

**WEST HILL PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING
HELD ON 5th JANUARY 2021 AT 7.30PM**

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

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

AGENDA – ORDINARY MEETING OF THE PARISH COUNCIL

Item (a)	Discussion and decisions (b)
21/001	Welcome and Chairman’s announcements The meeting started at 7.30PM. The Chair MH welcomed everyone and reminded everyone that the meeting was being sound recorded.
21/002	Apologies. To receive apologies and approve reasons for absence. Apologies were received from DCC Cllr Claire Wright.
21/003	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. No matters raised.
20/004	District and County Councillors’ reports for information (items raised for decision will appear on the agenda for the next meeting) DCC Cllr Claire Wright submitted a written report to the meeting (available on WHPC website) covering <ul style="list-style-type: none"> • Devon County Council Covid support fund to be re-activated. • Devon County Council’s Cabinet in talks with local MPs over adult social care funding cuts EDDC Cllr Jess Bailey gave an update on <ul style="list-style-type: none"> • EDDC Planning Committee 6th January will consider application 20/1504/MOUT (Major) Land opposite Barrack Farm, Exeter Road, Ottery St Mary • Avian Flu - cases have been notified in the wider West Hill area. • The Government have revised the proposed algorithm for housing targets. (see item 21/011)
21/005	Declarations of Interest <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). All Cllrs declared a Personal Interest in item 21/008 planning application 20/2647/FUL as the applicant was WHPC Cllr DC. Cllr ABC indicated he would not take part in discussion or

	<p>voting on this planning application. Cllr DC declared a DPI for this item and said she would leave the meeting.</p> <p>All noted and accepted</p>
21/006	<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>N/A</p>
21/007	<p>Minutes</p> <p>1. To approve the minutes of the Parish Council meeting on 1st December 2020, previously circulated – including correction to item 20/4040 (c) “set the Precept at £58,875” should be “set the Precept at £56,875”.</p> <p>Noted and approved</p>
21/008	<p>Planning applications received</p> <p>20/2647/FUL 11 Eastfield, West Hill EX11 1XN Applicant Ms Della Cannings Construction of greenhouse.</p> <p>Councillors supported the application.</p> <p>20/2542/FUL Straitgate Farm Exeter Road Ottery St Mary EX11 1LG Applicant Aggregate Industries UK Limited New access to the B3174 Exeter Road to provide a livestock crossing incorporating holding pens</p> <p>Cllrs noted the many objections submitted to EDDC.</p> <p>Cllrs unanimously objected to this application on the following grounds:</p> <ul style="list-style-type: none"> • The B3174 is a busy road and is the primary route in and out of Ottery St Mary. It is particularly busy during morning and afternoon commuting hours. This section of road is notorious for road accidents, including a fatal collision a few years ago. • The stopping sight distance to the west is below the required minimum. The proposed crossing is close to the brow of a hill, and roadside trees also reduce visibility. • The proposed signage, a warning sign 548 “Cattle” situated 35m either side of the proposed crossing, gives inadequate warning for approaching traffic travelling at 60mph. • The current usage of the crossing, as detailed in para 1.7 of the Supporting Statement, is infrequent and timing is adjusted to coincide with quieter times when traffic flow is at its lowest. • However, as is admitted in para 4.3 and 6.2 of the Supporting Statement, the proposed crossing is to facilitate a crossing point for the dairy herd at Straitgate Farm. If quarrying begins at Straitgate Farm (application DCC/3944/2017, yet to be determined), around 90% of the pasture on the North side of the B3174 will no longer be available for the dairy herd. They will have to use replacement pasture on the South side of the B3174, and will need to cross the B3174 4 times a day to and from the milking parlour at Straitgate Farm. The time taken for each crossing is stated to be 45-60 minutes and needs to occur at 7.30am, 10am, and in the afternoon around 5.30pm. This is an entirely different situation and usage which has not been properly assessed. • The dairy herd crossing would block the road for significant periods of time during the peak morning and afternoon traffic flows. This would cause unacceptable delays to traffic in and out of Ottery St Mary. Also there would be significant problems with mud and muck being deposited on the road, which would cause additional safety hazards. • Cllrs considered that the impact from frequent dairy herd crossings would be unacceptable.

	<p>Cllrs requested that if the planning authority is minded to approve the application, the speed limit of the B3174 should be reduced to 40mph. Also there should be improved signage with traffic lights and advance warning signs.</p>
21/009	<p>Planning decisions received for information (*denotes WHPC differed)</p> <p>20/2140/TRE 4 Heather Grange West Hill Ottery St Mary EX11 1XZ Approved T1 Scots Pine: Reduce south western through to northern side by 1.5m - 2m to reduce largest branches and to achieve 2m clearance to buildings Noted</p>
21/010	<p>TPO notifications - n/a</p>
21/011	<p>To receive an update on a planning matters:</p> <p>a. East Devon Local Plan Review</p> <p>Cllr MH reported that following the EDDC decision to withdraw from the proposed Greater Exeter Strategic Plan their focus is now on the revision of the Local Plan. They plan to start a Public Consultation on this during January.</p> <p>Cllrs agreed to publicise the consultation and engage with West Hill residents in due course although recognising that Covid Lockdown will make this more difficult.</p> <p>b. The Planning White Paper - revised algorithm</p> <p>Cllr MH reported that the Government have responded to widespread negative feedback on their White Paper proposals and have amended the Housing Targets Algorithm. As a result the proposed 1,600+ housing target for East Devon has reverted to the previous target of 928. The current rate of development across East Devon is in line with this target.</p> <p>Cllr JB reported that a developer had requested a meeting and she had declined. Cllrs agreed that such meetings, if they occur, should be transparent to residents.</p> <p>Cllrs agreed to draft a new policy regarding approached from developers. People and Policy Working Group to produce a draft for approval at the WHPC meeting on 2nd February.</p>

Committee & Working Groups

21/012	<p>Finance Working Group: To receive an update on</p> <p>a) Closure of Yorkshire Bank Account b) 2021-22 Precept submitted to EDDC 18th Dec</p> <p>The Clerk reported that letters to Yorkshire Bank and EDDC have been submitted.</p>
21/013	<p>Open Spaces Committee</p> <p>To note and confirm the minutes of the meeting of 24th November 2020, to answer questions arising and present recommendations. Noted and approved</p> <p>For information</p> <ul style="list-style-type: none"> • Urgent matters arising (n/a) • VAS operational reports <p>Cllr MP reported the VAS device had been transferred to location 3 (B3180). The data is interesting and the VAS reports are available on the WHPC website. The battery life is proving to be good and so far there has been no need to replace the battery within a</p>

	<p>two week period. A summary report will be produced for the Open Spaces meeting in January.</p>
21/014	<p>People & Policy Working Group</p> <p>No matters to report</p>
21/015	<p>Traffic Study Working Group</p> <p>To receive a Traffic Study update from the Joint Working Group on a new pedestrian access to the Village Hall and agree further actions.</p> <p>Cllr MH reported that WHPC had received an email from the Village Hall Trustees (VHT) which proposed how the next stage of the project could be taken forward including the completion of a Memorandum of Understanding (MOU) to define the roles and responsibilities.</p> <p>Cllrs agreed</p> <ul style="list-style-type: none"> • Cllr MH would write to the VHT to agree the proposal and to accept the VHT offer to draft the MOU document. • the MOU should identified a change control procedure and the identify point at which no further design/construction changes can be made. • The Clerk should chase the outstanding response from PJA consultants.
21/016	<p>Emergency Plan Working Group</p> <p>To receive an update on the development of the Community Emergency Plan for West Hill, including</p> <ol style="list-style-type: none"> a. To approve the West Hill Emergency Plan Risk Assessment. b. EDDC emergency plan information for West Hill <p>Cllr DC had previously circulated the revised document. Cllr MH confirmed that Cllrs additional comments had been included but the overall ratings were unaffected. Cllr DC reminded Cllrs that the risk assessment needed to reviewed annually (at least).</p> <p>Cllrs approved the West Hill Emergency Plan Risk Assessment and agreed to the proposed next steps (liaison with village groups/organisations)</p> <p>Cllr DC thanked Cllr JB for the West Hill specific Emergency Plan information held by EDDC. It was noted that this was very limited and related to contact details and the provision of sandbags and identification of the Village Hall as a Rest Centre.</p>

Other Matters

21/017	<p>Covid-19: To consider</p> <p>The impact of any recent Government Covid-19 announcements.</p> <p>In recent days the 3rd National Lockdown had begun. Cllrs were keen to continue to support the local community</p> <p>Cllrs agreed</p> <ul style="list-style-type: none"> • To re-launch the West Hill Help Scheme • The Clerk should email the volunteers to update them • To signpost the support available from the Help Scheme and local organisations via a newsletter (see 201/020 below), website and noticeboards. • To continue to review the situation and signpost information and in particular local sources of support. <p>Cllrs noted that the Government's list of venues that can remain open includes playgrounds.</p>
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	<p>Cllrs agreed</p> <ul style="list-style-type: none"> • To keep the West Hill Playpark open • To install notices reminding users of the Government rules for outdoor exercise and leisure. • To advise the VHT and West Hill Primary School that the Playpark will remain open.
21/018	<p>To receive an update on</p> <ol style="list-style-type: none"> a. the monthly crime stats (for information) b. The Community Safety Partnership c. The Councillor Advocate Scheme (Police & Crime Commissioner) <p>All noted</p>
20/019	<p>To consider arrangements for the West Hill Community Survey</p> <p>Cllr MH proposed that Cllr AC should take the lead on this project. Cllr AC proposed that she would work with the People and Policy Working Group to draft a project overview document for circulate for discussion and approval at the 2nd February WHPC meeting. Cllrs unanimously agreed the proposals.</p>
20/020	<p>To consider arrangements for the next WHPC newsletter.</p> <p>Cllrs agreed the next WHPC newsletter should be distributed to all West Hill residents from Saturday 16th January 2021 (expected costs c£125).</p>
21/021	<p>Clerks Report: Actions and matters arising from the last meeting</p> <ol style="list-style-type: none"> 1. Actions, incl outstanding action 2. Matters arising <ol style="list-style-type: none"> a. Resident communication b. Any urgent matters arising. <p>The Clerk reported that several residents had contacted the Parish Council to express concerns regarding the increasing frequency of cars parking at the War Memorial. They believed this was a safety issue and also was lacking in respect for the War Memorial site.</p> <p>Cllrs expressed their disappointment and concern regarding the situation. They agreed that the problem was ongoing and the number of cars parked at the War Memorial had increased significantly. Cllr JB commented that she had also received communications about this in her role as a District Cllr.</p> <p>Cllr MH noted that previously Traffic Consultants had suggested that a grassed area could be created at the War Memorial by the closure of the slip road. This could be a long term solution but would require consultation with Highways and could be a lengthy, costly process.</p> <p>Cllrs discussed the suggestion made by several residents that yellow lines could be a solution to the problem. Cllr DC proposed that WHPC should request the slip road is closed as a first step.</p> <p>Cllrs agreed</p> <ul style="list-style-type: none"> • to contact Highways to establish their process to approve double yellow lines or road closure • To contact the local Police team to advise them vehicles were regularly blocking the road. • To attempt to identify the vehicle owners and to politely request they parked elsewhere. • To contact the RBL about the issue and offer to work with them on possible longer-term solutions (MH)

<p>21/022</p>	<p>Finance and Invoices Tracker Invoices received for approval:</p> <ol style="list-style-type: none"> 1. Clerk - claim for expenses (Microsoft subscription) 2. PLG Services – VAS transfer between sites 3. EDDC – new recyclables bin for Playpark and annual waste collections charges £1,190.59 4. SLCC – annual subscription renewal £185 5. Cllr A Carr –printer paper 6. DALC Data Protection training course Clerk £36.00 <p>To receive the 2020-21 Finance Tracker + Bank reconciliation Nov/Dec 2020. All noted and approved</p>
<p>20/023</p>	<p>Councillors 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 asked if the Council had received any response to the letters distributed to residents living near the grit bins. The Clerk confirmed no replies had been received.</p> <p>Cllr DC asked for an update on the resident's complaint regarding WHPC submitted to EDDC in 2020. The Parish Council has not received any communication from EDDC on the matter.</p>
<p>20/024</p>	<p>Next meeting: To confirm the date of the next meeting (by video-conference) which is scheduled for Tuesday 2nd February 2021 or 19th January 2021 to deal with planning applications (if required).</p>

Meeting closed 8.46pm

Signed: *Anne Oliver*, Clerk to the Council, 7th January 2021