

**WEST HILL PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING
HELD ON 4th SEPTEMBER 2018 AT 7.30PM
AT WEST HILL VILLAGE HALL**

Present:	Chairman Cllr Margaret Hall (MH) Cllr Jill Ingle (JI) Cllr Alan Cook (AC) Cllr Quentin Tailford (QT) Cllr Jessica Bailey (JB)
In attendance:	Alison Carr Parish Clerk, Devon County Cllr Claire Wright, Cllr Geoff Pratt, District Cllr Paul Carter, 1 member of the public
Absent:	Cllr Jo Talbot, Cllr Christopher Hall

Item (a)	Discussion and decisions (b)	Action (c)
18/287	Welcome and Chairman's announcements Chairman MH welcomed everyone, reminded everyone that the meeting was being recorded, and started the meeting at 7.30pm	
18/288	Apologies Apologies were received from Cllr Jo Talbot and Cllr Christopher Hall	
18/289	Public question time (3 minutes) There were no questions from the public.	
18/290	To receive the monthly crime stats for information (circulated) Noted.	
18/291	District and County Councillors' reports for information (items raised for decision will appear on the agenda for the next meeting). Cllr Paul Carter (PC) reminded everyone that there will be a by-election for Ottery Rural on 20 th September due to the departure of Matt Coppell. He gave a brief report on the meeting he attended on the future planning needs in East Devon. There will be a consultation on how the Government's proposed growth can be accommodated in the district. He said that the Government has given a baseline estimate of 844 new homes to be built per year in East Devon. AC asked whether it would override the newly adopted Neighbourhood Plan, but PC said the timeframe is longer and in any case the Neighbourhood Plan would be reviewed and change over time. The Neighbourhood Plan carries weight with planners. AC remarked on the apparent inconsistency with which planners have classified different parts of the district as Areas of Outstanding Natural Beauty (AONB), e.g. one side of the river Otter is an AONB but the other side is not. He said that seemed ludicrous as there is no difference between the two sides environmentally. He expressed concern that this issue should be examined by EDDC or there is a risk that some beautiful areas will be destroyed. Cllr Claire Wright introduced Geoff Pratt, the independent candidate in the forthcoming Ottery Rural by-election. JB suggested that the parish council could organise a hustings as there are 5 candidates. The parish council could hire the village hall and publicise the event, although it is short notice. Many residents do not know who all the candidates are.	

	<p>ACTION: JB and QT said they would organise the hustings.</p> <p>Claire W gave a brief update from the Adult Health and Care Scrutiny Committee. The next meeting will be in September. She is still trying to get more information on which services will be cut to achieve the desired cost savings in the county. She is also trying to secure a spotlight review into services available for carers. The Carers Act has made it more difficult for carers to access paid support and respite care, which is causing difficulties. She is chairing a spotlight review on care at home and there will be an important report issued from that in November. She also reported that Devon County Council is cutting pay for the most experienced foster carers, the result of which is that more of them are deciding not to continue as foster carers. This will disadvantage the most challenging foster-care young people.</p>	JB, QT
18/292	<p>Declarations of Interest</p> <p>MH declared a personal interest in item 18/295 planning application 18/1972/TRE as she knows the applicant and said she would not take part in the discussion.</p> <p>JB declared a personal interest in item 18/295 planning application 18/1734/FUL as she knows the applicant but said she would remain in the room and take part in the discussion.</p>	
18/293	<p>Minutes</p> <p>a. The minutes of the Parish Council meeting on 7th August 2018 were approved as a true and accurate record.</p>	
18/294	<p>Updates on actions and matters arising from the last meeting (action tracker)</p> <p>The press release about the new play park equipment was on the front page of this week's Ottery Herald.</p> <p>Play park slide – the Clerk spoke to Alastair Guy who was confident there was enough space to install a slide where the old wooden ramp had previously been. She is awaiting more detailed information from him, including an estimate of the cost.</p> <p>McColls redevelopment – EDDC planners are waiting for more information from the developer. The application was not on the Development Management Committee agenda for the September meeting and may therefore be on the Committee's agenda for October.</p> <p>Overgrown hedges and verges – JI drafted a polite letter for the parish council to send to homeowners. The Clerk reported that the response to her email about problem hedges and verges from DCC Highways was not encouraging and Mike Brown has not agreed to add any additional verges to their annual cutting programme. MH is drafting an article for the next edition of The Messenger underlining property owners' responsibilities to keep highways and paths clear. All agreed that overgrown hedges pose a problem in the village due to affecting pedestrian safety on narrow roads.</p> <p>School playing field – the Clerk confirmed that the application to register the school playing field as an Asset of Community Value has been sent to EDDC and she is waiting for a response. MH has contacted the Chair of Governors and Head Teacher regarding a further meeting but has not yet received a reply. This will be followed up now that term has started.</p>	<p style="text-align: center;">Clerk</p> <p style="text-align: center;">MH</p>

18/295	<p>Planning applications received</p> <p>18/1734/FUL 12 Heather Grange Proposal: Construction of single storey rear and side extension</p> <p>Councillors noted that the extension will encroach on mature trees and were concerned that this could lead to a future planning application for tree works. Nevertheless, they voted to support the application.</p> <p>18/1721/FUL Meadowgate, West Hill Road Proposal: Re-built single garage and alterations to access/driveway (partly retrospective)</p> <p>Councillors noted comments submitted by neighbours. Councillors were highly critical of the way the building works have destroyed the street scene and resulted in damage and loss to historic buildings. Councillors strongly objected to the alterations to the garage and requested that it should be reinstated in accordance with the original planning approval (14/2416/FUL). Councillors were also critical of this previous planning approval which has permitted creation of the parking space in front of the host Meadowgate building involving major cutting-in to the front garden of Meadowgate which has had a serious adverse impact on the street scene. Councillors also strongly objected to the alterations to the access/driveway on the grounds of adverse impact on the street scene. If it were to be accepted as currently planned and partly constructed, there will be car-parking and turning spaces for cars in front of the building line, which would be even more damaging to the street scene. Councillors also requested that permitted development rights should be removed from the new bungalow.</p> <p>ACTION: JB will write to the Head of Planning at EDDC about Councillors' concern that applications are being approved that are gradually destroying the street scene in, and character of, West Hill.</p> <p>Cllr Carter also said he would speak to planning enforcement.</p> <p>18/1933/CPL Meadowgate, West Hill Road Proposal: Certificate of lawful development to confirm that the west elevation of the dwelling is the principle elevation to enable the construction of 2 no. conservatories and a detached garage as permitted development</p> <p>Councillors strongly objected to this application, particularly in view of the unauthorised works elsewhere on the site and the damage done to the street scene. They considered it regrettable that the creation of parking spaces in front of Meadowgate was permitted in planning application 14/2416/FUL which involved major cutting-in to the front garden and damage to the street scene. This would be exacerbated by construction of a double garage. Building conservatories would also constitute over-development of the site.</p> <p>18/1807/TRE Foylings, Ford Lane Proposal: Laurels - reduce to 2m high, Holly - reduction to gain statutory clearance of the street light</p> <p>Councillors had no objections.</p> <p>18/1883/FUL 15 Hayes End Proposal: Construction of single storey extension and extension to garage.</p> <p>The decision was split, with 3 to 2 in favour of supporting the application.</p>	JB
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	<p>18/1972/TRE Touch Wood 3 Hylands Close Higher Broad Oak Road Proposal: 1) Crown thin by 20% to allow more light through the canopy and crown and avoid excessive shading of back garden. 2) crown lift to 5m above devon bank The two trees are about three metres apart at ground level. The beech tree T1 is a good shape and about 22 metres (70 feet) overall height. The proposed tree management work would maintain the tree's natural beauty yet benefit plants and shrubs in my back garden from the extra light.</p> <p>Councillors thought that the proposal should have been supported by an arboricultural report, given the extensive nature of the works. Councillors objected on the basis that there was no tree survey or arboricultural report.</p>	
<p>18/296</p>	<p>Planning decisions received for information (*denotes WHPC differed) 18/1034/FUL Parsonage House (Rucel) – approved with conditions* 18/1606/FUL 4 Courtfield Close - approved with conditions 18/1145/TRE Flat 7, Elsdon – approved with conditions* 18/1397/TRE Babbling Brook – refusal 18/0753/TRE 3 Warren Close – permitted development 18/1416/FUL Babbling Brook – approved with conditions* ACTION: CLERK to contact planners and ask when the planning officer’s report will be uploaded to the planning portal 18/1713/FUL Oak Lodge, Higher Broad Oak Road, - approval with conditionsAll noted.</p>	<p>Clerk</p>
<p>18/297</p>	<p>TPO notifications for information TPOs not confirmed at: a. Land at Birchleigh, Elsdon Lane TPO NO: 18/0013/TPO b. Land at Babbling Brook, Lower Broad Oak Road TPO NO: 18/0007/TPO All noted.</p>	
<p>18/298</p>	<p>Planning Policy (paper circulated) i) To note forthcoming consultation on Greater Exeter Strategic Plan (GESP) ii) To note EDDC Position Paper on Future Growth Needs in East Devon iii) To note implications of new NPPF iv) To note final version of Statement of Community Involvement</p> <p>MH reported that the East Devon District Council Strategic Planning Committee, which met on 4th September 2018, had several important papers (the EDDC website has copies of the papers on its website http://eastdevon.gov.uk/media/2581497/040918strategicplanningcombinedagenda.pdf)</p> <p>Consultation on the “Vision” document for The Greater Exeter Strategic Plan (GESP) will run from 5th October to 30th November 2018. Councillors agreed that the parish council would respond to the consultation once the document is published.</p> <p>The EDDC Position Paper on Future Growth Needs in East Devon is hugely significant for West Hill and other surrounding villages which could well be targeted to accommodate the building of additional housing to meet government targets. Councillors agreed that West Hill Parish Council should work with other parish councils in The Villages Plan to coordinate a joint strategy. ACTION: MH to coordinate with surrounding councillors to begin formulating a joint strategy.</p> <p>Regarding the new NPPF, Ed Freeman, Service Lead for Planning Strategy and Development Management at EDDC, has produced a summary of the main changes. There do not seem to be many implications for West Hill, but Councillors will keep this under review.</p>	<p>MH</p>

	The Statement of Community Involvement consultation conducted by EDDC – comments submitted by the parish council have been taken into consideration in the final document.	
18/299	<p>To consider email correspondence received from a resident regarding installing a convex mirror opposite the missing footpath on West Hill Road (circulated)</p> <p>Councillors discussed the idea of installing a convex mirror. DCC Highways do not recommend them. They can also be dangerous as they are not infallible and tend to mist over in poor weather. They are not helpful to show up vehicles in certain conditions. Councillors agreed that this was all part of the larger issue of safety for pedestrians on this part of West Hill Road and it will be looked into as part of the whole highway study, which will begin soon.</p> <p>ACTION: Clerk to send the resident a reply updating her on the discussion and the traffic study.</p>	Clerk
18/300	<p>To approve attendance of Tree Warden at the Regional Forum in Sidmouth on 27/10/18 and payment of her £15 delegate fee.</p> <p>Councillors agreed to pay the £15 delegate fee on behalf of the Tree Warden and requested that she provide a report to the council afterwards.</p>	Eileen P/ Clerk
18/301	<p>For information – training booked:</p> <p>Cllr Tailford – DALC New Councillors’ course 29th November £30 DALC AGM – 3rd October £25x2 for Cllr Tailford and Clerk</p>	
18/302	<p>To note retirement of Lesley Smith MBE (DALC) and consider response</p> <p>MH reminded everyone that Lesley Smith will be retiring as County Secretary of the Devon Association of Local Councils (DALC) in October. Councillors said they were very grateful for Lesley’s significant help when the parish council was being set up, thanks to her vast knowledge of local council administration, legal matters and enthusiasm. Councillors wished Lesley a happy retirement and agreed to donate to her leaving present, which the Clerk will arrange with DALC colleagues. This will be classed as S137 expenditure.</p> <p>ACTION: Clerk to make a £50 contribution from the parish council and purchase a Thank You card to forward to Lesley at DALC</p>	Clerk
18/303	<p>To consider ongoing grounds maintenance at the play park and quote from Steve Radcliffe (circulated)</p> <p>The Clerk reported that the village hall management had suggested that the parish council could pay Steve Radcliffe direct for the grass cutting at the play park, instead of the current arrangement of being invoiced by the village hall. This would make sense if the parish council was going to extend Steve’s work to include other grounds maintenance tasks.</p> <p>Councillors agreed to pay for up to 2 hours per month grounds maintenance plus grass cutting.</p> <p>ACTION: Clerk to write to Steve Radcliffe and request that a timesheet be included on the monthly invoices showing time spent on maintenance/grass cutting</p>	Clerk
18/304	<p>To make suggestions for Communities Together Funding (previously Parishes Together Fund). Meeting of Ottery & surrounding parishes arranged for 7/9/18. (rules circulated)</p> <p>MH informed Councillors that there will be a meeting on Friday 7th September at Ottery Town Council involving West Hill and neighbouring parishes to discuss ideas for suitable projects for the Communities Together Fund. Councillors were not keen on a suggestion by Cllr Roger Giles to improve the changing rooms in Strawberry Lane. Councillors agreed to think about alternative ideas and MH will report back after the meeting.</p>	MH

18/305	<p>To note WHPC's responsibilities with regard to the Construction (Design and Management) Regulations 2015 and take appropriate actions</p> <p>i) For Public Realm Study (LDA) ii) For Traffic Study (Phil Jones Associates)</p> <p>This is a health and safety requirement and only necessitates writing to both LDA and Phil Jones Associates appointing them as principal designers responsible for health and safety. At this stage, nothing else is required. Councillors agreed that this should be done.</p> <p>ACTION: Clerk to write to LDA and Phil Jones Associates appointing them as principal designers.</p>	Clerk
18/306	<p>To consider next steps for Transport Study</p> <p>Councillors agreed that a meeting should be set up between themselves and Jon Tricker at Phil Jones Associates to firm up the project and discuss what the parish council needs to do.</p> <p>ACTION: Clerk to contact Jon about his availability (daytime preferred) and circulate to councillors.</p>	Clerk
18/307	<p>To consider next steps for Public Open Space / Playing Field project</p> <p>MH reported that Clarissa Place from the Ottery Herald said the paper would help promote the parish council's quest for a suitable plot of land. Perhaps this might prompt landowners who may not be aware of the parish council's need.</p> <p>Councillors agreed to set up a working group consisting of parish councillors AC, JB, QT and MH. Next steps will include talking to EDDC which fully supports the requirement for an open space playing field in the village in the Playing Pitch Strategy. The search for a plot of land will continue.</p>	AC, JB, QT, MH
18/308	<p>To agree procedures for publicity of annual Community Grants</p> <p>Councillors discussed Community Grants. Last year's grant awards were the first and the parish council has learned from this experience. It is likely that the grants policy will be amended this year, possibly to remove the fixed deadline for applications to allow groups to apply throughout the year as appropriate.</p> <p>ACTION: Clerk to put this on the agenda for the next meeting.</p> <p>MH will write a short piece for the next edition of The Messenger reminding residents that there are grants available.</p>	Clerk MH
18/309	<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 AUGUST - APPROVED 2. Claim for reimbursement by Cllr Ingle – stationery - APPROVED 3. Invoice from Paul Hayward, Internal Auditor, for audit services - APPROVED <p>Paid invoices – for information:</p> <ol style="list-style-type: none"> a. West Hill Village Hall – grass cutting at play park JULY - NOTED b. West Hill Village Hall – room hire JULY – NOTED c. Abalone Graphics – name badge for Cllr Tailford - NOTED <p>To receive the bank reconciliation for August – for information – SIGNED OFF</p>	
18/310	<p>Councillors questions, reports and items for future agenda</p> <p>JB declared her intention to stand down from the Finance Working Group and QT agreed to take her place.</p>	

