

**WEST HILL PARISH COUNCIL  
MINUTES OF THE PARISH COUNCIL MEETING  
HELD ON 7<sup>th</sup> Jul 2020 AT 7.30PM**

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

Present:	Chairman Cllr Margaret Hall (MH), Cllr Amanda Townsend (AT), Cllr Alan Cook (ABC), Cllr Alison Carr (AC), Cllr Margaret Piper (MP), District Cllr/WHPC Cllr Jessica Bailey (JB),
In attendance: Apologies received from:	Anne Oliver Parish Clerk, 3 members of the public attended the meeting DCC Cllr Claire Wright

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

Item (a)	Discussion and decisions (b)
20/187	<p><b>Welcome and Chairman’s announcements</b></p> <ul style="list-style-type: none"> <li>• The meeting started at 7.30PM. The Chair MH welcomed everyone and reminded everyone that the meeting was being sound recorded.</li> </ul>
20/188	<p><b>Apologies.</b> To receive apologies and approve reasons for absence.</p> <ul style="list-style-type: none"> <li>• Apologies were received and accepted from DCC Cllr Claire Wright</li> </ul>
20/189	<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.</p> <ul style="list-style-type: none"> <li>• Three members of the public attended the meeting. No matters were raised</li> </ul>
20/190	<p><b>To consider the co-option of a councillor to fill the casual vacancy</b></p> <p>The Notice of co-option was posted on 30<sup>th</sup> June. The Council will receive and consider applications for the role of co-opted councillor.</p> <p>Cllr MH reported the Council had received three written applications for the casual vacancy. Cllrs agreed the meeting would go into Confidential Session prior to voting.</p> <p>The applicants were invited to introduce themselves and outline what skills/experience they could bring to the Council. They then answered Cllr questions including “what initiatives could be done to improve the village”.</p> <p>The meeting went into confidential session and recording was paused.</p> <ul style="list-style-type: none"> <li>• Cllrs agreed all of the applicants were strong candidates for the vacancy.</li> <li>• Cllrs considered the merits of the candidates</li> </ul> <p>Confidential Session ended and the meeting (and recording) resumes at 19.57pm</p> <p>Cllrs voted privately (counted by the Clerk)</p> <ul style="list-style-type: none"> <li>• Round 1: no clear majority. The candidate with the least votes withdrew</li> <li>• Round 2: the vote was split 50:50. Chairman MH then passed a casting vote for candidate Della Cannings.</li> <li>• <b>Della Cannings was declared as a West Hill Parish Councillor.</b></li> </ul> <p>The co-opted Councillor will sign</p>

	<ul style="list-style-type: none"> <li>• Declaration of Acceptance: <b>Read out and signed</b></li> <li>• Consent to Electronic Service of Summons: <b>Signed</b></li> </ul> <p>To consider adding the co-opted Councillor to the Council's banking mandates (both)</p> <ul style="list-style-type: none"> <li>• <b>It was resolved to add Cllr Della Cannings to the Council's Unity Trust Banking Mandate</b></li> </ul> <p>To consider purchasing a name badge for the co-opted Councillor. <b>Agreed</b></p> <p>Note: Membership of the Council's Open Spaces Committee, Working Groups and external agencies will be considered at the August meeting. (this will include the Police and Crime Commissioner initiative - Councillor Advocate Scheme).</p>
<b>20/191</b>	<p><b>District and County Councillors' reports</b> for information (items raised for decision will appear on the agenda for the next meeting)</p> <p>DCC Cllr Claire Wright's report (previously circulated) :</p> <ul style="list-style-type: none"> <li>• Greater Exeter Strategic Plan (GESP): subject to Exeter City and District Council approval the policies and site options document will go to public consultation for 8 weeks from 21<sup>st</sup> September.</li> <li>• School return requires greater clarity</li> <li>• Devon libraries phased re-opening</li> </ul> <p>EDDC Cllr JB:</p> <ul style="list-style-type: none"> <li>• West Hill planning application Hasta la Vista 19/2834/OUT &amp; 20/0482/RES (Minor) is on the agenda for EDDC Planning Committee on 15<sup>th</sup> July.</li> </ul>
<b>20/192</b>	<p><b>Declarations of Interest</b></p> <ol style="list-style-type: none"> <li>Register of Interests: Councillors are reminded of the need to update their register of interests.</li> <li>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).</li> </ol> <p>Cllr JB declared an interest as an EDDC District Cllr.</p>
<b>20/193</b>	<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>• <b>None</b></li> </ul>
<b>20/194</b>	<p><b>To receive the monthly crime stats</b> for information</p> <ul style="list-style-type: none"> <li>• <b>Noted</b></li> </ul>
<b>20/195</b>	<p><b>Minutes</b></p> <ol style="list-style-type: none"> <li>To approve the minutes of the Parish Council meeting on 2<sup>nd</sup> June 2020, previously circulated.</li> <li>To approve the minutes of the Parish Council meeting on 16<sup>th</sup> June 2020, previously circulated.</li> </ol> <ul style="list-style-type: none"> <li>• <b>Both noted and approved</b></li> </ul>
<b>20/196</b>	<b>Planning applications received</b> - n/a
<b>20/197</b>	<b>Planning decisions received</b> for information (*denotes WHPC differed) - n/a
<b>20/198</b>	<b>TPO notifications</b> – for information – n/a
<b>20/198</b>	<b>To consider how the Council will organise a response to the Consultation on the Greater Exeter Strategic Plan Draft Policies and Site Options, which is due to begin in September 2020</b>

	<p>Cllr MH gave an update on the Greater Exeter Strategic Plan (GESP): subject to Exeter City and District Councils approval the policies and site options document will go to public consultation for 8 weeks from 21st September.</p> <p>Cllrs discussed how WHPC should be organised to study the proposals and assess their impact on West Hill and surrounding areas.</p> <p><b>Cllrs agreed</b> to form a Working Group: Cllrs MH and JB will take the lead with Cllrs ABC and MP as additional members.</p>
<p><b>20/199</b></p>	<p>Consider the impact of recent Government Covid-19 announcements including</p> <ol style="list-style-type: none"> <li>a. When to resume meetings at the Village Hall</li> <li>b. When to restart WHPC projects</li> <li>c. Playpark re-opening see item 20/210 below</li> </ol> <p>It was noted that the Government has not yet change the guidance indoor public meetings.</p> <p><b>Cllrs agreed</b></p> <ol style="list-style-type: none"> <li>a. To continue to hold virtual WHPC and Open Space Committee meetings by video-conference.</li> <li>b. To keep projects on hold (the next stage of the West Hill Road/Village Hall path project is a public meeting.</li> </ol> <p>Cllr ABC reported that the Open Spaces Committee had reviewed the recent Government guidance on the re-opening of playparks and had carried out a risk assessment. The Committee had agreed</p> <ul style="list-style-type: none"> <li>• To draft notices for the Playpark based on the Government advice</li> <li>• The Council does not have the means to clean the Playpark equipment. This was highlighted on the Playpark notices.</li> <li>• The Playpark was re-opened Playpark on 4-July.</li> </ul> <p><b>Action:</b> Contact the Council Insurers regarding the re-opening of the Playpark (Clerk)</p>
<p><b>20/200</b></p>	<p>Receive a report from the WHPC Help Scheme and consider further actions required</p> <ol style="list-style-type: none"> <li>a. Help Scheme update (June)</li> <li>b. To consider recent Government announcements and implications for the WHPC Help Scheme: services offered, volunteers, volunteer mailing list</li> <li>c. Resident's thankyou letter</li> <li>d. July Newsletter (previous edition 5<sup>th</sup> June) incl options for printing.</li> </ol> <p>Cllrs reviewed a Help Scheme report for June (previously circulated). Requests for help had decreased significantly during the month following the partial lifting of lockdown restrictions. Prescription collection continues to be the predominant request. The Clerk noted that callers where considering alternatives for prescription collections such as the new chargeable delivery service available from a local pharmacy and postal deliveries.</p> <p>Given the reduction in requests Cllrs discussed the next steps for the Help Scheme, including signposting the support available from the Ottery Help Scheme. Cllr MH reported that OHS was currently operating near capacity and would welcome additional volunteer, particularly under the age of 70yrs.</p> <p>Cllrs recognised the possibility of future lockdowns and wanted to be in a position to quickly respond to this.</p> <p><b>Cllrs agreed</b></p> <ol style="list-style-type: none"> <li>a. To "pause" the WHPC Help Scheme at the end of July</li> <li>b. The Help Scheme telephone number would continue to be available.</li> <li>c. To contact the volunteers advising that the Help Scheme would go into "Stand-by" mode and proposing to retain their contact details for a further period. Volunteers can opt out at any time.</li> <li>d. Issue a Help Scheme newsletter during July.</li> <li>e. To include an item on the Ottery Help Scheme services and need for volunteers.</li> </ol>

- f. To use a local printer company to print the newsletter (est cost £125)

## Committee & Working Groups

### Finance Working Group

20/201	<p><b>To receive an update on the new Yorkshire Bank (YB) account.</b> Cllr AC reported that, despite a rigorous selection process, the YB account could not be operated with sufficient control as set out the WHPC Finance Control.</p> <p>The Finance Working Group recognised that funds with Unity Trust currently exceed the FSCS limit. In the interim, this was regarded as a lower risk than operating the YB account.</p> <p>The Finance WG recommended that further research is carried out into other providers. Based on feedback from other Councils creating an account with another provider is expected to be a lengthy process.</p> <p><b>It was resolved</b> to put the Yorkshire Bank account “on hold”. <b>It was agreed</b> to carry out research into banking providers.</p>
20/202	<p><b>To review and adopt (if appropriate) the Parish Council Financial Controls (previously circulated)</b> Cllr MH re reported that the Finance Working Group had reviewed the WHPC Financial Controls and had made minor changes. <b>It was agreed</b> to adopt the Financial Controls.</p>
20/203	<p><b>Annual Governance Statement 2019-2020 (AGAR Part3)</b></p> <ol style="list-style-type: none"> <li>1. To consider the findings of the review of the effectiveness of the system of internal control</li> <li>2. To approve the Annual Governance Statement by resolution</li> </ol> <p>Cllr MH reported that the Internal Audit had been completed (26-30th Jun), The auditor was very happy with the processes/controls with only a very minor issue reported. The Internal Auditor had submitted the Internal Audit report and had signed the AGAR forms.</p> <p>Cllr MH confirmed the Finance WG had reviewed the AGAR Statements 2019-2020, End of Year Statements and supporting information to be submitted to the External Auditor and WHPC website. These documents had been circulated to all Cllrs prior to the meeting.</p> <p><b>It was resolved</b> to approve the Annual Governance Statement 2019-2020</p>
20/204	<p><b>Annual Accounting Statement 2019-2020</b></p> <ol style="list-style-type: none"> <li>1. To consider the Accounting Statements</li> <li>2. To approve the Annual Accounting Statements by resolution</li> </ol> <p><b>It was resolved</b> to approve the Annual Accounting Statement 2019-2020.</p>
20/205	<p><b>To approve the bank reconciliation for the year to 31<sup>st</sup> March 2020</b> <b>Cllrs approved</b> the bank reconciliation for the year to 31st March 2020</p>
20/206	<p><b>To receive the explanation of the year-on-year variances</b> For information, letter to external auditor. <b>Cllrs approved</b> the explanation of the year-on-year variances</p>
20/207	<p><b>To approve the period for the Exercise of Public Rights 2019-2020</b> To approve the dates for the Exercise of Public Rights – proposed dates 3<sup>rd</sup> August – 14<sup>th</sup> September. <b>Cllrs agreed</b> the dates for the Exercise of Public Rights 2019-2020</p>
20/208	<p><b>To approve the 2019-20 Reserves Policy.</b> Cllr MH reported the Finance WG had reviewed the reserves held at 31<sup>st</sup> March 2020.</p> <p><b>It was resolved</b> to</p> <ul style="list-style-type: none"> <li>• Adopt the 2019-20 Reserves Policy</li> </ul>

	<ul style="list-style-type: none"> <li>• Accept the Financial Reserves Recommendation @ 31<sup>st</sup> March 2020 total reserves were £81,810.</li> </ul> <p><b>It was resolved</b> to allocate a provision of £20,000 to General Reserves, £50, 653 to earmarked reserves with £8,181 (10%) Contingency.</p> <p>Earmarked Reserves for</p> <ul style="list-style-type: none"> <li>○ Known expenses (Traffic Study: preparation for planning application including Road Safety Audit) £2,976</li> <li>○ Plus provisions for             <ul style="list-style-type: none"> <li>▪ Replacement playpark equipment £6,600</li> <li>▪ Traffic Study projects £35,000</li> <li>▪ Open Spaces/playing field £8,000</li> <li>▪ Election Expenses £1,053</li> </ul> </li> </ul>
20/209	<p><b>To approve the statements for the year ending 31<sup>st</sup> March 2020.</b></p> <ul style="list-style-type: none"> <li>a. Finance Statement</li> <li>b. CIL Statement</li> </ul> <p><b>Cllrs approved</b> the end of year statements 2019-2020.</p>

### Open Spaces Committee

20/210	<p><b>To note and confirm the minutes of the meeting of 30<sup>th</sup> June 2020, to answer questions arising and present recommendations.</b></p> <p>For information</p> <ul style="list-style-type: none"> <li>• Re-opening of the Playpark</li> <li>• Open Spaces including correspondence</li> </ul> <p>The minutes of the Open Spaces Committee meeting 30<sup>th</sup> Jun 2020 were noted and approved</p> <p>Cllr ABC reported that the <b>playpark</b> had re-opened on the 4<sup>th</sup> of July (see item 20/199). Prior to re-opening the Council had received several reports of people in the playpark. No damage had occurred but there was a minor issue of litter. WHPC had checked with EDDC to ensure that the litter bin was being emptied as per schedule.</p> <p>The Committee recommended that the Council write (again) to landowners seeking land to purchase or lease for recreational use. Cllrs were not optimistic but agreed to try again.</p> <p>Cllr ABC reported the <b>B3180 campaign</b> group had met with Simon Jupp MP to discuss their concerns regarding the road. The Group has sent a report (an analysis of the issues and recommendations) to various agencies including DCC Highways and also to Claire Wright.</p> <p>Simon Jupp advised that the group seek the written support of WHPC and DCC Cllr Claire Wright.</p> <p><b>It was agreed</b> to write in support of the B3180 Campaign Group and recommend that the concerns are raised the Police/Highways SCARF process.</p>
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### People & Policy Working Group

20/211	<p><b>To receive an update on</b></p> <ul style="list-style-type: none"> <li>a. Website Accessibility</li> </ul> <p>Cllr AC gave an update on the requirement for a “.gov” website to accessible for all users. This requires an assessment of the website against a detailed set of criteria. It is a technical exercise which requires expert input. As a minimum WHPC must publish a statement by 23<sup>rd</sup> September outlining the findings of the review and a plan to address the work required. The</p>
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	<p>Council has a quote from Cosmic to carry out a review and produce a report detailing the work required (£640+vat). The Working Group recommended Cosmic are appointed.</p> <p>Cllr Cannings noted that Cosmic were in the position of producing a report determining their future work. Cllr MH agreed it was not an ideal situation but noted that Cosmic was a not-for-profit organisation. Given the limited time available Cllr MH recommended the Cosmic quote.</p> <p>Cllrs wanted to make the website accessible to all and acknowledged that Cosmic were familiar with the current website.</p> <p><b>It was agreed</b> to commission Cosmic to carry out the accessibility review.</p> <p>b. Domain Management</p> <p>The Clerk reported that as a “.gov” domain the westhillparishcouncil domain had been registered with the Government’s scheme to improve cyber-security.</p> <p>c. Clerk – Additional hours worked (SAR)., planned holidays.</p> <p>Cllr MH recommended the Clerk was paid for the additional hours worked to produce the documentation for the recent SAR.</p> <p><b>It was resolved</b> to pay the Clerk for an additional 25 hrs worked in May/June.</p>
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**Other Matters**

20/212	<p><b>To receive an update on Asset of Community Value.</b></p> <p>a. Broadoak Plantation</p> <p>Cllr JB confirmed the forms had been submitted, validated on 20 June 2020 with an 8 week decision date of 25th August 2020.</p>
20/213	<p><b>To receive an update on the West Hill Scarecrow Festival 27<sup>th</sup> June – 5<sup>th</sup> July 2020</b></p> <p>WHPC had previously agreed to support the inaugural West Hill Scarecrow Competition. Cllrs MH &amp; AC reported on the challenge of judging the 26 entries. The winning entry “brother and sister” by Leo and Olivia was awarded the first prize of £50a and several other entries were awarded a Highly Commended certificate.</p> <p>Cllrs congratulated residents for their entries and thanked the organisers.</p>
20/214	<p><b>Clerks Report: Actions and matters arising from the last meeting</b></p> <p><b>1. Actions, incl</b></p> <ul style="list-style-type: none"> <li>• Clerk’s laptop As agreed (WHPC 2-June) the old laptop had been donated to WH School</li> <li>• Village Electric Supply Western Power had responded to the Council’s letter regarding power cuts noting outlining their service, maintenance and fault correction procedures.</li> <li>• Broadband The Jurassic webinar took place in June and c24 residents had attended and asked questions in the interactive session.</li> <li>• Clerk’s mobile phone Cllrs noted the problems making/receiving calls. <b>Cllrs approved</b> the purchase of a new mobile phone capable of wi-fi calling with a provisional budget of £150.</li> </ul> <p><b>2. Matters arising</b></p>

	<p>a. Resident communication <b>The Clerk reported several messages/letter thanking WHPC and the Help Scheme volunteers</b></p> <p>b. Any urgent matters arising. <b>n/a</b></p>
	<p><b>Finance and Invoices Tracker</b> Invoices received for approval:</p> <ol style="list-style-type: none"> <li>1. Clerk - claim for expenses (Microsoft)</li> <li>2. Clerk - claim for Zoom annual subscription, £100.72</li> <li>3. Quentin Tailford – printing Help Scheme newsletter (June)</li> </ol> <p><b>Additional item presented by the Clerk</b></p> <ol style="list-style-type: none"> <li>4. Cllr MH – claim for Scarecrow Festival prize money £50</li> </ol> <p><b>All noted and approved</b> To receive the bank reconciliation, 1Q2020 Finance Tracker (YTD v Budget) <b>All noted and approved</b> <b>Cllrs agreed to make the 1Q19020 Finance Tracker publicly available on the website.</b></p>
<b>20/216</b>	<p><b>Councillors questions, reports and items for future agenda</b> 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><b>Cllr JB proposed Cllrs should regularly check the Playpark in response to recent reports of litter.</b> <b>Cllrs agreed to check the Playpark on a weekly basis for a trial period.</b></p>
<b>20/217</b>	<p><b>Next meeting:</b> To confirm the date of the next meeting (by video-conference) which is scheduled for Tuesday 4<sup>th</sup> August or 21st July if required to meet planning deadlines</p>

Meeting closed 9:25pm

Signed: *Anne Oliver*, Clerk to the Council, 8th July 2020