

**WEST HILL PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING
HELD ON 4th June 2019 AT 7.30PM
AT WEST HILL VILLAGE HALL**

Present:	Chairman Cllr Margaret Hall (MH), Cllr Quentin Tailford (QT), Cllr Alan Cook (AC), Cllr Amanda Townsend (AT), Cllr Alison Carr (ACr) County Councillor Claire Wright
In attendance:	Anne Oliver Parish Clerk, plus 8 members of the public
Apologies received from:	Cllr Jessica Bailey (JB),

Item (a)	Discussion and decisions (b)
19/159	Welcome and Chairman's announcements The meeting began at 7.30pm. Chair (MH) welcomed everyone and reminded everyone that the meeting was being recorded.
19/160	Apologies. To receive apologies and approve reasons for absence. Apologies were received from Parish Councillor/District Councillor Jess Bailey.
19/161	<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.</p> <p>Two matters were raised by the public</p> <ol style="list-style-type: none"> 1. On behalf of neighbours, a resident raised an issue of ongoing anti-social and threatening behaviour. They had referred the matter to the Housing Association on many occasions, however it remains unresolved. The residents also reported concerns regarding parking and road safety. The group sought help from the Council and asked the Council to approach the Housing Association on their behalf. The Chair (MH) reminded the meeting that the Council has very limited powers regarding this matter. Councillors agreed to <ul style="list-style-type: none"> • Write to the Housing Association asking for the issues to be addressed • Contact PCSO Simms regarding the Anti-Social behaviour and road safety concerns. 2. A resident of Moorlands had previously circulated a letter top Councillors raising concerns regarding <ul style="list-style-type: none"> • Car parking - cars are being parked in Moorlands when parents are taking children to/from school. • Cycling/scooters – increased numbers and inconsiderate riders • Dogs – dog fouling • Could additional trees be planted to deter pedestrians/cyclists from taking a short cut across the verge • Footway maintenance

	<p>Again, the Chair (MH) said that the Council is limited in what it can do regarding anti-social behaviour. It was suggested that the resident approached the Moorland Residents Group to discuss these issues, gather support and, if appropriate, bring the matter back to the Council</p> <ul style="list-style-type: none"> • Cllr Jess Bailey to provide anti-dog fouling stencil and paint. (JB)
19/162	<p>To receive the monthly crime stats for information Councillors noted the crime statistics for April 2019</p>
19/163	<p>District and County Councillors' reports for information (items raised for decision will appear on the agenda for the next meeting).</p> <p>County Councillor Claire Wright reported</p> <ol style="list-style-type: none"> 1. An Unpaid Carers spotlight review is underway and will continue over the summer. Initiatives including a series of events will provide the opportunity to meet unpaid carers, plus carer ambassadors will research concerns and views. The review is looking to report in September. 2. There have been several recent incidents of cars falling into the ditches along Exeter Road/Barrack Road Ottery St Mary. Claire will invite a West Hill Parish Council representative to a review meeting. 3. Ottery St Mary Town Council have declared a Climate Emergency and will be developing an action plan for the town.
19/164	<p>Declarations of Interest</p> <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. c. To declare any disclosable pecuniary interests in items on the agenda and their nature (Councillors with DPs must leave the room for the relevant items). <p>Cllr Hall declared a personal interest in item 19/166 as she knows the applicant.</p>
19/165	<p>Minutes</p> <ol style="list-style-type: none"> a. The minutes of the Parish Council meeting on 14th May 2019 were approved as a true and accurate record.
19/166	<p>Planning applications received</p> <p>19/0929/FUL The Birches, Lower Broad Oak Road Proposal – Demolition of existing dwelling and construction of replacement dwelling and detached garage together with associated external works.</p> <p>The Councillors raised concerns regarding the proposed garage</p> <ul style="list-style-type: none"> - The garage is close to the boundary - The garage block features a dormer. Councillors felt that, although the plan does not contain a dormer window potentially this could be added at a later date. Such a window would overlook the neighbouring garden resulting in loss of privacy. Councillors recommend that the dormer is excluded from the plan or possibly the dormer could be re-located to the opposite side of the building. <p>Councillors unanimously supported the application subject to addressing the garage dormer issue and the satisfactory completion of the bat survey.</p>
19/167	<p>Planning decisions received for information (*denotes WHPC differed)</p> <p>19/493/FUL West Hill Primary School Lighting Column – Approved 19/633/FUL The Feed Store, The Pygthle, Lower Broad Oak Road – Refused 19/634/FUL East Pigsty, The Pygthle, Lower Broad Oak Road – Refused 19/635/FUL Middle Pigsty, The Pygthle, Lower Broad Oak Road – Refused 19/790/FUL The Octave, West Hill Road – Approved Noted</p>

19/168	<p>TPO notifications- for information</p> <p>19/0046/TPO Land to the rear of the Old Village Hall, West Hill Road - noted</p>
19/169	<p>To receive an update on Co-option of a Councillor To receive and consider applications for the role of Co-opted Councillor. To discuss and agree next steps.</p> <p>Since the previous meeting village resident Margaret Piper had declared an interest in the Council vacancy. Her CV was circulated to Councillors prior to the Council Meeting.</p> <p>Margaret attended the meeting and Councillors had the opportunity to discuss her experience and why she had applied for the vacancy.</p> <p>Cllr Hall (MH) proposed that Margaret Piper should be co-opted onto the Council, seconded by Cllr Carr.</p> <p>Cllrs agreed unanimously to co-opt Margaret Piper onto the Council Clerk to notify Democratic Services, EDDC Cllr Piper duly signed the following forms in the presence of the Clerk - Declaration of Acceptance form, Consent to Electronic Service of Summons It was resolved that Cllr Piper should be added to the Banking Mandate It was resolved to purchase a name badge for Cllr Piper</p>
19/170	<p>To confirm Working Groups and membership of groups</p> <p>Working Groups for 2019 will be Finance Working Group – Cllrs Tailford, Carr + Clerk Open Spaces Working Group - Cllrs Cook, Townsend, Hall + Clerk People and Policy – Cllrs Hall, Carr + Clerk</p> <p>Strategic Projects Outside Space - Cllrs Tailford, Bailey Planning Policy - Cllr Hall (a watching brief)</p> <p>Other Projects Traffic – all Broadband – Cllr Tailford</p>

Open Spaces Working Group

19/171	<p>To receive a report from the Open Spaces Working Group</p> <p>Cllr Cook updated Councillors on the first meeting of the Working Group</p> <p>Part-time Lengthsmen –to book a meeting with Simon Hart asap to set up the project. To discuss what can be achieved in the time allotted with priority to clearing sight lines on road corners and making road signs clearly visible. Suggest that he tackles Himalayan Balsam in July and group to review progress</p> <p>Playpark – East Devon District Council inspectors have agreed to provide simple monthly report on their visits. Next full inspection will be Feb 2020.</p> <p>Maintenance work will be carried out for two days during the week beginning 17-Jun.</p> <p>It was agreed to contact Alastair Guy for a confirmed date for installation of the new ramp. (Clerk)</p>
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	<p>Bus Shelter – seeking quotes for repair work and improvements for the Bus Shelter. The working group are considering whether EDDC Community Buildings Fund is a possible source of funding.</p> <p>Woodland Trust Land / Broad Oak Plantation – The Woodland Trust have advised that Tilhill are the responsible for management of Broad Oak. Tilhill will provide a named contact and are willing to attend a meeting to discuss maintenance of glade and whether we can we install picnic benches. The Working Group will look to encourage donations of commemorative benches.</p> <p>Footpaths – the Working Group will discuss with Eileen Perkins whether any additional work above that funded by DCC is required . Plus longer term seek to improve safety of paths and linkage with other routes.</p> <p>West Hill Tree Meeting with Tree Officers scheduled for 26th June</p> <p>next meeting 25 / 06 / 19</p>
19/172	<p>To consider work required to repair and improve West Hill Bus Shelter and to consider options for funding including the East Devon District Council Community Buildings Fund.</p> <p>Cllr Cook reported that the Working Group had discussed the work required to repair and improve the Bus Shelter on Bendarroch Road. They had also considered whether the scheme was eligible for the EDDC Community Buildings fund scheme. The deadline for submissions to the scheme is 29th June.</p> <p>It was agreed</p> <ul style="list-style-type: none"> - To issue a specification for the building work asking for quotes by the end of the month. (Cllr AC) - Contact Jamie Buckley to determine if the proposal met the criteria for the Grant scheme. (Clerk)

Finance Working Group

19/173	<p>To receive a report form the Finance Working Group</p> <p>Cllr Carr reported that the Finance Working Group had met to review the Annual Governance and Accountability Return for submission to the External Auditors. The Working Group also prepared the Financial reserves recommendations. The components of the report are as follows:</p>
19/174	<p>To Annual Governance Statement 2018-19 (AGAR Part 3)</p> <ol style="list-style-type: none"> 1. To consider the findings of the review of the effectiveness of the system of internal control 2. To approve the Annual Governance Statement by resolution <p>Councillors considered the findings of the review of the effectiveness of the system of internal control.</p> <p>It was resolved to approve the Annual Governance Statement.</p>
19/175	<p>Annual Accounting Statements 2018-19 (AGAR Part 3)</p> <ol style="list-style-type: none"> 1. To consider the Accounting Statements 2. To approve the Annual Accounting Statements by resolution <p>Councillors considered the Accounting Statements.</p> <p>It was resolved to approve the Accounting Statements.</p>
19/176	<p>To approve the bank reconciliation for the year to 31st March 2019</p> <p>Seen and approved.</p>
19/177	<p>To receive the explanation of year-on-year variances</p> <p>Seen and approved.</p>

19/178	<p>To approve the Period for the Exercise of Public Rights 2018-19 To approve the dates for the Exercise of Public Rights– proposed dates 5th June 2019 to 16th July 2019 These dates were approved.</p>
19/179	<p>To approve the 2018-2019 Financial Reserves Policy</p> <ol style="list-style-type: none"> 1. Councillors considered the 2018-19 Financial Reserves Policy It was resolved to adopt the Financial Reserves Policy and Financial Reserves Recommendation 2. Councillors considered the Financial Reserves Recommendations It was resolved to allocate a provision of £17,000 to General Reserves, £41,833 to Earmarked Reserves for <ul style="list-style-type: none"> - known expenses deferred from the 2018-19 financial year <ul style="list-style-type: none"> o new playpark ramp/slide £2,400 o Traffic Study safety final part of invoice £2,299 - Plus provisions for <ul style="list-style-type: none"> o Replacement playpark equipment £3,600 o Traffic study safety audit and implementation £30,000 o Open Spaces Playing field £3,000 - and a further £534 to an Earmarked Reserve for election expenses.
19/180	<p>To approve the CIL statement for year ending 31st Mar 2019 Councillors discussed the CIL grants and the approach to spending the monies.</p> <p>It was agreed</p> <ul style="list-style-type: none"> - to approve the CIL statement for year ending 31st Mar 2019 - to adopt a policy ensuring that the CIL funds are spent before the expiry date - To check whether the existing CIL payments can be used for purchase of Playpark equipment such as the new ramp/slide. (Clerk) - To include a CIL report in the Annual Parish Meeting. (Clerk)

Other Matters

19/181	<p>To receive an update on Broadband and opportunities to improve current provision across the village. To consider establishing a working group on Broadband and to discuss next steps/action plan.</p> <p>Cllr Tailford reported that as West Hill already has “Fibre to The Cabinet” by means of a cable from Ottery St Mary it is not high on Openreach priorities (as some areas have less provision than West Hill).</p> <p>To improve Broadband performance across the village would require “Fibre to the Home” ie fibre-optic cable to the house. For Openreach to be interested in this the Village needs to demonstrate sufficient interest amongst residents.</p> <p>Cllr Tailford has registered WHPC with Openreach. The next step will be to contact residents and ask those who are interested to sign up. This is not a commitment on their behalf simply registering an interest. If sufficient people sign up Openreach will start their initial work to develop costings, feasibility etc.</p> <p>Cllr Tailford proposed</p> <ul style="list-style-type: none"> - forming a working group with members of the village, - publicise the initiative on Facebook, website and also at the Village Fete. <p>Councillors unanimously agreed the proposal.</p>
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19/182	<p>To receive an update on the Traffic Study To receive an update on the Traffic Study Questionnaires. In addition to discuss the forthcoming meeting with the Traffic Consultants and consider funding for the next stage of work. Cllr Hall reported that a meeting with Jon Tricker, PJA Consultant, will take place on Tuesday 11th June. The meeting will review the community feedback, discuss which proposals to take to the Safety audit stage, and other work required.</p> <p>Councillors agreed to establish a budget of £3,000 for the next stage of work.</p>
19/183	<p>Street trading application received (previously notified to Councillors) Graeme James trading as The Codfather Proposal Mobile fish and chip van, Thursday 5.00-7.00pm West Hill car park Noted and approved</p>
19/184	<p>To consider membership of Devon Communities Together Devon Communities Together offer advice on:</p> <ul style="list-style-type: none"> • Community engagement • Community projects • Social & community enterprise Funding <p>Plus, information sheets & toolkits, model documents & templates etc. Annual subscription £50. Noted and approved</p>
19/185	<p>Devon County Council - Doing What Matters Communities Grants Fund Grants of £5,000 - £20,000 are available for bids</p> <ul style="list-style-type: none"> • to build relationships and connections locally, across all age groups • people become more physically active • people take notice of their local environment • to develop opportunities for culture, creativity or learning • to support giving across local people and communities, including volunteering • to make people feel safer locally <p>Projects must be completed before 31st March 2020</p> <p>Cllrs discussed the scheme and possibility of using the scheme to fund initiatives for Broad Oak Plantation such as educational signs, fitness trail etc. It was agreed that the Open Spaces Working Group would explore opportunities.</p>
19/186	<p>To consider support for an East Devon Gypsy and Traveller Liaison Forum Cranbrook Town Council has proposed the creation of a Gypsy and Traveller liaison forum to facilitate discussion between interested parties. Cllrs agreed unanimously to support the initiative.</p>
19/187	<p>West Hill Village Fete 29th June 2019</p> <ol style="list-style-type: none"> 1. To consider a Grant Application from West Hill Primary School PTFA for sponsorship of the band at the Village Fete, £350 Councillors agreed <ul style="list-style-type: none"> - to support the application - to ask for a copy of the invoice for audit purposes - ask the Fete Committee to publicise that WHPC has sponsored the band. 2. To discuss and choose a fundraising activity for the Parish Council stall at the Village Fete. Consider information to be displayed and agree arrangements for attendance at the event. Councillors agreed to have a fundraising Treasure Map at the Fete with an entry fee of £1, a prize of an Amazon voucher for £25 or alternatively, if possible, a prize donated by Cllr Cook.
19/188	<p>Updates on actions and matters arising from the last meeting (action tracker)</p>

	<p>Air Ambulance Landing site The lighting column was installed during half term. DAAT's Toby Russell will lead a special school assembly on 14th June followed by photos. The Ottery Herald reporter and photographer will attend.</p> <p>The Memorandum of Understanding is yet to be finalised.</p>
19/189	<p>Finance and invoice tracker Invoices received – for approval</p> <ol style="list-style-type: none"> 1. Clerk Anne Oliver claim for expenses 2. Devon Communities Together Inv 4694 – Rural Futures Conference (QT) 3. S. Radcliffe Playpark Gardening (Apr) <p>Paid invoices – for information:</p> <ol style="list-style-type: none"> 1. Mark Harrod - Inv 40363 West Hill Wasps Goalposts (Communities Together Grant) 2. Abalone Graphics Inv 18706 – Name badges for new Councillors 3. WH Garden Club – re-filling village planters 4. EDDC ref 40052547 – Playpark works – removal of rotten timbers and installation of grass matting at top and bottom of the slide <p>All noted and approved</p> <p>To receive the bank reconciliation for May – deferred as the Bank Statements were not available.</p>
19/190	<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>Emergency Plan – Ottery St Mary have begun to update their Emergency Plan and have invited WHPC to participate</p> <p>Airport Consultative Committee – Cllr MH reported that a review of Exeter Airport air space is underway. The starting point for WHPC is that residents don't want flights over the village.</p> <p>LED – Leisure in East Devon – Cllr Cook reported that a recent LED meeting discussed the ongoing problems with the leaking roof. Cllr Cook asked District Cllr Jess Bailey to investigate EDDC's schedule for the work (JB/Clerk)</p> <p>Village Hall Committee – Cllr Tailford will join the next meeting on 22-July.</p>
19/191	<p>Next meeting To confirm the date of the next meeting which is scheduled for Tuesday 2nd July 2019 This was confirmed Meeting closed 9.43pm</p>

Signed: *Anne Oliver*, Clerk to the Council
29th May 2019

Signed:
Date

Chairman