

**WEST HILL PARISH COUNCIL  
MINUTES OF THE PARISH COUNCIL MEETING  
HELD ON 16<sup>th</sup> OCTOBER 2018 AT 7.30PM  
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 Jessica Bailey (JB) Cllr Christopher Hall (CH)
In attendance:	Alison Carr Parish Clerk, 1 member of the public, District Cllrs Paul Carter and Geoff Pratt
Absent:	Cllr Quentin Tailford

Item (a)	Discussion and decisions (b)	Action (c)
18/355	<b>Welcome and Chairman's announcements</b> The Chairman welcomed everyone, reminded everyone that the meeting was being recorded and started the meeting at 7.30pm	
18/356	<b>Apologies.</b> To receive apologies and approve reasons for absence Apologies were received and approved from Cllr Quentin Tailford.	
18/357	<b>Public question time (3 minutes)</b> The applicant spoke briefly about planning application 18/1996/FUL for Babbling Brook.	
18/358	<b>Declarations of Interest</b> Cllr Bailey said she knew one of the neighbours who had objected to planning application 18/1481/FUL for Parsonage House but she would participate in the discussion with an open mind.	
18/359	<b>Planning applications received</b> <b>18/1996/FUL</b> Babbling Brook, Lower Broad Oak Road Proposal: Conversion of barn to a dwelling replacement of pole barn with an annex, change of use of land to garden, construction of tree house and pond and terracing of the garden  Councillors noted that there is an existing approval under PDQ (18/0859/PDQ) which has not yet been implemented. The current application is therefore a new application, which covers the works permitted under PDQ and additionally change of use of the whole site from agricultural land to garden, addition of an annexe, construction of landscaping terraces including gabions, and construction of a treehouse. Councillors were also informed by the applicant during the council meeting that the works will include installation of a ground source heat pump and rainwater storage, necessitating further groundworks.  The application site is outside the BUAB for West Hill, therefore this is a proposed development in the open countryside, and Strategy 7 of the EDLP applies.  Councillors therefore objected to the application on the basis that it is outside the BUAB, and the landscaping and tree house proposed would have a detrimental visual impact on the area. The landscaping terraces are insensitive, and the treehouse is very large and visible	

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	<p>from the road. They were also concerned that the excavations for the ground-source heat pump could damage tree roots.</p> <p><b>18/1481/FUL</b> Parsonage House, Bendarroch Road Proposal: (amended) Retention of glazed balustrade to first floor; fitting of wire balustrading to rear first floor windows</p> <p>Councillors noted that there had been letters of objection submitted by neighbours. Councillors objected to the application on the grounds of loss of amenity to neighbours due to overlooking. They thought that the glazed balustrade should be removed and the wire balustrading to the rear first floor windows should be fitted in any case, in accordance with the original permission.</p> <p><b>18/2252/TRE</b> Rose Ash, 9 Brackendown Proposal: T1 Oak:- Reduce crown by up to 25% and dead wood</p> <p>Councillors thought that the proposed 25% crown reduction was excessive and that the application gave inadequate justification for work of this scale. They supported the proposal to remove the dead wood but objected to the 25% crown reduction.</p>	
<p><b>18/360</b></p>	<p><b>Planning decisions received</b> for information (*denotes WHPC differed) <b>18/1960/FUL</b> Little Stockleigh – Approved with conditions <b>18/1807/TRE</b> Foylings, Ford Lane – Approved with conditions</p> <p>Both noted.</p>	
<p><b>18/361</b></p>	<p><b>5-day notice received</b> Councillors noted tree works considered an exception to the Tree Protection Legislation to 95/0005/TPO at Wyndhams, Higher Broad Oak Road Works to fell a dead Silver Birch due to close proximity of building and highway The works in question are considered to be an exception from the normal requirement to seek the consent of this Council under Regulation 15 of the Town and Country Planning (Tree Preservation)(England) Regulations 2012. (This regulation of the Act provides for works to be carried out on dead and dangerous trees [or parts of trees] in the interests of safety).</p>	
<p><b>18/362</b></p>	<p><b>Update on registering the school playing field as an Asset of Community Value</b></p> <p>The Clerk had circulated a letter and report from EDDC indicating that planners had refused the Parish Council’s application to register the school playing field as an Asset of Community Value (ACV). Councillors were of the opinion that EDDC had misinterpreted the regulations concerning this and that they had received information from the SMILE Learning Trust that Councillors thought was not correct. Councillors expressed frustration that EDDC had accepted the information from the Trust without question and without giving the Parish Council the opportunity to rebut the Trust’s points, which Councillors strongly dispute. One of the reasons given by EDDC for rejecting the field as an ACV was that it had had no community use, when in fact it had been used by the community outside school hours for nearly 30 years before the school was taken over by the SMILE Learning Trust.</p> <p>Councillors queried with District Cllr Paul Carter whether he had been consulted about the ACV application, as was claimed by EDDC, but he said he did not think he had been consulted. District Cllr Geoff Pratt was newly elected and therefore may have been missed out, but in any case he was not consulted either.</p> <p>Councillors have responded in writing to Henry Gordon Lennox, Monitoring Officer at EDDC and copied in the Planning Team, expressing their views that the ACV application was not dealt with correctly. To date, no reply has been received but District Cllrs Pratt and Carter said they would pursue it with Henry Gordon Lennox.</p>	

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	<p>Councillors expressed disappointment that their efforts to discuss community access to the playing field with the Learning Trust had resulted in no progress.</p> <p>Chairman MH proposed calling an extraordinary meeting of the Parish Council to consider the response from the Smile Learning Trust regarding community access to the school field, and agree further actions.</p> <p><b>RESOLVED:</b> An extraordinary meeting will be called on Monday 22<sup>nd</sup> October at 7.30pm in the village hall.</p>	
18/363	<p><b>Update on recruitment of new Clerk</b></p> <p>Chairman MH told Councillors that the Personnel Working Group met on Monday 15<sup>th</sup> October to finalise a job description, person specification and application form. They are very similar to when the current Clerk was recruited.</p> <p>Councillors discussed where the job should be advertised and a timetable for the closing date, interviews etc. The website devonjobs.gov.uk advertises local authority and public sector jobs and organisations pay a fee (£120) to advertise on the site. The SLCC website is more expensive (£185 for 2 weeks) and targets existing Clerks only, so this was rejected.</p> <p><b>RESOLVED:</b> The advertisement will be placed on the paid-for site devonjobs.gov.uk, Facebook forums Ottery Matters and What's On In West Hill, the DALC website, and WHPC website, Twitter feed and notice boards.</p> <p>The Clerk will act as the key contact for any enquiries. She will send out application packs and receive the completed applications.</p> <p>The closing date was agreed as Friday 16<sup>th</sup> November, and the interview date was agreed as Wednesday 5<sup>th</sup> December.</p> <p><b>ACTION:</b> Clerk to book a room in the village hall for interviews on 5<sup>th</sup> December</p>	<p style="text-align: right;"><b>MH/Clerk</b></p> <p style="text-align: right;"><b>Clerk</b></p>
18/364	<p><b>Update on slide for the play park (email from Alastair Guy circulated)</b></p> <p>The Clerk had forwarded some proposals from Alastair Guy regarding elements that he could build onto the timber play house to replace the wooden ramp that had to be removed in the summer for safety reasons. The Clerk informed Councillors that she had contacted 4 play equipment suppliers in July seeking information and costs for various solutions but they all said that because they had not supplied the original equipment, they could not supply a separate "bolt-on" element because it would invalidate their warranties. That is why the Clerk had gone back to Alastair Guy, as he built the original timber play house when the park was managed by Ottery Town Council. His quote for a metal slide was too expensive and the Clerk asked him to re-think his proposal. This led to a second proposal for equipment ranging from £1,800 to £2,400. Councillors discussed the various ideas and were in favour of Alastair's idea for a climbing element which would provide access to the play house via the doorway (currently blocked off) at the top of the former wooden ramp.</p> <p><b>ACTION:</b> Councillors asked the Clerk to request drawings or photos to show what the equipment would look like.</p> <p><b>RESOLVED:</b> to approve expenditure of £1,800 for a piece of climbing equipment, and the removal of the stump that supported the original wooden ramp, which is still in place.</p>	<p style="text-align: right;"><b>Clerk</b></p>
18/365	<p><b>Correspondence received: to consider the email from the RBL West Hill branch regarding the Remembrance Day parade on Sunday 11<sup>th</sup> November</b></p>	

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	<p>The Clerk had forwarded an email from Michael Cartwright about the annual Remembrance Day parade. RBL branches had been advised that their public liability insurance did not cover them to act as organisers of these events and that they should merely facilitate the organising on behalf of the community. The organiser should be the Parish Council. The Clerk had checked with the Parish Council's insurers and its public liability insurance would cover it to be the organiser.</p> <p><b>RESOLVED:</b> the Parish Council will take responsibility for the annual Remembrance Day parade, facilitated by the RBL West Hill branch.</p> <p><b>ACTION:</b> The Clerk will attend the Branch Committee Meeting on 25<sup>th</sup> October on behalf of the Parish Council to discuss the organisation of the parade.</p> <p>On Remembrance Day, Cllr Cook said he would lay the wreath on behalf of the Parish Council.</p> <p>The Clerk confirmed that she had ordered the maroons for the RBL to mark the minute's silence and would email Michael Cartwright to remind him about the wreath as she had not been contacted about that yet.</p> <p><b>RESOLVED:</b> The Parish Council will make a donation of £50 for the wreath. This will be S137 expenditure.</p>	<p style="text-align: center;"><b>Clerk</b></p> <p style="text-align: center;"><b>AC</b></p>
<p><b>18/366</b></p>	<p><b>Urgent finance:</b></p> <ol style="list-style-type: none"> <li>1. To receive invoice INV-2754 from Sonic Fireworks for Remembrance Day Rockets for RBL – this was authorised by Councillors and will be S137 expenditure</li> </ol>	
<p><b>18/367</b></p>	<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>The Chairman told Councillors that she will not be able to attend the Parish Council meeting on Tuesday 20<sup>th</sup> November, and Vice Chair Cllr Talbot may not be able to attend either so if the meeting is quorate, Councillors will have to appoint a Chair on the night. As it will be the second meeting in November, it may not go ahead anyway if there are no urgent planning matters.</p> <p>The Chairman informed Councillors that due to an engagement at her daughter's school, the Clerk will be late for the meeting on 6<sup>th</sup> November. The Chairman will take the minutes until the Clerk arrives.</p> <p>The Clerk asked for a volunteer to inspect the maintenance work completed at the play park so that she could pay the invoice. Cllr Bailey volunteered to do it.</p> <p>Regarding the ongoing grounds maintenance at the play park agreed by Councillors on 4/9/18 (minute ref: 18/303), Steve Radcliffe had asked whether it would be acceptable to invoice the Parish Council in 12 equal amounts. However, Councillors thought that he should invoice for the work actually done, as this will vary according to the season.</p> <p><b>ACTION:</b> Clerk to explain to Steve Radcliffe how Councillors would prefer him to invoice</p> <p>The Chairman confirmed that the Traffic Study Workshop would take place on Friday 2<sup>nd</sup> November. Attendees have not formally been invited yet as Jon Tricker was going to do that. If he does not do so within 48 hours, the Clerk will do that as people need to be given adequate notice.</p> <p>Cllr Cook mentioned the email received from Ed Freeman, Service Lead – Planning at EDDC.</p>	<p style="text-align: center;"><b>JB</b></p> <p style="text-align: center;"><b>Clerk</b></p> <p style="text-align: center;"><b>Clerk</b></p>

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	<p>He said he thought a response was needed from WHPC as he did not think Mr Freeman's comments were satisfactory. ACTION: Clerk to put it on the agenda for the extraordinary meeting on Monday 22<sup>nd</sup> October as it is urgent</p>	<b>Clerk</b>
<b>18/368</b>	<p><b>Next meeting</b> The date of the next ordinary Parish Council meeting was confirmed as Tuesday 6<sup>th</sup> November 2018 at 7.30pm. There will be an extraordinary Parish Council meeting on Monday 22<sup>nd</sup> October at 7.30pm. There being no further business, the Chairman thanked everyone and closed the meeting at 8.42pm</p>	

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