

**WEST HILL PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING
HELD ON 1st Sep 2020 AT 7.30PM**

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

Present:	Chairman Cllr Margaret Hall (MH), Cllr Alison Carr (AC), 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 Amanda Townsend (AT), Cllr Alan Cook (ABC) DCC Cllr Claire Wright (CW)

AGENDA – ORDINARY MEETING OF THE PARISH COUNCIL

Item (a)	Discussion and decisions (b)
20/268	<p>Welcome and Chairman's announcements</p> <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.
20/269	<p>Apologies. To receive apologies and approve reasons for absence.</p> <ul style="list-style-type: none"> Apologies were received and accepted from Cllr Amanda Townsend (AT), Cllr Alan Cook, (ABC) , DCC Cllr Claire Wright
20/270	<p>Public question time (3 minutes)</p> <p>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.</p> <p>This item included issues submitted to the Clerk prior to the meeting.</p> <ul style="list-style-type: none"> No members of the public attended the meeting. No matters were raised
20/271	<p>District and County Councillors' reports for information (items raised for decision will appear on the agenda for the next meeting)</p> <p>DCC Cllr CW submitted a report for the meeting</p> <ol style="list-style-type: none"> A local campaign group, Save Our Hospital Services has published a report on the state of Devon's NHS, which also includes recommendations. http://www.sohs.org.uk/documents/SOHS%20report%20COVID19%20in%20Devon.pdf Tipton St John Primary School relocation planning application: The application has received signification objections. It goes before Ottery St Mary Town Council this Thursday 4-Sep at 7pm, via a zoom meeting. Devon County Council's school transport service has had to make a few changes, in light of the ongoing pandemic. Details are available on the WHPC website https://www.westhillparishcouncil.gov.uk/return-school-transport-news <p>EDDC Cllr JB:</p> <ul style="list-style-type: none"> The EDDC Strategic Planning Committee recommended withdrawal from GESP. This was confirmed at the Full Council meeting on 20th August. EDDC will progress on the review of the Local Plan With or without GESP the area has very large housing targets set by the Government. Cllr JB advised Cllrs that a Government White Paper is expected in the coming weeks. It is expected that the Paper will set out proposals for local government reorganisation (most likely encouraging areas with district and county councils to

	combine them into one single council, i.e. a 'unitary' council) as well as more devolution proposals.
20/272	<p>Declarations of Interest</p> <ul style="list-style-type: none"> a. Register of Interests: Councillors are reminded of the need to update their register of interests. 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 DPLs must leave the room for the relevant items). <p>Cllr JB declared a personal interest as an EDDC District Cllr.</p>
20/273	<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"> • N/A
20/274	<p>To receive</p> <ul style="list-style-type: none"> a. the monthly crime stats (for information) b. an update on the Council's request for a local Police briefing at a Council meeting. <p>Cllrs noted the crime report for July (latest information available) – no matters arising.</p> <p>The Clerk reported that the Local Neighbourhood Police Inspector had been invited to attend a Council meeting to give an update on matters affecting West Hill. The local police team declined the invitation and advised that they could only attend a meeting to discuss a specific issue of concern. Cllrs were very disappointed in this response as it is over 18months since the previous Police attendance at a meeting. Cllrs regarded the information available to the public to be very sketchy and it does provide a sufficient overview of policing issues.</p> <p>The Police team suggested that the Local Area Group (LAG) meeting of the Community Safety Partnership was the appropriate forum for general discussion of local policing matters. Cllr DC has recently joined the group as WHPC is keen to liaise with the Police on behalf of the West Hill community. The next LAG meeting will take place in September.</p>
20/275	<p>Minutes</p> <ul style="list-style-type: none"> 1. To approve the minutes of the Parish Council meeting on 4th August 2020, previously circulated. 2. To approve the minutes of the Parish Council meeting on 18th August 2020, previously circulated. <p>Noted and Approved</p>
20/276	<p>Planning applications received</p> <p>20/1717/FUL Pindari Ford Lane West Hill EX11 1XE Applicant Mr G Jones Construction of single storey side extension, steps, provision of cladding to the existing garage and retaining wall</p> <p>Cllrs noted that proposed new garage was situated very close to the site boundary and construction would require the removal of boundary trees/shrubs. There may be a need for a party wall agreement. The Ottery and West Hill Neighbourhood Plan Policy NP26 (West Hill Design) requires boundaries to be Devon banks or hedges rather than brick walls or fences. To date, neighbouring properties have not submitted comments. The planning notice issued to the Council does not list the properties consulted so Cllrs ask the Planning Team to check that the appropriate consultations have taken place.</p> <p>Cllrs do not support the construction of a new garage as it necessitates the removal of boundary hedges and trees which adversely affect the amenity of the neighbouring property.</p>

	<p>20/1824/TRE Parsonage House, Bendarroch Road Applicant Mr N Parsons T1 BEECH; T2 OAK. There is one split branch to oak that seems to be getting bigger. Both trees have grown and not been touched, so need trimming back with your guidance. They have grown over road, where buses may catch the branches. The oak has grown over the garage a lot.</p> <p>Councillors objected to the application as no justification or tree report has been submitted to support the proposed work on protected trees. It is only 2 years since planning permission for the garage was granted. At that time councillors were concerned that granting permission would lead to requests for work on protected trees</p>
20/277	<p>Planning decisions received for information (*denotes WHPC differed) - n/a</p> <p>20/0906/FUL Fairacre Lower Broad Oak Road EX11 1XQ Approved Construction of single storey side and two storey rear extension; dormer window to rear including balcony and terrace. Provision of cladding to main house.</p> <p>20/0578/FUL Rest Harrow Bendarroch Road EX11 1UU Approved*</p> <ul style="list-style-type: none"> • All noted
20/278	TPO notifications — n/a
20/279	<p>Planning appeals received</p> <p>APP/TPO/U1105/7890 : Oasis, Toadpit Lane, West Hill Applicant K Payne Fell two Pinus Sylvestris trees</p>
20/280	<p>To receive an update on Planning matters:</p> <ol style="list-style-type: none"> 1. GESP including EDDC decision 2. Farringdon Neighbourhood Plan 3. Government White Paper - Planning for the future <p>To approve registration fee for DALC webinar - Changes to Planning Law</p> <p>GESP : Cllr JB reported the EDDC Strategic Planning Committee recommended withdrawal from GESP. This was confirmed at the Full Council meeting on 20th August. EDDC will progress on the review of the Local Plan</p> <p>Farringdon Neighbourhood Plan: The plan had been previously circulated to Cllrs. Cllrs agreed that no issues affected West Hill.</p> <p>Planning White Paper: Cllrs agreed that WHPC should comment on the Planning White Paper, with copies to Simon Jupp MP and NALC, who are compiling a consultation response to represent town and parish councils.</p> <p>The Planning White Paper comprises three separate papers, and the standard consultation format consists of 80 detailed questions. Councillors agreed it was not practicable to prepare answers to all questions, but instead WHPC would write a concise paper outlining our concerns.</p> <p>DALC are running a webinar on the Planning White Paper and councillors agreed that Cllr MH should attend this (£15 cost).</p> <p>Cllr MH will prepare a paper with bullet points for discussion.</p>
20/281	<p>Consider the impact of recent Government Covid-19 announcements including</p> <ol style="list-style-type: none"> 1. The impact of any recent Government Covid-19 announcements. 2. Feedback from training course: Chairing remote meetings. 3. WHPC Help Scheme Review

	<ol style="list-style-type: none"> 1. The Open Spaces Committee reported the Government guidance for playgrounds had been updated in August to include changes to advice regarding Face Masks. The Committee had reviewed the changes and agreed no actions were required but agreed to update the Covid Safety notices in the Playpark. This is in progress 2. Feedback from Training Course: As Cllr ABC was unable to attend the meeting this item was carried forward to the October meeting. 3. WHPC Help Scheme Review: Cllr DC suggested that WHPC carry out a review to gather learning points for re-launching the Help Scheme if it is needed. She proposed a three stranded approach: contacting all volunteers (email), a random sample of users (by letter) and all residents via the WHPC newsletter. Cllrs discussed and supported the proposal. Cllr MH reminded the meeting of the GDPR regulations re use of personal data. Cllr MH proposed that Cllrs MH/DC would take the lead on this rather than the Clerk due to current workloads. <p>Cllrs agreed to carry out a review of the Help Scheme</p>
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Committee & Working Groups

Finance Working Group

20/282	<p>To receive an update on</p> <ol style="list-style-type: none"> 1. Opening a Cambridge Building Society Council Saver Account <p>For information</p> <ol style="list-style-type: none"> a. Exercise of Public Rights 2019-2020 concludes on 14th September. b. Cllr DC has been added to the Unity Trust bank mandate. <p>The Clerk reported the application form had been submitted to the Cambridge Building Society.</p>
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Open Spaces Committee(OSC)

20/283	<p>To note and confirm the minutes of the meeting of 25th August 2020, to answer questions arising and present recommendations.</p> <p>For information</p> <ul style="list-style-type: none"> • West Hill Vehicle Activated Signs Scheme (VAS) <p>To approve a WHPC insurance policy adjustment to include the VAS scheme.</p> <p>The meeting received and confirmed the OSC minutes with the exception of 1 item (OSC 20/102 Vehicle Aactivated SignsVAS). Cllr JB noted the proposal to alternate the VAS between the B3180 and other West Hill Sites. This would prioritise the B3180. Cllr JB felt that the VAS sites should have equal priority as residents across the village have raised concerns. Cllr MP commented the schedule had not been finalised and could be amended.</p> <p>Cllr DC asked if the data collected by Speedwatch was made available. Cllrs understood Speedwatch submit the data to the Police who then take action. Cllr MH noted that the data collected by Speedwatch and the VAS signs are not accepted by Highways. Cllr DC will discuss Community Speedwatch a the LAG Community Safety Partnership meeting.</p> <p>It was agreed to add the VAS equipment to the Council's Asset Register and Insurance Policy (with an indicative premium increase of c£12.50).</p>
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	<p>The Clerk updated the meeting on the proposal to install a recyclables bin in the Playpark. This was approved in principle at the recent OSC meeting (OSC 20/100) Final costing were now available.</p> <p>It was agreed to install a recycling bin in the Playpark and to re-locate existing litter bin (cost £438.91+vat.).</p>
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People & Policy Working Group

20/284	<p>To consider adopting a policy regarding Anonymous Communications.</p> <p>Cllrs discussed the draft paper, previously circulated, which set out proposed protocols for handling anonymous written and telephone communications.</p> <p>It was agreed to adopt the Anonymous Communications Policy.</p>
20/285	<p>To receive an update</p> <p>a. Website Accessibility - WHPC website</p> <p>The Clerk updated the meeting on the work required to meet the Website Accessibility legislation requirements. Project Cosmic had answered the Council's questions and confirmed the work estimate/ quote. The work could be completed before the deadline 23rd September.</p> <p>Cllrs agreed to commission Cosmic to carry out the Website Accessibility changes before 23rd Sep 2020 (at a cost of £460+vat) and prepare the associated statement for the website (cost previously approved).</p>

Other Matters

20/286	<p>To consider next steps re proposed Woodland Trust Lease for Broadoak Plantation</p> <ol style="list-style-type: none"> Woodland Trust – outcome of Broadoak - Asset of Community Value application Woodland Trust – Lease details WHPC meeting on 15th September. <p>Cllr MH reported</p> <ul style="list-style-type: none"> The WHPC application to register Broadoak Plantation as an Asset of Community Value (ACV) had been approved by EDDC. This will be registered with the Land Registry. As a result, if the Woodland Trust ever sought to sell the woodland a six month moratorium would be triggered and the Parish Council would have a right to bid for it to secure the woodland for the community. WHPC is not aware of any potential sale. The Woodland Trust are keen to work with the Council and have proposed a possible lease arrangement. Heads of Terms details have been received <p>Cllrs agreed to dedicate a large part of the next Council meeting (15th Sep) for an initial discussion of the proposal, including the long term implications for the Council.</p>
20/287	<p>To receive a Traffic Study update from the Joint Working Group.</p> <p>Cllr MH reported the Working Group had re-convened following a 6 month delay due to Covid lockdown. At a meeting on the 28th September the group</p> <ul style="list-style-type: none"> Reviewed progress to date – WHPC and Villager Hall Trustees have agreed in principle, to create a new direct access from West Hill Road (subject to planning approval) Await the revised design for the proposed path from PJA Traffic Consultants (due early Sep)

	<ul style="list-style-type: none"> Discussed options for a public consultation as a drop-in session at the Village Hall is not feasible at the moment. The group proposed to carry out a public consultation by - <ul style="list-style-type: none"> Making full details available on the WHPC website Producing a dedicated stand-alone insert to be distributed to all households in the village. Contacting parents via the school email Offering telephone meetings if required. <p>Although, not required by EDDC for the planning application, Cllrs were keen to consult residents on the scheme prior to submitting a planning application and supported the Working Groups proposals.</p> <p>It was agreed to undertake a public consultation on the proposed scheme to create a new path from West Hill Road to the Village Hall.</p>
20/288	<p>To consider a proposal to develop an Emergency Plan for West Hill.</p> <p>Cllrs DC proposed that WHPC should lead the development of an Emergency Plan for West Hill. A Community Emergency is any event that severely disrupts the routine existence of the Village or where life is endangered. Examples are: severe weather causing many trees to fall, unusually heavy snow, prolonged power failure, traffic accident and aircraft accident and of course, pandemic. A response is likely to involve the emergency services, District/ County Council resources, utility providers etc.</p> <p>The aim of the Community Emergency Plan would be to enable the Village to provide effective, immediate support to those involved in an emergency and to assist the Emergency Services on arrival.</p> <p>Inevitably the plan will take some time to put together and will require input from various groups/individuals across the village.</p> <p>Cllr DC suggested a multi-stage approach and offered to lead the project.</p> <p>Cllrs thanked Cllr DC and supported the proposal. Cllr MH noted that this was an ongoing commitment as the plan would need to be regularly reviewed and kept up to date.</p> <p>It was agreed</p> <ol style="list-style-type: none"> To develop an Emergency Plan for West Hill Cllr DC to lead the project To create an Emergency Response Group chaired by the WHPC Chairman and to include the Parish Clerk as the key contact. Cllr JB to join the group.
20/289	<p>To consider the DCC scheme – Devon Solar Together</p> <p>Devon County Council have launched a project to offer a “solar PV collective purchasing scheme” to residents across Devon.</p> <p>Cllrs agreed to signpost the scheme when information is available on the DCC website.</p>
20/290	<p>To consider a Street Trading Licence application for Roberto’s (Pizza) at Royal British Legion car park West Hill.</p> <p>Cllrs agreed to support the application for a licence for Roberto’s (Pizza) at Royal British Legion car park West Hill. Cllrs noted that the pizza van has traded twice already, before a Street Trading Licence has been issued.</p>

20/291	<p>Clerks Report: Actions and matters arising from the last meeting</p> <p>1. Actions, incl outstanding actions n/a</p> <p>2. Matters arising</p> <ul style="list-style-type: none"> a. Resident communication b. Any urgent matters arising. <p>No matters arising</p>
20/292	<p>Finance and Invoices Tracker</p> <p>Invoices received for approval:</p> <ul style="list-style-type: none"> 1. Clerk - claim for expenses (incl Annual Renewal - Microsoft Office for Clerk laptop) <p>Additional item</p> <p style="text-align: center;">Project Cosmic – Website Accessibility Assessment, report and Statement (£864)</p> <p>Noted and approved</p> <p>To receive the 2020-21 Finance Tracker. Bank reconciliation (Aug) – will be not available for the meeting and will be scheduled for approval at the October meeting.</p> <p>Noted and approved</p>
20/293	<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>Cllr MP reported an area of Himalayan Balsam on/near Toadpit Lane. Cllrs confirmed this is within the Parish and should be considered at the next OSC meeting.</p> <p>Newsletter – Cllrs discussed a date for the next edition of the newsletter to be distributed probably 1st half of October.</p>
20/294	<p>Next meeting: To confirm the date of the next meeting (by video-conference) which is scheduled for Tuesday 15th September.</p>

Meeting closed 8.50pm

Signed: *Anne Oliver*, Clerk to the Council, 2nd Sep 2020