

**WEST HILL PARISH COUNCIL  
MINUTES OF THE PARISH COUNCIL MEETING  
HELD ON 20th Oct 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), Cllr Amanda Townsend (AT), Cllr Alan Cook (ABC)
In attendance: Apologies received from:	Anne Oliver Parish Clerk, One members of the public attended the meeting DCC Cllr Claire Wright (CW)

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

Item (a)	Discussion and decisions (b)
20/335	<p><b>Welcome and Chairman’s announcements</b></p> <ul style="list-style-type: none"> <li>The meeting started at 7.30PM. The Chair MH welcomed everyone and reminded everyone that the meeting was being sound recorded.</li> </ul>
20/336	<p><b>Apologies.</b> To receive apologies and approve reasons for absence.</p> <ul style="list-style-type: none"> <li>Apologies were received from DCC Cllr Claire Wright</li> </ul>
20/337	<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.</p> <p>A West Hill resident asked to speak about the planning application for Little Glade, West Hill Road (Agenda item 20/340). He had commissioned a Planning Consultant to review the proposed development and the report had been circulated to Cllrs shortly before the meeting.</p> <p>He strongly believed the proposed development did not comply with the Neighbourhood Plan and local Planning Policies, was out of character for the area and would lead to the loss of a significant section of Devon Bank. The proposed property was sited very close to the boundary and would lead to loss of amenity for the neighbouring property. There would also be a likely future threat to the many trees on the site.</p> <p>Cllrs thanked the resident for speaking at the meeting and asked questions regarding access to the site and ownership of the shared driveway.</p>
20/338	<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>Cllr JB declared</p> <ul style="list-style-type: none"> <li>a personal interest as an East Devon District Cllr.</li> <li>A personal interest in 20/340 (Little Glade) as she was an acquaintance of a neighbour, but would take part in discussion</li> </ul>

	<p>- A personal interest in 20/340 (4 Heather Grange) as she was a close acquaintance of the applicants and would not take part in discussion Cllr AT declared A personal interest in 20/340 (4 Heather Grange) as she was a close acquaintance of the applicants and would not take part in discussion</p> <p><b>All noted</b></p>
<p><b>20/339</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><b>N/A</b></p>
<p><b>20/340</b></p>	<p><b>Planning applications received</b></p> <p><b>20/2113/FUL</b> 3 Warren Park West Hill EX11 1TN Applicant Mr&amp;Mrs Lawrence Construction of porch to front door.</p> <p><b>Councillors supported the application.</b></p> <p><b>20/2115/FUL</b> 9 High Bank West Hill Ottery St Mary EX11 1XX Applicant Mr&amp;Mrs Bingham Single storey side extension to form new double garage and annex.</p> <p><b>Councillors supported the application but asked for a condition that the extension should remain part of the existing dwelling and cannot be separated out from the existing dwelling.</b></p> <p><b>20/1857/OUT</b> Little Glade West Hill Road West Hill Ottery St Mary EX11 1TU Applicant Mr P Bishop Detached dwelling and garage (outline application with all matters reserved)</p> <p><b>Councillors objected to the application and recommend refusal. Although the site is within the BUAB for West Hill, and development is acceptable in principle, the development does not comply with Policies NP2, NP3 and NP26 of the Ottery St Mary and West Hill Neighbourhood Plan, as described below.</b></p> <p><b>While appreciating that all matters are reserved, an indicative plan has been submitted. This shows the new dwelling to be very close to the host dwelling, Little Glade, and also the neighbouring dwelling, The Octave. Properties in this area typically have large plots, with the dwelling central on the plot, and well screened from neighbours. The new dwelling would be crammed and is not of a density appropriate to the immediate surrounding area. It would not reflect the character of the surrounding area.</b></p> <p><b>It seems likely that the amenity of The Octave would be adversely affected, with the potential for overlooking, particularly if the new dwelling is two-storey. Access to the new dwelling would necessitate the removal of a significant length of mature Devon bank which would alter the street-scene of this area and would change the prevailing boundary treatments in the area.</b></p> <p><b>The site is significantly wooded, and it is likely that the occupants of the new dwelling would request tree felling and tree works to reduce shading. The private road which serves Little Glade and other properties opens onto West Hill Road at a dangerous point with limited visibility. An additional dwelling would exacerbate the dangers of this section of road.</b></p> <p><b>20/2140/TRE</b> 4 Heather Grange West Hill EX11 1XZ Applicant Mr Major T1 Scots Pine: Reduce south western through to northern side by 1.5m - 2m to reduce largest branches and to achieve 2m clearance to buildings Reason: To achieve clearance to building and to manage the lateral spread of the tree</p>

	Councillors supported the application but noted the lack of information supplied in support of the application. This makes it difficult for Councillors to make an informed decision.
20/341	<b>Planning decisions received</b> for information (*denotes WHPC differed) n/a
20/342	<b>TPO notifications</b>  20/0018/TPO Land at Samguri, Bendarroch Road, West Hill – TPO confirmed <b>Noted</b>
20/343	<b>To receive</b> an update on Planning matters  1. To consider the letter received from Simon Jupp MP in response from to WHPC's letter regarding the Government White Paper "Planning for the future".  <b>Cllrs noted</b> the quick response from Simon Jupp MP (which is available on the WHPC website). Cllrs agreed to take no further action.
20/344	<b>Covid-19: To consider</b> 1. The impact of any recent Government Covid-19 announcements. 2. WHPC Help Scheme Review  Cllrs noted that East Devon was placed under Local Alert Level MEDIUM on 12 <sup>th</sup> October 2020. This did not require the re-launch of the WHPC Help Scheme. Cllrs will continue to monitor announcements.

#### Traffic Study Working Group

20/345	<b>To receive</b> a Traffic Study update  Cllr MH reported that, as agreed at the WHPC meeting on 6 <sup>th</sup> Oct, the Parish Council had offered to fund a meeting between the Traffic Consultants and the Village Hall representatives to resolve differences on the proposed plan. The Village Hall have since asked for a written explanation from the Consultants.  <b>It was agreed</b> to request a written response from PJA Consultants
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#### Other Matters

20/346	<b>To approve</b> the WHPC Newsletter for Oct 2020 and authorise print costs.  Cllrs approved the newsletter and agreed a distribution date of 31 <sup>st</sup> October and print costs of £125.
20/347	<b>To review</b> protocol for virtual WHPC meetings. Cllrs reviewed recent virtual Council meetings and the protocols regarding members of the public joining the meeting by video and telephone. In particular they discussed whether members of the public would be asked to identify themselves. Cllr DC recommended that attendees should identify themselves for safeguarding and Health& Safety purposes. Cllrs then considered "live" meetings and whether members of the public would be asked to sign in.  Cllrs agreed a. protocols for virtual meetings b. to adopt the Protocols for Virtual Meetings document as an addendum to Standing Orders

	<p>c. to ask attendees to sign in at “live” meetings.</p>
20/348	<p><b>To consider</b> Data Protection training requirements.</p> <p><b>Cllrs approved</b> training courses for the Clerk and Chairman (DALC, £30 per course)  <b>Cllrs agreed</b> to subscribe to Breakthrough Communication’s Compliant Council Hub (£100-£150), subject to details being circulated to cllrs and approved.  <b>Cllrs to notify</b> the Clerk of their training requirements.</p>
20/349	<p><b>Clerks Report: Actions and matters arising from the last meeting</b></p> <p><b>1. Actions, incl outstanding action</b></p> <p><b>2. Matters arising</b></p> <p>a. Resident communication  b. Any urgent matters arising.</p> <p>Recipients of the grant awards agreed at the 6<sup>th</sup> Oct meeting had expressed their thanks to the Council.</p> <p>Cllrs discussed the West Hill Art Group offer of their display boards to groups in the village. It was noted that both the Primary School and Church have expressed an interest.</p> <p><b>It was agreed</b> to thank the Art Group and offer to help if the Primary School and/or Church are unable to store the boards. Cllr MH will contact the Art Group..</p>
20/350	<p><b>Councillors questions, reports and items for future agenda</b></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> <ul style="list-style-type: none"> <li>• <b>Cllr MH reported:</b></li> <li>a. Following a recent instance when neighbouring properties had not been consulted regarding a planning application WHPC had asked for the EDDC planning notification issued to the Council should show the properties consulted (as per previous practice). The EDDC Planning Team stated that this was no longer their process.  It was agreed that Cllr JB would liaise with the Planning team if the information could be made available.</li> <li>b. WHPC had been invited to the St Michael’s Annual Meeting will take place on 21<sup>st</sup> October.</li> <li>c. A resident had contacted the Council to ask for support for the Knights Farm Shop campaign to raise funds for a defibrillator for the neighbouring village Fluxton.  <b>Cllrs agreed</b> to publicise the campaign on the WHPC website.</li> <li>d. The PTFA will be holding a pumpkin trail around the village and asked to use the WHPC village map to show the trail.  <b>Cllrs agreed</b> to the use of the Village Map for the PTFA Pumpkin Trail, and suggested that the organisers could be asked to publicise the event more widely, e.g. via Facebook.</li> <li>• <b>Cllr MH</b> suggested Cllrs held a meeting to discuss plans for 2021/22 prior to budget setting.  <b>Cllrs unanimously agreed.</b></li> </ul>

	<ul style="list-style-type: none"><li>• <b>Cllr DC</b> reported that following Highways work their signs were still in the village and were causing obstructions.</li></ul> <p><b>It was agreed</b> that the Clerk would report the signs to Highways Neighbourhood Officer.</p> <p>During a Speedwatch session Cllr AT had been contacted by a resident for an update on VAS and to suggest speed humps for Lower Broad Oak Road.</p>
<b>20/351</b>	<b>Next meeting:</b> To confirm the date of the next meeting (by video-conference) which is scheduled for Tuesday 3 <sup>rd</sup> November.

Meeting closed 8.42pm

Signed: *Anne Oliver*, Clerk to the Council, 21<sup>st</sup> Oct 2020