

West Hill Parish Council

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To Members of West Hill Parish Council

31st Jul 2019

You are duly summoned to attend the next meeting of West Hill Parish Council to be held at 7.30pm on Tuesday 6th Aug 2019 at West Hill Village Hall.

Anne Oliver, Clerk to the Council

AGENDA

Item (a)	Discussion and decisions (b)
19/231	Welcome and Chairman's announcements
19/232	Apologies. To receive apologies and approve reasons for absence.
19/234	Public question time (3 minutes) From 7.30pm residents are invited to give their views and question 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.
19/235	To receive the monthly crime stats for information
19/236	District and County Councillors' reports for information (items raised for decision will appear on the agenda for the next meeting).
19/237	Declarations of Interest a. Register of Interests: Councillors are reminded of the need to update their register of interests. b. To declare any personal interests in items on the agenda and their nature. 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).
19/238	Minutes 1. To approve the minutes of the Parish Council meeting on 2 nd July 2019, previously circulated 2. To approve the minutes of the Parish Council meeting on 16 th July 2019, previously circulated
19/239	Planning applications received 19/1622/FUL Woodlee, West Hill Road Applicant Mr & Mrs Davey Installation of replacement gates and remodelled entrance flanking walls. 19/1560/TRE Greytops West Hill Road Applicant Mrs Hall Beech tree – shorten long heavy branches with squirrel damage, over garden, by approximately 2m to reduce the likelihood of further breakage. 19/1620/FUL West Catalpa, Bendarroch Road Applicant Mr Mark Stone Retention of carport

19/240	<p>Planning decisions received for information (*denotes WHPC differed)</p> <p>19/0920/FUL Copperhayes, West Hill Road: Approved with Conditions 19/0161/FUL Workshop At The Old Village Hall West Hill Road West Hill: Approved * 19/0069/FUL Arborfield West Hill Road Approved with Conditions</p>
19/241	<p>Planning Appeal notifications</p> <p>TPO/U1105/7502 14 Warren Park, West Hill – proposal to fell one beech tree</p>
19/242	<p>TPO notifications- for information</p>

Open Spaces Working Group

19/243	<p>Updates on actions and matters arising from the last meeting</p> <ol style="list-style-type: none"> 1. Playpark - approved hedge cutting in the Playpark (Clerk) 2. Broadoak Meeting with Tilhill 22-Jul (ABC/MP) 3. Bus Shelter : Review & circulate quotes (ABC) 4. Open Spaces : meeting EDDC (ALL). 5. Hedges : write to 5 households re roadside hedges. (Clerk) 6. Playpark: re-commission RoSPA Inspection (Clerk) 7. Dog waste Bins – Monitor the bin on Lower Broad Oak Road to determine when collections were taking place (ABC/MH/Clerk)) 8. Litter Bins - Confirm which litter bins are included in the Council contract. (Clerk)
19/244	<p>To receive a report from the Open Spaces Working Group (report previously circulated and available on website)</p> <ol style="list-style-type: none"> 1. Playpark <ul style="list-style-type: none"> • To consider re-tendering the Playpark maintenance contract in early 2020 since the existing contract will be older than 1 year. 2. Broad Oak Plantation 3. Lengthsman <ul style="list-style-type: none"> • To consider a request for additional hours for the Lengthsman in August to remove the Himalayan Balsam from verges and ditches along West Hill Road/Bendarroch Road nr Ford Lane. 4. Footpaths 5. Bus Shelter 6. West Hill Open Spaces

Finance Working Group – no matters to report

19/245	<p>To approve the End of Year Financial Statement for 2018-2019 previously considered by the Finance Working Group.</p>
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People and Policy Working Group

19/246	<p>Updates on actions and matters arising from the last meeting</p> <ol style="list-style-type: none"> 1. Develop policies and protocols for Transparency Code, Health and Safety, Complaints Procedure (MH/AC/Clerk) 2. Draft out Proposed Policy review schedule (MH/AC/Clerk) 3. Begin to consider West Hill Emergency Plan (MH/AC/Clerk) 4. Contact Ottery St Mary re the review of their plan (MH)
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Other Matters

19/247	<p>Updates on actions and matters arising from the last meeting</p> <ol style="list-style-type: none"> 1. Request for Teenage Facilities in the Village (QT/ABC) 2. Village map – previous meeting agreed in principle to print an updated map, subject to costs. Consider advertising charges and accounting requirements (MH/Clerk) 3. Ideas for a Village Event? 4. Traffic Study: <ol style="list-style-type: none"> a. contact J Tricker to go ahead with next stage of work on the West Hill Road/Village Hall : Road Safety Audit, Pre-Application meeting (MH) b. request a quote for the Northern and Southern Gateway projects. (MH) <ul style="list-style-type: none"> • To approve a pre-application meeting with Devon County Council Highways regarding the West Hill Road - Village Hall access proposal. • To consider asking PJA consultants to support this stage of the project. 5. Landing Site : <ol style="list-style-type: none"> a. Commission the service contract for the Lighting Column. (Clerk) b. Receive updated MOU and sign off (MH) c. Submit the Devon Air Ambulance Trust Grant paperwork (MH/Clerk) 6. Broadband- publicise the project and form on social media and school newsletter (MH/AC/Clerk) 7. Software : Renewal of McAfee licence 2yr (Clerk) 8. WESC – arrange a meeting with WESC to discuss how the Council could work with WESC (MH,JB) 9. Airport - planes are regularly overflying the village contrary to guidelines. (MH)
19/248	<p>To authorise training course (Budgets & Precepts) for Clerk</p>
19/249	<p>Finance and invoice tracker</p> <p>Invoices received – for approval:</p> <ol style="list-style-type: none"> 1. Clerk Anne Oliver claim for expenses (Jul) 2. Grant Payment – WH School PTFA – hire of band 3. MAT Electrics – annual maintenance contract for Landing Site Lighting Column <p>Paid invoices – for information:</p> <ol style="list-style-type: none"> a. S Radcliffe – Playpark gardening May & Jun incl timesheets b. DALC – training courses A Carr, A Townsend c. WH Village Hall hire (June) d. Alastair Guy – playpark climbing ramp e. Prolawn Gardening Services – playpark maintenance <p>To receive the bank reconciliation for Jul – for information</p>
19/250	<p>Councillors 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.</i></p>

19/251	Next meeting To confirm the date of the next meeting which is scheduled for Tuesday 3 rd Sep 2019 or 20h August if required.
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Signed: *Anne Oliver*, Clerk to the Council

31st July 2019