

**WEST HILL PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING
HELD ON 16th June 2020 AT 7.30PM**

**** The meeting was held by video-conference due to the Covid-19 situation**

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

AGENDA – ORDINARY MEETING OF THE PARISH COUNCIL

Item (a)	Discussion and decisions (b)
20/172	<p>Welcome and Chairman’s announcements</p> <ul style="list-style-type: none"> • The meeting started at 7.32PM. The Chair MH welcomed everyone and reminded everyone that the meeting was being sound recorded.
20/173	<p>Apologies. To receive apologies and approve reasons for absence.</p> <ul style="list-style-type: none"> • No apologies were received
20/174	<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.</p> <ul style="list-style-type: none"> • no members of the public wished to speak at the meeting
20/175	<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> <ul style="list-style-type: none"> • Cllr AT declared a personal interest in item 20/178 as she knew the applicant several years ago. • Cllr JB declared a personal interest in item 20/178 as she knows the applicant and will not participate in discussion. • Cllr JB declared an interest as an EDDC Councillor.
20/176	<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> <ul style="list-style-type: none"> • Cllrs agreed to consider item 20/183 in confidential session. • Cllr MH proposed a Matter of Urgency (Subject Access Request) should be discussed as a Confidential Item. Cllrs agreed the proposal.
20/177	<p>To elect the vice-chairman of the Parish Council Cllr MH proposed Cllr Alison Carr to be elected Vice-Chairman. This was seconded by Cllr JB and agreed unanimously by all Cllrs.</p>
20/178	<p>Planning applications received</p>

	<p>20/0794/TRE 20 Eastfield Applicant Mr Coppell T1 Beech: Reduce by approximately 4-5m and re-shape</p> <p>Councillors could not support the application as insufficient information was submitted to support the application: no plan or arboricultural report was available to detail the proposed work and give reasons for the work. Councillors were concerned that significant work to re-shape the tree would result in longer term excessive growth.</p>
20/179	<p>Planning decisions received for information (*denotes WHPC differed) n/a</p>
20/180	<p>TPO notifications – for information n/a</p>

Other Matters

20/181	<p>To consider next steps following the resignation of Cllr Quentin Tailford, including</p> <p>a. Councillor vacancy</p> <p>Chairman Cllr MH reported that Cllr Quentin Tailford has submitted his resignation on 3rd June 2020.</p> <p>The notice Cllr vacancy had been advertised on 9th June with a deadline of 29th June. Cllr MH reported several people have expressed an interest in the Councillor role.</p> <p>It was resolved that if no person(s) request an election the Council would seek to co-opt a Councillor at the next meeting, 7th July.</p> <p>It was resolved to purchase a shopping voucher for £25 to thank Quentin for his support to WHPC.</p> <p>Action: Purchase a £25 shopping voucher for former Cllr Quentin Tailford (Clerk)</p> <p>b. Banking</p> <p>It was resolved to remove Quentin Tailford from Unity Trust mandate. It was resolved to remove Quentin Tailford from Yorkshire Bank mandate.</p> <p>Action: Remove Quentin Tailford from the WHPC banking mandates.</p> <p>c. Membership of Working Groups and Committee</p> <p>Cllrs agreed that no immediate action was required and to review membership at a future meeting.</p>
20/182	<p>To consider nominating a WHPC Councillor as a member of the Councillor Advocate Scheme (Police and Crime Commissioner initiative)</p> <p>Cllrs agreed to carry this item forward to the next meeting.</p>
20/183	<p>To consider recent reports of members of the public accessing the Playpark which is closed due to Covid-19.</p> <p>This item was taken in Confidential Session following the Public Meeting. Cllrs agreed</p> <p>a. As previously stated the playpark would remain closed, and b. the Council would continue to monitor Government advice c. the gate to the Playpark would not be locked as The Environment Agency requires 24 hr access to their equipment situated in the playpark. d. the Council would not take further action regarding recent correspondence received. e. the Council will seek residents access to an area of open space in the village for a period during the summer months.</p>

20/184	<p>Clerks Report: Actions and matters arising from the last meeting</p> <p>1. Actions, incl</p> <ul style="list-style-type: none"> • Actions completed other than re-purpose the Clerks laptop. <p>2. Matters arising</p> <p>a. Resident communication</p> <ol style="list-style-type: none"> 1. Poor mobile phone reception in the village. Cllrs agreed to seek feedback from residents via the next resident's newsletter 2. Bonfires – Clerk had signposted EDDC Environmental Health team 3. Hayes End – Clerk had signposted EDDC Building Control + Environmental Health teams 4. Hawthorne Close Further correspondence from a resident. Sign-posted to the relevant authorities. <p>Any urgent matters arising.</p> <p>a. Invoice Expense Claim (D Underwood WHPC Help Scheme travel) £50 - approved</p>
20/185	<p>Councillors questions, reports and items for future agenda</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>a. WHPC Help Scheme Action: Contact Kings School & WH Primary School to establish whether they are accepting donated old laptops , and if so is there a minimum requirements (Cllr AT)</p> <p>b. Open Spaces Committee Cllr ABC reported on a recent meeting with Highways. The purpose of the meeting was to discuss the DCC maintenance schedule for 2020-21. Highways would not discuss Traffic Management issues at the meeting. Action: Submit the Open Spaces summary document to Highways (Clerk)</p> <p>c. Clerk Cllr MH proposed items to be discussed at the next meeting</p> <ul style="list-style-type: none"> - Additional hours worked by the Clerk to produce the documented response to the recent Subject Access Request - Clerk holidays <p>It was agreed to discuss these matters at the next meeting on 7th July 2020.</p> <p>d. Broadoak Picnic Tables Cllr AT reported that the picnic tables had been installed in Broadoak on 11th June. Cllrs agreed the Open Spaces Committee should action the installation of No Litter notices at their next meeting on 30th June plus WHPC signs on the tables themselves</p> <p>e. Scarecrow competition. Cllrs MH and AC agreed to judge the competition. Cllr MH will contact the organisers.</p>
20/186	<p>Next meeting: To confirm the date of the next meeting (by video-conference) which is scheduled for Tuesday 7th July</p>
	<p>Confidential Item Matter of Urgency: Councillors noted that the WHPC had replied to the SAR request within the required deadline. The correspondent had since corresponded with the Council requesting further information. Councillors unanimously agreed the next actions.</p>

Meeting closed 21.18pm

Signed: *Anne Oliver*, Clerk to the Council, 17th June 2020