

**WEST HILL PARISH COUNCIL  
MINUTES OF THE PARISH COUNCIL MEETING  
HELD ON 5<sup>th</sup> March 2019 AT 7.30PM  
AT WEST HILL VILLAGE HALL**

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| Present:       | Cllr Alan Cook (AC), Cllr Quentin Tailford (QT), Cllr Jill Ingle (JI), Cllr Jessica Bailey (JB), Cllr Christopher Hall (CH)<br>EDDC Cllr Paul Carter |
| In attendance: | Anne Oliver Parish Clerk, plus 1 member of the public                                                                                                |
| Absent:        | Chairman Cllr Margaret Hall (MH), Cllr Jo Talbot,                                                                                                    |

**AGENDA**

| Item<br>(a) | Discussion and decisions<br>(b)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| 19/063      | In the absence of the Chairman and Vice-Chairman Councillor Alan Cook was elected as Chairman for the meeting.<br>The Chairman welcomed everyone, reminded everyone that the meeting was being recorded and started the meeting at 7.30pm                                                                                                                                                                                                                                                                                                                                                      |
| 19/064      | <b>Apologies.</b> Apologies were received from Cllr Margaret Hall, Cllr Jo Talbot, District Cllr Geoff Pratt, DCC Cllr Claire Wright                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 19/065      | <b>Public question time (3 minutes)</b><br>It was agreed the member of public would be invited to speak during the agenda item 19/076 regarding Broadband.                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 19/066      | <b>To receive the monthly crime stats:</b> It was noted that the crime stats for January 2019 are not yet available to the public. The reported for Dec 2018 was noted.                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 19/067      | <b>District and County Councillors' reports</b> for information: Cllr Paul Carter reported <ul style="list-style-type: none"> <li>• the planning application for The Star and Shenne (West Hill) was approved today.</li> <li>• The election process is underway and that the Nomination Paper packs are now available. The deadline for submission is 3<sup>rd</sup> April.</li> <li>• Boundary changes have come into effect with 1 District Councillor representing West Hill and Aylesbeare.</li> <li>• The new EDDC offices, Blackdown House, was officially opened last week.</li> </ul> |
| 19/068      | <b>Declarations of Interest:</b> <ol style="list-style-type: none"> <li>a. Register of Interests: Councillors are reminded of the need to update their register of interests.</li> <li>b. To declare any personal interests in items on the agenda and their nature.</li> <li>c. 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).</li> </ol> <b>No</b> Declaration of Interest were declared                                                                                         |
| 19/069      | <b>Minutes</b> <ol style="list-style-type: none"> <li>a. The minutes of the Parish Council meeting on 5<sup>th</sup> February 2019 were approved as a true and accurate record</li> <li>b. The minutes of the Parish Council meeting on 19<sup>th</sup> February 2019 were approved as a true and accurate record</li> </ol>                                                                                                                                                                                                                                                                   |

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| <b>19/070</b> | <p><b>Planning applications received</b></p> <p>None received</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>19/071</b> | <p><b>Planning decisions received</b> for information (*denotes WHPC differed)</p> <p><b>18/2893/PDP</b> The Pygthle Lower Broad Oak Road – refused<br/> <b>18/2872/FUL</b> 1 Moorlands - approved</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>19/072</b> | <p><b>TPO notifications-</b> for information</p> <p><b>19/0022/TPO</b> Longmead &amp; Timbercroft, Lower Broad Oak<br/> <b>19/0025/TPO</b> Land at Arborfield, West Hill Road</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>19/073</b> | <p><b>To consider whether the Council should amend its planning application review process to alert Tree Officers if trees/hedges are felt to be significantly under threat.</b> Councillors noted that following a recent planning application a Provisional Tree Protection Order had been placed on the associated site. Councillors had highlighted concerns regarding the impact of the development on trees in their response to the Planning Application. There was some discussion of the current Parish Council practice when reviewing applications. Councillors felt that, using their local knowledge and the woodland nature of the village, a significant part of the existing review process was to assess the impact of the proposed development on tree, banks and hedges. The Councillors then discussed the planning application process at EDDC and at what stage the Tree Officers were notified. Councillors considered whether they should pro-actively alert the Tree Officers if they felt there was significant risk.</p> <p><b>It was resolved</b> that the Planning Group would bring their planning checklist to the next meeting. The planning application process, with regard to trees, at Parish and EDDC level would be discussed with EDDC Tree Officers scheduled for 3<sup>rd</sup> April.</p>                                                                   |
| <b>19/074</b> | <p><b>To consider the East Devon District Council's (EDDC) Landmark Trees &amp; Re-planting scheme</b></p> <ul style="list-style-type: none"> <li>- <b>to nominate potential locations within the village for a Landmark Tree (one per parish)</b></li> <li>- <b>to identify possible locations for tree planning in the wider landscape (EDDC will then liaise with landowners)</b></li> </ul> <p>Cllr AC proposed that the Coronation Tree in Courtfield Close could be replaced with a Landmark Tree. It is believed that the current tree is diseased and in a poor state. The replacement tree may have to be a different species subject to the nature of the disease. The verge outside McColls was also discussed but considered to be too small and would reduce traffic visibility.</p> <p><b>It was resolved</b> to propose a Landmark Tree to be planted in Courtfield Close subject to</p> <ul style="list-style-type: none"> <li>• asking Tree officers to assess the existing tree and whether it need to come down.</li> <li>• consultation with residents in Courtfield Close</li> </ul> <p>Cllr AC proposed that the land at Ash Hill could be a site for tree planting in the wider landscape. Councillors noted that many of the existing tress were in poor condition.</p> <p><b>It was resolved</b> to propose Ash Hill as a site for tree planting in the wider landscape.</p> |
| <b>19/075</b> | <p><b>To consider the Council's response to the EDDC Draft Local (Heritage) List guide. This defines Heritage assets as "irreplaceable resources that contribute to the quality of life for our residents" which contribute to the "distinctiveness" of an area.</b> Councillors discussed the terms of the proposal, and in particular whether "naturalness" should be listed. They considered that the village is defined as a "woodland village" and the trees, banks and hedges significantly contribute to the "distinctiveness" of the village.</p> <p><b>It was resolved</b> that Cllr JB would reply and enquire how natural assets could be included in the list.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>19/076</b> | <p><b>To consider establishing a working group on Broadband to assess opportunities to improve current provision across the village.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

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|        | <p>A member of the public was invited to speak. He described the poor broadband service that he and others in the village were experiencing. He had made enquiries with BT who stated that they could improve the service to his home by means of running "fibre" cables to the house at a cost of £28,000. These costs could be reduced per house by means of a village wide initiative. He then referred the Council to the BT Openreach scheme "Community Fibre Partnership" which offers to help co-fund the cost of upgrading digitally isolated communities. This would also bring forward the work in the BT schedule. It was also suggested that the village could approach the Communities Together Fund to find out whether funding was available.</p> <p><b>It was resolved</b> that Cllr Tailford would contact BT Openreach on behalf of the village to get more details of the scheme and understand what 's involved and understand whether there are any potential physical impacts.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 19/077 | <p><b>To receive an update on Devon Air Ambulance Trust proposal for a landing site in West Hill including the planning application and fundraising.</b></p> <p>Cllr Tailford reported that very positive progress had been made over recent weeks. The Probus group had reached their fundraising target for equipment and planning application. The planning application would be submitted in the coming days. There was some discussion regarding whether a lock on the school gate was included in the scope of the project. There were differing views on whether WHPC should include the cost of this item. As the Probus Group has exceeded their original target, Councillors agreed that the remaining costs would be met by DCC Cllr Claire Wright's Locality Fund, then WHPC (as previously agreed)</p> <p><b>It was resolved</b> Cllr QT to confirm who would pay for the gate lock.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 19/078 | <p><b>To consider the Council's response to the EDDC consultation paper on East Devon Area of Special Control of Advertisements. (ASCA)</b></p> <p>Cllr JT asked whether the controls applied to the area around McColls. Councillors believed this to be correct.</p> <p><b>It was resolved</b> that the proposal was noted with no response from the Council.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 19/079 | <p><b>To consider the Council's response to the EDDC consultation paper on amendments to the Community Infrastructure Levy Charging Schedule.</b></p> <p>Cllr AC understood the proposal widened the scheme to include charges on extensions, with some exceptions. The charge for West Hill will be £150/m<sup>2</sup></p> <p><b>It was resolved</b> that the proposal was noted with no response from the Council.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 19/080 | <p><b>To receive an update from the West Hill Tree Survey Group and to discuss plans for an information leaflet and to approve expenditure.</b></p> <p>Cllr AC reported back on the work of the West Hill Survey Group. They have now almost completed their survey of village trees and have produced a document of 58 sheets/plans recording details of significant trees across the village. Councillors recognised the 4year effort to produce the survey and acknowledged it a s a valuable resource for the Council and village. It would also be a valuable aid to EDDC Tree Officers. Councillors notes that many of the trees listed on the survey are not covered by Tree Preservation orders.</p> <p>Cllr AC proposed to</p> <ul style="list-style-type: none"> <li>• submit a copy of the survey to the parish Council and EDDC</li> <li>• submit a copy of the document on the website</li> <li>• produce a leaflet (similar to the Sidmouth Tree Walk leaflet) to be distributed to homes in the village.</li> </ul> <p>The associated costs are £120 photocopying, £254 for 1000 leaflets. The Group expect to complete the survey in the next 2 months.</p> <p><b>It was resolved</b> that the Council will adopt the document and will fund up to £500 for printing and distribution, subject to the completion of the survey.</p> <p><b>It was resolved</b> to discuss the survey with EDDC Tree Officers at the meeting on 3<sup>rd</sup> April.</p> |
| 19/081 | <p><b>To receive an update on the Playpark equipment and to consider actions and expenditure.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

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|        | <p>Cllr JB reported that the manufacturer had provided the guarantees and information for the “climbing tree” as requested at a previous meeting. She has since been approached by a member of the community highlighting the lack of a slide in the playpark. Cllr JB reported that there is no room in the playpark for a slide other than as part of the climbing tree. Councillors agreed that a slide is required and it would be most cost effective to include it in the “climbing tree” proposal. Cllrs commented that proposals for a metal slide had been previously investigated and had been considered too expensive. The Climbing Tree slide would be made of wood. The additional cost for the slide is £600.</p> <p><b>It was resolved</b> to add the slide to the “climbing tree” equipment, bringing the cost to £2,400, subject to acceptable timescales, drawings, guarantee and maintenance schedule.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 19/082 | <p><b>To receive an update on the Traffic Study and agree further actions and arrangements for the Public Consultation on 22<sup>nd</sup> March.</b></p> <p>A Public Consultation session will be held on 22<sup>nd</sup> March 2.30 to 6.60pm. Jon Tricker (Traffic Consultant) is preparing display boards providing information on the various proposals. He will attend the event.</p> <p><b>It was resolved</b> that the Clerk will organise time slots for Councillors attendance</p> <p><b>It was resolved</b> that the Clerk will organise publicity for the event.</p> <p>Councillors discussed how feedback and comments should be collected from attendees.</p> <p><b>It was resolved</b> that Jon Tricker and previous clerk Alison Carr should be asked for guidance on gathering feedback at the session.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 19/083 | <p><b>To receive an update on the Clerk’s meeting with the Snow Warden &amp; Mike Brown to discuss recent activity and issues with the snow gritter.</b></p> <p>The meeting was cancelled due to the Snow-wardens ill-health.</p> <p><b>It was resolved</b> to re-book the meeting.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 19/084 | <p><b>To consider the addition of a landline telephone number to the contact details for the Clerk.</b></p> <p>It was noted that mobile signal coverage across the village is poor and some residents may prefer a landline telephone number</p> <p><b>It was resolved</b> to add a landline telephone number, 01404 232 100, to the Clerks contact details. Website to be updated with the new telephone number.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 19/085 | <p><b>Updates on actions and matters arising from the last meeting (action tracker)</b></p> <ul style="list-style-type: none"> <li>• Playpark – carry out annual check of Playpark equipment (JB/Clerk)</li> <li>• Playpark – Check whether annual/monthly EDDC RoSPA checks are taking place and whether we receive their reports. (JB)</li> <li>• Traffic Study - has there been any response to the proposals from DCC? (MH)</li> <li>• Playing Field – No further actions from DCC Megan Cross meeting.</li> <li>• Open Spaces – Meeting with EDDC booked for 15<sup>th</sup> March</li> <li>• Tree Bylaw – Devon Association of Local Councils have advised that the likelihood of introducing a bylaw re the felling of trees to be extremely small. Cllr AC will add this to agenda for the meeting with Tree Officers. (AC)</li> <li>• Himalayan Balsam – Cllr AC suggested that this would be a task for the Lengthsman (if approved by the Community Enhancement Fund) although it may need a team of people to be organised.</li> <li>• Website – required updates with Cosmic (Clerk)</li> <li>• Smile Learning Trust – issue can now be removed from Action Tracker</li> <li>• Dog-fouling – An EDDC Environmental Health officer patrolled over half-term and will be visiting again next week. A report will be submitted.</li> <li>• Banking – new Clerk has been added to the online Banking.</li> </ul> |
| 19/086 | <p><b>To receive an update on the renewal of the Council’s Insurance Policy and agree actions and expenditure (Finance Working Group)</b></p> <p>Cllr QT reported back that the Council will be able to add items during the year without incurring an administration fee. The policy cover is adequate so a no-change renewal has been submitted.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

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| <b>19/087</b> | <p><b>To receive an update on the VAT reclaim for Sep 2018 – Feb 2019</b><br/>It was noted that the VAT re-claim has been submitted for £926.04.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>19/088</b> | <p><b>To receive an update on the annual internal audit 2018-19</b><br/>The Clerk confirmed that a pre-audit check has been completed. No matters arising.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>19/089</b> | <p><b>To receive an update on the annual review of Financial Controls, Risk Register and Asset Register</b> (Finance Working Group)<br/>Cllr QT reported that the Finance Working Group</p> <ul style="list-style-type: none"> <li>• <b>Financial Controls</b> - has been reviewed and updated.</li> </ul> <p><b>It was resolved</b> to circulate the document and bring to next meeting for sign off.</p> <ul style="list-style-type: none"> <li>• <b>Asset Register</b> – has been reviewed and updated.</li> </ul> <p><b>It was resolved</b> to sign off the document at the meeting</p> <ul style="list-style-type: none"> <li>• <b>Risk Register</b> – Cllr QT proposed that this needs to be reviewed and updated regularly during the year.</li> </ul> <p><b>It was resolved</b> to re-form the Personnel working Group as the “Policy and Personnel” group which should review the register on a quarterly basis.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>19/090</b> | <p><b>Updates and reports from Working Groups</b></p> <ol style="list-style-type: none"> <li>a. Finance</li> <li>b. Invasive weeds</li> <li>c. Personnel</li> <li>d. Playing field/open space</li> <li>e. School field</li> <li>f. Website</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>19/091</b> | <p><b>Finance and invoice tracker</b></p> <p>Invoices received – for approval:</p> <ol style="list-style-type: none"> <li>1. Clerk Anne Oliver claim for expenses - noted</li> </ol> <p>Paid invoices – for information:</p> <ol style="list-style-type: none"> <li>1. None</li> </ol> <p>To receive the bank reconciliation for February - noted</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>19/092</b> | <p><b>Councillors questions, reports and items for future agenda</b><br/>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> <ul style="list-style-type: none"> <li>• Councillor AC noted a phone call from a resident regarding Western Power work in Prickly Pear creating a new route bringing power to this side of Ottery. Investigate impact on West Hill (Clerk)</li> <li>• Cllr JB had received good feedback on the recent work to clear ditches.</li> <li>• It was commented that the run-off from the field on Higher Broad Oak Rd south of Ash Hill drains onto the road. This freezes in cold weather. Contact Highways (Clerk)</li> <li>• Cllr JB noted that the “EDDC” sign at Courtfield Close needs repair. Clerk to raise with EDDC.</li> <li>• Cllr JB asked whether gardener uses weedkiller (Glysophate or other) on the playpark. Clerk to investigate.</li> <li>• Councillors noted a recent e-mail from a younger member of the community asking for a Skatepark to be established in the village. The Councillors will follow this up when considering creating an “Open Space” facility in the village. The Council have replied outlining their proposed actions regarding “Open Spaces”.</li> <li>•</li> </ul> |
| <b>19/093</b> | <p><b>Next meeting</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

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|  | To confirm the date of the next meeting which is scheduled for Tuesday 19 <sup>th</sup> March 2019.<br>Meeting closed : 21.35pm |
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Signed: *Anne Oliver*, Clerk to the Council

7<sup>th</sup> March 2019