

West Hill Parish Council

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

To Members of West Hill Parish Council

4th May 2022

You are duly summoned to attend the next meeting of West Hill Parish Council to be held at 7.30pm on Tuesday 10th May 2022.

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 9th May 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 – ANNUAL MEETING OF THE PARISH COUNCIL called by the chair

Item (a)	Discussion and decisions (b)
22/106	Welcome and Chairman's announcements
22/107	To elect the Chairman of the Parish Council: To receive nominations and to carry out a vote accordingly.
22/108	Declaration of Acceptance of Office: Once elected the Chairman will sign the Declaration of Acceptance
21/109	To elect the Vice-Chairman of the Parish Council: to receive nominations and to carry out a vote accordingly
22/110	Declaration of Acceptance of Office: Once elected the Vice-Chairman will sign the Declaration of Acceptance
22/111	Apologies. To receive apologies and approve reasons for absence.
22/112	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 DPIs must leave the room for the relevant items).
22/113	To confirm (a) membership of Working / Task + Finish Groups and (b) their Terms of Reference:

	<ol style="list-style-type: none"> 1. Finance Working Group 2. HR Working Group 3. Policy Working Group <p>Task and Finish Groups</p> <ol style="list-style-type: none"> 4. Strategic Planning Group (Local Plan) 5. Village Hall Pathway Group 6. Community Engagement Group 7. West Hill Tree Group 8. Road Safety Group 9. Remembrance Service 2022
22/114	To review and adopt (if appropriate) the Parish Council Standing Orders
22/115	To review and adopt (if appropriate) the Parish Council Financial Regulations
22/116	To consider and accept (if appropriate) the Parish Council Review of Internal Financial Controls.
22/117	<p>To consider the recommendations of the People +Policy Working Group:</p> <ol style="list-style-type: none"> 1. To review and adopt if appropriate, the new WHPC Code of Conduct: Each Councillor must undertake to abide by the Councils code of conduct. <p>and,</p>
22/118	<p>To review and adopt (if appropriate) the Council's Policies and Protocols.</p> <ol style="list-style-type: none"> 1. Anonymous Communications 2. Business Continuity 3. Complaints Policy 4. Grant Award Policy 5. Grievance & Disciplinary Policies 6. Privacy Notice including Data Protection Policy 7. Website Accessibility Statement 8. Protocol re Developers 9. Publication Scheme 10. New Cllrs Induction Pack
22/119	To review the inventory of assets and equipment (Asset register)
22/120	To review and confirm the Council's bank mandate
22/121	To confirm arrangements for insurance cover in respect of all insured risks
22/122	To review and approve, if appropriate, the Councils Risk Assessment.
22/123	To Review and accept (if appropriate) Members Allowances Policy: To consider the current policy for Chairman's and Member Allowances and whether it should be continued.
22/124	To Review and approve (if appropriate) a schedule of Regular Payments
22/125	Review Training Requirements for Councillors
22/126	<p>To consider membership of outside bodies and committees and arrangements for reporting back</p> <ol style="list-style-type: none"> 1. Airport Consultative Committee 2. Leisure East Devon Forum (to be confirmed) 3. Ottery St Mary Hospital Working Group (to be confirmed) 4. East Devon Community Safety Group 5. OPCC Councillor Advocate Scheme
22/127	<p>To review subscriptions/memberships to other bodies</p> <ol style="list-style-type: none"> 1. DALC/NALC

	<ul style="list-style-type: none"> 2. SLCC 3. ICO 4. Devon Communities Together 5. Breakthrough Communications 6. Parish Online 7. Scribe Accounts Software 8. Zoom remote meetings
22/128	To approve the WHPC Playpark Weekly Inspection Rota
22/129	To consent to receive electronic summons (annual renewal)
22/130	To determine the time and place of ordinary meetings of the full council up to and including the next Annual Meeting of full council.

AGENDA – ORDINARY MEETING OF THE PARISH COUNCIL

Item (a)	Discussion and decisions (b)
22/131	Welcome and Chairman’s announcements
22/132	<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>
22/133	District and County Councillors’ reports for information (items raised for decision will appear on the agenda for the next meeting)
22/134	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.
22/135	Minutes: To approve and sign the minutes of the Parish Council meeting on 5 th April 2022.
22/136	<p>Planning Applications received</p> <p>22/0847/FUL Longreach Lower Broad Oak Road EX11 1UF Applicant Mr+Mrs Turner Part two storey, part single storey side extension, alterations to fenestration, cladding and associated works</p> <p>22/0885/TRE Pinegrove Lower Broad Oak Road W EX11 1XQ Applicant Ms Goodwin T1, Scots pine : removal of tree and replacement.</p> <p>22/0893/FUL Coppins Higher Broad Oak Road EX11 1XJ Applicant Mr + Mrs Doggett Construction of pitched roof over existing flat roof garage to include 1 x front dormer/sound room, construction of a car port, installation of 9 x PV panels on proposed roof and alterations to fenestration</p> <p>22/0740/TRE 11 Warren Park, West Hill EX11 1TN Applicant Mr Fry T1, Scots Pine : Fell.</p> <p>22/0936/TRE 1 Heather Grange EX11 1XZ Applicant W McAllister (agent) T1-T3, Beech : Crown lift: T4, Oak : Heavy reduction to improve form after main leader failure. Reduce height by 0m, span by 2 - 4m, keeping cuts as small as possible</p>

	<p>Confirmation of decision made under delegated powers to enable EDDC deadline to be met:</p> <p>21/2835/FUL Halfway Inn Aylesbeare Exeter EX5 2JP Applicant New equestrian shop within existing building with alteration to fenestration. New storage building, parking, landscaping, and external works. Use of ancillary building as a dog grooming business</p> <ul style="list-style-type: none"> • Comments submitted including road safety concerns. <p>22/0737/TRE Dene Lower Broad Oak Road EX11 1XH Applicant Mrs Duffy Oak (T2), fell and Oak (T3) reduce to four metres as suggested within the arboriculture report.</p> <ul style="list-style-type: none"> • No objections <p>22/0624/TRE Little Glade West Hill Road EX11 1TU Applicant Dr Moul</p> <p>Removal of macrocarpa and 2 leylandii in South East corner of Little Glade.</p> <ul style="list-style-type: none"> • Object <p>22/0466/FUL 2 Warren Close EX11 1XB Applicant Mr C Panzeri Erection of single storey side extension, including demolition of conservatory and single storey garage</p> <ul style="list-style-type: none"> • comments submitted
22/137	<p>Planning decisions received for information (*denotes WHPC differed)</p> <p>22/0525/TRE The Old Orchard Elsdon Lane EX11 1TZ Status: Approved G1, Oaks(4) : Reduce crown spread</p> <p>22/0466/FUL 2 Warren Close EX11 1XB Status: Approved Erection of single storey side extensions, including demolition of conservatory and single storey garage</p> <p>22/0408/FUL Calluna 1B Beech Park EX11 1UQ Status: Approved Two storey front extension</p>

WHPC Groups + Initiatives

22/138	Strategic Planning Group: To receive an update on development of the East Devon Local Plan.
22/139	Village Hall Path Group: To receive an update
22/140	<p>Finance Working Group:</p> <p>Annual Governance Statement 2021-22 (AGAR Part 3)</p> <p>a. To consider the findings of the review of the effectiveness of the system of internal control</p> <p>b. To approve the Annual Governance Statement by resolution</p>
22/141	<p>Annual Accounting Statements 2021-22(AGAR Part 3)</p> <p>a. To consider the Accounting Statements</p> <p>b. To approve the Annual Accounting Statements by resolution</p>
22/142	To approve the bank reconciliation for the year to 31st March 2022
22/143	To receive the explanation of year-on-year variances
22/144	<p>To approve the Period for the Exercise of Public Rights 2021-22</p> <p>a. To approve the dates for the Exercise of Public Rights – proposed dates 1st June 2022 to 14th July 2022</p>
22/145	To approve the 2021-22 Financial Reserves Policy and allocation of reserves
22/146	<p>To approve the</p> <p>a. Financial Statement for year ending 31st Mar 2022</p> <p>b. CIL statement for year ending 31st Mar 2022</p>

22/147	Cyber Insurance Renewal: To approve arrangements and costs for 2022-23
22/148	<p>Community Engagement Group:</p> <ol style="list-style-type: none"> a. To receive an update on the Annual Parish Meeting b. To approve, if appropriate, the WHPC newsletter for publication in May c. To approve arrangements for distribution and printing costs of £395. d. To confirm, if appropriate, attendance at the West Hill Village Fete Saturday 9th July: to confirm arrangements and confirm associated costs if any. e. To consider arrangements for judging the Pre-School Jubilee Scarecrow Competition

Other Matters

22/149	<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 <ul style="list-style-type: none"> • Queen's Jubilee – Jubilee bench for community garden at St Michael's 3. Matters arising 4. Resident Communications 5. Any urgent matters arising. <ul style="list-style-type: none"> • Anti-Social Behaviour at playpark • Application for Street Trading Licence Renewal – The Codfather
22/150	<p>Playpark Lease:</p> <ol style="list-style-type: none"> a. To consider and, if appropriate, accept a new lease for the Children's Playpark b. To resolve to use S106 monies for the associated costs and for the new equipment (climbing frame/slide). c. To confirm arrangements for the signing of the EDDC S106 Grant form on behalf of WHPC.
22/151	Information Commissioners Office: Notification of a complaint against WHPC, WHPC's response and ICO outcome.
22/152	<p>Subject Access Request (SAR):</p> <ol style="list-style-type: none"> a. To note WHPC's 29th April 2022 response to the SAR received on 23rd April 2022. b. To note the receipt of a SAR on 29th April 2022.
22/153	Police Matters: To receive the monthly West Hill crime stats: if available (for information)
22/154	<p>Financial matters:</p> <ol style="list-style-type: none"> 1. To consider and approve the April-May 2022 Council Schedule of Payments 2. To receive if available: WHPC Finance Tracker, Bank reconciliation April 2022
22/155	<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>
22/156	<p>Next meeting: To confirm arrangements for the next WHPC ordinary meeting Tuesday 7th June 2022 7.30pm at the Village Hall. Please note the agenda for this meeting will be issued on Monday 30th May due to the Bank Holidays occurring in June.</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, 4th May 2022