

West Hill Parish Council

Clerk to the Council: Anne Oliver
Tel: 01404 232 100 / 07450 388198
Email: clerk@westhillparishcouncil.gov.uk

To Members of West Hill Parish Council

28th April 2026

You are duly summoned to attend the next meeting of West Hill Parish Council (WHPC) to be held at 7.00pm on **Tuesday 5th May 2026**.

Information for members of the public

1. Parish Council meetings are open to the public. Every agenda includes an item for public participation giving members of the public the opportunity to speak.
2. If you wish to comment on an item on this agenda (but don't wish to speak at the meeting) please submit this in writing to the Clerk by **5pm Thursday 30th April 2026**.
3. Agendas and minutes of meeting are available on the Council's website.

Anne Oliver, Clerk to the Council

AGENDA – ANNUAL & ORDINARY MEETING OF THE PARISH COUNCIL

Minute reference 26/

097 Welcome and Chairman's announcements (for information only)

098 To elect the Chairman of the Parish Council:

- a. To receive nominations and to carry out a vote accordingly.
- b. To receive the Declaration of Acceptance of Office of the Chairman

099 To elect the Vice-Chairman of the Parish Council:

- a. to receive nominations and to carry out a vote accordingly.
- b. To receive the Declaration of Acceptance of Office of the Vice-Chairman

100 Apologies. To receive apologies and approve reasons for absence, if considered appropriate.

101 Declarations of interest: In accordance with the Code of Conduct, members are required to disclose any personal or Disclosable Pecuniary Interests for items on the agenda. 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.

102 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. (Contributions are limited to 3 minutes).

103 District and County Councillors' reports: To receive reports for information (items raised for decision will appear on the agenda for the next meeting)

104 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.

- 105 Minutes:** To receive the Minutes of the Parish Council meetings of **3rd March 2026** (Minute 26/052-26/071) and meeting **7th April 2026** (Minute 26/072-26/096) to approve the signing of the Minutes by the Chairman as a true record.
- 106** To receive an update on **Councillor vacancies**.
- 107** To consider the **WHPC Plan and Organisation Structure** for 2026/27:
- a. to approve **Working/Task+Finish Groups**, their Councillor membership and Terms of Reference:

- Finance	- Emergency Plan
- HR + Policy	- Annual Remembrance Service (Task+Finish)
- Neighbourhood Plan	- Road Safety
- Playpark	- Trees
 - b. To decide the closure of the Village Hall Footpath Working Group.
 - c. To establish a West Hill Christmas Event 2026 Task+Finish Group.
 - d. To consider **membership of outside bodies** and committees and arrangements for reporting back.

- Airport Consultative Committee	- East Devon Community Safety Group
- Ottery Health Matters	
- 108** To review and adopt (if appropriate):
- a. WHPC Standing Orders
 - b. WHPC Financial Regulations
- 109** To review and adopt if considered appropriate, the **WHPC Code of Conduct**: Each Councillor must undertake to abide by the Councils Code of Conduct.
- 110** To consider and adopt, if appropriate, **amended/new policies**
- 111** To consider the current policy for **Chairman's and Member Allowances** and whether it should be continued. If continued, to review and accept (if appropriate) **Members Allowances Policy** (if available).
- 112** To review and adopt, if appropriate, all other **Council's Policies and Protocols**.
- 113** To review and approve, if appropriate, the Council's **Risk Assessment**.
- 114** To review and confirm the **Council's bank mandate**.
- 115** To consider and accept, if appropriate, the WHPC Review of **Internal Financial Controls**.
- 116** To consider and review the inventory of **WHPC assets and equipment (Asset register)**.
- 117**
- a. To review and adopt (if appropriate) **WHPC Training Policy**
 - b. To consider the Council's Training Record and review **Councillor's training** requirements.
- 118** **To review subscriptions/memberships to other bodies:**
- | | |
|------------------------------------|----------------------------|
| - DALC/NALC | - Parish Online |
| - SLCC | - Scribe Accounts Software |
| - Devon Communities Together | - SMART Pensions |
| - Information Commissioners Office | - Cosmic – website hosting |
- 119** To confirm arrangements for telephone contracts (landline/Clerk's mobile phone).

- 120** To consent to receive **Agenda & Summons by email.**
- 121** To determine the **time and place of ordinary meetings** of the full council up to and including the next Annual Meeting of full council.
- 122** To decide a response to **planning applications received:**
- a. **26/0639/S106A** Land North Of Eastfield West Hill
Application to modify Schedule 1 (Affordable Housing) of Section 106 Planning Obligation Agreement dated 20/11/2024 - Planning Permission 23/0727/MOUT
 - b. **26/0706/S106A** Land South Of Windmill Lane West Hill
Application to modify Schedule 1 (Affordable Housing) of Section 106 Planning Obligation Agreement dated 20/11/2025 - Planning Permission 23/1143/MFUL
 - c. **26/0721/TRE** 10 Warren Park West Hill EX11 1TN
Birch: fell and replace with a Hawthorn. Beech: removal of two limbs from West Hill Road side. Maple: removal of one limb. Very minor trimming of the very ends of the branches nearest the house, maximum diameter of cuts 5mm (as shown in the annotated photographs)
 - d. **26/0740/TRE** Timbercroft Lower Broad Oak Road West Hill EX11 1XQ
Prune the limbs that overhang the driveway at approximately 8m from the trunk creating 5m clearance above ground level.
 - e. **26/0770/TRE** Oasis Toadpit Lane West Hill Ottery St Mary EX11 1TR
T621, T622, T623: Larch - reduce eastern crown spread by approximately 50%, currently at 7m. Maximum diameter of cuts 100mm. T606: Cypress - reduce crown height of previously snapped leader and re-shape (see annotated photograph 3). T590, T592: Oak - removal of deadwood and broken branches.
 - f. **26/0773/FUL** Hunters Lodge Windmill Lane West Hill EX11 1JP
Retrospective planning application for decking and steps to existing dwelling (C3 use)
- 123 EDDC Planning decisions received for information (*denotes WHPC differed)**
- a. **26/0452/TRE** Wrenswood Lower Broad Oak Road West Hill EX11 1UF: G1, Beech + T2, Beech: reduce height
Status: Approved*
 - b. **26/0241/VAR** The Croft Bendarroch Road West Hill EX11 1UW: Variation of Condition Numbers 2 (approved plans) and 9 (fenestration restrictions) Revisions to fenestration, removal of dormer and juliet balcony
Status: Approved*
 - c. **26/0062/TPO** Land at Cholmondley Cottage, Lower Broad Oak Road: Status Confirmed
 - d. **26/0393/TRE** The Vicarage Bendarroch Road West Hill EX11 1UW
03 : Oak - removal of dead wood. G26 : Beech - removal as risk limbs will fall onto the highway. Beech badly bark stripped.
Status: Approved with conditions

WHPC Groups + Initiatives

- 124 Finance Working Group:** To decide arrangements for 2026-2027 insurance cover in respect of all insured risks.

- 125 Neighbourhood Plan Working Group:**
- a. To receive an annual report (2025-26)
 - b. To receive a financial report and approve payments.
- 126** To receive reports from other **Working Groups**, if available
- a. Road Safety Working Group

Other Matters

- 127** To review arrangements of the Annual Parish Meeting 14th April 2026.
- 128** To consider Parish Council involvement at the West Hill Summer Fete and to decide actions/costs as considered appropriate.
- 129** To receive an update on arrangements for a West Hill Christmas event.
- 130** To consider **correspondence** received (if any):
- a. River Otter + water quality (Otter Valley Association)
- 131** To receive the **monthly crime statistics** for West Hill (for information).
- 132 Clerk Matters:**
- a. To receive a report from the Parish Clerk and to agree actions as appropriate
 - b. To note decisions made under delegated powers (if applicable)
 - c. Urgent matters (if applicable).
- 133 WHPC Action Tracker:** To receive updates on actions and matters arising from the last meeting and to agree actions/costs as considered appropriate.
- 134 Financial matters:**
- a. To consider and approve, if appropriate, the Schedule of Payments and internal bank transfers.
 - b. To consider and approve, if appropriate, any additional payments presented to the meeting.
 - c. To receive, if available, monthly Bank Reconciliations and finance trackers.
- 135 Councillor questions, reports and items for future agenda:** 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. Councillors are respectfully reminded that this is not an opportunity for debate or decision making.
- 136 Next meeting:** To confirm arrangements for the upcoming WHPC meeting on **Tuesday 2nd June 2026** 7.00pm at the Village Hall

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.

Signed: *Anne Oliver*, Clerk to the Council, 28th April 2026