

**WEST HILL PARISH COUNCIL
MINUTES OF THE PARISH COUNCIL MEETING
HELD ON 21st April 2020 AT 7.30PM
AT WEST HILL VILLAGE HALL**

**** The meeting was held by video-conference due to the Covid-19 situation**

Present:	Chairman Cllr Margaret Hall (MH), Cllr Amanda Townsend (AT), , Cllr Alan Cook (ABC), Cllr Alison Carr (AC), Cllr Margaret Piper (MP) District Cllr/WHPC Cllr Jessica Bailey (JB),
In attendance:	Anne Oliver Parish Clerk, no members of the public attended the meeting
Apologies received from:	Cllr Quentin Tailford (QT)

Item (a)	Discussion and decisions (b)
20/095	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 sound recorded.
20/096	Apologies. To receive apologies and approve reasons for absence. <ul style="list-style-type: none"> Apologies were received and accepted from Cllr QT
20/097	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"> No members of the public attended the meeting.
20/098	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 reported a personal interest in 20/102 Application 20/0736/TRE as she knew the applicant Cllr JB declared an interest as an EDDC District Councillor.
20/099	Consider the impact of recent legislation allowing Councils to hold virtual meetings <ol style="list-style-type: none"> Consider the process for virtual meetings (normal practice to be followed, Agenda & summons, Standing Orders, Code of Conduct etc) <ul style="list-style-type: none"> Councillors discussed the recent legislation changes allowing councils to hold virtual meetings (ref Coronavirus Act 2020) It was agreed <ul style="list-style-type: none"> To hold virtual Full Council and Committee meetings by video-conferencing. To resume standard Council practices with the exception being the means of public participation at meetings. Members of the public will be invited to join council video meetings by registering with the Clerk or by submitting their issues or questions to the Clerk

	<p>b. Consider decision making and review the recently enacted scheme of Delegated Powers It was agreed</p> <ul style="list-style-type: none"> ○ to rescind Delegated Powers put in place at the Council meeting on 17th March 2020 (20/092) <p>c. Confirm any decisions made during the period of Delegated Powers.</p> <ul style="list-style-type: none"> ○ Invoices <ul style="list-style-type: none"> 1. Clerk Reimbursement (Microsoft, use of home) 2. WallArt – WHPC Help March Newsletter £125.00 3. Leisurebench – 3 picnic tables £1,152.84 4. PJA Traffic Study £1,800.00 5. Cllr ABC Expense Claim Landmark Tree – tree stakes 6. Village Hall room bookings (Feb) 7. Village Hall room bookings (Mar) 8. DALC +NALC affiliation fee renewal 2020-21: £527.37 <p>Covid 19 related</p> <ul style="list-style-type: none"> 1. Clerk Reimbursement – Zoom video conferencing monthly subscription, paper, Printer cartridges, phonecalls) £474.10 2. Wallart – 2 x Large Maps 3. D Underwood Prescription Collections Petrol <ul style="list-style-type: none"> ○ Noted and Approved ○ The invoices will be signed in public during the first meeting when Councillors are able to meet together post covid 19 lockdown. <ul style="list-style-type: none"> ○ Insurance Renewal £562.12 <ul style="list-style-type: none"> ○ Noted and Approved ○ The invoices will be signed in public during the first meeting when Councillors are able to meet together post covid 19 lockdown. <ul style="list-style-type: none"> ○ Cyber Insurance (new) <ul style="list-style-type: none"> ○ Cllr MH reported that the Finance Working Group had further discussions regarding the new insurance cover that was recommended by Cllr QT and Came & Co. ○ Having read the Policy Document and Quotation Schedule in detail Cllr AC supported the proposal. ○ It was agreed to take out the Cyber Insurance policy. £319.20. <p>Action Circulate the Policy Document and Quotation Schedule to Cllrs for information. (Clerk)</p>
20/100	<p>Receive a report from the WHPC Help Scheme and consider further actions required</p> <ul style="list-style-type: none"> • Help Scheme - Requests for help • Volunteers • Newletters • Shopping & Food Deliveries <p>The Clerk reported that over 200 enquiries had been received on the helpline since the beginning of the Covid 19 situation. . The majority of requests continues to be for collection of prescriptions (150+ prescriptions). Dave Underwood has now collected over 100 prescriptions. No new major issues have come to light in recent weeks.</p> <p>Residents continue to pass on their thanks and praise for the Council and the action it has taken.</p>

	<p>It was agreed to recognise Dave Underwood for his support for the WHPC Help Scheme.</p> <p>Cllrs thanked Cllr QT for his offer to donate a small gift for Dave Underwood</p> <p>Newsletters: Following concerns raised by Cllr JB Cllrs discussed whether the WHPC Help Scheme should continue to distribute newsletters. Cllr JB reported that some Councils have stated that newsletters are non-essential.</p> <p>The majority of Cllrs considered that up to now the newsletters have been essential and that it was important to continue to inform and remind residents that help was available.</p> <p>It was agreed</p> <ul style="list-style-type: none"> • to continue issuing newsletters but to reduce the frequency to 3-4 week intervals. • Check volunteers are happy to continue delivering newsletters and to give them the opportunity to opt out. • Review the WHPC Help Scheme risk assessment.
20/101	<p>Minutes</p> <p>1. To approve the minutes of the Parish Council meeting on 3rd March 2020, previously circulated.</p> <ul style="list-style-type: none"> • Noted and approved • The minutes will be signed in public during the first meeting when Councillors are able to meet together post covid 19 lockdown.
20/102	<p>Planning applications received</p> <p>20/0746/TRE The Warren, Warren Park: Fell 1 Scots Pine</p> <p>Councillors acknowledged a full arboricultural report had been submitted in support of the application. The report identified that the Scots Pine was diseased but removal of the tree was medium priority and should be checked again in two years time. The majority of Councillors believed that this did not justify felling the tree at the moment.</p> <p>20/0736/FUL Creag Mhor, Ford Lane Applicant Mrs Sarah Clarkson Construction of side extension, veranda and associated hardstanding.</p> <p>Councillors supported the application.</p>
20/103	<p>Planning decisions received for information (*denotes WHPC differed)</p> <p>20/0478/FUL Belbury View Lower Broad Oak Road Approved Front porch extension.</p> <p>20/0344/FUL White Farm Cottage White Farm Lane Approved Construction of single and two storey extensions to side, alteration to first floor side facing opening and porch canopy to front</p> <p>20/0288/FUL Higher Field West Hill Road Approved Proposed vehicle access from West Hill Road including on site drive, turning and parking; alterations and extensions including raising roof to provide first floor accommodation and a two storey side extension including a car port; provision of cladding</p> <p>20/0140/OUT Fir Grove Lower Broad Oak Road Withdrawn Construction of new dwelling (Outline application seeking approval of access only)</p> <p>20/0312/TRE Oasis Toadpit Lane West Hill Refused</p>

	19/2677/FUL The Reddings Higher Broad Oak Road Approved
20/104	TPO notifications – for information n/a

Committee & Working Groups

20/105	Finance Working Group - additional bank account. <ul style="list-style-type: none"> The Finance WG reported that suitable product was not available with the Co-operative bank however further research has identified a potential product with the Yorkshire Bank. The Clerk will begin the application with a view to approval at the next WHPC meeting on 5th May .
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Other Matters

20/106	Updates on matters arising from the last meeting Any urgent matters arising.
20/107	To consider the proposal to replace Clerk's laptop <ul style="list-style-type: none"> Cllr MH reported that the Clerk's laptop was no longer fit for purpose as it could not support Microsoft Windows 10 plus scanning software etc. The laptop has a low spec and is now nearly three years old as it purchased in 2017. Cllrs wished to upgrade the specification in order to future-proof the specification as far as possible. Monies have been allocated in annual budget for replacement of equipment. Cllrs discussed possible options for the sale or donation of the existing laptop and stressed the need to clear down any data held on the laptop. Action Investigate the possibility of donating the laptop to local schools or for sale. (Clerk) <ul style="list-style-type: none"> It was agreed to purchase a replacement laptop and Cllrs pre-approved a budget up to £1000. Action Purchase a replacement laptop (Clerk)
20/108	Reminder next meeting will include the Annual meeting which will consider (amongst other items) the Election of Chairman and Vice-chairman <ul style="list-style-type: none"> Cllr MH informed Cllrs of her intention to stand down as Chairman at the Annual Meeting (5th May) and invited Cllrs to consider whether they would be interested in taking the Chairman role.
20/109 +	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> <ul style="list-style-type: none"> Cllr ABC reported that recent planning application posted on the EDDC Planning Portal had been re-dacted which is not standard practice. Cllr JB agreed to investigate with the Planning Team Cllr JB reported that the WHPC application to renew the registration of McColl's as a Community Asset was progressing at EDDC and has a deadline of 29th April. Cllr JB reported that she has investigated the possibility of registering Broadoak Plantation as an Asset of Community Value. Action : Include an item on the next agenda - Register Broadoak Plantation as an Asset of Community Value? <ul style="list-style-type: none"> Cllr JB had delivered some face masks made by a resident for use by the volunteers.

	<ul style="list-style-type: none">• Cllr JB reminded the meeting that the Tree Officers are working at the moment. If residents report chainsaws in action in the village please contact Cllr JB.• The Clerk reported that the Oct19-Mar2020 CIL payment had been received from EDDC £1,896.45
20/110	Next meeting: To confirm the date of the next meeting which is scheduled for Tuesday 5 th May

Meeting closed at 8.25pm

Signed: *Anne Oliver*, Clerk to the Council, 22nd April 2020