

West Hill Parish Council

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To Members of West Hill Parish Council

29th April 2025

You are duly summoned to attend the next meeting of West Hill Parish Council (WHPC) to be held 'at 7.30pm on **Tuesday 6th May 2025**.

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 1st May 2025**.
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

Item (a)	Discussion and decisions (b)
25/167	Welcome and Chairman's announcements
25/168	To elect the Chairman of the Parish Council: To receive nominations and to carry out a vote accordingly.
25/169	Declaration of Acceptance of Office: Once elected the Chairman will sign the Declaration of Acceptance of Office.
25/170	To elect the Vice-Chairman of the Parish Council: to receive nominations and to carry out a vote accordingly.
25/171	Declaration of Acceptance of Office: Once elected the Vice-Chairman will sign the Declaration of Acceptance
25/172	Apologies. To receive apologies and approve reasons for absence, if considered appropriate.
25/173	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. 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.
25/174	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>
25/175	District and County Councillors' reports: <ol style="list-style-type: none"> a. To receive notification of the result of the Devon County election for the Otter Valley Division.

	b. To receive reports for information (items raised for decision will appear on the agenda for the next meeting)								
25/176	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.								
25/177	Minutes: To receive the Minutes of the Parish Council meeting of 1st April 2025 (Minute 25/129 - 25/154) and Extraordinary meeting 14th April 2025 (Minute 25/155-25/166) to approve the signing of the Minutes by the Chairman as a true record.								
25/178	To receive an update on Councillor vacancies .								
25/179	To consider the WHPC Plan and Organisation Structure for 2025/26: a. to approve Working / Task + Finish Groups , their membership and Terms of Reference. b. To consider membership of outside bodies and committees and arrangements for reporting back.								
25/180	To review and adopt (if appropriate) WHPC Standing Orders								
25/181	To review and adopt (if appropriate) WHPC Financial Regulations								
25/182	To review and adopt if considered appropriate, the WHPC Code of Conduct : Each Councillor must undertake to abide by the Councils Code of Conduct.								
25/183	To consider and adopt, if appropriate, amended/new policies : a. Health & Safety b. Internal Control Policy								
25/184	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 :								
25/185	To review and adopt (if appropriate) all other Council's Policies and Protocols .								
25/186	To consider and accept (if appropriate) the WHPC Review of Internal Financial Controls .								
25/187	To consider and review the inventory of WHPC assets and equipment (Asset register) .								
25/188	To review and approve, if appropriate, the Council's Risk Assessment .								
25/189	To consider and approve (if appropriate) Councillor's training requirements.								
25/190	To review subscriptions/memberships to other bodies: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">1. DALC/NALC</td><td style="width: 50%;">5. Parish Online</td></tr> <tr> <td>2. SLCC</td><td>6. Scribe Accounts Software</td></tr> <tr> <td>3. Information Commissioners Office</td><td>7. SMART Pensions</td></tr> <tr> <td>4. Devon Communities Together</td><td>8. Zoom remote meetings</td></tr> </table>	1. DALC/NALC	5. Parish Online	2. SLCC	6. Scribe Accounts Software	3. Information Commissioners Office	7. SMART Pensions	4. Devon Communities Together	8. Zoom remote meetings
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25/191	To confirm arrangements for telephone contracts (landline/Clerk's mobile phone).								
25/192	To consent to receive electronic Agenda & Summons .								
25/193	To determine the time and place of ordinary meetings of the full council up to and including the next Annual Meeting of full council.								
25/194	To consider a response to Planning Applications received : 24/1761/MFUL Land At Higher Metcombe Higher Mecombe EX11 1SL Proposed erection of 3no detached dwellings, stable block and paddock with associated hard and soft landscaping/access.								

	<p>25/0867/TRE Bendarroch House Bendarroch Road West Hill Devon EX11 1JY T1, Beech : reduce by 15-20% removing branch of approx. 3-4m in length, making cuts approx. 40-60mm. T2, Oak : fell tree - reason for this is due to it growing upon a listed WWII bomb shelter. T3, Cyprus L fell tree - in poor condition.</p> <p>25/0879/TRE 1 Heather Grange West Hill Devon EX11 1XZ T1, willow : fell. Reason - damaging wall as surveyors report 020425 attached. T2, whitebeam : reduce by approximately 1m. T3, birdcherry : fell. Reason - suppressed, and allow room for neighbouring trees. T4, birdcherry : formative prune. T5, birdcherry : fell. Reason - to allow room for neighbouring trees. T6, birdcherry : formative prune</p>
25/195	<p>Planning decisions received for information (*denotes WHPC differed) EDDC Decision</p> <p>25/0173/PIP Elsdon House Elsdon West Hill Decided* Permission in principle for the demolition of an existing greenhouse and the construction of two dwellings</p>

WHPC Groups + Initiatives

25/196	<p>Finance Working Group:</p> <ul style="list-style-type: none"> a. To decide arrangements for 2025-2026 insurance cover in respect of all insured risks. b. To note the receipt of £5,592.85 CIL Monies.
25/197	<p>Playpark Working Group:</p> <ul style="list-style-type: none"> a. To confirm arrangements for playpark inspections. b. To receive an update on the development of a playpark strategy and to agree next steps and costs.
25/198	<p>Village Hall Pedestrian Path Working Group: To receive a progress update and to agree actions and costs, as considered appropriate.</p>
25/199	<p>Emergency Plan Working Group: To receive a progress update and to agree actions and costs, as considered appropriate.</p>

Other Matters

25/200	To consider a Grant Applications from West Hill PTFA request for £450 funding towards the cost of the Summer Fayre.
25/201	To consider arrangements for WHPC stall at the PTFA Summer Fayre (28 th June 2025 12.00-4.00pm).and to approve costs as considered appropriate.
25/202	To consider arrangements for the next Parish Council newsletter and to agree costs.
25/203	To confirm arrangement for WHPC attendance at the VE-Day 80 Memorial Service at the War Memorial 8 th May 2025.
25/204	To consider correspondence received:
25/205	To review WHPC's Action Tracker and agree actions as considered appropriate.
25/206	To receive a report from the Parish Clerk.
25/207	<p>Financial matters:</p> <ul style="list-style-type: none"> 1. To consider and approve, if appropriate, the Schedule of Payments. 2. To consider and approve, if appropriate, any additional payments presented to the meeting. 3. To note Bank Reconciliations and finance reports will be presented to the June WHPC Meeting.
25/208	<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. Councillors are respectfully reminded that this is not an opportunity for debate or decision making.</p>

25/209	Next meeting: To confirm arrangements for upcoming WHPC meeting on Tuesday 3rd June 2025 at the Village Hall. (Start time to be confirmed)
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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, 29th April 2025