

**WEST HILL PARISH COUNCIL  
MINUTES OF THE PARISH COUNCIL MEETING  
HELD ON 5<sup>th</sup> April 2022 AT 7.30PM**

Present:	Chairman Cllr Della Cannings (DC), Cllr Margaret Piper (MP), Cllr Alison Carr (AC), Cllr Alan Cook (ABC), Cllr Peter Bennett (PB)
In attendance:	District Cllr Jessica Bailey (JB), Anne Oliver Parish Clerk, 1 member of the public
Apologies received from:	Cllr Amanda Townsend (AT), Cllr Stephen Owen (SO)

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

Item (a)	Discussion and decisions (b)
<b>22/077</b>	<p><b>Welcome and Chairman’s announcements</b> The meeting started at 7.30pm. Chairman DC welcomed everyone and reminded everyone that the meeting was being sound recorded.</p> <ul style="list-style-type: none"> <li>• On behalf of Cllrs and Clerk the Chairman gave small gifts and thanks to Cllrs MP and AC for their service as former Chairman and Vice-chairman.</li> <li>• The Chairman thanked Cllrs for their comments and confirmed that a response to the Secondary Boundary Commission Review had been submitted on behalf of WHPC. A copy is available on the <a href="#">WHPC website</a>.</li> <li>• WHPC had written to a local landowner regarding the availability of land for recreational use.</li> <li>• The Chairman reminded Cllrs that the Annual meeting (10<sup>th</sup> May) would confirm the Chairman and Vice-Chairman for 2022-23.</li> </ul>
<b>22/078</b>	<p><b>Apologies.</b> To receive apologies and approve reasons for absence. Apologies from Cllrs AT and SO were received and approved.</p>
<b>22/079</b>	<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. 1 member of the public attended the meeting. He spoke in support of his application and explained the reason for the proposed tree works.</p>
<b>22/080</b>	<p><b>District and County Councillors’ reports</b> for information (items raised for decision will appear on the agenda for the next meeting): DCC/EDDC Cllr Jess Bailey circulated a report prior to the meeting:</p> <ul style="list-style-type: none"> <li>• Findings of Race Equality Audit at DCC have been published and raise serious concerns.</li> <li>• The Local Plan Review continues. A further call for sites has been made with particular reference to brownfield sites. Also, Parish/ Councils are to be consulted on sites within the Parish.</li> </ul> <p>Cllrs expressed support for Cllr Bailey in her response to the development of the Local Plan and agreed that WHPC should continue to make it’s views heard. Cllrs noted the Race Equality Audit and the lessons to be learnt for all local authorities.</p> <p>Further detail is available on the <a href="#">WHPC website</a>.</p>
<b>21/081</b>	<p><b>Declarations of Interest</b></p> <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 DPLs must leave the room for the relevant items).</p> <p>Cllr DC proposed a dispensation for all Cllrs regards item 22/105 on the basis that without the dispensation so great a proportion of the council would be prohibited from being present/participating in that business as to impede the transaction of that item.</p> <p>Cllr AC declared a Personal Interest in item 22/084 application 22/0683/TRE as she knew the applicant and his wife however she proposed to participate in that item with an open mind.</p> <p>Cllrs ABC, PB, MP, DC declared no interests. All noted and accepted.</p>
22/082	<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> <ul style="list-style-type: none"> <li>Proposed confidential items 22/104 and 22/105: <b>Unanimously agreed</b></li> </ul>
22/083	<p><b>Minutes:</b> To approve the minutes of the Ordinary Parish Council meeting on 1<sup>st</sup> March 2022. <b>The minutes were approved and signed as a true record of the meeting.</b></p>
22/084	<p><b>Planning Applications received</b></p> <p><b>22/0408/FUL</b> Calluna 1B Beech Park West Hill EX11 1UQ    Applicant Mrs Vaughn Two storey extension</p> <p>Cllrs noted the presence of two mature oak trees on site which are subject to TPOs. They strongly supported the Tree Officers comments regards the trees and the tree protection measures. Cllrs also expressed concern over the ridge height and supported the neighbours comments regarding the adverse impact on their property.</p> <p><b>22/0525/TRE</b> The Old Orchard Elsdon Lane EX11 1TZ    Applicant Mrs Hilson G1, Oaks(4) : Reduce crown spread extending to north by approximately 3m, back approximately to a line with ridge of shed roof; branches to be cut back to appropriate growth points; maximum diameter of cuts 150mm; remove any significant major deadwood overhanging garden. Reason for works: Appropriate arboricultural management</p> <p>Cllrs supported the application but noted the submitted tree report did not state that the work was necessary.</p> <p><b>22/0614/TRE</b> Oasis Toadpit Lane EX11 1TR Applicant Mrs Pyne Norway Spruce T610 - removal of the Norway Spruce and replacing with a better quality Nordmann Spruce.</p> <p>Cllrs did not support the application as a tree report was not available to confirm the presence of disease and to justify the removal of the tree.</p> <p><b>22/0626/FUL</b> Beechwood Lower Broad Oak Road EX11 1XH Applicant Mrs Appleby Addition of a first floor with side dormer and and alteration to fenestration.</p> <p>Cllrs supported the application.</p> <p><b>22/0683/TRE</b> Fair View 1 Brackendown West Hill EX11 1NT    Applicant Mr Hall Scots Pine 1 : remove large limb; cut back two smaller limbs; crown thin 20% as indicated in planning statement.</p>

	<p><b>Cllrs supported the application.</b></p> <p>Confirmation of decision made under delegated powers to enable EDDC deadline to be met:</p> <p><b>22/0466/FUL</b> 2 Warren Close EX11 1XB Applicant Mr C Panzeri Erection of single storey side extension, including demolition of conservatory and single storey garage</p> <p><b>Noted and confirmed.</b></p> <p><b>Cllrs noted EDDC Planning had requested further consultee comments on the application for 21/2835/FUL Halfway Inn had been requested as new/revised documents had been provided. Cllrs agreed to consider this under delegated powers in order to meet their deadlines. Cllrs referred their concerns regarding current traffic problems to DCC/EDDC Cllrs JB as the site was operational (without authorisation).</b></p>
<p><b>22/085</b></p>	<p><b>Planning decisions received</b> for information (*denotes WHPC differed)</p> <p><b>22/0171/TRE</b> The Quest Bendarroch Road EX11 1TS Status: Approved T431, Birch : Fell T432, Scots Pine : Reduce crown height by 2 metres from existing 25 metres; maximum diameter cuts approximately 100mm</p> <p><b>22/0053/FUL</b> 7 Perrys Gardens EX11 1XA Status: Approved Demolition of existing garage and construction of new single storey side extension</p> <p><b>22/0061/TRE</b> Hidden Hayes 21 Hayes End EX11 1GG Status: Approved Scots Pine (T1) Prune southern aspect of trees crown</p> <p><b>22/0036/TRE</b> Maybury Bendarroch Road EX11 1UW Status: Decided* Various tree works</p> <p><b>21/3286/TRE</b> Broad Oak Lodge Ford Lane EX11 1XE Status: Approved Row 1 roadside trees - crown lift over the road to give clearance of 5.5m</p> <p><b>21/2989/FUL</b> Little Glade West Hill Road EX11 1TU Status: Approved* Erection of a single replacement two-storey dwelling.</p> <p><b>22/0224/TRE</b> 13 Hayes End West Hill EX11 1GG Status: Approval with conditions T1, Monterey Pine : Reduce first primary</p> <p><b>All noted</b></p>
<p><b>22/086</b></p>	<p><b>TPO notifications:</b> n/a</p>
<p><b>22/087</b></p>	<p>To receive an update on a <b>planning matters:</b></p> <p>a. To receive a verbal update on progress on the East Devon Local Plan Review including an update on the joint WHPC/Ottery St Mary Town Council letter sent to EDDC. <b>Cllrs had been surprised to learn that the joint WHPC/OSMTC letter, expressing concerns, sent to EDDC Planning Service Lead had not been circulated to the Strategic Planning Committee. Cllr DC confirmed that the letter had been re-sent directly to members of the committee. Cllrs discussed the further call for sites and noted the emphasis was Tier 1-3 areas not on Tier 4 areas (villages).</b></p> <p>b. To consider a response, if required, to the Luppitt Neighbourhood Plan consultation. <b>Cllrs did not have any comments.</b></p>

	<p>c. To consider implementing a process to identify existing TPOs and areas requiring TPOs. Recent planning applications had highlighted that WHPC did not have detailed TPO information when considering applications. Cllrs wished to be better informed and agreed</p> <ul style="list-style-type: none"> <li>• to ascertain TPO information relating to applications</li> <li>• ask the Council's tree group to consider areas of the village requiring TPOs (ref item 22/096).</li> </ul>
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**WHPC Groups + Initiatives**

<b>22/088</b>	<p><b>Finance Working Group:</b></p> <ol style="list-style-type: none"> <li>1. To receive an update on the 2021/22 end of year Financials including the timetable for Internal/External Audit</li> <li>2. To confirm arrangements for insurance cover in respect of all insured risks.</li> <li>3. To consider subscription renewal for Survey Monkey</li> </ol> <p>Cllrs</p> <ul style="list-style-type: none"> <li>• Noted the end of year timetable</li> <li>• Approved the arrangements for insurance cover and the annual premium of £721.21</li> <li>• Confirmed the basic Survey Monkey package (public consultation software) was sufficient for current needs.</li> </ul>
<b>22/089</b>	<p><b>New Pedestrian Access to Village Hall</b></p> <ol style="list-style-type: none"> <li>1. To receive an update from the joint WHPC/VH working group.</li> <li>2. To approve costs for a topographical survey.</li> </ol> <p>Cllrs</p> <ul style="list-style-type: none"> <li>• Noted the working group update including the appointment of consulting engineers.</li> <li>• Agreed to commission a topographical survey and approved costs up to £500+vat</li> </ul>
<b>22/090</b>	<p><b>New Playpark Equipment:</b> To receive a verbal update on new playpark lease.</p> <p>The Clerk advised the draft lease had been received shortly before the meeting. Cllrs agreed to consider the lease at the next Council meeting on 10<sup>th</sup> May.</p> <p>The Clerk was asked to advise the equipment supplier regards the potential timescales.</p>
<b>22/091</b>	<p><b>Community Public Access Defibrillators (CPADs):</b> To receive an update on the installation of the devices at WH RBL clubhouse and Eastfield</p> <p>Cllr DC reported the defibrillators had been installed at</p> <ul style="list-style-type: none"> <li>• West Hill RBL club house at School Lane, and</li> <li>• 11 Eastfield (in the absence of a preferred site on Higher Broad Oak Road/Lower Broad Oak Road. The device can be re-located if a suitable site becomes available).</li> </ul> <p>Both devices are operational. Cllrs thanked the RBL for their support and also to James Rayner for providing electrical services free of charge.</p> <p>Cllrs noted a further device is available at a reduced cost of £1,000+vat if a suitable site can be found.</p> <p>A Memorandum of Understanding for each device has been signed by the Chairman, Cllr DC.</p> <p>The CPADs Task and Finish Group will now close. Cllrs were pleased to note that the devices were both operational before the new Council year began on 1-Apr.</p> <p>Cllr DC reported three residents of West Hill, including two Parish Cllrs, responded to the recent request for applications to be a Community First Responder. Their applications were successful and the three have recently undertaken training and have passed their exams. They will now move on to the next stage of their training.</p>
<b>22/092</b>	<p><b>Remembrance Day Events 2022:</b> To receive a report and consider the recommendations:</p>

	<ol style="list-style-type: none"> <li>1. WHPC to be the organiser of the 2022 Remembrance Service</li> <li>2. WHPC to apply for a road closure for the event</li> <li>3. To liaise with Martin Jelf to produce a Traffic Management Plan</li> <li>4. To seek feedback from EDDC regards the event risk assessment.</li> </ol> <p>Cllrs considered a request from the West Hill Royal British Legion. Local RBL branches have been instructed by the national RBL to ask their Parish/Town Council to take responsibility for the annual Remembrance Service event if traffic management is required.</p> <p>Cllrs discussed a paper prepared by Cllr AC/ABC/MP which considered event management requirements such as a risk assessment, DCC Highways road closure guidance, insurers requirements and also feedback from the East Devon Safety Advisory Group (SAG). Due to the size and nature of the event SAG advised that a road closure was not required, however, Cllrs recommended it would be prudent to apply for road closures for the event.</p> <p>Cllrs</p> <ol style="list-style-type: none"> <li>1. Noted the briefing paper</li> <li>2. Resolved to be the organiser for West Hill's 2022 Remembrance Service on Sunday 13<sup>th</sup> November</li> <li>3. Noted that the 11<sup>th</sup> November event did not require input from WHPC.</li> <li>4. To apply for a road closure for the Remembrance Service on Sunday 13<sup>th</sup> November 2022</li> <li>5. To produce a Traffic Management Plan</li> <li>6. To approve DCC Highways costs of £79.50 for the road closure if they do not waive the fee as expected.</li> </ol> <p>The Chairman thanked the group for their work in preparing the paper.</p>
<p><b>22/093</b></p>	<p><b>Queen's Platinum Jubilee</b></p> <ol style="list-style-type: none"> <li>1. To receive an update on events planned by village groups: RBL, PTFA</li> <li>2. To note the planting of West Hill Queen's Platinum Jubilee Tree at Courtfield Close</li> <li>3. To consider a Pre-School request for support for a West Hill Scarecrow Competition and if agreed decide WHPC funding.</li> <li>4. To consider budget for other WHC Queen's jubilee initiatives.</li> </ol> <p>Cllr MP updated Cllrs on commemorative events for the village.</p> <p>Cllr DC reported WHPC had accepted EDDC's offer of a Jubilee Tree. The tree, an oak, has been planted at Courtfield Close. Cllrs thanked residents of Courtfield Close for their support.</p> <p>Cllrs considered a request from the Pre-School Group. They sought the Councils support for a village scarecrow competition to be held over the Jubilee weekend to raise funds for the Pre-School.</p> <p>Cllrs resolved to support the scheme and agreed to</p> <ul style="list-style-type: none"> <li>• Provide prize money of £50, £25, £10 for 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> place winners. Total budget agreed £85.00.</li> <li>• To provide 2-3 Cllrs to judge the entries.</li> </ul> <p>Cllrs considered other WHPC commemorative initiatives</p> <ul style="list-style-type: none"> <li>• Cllrs considered a proposal to provide Jubilee Commemorative medals for secondary age children (ref item 22/095 Commemorative medals for primary school age children). This proposal was not supported.</li> <li>• Subject to St Michael's PCC agreement Cllrs resolved to provide and install a Jubilee commemorative bench, Covid memorial tree and plaque for the community garden at St Michael's Church for use by village residents. They approved costs £900+vat.</li> </ul>

**Other Matters**

<b>22/094</b>	<p><b>Clerks Report:</b></p> <ol style="list-style-type: none"> <li>1. To confirm decisions taken under Delegated Powers: <b>All noted and confirmed</b> <ul style="list-style-type: none"> <li>• Lengthsman to remove graffiti in Playpark Playboat</li> <li>• Lengthsman to lay mulch around Jubilee + Landmark trees</li> <li>• Purchase of display boards</li> </ul> </li> <li>2. Action points from previous WHPC meetings: <b>Noted, no comments raised</b></li> <li>3. Matters arising           <ol style="list-style-type: none"> <li>a. <b>Public Footpath 1 (near St Michael's): DCC Public Rights of Way team have approved repair works subject to budget.</b></li> </ol> </li> <li>4. Resident Communications           <ul style="list-style-type: none"> <li>• <b>Tilhill's survey of Broadoak Plantation confirmed the presence of Ash Die Back. They have proposed clearing the ash trees but are awaiting the Woodland Trust's decision.</b></li> </ul> </li> <li>5. Any urgent matters arising.           <ol style="list-style-type: none"> <li>a. <b>West Hill Annual Parish Meeting : The Annual Parish Meeting was cancelled due to the high number of covid cases in the local area. The meeting has been re-scheduled to <b>Monday 9<sup>th</sup> May</b>, 7.30 at the Village Hall. Cllrs thanked the Village Hall and Badminton Club for making the room available.</b></li> <li>b. <b>Boundary Commission Review Public Consultation – see item 22/077</b></li> <li>c. <b>2022/23 price increases incl Website hosting and support costs: The Clerk advised Cllrs that the Council had received several notices of price increases.</b></li> </ol> </li> </ol>
<b>22/095</b>	<p><b>Grant Applications:</b></p> <p>To consider applications submitted by the West Hill Primary School PTFA</p> <ol style="list-style-type: none"> <li>1. <b>Queen's Platinum Jubilee: Commemorative medals to be distributed to all children at the school, £663.78</b></li> </ol> <p style="padding-left: 20px;"><b>Cllrs considered the application and noted the range of celebrations planned by the PTFA, including an afternoon tea.</b></p> <p style="padding-left: 20px;"><b>Cllrs resolved to award a grant in full, £663.78, to provide each of the West Hill Primary School children (222) with a Queen's Platinum Jubilee commemorative medal. They asked the PTFA to make it clear that WHPC had funded the medals.</b></p> <ol style="list-style-type: none"> <li>2. <b>West Hill Fete 2022: Contribution towards running costs of the Fete, £400</b></li> </ol> <p style="padding-left: 20px;"><b>Cllrs considered the application. Cllrs noted the Fete is open to all residents and the 2021 event was well attended</b></p> <p style="padding-left: 20px;"><b>Cllrs resolved to award a grant of £400 towards the cost of the event.</b></p>
<b>22/096</b>	<p><b>WHPC 2022-23 Plan:</b> To consider a draft revised plan including working groups, task and finish groups.</p> <p style="padding-left: 20px;"><b>Cllr DC thanked Cllrs for their input to the draft plan. Cllrs considered a paper prepared by The Chairman setting out the proposed plan for 2022-23, working/task and finish groups, and membership of external bodies. Cllrs made no changes to the proposed plan</b></p> <p><b>Cllrs</b></p> <ul style="list-style-type: none"> <li>• <b>Noted the draft plan. This will be presented to the May Council meeting for approval together with amendments to budget.</b></li> <li>• <b>Agreed membership of the groups</b></li> <li>• <b>Each group agreed to provide Terms of Reference for approval at the May meeting</b></li> <li>• <b>Agreed representation on external bodies.</b></li> </ul> <p style="padding-left: 20px;"><b>The Clerk was asked to confirm the status of several external groups.</b></p>

<b>22/097</b>	<p><b>VAS:</b> To receive an annual report on the West Hill VAS scheme.</p> <p>Cllrs noted the report. Cllr DC asked the Road Safety Group to consider the report and to recommend actions, if appropriate. In addition the group was asked to take responsibility for the VAS scheme.</p>
<b>22/098</b>	<p>To receive a report from The <b>Local Government Resource Centre</b> (ref minute 22/067, 22/104)</p> <p>Cllrs acknowledge receipt of the report.</p>
<b>22/099</b>	<p><b>IPCC:</b> to receive an update on the Independent Police Crime Commissioner Seminar</p> <p>Cllrs noted the report and thanked Cllr DC for attending the event.</p>
<b>22/100</b>	<p><b>Police Matters:</b> To receive the monthly West Hill crime stats: Jan 2022 if available (for information)</p> <p>Noted</p>
<b>22/101</b>	<p><b>Financial matters:</b></p> <ol style="list-style-type: none"> <li>1. To consider and approve the March 2022 Council Schedule of Payments</li> <li>2. To receive if available: WHPC Finance Tracker, Bank reconciliation Mar 2021</li> </ol> <p>Cllrs approved the schedule of payments and signed the invoices. Cllrs approved and signed the bank reconciliation (Feb + March) and Finance Tracker.</p>
<b>22/102</b>	<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> <p>Cllr AC gave a brief update on a recent playpark inspection during which she noted the presence of 15/16yr old teenagers on the playboat. They were advised that the Playboat was for the use of younger children and was not suitable for older children. Cllrs agreed to continue to monitor the playpark.</p>
<b>22/103</b>	<p><b>Next meeting:</b> To confirm arrangements for the next WHPC ordinary meeting <b>Tuesday 10th May 2022 7.30pm</b> at the Village Hall.</p>

Part A of the meeting closed at 9.30pm

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.

<b>22/104</b>	<p>To consider the <b>Local Government Resource Centre report</b> and its recommendations including mediation.</p> <p>Cllrs noted the report.</p> <p>Cllrs unanimously resolved to accept recommendation 1. Recommendation 2, mediation, was rejected by majority vote. Cllrs unanimously resolved to note recommendations 3 and 4.</p>
<b>22/105</b>	<p><b>Personnel Matters:</b> To consider the Clerk's claim for an overtime payment.</p> <p>Cllrs accepted the claim and approved an overtime payment to the Clerk.</p>

Part B of the meeting closed at 10.10pm

The meeting closed at 10.12pm

Signed: *Anne Oliver*, Clerk to the Council 6<sup>th</sup> April 2022