

**WEST HILL PARISH COUNCIL  
MINUTES OF THE PARISH COUNCIL MEETING  
HELD ON 6<sup>th</sup> NOVEMBER 2018 AT 7.30PM  
AT WEST HILL VILLAGE HALL**

Present:	Chairman Cllr Margaret Hall (MH) Cllr Jill Ingle (JI) Cllr Alan Cook (AC) Cllr Jessica Bailey (JB) Cllr Christopher Hall (CH) Cllr Quentin Tailford (QT)
In attendance:	Alison Carr Parish Clerk (arrived at 8.40pm), DCC Cllr Claire Wright (arrived at 8.45pm), 1 member of the public
Absent:	Cllr Jo Talbot, EDDC Cllr Paul Carter, EDDC Cllr Geoff Pratt

Item (a)	Discussion and decisions (b)	Action (c)
18/375	<b>Welcome and Chairman's announcements</b> Chairman MH welcomed everyone, reminded everyone that the Clerk would be late and said that she would take the Minutes until the Clerk arrived. The recording would start when the Clerk arrived.	
18/376	<b>Apologies</b> Apologies were received and approved from Cllr Jo Talbot, EDDC Cllr Paul Carter, EDDC Cllr Geoff Pratt.	
18/377	<b>Public question time (3 minutes)</b> A member of the public commented on planning application 18/2484/FUL The Lawns.	
18/378	<b>To receive the monthly crime stats</b> for information Noted.	
18/379	<b>District and County Councillors' reports</b> for information (items raised for decision will appear on the agenda for the next meeting). DCC Cllr Claire Wright arrived at 8.45pm and gave a brief report. She said that the "plastic-free" initiative in Ottery was proving successful. At the Tar Barrels event, people paid £1 for a recyclable beer tankard and this resulted in significantly less litter to be picked up after the event. The road closure at Silver Street following the fire – the road was supposed to be re-opened today but the scaffolding at Roberts shop needed to be removed first and this will be done and the road re-opened as soon as possible. Cllr Wright had attended the meeting of Ottery St Mary Town Council this evening, at which Town Councillors were discussing the Ottery Hospital building, specifically a proposal to form a Working Group consisting of representatives from Ottery Town Council and West Hill Parish Council, plus representatives from other key stakeholders like Coleridge Health Centre and the Ottery St Mary and District Hospital League of Friends. The Working Group would try to make progress formulating a strategy to retain the Hospital building which is in danger of being sold off by NHS Property Services. She was dismayed that many of the Town Councillors spoke against the proposal and she left the meeting before the vote. However, she was informed by Cllr Giles shortly afterwards that the proposal was eventually voted through by 3 to 0.	

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	<p>Chairman MH noted that in order to secure the future of Ottery Hospital, it will require concerted action by all interest groups and that Budleigh Hospital was saved largely by the actions of some Budleigh GPs and the League of Friends and is now a health and wellbeing hub run by an external company.</p>	
18/380	<p><b>Declarations of Interest</b></p> <p>a. Register of Interests: Councillors are reminded of the need to update their register of interests.</p> <p>b. To declare any personal interests in items on the agenda and their nature.</p> <p>c. To declare any disclosable pecuniary interests in items on the agenda and their nature (Councillors with DPIs must leave the room for the relevant items).</p> <p>Chairman MH declared a DPI for item 18/391, as she lives opposite McColl's and said she would leave the room while this was discussed.</p> <p>Cllr JB declared a personal interest in planning application 18/2310/TRE as she knows the applicant well, and said she would leave the room while this was discussed.</p>	
18/381	<p><b>Minutes</b></p> <p>a. <b>It was resolved to</b> approve the minutes of the Parish Council meeting on 2<sup>nd</sup> October 2018 as a true and accurate record</p> <p>b. <b>It was resolved to</b> approve the minutes of the Parish Council meeting on 16<sup>th</sup> October 2018 as a true and accurate record</p> <p>c. <b>It was resolved to</b> approve the minutes of the extraordinary Parish Council meeting on 22<sup>nd</sup> October 2018 as a true and accurate record</p>	
18/382	<p><b>Updates on actions and matters arising from the last meeting</b> (action tracker) Chairman MH noted that most items on the action tracker are separate Agenda items.</p> <p><b>Woodland Trust Broadoak Plantation.</b> Cllr CH reported that Woodland Trust contractor Tilhill have confirmed that they will carry out the work to establish a small clearing at no cost to the Parish Council. He will accompany the contractors to discuss final details.</p> <p><b>Safe walking routes/traffic study.</b> The workshop was held on 2/11/18, which was well received. We await the draft report by end November / early December.</p> <p><b>Overgrown hedges and verges.</b> The Clerk had written to owners of Copperhayes and they have trimmed the hedge back. The Clerk is preparing further letters to householders regarding a hedge and verge on Higher Broad Oak Road near Ford Lane.</p> <p><b>Devon Air Ambulance landing site.</b> The Clerk circulated a letter from the school indicating approval in principle for setting up a landing site for the Devon Air Ambulance, subject to several conditions, including that funding should be provided by the community rather than the Learning Trust. Councillors welcomed the school's positive decision to allow DAAT to land on the playing field when necessary. Councillors confirmed that WHPC will work with DAAT and the school to support the development of the necessary infrastructure. ACTION: The Clerk was requested to contact Toby Russell of DAAT to indicate WHPC's support and to discuss the next steps. Some funding will be required, and WHPC will help with this. It may be that a match-funding scheme will be appropriate with support from local community groups. This will be discussed once we have further information from DAAT. ACTION: Cllrs CH &amp; QT will write a letter of response to the school to explain WHPC's role and to correct some of the statements in the school's letter to WHPC and in the Governors' letter to parents.</p> <p><b>Overgrown hedge bordering public path behind West Hayes.</b> Clerk is preparing a letter to Strongvox and liaising with DCC.</p>	<p style="text-align: right;"><b>Clerk</b></p> <p style="text-align: right;"><b>Clerk</b></p> <p style="text-align: right;"><b>CH/QT</b></p> <p style="text-align: right;"><b>Clerk</b></p>

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	<p><b>Play Park Maintenance.</b> Treating the equipment with wood preserver, and groundworks have been completed.</p> <p><b>Updating Land Registry entry for Play Park.</b> Nothing has been heard from Land Registry. ACTION: Clerk to make enquiries as to progress.</p> <p><b>Setting up a Facebook account.</b> Cllr QT to proceed with setting up account.</p>	<p><b>Clerk</b></p> <p><b>QT</b></p>
<p><b>18/383</b></p>	<p><b>Planning applications received</b>  <b>18/2374/FUL</b> Higher Fluxton Cottage, Higher Metcombe          Proposal: Raising ridge of roof to side and rear extension</p> <p>Councillors resolved to support the application. They commented that the plans were inaccurate as the red line is accurately shown but there should be a blue line to indicate the full extent of the land ownership.</p> <p><b>18/2425/FUL</b> Meadowgate, West Hill Road          Proposal: Retention of removal of front garden and construction of garage to front</p> <p>Councillors recommended refusal of this application and reinstatement of the additional dug-out area. The application was incomplete as it did not show the existing permitted site plan, nor a contour map which is needed to understand the impact of the proposals. The excavations which have been done far exceed that permitted in the earlier permission, and what is shown on the present application. They are very damaging to the street scene and the proposed garage will not improve this. There would be unacceptable damage to the street scene. The proposed garage would also cause loss of amenity to the host bungalow.</p> <p><b>18/2463/PDQ</b> The Pygthle, Lower Broad Oak Road          Proposal: Prior approval for proposed change of use of agricultural building (East Pigsty) to form no1 dwelling (Use Class C3) and associated operational development</p> <p>Councillors considered that the three applications 18/2463/PDQ, 18/2465/PDQ and 18/2478/PDQ should have been submitted together as one application as they all refer to the same site and need to comply with PDQ regulations. Councillors considered that the application did not comply with Class Q regulations, and made the following comments:</p> <ol style="list-style-type: none"> <li>1) There has been no agricultural use of the site since 1994. This is confirmed by the statutory declaration made by the applicant in 2008 when applying for the agricultural tie of the dwelling The Pygthle to be removed. The applicant has not submitted any evidence to show that the site has been in agricultural use in order to comply with Class Q regulations;</li> <li>2) The cumulative area of the proposed development, comprising 2 larger dwellings and 2 smaller dwellings does not comply with Class Q regulations;</li> <li>3) The buildings could be converted without extending beyond the external dimensions, and this does comply with Class Q regulations;</li> <li>4) No evidence has been submitted that the existing buildings are structurally sound enough to permit the proposed conversion works. A structural survey is required. From the photos the roof supports appear to be relatively light-weight metal beams, with one or two wooden beams and there is no evidence that these are sufficient to support the additional roof structures necessary;</li> <li>5) Highways impacts: The proposed four dwellings will generate additional traffic. There is no assessment of the access or visibility splays onto Lower Broad Oak Road, which is at the top of a hill with poor visibility;</li> <li>6) The red lines around the proposed curtilages do not include any area for parking of cars and do not indicate how the occupants will have a right of access onto the site;</li> <li>7) Design and external appearance of the buildings. It is proposed to retain the existing old corrugated iron roofs. These are inadequate and poor design for the village of West Hill. The new windows to be inserted will face onto the other buildings, and a concrete wall is to be erected to prevent loss of amenity. However, this would be contrary to the</li> </ol>	

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Ottery and West Hill Neighbourhood Plan Policy NP26 which requires new boundaries to be of native species hedging. There would be considerable loss of amenity and overlooking until the hedge was established, and concrete walls close to the building and windows are not acceptable in design terms.

8) Habitats Regulations. A Habitats Regulation assessment is needed, due to the proximity of the Pebblebed Heaths. There is no mechanism to secure the mitigation contribution which would be necessary.

For all these reasons, Councillors considered that prior approval should not be given.

**18/2465/PDQ** The Pygthle, Lower Broad Oak Road

Proposal: Prior approval for change of use of agricultural building (West Pigsty) to form no1 dwelling (Use class C3) and associated operational development

Councillors considered that the three applications 18/2463/PDQ, 18/2465/PDQ and 18/2478/PDQ should have been submitted together as one application as they all refer to the same site and need to comply with PDQ regulations.

Councillors considered that the application did not comply with Class Q regulations, and made the following comments:

- 1) There has been no agricultural use of the site since 1994. This is confirmed by the statutory declaration made by the applicant in 2008 when applying for the agricultural tie of the dwelling The Pygthle to be removed. The applicant has not submitted any evidence to show that the site has been in agricultural use in order to comply with Class Q regulations;
  - 2) The cumulative area of the proposed development, comprising 2 larger dwellings and 2 smaller dwellings does comply with Class Q regulations;
  - 3) The buildings could be converted without extending beyond the external dimensions, and this does comply with Class Q regulations;
  - 4) No evidence has been submitted that the existing buildings are structurally sound enough to permit the proposed conversion works. A structural survey is required. From the photos the roof supports appear to be relatively light-weight metal beams, with one or two wooden beams and there is no evidence that these are sufficient to support the additional roof structures necessary;
  - 5) Highways impacts: The proposed four dwellings will generate additional traffic. There is no assessment of the access or visibility splays onto Lower Broad Oak Road, which is at the top of a hill with poor visibility;
  - 6) The red lines around the proposed curtilages do not include any area for parking of cars and do not indicate how the occupants will have a right of access onto the site;
  - 7) Design and external appearance of the buildings. It is proposed to retain the existing old corrugated iron roofs. These are inadequate and poor design for the village of West Hill. The new windows to be inserted will face onto the other buildings, and a concrete wall is to be erected to prevent loss of amenity. However, this would be contrary to the Ottery and West Hill Neighbourhood Plan Policy NP26 which requires new boundaries to be of native species hedging. There would be considerable loss of amenity and overlooking until the hedge was established, and concrete walls close to the building and windows are not acceptable in design terms.
  - 8) Habitats Regulations. A Habitats Regulation assessment is needed, due to the proximity of the Pebblebed Heaths. There is no mechanism to secure the mitigation contribution which would be necessary.
- For all these reasons, Councillors considered that prior approval should not be given.

**18/2478/PDQ** The Pygthle, Lower Broad Oak Road

Proposal: Prior approval for proposed change of use of agricultural building ('Middle Pigsty' to form 2 no. dwellings (Use Class C3) and associated operational development

Councillors considered that the three applications 18/2463/PDQ, 18/2465/PDQ and 18/2478/PDQ should have been submitted together as one application as they all refer to the same site and need to comply with PDQ regulations.

Councillors considered that the application did not comply with Class Q regulations, and made the following comments:

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- 1) There has been no agricultural use of the site since 1994. This is confirmed by the statutory declaration made by the applicant in 2008 when applying for the agricultural tie of the dwelling The Pygthle to be removed. The applicant has not submitted any evidence to show that the site has been in agricultural use in order to comply with Class Q regulations;
  - 2) The cumulative area of the proposed development, comprising 2 larger dwellings and 2 smaller dwellings does comply with Class Q regulations;
  - 3) The buildings could be converted without extending beyond the external dimensions, and this does comply with Class Q regulations;
  - 4) No evidence has been submitted that the existing buildings are structurally sound enough to permit the proposed conversion works. A structural survey is required. From the photos the roof supports appear to be relatively light-weight metal beams, with one or two wooden beams and there is no evidence that these are sufficient to support the additional roof structures necessary;
  - 5) Highways impacts: The proposed four dwellings will generate additional traffic. There is no assessment of the access or visibility splays onto Lower Broad Oak Road, which is at the top of a hill with poor visibility;
  - 6) The red lines around the proposed curtilages do not include any area for parking of cars and do not indicate how the occupants will have a right of access onto the site;
  - 7) Design and external appearance of the buildings. It is proposed to retain the existing old corrugated iron roofs. These are inadequate and poor design for the village of West Hill. The new windows to be inserted will face onto the other buildings, and a concrete wall is to be erected to prevent loss of amenity. However, this would be contrary to the Ottery and West Hill Neighbourhood Plan Policy NP26 which requires new boundaries to be of native species hedging. There would be considerable loss of amenity and overlooking until the hedge was established, and concrete walls close to the building and windows are not acceptable in design terms.
  - 8) Habitats Regulations. A Habitats Regulation assessment is needed, due to the proximity of the Pebblebed Heaths. There is no mechanism to secure the mitigation contribution which would be necessary.
- For all these reasons, Councillors considered that prior approval should not be given.

**18/2472/FUL** The Moor, Lower Broad Oak Road  
Proposal: Construction of glass canopy to side/rear elevation

Councillors resolved to support this application.

**18/2484/FUL** The Lawns, West Hill Road  
Proposal: Retention of first floor extension (revised scheme to 17/2516/FUL)

Councillors noted the objection from a neighbour which has been submitted online. The neighbour attended the council meeting to outline his concerns. Councillors objected to this retrospective application and recommended that the building should be in accordance with the original plans and the bow window removed. The first floor bow window which has been constructed without permission now causes loss of privacy to the neighbour because of overlooking. The separation between the bow window and the neighbour's living room is approximately 10 metres.

**18/2310/TRE** Meadowgate, West Hill Road  
Proposal: T1 - Beech: Crown raise to give 8m clearance above ground on eastern side of the tree only (pruning back as far as fence on western side of footpath); removing epicormic branches and 1 low branch closest to house. Reduce south eastern aspect of canopy by 2m making pruning cuts up to 50mm in diameter. Reduce height by 2.5m to retain tree at approx. 24m in height with one or two pruning cuts at 75mm in diameter and all other pruning cuts up to 50mm in diameter.  
T2 - Beech: Crown raise to give 8m clearance above ground on eastern side of the tree only (pruning back as far as fence on western side of footpath); removing epicormic branches, making pruning cuts up to 60mm in diameter. Reduce height by 2.5m to retain tree at

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	<p>approx. 21m in height with 1 or 2 pruning cuts at 75mm in diameter and all other pruning cuts up to 50mm in diameter.  T3 - Beech: Crown raise to give 8m clearance above ground level on eastern side of tree only (pruning back as far as fence on western side of footpath); making pruning cuts up to 150mm in diameter. Reduce height by 2m to retain tree at approx. 19m.  T4 - Oak: Reduce height and spread to the south east by 2m making pruning cuts up to 60mm in diameter. Reducing height from 18m to 16m and reducing lateral spread to south east from 10m to 8m. Pruning cuts up to 50mm in diameter.  T5 - Beech: Reduce height of tree by 2-3m to retain at approx. 19m. Reduce canopy to east by 2m to retain a crown radius of 4m. Pruning cuts up to 50mm in diameter.  Reason: The trees are located in Meadowgate and have noticeably increased in size. The trees cause significant overshading of both the house and garden.</p> <p>Councillors objected to this application. They commented that an arboricultural report would have been helpful to substantiate the applicant's proposals. Councillors considered that the proposals for crown raising to 8m, and pruning, were excessive and would be prejudicial to the environment. In particular the one-sided tree works would lead to an unbalanced tree structure.</p> <p><b>18/2402/TRE</b> Touch Wood, 3 Hylands Close  Proposal: Oak (T3) - crown lift to 3m above ground level removing branches less than 50 mm diameter because of excessive shading.  Oak (T4) - coppice existing pollarded tree with low amenity value to approximately 0.3 m above bank ground level.  Both of the above actions recommended by EDDC LPA officer during site visit on 17 October 2018.</p> <p>Councillors resolved to support this application, provided it meets the approval of the Tree Officer.</p>	
<p><b>18/384</b></p>	<p><b>Planning decisions received</b> for information (*denotes WHPC differed)  <b>18/1536/CPE</b> Merrybrook, Toadpit Lane - Certificate of lawfulness – CPE approved  <b>18/2039/TRE</b> West Hayes, West Hill Road – Approved* (WHPC no comment, lack of info)  <b>18/1481/FUL</b> Parsonage House, Bendarroch Road – Approved*  <b>18/1972/TRE</b> Touch Wood, 3 Hylands Close – Split decision*  <b>All noted</b></p>	
<p><b>18/385</b></p>	<p><b>To consider EDDC's decision not to list the school playing field as an Asset of Community Value and agree what further action should be taken, if any.</b></p> <p><i>The Clerk joined the meeting and the recording started at 8.44pm</i>  Parish Councillors disagreed with EDDC's decision not to list the school playing field as an ACV. The Parish Council had subsequently written to Henry Gordon Lennox, Monitoring Officer at EDDC, expressing their views that the ACV application was not dealt with correctly and that it contained several important factual errors which they believed had led Planners to decide incorrectly. Following an investigation, EDDC agreed to set aside their original decision and invited the Parish Council to submit further evidence to support its case.</p> <p><b>It was resolved</b> that the Clerk should submit the paper written by Cllr JB along with the additional evidence and statements, including the 1989 Deed made between Devon County Council and the Village Hall Committee. The submission is also to be sent to Cllr Geoff Pratt who is submitting comments to EDDC.</p>	<p style="text-align: right;"><b>Clerk</b></p>
<p><b>18/386</b></p>	<p><b>Update on community access to the school playing field</b></p> <p>The Parish Council had received a letter from the Smile Learning Trust indicating that the Trust did not wish to continue the discussion about reinstating community access to the</p>	

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	<p>school playing field. Councillors were disappointed by this, particularly given the Trust's remit to work with the community and thought they should persevere with trying to reach an agreement for the benefit of the whole community. Councillors wrote back to the Trust expressing their frustration with the Trust's position and underlining their determination to achieve reinstated community access.</p> <p>Both letters have been put on the Parish Council website so that residents are kept up to date. Parents also received a letter from the school Governors outlining the school's point of view. Councillors were concerned that this only presented the school's position, rather than the whole picture.</p> <p><b>It was resolved</b> to arrange a meeting between Councillors, DCC Cllr Claire Wright, EDDC Cllr Geoff Pratt and senior officers in Education and Estates at Devon County Council.</p> <p><b>It was resolved</b> to write a response from the Parish Council to the school's letter to parents setting out to residents the Parish Council's case for reinstating community access to the field. Cllr CH said he would write it and get it approved by Cllr JB and Cllr QT, then Cllr QT will post it on Facebook.</p>	<p><b>JB</b></p> <p><b>CH/QT</b></p>
<p><b>18/387</b></p>	<p><b>Update on joint Neighbourhood Plan Working Group with OSMTC</b> (2 reports circulated)</p> <p>Chairman MH explained that the Neighbourhood Plan was made last June and West Hill Parish Council and Ottery St Mary Town Council agreed to monitor it. A working group was formed comprising 2 Councillors from OSMTC and 2 from WHPC which would meet twice a year. MH wrote a report as a summary on what WHPC has been doing regarding NP projects in West Hill. There is no further action as yet. An equivalent report was written by the Regeneration Group at OSMTC. Cllr Glyn Dobson has resigned from the OSMTC working group.</p>	
<p><b>18/388</b></p>	<p><b>To consider the Community Enhancement Fund and employing a lengthsman</b> (Fund guidelines circulated)</p> <p>Chairman MH explained that Devon County Council has money available under the Highway Maintenance Community Enhancement Fund (HMCEF) which would cover the duties undertaken by a lengthsman.</p> <p><b>It was resolved</b> to put together a bid for funding under the HMCEF scheme. Cllr AC and Cllr QT to look into that.</p> <p>ACTION: Clerk to send the application form to Cllr AC and Cllr QT Before an application is submitted, a meeting with DCC Mike Brown will be needed to discuss it</p>	<p><b>AC/QT</b></p> <p><b>Clerk</b></p>
<p><b>18/389</b></p>	<p><b>GDPR update – to confirm that:</b></p> <ol style="list-style-type: none"> <li>a. As per the updated guidelines from NALC, WHPC is not required to appoint a Data Protection Officer as the Parish Council does not process personal data for regular and systematic monitoring of data subjects on a large scale, or process sensitive personal data on a large scale</li> <li>b. The Clerk will act as the Data Protection Compliance Officer, responsible for providing central support and guidance in respect of compliance with data protection legislation</li> </ol> <p><b>It was resolved</b> that the Clerk will act as the Data Protection Compliance Officer.</p> <p>ACTION: On a separate matter, Clerk to check whether there was ever a minuted resolution to name applicants on planning applications. This to go on the agenda for the meeting on 4/12/18</p>	<p><b>Clerk</b></p>
<p><b>18/390</b></p>	<p><b>To consider Ottery Town Council's consultation on traffic issues in the town and agree a response, if any</b> (letter circulated)</p>	

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	<p>Councillors discussed the consultation on traffic issues in Ottery St Mary being conducted by OSMTCC. Councillors agreed to support the proposal that the B3174 should be 40mph through to Daisymount, and gave their support to efforts to improve parking and traffic flow.</p> <p>ACTION: Clerk to respond on behalf of WHPC.</p>	<b>Clerk</b>
<b>18/391</b>	<p><b>Update on Potters/McColls redevelopment and agree what further comments to submit, if any</b></p> <p>The developer has submitted further material as a briefing note for EDDC Councillors on the Development Control Committee. Part of this was a letter stating that the developer consulted widely with the community and worked with the Parish Council to incorporate suggestions to improve the scheme. However, Councillors felt that this was inaccurate. Their suggestions to the developer were largely ignored, as was their offer to work with the developer to devise a scheme that would be acceptable to residents and the Parish Council. Councillors wished to correct the record.</p> <p>ACTION: Clerk to contact EDDC planners to correct the developer's claims</p>	<b>Clerk</b>
<b>18/392</b>	<p><b>Update on Communities Together</b> (notes of last meeting at OSMTCC circulated)</p> <p>Chairman MH explained what transpired at the last meeting and that the joint group is looking at a project by the Ottery Help Scheme as part of the local Dementia Action Alliance involving a mobile memory café.</p> <p>Cllr JB told Councillors that the West Hill Wasps Junior FC may consider putting in a bid with Kings School PTA for funding for large goalposts.</p> <p>ACTION: JB to ring Jamie Buckley to check if this would be eligible.</p> <p>WHPC can support more than 1 bid under the new rules.</p> <p>As MH is unable to attend the next Communities Together meeting on Monday 12<sup>th</sup> November, Cllr JB will go in her place.</p>	<b>JB</b>      <b>JB</b>
<b>18/393</b>	<p><b>To receive updates and reports from Working Groups (if any):</b></p> <ol style="list-style-type: none"> <li>a. Finance – the working group will meet to discuss the 2019-20 budget</li> <li>b. Invasive weeds – no report</li> <li>c. Personnel – so far, 26 people have enquired about the Clerk vacancy and 5 completed forms received. ACTION: Clerk to put something about it on the What's On In West Hill Facebook page</li> <li>d. Playing field/open space – The Working Group met once and needs to investigate other sites, but it is on hold for now</li> <li>e. School field – See item 18/386 above</li> <li>f. Website – Cosmic are working on the requested amendments</li> </ol>	<b>Clerk</b>
<b>18/394</b>	<p><b>Update on preparations for RBL Remembrance Day Parade</b> (Clerk)</p> <p>The Clerk has received the wreath, which will be laid by Cllr AC, and the Clerk will be doing a reading in the Church. Participants to assemble at the war memorial at 10.45am on Sunday 11<sup>th</sup> November.</p>	
<b>18/395</b>	<p><b>Update on the play park equipment</b> (Clerk)</p> <p>The Clerk reported that she had instructed Alastair Guy to put his proposal on hold. She was unhappy that his costing did not include preparing the ground and removing the old stump left over from the previous wooden ramp.</p> <p>ACTION: JB said she would contact Wicksteed to see if they could help and provide a cost-effective quote.</p>	<b>JB</b>

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<b>18/396</b>	<p><b>Finance and invoice tracker</b></p> <p>Invoices received – for approval:</p> <ol style="list-style-type: none"> <li>1. Clerk’s claim for reimbursed expenses - approved</li> </ol> <p>To note paid invoices – for information:</p> <ol style="list-style-type: none"> <li>a. Monica Hynam for winter planter display - noted</li> <li>b. Steve Radcliffe for play park works - noted</li> <li>c. RBL poppy wreath donation (S137) - noted</li> </ol> <p>To receive the bank reconciliation for October – for information. Signed off.</p>	
<b>18/397</b>	<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>Cllr QT reported back from his planning training. He suggested that the Parish Council could consider setting up a Planning Working Group to consider planning applications before full council meetings as it would save time at the meetings. Chairman MH said it could be a rolling group with different Councillors being on it, depending on their availability each week. ACTION: Clerk to put this on the agenda for the 4<sup>th</sup> December meeting.</p>	<b>Clerk</b>
<b>18/398</b>	<p><b>Next meeting</b></p> <p>The date of the next meeting was confirmed as Tuesday 20<sup>th</sup> November 2018 or Tuesday 4<sup>th</sup> December 2018 if there are no urgent planning matters to consider.</p> <p>There being no further business, the Chairman thanked everyone and closed the meeting at 10.10pm</p>	

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