

**WEST HILL PARISH COUNCIL  
MINUTES OF THE PARISH COUNCIL MEETING  
HELD ON 3<sup>rd</sup> SEPTEMBER 2019 AT 7.30PM  
AT WEST HILL VILLAGE HALL**

Present:	Chairman Cllr Margaret Hall (MH), Cllr Margaret Piper (MP), Cllr Alison Carr (AC), Cllr Quentin Tailford (QT), Cllr Jessica Bailey (JB), Cllr Amanda Townsend (AT), Cllr Alan Cook (ABC)
In attendance:	Anne Oliver Parish Clerk, plus 5 members of the public
Apologies received from:	DCC Cllr Claire Wright

Item (a)	Discussion and decisions (b)
<b>19/260</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>19/261</b>	<b>Apologies.</b> To receive apologies and approve reasons for absence. Apologies were received from DCCllr Claire Wright
<b>19/262</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.  No members of the public wanted to speak at the meeting.
<b>19/263</b>	<b>To receive Monthly Crime stats</b> for information The data for July were considered and noted.
<b>19/264</b>	<b>District and County Councillors reports</b> for information (items raised for decision will appear on the agenda for next month's meeting)  <b>Cllr Jess Bailey</b> reported <ol style="list-style-type: none"> <li>1. East Devon District Council (EDDC) 4year Plan – is currently under development. The 1<sup>st</sup> draft has been produced and reflects the changing priorities of the Council towards Climate Change. EDDC hope to have agreed the plan in December.</li> <li>2. Devolution of Assets – EDDC are considering the devolution of assets to Town and Parish Councils. This proposal will be circulated for discussion.  <b>It was agreed to ask EDDC for a list of assets in West Hill.</b></li> <li>3. Deprivation and Poverty in East Devon – An EDDC report is due regarding Deprivation and Poverty in East Devon and associated action plan.</li> <li>4. Proposed Woodbury Power Station (gas) – has been turned down by EDDC despite the recommendation for approval. 70 members of the public attended the recent Council meeting.</li> </ol>
<b>19/265</b>	<b>Declarations of Interest</b>

	<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.</p> <p>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).</p> <p><b>None declared</b></p>
<b>19/266</b>	<p><b>Minutes</b></p> <p>1. To approve the minutes of the Parish Council meeting on 6<sup>th</sup> August 2019, previously circulated</p> <p>2. To approve the minutes of the Parish Council meeting on 20<sup>th</sup> August 2019, previously circulated</p> <p><b>Both were noted, approved and signed.</b></p>
<b>19/2267</b>	<p><b>Planning decisions received</b> for information (*denotes WHPC differed)</p> <p><b>19/1622/FUL</b> Woodlee, West Hill Road Status: Approved*</p> <p><b>19/1270/TRE</b> Broad Oak, Higher Broad Oak Road Status: Approved with conditions</p> <p><b>19/0745/TRE</b> Summercourt House, Elsdon Lane Status: Split decision*</p> <p><b>All noted.</b></p>
<b>19/268</b>	<p><b>To confirm Council arrangements</b> for dealing with planning application deadlines expiring before mid-month.</p> <p><b>Cllr MH</b> explained the problem of meeting Planning Application deadlines that expire before the monthly WHPC meeting on the first Tuesday of each month. Councillors considered various ways to deal with this.</p> <p><b>It was resolved to continue the current practice</b> of holding a mid-month full council meeting if required. This meeting will be restricted to planning items only.</p>

### Open Spaces Working Group (OSWG)

<b>19/269</b>	<p><b>Updates on actions and matters arising from the last meeting</b></p> <p>The Open Spaces Working Group did not meet in August.</p> <p><b>Lengthsman</b> – the Lengthsman is scheduled to remove Himalayan Balsam from agreed sites in West Hill during August</p> <p>Cllr MH explained that the Lengthsman was due to cut verges in July and clear Himalayan Balsam weeds in August. The Council has received few but positive comments on the work done in July, in particular improving visibility at junctions. The Lengthsman has recently assessed the work required to clear the Himalayan Balsam along West Hill Road and has reported</p> <ul style="list-style-type: none"> <li>• The volume of Himalayan Balsam is much greater than anticipated and will require much more work (and cost) than originally expected.</li> <li>• The Himalayan Balsam is immediately adjacent to the road and for the safety of the team they will have to implement traffic management measures such as stop/go boards or traffic lights. Seeking permission from Highways will take 1-3 weeks.</li> </ul>
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	<p>Cllrs were disappointed about the late notice from the Lengthsman, despite requests from the Clerk, but accepted his apologies. Cllrs considered his feedback and reluctantly agreed that it was now too late to work on the Himalayan Balsam this year.</p> <p><b>It was agreed</b></p> <ol style="list-style-type: none"> <li>1. To cancel the Himalayan Balsam clearance this year.</li> <li>2. To meet with the Lengthsman to discuss the remaining schedule for 2019.</li> <li>3. The OSWG to consider creating a separate project for the clearance of Himalayan Balsam in 2020.</li> <li>4. The OSWG to consider lessons learnt in 2019 when scheduling the Lengthsman's work in 2020.</li> </ol> <p>Cllr MH reported that the Lengthsman had pulled up a small patch of Himalayan Balsam on Lower Broad Oak Road opposite Ford Lane. The Council were unable to get the support from neighbouring landowners and as a result the Lengthsman could not have a bonfire to burn the weeds. Whilst doing this work it was discovered that grass cuttings had been dumped on the verge over a period of time. As the grass cuttings rot down they are polluting the nearby brook and downstream.</p> <ol style="list-style-type: none"> <li>5. <b>It was agreed</b> to write to householders in the surrounding area reminding them of their responsibilities, fly-tipping grass cuttings is not permitted and other means of disposing of the green waste are available.</li> </ol>
<p><b>19/269</b> continued</p>	<p><b>Playpark</b></p> <p>Cllr MH reported that the Annual RoSPA inspection had taken place in August and their report was recently received by WHPC. Two risks had been identified</p> <ul style="list-style-type: none"> <li>- a frayed rope on the Playboat (Medium risk)</li> <li>- a potential finger trap as a very low risk.</li> </ul> <p><b>It was agreed</b></p> <ol style="list-style-type: none"> <li>6. To request EDDC to make the necessary rope repairs/replacement on the Playboat as a matter of urgency.</li> </ol> <p><b>Actions from last meeting</b></p> <ol style="list-style-type: none"> <li>1. Re-tender Playpark maintenance contract (Sep/Oct) for Dec decision - <b>agreed</b></li> <li>2. Footpath repair work now completed. Invoice can be paid – <b>completed</b></li> <li>3. Bus Shelter – Chase outstanding quotes, review and circulate.</li> </ol> <p><b>Cllr Cook</b> reported that the quote had not been received as promised by the contractor.</p> <ol style="list-style-type: none"> <li>4. Dog Waste Bins – Chase EDDC for update on bin collections to ensure the bins are emptied twice a week as per contract</li> </ol> <p>Cllr Cook reported that the bins appear to have been emptied as per schedule over recent weeks. The Clerk confirmed that no recent problems had been reported by residents. EDDC have not yet provided a response to the missed collections reported earlier this year. It was noted that EDDC are looking to move a standard 3 collections per week. WHPC moved to two collections per week earlier this year. Cllr QT asked whether the contractor could send a text to confirm the bins have been emptied.</p>

**Finance Working Group – no matters to report**

19/270	<p><b>Updates on actions and matters arising from the last meeting</b></p> <p>The Finance Working Group did not meet in August.</p> <p><b>Noted</b></p>						
19/271	<p><b>To receive a report on S106 funding for West Hill Parish Council.</b> Cllrs MH &amp; JB and Clerk recently attended a meeting with EDDC to review available funding and to discuss the criteria for how the money can be spent.</p> <p>Cllr MH updated Cllrs on S106 monies allocated to West Hill. There are strict rules on how the money is allocated and how it can be spent. S106 payments are paid by developers and are intended to mitigate the impact on the local community and infrastructure.</p> <p>As at 28-Aug</p> <p>S106 monies</p> <table data-bbox="435 785 776 869"> <tr> <td>WH Play Area</td> <td>£4,691.50</td> </tr> <tr> <td>WH Open Spaces</td> <td>£36,408.00</td> </tr> <tr> <td>WH Sports Project</td> <td>£2,616.53</td> </tr> </table> <p>In addition, WHPC has £3,637.38 available in CIL payments (Community Infrastructure Levy). Again, there are rules on how this can be spent and the funding is time limited.</p> <p>Cllrs had a brief discussion on how the CIL monies could be used.</p> <p><b>It was agreed</b> to determine whether the CIL monies could be used to fund PJA Consultancy for the Traffic Study.</p>	WH Play Area	£4,691.50	WH Open Spaces	£36,408.00	WH Sports Project	£2,616.53
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**People and Policy Working Group**

19/272	<p><b>Updates on actions and matters arising from the last meeting</b></p> <p>The People and Policy Group did not meet in August.</p>
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**Other Matters**

19/273	<p><b>To receive an update on the Traffic Study and to agree next steps</b></p> <ol style="list-style-type: none"> <li>Village Hall new pedestrian access proposal – Update on pre-application advice meeting held with Devon County Council Highways, East Devon District Council Planning, Ian Heard (Village Hall) and PJA Traffic Consultants</li> </ol> <p>New pedestrian access from West Hill Road to the Village Hall and school together with safe walking route along West Hill Road:</p>
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Cllr QT asked whether he needed to declare an interest as he is the WHPC rep on the Village Hall committee? As Cllr QT was not included in the VH discussion it was agreed that he did not need to declare an interest.

Cllr MH re-capped that the project had requested a pre-application meeting with EDDC and Highways to seek advice on the viability of the PJA Traffic Consultants proposal before the project would incur further expenditure on topographical survey and road safety audit.

The Village Hall Committee were unhappy with the proposed access point and proposed new footpath and had produced an alternative layout. This gives rise to safety and safeguarding concerns given the proximity to the Playpark and playground.

Cllrs MH, JB and Clerk together with Ian Heard (Village Hall) and Jon Tricker (PJA Traffic Consultants) attended the pre-application with EDDC and Highways representatives

- It was confirmed that WHPC will need to make a planning application for the new access onto West Hill Road.
- One of the first questions asked by Highways was whether the new footpath would be available at all times or just at school opening times. Ian Heard believed it would be open at all times. Jon Tricker confirmed that as such it would be public right of way and the scheme would be then be eligible for considerable Grant Funding. Highways suggested that the if path was constructed to agreed standards it could be ADOPTED by Highways and they would be responsible for future maintenance. WHPC understand that the Village Hall Committee are considering these options together with Permissive Path status (which allows the path to be closed at stated times).
- The meeting also considered the elements of the traffic calming measures and safe walking route.
- Highways agreed to a site visit (target date late September).to better understand the proposals and the constraints of the site regarding
  - o the access point
  - o the route of the footpath
  - o the traffic calming and safe walking route proposals
- Representatives from Highways, who are more familiar with West Hill, will attend the site visit together with WHPC, VH and representative from WH School.

**It was agreed** that WHPC will seek written advice from Highways and EDDC following the site visit.

Cllr MH reported that WHPC are seeking to work with the Village Hall and School as a working group, with each representative reporting back to their respective groups. A meeting is scheduled for 17<sup>th</sup> September.

**It was agreed** that a working party should be formed and Cllrs MH, JB and Clerk would represent the Council.

Cllr ABC raised concerns regarding potential illegal parking on West Hill Road and the need for further measures to control this. Parking was one of the reasons for the refusal of the previous planning application.

Cllr QT commented the Parish Council were responsible for creating the access point and the associated traffic calming measures. Cllrs agreed that the Village Hall Committee should take the lead on the footpath on the VH site.

	<p><b>It was agreed</b> that the Councils preferred footpath route is now the path direct from the PJA access point to Beech Park rather than the route shown on the latest PJA proposal (as this was considered unacceptable by the Village Hall). This path would need additional pedestrian safety measures by the roundabout and village hall/school access points.</p> <p>Next Steps</p> <p><b>It was agreed</b> that, as this is a project for the benefit of the community, the Council would seek grant funding but this is dependent on a public access.</p> <p>Cllr MH noted that the planning application would require detailed comprehensive planning and documentation. The most effective way to deliver this was for PJA consultants to deliver a comprehensive scheme for the access point and footpath, and for them to submit the planning application. This raised the matter of who pays for the consultancy.</p> <p>It was agreed to schedule this discussion following the site visit and subsequent advice from Highways and EDDC Planning.</p> <p>2. Northern and Southern Gateway proposals</p> <p>Cllrs noted that these proposals are important and are very much on their agenda however the focus at the moment would be on the West Hill Rd access proposals.</p>
<p><b>19/274</b></p>	<p><b>To receive an update on the Broadband Upgrade Project and to agree Next Steps</b></p> <p><b>Cllr QT</b> reported an excellent response from West Hill residents and businesses following the Fete. Enough responses had been received to enable him to contact 4 companies regarding the Broadband Upgrade project : Openreach, Gigaclear, Airband and Jurassic Fibre.</p> <p>Openreach - it has been difficult to make progress with Openreach as their priorities appear to be elsewhere Gigaclear – have installed cables from Honiton and have reached the end of Toadpit Lane.</p> <p>Airband – probably unviable to achieve a satisfactory result of their wireless technology due the wooded nature of the village.</p> <p>Jurassic Fibre – a new company, originally planning to install cables towards Exmouth.</p> <p>Following further discussions Jurassic Fibre have revised their plans and will now be installing cables to Honiton via Aylesbeare and West Hill with a target date of Spring 2020. Cllr QT will continue to liaise with Jurassic Fibre and is awaiting details of their proposed pricing.</p> <p><b>It was agreed</b> that a community consultation would be scheduled to inform residents of Jurassic Fibre’s proposal and pricing. This could be extended to include Aylesbeare</p> <p>Cllr ABC asked whether delivering Fibre To The Premises would require underground cables? Cllr QT would seek confirmation.</p>
<p><b>19/275</b></p>	<p><b>To receive a proposal</b> for an external consultant to observe a Council Meeting to identify opportunities for improved practice.</p>

	<p>Cllr JB reported that she had recently attended several courses run by Anne Reader, an experience facilitator and trainer. Cllr JB recommended that WHPC seeks her advice and feedback on Council Meetings, agendas etc.</p> <p><b>It was agreed</b> to ask Anne Reader to observe a future meeting and to seek her feedback and advice, The expected cost is c£50.</p>
<p><b>19/276</b></p>	<p><b>Updates on actions and matters arising from the last meeting</b></p> <p>Actions</p> <ol style="list-style-type: none"> <li>1. Request for Teenager Facilities in the village- The Royal British Legion committee have agreed to a trial period and hopefully sessions to start in September. Meeting scheduled to finalise arrangements. <p style="margin-left: 40px;"><b>Cllr QT reported</b> that the meeting to finalise arrangements didn't go to plan as the teenagers didn't attend as expected. Cllrs considered that there were many other teenagers in the village that would be interested in using the facility: Friday 4-7.00pm, with a reduced membership of £6. Cllrs AT/JB felt that parents would be willing to be supervisors.</p> <p style="margin-left: 40px;"><b>It was agreed</b> that Cllrs AT/JB would contact parents and teenagers to assess their interest and would then work with the RBL as appropriate.</p> </li> <li>2. Village Map <ol style="list-style-type: none"> <li>a. Seek advertisers giving first priority to existing West Hill advertisers.</li> <li>b. WHPC Financial Controls to be updated for handling this income generation activity.</li> </ol> <p style="margin-left: 40px;"><b>Cllr MH reported</b> that the advertising space was over-subscribed. The layout of the map was being finalised with a target date for printing at the end of September. Invoices will be issued to businesses once they have approved their adverts.</p> </li> <li>3. Village Event - meeting to discuss ideas <p style="margin-left: 40px;"><b>It was agreed</b> to postpone this project until next year and to focus on the Traffic Study and Broadband projects in 2019.</p> </li> <li>4. Landing site - sign off Memorandum of Understanding (Devon Air Ambulance Trust/WH School/WHPC) <p style="margin-left: 40px;">Cllr MH reported that the Devon Air Ambulance Trust had advised that the MOU did not need to be signed as the various parties had confirmed their agreement via email.</p> </li> <li>5. Roadside Advertising Signs – Survey village and record their position. <p style="margin-left: 40px;">Cllr JB has photographed various advertising signs which are believed to require EDDC planning permission.</p> <p style="margin-left: 40px;"><b>It was agreed</b> that the Clerk would check their status with EDDC.</p> </li> </ol>
<p><b>19/277</b></p>	<p><b>Finance and invoice tracker</b></p> <p>Invoices received – for approval:</p> <ol style="list-style-type: none"> <li>1. Clerk claim for expenses and annual renewal of software licence</li> <li>2. Cosmic – Domain Name annual renewal</li> </ol> <p>Paid invoices – for information:</p>

	<p>a. West Hill Village Hall – room bookings (July) b. Garden &amp; Countryside Maintenance Ltd – footpath repairs</p> <p><b>All noted, approved and signed</b> To receive the bank reconciliation for Aug – for information <b>It was noted</b> that the statements were not yet available the reconciliation will be presented next month.</p>
<p><b>19/278</b></p>	<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>Ottery St Mary Climate Emergency Group</b> - now known as Greener Ottery - WHPC has been invited to attend their meetings.</p> <p><b>Ottery Hospital</b> – Cllr MH commented that Ottery St Mary Town Council and The League of Friends have formed a Working Group. She anticipates that WHPC will be invited to join.</p> <p><b>Exeter Airport</b> – Cllr MH reported that the Airport is conducting a review of its controlled air space including flight paths.</p> <p>EDDC will be holding a <b>“Working Together for the Future of East Devon”</b> event at West Hill Village Hall on 24<sup>th</sup> Oct 9.30-2.30pm.</p> <p style="padding-left: 40px;"><b>It was agreed</b> that Cllr ABC will attend on behalf of WHPC <b>It was agreed</b> to circulate the invitation to other West Hill groups.(Clerk)</p> <p>WHPC Grants to West Hill organisations and groups</p> <p style="padding-left: 40px;"><b>It was agreed</b> to remind local groups and organisations that Grants are available from WHPC (Clerk)</p>
<p><b>19/279</b></p>	<p><b>Next meeting</b> To confirm the date of the next meeting which is scheduled for Tuesday 17<sup>th</sup> Sep 2019 (if required) or Tuesday 1<sup>st</sup> October.</p>

The meeting ended 21.15pm

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