

West Hill Parish Council Meeting 6th May 2025
Agenda Item: 25/179
Organisation Structure for 2025/26

1. Background

The WHPC strap line is, “Working with the Community to maintain and enhance West Hill’s special character” and this is our steer as to what the Council does and how it does it.

One of the key words is ‘with’ and this Council seeks to put greater emphasis on this aspect – engaging with and working with residents to meet community needs now and into the future.

The Council consists of up to 7 Councillors, who give their time freely for the benefit of the community, supported by a part time Clerk. The Council has to be mindful of the realistic capacity it has to directly ‘do’. To achieve its plan the Council needs to work with others to ensure the delivery of benefits for the community: other organisations and the West Hill community. During the year, the Council hopes there will be the opportunity for members of the community to join some of our working groups.

2. What we do

As a Parish Council there are activities we must do and some that, within our powers, we have chosen to do for the benefit of the community following consultation with West Hill residents.

We have divided these activities into 6 groups:

- A. Maintain and enhance the built environment for present and future generations.
- B. Maintain and enhance the natural environment for present and future generations.
- C. To improve safety, including road safety, by working with residents and relevant agencies.
- D. To maintain and develop infrastructure and key facilities and other services that enhance the quality of life in the village.
- E. Support and engage with all sectors of the community
- F. Provide effective, efficient and accountable local government for the Parish.

The Parish Council undertakes numerous activities that could be described as ‘business as usual’ including such as:

- Ensuring good governance
- Being a statutory Consultee on all Planning Applications to the East Devon District Council,
- Providing input to various consultations from other agencies, and raising matters pertinent to the community with relevant agencies,
- Representation on other bodies, eg Exeter Airport Consultative Group,
- Providing Grant funding to local organisations and charities in their work in the community
- Publication of a regular informative newsletter to every household in West Hill
- And much, much more.

Other activities, such as the creation of a new pedestrian path linking West Hill Road to the Village Hall site, are long term strategic projects.

As the Council has limited resources it must consider how best to organise itself to ensure it meet its statutory obligations and deliver its plan.

3. 2024-25 Organisation Structure - Current

3.1 In 2024/25 the Parish Council established **Working Groups** to focus on specific activities:

Working Group	Area of responsibility	Membership							Clerk
		FP	TI	AC	SMS	Vacancies			
Finance	Ensuring good fiscal governance	Y		Y					Y
HR + Policy	Employee matters, Code of Conduct matters and to support the Clerk in the processing of Complaints, Freedom of Information and Subject Access Requests. To draft new policies + review current policies.	Y			Y				Y
Strategic Planning	To monitor and respond to the development of the Emerging East Devon Local Plan		Y		Y				
Neighbourhood Plan	New project - To develop a Neighbourhood Plan for West Hill.				Y				Y
VH Pedestrian Path	This is an ongoing project.	Y			Y				Y
Playpark	To focus on operational and strategic issues relating to the West Hill children's playpark.		Y	Y					
Road Safety	To manage the Vehicle Activated Sign scheme and liaise with WH Community Speed Watch.	Y	Y						
Emergency Plan	New project to develop an Emergency Plan for West Hill.	Y	Y						
Communication	This group will focus on communication with the community.		Y						
Infrastructure	To monitor the condition of West Hill infrastructure for which WHPC has accepted responsibility (excluding Playpark).	Y	Y						
Remembrance Service	If WHPC is responsible for the event: to work with the Royal British Legion (WH)) to provide a safe environment for a Remembrance Sunday Service at the West Hill War Memorial.	Y		Y					

Councillors: Cllr Francis Pullman (FP) (Chairman), Cllr Trevor Ingram (TI) (Vice-Chairman), Cllr Ann Cooper (AC), Cllr Shirley May Saunders (SMS)

★ Plus members of the public.

3.2 2024-25 WHPC Representatives on External Bodies

In 2024/25 the Parish Council was represented on two outside bodies:

Airport Consultative Committee	Cllr FP	Police & Crime Commissioner Cllr	tba
Leisure East Devon (Ottery St Mary)	tba	Advocates	
Community Safety Group	tba	Ottery Health Matters	Cllr AC

4. For Consideration

4.1. Councillors are asked to review the Working Groups and membership:

- Does this structure meet the Council's needs for 2025-26?
- Can it be resourced?
- The Council continues to carry at least three vacancies out of a possible membership of seven.
- The public consultation phase of the East Devon Local Plan has been completed.
- Should the Terms of Reference for groups be update?

4.2. Councillors are asked to consider formally closing the following Working Groups:

- **Strategic Planning Working Group**
- **Road Safety**
- **Communication**
- **Infrastructure**

5. Decisions

The Council is asked to decide:

- a. The 2025-26 Working Groups and membership and the Terms of Reference for each Group.
- b. WHPC Representation on outside bodies.
- c. To publish details of the 2025/2026 organisation structure.

Cllr Francis Pullman 25th April 2025