

**WEST HILL PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING
HELD ON 4th February 2020 AT 7.30PM
AT WEST HILL VILLAGE HALL**

Present:	Chairman Cllr Margaret Hall (MH), Cllr Amanda Townsend (AT), Cllr Alan Cook (ABC), Cllr Margaret Piper (MP), and District Cllr/WHPC Cllr Jessica Bailey (JB)
In attendance:	Anne Oliver Parish Clerk, 7 members of the public attended the meeting
Apologies received from:	Cllr Alison Carr (AC), Cllr Quentin Tailford (QT), DCC Cllr Claire Wright

Item (a)	Discussion and decisions (b)
20/027	Welcome and Chairman's announcements <ul style="list-style-type: none"> The meeting started at 7.30pm. Chair (MH) welcomed everyone and reminded everyone that the meeting was being recorded.
20/028	Apologies. To receive apologies and approve reasons for absence. <ul style="list-style-type: none"> Apologies were received and accepted from Cllrs AC & QT, DCC Cllr CW
20/029	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. <ul style="list-style-type: none"> Rev Mac Dick reported that he now has a couple of people who may be willing to volunteer to lead a youth club. He'll be exploring options over the coming weeks.
20/035	Note: This item was brought forward in view of other items brought forward for discussion Declarations of Interest <ol style="list-style-type: none"> Register of Interests: Councillors are reminded of the need to update their register of interests. 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). <ul style="list-style-type: none"> Cllr MH declared a personal interest in item 20/044 and did not take part in the vote. Cllr JB declared an interest as a District Cllr. Cllr JB declared a personal interest in item 20/038 Great Brake as the applicant is an acquaintance and would take part in the vote. Cllr ABC declared a personal interest in item 20/038 Fir Grove and would not take part in decision making.
20/030	To receive a briefing from Rev Mac Dick on the Syrian Refugee Family initiative. <ul style="list-style-type: none"> Rev Mac Dick gave an update on a potential initiative to re-locate a Syrian Refugee Family to West Hill. A similar project successfully re-located a family to Ottery St Mary during 2019. The team are learning from similar nearby projects in Budleigh, Taunton etc The project will work within the Gov. Home Office Scheme and will be overseen by a charity, St Michaels. The team will have to raise £9,000 and submit a detailed proposal. The biggest challenge is expected to be finding a property available to rent at a maximum of £650 per month. The Ottery Project took approximately 1 year to complete
20/031	To consider a proposal from West Hill's Snow Warden to address 2019 snow gritter failures.

	<ul style="list-style-type: none"> Craig Williams has agreed to continue as West Hill's Snow Warden. Councillors thanked Craig for his ongoing support. In view of the previously reported problems with the Snow Gritter he proposed two options <ul style="list-style-type: none"> WHPC purchases a replacement gritter, or He will purchase a replacement and will then charge for his work per snow event. Councillors discussed the ongoing problems with the snow gritter, the proposed options and the DCC Highways Snow Warden Scheme. The Snow Warden Scheme provides access to training, insurance cover, free supplies of salt/grit. It was resolved to change to a fee-paying arrangement, subject to <ul style="list-style-type: none"> Council agreeing the charge rate Ensuring Craig Williams is registered on the DCC Highways Snow Warden scheme. Documenting the village snow plan as required for the above scheme.
<p>20/050</p> <p>Brought forward</p>	<p>Note : Chair MH suspended Standing Orders to bring forward item 20/050 Traffic Study as members of the public had attended the meeting for this item</p> <p>Traffic Study: Updates on actions and matters arising from the last meeting</p> <p>To receive an update and consider next steps:</p> <ol style="list-style-type: none"> Village Hall new pedestrian access proposal <ul style="list-style-type: none"> PJA Traffic Consultants' layout and design reviewed by Joint Working Group To approve the budget for report to support the planning application <ul style="list-style-type: none"> Road safety report <p>Cllr MH reported that</p> <ul style="list-style-type: none"> the Joint Working Group had reviewed the layout and design prepared by PJA Traffic Consultants. Two key issues had been raised <ul style="list-style-type: none"> the length of the roadside railing, the Guardrail, was considered inadequate for safety. further advice was requested regarding lighting for the path and surrounding areas. PJA had provided information (Manual for Streets) supporting their view that the Guardrail was sufficient. They suggested that the proposed independent Road Safety Audit (RSA) was asked to consider the Guardrail and Lighting requirements in particular. The results of the RSA will be made available at the Public Consultation prior to a Planning Application. <p>It was resolved to commission the Road Safety Audit £900 + VAT from The Safety Forum Limited</p> <p>Action Clerk to circulate details of the Road Safety Audit</p> <ul style="list-style-type: none"> The Joint Working Group have looked at the West Hill Road pavement in the vicinity of the proposed entrance. The path is overgrown making it difficult to determine the width of the existing pathway. The width of the path will be a factor in determining the width of the Guardrail. The Clerk had sought a quote to clear the overgrown vegetation along the path from the Beech Tree to the speed humps: £57 + vat for 1.5 hrs x 2 people, Pro-Lawn Garden Services. <p>It was agreed to approve the quote £57 + vat for 1.5 hrs x 2 people, Pro-Lawn Garden Services. Ian Heard (Village Hall) agreed to fund half of the cost.</p> <ol style="list-style-type: none"> Vehicle Activated Signs (VAS) <ul style="list-style-type: none"> To receive feedback from the meeting with Highways to discuss proposed VAS locations across the village. To receive an update on personnel requirements to regularly move the sign between locations. To discuss next steps, budget and options for funding. <p>Cllr MH briefed Cllrs on a recent meeting with DCC Highways attended by Cllrs MH, JB & Clerk.</p> <ul style="list-style-type: none"> The meeting considered proposed sites for VAS. Some sites did not meet Highways criteria such as a) too close to the start of speed restrictions or b) location unsafe for user access The signs will flash to display the speed limit if triggered by a speeding vehicle.

	<ul style="list-style-type: none"> Highways will review each site in more detail to confirm viability but sites under consideration include <ul style="list-style-type: none"> Bendarroch Road West Hill Rd nr junction with Bendarroch Road West Hill Road nr War Memorial West Hill Road nr Needlewood Close B3180 - 2 potential sites <p>Experience has shown that the signs are most effective when they are in place for a limited period only, say two weeks. It's proposed that the signs are moved between sites on a regular basis. This will require someone with a Chapter 8 certificate (roadside working) to move the signs.</p>
20/032	<p>To receive the monthly crime stats for information</p> <ul style="list-style-type: none"> 2 recorded events in December. Noted
20/033	<p>Minutes</p> <ol style="list-style-type: none"> To approve the minutes of the Parish Council meeting on 7th January 2020, previously circulated. <ul style="list-style-type: none"> Approved and Signed
20/034	<p>District and County Councillors' reports for information (items raised for decision will appear on the agenda for the next meeting).</p> <p>DCC Cllr Claire Wright was unable to attend the meeting and had submitted the report.</p> <ul style="list-style-type: none"> B3180 Following the response to the B3180- campaign Claire has asked for an item on the 1 April Highways and Traffic Orders Committee meeting. Unpaid Carers Scrutiny Review – has produced some strong recommendations which will be reviewed by the Health and Adult Scrutiny Committee on 12th March <p>Action : Post Claire's full report on the website (Clerk)</p> <p>District Cllr JB reported</p> <ul style="list-style-type: none"> EDDC are reviewing the Council Governance structure which is currently a Cabinet/leader style and will be considering alternatives such as Committee based structures. Considerations include cost, length of decision making and Councillor involvement. Findings will go to a Public Consultation. Home Safeguarding – EDDC operate a home safeguarding scheme which respond to alarm calls generated by users wearing an alarm device. Daisymount Services Planning Application - Planning are waiting for further visual impact input from the applicant. McColls – The S106 agreement has been agreed between the applicant and EDDC Planning and is in the process of being executed. Once finalised the developer will have three years to implement the scheme.
20/035	<p>Declarations of Interest</p> <p>Moved forward in the meeting</p>
20/036	<p>To agree date and format of Annual Parish Meeting. (For information the 2019 meeting was held on Monday 16th April)</p> <p>Cllrs reviewed available dates at the Village Hall and discussed the style of the event.</p> <p>It was resolved that the Annual Parish Meeting will be on the evening of Friday 15th May in the main hall of the Village Hall.</p> <p>Action Book Main Hall for 15th May (Clerk)</p> <ul style="list-style-type: none"> It was agreed that the Council will invite a main speaker to give a short presentation plus, invite local groups and organisation to have a stall to provide information, recruit new members etc <p>Action : Invite South West Ambulance Service Trust to give a short presentation on how a First Responder scheme could be established in the village. Invite local groups and organisations to the event.</p>
20/037	<p>To consider WHPC 2020 Activities and agree how they will be organised: document previously circulated</p> <ol style="list-style-type: none"> 2020 Activities Working Groups and To create a Open Spaces Committee (OSC)

	<p style="text-align: center;">4. To agree OSC Terms of Reference</p> <ul style="list-style-type: none"> Councillors considered the schedule of 2020 activities, proposals for their organisation, lead Councillor for each activity. <p>It was resolved to</p> <ul style="list-style-type: none"> Approve the schedule for 2020 Create an Open Spaces Committee (OS Comm) with delegated decision making powers Approve the Terms of Reference for the OS Committee <p>It was resolved that the Open Spaces Committee will</p> <ul style="list-style-type: none"> meet at 1.00pm-3.00pm on the last Tuesday of the month at The Narthex, St Michaels, West Hill at a hire charge of £15 per session. The agenda will be posted on the Parish Council website and noticeboard. Minutes of the meeting will be posted on the website. The minutes of a meeting will be reported to the next Full Council meeting. The meeting will be open to the public and the agenda will include an item giving the opportunity for public participation. The Committee will consist of 5 Cllrs. For 2020 Cllrs MH & JB will not be members of the Committee although they may attend the meeting if they wish (but do not have voting rights). <p>The first meeting will be on Tuesday 25th February at 2.00pm. The first item on the agenda will be to elect a Chair and Vice-Chair.</p> <p>Actions – Advertise the creation of the Open Spaces Committee (website, newsletter etc) & confirm 2020 bookings at The Narthex (Clerk)</p>
20/038	<p>Planning applications received</p> <p>19/2810/FUL Great Brake, West Hill Applicant Mr & Mrs Martin Construction of single storey residential annexe</p> <p>Councillors</p> <ul style="list-style-type: none"> supported the application recommend that the annexe should be a subsidiary dwelling support the Tree Officers comments <p>19/2834/OUT Hasta La Vista, Windmill Lane Applicant Mr E Flowers Outline application for the construction of a single dwelling house with all matters reserved.</p> <p>Councillors noted that the Neighbourhood Plan had been made since the previous application had been approved. Councillors also considered the adverse impact of the proposed development on nearby trees. It was noted that the submitted Tree Survey (from 2014) is out of date and is not a current assessment.</p> <p>Councillors did not support the application for the following reasons</p> <ul style="list-style-type: none"> contrary to Policy NP3: Infill, Backland and Residential Garden Development and NP26 West Hill Design. The development would lead to over-development of the site or the appearance of cramming, and the proposals do not reflect the character of the surrounding area, and the density is not appropriate to the immediate surrounding area. support the serious concerns expressed by the Tree Officers submitted Tree Survey is out of date and as such is invalid. <p>19/2832/MFUL Solar Farm, Rockbeare Hill Applicant Mr H House (Spring Che Ltd) Proposed solar farm with an approximate design capacity of 15 MW with permission being required for 40 years, comprising solar arrays, equipment housing, sub-station, fencing, CCTV and ancillary equipment</p> <p>Councillors did not support the application for the following reasons</p> <ul style="list-style-type: none"> Support the concerns raised by Exeter Airport Loss of amenity for neighbouring properties <p>20/0140/OUT Fir Grove, Lower Broad Oak Road Applicant Mr J Pilsworth Construction of new dwelling</p>

	<p>As the applicant was unable to attend the WHPC meeting the Chair read out statement of support on his behalf.</p> <p>Councillors acknowledged that the proposed development was within the BUAB and therefore development could be acceptable in principle, but did not support the application for the following reasons</p> <ul style="list-style-type: none"> The proposed entrance will require a wide visibility splay which will result in the loss of a significant length of Devon Bank. This will adversely change the character of a distinct part of the village (contrary to NP3 and NP26 Adverse impact on trees. WHPC Councillors request and will support Tree Officer views.
20/039	<p>Planning decisions received for information (*denotes WHPC differed)</p> <p>20/0058/CPL 1A Hillside Bendarroch Road Approved 19/2791/CPL Shepherds Cottage Bendarroch Road Approved 19/2554/FUL Copperhayes West Hill Road Approved 19/2701/FUL Little Copse, Lower Broad Oak Road Approved</p> <ul style="list-style-type: none"> noted
20/040	<p>Planning Appeal Decisions received for information (*denotes WHPC differed)</p> <p>APP/TPO/U1105/7214 18/23/TRE Dene, Lower Broad Oak Road Dismissed</p> <ul style="list-style-type: none"> noted
20/041	<p>TPO notifications – for information</p> <p>20/0003/TPO Silver Birches + Mill House West Hill Road</p> <ul style="list-style-type: none"> noted
20/042	<p>Planning: Updates and matters arising since the last meeting</p> <ol style="list-style-type: none"> AONB review – Briefing meeting with Ottery St Mary Town Council Pending, no updates For information - Neighbourhood Plan Survey – request from The University of Reading to complete a Government commissioned research survey Submitted Ottery Regeneration Working Group No response received from OSM working group EDDC Affordable Housing Supplementary Planning Document No comment from WHPC

Open Spaces Working Group

20/043	<p>Updates on actions and matters arising from the last meeting</p> <ul style="list-style-type: none"> Lengthsman 2019 <ul style="list-style-type: none"> Cllr ABC confirmed the outstanding invoice received & grant monies can be carried forward. Broad Oak Plantation - meeting with Tilhill, residents feedback <p>Cllr AT reported that several Cllrs and Clerk had met with a representative from Tilhill to discuss picnic benches, management of the glade, dog walkers etc. In the following days the Council had received a response from The Woodland Trust and Tilhill:</p> <p>Picnic Benches</p> <ul style="list-style-type: none"> The Woodland Trust don't support the re-cycled plastic bench proposed by WHPC. They will however support the installation of FSC certified wooden picnic benches in The Glade area of Broad Oak. They will support PTFA initiatives such as an Easter Egg Hunt subject to the provision of satisfactory supporting risk assessment <p>Cllr MH reported that the Council had received a number of letters in support the installation of picnic benches in Broad Oak and on balance proposed that the Council proceeds with installation of the benches.</p>
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	<p>Cllr ABC reported that Tilhill had requested that the area needed some levelling and advised on the method of fixing the benches to the woodland floor. In addition the Woodland Trust had agreed the works required on a decaying tree in the middle of The Glade.</p> <p>Cllr AT distributed details of the picnic bench approved by The Woodland Trust ref https://www.leisurebench.co.uk/products/feature/aberdeen-round-picnic-table-seats-8-pi-8?qclid=EAlalQobChMI_Pqy-oCw5wIVSrDtCh3vLQROEAYYBCABEgLM0PD_BwE</p> <p>It was resolved to approve the purchase of picnic benches in Broadoak Plantation.</p> <p>Actions: Clarify whether one or two benches can be installed.(AT) Clarify who will carry out the tree work (AT) Clarify that 2 maintenance cuts/year of the glade will be undertaken by Tilhill (AT) Seek 3 tenders for installation of the benches (ABC) Seek confirmation from EDDC that the purchase and installation can be funded by CIL funding.</p> <p>Cllr JB suggested that it may be possible to get a discount if an additional bench is purchased for the Playpark.</p> <p>Actions: Check whether there is sufficient room for the installation of a picnic bench in the Playpark. If this is possible contact the Village Hall.</p> <p>It was resolved to approve the purchase of a picnic benches for the Playpark subject to checking the available space.</p> <p>Dog Fouling Tilhill have confirmed that</p> <ul style="list-style-type: none"> • Section 3a of the 1996 statute Dogs (Fouling of Land) Act states that the Act does not apply to agricultural land or woodland http://www.legislation.gov.uk/ukpga/1996/20/pdfs/ukpga_19960020_en.pdf • The Forestry Commission has suggested that when in woodlands owners should use a stick to flick the mess away from the path, https://www.forestryengland.uk/dog-code • The Woodland Trust say nothing about flicking, they ask owners to pick up after their dog, see https://www.woodlandtrust.org.uk/visiting-woods/things-to-do/walking/walking-dogs-in-our-woods/ • The Woodland Trust will supply copies of their Dog Code posters to be put up in Broadoak. <ul style="list-style-type: none"> • Litter/Dog Waste Bins <ul style="list-style-type: none"> • The frequency of collections increased to three times per week. <p>Action post notices near the dog bins to advise of the increased collections and ask for any problems to be reported.(Clerk)</p> <ul style="list-style-type: none"> • Playpark - no matters to report • Ground Maintenance – no matters to report
20/044	<p>To consider the response to the advert for a 2020-21 Village Lengthsman contract and</p> <ul style="list-style-type: none"> • to approve a contractor (if possible) • to consider submitting an associated application for continued grant funding to the DCC Highways Maintenance Community Enhancement Fund <p>Cllr ABC reported that one tender had been received in response to the recent advert. The contractor met the training and insurance requirements. Cllrs considered the quote £2,280 for the specified works to be reasonable and within budget, subject to a successful grant application.</p> <p>It was resolved to award the contract to Pro-Lawn Garden Services.</p> <p>It was resolved to submit a Grant Application to the DCC Highways Maintenance Community Enhancement Fund for 50:50 funding.</p> <p>Action: Contract to be agreed by both parties (Clerk)</p>

20/045	<p>To receive an update on the WHPC application for a Landmark Tree</p> <p>Cllr ABC reported that WHPC had been successful in its application for a free Landmark Tree. Cllrs had previously proposed that this would be planted at Courtfield Close to replace the diseased (and removed) Coronation Tree.</p> <p>WHPC has sought and gained the approval of EDDC for the tree planting.</p> <p>An explanatory letter will be delivered to all householders in Courtfield Close.</p> <p>The tree planting will be completed by the end of March.</p>
20/046	<p>To consider the annual report submitted by West Hill's Footpath Warden (previously circulated)</p> <ul style="list-style-type: none"> • to approve the 2020 Annual Parish Paths Partnership survey report and application for funding • To consider submitting any additional projects <p>Cllr ABC reported that the Annual Footpath Survey had been completed by West Hills' Footpath Warden. All the footpaths "passed" with the exception of</p> <ul style="list-style-type: none"> • Footpath 87 which required a new gatepost • Footpath 7 passed however Japanese Knotweed is present on the path. This has been previously reported to DCC <p>Cllr ABC explained that the Parish Paths Partnership Grant P3 process has changed for 2020 and the Council now has to submit a grant application.</p> <p>It was resolved to submit a P3 grant application for maintenance work but not for additional 2020 projects.</p>

Finance Working Group:

20/047	<p>To consider re-appointing Paul Hayward as Internal Auditor for 2019/2020</p> <p>It was resolved to appoint Paul Hayward as Internal Auditor for 2019/2020 subject to finalising costs.</p>
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People and Policy Working Group

20/048	<p>To receive an update from the People and Policy Working Group</p> <ol style="list-style-type: none"> Proposed website changes Website Accessibility Legislation Changes WHPC mailing list - GDPR - mailing list authorisation <p>Cllr MH reported</p> <ul style="list-style-type: none"> • on a meeting with Cosmic to discuss potential changes to the Council's website (as discussed at the previous meeting). <p>It was resolved to authorise the Cosmic quote for £480.00+vat</p> <ul style="list-style-type: none"> • Legislation change re Website Accessibility will require minor amendments to the website. Work is underway to assess the necessary updates and associated cost and will report back to Council. • WHPC mailing list confirmation is underway.
20/049	<p>To consider items for inclusion in the next WHPC newsletter</p> <p>Cllrs discussed items for the next newsletter provisionally scheduled for end Feb or March</p>

Other Matters

20/050	<p>Traffic Study: Updates on actions and matters arising from the last meeting</p> <ul style="list-style-type: none"> • Note – moved forward at the meeting.
20/051	<p>To receive an update on the Broadband project and discuss next steps.</p>

	<p>Cllr JB reported on the recent public meeting at Aylesbeare which was attended by c70 people.</p> <ul style="list-style-type: none"> • Jurassic Fibre presented details of their Broadband product offering and started discussion on wayleaves which will require further discussion with residents and landowners. There was also discussion on the challenge of including out-lying properties in the scheme. • Connecting Devon & Somerset explained the voucher scheme available to residents which can be used to offset installation costs. • Cllrs QT/JB are waiting for Jurassic Fibre to confirm the date for a similar meeting in West Hill.
20/052	<p>To receive an update on SW Ambulance Service Foundation Trust (SWASFT) First Responders and Defibrillators scheme and to agree next steps.</p> <p>Cllr MH reported</p> <ul style="list-style-type: none"> • WHPC had contacted SWASFT to request information on the First Responder scheme • Cllr MH & Clerk had met with a village resident who has considerable experience in this matter to get a better understanding of how a scheme may work in West Hill <p>Cllrs agreed to support this initiative and to write to SWASFT requesting a presentation at the Annual Parish Meeting.</p>
20/053	<p>Updates on actions and matters arising from the last meeting</p> <p>Actions</p> <ol style="list-style-type: none"> 1. Research additional Deposit Account providers Ongoing <p>Other matters</p> <ol style="list-style-type: none"> a. Exeter Airport Consultative Committee - update from recent meeting <ul style="list-style-type: none"> ▪ Cllr MH reported: The Flybe representative did not attend the Committee despite a firm commitment to do so, therefore no information was available on current/future plans for Flybe at Exeter. b. EDDC Careful Choices Questionnaire <ul style="list-style-type: none"> ▪ Cllr JB reported that EDDC are seeking the public views on services and priorities. The questionnaire will be sent to 3000 homes in East Devon and will also be available on the EDDC website. Cllr JB encourage people to participate in the survey. c. New Village Hall Hiring Agreement has been signed - noted d. TRIP poster - advertised - noted e. Correspondence from residents <ul style="list-style-type: none"> ▪ Mobile Phone signal f. Any urgent matters arising. <ul style="list-style-type: none"> ▪ The Clerk reported on a recent overnight incident in Playpark – a resident reported that someone had been sick in the cabin of the Playboat. It was agreed that councillors would undertake dealing with any similar future events on a rota basis.
20/054	<p>Finance and invoice tracker</p> <p>Invoices received – for approval:</p> <ol style="list-style-type: none"> 1. Clerk claim for expenses (Jan) 2. Cllr Alan Cook – Printing Special Trees of West Hill Report 3. Hartwood Treeworks – Village Lengthsman 2019 <p>Paid invoices – for information:</p> <ol style="list-style-type: none"> a. Village Hall Room Bookings (Dec) <p>To receive the bank reconciliation for January, plus Jan YTD v Budget report</p> <p>All noted.</p> <p>Bank Statements not yet available will be circulated and presented to the next WHPC meeting</p>
20/055	<p>Councillors questions, reports and items for future agenda</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>
20/056	<p>Next meeting:</p> <p>To confirm the date of the next meeting which is scheduled for Tuesday 3rd March 2020 or Tuesday 18th February 2020 to meet Planning Application deadlines (if required)</p>

Meeting ended : 21.45pm

Signed: *Anne Oliver*, Clerk to the Council

5th February 2020