

**WEST HILL PARISH COUNCIL  
MINUTES OF THE PARISH COUNCIL MEETING  
HELD ON 1<sup>st</sup> February 2022 AT 7.30PM**

Present:	Chairman Cllr Margaret Piper (MP), Cllr Alison Carr (AC), Cllr Alan Cook (ABC), Cllr Peter Bennett (PB), Cllr Amanda Townsend (AT), Cllr Della Cannings (DC)
In attendance:	Anne Oliver Parish Clerk, 9 members of the public attended the meeting
Apologies received from:	District Cllr Jessica Bailey (JB)

**AGENDA – ORDINARY MEETING OF THE PARISH COUNCIL**

Item (a)	Discussion and decisions (b)
<b>22/021</b>	<b>Welcome and Chairman's announcements</b> The meeting started at 7.30pm. Chairman MP welcomed everyone and reminded everyone that the meeting was being sound recorded.
<b>22/022</b>	<b>Apologies.</b> To receive apologies and approve reasons for absence. N/A
<b>22/023</b>	<b>Public question time (3 minutes)</b> 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. 9 members of the public attended the meeting. None wished to speak.
<b>22/024</b>	<b>To consider the co-option of a councillor to fill the casual vacancy</b>  The Notice of co-option was posted on 17 <sup>th</sup> Dec 2021. The Council will receive and consider applications for the role of co-opted councillor. If co-opted the new Councillor will <ul style="list-style-type: none"> <li>• sign Declaration of Acceptance</li> <li>• sign Consent to Electronic Service of Summons</li> <li>• receive Welcome Pack</li> </ul> To consider <ul style="list-style-type: none"> <li>• adding the co-opted Councillor to the Council's banking mandates</li> <li>• purchasing a name badge for the co-opted Councillor</li> <li>• Booking Councillor training courses</li> </ul> The Chairman, Cllr MP, reported two applications had been received and candidates had been interviewed. One candidate had subsequently withdrawn his application.  Stephen Owen (SO) was co-opted by secret ballot (5 in favour, 1 abstain). The Declaration of Acceptance and Consent to Electronic Service of Summons were duly signed.  It was resolved <ul style="list-style-type: none"> <li>• To add the co-opted Cllrs SO and PB to the Council's banking mandates</li> <li>• To purchase a name badge for the co-opted Councillor</li> <li>• To arrange the DALC Good Councillor training course at a cost of £60+vat</li> </ul>
<b>22/025</b>	<b>District and County Councillors' reports</b> for information (items raised for decision will appear on the agenda for the next meeting): DCC/EDDC Cllr Jess Bailey sent a report to the meeting: <ul style="list-style-type: none"> <li>• Latest news on provision of <b>Broadband</b> provision in the village, including her meeting with the Chief Executive of Openreach</li> </ul>

	<ul style="list-style-type: none"> <li>Work to develop the new <b>East Devon Local Plan</b> is continuing. Developers and promoters made presentations to the Strategic Planning Committee. No West Hill sites were included in this session.</li> </ul> <p>Further detail is available on the WHPC website: <a href="https://www.westhillparishcouncil.gov.uk">DCC/EDDC Cllr Jess Bailey - West Hill Feb 22 (westhillparishcouncil.gov.uk)</a></p>
<b>22/025 (b)</b>	<p>As per standing orders the Chairman agreed to include a new item as it had been omitted from the agenda</p> <p><b>Declarations of Interest</b></p> <ol style="list-style-type: none"> <li>Register of Interests: Councillors are reminded of the need to update their register of interests.</li> <li>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).</li> </ol> <p>Cllrs AC, AT, MP, DC, ABC – personal interest in item 22/042 as an ongoing item of Council business) but would participate in the meeting.</p> <p>Cllr PB – personal interest in items 22/042 and 22/033. The Clerk noted that Cllr PB had published items demonstrating a prejudicial interest in both agenda items and advised he should not take part in discussion/leave the room. Cllrs MP, AC, AT, DC, ABC agreed.</p>
<b>22/026</b>	<p><b>Confidential/exempt items. In consideration of the Public Bodies (Admission to Meetings) Act 1960</b> (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>The Chairman proposed to consider 22/042 in confidential session (if necessary).</p>
<b>22/027</b>	<p><b>Minutes</b></p> <ol style="list-style-type: none"> <li>To approve the minutes of the Ordinary Parish Council meeting on 5<sup>th</sup> January 2022 subject to an amendment to item 22/011 “Cllrs voted on setting the 2022-23 budget, which was decided by The Chairman’s decision to leave the budget unchanged at £56,875.”</li> </ol> <p>Noted and approved</p>
<b>22/028</b>	<p><b>Planning Applications received</b></p> <p><b>21/3286/TRE</b> Broad Oak Lodge Ford Lane EX11 1XE Applicant Mrs Hills Row 1 roadside trees - crown lift over the road to give clearance of 5.5m. T1 beech remove dead branch over the road, north at 7m. T2 birch reduce by approximately 3m to uppermost secondary branch.</p> <p>Cllrs noted the removal of the dead branch. They did not support the application as they felt the proposed works were excessive and unnecessary.</p> <p><b>22/0036/TRE</b> Maybury, Bendarroch Road, West Hill Applicant Mr W McAllister (Agent) Various works to 14 trees including removal of tree, crown lift.</p> <p>Cllrs did not support the application for the following reasons:</p> <p>The trees on the site were considered during the planning application stage (16/1039/OUT &amp; 17/0753/RES). A detailed arboriculture report at that stage was agreed by the EDDC Arboricultural Officers. The report stated that “shading and canopy restraints are inevitable within the Woodland Village of West Hill”. The building was carefully sited to avoid encroachment on RPA’s as far as possible, and maximised the availability of natural light. The site layout was considered to be arboriculturally sustainable. Several trees were removed, but it was emphasised that retention of the remaining trees was important.</p> <p>Further tree works at this stage would harm the natural barrier and screening with neighbouring properties Terrigal and White Chimneys and would be harmful to the ecology of the area.</p> <p>Cllrs could not see any arboricultural justification for the removal and reduction of the trees.</p>

	<p><b>Cllrs supported the comments in the objection letter from neighbours at Terrigal.</b></p> <p><b>22/0061/TRE</b> Hidden Hayes 21 Hayes End West Hill    Applicant Mr J Startup Scots Pine (T1) Prune southern aspect of trees crown with the aim of heavily biasing tree towards field by removing all branches growing over garden. The tree has historically been shedding limbs. Works agreed with EDDC. Arboricultural Officer Robin Offer.</p> <p><b>Cllrs did not support the application for the following reasons:</b></p> <ul style="list-style-type: none"> <li>• No valid reason had been given for the applications</li> <li>• The proposed works are inappropriate and detrimental to the tree</li> </ul> <p><b>Cllrs expressed concern that it appears the Tree Officer had agreed the works prior to consultation with the Parish Council which would make the consultation process redundant. (ref "Works agreed with EDDC. Arboricultural Officer Robin Offer".)</b></p> <p><b>22/0053/FUL</b> 7 Perrys Gardens West Hill EX11 1XA    Applicant Ms S Cohen Demolition of existing garage and construction of new single storey side extension.</p> <p><b>Cllrs asked for the application to be re-submitted for consideration due to discrepancies in the drawings with regards the boundary wall. They considered this to be a significant matter as the proposed works will extend the building close to the boundary. The impact on the neighbouring property is difficult to assess from the submitted plans.</b></p> <hr/> <p><b>To confirm</b> applications considered and Consultee comments submitted under Delegated Powers (in order to meet Planning deadlines):</p> <p><b>21/3340/TRE</b> Amberley Grange EX11 1UX T1, Beech: Fell to ground level. Reason: Appropriate arboricultural management.</p> <ul style="list-style-type: none"> <li>• Cllrs supported the application and suggested re-planting should be Oak or Beech in keeping with local landscape.</li> </ul> <p><b>21/3347/TRE</b> 26 Ashley Brake West Hill Ottery St Mary EX11 1TW Various treeworks.</p> <ul style="list-style-type: none"> <li>• Cllrs supported the application</li> </ul> <p><b>Both confirmed</b></p>
<b>22/029</b>	<p><b>EDDC Planning decisions received</b> for information (*denotes WHPC differed)</p> <p><b>21/2908/FUL</b> 8 Pinefields Close West Hill Ottery St Mary EX11 1XL Approved Construction of single storey rear extension, garage conversion and raised patio.</p> <p><b>21/2207/FUL</b> Village Hall West Hill Beech Park West Hill EX11 1UQ Approved Installation of pedestrian access</p> <p><b>Both noted</b></p>
<b>22/030</b>	<p><b>TPO notifications</b></p> <p><b>22/0004/TPO</b> Land at Little Glade, West Hill: Provisional Order - to be confirmed</p> <p><b>Cllrs resolved to write to EDDC tree Officers to support the order.</b></p>
<b>22/031</b>	<p><b>Planning matters:</b> Strategic Planning Group (Emerging EDDC Local Plan)</p> <p>1. To receive an update from the 24<sup>th</sup> January working group meeting</p> <p><b>Cllr MP reported the WHPC Strategic Plan group had met with representatives of Ottery St Mary Town Council. The main shared concerns were</b></p> <ul style="list-style-type: none"> <li>- "Green wedges" and non-coalescence policies in the neighbourhood plan which are potentially going to be breached.</li> </ul>

	<ul style="list-style-type: none"> <li>- Disproportionate housing allocation to Ottery St Mary and West Hill, despite significant growth in both Ottery St Mary and West Hill in recent years.</li> </ul> <p>2. To approve a joint WHPC + Ottery St Mary Town Council letter to EDDC Planning regards proposed housing allocation, green wedge and infrastructure.</p> <p>For the members of the public present at the meeting Cllr MP read out the proposed joint letter. The letter expressed serious concerns regarding elements of the plan: green wedge/coalescence of West Hill and Ottery St Mary, deficiencies in current infrastructure, disproportionate housing allocation.</p> <p>Cllrs <b>approved</b> the wording of the joint letter and resolved that it should be sent to EDDC planning subject to the formal agreement of OSMTC Cllrs at their meeting on 7<sup>th</sup> February 2022.</p>
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### WHPC Groups + Initiatives

<b>22/032</b>	<p><b>Finance Working Group:</b></p> <ol style="list-style-type: none"> <li>To approve the appointment of Paul Hayward as Internal Auditor for 2021/22 and associated costs up to £150.</li> </ol> <p>Cllr MP noted that the Council had intended to appoint a new auditor for 2021/22 but this had not been achievable.</p> <p>Cllrs resolved</p> <ul style="list-style-type: none"> <li>- to appoint Paul Hayward as Internal Auditor for 2021/22 with costs up to £150.</li> <li>- to appoint a new auditor for the 2022/23 Internal audit.</li> </ul>
<b>22/033</b>	<p><b>New Pedestrian Access to Village Hall</b></p> <ol style="list-style-type: none"> <li>To receive an update</li> <li>To approve Terms of Reference, website article and recommendations.</li> </ol> <p>Cllr DC reported that representatives of West Hill Village Hall Trustees (WHVHT) and WHPC met following EDDC's decision to approve the planning application. Representatives agreed to continue to operate as a joint working group to manage the next stage of the project, seeking the approvals of WHPC and WHVHT as required.</p> <p>Both parties were keen to proceed however it's unlikely that work on site will begin soon. The joint working group will work with various third parties such as South West Water and Devon Highways to fulfil the planning conditions. In addition, work to reduce/remove the boundary hedge can only be undertaken outside the nesting season.</p> <p>Cllr DC noted the commissioning stage of the project will establish construction costings which would enable WHPC to check the financial viability of the project and to facilitate West Hill Village Hall Trustees with applications for grant funding.</p> <p>Cllrs <b>resolved</b></p> <ol style="list-style-type: none"> <li>a. To approve the Terms of Reference for the WHPC task and finish group.</li> <li>b. To request a project/fee proposal from PJA Associates (or equivalent) for approval by WHPC.</li> <li>c. To publish an article on behalf of the joint working group on the WHPC website</li> </ol>
<b>22/034</b>	<p><b>Community Engagement</b></p> <ol style="list-style-type: none"> <li>To consider arrangements for the Annual Parish Meeting (APM) on Friday 25<sup>th</sup> March 2022.</li> </ol> <p>Cllr MP set out plans for the 2022 West Hill Parish Meeting to be held on 25<sup>th</sup> March at 7.30pm at the Village Hall. She emphasised that this was a community meeting that would enable residents and village groups to meet. The meeting was open to all residents and was an opportunity to share thoughts and ideas for the village. A guest speaker had been invited to give a short presentation on the theme of Trees.</p>

	<p>Cllr MP noted that the meeting would not focus on the Local Plan Review as a separate meeting would be scheduled in due course.</p> <p>Cllrs considered arrangements for the meeting: the programme, publicity and invitations. Cllr DC suggested a reduction in the time allocated for speakers. Cllrs decided to reduce the number of additional speakers to just PCSO and one or two others.</p> <p>Cllrs resolved to approve</p> <ul style="list-style-type: none"> <li>the programme for the APM, subject to agreed changes</li> <li>arrangements for publicity and invitations.</li> <li>Cllr MP would present final details to the next meeting 1<sup>st</sup> March WHPC meeting.</li> </ul>
<b>22/035</b>	<p><b>New Playpark Equipment</b></p> <ol style="list-style-type: none"> <li>To receive an update: contractor, timescales and S106 grant submission.</li> <li>To consider the extension or renewal of the Playpark Lease and to approve costs.</li> </ol> <p>Cllr AC reported</p> <ul style="list-style-type: none"> <li>WHPC had placed the order of the new equipment as agreed (ref 5<sup>th</sup> Jan 21/012).</li> <li>EDDC had approved the release of S106 monies to fund the purchase subject to securing a longer term lease for the playpark and a formal WHPC-EDDC grant agreement.</li> <li>The West Hill Village Hall Trustees (WHVHT) had agreed, in principle, to a new lease.</li> </ul> <p>Cllrs thanked the WHVHT for their support and prompt action.</p> <p><b>Cllrs resolved</b></p> <ol style="list-style-type: none"> <li>To establish a new playpark lease with the Village Hall for a term of 25 years</li> <li>To cover reasonable WHVHT legal costs estimated at £650+vat</li> <li>Not to seek independent legal representation as the core of lease would remain unchanged.</li> <li>Approve legal costs, including the WHVHT costs, estimated to be £1,000+vat</li> <li>Approved the fees to register the new lease, £50.</li> <li>To seek S106 monies to cover legal costs.</li> </ol>
<b>22/036</b>	<p><b>West Hill RBL Liaison</b></p> <ol style="list-style-type: none"> <li>To approve Terms of Reference</li> <li>To consider arrangements for the 2022 Remembrance Events.</li> </ol> <p>Cllr MP reported that the West Hill Royal British Legion had approached WHPC to seek support for the 2022 Remembrance events. An initial meeting had taken place to discuss requirements such as event insurance, road closures, etc.</p> <p>Cllr DC noted the importance of the Remembrance events for West Hill but reminded Cllrs that WHPC had declined to organise the 2021 events. Ref WHPC June 2021 (Ref 21/015).</p> <p>The Chairman deferred further consideration of this item to the next WHPC meeting WHPC on 1<sup>st</sup> March</p>
<b>22/037</b>	<p><b>Community Public Access Defibrillators</b></p> <ol style="list-style-type: none"> <li>To receive an update: including provisional costings and possible sites in the village.</li> <li>To consider recommendations and approve a Memorandum of Understanding with South West Ambulance Service NHS Foundation Trust.</li> </ol> <p>Cllr DC reported that South West Ambulance Service Foundation Trust (SWASFT) had provided costings for two defibrillators and cabinets: £3,360 incl VAT. Installation costs would be determined once the sites had been agreed.</p> <p>Cllr DC was pleased to report the West Hill Royal British Legion Club (WHRBL) volunteered as a possible site for one of the devices to mounted externally at the clubhouse. SWAST are scheduled to carry out a site survey in February to check it's suitability. The WHRBL have also offered to help with installation costs. Cllr DC thank the WHRBL for their generous offer.</p>

	<p>Cllr DC will continue to seek a second site, seeking if possible. to improve availability across the village.</p> <p>Cllrs considered a paper previously circulated including a draft Memorandum of Understanding (MOU) with SWASFT.</p> <p>Cllr MP thanked Cllr DC for the good progress and it was <b>resolved</b> to</p> <ul style="list-style-type: none"> <li>• Accept the progress report</li> <li>• To approve the MOU for signature</li> <li>• To continue to work with SWASFT and WHRBL to establish a Community Public Access Defibrillator</li> <li>• To continue to seek a 2<sup>nd</sup> site in the village for the 2<sup>nd</sup> device.</li> </ul>
<b>22/042</b>	<p>The Chairman asked for item 20/042 to be brought forward. She proposed to make a short statement and then go into confidential session. Cllrs AC,AT,DC,ABC, SO agreed.</p> <p>Cllr PB asked for details of any vote to be recorded as per Standing Orders.</p> <p><b>Resident Communication:</b> To receive an update on a further request for the anonymous letter received by the Council in 2021 (ref agenda item 21-313)</p> <p>Cllr MP read a statement</p> <p>On 9th Nov several Cllrs reported that they had received paper copies of an anonymous letter. As per policy, the letter was referred to the relevant agency, in this instance EDDC. This matter was reported in the minutes of the Extraordinary meeting 9th Nov-22. (ref 21/185)</p> <p>On 16th November a resident submitted a request for a copy of the anonymous letter received by WHPC during the by-election period. On 22nd November WHPC declined the request giving the following reasons:</p> <ul style="list-style-type: none"> <li>• WHPC Anonymous Communications Policy</li> <li>• WHPC may restrict the rights of an individual to protect the rights of others</li> </ul> <p>On 20th Jan 2022 the resident advised WHPC that a full copy had been received from EDDC. WHPC had not been informed by EDDC. The resident advised he was referring the letter to the Police and made repeated allegations against WHPC.</p> <p>Cllr MP noted her statement has been prepared in the interests of openness and transparency for the public record. WHPC has taken advice at all stages of this issue and responded appropriately to all correspondence. The Council understood that the matter is now part of a police investigation and WHPC would co-operate with the police if requested to do so.</p> <p><b>The meeting went into confidential session at 21.05pm.</b> All members of the public and Cllr PB left the room.</p> <p><b>The meeting resumed at 21.22pm.</b> Cllr PB re-joined the meeting</p> <p>The Chairman advised Cllrs MP, AC, AT, DC, SO, ABC had unanimously agreed to write to Cllr PB to advise that they were not happy with his continuing behaviours instigated by the anonymous letter issue and will be investigating various code of conduct issues.</p> <p>Cllr DC left the meeting</p>
<b>22/038</b>	<p><b>Queen's Platinum Jubilee 2022</b></p> <ol style="list-style-type: none"> <li>1. To receive an update on events planned for West Hill and possible grant applications.</li> <li>2. To consider WHPC initiatives to commemorate the Jubilee.</li> </ol>

	<p>Cllr MP gave an update on village events for the Big Weekend to commemorate the Queen's Platinum Jubilee. Village organisations are hoping to hold events open to all West Hill residents including</p> <ul style="list-style-type: none"> <li>• Friday 3<sup>rd</sup> June - West Hill RBL - a street party in School Lane</li> <li>• Provisional date Saturday 4<sup>th</sup> June -The Parent, Teachers, Friends Association - a "Human Derby" event at the school field (date/time to be confirmed). It's hoped that the evening event will be open to all residents</li> <li>• Sunday 5<sup>th</sup> June - St Michael's - a Church Service followed by "cake and bubbles".</li> </ul> <p>Details of other groups and their plans will be published in due course. Cllrs were keen to support these events, including grant awards, if possible.</p> <p>Cllrs considered proposals for WHPC initiatives to commemorate the Jubilee. Cllrs <b>resolved</b>, to liaise with St Michael's Church West Hill, regards</p> <ul style="list-style-type: none"> <li>• planting a tree or trees in the community garden by the Churchyard to commemorate the lives lost to Covid.</li> <li>• The purchase and installation of a "Jubilee" bench in the Churchyard to allow residents to sit in contemplation.</li> </ul>
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### Other Matters

<b>22/039</b>	<p><b>Clerks Report:</b></p> <ol style="list-style-type: none"> <li>1. To confirm decisions taken under Delegated Powers: Close playboat due to damaged roof - <b>confirmed</b></li> <li>2. WHPC - Action points from previous meetings <ol style="list-style-type: none"> <li>a. Outstanding Actions Playpark rota – Cllr PB to replace Cllr AT on the playpark inspection rota (2<sup>nd</sup> weekend of the month).</li> </ol> </li> <li>3. Matters arising</li> <li>4. Resident Communications <ol style="list-style-type: none"> <li>a. Resident Communication – B3180: Cllrs agreed to reply to the resident's letter explaining the actions previously taken by WHPC.</li> <li>b. Broadband – The Clerk reported several residents had contacted the Council with concerns regarding broadband provision in the village. Cllrs agreed to publish DCC/EDC Cllr Jess Bailey's broadband update as an article on the WHPC website. <a href="#">Broadband in West Hill - Latest news Feb 2022   West Hill Parish Council</a></li> </ol> </li> <li>5. Any urgent matters arising. <ol style="list-style-type: none"> <li>i. Microsoft 365 subscription are expected to rise by approx. 20% at renewal in 2022.</li> <li>ii. Cllrs <b>agreed</b> to nominate Cllr DC for the vacancy on the EDDC Standards Committee.</li> <li>iii. EDDC have launched a consultation on "Councillor Code of Conduct". <b>Cllrs agreed</b> to consider a WHPC response at their next meeting in March.</li> </ol> </li> </ol>
<b>22/040</b>	<p><b>Public Footpaths</b></p> <ol style="list-style-type: none"> <li>1. To receive the Annual Public Footpath Survey</li> <li>2. To approve the 2022-23 Parish Paths Partnership grant application.</li> </ol> <p>The Footpath Warden for West Hill sent her apologies for the meeting. The Clerk presented the Warden's report on the annual survey of the Public Rights of Way (PROW) in West Hill (previously circulated to Cllrs)</p> <p>Various maintenance issues were highlighted</p> <ol style="list-style-type: none"> <li>a. Footpath Signs – several were missing/damaged.</li> <li>b. Footpath 7 – near Mount Hilditch Farm – Japanese Knotweed is still present</li> </ol>



	<p>c. Footpath 1 – Bendarroch Road, near the Church to the stream. This section of path and the area near the footbridge have suffered from erosion and consequently can be hazardous to pass, particularly in bad weather.</p> <p>DCC's PROW team have been notified and have agreed to take action on all three items.</p> <p><b>Cllrs resolved</b> to approve the 2022/23 grant application to DCC PROW for funding for autumn maintenance work on the paths.</p>
<b>22/041</b>	<p><b>Children's Playpark</b></p> <ol style="list-style-type: none"> <li>To consider a report on Playpark Playboat maintenance issues and approve actions.</li> <li>To consider the Annual WHPC Inspection and Report and recommendations.</li> </ol> <p>The Chairman, Cllr MP, reported that several anti-social behaviour incidents had occurred at the playpark in recent weeks:</p> <ol style="list-style-type: none"> <li>On Fri 21st January (or thereabouts) a piece of playpark equipment had been damaged. Some of the playboat roof planks had been broken leaving a hole in the roof. The Playboat was immediately placed out of use whilst repairs could be assessed.</li> <li>On Fri 28<sup>th</sup> January an anti-social behaviour incident occurred at the playboat. WHPC had reported "vandalism and possible arson" to the Police. The playpark was closed immediately once the incident had been discovered..</li> </ol> <p><b>Cllrs asked for</b> the playpark to be re-opened and the playboat to remain "out of use", with appropriate notices.</p> <ol style="list-style-type: none"> <li>The Chairman asked for an informal meeting of Cllrs to discuss the playboat, maintenance and anti-social behaviour. Cllrs <b>agreed</b> and a report will be submitted to the next meeting, 1<sup>st</sup> March.</li> <li>Cllrs ABC/PB submitted a WHPC annual playpark inspection report to the meeting. Several maintenance issues were identified. Cllrs asked the Clerk to prepare a schedule of repairs and costs for consideration at the next meeting.</li> </ol>
<b>22/042</b>	<p><b>Resident Communication:</b> To receive an update on a further request for the anonymous letter received by the Council in 2021 (ref agenda item 21-313)</p> <p>Item taken earlier on agenda</p>
<b>22/043</b>	<p>To receive updates on</p> <ol style="list-style-type: none"> <li><b>WHPC Pedestrian Safety Campaign:</b> Distribution of Hi-Viz Cllr MP reported the the initiative had been well received by residents. Cllr MP and PCSO Jonathan Sims held a Road Safety assembly at West Hill Primary School on 12<sup>th</sup> January followed by the distribution of a hi-viz jacket to each child in the school. On Saturday 22<sup>nd</sup> January Cllrs MP and AC plus a member of the public held an event outside the village shop to offer a limited number of hi-viz jackets free to local residents. This event was publicised in the WHPC January newsletter and was well attended. 61 jackets were handed out.</li> <li><b>WHPC Newsletter Jan 2022</b> Cllrs noted that the newsletter had been well received, prompting correspondence from residents and greater attendance at the WHPC meeting. Cllrs agreed that the new format was successful and should be continued. Cllrs discussed a provisional date for the next newsletter (late March/early April).</li> </ol>
<b>22/044</b>	<p><b>Police Matters:</b> To receive the monthly West Hill crime stats: Dec-21 and Jan-22 if available (for information)</p> <p>Police data not available</p>
<b>22/045</b>	<p><b>Finance and Invoices Tracker</b></p> <p>Invoices received for approval:</p> <ol style="list-style-type: none"> <li>Clerk - claim for monthly expenses (incl Microsoft 365 monthly subscription) £63.48</li> <li>DALC Cllr Bennett Training £18.00</li> </ol>



	<p>To confirm payments made under Delegated Powers:</p> <ol style="list-style-type: none"> <li>3. Clerk- Hazard Tape for playpark £7.34</li> <li>4. PLG Services - Playboat urgent roof inspection £22.80</li> <li>5. Scribe Accounts £294.00 (expenditure approved at 5<sup>th</sup> Jan-22 meeting)</li> <li>6. SLCC Annual Subscription £186.00 (expenditure approved at 5<sup>th</sup> Jan-22 meeting)</li> <li>7. Wallart – January newsletters £305.00 (expenditure approved at 5<sup>th</sup> Jan-22 meeting)</li> </ol> <p><b>New Items</b></p> <ol style="list-style-type: none"> <li>8. PLG Services – VAS Transfers Jan-22 - £91.20</li> <li>9. West Hill Village Hall – room bookings Jan-22 £44.10</li> </ol> <p><b>All noted, approved and signed</b></p> <p>To receive: 2021-22 Finance Tracker, Bank reconciliations 2021, CIL/S106 summary <b>All noted, approved and signed.</b></p>
<b>22/046</b>	<p><b>Councillors questions, reports and items for future agenda</b> 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><b>The Chairman reported that the Clerk had submitted her resignation (1<sup>st</sup> Feb 2022)</b></p> <p><b>Cllr AT asked for an item on a future agenda. She would submit a paper proposing the installation of a dog waste bin at/near the bus shelter. Cllrs agreed.</b></p>
<b>22/047</b>	<p><b>Next meeting:</b> To confirm arrangements for the next WHPC meeting Tuesday 1<sup>st</sup> March 2022 7.30pm at the Village Hall.</p>

Meeting ended 10.12pm

Signed: *Anne Oliver*, Clerk to the Council, 4<sup>th</sup> Feb 2022