

**WEST HILL PARISH COUNCIL  
MINUTES OF THE PARISH COUNCIL MEETING  
HELD ON 18<sup>th</sup> 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 Christopher Hall (CH)
In attendance:	Alison Carr Parish Clerk; District Cllr Mike Howe; District Cllr Paul Carter; 3 members of the public
Absent:	Cllr Jessica Bailey, Cllr Jo Talbot, Cllr Quentin Tailford

Item (a)	Discussion and decisions (b)	Action (c)
18/312	<b>Welcome and Chairman's announcements</b> The Chairman welcomed everyone, reminded everyone that the meeting was being recorded and started the meeting at 7:32pm	
18/313	<b>Apologies</b> Apologies were received and approved from Cllr Jessica Bailey, Cllr Jo Talbot, Cllr Quentin Tailford	
18/314	<b>Public question time (3 minutes)</b> The Chairman agreed that the member of the public requesting to speak could do so at item 18/316 and that Cllr Howe could address Councillors after item 18/317. There were no other questions from members of the public.	
18/315	<b>Declarations of Interest</b> There were no declarations of interest.	
18/316	<b>Planning applications received</b>  <b>The Chairman moved the order of items in this section to allow 18/0802/FUL (amended) Pentafield to be discussed first.</b>  <b>18/0802/FUL (amended) Pentafield, West Hill Road</b> Proposal: Construction of single storey side and rear extension to provide annexe Amendments relate to position and external design of proposed annexe (Comments from neighbour have been circulated and comments from applicant were circulated previously to all Councillors)  Standing Orders were suspended and the owner of a neighbouring property addressed Councillors from the public gallery. He expressed his general support for what the applicants were trying to achieve in providing accommodation for a family member. He expressed concerns about the position of the proposed annexe, the removal of shrubbery and loss of privacy, and the design style not in keeping with the red-brick and timber style of Pentafield and its neighbours.  Standing Orders were resumed and the meeting continued. Councillors thanked the applicant and neighbours who had both taken the trouble to provide information. Two Parish Councillors had visited the site to clarify the information supplied by both parties. Councillors noted that a mature tree was shown inaccurately on the plans and is in fact closer to the extension than the plans make it appear. The building works would significantly encroach on	

<p>the root protection area. Councillors were disappointed with the Tree Officer’s judgement that the tree is not worth saving. It is an indigenous species and provides screening from the neighbouring property. West Hill is a woodland village and every tree contributes to that, including those not considered perfect specimens. Councillors accepted that planning rules do not prevent householders from cutting down shrubbery and that shrubs can be replanted, although the shrubbery enhances the screening currently in place between Pentafield and its neighbouring property. If the extension were built in line with the garage, the shrubbery could be retained and the tree’s root protection area would be safeguarded. It would also maintain privacy with the neighbouring property. Councillors were also unhappy about the design of the annexe – a flat-roofed construction finished in white render – which is not in keeping with the existing red-brick property.</p> <p>Councillors voted unanimously to not support the application in its current form for the reasons stated above. However, they pointed out that were the applicant to amend the proposal to address Councillors’ concerns, this would likely be supported.</p> <p><b>Resolved:</b> Not support</p> <p><b>18/1960/FUL</b> Little Stockleigh Proposal: Conversion of existing attached garage into additional habitable accommodation together with construction of single storey extension with new pitched roof above</p> <p>Councillors commended the applicants on providing an extensive arboricultural report. However, they noted that the plans had not been made available on the planning portal. For this reason, Councillors were unable to comment on the application. They will consider the application at the next meeting on 2<sup>nd</sup> October, provided that they can access the plans on the planning portal.</p> <p><b>ACTION:</b> Clerk to email planning and request an extension pending uploading of the plans to the portal.</p> <p>District Cllr Carter said he would speak to planners about the missing plans.</p> <p><i>Due to a technical problem, the recording of the meeting started here at 7.51pm</i></p> <p><b>18/1222/MFUL</b> (amended) Land south of Lily Cottage, Straightway Head Proposal: Development of roadside service area</p> <p>Although in the neighbouring parish of Whimple, the development would affect West Hill residents. Councillors were concerned about light pollution and upheld their previously-submitted objections. They also added that large-scale illuminated signs are not in keeping with the rural setting, and likewise for the design of the children’s play area which will include a bright red playhouse. Councillors voted unanimously to not support the application.</p> <p><b>Resolved:</b> Not support</p> <p><b>18/2039/TRE</b> West Hayes, West Hill Road Proposal: Maple (T1) - cut back to remove branches touching wall and roof of main property. Conifer (T2) - cut back to remove branches touching wall and roof of annexe property</p> <p>Councillors noted that the applicant said that the trees were not diseased or damaged. However, there was no information such as photographs to show what will be cut and where.</p> <p>Councillors were unable to comment, due to the lack of detailed information provided.</p>	<p><b>Clerk</b></p>
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	<p><b>18/2049/PDQ</b> The Pygthle, Lower Broad Oak Road Proposal: Prior approval for proposed change of use of agricultural building (Feed Store) to form 1 no. dwelling (class C3) and associated operational development</p> <p>Councillors agreed that the application complies with PD Class Q requirements. However, they disliked the proposed design and said they thought the architect was being overly optimistic about achieving Passivhaus standards, due to the nature of the existing building. Councillors did not object to the application, but stressed that the conversion should adhere strictly to the PD Class Q regulations.</p> <p><b>Resolved:</b> No objections</p>	
<p><b>18/317</b></p>	<p><b>Planning decisions received</b> for information (*denotes WHPC differed) 18/1933/CPL Meadowgate, West Hill Road - Withdrawn 18/1883/FUL 15 Hayes End – Approved* (WHPC split 3-2 in favour) 18/1734/FUL 12 Heather Grange – Approved <b>All noted</b></p>	
	<p><b>Standing Orders were suspended and District Cllr Mike Howe addressed Councillors</b></p> <p>District Cllr Howe is Chairman of EDDC’s Development Management Committee (DMC) and he was responding to comments put to him in a letter from Parish Councillors about some decisions made by EDDC planners that Councillors thought were incorrect and felt their objections should have carried more weight. WHPC Councillors were concerned that the character of West Hill is gradually being eroded by what they perceive as poor planning decisions made at District Council level by people who do not appreciate the character of the woodland village.</p> <p>Cllr Howe addressed their concerns and said that EDDC planners had to balance development needs imposed by central government, also bearing in mind what they thought they could win in a potential appeal, with comments and concerns raised at local level by Parish Councils. He encouraged the Parish Council to comment on every application because he said it gives planners a good indication of local opinion.</p> <p>Parish Councillors stressed their anxiety about trees being felled or ring-barked by developers before pre-application advice is sought from planners, and about a lack of support from Tree Officers who, they felt, sometimes permit felling of what they call “poor specimens” without regard for the fact that West Hill is a woodland village and that every tree contributes to its character, regardless of whether it is a perfect specimen or not. Cllr Howe suggested that Councillors could invite Charlie Plowden, Service Lead for Countryside and Leisure, to one of their meetings to discuss ways of retaining the woodland character throughout the village. He also said that if Councillors thought a tree was in jeopardy, they should immediately contract the Tree Officers to obtain a TPO. He reminded everyone that it is a criminal offence to fell a protected tree without planning permission and a £20,000 fine.</p> <p>Cllr Howe said that the new National Planning Policy Framework (NPPF) gives more strength to design considerations in planning applications, so the Parish Council should certainly comment on design aspects when looking at applications.</p> <p>He was asked if he had any updates on the McColls/Potters Country Market redevelopment and he said it was not on the agenda for the DMC meeting on 2nd October. He did not have any further updates.</p> <p>Standing Orders were resumed and the meeting continued.</p>	
<p><b>18/318</b></p>	<p><b>TPO notifications</b> for information None were received</p>	

<b>18/319</b>	<p><b>To consider a response to EDDC’s Gambling Policy Consultation (email circulated)</b> Councillors discussed the consultation but felt they did not wish to comment. <b>Resolved:</b> West Hill Parish Council would not submit a response.</p>	
<b>18/320</b>	<p><b>To consider actions for the next stage in employing a handyman</b> Councillors discussed the need for someone to undertake odd jobs on an ad-hoc basis. It was agreed that the first step would be to construct a list of the potential jobs to be done, including but not limited to verges, hedges, ditches, general maintenance.</p> <p>ACTION: Everyone to think about potential tasks for a maintenance person and the Clerk will put it on the agenda for discussion at the next meeting on 2<sup>nd</sup> October</p>	<b>All + Clerk</b>
<b>18/321</b>	<p><b>To consider the Community Grants application procedure for 2019-20</b> Councillors discussed the Community Grants Policy and application procedure. Last year’s closing date for the submission of applications by community groups was 1<sup>st</sup> October. However, this caused difficulties for some groups. One alternative suggestion was to remove the closing date and accept applications throughout the year until the money runs out. However, some Councillors said they would prefer to look at applications side by side so they could compare them against each other. Another suggestion was to have two deadlines at different times of the year – but that could still disadvantage applicants if the money is spent before the second deadline. It was agreed that the deadline should simply be set as 1<sup>st</sup> March for all applications.</p> <p><b>Resolved:</b> the deadline for the submission of grant applications by community groups will be changed to 1<sup>st</sup> March. ACTION: Clerk to amend the deadline in the Policy document</p> <p><b>Resolved:</b> the application form will be amended for applicants to state the amount of grant being requested. ACTION: Clerk to amend the Grant Application Form</p>	<b>Clerk</b>  <b>Clerk</b>
<b>18/322</b>	<p><b>Update on the Devon Air Ambulance landing site (email circulated)</b> The Clerk informed Councillors that she had arranged to meet Toby Russell from DAAT today but the school Head Teacher said that as the playing field is owned by the Smile Learning Trust, it would be preferable for someone from the school to show Toby around the field. Consequently, the Clerk told Toby to contact the Head Teacher direct and keep her informed of the outcome of his visit.</p>	
<b>18/323</b>	<p><b>Update on sandbags for the winter (Clerk)</b> The Clerk told Councillors that she had informed EDDC Streetscene that no additional sandbags were required for the coming winter. The Parish Council still has the 100 bags from last winter.</p>	
<b>18/324</b>	<p><b>Correspondence received</b></p> <p>a. From a Moorlands resident to EDDC Cllr Paul Carter re dog fouling and cycling Cllr Carter told Councillors that he had had a meeting with the resident and they would both be monitoring the situation moving forward.</p>	
<b>18/325</b>	<p><b>Urgent finance</b></p> <p><b>Invoices:</b></p> <ol style="list-style-type: none"> <li>1. To approve reimbursement of the Clerk for wood preserver for the play park APPROVED</li> <li>2. To approve payment of the invoice from PKF Littlejohn, external auditor APPROVED</li> <li>3. To approve payment of invoice from the village hall for room hire – August APPROVED</li> <li>4. To approve payment of invoice from the village hall for grass cutting at the play park – August APPROVED</li> </ol>	

	<p><b>To sign off:</b></p> <ul style="list-style-type: none"> <li>a. VAT claim 1/3/18 to 31/8/18. Councillors inspected and signed the VAT claim</li> <li>b. Employer Payment Record showing contributions to HMRC April to September. Councillors inspected and signed the Employer Payment Record.</li> </ul>	
18/326	<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>MH reported that she and the Clerk attended a meeting at Ottery Town Council with representatives of Ottery and other parishes to discuss the new fund known as Communities Together (previously Parishes Together). Unfortunately West Hill's suggestion of getting funding for a contractor to remove Himalayan Balsam probably would not qualify under the funding rules, despite it being a problem throughout the area and not just in West Hill. Suggestions put forward by other parishes at the meeting centred more on their needs rather than being of genuine benefit to a group of parishes, and therefore would be unlikely to qualify. The fund is wider in scope than the old Parishes Together fund and community groups can now apply. MH has written to Ian Heard asking him to pass on the information to groups using the village hall. She also wrote to the RBL West Hill Club. She said Ottery Help Scheme would be approached again as it runs a lot of schemes throughout the area.</p> <p>Regarding the school playing field, MH has emailed the school governors about having a meeting but Ian Heard, who wants to attend on behalf of the village hall management committee, is not available until after 21<sup>st</sup> September.</p> <p>The Traffic Study workshop will have to be held in the Narthex as the village hall is hosting a quiz night for 150 people and will be noisy. The Clerk has booked the Narthex for Friday 2<sup>nd</sup> November from 6.15pm to 9.15pm for a 6.30 start. Jon Tricker has not come back with any further information, but Councillors agreed informally to pay for three sets of automatic speed survey strips for week commencing 8th October as part of the Traffic Study. ACTION: Clerk to put this on the agenda for the next meeting on 2<sup>nd</sup> October so that Councillors' formal agreement can be minuted.</p> <p>MH told Councillors that the Clerk is resigning from her post. It will go on the agenda for the next meeting to discuss a strategy for finding her replacement.</p> <p>CH told Councillors that he has spoken directly to the Woodland Trust contractor Tilhill about the woodland at Broadoak Plantation. He confirmed that Tilhill have received the information from the Woodland Trust, so it appears that the Trust has agreed to do something. It seems to be progressing, albeit slowly.</p> <p>CH asked the Clerk if she can put on the agenda for the next meeting to investigate how to establish a bylaw requiring people to notify the parish council when they are intending to cut trees down?</p> <p>The Clerk told Councillors she thought they did not have enough signatories set up for authorising payments through the online banking system. Only 3 Councillors have set up logins, and 2 signatories are required to approve every transaction, so if 2 are away or ill, payments cannot be authorised. She has checked with DALC and there is no reason co-opted Members cannot be signatories. MH asked her to put it on the agenda for the next meeting to agree more signatories.</p> <p>The Clerk reported that she ordered a replacement litter bin for the play park. The broken bin posed a health and safety risk and the Clerk felt she should not delay.</p> <p>The Clerk received a phone complaint from a resident about overgrown hedges, particularly the one outside Copperhayes where the footpath is missing. To see around the hedge,</p>	<p style="text-align: right;">Clerk</p> <p style="text-align: right;">Clerk</p> <p style="text-align: right;">Clerk</p> <p style="text-align: right;">Clerk</p>

