

MINUTES

MEETING OF WEST HILL PARISH COUNCIL HELD ON 04 JULY 2017 AT 7.30 P.M. AT WEST HILL VILLAGE HALL

Attendees:

Chairman: Margaret Hall (MH)
Vice Chairman: Jo Talbot (JT)
Parish Councillor Jessica Bailey (JB)
Parish Councillor Gillian Ingle (JI)
Parish Councillor Kilian Hall (KH)
Locum Clerk: Carmel Wilkinson (CW)

1. Welcome and Chairman's announcements

2. Apologies for absence were received from:

Parish Councillor Christopher Hall (CH)
Parish Councillor Alan Cook (AC)
PCSO Maria Clapp

3. Public questions, comments or representations (3 mins)

Members of the public were offered the opportunity to speak, ask questions or make representation to the council. There were none.

4. Exempt items where the press and public are excluded

Section 100A(4) of the Local Government Act 1972 allows a matter to be discussed in private if it involves the likely disclosure of exempt information as defined in Paragraphs 1 and 2 of Schedule 12A of the Act: there were none.

5. Disclosures of Interests

JB declared a personal interest in item 11 on the agenda, planning application 17/1503/FUL (Pinegrove). JB knows the applicant but interest is not included in Appendix A or B of the Code of Conduct, therefore JB does not need to remove herself during consideration of this application. Members of the public would be permitted to make representations to the parish council on this and other planning applications under consideration.

6. Minutes of last meeting

Proposed	Seconded	Agreed
JT proposed the minutes were accepted as a true account of the meeting of 20.06.2017.	KH	Unanimous

The Chairman signed a copy for the file.

8. Matters arising and actions from previous meetings

- i) Meetings with Illicit and Cosmic re parish council website organised for Thursday 13 July. MH, JT & KH to attend.
- ii) Meeting with Area Manager of McColl's – in progress.
- ii) Contract with DCC to allow WHPC to take over the planter outside McColl's – in progress.
- iii) West Hill road closures: email alert set up from DCC's interactive map.
- iv) Meeting with EDDC S106 officer Sulina Tallack to progress S106 agreement for play park additional equipment, and to discuss S106 agreement from the Blue Cedar development in Eastfield – potential dates identified, to be confirmed.

v) PTFA fete 1st July. WHPC stall was not very eye-catching, and if we have a stall next year we would need to have more attractions / activities for children and their parents.

vi) Planning training with Chris Rose, EDDC Development Manager – potential dates in August to be identified. It was agreed that Councillors would go to EDDC, rather than holding the meeting in West Hill.

9. Police report

Crime report for West Hill, June 2017 provided by email as PCSO Maria Clapp who was unable to attend the meeting.

Recorded crimes for June 2017 stands at 3. This compares to 2 for the same month last year. Cumulative crime stands at 6.

These incidents are as follows.

- Malicious messages sent from an ex-partner.
- Theft of horses. (Domestic)
- Generator reported stolen. Later found. Therefore crime will be cancelled.

Other Information: Attended West Hill Fete on Saturday. Lovely weather. A colleague managed to help me this time. Therefore able to run the speed machine. Over 100 children & adults had a go. Medals were presented.

10. District & County Councillor Reports

None

11. Planning

Planning decisions received:

- 16/0087/TPO – Stuckeys House – decision not to confirm order
- 17/0100/TPO – Stuckeys House – TPO has been made.

Planning applications to be decided

Ref	Applicant	Address	Details	Proposed	Seconded	Response	Reasons
17/1503/FUL	Mrs Vicky Goodwin	Pinegrove, Lower Broad Oak Road, West Hill,	First floor extension	JB	JI	Support	In keeping with the existing building. No overlooking. Footprint is the same as existing. No amenity issues. Access is unchanged
17/1514/FUL	Mr A Trump	1 Eymore Drive, West Hill, EX11 1UN	Construction of garage extensionq	MH	JB	Support	

12. Play Park update

See David Cook email details re inspections and reports dated 4 July 2017.

The S106 deed in favour of WHPC that was previously signed has been mislaid.

Action: A new copy to be signed and given to S106 Officer Sulina Tallack. Until this is properly complete, the contract for additional equipment cannot be placed.

Action: Copy of lease for Play Park to be collected from OSMTC Offices (**JB**)

13. Section 106 Eastfield solar panels & leisure facility - information and progress

Meeting with Sulina Tallack not yet arranged (see item 8 iv)

14. Noticeboards

Various noticeboards around the village including:

McColls – to be discussed at meeting with Area Manager Debbie Berry on 14 July.

Village hall – WHPC to provide specification to WH Village Hall manager.

Play Park – ROSPA notices etc to be discussed at future meeting.

15. Finance – review & approve items of expenditure (Invoice Tracker attached)

All satisfied with invoice tracker.

17. To consider requesting WHPC representation on outside bodies

i) Exeter Airport Consultative Committee: It was proposed by JT and seconded by JB that KH should be a representative of WHPC.

ii) Leisure East Devon: It was proposed by MH and seconded by JT that JB and AC should be representatives of WHPC.

Action: Clerk to write to EDDC to request WHPC representation as above

18. VAT registration for the Parish Council

As a Council we do not need to register for VAT, but the Council can claim back VAT. This can be done every 3-6 months.

Action: i) CW to circulate VAT advice to councillors ii) VAT claims to be started by permanent clerk when recruited.

19. Consider whether to keep email contact details of West Hill residents in order to disseminate news. To consider Data Protection Act Registration.

There was some discussion on whether keeping email contacts was a good idea. Regardless of this, it would be advisable for WHPC to undertake notification under the Data Protection Act, as some data will be kept, such as employment details for the clerk.

Action: CW Investigate data protection notification forms required for website re email and other details held by West Hill PC.

20. Correspondence (tabled)

- Apology received re small hall was locked on 4th July; meeting was held in the main hall.

21. Councillors' questions & comments

- Actions and matters arising to be incorporated into Minutes and Agendas. A separate running record of action points to be kept.
- Planning applications on Agenda to record Applicant's name, Address, planning reference and detail of work applied for.
- Rol forms to be forwarded to Monitoring Officer at EDDC.