

**WEST HILL PARISH COUNCIL  
MINUTES OF THE PARISH COUNCIL MEETING  
HELD ON 1<sup>st</sup> March 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), Cllr Stephen Owen (SO)
In attendance:	District Cllr Jessica Bailey (JB), Anne Oliver Parish Clerk, 4 members of the public attended the meeting
Apologies received from:	n/a

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

Item (a)	Discussion and decisions (b)
<b>22/048</b>	<p><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.</p> <p>The Chairman, Cllr MP, announced that she would be standing down as Chairman but would remain as a Cllr. The Vice-Chairman, AC, also stood down but would remain as a Cllr. The Clerk had agreed to remain in post to support the new Chairman</p> <p>Two Cllrs put themselves forward and Cllr Della Cannings was elected Chairman. Cllr Cannings signed the Declaration of Acceptance of the Office of Chairman.</p> <p>The new Chairman thanked Cllrs MP and AC for their work for the Council. She also thanked Cllrs for supporting her nomination and expressed her support for them in their work to serve the community within the powers of the Parish Council.</p> <p>Cllr MP agreed to lead the Annual Parish Meeting on Friday 25<sup>th</sup> March as the Chairman was unavailable.</p> <p>In preparation for the WHPC Annual Meeting in May 2022, Cllrs were asked to identify any Council Policies that needed to be updated due to Legislation changes or such.</p>
<b>22/049</b>	<b>Apologies.</b> To receive apologies and approve reasons for absence. <b>N/A</b>
<b>22/050</b>	<p><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. <b>4 members of the public attended the meeting. West Hill’s Footpath Warden wished to speak.</b></p> <p>Eileen Perkins, West Hill’s Footpath Warden, reported that members of DCC’s Public Rights of Way team had investigated the problems reported in WHPC’s annual survey of the village footpaths. They agreed that the footpath from Bendarroch Road to the stream, was a particular area of concern and agreed to fund works to address the erosion near the stream and, if possible, install a handrail on the steep path. They advised that a handrail was preferable to steps in order to reduce damage to tree roots.</p>
<b>22/051</b>	<p><b>District and County Councillors’ reports</b> for information (items raised for decision will appear on the agenda for the next meeting): <b>DCC/EDDC Cllr Jess Bailey sent a report to the meeting:</b></p>

	<ul style="list-style-type: none"> <li>• Work to develop the new <b>East Devon Local Plan</b> is continuing. Cllr Bailey gave an update on her ongoing areas of concern such as the disproportionate allocation of new houses for West Hill and the lack of clarity on the proposed new town. She reported that the public consultation is now expected to take place in the Autumn. Also, EDDC agreed to write to Michael Gove Minister for Levelling Up Housing and Communities to challenge the approach to housing provision targets.</li> <li>• East Devon District Council and Devon County Council approved their <b>annual budgets</b> in February. The common theme to both Councils is that the Councils are trying to meet huge financial pressures in the face of substantial cuts in central government funding over a sustained period.</li> </ul> <p>Further detail is available on the WHPC website: <a href="https://www.westhillparishcouncil.gov.uk">Microsoft Word - West Hill March 22 (westhillparishcouncil.gov.uk)</a></p> <p>The Chairman proposed to bring forward Item 22/058. Cllrs agreed</p>
<p><b>22/058</b> Brought forward</p>	<p>To receive an update on <b>planning matters</b>:</p> <p>a. To consider a revised Terms of Reference for WHPC’s Strategic Plan Group.</p> <p>Cllrs agreed to defer consideration of the group’s Terms of Reference to the next WHPC meeting on 5<sup>th</sup> April. The Chairman will liaise with the group to revise the TOR.</p> <p>b. To receive a verbal update on progress on the East Devon Local Plan Review including an update on the joint WHPC/Ottery St Mary Town Council letter sent to EDDC.</p> <p>Cllr MP thanked EDDC Cllr Bailey for her work on the Draft Local Plan on behalf of West Hill. In particular, the 8<sup>th</sup> February EDDC Strategic Planning Committee voted against the proposed option that would have resulted in 470 houses delivered in West Hill. However the proposed allocation of over 100 new houses remains. The next Committee meeting will consider</p> <ul style="list-style-type: none"> <li>• a further call for sites across East Devon,</li> <li>• the proposed new town and it’s infrastructure</li> </ul> <p>Cllr MP noted that, in due course, if the proposal to create a new town is rejected the housing targets across the district will be re-visited.</p> <p>Cllr MP reported that Ed Freeman, EDDC, has acknowledged the WHPC/OSMTC joint letter but not addressed the concerns raised.</p> <p>Cllrs resolved to send the letter directly to the EDDC Strategic Planning Committee.</p>
<p><b>21/052</b></p>	<p><b>Declarations of Interest</b></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> <p>Cllrs MP, AC, AT, SO, PB, DC – declared no interests Cllr ABC declared a personal interest in item 21/055 (urgent tree works) but would take part in the item. All noted and accepted.</p>
<p><b>22/053</b></p>	<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 22/060 (commercial matter) and part of 22/064 (staffing matter) in confidential session. Cllrs agreed.</p>
<p><b>22/054</b></p>	<p><b>Minutes:</b> To approve the minutes of the Ordinary Parish Council meeting on 1<sup>st</sup> February 2022. The minutes were approved: 6 Cllrs were in favour, 1 disagreed.</p>

<b>22/055</b>	<p><b>Planning Applications received</b></p> <p><b>22/0224/TRE</b> 13 Hayes End West Hill EX11 1GG Applicant Mr Storer T1, Monterey Pine : Reduce first primary limb growing south arising at approximately 5m above ground level (AGL) by 1.5m. Maximum diameter of Cut (MDC) 50mm ; reduce first primary limb growing west arising at approximately 7m AGL by 2m. MDC 70mm. Reason for works: The tree recently lost a large limb growing south west which has left the remaining limbs exposed to wind stresses. Reduction of the two limbs as above to reduce chance of further limb loss.</p> <p style="color: red;">Cllrs supported the application</p> <p>For information  <b>22/0280/PRETDD</b> 13 Hayes End West Hill EX11 1GG : Urgent works to remove deadwood from Monterey pines, G1  <b>22/0226/PRETDD</b> Dene, Lower Broad Oak Road, West Hill : Urgent works to remove deadwood from two Oak trees T1 and T2  <b>22/0394/PRETDD</b> 12 Heather Grange, EX11 1XZ: Urgent works to fell a dangerous Thuja tree</p> <p style="color: red;">All noted</p> <p style="color: red;">Cllrs noted that application 21/2989/FUL Little Glade West Hill Road had been referred to the EDDC Planning Committee on 16<sup>th</sup> March 2022. Cllrs agreed to register a speaker for the meeting to support their previous objection.</p>
<b>22/056</b>	<p><b>Planning decisions received for information (*denotes WHPC differed)</b></p> <p><b>21/3340/TRE</b> Amberley Grange EX11 1UX Status: Approved T1, Beech : Fell to ground level. Reason: Appropriate arboricultural management.</p> <p><b>21/3347/TRE</b> 26 Ashley Brake EX11 1TW Status: Approved Various treeworks</p> <p><b>21/3215/FUL</b> Trelowen Higher Metcombe EX11 1SL Status: Approved Replace flat roof with apex roof over studio outbuilding, double garage and car port, including enclosing car port and other associated works.</p> <p><b>21/2531/FUL</b> Land South Of Treetops Toadpit Lane West Hill Status: Refused Two storey detached dwelling, and change of use of land to residential curtilage.</p> <p style="color: red;">All noted</p>
<b>22/057</b>	<p><b>TPO notifications:</b></p> <p><b>21/0029/TPO</b> West Hayes, West Hill Rd: Provisional order confirmed</p> <p style="color: red;">Noted</p>
<b>22/058</b>	<p style="color: red;">See above</p>

### WHPC Groups + Initiatives

<b>22/059</b>	<p><b>Finance Working Group:</b></p> <p>1. Insurance: To consider recommended insurance pre-renewal details.</p> <p style="color: red;">Cllrs considered a paper previously circulated and agreed the recommended changes to the Council's pre-renewal submission, including a 5% uplift to the sum assured to cover inflation. Cllrs were asked to notify the Clerk regarding conditions set out in the terms of the insurance.</p>
<b>22/060</b>	<p><b>New Pedestrian Access to Village Hall</b></p> <p style="color: red;">The Chairman proposed to take this confidential item later on the agenda. Cllrs agreed</p>
<b>22/061</b>	<p><b>Community Engagement: Annual Parish Meeting (APM)</b></p> <p>1. To receive an update on arrangements for the APM on Friday 25<sup>th</sup> March 2022.</p>

	<p>2. To approve costs including refreshments.</p> <p>Cllr MP confirmed that the guest speaker Bob Stevenson had confirmed his availability: village groups were beginning to register to attend; publicity for the meeting had been prepared.</p> <p>As Cllr DC, Chairman, was unable to attend the APM, the former Chairman Cllr MP agreed to lead the event.</p> <p>Cllrs agreed a budget of £100 for refreshments.</p>
22/062	<p><b>New Playpark Equipment</b></p> <ol style="list-style-type: none"> <li>To receive a verbal update: playpark lease, installation timescales.</li> <li>To confirm revised costs for a new Playpark Lease, estimated £1,200+vat (approved under Delegated Powers).</li> </ol> <p>The Clerk reported that the Village Hall Solicitors had advised that a new lease was preferable to an extended lease. A draft lease was expected in March 2022. The associated increase in costs to £1,200+vat had been approved by the Clerk under Delegated Powers (ref 22/035 Feb 2022)</p> <p>Cllrs approved the revised costs of £1,200+vat.</p>
22/063	<p><b>Community Public Access Defibrillators (CPADs)</b></p> <ol style="list-style-type: none"> <li>To receive an update including location for the 1<sup>st</sup> device at WH RBL clubhouse.</li> <li>To approve the location for the 2<sup>nd</sup> CPAD</li> </ol> <p>Cllrs considered a paper circulated prior to the meeting. Cllr DC reported the first site, the West Hill RBL clubhouse, had been approved by SouthWest Ambulance Service Foundation Trust. The defibrillator will be delivered 25<sup>th</sup> March for installation on the building. It was hoped that the device would be operational by the end of March 2022. A familiarisation session will be scheduled however this is likely to be in April or later. The Chairman will sign the MOU on 25<sup>th</sup> March. Cllrs thanked the RBL for their co-operation.</p> <p>Cllrs were disappointed that a 2<sup>nd</sup> site in Lower Broad Oak Road/Higher Broad Oak Road had not been found. As an interim measure Cllr DC offered to have the device mounted on her house in Eastfield in order to get the device operational.</p> <p>Cllrs agreed to</p> <ul style="list-style-type: none"> <li>Note the update</li> <li>Thank the RBL for their support</li> <li>Install the 2<sup>nd</sup> device at Eastfield and to relocate the device if a suitable alternative site was found.</li> </ul>
22/060	<p><b>Standing Orders were suspended</b> at 20.36pm to allow the item to be considered as a confidential commercial matter. All members of the public left the room.</p> <p><b>New Pedestrian Access to Village Hall</b></p> <ol style="list-style-type: none"> <li>To receive an update from the joint WHPC/VH working group.</li> <li><b>Confidential/Commercial:</b> To appoint Consulting Engineers and approve costs for the initial phase of the commissioning project,</li> <li>To consider WHPC representation on the group.</li> </ol> <p>Cllr DC reported that a South West Water survey had confirmed the associated planning condition was unnecessary. Their written confirmation is awaited.</p> <p>Cllrs considered a paper previously circulated which set out the activities and associated costs required to fulfil the planning conditions and to obtain tenders for construction. Cllrs discussed the likely costs associated with the Road Safety Audits required to fulfil the DCC Highways requirements. Cllr ABC questioned whether they were required as some Highways authorities do not request them.</p>

	<p>Cllr DC noted that WHPC membership of the working group would remain unchanged, Cllr DC and Clerk, as the Clerk was remaining with the Council.</p> <p>Cllrs resolved</p> <ol style="list-style-type: none"> <li>a. To appoint JRC Consulting Engineers and the associated fees for initial commissioning phase.</li> <li>b. To note the outline budget for initial phase of the commissioning project.</li> </ol>
<p><b>22/064</b> Pt 5</p>	<p><b>Urgent Staffing Matters:</b> Cllrs noted the recently agreed Local Government Workers pay award effective from 1<sup>st</sup> April 2021, the associated change to the Clerk's salary and backdated pay and increment due from 1-Apr-21.</p> <p><b>Standing Orders were resumed at 20.53pm.</b> No member of the public re-entered the room.</p>

**Other Matters**

<p><b>22/064</b></p>	<p><b>Clerks Report:</b></p> <ol style="list-style-type: none"> <li>1. To confirm decisions taken under Delegated Powers: <ul style="list-style-type: none"> <li>• Commission repair of playboat £150+vat (ref item 22/041)</li> <li>• To appoint LGRC ref item 22/067</li> <li>• To approve revised legal costs for a new Playpark Lease (ref item 22/062)</li> <li>• Book The Narthex for 2-hr meeting re Playboat</li> <li>• Lengthsman to clean Bus Shelter</li> </ul> <p style="color: red;">All noted and approved</p> </li> <li>2. Action points from previous WHPC meetings: Outstanding Actions <ul style="list-style-type: none"> <li>• Cllrs were reminded to check their outstanding action points</li> </ul> </li> <li>3. Matters arising: The Clerk reported that the Police had contacted the Parish Council about the anonymous letter received in Nov-21. They advised that they would not be taking action. (ref 22/042)</li> <li>4. Resident Communications: West Hill Wasps: Cllrs shared the concerns of the West Hill Wasps Chairman regarding the lack of recreational space in the village. Over recent years the Council had been unsuccessful in it's attempts to acquire land. Cllrs felt this situation was unlikely to change over the coming years as the Local Plan was in development but would continue to look for opportunities.</li> <li>5. Any urgent matters arising. <ol style="list-style-type: none"> <li>a. Cllrs agreed to change the date of the Annual Meeting and Ordinary meeting from Tuesday 3<sup>rd</sup> May to Tues 10<sup>th</sup> May 2022.</li> <li>b. Cllrs were reminded of their training session with the Devon Association of Local Councils on 14<sup>th</sup> Match.</li> <li>c. Cllrs were asked to submit ideas and articles for the next WHPC newsletter (April/May).</li> </ol> </li> </ol>
<p><b>22/065</b></p>	<p><b>Grant Applications:</b></p> <ol style="list-style-type: none"> <li>1. To consider an application submitted by the West Hill Royal British Legion for £1,000 towards the installation of a flagpole to commemorate the Queen's Platinum Jubilee.</li> </ol> <p>Cllrs considered the application and resolved to</p> <ol style="list-style-type: none"> <li>a. Increase the WHPC grant budget to £3,1000.</li> <li>b. Grant an award of £1,0000 to West Hill Royal British Legion towards the installation of a flagpole.</li> </ol>

	<p>2. To consider an application submitted by West Hill Village Hall Trustees for £197.45 to support a one-day seminar for residents due to attend university in Autumn 2022.</p> <p>Cllrs considered the application and noted that, contrary to the Council's Grant Policy, the sum requested represented 100% of costs. Cllrs were keen to support the initiative and younger members of the community and agreed to award the grant in full.</p> <p>Cllrs resolved to</p> <ol style="list-style-type: none"> <li>a. Increase the WHPC grant budget to £3,297.45</li> <li>b. Grant an award of £197.45 to West Village Hall Trustees for the event.</li> </ol>
22/066	<p><b>Personnel Matters:</b> To receive an update on arrangements to replace the Clerk. This item was not required as the Clerk, with the Chairman's support, had withdrawn her resignation.</p>
22/067	<p><b>Training/Mentoring:</b> To confirm the appointment of The Local Government Resource Centre (LGRC).</p> <p>Cllrs considered a paper circulated prior to the meeting (ref 22/042)</p> <p>Cllrs approved the</p> <ol style="list-style-type: none"> <li>a. Appointment of The Local Government Resource Centre for a one-off mentoring session at a cost of £330+vat.</li> </ol>
22/068	<p><b>Highways:</b> To consider WHPC response to the DCC Highways 2022/23 20mph Scheme. Cllrs noted the scheme and did not wish to apply at this stage.</p>
22/069	<p><b>Vehicle Activated Sign (VAS):</b> To receive an update on the 2<sup>nd</sup> West Hill VAS and to consider the revised schedule.</p> <p>Cllr MP reported that the 2<sup>nd</sup> VAS had been delivered and would become operational in March. As previously agreed, this device would be dedicated to the locations on the B3180. The current VAS would rotate been sites within the village. West Hill Road is now included on the rota as Highways had recently installed the mounting poles at the War Memorial and near Eymore Drive.</p> <p>Cllrs agreed</p> <ol style="list-style-type: none"> <li>a. The VAS schedule for March-July 2022</li> <li>b. An annual VAS report to be considered at the next meeting.</li> </ol>
22/070	<p><b>Airport Consultative Committee:</b> To receive verbal feedback from the meeting held on 23<sup>rd</sup> February.</p> <p>Cllr DC represented WHPC at the meeting. The Committee is made up of representatives of users of the airport, local authorities in the vicinity of the airport and other organisations from the community surrounding the airport that have an interest in the operations and management of the airport. The airport groups reported a slow recovery. Next meeting 18<sup>th</sup> May 2022.</p>
22/071	<p><b>EDDC Jubilee Tree:</b> To consider the EDDC Jubilee Tree scheme.</p> <p>WHPC does not own any land in the village but Cllrs were keen to take part in the scheme to mark the Jubilee. In recent years Cllrs had sought permission to plant a Landmark Tree at Courtfield Close.</p> <p>Cllrs agreed to</p> <ol style="list-style-type: none"> <li>a. Liaise with residents of Courtfield Close</li> <li>b. Accept a Jubilee Oak Tree offered by EDDC subject to their agreement to plant the tree on the EDDC owned land at Courtfield Close.</li> </ol>
22/072	<p><b>EDDC Code of Conduct Consultation with Town/Parish Councils:</b> To consider the WHPC response ref <a href="#">East Devon District Council – code of conduct consultation</a></p> <p>Cllrs agreed a response was not required.</p>
22/073	<p><b>Police Matters:</b> To receive the monthly West Hill crime stats: Dec-21 and Jan-22 if available (for information)</p> <p>Noted</p>

<b>22/074</b>	<p><b>Finance and Invoices Tracker</b> Invoices received for approval:</p> <ol style="list-style-type: none"> <li>1. Clerk - claim for monthly expenses (incl Microsoft 365 monthly subscription) £63.48</li> <li>2. Westcotec – Vehicle Activated Sign £3,605.00+vat</li> </ol> <p>To confirm payments made under Delegated Powers:</p> <ol style="list-style-type: none"> <li>3. South Western Ambulance Service NHS Foundation Trust – defibrillator and support package £1,800+vat</li> <li>4. Abalone Graphics- Name badge for Cllr Stephen Owen £9.07</li> <li>5. Lengthsman – Bus Shelter maintenance/painting £109.00+vat</li> <li>6. Lengthsman – Bus Shelter cleaning (monthly) £19.00+vat</li> <li>7. St Michael's West Hill, Room Booking £24.00</li> </ol> <p><b>Additional Items presented:</b></p> <ol style="list-style-type: none"> <li>8. DALC – Cllr PB training course £18.00</li> <li>9. PLG Service – VAS transfers February £91.20</li> <li>10. Village Hall room bookings £43.60</li> <li>11. Clerk Expenses – stationery £22.88</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>Noted and approved</b></p> <p><b>At 21.20pm Cllrs agreed to continue the meeting.</b></p>
<b>22/075</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>Cllr AT highlighted the secondary consultation on proposals for new parliamentary constituencies as part of the 2023 Boundary Review.</b></p> <p><b>Cllr AC noted resident's correspondence regarding parking problems at Heather Grange.</b></p>
<b>22/076</b>	<p><b>Next meeting:</b> To confirm arrangements for the next WHPC ordinary meeting Tuesday 5<sup>th</sup> April 2022 7.30pm at the Village Hall.</p>

The meeting Closed at 21.36pm

Signed: *Anne Oliver*, Clerk to the Council 2<sup>nd</sup> March 2022