

West Hill Parish Council

Clerk to the Council: Anne Oliver
 Tel: 01404 232 100 / 07413 932406
 Email: clerk@westhillparishcouncil.gov.uk

28th September 2022

To Members of West Hill Parish Council

You are duly summoned to attend the next meeting of West Hill Parish Council to be held at 7.30pm on Tuesday **4th October 2022** 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 comment on an item on this agenda (but don't wish to speak at the meeting) please submit this in writing by **12 noon Monday 3rd October 2022**. This will be read out for members to consider.
3. Agendas and minutes of meeting are available on the Council's website.

Covid Precautions: Cllrs and members of the public are reminded to stay at home if unwell

Anne Oliver, Clerk to the Council

AGENDA – ORDINARY MEETING OF THE PARISH COUNCIL

Part A

Item (a)	Discussion and decisions (b)
22/290	Welcome and Chairman's announcements
22/291	Apologies. To receive apologies and approve reasons for absence.
22/292	Public question time (3 minutes) From 7.30pm residents are invited to give their views and question 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>Individual contributions are limited to 3 minutes.</i> This item includes issues submitted to the Clerk prior to the meeting.
22/293	District and County Councillors' reports for information (items raised for decision will appear on the agenda for the next meeting)
22/294	Declarations of Interest <ol style="list-style-type: none"> a. Register of Interests: Councillors are reminded of the need to update their register of interests. b. To declare any personal interests in items on the agenda and their nature. To declare any disclosable pecuniary interests in items on the agenda and their nature (Councillors with DPLs must leave the room for the relevant items).
22/295	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 items, to be considered in Part A and continued in Part B, if appropriate <ol style="list-style-type: none"> 1. 22/312 WHPC Communications Policy (as a personnel matter) 2. 22/316 Seeking Resolution with a Resident
22/296	Minutes: To approve and sign the minutes of the Parish Council meeting on 6 th September 2022 previously circulated.
22/297	<p>Planning Applications received</p> <p>22/1998/FUL Blackmores Elsdon Lane EX11 1UB Applicant Mr Al-Nuaimi First floor side extension, replacement single storey side extension, rear roof extension, demolition of existing rear conservatory, alterations to fenestration and internal modifications and erection of a detached double garage.</p> <p>22/2075/TRE 8 Warren Park EX11 1TN Applicant Mr G Armstrong Scots Pine : dismantle and leave 3m of stump from the ground due to wind sway and potential damage to nearby dwelling</p> <p>To confirm decision made under delegated powers to enable EDDC deadline to be met:</p> <ul style="list-style-type: none"> • 22/1920/FUL 4 Eastfield Orchard EX11 1FS Applicant Mr + Mrs Trossell Single storey rear extension. <p>Cllrs raised no objections.</p>
22/298	<p>Planning decisions received for information (*denotes WHPC differed)</p> <p>22/1161/FUL Moorlands Orchard Lowena Lane EX11 1JU Status: Approved Construction of first floor extension, porch canopy, and detached store/workshop.</p>
22/299	<p>Planning matters:</p> <ol style="list-style-type: none"> 1. Straitgate Appeal: To receive a verbal update.

WHPC Groups + Initiatives

22/300	<p>WHPC Strategic Planning Group:</p> <ol style="list-style-type: none"> 1. To receive a verbal update on the progress of the Emerging East Devon Local Plan. 2. To receive a verbal update on the request from Ottery St Mary Town Council who propose a review of the current Ottery St Mary & West Hill Neighbourhood Plan.
22/301	<p>Village Hall Pedestrian Link: To receive a verbal update on the application to EDDC and commissioning costs to date.</p>
22/302	<p>Community Engagement Group:</p> <ol style="list-style-type: none"> 1. To receive an update on the September drop-in session and September newsletter. 2. To consider the purchase of Hi-viz jackets for the new in-take at the primary school and for the Pre-School children.
22/303	<p>Finance Working Group:</p> <ol style="list-style-type: none"> 1. To consider arrangements for the appointment of an Internal Auditor 2022-2023 2. To receive an update on S106 funding for the playpark equipment
22/304	<p>HR Group:</p> <ol style="list-style-type: none"> 1. To consider and approve, if appropriate, changes to the contractual hours of the Clerk and associated costs 2. To consider and approve, if appropriate, a request for overtime incurred in September 2022. 3. To note the report, and the implications for 2023/24 budget.

Other Matters

22/305	<p>Clerks Report:</p> <ol style="list-style-type: none"> 1. To confirm decisions taken under Delegated Powers 2. Action points from previous WHPC meetings <ol style="list-style-type: none"> a. Remembrance Service 2022 – Road closure – awaiting DCC Highways response b. WHPC letter to Morrisons c. EDDC Tree Officer recruitment d. Outstanding Actions 3. Matters arising <ol style="list-style-type: none"> a. School Lane – Potters Close footpath 4. Resident Communications <ol style="list-style-type: none"> a. Local Plan + West Hill 5. Any urgent matters arising
22/306	<p>Ottery Health Matters: To receive an update on the inaugural meeting 14th Sep 2022.</p>
22/307	<p>Subscription: To consider a subscription renewal to Breakthrough Communications.</p>
22/308	<p>VAS: To consider recommended changes to data published on the Council's website.</p>
22/309	<p>Lengthsman: To consider recommendations for the appointment of a Lengthsmans' contract for 2023.</p>
22/310	<p>West Hill Playpark:</p> <ol style="list-style-type: none"> 1. To consider and approve, if appropriate the installation of a playpark noticeboard and associated costs. 2. To receive a update on proposals for new equipment for the playpark and to consider an indicative budget.
22/311	<p>Community & Warm Rooms: To receive a verbal update on discussions with local organisations.</p>
22/312	<p>WHPC Communications Policy: (At request of a Cllr) consider dis-satisfaction with actions of the Clerk.</p>
22/313	<p>Freedom of Information (FOI) Requests: To record the closure of an FOI submitted in Jun-2022.</p>
22/314	<p>Subject Access Request (SAR):</p> <ol style="list-style-type: none"> 1. To record the receipt of a SAR to the Council and to individual Cllrs in Sep-2022. 2. To record the closure of the SAR submitted to the Council in Sep-2022. 3. To record the closure of the SAR submitted to the individual Cllrs in Sep-2022, if appropriate.
22/315	<p>WHPC Risk Assessment – Communication between Cllrs and Clerk: To consider</p> <ol style="list-style-type: none"> 1. The Council's risk assessment with particular consideration of GDPR obligations. 2. Actions to mitigate the risk and their cost, if appropriate.
22/316	<p>Seeking Resolution with a Resident: To receive a verbal update and to consider next steps.</p>
22/317	<p>Police Matters: To receive the monthly West Hill crime stats: July 2022 if available (for information)</p>
22/318	<p>Financial matters:</p> <ol style="list-style-type: none"> 1. To consider and approve the Schedule of Payments for WHPC 4th October 2022 2. To receive if available: WHPC Finance Tracker, Bank reconciliation August 2022

22/319	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>
22/320	Next meeting: To confirm arrangements for the next WHPC ordinary meeting Tuesday 1st November 2022 7.30pm 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.

Signed: *Anne Oliver*, Clerk to the Council, 28th September 2022