyrs, Elsdon Lane – approved* 18/0996/FUL Lower Church Mead, Toadpit Lane – approved 18/0308/FUL WI hall and adjacent land at West Hill Road – refused ALL NOTED</p>	
18/229	<p>TPO notifications for information 18/0059/TPO Land along the western boundary of Dene, Lower Broad Oak Road 17/0176/TPO TPO confirmed at Land at Stuckeys House, West Hill Road BOTH NOTED</p>	
18/230	<p>5 Day Notice received for information Notification of Tree works considered an exception to TPO 78/0004 1 Eastfield Gardens West Hill. Works to reduce the larger limbs which are either dead or declining to a height of 2.5m above the bank height. NOTED</p>	
18/231	<p>Public Realm Study – matters to consider</p> <p>a. Publicising the Study to residents. There was a discussion about how and when to publicise the study. Some councillors thought it should be publicised more widely, others thought it would be better to publicise and consult on each project. The study is currently on the parish council website.</p> <p>b. Safe walking routes – Councillors thought this should be considered with (e) below because input would be needed from a highways consultant as to the best way to achieve safe walking routes and what is achievable. Councillors are aware of the parking problems around the school and road safety issues raised by residents and the need to improve traffic flow. The village hall and school are key stakeholders. It was resolved that the parish council would have an exploratory discussion with the highways consultant, to work out what is feasible, before involving other stakeholders.</p> <p>ACTION: MH to set up a meeting between the highways consultant and the parish council.</p> <p>Overgrown hedges and verges are currently problematic and inhibit safe walking routes. The parish council can write to landowners but first needs to map where they are.</p> <p>ACTION: JT and JI to do a visual survey to map the problem areas. ACTION: Clerk to follow up her emails to Highways by ringing Mike Brown about the 2 areas already reported</p> <p>c. Sports field – discussed as confidential item 18/238 below</p> <p>d. Update on school playing field – a Land Registry search showed that the field belongs to Devon County Council. The field has been used by the community since 1988 until gates were installed 2 years ago. Councillors agreed that it was a very important open space for the village and they would like the community to be able to use it as it had done for many years</p>	<p>MH</p> <p>JT, JI Clerk</p>

Signed:

Date:



	<p>previously. The Clerk confirmed that she had contacted the parish council's insurers and been told that the parish council would not be able to insure against public liability because the parish council does not own the land.</p> <p>It was resolved that AC and CH would draft a letter to the Chair of Governors, copied to the Head Teacher explaining in detail the history of the field, school building and village hall, and the agreement with the community when the buildings were built. This will be followed up by a meeting to move matters forward.</p> <p>e. Preparing a brief for a highways consultant see (b) above.</p>	AC, CH
18/232	<p>Update on Neighbourhood Plan The referendum took place on 21st June. There was a 25% turnout and 92% of votes cast were in favour of the Plan. The next stage is that it will go to a meeting of EDDC's cabinet - probably in September - to be "made," but it carries weight immediately. There was a discussion about how West Hill Parish Council could work with Ottery Town Council on projects moving forward. Some projects will require joint working but others are unique to West Hill or Ottery. JT referred to a paper she circulated to councillors by Martin Thurgood containing some suggestions for a way forward. However, the projects contained in the Plan are not a legal requirement, unlike the policies which are legally binding. And the Plan has to be regularly reviewed.</p> <p>It was resolved to seek to form a Neighbourhood Plan joint Working Group between West Hill and Ottery, with JT and MH representing West Hill Parish Council, plus 2 councillors from Ottery. The group's brief will be to have joint oversight of the Plan. The Working Group could meet biannually.</p>	
18/233	<p>To approve the purchase of a WHPC stamp with the logo and Clerk's phone no. and email address (paper from Clerk circulated)</p> <p>It was resolved that the Clerk could order a WHPC stamp. MH suggested a self-inking stamp and possibly a slightly smaller size than the mock-up provided by the Clerk. It was agreed that the Clerk could spend a maximum of £50.</p>	Clerk
18/234	<p>To approve inclusion of West Hill play park in RoSPA safety inspections arranged by EDDC The Clerk reported that EDDC arranges an annual safety inspection for a number of play parks conducted by an appropriate RoSPA-certified company at a cost about £100 + VAT.</p> <p>It was resolved that the Clerk could give Dave Cook approval to include West Hill play park in the annual RoSPA safety inspection.</p> <p>There was some additional discussion about the monthly play park inspections carried out by EDDC and what information from those is passed on to the parish council. ACTION: Clerk to find out from Dave Cook what these inspections entail, how the findings are circulated and whether the parish council should be receiving copies of any reports.</p>	Clerk Clerk
18/235	<p>Budget monitoring – to receive the quarterly budget monitoring spreadsheet The Clerk presented the quarterly update of the budget, which was signed off.</p>	
18/236	<p>Finance and invoice tracker</p> <p>Invoices received – for approval:</p> <ol style="list-style-type: none"> 1. Clerk's claim for reimbursed expenses APPROVED 2. Invoice 40049653 EDDC dog and litter bin emptying 2018-19 APPROVED 3. Invoice 12202 Fenny Signs for playpark signage APPROVED 	

Signed:

Date:



	<p>Paid invoices – for information:</p> <ul style="list-style-type: none"> a. Invoice 0044917 KBS Signs – banner NOTED b. Invoice 229695 Total Merchandise – branded sticky notes NOTED c. Invoice 0134 Village Hall – grass cutting NOTED d. Invoice 0137 Village Hall – room hire NOTED e. Payment to PTFA – grant towards band hire at fete NOTED <p>The Clerk presented the bank reconciliation for June which was signed off.</p>	
18/237	<p>To approve excluding the general public for discussion of confidential and commercially sensitive items It was resolved to exclude the general public for discussion of confidential items 18/238 and 18/239</p>	
18/238	<p>Confidential item – correspondence received from landowner regarding land suitable for a playing field and from Blue Cedar regarding a footpath</p> <p>Councillors discussed a letter received from one of the land owners regarding a possible playing field. MH had sent a holding reply to the person, thanking them for their response. There are some problems with the plot, including restrictive covenants, and other issues. It was resolved that Cllr Alan Cook would open an initial dialogue with the beneficiary of the covenants.</p> <p>Regarding a different plot, it was resolved to write to the owner again, as no reply had been received to the first parish council letter.</p> <p>Blue Cedar had replied to the parish council's enquiry about land owned by them. At this time, they are not interested in selling the field. However, they did say that they might be interested in working with the parish council to create a footpath through from Eastfield to the village hall. Councillors thought this would be worth discussing with Blue Cedar. It was resolved that MH would organise a meeting with Blue Cedar, involving Ian Heard as Chair of the village hall management committee plus parish councillors.</p>	<p>AC</p> <p>MH</p> <p>MH</p>
18/239	<p>Confidential item – to approve Clerk transferring funds from the current account to the deposit account</p> <p>There was some discussion about maintaining an appropriate balance in the current account to ensure an adequate level of working capital. The deposit account is an instant access account, so the Clerk can move funds back if necessary. It was resolved to authorise the Clerk to transfer £30,000 into the deposit account and monitor the level of funds in the current account to ensure the council can always meet its ongoing obligations.</p>	Clerk
18/240	<p>Councillors questions, reports and items for future agenda</p> <p>The Clerk mentioned the amended planning application for a detached garage at Rucel, which was not on this agenda because notification was received too late, but the period for submitting comments would expire before the next parish council meeting. Councillors thought that as they would probably not change their previous comments, no action would be required</p> <p>MH mentioned an email she received from Ian Heard inviting the parish council to send a representative to the village hall management committee AGM to report on behalf of the parish council. She volunteered to attend and give a brief report. She also reminded councillors that as a regular village hall user, the parish council is entitled to have a representative on the village hall management committee if desired. Councillors did not think that would be necessary.</p>	MH

Signed:

Date:

	MH mentioned the consultation on the East Devon Statement of Community Involvement (SCI). This is the document which sets out how, where and when EDDC will consult on planning matters such as Policy documents, planning applications and Neighbourhood Plans. The Clerk had circulated an email about it, inviting councillors to comment. MH volunteered to write a short paper on it as a response from West Hill Parish Council which she will circulate to councillors for comment before sending.	MH
18/241	<p>Next meeting It was confirmed that the next parish council meeting would be on Tuesday 17th July if there are urgent planning matters, otherwise Tuesday 7th August.</p> <p>There being no further business, MH thanked everyone and closed the meeting at 9.58pm.</p>	

Signed:

Date:

Signed:

Date:

