

## West Hill Parish Council

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

30<sup>th</sup> June 2021

### 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 6<sup>th</sup> July 2021 at the Village Hall.

### Information for members of the public

1. Parish Council meetings are returning to the Village Hall as per standard practice. The meeting is 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 5<sup>th</sup> July 2021**. 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
- to bring their own papers to the meeting as papers cannot be shared.
- to bring a drink (if required) and cushion (if required) as padded chairs will not be available.

In addition, Cllrs and members of the public are requested to carry out a Covid lateral flow test on the day of the meeting. [Order coronavirus \(COVID-19\) rapid lateral flow tests - GOV.UK \(www.gov.uk\)](https://www.gov.uk/order-coronavirus-covid-19-rapid-lateral-flow-tests)

Anne Oliver, Clerk to the Council

### AGENDA – ORDINARY MEETING OF THE PARISH COUNCIL

Item (a)	Discussion and decisions (b)
21/037	<b>Welcome and Chairman's announcements</b>
21/038	<b>Apologies.</b> To receive apologies and approve reasons for absence.
21/039	<b>Public question time (3 minutes)</b> 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.
21/040	<b>District and County Councillors' reports</b> for information (items raised for decision will appear on the agenda for the next meeting)
21/041	<b>Declarations of Interest</b> <ol style="list-style-type: none"> <li>a. Register of Interests: Councillors are reminded of the need to update their register of interests.</li> <li>b. To declare any personal interests in items on the agenda and their nature. To declare any disclosable pecuniary interests (DPIs) in items on the agenda and their nature (Councillors with DPIs must leave the room for the relevant items).</li> </ol>

<b>21/042</b>	<b>Confidential/exempt items. In consideration of the Public Bodies (Admission to Meetings) Act 1960</b> (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.
<b>21/043</b>	<p><b>Minutes</b></p> <ol style="list-style-type: none"> <li>1. To approve the minutes of the Ordinary Parish Council meeting on 1<sup>st</sup> June 2021.</li> <li>2. To approve the minutes of the Extraordinary Parish Council meeting on 11<sup>th</sup> June 2021, subject to the following amendment: Item 21/032 Declaration of Interests <b>Cllrs AC, MH, MP – no interests declared</b> should read <b>Cllrs AC, MH, MP, DC – no interests declared</b>.</li> </ol>
<b>21/044</b>	<p><b>Planning Applications received</b></p> <p><b>21/0872/FUL</b> The Pines Toadpit Lane EX11 1TR                      Applicant Mr M Norris Construction of new detached double garage and storeroom involving demolition of existing cottage</p> <p><b>21/1635/FUL</b> 11 Warren Close, West Hill EX11 1XB                      Applicant Mr + Mrs Miszewska Raising of existing roof to form additional floor and single storey side extension.</p> <p><b>21/1529/FUL</b> Touch Wood 3 Hylands Close, Higher Broad Oak Road EX11 1XJ Applicant Mr+Mrs John Single storey rear extension and two storey front extension including 8 side roof lights and conversion of attached garage to habitable use. Alterations to front porch. Enlargement of driveway.</p> <p><b>21/1364/FUL</b> 12 Ashley Brake West Hill EX11 1TW                      Applicants Mr Carpenter + Ms Henry Amended design - Proposed first floor side extension above existing garage/car port. Proposed single storey rear extension. Proposed installation of roof windows to side elevation.</p> <p><b>21/1565/OUT</b> Elsdon House (Land At Orchard Cottage) Elsdon Lane West Hill Applicant Mr G Moore Outline planning permission for a proposed single storey detached dwelling (all matters reserved)</p> <p><b>21/1718/PRETDD</b> 5 Day Notice - Land North of Oak Road, Higher Metcombe Notification of urgent tree works considered an exception to 21/0002/TPO</p> <p><b>21/1720/TRE</b> 10 Warren Park, West Hill Ex11 1TN                      Applicant Mr P Bennett Various tree works on 9 trees bordering West Hill Road</p>
<b>21/045</b>	<p><b>EDDC Planning decisions received</b> for information (*denotes WHPC differed)</p> <p><b>21/1222/FUL</b> South Oak Higher Metcombe EX11 1SQ Approved Erection of front porch, single storey rear and side extension, and replacement of existing two garages with single garage and workshop and alterations to fenestration.</p> <p><b>21/1201/TRE</b> 16 Eastfield West Hill EX11 1XN Approved* T1 - 4 Lawson cypress - fell. The trees have out grown their position. T5, horse chestnut - cut to a six foot stump. To allow more light into the garden. T6, beech - reduce by approximately 0.5m to allow more light into the glasshouse.</p> <p><b>21/1191/TRE</b> Pine Bank Warren Close West Hill EX11 1XB Approved Various tree works</p> <p><b>21/1159/TRE</b> Oasis Toadpit Lane West Hill EX11 1TR Approved Various treeworks</p> <p><b>21/1144/FUL</b> Treetops Lodge 6 Birch Grove EX11 1XP Approved</p>

	<p>Demolition of conservatory and erection of a balcony.</p> <p><b>21/1031/FUL</b> 4 Moorlands West Hill EX11 1UL Approved Addition of dormer window to front elevation of garage.</p> <p><b>21/0561/FUL</b> Land At Orchard Cottage Elsdon Lane West Hill Refused Construction of a detached bungalow with integral garage</p> <p><b>21/0400/TRE</b> The Vicarage Bendarroch Road EX11 1UW Decided Various treeworks</p>
<b>21/046</b>	<b>TPO notifications</b> - for information - n/a
<b>21/047</b>	<p><b>Planning matters:</b></p> <ol style="list-style-type: none"> <li>1. To receive an update on Strategic Planning Committee/Local Plan Review</li> <li>2. To receive an update on the Parliamentary constituency boundary review and to consider a response by WHPC.</li> </ol>

### Committee & Working Groups

<b>21/048</b>	<p><b>Traffic Study Working Group:</b> Proposed pedestrian link to the Village Hall.</p> <ol style="list-style-type: none"> <li>1. To consider and approved a report on the recent Public Consultation</li> <li>2. To receive an update on the Memorandum of Understanding with the Village Hall.</li> <li>3. To resolve to submit the Planning Application for the proposed pedestrian link to the Village Hall.</li> <li>4. To approve the budget for the application. Cost estimate £142.00.</li> </ol>
<b>21/049</b>	<p><b>Slide Working Group:</b></p> <ol style="list-style-type: none"> <li>a. To receive an update on the process for use of S106 monies.</li> <li>b. To consider options for funding and, if considered appropriate, approve the use of S106 monies subject to EDDC approval and Financial Regulations.</li> <li>c. To agree next steps.</li> </ol>
<b>21/050</b>	<p><b>Finance Working Group</b></p> <ol style="list-style-type: none"> <li>1. To approve the use of <b>CIL monies</b> for the purchase of a replacement Memorial Bench, £495.72+vat.             <ol style="list-style-type: none"> <li>a. To note the decision made under Delegated Powers to amend the purchase order from £482.37+vat to £495.72+vat (Ref 21/024 1<sup>st</sup> June 21)</li> </ol> </li> <li>2. To note Unity Trust Bank's revised Terms and Conditions.</li> </ol>
<b>21/051</b>	<p><b>People and Policy Working Group</b></p> <ol style="list-style-type: none"> <li>a. To receive an update on arrangements for a West Hill Community Survey 2021.</li> </ol>

### Other Matters

<b>21/052</b>	<p><b>Coronavirus:</b></p> <ol style="list-style-type: none"> <li>1. Review the WHPC Risk Assessment for in-person Council meetings and agree amendments as required (if any).</li> </ol>
<b>20/053</b>	<p><b>WHPC Operation/Projects:</b> To consider recent Government Covid announcements (if any) and their impact on WHPC:</p> <ol style="list-style-type: none"> <li>1. Can WHPC return to "business as usual"?</li> <li>2. Council meetings, activities?             <ol style="list-style-type: none"> <li>a. To consider resumption of the <b>Open Spaces Committee (OSC)</b> or an alternative method of managing open spaces matters. (The OSC Committee is currently suspended to reduce the number of meetings during Covid.)</li> <li>b. Current <b>Working Groups</b></li> </ol> </li> <li>3. Delegated Powers</li> </ol>

21/054	<p><b>Clerks Report:</b></p> <ol style="list-style-type: none"> <li>1. Decisions taken under Delegated Powers             <ol style="list-style-type: none"> <li>a. Playpark Annual Timber Treatment £310+materials+vat.</li> <li>b. Replacement Memorial Bench –the purchase prices was amended from £482.37+vat to £495.72+vat for revised ground fixings. (Ref 21/024 1<sup>st</sup> June 21)</li> </ol> </li> <li>2. WHPC - Action points from previous meetings</li> <li>3. Matters arising             <ol style="list-style-type: none"> <li>a. Lengthsman</li> <li>b. Waste Bin at junction of School Lane and West Hill Road.</li> <li>c. DAAT Night Landing Lighting Column Annual Inspection</li> <li>d. DALC training courses</li> <li>e. Reminder Cyber-security training 7th July</li> </ol> </li> <li>4. Any urgent matters arising.</li> </ol>
21/055	<p><b>Grant Application:</b> To consider an application from West Hill Primary School PTFA to fund a band for the fete (18<sup>th</sup> September).</p>
21/056	<p><b>School Fete 2021:</b> To consider taking a fete stall for WHPC and arrangements for the event.</p>
21/057	<p><b>Queens’s Platinum Jubilee 2022:</b> To consider how WHPC/West Hill could mark the Jubilee.</p>
21/058	<p><b>Public Footpaths:</b></p> <ol style="list-style-type: none"> <li>a. To consider concerns raised regarding Footpath 5 and B3180</li> <li>b. To receive report of the spread of Japanese Knotweed on Footpath 6.</li> </ol>
21/059	<p><b>Broadband:</b> To receive an update from Providers.</p>
21/060	<p><b>Complaint:</b> To record the receipt of a complaint which will be managed via the approved WHPC Complaints Process.</p>
21/061	<p><b>Police Matters:</b> To receive the monthly West Hill crime stats (May 2021) (for information)</p>
21/062	<p><b>Parish Online:</b> To consider the digital mapping tool and it’s possible uses for WHPC.</p>
21/063	<p><b>WHPC Wildflower Challenge:</b> To consider arrangements for judging and agree prize awards.</p>
21/064	<p><b>Finance and Invoices Tracker</b> Invoices received for approval:</p> <ol style="list-style-type: none"> <li>1. Clerk - claim for expenses (incl Microsoft subscription, postage, Title deeds) £97.23</li> <li>2. Clerk - claim for Annual Zoom Subscription £119.90+vat</li> <li>3. WH Village Hall Room Booking Jun-21 £14.40</li> <li>4. PLG Services – VAS transfers (Jun) £76.00+vat</li> <li>5. PLG Services – Playpark+McColls grass cutting 25-Jun-21 £57+vat</li> <li>6. PLG Services – Verge Cutting £450.00+vat</li> <li>7. MAT Electrics – Air Ambulance Lighting Column annual maintenance £89.95+vat</li> </ol> <p>Approved under Delegated Powers</p> <ol style="list-style-type: none"> <li>8. PLG Services – Playpark+McColls grass cutting 5-Jun-21 £57+vat</li> <li>9. DALC Training Course – Cllr MP £30+vat</li> </ol> <p>To receive: 2021-22 Finance Tracker, Bank reconciliations May+Jun 202, CIL/S106 summary</p>
21/065	<p><b>Councillors questions, reports and items for future agenda</b> 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>
21/066	<p><b>Next meeting:</b> To confirm the date of the next meeting at the Village Hall which is scheduled for Tuesday 3<sup>rd</sup> August 2021, 7.30pn at the Village Hall.</p>

Signed: *Anne Oliver*, Clerk to the Council, 30<sup>th</sup> June 2021