

West Hill Parish Council

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To Members of West Hill Parish Council

31st March 2021

You are duly summoned to attend the next meeting of West Hill Parish Council to be held at 7.30pm on Tuesday 6th April 2021.

Information for members of the public

1. Due to the Covid-19 situation the meeting cannot be held in the Village Hall as per standard practice. Recent legislation changes enable Councils to hold virtual meetings. West Hill Parish Council will meet by video conferencing. The meeting is open to the public.
2. You can join the meeting either by phone, computer or android/apple device. Please ensure that your full name is displayed.
3. 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 5th April 2021**. This will be read out under public participation for members to consider.
4. For members of the public/press that wish to speak at the meeting, under public participation, please raise your hand and wait for the Chairman to prompt you.
5. For those who have no visual access to the meeting, members will state their name before speaking and voting.
6. For those who are unable to hear, the agendas and the minutes of the meeting will be available on the Council's website.

To join the Zoom meeting

<https://zoom.us/j/99345118162?pwd=L2o5OUhIVWZvTkINVlphNDNtVkk0Zz09>

Meeting ID: 993 4511 8162
Passcode: 785632

Dial by your location

Find your local number: <https://zoom.us/u/abRTETw1hW>

Anne Oliver, Clerk to the Council

AGENDA – ORDINARY MEETING OF THE PARISH COUNCIL

Item (a)	Discussion and decisions (b)
21/112	Welcome and Chairman's announcements
21/113	Apologies. To receive apologies and approve reasons for absence.
21/114	<p>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. This item included issues submitted to the Clerk prior to the meeting.</p>
21/115	District and County Councillors' reports for information (items raised for decision will appear on the agenda for the next meeting)
21/116	<p>Declarations of Interest</p> <ol style="list-style-type: none"> Register of Interests: Councillors are reminded of the need to update their register of interests. 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 DPIs must leave the room for the relevant items).
21/117	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.
21/118	<p>Minutes</p> <ol style="list-style-type: none"> To approve the minutes of the Parish Council meeting on 2nd March 2021. To approve the minutes of the Parish Council meeting on 16th March 2021.
21/119	<p>Planning Applications received</p> <p>20/2589/FUL Woodview, West Hill Road West Hill EX11 1TU Applicant Mr Poole Widening of vehicular entrance and driveway (partially retrospective).</p> <p>21/0400/TRE The Vicarage Bendarroch Road EX11 1U Applicant Diocese Of Exeter G1, row of leylandii : reduce back to previous height where they were cut to create a hedgerow. Where necessary replant if inadequate vegetation is left. T2 and T3 : fell hollies as low amenity value and crowding other trees. T4, Cherry : fell limbs/stem growing over The Ridings that are currently covered in ivy due to poor health.</p> <p>21/0864/FUL Fern Lodge Bendarroch Road EX11 1JX Applicant Ms S Biggs Construction of two storey side extension.</p>
21/120	<p>Planning decisions received for information (*denotes WHPC differed)</p> <p>21/0426/FUL Creag Mhor Ford Lane EX11 1XE Approved Construction of side extension, veranda and associated hardstanding (revised scheme to 20/0736/FUL)</p> <p>21/0339/FUL 18 Moorlands West Hill EX11 1UL Approved Construction of first floor extension over garage and new porch.</p> <p>21/0255/VAR The Birches Lower Broad Oak Road EX11 1XH Approved</p>

	<p>Variation of condition 2 (approved plans) of planning permission 19/0929/FUL (Demolition of existing dwelling and construction of replacement dwelling and detached garage) to allow changes to fenestration and increase in height</p> <p>21/0251/TRE 20 Eastfield EX11 1XN Approved T1 and T2 Oak: Crown lift both trees to give 4m clearance above ground. Reason: To increase clearance over driveway</p> <p>20/1480/FUL Oaks End Lower Broad Oak Road EX11 1XH Approved Construction of two storey side and rear extensions; single and two storey front extensions.</p>
21/121	TPO notifications - for information n/a

Coronavirus

21/123	<p>To consider the impact of Legislation permitting councils to hold remote meetings ending on 7th May 2021, in particular</p> <ol style="list-style-type: none"> a. To consider arrangements for Council and Committee meetings taking into account covid guidance. b. To agree and adopt an Emergency Schedule of Delegation. c. To agree and adopt a WHPC Business Continuity Plan
21/124	<p>To discuss the impact on WHPC plans for 2021/22:</p> <ol style="list-style-type: none"> a. Committee and working group membership and structure in the Council year 2021/22 b. Priorities for work programme 2021/22 c. Meeting schedule for 2021/22 including Annual Parish Meeting
21/125	<p>WHPC Help Scheme:</p> <ol style="list-style-type: none"> a. To receive a Help Scheme update b. To approve Volunteer Expense Claims c. To consider next steps for the scheme as lockdown restrictions are lifted.

Committee & Working Groups

21/126	<p>Finance Working Group: For information</p> <ol style="list-style-type: none"> a. To receive an update on the 2021/22 end of year Financials: <ul style="list-style-type: none"> • Timetable for Internal/External Audit • Draft Annual Governance Statement 2020-21 (AGAR Part 3) • Draft Annual Accounting Statements 2020-21(AGAR Part 3) • Draft Financial Statement • Proposed dates for the Exercise of Public Rights b. To confirm arrangements for insurance cover in respect of all insured risks.
21/127	<p>Open Spaces Committee</p> <p>To note and confirm the minutes of the meeting of 23rd February 2021.</p> <p>To receive recommendations and answer questions arising from the recent Committee meeting on 30th March 2021 incl:</p> <ol style="list-style-type: none"> i. Successful grant funding applications to DCC for Lengthsman and Footpaths. <p>Other matters</p>

	a. Urgent matters arising
21/128	Slide Working Group a. To consider and approve Terms of Reference for the Working Group b. To receive an update on research to date.
21/129	People & Policy Working Group a. To approve WHPC policies reviewed and updated by P&P WG: i. WHPC Model Publication Scheme (Freedom of Information). ii. WHPC Business Continuity – see 21/123
21/130	Traffic Study Working Group a. To receive an update from the Joint WHPC/Village Hall Working Group on a new pedestrian access to the Village Hall: i. Amendments to Design ii. Memorandum of Understanding iii. Planning Application - supporting information b. To approve the Public Consultation material and costs: i. Printing £250 (provisional) for leaflets and display board ii. Survey Monkey: a monthly £99/month which can be cancelled any time, or an annual plan costing £384. c. To receive an update on DCC Highways matters i. response to the Council's VAS data enquiry. ii. occasional Congestion problems on Bendarroch road due to parking.

Other Matters

21/131	Communication Engagement Strategy: a. To consider establishing a Communication Strategy Working Group. b. To approve its Terms of Reference and membership. c. To consider progress to date.
21/132	West Hill's Trees: a. To consider establishing a Working Group focussed on West Hill's trees b. To receive an update on actions from the 2 nd March 2021 meeting.
21/133	Community Grant: To consider a grant application from the Village Hall Trustees for funding for a bike rack.
21/134	Police Matters: a. To receive the monthly West Hill crime stats (for information) b. To receive an update on the OPCC review of the Community Speed Watch scheme (for information).
21/135	Parish Online: To consider a subscription to Parish Online (digital mapping tool).
21/136	Devon Association of Local Councils: To consider 2021/22 membership renewal, £479.94.
21/137	Community First Responders: To receive an update on the East Devon scheme for 2021/22
21/138	EDDC Consultation: To consider the WHPC response to the proposed process for Community Asset Transfers
21/139	WHPC Newsletter: To consider the content for the next Parish Council newsletter (17 th April)
21/140	Clerks Report: Actions and matters arising from the last meeting 1. Actions, incl outstanding action

	<p>2. Matters arising</p> <p>a. Resident communication</p> <p>b. Any urgent matters arising.</p>
21/141	<p>Finance and Invoices Tracker</p> <p>Invoices received for approval:</p> <p>1. Clerk - claim for expenses (incl Microsoft subscription, postage)</p> <p>To receive the 2020-21 Finance Tracker + Bank reconciliation March 2021.</p>
21/143	<p>Councillors 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>
21/144	<p>Next meeting: To confirm the date of the next meeting (by video-conference) which is scheduled for Tuesday 4th May 2021 or 20th April 2021 to deal with planning applications (if required).</p>

Signed: *Anne Oliver*, Clerk to the Council, 31st March 2021