

**WEST HILL PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING
HELD ON 7th May 2024 AT 7.30PM**

Present:	Chairman Cllr Alison Carr (ACr), Francis Pullman (FP), Cllr Trevor Ingram (TI), Cllr Andrew Gorton (AG), Cllr Ann Cooper (AC)
In attendance:	Anne Oliver Parish Clerk, DCC/EDDC Cllr Jess Bailey (JB), 4 members of the public.
Absent	Cllr ShirleyMay Saunders (SMS)

Minutes of the Annual & Ordinary Meeting of the Parish Council

Item (a)	Discussion and decisions (b)
24/128	<p>Welcome and Chairman's announcements The meeting started at 7.30pm. The Chairman, Cllr AC, welcomed everyone to the meeting. Cllr ACr confirmed that she wished to stand down as Chairman.</p>
24/129	<p>To elect the Chairman of the Parish Council: To receive nominations and to carry out a vote accordingly. Cllr Francis Pullman (FP) nominated himself, seconded by Cllr AG. Cllr Francis Pullman was unanimously elected to the office of Chairman. Cllr FP thanked Cllr for the outgoing Chairman for her leadership through a difficult year. Cllrs and members of the public thanked the Cllr ACr for her service to the Parish Council and Community.</p>
24/130	<p>Declaration of Acceptance of Office: Once elected the Chairman will sign the Declaration of Acceptance of Office. Cllr FP made the Declaration of Acceptance of Office and signed the form</p>
24/131	<p>To elect the Vice-Chairman of the Parish Council: to receive nominations and to carry out a vote accordingly. Cllr Trevor Ingram (TI) nominated himself, seconded by Cllr AG. Cllr TI was unanimously elected to the office of Vice-Chairman</p>
24/132	<p>Declaration of Acceptance of Office: Once elected the Vice-Chairman will sign the Declaration of Acceptance. Cllr TI made the Declaration of Acceptance of Office and signed the form</p>
24/133	<p>Apologies. To receive apologies and approve reasons for absence, if considered appropriate. The meeting received an apology from Cllr SMS and Council accepted her reasons for absence.</p>
24/134	<p>To receive Declarations of interest for items on the Agenda and receipt of requests for new Disclosable Pecuniary Interests (DPIs) dispensations for items on the Agenda.</p> <p>Members are also reminded that any change to their Declaration of Interests must be notified to the Monitoring Officer at East Devon District Council within 28 days of the change.</p> <p>Cllr FP declared a Non-Registerable Interest in item 24/162 (the appointment of a Solicitor) as a separate department of Tozers LLP were dealing with a family matter. Cllr FP proposed to abstain from the vote on the matter. The meeting accepted the proposal.</p> <p>Cllrs ACr, TI, AG, AC each declared no interests on items on the agenda.</p>
24/135	<p>Public question time (3 minutes): To allow members of the public present to give their question/comments to the Parish Council on issues on this agenda or raise issues for further consideration at the discretion of the Chairman, before the start of the Parish Council meeting. Members of the public may not take part in the Parish Council meeting itself. <i>(Contributions are limited to 3 minutes)</i></p> <p>West Hill Footpath Warden Eileen Perkins gave a update on flooding problems on Footpaths 1 and 4. Currently, both paths were in good condition due to improved weather conditions. Eileen will contact DCC PROW for an update on surface water run-off on FP 1 (Toadpit Lane).</p>

24/136	<p>District and County Councillors' reports: To receive reports for information (items raised for decision will appear on the agenda for the next meeting)</p> <p>DCC/EDDC Cllr Jess Bailey (JB) gave a short report:</p> <ol style="list-style-type: none"> a. 24/0044/FUL Potters Country Market - a rebuttal letter had been posted on EDDC's planning portal. b. 23/1143/MFUL Land South of Windmill Lane - EDDC Cllr JB contacted EDDC Planning to request that a decision was issued as the application had been in the system for a long time. It was understood that EDDC had sought legal advice regarding the current housing land supply (HLS) position (4.5 yrs) and the need to demonstrate a 5 yr HLS when the new Local Plan comes into effect. c. A public consultation is underway on proposals to build a new school for Tipton St John. d. DCC and Torbay Councils have voted in favour of making an application to the Secretary of State for a Devolution Deal. 										
24/137	<p>Confidential/exempt items. In consideration of the Public Bodies (Admission to Meetings) Act 1960 (publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted): to agree any items to be dealt with after the public and press have been excluded. No items proposed.</p>										
24/138	<p>Minutes: To receive the Minutes of the Parish Council meeting of 2nd April 2024 (Minute 24/105 - 24/127) and to approve the signing of the Minutes by the Chairman as a true record.</p> <p>The minutes of 2nd April 2024 were unanimously accepted as a true record by those Cllrs present at the meeting and were signed by the Chairman.</p>										
24/139	<p>To receive an update on Councillor vacancies.</p> <p>The Chairman reported the Casual vacancy arising from Cllr Paulo's resignation was notified to EDDC and advertised for the required period. EDDC has confirmed that an election was not requested and WHPC can now Co-opt to fill the vacancy.</p>										
24/140	<p>To consider the 2024-25 WHPC Plan and to approve (a) Working / Task + Finish Groups and their membership and (b) their Terms of Reference (if available):</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">a. Finance</td> <td style="width: 50%;">f. Road Safety</td> </tr> <tr> <td>b. HR + Policy</td> <td>g. Emergency Plan</td> </tr> <tr> <td>c. Strategic Planning</td> <td>h. Communications</td> </tr> <tr> <td>d. VH Pedestrian Path</td> <td>i. Infrastructure</td> </tr> <tr> <td>e. Playpark</td> <td>j. Remembrance Service</td> </tr> </table> <p>The meeting discussed a paper (previously published) which set out the proposed WHPC plan for 2024-25. The Chairman noted the large number of groups and asked Cllrs to consider whether the plan and organisation structure was achievable given the limited resources available.</p> <p>Cllrs resolved to</p> <ol style="list-style-type: none"> a. Establish the Working Groups and membership: <ul style="list-style-type: none"> Finance - Cllrs FP, AC HR + Policy - Cllrs FP, SMS Strategic Planning - Cllrs TI, AG, SMS VH Pedestrian Path - Cllrs FP, SMS Playpark - Cllrs TI, AC Road Safety - Cllrs FP, TI Emergency Plan - Cllrs FP, AG, TI Communications - Cllrs AG, TI Infrastructure - Cllrs FP, TI Remembrance Service - Cllrs FP, AC b. Approve Terms of Reference for each of the Working Groups with the exception of the following groups where the Terms of Reference were not yet available: <ul style="list-style-type: none"> o Strategic Planning Working Group o Communications Working Group 	a. Finance	f. Road Safety	b. HR + Policy	g. Emergency Plan	c. Strategic Planning	h. Communications	d. VH Pedestrian Path	i. Infrastructure	e. Playpark	j. Remembrance Service
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	c. Accept the Working Group Protocol set out in the paper.
24/141	To review and adopt (if appropriate) WHPC Standing Orders : No issues were raised and the Standing Orders were adopted.
24/142	To review and adopt (if appropriate) WHPC Financial Regulations No issues were raised and the Financial Regulations were adopted.
24/143	To review and adopt if considered appropriate, the WHPC Code of Conduct : Each Councillor must undertake to abide by the Councils code of conduct. No issues were raised and the Code of Conduct was adopted. Each Cllr agreed to abide by the code.
24/144	To consider and adopt, if appropriate, amended/new policies : <ol style="list-style-type: none"> 1. Complaints Policy (Amended) 2. Vexatious, Unreasonable and Unreasonably Persistent Requests Policy (New) <p>Cllr FP reported that the Parish Council had acted on Solicitors advice to draft a new policy to be used to assess any request. The proposed policy would enable the Council to place restrictions on communications where appropriate, and so better manage its workload. The draft Complaints Policy had been updated to align with the new policy.</p> <p>It was resolved to adopt both Policies. Action: Clerk to publish both policies on the WHPC website.</p>
24/145	To review and accept (if appropriate) Members Allowances Policy : To consider the current policy for Chairman's and Member Allowances and whether it should be continued. No issues were raised and the Members Allowance Policy was adopted. The Clerk advised that the Parish Council Allowances were set at a percentage of the District Council Allowances. Earlier this year EDDC had approved an increase to Allowances and would be issuing associated guidance to Town/Parish Councils. The meeting noted the Members Allowance is available to elected Members only.
24/146	To review and adopt (if appropriate) all other Council's Policies and Protocols . No issues were raised and the Policies and Protocols were adopted
24/147	To consider and accept (if appropriate) the WHPC Review of Internal Financial Controls . No issues were raised and the review was accepted. Cllr FP stated that the Finance WG would review the controls in 6 months time or earlier if appropriate.
24/148	To consider and review the inventory of WHPC assets and equipment (Asset register) . No issues were raised and the Asset Register was agreed subject to an amendment Action: Clerk to update the recorded location of the WHPC Noticeboard.
24/149	To review and approve, if appropriate, the Councils Risk Assessment . No issues were raised and the Risk Assessment was agreed.
24/150	To consider and approve (if appropriate) Councillor's training requirements. It was resolved to book the following training courses, subject to Cllrs availability: <ul style="list-style-type: none"> ○ Cllr TI - Chairing Local Council Meetings (£30+vat) ○ Cllr AG - Planning, Enforcement, Appeals and Planning Obligations (£30+vat) ○ Cllrs FP + AC - Finance for Councillors (£30+vat pp) Action: Clerk to check Cllr SMS training requirements
24/151	To consider membership of outside bodies and committees and arrangements for reporting back: <ul style="list-style-type: none"> • Airport Consultative Committee • Leisure East Devon Forum • Ottery St Mary Health Matters Group • East Devon Community Safety Group • OPCC Councillor Advocate Scheme

	<p>It was resolved to appoint the following representatives: Airport Consultative Committee (Cllr FP). Ottery health Matters (Cllr AC). As the future of the other groups is currently under review or unknown it was resolved that WHPC would appoint representatives to other groups if meetings are scheduled.</p>								
24/152	<p>To review subscriptions/memberships to other bodies: Each of the following subscriptions and/or memberships was considered and approved for 2024-2025.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">1. DALC/NALC</td> <td style="width: 50%;">5. Breakthrough Communications</td> </tr> <tr> <td>2. SLCC</td> <td>6. Parish Online</td> </tr> <tr> <td>3. ICO</td> <td>7. Scribe Accounts Software</td> </tr> <tr> <td>4. Devon Communities Together</td> <td>8. Zoom remote meetings</td> </tr> </table>	1. DALC/NALC	5. Breakthrough Communications	2. SLCC	6. Parish Online	3. ICO	7. Scribe Accounts Software	4. Devon Communities Together	8. Zoom remote meetings
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24/153	<p>To consent to receive electronic Agenda & Summons. Each Councillor present at the meeting signed their consent. Action: Clerk to ask Cllr SMS to complete a consent form.</p>								
24/154	<p>To determine</p> <p>a. the time and place of ordinary meetings of the full council up to and including the next Annual Meeting of full council.</p> <p>The Chairman noted that many Parish/Town Councils do not hold a Council meeting in August as attendance is often very low due to holidays and family commitments. The Chairman invited Cllrs to consider their availability for the 6th August 2024 meeting.</p> <p>It was resolved to continue to meet on the 1st Tuesday each month with the exception of the August 2024 meeting. An Extraordinary Meeting would be held during August 2024 if necessary.</p> <p>b. the time and place of monthly informal Cllr workshops, if considered appropriate.</p> <p>The Chairman proposed to hold a series of mid-month workshops to support Cllrs as most were new to their role. The purpose of the meeting would be to provide training and information. He noted that the workshop was not a discussion making form and all Council decisions would be made at a Full Council meeting as per Standing Orders.</p> <p>Cllrs supported the proposal and resolved to set a budget of up to £35 for room hire/month.</p>								
24/155	<p>Planning Applications received:</p> <ol style="list-style-type: none"> 1. No applications received. 2. To confirm responses submitted under Delegated Powers: <p>23/1973/FUL The Croft Bendarroch Road West Hill Devon EX11 1UW - Not supported 24/0352/FUL Lindridge Elsdon Lane West Hill Devon EX11 1UB - Not supported 23/0048/TPO Land at Belbury Close, School Lane, West Hill, Ottery St Mary - Not supported</p> <p>All noted subject to a correction: WHPC supported the Tree Protection Order 23/0048/TPO.</p>								
24/156	<p>Planning Appeal: To consider a response to APP/U1105/W/24/3338889 Land Adjacent Elsdon House Elsdon Lane West Hill (Permission in principle for the demolition of an existing greenhouse and the construction of two dwellings)</p> <p>Cllrs supported their previous consultee comments on the original application 23/2535/PIP and agreed to submit a written response to the Appeal by the 20th May 2024 deadline. Action: Cllr ACr to circulate a draft response.</p>								
24/157	<p>Planning decisions received for information (*denotes WHPC differed) : Noted</p>								

	<p>24/0404/FUL Lower Church Mead Toadpit Lane EX11 1TR Approved Replacement of front porch, and replacement of hanging tiles with external cladding.</p> <p>24/0131/TRE Wyndhams Higher Broad Oak EX11 1XF Approved T2, T3 Beech: crown reduce both trees by up to 3ms</p>
<p>24/158</p>	<p>Strategic Planning Working Group: Planning Matters: To receive a verbal report on the EDDC Strategic Planning Committee held on 30th April 2024: Public Consultation (May/June 2024), Green Wedges</p> <p>Cllr AC gave a verbal report on the EDDC Strategic Planning Committee meeting. She noted two agenda items relevant to West Hill:</p> <ol style="list-style-type: none"> 1. EDDC will hold a six week public consultation to seek feedback on matters not covered in the Nov 22 - Jan 23 consultation. 2. Previous proposals to reduce the size of Green Wedges have been re-considered following challenges from Committee Members and Town/Parish Councils. It is now proposed that the Green Wedge between West Hill and Ottery St Mary, as set out in the Neighbourhood Plan, will be included in the Emerging Local Plan without amendments. However, the Green Wedge includes a site put forward for development. Public comment on these proposals will be sought in the May/June public consultation. <p>Cllrs were keen to provide information for West Hill residents and to encourage their participation in the consultation. Cllrs noted the success of a WHPC drop-in session held during the previous Local Plan Consultation.</p> <p>It was resolved:</p> <ol style="list-style-type: none"> a. To arrange a drop-in session on Friday 7th June 2024 to provide information on the East Local Plan Consultation, progress on the Local Plan and the timeline to plan adoption. (Budget up to £150.00) b. Cllr FP, Cllr SMS and Parish Clerk to attend a EDDC Local Plan webinar on 16th May. <p>Action: Clerk to book a room for the event. Action: Strategic Planning Working Group to prepare display material for the event.</p>

WHPC Groups + Initiatives

<p>24/159</p>	<p>Finance Working Group: To receive reports and recommendations:</p> <p>1 member of the public left the meeting 8.43pm.</p> <p>Cllrs considered a series of reports/recommendations prepared by the Finance Working Group and circulated prior to the meeting:</p> <ol style="list-style-type: none"> a. To receive the bank reconciliation for the year to 31st March 2024. No issues or questions were raised. The End of Year Bank reconciliation was unanimously accepted and signed by the Chairman. b. To receive a Financial Report for 2023-24. No issues or questions were raised. The Finance Report for 2023-24 was unanimously approved. It was resolved to publish the report on the WHPC website. c. To approve WHPC's CIL statement for year ending 31st Mar 2024. The meeting noted the deadline on one item had expired and the monies remaining, £168.02, was due to be returned to EDDC. Also, the Parish Council held £27,808.34 Community Infrastructure Levy Monies at 31st March 2024. <p>It was resolved:</p> <ul style="list-style-type: none"> - To approve and sign the End of Year CIL Statement
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	<p>- To publish the statement on the WHPC website</p> <p>Action: Clerk to submit the Annual CIL statement to EDDC.</p> <p>Action: The Playpark Working Group to prepare a proposal for replacement playpark benches for consideration at the 4th June Council meeting.</p> <p>d. To approve the 2022-23 Financial Reserves Policy and allocation of reserves held at 31st March 2024. The meeting noted the Council held £133,605 Reserves at 31st March 2024 The WHPC Financial Reserves Policy was adopted and the recommended allocation of reserves was approved.</p> <p>e. To approve the Financial Statement for year ending 31st Mar 2024. It was resolved to approve the WHPC Financial Statement for year ending 31st Mar 2024 and to publish the Statement on the WHPC website.</p> <p>f. To approve the WHPC Asset Register at 31st March 2024 Duplicate item - see 24/148 above.</p> <p>g. To review and approve amendments to the Council's bank mandate. It was resolved to update the mandate for the Cambridge Building Society: <ul style="list-style-type: none"> o To remove former Cllr Stanley Paulo and Cllr Alison Carr o To add Cllr Francis Pullman and Cllr Ann Cooper </p> <p>h. To review and approve (if appropriate) a schedule of regular payments. No issues or questions were raised. It was resolved to approve the Schedule of Regular Payments for 2024-25.</p>
24/160	<p>Finance Working Group: To confirm arrangements for insurance cover in respect of all insured risks.</p> <p>Cllrs considered recommendations presented by the Finance Group. The Council holds two policies which expire on 17th May 2024: Local Councils Insurance Policy and a Cyber Insurance Policy.</p> <p>Cllrs discussed the Cyber Insurance policy and questioned whether the policy was suitable for the Parish Council. It was felt that such policies provide cover for many items not relevant to WHPC. Cllr FP proposed that the Finance WG could review the risks and explore options to cover those risks.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> a. Accept the renewal quote, £755.21 incl tax/fees for the Local Council's Policy, the second year of a three Long Term Agreement, as it was considered to provide adequate cover for the Council 's needs. b. To note the Council's duty of fair representation and to make the Statement of Fact. c. To let the current Cyber Insurance Policy lapse d. To request additional cover under the Local Council's Policy for "Data Breach Response", £65+ tax/fees
24/161	<p>Playpark Working Group: To consider and approve arrangements for playpark and bus shelter inspections.</p> <p>The meeting accepted the proposal that Cllrs TI and AC carry out the weekly playpark and bus shelter inspections. An inspection report will be sent to the Clerk who will action any repairs etc.</p>
24/162	<p>Village Hall Pedestrian Path Working Group: To receive a Working Group paper and consider recommendations and to approve costs, if appropriate.</p> <p>Cllr FP gave a progress report from the meeting of the Joint Parish Council/Village Hall Trustees Working Group. Both parties were looking to complete the project in 2024. Cllrs considered each of the recommendations set out in the paper published for the meeting. During the discussion Cllr</p>

	<p>FP confirmed the WHPC working group would seek competitive, up to date quotes from contractors for consideration at a future Council meeting.</p> <p>It was resolved:</p> <ol style="list-style-type: none"> 1. To appoint Tozers solicitors to negotiate lease terms for the footpath with the Village Hall Trustees' solicitors for approval by the Council at a future meeting and to approve a budget of up to £4,000+vat to cover the fees of Tozers and the Village Hall trustees solicitor. (All Cllrs voted in favour with the exception of Cllr FP who abstained). 2. To request the potential contractors to update their quotes and, if considered appropriate by the Footpath Working Group to invite further quotes, to be considered at a future meeting of the Council prior to appointment of the selected contractor. 3. To commission Richard Green Ecology at a cost of £150.00+vat to check for nesting birds prior to the commencement of work on the hedges. 4. To request a quote from Richard Green Ecology to act as an Ecological Clerk of Works during the work on the hedge banks (a planning approval condition). 5. To seek to obtain S106 funding for the project and if this is not available then the Council will fund the full project costs from reserves and/or CIL. 6. To request a quote including all associated fees from the previously appointed engineers JRC Engineers for liaising with Highways concerning the S278 agreement and for post-construction sign-off checking the completed path meet the specification, appropriate regulations and standards.
<p>24/163</p>	<p>Emergency Plan Working Group: To confirm arrangements for an Community Emergency Plan Workshop 2pm Tuesday 14th May at RBL Clubhouse and to set a budget of up to £50.00 for room hire, publicity and refreshments.</p> <p>It was resolved:</p> <ol style="list-style-type: none"> a. To hold an Emergency Plan workshop on Tuesday 14th May, 2pm, at the RBL Clubhouse, School Lane, West Hill. b. To invite Devon Communities Together (DCT) to lead the workshop "How to prepare a Community Emergency Plan" and to invite local Town/Parish Council to attend. c. To submit an application to DCT's Community Resilience Grant Scheme for £75 towards costs of the workshop and further West Hill Working Group meetings. <p>Cllrs FP, TI, AG, ACr confirmed their availability for the workshop.</p>
<p>24/164</p>	<p>Remembrance Service Working Group: To consider arrangements for West Hill events on 6th June 2024 to commemorate D-Day 80 as per the national programme, including:</p> <ol style="list-style-type: none"> a. WHPC to take responsibility for a public memorial service at 11.00am at the War Memorial. b. To submit an application for a road closure for the event (School Lane+ slip road) and to write to households in the vicinity c. To set a budget of £200 for the road closure. <p>Cllr FP gave a verbal report on community events to commemorate D-Day 80, 6th June 2024. The West Hill RBL Branch plan to hold the following events in line with a national and international programme:</p> <ul style="list-style-type: none"> - 11.00am on 6th June: a short memorial service at the War Memorial, West Hill Road - 9.15pm (approx): To illuminate the War Memorial in support of the theme of the day: Peace and Light. Beacons will be lit across the country at 9.15pm. However, this was considered unsuitable for a woodland village. The film, The Longest Day, will be screened at the RBL club during the evening. <p>In addition, there will be a BBQ and music on Saturday 8th June afternoon at the RBL Clubhouse,</p>

	<p>WHPC had received a request from the RBL Branch to take responsibility for the 11.00am event at the War Memorial as this would require a road closure to ensure safety.</p> <p>It was resolved:</p> <ol style="list-style-type: none"> a. WHPC would be responsible for the Memorial Service event at 11.00am 6th June 2024 and to cover the event under the Council's Insurance. b. To apply for a road closure for School Lane and slip road 10.15 to 11.15am c. To write to households in the vicinity to provide advance notice of the road closure. householders of the road closure. d. To consider the event Risk Assessment at the next Council meeting e. To liaise with the Lengthsman, as the suitably qualified contractor: to order road closure signs and confirm arrangements for event marshalls. f. To establish a budget of £200.00 for the road closure.
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Other Matters

24/165	<p>To consider Grant Applications:</p> <ol style="list-style-type: none"> a. West Hill PTFA request for £450 funding towards the cost of the Summer Fayre. <p>Cllrs considered a grant application submitted by West Hill PTFA for a contribution towards the cost of staging the annual Summer Fayre on Saturday 29th June 2024, 12.00-4.00pm. The application was confirmed as eligible and Cllrs were keen to support the annual community event.</p> <p>It was resolved to award the grant request in full, £450, towards the cost of the event. Cllrs asked the PTFA to publicise the grant award during the event.</p> <ol style="list-style-type: none"> b. West Hill RBL request for £400 towards the costs of events to commemorate and celebrate the 80th Anniversary of D Day on June 6th and June 8th. <p>Cllrs considered a grant application submitted by West Hill RBL branch for a contribution towards the cost of community events to commemorate D-Day 80. Cllrs noted the application met the criteria set out in the Council's Grant Policy.</p> <p>It was resolved to award the grant request in full, £400.00.</p>
24/166	<p>To consider arrangements for WHPC representation at the West Hill PTFA Summer Fayre 29TH June 2024 12.00-4.00pm.</p> <p>It was agreed that WHPC would take a stall at the event.</p> <p>Action: The Communications Working Group to prepare a plan for the event for consideration at the next Council meeting.</p>
24/167	<p>To confirm arrangements for establishing a monthly plan for the Clerk's Mobile Phone.</p> <p>The Clerk gave an update on establishing a contract for the Clerk's Mobile phone (ref 23/252). The PAYG number 07413 932406 receives few calls. It was hoped to transfer this number however the transfer to a contract plan proved difficult and time consuming. Following consultation with the Chairman it was proposed to establish a business contract for a new phone number.</p> <p>It was resolved to:</p> <ol style="list-style-type: none"> a. Confirm decision taken under delegated powers for WHPC to establish a business contract with Three, paid monthly by Direct Debit (£8 per month +vat). The new mobile number is 0745 388198.

	<p>b. The previous phone number, 07413 932406 would kept operational for six months during the switch over period.</p> <p>c. To update contact details published on WHPC Noticeboards, WHPC Website and with third parties.</p>
24/168	<p>To receive a report from the Parish Clerk.</p> <ul style="list-style-type: none"> - Room hire rates at the Village Hall would increase by 5% in September 2024. - The local Police team have published a newsletter for Cranbrook, Ottery St Mary and Exmouth. This was available on the WHPC website. - WHPC continued to receive requests to publish posters on the WHPC noticeboard at the village shop site. <p>Action: Cllr FP to contact Morrisons to explore the feasibility of re-instating a community noticeboard.</p>
24/169	<p>To review WHPC's Action Tracker.</p> <p>Cllr FP led a review of action points from previous meetings. It was noted that most had been completed and it was hoped to resume publication of the VAS Data reports on the website.</p>
24/170	<p>Financial matters:</p> <ol style="list-style-type: none"> 1. To consider and approve, if appropriate, the Schedule of Payments. Cllrs considered the Schedule of Payments and invoices circulated before the meeting. No questions were raised. It was resolved to approve the payments and sign the invoices. 2. To consider and approve, if appropriate, any additional payments presented to the meeting. Cllrs approved the payment of three additional invoices presented for consideration: <ul style="list-style-type: none"> - Pro-Lawn Garden Services - Grass Cutting £72.00 - Pro-Lawn Garden Services - Remove bench + dispose £54.00 - West Hill RBL Club - Room Hire 11th Apr 2024 £30.00 - Three - Clerk Mobile Phone (Monthly Apr-May) £11.52 3. To approve the transfer of funds between WHPC current/deposit accounts. It was resolved to transfer £10,000 from the WHPC current account to the deposit account. 4. To receive, if available, monthly Bank Reconciliations and finance trackers. To be presented to the next meeting.
24/171	<p>Councillor questions, reports and items for future agenda</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. No matters were raised.</i></p>
24/172	<p>Next meeting: To confirm arrangements for upcoming WHPC meeting on Tuesday 4th June 2024 7.30pm at the Village Hall.</p>

Part B - Confidential/exempt items. In consideration of the Public Bodies (Admission to Meetings) Act 1960 (publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted): to agree any items to be dealt with after the public and press have been excluded.

Meeting closed 9.43pm

Signed

Date