

## West Hill Parish Council

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

27<sup>th</sup> August 2025

### 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> September 2025** at the Village Hall.

#### 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 make a comment (but don't wish to speak at the meeting) please submit this by email to the Clerk clerk@westhillparishcouncil.gov.uk by **5pm Friday 29<sup>th</sup> August 2025**. Your comment will be read out under public participation for members to consider, subject to Council Policies.
3. 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

Item (a)	Discussion and decisions (b)
25/275	<b>Welcome and Chairman's announcements</b>
25/276	<b>Apologies.</b> To receive apologies and approve reasons for absence, if considered appropriate.
25/277	<b>Public question time (3 minutes):</b> 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>
25/278	<b>District and County Councillors' reports:</b> To receive reports for information (items raised for decision will appear on the agenda for the next meeting).
25/279	To receive an update on <b>Councillor</b> vacancies and to consider applications for co-option, if available.
25/280	To receive <b>Declarations of interest</b> 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.
25/281	<b>Confidential/exempt items. In consideration of the Public Bodies (Admission to Meetings) Act 1960</b> (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. Proposed: <b>25/304</b> and <b>25/305</b>
25/282	<b>Minutes:</b> To receive the Minutes of the Parish Council meeting of <b>1<sup>st</sup> July 2025</b> (Minute 25/250 - 25/274) and to approve the signing of the Minutes by the Chairman as a true record.

25/283	<p><b>Planning Applications received:</b> To consider a consultee response to:</p> <p><b>25/1706/VAR</b> Mulberry House Higher Broad Oak Road West Hill EX11 1XJ Variation of Condition number 2 (approved plans) on Planning Permission 24/1555/FUL (Construction of a first floor side extension and detached garage with alterations to fenestrations) Proposal to relocate the consented garage further back into the site.</p> <p><u>To note consultee comments submitted under Delegated Powers:</u></p> <p><b>25/1321/FUL</b> Brackenmead Lower Broad Oak Road West Hill Proposed two storey extension on the North East elevation, enlargement of existing dormer on the south east elevation, addition of render and cladding to the building and alteration to fenestration. <span style="float: right;">WHPC Decision</span></p> <p><b>25/1437/TRE</b> Springfield House West Hill Road West Hill T1, Oak - reduce crown by 2-3m. T2, Sycamore - reduce crown by 2-3m. T3, Oak - reduce crown by 2-3m. <span style="float: right;">Object</span></p> <p><b>25/1475/FUL</b> Valleys Meet Higher Broad Oak Road West Hill EX11 1XF Single storey extensions on the North and East Elevations. <span style="float: right;">Support</span></p> <p><b>25/1519/TRE</b> Needles Hawkins Lane West Hill Devon EX11 1X T1 - T6 various works including remove deadwood. <span style="float: right;">Support</span></p> <p><b>25/1582/TRE</b> Green Hayes West Hill Devon EX11 1UY G1, Oaks : reduce aspects of tree crowns, growing to south, by approximately 2-2.5m. <span style="float: right;">Object</span></p> <p><b>25/1610/FUL</b> Pinehayes Lower Broad Oak Road West Hill Devon EX11 1XH Ground and First Floor extensions <span style="float: right;">Support</span></p>
25/284	<p><b>Planning decisions received</b> for information (*denotes WHPC differed) <span style="float: right;"><u>EDDC Decision</u></span></p> <p><b>25/1456/DOC</b> Lower Church Mead Toadpit Lane West Hill EX11 1TR Discharge of Condition for 24/0404/FUL: Condition 3 (Materials) <span style="float: right;">Approved</span></p> <p><b>25/1321/FUL</b> Brackenmead Lower Broad Oak Road West Hill Devon EX11 1XH Proposed two storey extension on the North East elevation, enlargement of existing dormer on the South East elevation, addition of render and cladding to the building and alteration to fenestration. <span style="float: right;">Approved</span></p> <p><b>25/1294/FUL</b> Braeside School Lane West Hill Devon EX11 1UP Single storey front and side extension <span style="float: right;">Approved</span></p> <p><b>25/1169/TRE</b> 2 Heather Grange West Hill Devon EX11 1XZ T1 - T17 various treeworks including reduce/remove. <span style="float: right;">Decided*</span></p> <p><b>25/1095/FUL</b> Four Pines Hawkins Lane West Hill EX11 1XG Enlargement of roof dormer on principal elevation, introduction of new cladding on principal elevation and roof dormers <span style="float: right;">Approved</span></p> <p><b>25/1018/FUL</b> Pitfield Farm House Exeter Road Ottery St Mary EX11 1LE Conversion of existing outbuilding into annexe ancillary to the main dwelling <span style="float: right;">Approved</span></p> <p><b>25/0988/TRE</b> Springfield House West Hill Road West Hill Devon EX11 1UZ T1 - T4, G1 – various tree works including reduce limbs <span style="float: right;">Approved*</span></p> <p><b>25/0955/TRE</b> 13 Hayes End West Hill Ottery St Mary Devon EX11 1GG T1, Monterey Pine : fell <span style="float: right;">Refused</span></p> <p><b>25/1475/FUL</b> Valleys Meet Higher Broad Oak Road West Hill EX11 1XF Single storey extensions on the North and East Elevations. <span style="float: right;">Approved</span></p>

<b>25/285</b>	<p><b>Tree Protection Orders</b> To note:</p> <p><b>25/0033/TPO</b> Land at Mill House and Silver Birches, Bendarroch Road  <b>25/0011/TPO</b> Land at the Colonels, West Hill Road</p> <p style="text-align: right;">Provisional Confirmed</p>
<b>25/286</b>	<p><b>Planning Matters</b></p> <p>a. <b>Planning Appeal</b> To note:</p> <p style="text-align: right;">Appeal Allowed</p> <p>APP/U1105/W/24/3357250 Land At Lower Broad Oak Road EX11 1XH  Outline planning application for the construction of 5 no. dwellings, with all matters reserved (ref application 23/2612/OUT)</p> <p>b. To receive a report on the EDDC Planning Committee meeting 19<sup>th</sup> August 2025 consideration of Planning Application 25/0057/OUT Land North of West Hayes, West Hill. (Decision deferred).</p>

#### WHPC Groups + Initiatives

<b>25/287</b>	<p><b>Village Hall Path Working Group:</b></p> <ul style="list-style-type: none"> <li>a. To receive a report on the Council's project to create a new entrance and pedestrian path between the Village Hall and West Hill Road.</li> <li>b. To consider and approve, if appropriate, a WHPC Permissive Path Policy.</li> <li>c. To note decision made under delegated powers (approved Cllrs FP/SMS): application for discharge of planning condition.</li> <li>d. To approve payments and note payments made under delegated powers, if applicable.</li> <li>e. To approve amendments to the Council's Insurance Cover and approve payment of additional premium.</li> <li>f. To consider further actions and approve costs if applicable: including <ul style="list-style-type: none"> <li>o To consider arrangements for an official opening and approve costs if applicable.</li> <li>o Arrangements for Playpark Notices</li> <li>o Liaison with West Hill Primary School</li> </ul> </li> </ul>
<b>25/288</b>	<p><b>Finance Working Group:</b> To receive a report and decide actions as appropriate:</p> <ul style="list-style-type: none"> <li>a. Request to inspect the accounts for 2024-2025.</li> <li>b. The Period for the Exercise of Public Rights</li> <li>c. 1<sup>st</sup> Quarter Financial Report</li> </ul>
<b>25/289</b>	<p><b>Neighbourhood Plan Working Group:</b> To receive a progress report on the Community Survey and decide arrangements and costs for publishing the findings.</p>
<b>25/290</b>	<p>To receive progress reports from other <b>Working Groups</b> (if available):</p> <ul style="list-style-type: none"> <li>a. Playpark Working Group</li> <li>b. Emergency Plan Working Group</li> </ul>

#### Other Matters

<b>25/291</b>	<p>To consider a <b>Grant Application</b></p> <ul style="list-style-type: none"> <li>a. Hospiscare - request for £400 funding towards the provision of a new service of urgent, personalized care for terminally ill patients first aid course.</li> </ul>
<b>25/292</b>	<p><b>Local Government Reform in Devon:</b></p> <ul style="list-style-type: none"> <li>o To receive an update on proposals for Local Government Reform in Devon.</li> <li>o To note correspondence received from Exeter City Council and to decide a response.</li> <li>o To decide a response to Devon County Council (DCC) Public Consultation (open until mid-Oct).</li> </ul>

	<ul style="list-style-type: none"> <li>o To note DCC Local Government Reform Roadshow <b>Honiton Library</b> Friday 12th September, 9:30-11:30am</li> </ul>
<b>25/293</b>	To consider and adopt if appropriate a new policy: <b>IT Policy</b>
<b>25/294</b>	To receive an update on <b>Digital Voice and landline switch off</b> including provisional arrangements for the Digital Voice Roadshow to visit West Hill in October 2025.
<b>25/295</b>	<b>West Hill Remembrance Service 2025</b> <ul style="list-style-type: none"> <li>a. To consider arrangements for the Remembrance Service on Sunday 9th November 2025 and to decide costs if appropriate.</li> <li>b. To confirm an order for a Remembrance Wreath and a donation to the 2025 Poppy Appeal under s137 Powers.</li> </ul>
<b>25/296</b>	To consider a request from the West Hill branch of the Royal British Legion (Council Tax).
<b>25/297</b>	To consider <b>correspondence</b> received: <ul style="list-style-type: none"> <li>o River Otter campaign</li> <li>o Verge cutting + Road Signs</li> <li>o Tar Barrels 2025</li> </ul>
<b>25/298</b>	<b>Playpark:</b> To note decision taken under delegated powers (approved Cllrs FP/AC) and to confirm costs: Removal of rotten stepping log + removal of concrete blocks from grass bank.
<b>25/299</b>	<b>Clerk Matters:</b> <ul style="list-style-type: none"> <li>a. To receive a report from the Parish Clerk and to agree actions as appropriate</li> <li>b. To note decisions made under delegated powers (if applicable).</li> <li>c. Urgent matters (if applicable)</li> </ul>
<b>25/300</b>	To review WHPC's <b>Action Tracker</b> and agree actions as considered appropriate.
<b>25/301</b>	<b>Financial matters:</b> <ul style="list-style-type: none"> <li>1. To consider and approve, if appropriate, the Schedule of Payments.</li> <li>2. To consider and approve, if appropriate, any additional payments presented to the meeting.</li> <li>3. To receive, if available, monthly Bank Reconciliations and finance trackers.</li> </ul>
<b>25/302</b>	<b>Councillor questions, reports and items for future agenda</b> 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>
<b>25/303</b>	<b>Next meeting:</b> To confirm arrangements for the upcoming WHPC meeting on <b>Tuesday 7th October 2025</b> 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.

<b>25/304</b>	Under the WHPC Complaints Policy, to review a designation of vexatious complainant.
<b>25/305</b>	<b>Personnel Matters:</b> <ul style="list-style-type: none"> <li>a. <b>HR+ Policy Working Group:</b> To receive a report on the national pay award for the Local Government sector and the Clerk's salary.</li> <li>b. To consider a request for payment of additional hours worked during July/August 2025.</li> </ul>

Signed: *Anne Oliver*, Clerk to the Council, 27<sup>th</sup> August 2025