

**WEST HILL PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING
HELD ON 3rd August 2021 AT 7.30PM**

Present:	Chairman Cllr Margaret Piper (MP), Cllr Margaret Hall (MH), Cllr Amanda Townsend (AT), Cllr Della Cannings (DC)
In attendance: Apologies received from:	Anne Oliver Parish Clerk, 1 member of the public attended the meeting Cllr Alan Cook (ABC), Cllr Alison Carr (AC), County + District Cllr/WHPC Cllr Jessica Bailey (JB),

AGENDA – ORDINARY MEETING OF THE PARISH COUNCIL

Item (a)	Discussion and decisions (b)
21/067	<p>Welcome and Chairman’s announcements The meeting started at 7.30PM. Chair MP welcomed everyone and reminded everyone that the meeting was being sound recorded.</p>
21/068	<p>Apologies. To receive apologies and approve reasons for absence. Apologies were received and accepted from Cllr ABC, AC and JB.</p>
21/069	<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. 1 member of the public attended the meeting.</p> <p>The member of public asked for clarification of the Declaration of Interests declared at the WHPC meeting on 6th July 2021. Chairman MP confirmed that Cllrs had correctly made the declaration. The resident remained dis-satisfied with the explanation.</p>
21/070	<p>District and County Councillors’ reports for information (items raised for decision will appear on the agenda for the next meeting)</p> <p>DCC + EDDC Cllr JB circulated a report prior to the meeting on the 3rd August 2021.</p> <p>Cllrs thanked Cllr JB for the report and asked for future reports to be circulated with the agenda as this will allow sufficient time for the report to be read and considered. They asked Cllr JB to give any subsequent updates as a verbal report at the meeting.</p> <p>The report includes</p> <ul style="list-style-type: none"> • B3180 – an update on DCC Highways and Traffic Orders Committee meeting • EDDC Tree Motion • EDDC virtual meetings • Various Tree matters <p>Cllrs asked Cllr JB to provide</p> <ol style="list-style-type: none"> a. an update on the provisional TPO for Hayes End. b. An update on feedback from DCC Highways on “Doing what Matters” initiative. <p>The report is available on the WHPC website Microsoft Word - WEST HILL - AUGUST 2021 (westhillparishcouncil.gov.uk)</p>

21/071	<p>Declarations of Interest</p> <p>a. Register of Interests: Councillors are reminded of the need to update their register of interests.</p> <p>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).</p> <p>Cllr AT declared a personal interest in agenda item 21/074 21/2001/TRE as an acquaintance of the applicant but would take part in discussion as she remained free from bias and pre-determination and stated she would approach the matter with an open mind.</p> <p>Cllr DC declared the following personal interests in agenda item</p> <p>a. 21/074 21/2001/TRE as she knew the applicant and would not take part in discussion.</p> <p>b. 21/1688/MFUL as a member of the Devon Wildlife Trust and would not take part in discussion.</p> <p>c. 21/092 Village Welcome Packs as a member of St Michael's PCC and would not take part in discussion.</p> <p>Cllr MH declared the following personal interests in agenda item 21/074 21/2041/TRE as she knew the applicant and would take part in discussion as she remained free from bias and pre-determination and stated she would approach the matter with an open mind.</p> <p>Cllr MP – no interests declared</p>
21/072	<p>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.</p> <p>Cllrs resolved to consider agenda items in confidential session: 21/089, 21/091, 21/094.</p>
21/073	<p>Minutes</p> <p>1. To approve the minutes of the Ordinary Parish Council meeting on 6th July 2021. Minutes approved. To be signed at the next meeting</p>
21/074	<p>Planning Applications received</p> <p>21/1824/TRE 19 Hayes End West Hill EX11 1GG Applicant Mr K Murray Various treeworks. Reasons: The trees are causing excessive shading to the southern element of the client's garden.</p> <p>Cllrs did not support the application for the following reasons</p> <p>a. An arboricultural report was not submitted to support the application. Cllrs were concerned the proposed significant tree works would unbalance the trees and possibly cause them to fail. No evidence of disease has been identified to support any proposed works.</p> <p>b. Cllrs noted the reason for the application was “excessive shading” but also noted that the trees pre-dated the house. Cllrs did not consider there was excessive shading and do not agree this is justification for the works.</p> <p>c. The trees are a significant feature of the West Hill landscape and are clearly visible from other areas. Maintaining the woodland character of the village is a key principle of the Neighbourhood Plan.</p> <p>Cllrs understood EDDC Tree Officers will be undertaking a detailed assessment of the Hayes End TPO and asked for this site to be included in the assessment.</p>

	<p>21/1688/MFUL Land South Of Lily Cottage Exeter Road Whimble Applicant Motor Fuel Group Roadside Service Area (RSA), including a Petrol Filling Station (PFS) comprising of a forecourt sales building, canopy, separate HGV and Car fuel pumps and underground storage tanks and a new Class E/Sui Generis drive-thru restaurant alongside associated car, coach and HGV parking, landscaping and off-site highway works on the B3174.</p> <p>Cllrs acknowledged the revised application had amended factors such as roof height and landscaping. However, they expressed the following concerns</p> <ol style="list-style-type: none"> a. Visual Impact: Further landscaping work could be done to screen the site from neighbouring areas and A30. b. Wildlife: Cllrs supported the Devon Wildlife Trust concerns and note the wildlife survey is out of date. c. Traffic: The development is likely to increase traffic volumes on the B3180. Cllrs have previously raised concerns with DCC/Peninsular RSP regarding the safety of this road. d. Litter: The development is likely to increase litter in the wider area. <p>21/2001/TRE The Old Stable Windmill Lane EX11 1JP Applicant Ms K Green Pine 1: Crown raise to give a clear stem of 2 metres. This is to prevent branches overhanging the highway and buildings. Advised by tree officer Robin Offer when he came to view the tree Monday 19th July.</p> <p>Cllrs supported the application.</p> <p>21/2041/TRE Fair View 1 Brackendown EX11 1NT Applicant Mr C Hall Crown reduction to the northwest quadrant of the crown to achieve 3 metre clearance from chimney. Maximum diameter cuts of 100mm. Reason: to reduce needle fall on roof and gutters and maintain clearance from chimney.</p> <p>Cllrs supported the application.</p> <p>21/1784/FUL 13 Beech Park EX11 1UH Applicant Mr & Mrs Spencer Partial extension of existing garage, addition of first floor side extension over garage and dormer window</p> <ul style="list-style-type: none"> • Considered and supported application under Delegated Powers <p>Noted</p> <p>Cllrs agreed to consider a recent application and submit Consultee comments under delegated powers in order to meet the deadline for comments: 21/1951/VAR Straitgate Farm – variation of condition No.8 (Landscaping).</p>
<p>21/075</p>	<p>EDDC Planning decisions received for information (*denotes WHPC differed)</p> <p>21/1784/FUL 13 Beech Park EX11 1UH Approved Partial extension of existing garage, addition of first floor side extension over garage and dormer window.</p> <p>21/1529/FUL Touch Wood 3 Hylands Close Higher Broad Oak Road EX11 1XJ Approved Single storey rear extension, front extension to provide a garage with storage over, 8 roof lights, conversion of attached garage to habitable use, alterations to front porch and enlargement of driveway</p> <p>21/0874/FUL Amberley Grange West Hill EX11 1UX Approved 17 metre long noise barrier 2 metres high along highway boundary to replace existing fence.</p> <p>Noted</p>

21/076	<p>TPO notifications - for information</p> <p>21/0024/TPO Land North of Oak Road - Provisional order to be confirmed</p> <p>Cllrs agreed to write to EDDC Tree Officers in support of the order.</p>
21/077	<p>Planning Appeal: To approve a response to the appeal ref APP/U1105/W/21/3276272 Land to the west of B3180 adj Panorama</p> <p>Cllrs resolved to submit a response to the Planning Inspectorate objecting to the appeal and setting out it's reasons for the objection.</p>
21/078	<p>Planning matters:</p> <ol style="list-style-type: none"> 1. To receive an update on Strategic Planning Committee/Local Plan Review 2. To approve a response to an EDDC request to fact-check the analysis of community services and facilities (Role and function of Settlements) <p>Cllr MH gave an update on the East Devon Local Plan Review. The EDDC Strategic Planning Committee is meeting every month as the review progresses (Committee details - Strategic Planning Committee - East Devon). The latest meeting 20-July considered various matters including</p> <ol style="list-style-type: none"> a. the hierarchy of settlements b. the role and function of settlements <p>As many Parish/Town Councils had challenged the analysis of community services and facilities EDDC requested Councils to fact-check the analysis.</p> <p>Cllrs agreed the information for West Hill to be submitted to the Committee:</p> <ol style="list-style-type: none"> 1. Convenience Store/Shop: McColls Services: Estate Agent (part-time opening), Hairdresser, Beauty Salon, Dentist 2. Open Space/Allotments: The only open space in West Hill is Broadoak Plantation. This is owned by the Woodland Trust rather than publicly owned. 3. Children's Play Area: West Hill has a children's playpark but it is very small with very limited space for "running around". 4. Playing Fields: There are no playing fields/pitches in West Hill. The Primary School field is closed to the public throughout the year. <p>Cllr MH agreed to report latest progress on the WHPC webpage East Devon Local Plan West Hill Parish Council</p>

Committee & Working Groups

21/079	<p>Traffic Study Working Group:</p> <ol style="list-style-type: none"> 1. To receive an update on the Planning Application for proposed pedestrian link to the Village Hall <p>Cllr MH reported</p> <ul style="list-style-type: none"> • Village Hall Trustees have been formally notified that the planning application for the proposed West Hill Rd-Village Hall pedestrian link will be submitted. • They have approved and commented on the draft planning application form • The planning application will be submitted on 16th Aug 2021. <ol style="list-style-type: none"> 2. To approve Terms of Reference for the Working Group. <p>It was resolved</p> <ul style="list-style-type: none"> • The working group will be known as the Traffic Working Group
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	<ul style="list-style-type: none"> The Terms of Reference were approved subject to the addition of a reference to a review date (Annual meeting 2022)
21/080	<p>Slide Working Group:</p> <p>a. To receive an update on the project timetable and consultation with Playpark users.</p> <p>Cllr AT reported</p> <ul style="list-style-type: none"> Arrangements for the public consultation have been agreed with West Hill Primary School and EDDC. The consultation will take place in September 2021 via an online survey of playpark users. The proposed timetable for the consultation, request for tenders and a target date of installation before Easter 2022. <p>Noted and accepted.</p> <p>b. To consider an updated draft Terms of Reference for the Working Group.</p> <p>Cllrs agreed the Terms of Reference subject to</p> <ul style="list-style-type: none"> Including reference to the WHPC Financial Regulations processes Clerk will issue and receive requests for Tenders. Amending the reference to ongoing management from “Open Spaces Committee” to “in accordance with current arrangements” <p>Cllr DC abstained from debate on this item 21/080</p>
21/081	<p>Finance Working Group</p> <p>1. To note the end of the Period for the Exercise of Public Rights.</p> <p>The Parish Clerk reported</p> <ol style="list-style-type: none"> The Period for the Exercise of Public Rights had concluded. No requests were received. The External Auditors had recently notified the WHPC of the completion of the 2020-2021 audit. No matters were raised.
21/082	<p>People and Policy Working Group</p> <p>a. To approve arrangements for a West Hill Community Survey 2021.</p> <p>Cllr MH reported a draft community survey had been circulated to all Cllrs for comment. Cllrs responses had been considered and some changes incorporated. Cllr ABC expressed continued concerns about Question 3 as he considered the responses could be misleading. Cllrs discussed this but agreed that the survey introduction gave sufficient explanation.</p> <p>Cllrs thanked the Working Group for their work to prepare the survey.</p> <p>It was resolved</p> <ul style="list-style-type: none"> To approve the community survey To target a launch date of mid-September To distribute a WHPC newsletter during the weekend 18/19th September 2021 to publicise the survey. The newsletter content to be approved at the WHPC meeting 7th Sep 2021. <p>b. To consider proposed amendments to the West Hill Complaints Policy in respect of appeals.</p> <p>The current policy does not include an appeals procedure. Cllrs discussed this and possible options for address this.</p> <p>It was resolved to add the following amendment</p> <ul style="list-style-type: none"> “The decision of the investigation is considered final. Any challenge to that outcome by the complainant can only be to the appropriate Ombudsman”.

Other Matters

21/083	<p>Coronavirus: To consider recent Government Covid announcements (if any) and their impact on WHPC: (EDDC decision) Covid numbers:</p> <ol style="list-style-type: none"> 1. Review the WHPC Risk Assessment for in-person Council meetings and agree amendments as required (if any). <p style="color: red; margin-left: 20px;">Cllrs considered the revised Government guidance and updated Village Hall user requirements.</p> <p style="color: red; margin-left: 20px;">It was resolved to continue a cautious approach and adhere to Village Hall user requirements.</p> 2. To consider the venue for future meetings in 2021 (Acorn/Beech Room). <p style="color: red; margin-left: 20px;">Cllrs agreed that the meeting room (ground floor Acorn Room) was unsatisfactory due the noise disturbance from the sports session held in the adjacent Main Hall. However Cllrs felt it was preferable to hold the meeting in a ground floor room as this was more accessible than the alternative 1st floor Beech Room.</p> <p style="color: red; margin-left: 20px;">It was resolved to hold the next meeting (7th Sep) in the ground floor room then re-assess the level of disturbance.</p> 3. To consider if WHPC suspended Working Groups can be resumed? <p style="color: red; margin-left: 20px;">Cllrs agreed to consider this item at the next meeting when more Cllrs will be in attendance. Cllr DC raised concerns regarding the Emergency Plan Working Group and asked for this to be considered at the next meeting. Cllrs agreed.</p> <p style="color: red; margin-left: 20px;">Cllr AT gave an update on the PTFA Sunflower competition sponsored by the Council. Due to Covid the judging had taken place virtually via Zoom. Cllrs AT and MH represented the Council to judge the photo entries. Entries were disappointingly low however prizes were awarded in all but one year groups. Cllrs thanked Cllrs AT + MH for working with the PTFA to organise the event.</p> 4. To consider recent updated Government safety guidelines for Playparks. <p style="color: red; margin-left: 20px;">Cllrs considered the revised guidelines. It was agreed</p> <ul style="list-style-type: none"> • to maintain a cautious approach. • to leave current arrangements and signage unchanged.
21/084	<p>Clerks Report:</p> <ol style="list-style-type: none"> 1. Decisions taken under Delegated Powers: purchase 2year renewal McAfee anti-virus software Noted and agreed 2. WHPC - Action points from previous meetings Noted 3. Matters arising <ol style="list-style-type: none"> a. Lengthsman – To approve the works <ol style="list-style-type: none"> a. Playpark bark £188.40 + vat (as 2020) b. Playpark Hedge cutting £76+vat (as 2020) <p style="color: red; margin-left: 20px;">Both noted and approved</p> b. VAS <ol style="list-style-type: none"> a. To approve the schedule for Sep onwards 2021 : Noted and approved b. To receive an update on an additional site for VAS <p style="color: red; margin-left: 20px;">During August WHPC and DCC Highways have a meeting scheduled with a householder to assess the viability of creating an additional site near the War</p>

	<p>Memorial for the VAS device. If a suitable site can be found DCC Highways will carry out a safety audit before approving the site.</p> <p>c. Resident emails – Broadband</p> <p>Residents continue to be frustrated as the expected commercial roll out of broadband across West Hill has stalled. Faster broadband is only available in parts of the village. Cllr JB is continuing to work with providers. Her latest report is available on the WHPC website Broadband in West Hill - update Jul 2021 West Hill Parish Council.</p> <p>Cllrs agreed</p> <ol style="list-style-type: none"> i. Petition – Cllrs have been requested to publicise a petition about potential development around Rockbeare and Whimple. They decided not to publicise the petition. ii. B3180 – Cllrs noted the resident's concerns and will continue to seek action by DCC Highways. iii. Lower Broad Oak Verges - Cllrs noted the recent damage to verges and referred residents to Highways as the Parish Council has no power to act on this matter. <p>d. Transport consultations – consider response to</p> <ol style="list-style-type: none"> a. Peninsula Transport survey b. National Bus Strategy survey <p>Cllrs agreed the Council will not submit a response. Individual Cllrs may choose to do so.</p> <p>e. Email protocol – to consider protocol for external emails sent to all Cllrs.</p> <p>Cllrs were asked to co-ordinate a response with the Clerk.</p> <p>4. Any urgent matters arising. <i>n/a</i></p>
<p>21/085</p>	<p>Queens’s Platinum Jubilee 2022: To receive feedback from village groups and to consider how WHPC/West Hill could mark the Jubilee.</p> <p>WHPC thanked local groups and organisations for outlining their initial thinking for ideas for events to celebrate the Queen’s Jubilee in 2022.</p> <p>It was resolved</p> <ul style="list-style-type: none"> • the Chairman will write to local groups and organisation to convene a meeting to co-ordinate events.
<p>21/086</p>	<p>Broadoak Plantation: To consider resident’s concerns regarding access to the Woodland Trust land.</p> <p>Cllrs discussed the WHPC signs placed at the entrances to Broadoak Plantation. The signs remind users of the Woodland Trust (WT) rules regarding access to Broadoak. Cllrs agreed that enforcement was the WT’s remit and not the the Parish Council’s.</p> <p>It was resolved to remove the signs.</p>
<p>21/087</p>	<p>Open Spaces: To consider a proposal to create a Community Land Working Group.</p> <p>Cllrs briefly discussed this item but agreed to defer it to the next meeting for a consideration with all Cllrs.</p>
<p>21/088</p>	<p>Public Footpaths: To receive an update on the process to create a new Public Right of Way (ref in consideration of concerns raised by the Footpath Warden re Footpath 5 and B3180)</p>

	<p>Cllrs thanked the Clerk for the information provided. It was resolved to refer this matter to be considered by the Traffic Working Group in the context of the B3180 concerns.</p>
21/089	<p>Complaint: To receive the findings of the investigations into a complaint. The Chairman Cllr MP reported that the complaint had been investigated in accordance with the WHPC Complaints Policy and found to be unfounded on all counts. The complainant has been advised.</p> <p>This item was considered as a confidential item. No matters were raised.</p>
21/090	<p>Police Matters: To receive the monthly West Hill crime stats (Jun 2021) (for information) Noted</p>
21/091	<p>Freedom of Information (FOI): To note the receipt of an FOI request. This item was considered as a confidential item. The FOI request was noted and the response approved.</p>
21/092	<p>St Michael's Village Welcome Packs: To receive an update on proposed arrangements The Clerk reported on St Michael's proposal to create a village Welcome Pack to be distributed to people moving to the village. Cllrs were keen to support the initiative. Cllrs had previously agreed to provide copies of the village map (WHPC Meeting 1st June 21/025)</p> <p>It was agreed that WHPC would submit a page to be included in the Welcome Pack</p>
21/093	<p>WHPC Wildflower Challenge: To receive an update and consider arrangements for judging. Cllrs considered the paper submitted by Cllrs DC prior to the meeting. The deadline for competition entries is 31st Aug. Over 300 packets of seed have been distributed however fewer entries are expected.</p> <p>It was agreed that Cllrs MP and ABC will judge the (photo) entries.</p>
21/094	<p>Confidential Item: To discuss personnel matters This item was considered as a confidential item. Cllrs approved 20hrs overtime for the Clerk.</p>
21/095	<p>Finance and Invoices Tracker Invoices received for approval:</p> <ol style="list-style-type: none"> 1. Clerk - claim for expenses (incl Microsoft subscription, paper) £77.38+vat 2. Clerk - McAfee 2yr renewal £99.99+vat 3. DCC Highways – re-locate Village Gateway signs £420.00 4. Cosmic – annual domain name renewal £80.00 + vat 5. Lengthsman – Playpark timber treatment £417.48+vat 6. Lengthsman – Remove memorial bench and verge maintenance £47.50+vat 7. Lengthsman – VAS transfers (Jul21) £76.00 + vat <p>All noted and approved Transfer between WHPC Accounts for approval: £5,000 to current account Noted and approved</p> <p>To receive: 2021-22 Finance Tracker, Bank reconciliations 2021, CIL/S106 summary Noted and approved</p>
21/096	<p>Councillors questions, reports and items for future agenda 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>Cllr AT reported that, as reported at the previous meeting, she would continue to monitor use of the waste bin near the War Memorial.</p>

	<p>21.55pm Cllrs went into Confidential Session 22.00pm Cllrs resolved to continue the meeting past 2hrs 30 mins duration. Confidential session ended 22.15pm – see items 21/089, 21/091, 21/094 for outcome.</p>
21/097	<p>Next meeting: To confirm the date of the next meeting at the Village Hall which is scheduled for Tuesday 7th September 2021, 7.30pm at the Village Hall.</p>

Meeting ended 22.16pm

Signed: *Anne Oliver*, Clerk to the Council, 5th Aug 2021