

**WEST HILL PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING
HELD ON WEDNESDAY 2nd JANUARY 2019 AT 7.30PM
AT WEST HILL VILLAGE HALL**

Present:	Chairman Cllr Margaret Hall (MH) Cllr Jill Ingle (JI) Cllr Jessica Bailey (JB) Cllr Quentin Tailford (QT)
In attendance:	Alison Carr outgoing Parish Clerk, Anne Oliver incoming Parish Clerk, District Cllr Paul Carter, 9 members of the public
Absent:	Cllr Alan Cook; Cllr Jo Talbot; Cllr Christopher Hall

Item (a)	Discussion and decisions (b)	Action (c)
19/001	<p>Welcome and Chairman's announcements</p> <p>The Chairman wished everyone a Happy New Year, reminded everyone that the meeting was being recorded and started the meeting at 7.30pm. She introduced the new Clerk Anne Oliver and thanked the outgoing Clerk Alison Carr for her service to the Parish Council.</p>	
19/002	<p>Apologies</p> <p>Apologies were received and approved from Cllr Alan Cook, Cllr Jo Talbot, Cllr Christopher Hall and Devon County Cllr Claire Wright.</p>	
19/003	<p>Public question time (3 minutes)</p> <p>There were no questions from members of the public and the Chairman said she would suspend Standing Orders to permit questions about item 19/004 after Toby Russell's presentation.</p>	
19/004	<p>Presentation by Toby Russell from Devon Air Ambulance Trust regarding establishing a landing site in West Hill</p> <p>Following a DAAT presentation to the Probus group in 2018, the Parish Council was approached by members of Probus to consider establishing a landing site for the air ambulance in West Hill. Toby Russell was invited to the Parish Council meeting to give a presentation about what is involved in setting up a community landing site. He explained the criteria required and the process to be followed to achieve a successful outcome. The DAAT currently has 100 operational sites with a further 122 in development. The air ambulance flies until 2am at the latest, with the possibility of extending that sometime in the future. Each site is different and requires different solutions, but all sites utilise LED lighting switched on and off by the pilots from the aircraft. The lights are extinguished when the incident is dealt with – typically anything from a few minutes to an hour, depending on the incident. The primary school playing field has been surveyed by DAAT and is the only viable site in West Hill due to its size and location. It is envisaged that should the project go ahead in West Hill, the lighting would comprise a single column with a pair of LED lights on top, approximately 300 Watts – sufficient to illuminate the centre of the school field. The lighting column would be located near the school building, screened off to some extent by existing bushes. A cable would be run from the school's electrical supply underground to the lighting column. In-principle support from the primary school was sought and has been given. Toby explained that once installed, responsibility for maintaining the lights lies with the community. The installation is done by a contractor who is experienced in working with DAAT. A grant can be provided by DAAT to offset the cost of the labour in setting up the lighting, but the cost of capital items is borne by</p>	

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	<p>the community.</p> <p>It is envisaged that the cost of setting up the lighting for a landing site in West Hill would be approximately £5,863. The DAAT grant would be £3,036 with the remaining £2,827 contributed by the community. Chairman MH spoke at this point and said that although the Parish Council would need to discuss the matter formally, some form of match funding could be considered, with the Parish Council matching whatever amount the community raises. Members of the audience commented that they thought raising the money should not be difficult in West Hill.</p> <p>In terms of the next steps, planning permission is required for the lighting column. It would be important to seek support from the wider community, particularly people living near the field. To facilitate this, Toby recommended a public consultation where he would give a presentation to local residents. In his experience, most people are supportive once they understand how it will affect them. In addition, a memorandum of understanding would be drawn up with the school and Parish Council. This has proven useful at other sites. Although not legally binding, it would set out the responsibilities of the various interested parties. In reality, the whole process can take anything from a few months to a year from start to finish.</p> <p>Standing orders were suspended to allow public questions.</p> <p>There was a question about the cost of ongoing maintenance. Toby explained that the lighting column has a 25-year warranty. It can be inspected and maintained from the ground without the need for a cherry-picker as it hinges in the middle. The lights are LED low-energy which typically last longer than traditional bulbs and the cost of running them is likely to be less than £10 per year. The other ongoing cost is public liability insurance. This and maintenance needs to be reviewed annually and budgeted for.</p> <p>There was another question about what arrangements would be needed for access to the field as it is locked. Toby said that many other air ambulance sites are locked and one solution is to fit a combination lock with a secure code shared only by the school and the air ambulance pilot and control room.</p> <p>Another question was how many times per year on average residents might expect the landing site to be used. Toby said that it is difficult to predict but the site in Ottery St Mary has only been used once so far. The question of whether the air ambulance is deployed is decided by the control centre depending on the severity of the incident and whether the air ambulance would make a difference. In time-critical incidents like heart attacks the air ambulance saves vital time and definitely improves the outcome for the patient.</p> <p>At the end of the discussion, the Chairman thanked Toby for his informative presentation and standing orders were resumed.</p>	
<p>19/005</p>	<p>To receive the monthly crime stats for information Councillors noted that 1 crime had been recorded in October 2018. They were surprised that the incidents of antisocial behaviour reported by the school did not seem to appear.</p>	
<p>19/006</p>	<p>District and County Councillors' reports for information (items raised for decision will appear on the agenda for the next meeting).</p> <p>District Cllr Paul Carter reported briefly. EDDC won an award for recycling, having achieved 60% recycling, far in excess of the government's target. A new cardboard recycling collection will be trialled in Woodbury where residents will receive an extra container. The green garden waste collections will restart on 17th January.</p> <p>Regarding EDDC's move to the new headquarters in Honiton, that is progressing and it is hoped that the next full council meeting on 27th February will be in the new building. By mid to end-February, the District Council offices should be well on the move to the new building. The DMC meeting on 8th January will, however, be at Knowle. Three items on the agenda relate to West Hill – planning applications for the redevelopment of the Potters shop building and two</p>	

	<p>planning applications for Meadowgate. Cllr Alan Cook has registered to speak at the meeting.</p> <p>Chairman MH asked if he knows who the Planning Officer is for public open spaces? Cllr Carter said he would look into that as there have been some staff movements within EDDC.</p>	
19/007	<p>Declarations of Interest</p> <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 DPIs must leave the room for the relevant items).</p> <p>Cllr Quentin Tailford declared a personal interest in 18/2749/TRE Wynford as the applicant is his neighbour, although the applicant is the tree surgeon, not the owner of the property. For the same reason, the Chairman declared a personal interest in 18/2749/TRE Wynford. Cllr Jessica Bailey declared a personal interest in 18/2885/FUL 14 Ashley Brake as she knows the applicants.</p> <p>The Chairman declared a personal interest in 18/0130/TPO Land at Ashley Brake, which is a TPO notification and is not up for discussion, but she noted that one of the trees is on her property boundary.</p>	
19/008	<p>Minutes</p> <p>The minutes of the Parish Council meeting on 4th December 2018 were approved as a true and accurate record.</p>	
19/009	<p>Updates on actions and matters arising from the last meeting (action tracker)</p> <p>Work on the Woodland Trust land – Cllr Christopher Hall was to send a thank you email – he has probably done this but is not in attendance to confirm that.</p> <p>Playpark repairs – Following enquiries with the Clerk at Ottery (OSMTC commissioned the original equipment from Alastair Guy) it seems there is no current warranty. Other equipment suppliers have declined to supply a “bolt-on” addition. Councillors discussed the option of removing the original play-house and replacing it with a brand new piece of equipment. However, this would be expensive and a longer-term option. Councillors felt they wanted a solution that could be implemented quickly, to benefit users of the play park, especially for when the weather improves and more children want to play there.</p> <p>ACTION: Alison to forward the emails from Alastair Guy to Cllr JB.</p> <p>ACTION: Cllr JB to obtain a detailed quote from Alastair Guy for the solution he proposed and to find out the total cost of supplying and installing the equipment including preparing the ground and laying rubber matting.</p> <p>McColls/Potters redevelopment – the planning application is on the DMC agenda on 8th January. Cllr Alan Cook has registered to speak.</p> <p>Overgrown hedges – There has been no response to the Parish Council's letter to the owners of 1 Birch Grove about the hedge along Higher Broad Oak Road. The situation has worsened, not just with that hedge but also with hedging now overhanging the pavement in Birch Grove.</p> <p>ACTION: Clerk to escalate. Write a stronger letter to the owners of 1 Birch Grove about the 2 hedges. If the situation persists, the Parish Council can refer the problem to Highways.</p> <p>School playing field – EDDC declined the Parish Council's application to list the field as an Asset of Community Value. This would have allowed the community a right to bid for it if the Smile Learning Trust decided to sell it in the future. There is no right of appeal so that action is closed now.</p>	<p>Alison JB</p> <p>Clerk</p>

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	<p>Regarding reinstating community access to the school field, the Chairman had a meeting with the Chair of Governors Rowan Ross. The Parish Council now has a fuller explanation of the school's position and its refusal to reinstate community access. ACTION: MH to write to Scott Massie, Chair of the PTFA</p> <p>Councillors had a brief discussion about the latest response from the Smile Learning Trust. They felt that it was in the public interest to publish the response on the Parish Council website with an accompanying update on the Parish Council's position. ACTION: CH to draft a statement. It was agreed to not publish the letter on the Parish Council's Facebook page.</p> <p>Air Ambulance Landing Site – It was agreed that the Clerk and Cllr QT would liaise with Toby Russell on behalf of the Parish Council to progress the project. ACTION: Clerk to put it on the agenda for discussion at the next meeting.</p> <p>There will need to be a public consultation about it before the planning application is put forward. ACTION: Clerk to check room availability in the village hall and find out Toby Russell's availability. It was thought that a Friday afternoon drop-in session would be more appropriate than a formal meeting. ACTION: MH to speak to County Cllr Claire Wright about the locality budget to see if that might be one source of funding.</p> <p>Lengthsman and community enhancement fund – Cllrs QT and AC are preparing application form.</p> <p>Meeting with Charlie Plowden and David Colman – Alison emailed David Colman again to remind him but has not received a response. ACTION: Clerk to progress that.</p>	<p>MH</p> <p>CH</p> <p>QT</p> <p>Clerk</p> <p>Clerk</p> <p>MH</p> <p>QT/AC</p> <p>Clerk</p>
<p>19/010</p>	<p>Planning applications received</p> <p>18/2749/TRE Wynford, Lower Broad Oak Road. Applicant: Martin Jelf Proposal: Remove three lateral limbs to re balance the tree; remove the remains of a torn limb due to storm damage; reduce the crown by 15%; dead wood as necessary</p> <p>This application was considered at the meeting of West Hill Parish Council on 2nd January 2019. Councillors did not support the application. Councillors thought that the documentation provided was inadequate and did not provide a justification for the proposed works. An arboricultural report was not submitted to support the application.</p> <p>18/2885/FUL 14 Ashley Brake. Applicant: Mr & Mrs Milton Proposal: Construction of side extension and enlarged dormer window</p> <p>This application was considered at the meeting of West Hill Parish Council on 2nd January 2019. The Parish Council supported this application.</p> <p>18/2893/PDP The Pygthle, Lower Broad Oak Road. Applicant: Mrs R Arkwright Proposal: Prior approval for a Change of Use from storage (Class B8) to a use falling within Class C3 (dwelling houses)</p> <p>This application was considered at the meeting of West Hill Parish Council on 2nd January 2019. The Parish Council did not support the application. Councillors noted that the building is used for domestic storage, as stated in this application and also in the Planning Officer's Report for previous applications for this site, not commercial storage. Therefore, the building does not come under the Class B8 use and therefore does not comply with Class P of the GPDO 2015 regulations. For this reason, Councillors thought that the basis for the application was incorrect.</p> <p>They also noted that no mechanism has been submitted to secure a contribution towards measures to mitigate the impacts of recreational use of the ecologically sensitive habitats of the European designated East Devon Pebblebed Heaths Special Area of Conservation and</p>	

	Special Protection Area by the occupants of the development.	
19/011	<p>Planning decisions received for information (*denotes WHPC differed)</p> <p>18/2402/TRE Touch Wood – approved 18/2310/TRE Meadowgate – split decision 18/2252/TRE Rose Ash 9 Brackendown - refused 18/2478/PDQ Pygthle – middle pigsty – refused 18/2463/PDQ Pygthle – east pigsty – refused 18/2465/PDQ Pygthle – west pigsty – refused 18/2421/FUL The Pines – approved 18/2479/FUL Parsonage House – (garage) approved (WHPC deferred to Tree Officer) ALL NOTED</p>	
19/012	<p>TPO notifications for information</p> <p>18/0059/TPO Land along the western boundary of Dene, Lower Broad Oak Road 18/0130/TPO Land at Ashley Brake ALL NOTED</p>	
19/013	<p>Updates and reports from Working Groups</p> <ol style="list-style-type: none"> a. Finance – no update b. Invasive weeds – no update c. Personnel – no update d. Playing field/open space – MH will contact the relevant planning officer at EDDC (JB will ring Darren Roberts) and Councillors will revisit potential sites around the Parish e. School field – see item 19/009 f. Website – the agreed amendments have been completed 	MH/JB
19/014	<p>To agree an amendment to the Clerk’s contract para 4.1 as follows (new words in bold):</p> <p>4.1 Your appointment is subject to satisfactory completion of a probationary period of 3 months. There will be a formal review after 6 months employment and thereafter annual appraisals. It is a condition of your employment that you register and commence work to obtain the Certificate in Local Council Administration within one year of your appointment.</p> <p>It was RESOLVED to adopt the suggested amendment to the Clerk's contract.</p>	
19/015	<p>To consider purchasing biodegradable paint and “clean it up” stencil to temporarily mark dog fouling areas, in response to further complaints from residents</p> <p>Cllr JB has received more complaints about dog fouling on the stretch of pavement on West Hill Road between Higher Broad Oak Road and McColls shop. Councillors discussed how owners could be persuaded to be more responsible and noted their frustration that the problem is being perpetuated. The Parish Council receives more complaints about this than anything else. Cllr JB had asked EDDC for advice and they suggested the Parish Council could purchase chalk-based spray paint to spray the offence and a “clean-it-up” stencil. At least that would alert pedestrians to the problem and may shame the offenders into collecting their dog waste. Chairman MH has included it in her next article for the Messenger. Another suggestion was possibly running a competition for children in the school to design a poster, on the basis that dog owners might take more notice if they know it affects children.</p> <p>It was RESOLVED that Cllr JB would purchase some spray paint and a stencil. The approximate cost would be £55.</p>	JB
19/016	<p>Update on Communities Together</p> <p>The Chairman reported that the deadline for receipt of completed grant applications by EDDC</p>	

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	<p>is 16th January. There will be a further meeting of the joint working group on Tuesday 8th January at OSMTC offices. MH will attend.</p> <p>OSMTC is submitting the bid from Ottery Help Scheme for the dementia cafe. OSM Cllr Giles had suggested a joint submission with WHPC but the online form can only be submitted by one parish/town council. WHPC has already given OSMTC its support (an email of the resolution to support passed at the last Parish Council meeting).</p> <p>WHPC will submit a bid on behalf of the Wasps junior football team and Kings School PTFA for new goal posts. The bid is largely written. Cllr JB has sent the draft to Doug Ferguson and the Chair of Kings PTFA for their approval. When this is received, WHPC Clerk can submit it. The new goal posts will cost £1,976 and the Wasps and PTFA will contribute 10% each, so the grant application is for the balance. VAT is not allowable, so that will be reclaimed by WHPC in the normal way.</p>	JB/Clerk
19/017	<p>Update on the Traffic Study and to consider arrangements for a public consultation The Acorn Room has been booked for Friday 1st February from 2.30pm to 7pm for a public consultation. The Parish Council has not yet received the draft report from Jon Tricker. ACTION: MH to chase the report and ask if Jon can help with display boards for the consultation Councillors will attend the consultation and a comment form will be drawn up for members of the public to fill in. There was a brief discussion about publicising the consultation – this will include posters, the list of invitees to the workshop, the Parish Council email mailing list, Facebook and website, and asking the school to put it in the parent newsletter.</p>	MH
19/018	<p>To consider and comment upon EDDC’s Draft Heritage Strategy Consultation. The draft Heritage Strategy can be viewed at http://eastdevon.gov.uk/planning/planning-policy/heritage-strategy/</p> <p>Councillors felt it was unnecessary to comment. It was RESOLVED that the Parish Council would not comment.</p>	
19/019	<p>To consider and comment upon EDDC’s consultation on the Draft East Devon and Blackdown Hills Landscape Character Assessment. The draft Landscape Character Assessment can be viewed at http://eastdevon.gov.uk/media/2718201/east-devon-lca-draft-for-cmtte-sept-2018-low-res.pdf Pages 28-31 are the relevant ones</p> <p>West Hill is built on the Pebblebed Heaths, which is Landscape Character Type LCT 1C. Councillors noted that the report incorrectly refers to West Hill as “West End”. Councillors agreed that it was important to correct this and to comment on the consultation, particularly supporting the retention of the tree character of West Hill.</p> <p>It was RESOLVED that MH will draft a short response on behalf of the Parish Council supporting the retention of the tree character of the village and correcting the name.</p>	MH
19/020	<p>To consider adding the new Clerk to signatories for internet banking It was RESOLVED to add the new Clerk as a signatory for internet banking. ACTION: Alison to assist the Clerk with the required form.</p>	Clerk
19/021	<p>Finance and invoice tracker</p> <p>Invoices received – for approval:</p> <ol style="list-style-type: none"> 1. Previous Clerk Alison Carr’s claim for reimbursed expenses – AGREED 2. Village Hall invoice for room hire – invoice for December not received yet 3. Invoice 12970 from Cosmic for website updates – AGREED <p>Paid invoices – for information:</p> <ol style="list-style-type: none"> a. DALC invoice 7454 – Cllr QT attendance at Planning training – NOTED b. DALC invoice 7455 – Cllr QT attendance at New Councillors’ training – NOTED 	

	To receive the bank reconciliation for December – for information. The statements were not released due to the bank holidays so there was no bank reconciliation.	
19/022	<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>None raised.</p>	
19/023	<p>Next meeting There will probably be no meeting on 15th January as no urgent planning matters have been raised, so it is likely that the next meeting will be on Tuesday 5th February. There being no further business, the Chairman thanked everyone and closed the meeting at 9.29pm</p>	

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