

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

Present:	Chairman Cllr Margaret Piper (MP), Cllr Margaret Hall (MH), Cllr Della Cannings (DC), Cllr Alison Carr (AC), Cllr Alan Cook (ABC)
In attendance:	Anne Oliver Parish Clerk, 2 members of the public attended the meeting
Apologies received from:	Cllr Amanda Townsend (AT), County + District Cllr Jessica Bailey (JB)

AGENDA – ORDINARY MEETING OF THE PARISH COUNCIL

Item (a)	Discussion and decisions (b)
21/129	<p>Welcome and Chairman’s announcements The meeting started at 7.30pm. Chairman MP welcomed everyone and reminded everyone that the meeting was being sound recorded.</p>
21/130	<p>Apologies. To receive apologies and approve reasons for absence. Apologies were received and accepted from Cllr AT.</p>
21/131	<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. This item included issues submitted to the Clerk prior to the meeting. 2 members of the public attended the meeting to speak on road safety issues. The Chairman agreed to suspend Standing Orders and bring forward the related Agenda item 21/139(2).</p>
21/132	<p>District and County Councillors’ reports for information (items raised for decision will appear on the agenda for the next meeting): Report received prior to the meeting. No questions or comments were raised.</p>
21/133	<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>Cllr MP declared a pecuniary interest in planning application 21/2249/Ful and she would leave the meeting for that item.</p> <p>Cllrs MH, AC, DC, ABC - declared no interests.</p>
21/134	<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 Cllrs resolved to consider agenda item 21/150 in confidential session. Cllrs agreed to bring this item forward on the agenda as a Cllr had to leave before the meeting was expected to finish.</p>
21/135	<p>Minutes</p> <ol style="list-style-type: none"> a. To approve the minutes of the Ordinary Parish Council meeting on 7th September 2021.

	<p>Cllrs approved the minutes subject to one amendment 21/114 to correctly record the time Cllr DC left the meeting.</p>
<p>21/139 (2)</p>	<p>Cllrs agreed to suspend Standing Orders to bring this item forward on the agenda and to allow public participation:</p> <p>Traffic Working Group:</p> <p>b. To consider residents feedback on WHPC letter to residents regarding parking and road safety on Bendarroch Road.</p> <p>Two members of the public attended the meeting to discuss road safety issues on Bendarroch Road.</p> <p>Concerns included</p> <ul style="list-style-type: none"> • Parking problems. Too many cars/too few spaces • Speeding vehicles • Pedestrian safety, many young people walk this route on a daily basis • Drivers joining the road are at risk due to poor visibility/speeding vehicles • Recent closure of B3174 created a “dangerous rat run” from B3180 to Ottery St Mary <p>Suggested solutions included</p> <ul style="list-style-type: none"> • Create additional parking at EDDC owned properties • Create pinch points to slow traffic • Vehicle tonnage restriction <p>Cllr ABC asked which was the greater problem parking or vehicle speeds. Residents agreed both issues were of equal concern. Cllrs noted that the two issues were related eg more parked cars slows the traffic.</p> <p>Cllr MH explained that the recent letter to residents was a result of the concerns raised by various residents over an extended period. For some time WHPC has been working with DCC Highways and the Local Police team to seek solutions. The meeting acknowledged that these authorities would take time to assess and deliver solutions.</p> <p>Cllr DC thanked the members of the public for attending the meeting and for raising the issues and potential solutions. She noted the latest VAS report for Bendarroch Rd (Sep-21) showed that approximately 18% of vehicles exceeded the limit with the average speed of speeding traffic approximately 33mph.</p> <p>Cllrs resolved</p> <p>a. the Traffic Working Group to liaise with DCC/EDDC Cllr Jess Bailey and to review the issued raised and</p> <p>b. to liaise with the attendees who volunteered to work with the Council</p> <p>Standing Orders were resumed .</p>
<p>21/136</p>	<p>Planning Applications received</p> <p>21/2439/TRE Moondarra, Ford Lane EX11 1XE Applicant: Mr Howell Various tree works</p> <p>Cllrs discussed the application. No objections were raised however Councillors noted, as in other instances, an application had been circulated to Consultees with insufficient information to enable informed decision making.</p> <p>Cllr MP left the meeting</p> <p>21/2249/FUL Longreach Lower Broad Oak Road EX11 1UF Applicant Mr + Mrs Turner</p>

	<p>Part two storey part single storey side extension with re cladding of dwelling.</p> <p>Cllrs discussed the application and noted the comments submitted by the public.</p> <p>Councillors were surprised and disappointed that the application had been circulated without a site plan and unanimously agreed that the application should not have been validated. On receipt of the application West Hill Parish Council contacted the Planning team (6th Sep 2021) to request a site plan. The Officer confirmed that it would be requested and then published. Currently essential information on orientation, distances, proximity etc is not available to inform decision making.</p> <p>Councillors considered the application using the information available and recommended refusal due to overlooking of neighbouring dwellings.</p> <p>Cllr MP re-joined the meeting.</p> <p>For information 21/2444/PRETDD Cuckoo Down, West Hill: Essential works to fell dead birch tree Noted</p> <p>To confirm applications considered and Consultee comments submitted under Delegated Powers:</p> <p>21/2006/FUL Houndbeare Farm, Rockbeare Hill: Conversion of two redundant agricultural buildings for storage use (Use Class B8) and/or light industrial use (Use Class E.g.iii), change of use of external yard area for storage use (Use Class B8) and improvements to existing access.</p> <ul style="list-style-type: none"> • WHPC supported creation of employment opportunities however expressed concerns incl road safety, ecology and landscape. <p>Noted and confirmed</p> <p>Urgent matters arising: In order to meet deadlines Cllrs agreed to consider the following additional items during October under Delegated Powers:</p> <ul style="list-style-type: none"> • Straitgate Quarry DCC/3944/2017: Request to write to DCC • 21/0914/FUL Samguri, Bendarroch Road
<p>21/137</p>	<p>EDDC Planning decisions received for information (*denotes WHPC differed)</p> <p>21/2115/FUL Kayandee Hawkins Lane EX11 1XG Approved Proposed rear extension to kitchen with replacement to existing utility</p> <p>21/2001/TRE The Old Stable Windmill Lane EX11 1JP Approved Various tree works</p> <p>All noted</p>
<p>21/38</p>	<p>Planning matters: To receive an update on Strategic Planning Committee/Local Plan Review (if any).</p> <ul style="list-style-type: none"> • Committee meeting 5th Oct 2021 including papers on Role and functions of Settlements, Built Up Area Boundaries (BUAB). <p>Cllr MH gave an update on the Strategic Planning Committee meeting:</p> <ol style="list-style-type: none"> a. The Role and Function of Settlements document has been updated to include amendments to the analysis of facilities/infrastructure submitted by Town/Parish Councils. b. The meeting discussed options for how the Built Up Area Boundary (BUAB) could be applied including options for “fixed” /hybrid models c. A Draft Local Plan is scheduled to be published for consultation in December.

Committee & Working Groups

21/139	<p>Traffic Working Group:</p> <ol style="list-style-type: none"> 1. To receive an update on the Planning Application for proposed pedestrian link to the Village Hall The application has not yet been decided by EDDC. 2. To consider residents feedback on WHPC letter to residents regarding parking and road safety on Bendarroch Road. See earlier item 3. To receive an update on additional sites for VAS on West Hill Road (if available). <p>Highways have approved two additional sites on West Hill Road for the VAS device (a) near the War Memorial (b) near junction with Eymore Drive.</p> <p>CLRs agreed</p> <ol style="list-style-type: none"> a. The purchase and installation of poles for the VAS device (£400). b. To schedule an item at a future meeting to consider (i) the purchase of an additional VAS device (ii) VAS site schedule. <p>In addition, CLRs agreed to consider an application to the “Call for Ideas” funding scheme launched by Vision Zero South West road safety partnership</p>
21/140	<p>Slide Working Group: To receive an update on the survey launched on 17th September.</p> <p>The Playpark survey was launched on 17th September via the Primary School newsletter. EDDC are leading the process and expect to report the results for review at the next WHPC meeting on 2nd November 2021.</p>
21/141	<p>People and Policy Working Group</p> <ol style="list-style-type: none"> a. To approve recommended changes to WHPC Standing Orders. <p>Cllr MP reported the Working Group had identified some small amendments but the group agreed to adhere to the annual cycle and review WHPC documents at the Annual Meeting, May 2022.</p> <ol style="list-style-type: none"> b. To receive an update on the West Hill Community Survey 2021. <p>The WHPC Community Survey was successfully launched on 18th September. Residents have been encouraged to complete the survey via the website, Facebook and WHPC newsletter delivered to each household. The Survey will close on 15th October 2021. The P+P WG will seek to review and report the results to the November WHPC meeting.</p>

Other Matters

21/142	<p>Committee/Working Groups: To consider amendments to WHPC organisation:</p> <ol style="list-style-type: none"> a. Open Spaces Committee (currently suspended due to Covid) b. WHPC Emergency Plan c. Community Land <p>The Chairman, Cllr MP, proposed that consideration of the Council organisation structure should be deferred until the Cllr vacancy has been filled. CLRs agreed.</p>
21/143	<p>Exeter Airport Consultative Committee: To receive an update on the recent meeting including Airspace Change proposals.</p> <p>Cllr MH reported Exeter Airport have resumed consideration of Airspace Change Proposals. The airspace around the area, outside a 2.5mile limit, is currently uncontrolled. As such there</p>

	<p>is potential conflict between commercial and light aircraft. If the airspace is “controlled” there will be set routes for aircraft, potentially above settlements. There will a public consultation on proposals in 2022. Cllr MH recommended that West Hill residents are made aware of this in 2022.</p>
<p>21/144</p>	<p>WHPC Councillor Vacancy: To receive an update on the vacancy</p> <p>The Clerk advised that EDDC Electoral Services manage the process to advertise the vacancy. A Notice of a Vacancy has been published with a deadline of 15th Oct for requests for an election. This will determine whether the vacancy will be filled via a by-election or co-option.</p>
<p>21/145</p>	<p>Resident Communication: To consider</p> <p>a. A request for bench</p> <p>Cllrs discussed the proposal and agreed:</p> <p>a. To meet the resident to carry out a site visit to assess the site against Highways safety requirements.</p> <p>b. To identify other possible sites for a bench</p> <p>b. A request for community equipment to be available in case of medical emergency</p> <p>Cllrs discussed the proposal and expressed their concern about the current Ambulance Trust pressures. They sympathised with the suggestion but did not support the proposal as they were concerned that a medical assessment would be required before the equipment could be used. They also expressed concerns about responsibility for maintenance, training, and ensuring safe use.</p> <p>Cllr DC noted WHPC had previously contacted the Ambulance Trust to pursue the idea of a First Responder Scheme to include West Hill. WHPC and were awaiting the outcome of their funding review. Also some areas have a Falls Team, who can help in such circumstances.</p> <p>Cllrs agreed</p> <p>a. To contact the South West Ambulance Service Trust (SWAST) to seek an update on the First Responder team</p> <p>b. To establish if a Falls Service is available locally.</p> <p>c. Concerns raised regarding the installation of additional telegraph poles (Openreach)</p> <p>Cllr AC explained “Fibre to the Home” broadband is available in some parts of the village and some instances Openreach have installed roadside “telegraph” poles to bring Fibre broadband to households that have subscribed. Notices are posted to give nearby residents 28 day to respond.</p> <p>Cllrs agreed</p> <p>a. To monitor the impact on the streetscene and to contact Openreach if necessary.</p> <p>b. To consider WHPC Organisation (Braoadband) at a future meeting once the Cllr vacancy has been filled.</p>
<p>21/146</p>	<p>Queens’s Platinum Jubilee 2022: To confirm arrangements for the community meeting scheduled for 1st November.</p> <p>Cllr MP reported a positive response from village groups. The meeting had been advertised in the recent newsletter.</p> <p>Cllrs agreed to publicise the community meeting, 1st November 2021, 7.30pm at the Village Hall.</p>

21/147	<p>Clerks Report:</p> <ol style="list-style-type: none"> 1. To confirm decisions taken under Delegated Powers: <ul style="list-style-type: none"> o Internal Transfer of funds o Response to resident communication regarding fallen tree branch <p style="color: red;">Noted and confirmed</p> 2. WHPC - Action points from previous meetings <ol style="list-style-type: none"> a. Village Welcome Pack – Cllrs noted the letter from St Michael’s expressing their thanks for the grant award. b. Bus Shelter - Lengthsman agreed to add cleaning of the bus shelter to the monthly work schedule. <p style="color: red;">Noted Cllrs approved</p> <ol style="list-style-type: none"> a. The Lengthsman schedule for Oct/Nov: verge cutting at junctions, sign cleaning/clearing vegetation (as per contract) b. Appointing a Lengthsman contract for 2022 and to advertise the invitation to tender in Oct/Nov-21. 3. Matters arising <ol style="list-style-type: none"> a. Feedback from School Fete (see item below) b. Memorial Bench: The Clerk reported that the new bench had been delivered and would be installed week beg 11th Oct (subject to weather) c. Bus Shelter graffiti: Cllrs were disappointed to see graffiti in the bus shelter. Cllrs approved the Lengthsman work to paint over the graffiti. d. WHPC Newsletters (September): All deliveries completed. Noted 4. Any urgent matters arising. <p style="color: red;">Cold-Callers – Following an incident on West Hill Cllrs agreed to source a supply of advice leaflets for distribution.</p>
	The Chairman agreed to bring forward three items.
21/151	<p>Police Matters: To receive the monthly West Hill crime stats (Aug 2021) (for information)</p> <p style="color: red;">Noted</p>
21/152	<p>Community Safety Group: To receive an update from Cllr Cannings.</p> <p style="color: red;">A summary of the latest meeting was circulated prior to the meeting. No questions were raised.</p>
21/150	<p style="color: red;">Recording of the meeting was paused at 20.57pm to enable discussion of confidential items.</p> <p>Monitoring Officer: To receive an update on the complaint against WHPC submitted to EDDC in 2020.</p> <p style="color: red;">Representatives of WHPC attended a meeting with the Monitoring Officer on 20th Sep 2021.</p> <p style="color: red;">Confidential session ended at 21.04pm. Recording of the meeting was resumed. Cllr DC left the meeting.</p>
21/149	<p>Subject Access Request (SAR): To note the response to the SAR (received on 2nd August) agreed and issued under Delegated Powers, on the 16th August 2021.</p> <p style="color: red;">Noted and confirmed.</p>
21/150	<p>Monitoring Officer: To receive an update on the complaint against WHPC submitted to EDDC in 2020. See above item.</p>
21/151	<p>Police Matters: To receive the monthly West Hill crime stats (Aug 2021) (for information) See above item.</p>

21/152	Community Safety Group: To receive an update from Cllr Cannings. <i>See above item.</i>
21/153	West Hill Tree Trail leaflet: To receive an update from Cllr Cook Cllr ABC outlined his plans for the formation of a community "tree" group which would produce the leaflet amongst other activities.
21/154	Annual Parish Meeting: To consider inviting a guest speaker to the meeting (March 2022) Cllrs agreed to choose the speaker at the next WHPC meeting.
21/155	<p>Finance and Invoices Tracker Invoices received for approval:</p> <ol style="list-style-type: none"> 1. Clerk - claim for expenses (incl Microsoft 365 monthly subscription) £63.48 2. Wall Art – September newsletter £135 3. Lengthsman – VAS transfers £91.20 4. Lengthsman – Playpark Maintenance £68.40 5. Garden + Countryside – Footpath Maintenance £264.00 6. Cllr Della Cannings – reimbursement Wildflower Challenge prizes £55.00 7. West Hill PTFA – Grant Award £400.00 (ref WHPC 7th Sep 21/115) <p><i>All noted, approved and signed.</i> To confirm payments made under Delegated Powers</p> <ol style="list-style-type: none"> a. Lengthsman - Playpark maintenance £271.68 b. Lengthsman - Cleaning Bus Shelter £24.00 <p><i>Both noted, approved and signed.</i> To receive: 2021-22 Finance Tracker, Bank reconciliations 2021, CIL/S106 summary <i>Noted, approved and signed</i></p>
21/156	<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>
21/157	Next meeting: To confirm the date of the next meeting at the Village Hall which is scheduled for Tuesday 2 nd November 2021, 7.30pm at the Village Hall.

Meeting closed at 21.15pm

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