

West Hill Parish Council
Clerk to the Council: Anne Oliver
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25th August 2026

To Members of West Hill Parish Council

You are duly summoned to attend the next meeting of West Hill Parish Council (WHPC) to be held at **7.00pm**
c

Information for members of the public

- a. 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.
- b. If you wish to make a comment (but don't wish to speak at the meeting) please submit this by email to clerk@westhillparishcouncil.gov.uk by **5pm Thursday 27th August 2026**. Your comment will be read out under public participation for members to consider, subject to Council Policies.
- c. Agendas and minutes of meeting are available on the Council's website.

Anne Oliver, Clerk to the Council

AGENDA – ORDINARY MEETING OF THE PARISH COUNCIL

- 217 Welcome and Chairman's announcements** (for information only)
- 218 Apologies.** To receive apologies and approve reasons for absence, if considered appropriate.
- 219 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).
- 220 District and County Councillors' reports:** To receive reports for information (items raised for decision will appear on the agenda for the next meeting).
- 221 Declarations of Interest:** 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.
- 222 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.
- 223** To receive the **Minutes** of the Parish Council meetings and to approve the signing of the Minutes by the Chairman as a true record.
 - a. Ordinary meeting 7th July 2026 (Minute 26/178-26/205)
 - b. Extraordinary meeting 4th Aug 2026 (Min 26/206 -26/216).
- 224** To decide a response to **planning applications received:**
- **26/1423/PIP** Elsdon House Elsdon West Hill
Permission in principle for the demolition of an existing building containing eight flats and the construction of seven dwellings
 - **26/1633/TRE** Lowena Lowena Lane West Hill EX11 1JU

T1, Beech: reduce upper crown by 2-3m, shorten the northernmost overextended limb by approximately 2m; maximum diameter cuts of 50mm wherever practicable. T2, Beech : fell to a 8m monolith.

- **26/1413/FUL** 5 Pinefields Close West Hill Ottery St Mary EX11 1XL
Proposed demolition of existing lean to structure, alterations, construction of two storey rear extension, addition of render, Proposed Conversion of existing garage into residential accommodation ; revision of approved application ref. 25/0672/FUL
- **26/1664/TRE** 21 Beech Park West Hill Devon EX11 1UJ
T1, Scots Pine : remove two branches, each approximately 3-4 m in length, with pruning cuts in the region of 70-90 mm in diameter. Reason: The intention is to reduce the weight bias and wind exposure of the remaining crown, thereby reducing the risk of further failure that could potentially shorten the trees life expectancy

To confirm consultee response submitted under Delegated Powers:

- **26/1522/FUL** Rustlings Lower Broad Oak Road West Hill EX11 1UF (SUPPORT)
- **26/1562/TRE** Manana Higher Broad Oak Road West Hill Devon EX11 1XD (SUPPORT)

225 Planning decisions received for information (*denotes WHPC differed)

- a. **26/1119/TRE** 5 Heather Grange West Hill Devon EX11 1XZ Status: Decided
- b. **25/1832/FUL** 6 Potters Close West Hill Devon EX11 1YE Status: Approved*
- c. **26/1433/TRE** Chorley Mill West Hill Road West Hill EX11 1UZ Status: Approved
- d. **26/1375/TRE** 17 Hayes End West Hill EX11 1GG Status: Approved
- e. **26/1249/VAR** Kings Gatchell Higher Metcombe EX11 1SL Status: Withdrawn
- f. **26/1180/TRE** The Gap Lower Broad Oak Road West Hill EX11 1UD Status: Decided

226 Planning Matters: To receive a report on the new National Planning Policy Framework published on 17th August 2026.

Working Groups

227 Finance Working Group:

- a. To receive a 1st Quarter 2026-2027 Financial Report.
- b. To receive a revised WHPC Asset Register.
- c. To note a challenge to the WHPC 2025-2026 Annual Governance and Accountability Return (AGAR).
- d. To receive the External Auditor's findings for the year ended 31 March 2026 (if available).
- e. To consider the appointment of an Internal Auditor (IA) for 2026-27.

228 Neighbourhood Plan Working Group:

- a. To receive a progress report and approve costs
- b. To note arrangements for a public consultation "Local Green Spaces and Valued Views".
- c. To note responses from landowners (if received).

229 Playpark Working Group:

- a. To receive the findings of the 2026 RoSPA playpark inspection report and to decide actions and costs.
- b. To receive a report: Playpark Accident.
- c. To decide arrangements for a public consultation.

230 Other Working Groups: To receive reports (actions/costs arising to be agreed at a future meeting).

Other Matters

231 Grant Application: To consider an application submitted by Ottery St Mary Cricket Club for a contribution towards the cost of installing new boundary fencing.

232 To approve if considered appropriate new/amended **WHPC Policies and Protocols:**

- a. **Community Engagement:** To decide the WHPC Protocol for Monthly Drop-in Sessions and to decide arrangements/ costs for monthly drop-in sessions to be held for a six-month trial period. (ref Min 26/198).
- b. **Policies + Protocols:**
 - WHPC Community Engagement Policy (new)
 - WHPC Communication Policy (amended)
 - WHPC Data Protection Complaints Policy (new requirement)
 - WHPC Complaints Policy (amended)

233 To note the Government decision on **Local Government Reorganisation and Devolution** for Devon.

234 Christmas Event 2026: To consider arrangements for a temporary road closure for the new Christmas Event to be held on Saturday 5th December.

235 To approve the September 2026 edition of the **WHPC newsletter**.

236 To consider **correspondence** received (if any) and decide actions (as appropriate): Waste bin located at bus shelter

237 Clerk Matters:

- a. To receive a report from the Parish Clerk and to agree actions/costs as appropriate, including:
 - WHPC Permissive path
 - National Tree Week 21-29 November
- b. To note decisions made under delegated powers (if applicable)
- c. Urgent matters (if applicable).

238 WHPC Action Tracker: To receive updates on actions and matters arising from the last meeting and to agree actions/costs as considered appropriate.

239 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.

240 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.

241 Next meeting: To confirm arrangements for the upcoming WHPC meeting on **Tuesday 6th October 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.

242 Personnel Matters - HR+ Policy Working Group: To receive a report on the national pay award for the Local Government sector and the Clerk's salary.

Signed: *Anne Oliver*, Clerk to the Council, 25th August 2026