

**WEST HILL PARISH COUNCIL  
MINUTES OF THE PARISH COUNCIL MEETING  
HELD ON 5<sup>th</sup> JUNE 2018 AT 7.30 P.M.  
AT WEST HILL VILLAGE HALL**

Present:	Chairman Cllr Margaret Hall (MH) Vice Chairman Cllr Jo Talbot (JT) Cllr Jill Ingle (JI) Cllr Alan Cook (AC) Cllr Christopher Hall (CH)
In attendance:	Alison Carr (Parish Clerk), Eileen Perkins (Paths Warden), Murray Ross (Avalon Planning), Devon County Cllr Claire Wright and 5 members of the public
Absent:	Cllr Jessica Bailey, District Cllr Paul Carter, District Cllr Matt Coppel

Item (a)	Discussion and decisions (b)	Action (c)
18/196	<b>Welcome and Chairman's announcements</b> MH welcomed everyone, reminded everyone that the meeting was being recorded and started the meeting at 7.30pm	
18/197	<b>Public question time (3 minutes)</b> Eileen Perkins expressed support for a café in the McColls/Potters redevelopment. She asked how much extra height the development will add to the building's current height. MH said 1 storey extra. She remarked that losing up to 8 public parking spaces seemed reasonable but MH corrected her and said the plans allow for up to 17 parking spaces to be removed from public use.  A member of the public asked a question about CiL. He said the development would mean a substantial amount of money would be collected by EDDC and he asked how much of that would come back to West Hill. MH said if the Neighbourhood Plan is not passed, West Hill will get 15%, but if the Neighbourhood Plan is passed, the village will get 25%. CiL money has to be spent on an infrastructure project in the parish. The levy is £125 per square metre of new residential space.	
18/198	<b>District and County Councillors' reports</b> for information (items raised for decision will appear on the agenda for the next meeting).  County Cllr CW reported on the Health and Adult Care Scrutiny Committee (HACS), specifically the plight of unpaid carers; community hospitals and the future of their buildings; winter pressures on local NHS services; and the Sustainability and Transformation Plan and effects of cost savings on services. The Clinical Commissioning Group has said that rumours of hospital buildings in Seaton and Honiton being sold off were untrue. It has produced a list of ways in which cost savings will be achieved but none of the measures had costings attached.	
18/199	<b>Police report</b> – none received. MH reminded everyone that PCSO Jonathan Sims will attend the Parish Council meeting on Tuesday 3 <sup>rd</sup> July.	
18/200	<b>Apologies.</b> To receive apologies and approve reasons for absence.	

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	Apologies were received from Cllr Jessica Bailey due to work - <b>approved</b> Apologies were received from District Cllr Paul Carter due to haymaking – <b>approved</b>	
<b>18/201</b>	<b>Declarations of Interest</b> MH declared a DPI regarding the Potters planning application as she lives opposite and said she would leave the room for that item JI declared a DPI regarding The Reddings planning application as she is a close neighbour and said she would leave the room for that item. There were no other declarations of interest.	
<b>18/202</b>	<b>Minutes</b> a. The minutes of the Annual Parish Council meeting and the Ordinary Parish Council meeting on 1 <sup>st</sup> May 2018 were approved and signed as a true and accurate record b. The minutes of the meeting on 15 <sup>th</sup> May 2018 were approved and signed as a true and accurate record	
<b>18/203</b>	<b>Updates on actions and matters arising from the last meeting (action tracker)</b> <ul style="list-style-type: none"> <li>• The new sign for the play park is being dealt with by the Clerk</li> <li>• Woodland Trust land – CH has been trying to contact Paul Allen at the Trust but has not had any success. ACTION: CH to write to the Trust.</li> <li>• Play park repairs – the Clerk has been chasing Scott at SJ Surfacing who did not carry out the repairs on the date he had agreed</li> <li>• Tree felling at Eastfield – the Clerk wrote to the Forestry Commission which confirmed that there was no felling licence in place but could not say that the felling was necessarily illegal. The remaining trees have TPOs, although these are believed to be in poor condition and require maintenance. ACTION: Clerk to write to Blue Cedar to express WHPC's dissatisfaction with the felling</li> <li>• Neighbourhood Plan Working Group – MH wrote to the new Mayor of Ottery TC about West Hill continuing to have a place on the group and wishing to work with Ottery to push the Plan forward</li> <li>• Public realm study – Clerk confirmed that she had negotiated 1 hard copy of the report, which was beyond the contractual obligations of LDA Design, who had agreed to provide digital copies only. Although this was fewer than Councillors wanted, she felt LDA had discharged their obligation and there was no legal justification for withholding payment of their invoice. Some Councillors disagreed with the Clerk, citing their dissatisfaction with delays to the project. ACTION: Clerk to arrange for the report to be photocopied for Councillors.</li> <li>• Traffic consultant – steps are being taken to locate a suitable consultant to advise on the road safety projects. Claire Wright will be heavily involved to help liaise with DCC Highways ACTION: Clerk to put on the agenda for 3<sup>rd</sup> July meeting</li> <li>• Playing field – MH wrote to the owners of identified fields. 1 reply has been received so far indicating that the owner does not wish to sell the field. This was from the person renting the field, so the owner remains unknown. Councillors will not rule out this field yet.</li> <li>• Primary school field – CH continuing his research into the Smile Learning Trust</li> <li>• Email contact list – the Clerk has received 22 replies from residents wishing to be on the list for communications from the Parish Council. The work is ongoing.</li> <li>• Village fete and newsletter – are items further down the agenda.</li> </ul>	<b>Clerk</b>  <b>CH</b>  <b>Clerk</b>   <b>Clerk</b>     <b>Clerk</b>  <b>Clerk</b>  <b>CH</b>
<b>18/204</b>	<b>Update on East Devon Villages Plan</b> The Inspector's report has come through and the Plan been found sound. All objections have been dealt with and the Built-Up Area Boundary (BUAB) is approved. The Plan will go before EDDC full Council in July for adoption. Full weight can be attached to the Plan from then.	

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18/205	<p><b>Update on Neighbourhood Plan for Ottery St Mary and West Hill</b></p> <p>A referendum will be held on 21<sup>st</sup> June. Residents have expressed confusion because EDDC did not send out any information with the polling cards as they had promised, so people did not know what the polling cards were for. Consequently the NP Working Group distributed a leaflet via the One Magazine to explain, and also distributed it by hand around OsM and West Hill to places like the village hall, shops etc to explain what the referendum is about. Press releases were also sent out to local papers. Most people seem to think the Plan is a good idea, but they need to follow through by voting.</p>	
18/206	<p><b>Planning applications received</b></p> <p>18/1064/FUL Potters Country Market        Proposal: Demolition of the existing single storey buildings at the rear, erection of rear and roof level extensions to facilitate the introduction of 8 x 2 bedroom apartments, retention of ground floor shop, estate agents and cafe and dedicated vehicle parking and servicing</p> <p>MH left the room and JT took the Chair.        Murray Ross from Avalon Planning was present in the public gallery. JT asked him if he wanted to speak but he opted to take questions from Councillors as they arose.        JT reminded Councillors that comments must refer to material planning considerations and ultimately they should consider the “planning balance” i.e. whether the benefits of the scheme outweigh the harms. Relevant planning policy such as the Villages Plan and Neighbourhood Plan could be referenced.</p> <p>Councillors’ comments included:</p> <ol style="list-style-type: none"> <li>1. The public consultations were a tick-box exercise designed to placate Planners as very few changes were made to the original plans following the consultations</li> <li>2. The scale of the development will look out of proportion to everything else in the area and will have a significant impact, especially on the approach along West Hill Road from Ottery direction</li> <li>3. The scale and design is not appropriate for a woodland village</li> <li>4. Apart from tidying up the existing shabby building, the scheme offers little to enhance the village centre</li> <li>5. The proposed footpath is very narrow and has steps – not desirable for buggies</li> <li>6. The development will impact traffic at key times. If parents are unable to park in the car park, that will encourage people to park illegally in surrounding roads</li> <li>7. Councillors accept that use of the car park is not an entitlement, but it is highly valued by the community</li> <li>8. Windows on the westerly side overlook neighbouring properties</li> <li>9. Balconies are not appropriate and overlook neighbouring properties</li> <li>10. Where is the evidence to justify a need for 8 flats?</li> <li>11. What is the community gaining from the proposal? – the café had planning permission anyway</li> </ol> <p>JT ran through a summary of points to support, points to not support.</p> <p>The meeting was suspended and JT asked members of the public for their comments.</p> <p>There was support for a café as a place for the community to come together. Others said the footprint of the building was not being increased, which they thought was a good thing, and parking was not a right anyway. Others said that if there are no properties affordable for young people starting out, the village could become an “elderly ghetto”. People agreed that the shop is very important to the community.</p> <p>Other comments included:</p>	

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	<ol style="list-style-type: none"> <li>1. Who will buy the flats? Not families, young people or the elderly. There is no lift or proper outside space</li> <li>2. McColls shop has deteriorated and gradually reduced its floorspace. What used to be the post office is empty and the post office counter sits beside the till, with no privacy</li> <li>3. What would happen if McColls decide to move out?</li> </ol> <p>Councillors agreed that a café would be a good thing if properly designed and a well-designed space would encourage people to stop and use the café. It was a shame that the proposal does not include outside space for café tables.</p> <p>Murray Ross addressed some of the comments. The second consultation was not box ticking and they felt they addressed residents' concerns. The developer feels they are enhancing the site and the community is benefitting from it, especially access and car parking. There are currently no pedestrian routes through the car park. They propose to create a designated pedestrian route through the car park and also a pathway from West Hill Road to Beech Park. He agreed that they could look again at the issue of steps on this path.</p> <p>He felt they had demonstrated the viability of the flats. Regarding the balconies he said Planners could put in controls within lease agreements to restrict the potential for residents to use the balconies to store unsightly clutter. The car park will be enhanced with some soft landscaping and 3 new trees planted. Rubbish bins will be housed in designated stores, hidden from view. 8 flats are the minimum needed to make the development work.</p> <p>Councillors returned to the issues of scale, visual impact, parking and traffic. There was also a concern that the existing building is deteriorating. Is some improvement better than nothing?</p> <p>JT summed up Councillors' position as supporting the principle of the development but not the details.</p> <p><b>It was proposed that:</b> Council supports the principle of the development, but does not support the application in its current form. This was unanimously agreed.</p> <p><b>It was further proposed that:</b> A working group be formed of those Councillors present, with the aim of developing a list of improvements that will be communicated to Planners and the developer. This was unanimously agreed.</p> <p style="text-align: center;">-----</p> <p>18/1034/FUL Rucel (Parsonage House), Bendarroch Road Proposal: Construction of detached garage (revised scheme to 17/2608/FUL)</p> <p>Councillors reiterated previous concerns that the construction will be within the root protection zone. They noted that the proposed method of construction using pilings is designed to minimise harm to tree roots, but said that an arboricultural report demonstrating the effects on the tree would have been helpful. They also thought that insufficient detail had been provided about the construction. They also had concerns that if the garage is constructed on the proposed site it is likely that work on the protected tree would be requested in the near future. Councillors voted to not support the application on the grounds stated above.</p>	
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	<p>18/1149/FUL Pinegrove, Lower Broad Oak Road Proposal: Construction of detached garage</p> <p>Councillors voted to support the application, on condition that the Tree Officer raises no objections.</p> <p>18/1048/OUT The Reddings, Higher Broad Oak Road Proposal: Construction of single storey dwelling and garage and associated external works (outline application with all matters reserved)</p> <p>Jl left the room. Councillors voted to not support the application for the following reasons:</p> <ol style="list-style-type: none"> <li>1. The application site is outside the BUAB in the emerging Villages Plan, which has been found sound by the Inspector and will shortly be adopted, and should therefore carry considerable weight.</li> <li>2. Under Policy NP3 of the Ottery &amp; West Hill Neighbourhood Plan, infill development is discouraged, particularly where it reduces tree coverage and separation distances between neighbouring properties and results in a damaging impact on the overall character of the settlement.</li> <li>3. Councillors believe that the proposal is in conflict with strategy 5B and policy TC2 of the Local Plan which seek to ensure that development is located in areas that encourage and allow for access by pedestrians, cyclists and public transport, and minimise the need to travel by car. Councillors thought that the distance from The Reddings to key facilities in the centre of the village made it unsustainable in this regard. The application site is a similar distance, or further, from the village centre than “The Birches”, where a recent planning appeal (3191009) determined that the development would constitute unsustainable development.</li> </ol> <p>18/0308/FUL (amended for flood risk assessment) WI Hall and adjacent land, West Hill Road Proposal: Demolition of WI hall and construction of 3 no. dwellings</p> <p>Councillors voted to leave their previously submitted comments unchanged.</p>	
<b>18/207</b>	<p><b>Planning decisions received</b> for information (*denotes WHPC differed)</p> <p>18/0810/FUL Stones House, Lower Broad Oak Road – Approved 18/0588/FUL The Octave West Hill Road – Approved (WHPC supported but requested bat survey) 18/0522/FUL Rest Harrow, Bendarroch Road – Approved* (WHPC did not support) 18/0494/TRE Cherry Garth Elsdon Lane – Split decision (WHPC objected) ALL NOTED</p>	
<b>18/208</b>	<p><b>To approve necessary budget adjustments and virements to cover increased staff cost</b> (paper from Clerk)</p> <p><b>It was resolved</b> that the Clerk should vire funds from the contingency to the budgets for the Clerk’s salary and Employer’s NI</p>	<b>Clerk</b>
<b>18/209</b>	<p><b>Parish Paths Partnership (P3)</b> The P3 Agreement between the Parish Council and Devon County Council was signed by Councillors. Eileen Perkins said Footpath 6 was missing from Schedule A of the agreement but that Ros Davies was aware and would correct it so that West Hill receives the correct grant funding. ACTION: Clerk to return 1 signed copy to Ros Davies at DCC.</p>	<b>Clerk</b>

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18/210	<p><b>Signage to village hall</b> To consider a request by the Village Hall Committee for 2 new road signs to the village hall</p> <p>Councillors said they had no objection in principle to the installation of new signs and would support the Village Hall Committee with any application made to DCC Highways.</p>	
18/211	<p><b>East Devon Polling Place Review 2018</b> To respond to EDDC's review of polling places</p> <p>It was agreed that West Hill village hall remains a suitable polling station for the electors of West Hill. ACTION: Clerk to respond to EDDC Electoral Services</p>	Clerk
18/212	<p><b>Village fete</b> Approve quotes for banner and giveaways for village fete</p> <ol style="list-style-type: none"> <li>a. Banner</li> <li>b. Post-it notes branded with WHPC logo, website and Twitter</li> </ol> <p>The Clerk produced 3 quotes for each item <b>It was resolved</b> to purchase the banner from KBS Signs in Topsham and the sticky notes from Total Merchandise. ACTION: Clerk to order the banner and branded post-it notes.</p> <p>Approve payment of £350 to PTFA as grant towards hire of band for village fete (agreed at the PC meeting on 7/11/17, minute reference 3) <b>It was resolved</b> to pay £350 to the PTFA</p>	Clerk  Clerk
18/213	<p><b>To approve the WHPC promotional leaflet and agree arrangements for its delivery</b> Councillors approved the content of the leaflet and the format as an A5 booklet. Dor-2-Dor no longer cover this area but Alan Marriott still does print and distribute. Councillors approved printing of 1,000 leaflets ACTION: Clerk to speak to Alan Marriott <b>It was resolved</b> that up to £500 could be spent for both printing and distribution.</p>	Clerk
18/214	<p><b>Update on co-opting Councillor</b> The Clerk has received one request for the application form and information. MH spoke to Doug Ferguson who agreed to email his list of parents</p>	
18/215	<p><b>Finance and invoice/payments tracker</b></p> <ol style="list-style-type: none"> <li>1. Invoices received:       <ol style="list-style-type: none"> <li>a. Reimburse CH for wood chippings purchased for the play park AGREED</li> <li>b. Clerk use of home, MS Office subscription and ICO registration for WHPC AGREED</li> <li>c. Reimburse Monica Highnam for purchase of plants for planter AGREED</li> <li>d. Reimburse MH for land registry and related land searches AGREED</li> </ol> </li> <li>2. Pre-approved payments – for information:       <ol style="list-style-type: none"> <li>a. CSW Groundworks INV 000109 for rock salt NOTED</li> </ol> </li> <li>3. To receive the bank reconciliation for May – for information</li> </ol> <p>CH asked the Clerk to provide itemised expenditure corresponding to the cashbook total shown in the bank reconciliation</p>	Clerk
18/216	<p><b>Councillors questions, reports and items for future agenda</b></p>	

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	<p>The Clerk checked that Councillors were happy for her to publish the public realm study on the Parish Council website.</p> <p>MH noted that the website working group needs to meet to discuss minor adjustments to the website.</p> <p>CH asked whether the Clerk could extract monthly crime figures from the police website and report them to Councillors.</p> <p>AC asked if the Parish Council could urgently progress the issue of safe walking routes and the playing field project</p> <p>ACTION: Clerk to put on the agenda for 3<sup>rd</sup> July to discuss what practical things the Parish Council can do to progress these and to discuss a brief for a highways consultant</p> <p>ACTION: AC to enquire among his contacts for recommendations for highways consultants</p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p> <p><b>AC</b></p>
<b>18/217</b>	<p><b>Next meeting</b></p> <p>The next meeting will be on Tuesday 19<sup>th</sup> June or Tuesday 3<sup>rd</sup> July if there are no urgent planning matters to consider. The Chairman thanked everyone and there being no further business, closed the meeting at 9.32pm.</p>	

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