

**WEST HILL PARISH COUNCIL  
MINUTES OF THE PARISH COUNCIL MEETING  
HELD ON 2<sup>nd</sup> November 2021 AT 7.30PM**

Present:	Chairman Cllr Margaret Piper (MP), Cllr Della Cannings (DC), Cllr Alison Carr (AC), Cllr Amanda Townsend (AT), Cllr Alan Cook (ABC)
In attendance:	Anne Oliver Parish Clerk, 3 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)
21/158	<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 reported the resignation of Cllr Margaret Hall. EDDC had been notified of the vacancy and the process to fill the vacancy was underway.</p> <p>The Chairman and Cllrs thanked Margaret for her tremendous commitment and contribution to the Council since its inception.</p> <p>It was resolved to remove Margaret Hall from the Council’s bank mandates.</p>
21/159	<p><b>Apologies.</b> To receive apologies and approve reasons for absence. Apologies were received and accepted from District Cllr Jess Bailey.</p>
21/160	<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. 3 members of the public attended the meeting to speak on 2 items on the agenda. The Chairman agreed to suspend Standing Orders and bring forward the related Agenda items 21/176(3a) and 21/165 (21/2532/FUL).</p>
21/161	<p><b>District and County Councillors’ reports</b> for information (items raised for decision will appear on the agenda for the next meeting): Cllr Bailey’s report was received prior to the meeting. No questions or comments were raised.</p>
21/162	<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 MP declared a pecuniary interest in planning application 21/2249/FUL and she would leave the meeting for that item. Cllrs MH, AC, DC, ABC - declared no interests.</p>

<b>21/163</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><b>N/A</b></p>
<b>21/164</b>	<p><b>Minutes</b></p> <p>a. To approve the minutes of the Ordinary Parish Council meeting on 5<sup>th</sup> October 2021.</p> <p><b>Cllrs approved and signed the minutes</b></p>
<b>21/176 (3a part)</b>	<p><b>Standing Orders were suspended</b></p> <p>The Chairman reported several residents had contacted the Council to express concerns about a Morrish Homes newsletter sent to properties in the vicinity of Oak Road/Higher Broad Oak Road. Morrish Homes subsequently emailed a copy to WHPC.</p> <p>Two residents attended the meeting to express their concerns. Comments included</p> <ul style="list-style-type: none"> <li>• The newsletter gives the false impression the proposed development is a fait accompli.</li> <li>• The newsletter appears to pre-empt the EDDC Local Plan Review. This is underway and the public consultation isn't scheduled until 2022.</li> <li>• The proposed site will be considered alongside others as part of the review.</li> <li>• The document gives a false impression of the public meeting held in the Village Hall on 10<sup>th</sup> September 2021.</li> </ul> <p>The residents asked WHPC to address these issues directly with Morrish Homes and agent.</p> <p>Cllrs agreed that the appropriate action for the Council was to consider and comment on a planning application, if it is submitted, in due course. WHPC's policy is not to engage with any developer at this stage of the Local Plan Review.</p> <p>The members of the public thanked Cllrs and stated they would continue to liaise with neighbours.</p> <p>Two members of the public left the meeting</p>
<b>21/165</b>	<p><b>Planning Applications received</b></p> <p><b>21/2531/FUL</b> Land at South East of Tree Tops, Toadpit Lane    Applicant Mr M Huxtable</p> <p>Two storey detached dwelling, and change of use of land to residential curtilage</p> <p>A member of the public attended the meeting to express objections to the application. Cllrs also noted comments submitted directly to EDDC Planning.</p> <p>Councillors unanimously recommended refusal for the following reasons:</p> <ol style="list-style-type: none"> <li>1. The application site is more than 400metres outside the BUAB for West Hill (as determined in the Villages Plan and the Ottery St Mary and West Hill Neighbourhood Plan). It is therefore in the Countryside, and development is contrary to Strategy 7 of the East Devon Local Plan (EDLP):  <i>"Development in the countryside will only be permitted where it is in accordance with a specific Local or Neighbourhood Plan policy that explicitly permits such development and where it would not harm the distinctive landscape, amenity and environmental qualities within which it is located,"</i></li> <li>2. It is also contrary to Strategy 27 (Development at the Small Towns and Larger Villages) of the EDLP.</li> </ol>

3. The application site is about 1.25km distant from the village centre facilities, and the walking route is mostly along narrow, unlit, hilly roads, only the section from School Lane to Beech Park having footways and some street lighting. The nearest bus routes are about 700 metres away on West Hill Road, or the B3174.  
Development at this site would constitute unsustainable development.
4. Beechcroft House is about 200 metres away from the application site. There is planning history which is relevant to the current case, with 2 applications for a carbon-neutral dwelling:  
  
13/0388/FUL – refused. Appeal 2200278 Nov 2013 dismissed:  
  
*“Overall, I find that the remote and inaccessible location of this site in relation to local services clearly outweighs the benefit of the carbon neutral design, such that the proposal would amount to an unsustainable form of development.”*  
  
14/2987/FUL refused. Appeal 3035869 Feb 2016 dismissed:  
*“In conclusion, I consider that the appeal site is not a sustainable location for new residential development. The carbon neutral design of the dwelling and the other benefits I have identified above all count in favour of the proposal. However, I consider that the disadvantages of the unsustainable location heavily outweigh these benefits, such that the proposal does not amount to sustainable development and would be contrary to Strategy 27 of the East Devon Local Plan 2016.”*
5. There are inaccuracies in the information provided by the applicant. The D&A Statement states:
  - that the site is “an infill plot that is bound on all sides by existing residential properties and uses”. That is clearly incorrect as the site is on the edge of a small scattered settlement and surrounded on 3 sides by open fields.
  - that the application is in accordance with the requirements of Strategy 38 (Sustainable Design and Construction) of the EDLP. While the construction may be sustainable, this does not over-ride the unsustainability of the location, as shown in the two Beechcroft House appeals.
  - that the application is in accordance with Policy H2 (Range and Mix of New Housing Development). This is irrelevant as this policy concerns developments of 15 dwellings or more, whereas this application is for a single dwelling.
  - that the application is in accordance with PolicyTC2 (Accessibility of New Development). This is not the case as the application site is remote and not easily accessible by pedestrians, cyclists and public transport. It is likely that residents would be reliant on the car for transport.
6. Access – the access to the site appears to be using a subsidiary access to Treetops. The applicant has not demonstrated that there are satisfactory visibility splays, and the proposed access is onto a sharp bend.

A member of the public left the meeting

**Standing Orders were resumed.**

**21/2651/FUL** 1B Hillside Bendarroch Road EX11 1TT Applicant Ms S Vittles  
Proposed loft conversion with rear roof dormer extension and velux windows to the front roof slope.

Councillors noted the public comments submitted to EDDC.

Councillors supported the application in principle but recommended that materials used matched the neighbouring property and they met fire regulations.  
Cllr MP left the room at 20.06pm

	<p><b>21/2249/FUL</b> Longreach Lower Broad Oak Road EX11 1UF Applicant Mr + Mrs Turner Part two storey part single storey side extension with re cladding of dwelling.</p> <p>Councillors noted the public comments submitted to the Parish Council and EDDC. Councillors unanimously recommended refusal for the following reasons:</p> <ul style="list-style-type: none"> <li>• WHPC comments previously submitted remain valid.</li> <li>• A full site plan is still not available</li> </ul> <p>Cllr MP re-joined the meeting at 20.11pm</p> <p><b>21/2745/TRE</b> The Warren Warren Park EX11 1TN Applicant Mr M Rawlins Various tree works: T1 Birch Fell: T2 Beech reduce height</p> <p>Councillors raised no objections.</p> <p><b>To confirm</b> applications considered and Consultee comments submitted under Delegated Powers (in order to meet Planning deadlines):</p> <p><b>21/0914/FUL</b> Samguri, Bendarroch Road EX11 1TS Applicant Ms C Hunt Additional Tree report - Construction of two storey side and rear extension and single storey side extension</p> <ul style="list-style-type: none"> <li>• Councillors agreed that their original objections still stand.</li> </ul> <p><b>SP/DCC/3944/2017</b> Straitgate Farm</p> <ul style="list-style-type: none"> <li>• Letter to DCC to note and object to the Flood Risk Team decision to withdraw their objection and their request that the Flood Risk Assessment information be provided after determination of the application.</li> </ul> <p>Both noted and approved</p>
<p><b>21/166</b></p>	<p><b>EDDC Planning decisions received</b> for information (*denotes WHPC differed)</p> <p><b>21/2304/TRE</b> 20 Moorlands EX11 1UL Approved* G1 - Two Birch - reduce in height by 1- 2m and re-shape to leave a natural form. Reason to allow more light into the house and garden.</p> <p><b>21/2041/TRE</b> Fair View 1 Brackendown EX11 1NT Approved Crown reduction to the northwest quadrant of the crown to achieve 3 metre clearance from chimney. Maximum diameter cuts of 100mm. Reason: to reduce needle fall on roof and gutters and maintain clearance from chimney.</p> <p>Both noted</p>
<p><b>21/67</b></p>	<p><b>Planning matters:</b></p> <ol style="list-style-type: none"> <li>1. To consider arrangements for EDDC Strategic Planning Committee (Local Plan) Meeting 9<sup>th</sup> Nov 2pm. Cllr MP will attend the meeting on behalf of WHPC.</li> <li>2. To confirm arrangements to attend EDDC webinar (New Local Plan) 11<sup>th</sup> Nov 7pm. Four Cllrs will attend the virtual meeting. Cllrs did not raise any matters to be submitted to the meeting.</li> </ol> <p>Cllrs also discussed an additional matter - the Straitgate Quarry application. Cllrs understand the application is expected to be decided at the DCC Development Committee on 1<sup>st</sup> Dec. <b>It was agreed</b> that Cllr AT will attend on behalf of WHPC.</p>

**Committee & Working Groups**

<p><b>21/168</b></p>	<p><b>Traffic Working Group:</b> To receive an update on the Planning Application for proposed pedestrian link to the Village Hall.</p> <p>Cllrs noted DCC Highways have submitted their response to the application. No objections were raised.</p>
<p><b>21/169</b></p>	<p><b>Slide Working Group:</b> To consider the findings of the Playpark survey Sep 2021</p> <p>Cllrs discussed a paper previously circulated. Cllr ABC reported the findings of the playpark survey managed by EDDC on behalf of WHPC. They advised that the piece of equipment that best matched the children's wishes was a climbing wall/frame with larger slide</p> <p>Cllrs resolved</p> <ol style="list-style-type: none"> <li>a. to accept the findings of the report.</li> <li>b. to seek to enter into agreement with EDDC to access S106 monies</li> <li>c. to follow WHPC Finance Regulations to seek 3 tenders for the project incl the design and placement of the new piece of equipment.</li> <li>d. to rename the Working Group as the Playpark Equipment Group.</li> <li>e. To agree the updated Terms of Reference subject to the change of name.</li> <li>f. To publicise the survey results and agreed actions on the website and future newsletter.</li> </ol>
<p><b>21/170</b></p>	<p><b>People and Policy Working Group:</b> To receive the findings of the <b>Community Survey</b> and confirm arrangements</p> <ol style="list-style-type: none"> <li>a. to produce an Action Plan</li> <li>b. to publicise the findings</li> </ol> <p>Cllrs discussed a paper previously circulated. Cllr MP thanked Cllr AC, former Cllr Margaret Hall and Clerk for their work to develop and review the survey. She also thanked residents for taking the time to complete the survey. In view of the limited time available at the Council meeting Cllr MP proposed an informal working session to review the survey results in detail and to draft an action plan. Cllrs agreed that this was an urgent matter that was required to inform the budget/precept setting process for 2022/23.</p> <p>Cllrs resolved to</p> <ol style="list-style-type: none"> <li>a. accept the summary report</li> <li>b. to hold an informal working session to review the survey results in detail and prepare a draft action plan.</li> <li>c. To consider the draft plan at the next Council meeting on 7<sup>th</sup> December.</li> <li>d. To make the summary report available on the website.</li> </ol>
<p><b>21/171</b></p>	<p><b>Finance Working Group</b></p> <ol style="list-style-type: none"> <li>1. To note receipt of CIL funding, £7,988.78 <b>Noted</b></li> <li>2. To consider draft proposals for the 2022-23 Budget and Precept</li> </ol> <p>Cllr AC reported the Finance WG had considered papers prepared by the Clerk (RFO) in preparation for setting the 2022/23 budget and Precept. This included forecast year end position for 2021/202, WHPC S106/CIL monies, Reserves, Forecast Operational costs for 2022/23.</p> <p>Cllrs discussed the papers and in particular the allocation of reserves for projects.</p> <p>Cllrs agreed to review this again at the next Council meeting on 7<sup>th</sup> December incorporating the action plan ref 21/170.</p>

**Other Matters**

<p><b>21/172</b></p>	<p><b>WHPC Councillor Vacancy:</b> To receive an update on the vacancies</p> <p>The Chairman reported East Devon District Council are managing the processes to fill the Cllr vacancies:</p> <ol style="list-style-type: none"> <li>a. 1<sup>st</sup> Vacancy - A by-election will take place on 18<sup>th</sup> November. Three candidates are standing. They kindly agreed to provide a short profile for publication. This has been published on the WHPC website and noticeboards.</li> <li>b. 2<sup>nd</sup> vacancy – the notice of a Casual Vacancy has been published.</li> </ol> <p>EDDC have advised that WHPC will incur approx. £4,000 election costs.</p>
<p><b>21/173</b></p>	<p><b>Coronavirus:</b> To consider local case rates and community needs.</p> <p>Cllr DC highlighted the high rate of Covid cases in East Devon and the anticipated winter flu season. She invited Cllrs to consider the needs of the West Hill community and level of support available locally.</p> <p>Cllrs decided there was no current requirement to re-launch the WHPC Help Scheme however they would continue to monitor the situation</p>
<p><b>21/174</b></p>	<p><b>Queens’s Platinum Jubilee 2022:</b> To receive a report from the community meeting held on 1<sup>st</sup> November 2021</p> <p>Cllr MP reported village organisations and residents had joined the meeting to share their outline plans to celebrate the Jubilee. Some events focussed on the extended bank holiday weekend in June whilst others would take place during the year. Cllr MP commented that it was a very positive meeting. Groups will be firming up their plans and they will meet again in January.</p>
<p><b>21/175</b></p>	<p><b>West Hill Royal British Legion</b></p> <ol style="list-style-type: none"> <li>1. To consider establishing regular WHPC/RBL meetings.</li> </ol> <p>Cllr AC reported on recent discussions with the West Hill branch of the Royal British Legion. Both parties were keen to build a stronger working relationship to support West Hill’s community. Cllrs were keen to support the proposal and agreed to establish regular meetings,</p> <ol style="list-style-type: none"> <li>2. To consider arrangements for Remembrance Events 2021. Cllr Alan Cook will represent WHPC at the Sunday service (14<sup>th</sup> Nov).</li> </ol>
<p><b>21/176</b></p>	<p><b>Clerks Report:</b></p> <ol style="list-style-type: none"> <li>1. To confirm decisions taken under Delegated Powers: <ol style="list-style-type: none"> <li>a. To renew and upgrade the annual subscription to Breakthrough Communications £1,134.00 Noted and approved</li> </ol> </li> <li>2. WHPC - Action points from previous meetings <ol style="list-style-type: none"> <li>a. Several actions were deferred until the Councillor vacancies are filled.</li> <li>b. An Invitation to Tender for the 2022 Lengthsman Contract has been published. Responses will be considered at the December 2021 WHPC meeting.</li> </ol> </li> <li>3. Matters arising <ol style="list-style-type: none"> <li>a. Resident Communications <ol style="list-style-type: none"> <li>i. A resident contacted WHPC to express concerns regarding a document published on the WHPC website. Cllrs considered the correspondence and agreed to write in response.</li> </ol> </li> </ol> </li> </ol>

	<p>ii. A resident sought WHPC support for a submission to the “Call for Ideas” road safety initiative run by Vision Zero Road Safety Partnership. The proposal was to purchase and offer luminous stickers to improve pedestrian safety on West Hill’s roads. Cllrs agreed to support and look at other initiatives to improve visibility at night for pedestrians and cyclists</p> <p>b. Vandalism (minor) - Broadoak Picnic Benches notices, bus shelter graffiti</p> <p>The Clerk reported two recent (minor) incidents: graffiti in the bus shelter and damage to the WHPC nameplate on Broadoak picnic table. Cllrs approved the purchase of a replacement nameplate.</p> <p>c. DALC Conference: <b>No matters to report</b></p> <p>4. Any urgent matters arising.</p> <ul style="list-style-type: none"> <li>• The Clerk reported mid-term insurance adjustment for the Memorial Bench. <b>Noted</b></li> </ul>
<b>21/177</b>	<p><b>Highways matters:</b></p> <p>1. B3180: To consider attendance at the DCC Highway and Traffic Orders Committee (HATOC) meeting on 12<sup>th</sup> November.</p> <p><b>Cllr AC will represent WHPC to raise concerns regarding B3180.</b></p> <p>2. To consider a new grant funding scheme to enhance the public realm including repair and replacement of street furniture. <b>Cllr ABC will survey West Hill’s street furniture and WHPC will submit an application if required.</b></p> <p>3. To consider attendance at Highways Parish &amp; Town Council Conferences 2021 24<sup>th</sup> - 25<sup>th</sup> November 2021. <b>Cllr MP will attend on behalf of WHPC</b></p>
<b>21/178</b>	<p><b>Monitoring Officer:</b> To receive an update on the complaint against WHPC submitted to EDDC in 2020. <b>The Chairman reported a scheduled meeting had been cancelled by the Monitoring Officer.</b></p>
<b>21/179</b>	<p><b>Police Matters:</b> To receive the monthly West Hill crime stats (Sep2021) (for information) <b>N/A - September crime data was not available</b></p>
<b>21/180</b>	<p><b>OPCC Cllr Advocate Scheme</b> - To consider attendance at seminar on 8<sup>th</sup> Nov 2021. <b>Cllr DC will attend the seminar on behalf of WHPC.</b></p>
<b>21/181</b>	<p><b>Annual Parish Meeting:</b> To consider inviting a guest speaker to the meeting (March 2022) <b>Cllrs agreed to invite a speaker to the meeting to speak on a theme of Trees/Woodland Village.</b></p>
<b>21/182</b>	<p><b>Finance and Invoices Tracker</b> Invoices received for approval:</p> <ol style="list-style-type: none"> <li>1. Clerk - claim for expenses (incl Microsoft 365 monthly subscription)</li> <li>2. Clerk – stationery (printer toners) £224.45</li> <li>3. Lengthsman – Installation of Memorial Bench and preparing site £182.40</li> <li>4. Lengthsman - Bus Shelter maintenance/cleaning £24.00</li> <li>5. Lengthsman VAS Transfers £91.20</li> <li>6. Legthsman – verge cutting £540.00</li> <li>7. Lengsthman – removing graffiti £18.00</li> <li>8. M Highnam/Garden Club – village planters £12.00</li> </ol>

	<p>9. DALC – attendance at conference Clerk/AT £50.00  <b>All noted and approved</b>            To confirm payments made under Delegated Powers:            a. Glasdon UK – Memorial bench £594.86            b. West Hill Village Hall - room hire (Sep)£18.60  <b>Noted and approved</b></p> <p><b>New additional invoices</b></p> <ol style="list-style-type: none"> <li>1. West Hill Village Hall - room hire (Oct) £18.60</li> <li>2. St Michael's Room Hire £12.00</li> <li>3. Breakthrough Communications £1,134.00</li> </ol> <p>To receive: 2021-22 Finance Tracker, Bank reconciliations 2021, CIL/S106 summary  <b>Deferred to Dec meeting when bank statements will be available.</b></p>
<p><b>21/183</b></p>	<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> <ul style="list-style-type: none"> <li>• Cllr AC reported that she was continuing to monitor for BT/Openreach roadside notices concerning “telegraph poles”. A notice has been posted on Bendarroch Road.</li> <li>• Cllr MP had received resident emails regarding dog fouling in Beech Park. Cllrs agreed to publish a reminder in future newsletters.</li> </ul>
<p><b>21/184</b></p>	<p><b>Next meeting:</b> To confirm the date of the next meeting at the Village Hall which is scheduled for Tuesday 7<sup>th</sup> December 2021, 7.30pm at the Village Hall.</p>

Signed: *Anne Oliver*, Clerk to the Council, 7<sup>th</sup> Dec 2021