

**WEST HILL PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING
HELD ON 6th June 2023 AT 7.30PM**

Present:	Chairman Cllr Alison Carr (AC), , Cllr Della Cannings (DC), Cllr Neil Bromley (NB)
In attendance:	Anne Oliver Parish Clerk, DCC/EDDC Cllr Jess Bailey, 15 members of the public attended the meeting
Absent	n/a

Minutes of the Ordinary Meeting of the Parish Council

Item (a)	Discussion and decisions (b)
23/195	<p>Welcome and Chairmans announcements The meeting started at 7.30pm. The Chairman, Cllr AC, welcomed everyone to the meeting and gave a short report:</p> <ul style="list-style-type: none"> • There are still 4 Cllr vacancies to be filled by co-option. Residents were encouraged to complete an application form before the deadline of 30th June 2023. • The long-awaited double yellow lines at St Mary's View (Bendarroch Road) were installed on Friday 2nd June. • The Period for the Exercise of the Public Rights is now open. A member of the public has requested to inspect the end of year accounts and associated documents. WHPC is committed to transparency and is mindful of its responsibilities regarding governance and the use of public money. In 2022 a resident submitted a challenge to the External Auditor and it was not upheld, though cost West Hill taxpayers just under £1,600. • The Parish Council has received a Freedom of Information (Fol) request. The Council is committed transparency. Residents are welcome to ask questions and attend PC meetings to understand its decision-making process and information is published in the Council's website. Use of Fol requests should be seen as a last resort
23/196	<p>Apologies. To receive apologies and approve reasons for absence. N/A</p>
23/197	<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>1. Planning application 22/2533/MOUT.</p> <p>Many residents had attended the meeting seeking further information on the Planning Appeal submitted by Morrish Homes with regards their planning application 22/2533/MOUT.</p> <p>EDDC Cllr Jess Bailey comments explained the appeal is against the non-determination of the application ie the District Authority had not made their decision within the set timescales. In a meeting with Ed Freeman, EDDC Service Lead for Planning, he advised:</p> <ul style="list-style-type: none"> - the Planning Inspectorate could not approve the application on a technicality ie the time period for decision had expired. The Planning Inspector will consider the application on it's own merit.

	<p>- EDDC will formalise their view on the application in a report to the EDDC Planning Committee Meeting, (anticipated meeting scheduled for 18th July). Papers for the meeting are published a week in advance and will be available on the EDDC website. Members of the public and the Parish can register to speak at the meeting.</p> <p>She noted that the applicant had asked for the Appeal to be considered by written statement. However, due to the high level of public concern she had submitted a formal request for the Appeal to be by Public Hearing. She proposed that the Parish Council and residents contact the Planning Inspector to express their views. She noted that this was a very unusual situation but understood the residents would not be disadvantaged by the Appeal.</p> <p>Residents raised further questions and expressed concerns that their views would not be heard.</p> <p>It was agreed that the Parish Council would:</p> <ol style="list-style-type: none"> a. submit a request for the Appeal to considered by Public Hearing b. contact EDDC to seek confirmation that public views would be considered when compiling their report to the Planning Committee. <p>2. West Hill Built Up Area Boundary (BUAB) – A member of the public queried a “new” BUAB and asked whether a consultation had taken place.</p> <p>Cllr AC advised the BUAB established by the West Hill + Ottery St Mary Neighbourhood Plan still applies. Cllr JB noted the Draft East Devon Local Plan had included an amended BUAB, “the Settlement Boundary”. A consultation on this had not taken place other than the consultation on the Draft Local Plan. Cllr DC noted the Settlement Boundary extended the current BUAB to include some sites now subject to planning applications. The Parish Council and EDDC Cllr JB had previously raised concerns with EDDC.</p> <p>3. West Hill Footpath Warden, Eileen Perkins, reported the presence on Japanese Knotweed on Footpath 7. DCC Public Rights of Way team would be asked to contact the landowner.</p>
23/198	<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 Jess Bailey:</p> <ul style="list-style-type: none"> o Has submitted an objection to application 23/0727/MOUT Land North of Eastfield o The dates of the next Strategic Planning Committees are Friday 9th June and 11th July. Full details and reports will be available on the EDDC website.
23/199	<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>Cllrs AC and NB declared no interests. Cllr AC declared an interest in agenda item 23/213 as a resident had submitted a complaint against her as the former Chairman of WHPC. She proposed to remain in the room for the item to ensure that the meeting remained quorate but would not take part in the item. Cllr AC proposed to grant a dispensation that this was acceptable. Seconded by Cllr NB.</p>
23/200	<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. Proposed items, to be considered in Part B, if appropriate: n/a Cllrs resolved agenda item 23/217 would be considered in Part B.</p>
23/201	<p>Minutes: To approve and sign the minutes of the Parish Council Meeting on 23rd May 2023.</p>

	<p>No issues or comments were raised. The minutes were unanimously accepted and signed by the Chairman.</p> <p>Cllr DC commented that the WHPC Standing Orders allow the Clerk to make an audio recording of a meeting and may store any such recordings for a period of 12 months. This was for the purposes of drafting the minutes.</p> <p>Cllrs resolved: Once the draft minutes have been approved there is no requirement to retain the recording unless the Council is aware of criminal matters requiring the recording to be kept.</p>
<p>23/202</p>	<p>Planning Applications received</p> <p>23/1132/TRE 12 Heather Grange, EX11 1XZ Applicant Mrs Wickers T1, silver birch : fell and replant with either hornbeam or field maple</p> <p>Cllrs noted:</p> <ul style="list-style-type: none"> - the tree in question was retained as part of the original approved development circa 1996 as it was considered an important feature. - Over the years a number of applications have been made to undertake works to a various trees within the property of No 12 including felling, including two applications to fell the Birch in question, and both times this has been refused. - Recent applications to construct rear and side extensions have been granted permission which required BS 5837 surveys; these have considered the tree to be in good condition and categorised the tree as a B quality tree; namely a tree of moderate quality that is considered suitable and desirable for retention. - Previous permission to fell trees has included a duty to replant though it does not appear that the number of trees conditioned to replant has taken place. <p>Taking these factors into account, the Council did not support the application.</p> <p>23/1113/FUL Elsdon House Land At Orchard Cottage Elsdon Lane Applicant Mr Gater Proposed new detached dwelling with integral garage, new site entrance and parking</p> <p>Councillors noted the previous planning history:</p> <ol style="list-style-type: none"> 1. 21/0561/FUL – refused - by virtue of the small size of the plot and its narrow width, the proposal would create a cramped form of development which would be out of character with the spacious, low density character of its surroundings. As such the scheme would be contrary to Strategy 6 - Development Within Built-up Area Boundaries and Policy D1 - Design and Local Distinctiveness of the East Devon Local Plan 2013-2031 and Policies NP3 - Infill, Backland and Residential Garden Development and NP26 - West Hill Design of the Neighbourhood Plan for the Parishes of Ottery St Mary and West Hill 2017-2031. 2. 21/1565/OUT – Approved with conditions – including, “the development shall take the form of a single storey dwelling (and for the avoidance of doubt a chalet type bungalow is not regarded as a single storey dwelling). (Reason - To reflect what has been applied for, to protect the amenity of neighbouring properties and in the interest of the character and appearance of the locality in accordance with Policy D1 - Design and Local Distinctiveness of the adopted East Devon Local Plan 2013-2031 and Policy NP3 - Infill, Backland and Residential Garden Development of the Ottery St Mary and West Hill Neighbourhood Plan.)” <p>Councillors then considered the current application and did not support it for the following reasons:</p> <ol style="list-style-type: none"> a. The two storey building it does not protect the amenity of neighbouring properties and is contrary to the character and appearance of the locality in accordance with Policy D1 - Design and Local Distinctiveness of the adopted East Devon Local Plan 2013-2031 and Policy NP3 - Infill, Backland and Residential Garden Development of the Ottery St Mary and West Hill Neighbourhood Plan. b. Access would require the removal of a section of Devon Bank.
<p>23/203</p>	<p>Planning decisions received for information (*denotes WHPC differed)</p>

	<p>23/0823/TRE 10 Heather Grange West Hill Devon EX11 1XZ Status: Approved T1, Birch : reduce by approximately 3m and shorten side growth by 1 - 2m to a suitable side branch to leave a natural form.</p> <p>23/0658/FUL 2 Warren Close West Hill EX11 1XB Status: Approved Removal of existing rear conservatory. Demolition of a existing single storey garage. Erection of single storey side extensions.</p> <p>23/0552/FUL Treetops Toadpit Lane West Hill Devon EX11 1LQ Status: Approved Installation of 32 ground Mounted solar panels and the 16 existing solar panels to be put together on 5 adjustable frames.</p> <p>All noted.</p>
23/204	<p>Other Planning Matters: To consider attendance at an EDDC Planning webinar 15th June:</p> <p>a. initial findings from the Local Plan (Regulation 18) consultation</p> <p>b. consultation on the Government requirement for EDDC to set housing requirement figures.</p> <p>Cllr AC and the Clerk will attend the meeting on behalf of the Parish Council.</p>

WHPC Groups + Initiatives

23/205	<p>Village Hall Pedestrian Link: To receive a report from the Stage 2 Road Safety Audit.</p> <p>Cllr AC reported that a Stage 2 Road Safety Audit has been completed by independent Road Safety Consultants. This was a standard request by DCC Highways and a condition of the planning application. This highlighted two known issues:</p> <ul style="list-style-type: none"> - School "wig wag" sign on West Hill Road to be re-located in consultation with DCC Highways. - The width of the path adjacent to the car park is narrow which makes passing difficult. This is on the Village Hall site and a matter for consideration by the Village Hall Trustees. (Recently additional bollards were installed to improve safety). - No further issues were identified. <p>It was resolved to publish the report on the WHPC website.</p>
---------------	---

Other Matters

23/206	<p>Clerks Report: (for information)</p> <ol style="list-style-type: none"> 1. To confirm decisions taken under Delegated Powers 2. Action points from previous WHPC meetings 3. Matters arising 4. Resident Communications 5. Any urgent matters arising <p>The Clerk reported one outstanding action from the previous meeting: WHPC had contacted EDDC's Planning team to ask whether application 21/1688/MFUL Roadside Service Area (RSA) was open for comments by the public. No response had been received.</p> <p>EDDC Cllr JB offered to seek a response.</p>
23/207	<p>Morrisons/McColls/Post Office: To receive an update on recent correspondence.</p> <p>Cllrs noted the village shop and Post Office closed for refurbishment on 6th June and were expected to re-open on Fri 16th June. Cllrs were disappointed that temporary facilities, as suggested to Morrisons, had not been provided.</p> <p>Following the Council Meeting on 23rd May WHPC had written to the Chief Executive of Morrisons to ask for details of their plans for the West Hill store and also to query the lack of</p>

	<p>response to previous letters. The Council had received a response on 6th June advising that the refurbishment of the store was “due to take place in the coming weeks”.</p>
23/208	<p>To consider whether WHPC should be the organiser of the Remembrance Sunday event for 12th November 2023 and, if appropriate, every year for the term of the current Council ie until 2026. Also, to approve a budget, if considered appropriate.</p> <p>In 2022, in response to a request from West Hill’s branch of RBL, WHPC took responsibility as the organiser of the annual Remembrance Sunday event. Cllrs considered a paper setting out proposals for WHPC to take responsibility for the 2023 event. As before, this would require a road closure.</p> <p>Cllr DC stated that the Remembrance Event is very important but considered it inappropriate that the Parish Council should be asked to take responsibility and to insure the event. Cllr AC explained the proposed arrangements included a risk assessment, road closure, marshalls, first aider, signage etc. A suitable qualified person was required to place the signs. No incidents occurred at last year’s event and learning points from the event would be reflected in the 2023 plan. Cllr AC noted that the Council’s insurers were notified in 2022 and did not raise any concerns.</p> <p>Cllr AC proposed that WHPC take responsibility for the 2023 event and the Council considers arrangement for the 2024 event in 2024.</p> <p>Two Cllrs supported the proposal, with one against.</p> <p>Cllrs resolved</p> <ol style="list-style-type: none"> a. project costs of £300. b. the creation of a Task + Finish Group. <p>Action: Terms of Reference for the Task + Finish Group to be considered at the next meeting.</p>
23/209	<p>To consider the WHPC response to EDDC’s proposal to create an Emergency Network. 6 members of the public left the meeting 8.15pm</p> <p>Following recent flooding in parts of East Devon, EDDC, local Parish/Town Councils and other agencies held a series of meeting to co-ordinate recovery plans. EDDC wishes to build upon this to develop an Emergency Network for East Devon.</p> <p>Cllr DC noted that, as a member of the former Council, she had begun the development of an Emergency Plan for West Hill. This has been stopped due to lack of support.</p> <p>Cllrs felt that it was important to be linked into the EDDC scheme but WHPC did not currently have the resources to develop an Emergency Plan.</p> <p>Action – Clerk to contact EDDC to request that WHPC are kept informed of the initiative.</p>
23/210	<p>To consider IT provision for Councillors 2 members of the public left the meeting 8.22pm</p> <p>Cllrs discussed a paper circulated prior to the meeting which outlined considerations for IT provision for Cllrs. Cllrs AC proposed that this would merit from discussion with new Cllrs following their appointment. Cllr DC stated that Governance issues regarding IT should also be considered.</p> <p>Cllrs agreed to defer consideration of this item until the Council vacancies have been filled.</p> <p>1 member of the public left the meeting 8.28pm</p>
23/211	<p>To approve, if considered appropriate, a VAS Locations Schedule June – Dec 2023. Approved</p>
23/212	<p>To adopt, if considered appropriate, an Emergency Scheme of Delegation.</p>

	Cllrs noted the Emergency Scheme of Delegation adopted by the Council on 7 th February 2023 Min 23/044.
23/213	To note the receipt of a complaint dated 30 th May 2023 Cllrs noted <ul style="list-style-type: none"> a. the receipt of a complaint dated 30th May 2023. b. The complaint had been processed in accord with the Councils Complaints Policy c. The complaint was not upheld. d. The Council's Insurers will be informed.
23/214	Financial matters: <ol style="list-style-type: none"> 1. To consider and approve the Schedule of Payments for WHPC 6th June 2023. Cllrs considered the payments and associated invoices previously circulated. No issues were raised. The Clerk presented three additional invoices for payment: <ul style="list-style-type: none"> a. PLG Services - VAS Transfers, £96.00 b. WH Village Hall Room Hire (May-23), £41.13 c. PLG Services - Verge Cutting, £540.00 <p>All payments were approved.</p> 2. To receive if available: WHPC Finance Tracker, Bank reconciliation April/May 2023, if available. Deferred to next meeting.
23/215	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> DCC/EDDC Cllr JB left the meeting at 8.28pm Cllr DC encourage residents to put themselves forward to join the Council. Cllr DC proposed the Civility and Respect Pledge is considered at a meeting.
23/216	Next meeting: To confirm arrangements for the next WHPC ordinary meeting Tuesday 4th July 7.30pm at the Village Hall.

Part A ended 8.40pm All members of the public left the meeting.

Part B opened at 8.41pm.

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.

23/217	To receive an update on Land for sale in West Hill. Cllrs considered a plot of land for sale in West Hill. Cllrs resolved not to purchase the land.
---------------	--

Part B closed at 8.53pm

The meeting closed at 8.54pm