West Hill Parish Council
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28th October 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 November 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 October 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

270 **Welcome and Chairman's announcements** (for information only)

271 **Apologies**. To receive apologies and approve reasons for absence, if considered appropriate.

272 To receive an update on **Councillor vacancies** and to consider applications for co-option, if available.

273 **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).

274 **District and County Councillors' reports:** To receive reports for information (items raised for decision will appear on the agenda for the next meeting).

275 **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.

276 **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.

277 To receive the **Minutes** of the Parish Council meeting held on 6th October 2026 (Minute 26/243-26/269) and to approve the signing of the Minutes by the Chairman as a true record.

278 To decide a response to **planning applications received:**

- **26/2068/FUL** Banjul Toadpit Lane West Hill Ottery St Mary EX11 1LQ
  Partial retrospective application to increase existing driveway entrance from x 2 pillars to 4 pillars with new electric swing opening driveway gates (that open inwards to property), along with matching pedestrian gate and new fences, namely 1 x Timber and 1 x Composite (matching all gates).

- **26/2118/VAR** Land South Of Lily Cottage Exeter Road Whimple
  Variation of Condition 19 (surface water drainage scheme during operation) of planning permission 21/1688/MFUL (Roadside Service Area (RSA), including a Petrol Filling Station (PFS) comprising a forecourt sales building, canopy, separate HGV and car fuel pumps and underground storage tanks, together with a Class E/Sui Generis drive-thru restaurant, associated car, coach and HGV parking, landscaping and off-site highway works on the B3174) to amend the timing for the submission and approval of the permanent surface water drainage scheme from prior to commencement of development to prior to the installation of the permanent drainage infrastructure

To confirm consultee response submitted under Delegated Powers:

- **26/1677/DOC** Land North Of Eastfield West Hill (no WHPC comment)
- **26/0337/DOC** Land South Of Windmill Lane West Hill (no WHPC comment)
- **26/1995/V106** Land West OF Hayes End West Hill EX11 1GG (no WHPC comment)

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

- **26/1759/FUL** Kings Gatchell Higher Metcombe EX11 1SL: Approved
- **26/1708/FUL** Southlea Lower Broad Oak Road EX11 1XH: Approved
- **26/1664/TRE** 21 Beech Park West Hill EX11 1UJ: Approved
- **26/1633/TRE** Lowena Lowena Lane West Hill EX11 1JU Approved
- **26/1527/TRE** 8 Heather Grange West Hill EX11 1XZ Approved
- **26/1413/FUL** 5 Pinefields Close West Hill EX11 1XL Approved
- **26/0706/S106A** Land South Of Windmill Lane West Hill Decided
- **26/0337/DOC** Land South Of Windmill Lane West Hill - Condition 11 (drainage) Discharged

Working Groups

280 **Finance Working Group:**

a. To receive a Financial Report for 1st Half 2026-2027 and to decide actions.
b. To consider a draft budget for 2027-28 and to decide actions/amendments.

281 **Neighbourhood Plan Working group:** To receive:

a. a verbal update on Valued View's and Local Green Spaces consultation.
b. a verbal report on initial meeting with Landowner's Agent for the Morrison's site.

282 **Emergency Plan Working Group:** To receive an update and to seek approval to purchase branded hi-viz vests and ID card holders/lanyards for the Emergency Response Volunteers.

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

Other Matters

284 To review **WHPC's Organisation Structure**: Council working groups and their membership.

285 **West Hill Remembrance Service 2026:** To receive a verbal update on arrangements for the road closure on Sunday 8th November.

286 To receive a report on arrangements for the **Christmas 2026 event** and to decide actions/costs as considered appropriate.

287 To consider **correspondence** received (if any) and decide actions (as appropriate):

288 To receive the **monthly crime statistics** for West Hill (for information).

289 **Clerk Matters**:

a. To receive a report from the Parish Clerk and to agree actions/costs as appropriate, including:
b. To note decisions made under delegated powers (if applicable)
c. Urgent matters (if applicable).

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

291 **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.

292 **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.

293 **Next meeting:** To confirm arrangements for the upcoming WHPC meeting on **Tuesday 1st December 2026** 7.00pm at the Village Hall

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