

**WEST HILL PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING
HELD ON 18th AUGUST 2020 AT 7.30PM**

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

Present:	Chairman Cllr Margaret Hall (MH), Cllr Alan Cook (ABC), District Cllr/WHPC Cllr Jessica Bailey (JB), Cllr Della Cannings (DC), Cllr Margaret Piper (MP)
In attendance:	Anne Oliver Parish Clerk, No members of the public attended the meeting
Apologies received from:	Cllr Alison Carr (AC), Cllr Amanda Townsend (AT)

AGENDA – ORDINARY MEETING OF THE PARISH COUNCIL

Item (a)	Discussion and decisions (b)
20/241	Welcome and Chairman's announcements <ul style="list-style-type: none"> The meeting started at 7.30PM. The Chair MH welcomed everyone and reminded everyone that the meeting was being sound recorded.
20/242	Apologies. To receive apologies and approve reasons for absence. <ul style="list-style-type: none"> Apologies were received and accepted from Cllr Amanda Townsend (AT), Cllr Alison Carr (AC)
20/243	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. <ul style="list-style-type: none"> Two members of the public submitted comments to the meeting. Cllrs agree to consider the comments under the relevant agenda item 20/246 & 20/248
20/244	Declarations of Interest <ol style="list-style-type: none"> Register of Interests: Councillors are reminded of the need to update their register of interests. 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). Cllr JB declared a personal interest as an EDDC District Cllr.
20/245	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. <ul style="list-style-type: none"> n/a
20/246	Planning applications received 20/1534/FUL Holly Bank Lower Broad Oak Road EX11 1UF Applicant Mr and Mrs Stiling and Rumens Construction of single storey rear/side extension to provide annex Cllrs considered concerns submitted by a neighbour regarding ridge height, use of a shared driveway and working hours.

	<p>Councillors supported the extension in principle but had several concerns. They were unhappy with the proximity of the extension to the established boundary hedge. Building work will compromise the hedge or require the removal of the hedge.</p> <p>If the hedge is lost this will lead to loss of privacy. Cllrs suggested the windows facing the neighbouring property should have obscured glass and/or a boundary fence should be stipulated.</p> <p>Councillors supported the neighbour's concerns regarding deliveries and working hours and proposed restrictions are placed on the works.</p> <p>Councillors noted and supported the Tree Officers comments re TPP/AMS on a mature tree in a neighbouring garden.</p> <p>20/1584/FUL Westwood Toadpit Lane West Hill EX11 1TR Applicant Mr & Mrs Thomson Construction of single storey side and two storey rear extensions, raised terrace to rear and provision of cladding</p> <p>Cllrs supported the application</p> <p>Cllr ABC proposed an improvement to way Councillors consider planning applications. He suggested that, on occasion, it would be helpful to carry out a site visit. This would enable Cllrs to more effectively assess the impact on the site and on neighbouring properties.</p> <p>Cllrs discussed the proposal and considered that generally this wasn't necessary for minor application but agreed that sometimes a site visit would be helpful.</p> <p>Cllrs agreed to carry out a site visit subject to</p> <ul style="list-style-type: none"> • Cllrs in agreement this was appropriate for the planning application • a minimum of two would attend the pre-arranged visit.
20/247	<p>Planning decisions received for information (*denotes WHPC differed)</p> <p>20/0939/TRE Cuckoo Down West Hill Road West Hill EX11 1UZ Approved* T1 and T2, poplar - dismantle and fell to as near ground level as possible and treat stumps. Reason - suppressed and suckering in field and adjacent development site.</p> <p>20/0794/TRE 20 Eastfield EX11 1XN Approved T1 Beech: Reduce by approximately 4-5m and reshape.</p> <p>19/1523/FUL Devon Banks West Hill Road West Hill EX11 1UZ Approved Replacement dwelling Noted</p>

Open Spaces Committee

20/248	<p>To consider the proposal to re-locate/add Village Gateway signs</p> <p>Cllr ABC reported that an Open Spaces Committee/Highways meeting had recently discussed the possibility of installing village gateway signs on the B3180 to remind drivers that they were entering a residential area.</p> <p>Highways have confirmed that this is feasible and have proposed two sites: the B3180 junction with Bendarroch Road & Tipton Cross. They propose re-locating the existing village signs.</p> <p>Cllrs unanimously agreed to re-locate the Village Gateway signs onto the B3180.</p>
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	<p>Action: request Highways quote for the work (Clerk)</p> <p>Cllrs considered a communication submitted to the meeting by the B3180 campaign group. The group asked for information on the West Hill Vehicle Activated Signs (VAS) scheme agreed with Highways.</p> <p>As previously reported 5 sites have been agreed with Highways, with others to be considered. Two of the agreed sites are located on the B3180. The VAS unit will be transferred between the 5 sites on a regular basis.</p> <p>Cllrs noted the Campaign Group preference for Speed Indicator Signs. Various models of VAS units are available however DCC Highways specified the model they approve for use on roads in Devon. When the VAS unit is triggered by vehicles exceeding the speed limit it will then flash a message and the speed limit rather than the vehicle speed. The VAS unit will collect data on traffic speeds which the Parish Council will collect and make available.</p> <p>Action: Write letter to the B3180 campaign group in response to their email (Clerk)</p>
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People & Policy Working Group

20/249	<p>To receive an update on the WHPC website</p> <p>a. To receive an update on work to meet Website Accessibility (WA) requirements and approve expenditure on additional work needed</p> <p>On behalf of Cllr AC, Cllr MH updated the meeting on the website assessment carried out by Project Cosmic (as approved at WHPC meeting 7th Jul 20/211). Their report identifies the work required to meet the website accessibility statements, primarily to address issues of poor colour contrast on text sections.</p> <p>The report identified approximately 8hrs work to resolve the issues. Given the technical nature of the work Cllr MH recommended that Project Cosmic carry out the work.</p> <p>Cllrs agreed for the work to be done by Project Cosmic, with a provisional budget c£640+vat.</p>
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Other Matters

20/250	<p>To consider the outstanding WHPC Action Point (19/246): an Emergency Plan for West Hill</p> <p>Cllr MH reminded the meeting that development of an Emergency Plan for West Hill was discussed in 2019. Once approved the Plan would be loaded onto a website accessible to the Emergency Services. Whilst Cllrs supported this in principle lack of resources and support from third parties led to the initiative being put on hold.</p> <p>In 2020, having successfully run the West Hill Parish Council Help Scheme, some elements of the plan are in place and can be built upon.</p> <p>Cllr DC agreed to take the lead on producing a plan.</p> <p>Action: Write a paper, outlining the proposed approach and key consultees, for discussion at the next WHPC meeting,</p>
20/251	<p>Traffic Study- Proposed pedestrian path from West Hill Road to the Village Hall</p> <p>To review the findings of the Joint Working Group meeting on 4th March</p> <p>a. Agreed amendments to the design for the path and entrance onto West Hill Road.</p> <p>b. Email from Village Hall Trustees dated 1st April 2020 expressing “in principle/no commitment” support for the proposed scheme with associated conditions.</p>

	<p>Cllr MH updated the meeting on the proposed West Hill Rd/Village Hall pedestrian path project. During Covid-19 lockdown the project had been put on hold. Prior to this the Joint Working Group (representatives from WHPC/Village Hall/School) had met on 4th March to discuss the finding of the Road Safety Audit. The meeting considered the report and discussed possible changes to the layout of the path, in particular, to the design of the path and position of the entrance.</p> <p>Following the meeting the Village Hall Trustees confirmed their “in principle/no commitment” support for the proposed scheme with associated conditions.</p> <p>Cllrs agreed the amendments to the design for the path and entrance onto West Hill Road discussed by the Joint Working Group on 4th March</p> <p>Cllrs noted the email from Village Hall Trustees dated 1st April 2020 expressing “in principle/no commitment” support for the proposed scheme with associated conditions.</p> <p>Cllrs approved the budget for revisions of the plan, indicative budget c£500, cost to be confirmed</p> <p>The next meeting of the Working Group will consider, in particular, when and how a public consultation can be carried out.</p>
20/252	<p>To consider matters arising from the previous meeting</p> <p>a. Re-opening of the Village Hall + NALC advice</p> <p>Cllrs noted the Village Hall had issued guidance to users (including Covid-19 risk assessment, revised user rules etc) prior to opening. However they agreed that holding a public meeting, whilst meeting the necessary guidance, would be difficult. Cllrs agreed to continue to follow NALC advice and hold virtual public meetings.</p> <p>b. Community Safety Partnership</p> <p>Cllr DC proposed that the Parish Council is represented on the Mid and East Devon Community Safety Partnership. This is a group that brings together various parties including local Councils, District Councils, Emergency Services and voluntary bodies. The aim of the partnership is to reduce crime, disorder and the fear of crime locally, in order to improve quality of life and to create a safer living and working environment.</p> <p>There are 5 local groups with one focussing on Ottery St Mary and surrounding areas.</p> <p>Cllrs agreed to join the Mid and East Devon Community Safety Partnership, with Cllr DC as it's representative.</p> <p>c. Open Spaces</p> <p>Cllr MH reported that the Open Spaces Working Group had met to discuss their approach and would report back to WHPC in September.</p> <p>The Woodland Trust Working Group had also met and had identified wide-ranging issues concerning Broadoak Plantation and a possible lease. Cllr MH proposed that the Working Group structure wasn't suitable as many of these issues required initial discussion by Full Council. Over the coming weeks WHPC expect to receive the East Devon District Council decision on the WHPC application to register Broadoak Plantation as an Asset of Community Value. Plus the Woodland Trust have been asked for details of the proposed lease. Cllr MH proposed to dedicate the WHPC meeting on 15th September 2020 to discuss Broadoak Plantation/Woodland Trust Lease.</p>

	<p>d. DCC Electric Charging Points scheme On behalf of Cllr AC, Cllr MH reported that various village organisations had been approached to ask if they would consent to their car parks being assessed for suitability for the DCC Electric Charging Points scheme. St Michael's and the Royal British Legion had agreed whilst the Village Hall Trustees did not wish to participate.</p>
20/253	<p>To consider recent communications regarding Grant Applications</p> <p>a. TRIP Community Transport + West Hill Be-friending Hub</p> <p>Cllr MH reported that TRIP Community Transport Association had contacted the Parish Council with an update on the WHPC grants awarded in 2019. They outlined their plans for 2020/21 including outline plans for a West Hill Be-friending Hub. This scheme has operated successfully in neighbouring areas.</p> <p>Cllr MP noted that the group provide a valuable service for many people in West Hill. Cllr ABC supported this and encouraged TRIP to submit a further grant application.</p> <p>Cllrs agreed to encourage TRIP to submit a grant application.</p> <p>Action: Publish a newsletter/website article to remind groups that WHPC grants are available (Clerk)</p> <p>b. Other n/a</p>
20/254	<p>Clerks Report: Actions and matters arising from the last meeting</p> <p>1. Actions, incl outstanding action</p> <p>a. Clerk's mobile phone (ongoing)</p> <p>2. Matters arising</p> <p>a. Remembrance Day Wreath</p> <p>Cllrs agreed to order a Remembrance Day Wreath with a donation of £50 as in previous years.</p> <p>b. Resident communication</p> <ul style="list-style-type: none"> ▪ Residents request for WHPC to purchase a copy of his newly published book "An Evaluation of the Effectiveness of the English Judicial System. (Commentary on Government Rhetoric. The Royal Commission. Reform of Judicial Process)" <p>Cllrs thanked the author but agreed that it was not appropriate to purchase the book.</p> <p>c. Any urgent matters arising. n/a</p>
20/255	<p>Finance and Invoices Tracker</p> <p>Invoices received for approval:</p> <p>1. n/a</p>
20/256	<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>
20/257	<p>Next meeting: To confirm the date of the next meeting (by video-conference) which is scheduled for Tuesday 1st September</p>

Meeting closed 8:23pm

Signed: *Anne Oliver*, Clerk to the Council, 19th August 2020