

West Hill Parish Council

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

28th January 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 3rd February 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 30th January 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

Item (a)	Discussion and decisions (b)
26/025	Welcome and Chairman's announcements (for information only)
26/026	Apologies. To receive apologies and approve reasons for absence, if considered appropriate.
26/027	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>).
26/028	District and County Councillors' reports: To receive reports for information (items raised for decision will appear on the agenda for the next meeting).
26/029	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.
26/030	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. Proposed 26/050 Land for Sale.
26/031	Minutes: To receive the Minutes of the Parish Council meeting of 6 th January 2026 (Minute 26/001 -26/024) and to approve the signing of the Minutes by the Chairman as a true record.
26/032	Planning Applications received: To decide a response to: 26/0036/TRE Thrushes Anvil Windmill Lane West Hill EX11 1JP T1 Norway Spruce - dismantle to ground level. This tree is in significant decline / dead. T2 & T3 Cypress - dismantle to ground level. Previous hedge maintenance has left the trees with little foliar growth, poor form and weighted toward neighbouring properties. Replant with 3 x flowering Cherries in replacement.

	<p>26/0088/TRE 12 Moorlands West Hill EX11 1UL T1: Oak - part crown reduction of primary branches growing over and towards the property by removing approximately 2.5m from branch tips, pruning back to suitable growth points. Remove all deadwood from within the canopy area exceeding 20mm in diameter. Remove all epicormic growth from the main stem. Lowest primary branch on the property side of the canopy prune hard back to the main stem.</p> <p>To note consultee comments made under delegated powers:</p> <p>25/1651/FUL Samguri, Bendarroch Road West Hill EX11 1TS: (Support) Proposed single storey extension on the South West Elevation.</p>
26/033	<p>Planning decisions received for information (* denotes WHPC differed):</p> <p>25/2466/TRE 15 Warren Park West Hill EX11 1TN T1 Scots pine, T2 Scots pine, T3 Oak: Various works Approved*</p> <p>25/2428/TRE Oakdene Hawkins Lane West Hill Ottery EX11 1XG T1, Oak Tree: height and canopy spread reduction Approved*</p> <p>25/0033/TPO Land at Mill House and Silver Birches, Bendarroch Road Made</p>

WHPC Groups + Initiatives

26/034	To approve Terms of Reference for WHPC 2026-27 working groups (if available): Road Safety, Playpark, Trees
26/035	<p>Neighbourhood Plan WG: To receive a progress update and decide actions/costs including:</p> <ol style="list-style-type: none"> To receive a report on the Design Code workshop held in January. To receive a financial report and approve payments. To note the Neighbourhood Plan WG guidance for engaging with Landowners and Developers.
26/036	<p>Working Groups: To receive a progress update and decide actions/costs:</p> <ol style="list-style-type: none"> Emergency Plan WG: To receive comments on the Draft Community Emergency Plan for West Hill. Road Safety WG: To receive a progress report Playpark WG: To receive a report from recent RPII training course and to decide actions.

Other Matters

26/037	West Hill Public Footpaths - Parish Paths Partnership scheme: 1. To receive the annual survey and to consider recommendations. 2. To approve a grant application for 2026-2027 maintenance works.
26/038	To consider arrangements for the construction of a hard surface path to the playpark and to approve a risk assessment for the duration of the works (Ref Min 26/023)
26/039	To agree a lease agreement and Policy for the storage of Parish Council materials and to approve associated costs.
26/040	To approve, if considered appropriate, new/amended WHPC policies and protocols : <ol style="list-style-type: none"> Protocol for pre-application meetings with landowners, developers or their agents. Data Protection Policies
26/041	To consider arrangements for the next edition of the WHPC newsletter and to approve costs.
26/042	To decide the WHPC response to:

	<ul style="list-style-type: none"> • DCC public consultation: “Shaping the future of Devon’s library service”. Deadline 23rd February 2026. • Draft EDDC Playing Pitch and Outdoor Sport Strategy
26/043	To receive and approve, if considered appropriate, a Memorandum of Understanding for the South West Ambulance Service Trust Community Public Access Defibrillator Support Package . (Ref Min 25/322 WHPC Provision of Defibrillators in West Hill).
26/044	To consider correspondence received (if any): <ol style="list-style-type: none"> Land for Sale in West Hill Freedom of Information Requests and Subject Access Requests
26/045	WHPC Action Tracker: To receive updates on actions and matters arising from the last meeting and to agree actions/costs as considered appropriate.
26/046	To receive the monthly crime statistics for West Hill (for information).
26/047	Clerk Matters: <ol style="list-style-type: none"> To receive a report from the Parish Clerk and to agree actions as appropriate To note decisions made under delegated powers (if applicable). Urgent matters (if applicable)
26/048	Financial matters: <ol style="list-style-type: none"> To consider and approve, if appropriate, the Schedule of Payments. To consider and approve, if appropriate, any additional payments presented to the meeting. To receive, if available, monthly Bank Reconciliations and finance trackers.
26/049	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. <i>Councillors are respectfully reminded that this is not an opportunity for debate or decision making.</i>
26/050	Next meeting: To confirm arrangements for the upcoming WHPC meeting on Tuesday 3rd March 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.

26/051	To consider land for sale in West Hill and actions/costs as considered appropriate.
---------------	---

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

West Hill Parish Council

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

28th January 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 3rd February 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 30th January 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

Item (a)	Discussion and decisions (b)
26/025	Welcome and Chairman's announcements (for information only)
26/026	Apologies. To receive apologies and approve reasons for absence, if considered appropriate.
26/027	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>).
26/028	District and County Councillors' reports: To receive reports for information (items raised for decision will appear on the agenda for the next meeting).
26/029	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.
26/030	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. Proposed 26/050 Land for Sale.
26/031	Minutes: To receive the Minutes of the Parish Council meeting of 6 th January 2026 (Minute 26/001 -26/024) and to approve the signing of the Minutes by the Chairman as a true record.
26/032	Planning Applications received: To decide a response to: 26/0036/TRE Thrushes Anvil Windmill Lane West Hill EX11 1JP T1 Norway Spruce - dismantle to ground level. This tree is in significant decline / dead. T2 & T3 Cypress - dismantle to ground level. Previous hedge maintenance has left the trees with little foliar growth, poor form and weighted toward neighbouring properties. Replant with 3 x flowering Cherries in replacement.

	<p>26/0088/TRE 12 Moorlands West Hill EX11 1UL T1: Oak - part crown reduction of primary branches growing over and towards the property by removing approximately 2.5m from branch tips, pruning back to suitable growth points. Remove all deadwood from within the canopy area exceeding 20mm in diameter. Remove all epicormic growth from the main stem. Lowest primary branch on the property side of the canopy prune hard back to the main stem.</p> <p>To note consultee comments made under delegated powers:</p> <p>25/1651/FUL Samguri, Bendarroch Road West Hill EX11 1TS: (Support) Proposed single storey extension on the South West Elevation.</p>
26/033	<p>Planning decisions received for information (* denotes WHPC differed):</p> <p>25/2466/TRE 15 Warren Park West Hill EX11 1TN T1 Scots pine, T2 Scots pine, T3 Oak: Various works Approved*</p> <p>25/2428/TRE Oakdene Hawkins Lane West Hill Ottery EX11 1XG T1, Oak Tree: height and canopy spread reduction Approved*</p> <p>25/0033/TPO Land at Mill House and Silver Birches, Bendarroch Road Made</p>

WHPC Groups + Initiatives

26/034	To approve Terms of Reference for WHPC 2026-27 working groups (if available): Road Safety, Playpark, Trees
26/035	<p>Neighbourhood Plan WG: To receive a progress update and decide actions/costs including:</p> <ol style="list-style-type: none"> To receive a report on the Design Code workshop held in January. To receive a financial report and approve payments. To note the Neighbourhood Plan WG guidance for engaging with Landowners and Developers.
26/036	<p>Working Groups: To receive a progress update and decide actions/costs:</p> <ol style="list-style-type: none"> Emergency Plan WG: To receive comments on the Draft Community Emergency Plan for West Hill. Road Safety WG: To receive a progress report Playpark WG: To receive a report from recent RPII training course and to decide actions.

Other Matters

26/037	West Hill Public Footpaths - Parish Paths Partnership scheme: 1. To receive the annual survey and to consider recommendations. 2. To approve a grant application for 2026-2027 maintenance works.
26/038	To consider arrangements for the construction of a hard surface path to the playpark and to approve a risk assessment for the duration of the works (Ref Min 26/023)
26/039	To agree a lease agreement and Policy for the storage of Parish Council materials and to approve associated costs.
26/040	To approve, if considered appropriate, new/amended WHPC policies and protocols : <ol style="list-style-type: none"> Protocol for pre-application meetings with landowners, developers or their agents. Data Protection Policies
26/041	To consider arrangements for the next edition of the WHPC newsletter and to approve costs.
26/042	To decide the WHPC response to:

	<ul style="list-style-type: none"> • DCC public consultation: “Shaping the future of Devon’s library service”. Deadline 23rd February 2026. • Draft EDDC Playing Pitch and Outdoor Sport Strategy
26/043	To receive and approve, if considered appropriate, a Memorandum of Understanding for the South West Ambulance Service Trust Community Public Access Defibrillator Support Package . (Ref Min 25/322 WHPC Provision of Defibrillators in West Hill).
26/044	To consider correspondence received (if any): <ol style="list-style-type: none"> Land for Sale in West Hill Freedom of Information Requests and Subject Access Requests
26/045	WHPC Action Tracker: To receive updates on actions and matters arising from the last meeting and to agree actions/costs as considered appropriate.
26/046	To receive the monthly crime statistics for West Hill (for information).
26/047	Clerk Matters: <ol style="list-style-type: none"> To receive a report from the Parish Clerk and to agree actions as appropriate To note decisions made under delegated powers (if applicable). Urgent matters (if applicable)
26/048	Financial matters: <ol style="list-style-type: none"> To consider and approve, if appropriate, the Schedule of Payments. To consider and approve, if appropriate, any additional payments presented to the meeting. To receive, if available, monthly Bank Reconciliations and finance trackers.
26/049	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. <i>Councillors are respectfully reminded that this is not an opportunity for debate or decision making.</i>
26/050	Next meeting: To confirm arrangements for the upcoming WHPC meeting on Tuesday 3rd March 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.

26/051	To consider land for sale in West Hill and actions/costs as considered appropriate.
---------------	---

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

West Hill Parish Council

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

28th January 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 3rd February 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 30th January 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

Item (a)	Discussion and decisions (b)
26/025	Welcome and Chairman's announcements (for information only)
26/026	Apologies. To receive apologies and approve reasons for absence, if considered appropriate.
26/027	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>).
26/028	District and County Councillors' reports: To receive reports for information (items raised for decision will appear on the agenda for the next meeting).
26/029	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.
26/030	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. Proposed 26/050 Land for Sale.
26/031	Minutes: To receive the Minutes of the Parish Council meeting of 6 th January 2026 (Minute 26/001 -26/024) and to approve the signing of the Minutes by the Chairman as a true record.
26/032	Planning Applications received: To decide a response to: 26/0036/TRE Thrushes Anvil Windmill Lane West Hill EX11 1JP T1 Norway Spruce - dismantle to ground level. This tree is in significant decline / dead. T2 & T3 Cypress - dismantle to ground level. Previous hedge maintenance has left the trees with little foliar growth, poor form and weighted toward neighbouring properties. Replant with 3 x flowering Cherries in replacement.

	<p>26/0088/TRE 12 Moorlands West Hill EX11 1UL T1: Oak - part crown reduction of primary branches growing over and towards the property by removing approximately 2.5m from branch tips, pruning back to suitable growth points. Remove all deadwood from within the canopy area exceeding 20mm in diameter. Remove all epicormic growth from the main stem. Lowest primary branch on the property side of the canopy prune hard back to the main stem.</p> <p>To note consultee comments made under delegated powers:</p> <p>25/1651/FUL Samguri, Bendarroch Road West Hill EX11 1TS: (Support) Proposed single storey extension on the South West Elevation.</p>
26/033	<p>Planning decisions received for information (* denotes WHPC differed):</p> <p>25/2466/TRE 15 Warren Park West Hill EX11 1TN T1 Scots pine, T2 Scots pine, T3 Oak: Various works Approved*</p> <p>25/2428/TRE Oakdene Hawkins Lane West Hill Ottery EX11 1XG T1, Oak Tree: height and canopy spread reduction Approved*</p> <p>25/0033/TPO Land at Mill House and Silver Birches, Bendarroch Road Made</p>

WHPC Groups + Initiatives

26/034	To approve Terms of Reference for WHPC 2026-27 working groups (if available): Road Safety, Playpark, Trees
26/035	<p>Neighbourhood Plan WG: To receive a progress update and decide actions/costs including:</p> <ol style="list-style-type: none"> To receive a report on the Design Code workshop held in January. To receive a financial report and approve payments. To note the Neighbourhood Plan WG guidance for engaging with Landowners and Developers.
26/036	<p>Working Groups: To receive a progress update and decide actions/costs:</p> <ol style="list-style-type: none"> Emergency Plan WG: To receive comments on the Draft Community Emergency Plan for West Hill. Road Safety WG: To receive a progress report Playpark WG: To receive a report from recent RPII training course and to decide actions.

Other Matters

26/037	West Hill Public Footpaths - Parish Paths Partnership scheme: 1. To receive the annual survey and to consider recommendations. 2. To approve a grant application for 2026-2027 maintenance works.
26/038	To consider arrangements for the construction of a hard surface path to the playpark and to approve a risk assessment for the duration of the works (Ref Min 26/023)
26/039	To agree a lease agreement and Policy for the storage of Parish Council materials and to approve associated costs.
26/040	To approve, if considered appropriate, new/amended WHPC policies and protocols : <ol style="list-style-type: none"> Protocol for pre-application meetings with landowners, developers or their agents. Data Protection Policies
26/041	To consider arrangements for the next edition of the WHPC newsletter and to approve costs.
26/042	To decide the WHPC response to:

	<ul style="list-style-type: none"> • DCC public consultation: “Shaping the future of Devon’s library service”. Deadline 23rd February 2026. • Draft EDDC Playing Pitch and Outdoor Sport Strategy
26/043	To receive and approve, if considered appropriate, a Memorandum of Understanding for the South West Ambulance Service Trust Community Public Access Defibrillator Support Package . (Ref Min 25/322 WHPC Provision of Defibrillators in West Hill).
26/044	To consider correspondence received (if any): <ol style="list-style-type: none"> Land for Sale in West Hill Freedom of Information Requests and Subject Access Requests
26/045	WHPC Action Tracker: To receive updates on actions and matters arising from the last meeting and to agree actions/costs as considered appropriate.
26/046	To receive the monthly crime statistics for West Hill (for information).
26/047	Clerk Matters: <ol style="list-style-type: none"> To receive a report from the Parish Clerk and to agree actions as appropriate To note decisions made under delegated powers (if applicable). Urgent matters (if applicable)
26/048	Financial matters: <ol style="list-style-type: none"> To consider and approve, if appropriate, the Schedule of Payments. To consider and approve, if appropriate, any additional payments presented to the meeting. To receive, if available, monthly Bank Reconciliations and finance trackers.
26/049	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. <i>Councillors are respectfully reminded that this is not an opportunity for debate or decision making.</i>
26/050	Next meeting: To confirm arrangements for the upcoming WHPC meeting on Tuesday 3rd March 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.

26/051	To consider land for sale in West Hill and actions/costs as considered appropriate.
---------------	---

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