

**WEST HILL PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING
HELD ON 7th December 2021 AT 7.30PM**

Present:	Chairman Cllr Margaret Piper (MP), Cllr Della Cannings (DC), Cllr Alison Carr (AC), Cllr Alan Cook (ABC), Cllr Peter Bennett (PB)
In attendance:	Anne Oliver Parish Clerk, 4 members of the public attended the meeting
Apologies received from:	Cllr Amanda Townsend (AT), District Cllr Jessica Bailey (JB)

AGENDA – ORDINARY MEETING OF THE PARISH COUNCIL

Item (a)	Discussion and decisions (b)
21/293	<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> <p>The Chairman congratulated Peter Bennett (PB) on his election to the Council. PB signed</p> <ul style="list-style-type: none"> • Declaration of Acceptance of Office and Consent to Electronic Summons to the meeting
21/294	<p>Apologies. To receive apologies and approve reasons for absence. Apologies were received and accepted from Cllr AT and District Cllr Jess Bailey.</p>
21/295	<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. 4 members of the public attended the meeting. One wished to speak regarding a planning application. The Chairman agreed to suspend Standing Orders and bring forward consideration of the application (agenda item 21/300).</p> <p>Mike Cartwright, Chairman of the West Hill Branch of the British Legion advised Cllrs that, following Highway advice, the branch will not be able to take responsibility for future Remembrance events at the War Memorial. Passing traffic is a potential hazard and road closure(s) will be required. Mike expressed the WHRBL committee’s deep concerns and wished to bring the matter to the attention of Cllrs.</p> <p>Cllrs regarded the Remembrance events as very important and expressed their support.</p> <p>Cllr MP thanked the WH RBL committee for highlighting the problem and proposed that the WHPC and members of the branch committee should meet in January 2022 to explore possible solutions. Cllrs agreed.</p>
21/296	<p>District and County Councillors’ reports for information (items raised for decision will appear on the agenda for the next meeting): Cllr Bailey’s report was received prior to the meeting. No questions or comments were raised.</p>
21/297	<p>Declarations of Interest</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>The Chairman reported Cllr PB had requested a dispensation to speak on Item 21/313 although he had a Personal Interest in the item. The Chairman proposed a dispensation was granted to enable Cllr PB to make a statement. Cllrs agreed.</p> <p>Cllrs MP, AC, ABC declared no interests. Cllr DC declared a personal interest in planning application 21/1688/MFUL (agenda item 21/300) as a member of Devon Wildliffe Trust (DWT). DWT have submitted comments on the application. Cllr PB declared a personal interest in item 21/313.</p>
<p>21/298</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. The Chairman proposed that part of item 21/313 would be taken in confidential session, Cllrs agreed.</p>
<p>21/299</p>	<p>Minutes</p> <p>a. To approve the minutes of the Ordinary Parish Council meeting on 2nd Nov 2021. b. To approve the minutes of the Extraordinary Parish Council meeting on 9th Nov 2021.</p> <p>Both noted and approved.</p>
<p>21/300</p>	<p>Planning Applications received</p> <p>21/2933/FUL Timbers Lower Broad Oak Road EX11 1UF Applicant Mrs W Andrews Two storey front/side extension and single storey rear extension, addition of a carport and rear dormer. Councillors supported the application.</p> <p>21/1688/MFUL Land South Of Lily Cottage Exeter Road, Whimple Applicant Motor Fuel Group Roadside Service Area (RSA), including a Petrol Filling Station (PFS) comprising of a forecourt sales building, canopy, separate HGV and Car fuel pumps and underground storage tanks and a new Class E/Sui Generis drive-thru restaurant alongside associated car, coach and HGV parking, landscaping and off-site highway works on the B3174. Cllrs agreed that their previous comments applied. Cllrs remained very concerned that</p> <ul style="list-style-type: none"> • the prominent position on a hill would lead to light pollution across a wide area. • the visual impact of the proposal would be out character with the rural nature of the area. Cllrs considered the proposed landscaping scheme would not mitigate the adverse impact. <p>Cllrs recommended refusal.</p> <p>21/2968/FUL Northwood Bendarroch Road EX11 1TS Applicant Mr & Mrs G Chamberlain Single storey rear extension Councillors supported the application.</p> <p>Standing orders were suspended</p> <p>21/2989/FUL Little Glade West Hill Road EX11 1TU Applicant Hill Erection of a single replacement two-storey dwelling.</p>

	<p>A member of the public spoke to the meeting to outline objections to the application.</p> <p>Councillors considered the application and the comments made. Cllrs agreed to object to the application and recommended refusal for the following reasons</p> <ul style="list-style-type: none"> • The development does not comply with Policies NP2 and NP26 of the Ottery St Mary and West Hill Neighbourhood Plan, as described below: • The new dwelling would be sited close to the neighbouring dwelling, The Octave resulting in loss of amenity. The proposed two storey side elevation would be overbearing and dominate the outlook from The Octave. First floor windows on the side elevation would lead to significant overlooking and loss of privacy • There are many trees on the plot. The proposed location for the new dwelling will potentially lead to future loss and/or pruning of the trees to the detriment of the character of the area. Cllrs regarded the plot large enough to re-site the dwelling to reduce the impact on trees. • Properties in this area typically have large plots, with the dwelling central on the plot, and well screened from neighbours. • The application includes the removal of a significant length of mature Devon bank which would alter the street-scene of this area and would change the prevailing boundary treatments in the area. <p>Cllrs did not support the application and recommended refusal.</p> <p>A member of the public left the meeting. Standing Orders were resumed.</p> <p>21/2908/FUL 8 Pinefields Close EX11 1XL Applicant Mr & Mrs Basnett Construction of single storey rear extension, garage conversion and raised patio.</p> <p>Councillors supported the application however they requested that the development is classed as ancillary accommodation.</p> <p>To confirm applications considered and Consultee comments submitted under Delegated Powers (in order to meet Planning deadlines):</p> <p>21/2814/TRE Hideaway Bendarroch Road EX11 1JY Applicant Ms T Northcott Various tree works</p> <ul style="list-style-type: none"> • Councillors supported the application <p>21/2886/FUL Cherry Cottage, School Lane EX11 1TX Applicant Mrs R Jewell Erection of a 12ft garden office with apex roof (maximum elevation 3m).</p> <ul style="list-style-type: none"> • Cllrs supported the application <p>21/2835/FUL Halfway Inn Aylesbeare Exeter EX5 2JP Applicant Mr G Vooght New equestrian shop within existing building with alteration to fenestration along with new storage building, external parking, compound, landscaping, and external works. Existing bridal boutique to become take-away food outlet. New pet store and dog grooming building.</p> <ul style="list-style-type: none"> • Councillors supported, in principle, the re-development of the existing building but recommended refusal of the additional buildings and substantially larger car park. <p>Cllrs confirmed comments submitted under Delegated Powers</p>
<p>21/301</p>	<p>EDDC Planning decisions received for information (*denotes WHPC differed)</p> <p>21/2651/FUL 1B Hillside Bendarroch Road EX11 1TT Approved Construction of dormer window to rear</p>

	<p>21/2439/TRE Moondarra Ford Lane EX11 1XE Approved Various tree works</p> <p>21/2253/FUL Brooklands Ford Lane EX11 1XE Approved Single storey rear and side extensions Noted</p>
21/302	<p>Planning matters: To receive feedback from</p> <ol style="list-style-type: none"> EDDC Strategic Planning Committee (Local Plan) Meeting 9th Nov-21 2pm (next meeting 14th Dec-21). <p>Cllr MP reported that an early draft of the new East Devon Local Plan was published on 3rd Dec 21. She advised that it was a working version and was subject to change. The documents are available on the EDDC website. The documents include a consideration of the proposed development sites in West Hill and Ottery St Mary. The draft plan will be discussed at the EDDC Strategic Planning Committee on 14th Dec.</p> <p>The Plan is expected to go to Public Consultation in summer 2022. Cllr MP proposed a Working Group was created to study and respond to the plan in 2022.</p> <p>Cllrs agreed. Terms of Reference to be agreed at the next WHPC meeting.</p> <ol style="list-style-type: none"> DCC Development Management Committee 1st Dec-21 - Straitgate Quarry application. The committee refused the application.

Committee & Working Groups

21/303	<p>People and Policy Working Group: To approve a new Council document - New Councillor Induction Guide. Cllrs approved the document and to take feedback from future new Cllrs when appointed.</p>
21/304	<p>Finance Working Group: To consider a draft 2022-23 WHPC Plan, Budget and Precept. Cllrs reviewed the draft plan, budget and precept proposals. Cllrs expressed concerns regarding the Councils ability to resource the various activities and were keen to produce an achievable plan. Cllr DC expressed concern regarding the development of the plan, in particular asking whether priority projects would be resourced. Cllrs agreed to submit their project preferences to the Finance Working Group. A revised budget would be presented to the 5th January 2022 meeting for approval.</p>

Other Matters

21/305	<p>WHPC Councillor Vacancy: To approve the process and timetable for co-option to fill the remaining Cllr vacancy. Cllrs agreed to seek a new Councillor via co-option at the 5th January 2022 WHPC meeting. Cllrs approved the timetable, application form and advert. The advert will be published on 8th Dec with a deadline of Wed 22nd December for applications.</p>
21/306	<p>Coronavirus: To consider latest Government guidance, local case rates and community needs. Cllrs noted the high level of cases in the local area together with the latest Government guidance. Cllrs agreed no protocol changes were necessary for WHPC.</p>
21/313 Brought Forward	<p>WHPC Complaints Policy: To receive an update on item 21-190</p> <p>Cllr PB made a statement</p> <ul style="list-style-type: none"> Identifying himself as the complainant: the subject of agenda item 21/190 and 21/313. Referring to an anonymous letter received by the Council (ref Min 21/185) <p>Cllr PB and 2 members of the public left the room at 20.40hrs.</p>

	<p>Cllr MP reported</p> <ul style="list-style-type: none"> • Following the decision taken at the Council's Extraordinary meeting on 9th Nov 2021 (item 21/190) to invoke the first stage of the Complaints Policy (vexatiousness) the Complainant had been advised verbally and in writing asking for their co-operation. • The Council had received 11 further items of correspondence. <p>Cllrs asked Cllr PB to re-join the meeting as the meeting had not gone into confidential session and to answer to answer questions regarding his statement. Cllr PB confirmed that he will not be seeking litigation against the Council. He also explained his comments regarding the anonymous letter received by WHPC.</p> <p>The meeting went into Confidential session at 20.47hrs. Cllr PB and all members of the public left the room.</p> <p>Cllrs expressed regret that the complainant had not co-operated with the Council's request to modify their behaviour. The Council had continued to receive a high volume of emails. Cllrs noted the ongoing adverse impact on the Council, Cllrs and staff.</p> <p>Cllrs agreed to invoke the next stage of the complaints policy.</p> <p>Confidential session closed and the meeting resumed at 21.00hrs. Cllr PB and a member of the public re-joined the meeting.</p> <p>The Chairman and Cllrs resolved: to advise The Complainant in writing that as all matters previously raised by them have been dealt with by WHPC, then the matters are now considered closed and the Council will not engage in further communication on those matters as per the Policy (as per protocol set out in the Councils policy)</p>
<p>21/307</p>	<p>Clerks Report:</p> <ol style="list-style-type: none"> 1. To confirm decisions taken under Delegated Powers: <ol style="list-style-type: none"> a. Purchase of name badge for new Cllr £9.07 b. Donation to RBL Poppy Appeal £50.00 for Remembrance Wreath <p style="margin-left: 20px;">Both noted and confirmed</p> 2. WHPC - Action points from previous meetings <p style="margin-left: 20px;">No matters noted.</p> 3. Matters arising <ol style="list-style-type: none"> a. Resident Communications <ol style="list-style-type: none"> i. Request for memorial tree: Cllrs considered a request for a tree to be planted in the village with an associated plaque to commemorate the lives lost to Covid. It was resolved to liaise with The Woodland Trust to ask for a special tree to be included in the scheduled re-planting together with a commemorative plaque. ii. Ash Die back in Broadoak Plantation: Cllrs considered a residents proposal for a WHPC funded re-planting scheme. Cllrs resolved to write to the resident explaining that WHPC was in discussion with the Woodland Trust regarding their proposed re-planting. b. Public Footpath 7 – Japanese Knotweed Japanese Knotweed: DCC Public Rights of Way team have confirmed the continued presence of invasive weeds on footpath 7 and will be writing to the landowner advising of their responsibilities. 4. Any urgent matters arising. n/a
<p>21/308</p>	<p>Grant Application: To consider a grant application by TRIP Community Transport Association for support services to West Hill. Cllrs resolved to support the application and awarded a £500 grant award.</p>

21/309	<p>WHPC Lengthsman: To appoint a contractor for 2022. Cllrs considered the response to the WHPC request for tenders. Three tenders were received by the deadline. It was resolved to award the 2022 contract to Pro-Lawn Garden Services.</p>
21/310	<p>Public Consultation: To consider a response to the Devon and Somerset Fire and Rescue Service consultation (Community Risk Management) Cllrs resolved to publicise the consultation and for Cllrs to submit a personal response.</p>
21/311	<p>Street Trading Licence: To consider an application to EDDC for a weekly mobile catering van (pizzas) at the RBL/School Lane. Cllrs noted the West Hill branch RBL support for the scheme and understood neighbours had been consulted. It was resolved to support the application.</p>
21/312	<p>Highways matters:</p> <ol style="list-style-type: none"> 1. To consider the purchase of a 2nd Vehicle Activated Sign device. Cllrs approved a proposal to purchase a 2nd Vehicle Activated Sign device at a cost of £4,275+vat. This would enable 1 device to be dedicated to the sites on the B3180 and the other to be focussed on the West Hill Road and Bendarroch Road sites. Cllrs thanked County/District Cllr Jess Bailey for a £1,000 contribution to costs from her Locality Budget. 2. To consider a proposal for a pedestrian safety campaign. Cllrs approved a proposal for a West Hill Pedestrian Safety Campaign with a budget up to £500. The aim of the scheme would be to encourage pedestrians to wear something, such as a Hi-Viz jacket, to ensure that they can be seen when walking at night. Cllr MP will liaise with WH School regarding the campaign. 3. To receive feedback from <ol style="list-style-type: none"> a. DCC Highway and Traffic Orders Committee (HATOC) meeting on 12th November. (B3180) Cllr AC reported on the meeting. No changes to the 30mph zone were agreed. b. Highways Parish & Town Council Conferences 2021. Cllr MP attended the conference. No matters to report.
21/313	<p>Taken earlier on the agenda</p>
21/314	<p>Police Matters: To receive the monthly West Hill crime stats (Oct 2021) (for information) No matters raised.</p>
21/315	<p>For information:</p> <ol style="list-style-type: none"> a. OPCC Cllr Advocate Scheme b. Cranbrook CSG <p>No matters raised.</p>
21/316	<p>WHPC Newsletter: To consider arrangements for the next WHPC newsletter. Cllrs agreed the next publication date for January 2022, arrangements for publishing with a budget up to £300. Cllrs asked the Clerk to investigate a paid distribution service.</p>
21/317	<p>Finance and Invoices Tracker Invoices received for approval:</p> <ol style="list-style-type: none"> 1. Clerk - claim for monthly expenses (incl Microsoft 365 monthly subscription) £87.35 2. Clerk – claim for stationery expenses (printer toner) £135.77 3. Cllr A Cook - claim for printing costs £1.40 4. Pro Lawn Garden Services – Cleaning Bus Shelter £24.00 5. Pro Lawn Garden Services – Grass cutting £68.40 6. Pro Lawn Garden Services – VAS Transfer (Oct/Nov) £91.20

	<p>7. Royal British Legion – Donation for Remembrance Wreath £50.00 Two additional invoices were presented 8. PLG Services - Cleaning Bus Shelter £24.00 9. PLG Services – VAS transfers £91.20</p> <p>To confirm payments made under Delegated Powers: a. Abalone Graphics – Councillor name Badge £9.07</p> <p>To receive: 2021-22 Finance Tracker, Bank reconciliations 2021, CIL/S106 summary All items noted and approved</p>
<p>21/318</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> No matters were raised</p>
<p>21/319</p>	<p>Next meeting: To confirm arrangements for the next WHPC meeting. To allow for Bank Holidays over the Christmas period the date of the next meeting is scheduled for</p> <ul style="list-style-type: none"> • WEDNESDAY 5th January 2022, 7.30pm at the Village Hall <p>with the agenda issued on Wednesday 29th December.</p>

Signed: *Anne Oliver*, Clerk to the Council, 8th Dec 2021