

West Hill Parish Council

Clerk to the Council: Anne Oliver

Tel: 01404 232 100 / 07413 932406
 Email: clerk@westhillparishcouncil.gov.uk

29th November 2023

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 5th December 2023** 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 **5pm Monday 4th December 2023**.
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

Part A

Item (a)	Discussion and decisions (b)
23/357	Welcome and Chairman's announcements
23/358	To elect the Vice-Chairman of the Parish Council: To receive nominations and to carry out a vote accordingly.
23/359	Apologies. To receive apologies and approve reasons for absence.
23/360	To approve, if considered appropriate, a Protocol for Public Participation in Parish Council meetings.
23/361	Public question time (3 minutes): 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. This item includes issues submitted to the Clerk prior to the meeting. <i>Individual contributions are limited to 3 minutes.</i>
23/362	To receive District and County Councillors' reports for information (items raised for decision will appear on the agenda for the next meeting).
23/363	Declarations of Interest: <ul style="list-style-type: none"> - Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, members are required to declare any interests that are not currently entered in the Member's register of interests including the nature and extent of such interests they may have, in items to be considered at this meeting. - 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. - Receipt of requests for dispensations for new Disclosable Pecuniary Interests, Other Registerable Interests or Non-Registerable Interests for items on the Agenda.
22/364	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. To consider, if appropriate, any agenda items should be considered in Part B. Proposed: 23-387 Personnel Matters

23/365	Minutes: To receive the Minutes of the Parish Council meeting of 7 th November 2023 (Minute 23/331-23/356) and to approve the signing of the Minutes by the Chairman as a true record.
23/366	<p>Planning Applications received: To consider and agree a response to:</p> <ul style="list-style-type: none"> a. 23/1143/MFUL Land South of Windmill Lane Amended Plans b. 23/2367/FUL 10 Perrys Gardens West Hill EX11 1XA Conversion of existing garage with front and rear single storey extensions c. 23/2336/TRE 3a Ashley Brake, West Hill, EX11 1TW T3: Beech - raise the canopy on the north and west sides of the tree to 3m above ground level, making cuts up to 30mm in diameter. d. 23/2431/TRE 20 Eastfield West Hill EX11 1XN T1-T5 Reduce height + reduce tree limbs e. 23/2357/FUL Toad Hall, Toadpit Lane EX11 1TR Proposed single storey extension on north/east elevation and French doors to existing bay window. f. 23/2517/TRE Summerhill Higher Metcombe EX11 1SJ T1 and T2 - Oak trees - prune the branch tips which are growing out towards the property and roof, removing branch lengths of 1-2m, making natural target pruning cuts of up to 50mm in diameter, reducing the end weight and lever arm of all branches and removing any significant deadwood found within the crowns of both of these trees. g. 23/2535/PIP Land Adjacent Elsdon House Elsdon Lane West Hill Permission in principle for the demolition of an existing greenhouse and the construction of two dwellings.
23/367	<p>EDDC Planning Decisions: received for information (*denotes WHPC differed)</p> <p>23/2250/TRE Grasmere West Hill Road EX11 1UZ Status: Approved T1 Various tree works</p> <p>23/2199/FUL Fir Grove Lower Broad Oak Road EX11 1UF Status: Approved Proposed front north/east elevation single storey extension</p> <p>23/1932/TRE Burwood House 7 Brackendown EX11 1NT Status: Approved T1-T6 Various tree works</p> <p>23/1201/FUL Southernhay Lower Broad Oak Road EX11 1XH Status: Approved Remodel of existing dwelling, including partial demolition. Construction of garage, shed, and widened driveway.</p>
23/368	<p>Planning Appeal APP/U1105/W/23/3322776: Land North of Oak Road EX11 1SJ To receive a verbal update and consider arrangements for the Council's response.</p>
23/369	<p>Planning Matters:</p> <ol style="list-style-type: none"> 1. Neighbourhood Plan: To receive an update on the Council's application for the Designation of a Neighbourhood Area for West Hill. 2. To receive an update on Emerging East Devon Local Plan: Strategic Planning Committee meeting 5th December 2023 (if available). 3. To agree a response to EDDC's Neighbourhood Plan Survey. 4. To note a WHPC statement on East Devon's 5year Housing Supply.

WHPC Groups + Initiatives

23/370	<p>WHPC Action Plan:</p> <ul style="list-style-type: none"> a. To approve a Half Year Report for publication on the WHPC website.
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	<p>b. To consider and approve, if appropriate, Terms of Reference for WHPC working groups.</p> <p>c. To consider seeking community feedback on WHPC action plan.</p>
23/371	<p>Finance Working Group</p> <p>a. To consider an updated draft 2024-25 budget and to provide guidance on the 2024-25 Precept Demand</p> <p>b. To receive a review of WHPC Internal Financial Controls.</p>
23/372	To receive a verbal update, if available, on the Village Hall Pedestrian Link project.
23/373	To receive a report on the Sunday 12th November 2023 Remembrance Service and note any recommendations arising

Other Matters

23/374	Clerks Report: (for information)
23/375	To review WHPC Action Tracker
23/376	To consider a grant application by West Hill Pre-school (Play Kitchen)
23/377	To consider resident correspondence (Tar Barrels event, Bendarroch Road Bus Stop)
23/378	To consider arrangements for Playpark Inspections
23/379	To note the decision taken at the 2023 Annual Meeting to renew the subscription to Breakthrough Communications.
23/380	To consider what actions to take to replace the Twitter live feed on the WHPC website .
23/381	To consider arrangements for production of VAS Reports
23/382	To consider amendments to the WHPC Risk Register
23/383	To receive a verbal update (if available) on an objection submitted to the External Auditor regarding the 2022-23 Annual Governance and Accounts Return.
23/384	<p>Financial matters:</p> <ol style="list-style-type: none"> 1. To consider and approve, if appropriate, the Schedule of Payments. 2. To consider and approve, if appropriate, any additional payments presented to the meeting. 3. To receive, if available, monthly Bank Reconciliations and finance trackers.
23/385	<p>Councillor questions, reports and items for future agenda</p> <p>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></p>
23/386	Next meeting: To confirm arrangements for the next WHPC ordinary meeting WEDNESDAY 3rd January 2024 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.

23/387	Personnel Matters: National Pay Award
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Signed: *Anne Oliver*, Clerk to the Council, 29th November 2023