

**WEST HILL PARISH COUNCIL  
MINUTES OF THE PARISH COUNCIL MEETING  
HELD ON 1<sup>st</sup> April 2025 AT 7.30pm**

Present:	Chairman Cllr Francis Pullman (FP), Cllr ShirleyMay Saunders (SMS), Cllr Trevor Ingram (TI), Cllr Ann Cooper (AC)
In attendance:	Anne Oliver Parish Clerk, 3 members of the public, DCC/EDDC Cllr Jess Bailey
Apologies	N/A

**Minutes of the Ordinary Meeting of the Parish Council**

Item (a)	Discussion and decisions (b)
<b>25/129</b>	<p><b>Welcome and Chairman's announcements</b></p> <p>The meeting started at 7.30pm. The Chairman, Cllr FP, welcomed everyone to the meeting.</p> <p>The Chairman's announcements included:</p> <ul style="list-style-type: none"> <li>The Parish Council was unsuccessful in its bid to acquire land at Higher Metcombe (ref agenda item 25/145 below)</li> <li>The recent defibrillator familiarisation session, led by SouthWest Ambulance Service, was well attended and received good back from attendees.</li> <li>The March Newsletter included a mistake. The public access defibrillators provided by the Parish Council are located at the RBL Clubhouse and 11 Eastfield.</li> <li>The Devon County Council elections take place on 1<sup>st</sup> May 2025. There are also some District Council by-elections in some areas but not in West Hill.</li> </ul>
<b>25/130</b>	<p><b>Apologies.</b> To receive apologies and approve reasons for absence, if considered appropriate. N/A</p>
<b>25/131</b>	<p>To receive <b>Declarations of interest</b> for items on the agenda and receipt of requests for new Disclosable Pecuniary Interests (DPIs) dispensations for items on the agenda.</p> <p>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.</p> <p>Cllr FP declared an interest in item 25/146 (RBL Grant Application) and would not participate in the item as he was a member of the West Hill Branch.</p> <p>Cllrs TI, AC and SMS each declared no interests in items on the agenda.</p>
<b>25/132</b>	<p><b>Public question time (3 minutes):</b> 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>).</p> <p>No members of the public wished to speak.</p>
<b>25/133</b>	<p><b>District and County Councillors' reports:</b> To receive reports for information (items raised for decision will appear on the agenda for the next meeting)</p> <p>DCC/EDDC Cllr JB had no updates following her report to the Parish Meeting (27<sup>th</sup> March).</p>
<b>25/134</b>	<p><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. Proposed items: n/a</p>

25/135	<p><b>Minutes:</b> To receive the Minutes of the Parish Council meeting of <b>4<sup>th</sup> March 2025</b> (Minute 25/089 - 25/117) and Extraordinary Meeting <b>19<sup>th</sup> March 2025</b> (Minute 25/118–25-128) and to approve the signing of the Minutes by the Chairman as a true record.</p> <p>The minutes of the meeting of 4th March 2025 and the Extraordinary meeting of 19th March 2025 were unanimously confirmed as a true record and were signed by the Chairman.</p>														
25/136	<p><b>Planning Applications received:</b> To consider a response to:</p> <ul style="list-style-type: none"> <li> <b>25/0672/FUL</b> 5 Pinefields Close West Hill Devon EX11 1XL  Proposed demolition of existing lean to structure, alterations, construction of single storey rear extension with roof terrace over, addition of cladding and render, Proposed Conversion of existing garage into residential accommodation.   Cllrs raised no objections and supported the application. </li> <li> <b>25/0671/FUL</b> 6 Potters Close West Hill Ottery St Mary EX11 1YE  Proposed two storey infill extension between the existing house and the detached garage. Proposed first floor extension above the garage including external steps. Single storey extension on the Northwest elevation. Revised window and roof window arrangements to accord with revised internal layout.   Cllrs expressed a number of concerns: <ul style="list-style-type: none"> <li>- The extension and associated external staircase were located close to the boundary with the neighbouring property.</li> <li>- the proposed extension may lead to overlooking and result in a loss of amenity on neighbouring properties</li> </ul> Cllrs noted the Design and Access statement acknowledged the potential loss of amenity and had included a number of measures to minimise the adverse impact. </li> <li> Following a vote, Cllrs <b>resolved</b> to support the application.   25/0057/OUT Land Adjoining West Hayes Eastfield West Hill EX11 1GG: Cllrs noted the agent's response to the consultee comments submitted by the Parish Council. The Council added no further comments to its initial comments. </li> </ul>														
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	<p>2. <b>Emerging East Devon Local Plan:</b> To note:</p> <ul style="list-style-type: none"> <li>a. the deadline, 31<sup>st</sup> March 2025, for responses to the public consultation.</li> <li>b. the WHPC response to the consultation.</li> </ul> <p>Cllr FP explained that no response had been submitted to the latest consultation on behalf of the Parish Council. As a Regulation 19 consultation on the final draft of the Emerging East Devon Local Plan the consultation was focussed on whether the plan was considered to be sound.</p>
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#### WHPC Groups + Initiatives

<b>25/139</b>	<p><b>Finance Working Group:</b> To consider arrangements for insurance cover for 2025-26.</p> <p>It was agreed not to seek alternative quotes as the current policy was in the second year of a three-year Long Term Undertaking. The Policy renews in May 2025.</p>
<b>25/140</b>	<p><b>Neighbourhood Plan Working Group:</b></p> <ul style="list-style-type: none"> <li>a. To receive a progress report.</li> <li>b. To consider a request for the WHPC newsletter to be published in June 2025 to publicise a Neighbourhood Plan survey.</li> </ul> <p>Standing Orders were suspended 7.49pm</p> <p>Margaret Hall (MH), Chair of the Working Group, gave a progress report on behalf of the Working Group:</p> <ul style="list-style-type: none"> <li>• At a workshop during March, led by Consultant Janvrin Edbrooke, the Working Group prepared a draft Neighbourhood Survey. The group will develop the survey further and plan to launch the survey in June 2025.</li> <li>• MH asked for the next WHPC newsletter to be distributed in June as this would help to launch the NP survey.</li> <li>• MH gave a short presentation at the Annual Parish Meeting to publicise the upcoming survey.</li> </ul> <p><b>It was resolved to</b> distribute a Parish Council newsletter in June 2025 and approve costs up to £600.</p> <p>Standing Orders were resumed at 7.56pm</p>
<b>25/141</b>	<p><b>Village Hall Pedestrian Path Working Group:</b> To receive an update, including (if available):</p> <ul style="list-style-type: none"> <li>a. Certificate of Lawfulness</li> <li>b. Traffic Regulations Order</li> </ul> <p>The Chairman reported</p> <ul style="list-style-type: none"> <li>a. WHPC had been advised by the EDDC Case Officer that it may take some time before the Certificate of Lawfulness is issued due the EDDC approval process.</li> <li>b. The Traffic Regulations Order consultation closed on 26<sup>th</sup> March. DCC Highways had not provided any information on the consultation but advised that, as a legal matter, it may take some time before the decision is issued.</li> </ul>
<b>25/142</b>	<p><b>Emergency Plan Working Group:</b></p> <ul style="list-style-type: none"> <li>a. To receive a progress report and agree actions, if appropriate.</li> <li>b. To receive a report from Devon Communities Together Resilience Conference attended by WHPC representatives.</li> </ul> <p>Standing Orders were suspended 8.00pm</p> <p>A member of the Working Group gave a short progress report:</p>

	<ul style="list-style-type: none"> <li>During March, two members of the working group attended a Devon Resilience Forum workshop. The meeting was well attended by groups across Devon. During discussions, the West Hill representatives were encouraged by the positive response and support for their proposed plans for West Hill.</li> <li>14 West Hill residents had volunteered to be trained as Village Emergency Responders.</li> <li>Members of the group would be investigating the use of walkie-talkie radios to be used by responders in an emergency situation.</li> </ul> <p>Standing Orders were suspended 8.05pm</p> <p>1 member of the public left the meeting.</p>
<b>25/143</b>	<p><b>HR Working group:</b> To adopt, if considered appropriate, a WHPC Volunteer Policy and application form.</p> <p>Cllrs considered a draft Volunteer Policy and Volunteer Application Form circulated prior to the meeting.</p> <p><b>It was resolved</b> to adopt the draft Volunteer Policy and Volunteer Application Form and to publish it on the Council's website.</p>
<b>25/144</b>	<p><b>Playpark Working Group:</b></p> <p>a. To consider a draft Playpark strategy and to decide actions, as appropriate.</p> <p>Consideration of the Playpark Strategy was deferred to a future meeting.</p> <p>b. To consider a revised checklist for Weekly Playpark Inspections and to decide actions, as appropriate.</p> <p>It was resolved to approve the new playpark checklist and reporting procedure, subject to the addition of a section for the land (for new pedestrian path).</p>

#### Other Matters

25/145	<p>To receive an update on land for sale in the Parish and to decide actions, as appropriate.</p> <p>The Chairman confirmed that the Parish Council had submitted a bid for the land for sale at Higher Metcombe. The Council's bid was unsuccessful.</p> <p>He proposed that the Council would not publicly disclose the bid as this may impact future opportunities.</p> <p>At the meeting on 4<sup>th</sup> March Council approved a budget up to £5,000 for professional fees (Minute 25/105).</p> <p>Confirmation of Due Diligence costs Incurred:</p> <table><tr><td>Surveyor</td><td>£600.00</td><td></td></tr><tr><td>Searches + Legal Fees</td><td>£774.46</td><td>+vat</td></tr><tr><td></td><td><hr/>£1,374.46</td><td>+vat</td></tr></table> <p>Cllrs considered whether the Parish Council had sufficient Cllr resources to be take a pro-active approach to acquiring Open Space for the village. Due to the number of current Cllr vacancies it was decided that this was not achievable but would remain a long term goal. It was noted that the work of the Neighbourhood Plan Working Group would encompass this issue.</p>	Surveyor	£600.00		Searches + Legal Fees	£774.46	+vat		<hr/> £1,374.46	+vat
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25/146	<p>To consider a grant application submitted by West Hill RBL for a contribution towards a VE Day 80 community street party on 10<sup>th</sup> May.</p> <p>Cllr FP did not participate in this item.</p>									

	<p>Cllr TI led a consideration of a grant application requesting £400 towards the cost of a community street party to commemorate VE Day. It was noted that the sum requested was greater than 50% of the estimated cost of staging the event £600 (including the hire of a band). Previous events were popular and well attended.</p> <p>Cllr SMS proposed the grant should be awarded in full, seconded by Cllr AC.</p> <p><b>It was resolved to award the grant in full, £400.00</b></p>
<b>25/147</b>	<p>To consider arrangements for a road closure for VE Day 80 street party event and to approve costs.</p> <p>The meeting received an update. West Hill RBL had confirmed they held Public Liability Insurance cover for the event and would no longer be asking the Parish Council to be responsible for the road closure (School Lane).</p> <p>It was noted that West Hill RBL would be responsible for the event including the application for a temporary road closure, contrary to the decision made at the WHPC meeting 19<sup>th</sup> March (Minute 25/124).</p>
<b>25/148</b>	<p>To receive an update on nominations of Assets of Community Value: Broad Oak Plantation and Potters Country Market.</p> <p>WHPC had received notification that the nominations were successful. Both sites would be listed as Assets of Community Value for five years.</p>
<b>25/149</b>	<p>To consider correspondence received:</p> <p>a. Aircraft movements and noise: A resident had contacted the Council to raise concerns about aircraft movements. Cllr FP advised that complaints should be made directly to Exeter Airport. The complaints form, available on their website, had been simplified and asked for the time and date of the incident to enable the investigation of the complaint.</p> <p><b>Action:</b> Clerk to publish an article on the WHPC website providing a link to the airport's form.</p> <p>b. B3180: A resident had contacted the Council to report on their correspondence with Vision Zero regarding traffic speeds on the B3180. He encouraged all residents to report incidents of dangerous driving or speeding vehicle to the Police (101/online). This ensured that there was a record for further analysis by Vision Zero.</p>
<b>25/150</b>	<p>To receive a report from the Parish Clerk:</p> <ul style="list-style-type: none"> <li>• The Clerk and Cllr SMS will join DALC's Webinar 'Highways and Planning' on 3<sup>rd</sup> April</li> <li>• The Clerk will join DALC's webinar on Local Government Reform on 8<sup>th</sup> April 2025.</li> <li>• Lengthsman: Costs for grass cutting at the Playpark will increase by £10 per visit as this will now include the area leased for the purposes of the new pedestrian path.</li> </ul>
<b>25/151</b>	<p>To review WHPC's <b>Action Tracker</b> and agree actions as considered appropriate.</p> <p>a. 381 and 382 bus services in West Hill: The Clerk reported Devon County Council had considered the changes proposed by the Parish Council but were unable to agree as the changes would impact other timetables.</p> <p>b. Training for weekly playpark inspections: The Clerk reported that training courses were available but typically arrangements would be made for an onsite course (12 places). This was not economically viable for WHPC unless the costs were shared. Due to the current workload it was not possible to proceed further. DALC had been approached Enquiries had been submitted to DALC.</p>
<b>25/152</b>	<p><b>Financial matters:</b></p> <ol style="list-style-type: none"> <li>1. To consider and approve, if appropriate, the Schedule of Payments. Cllrs considered the Schedule of Payments and invoices circulated and published before the meeting. No questions were raised. It was resolved to approve the payments and sign the invoices.</li> <li>2. To consider and approve, if appropriate, any additional payments presented to the meeting. N/A</li> <li>3. To consider and approve, if appropriate, an internal bank transfer £15,000.</li> </ol>

	<p>The Clerk confirmed the 1<sup>st</sup> Half 2025-26 had been received by the Pariah Council. It was resolved to approve an internal bank transfer £15,000 to the deposit account.</p> <p>4. To receive, if available, monthly Bank Reconciliations and finance trackers. This item was carried forward to the next meeting.</p>
<b>25/153</b>	<p><b>Councillor questions, reports and items for future agenda</b></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> <p>The Chairman asked for an item at the next meeting to consider arrangements for the Council's stall at the PTFA Summer Fete, Saturday 28<sup>th</sup> June 2025.</p>
<b>25/154</b>	<p><b>Next meeting:</b> To confirm arrangements for upcoming WHPC meeting on <b>Tuesday 6<sup>th</sup> May 2025</b> 7.30pm at the Village Hall</p>

All remaining members of the public left the meeting.  
Part A ended 8.46pm  
Meeting closed at 8.46pm

Signed .....

Date .....