

**WEST HILL PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING
HELD ON 4th AUGUST 2020 AT 7.30PM**

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

Present:	Chairman Cllr Margaret Hall (MH), Cllr Alan Cook (ABC), Cllr Alison Carr (AC), District Cllr/WHPC Cllr Jessica Bailey (JB), Cllr Della Cannings (DC)
In attendance:	Anne Oliver Parish Clerk, No members of the public attended the meeting
Apologies received from:	Cllr Amanda Townsend (AT), Cllr Margaret Piper (MP), DCC Cllr Claire Wright (CW)

AGENDA – ORDINARY MEETING OF THE PARISH COUNCIL

Item (a)	Discussion and decisions (b)
20/218	Welcome and Chairman's announcements <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.
20/219	Apologies. To receive apologies and approve reasons for absence. <ul style="list-style-type: none"> Apologies were received and accepted from Cllr Amanda Townsend (AT), Cllr Margaret Piper (MP), DCC Cllr Claire Wright
20/220	Public question time (3 minutes) 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. <ul style="list-style-type: none"> No members of the public attended the meeting. No matters were raised
20/221	District and County Councillors' reports for information (items raised for decision will appear on the agenda for the next meeting) DCC Cllr Claire Wright's report (previously circulated) : <ul style="list-style-type: none"> Tipton St John School relocation planning application – land adjacent to Cadhay Lane B3180 speed limits – Cllr CW reported ongoing difficulties in obtaining responses from Highways. Anti-racism Campaign – Cllr CW is working with Kings School on their campaign. Grant funding available - https://inside.devon.gov.uk/news/devon-funding-news-and-grantfinder/ It was agreed to post DCC Cllr CW report on the website. EDDC Cllr JB: <ul style="list-style-type: none"> The EDDC Strategic Planning Committee recommended withdrawal from GESP. This will be considered at the Full Council meeting on 20th August. The future of GESP may be uncertain if EDDC and other District Councils withdraw. With or without GESP the area has very large housing targets set by the Government. Cllr JB spoke against the application 19/2832/MFUL for a Solar Farm at Aylesbeare. The Planning Committee approved the application.
20/222	Declarations of Interest

	<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>Cllr JB declared a personal interest as an EDDC District Cllr.</p>
20/223	<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"> Cllr MH proposed to take item 20/234 (Subject Access Request/Complaint) in confidential session. Unanimously agreed.
20/224	<p>To receive the monthly crime stats for information</p> <ul style="list-style-type: none"> Noted Cllr DC noted that insufficient detail was available for the Council to be informed on Policing matters in and around West Hill. Cllrs discussed problems in accessing regular detailed written or verbal reports. <p>It was agreed to contact the local Police Team to discuss the WHPC request for a regular detailed report.</p>
20/225	<p>Minutes</p> <p>1. To approve the minutes of the Parish Council meeting on 7th July 2020, previously circulated.</p> <ul style="list-style-type: none"> Noted and approved
20/226	<p>Planning applications received</p> <p>20/1136/FUL The Reddings, Higher Broad Oak Road Construction of single storey rear, side and front extensions, alterations to the front dormer and porch roof, covered porch to rear and provision of cladding</p> <p>Councillors supported the application.</p> <p>20/1504/MOUT Land Opposite Barrack Farm Exeter Road Outline planning application with all matters reserved except access for up to 150 new dwellings, a 210 Space primary school, construction of a new roundabout on Exeter Road, a new junction onto Cadhay Lane, and associated infrastructure.</p> <p>Although Councillors acknowledge the need for a new primary school, they did not support the application as:</p> <ol style="list-style-type: none"> The application does not comply with the Neighbourhood Plan or Local Plan. The Local Plan Strategy 24 safeguards part of this site for educational and community use but does not support additional housing. The application does not comply with Neighbourhood Plan Policy NP25 in that the amenity of surrounding residents will be affected, there is inadequate provision for access and parking, and the ability of the Kings School to expand in the future will be compromised. Lack of impact analysis on the community: <ol style="list-style-type: none"> Kings School is at capacity. The proposed development does not allow for expansion at the Kings site with only a small area safeguarded. Community services such as the Medical Centre are already under pressure. Infrastructure is under pressure from current traffic volumes and very limited parking in Ottery centre. Additional traffic volumes will increase problems on narrow roads in Ottery and surrounding area. Current significant congestion problems near Kings School will be exacerbated by traffic to/from the new school, particularly at drop off and pick up times. No benefit for the community other than the provision of a primary school.

	<p>4. The proposed development will be on good quality agricultural land.</p> <p>20/1423/TRE 20 Moorlands West Hill Dead Cupressus macrocarpa - fell. Reason dead T2, Cupressus macrocarpa adjacent to T1 - fell. Reason the tree has grown in close proximity to T1 and removing T1 will leave it with an asymmetric form with the live growth weighted on the house side. T3, Magnolia - prune away from window and re-shape to leave a natural form. Reason to allow light into the house. 20 Moorlands West Hill Ottery St Mary EX11 1UL</p> <p>Councillors supported the application. However, it was noted that the lack of detailed information provided in support of the application made it difficult for Councillors to make an informed decision.</p> <p>20/1025/TRE 1 Oak Tree Gardens, West Hill EX11 1FR T1 & T2, sycamore - shorten back second and third order branches over garden by 1-2m to a suitable side branch leaving a natural form to allow light into the garden</p> <p>Councillors supported the application.</p>
20/227	<p>Planning decisions received for information (*denotes WHPC differed) - n/a</p> <p>20/0746/TRE The Warren Warren Park Approved* G2.1 Scots Pine: Fell</p> <p>20/0736/FUL Creag Mhor Ford Lane Approved Construction of side extension, veranda and associated hardstanding</p> <p>20/0460/FUL Upwey West Hill Road Approved Construction of 2no gable dormers to south east elevation</p> <p>19/2834/OUT & 20/0482/RES Hasta la Vista, Windmill Lane Approved Application for approval of reserved matters (access, appearance, landscaping, layout and scale) for the construction of a new dwelling house pursuant to outline planning permission 16/2517/OUT Approved*</p> <ul style="list-style-type: none"> • All noted
20/228	<p>TPO notifications – for information – n/a</p> <p>20/0040/TPO Mill House + Silver Birches, Bendarroch Rd</p> <ul style="list-style-type: none"> • Noted
20/229	<p>To receive an update on Greater Exeter Strategic Plan (GESP)</p> <ol style="list-style-type: none"> 1. EDDC 2. GESPP Working Group <p>Cllr MH reported the EDDC Strategic Planning Committee had (after a lengthy debate) recommended withdrawal from GESPP. This will be considered at Full Council on 20th August 2020. If other District Councils withdraw GESPP is likely to be halted or further delayed.</p> <p>If this happens the GESPP Working Group will be disbanded. However WHPC will continue to monitor the situation and in particular the District Council focus may switch to a review of the Local Plan.</p>
20/230	<p>Consider the impact of recent Government Covid-19 announcements including</p> <ol style="list-style-type: none"> a. When to resume meetings at the Village Hall b. When to restart WHPC projects c. WHPC Help Scheme <p>It was noted that the Government has not yet change the guidance for indoor public meetings and this may be the situation for some time.</p>

	<p>Cllrs briefly discussed pros and cons of virtual meetings noting, in particular, very few residents had joined the meetings over recent months. Although very few people attend WHPC meetings held at the Village Hall.</p> <p>Cllrs discussed the lack of progress on some projects due to Covid-19 and expressed frustration that some projects have been on hold for 6 months. In particular, the Traffic Study project to create a new access West Hill Road/Village Hall was due to undergo a public consultation prior to a potential planning application.</p> <p>It was agreed to hold a Traffic Study Working Group virtual meeting to discuss how the project can be resumed and to discuss how a Public Consultation could be held.</p> <p>The Clerk gave a brief update on the WHPC Help Scheme. The latest newsletters were distributed on the 25/26th July advising the Help Scheme would be put "on hold". Prior to this the number of calls had significantly decreased and were now close to zero. Residents will continue be signposted to the appropriate group or agency.</p>
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Committee & Working Groups

Finance Working Group

20/231	<p>To receive an update</p> <p>Additional bank/savings account.</p> <ol style="list-style-type: none"> To consider opening a Cambridge Building Society Council Saver Account To approve amendments to the WHPC Financial Controls To approve 4 signatories on the account. <p>Cllr AC updated the meeting on the Finance Working Group recommendation to open Cambridge Building Society Council Saver Account (papers previously circulated). The account can be operated in line with the WHPC Financial controls/regulations subject to minor additions. In particular payments from the account can only be made to the Parish Council. Councillors unanimously agreed to open the account.</p> <p>It was resolved to set up a Cambridge Building Society Council Saver Account.</p> <p>It was resolved to adopt the associated amendments to WHPC Financial Controls and Regulations.</p> <p>It was resolved to register Cllrs MH, AC, MP and the Clerk/RFO on the mandate (restricted to 4 persons)</p> <p>Other Matters</p> <ol style="list-style-type: none"> External Audit: WHPC 2019/2020 papers have been submitted to the Auditors Banking forms have been submitted to add Cllr DC to the Unity Trust bank mandate. <p>New</p> <ol style="list-style-type: none"> Notices for the period of the Exercise of Public Rights have been posted on the noticeboards and website as per the agreed timetable <ul style="list-style-type: none"> All noted
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Open Spaces Committee

20/232	<p>To note and confirm the minutes of the meeting of 28th July 2020, to answer questions arising and present recommendations.</p> <ul style="list-style-type: none"> Noted and approved <p>For information</p>
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	<ul style="list-style-type: none"> Woodland Trust - Broadoak - Asset of Community Value application EDDC are progressing the application (deadline 25th August 2020) Woodland Trust - possible lease agreement <ul style="list-style-type: none"> Recommendation for creation of Working Group to carry out a feasibility study <p>Following the application to register Broadoak as an Asset of Community Value the Woodland Trust wrote to thank WHPC for the community interest in Broadoak. They suggested the outline possibility of a lease agreement for the Woodland. Cllr ABC reported that the first meeting of the Working Group to investigate the feasibility of a lease will be held on 11th August 2020.</p> Open Spaces including correspondence <ul style="list-style-type: none"> Recommendation for creation of Working Group to explore opportunities. <p>Cllr ABC reported the Working Group had met and agreed, initially, to explore options for open space suitable for informal recreation close to the village centre</p>
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People & Policy Working Group

20/233	<p>To receive an update on the WHPC website</p> <p>a. To receive an update on work to meet Website Accessibility (WA) requirements</p> <ul style="list-style-type: none"> Project Cosmic quote and proposal to prepare the WA statement <p>Cllr AC gave a brief update on the WA work. As agreed at the previous WHPC meeting (7th July 20/211) Project Cosmic have been commissioned to undertake the assess the website against the WA requirements and produce a report detailing the work required to meet the regulations.</p> <p>Project Cosmic submitted a further quote to produce the majority of the required technical statement to be posted on the website, cost £80+vat.</p> <p>It was agreed that Project Comic will prepare the WA statement (cost £80+vat) with WHPC to complete the final sections.</p>
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Other Matters

20/234	<p>To receive an update on Subject Access Request and Complaint</p> <p>a. A resident submitted a complaint to WHPC on 19th July 2020 and requested no further investigation/action.</p> <p>This item was discussed in confidential session following the remainder of the agenda. Recording of the meeting was stopped.</p> <p>Cllr MH reported a complaint against the Council had been received on 19th July 2020 however the correspondent had requested no investigation or action is undertaken. Recording of the meeting was resumed and the meeting ended.</p>
20/235	<p>Following the appointment of a new Councillor, Cllr Cannings, to consider</p> <ol style="list-style-type: none"> Training Requirements – Cllr Cannings + other Cllrs Membership of the Open Spaces Committee and Working Groups Councillor Advocate Scheme (Police and Crime Commissioner Scheme) <p>It was agreed to book DALC training courses (Remote Meetings) for Cllrs ABC, AC and JB, Planning for Cllr DC and New Councillor Webinar for Cllr DC</p>

	<p>Following the resignation of Cllr Quentin Tailford and appointment of Cllr DC Cllrs reviewed membership of the Open Spaces Committee and Working Groups.</p> <p>It was agreed Cllr DC will join the Open Spaces Committee and Traffic Study Working Group and Woodland Trust WG Cllr MP will join the Finance Working Group.</p> <p>It was agreed that Cllr DC will represent WHPC on the Councillor Advocate Scheme.</p>
20/236	<p>To receive an update on DCC webinar regarding Electric Charging Points</p> <p>Cllr AC reported on a recent Devon County Council (DCC) webinar. DCC are seeking to promote the provision of Electric charging points in rural areas and have launched a scheme focussing on “car parks in residential areas in rural areas” and will make grant funding available for a limited number of suitable sites.</p> <p>Cllrs were keen to see a West Hill site submitted for assessment.</p> <p>It was agreed to contact Village Hall Trustees, Royal British Legion and St Michaels to inform them of the scheme and ask if they are interested in applying (Cllr AC)</p>
20/237	<p>Clerks Report: Actions and matters arising from the last meeting</p> <p>1. Actions, incl outstanding action a. Clerk’s mobile phone (ongoing)</p> <p>2. Matters arising a. Scarecrow Festival – local news coverage b. Resident communication c. Any urgent matters arising.</p> <p>The Clerk updated the Council on a couple of recent occurrences of anti-social behaviour at the Playpark. The events had taken place during the evening periods and litter/broken glass had been left in the Playpark and tennis court area. No damage had been done. On receiving the reports Councillors and the Clerk had visited to clear up.</p> <p>Cllr DC suggested engaging with the groups to discuss the children’s playpark and the provision of youth amenities in the village,</p> <p>It was agreed to seek to engage with teenagers/groups to discuss youth amenities in the village</p>
20/238	<p>Finance and Invoices Tracker Invoices received for approval:</p> <ol style="list-style-type: none"> 1. Clerk - claim for expenses (Microsoft, stamps) 2. Abalone Graphics – name badge Cllr Cannings 3. Wall Art - WHPC newsletter July £125.00 4. Paul Hayward – Internal Audit 2019/20 £100.00 <p>New (Invoices received for work authorised by OS Committee)</p> <ol style="list-style-type: none"> 5. PLG Services – verge cutting (Aug) £540.00 6. PLG Services – Playpark repair work £121.03 7. PLG Services – hedge cutting £91.20 <p>• All noted and approved To receive the bank reconciliation + 2020-21 Finance Tracker (Jul))</p>
20/239	<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>The Clerk reported that a number of phonecalls had been received to report matters however the caller did not wish to leave their name. Cllr MH noted that some Councils have a policy for anonymous communications. To date this hasn't been a problem but occurrences were increasing.</p> <p>It was agreed the People & Policy Working Group will investigate policies for anonymous communications and produce a recommendation to Council.</p> <p>Cllr DC reported on resident concerns in the Eastfield/Oak Tree Garden area regarding building work underway. Cllrs checked the planning application and noted that the work was approved and the residents had not commented during the consultation period for the application. Cllr MH recommended that Cllrs review planning applications to check the appropriate neighbouring properties have been consulted.</p>
20/240	<p>Next meeting: To confirm the date of the next meeting (by video-conference) which is scheduled for Tuesday 18th August.</p>

Meeting closed 9:25pm

Signed: *Anne Oliver*, Clerk to the Council, 6th August 2020