

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

Present:	Chairman Cllr Margaret Piper (MP), Cllr Margaret Hall (MH), Cllr Amanda Townsend (AT), Cllr Della Cannings (DC), Cllr Alison Carr (AC), Cllr Alan Cook (ABC)
In attendance:	Anne Oliver Parish Clerk, 1 member of the public attended the meeting
Apologies received from:	County + District Cllr Jessica Bailey (JB)

AGENDA – ORDINARY MEETING OF THE PARISH COUNCIL

Item (a)	Discussion and decisions (b)
21/098	<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 read out a letter of resignation from Cllr Jess Bailey together with the Chairman’s response thanking Jess for her commitment and contribution to the Council since its inception.</p> <p>Cllr MH proposed the Council formally thanked Jess, in particular, for her work to help establish the Council. Cllrs supported this and wished Jess success in her roles as East Devon District Cllr and Devon County Cllr.</p> <p>EDDC had been notified of the vacancy and the process to fill the vacancy was underway. It was resolved to use the WHPC website, Facebook etc to encourage residents to consider joining the Council.</p>
21/099	<p>Apologies. To receive apologies and approve reasons for absence. None</p>
21/100	<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. 1 member of the public attended the meeting.</p> <p>The member of public wished to speak on item 21/107 TPO notification. Cllrs agreed to bring forward item 21/107 and to suspend Standing Orders to allow the resident to speak when this item was considered.</p>
21/101	<p>District and County Councillors’ reports for information (items raised for decision will appear on the agenda for the next meeting): Report not received.</p>
21/102	<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 DC declared a personal interest in agenda item 21/115 Village Welcome Packs as a member of St Michael’s PCC and would not take part in discussion.</p>

	<p>All Councillors expressed a personal interest in item 21/105, the Council's planning application 21/2207/FUL. Cllrs agreed that the Council would not consider the application at the meeting or submit a Consultee comment.</p>
21/103	<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>Cllrs resolved to consider agenda items 21/121 and 21/122 in confidential session. Cllrs agreed to bring these items forward on the agenda as a Cllr had to leave before the meeting was expected to finish.</p>
21/104	<p>Minutes</p> <p>1. To approve the minutes of the Ordinary Parish Council meeting on 3rd August 2021. Cllrs approved the minutes subject to one amendment: 21/093 Wildflower Challenge "200 seed packets have been distributed" should read "300 seed packets ...". The minutes were signed.</p>
21/107	<p>Cllrs agreed to suspend Standing Orders to bring this item forward on the agenda and to allow public participation:</p> <p>TPO notifications - for information</p> <p>21/0029/TPO Land at and adjacent to Hayes End Provisional order to be confirmed</p> <p>A member of public attended the meeting to support the Order and to recommend that the Parish Council writes to EDDC in support of the Order. He felt the trees were under threat and stressed the importance of the trees</p> <ul style="list-style-type: none"> - as part of the framework of West Hill, a woodland village - providing a glorious backdrop for local residents and those members of the public who use the adjacent foot path. - as the habitat for local wildlife (fallow deer and birds including owls) - as a noise break from the B3180 and absorb it's related fumes. - as a key contributor to reducing climate change <p>Cllrs MH/ABC advised the provisional TPO provides the same protection as a confirmed order. The provisional order would be confirmed after 6 months subject to submissions from the public/interested parties. Cllr DC noted that the EDDC Tree Officers had carried out a detailed analysis of the area and the latest provisional order now identified groups and individual trees.</p> <p>Cllrs resolved to write to EDDC Tree Officers in support of the Order and to recommend it's confirmation.</p> <p>Standing Orders were resumed. The member of public left the meeting.</p>
21/105	<p>Planning Applications received</p> <p>21/2115/FUL Kayandee, Hawkins Lane EX11 1XG Applicant Mr+Mrs Munns Proposed rear extension to kitchen with replacement to existing utility.</p> <p>Cllrs supported the application.</p> <p>21/2207/FUL Village Hall, Beech Park EX11 1UQ Applicant West Hill Parish Council Installation of pedestrian access. Noted.</p> <p>21/2253/FUL Brooklands, Ford Lane EX11 1XE Applicant Ms E Goodier Single storey rear and side extensions.</p>

Cllrs supported the application.

21/2304/TRE 20 Moorlands, EX11 1UL Applicant Mr Seale
G1 - Two Birch - reduce in height by 1- 2m and re-shape to leave a natural form. Reason to allow more light into the house and garden.

Councillors objected to the application as the proposed works were considered unnecessary as

- the trees were to the north-west of the property and unlikely to create significant shading
- the proposed works would have minimal effect due to re-growth
- an arboricultural report was not submitted in support of the proposed works

For information **21/2067/PRETDD** 19 Moorlands, EX11 1U Urgent tree works
Noted

Considered and supported applications under Delegated Powers:

21/1950/FUL Straitgate Farm Exeter Road EX11 1LG
Erection of livestock building

21/1951/VAR Straitgate Farm Exeter Road EX11 1LG
Variation of condition No. 8 (Landscaping) of planning permission ref: 16/1190/FUL to allow for an integration of other proposals by softening the development as a whole and removing roadside planting to improve visibility (Retrospective)

21/1954/FUL Straitgate Farm Exeter Road EX11 1LG
Erection of livestock housing

21/1955/FUL Straitgate Farm Exeter Road EX11 1LG
Erection of an agricultural storage building

Cllrs noted and approved the comments submitted under Delegated Powers.

In addition, Cllrs considered two additional matters not on the agenda:

- a. Cllr ABC proposed the Council should consider an application in a neighbouring parish as he believed there may be an adverse impact on B3180 traffic.

Cllrs agreed and resolved to consider the application deadline under Delegate Powers and submit comments before the deadline

- **21/2006/FUL** Houndbears Farm, Rockbears Hill
- [21/2006/FUL | 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. | Houndbears Farm Rockbears Hill Rockbears \(eastdevon.gov.uk\)](#)
- ... change of use to storage of containers and / or caravans.

- b. Cllrs noted that a recent application was submitted to EDDC with insufficient information for Cllrs to consider the proposed work. EDDC had since agreed to request the missing location plan. The application 21/2249/FUL will be considered by Cllrs at the next Council meeting on 5th October.

<p>21/106</p>	<p>EDDC Planning decisions received for information (*denotes WHPC differed)</p> <p>21/1720/TRE 10 Warren Park EX11 1TN Status: Split Decision Multiple tree works</p> <p>21/1635/FUL 11 Warren Close EX11 1XB Status: Approved Raising of existing roof to form additional floor and single storey side extension</p> <p>21/1565/OUT Elsdon House (Land At Orchard Cottage) Elsdon Lane Status: Approved Outline planning permission for a proposed single storey detached dwelling (all matters reserved)</p> <p>21/1364/FUL 12 Ashley Brake EX11 1TW Status: Approved Proposed first floor side extension above existing garage/car port. Proposed single storey rear extension. Proposed installation of roof windows to side elevation.</p> <p>21/0872/FUL The Pines Toadpit Lane EX11 1TR Status: Approved Construction of new detached double garage and storeroom involving demolition of existing cottage</p> <p>21/1842/TRE 19 Hayes End West Hill EX11 1GG Status: Decided Various tree works All noted</p>
<p>21/08</p>	<p>Planning matters: To receive an update on Strategic Planning Committee/Local Plan Review (if any).</p> <p>Cllr MH gave an update on the East Devon Local Plan Review. The EDDC Strategic Planning Committee met on 6th Sep 2021:</p> <ul style="list-style-type: none"> • Timetable: a draft version of the Local Plan will be produced for December 2021. This is expected to include an overview of proposed plan content and strategy and policy choices. A fuller draft version of the Local Plan will be prepared by March 2022 and then for public consultation. • Other issues discussed were the relationship between the Local Plan and Neighbourhood Plans, the strategic approach to town centres, biodiversity policies and landscape protection. • Housing and Economic Land Availability Assessment (HEELA): The development potential of sites put forward during the Call for Sites will be assessed by EDDC Planning Officers and a Panel of representatives from the housing and economic development industries. The meeting discussed the call for membership of the panel to be more transparent. It was confirmed that EDDC, Highways, Environment Agency will be among those on the panel.

Recording of the meeting was paused at 20.12pm to enable discussion of confidential items.
Items brought forward

<p>21/121</p>	<p>Confidential Item: Community Land</p> <p>Cllrs noted a parcel of land in West Hill had recently come on the market and was sold very quickly. Cllrs resolved</p> <ol style="list-style-type: none"> a. to review the upcoming West Hill Community Survey for guidance on resident's views on Community Land. b. To consider the process for acquiring Community land at a future meeting.
<p>21/122</p>	<p>Confidential Item: Monitoring Officer: To receive an update on the complaint against WHPC submitted to EDDC in 2020.</p> <p>Cllrs agreed the Chairman and 2 others would attend a meeting with the Monitoring Officer on 20th Sep 2021.</p>

Recording of the meeting was resumed at 20.21pm

21/123	<p>WHPC Wildflower Challenge: To receive an update on entries and category winners.</p> <p>Cllr DC reported the challenge closed on 31st August and thanked Cllrs MP/ABC for judging the competition. The winning entries were</p> <p style="padding-left: 40px;">First Prize Best Wild Patch (under 11yrs): Harry Pocock First Prize Best Wild Patch (over 18 yrs): Alec and Judy Sandison First Prize Best Container: Gladys Jose Highly Commended: Harry Pocock</p> <p>Winning entries were awarded £15 together with a Wildflower book. The Highly Commended winner was awarded £10.</p> <p>Cllrs congratulated the winners and all those taking part. It was agreed to publish the results on the WHPC website and newsletter.</p> <p>Cllrs thanked Cllr DC for her work on the challenge. Cllr DC noted that the scheme had proved popular, generated good feedback and many residents reported that they had enjoyed growing the seeds.</p>
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Committee & Working Groups

21/109	<p>Traffic Study Working Group:</p> <p>1. To receive an update on the Planning Application for proposed pedestrian link to the Village Hall</p> <p>Cllr MH gave an update on the application (EDDC reference 21/2207/FUL)</p> <ul style="list-style-type: none"> • The application was submitted to EDDC on 16th August. • Cllrs had previously (21/xxx) approved estimated fees of £140. Actual costs were £180.64 which were approved under Delegated Powers. <p>Cllrs confirmed the decision taken under delegated powers and approved the application fees of £180.64.</p> <ul style="list-style-type: none"> • The application has been validated and is now open for comment. Several public comments have been submitted some against the proposal and some in support. Consultee comments have been submitted by <ul style="list-style-type: none"> ○ South West Water (SWW) – advising of a water pipe in the vicinity of the application. Both SWW and EDDC Planning have confirmed that this is not a reason to refuse the application however it is a matter to be taken into account when preparing detailed construction drawings. ○ EDDC Tree Officers: support the findings of the Arboricultural report and have recommended conditions during construction. <p>Cllrs agreed, in principle, to request SWW to carry out a trace service to determine the location and depth of the pipe if the application is approved. (Costs to be confirmed)</p> <p>2. To approve a letter to residents regarding parking and road safety on Bendarroch Road.</p> <p>Residents are continuing to contact the Parish Council to express road safety concerns related to cars parked on Bendarroch Road.</p> <p>Cllrs agreed to distribute a letter to households in the area</p> <ul style="list-style-type: none"> ○ asking for residents help to reduce the problem by parking considerately ○ giving feedback from the local Police team ○ advising on discussions with DCC Highways <p>The letter will also be published on the website.</p>
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	<p>3. To receive an update on additional sites for VAS on West Hill Road (if available). No update was available from DCC Highways.</p>
21/110	<p>Slide Working Group:</p> <ol style="list-style-type: none"> 1. To receive an update on the project timetable and consultation with Playpark users 2. To approve the survey questionnaire. <p>The online survey will be advertised in the West Hill Primary School newsletter to parents and will be open for comment from Fri 17th Sep 2021. The responses will be compiled by EDDC and a report is expected to be available for the Council's 2nd November meeting.</p> <p>Cllrs approved the survey questionnaire.</p>
21/111	<p>People and Policy Working Group</p> <ol style="list-style-type: none"> a. To confirm arrangements for the West Hill Community Survey 2021. <p>Cllr AC confirmed the Community survey will be open for residents' comments between 18th Sep and 15th October. It was hoped a draft report will be presented to the 2nd November WHPC meeting.</p> <p>The Chairman thanked Cllrs AC, MH and Clerk for compiling the survey.</p> <p>It was agreed that the community survey would be publicised at the upcoming Village Fete and on the WHPC website/noticeboards.</p>

Other Matters

21/112	<p>Coronavirus: To consider recent Government Covid announcements (if any) and their impact on WHPC: (EDDC decision) Covid numbers:</p> <ol style="list-style-type: none"> 1. To review the WHPC Risk Assessment for in-person Council meetings and approve amendments as required. 2. To consider the venue for future meetings in 2021 (Acorn/Beech Room). 3. To review local Covid statistics, local support required and possible actions (if any). <p>Cllrs discussed the significant increase of Covid cases in the local area over recent months and considered whether the Help Scheme should be re-activated. As Covid cases were now decreasing and the Council has not received requests for help it was agreed not to re-launch the West Hill Help Scheme.</p>
21/113	<p>Clerks Report:</p> <ol style="list-style-type: none"> 1. To confirm decisions taken under Delegated Powers: <ul style="list-style-type: none"> The following decisions were confirmed: <ol style="list-style-type: none"> a. Invoices paid: PKF Littlejohn (External Audit) £360.00, Village Hall Room Bookings (July) £14.40 b. Planning Consultee Comments: Straitgate applications as listed in item 21/105. c. Purchase: Site/Location plans for WHPC planning application £35.64 2. WHPC - Action points from previous meetings - noted 3. Matters arising <ol style="list-style-type: none"> a. 2nd Half 2021-22 Precept received noted b. Lengthsman – to approve verge cutting (Sep) as per contract approved c. Lengthsman – Bus shelter <p>Cllrs resolved to commission the Lengthsman to clean the bus shelter monthly.</p>

	<p>d. Memorial Bench – The Clerk advised that delivery of the bench was delayed and was now expected in October.</p> <p>e. School Fete – arrangements</p> <p style="text-align: center;">Cllrs confirmed arrangements for a WHPC stall at the School Fete</p> <p>f. Village Hall Hire - noted</p> <p>4. Any urgent matters arising.</p> <p>It was agreed that Cllr MP would respond to EDDC’s consultation on Public Toilets on behalf of the Council</p>
21/114	<p>WHPC Newsletter: To approve the September newsletter, costs and confirm arrangement for distribution.</p> <p>Cllrs approved</p> <ol style="list-style-type: none"> 1. The newsletter, subject to inclusion of an item on the Councillor Vacancy. 2. Printing costs £135 3. Distribution during week beginning Sat 18th Sep. Additional copies will be made available at the Fete. <p>Cllr DC left the meeting.</p>
21/115	<p>Grant Application - St Michael’s Village Welcome Packs</p> <ol style="list-style-type: none"> 1. To consider a grant application. 2. To approve a St Michael’s/WHPC covering 3. To approve the WHPC inserts for the Welcome Pack <p>Cllrs considered a grant application from St Michael’s church to support the creation of a Welcome Pack to be distributed to newcomers to the village. Cllrs were keen to support the community project and thanked St Michael’s for their work to develop the scheme.</p> <p>Cllrs approved the grant award in full, £100, and inserts for the Welcome Pack.</p>
21/116	<p>DALC Conference 5-7th October: To consider WHPC attendance at the event.</p> <p>Cllrs resolved to attend the online event and approved the joining fee for Clerk plus two Cllrs £60, in total.</p>
21/117	<p>Queens’s Platinum Jubilee 2022: To receive feedback from village groups and to consider how WHPC/West Hill could mark the Jubilee.</p> <p>The Chairman was pleased to report a very positive response from village groups.</p> <p>Cllrs agreed to host a meeting of interested parties to take place in Oct/Nov. Cllrs MP, AT to attend.</p>
21/118	<p>Police Matters: To receive the monthly West Hill crime stats (Jul 2021) (for information)</p> <p>Noted</p>
21/119	<p>Freedom of Information (FOI): To note the response to the FOI request.</p> <p>The Chairman confirmed that WHPC had received a Freedom of Information request in July and responded within the required deadline. The response was circulated to all Cllrs.</p>
21/120	<p>Councillor Training: To receive an update on arrangements for a dedicated training session (Oct-21) and to approve costs.</p> <p>Cllrs approved costs for the session £280+vat.</p>
21/124	<p>West Hill Tree Trail leaflet: To discuss the proposal to publish a Village Tree Trail leaflet.</p>

	<p>Cllr ABC presented a draft leaflet prepared by the Special Trees of West Hill group and proposed that WHPC should consider publishing it for resident's information. The leaflet provides details of tree trails around West Hill together with advice on maintenance.</p> <p>Cllrs agreed Cllr ABC should liaise with the Clerk to develop the proposal.</p>
21/125	<p>Lower Broadoak Road: To receive a report on damage to verges.</p> <p>Cllr ABC expressed concern regarding damage to the verges on Lower Broad Oak Road caused by contractors carrying out building work in the area. Residents have also asked for the Council's support on this matter.</p> <p>Cllrs agreed to contact the householder to politely ask for the verge to be re-instated once the work was complete.</p>
21/126	<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. Clerk –Microsoft 365 annual renewal £45.00 3. Clerk - Planning Application + Plans £180.64 4. PLG Services – Playpark Maintenance £68.40 5. PLG Services – VAS transfers (Aug) £91.20 6. PLG Services – playpark maintenance incl hedges £159.60 7. Village Hall room bookings (Aug) £12.40 <p>Additional items</p> <ol style="list-style-type: none"> 8. SJ Surfacing – playpark safety matting £225 9. PLG Services – Playpark maintenance (Sep) £68.40 <p>All invoices noted and approved</p> <p>Transfer between WHPC Accounts for approval Approved</p> <p>To receive: 2021-22 Finance Tracker, Bank reconciliations 2021, CIL/S106 summary Noted and approved</p>
21/127	<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 ABC raised concerns regarding the ongoing disruption due to the road works at Tipton St John.</p> <p>Cllr MP asked Cllrs to consider suggestions for a guest speaker at the Annual Parish Meeting scheduled for 25th March 2022.</p>
21/128	<p>Next meeting: To confirm the date of the next meeting at the Village Hall which is scheduled for Tuesday 5th October 2021, 7.30pm at the Village Hall.</p>

Signed: *Anne Oliver*, Clerk to the Council, 9th Sep 2021