

**WEST HILL PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING
HELD ON 4th October 2022 AT 7.30PM**

Present:	Chairman Cllr Della Cannings (DC), Cllr Margaret Piper (MP), Cllr Stephen Owen (SO), Cllr Amanda Townsend (AT), Cllr Peter Bennett (PB), Cllr Alison Carr (AC), Cllr Alan Cook (ABC),
In attendance:	Anne Oliver Parish Clerk, DCC/EDDC Cllr Jess Bailey, 7 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)
22/290	<p>Welcome and Chairman’s announcements The meeting started at 7.30pm. Chairman DC welcomed everyone and reminded everyone that the meeting was being sound recorded.</p> <p>As this was the first meeting since the death of Her Majesty Queen Elizabeth II the chairman invited attendees to join in a short silence. Attendees were then invited to celebrate the accession of King Charles III to the throne.</p> <p>The Chairman</p> <ul style="list-style-type: none"> - reminded Cllrs of the Code of Conduct and the expected behaviours towards each other and the Clerk. Cllrs were asked to re-familiarise themselves with the Code. - Reported that 9 further communications had been from the vexatious complainant since the previous meeting, including two complaints. Comments included <ul style="list-style-type: none"> o “ the Council ... is not genuinely seeking resolution through mediation” o “ the council and in particular the Clerk and Chairman have set a path of escalation and increased risk through failing leadership and mismanagement.” <p>Cllr PB interrupted the Chairman to state that she was making prejudicial comments. Cllrs agreed to proceed with the Chairman’s opening remarks.</p> <p>The Chairman stated</p> <ul style="list-style-type: none"> - that the Council is actively seeking a mediator to resolve matters. (Ref agenda item 22/316). - the Council’s effort should be on the upcoming Local Plan consultation and also Neighbourhood Planning matters (Ref 22/300)
22/291	<p>Apologies. To receive apologies and approve reasons for absence. n/a</p>
22/292	<p>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. <i>Individual contributions are limited to 3 minutes.</i> This item includes issues submitted to the Clerk prior to the meeting.</p> <p>Two members of the public wished to speak</p> <ol style="list-style-type: none"> 1. A member of the public spoke in support of planning application 22/2075/TRE and stated that he would be planting a replacement tree.

	<p>2. A member of the public spoke with regards to the 2021-22 External Audit. He noted that</p> <ul style="list-style-type: none"> - the Council had received a “clean bill of health” from the External Auditor - all Cllrs had signed off the Annual Governance and Accounts Return (AGAR) (for 2021-22). - Cllr PB had submitted an objection to the AGAR to the External Auditor which was not upheld and incurred a cost (nearly £2,000) to the Council. <p>He stated that Cllr PB had signed up to serve the community but appeared, over 10 months, to be seeking to frustrate the work of the Council. He asked “Cllr PB, how do you propose to re-imburse the community?”</p> <p>The Chairman explained that the Council was not required to respond immediately but could provide a written response. Cllrs were asked if they wished to speak. Cllr PB spoke for several minutes regarding his correspondence with the Council including “any member of the public has a right to object to the audit”. The resident noted that Cllr PB had signed off the audit. Cllr PB said the he had not objected to the finances but rather the risk management which was “biased and prejudicial”.</p> <p>The Chairman advised Cllr PB that he had reached the 3 minutes speaking limit. Cllr PB continued to speak. The Chairman proposed that the meeting would no longer hear the Cllr. Seconded by Cllr AC. The Chairman called a vote.</p> <p>For Cllrs: MP, AT, AC, SO, DC Against: Cllrs ABC, PB</p>
<p>22/293</p>	<p>District and County Councillors’ reports for information (items raised for decision will appear on the agenda for the next meeting)</p> <p>Dcc/EDDC Cllr JB gave a short report to the meeting</p> <ul style="list-style-type: none"> • Straitgate Quarry – the Appeal Inquiry opened on the 4th October. On the first day statements were given by a number of local residents including WHPC. Cllr JB was due to speak on Thursday 5th October. Experts are also due to speak. • Local Plan – the launch of the public consultation is now expected to be 7th Nov. • Devon County Council – DCC Cllr JB has requested a DCC agenda item regarding South West Water and sewage discharges.
<p>22/294</p>	<p>Declarations of Interest</p> <ol 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 DPIs must leave the room for the relevant items). <p>The Chairman gave a reminder regards Declarations of Interest and dispensations.</p> <p>Cllr DC declared she would approach every item on the agenda with an open mind, free from bias or pre-determination based on the facts available at the meeting.</p> <p>Cllrs MP, ABC, AT, AC and SO declared no interests.</p> <p>Cllr PB declared Personal Interests in items</p> <ul style="list-style-type: none"> - 22/295, 22/297 as a neighbour of application 22/2075/TRE, 22/303, 22/304, 22/312, 22/313, 22/314, 22/315, 22/316.
<p>22/295</p>	<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> <p>Proposed items, to be considered in Part A and continued in Part B, if appropriate</p> <ul style="list-style-type: none"> • 22/312 WHPC Communications Policy (as a personnel matter)

	<p>The Chairman reported that Cllrs had received further information related to this item and as it appeared to be a complaint against the Clerk.</p> <p>All Cllrs agreed to consider 22/312 in Confidential session.</p> <ul style="list-style-type: none"> • 22/316 Seeking Resolution with a Resident <p>The Chairman proposed that this item should be discussed in public session but could revert to confidential sessions, as appropriate.</p> <p>All Councillors agreed.</p>
<p>22/296</p>	<p>Minutes: To approve and sign the minutes of the Parish Council meeting on 6th September 2022 previously circulated.</p> <p>Cllr ABC raised an objection and asked for item 22/260 to be amended. Cllr DCC offered to circulate supporting information for her statement. The Chairman proposed the meeting was paused for 10 minutes however Cllr ABC left the meeting.</p> <p>Cllr AT commented on 22/260 and asked that it was noted that whilst she had raised a concern with the Chairman she continued to support the Chairman.</p> <p>Cllr PB raised a number of objections to items 22/260, 22/264. The Chairman stated that Cllr PB was raising issues not included in the minutes. She proposed a motion to move to a vote. Seconded by Cllr AC. "Are the minutes an accurate record of the meeting and do not need amendment?" For: Cllrs MP, AT, AC, SO, DC Against: Cllr PB</p> <p>The minutes were approved and signed.</p>
<p>22/297</p>	<p>Planning Applications received</p> <p>22/1998/FUL Blackmores Elsdon Lane EX11 1UB Applicant Mr Al-Nuaimi First floor side extension, replacement single storey side extension, rear roof extension, demolition of existing rear conservatory, alterations to fenestration and internal modifications and erection of a detached double garage.</p> <p>Councillors supported the application but requested a Tree Protection Plan to reduce the impact on nearby trees. Cllrs thanked the resident for attending the meeting to speak in support of the application.</p> <p>22/2075/TRE 8 Warren Park EX11 1TN Applicant Mr G Armstrong Scots Pine : dismantle and leave 3m of stump from the ground due to wind sway and potential damage to nearby dwelling</p> <p>Cllrs supported the application. Cllrs thanked the resident for attending the meeting to speak in support of the application and also for their intention to plant a replacement tree.</p> <p>To confirm decision made under delegated powers to enable EDDC deadline to be met:</p> <ul style="list-style-type: none"> • 22/1920/FUL 4 Eastfield Orchard EX11 1FS Applicant Mr + Mrs Trossell Single storey rear extension. <p>Cllrs raised no objections. Noted and confirmed</p> <p>Cllrs noted the receipt of a planning application (22/2108/FUL Aloha, Lower Broad Oak Road) received after the agenda was published and resolved to consider it under delegated powers to meet Consultee deadlines.</p>

	<p>The Chairman reported that a planning appeal had been submitted against the decision made on</p> <ul style="list-style-type: none"> • 22/2531/FUL Land South Of Treetops Toadpit Lane West Hill • Appeal reference APP/U1105/W/22/3303671 <p>It was resolved</p> <ul style="list-style-type: none"> • WHPC Strategic Planning Working Group to draft a response based on the Council's previous comments. This to be circulated to Cllrs for comment before submission to the Planning Inspector.
22/298	<p>Planning decisions received for information (*denotes WHPC differed)</p> <p>22/1161/FUL Moorlands Orchard Lowena Lane EX11 1JU Status: Approved Construction of first floor extension, porch canopy, and detached store/workshop. Noted</p>
22/299	<p>Planning matters:</p> <ol style="list-style-type: none"> 1. Straitgate Appeal: To receive a verbal update. <p>Cllr AT represented WHPC at the meeting and gave the agreed statement. She also made a personal statement as a Community First Responder. She highlighted the impact of potential delays in attending a call out due to temporary closure of the B3174 for cattle crossings or by traffic choosing an alternative route through the local narrow lanes. Cllrs thanked Cllr AT for representing the Council.</p> <p>A member of the public left the meeting.</p>

WHPC Groups + Initiatives

22/300	<p>WHPC Strategic Planning Group:</p> <ol style="list-style-type: none"> 1. To receive a verbal update on the progress of the Emerging East Devon Local Plan. <p>The Chairman gave an update on the recent EDDC Strategic Planning Committee (SPC) meetings:</p> <ul style="list-style-type: none"> ○ There has been further slippage and the Draft Local Plan is now expected to be published on 7th November. If this date is achieved WHPC will be able to proceed with the scheduled West Hill consultation session on Fri 18th November 3.45pm to 8pm. <p>Action – Cllrs to confirm their availability</p> <ul style="list-style-type: none"> ○ At the SPC meeting on 29th September the developers for the proposed West Hill sites WH04 and WH06 gave a short presentation. It was noted that they referred to a greater number of houses than listed in the draft Local Plan. Also, it was clear that the developers, Strongvox and Blue Cedar had not made contact with each other. ○ Cllrs noted benefits to the community, such as connectivity, to be gained if the developers work together. ○ It was recommended to invite the developers to the West Hill drop-in session to provide information to the public although the Chairman made clear that “nothing has been approved yet”. ○ Cllrs also considered whether to invite the developer (currently not known) for the 2nd preference site WH01 <p>It was resolved to</p>
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	<ul style="list-style-type: none"> ○ Allocate a budget of up to £400 for display materials to include large maps of the proposals. It was noted that they referred to a greater number of houses than listed in the draft Local Plan. ○ Approach the developers, in line with Council Policy, to display material at the WHPC drop-in session on 18th November. ○ To seek to identify the developer for site WH01 and to invite them to to display material at the WHPC drop-in session on 18th November. <p>Standing Orders were suspended</p> <p>Margaret Hall, a member of the WHPC Working Group, gave an update on the 4th October SPC meeting:</p> <ul style="list-style-type: none"> ● Concerns were raised regards Cranbrook Development Plan and problems with sewage. ● The East Devon Housing Land Supply has now fallen below 5years and makes the area more vulnerable to planning applications. <p>Cllr DC noted that the proposals for West Hill included an allocation of 0.2 Hectares of land for employment. This was unclear as no detail was available.</p> <p>Standing Orders were resumed.</p> <p>2. To receive a verbal update on the request from Ottery St Mary Town Council who propose a review of the current Ottery St Mary & West Hill Neighbourhood Plan.</p> <p>As previously reported Ottery St Mary Town Council (OSMTC) intends to review the current joint Neighbourhood Plan developed prior to the formation of WHPC. Cllr DC stated that WHPC will have to make a choice whether to review the existing plan jointly with OSMTC or to develop a new plan solely for West Hill. Cllrs were advised that it was a complex, lengthy process requiring significant levels of resources and Cllrs had to be mindful of the impact on the new Council to be elected in May 2023.</p> <p>Cllrs DC reported that OSMTC had requested WHPC's decision before 1st November.</p> <p>It was resolved</p> <ul style="list-style-type: none"> ● To hold an informal meeting for Councillors to receive details of the process and the options available. If possible to invite a person with experience of Neighbourhood Planning issues. ● To consider legal advice on the status of the plan if the two Councils work towards separate Neighbourhood Plans. ● To bring a paper to the December WHPC meeting for decision ● To write to OSMTC to advise them WHPC cannot meet their deadline. <p>Two members of the public left the meeting</p>
<p>22/301</p>	<p>Village Hall Pedestrian Link: To receive a verbal update on the application to EDDC and commissioning costs to date.</p> <p>Cllr DC reported that the EDDC decision on the planning application was anticipated soon. In response to a Cllrs request at the 6th September meeting, the Clerk circulated a summary of the commissioning costs to date (preparation of Tender package + planning application for variation £2,910 +vat).</p>
<p>22/302</p>	<p>Community Engagement Group:</p> <p>1. To receive an update on the September drop-in session and September newsletter.</p> <p>Cllr AC reported that no residents attended the September drop-in session. Cllrs hoped there would be more interest in the next session on 18th October at the RBL.</p>

	<p>2. To consider the purchase of Hi-viz jackets for the new in-take at the primary school and for the Pre-School children.</p> <p>Cllrs considered a paper previously circulated which recommended the purchase of Hi-Viz vests for the new intake at the Primary School and for the Pre-School. This would continue the road safety campaign.</p> <p>It was resolved to provide 40 Hi-viz vests for the West Hill Pre-School and 30 for the West Hill Primary School at a cost of £125.00 +vat.</p>
<p>22/303</p>	<p>Finance Working Group:</p> <p>1. To consider arrangements for the appointment of an Internal Auditor 2022-2023</p> <p>Three members of the public left the meeting</p> <p>The Clerk gave a progress report on the appointment of a new Internal Auditor. It was hoped to present a shortlist of candidates for the meeting but it was proving very difficult to find suitable Auditors. In part, this was due to the recognised scarcity of Internal Auditors in Devon and across the country. A further update would be made to the November meeting.</p> <p>Cllr PB asked if the Clerk approached the Auditors for Chardstock, Newton Poppleford, All Saints and Axminster. The Clerk confirmed that she had not and understood that Cllr PB was referring to the former Internal Auditor for WHPC who was/is the Clerk of the named Councils.</p> <p>Cllrs noted the update.</p> <p>2. To receive an update on S106 funding for the playpark equipment</p> <p>The Clerk reported that the S106 payments expected from EDDC were now overdue by several months. EDDC Cllr JB agreed to investigate of behalf of WHPC.</p>
<p>22/304</p>	<p>HR Group:</p> <p>1. To consider and approve, if appropriate, changes to the contractual hours of the Clerk and associated costs</p> <p>Cllr PB moved that the item should be considered in confidential session. Not seconded.</p> <p>Cllrs considered a paper previously circulated considering the Clerk's current workload and noted the hours regularly worked without claiming overtime. Cllrs also considered the future anticipated workload associated with the Local Plan, Neighbourhood Plan, Village Hall path commissioning and preparation for a new Council.</p> <p>Cllr DC proposed to resolve</p> <ul style="list-style-type: none"> • the Clerk contractual hours are increased to 35 hours per week from 1st October 2022 • to discuss the associated costs in 2022-23 in confidential session Part B. • New contract to be signed • To note the impact of the national pay award effective from 1st April 2022, yet to be agreed. <p>For: Cllrs MP, AT, AC, SO, DC Against Cllr PB</p> <p>2. To consider and approve, if appropriate, a request for overtime incurred in September 2022.</p> <p>Cllrs noted the overtime payment and agreed to consider the associated costs in confidential session Part B.</p>

	3. To note the report, and the implications for 2023/24 budget. Noted.
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Other Matters

22/305	<p>Clerks Report:</p> <ol style="list-style-type: none"> 1. To confirm decisions taken under Delegated Powers: <ul style="list-style-type: none"> • Payment of the grant award to the Village Hall ref 22/065 for the Pre-University course. Noted and confirmed. 2. Action points from previous WHPC meetings <ol style="list-style-type: none"> a. The Conclusion of External Audit and Right of Inspection Notice were published. No requests for inspection were received. b. Remembrance Service 2022 – Road closure – awaiting DCC Highways response Cllr AC reported that a meeting with the RBL in September had to be re-scheduled for October. The working group will report to the November meeting. c. School Lane – Potters Close footpath EDDC's Streetscene team recently cleared the debris and overgrown vegetation from the footpath and advise that they would monitor the path for further maintenance. d. WHPC letter to Morrisons WHPC has sent a further letter to Morrisons to support and promote the potential of the West Hill shop. No response has been received to this or previous letters. e. EDDC Tree Officer recruitment Cllr JB was asked to seek an update on recruitment as Cllr were concerned about the number of vacancies and impact on the service. f. Covid Memorial Tree Cllrs noted that the Covid Memorial Tree could be planted in the coming weeks and considered arrangements for planting. Cllrs noted the Church Council's preference for a fruit tree. Cllr MP suggested a heritage Devon apple tree could be planted. Action - The Clerk to liaise with the Church Wardens regards the tree and a ceremony to mark the planting and remember those lost to Covid. a. Outstanding Actions The Clerk listed a number of outstanding actions from previous meetings. 3. Matters arising <ol style="list-style-type: none"> a. Lengthsman – <ul style="list-style-type: none"> ○ Annual Playpark Timber Treatment completed (excluding the Playboat) ○ Playpark path repairs completed. ○ Road Signs – removal of overgrown vegetation and cleaning scheduled for Oct/Nov. b. Playpark – The annual RoSPA Inspection was scheduled for September. The report should be available for Nov meeting. 4. Resident Communications <ol style="list-style-type: none"> a. Cllrs discussed an email received by the Council which expressed concern regarding the inclusion of a West Hill Arboretum Group flyer in WHPC's September newsletter.
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	<p>Cllrs noted that the Flyer had been approved by Council and the September newsletter had included articles on local organisations. Cllr DC said the Council wished to show leadership on this matter.</p> <p style="text-align: center;">Action – Cllr DC to draft a response to the resident.</p> <p>5. Any urgent matters arising</p> <p>The Clerk reported two complaints had been in September:</p> <ul style="list-style-type: none"> • one advising there would be a formal complaint against the Clerk • one against the Council. This appeared to raise two matters. The complaint has been reviewed and responded to: not upheld/ insufficient information to progress.
<p>22/306</p>	<p>Ottery Health Matters: To receive an update on the inaugural meeting 14th Sep 2022.</p> <p>Cllr MP represented WHPC at the meeting. The meeting was attended by local healthcare professionals and voluntary groups. The aim of Ottery Health Matters was to get individuals to take responsibility for their own health. Cllrs considered that the group could be very beneficial to the community.</p> <p>It was resolved WHPC should continue to attend the next meetings and should seek to disseminate information to the West Hill community.</p>
<p>22/307</p>	<p>Subscription: To consider a subscription renewal to Breakthrough Communications.</p> <p>The Clerk gave a brief overview of the services and information available and also to note the upcoming GDPR legislative changes that the Council must be aware of and implement</p> <p>Cllrs resolved to renew the annual subscription, £1.344.75+vat (including a 25% discount as a member of DALC)</p>
<p>22/308</p>	<p>VAS: To consider recommended changes to data published on the Council's website. Cllrs agreed to change the format of the reports published on the website.</p>
<p>22/309</p>	<p>Lengthsman: To consider recommendations for the appointment of a Lengthsmans' contract for 2023.</p> <p>Cllrs considered a paper circulated prior to the meeting recommending the extension of the Lengthsman contract.</p> <p>Cllr DC noted that the current contract had been awarded following a tender process and the services provided continued to be flexible and satisfactory. Costs would remain the same as 2022 with the exception of ad-hoc work which increase by £1 per hour (+vat).</p> <p>It was resolved to extend the current Lengthsman contract with PLG Garden Services by a further 12 months to 31st Dec 2023 having considered the risks and fair use of public money.</p>
<p>22/310</p>	<p>West Hill Playpark:</p> <ol style="list-style-type: none"> 1. To consider and approve, if appropriate the installation of a playpark noticeboard and associated costs. <p style="padding-left: 40px;">Cllrs resolved</p> <ol style="list-style-type: none"> a. to purchase and install a noticeboard in the playpark budget £750.00 + vat. b. To use CIL monies to fund the purchase <p style="padding-left: 40px;">Action – Clerk to prepare a draft of the notices to be published on the noticeboard for consideration at the November WHPC meeting.</p> <ol style="list-style-type: none"> 2. To receive a update on proposals for new equipment for the playpark and to consider an indicative budget.

	<p>Requests for outline proposals had been made to several equipment suppliers. It had been made clear that the project was at a very early stage and Cllrs were exploring ideas for the space created by the removal of the playboat. A number of companies had responded and several site visits had taken place in September.</p> <p>Cllrs considered the possible S106, CIL and reserves funding available and agreed an indicative project budget of £25k+vat.</p> <p>A paper would be presented to the next meeting if possible.</p>
22/311	<p>Community & Warm Rooms: To receive a verbal update on discussions with local organisations.</p> <p>Cllr DC reported on meetings with Village Hall Trustees, RBL and St Michael's Church to explore the possibility of creating "warm spaces" for community use in response to rising energy costs. All parties were keen to work together to add events to their calendar but acknowledged that the degree of community support required was unknown at this stage. The organisations offered their venues for community use and community groups were encouraged to bring forward ideas for regular events to take place during the winter months. Cllr DC signposted the WHPC grant policy.</p>
22/312	<p>WHPC Communications Policy: (At request of a Cllr) consider dis-satisfaction with actions of the Clerk. Taken in Part B confidential session</p>
22/313	<p>Freedom of Information (FOI) Requests: To record the closure of an FOI submitted in Jun-2022.</p> <p>Cllrs noted the outstanding item on an FOI had been responded to and the FOI was now closed.</p>
22/314	<p>Subject Access Request (SAR):</p> <ol style="list-style-type: none"> 1. To record the receipt of a SAR to the Council and to individual Cllrs in Sep-2022. 2. To record the closure of the SAR submitted to the Council in Sep-2022. 3. To record the closure of the SAR submitted to the individual Cllrs in Sep-2022, if appropriate. <p>Cllrs MP, AT, DC, AC, SO and ABC confirmed they had responded. Cllrs noted the receipt and closure of the SAR.</p>
22/315	<p>WHPC Risk Assessment – Communication between Cllrs and Clerk: To consider</p> <ol style="list-style-type: none"> 1. The Council's risk assessment with particular consideration of GDPR obligations. 2. Actions to mitigate the risk and their cost, if appropriate. <p>Cllrs considered a paper circulated prior to the meeting.</p> <ol style="list-style-type: none"> 1. Cllrs were asked to re-affirm their consent to receive electronic summons to a WHPC meeting In favour: Cllrs MP, AT, AC, SO, DC Against: Cllr PB 2. Cllrs considered the impact of a Cllr requesting that all communications are posted to their home address. Cllr DC explained, following the creation of WHPC, council email accounts had been created in line with best practice and the advice of NALC and ICO. Use of email for council business was the established way of working for the Council for day-to-day communications and for the circulation of papers. Cllrs were invited to consider how the Clerk should communicate with the Councillor taking into account the associated additional workload. Also, the Councillor would lose the spontaneity of email communications.

Comments included

- It seems very one way

The Chairman proposed "All councillors will continue to be allocated a Council email address for council business"

In favour: Cllrs MP, AT, AC, SO, DC Against: Cllr PB

The Chairman noted the Clerk is required to send the summons and agenda to all Councillors. Councillors considered what else should be posted and at what frequency.

Comments included

- This is absurd
- There is a perfectly good system used by Cllrs.
- Could just read the documents
- Perfectly acceptable modern way of operating
- Unacceptable additional workload for Clerk
- Subject to postal strikes

Cllr PB stated that the Clerk had blocked access to his Council email account and then made serious allegations against the Clerk. Cllr DC interrupted the allegations and reminded the meeting of the decision previously made by the Council, communicated to the Cllr and enacted by the Clerk.

Cllr PB noted that several Cllrs were using personal computers/devices at the meeting and stated he would use his WHPC email account if provided with such a device funded by WHPC.

The Chairman proposed WHPC continued to send all documents via the Council's email system. If a Cllr chose to receive the summons and agenda by post this would be acknowledged and actioned. The Clerk queried the circulation of papers for the meeting. The Chairman stated the only obligation was to post the summons and agenda and the papers would be available on the email system.

In favour: Cllrs MP, AT, AC, SO, DC Against: Cllr PB

2 members of the public left the meeting.

3. The Chairman explained that the Council, a public body, is bound by GDPR legislation. The Clerk as Data Protection Officer/Data Controller is obliged to undertake compliance searches of the Council's data including documents, The current Microsoft 365 licence doesn't include a compliance search facility. Consequently, Cllrs are responsible for checking their email accounts. On a recent occasion one Councillor failed to comply with this request. To upgrade the current licence would cost an additional annual cost of £2,600.

- It's a lot of money.
- It's difficult to justify this money which hopefully is only required on a rare occasion
- All Cllrs are responsible for GDPR
- It was made clear to the Cllr what actions would be taken to check their account.

The Chairman proposed to leave the Council's Microsoft licence at the current level

In favour: Cllrs MP, AT, AC, SO, DC Abstention: Cllr PB

4. The Chairman noted the use of private devices and private email accounts makes it difficult for the Council to fulfil its GDPR obligations.

In view of a Cllrs' decision not to use their WHPC email account Cllrs were asked to consider the Council's Risk Assessment.

Cllr PB made a short statement and left the meeting.

	<p>Cllrs reviewed each section of the document and agreed amendments. Significant revisions were made to the sections on GDPR and Annual Return.</p> <p>Cllrs agreed to continue the meeting beyond 2hrs 30 mins. 2 members and DCC Cllr JB of the public left the meeting</p> <p>It was resolved to adopt the amended WHPC Risk Assessment.</p> <p>5. The Chairman noted that the Council had previously taken action to request a Cllr to contact the Clerk via the Chairman. Cllrs were invited to consider whether this should be extended to all Cllrs.</p> <p>Cllrs unanimously voted against.</p> <p>6. Cllrs were invited to consider starting to explore the provision of ipads (or such) to Cllrs to conduct their Council business (as occurs in many other Councils).</p> <p>Cllrs felt this should be a matter for the new Council.</p>
22/316	<p>Seeking Resolution with a Resident: To receive a verbal update and to consider next steps.</p> <p>The Chairman reported 11 mediation service providers had been contacted. They have been asked to provide details of their process and costs for an initial stage to scope out the issues to be resolved.</p>
22/317	<p>Police Matters: To receive the monthly West Hill crime stats: July 2022 if available (for information) Noted</p>
22/318	<p>Financial matters:</p> <p>1. To consider and approve the Schedule of Payments for WHPC 4th October 2022</p> <p style="padding-left: 40px;">Noted, agreed and signed The Clerk presented an additional invoice for postage and stationery £54.21 Noted, agreed and signed</p> <p>2. To receive if available: WHPC Finance Tracker, Bank reconciliation August 2022 Noted and signed</p>
22/319	<p>Councillor questions, reports and items for future agenda 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 AT gave an update on a WHPC visit to Infocus, West Hill. Cllrs AT and DC gave a short update on West Hill Community First Responders.</p>
22/320	<p>Next meeting: To confirm arrangements for the next WHPC ordinary meeting Tuesday 1st November 2022 7.30pm at the Village Hall.</p>

Part A of the meeting ended at 22.14pm.

Part B began at 22.15pm

Part B

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.

The meeting resumed at 22.25pm

22/304	<p>HR Group: To consider and approve, if appropriate, changes to the contractual hours of the Clerk and associated costs</p> <p>Cllrs considered and approved the changes to the contractual hours to be worked by the Clerk and associated costs. They also noted the impact of the increased salary costs, National Insurance etc on the Council's 2022-23 finances and possibly future years.</p> <p>Cllrs considered and approved the Clerk's overtime costs for September 2022</p>
22/312	<p>WHPC Communications Policy: (At request of a Cllr) consider dis-satisfaction with actions of the Clerk.</p> <p>The Chairman reported that the Councillor who asked for this item was not present, and correspondence received earlier in the day indicated this matter was a complaint against the Clerk. Cllrs did not discuss the content of the complaints but agreed the process for reviewing the complaint as per the Council's complaint policy.</p>

The meeting closed at 22.28pm.

Signed: *Anne Oliver*, Clerk to the Council 7th October 2022