

West Hill Parish Council

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1st October 2025

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 7th October 2025** at the Village Hall.

Information for members of the public

- 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.
- If you wish to make a comment (but don't wish to speak at the meeting) please submit this by email to the Clerk clerk@westhillparishcouncil.gov.uk by **5pm Friday 3rd October 2025**. Your comment will be read out under public participation for members to consider, subject to Council Policies.
- 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

Item (a)	Discussion and decisions (b)
25/306	Welcome and Chairman's announcements
25/307	Apologies. To receive apologies and approve reasons for absence, if considered appropriate.
25/308	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. <i>(Contributions are limited to 3 minutes).</i>
25/309	District and County Councillors' reports: To receive reports for information (items raised for decision will appear on the agenda for the next meeting).
25/310	To receive an update on Councillor vacancies and to consider applications for co-option, if available.
25/311	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.
25/312	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.
25/313	Minutes: To receive the Minutes of the Parish Council meeting of 2nd September 2025 (Minute 25/275 -25/305) and to approve the signing of the Minutes by the Chairman as a true record.
25/314	Planning Applications received: To consider a consultee response to: 25/1832/FUL 6 Potters Close West Hill Devon EX11 1YE Proposed two storey infill extension between the existing house and the detached garage. Proposed first floor extension above the garage. Single storey extension on the Northwest

	<p>elevation. Revised window and roof window arrangements to accord with revised internal layout. (revised scheme to planning application ref. 25/0671/FUL)</p> <p>25/1850/FUL Tifundle, Toadpit Lane West Hill Ottery St Mary EX11 1TR Single storey extension on West elevation and replacement of existing flat roofs with new raised pitched roof. Introduction of cladding, enlargement of raised terrace, alteration to fenestration, addition of PV Panels and roof lights.</p> <p>25/1867/CPE School House School Lane West Hill Ottery St Mary EX11 1UP Certificate of Proposed Existing Use for the ancillary C3 use of a detached garage/outbuilding.</p> <p><u>To note consultee comments submitted under Delegated Powers:</u></p> <p>25/1651/FUL Samguri Bendarroch Road West Hill Devon EX11 1TS Proposed single storey extension on the South West Elevation.</p> <p>25/1845/TRE 25 Eastfield West Hill Devon EX11 1XN Various tree works: T1 – T4 Oaks reduce/crown lift. Remove deadwood.</p>	<p>WHPC Decision Object Object</p>
25/315	<p>Planning decisions received for information (* denotes WHPC differed)</p> <p>25/1610/FUL Pinehayes Lower Broad Oak Road West Hill Devon EX11 1XH Ground and First Floor extensions</p> <p>25/1582/TRE Green Hayes West Hill Devon EX11 1UY G1, Oaks : reduce aspects of tree crowns, growing to south, by approximately 2-2.5m.</p> <p>25/1519/TRE Needles Hawkins Lane West Hill Devon EX11 1XG Various tree works: T1-T6 Monterey pines</p> <p>25/1437/TRE Springfield House West Hill Road West Hill Devon EX11 1UZ Various tree works – crown reduction: T1 – T3.</p> <p>25/1220/VAR 2 Warren Close West Hill Devon EX11 1XB Variation of condition 3 (matching materials) of planning permission 23/0658/FUL to add timber wall cladding</p> <p>25/0023/DEM The Colonels West Hill Road West Hill Ottery St Mary EX11 1UZ Demolition of single storey timber frame bungalow and timber frame garage.</p> <p>25/1271/FUL 15 Perrys Gardens West Hill Devon EX11 1XA Proposed side, rear extension (and porch rebuild) including part garage conversion</p>	<p>EDDC <u>Decision</u></p> <p>Refuse*</p> <p>Withdrawn</p> <p>Approved</p> <p>Refused</p> <p>Approved</p> <p>Approved</p> <p>Approved</p>

WHPC Groups + Initiatives

25/316	<p>Village Hall Path Working Group:</p> <ol style="list-style-type: none"> To receive a progress update and decide further actions and costs, if applicable. To receive the findings of a Stage 3 Road Safety Audit and to decide actions and costs as considered appropriate. To approve payments and note payments made under delegated powers, if applicable. To decide amendments, if applicable, to the Council's risk assessment for the path.
25/317	<p>Finance Working Group:</p> <ol style="list-style-type: none"> To receive the External Auditor's findings for the year ended 31 March 2025: <ol style="list-style-type: none"> For Councillors to note this report and agree actions, as appropriate. To note and approve payment of the External Auditor's fee of £315 plus VAT, To inform Councillors of the additional audit fee incurred due to a challenge to the Council's Annual Return for 2024-25 under Section 27 of the Local Audit and Accountability Act 2014 and to approve payment of the fee, £1,065+VAT.

	<p>d. To note the charge for any person requiring a copy of the AGAR £20.00 and decide the time limit for the period for right of inspection.</p> <p>2. To receive the updated CIL Statement and Asset Register.</p> <p>3. To approve a revised schedule of 2025-2026 Regular Payments</p>
25/318	<p>Neighbourhood Plan Working Group:</p> <p>a. To receive an update on the publication of the analysis of responses to the community survey.</p> <p>b. To decide future actions and costs relating to the development of Design Codes for West Hill.</p> <p>c. To decide actions relating to survey responses outside the scope of the Neighbourhood Plan.</p>
25/319	<p>Playpark Working Group: To receive the findings of the RoSPA playpark inspection report 2025 and to decide actions and costs.</p>
25/320	<p>Emergency Plan Working Group: To receive a verbal update.</p>

Other Matters

25/321	To consider a grant application : West Hill RBL requested a contribution of £500 towards the purchase of two chiller units for the RBL club.
25/322	To consider the renewal of the scheme to provide two Community Public Access Defibrillators for a further 4 years at a cost of £2,800.00+vat.
25/323	To consider the re-appointment of a Solicitor on an annual retained basis and to approve costs if considered appropriate.
25/324	<p>Local Government Reform in Devon:</p> <p>a. To receive an update on proposals for Local Government Reform in Devon.</p> <p>b. To note correspondence received from Exeter City Council and to decide a response.</p> <p>c. Asset map</p>
25/325	To consider arrangements for appointing a Village Lengthsman for 2026, if considered appropriate.
25/326	West Hill Remembrance Service 2025: To receive an update on arrangements for the Remembrance Service on Sunday 9th November 2025 and to decide actions/costs if appropriate.
25/327	<p>WHPC Equipment and Storage:</p> <p>a. To consider the replacement of WHPC mobile phone handsets due to network (3G/5G) changes and decide actions/costs as appropriate.</p> <p>b. To consider a recommendation for storage of WHPC equipment and documents.</p> <p>c. To consider the purchase of a fire-proof filing cabinet and to decide actions/costs.</p>
25/328	To consider correspondence received: worn out road markings at the junction of Oak Road and Higher Broad Oak Road.
25/329	<p>Clerk Matters:</p> <p>1. To receive a report from the Parish Clerk and to agree actions as appropriate</p> <p>2. To note decisions made under delegated powers (if applicable).</p> <p>3. Urgent matters (if applicable)</p>
25/330	To review WHPC's Action Tracker and agree actions as considered appropriate.
25/331	<p>Financial matters:</p> <p>a. To consider and approve, if appropriate, the Schedule of Payments.</p> <p>b. To consider and approve, if appropriate, any additional payments presented to the meeting.</p> <p>c. To receive, if available, monthly Bank Reconciliations and finance trackers.</p>
25/332	<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>
25/333	<p>Next meeting: To confirm arrangements for the upcoming WHPC meeting on Tuesday 4th November 2025 7.00pm at the Village Hall</p>

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, 1st October 2025