

**WEST HILL PARISH COUNCIL  
MINUTES OF THE PARISH COUNCIL MEETING  
HELD ON 6<sup>th</sup> August 2019 AT 7.30PM  
AT WEST HILL VILLAGE HALL**

Present:	Chairman Cllr Margaret Hall (MH), Cllr Alan Cook (ABC), Cllr Margaret Piper (MP)
In attendance:	Anne Oliver Parish Clerk, plus 4 members of the public
Apologies received from:	Cllr Alison Carr (AC), Cllr Quentin Tailford (QT), Cllr Amanda Townsend (AT), Cllr Jessica Bailey (JB),

Item (a)	Discussion and decisions (b)
<b>19/231</b>	<b>Welcome and Chairman's announcements</b> The meeting began at 7.30pm. Chair (MH) welcomed everyone and reminded everyone that the meeting was being recorded.
<b>19/232</b>	<b>Apologies.</b> To receive apologies and approve reasons for absence. Apologies were received from Parish Councillors Quentin Tailford, Amanda Townsend, Jessica Bailey, Alison Carr
<b>19/234</b>	<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.  <b>The applicants</b> of the planning agenda item 19/239 -West Catalpa, Bendarroch Road attended the meeting and chose to speak. They outlined the history of the car port and explained measures they believed had minimised the impact on nearby trees.
<b>19/235</b>	<b>To receive the monthly crime stats</b> for information The report, the revised layout and recent data was discussed and noted.
<b>19/236</b>	<b>District and County Councillors' reports</b> for information (items raised for decision will appear on the agenda for the next meeting). The District Councillor and County Councillor were unable to attend the meeting. No reports were provided.
<b>19/237</b>	<b>Declarations of Interest</b> 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. c. To declare any disclosable pecuniary interests in items on the agenda and their nature (Councillors with DPs must leave the room for the relevant items).  <b>Cllr MH</b> declared an interest in Planning items 19/239 Greytops (her application) and Woodlee (her neighbour). Cllr MH offered to leave the meeting for these agenda items.
<b>19/238</b>	<b>Minutes</b> 1. To approve the minutes of the Parish Council meeting on 2 <sup>nd</sup> July 2019, previously circulated

	<p>2. To approve the minutes of the Parish Council meeting on 16<sup>th</sup> July 2019, previously circulated</p> <p><b>Both were noted, approved and signed.</b></p>
<b>19/239</b>	<p><b>Planning applications received</b></p> <p><b>19/1622/FUL</b> Woodlee, West Hill Road Applicant Mr &amp; Mrs Davey Installation of replacement gates and remodelled entrance flanking walls.</p> <p>Given Cllr MH DPI, the meeting was not quorate and not able to discuss and comment.</p> <p><b>19/1560/TRE</b> Greytops West Hill Road Applicant Mrs Hall Beech tree – shorten long heavy branches with squirrel damage, over garden, by approximately 2m to reduce the likelihood of further breakage.</p> <p>Given Cllr MH DPI, the meeting was not quorate and not able to discuss and comment.</p> <p><b>19/1620/FUL</b> West Catalpa, Bendarroch Road Applicant Mr Mark Stone Retention of carport</p> <p>Councillors noted that the applicants were present at the meeting to provide the history of the application.</p> <p>Councillors noted that Permitted Development for the site had been withdrawn as a condition of the approval for the new house. They then discussed the location of the car port - in front of the main building and under the canopy of TPO trees. Councillors were concerned that the structure, it's footings and the weight of a car would adversely impact on the tree root structure.</p> <p>Councillors agreed to defer to the Tree Officers report on this application.</p>
<b>19/240</b>	<p><b>Planning decisions received</b> for information (*denotes WHPC differed)</p> <p><b>19/0920/FUL</b> Copperhayes, West Hill Road: Approved with Conditions  <b>19/0161/FUL</b> Workshop At The Old Village Hall West Hill Road West Hill: Approved *  <b>19/0069/FUL</b> Arborfield West Hill Road Approved with Conditions</p> <p><b>All noted.</b> Councillors briefly discussed the Arborfield application and considered that the consultation process had worked well and their original concerns had been largely addressed through the iterations of the proposal and by the EDDC approval conditions.</p>
<b>19/241</b>	<p><b>Planning Appeal notifications</b></p> <p><b>TPO/U1105/7502</b> 14 Warren Park, West Hill – proposal to fell one beech tree</p> <p><b>Councillors unanimously agreed</b> to adhere to their original decision to object to the proposal and to submit a response expanding on their original concerns.</p>
<b>19/242</b>	<p><b>TPO notifications-</b> for information</p>

## Open Spaces Working Group

<b>19/243</b>	<p><b>Updates on actions and matters arising from the last meeting</b></p> <ol style="list-style-type: none"> <li>1. Playpark - approved hedge cutting in the Playpark (Clerk)             <ol style="list-style-type: none"> <li>a. Done</li> </ol> </li> <li>2. Broadoak Meeting with Tilhill 22-Jul (ABC/MP)             <ol style="list-style-type: none"> <li>a. Done</li> </ol> </li> <li>3. Bus Shelter : Review &amp; circulate quotes (ABC)             <ol style="list-style-type: none"> <li>a. Awaiting responses</li> </ol> </li> <li>4. Open Spaces : meeting EDDC (ALL)             <ol style="list-style-type: none"> <li>a. Cllrs MH + JB attended (see below)</li> </ol> </li> <li>5. Hedges : write to 5 households re roadside hedges. (Clerk)</li> <li>6.             <ol style="list-style-type: none"> <li>a. Done, 4 hedges cut back</li> </ol> </li> <li>7. Playpark: re-commission RoSPA Inspection (Clerk)             <ol style="list-style-type: none"> <li>a. Done</li> </ol> </li> <li>8. Dog waste Bins – Monitor the bin on Lower Broad Oak Road to determine when collections were taking place (ABC/MH/Clerk)             <ol style="list-style-type: none"> <li>a. Done – The dog waste bins have been emptied once per week rather than twice. EDDC have been contacted</li> </ol> </li> <li>9. Litter Bins - Confirm which litter bins are included in the Council contract. (Clerk)             <ol style="list-style-type: none"> <li>a. Done - Playpark only. Other Litter bins are managed by EDDC</li> </ol> </li> </ol>
<b>19/244</b>	<p><b>To receive a report from the Open Spaces Working Group</b> (report previously circulated and available on website)</p> <ol style="list-style-type: none"> <li>1. Playpark             <ul style="list-style-type: none"> <li>• <b>To consider</b> re-tendering the Playpark maintenance contract in early 2020 since the existing contract will be older than 1 year.</li> </ul> <p>Councillors discussed bringing existing maintenance contracts into line with the Lengthsman’s contract which is an annual contract.</p> <p><b>It was resolved to</b></p> <ul style="list-style-type: none"> <li>• Restrict future maintenance contracts to an annual term, as applicable.</li> <li>• Re-tender the existing Playpark gardening contract in Oct/Nov aiming to make a decision at the December Parish Council meeting.</li> </ul> <p>In addition, the OSWG, reported that the EDDC Playpark inspector had highlighted a “minor risk” regarding the hand hold on the new climbing ramp. The equipment supplier had been contacted and their response sent to EDDC.</p> </li> <li>2. Broad Oak Plantation             <p>The working group are waiting for an update from Tilhill regarding installing picnic benches in Broad Oak Plantation.</p> </li> <li>3. Lengthsman             <ul style="list-style-type: none"> <li>• <b>To consider</b> a request for additional hours for the Lengthsman in August to remove the Himalayan Balsam from verges and ditches along West Hill Road/Bendarroch Road nr Ford Lane.</li> </ul> <p>Councillors discussed the proposal to allow extra Lengthsman work in August to clear the Himalayan Balsam before it produces this year’s seeds.</p> <p><b>It was resolved</b> to allow the extra work, initially funded from the winter period contract hours.</p> </li> </ol>

	<p>4. Footpaths The outstanding footpath repairs have been completed <b>It was resolved</b> to pay the associated invoice.</p> <p>5. Bus Shelter The contractor quotes were not delivered on schedule and the OSWG are chasing a response.</p> <p>6. West Hill Open Spaces Cllr MH reported back from the meeting with Planning Policy Officers at EDDC. EDDC are currently reviewing their Open Spaces Policy. In the interim the officers suggested that the Parish Council continue to approach Landowners, in particular looking for pockets of land that are unlikely to be developed due to possible flooding etc.</p>
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### Finance Working Group – no matters to report

<b>19/245</b>	<p><b>To approve</b> the End of Year Financial Statement for 2018-2019 previously considered by the Finance Working Group.</p> <p><b>Noted and approved</b></p>
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### People and Policy Working Group

<b>19/246</b>	<p><b>Updates on actions and matters arising from the last meeting</b></p> <ol style="list-style-type: none"> <li>1. Develop policies and protocols for Transparency Code, Health and Safety, Complaints Procedure (MH/AC/Clerk)</li> <li>2. Draft out Proposed Policy review schedule (MH/AC/Clerk)</li> <li>3. Begin to consider West Hill Emergency Plan (MH/AC/Clerk)</li> <li>4. Contact Ottery St Mary re the review of their plan (MH)</li> </ol> <p>Cllr MH reported that the July meeting was cancelled due to unforeseen circumstances.</p> <p>Cllr MH reported that she had contacted Ottery St Mary Council's Emergency Plan team who are currently updating their plan and has been invited to their review meeting.</p>
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### Other Matters

<b>19/247</b>	<p><b>Updates on actions and matters arising from the last meeting</b></p> <ol style="list-style-type: none"> <li>1. Request for Teenage Facilities in the Village (QT/ABC)</li> </ol> <p>Following a request for teenage facilities in the village, Cllrs QT/ABC met with Dave Underwood of the RBL to discuss the possibility of holding a weekly session for teenagers. The RBL committee have agreed to a weekly session for a trial period. Further details are to be finalised and it's hoped that the sessions will begin September.</p> <p>Cllr MH has also contacted Mac Dick of St Michaels' who is considering running a youth group.</p> <ol style="list-style-type: none"> <li>2. Village map – previous meeting agreed in principle to print an updated map, subject to costs. Consider advertising charges and accounting requirements (MH/Clerk)</li> </ol>
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It was reported that the costs for printing the map will be c£500 (non-vatable). For 2,0000 copies. Advertising costs will cover the printing costs. The proposed advertising costs are Large/double (£100), Standard (£50) and small (£10). It's proposed that the map is distributed free to all West Hill households and the remainder will be available for sale. There may be additional (minor) distribution costs.

**It was resolved** that the village map should be re-printed with a layout and advertising based on the previous map.

Cllrs MH, AC & Clerk met with Jim Cocks to establish what work needed to be done to bring the map up to date. The on-line version of the map and names index are accurate up to Sep 2018. Working is underway to add the additional houses and name changes.

The Clerk reported that existing advertisers had been contacted and asked if they wanted to re-new their adverts. In addition a Facebook post had attracted West Hill businesses wishing to place an advert.

**It was resolved** that the Council's Financial Controls and Procedures will be updated to reflect the potential income from sale of the map.

3. Ideas for a Village Event?

**It was agreed** to organise a separate meeting, attended by the majority of Councillors, to explore various ideas.

4. Traffic Study:

- **To approve** a pre-application meeting with Devon County Council Highways regarding the West Hill Road - Village Hall access proposal.
- **To consider** asking PJA consultants to support this stage of the project.

Cllr MH reported that she had contacted J Tricker (Consultant) to go ahead with next stage of work on the West Hill Road/Village Hall : Road Safety Audit, Pre-Application meeting (MH) as agreed at the previous Council meeting. Jon has updated the Sketch Drawing. Having received quotes for topographic survey, road safety audit etc) Jon suggested that the Council requests a Pre-Application meeting with EDDC Planning and Highways before additional costs are incurred. Costs for the Pre-Application advice will be 90% of the £180 charge. It was suggested that the attendees would be District Cllr Jess Bailey, Cllr MH, Ian Heard and Jon Tricker.

**It was agreed** to request a pre-application meeting and advice and to request Jon Tricker's attendance at this.

Cllr MH reported that she had asked Jon Tricker for an update on the Southern and Northern Gateway proposals. Cllr ABC stressed the need for these proposals and measures for B3180 to be pursued.

5. Landing Site:

- a. Commission the service contract for the Lighting Column. (Clerk) – **done**
- b. Receive updated MOU and sign off (MH) - **received**  
**It was agreed** to sign the Landing Site MOU.
- c. Submit the Devon Air Ambulance Trust Grant paperwork (MH/Clerk) – **done and grant received, £3,068.48**

6. Broadband- publicise the project and form on social media and school newsletter (MH/AC/Clerk)

	<p>It was reported that there had been a good response but Cllr AT was keen to get more West Hill businesses to register their interest.</p> <p>7. Software : Renewal of McAfee licence 2yr (Clerk) - <b>done</b></p> <p>8. WESC – arrange a meeting with WESC to discuss how the Council could work with WESC (MH,JB) Cllr MH had contacted WESC and was awaiting a response. She had also spoken to the West Hill Art Group who were interested to follow this up.</p> <p>9. Airport - planes are regularly overflying the village contrary to guidelines. (MH) It was confirmed that forms are available on the Exeter Airport if persons wish to complain available under Aircraft -&amp; Environmental - Unusual &amp; Annoyance Form</p>
<b>19/248</b>	<b>To authorise</b> training course (Budgets & Precepts) for Clerk <b>It was agreed</b> to authorise the training course.
<b>19/249</b>	<p><b>Finance and invoice tracker</b></p> <p>Invoices received – for approval:</p> <ol style="list-style-type: none"> <li>1. Clerk Anne Oliver claim for expenses (Jul)</li> <li>2. Grant Payment – WH School PTFA – hire of band</li> <li>3. MAT Electrics – annual maintenance contract for Landing Site Lighting Column</li> </ol> <p>Paid invoices – for information:</p> <ol style="list-style-type: none"> <li>a. S Radcliffe – Playpark gardening May &amp; Jun incl timesheets</li> <li>b. DALC – training courses A Carr, A Townsend</li> <li>c. WH Village Hall hire (June)</li> <li>d. Alastair Guy – playpark climbing ramp</li> <li>e. Prolawn Gardening Services – playpark maintenance</li> </ol> <p><b>All noted, approved and signed</b> To receive the bank reconciliation for Jul – for information - <b>noted, approved and signed</b></p>
<b>19/250</b>	<p><b>Councillors questions, reports and items for future agenda</b></p> <p>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>West Hill 5k run – There has been some interest in staging a West Hill 5k/10k run. <b>It was agreed</b> that the Clerk should seek further information to establish what’s involved and bring this information to the September meeting.</p> <p>Ottery St Mary Climate Emergency - OSM Council have declared a climate emergency and recently held a public workshop. 32 residents volunteered, split across 2 workgroups, to develop some of the workshop ideas.</p> <p>Ottery St Mary Community Engagement/Christmas - Cllr MH/Clerk recently attended a presentation to OSM Council. Cindy Furse of Axminster outlined a programme of initiatives that took a different approach to fundraising and Christmas celebrations that successfully brought together different groups across the community throughout the year.</p> <p>S106/CIL monies – Clerk/Cllr JB will be investigating S106CIL funding due to West Hill.</p>
<b>19/251</b>	<p><b>Next meeting</b></p> <p>To confirm the date of the next meeting which is scheduled for Tuesday 3<sup>rd</sup> Sep 2019 or 20<sup>th</sup> August if required.</p> <p><b>Due to the number of planning/tree applications received it was agreed that the next Parish Council meeting will be Tuesday 20<sup>th</sup> August.</b></p>

The meeting ended 21.01pm

Signed: *Anne Oliver*, Clerk to the Council, 7<sup>th</sup> Aug 2019