

**West Hill Parish Council**  
Clerk to the Council: Anne Oliver  
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27<sup>th</sup> May 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** on **Tuesday 2<sup>nd</sup> June 2026** at the Village Hall.

**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 Friday 29<sup>th</sup> May 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**

**Minute reference 26/**

- 138 Welcome and Chairman's announcements** (for information only)
- 139 Apologies.** To receive apologies and approve reasons for absence, if considered appropriate.
- 140** To receive a report from the **Ottery Valley Association**.
- 141 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).
- 142 District and County Councillors' reports:** To receive reports for information (items raised for decision will appear on the agenda for the next meeting).
- 143 Declarations of Interest:**
- a. 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.
  - b. Members to decide published personal data following the change to mandatory requirements (Section 65 of the *English Devolution and Community Empowerment Act 2026*)
- 144 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.
- 145** To receive the **Minutes** of the Parish Council meeting of 5<sup>th</sup> May 2026 (Minute 26/097-26/137) and to approve the signing of the Minutes by the Chairman as a true record.
- 146** To decide a response to **planning applications received:**

- **25/1832/FUL** 6 Potters Close West Hill EX11 1YE  
Proposed two storey infill extension between the existing house and the detached garage. Proposed first floor extension above the garage. Single storey extension on the Northwest elevation. Revised window and roof window arrangements to accord with revised internal layout. (revised scheme to planning application ref. 25/0671/FUL)
- **25/2375/MRES** Land o The North Of Eastfield, West Hill  
Reserved matters application for layout, scale, appearance and landscaping for the construction of 23 dwellings with associated infrastructure and drainage and the discharge of conditions 3, 8, 9, 10, 15 and 17 pursuant to outline application 23/0727/MOUT

**147 EDDC Planning decisions received** for information (\*denotes WHPC differed):

- a. **26/0537/CPL** 17 High Bank West Hill Devon EX11 1XX Status: Approved  
Certificate of lawfulness for proposed demolition of existing conservatory and construction of single storey rear extension
- b. **26/0721/TRE** 10 Warren Park West Hill Devon EX11 1TN Status: Approved  
Beech: remove 3 2nd order branches on the south side, approx.. 50-70mm diameter, as indicated on the attached annotated photo  
Maple : Remove approx.. 1.5m long stub of broken branch on lower main stem, remove 2nd order branch as indicated on the attached annotated photo, very minor trimming of the very ends of the branches nearest the house, maximum diameter of cuts 5mm (as shown in the annotated photographs)  
Birch, fell and replace with a Hawthorn

## Working Groups

### Finance Working Group

**148 Internal Audit Report for 2025-2026:**

- a. To receive and consider the findings of the independent review of the effectiveness of the system of internal control.
- b. To authorise that this be submitted to the External Auditor.

**149 Financial Matters**

- a. To consider and approve the bank reconciliation for the year to 31st March 2026.
- b. To receive and approve a Financial Report, Accounts and Financial Statement for year ending 31st Mar 2026.
- c. To approve and sign WHPC's CIL statement for year ending 31st Mar 2026.
- d. To approve the WHPC Financial Reserves Policy and allocation of reserves held at 31<sup>st</sup> March 2026.
- e. To review and approve amendments (if appropriate) to the Council's bank mandate.
- f. To resolve:
  - i. the Council's automated payments (direct debits) and to approve their continued use
  - ii. payments by BACs or CHAPs if appropriate
  - iii. supplier account details.
- g. To review and approve (if appropriate) a schedule of regular payments.

- 150** To complete the **Annual Governance Statement 2025-26** of the Annual Governance and Accountability Return and to authorise that this be signed on behalf of the Parish Council and submitted to the External Auditor.

- 151** To receive and consider the **Accounting Statements of the Annual Governance and Accountability Return 2025-26** presented by the RFO.
- To receive and consider the Accounting Statements of the Annual Governance and Accountability Return 2025-26 presented by the RFO.
  - To resolve, if considered appropriate, to approve the Annual Accounting Statements are accurate.
  - To authorise that this be signed on behalf of the Parish Council and submitted to the External Auditor.
- 152** To consider and, if appropriate, to approve supporting documents in respect of the Financial Year 2025-26 and to authorise that these be submitted to the External Auditor as required within the Annual Governance and Accountability Return.
- 153** To approve the **Period for the Exercise of Public Rights** for the financial year 2025-26.
- 154 Playpark Working Group:**
- To receive a proposed WHPC Playpark Strategy and Management Plan 2026-2031 (if available) and to decide actions.
  - To review and decide a Risk Assessment for the playpark.
- 155 Road Safety Working Groups:** To receive an update and decide actions as appropriate.
- 156 Christmas 2026 Working Groups:** To receive a progress report and to decide actions as appropriate.

## Other Matters

- 157 IT Policy & Health & Safety Policy:** Members to make annual declarations.
- 158 Public Footpath 1** (off Bendarroch Road): To receive a verbal report on erosion of the path and to decide actions.
- 159 West Hill Summer fete:**
- To receive an update on Parish Council involvement at the West Hill Summer Fete and to decide actions/costs as considered appropriate.
  - To review and decide a Risk Assessment for the Council's Crazy Golf Event.
- 160** To consider proposals for **Community Engagement:** monthly drop-in session, pre-election 2027.
- 161** To consider **correspondence** received (if any) and decide actions (as appropriate):
- Royal British Legion West Hill centenary 1927-2027
  - Devon County Parish Paths Partnership (P3)
  - West Hill Footpath 6 (Bendarroch Road)
  - Devon Communities Together: Digital Inclusion
  - Office of the Police & Crime Commissioner: Survey on Police Force mergers in Devon, Cornwall and the Isles of Scilly.
- 162** To receive the **monthly crime statistics** for West Hill (for information).
- 163** To consider Council training requirements and to decide actions and costs.

**164 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).

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

**166 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.

**167 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.

**168 Next meeting:** To confirm arrangements for the upcoming WHPC meeting on **Tuesday 7<sup>th</sup> July 2026** 7.00pm at the Village Hall

Signed: *Anne Oliver*, Clerk to the Council, 27<sup>th</sup> May 2026